7-9th grade Counselor Folder Directions and Notes

Step 1-
Go to your Google drive.

Click on CREATE button on left side
Click on a FOLDER and  name it =

(lastname,firstname Counselor Folder “graduation year?\_\_\_)

Step 2-

Go back to your drive

Click on CREATE button on left side
Click on DOCUMENT and  name this document =

(7th grade counselor folder Notes 9/12/14

Step 3

While you are still on this document Notes 912/14 document,

Go to top of this document and find the grey folder.

Click on this grey folder and it will allow you to move notes document to your Counselor Folder in your Google Drive

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