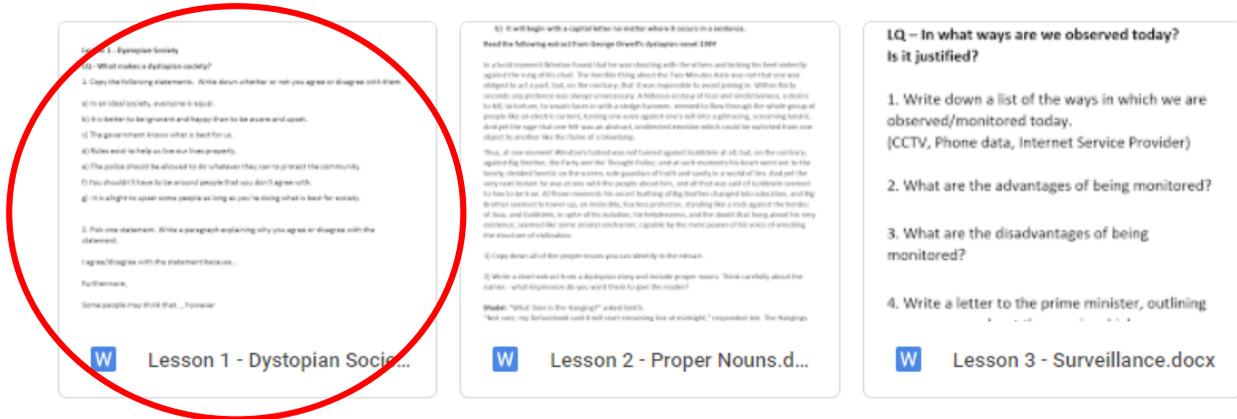
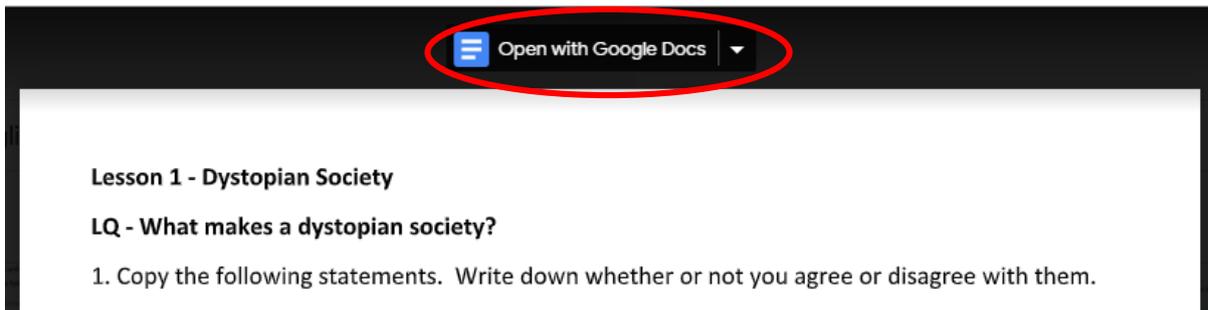


# Instructions for students to make a copy and edit work in Google Classroom

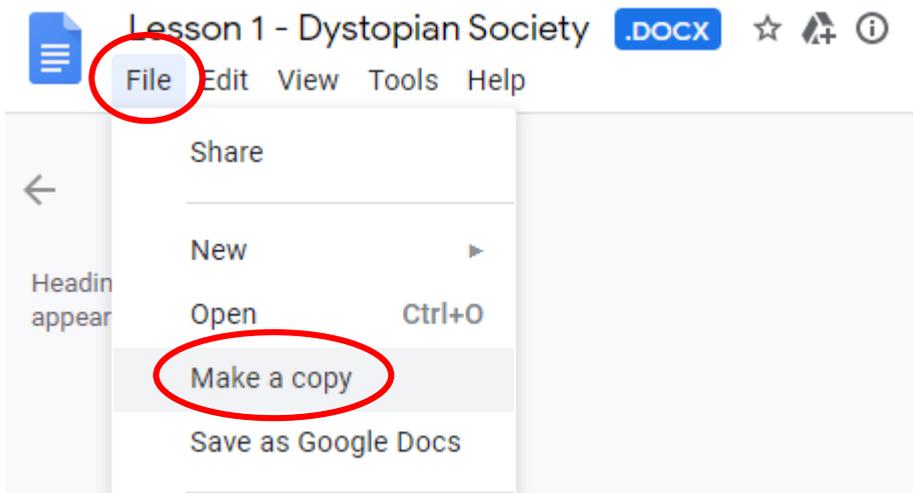
Step 1: Double left click on the document.



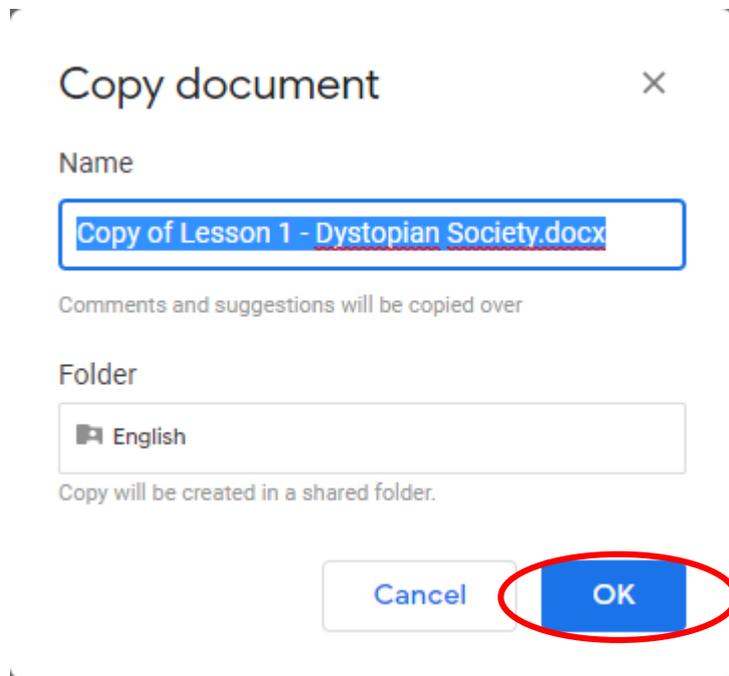
Step 2: Click on **Open with Google Docs** at the top of the page.



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.



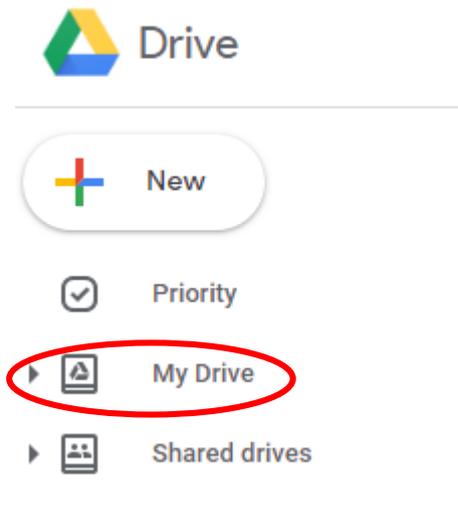
Step 5: When you finish completing the work, click on the x in the window.



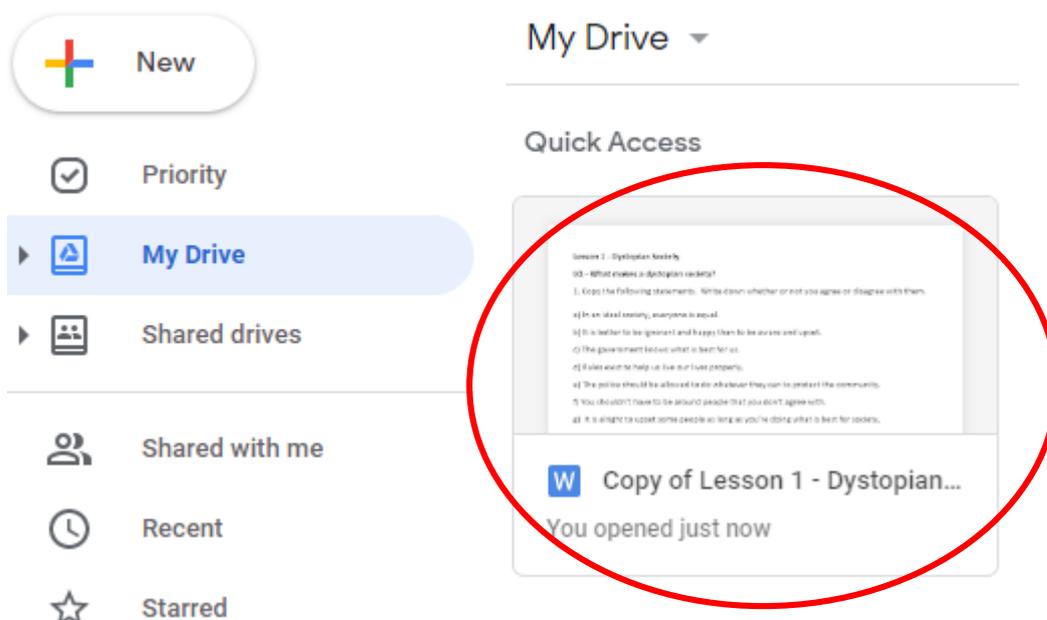
**Please scroll down**

**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.



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.

