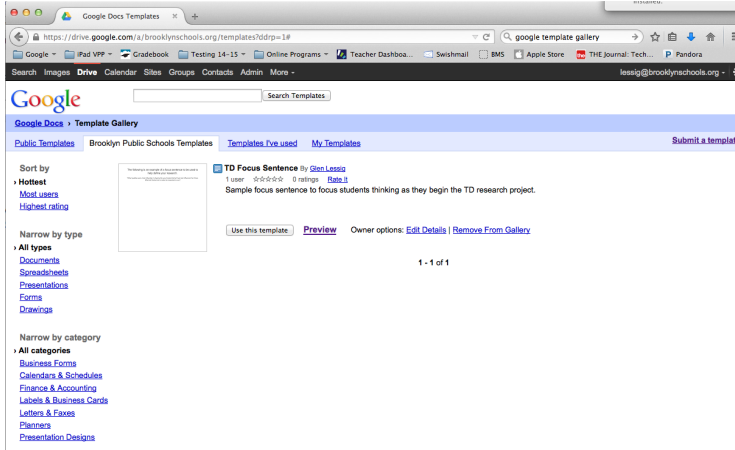


# Steps to create a template in Google Drive

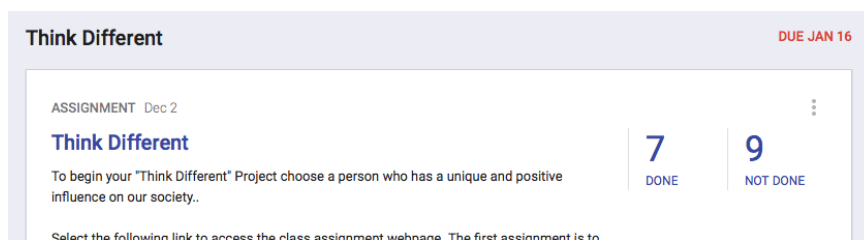
1. Create a Doc, Sheet, Slide etc. that you want to use as a template.
2. From your browser enter <https://docs.google.com/templates>



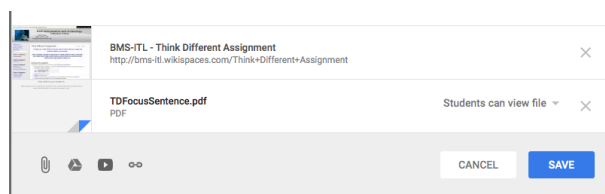
3. Click on **Select a template**
4. Click on **Choose from your Google Docs**
5. Select the Doc, Sheet, Slide etc. that you want to turn into a template.
6. Enter Description
7. Enter Category (makes no difference)
8. Click on **Submit template**
9. Wait a few seconds for template to be linked to the Brooklyn Templates Gallery.

## To make Template available to your students

1. Select **Use this template**
2. Copy the URL from the Address bar window
3. Go to your Classroom and the Assignment page, select the edit link in the top right corner, (three vertical circles).



4. Select **Edit**
5. Select the link icon to link the Template to your assignment, right bottom of dialog box.



6. Paste in URL to Template in Gallery.