How to Open Google Drive with Gavilan Email
Log into MyGav. Click Get Mail
Click 9 buttons. Choose Docs.
Open a blank Google Doc

Please use Google Docs to share and submit your writing assignments.
Share your document

Useful HTML Codes

Horizontal line

```
<hr width="75%" align="left" size="16">
```

Put Text into a box

```
<box>
  Text inside the box
</box>
```

Put Shadow Box around text (1... Color Coding Site

```
<shadowbox>
  Text inside the shadow box
</shadowbox>
```

Headlines

```
1. Headline 1
2. Headline 2
3. Headline 3
```

Add Long Description Tag to Im...

Hartnell HTML

Attendance shell

```
<shell>
  Attendance details
</shell>
```

Textbook activities

```
<activity>
  Textbook activity details
</activity>
```

Generic Quizzes:

```
<quiz>
  Quiz details
</quiz>
```

Module Overview

```
<module>
  Module details
</module>
```
Decide how to share

Click Change
Share a link

1. Choose Anyone with the link
2. Click Viewer
3. Choose Viewer
Share a link

1: Click Copy Link

2: Click Done
Attach your link to the assignment.

Click Website URL tab

Paste your link here.

Submit your assignment.