Log onto the laptop with you login

Access Google Docs:

click the e on the bottom left of the menu (Internet Explorer)

type the following address into the top left address bar:

**docs.brunswick.k12.me.us**

Access your Google Docs account:

enter your username:

last two digits of your year of graduation, last name, first initial, @brunswick.k12.me.us

enter your password:

if your password is only 6 numbers, you may need to add “11” at the end”

Access the test template:

go to “shared with me”

click on “Modern Euro Make Your Own Test Template”

go to “File” and “Make a copy”

name the file:

last name, first name “Modern Euro Test”

click “Share” in the upper right corner

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”

Tell me when you’re ready to print and I’ll print it for you.