

USING GOOGLE DOCS

Go to drive.google.com

Sign in: (email) everitt.students@gmail.com

(password): North154 (**make sure you type these both exactly as I have)

Click on CREATE (red box in top left corner)

A pull down menu will come down, select DOCUMENT

This will open up a document that looks like a word document. Begin typing your research/report.

Click on the top where it says UNTITLED DOCUMENT. You will need to change this title to one of two titles.

Biography—rename this doc to the name of your famous person (Abe Lincoln)

Autobiography—rename this doc to your name (Megan Everitt)

When you are ready to save, you'll share the document. To do this, click on FILE.

A pull down menu will open up, you'll then need to click on SHARE...

A window will open up. Towards the bottom of this box is a place where you can INVITE PEOPLE. You will need to type in my email address to share this doc with me.

My email is teachereveritt@gmail.com

Please change the "CAN EDIT" to "CAN COMMENT"

Then click on the blue button that says SEND.

Then click on the blue button that says DONE.

By doing this, you'll be sending your work to Mrs. Everitt. I can then make comments and share them back to you. You'll be able to work and edit these from any computer, anywhere—as long as you have your log-in.

...PLEASE...

Only click on your work. Do not mess with anyone else's work.

Do not change any of the passcodes. If I find out that you have done either of these,

You will lose all computer and internet privileges at school.