


Google Docs Collection Directions

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In Google Docs folders are called Collections. This is how to create one to organize schoolwork.

1. Visit your district's Google Domain or <http://docs.google.com>
2. Login
3. Click "Create" 
4. Click "Collection" from the list.
5. Type a name for your new Collection/folder. Please include your last name to make it easier for your teacher to organize.
6. Click "OK".
7. Click on the newly created collection on the left.
8. Click the drop down menu button to the right of the collection name.
9. Choose share.
10. Click Share again
11. Under Add People type your teacher's email address.
12. Click Done.

*Anything added to this folder will then become visible by those with sharing rights.
