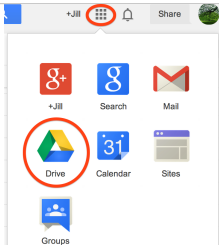
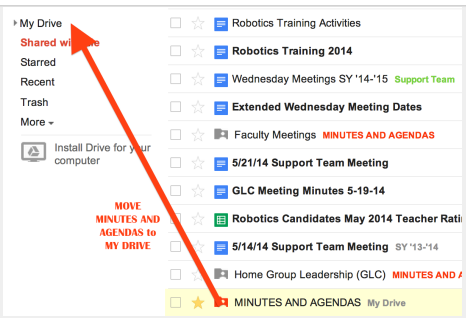
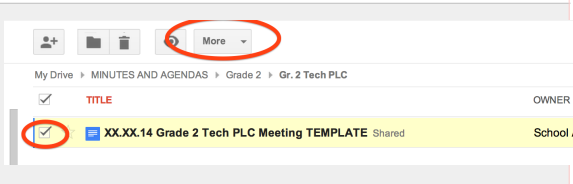


MINUTES AND AGENDAS

*******DO ONLY ONE TIME*******

<p>1. Login to your Google Apps for Education (GAPE) account at mail.google.com. Navigate to Drive.</p>	
<p>2. Once in Drive, on the left column, click “Shared with Me”. In the middle section search for MINUTES AND AGENDAS. Drag the MINUTES AND AGENDAS folder to My Drive on the left column</p>	

*******DO ALL THE TIME*******

<p>1. Login to your Google Apps for Education (GAPE) account and Navigate to My Drive. Look for the MINUTES AND AGENDAS folder. Find the folder you are looking to read/input minutes/agendas for.</p>	<p style="text-align: center;"><u>mail.google.com</u></p>
<p>2. Place a checkmark in the box to the left of the TEMPLATE labeled something like: XX.XX.14 Grade X Type of Meeting TEMPLATE</p>	
<p>3. Navigate to More and click the drop down and choose “Make a Copy”. It will make a duplicate of the template and it will be named: “Copy of...” Re-name it and type new minutes here.</p>	