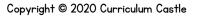
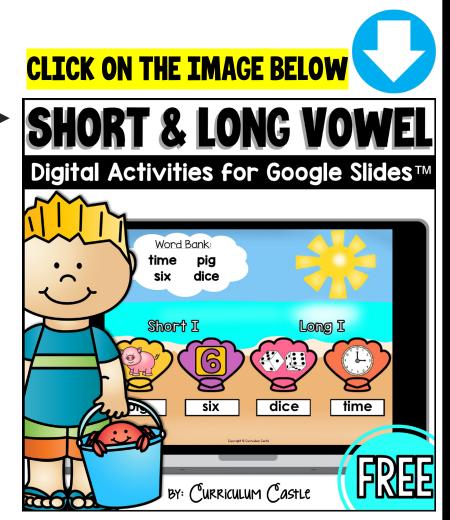


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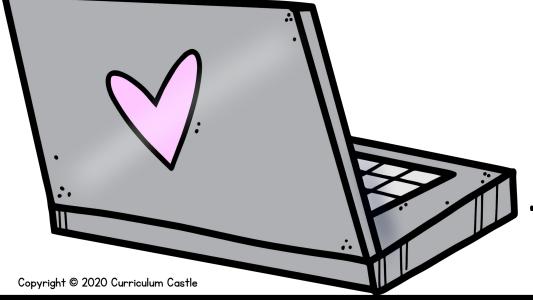
- I. Log into your Google™ account.
- 2. Click on the image of this digital activity to access the file.
- 3. You will be prompted to click on "Make a Copy".
- Rename the file and it will automatically save to your Google Drive™ as a master copy.
- 5. Make another copy to share with your student(s). (This will ensure the master copy can't be edited.)
- Share the copy with your students on Google Classroom™, Google Drive™ or other learning platform.





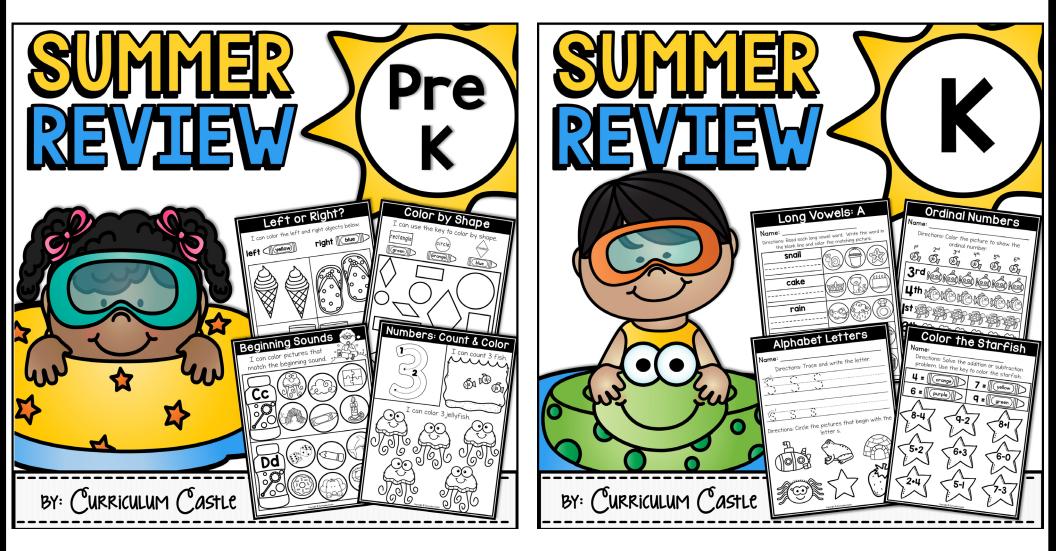
HOW TO ASSIGN A COPY FOR EACH STUDENT IN GOOGLE CLASSROOM ***

- I. Go to Google Classroom™.
- 2. Click on the CLASSROOM tab at the top.
- 3. Click +CREATE.
- 4. Choose ASSIGNMENT.
- 5. Add title and any instructions for your students.
- 6. Click ADD.
- 7. Click GOOGLE DRIVETM from the dropdown menu.
- 8. Select the file.
- **9.** Click ADD.
- IO. Change the dropdown arrow to the right of the file to "MAKE A COPY FOR EACH STUDENT".
- II. Click ASSIGN at the top right corner.



Now you have a unique copy of the file for each student and your master copy will not be altered as they complete the activity.

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