

Saving EL Civics Worksheets to the N drive:

1. Fill out your EL Civics Worksheet with the activities you did with your class this quarter. (Please remember to put in your name, class level, quarter and year.)
2. Open Green River Administrative (Teacher) website
3. Open my computer
4. Open the N drive
5. Open Faculty
6. Open LAW
7. Open ESOL Instructors
- *8. Open EL Civics
9. Open the current quarter's folder (now Fall 2010)
10. Save your EL Civics worksheet to this folder. Make sure your name is part of the name of the document when you save it.

*If you need the EL Civics form, you can find it here. Choose the document that is named ELCivicsChecklistWord.

Select all

Copy

Create a new document

Paste the worksheet into the new document

Enter your classes EL Civics activities onto this form

Save your EL Civics worksheet to this folder. Make sure your name is part of the name of the document when you save it.