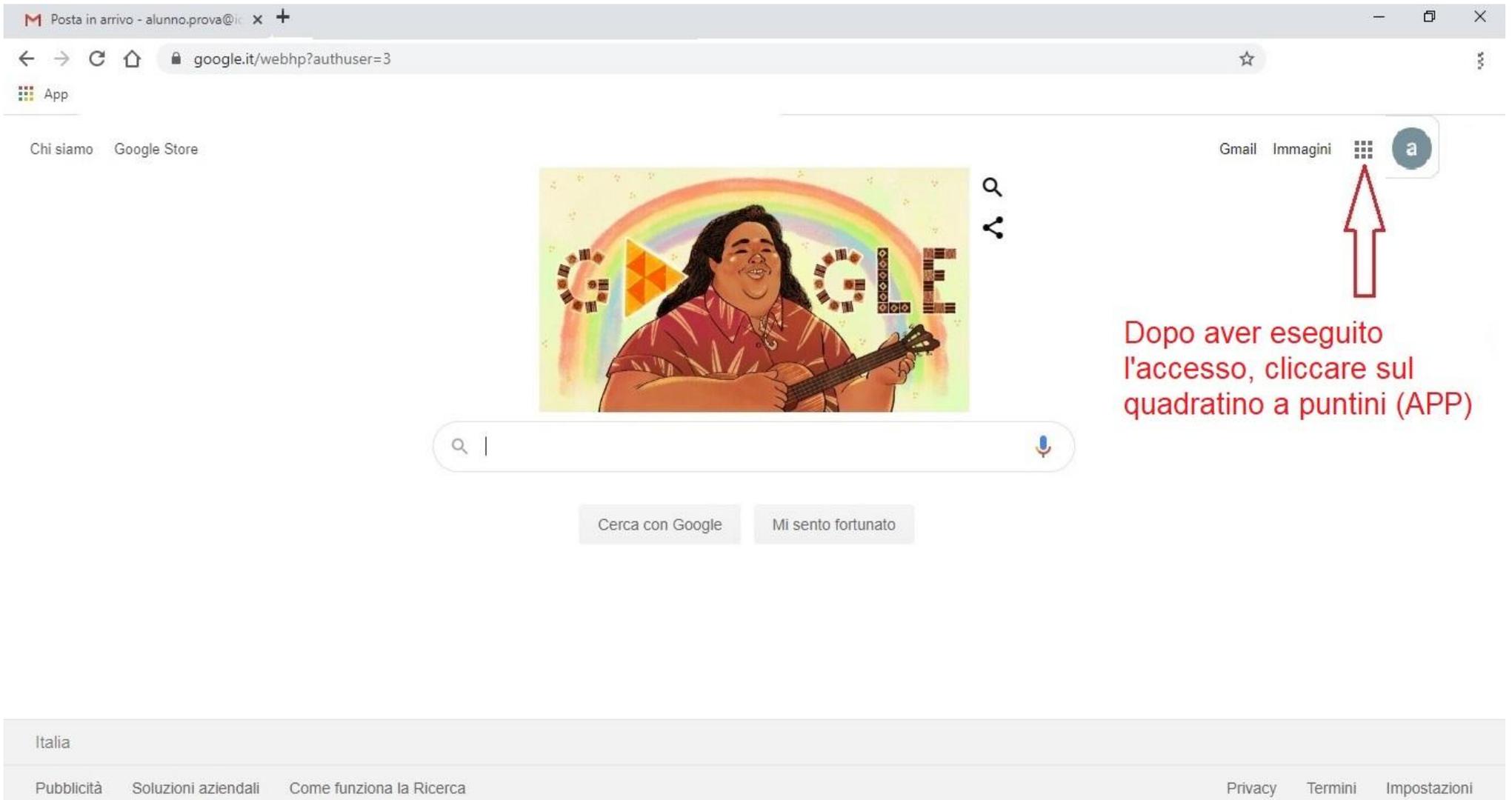


TUTORIAL PER CARICARE FILE E CARTELLE SU DRIVE

Accedere da google al proprio account istituzionale



Posta in arrivo - alunno.prova@ic x +

google.it/webhp?authuser=3

App

Chi siamo Google Store

Gmail Immagini

Dopo aver eseguito l'accesso, cliccare sul quadratino a puntini (APP)

Cerca con Google Mi sento fortunato

Italia

Pubblicità Soluzioni aziendali Come funziona la Ricerca Privacy Termini Impostazioni

Da "App" scegliere Drive

The image shows a browser window displaying the Google homepage. The address bar shows the URL `google.it/webhp?authuser=3`. The page features a search bar with the text "cliccare su DRIVE" overlaid on it. To the right, the app drawer is open, showing various Google services. A black arrow points from the text "cliccare su DRIVE" to the Drive icon in the app drawer. The app drawer includes icons for Account, Gmail, Drive, Classroom, Documenti, Fogli, Presentaz..., Calendar, Meet, and Contatti. The footer of the page contains links for "Italia", "Pubblicità", "Soluzioni aziendali", "Come funziona la Ricerca", "Privacy", "Termini", and "Impostazioni".

Comparirà una videata simile

The screenshot shows a web browser window with two tabs: 'Posta in arrivo - alunno.prova@ic' and 'Il mio Drive - Google Drive'. The address bar displays 'drive.google.com/drive/u/3/my-drive'. The main content area shows the Google Drive interface with the 'Il mio Drive' section selected in the left sidebar. The sidebar includes options like 'Nuovo', 'Priorità', 'Il mio Drive', 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione' (18,6 kB in uso). The main area shows 'Accesso rapido' and a search bar 'Cerca in Drive'. The top right corner features the 'G Suite' logo and a user profile icon 'a'.

Posta in arrivo - alunno.prova@ic x Il mio Drive - Google Drive x +

drive.google.com/drive/u/3/my-drive

App

Drive

Cerca in Drive

G Suite a

Nuovo

Priorità

Il mio Drive

Condivisi con me

Recenti

Speciali

Cestino

Archiviazione
18,6 kB in uso

Il mio Drive

Accesso rapido

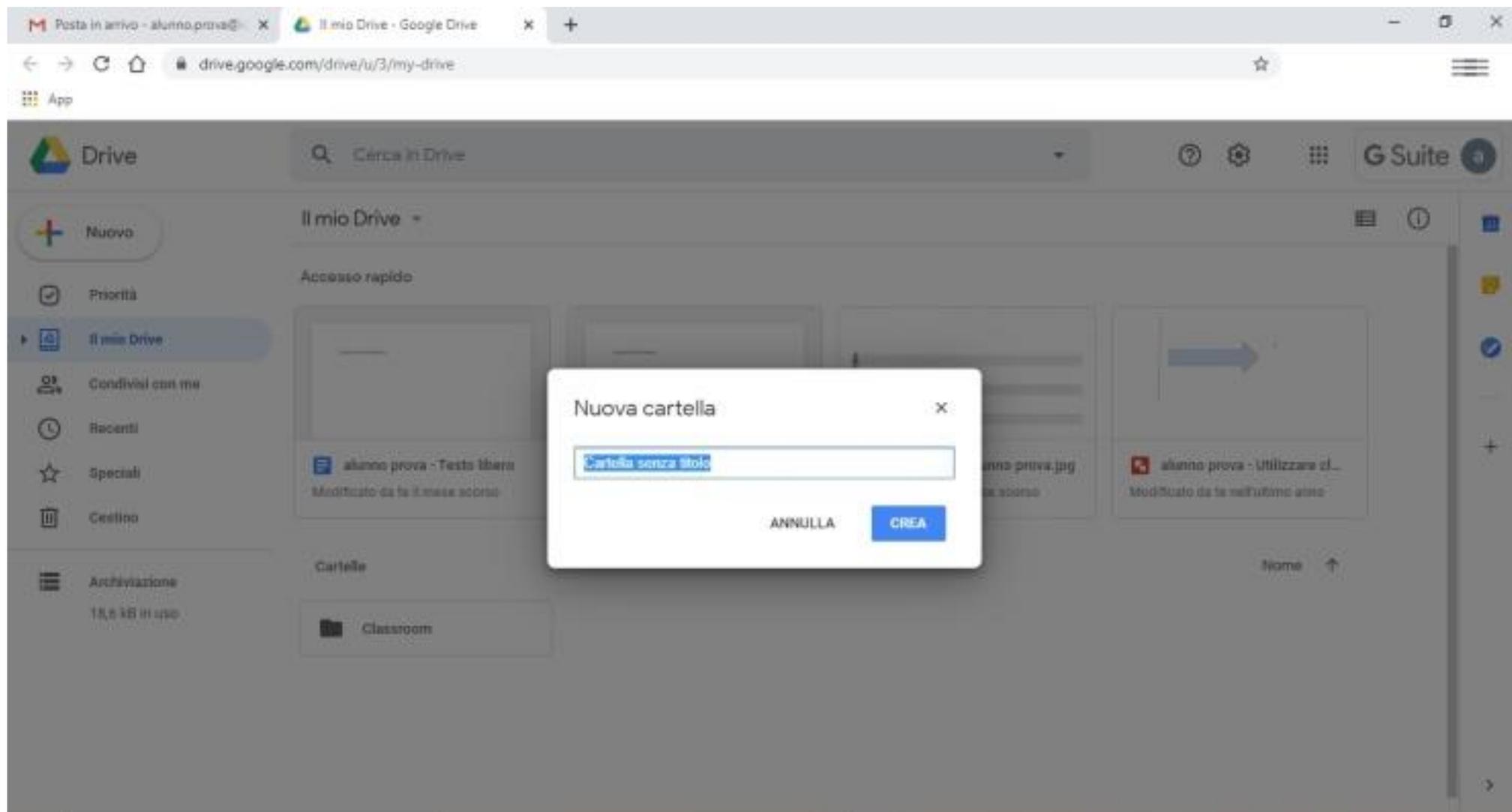
Spostarsi sulla sinistra e cliccare su "+Nuovo"

The image shows a browser window with two tabs: "Posta in arrivo - alunno.prova@ic" and "Il mio Drive - Google Drive". The address bar shows the URL "drive.google.com/drive/u/3/my-drive". The Google Drive interface is visible, featuring the Drive logo, a search bar labeled "Cerca in Drive", and a "G Suite" profile icon. On the left sidebar, the "Nuovo" button is highlighted with a red circle and a red arrow pointing to it. The text "cliccare su + Nuovo" is written in red next to the arrow. Below "Nuovo" are other sidebar options: "Priorità", "Il mio Drive" (highlighted), "Condivisi con me", "Recenti", "Speciali", "Cestino", and "Archiviazione" with "18,6 kB in uso". The right sidebar contains icons for calendar, tasks, and a plus sign for more options.

Dal menù a tendina scegliere "Cartella"

The image shows a browser window with two tabs: "Posta in arrivo - alunno prova@..." and "Il mio Drive - Google Drive". The address bar shows the URL "drive.google.com/drive/u/3/my-drive". The Google Drive interface is visible, featuring a search bar with the text "Cerca in Drive" and a "G Suite" profile icon. A dropdown menu is open, listing options: "Cartella", "Caricamento di file", "Caricamento di una cartella", "Documenti Google", "Fogli Google", "Presentazioni Google", and "Altro". A red arrow points to the "Cartella" option, with the text "cliccare su Cartella" written next to it. Below the menu, a list of files is shown, including "alunno prova - Testo libero" and "Testo libero alunno prova.jpg". At the bottom left, a sidebar shows "Archiviazione" with "18,6 KB in uso" and a "Classroom" folder.

Apparirà questo messaggio



Nel box nuova cartella digitare: Cognome, Nome, Classe e cliccare su "CREA"

The image shows a screenshot of a web browser displaying the Google Drive interface. The browser's address bar shows the URL `drive.google.com/drive/u/3/my-drive`. The Drive interface includes a search bar, a sidebar with navigation options like 'Nuovo', 'Priorità', 'Il mio Drive', 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione', and a main content area. A modal dialog box titled 'Nuova cartella' is open in the center, featuring a text input field containing 'Alunno Prova 3F' and two buttons: 'ANNULLA' and 'CREA'. The background interface is dimmed.

Creata la cartella, cliccarci sopra col tasto sinistro del mouse per aprirla

The screenshot shows the Google Drive web interface. At the top, there are browser tabs for 'Posta in arrivo - alunno.prova@it' and 'Il mio Drive - Google Drive'. The address bar shows the URL 'drive.google.com/drive/u/3/my-drive'. The main interface includes a search bar 'Cerca in Drive', a 'Drive' logo, and a 'G Suite' profile icon. On the left sidebar, there are navigation options: 'Nuovo', 'Priorità', 'Il mio Drive' (selected), 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione' (18,6 kB in uso). The main content area is titled 'Il mio Drive' and shows a section for 'Accesso rapido' with four items: two documents titled 'alunno prova - Testo libero', a photo 'Testo libero alunno prova.jpg', and a document 'alunno prova - Utilizzare cl...'. Below this is a 'Cartelle' section with two folders: 'Alunno Prova 3F' (circled in red) and 'Classroom'. A red text label 'cliccare sulla cartella' is positioned below the 'Alunno Prova 3F' folder. The right sidebar contains various utility icons.

Nella nuova finestra spostarsi sulla sinistra e cliccare su "+ Nuovo"

The screenshot shows the Google Drive web interface. At the top, there are browser tabs for 'Posta in arrivo - alunno.prova@ic' and 'Alunno Prova 3F - Google Drive'. The address bar shows the URL 'drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5'. The Drive header includes the 'Drive' logo, a search bar with 'Cerca in Drive', and the 'G Suite' logo. On the left sidebar, the 'Nuovo' button is highlighted with a red box, and a red arrow points to it from the text 'cliccare su + Nuovo'. Below 'Nuovo' are other sidebar items: 'Priorità', 'Il mio Drive', 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione' (18,6 kB in uso). The main content area is empty, displaying a large circular placeholder with a document icon and the text 'Rilascia i file qui o utilizza il pulsante "Nuovo"'. On the right side, there are several utility icons and a calendar widget showing '31'.

Nel menù a tendina scegliere "Caricamento di file"

The screenshot shows the Google Drive web interface. At the top, there are browser tabs for 'Posta in arrivo - alunno.prova@ic' and 'Alunno Prova 3F - Google Drive'. The address bar shows the URL 'drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5'. The Drive header includes the logo, a search bar 'Cerca in Drive', and the 'G Suite' user profile. The main content area shows a folder named 'Alunno Prova 3F'. A dropdown menu is open on the left, listing options: 'Cartella', 'Caricamento di file', 'Caricamento di una cartella', 'Documenti Google', 'Fogli Google', 'Presentazioni Google', and 'Altro'. A red arrow points to the 'Caricamento di file' option, with the text 'cliccare su caricamento file' written next to it. Below the menu, the 'Archiviazione' section shows '18,6 kB in uso'. The main area contains a large circular placeholder with a document icon and the text 'Rilascia i file qui o utilizza il pulsante "Nuovo".'

Il sistema aprirà il percorso per caricare i file

The image shows a Google Drive web interface in a browser. The browser's address bar displays the URL `drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5`. The Drive interface includes a search bar, a sidebar with navigation options like 'Nuovo', 'Priorità', 'Il mio Drive', and 'Archiviazione', and a main content area. A Windows File Explorer window is overlaid on top of the Drive interface. The File Explorer window is titled 'Apri' and shows the path 'Questo PC > Documenti'. The left sidebar of the File Explorer lists various folders, with 'Documenti' selected. The main pane shows a list of folders: 'documenti Elaborato finale' (last modified 20/05/2020 09:37) and 'Downloads' (last modified 04/03/2020 20:14). At the bottom of the File Explorer window, there is a 'Nome file:' field, a file type dropdown set to 'Tutti i file', and 'Apri' and 'Annulla' buttons.

Scegliere quelli che interessano e cliccare su "Apri"

The image shows a Google Drive web interface with a Windows File Explorer window overlaid. The File Explorer window is titled "Apri" and shows the path "« Doc... » documenti Elaborato fin...". The file "Africa Alunno Prova 3F" is selected in the main pane. The File Explorer window also shows a sidebar with various locations like "Questo PC", "Desktop", "Documenti", "Download", "Immagini", "Musica", "Oggetti 3D", "Video", "Disco locale (C:)", "Unità CD (I:)", and "Unità CD (J:)". The "Nome file" field at the bottom of the File Explorer window contains "Africa Alunno Prova 3F" and the "Tutti i file" dropdown is visible. The "Apri" button is highlighted.

Google Drive interface elements visible in the background include:

- Search bar: Cerca in Drive
- Navigation pane: Nuovo, Priorità, Il mio Drive, Condividi con me, Recenti, Speciali, Cestino, Archiviazione (18,6 kB in uso)
- Header: G Suite a

Attendere il caricamento del file

The screenshot shows the Google Drive web interface. The browser tabs include "Posta in arrivo - alunno.prova@ic" and "Alunno Prova 3F - Google Drive". The address bar shows the URL "drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5". The Drive interface includes a search bar with "Cerca in Drive", a "Nuovo" button, and a sidebar with navigation options: "Priorità", "Il mio Drive", "Condivisi con me", "Recenti", "Speciali", "Cestino", and "Archiviazione" (18,6 kB in uso). The main area displays a large circular placeholder with the text "Rilascia i file qui o utilizza il pulsante 'Nuovo'". A file upload progress bar is visible in the bottom right corner, showing "Caricamento di 1 elemento in cor..." and "Completamento del caricamento in corso..." with an "ANNULLA" button. The file being uploaded is "Africa Alunno Prova 3F.pptx".

Posta in arrivo - alunno.prova@ic x Alunno Prova 3F - Google Drive x +

drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5

App

Drive

Cerca in Drive

G Suite a

Il mio Drive > Alunno Prova 3F

Nuovo

Priorità

Il mio Drive

Condivisi con me

Recenti

Speciali

Cestino

Archiviazione
18,6 kB in uso

Rilascia i file qui
o utilizza il pulsante "Nuovo".

Caricamento di 1 elemento in cor...
Completamento del caricamento in corso... ANNULLA
Africa Alunno Prova 3F.pptx

Al termine del caricamento apparirà il file selezionato

The screenshot shows a web browser window with two tabs: 'Posta in arrivo - alunno.prova@it' and 'Alunno Prova 3F - Google Drive'. The address bar shows the URL 'drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5'. The Google Drive interface is visible, with the search bar containing 'Cerca in Drive'. The left sidebar shows navigation options: 'Nuovo', 'Priorità', 'Il mio Drive', 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione' (1,8 MB in uso). The main content area shows the folder 'Alunno Prova 3F' containing a single file named 'Africa Alunno Prova 3F.p...' with a red 'P' icon. The file name is truncated as 'Africa Alunno Prova 3F.p...'. The interface includes a top navigation bar with 'Drive', a search bar, and 'G Suite' branding. A right sidebar contains utility icons for calendar, notifications, and a plus sign for more options.

Ripetere le operazioni anche per gli altri file, quindi cliccare su "Il mio Drive"

The screenshot shows a Google Drive interface in a browser. The address bar shows the URL: `drive.google.com/drive/u/3/folders/1E_UI0K50QPQZRqtpef-EuvRDWTB0b8F5`. The page title is "Alunno Prova 3F - Google Drive".

The interface includes a search bar with the text "Cerca in Drive", a "G Suite" profile icon, and a left sidebar with navigation options: "Nuovo", "Priorità", "Il mio Drive", "Condivisi con me", "Recenti", "Speciali", "Cestino", and "Archiviazione" (30,7 MB in uso).

The main content area displays a folder named "Alunno Prova 3F" containing the following files:

| Nome | Proprietario | Ultima modifica | Dimensioni file |
|--|--------------|-----------------|-----------------|
| Africa Alunno Prova 3F.pptx | io | 28 ott 2019 io | 2 MB |
| Africa immagine 01.jpg | io | 10:09 io | 7 kB |
| Africa immagine 02.jpg | io | 10:09 io | 11 kB |
| Africa immagine 03.jpg | io | 10:10 io | 12 kB |
| Africa immagine 04.jpg | io | 10:10 io | 7 kB |
| Africa immagine 05.jpg | io | 10:11 io | 6 kB |
| Africa immagine 06.jpg | io | 10:11 io | 10 kB |
| Africa un continente ... Alunno Prova 3F.docx | io | 10:07 io | — |
| USA for Africa - We are the World.mp3 | io | 10:23 io | 7 MB |
| Vita quotidiana in una famiglia contadina del Ciad.mp4 | io | 10:21 io | 22 MB |

Per la condivisione cliccare col tasto destro del mouse sulla cartella contenente l'elaborato

The screenshot shows the Google Drive web interface. The browser tabs include 'Posta in arrivo - alunno.prova@ic...' and 'Il mio Drive - Google Drive'. The address bar shows 'drive.google.com/drive/u/3/my-drive'. The Drive interface includes a search bar, a 'Nuovo' button, and a sidebar with navigation options like 'Priorità', 'Il mio Drive', 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione'. The main area displays 'Accesso rapido' with four items: a video, a folder 'USA for Africa - We are the ...', a presentation 'Africa Alunno Prova 3F.pptx', and an image 'Africa immagine 01.jpg'. Below this is a table of files and folders.

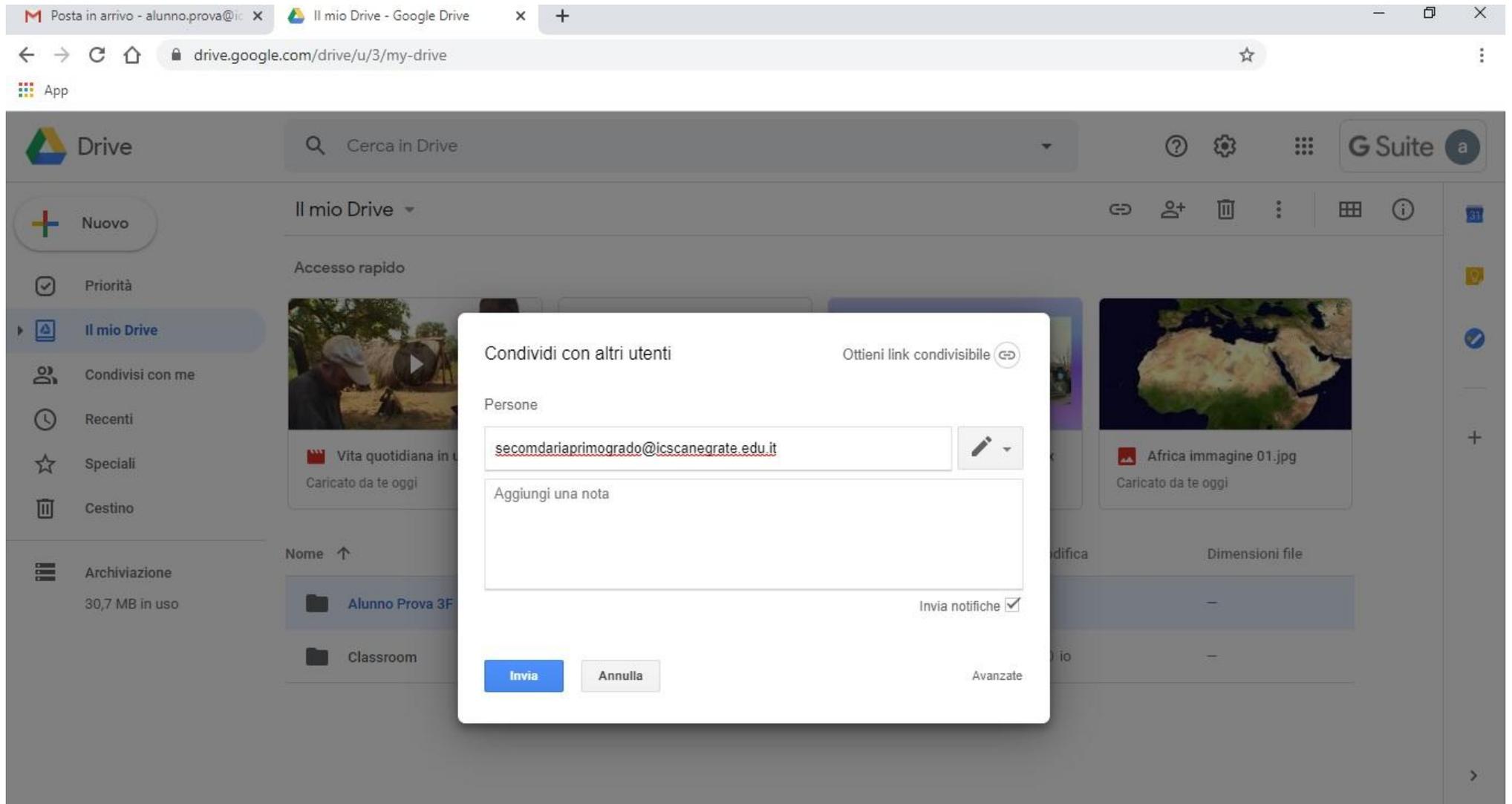
| Nome | Proprietario | Ultima modifica | Dimensioni file |
|-----------------|--------------|-----------------|-----------------|
| Alunno Prova 3F | io | 09:23 io | - |
| Classroom | io | 8 apr 2020 io | - |

Dal menù a tendina cliccare su "Condividi"

The screenshot shows the Google Drive web interface. At the top, there are browser tabs for 'Posta in arrivo - alunno.prova@ic' and 'Il mio Drive - Google Drive'. The address bar shows 'drive.google.com/drive/u/3/my-drive'. The Drive logo and search bar are visible. On the left, a sidebar contains navigation options: 'Nuovo', 'Priorità', 'Il mio Drive' (selected), 'Condivisi con me', 'Recenti', 'Speciali', 'Cestino', and 'Archiviazione' (30,7 MB in uso). The main area shows 'Il mio Drive' with a 'Accesso rapido' section containing a file 'Vita quotidiana'. A context menu is open over this file, listing actions: 'Apri con', 'Condividi' (highlighted with a white arrow), 'Ottieni link condivisibile', 'Aggiungi scorciatoia a Drive', 'Sposta in', 'Aggiungi a Speciali', 'Rinomina', 'Cambia colore', 'Cerca in Alunno Prova 3F', 'Visualizza dettagli', 'Scarica', and 'Rimuovi'. A red text overlay 'cliccare su Condividi' points to the 'Condividi' option. Below the menu, a table lists files: 'Africa Alunno Prova 3F.pptx' (09:23 io) and 'Africa immagine 01.jpg' (8 apr 2020 io).

| Nome | Proprietario | Ultima modifica | Dimensioni file |
|-----------------------------|--------------|-----------------|-----------------|
| Africa Alunno Prova 3F.pptx | | 09:23 io | - |
| Africa immagine 01.jpg | | 8 apr 2020 io | - |

All'apertura della finestra di dialogo in "Persone", digitare l'indirizzo e-mail con cui condividere la cartella: secondariaprimogradomanzoni@icscanegrate.edu.it quindi cliccare su "invita"



The screenshot shows a web browser window with two tabs: "Posta in arrivo - alunno.prova@ic" and "Il mio Drive - Google Drive". The address bar shows the URL "drive.google.com/drive/u/3/my-drive". The main content area displays the Google Drive interface for "Il mio Drive". A sharing dialog box is open in the foreground, titled "Condividi con altri utenti". It includes a search bar with the email address "secondariaprimogrado@icscanegrate.edu.it" entered. Below the search bar is a text area labeled "Aggiungi una nota". At the bottom of the dialog, there are buttons for "Invia" and "Annulla", and a checkbox for "Invia notifiche" which is checked. The background shows a sidebar with navigation options like "Nuovo", "Priorità", "Il mio Drive", "Condivisi con me", "Recenti", "Speciali", "Cestino", and "Archiviazione". The main area shows a list of files and folders, including "Vita quotidiana in" and "Africa immagine 01.jpg".