



How to use this Google Slides File:



- If you haven't created a free Google account, you will need to do that before beginning the project.
- Each student will need their own account in order to access the files using Google Slides.
- Before you begin editing/filling in your digital notebook project, it is VERY important to first save a copy of the original file, on your own Google Drive, and then edit the copy. You will be prompted to make a copy when you click the link below. I recommend making an additional copy on your own drive before sharing with students that way you will always have a master copy.
- Share the file with students by sending them the link or clicking "Share" in the upper right corner. If you use "Share" be sure to change the setting to "Anyone with the link can edit".
- Instruct students to make their own copy before beginning to edit (go to "file" and click "make a copy"), so that everyone is not trying to edit the original document.
- Once students complete their work, they can then "Share" the file back with you to check OR can print it out to turn in. Even though this goes against "being completely digital", I do find that some students are more successful studying from hard copies instead of their digital work.

Please feel free to contact me with questions:

islandteacherblog@gmail.com

Click the link below to access your file:

<http://bit.ly/2rVxncX>

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