

Google Drive: Creating a Shared Drive

Last Modified on 01/30/2026 12:58 pm EST



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This document will guide you through the process of creating a Shared Drive on Google Drive for your class to upload files to, as well as adding your students to the shared drive.

Important Info

As part of NYU Drive, faculty can create separate Shared Drives. Shared Drives operate similarly to My Drive within Google Drive, but don't count toward any one user's storage usage.

Due to the storage limits on each user's My Drive, it is recommended that faculty create a single Shared Drive for all of their classes. From there, faculty can create a folder for each of their specific sections, and then invite students to the appropriate folder. Students will only be able to see the folder they have access to, not the whole drive.

Submitting a Request

To request a Shared Drive:

1. On your web browser, visit the [NYU Drive public webpage](#).