**Revising Assignments in Google Docs**

You need to turn in both your original and revised copies of “Types of Sentences” and “Lessons of Failure.” Follow these steps to revise each paper:

* Open your document.
* Click on **File** and **Make a Copy**.
* In the file name, replace the word “Copy” with “**Revised**.”
* **SHARE** the new document with Lblakesley@alpinedistrict.org.
* Type your **name** and class **period** in the upper left corner of the page.
* Make all necessary **revisions**, especially for capitalization, commas, fragments, run-ons, and comma splices.
* **Print** both the original and the revised papers. Use the library to print if necessary.
* **Staple** the revised copy on top of the original.

For next class period, you MUST have your typed, original and revised papers in order to participate in the **peer review** where we will exchange papers. If you don’t bring these, you will not be able to participate, and will, therefore, not receive credit for the peer review. ***Peer reviews cannot be made up later, and no magic passes may be used***.