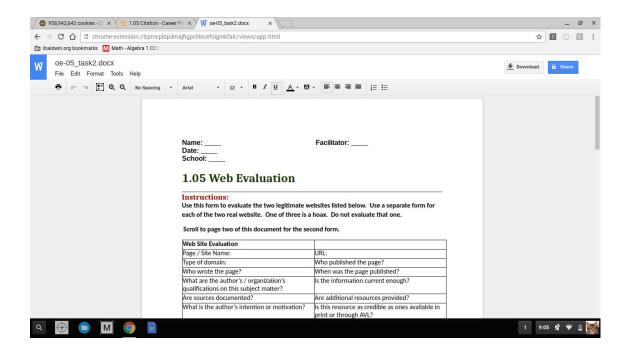
1. In your ACCESS course, click the assignment to open it. It will open in a Google Docs tab.

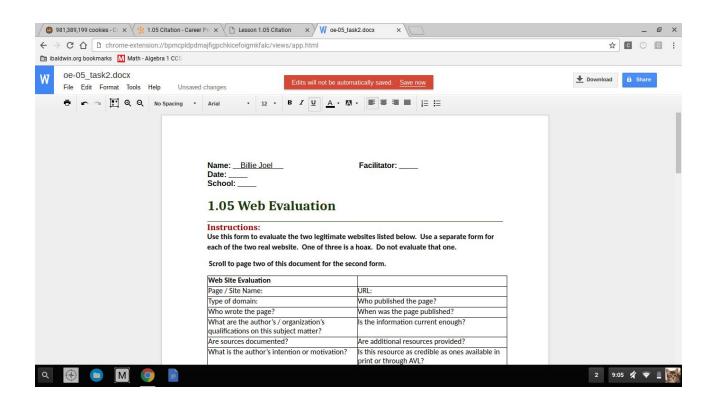
*If opening an .rtf work file, please see note at the bottom of these instructions.



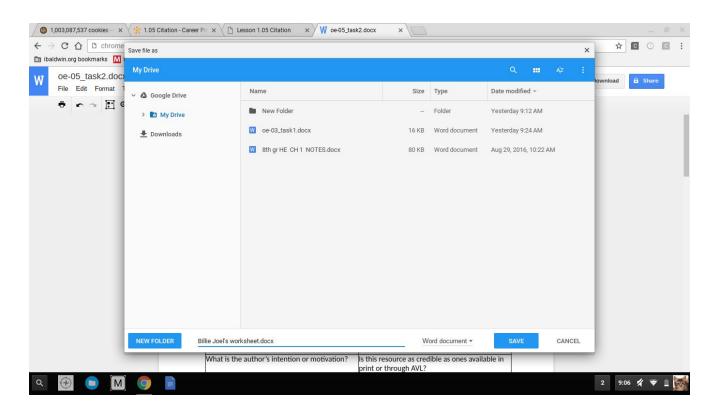




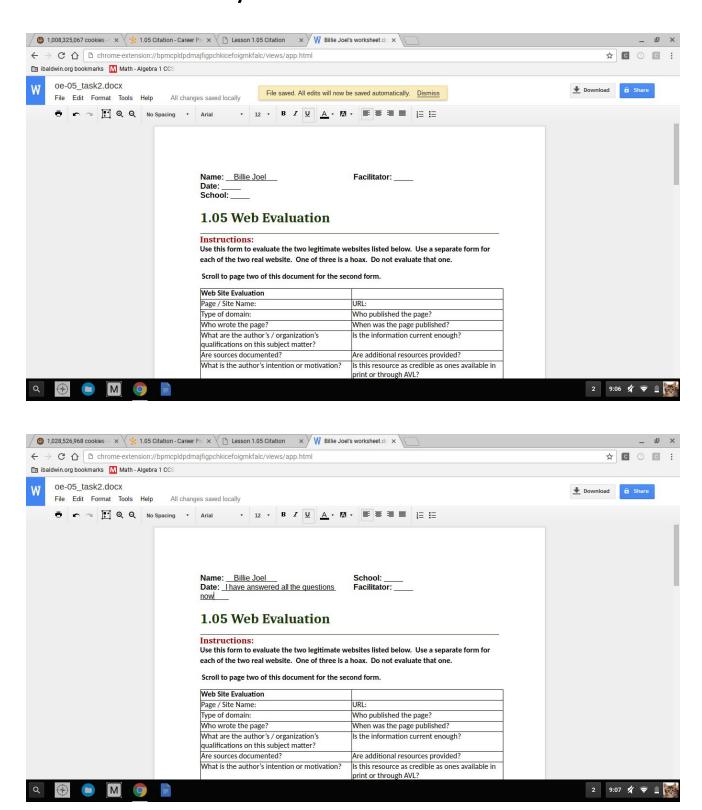
2. Type your name in the Name section, and a warning should show at the top of the screen. Click Save Now.



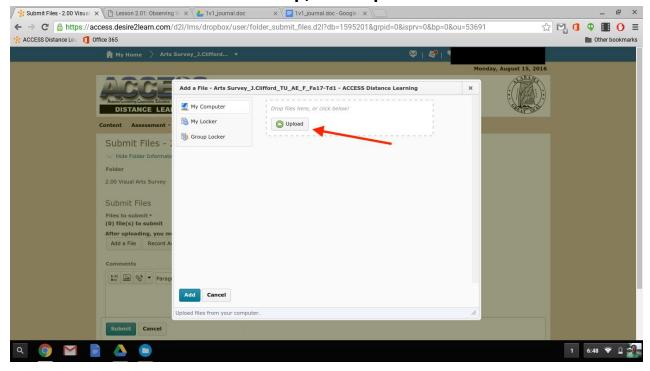
3. Save your work file to My Drive or to Downloads. Remember where you save it and what you name the file. You will need to find it again when you turn in your work.



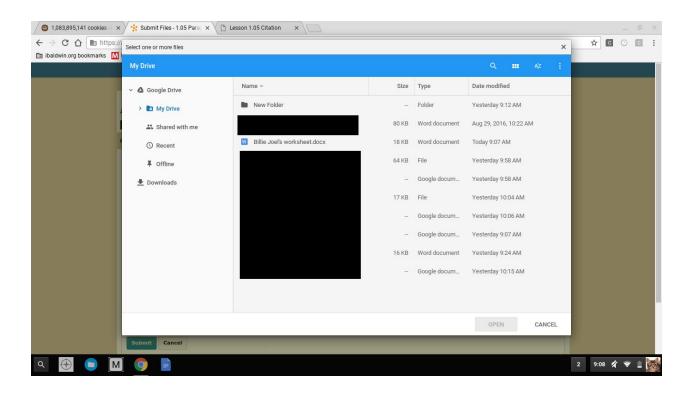
4. Finish answering the questions on your worksheet. All of your answers will be saved automatically now.



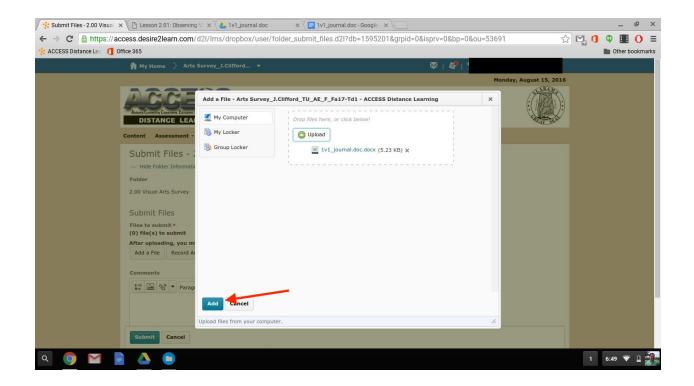
5. When you are finished working, go back to your ACCESS class. Click Assessment and Dropbox. Click the Dropbox you want to submit your work to. In the box that comes up, click Upload.



6. Find the file you saved earlier. It should be in the same folder you saved it to, then click Open.



7. Click Add



8. Click Submit

**Some courses use .rtf files (Rich Text File) for the worksheets. A Chromebook cannot open .rtf files by default. These files will need to be opened using an app downloaded from the Chrome Web Store. Those instructions can be viewed here:

https://drive.google.com/open?id=0Bxdl8qpCRcAAc2NRQVpLU2JXZ1E