

Go to the following site:

<https://docs.google.com/>

Perform the following steps:

- 1) Create a new document.
- 2) Enter your assignment into the document by typing and adding pictures.
 - Place pictures in the document by clicking the "Insert" option then "Image" and selecting the photo you wish to add.
- 3) Rename your document by clicking the upper left hand corner to your first name, last name and the assignment name. For example, John Doe Week 1.
- 4) When you are done, go to the top right corner and click "Share".
- 5) You will get a "Share with People and Groups" box that comes up.
- 6) Enter the email address* for your class. If you do not follow the Share instructions, your teacher will not be able to view your assignment.

*Homework not sent to the correct email address will NOT be graded.