

Using and Sharing Google Docs

- Step 1: Log into your school PUSD email account.
- Step 2: Up in the right hand corner near your email address, there are nine little dots. Click on the nine little dots and then click where it says "Drive."
- Step 3: Click on "Create" on the left side of the screen. Click on "Document." A blank document will appear on your screen.
- Step 4: In the upper left hand corner, it will say "Untitled Document." Click on it. A screen to rename your document will appear. This is where you name your document for submission to Mrs. Buettner in this format Class Period_Assignment Title_Your First and Last Name. Click OK. For example: First Period_11 Sentence Paragraph_Tobias Buettner. Click OK.
- Step 5: In the upper right hand corner, click the blue button that says, "Share". A box will come up that says "Invite People." Type in my name: amy.buettner@prescottschools.com.
- Step 6: Just to the right of that box, it says "can edit" in blue with an arrow. Click on that. Click on "can comment". This way I can "write" in my notes on your work and your grades. Now click "Send." Then click "Done." You just shared a document with Mrs. B.!
- Step 7: Complete your assignment. All changes are automatically saved for you and shared with me.
- Step 8: To exit out, click on the "X" at the top of the tab OR click the four blue lines to the right of your assignment title. If you click on the four blue lines, it will take you back to the Docs home page. From there, click on the three blue lines next to where it says Docs and the menu will pop up. Click on "Drive" to get back to the home screen.

To Create Folders

- Step 1: From the Drive home screen, click "Create" and click "Folder"
- Step 2: It will prompt you to enter a name for your folder. Click "create."
- Step 3: You can now select where you want your work to go simply by clicking on the box next to the work. Then look at the top of the screen for the folder and the words "move to." Click and all of the folders you've created come up and you can select which folder to use OR you can simply click and drag into the folder you want.