

Teresa Posada

Sharing My Documents with My Students on Google

Log in to Google:

Click on:

- Grid box (upper right)
- Drive
- My Drive (upper left)
- Grid box
- More
- Classroom
- Class name
- Assignment
- Name of Assignment (Ex. Romeo and Juliet)
- Drive sign (2<sup>nd</sup> icon on bottom)
- My drive (top)
- Find your Power point document and click on it (yellow icon)
- Click add (bottom blue icon)
- Click on: Students can view file
- Click and choose icon "make a copy for each student"
- Assign
- Students will then see the assignment