In this course we will be participating in a "Math Buddy" project in collaboration with 5th graders at Ash Creek Elementary School (ACES). We will share work through a class google drive. You must be familiar with how to use the drive. Your first assignment is simply to locate our class google drive, copy a letter template for and rename it, and then type your buddy's and your own name in the letter. Carefully read and follow the instructions below exactly.

1. Locate the class google drive: Log on to your **WOU gmail** account and go to your google drive (this is found by clicking on the grid of 9 squares on the top right of your email and then clicking on "Drive")
    a. On the left column there should be a "Shared with Me" tab. Click on that and you should see a **MTH 396 Fall 2014** folder - click on it **(if you are unable to see or access this drive email me at beaverc@wou.edu ASAP to get access)**
2. There will be subfolders where I will post many things throughout the course. In particular I will post this document and a file with your buddy numbers in the "General" folder.
    a. For this assignment, once you click on **MTH 396 Fall 2014** you should see a folder labeled "Pizza Problem". Click on this folder to open it.
    b. In the Pizza Problem folder you will see a file labeled "Letters". Click on this folder to open it.

3. Copying the letter template
    a. Once you are in the Letters folder you should see a file labeled "A Pizza Template (copy 1)[1]" **RIGHT CLICK** on "A Pizza Template (copy 1)" and select "Make a copy" (**do not open or download, make a copy**).
    b. Once you make a copy a new file should appear in the folder under the name "Copy of A Pizza Template (copy 1)". Note there may be a short delay of 10-15 seconds or so while the file is being created; be patient.
    c. Find the "copy" of the template that you just made and right click on it and choose "rename". Rename the file as "Your buddy number_Your last name _ Your Buddy's Name". For example if I was writing to my buddy Beth and I was buddy number 4 I would rename my file 4_Beaver_Beth.
    d. Now open this renamed file and next to the "To:" type your Buddy's Name and next to the "From "type your own name. Repeat (a-d) for your next buddy if you have two buddies.
  - A letter template for each buddy should be completed and uploaded to the drive **before class begins** on Wednesday 10/2. If you have trouble accessing or creating a file, email me ASAP. Do not wait until Tuesday night or Wednesday morning or you risk not getting the assignment done on time and not getting credit.

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[1] You will also see "A Pizza Template (copy 2)", "A Pizza Template (copy 3)", etc. They are all just duplicates in case one of the templates gets inadvertently written over. You can use any of these copies.