



Upload Photos from an iPad to Google Drive

A step-by-step guide for uploading saved photos, creating folders, and uploading a photo while it is open on the iPad.

PART 1 — Upload a Photo Saved on Your iPad

Step 1: Open Google Drive

Find and tap the **Google Drive** app. If prompted, sign in with your Google account.

Step 2: Tap the plus (+) button

Look for the **+** button, usually near the bottom-right corner of the screen.

Step 3: Choose Upload

Tap **Upload** or **Upload file**. The wording may vary depending on your app version.

Step 4: Find your photo

If a photo picker appears, choose the photo. If the Files browser opens, tap **Browse** and locate the image where it is saved. Select the photo, then tap **Add** or **Open** if prompted.

Step 5: Wait for the upload

Allow the upload to finish. Look for the photo's filename or thumbnail in Google Drive to confirm it arrived.

(If Needed) PART 2 — Create a Folder Before Uploading

Step 1: Go to the folder location

In Google Drive, open **My Drive** or the shared location where you want to keep the photos. You must have permission to add folders.

Step 2: Tap +, then New folder

Tap the **+** button and choose **New folder**.

Step 3: Name the folder

Enter a clear name, such as **Classroom Photos**, **Field Trip - October**, or **Student Projects**. Tap **Create**.

Step 4: Open the new folder

Find the folder and tap it so you are inside it.

Step 5: Upload the photo into the folder

While inside the folder, tap **+**, choose **Upload** or **Upload file**, select the photo, and wait for the upload to finish.

PART 3 — Upload a Photo While It Is Open on the iPad

Use this method when you are already looking at a photo in the Photos app, or when a photo is open in another app that offers the iPad Share button.

Step 1: Open the photo

Display the photo full-screen on your iPad. For example, open it in the **Photos** app.

Step 2: Tap the Share button

Tap the **Share** icon (a square with an arrow pointing up). It is usually near the bottom or top of the screen. If you do not see it, tap the screen once to reveal the controls.

Step 3: Choose Google Drive

In the share sheet, look for **Drive** or **Google Drive**. You may need to swipe across the app icons or tap **More**. If Drive is not listed, use Part 1 instead.

Step 4: Choose where to save it

If Google Drive opens a save/upload screen, choose the Google account and destination folder if those options appear. To use a folder you created, select that folder.

Step 5: Tap Upload or Save

Tap **Upload**, **Save**, or the confirmation button shown. The exact label can vary by app version.

Step 6: Confirm the photo uploaded

Open Google Drive and check the destination folder for the photo. If it is not there yet, wait briefly and check the upload status or your internet connection.

If Google Drive Does Not Appear in the Share Menu

The available sharing options depend on the app and iPad setup. Tap **More** to check additional options. If Google Drive still is not listed, open Google Drive and follow Part 1. You can also use the iPad's Share menu to choose **Save to Files**, then upload that saved image through Google Drive using Part 1.

— Quick Troubleshooting

I can't find my photo: Check the Photos app or use Browse in the Files picker.

Drive cannot access my photos: Open the iPad's Settings and check Google Drive's Photos permission. Depending on iPadOS, access may be limited to selected photos or all photos.

The photo isn't appearing: Check Wi-Fi and look for an upload indicator or error message. Large photos may take longer.

I need to upload to a shared folder: Open the shared folder first and confirm you have permission to add files. Ask the folder owner if you cannot upload.

STUDENT PRIVACY REMINDER

For school use, upload student photos only to district-approved accounts and folders, and follow district rules for student privacy and photo sharing.