SHARING A GOOGLE DOC FOR MS. VEST’S CLASS

To share a GoogleDoc for this class, follow these steps:

1. One person in the group should open and save the form.
2. Open your Gmail and then go to DRIVE or DOCUMENTS.
3. In the upper-left-hand corner, click the word “create.”
4. Copy and paste the form.
5. Click SHARE on the right-hand side.
6. CHANGE “Private” to “Public on the web”.
7. At the bottom, ADD PEOPLE. When you click there, a box to enter emails will open. Put the TWINFIELD emails of all members of your group. Be sure on the right-hand side it says, “Can edit.”
8. Check “Notify people via email.”
9. Click SHARE AND SAVE

Now, I can get in and give you notes, all the members of your group have access, and all the class can see it but can’t edit. Please do this carefully. If you have questions or need help, ask me. If you have never done this process before, I suggest you do it before the end of class so you can ask for help if necessary.