

# Submitting a Paper Using Google Apps

## Logging into Google

1. Go to google.com
2. Click “Sign In “ in upper right corner
3. Email: [first4lastnamefirst4firstnamelast2ID@myfitz.net](mailto:first4lastnamefirst4firstnamelast2ID@myfitz.net)
  - a. Ex. John Smith 123456: [smitjohn56@myfitz.net](mailto:smitjohn56@myfitz.net)
4. Password: Fitzlast4ID
  - a. Ex. John Smith 123456: Fitz3456
5. In the Apps menu, click on Drive



## Writing the Paper

1. In Drive, Click on “NEW” and then “Google Docs”
2. Rename the document
  - a. Click on “Untitled Document” in the upper left
  - b. Title it “Last Name Type of Paper Hour”
    - i. Ex. John Smith’s Argumentative Essay in 2<sup>nd</sup> hour: “Smith Argumentative 2<sup>nd</sup> Hour”
3. Set up MLA (Modern Language Association) Format
  - a. Double Spaced (Format – Line Spacing – Double)
  - b. Acceptable font: Arial, Georgia, or Times New Roman **ONLY**
  - c. Font size: 11 or 12 **ONLY**
  - d. MLA Heading

**Header:** Last Name & Page Number  
Insert – Page Number – First Option (Top Right)  
Type last name by the page number  
Appears on all pages as you continue typing

First and Last Name	← <b>MLA Heading:</b> First page only Make sure it is on the left side Double spaced Include proper information as listed	→ Last Name 1
Teacher’s Name(s)		
Class		
Date (ex. 20 October 2015)		
		← <b>Title:</b> Make sure your essay has a title Centered Same font and size as the entire paper
		← Title of Essay

Begin typing essay. You must align left for the actual essay. Remember to indent your paragraphs using TAB. Capitalize the first word of every sentence and all proper nouns. Watch your punctuation as you type as well.

Continue typing your essay. Be sure to give yourself time to read through the essay again to make sure you have corrected all errors. Make changes as needed to make sure you are submitting your best work.

### Submitting the Paper

1. Google automatically saves your paper as you work.
2. Click on the blue “Share” button in the upper right corner
3. Type in the email addresses of your teacher(s)
  - a. Mrs. Crawford: **jesbog@myfitz.net** (listed in Google as Jessica Boguslawski)
  - b. Mr. McGuire: **robmcg@myfitz.net**
4. Make sure the share settings are set to “Can Edit” so your teacher(s) can leave comments
5. Close the document
6. Log out of Google

### Reminders

1. You can access your Google Account from ANY computer with internet (home, library, etc.)
2. Be aware of your due dates! Papers must be shared **before midnight** on the day it is due
3. A late paper will lose 10% each day it is late (even at 12:01 am the next day)
4. Work early so that any questions you have can be addressed
5. If you email a question, we will respond when it is appropriate and when we have time
  - a. For example, we may not respond after 9:00pm
6. Be sure you do your own work for your own paper

**If you have any questions while working on a paper, you can email us at  
[jescra@fps.fitz.k12.mi.us](mailto:jescra@fps.fitz.k12.mi.us)/[robmcg@fps.fitz.k12.mi.us](mailto:robmcg@fps.fitz.k12.mi.us)**