

Challenge E: Getting Going with Google Docs

1. Make sure you have the following Google apps on your iPad: Docs, Sheets and Slides
2. Open each individually and attach the app to your Google account by selecting the three bar icon in the upper-left and signing in to your Marist Google account. (Your email username and password)
3. Practice using Docs to create a text document (it will save automatically to your Google Drive)
4. Now, select the three dot icon in the upper right-hand corner.
5. From the options given, choose Share & Export then pick “send a copy”
6. Choose “PDF” or “Word” from the options given, hit ok, then pick an app to send it to. (Try selecting Schoology to practice the workflow many of your students will use next year to turn assignments in to you.)