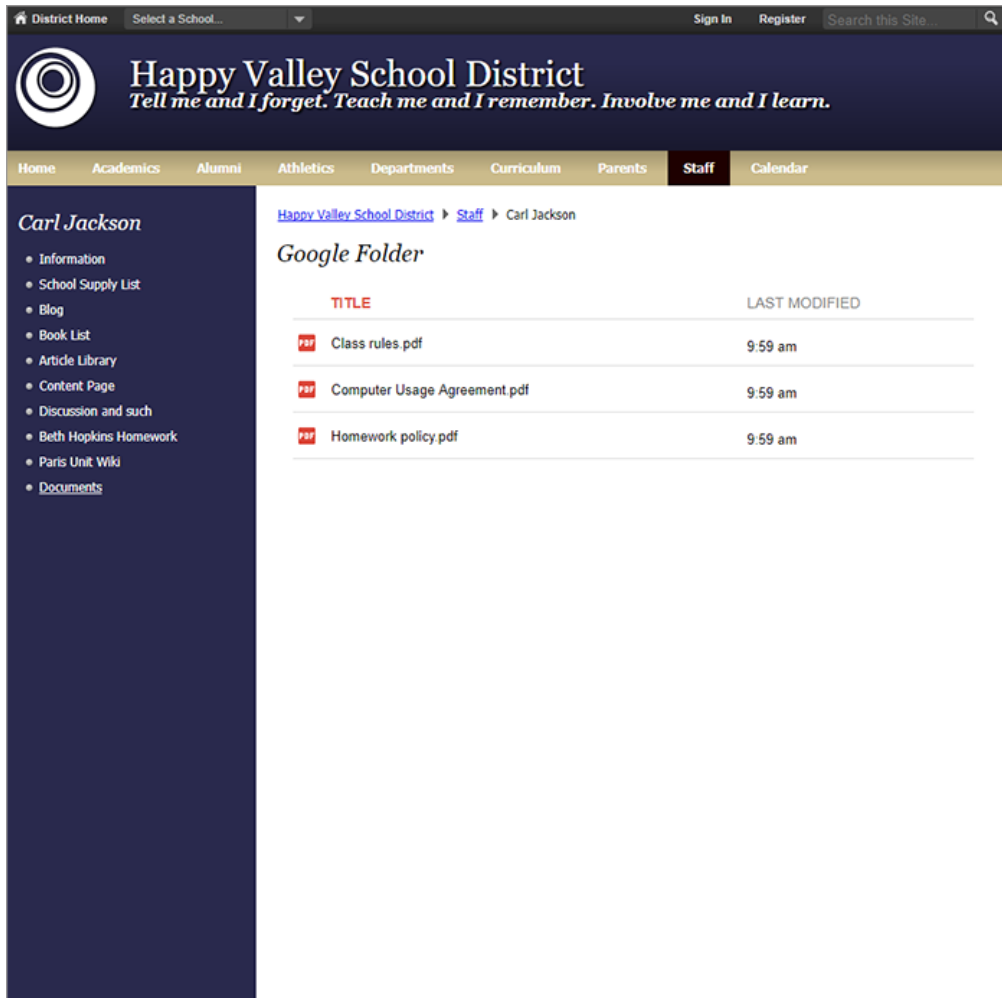





Google Folder App User Guide

The Google Folder app allows users to connect with a folder you create within Google Drive™ - a file storage and synchronization service created by Google. Create, edit, and maintain your documents from any location. Files are stored in the cloud and editable in a browser. This means you don't have to be at your classroom desk or on the school network to make changes.

The Google Folder app is a Web Community Manager custom app that must be downloaded before you can add it to your pages. Please contact your site administrator for additional information.



The screenshot shows the Happy Valley School District website. The header includes the district logo and name, along with the motto: "Tell me and I forget. Teach me and I remember. Involve me and I learn." The navigation menu includes Home, Academics, Alumni, Athletics, Departments, Curriculum, Parents, Staff, and Calendar. The "Staff" menu item is selected, leading to a page for Carl Jackson. The page title is "Google Folder" and it displays a table of files:

TITLE	LAST MODIFIED
 Class rules.pdf	9:59 am
 Computer Usage Agreement.pdf	9:59 am
 Homework policy.pdf	9:59 am

Add the Google Folder app

Drag the Google Folder app onto your page.

Google Folder

Edit Options

* Google Drive Shareable Link:
Need help getting your shareable link? Simply browse to [Obtain Shareable Link for a Google Drive™ Folder](#).

View Type

Grid List

Container Height (pixels)

Activate on my page

Save Cancel

1. Enter or paste your *Google Drive Shareable Link*.
2. Select the *View Type*.
3. Enter the *Container Height* in pixels.
4. Select *Activate my page* to display the content on your page.
5. Select *Save*.

Set additional options

Google Folder

Edit Options

General ^

* App Name:
Google Folder

Description:

Show the app name on my page.

Display Settings:
You can display every active record in this app on your page, or a specific number of records at a time.

Display all active app records
 Display a specific number of active app records

Sharing v

Save Options Cancel

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.

