

Beck Research Project Using Google Docs for your Research

***How to get to your Google Drive:**

Go to KPBSD Website <http://www.kpbsd.k12.ak.us/>

- Click Students/Parents
- Click Docs (left side of page)
- You may be asked to enter Username / Password

***How to begin your new Document**

Begin New Document

- Rename the document
 - Click “Untitled Document” upper left hand corner
 - Type New Name – Research Last Name Period
- Share with Mr. Beck
 - Click “Share” (upper right corner)
 - Invite People Type in Email Address for Mr. Beck must use first name dot last name
 - KPBSD gmail format is first.last@g.kpbsd.org
 - Example: clayton.beck@g.kpbsd.org
 - Make sure to choose “Can edit” when you share it
- **Here you are going to keep track of the references you use for your research.**
- **After finding the information create the citation and copy and paste it into the document**
- **You can take notes under each page and Mr. Beck can see that your citation is there.**