

GOOGLE DRIVE™ *Guide*



Making a Copy of a Google Slide™ Document (Link received in email or PDF document)

- Make sure you are logged in to your Google™ Account.
- Click on the link that has been shared with you and **make a copy of the resource**, so a copy will be saved to your own Google Drive™.

Accessing a Google Slide™ Document on Google Drive™

- To access a document saved to your Google Drive™ online, type Google Drive™ in your browser and hit enter. Usually, the first page that pops up is the right page you need to click on. Shortcut to access your Google Drive™ now: [My Drive](#)
- Select PERSONAL - Go to Google Drive™.
- Log in to your account.
- Find the title of the document you saved earlier.

Working in a Google Slide™ Document

- To work in a Google Slide™ document online, open the file and start typing in the text boxes.

Accessing an Assignment in Google Classroom™

- Go to [Google Classroom](#) and log in.
- Click on your group.
- In the Classwork section, look for a recent task your teacher has assigned to the class.
- Click on the assignment and read the instructions. If your teacher has shared a file with you, you will find a copy of the document under the Instructions section.
- In order to complete the assignment on the screen, open the Google Slide™ document attached to the task and start typing in the text boxes.
- When you are done, submit your work.