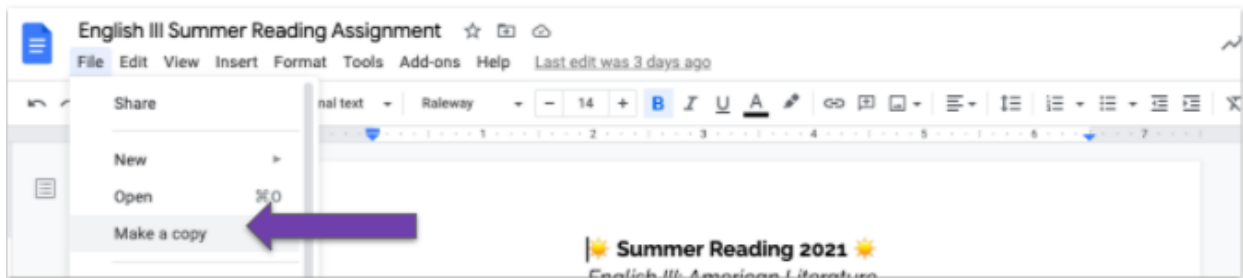


## Add Summer Reading Assignment to Drive: Shortcuts

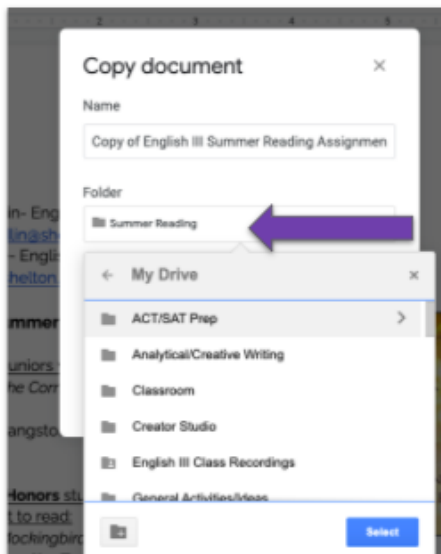
Students: You will not have your computer this summer. However, you will have access to your Shelton Google Drive. To access a digital copy of your summer reading assignment, make a copy of this document and add it to your drive. The instructions below will help you add a “shortcut” to the assignment so you don’t have to go digging to find it over the summer!

👉 Open the summer reading assignment.

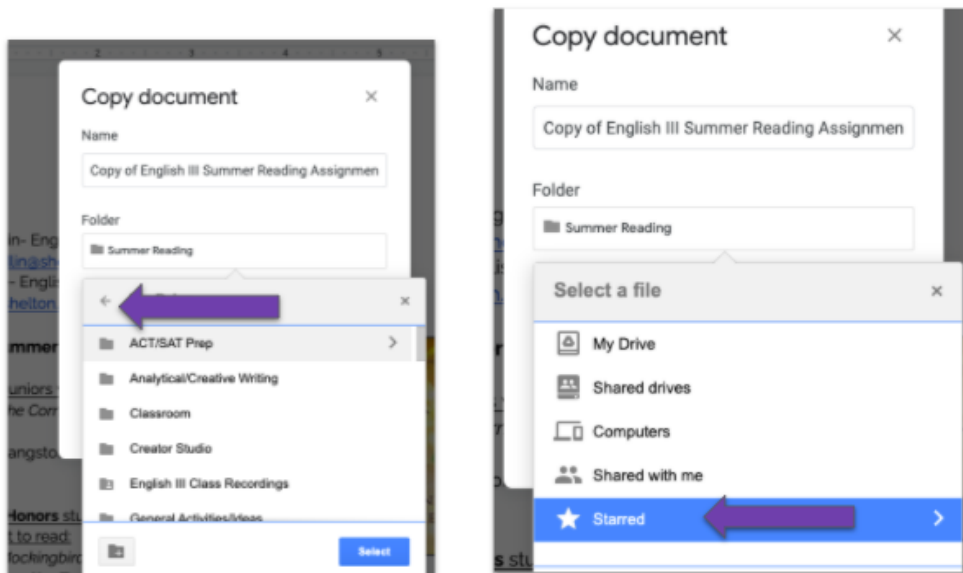
👉 Go to file, and “make a copy”.



👉 Name the file, then select the drop down to move the assignment into another folder.



👉 Click the back arrow until you see the “**Starred**” folder, and select it.



👉 On any personal device, **sign in to Google with your Shelton credentials** (your Shelton email and password). Go to your “starred” folder, and voila!

