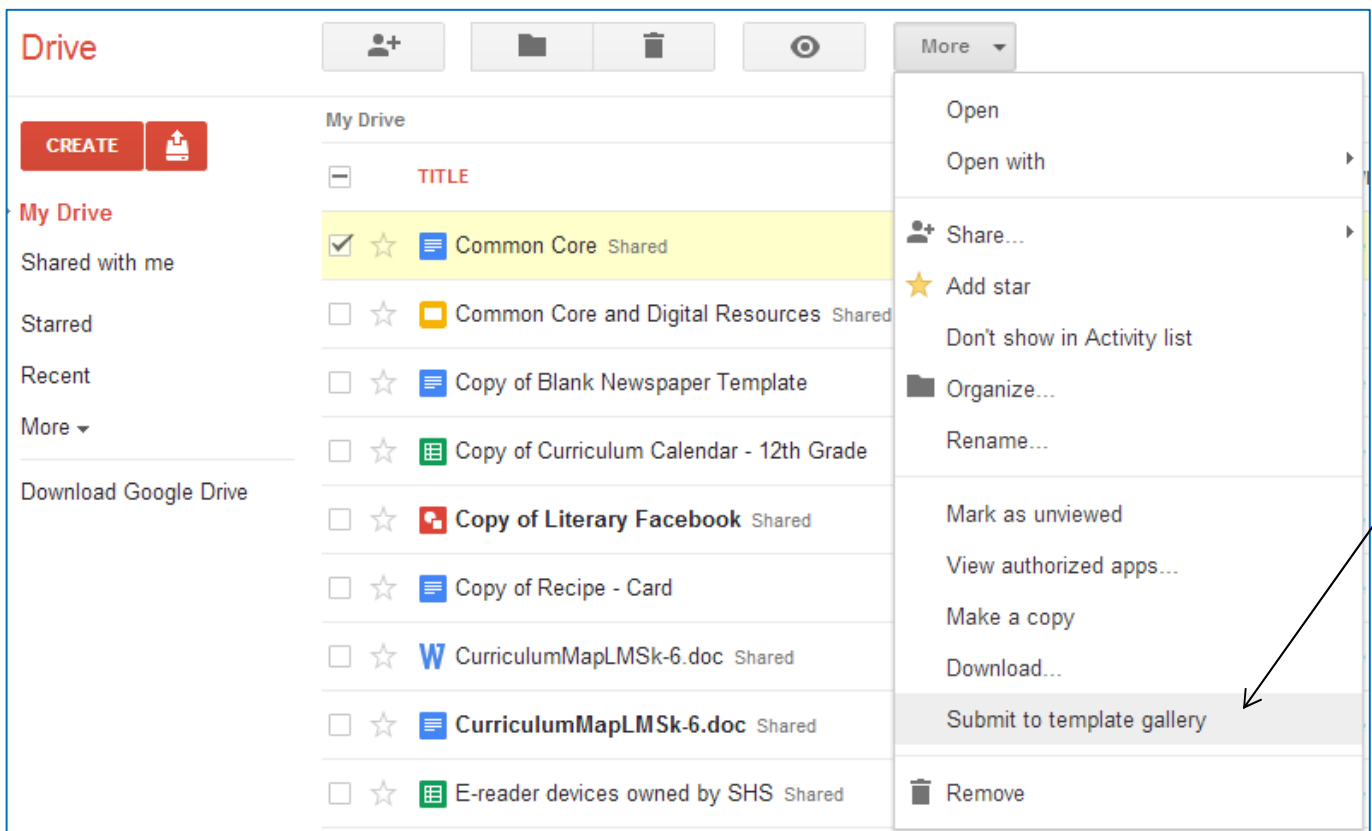



# How to Upload a Template in Simsbury Public School's Template Gallery

- 1) Go to [simsburyschools.net](https://simsburyschools.net), select Google docs and sign in using your username and password.
- 2) Check the box next to the item that you wish to share. From the "More" button on the top of the screen, select "submit to template gallery".



3) On the next page you will be prompted to enter a description of your template. Then choose a couple ways to categorize your template- this will make it easily searchable. Once you have completed all these steps click “submit template”. Your template is now public to all Simsbury Public School members. By uploading a template, you are giving permission for anyone to use/edit your template and make it their own.

### Submit a template to the Simsbury Public Schools gallery

 **Common Core**  
[Choose a different item](#) | [Open in a new window](#)

Enter a description (max 1000 characters):

Select a category:

Select another category (optional):

Select a language:

**Note:** Anyone in your domain will be able to view your template and any changes you make to it.