

First Steps:

Determine what it is we want to save and where it fits.

Is this a lesson, a unit of study, or a worksheet? Collections are just that - collected things. Logically a single sheet might be better saved as a document rather than a collection. If you know there's more than one of something coming (sooner or later) then let's create a collection in which to house them.

Is this a lesson or worksheet on whole number addition for 3rd graders?

Go to MST

Go to Primary

Go to Grade 3

Add file (or collection if more than one is coming)

Name it

Describe it (if you wish - this is extra work - looks nice, though , and helps the scanner find what they're looking for more easily)

Click and you're done!

NOTE BENE: This is NOT a whole ton of work. It does not require you to typ much at all (a title maybe). It is not something totally foreign or additional to do. AND it will be there when you go looking for that assignment again next year.