

Instructions

7.

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.

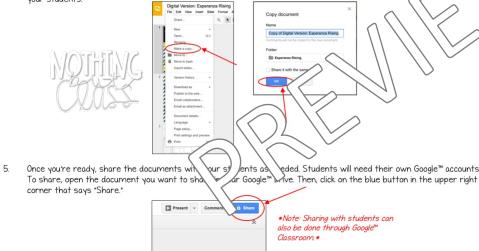
MAKE ANOTHER COPY of this document by going to File>Make a copy. A window will pop up that says "Copy document." Rename it as you wish, and then click OK.

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

2.



- 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
- If you need to, make additional copies (as outlined in Step 3). For example, maybe you want to separate the 4. assignments into smaller chunks, or withhold certain resources until a certain time. Just be sure to name and customized copies according to what they are, so it is not confusing when it comes time to share the d your students.



Next, you will be prompted to enter the students' e-mail addresses. Be sure to mark your shared document as "Can 6. 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 on't want them to be able to edit your original documents. Their own copies will then get saved into their own Google™ ives. In order to make their own copies, students will need to click the links in their e-mails, which will ope locument you shared with them in Google™ Drive. Students will need to click on "File," and then "Make a copy," in T left corner



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

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