

USING GOOGLE DRIVE and SHARING

You have two choices for creating and saving a google drive doc for your lesson plan.

1: Use the [Lesson Plan Template](#) and then “make a copy” to save as your version .

File > Make a copy

You will then have to rename the document

File > Rename

Give the file a name with your name in it

(i.e., robert_lessonplan)

2: Download the [Template](#) and compose on your computer. After you finish, you can upload your Lesson to google drive docs.

Google > Documents > Upload icon (red button at the top next to “create”)



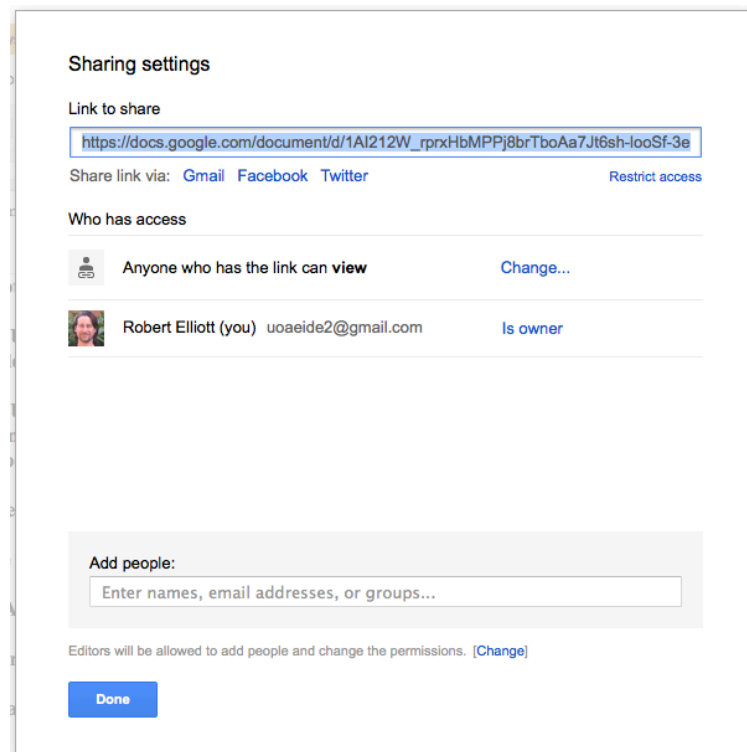
IMPORTANT

You will need to change the “Share” preferences or permissions to make sure others can see your work and leave comments. The default setting is “Private.” To change this you should:

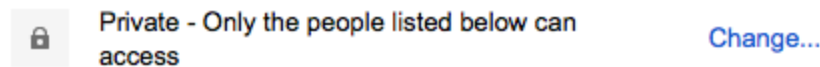
1. Click on the “Share button (top right button, in blue)



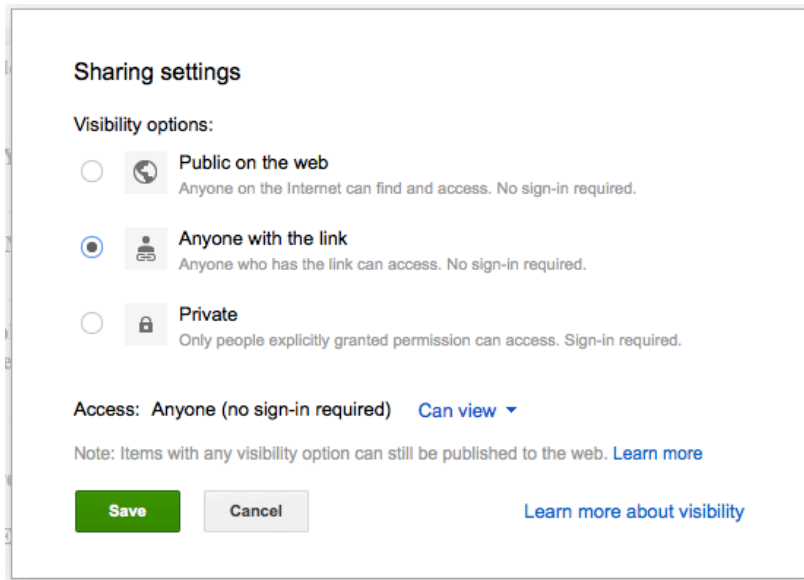
2. The URL or address is in the “Link to share” box.



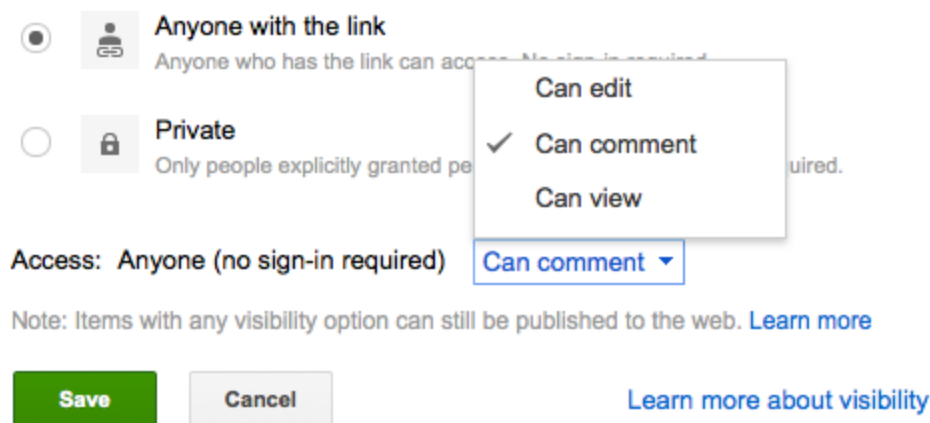
3. The Default setting is for “Private” document. Click on “Change”.



4. Change your settings from “Private” to “Anyone with the link”.



5. Also, change the “Access” setting to “Can comment” or “Can edit”



6. Share the Link with the group on the class WIKI or on Nicenet.

If you get stuck just copy and paste your lesson into nicenet. But if you can upload your document and save the sharing and access setting, I will be able to leave better comments.