

# TO-DO LIST ON GOOGLE DRIVE

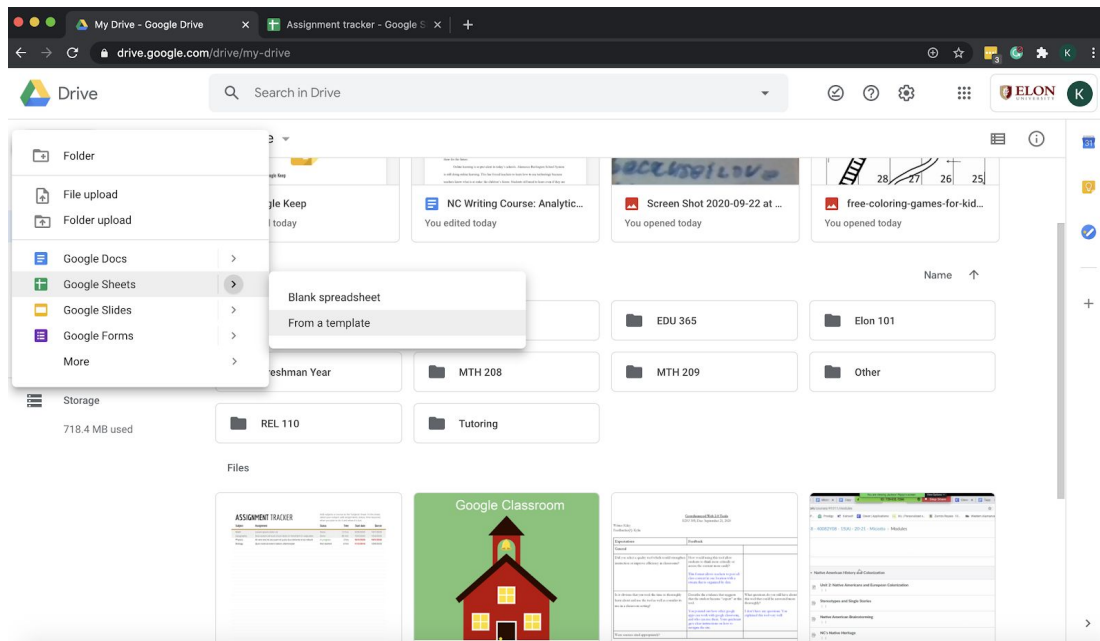


## How to find the to-do list

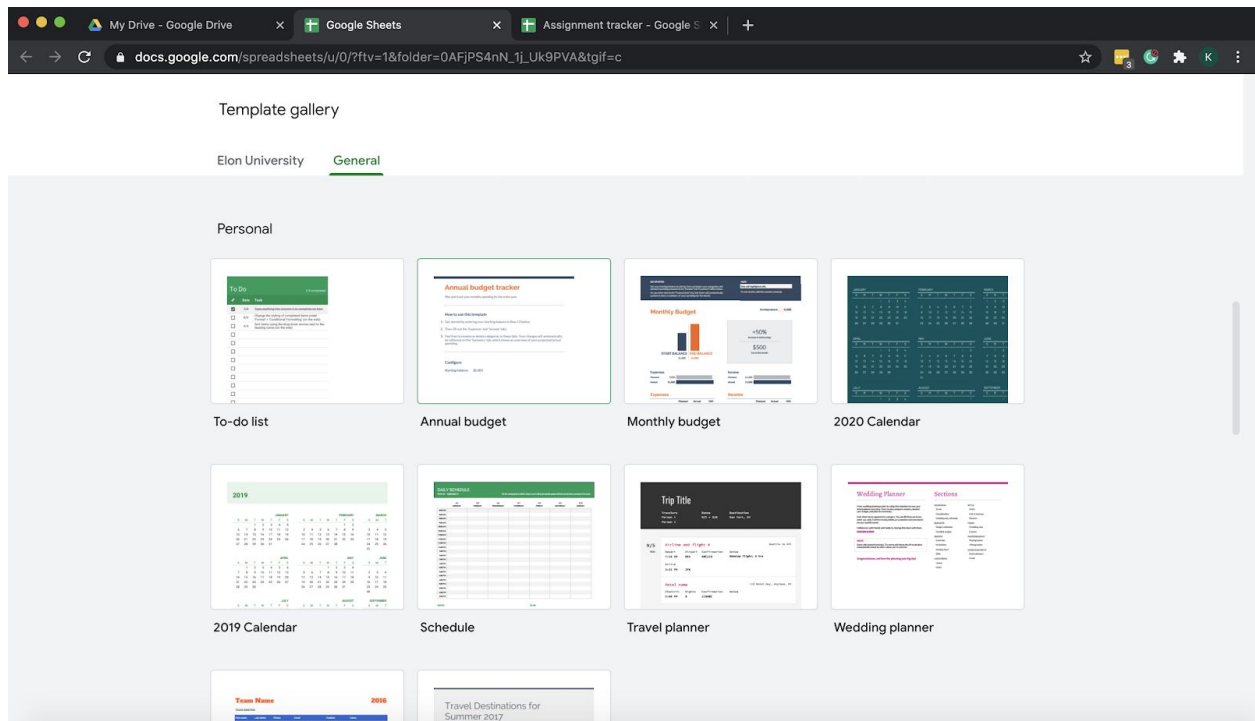
**Step 1:** Open Google Drive.

**Step 2:** Click the “new” button in the left corner of Google Drive.

**Step 3:** Click the arrow next to Google Sheets, then click from a template.



**Step 4:** Look at the tabs labeled Elon University and General. Click general.



**Step 5:** Look for the section labeled personal and under that heading, the to-do list will be there.

**Step 6:** Click on the to-do list to get started!

## How to use the to-do list

You can type tasks into the column named Tasks, and you can include a date for when it needs to be complete by. You can check the checkbox off once you have completed the assignment.

# To Do

1/3 completed

✓ ☰ **Date** ☰ **Task** ☰

<input checked="" type="checkbox"/>	10/12	Do ENG 110 Homework
<input type="checkbox"/>	10/13	COR 110 Reading
<input type="checkbox"/>	10/14	STS 110 Test
<input type="checkbox"/>		
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