

Getting a copy of your CEO Spreadsheet

Remember, you have to make a copy from the **StudentCompanies** folder.

- * Get on your Google account
- * Go to the Drive app (upper right 9 dots, then select Drive)
- * Click on Shared With Me (on left side of page)
- * Double Click on StudentCompanies
- * Locate either Leslie'sLemonade or Sharon'sShakes
- * Right Click to Make a Copy
- * The copy of that form will go to your own MyDrive

Then from within Google Classroom, you can ADD that file when you begin working on your spreadsheet.