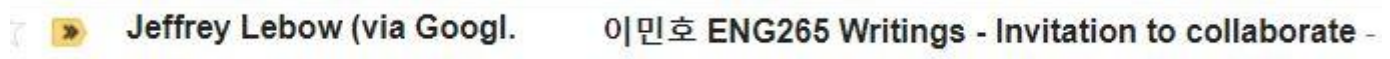
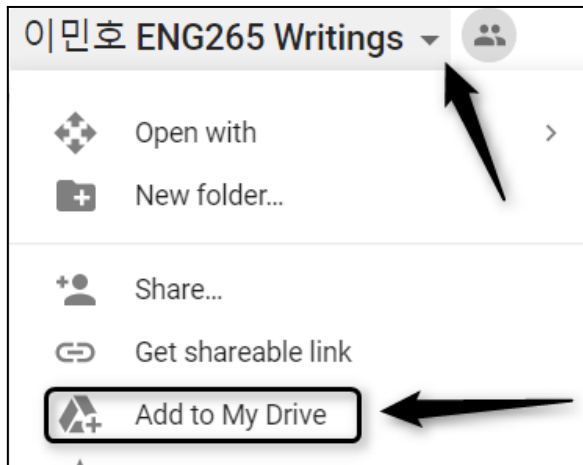
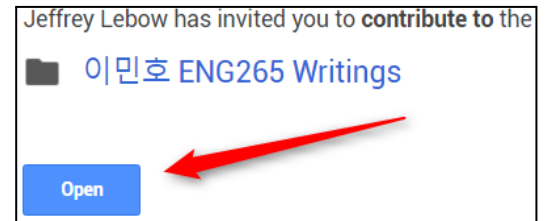


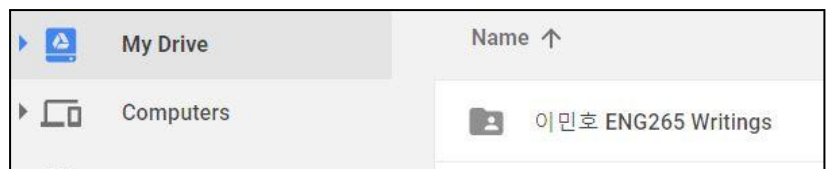
1) Check your gmail account for an email from Jeff.



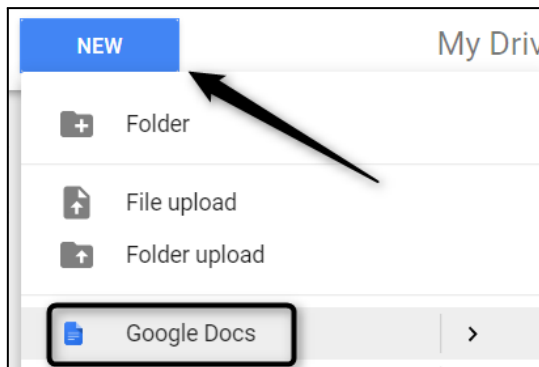
2) Read the email and click 'Open'.



3) You will be taken to that folder in Google Drive. Click the downward pointing arrow and select 'Add to My Drive'.

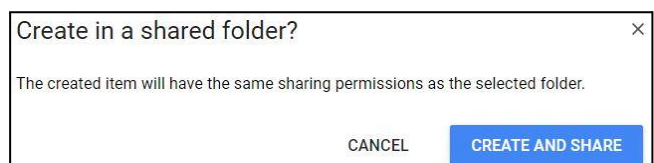


4) You should then see that folder when you go to your Google Drive.

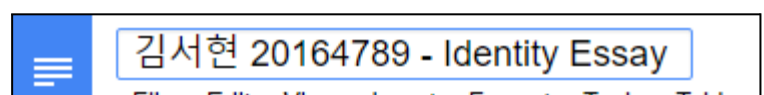


5) Whenever you have a writing assignment, open that folder and click 'New / Google Document'

6) You will be asked 'Create in a shared folder?'. Click 'Create and Share'



7) In the upper right, you will see 'Untitled Document'. Click there and enter your Name, Number, and Assignment Title.



You do not need to save the document - it is automatically saved every 5 seconds.

After Jeff looks at your writing, you will see highlighted areas. If you click an area, you will see the relevant error code.

