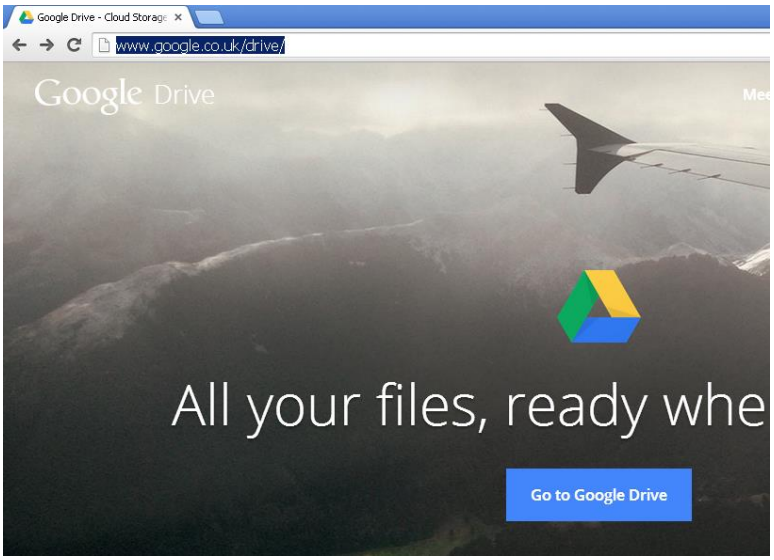
7574-12 ITQ for IT Users

Instructions to Centres on the use of Google Drive

Before commencing ensure that you have an up to date version of Google Chrome or Mozilla Firefox web browser as Internet Explorer can cause conflicts with the Google Drive system.

Please note all screen shots were produced during March 2015, due to the nature of web pages, the exact layout of screens may change over time.



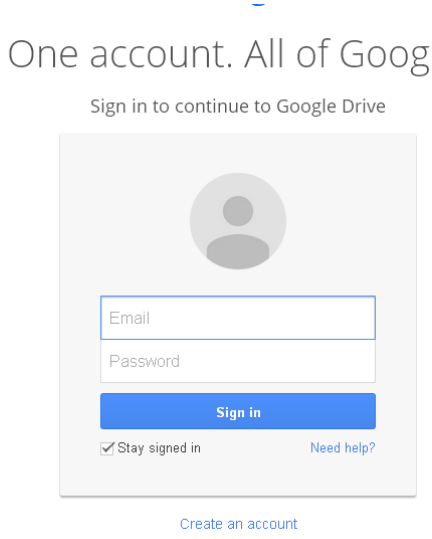
To access Google Drive, navigate using your web browser to

http://www.google.co.uk/drive/

Click on the Go to Google Drive link.

You will be presented with the Google sign in screen.

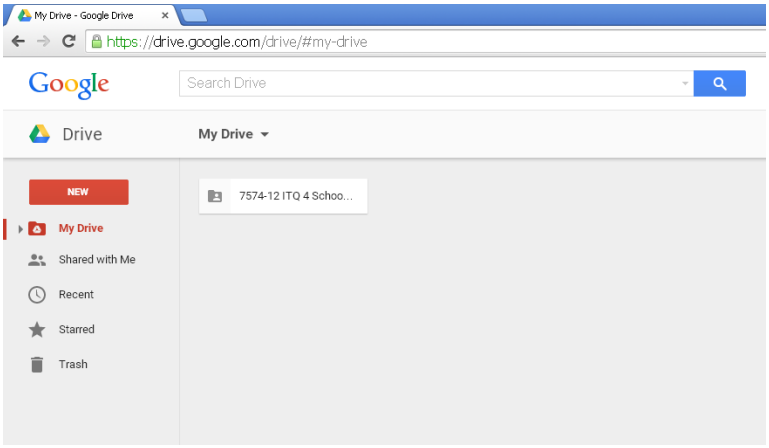
This will look similar to the screen shown below.



Login in using the username and password provided to you by City and Guilds. (**It is essential that the username and or password are not modified at any point**).

Enter your username and password and click on the Sign in link.

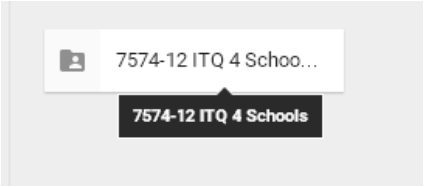
Once you have logged in, you will be presented with the Google Drive Screen shown over page.



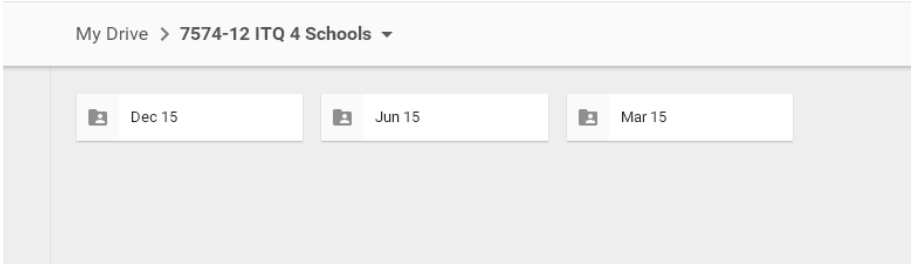
You will have access to a folder called 7574-12 ITQ 4 Schools

(**Note**: Dependant on screen resolution and size you may not see the full folder name).

You will see the full folder name if you hover your mouse over the folder.

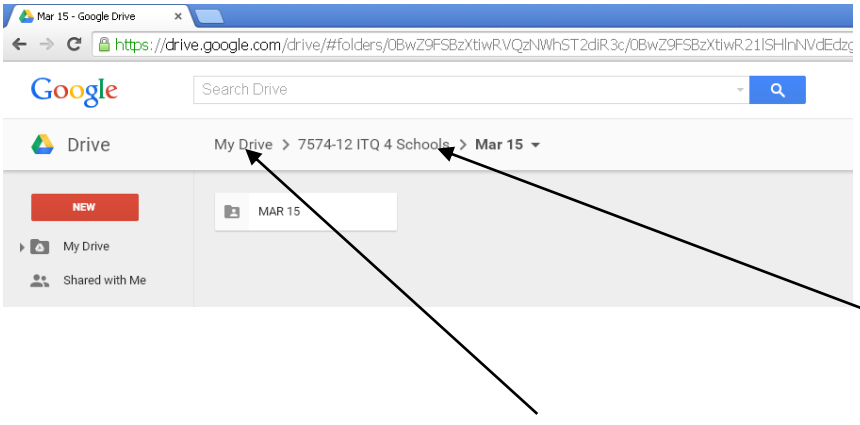


If you double click the folder you will be presented with three further folders as shown below.



Again if you wish to access any of these folders, double click the folder that represents the month in which your learners will undertake their exam. We will discuss later how you should set up learners folders prior to uploading in to Google Drive.

When you double click on the folder Mar 15 you will see a screen similar to the one shown below.



To navigate back up the folder structure, click on the folder you wish to view.

For example to navigate back to My Drive, click, or to navigate to the 7574-12 ITQ 4 Schools click

Alternatively you can return to My Drive at any time by clicking My Drive on the left hand side of the page, just below the NEW button.

You can then navigate back down through the hierarchical folder structure using the double click process.

On completion of the assessment, the files produced by each student within their e-portfolio, should be copied/moved to a hierarchical folder structure set up in the following format.

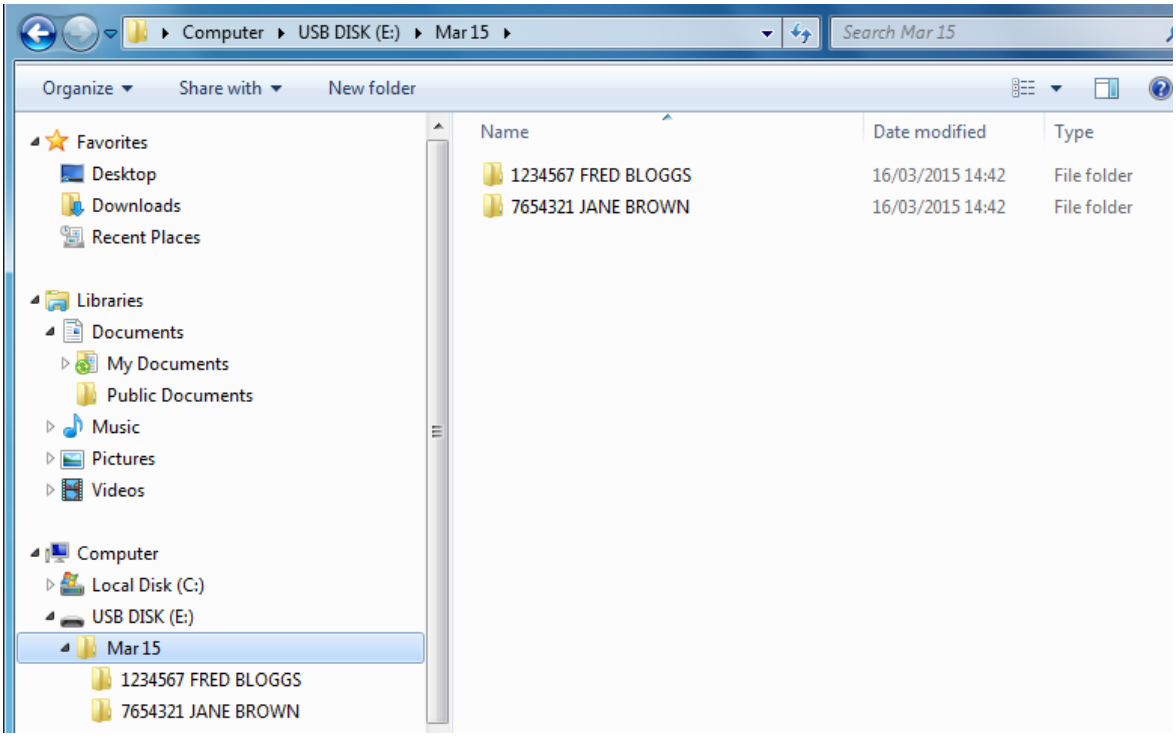
Root folder named as **MMM YY** for example **MAR 15** (this will be based on the Month and year in which the assessment is undertaken), **sub folders** should then be created for **each learner** in the following format.

CG STUDENT NUMBER (all seven characters) **FIRST NAME SURNAME** for example

1234567 FRED BLOGGS
7654321 JANE BROWN

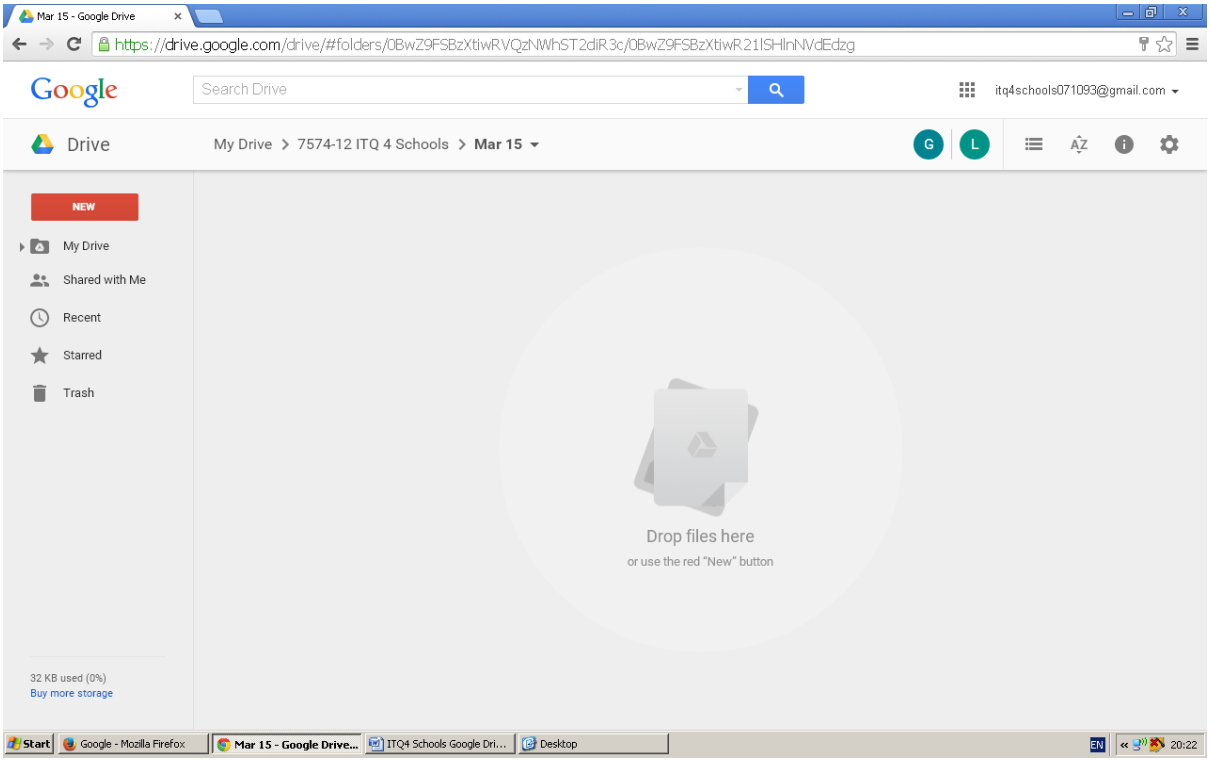
Each student folder should contain the learner files produced during their course, which the learner may make reference to during their assessment. Files should be named appropriately to allow the marking team at City and Guilds to identify files by name. Rather than Document 1, Presentation 2 etc.

Screenshot below shows a sample folder structure.

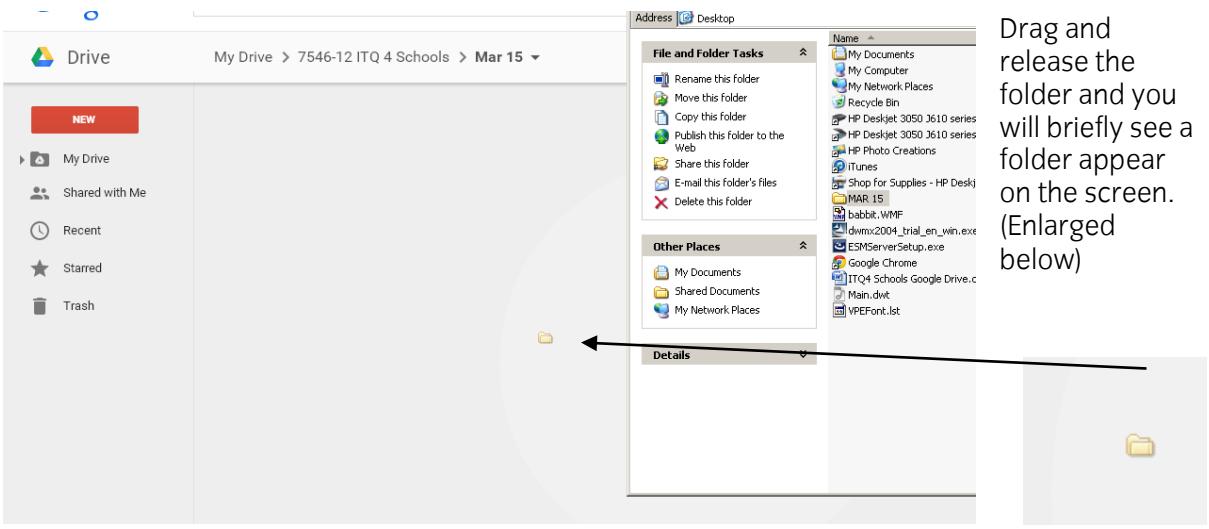


On completion of the assessment the full folder structure should be uploaded to Google Drive by navigating to the appropriately named folder Mar 15, Jun 15 or Dec 15.

Google Drive will look similar to the screen shown below.

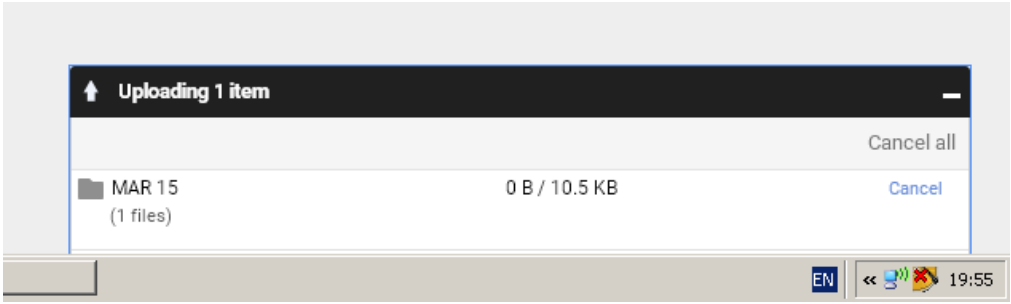


The main part of the page says **Drop Files here**, drag the whole folder you have prepared into the main part of the browser and release.

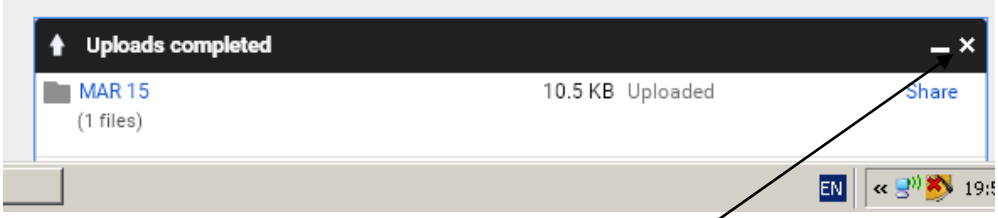


Drag and release the folder and you will briefly see a folder appear on the screen. (Enlarged below)

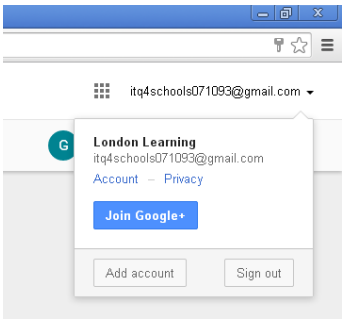
Towards the bottom of the screen you will see the folders and files you have produced being uploaded.



Once the upload is completed, the dialogue box at the bottom of the screen will look similar to that shown below.



You can then close the dialogue box by clicking on the **X**. At that point the Google account should be logged out, all your Learner files will now be viewable by the City and Guilds team.



The account should be logged out by, clicking on the drop down arrow next to the account name in the top right hand corner. Then selecting Sign Out.

At no point should centres modify any account details including folder names, account name and passwords.

If you believe any details have been modified please contact:

City & Guilds, Assessment Team 5 by email TEAM5ADMIN@cityandguilds.com alternatively our customer contact centre on 0844 543 0000.