Adding Documents to Google Docs

1. Save your document.
2. Sign in to Google Docs at <http://google.aisd.net>. Username: the first five letters of your last name + student ID number + @student.aisd.net
3. Under Drive, there is an orange button that says Create; next to it is an arrow pointing up.

Click on the arrow. 

1. Select Files…
2. Find your saved document, select it and click Open.
3. Your document will be saved in your Drive.
4. You can share your document by clicking on it to open it, then in the upper right corner, click on the Share button. 

A box will open up where you can type in names or email addresses of people within AISD who you would like to share your document with. Click done after adding whoever you’d like.