Students need to access their Google Docs account:

 go to the BHS website

on the left menu, click “Google drive”

you will then be on the Brunswick School Department’s Google Docs site

 log in to your account using your username and password

 you may need to add “11” to your password

 Students need to access the document:

 once you access the document, select all, copy, and File – new – document – and paste

 click “Share” in the upper right corner

 name your document

 click in the invite box and write my email address: pwagner@brunswick.k12.me.us

 pull the menu down on the right to “can edit”

 click “Share & save”