

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”