



Saving to the Google Drive

Sometimes you will need to turn your papers into the Google Drive.
Here's how to save assignments to the

21-22 Turn Your Papers in Here folder on Google Drive:

1. Open your file in Google Docs.
2. Go to "File".
3. Click on "Make a Copy".
4. Change the name of your file to what you want it to be. Please make sure you have your name as a part of the file name.
5. Click on the folder under the word FOLDER. It should be "My Drive".
6. Click on "Shared Drives" and then "20-22 Turn your Papers in Here".
7. Find the folder you need to save to and select it.
8. Click on "Select". Your assignment will be "turned in".