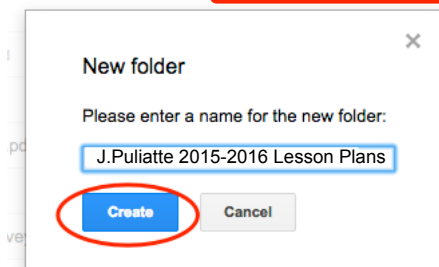
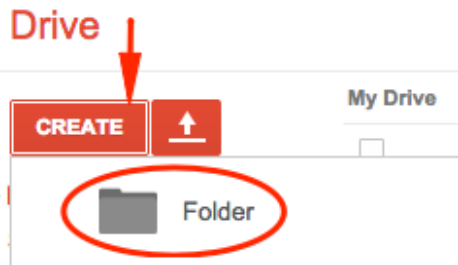


## Submitting Your Lesson Plans Electronically



1. From your school email click on the  icon in the top right corner. Then click

2. Click “Create” then “**Folder**”. Name the new folder **FirstInitial.LastName 2015-2016 LessonPlans**

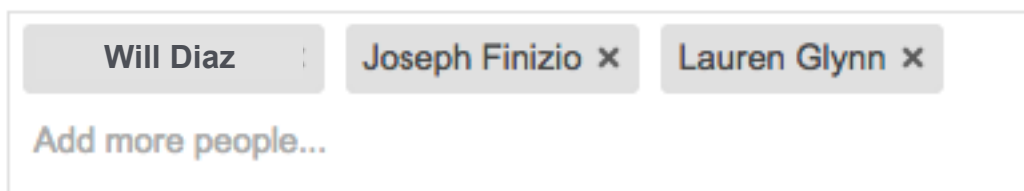



**\*\*Be sure to use the above format\*\***

3. Click on the “**Star**” for easy access later and then click on the folder you just created.



4. Click the “**Share**” icon  then add names of people you want to share with and click “**Send**”.



5. To add your lesson plans to this folder click the upload button  then “**Files**”. Locate your lesson plan file and click “**Open**”.

6. **IF THE UPLOAD SETTINGS SCREEN APPEARS** then just click “**Start Upload**”.

7. ***Get up and do a little dance! You’ve just submitted your first lesson plan electronically!***

***\*\*To submit future lesson plans repeat steps 1 and 5. If you are having trouble locating your folder and you “Starred” it in Step 3 then click “Starred”. This will make locating the folder MUCH easier.\*\****

► **My Drive**

Shared with Me

**Starred**