Instructions for students to make a copy and edit work in Google Classroom

Step 1: Double left click on the document.



Step 2: Click on **Open with Google Docs** at the top of the page.



Step 3: Click on File and click on Make a copy.



Step 4: Click on **OK**. This will open the work in **your own Google Drive** which **you** can now edit. As you work in the document it will save your work/changes as you go along.

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Step 5: When you finish completing the work, click on the x in the window.



Please scroll down

If you wish to return to that same piece of work later:

1. Click on My Drive



2. Double left click on the piece of work you wish to return to.

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- 3. Make the necessary changes. It will save your changes as you make them.
- 4. To close the work, click on the x in the window.

