## **Accessing ALS Monitoring Forms**

Α

- A. Go to Google Drive: drive.google.com
  - Click 'Shared with Me'
  - Access your school's ALS folder (i.e. Edgemont EL ALS)
- B. Locate the master copy of the Monitoring Form
- **C**. Make a copy of the master document for each student in monitoring.
  - Rename with student names (i.e. Jane Doe Monitoring Form)
- **D.** Drag and drop all the monitoring forms into the monitoring folder.
  - Share monitoring form with student's teacher.

Share with others	Get shareable link			
People				
Enter names or email addresses	1 -			
Shared with Maria Peck, CATHLEEN SCHINO and 7 others				
Done	Advanced			

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