

# SET UP GOOGLE DOCS + DRIVE

## Sign in with Google

- Go to [accounts.google.com](https://accounts.google.com)
- Sign in with your Delgado email
- No account? Create one! It's free and fast

## Set Up Google Drive

- Open [drive.google.com](https://drive.google.com)
- Create folder with class name
- Add sub-folders: *assignments, notes, outlines, etc*

## Google Doc Essentials

- Create a new doc for each assignment
- Tools - spelling and grammar check
- Export - *file - download - PDF or doc.x*

## Sharing and Versions

- Sharing - Click *Share* - Choose *Anyone with the link - Commenter*
- Version History - *File - Version History - See version history*
  - Lets your instructor see your writing process





## HOW TO USE GOOGLE DOCS IN COURSES

**Draft and revise  
assignments before  
submitting in Canvas.**

**Write discussion  
posts, reflections,  
outlines, and  
planning notes.**

**Convert final drafts  
to .docx or PDF for  
Canvas upload when  
required.**

**Peer review happens  
in Canvas, not  
Google Docs.**

Your grade is based  
on your final  
submission, but  
Google docs is great  
for drafts + editing

