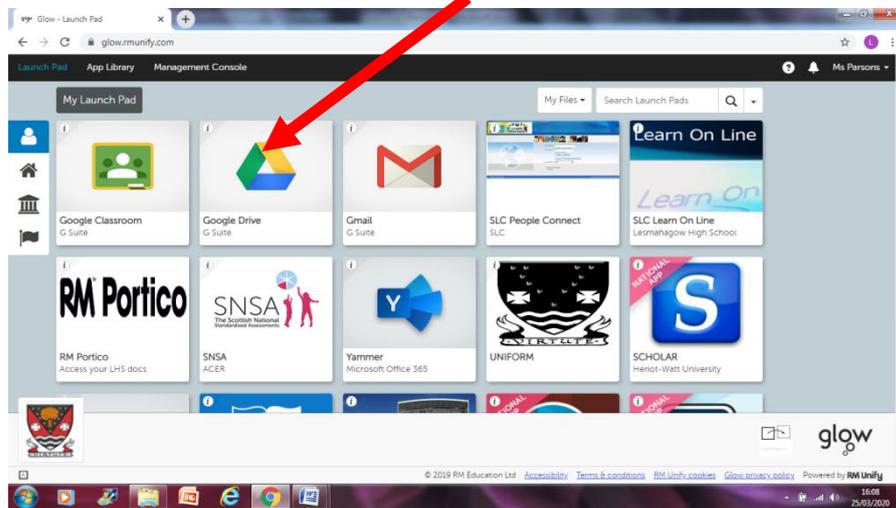
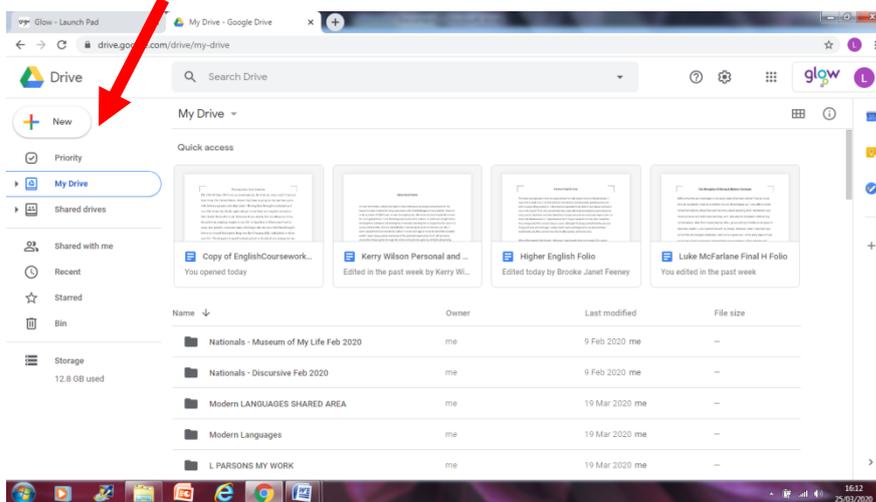


How to Access Google Documents and Share with Your Teacher

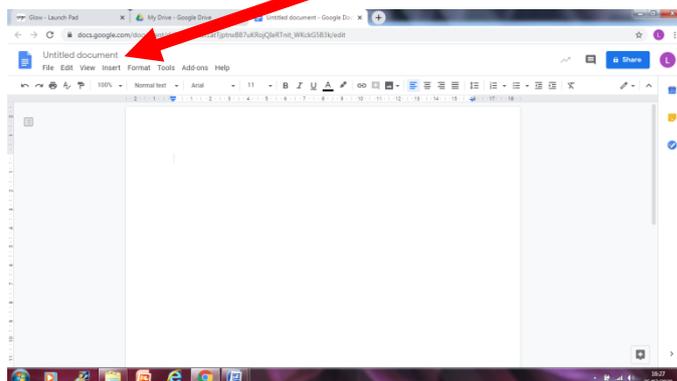
1. Log on to Glow with your username and password.
2. On the Glow Launch Pad, click on Google Drive.



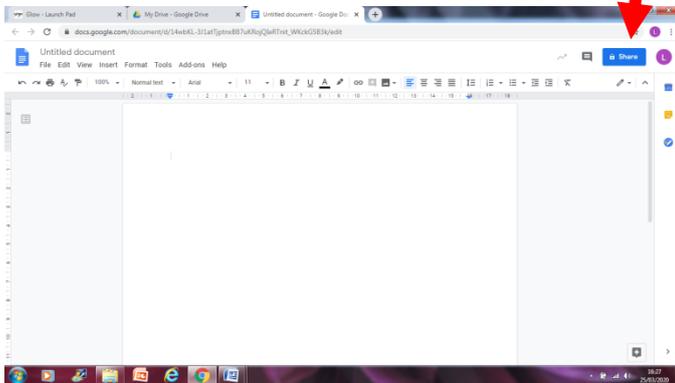
3. Click on +New (left hand side of the screen)



4. From there click Google Docs.
5. You should now have a new Untitled document open.
Name your document. Use the title of your piece of work and YOUR NAME
It will save automatically.



6. Share the work with your teacher. Click the blue Share button on the right hand side of the page and type in your teacher's name (surname then initial)



7. Complete your piece of work.