
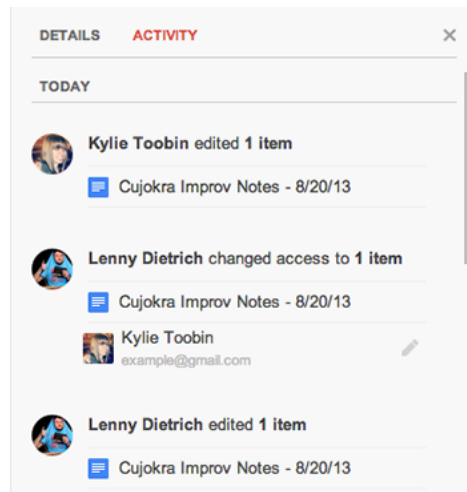


Track activity of files and folders in your Google Drive

Sometimes it can be hard to keep track of the history of changes that are being made to files and folders. In Google Drive, you can track activity of specific items that have been created in, or uploaded to, "My Drive."

1. Go to drive.google.com.
2. Click **My Drive** in the left-hand navigation.
3. If there is a specific file you want to see activity for, check the box to the left of the file name. Otherwise, to see activity for all the files in "My Drive," skip to step 4.
4. Click the  button in the top-right hand corner of your screen.
5. Scroll down in the box that pops up on the right-hand side of the screen to see activity organized with the most recent changes at the top.



The types of activity for files and folders that you can see in this view can include:

- Moving and removing
- Renaming
- Uploading
- Sharing and unsharing
- Editing and commenting

For each date where activity was found, there is a note of who made a change and which files, folders, or collaborators were affected by the change.

In addition, if you have selected specific files or folders to check their activity, you can click **Details**, next to **Activity** in the box that appears, to quickly review and make changes to the document settings. These settings include sharing options, item descriptions, folder location, and time of the last modification.