

For course **information** and **notes**



For course **information** and **notes**

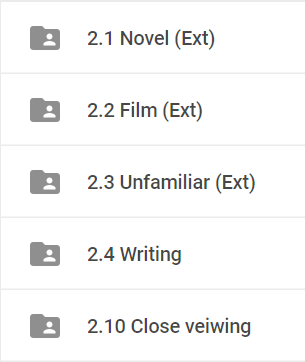


Access your

**‘English’ folder** in your Google Drive.

(I have shared it with you.)

**In** your ‘English’ folder, create

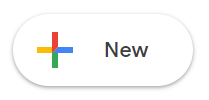
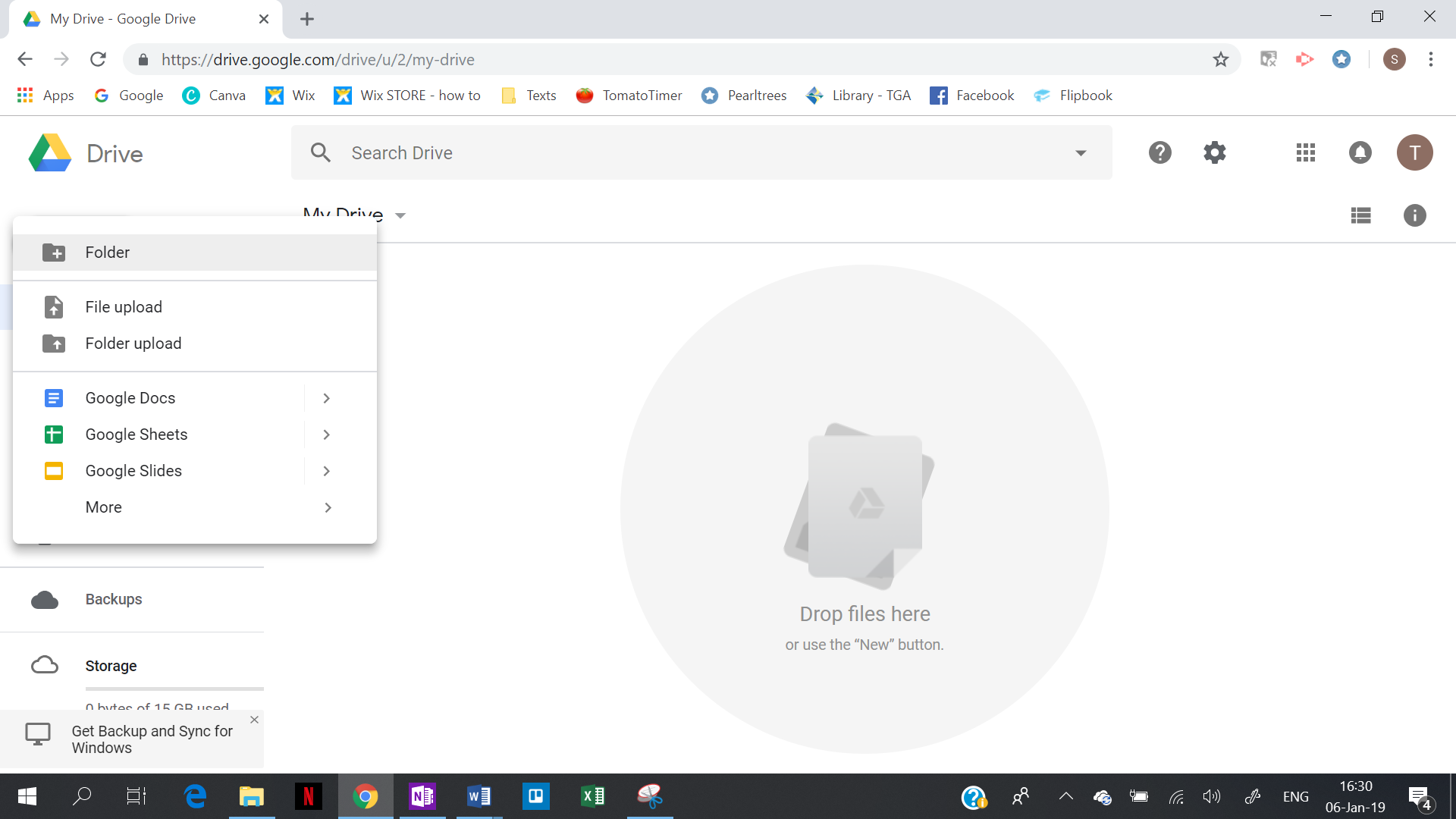
**folders for standards**

**Put your work** **in here**

(Yes, in the correct folders!)

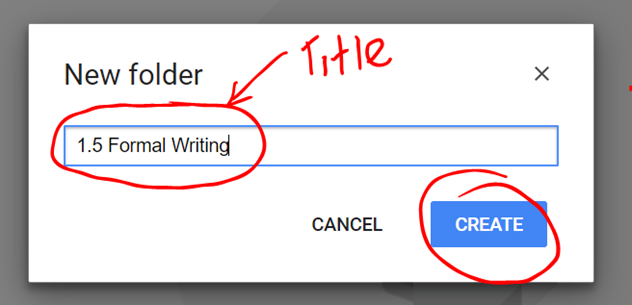
**To Create a Folder**

1. Open your English folder.



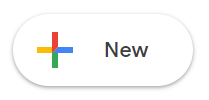
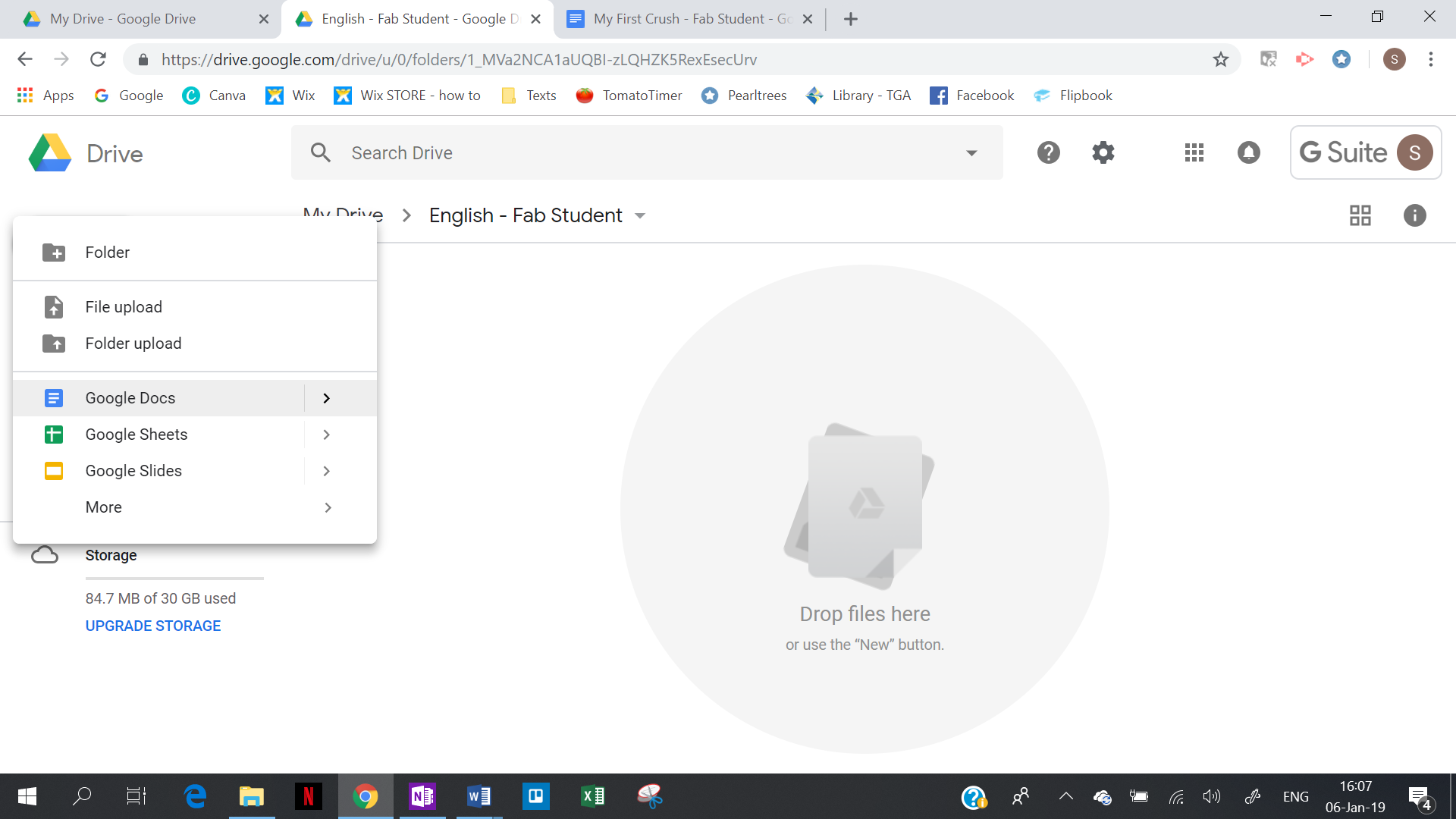
1. Hit
2. Choose ‘Folder’



1. Name your folder!

**To Create a Doc**

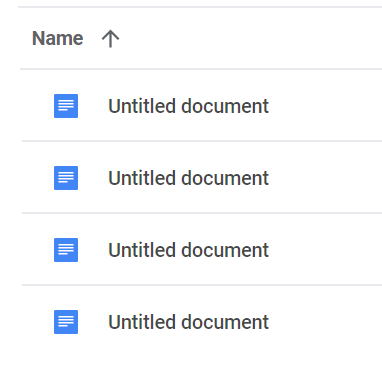
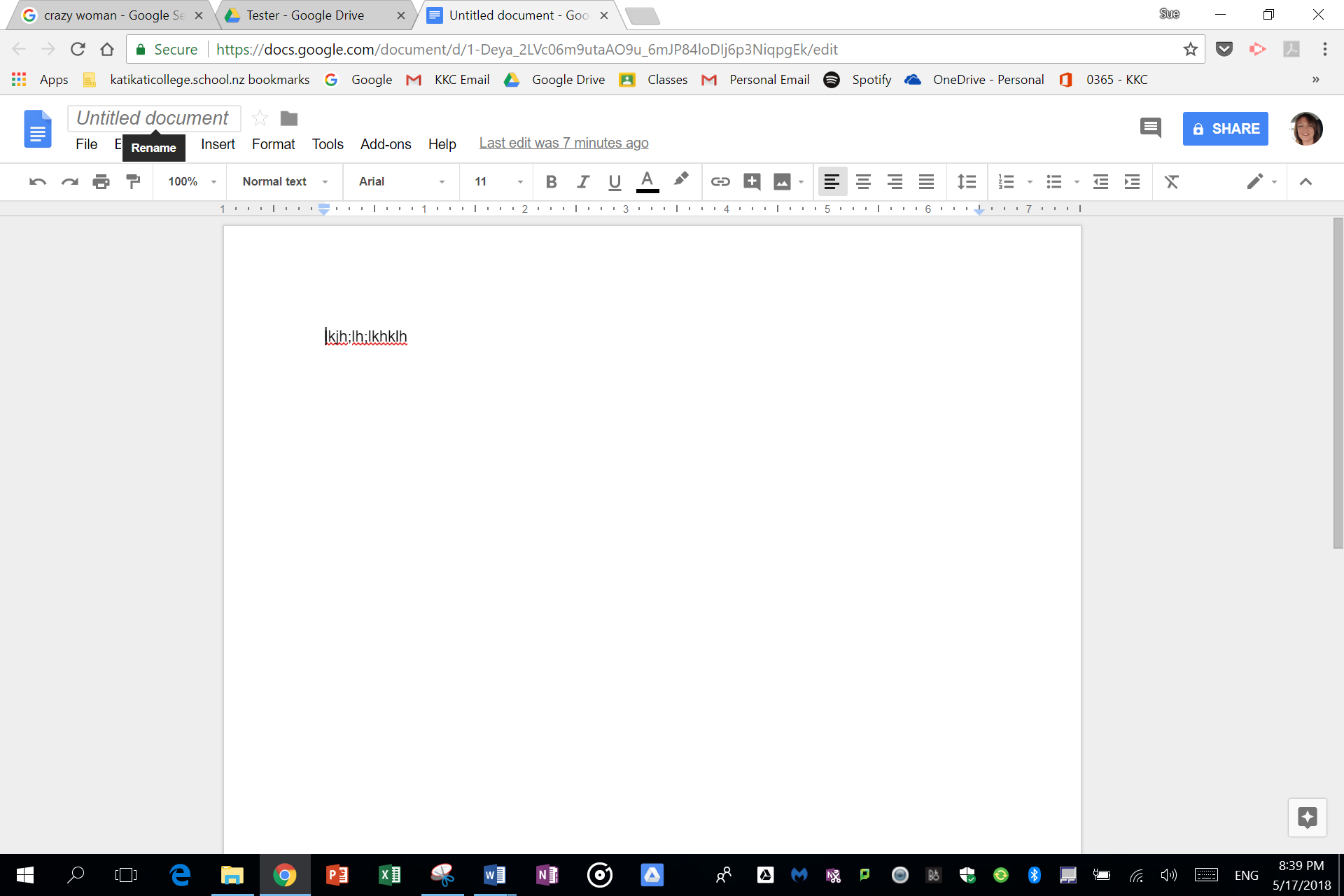
1. Open your English folder.



1. Hit
2. Choose ‘Google Docs’, or whatever you need.

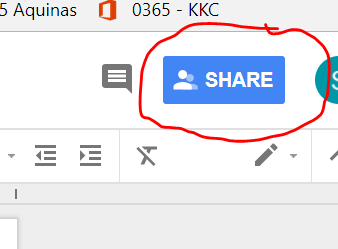


**Name Your Documents!**



**Click here. Type title as well as your name.**

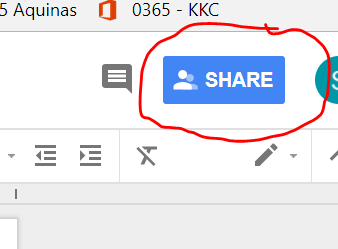
**Ready for feedback?**



Hit **SHARE**

I get an email to say you’re ready and waiting!

**Submitting FINAL?**

1. Hit **SHARE.**
2. Add a quick note to say it’s your final.
3. ***Look out for my reply to say I have received it!!***

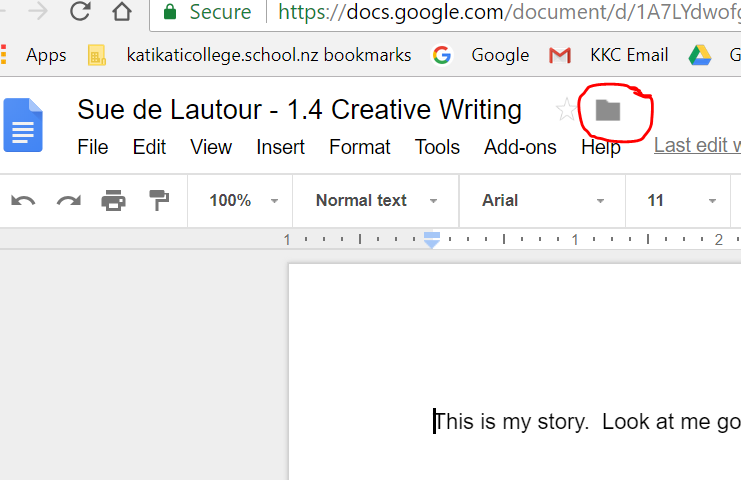
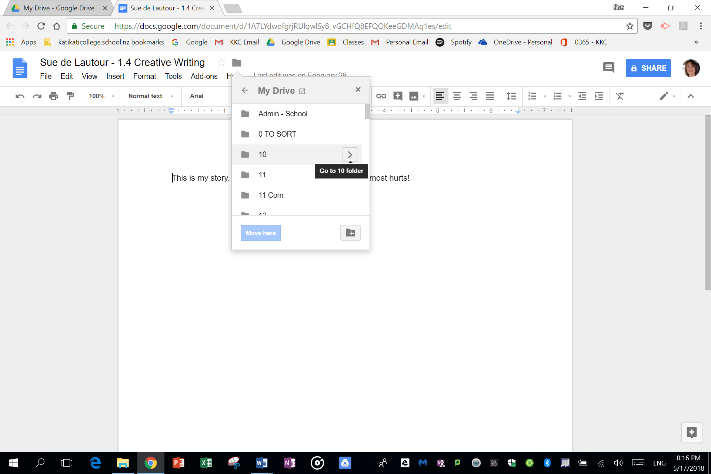
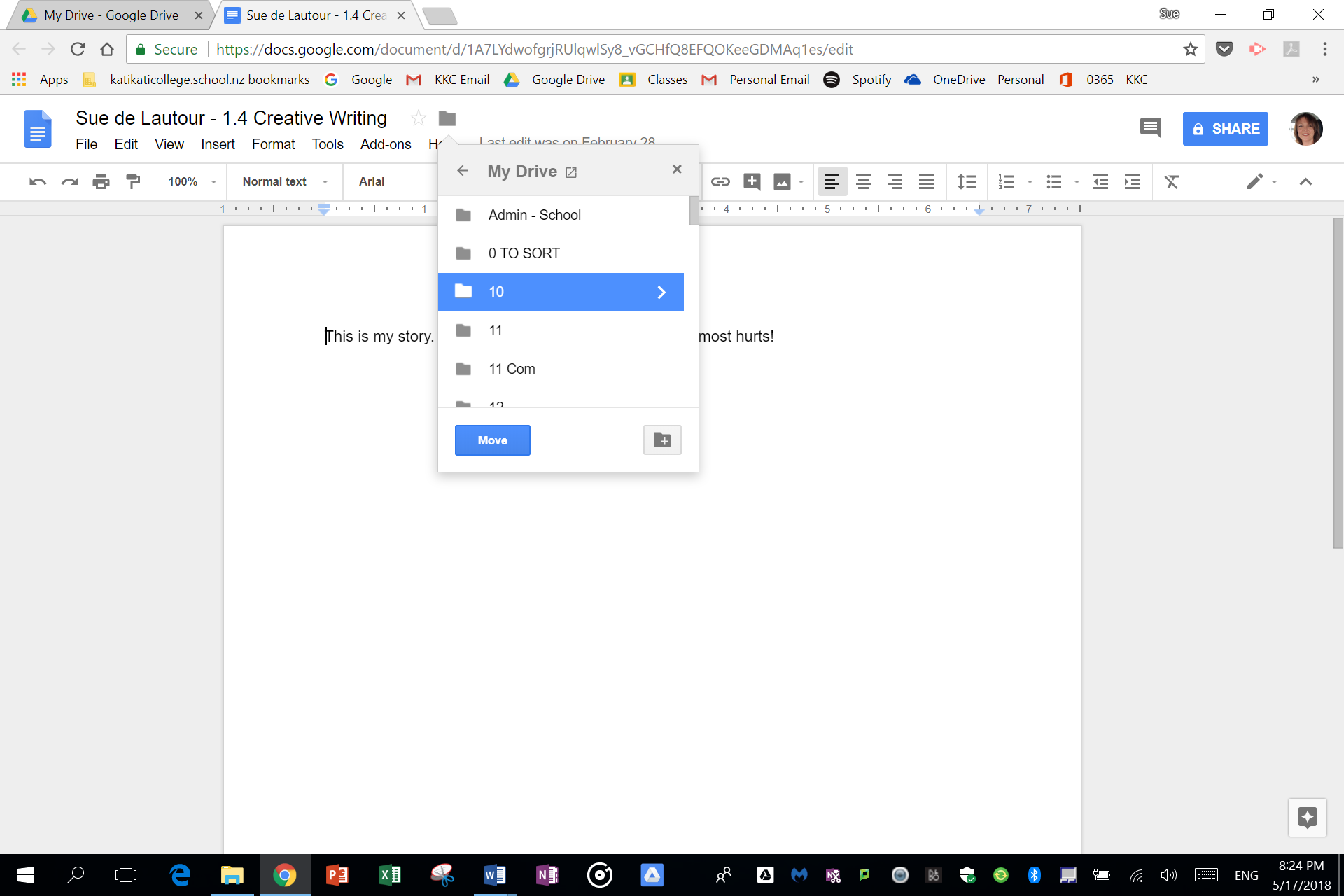
*Note, from here I will make a copy and save it in my own folder to mark from there. I will later share that marked copy with you.*

**Final work is**

**marked and returned**

Find it in your ‘English Work’ folder as a ***copy*** of your original document.

**To move a document**



**Click on wee folder**

**Choose destination**

**To make a new folder**

**Finally, click**

**For more options**