

Course Portfolio Share Settings

You will create a **Google Drive Folder** which will serve as a portfolio of artifacts for the course.

You will share your Google Drive folder with me. You will share it to **sogatewo**.

You will set the share settings to **edit**.

You will store all of your essays and projects in this folder.

You will **name the Google Drive folder** as follows.

Hour Last Name First Name

1 Smith John

You will **name each document** in the folder as follows.

Hour Last Name Assignment Name

1 Smith Personal Narrative

You will set the document share settings to **edit**.

You should plan to inventory and reflect upon the documents in your portfolio.