

Submitting Your Assignment via Google Documents

1. Using the link on Mrs. Taylor's TeacherWeb page, login to your **Google Account**.
2. Navigate to **Docs**.
3. Open the assignment you wish to submit.
4. Click on the **Share** button in the upper right area of the page.
5. Select **Invite People**.
6. A window entitled **Share With Others** will pop up.
7. Click the **Choose from contacts** link (left) & pick the email address(es) of your English teacher(s) from your Gmail contact list.

*****5th & 6th Block ONLY: Be sure to include both Mrs. Taylor & Mrs. Frerichs*****
8. Click **Done**.
9. Click the radio button labeled **To view** so your invitees can see this document but make no changes.
10. Click **Add without sending invitation**.
11. Click **OK**.
12. The pop-up window will show a list of who has access to the document(s).
13. Click **Save and Close** (left).