How to **Setup** and Share Your **Google** Document

1. After creating a Google account and signing in, click on the gray six-tile icon in the upper right-hand corner of your screen.

![Google Drive icon](image)

2. Select the triangle ‘Drive’ icon (you may have to click on More).

![Google Drive menu](image)

3. Click the ‘New’ button, and choose ‘Google Docs’.

![Google Docs selection](image)


5. Click ‘Untitled Document’ in the upper left-hand portion of your screen and name your document ‘**EDTC 5338 Weekly Reflections**’. Type this title at the top center of the document as well, along with your full name.
6. Type in the following headings: Week 1 Reflection; Week 2 Reflection; Week 3 Reflection; Week 4 Reflection; Week 5 Reflection. The document should look like close to this:

7. Now, click the blue ‘Share’ button on the upper right-hand corner of the page.

8. Type in your Team Lead’s Gmail address to grant editing privileges and click ‘Done’ (see below to copy/paste the address):

   Nicole Mishnick – Innovators: nicolemishnick@gmail.com
   Rachel Lieber – Knowledge Seekers: rachel.a.lieber@gmail.com
   Hannah Clary – Creators: hannah.lea.clary@gmail.com
   Angela Conn – Connectors: angelacomm7@gmail.com
   Allie Van Dine – Collaborators: allison.vandine@gmail.com
   Brenda Mesa – Team Ignite: bmesa356@gmail.com

9. You have now shared the document with your team lead so she/he can view, edit, and comment! Your team lead will add Dr. Baker with editing access. You will revisit this same document each week to add your reflections, and will always be able to access it via your Google Drive.