

## Instructions

for Digital Version/Google™ Drive Document

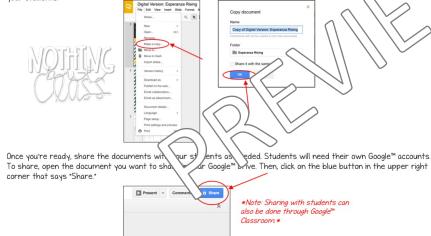
- 1. In the Google folder you received after purchasing my product, you should have found three files: the **digital version**, the **printable PDF**, and the **instructions** you are currently reading.
- You will notice that the digital version contains the resource in its entirety. This includes Tables of Contents, student
  pages, answer keys, and everything else. You will also notice that the document has blue text boxes already placed
  everywhere that students will need to type.

MAKE ANOTHER COPY of this document by going to File>Make a copy. A window will pop up that says "Copy document." Rename it as you wish, and then click OK.

You will customize this additional copy in whatever ways you want, according to your students' needs.



- 3. Think through how you want to roll it out to your students. Decide what you want your students to have access to. Obviously, you won't want to share answer keys. Also, for example, do you only want to assign your students certain pages at a time? Once you decide, **delete** everything you don't want your students to have access to, and **reorganize** the remaining pages however you wish.
- 4. If you need to, make additional copies (as outlined in Step 3). For example, maybe you want to separate the assignments into smaller chunks, or withhold certain resources until a certain time. Just be sure to name of or customized copies according to what they are, so it is not confusing when it comes time to share the doments w your students.



6. Next, you will be prompted to enter the students' e-mail addresses. Be sure to mark your shared document as "Can View," which is a drop down menu on the right-hand side of where you type the e-mail addresses. "Can Edit" will likely be the default selection, so you may need to change it.

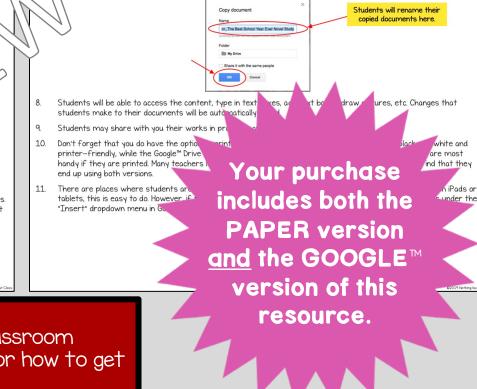


Students will need to make their own copies since yo own copies will then get saved into their own Google" click the links in their e-mails, which will ope need to click on File, and then 'Make g.copy,' in n

on't want them to be able to edit your original documents. Their yes. In order to make their own copies, students will need to document you shared with them in Google™ Drive. Students will I left corner.



A box will be up like the ne below. Students can change the name of their copied documents to something of your choosing. A tit is confusing when they share their document back with you. After they hit OK, the document will be saved own Google™ Drives.



## BONUS Paperless Version included!

- Compatible with Google™ Drive & Google™ Classroom
- Within this product are easy instructions for how to get started right away!

## Why do it digital?

- ✓ No paper or pencil
- ✓ No wasting ink
- ✓ Students work directly in the file
- ✓ Incorporate technology
- ✓ Improve student writing
- ✓ High student engagement
- $\checkmark$  Renewed student interest
- ✓ Access anywhere
- ✓ College readiness
- ✓ Also printable
- ✓ Full color

## MORE about the GOOGLE™ version...

- All pages are available in "Google™ Slides" with text boxes, for students to type into.
- Please note that the text within the resource itself is not editable. This version simply offers students the opportunity to access the pages via Google Drive™, so they may type and draw directly on the pages on their computers or tablets.
- Though the text is not editable, you may delete or reorganize the pages as needed.
- See sample screenshots on the right for a clear idea of what this looks like.

