**How Do I Create an Electronic Notebook?**

1. Open up to Google drive (either in a web browser at [www.google.com/drive](http://www.google.com/drive), or through the app on your iPad. Log into your preferred Google account.
2. Create a new folder by clicking on the **+** in the top right corner of the app screen or by clicking on “Create” in the left hand tool bar on the browser page.
   1. Title your notebook using the directions on my webpage: <http://mrsjaeggi.weebly.com/assignment-submission--google-drive.html>
3. Be sure that each assignment for a given notebook check is being opened/saved into the appropriate folder. Assignments that are not in the correct location may be moved by clicking on the grey circle on the left side of the file and selecting “move to”.

**How Do I Create a Digital File?**

1. In Google Drive, click on either the **+** or “create” to start a new document. Save your file using the directions on the webpage : <http://mrsjaeggi.weebly.com/assignment-submission--google-drive.html>.
2. In Pages or Word, copy your work, and then paste the assignment into a Google document. Follow step one to create the new file.

**How Do I Submit on Google Drive?**

1. In a web browser, click on the blue “share” button in the top right corner of the page.
2. In the “people” field, share your file/folder to my **ArTES** email address (written on the board next to my desk).

~OR~

1. In the Drive app, click on the grey circle on the right side of the file.
2. Select “share” in the next field that opens
3. Share the file/folder to my **ArTES** email address. Be sure that I am able to EDIT the file you are sharing.