How to Complete your Reflection Journal

1. Go to the “Reflection Journal” subfolder in the course Google Drive folder. Locate the document titled with your name: last, first. This should be the only document in this folder available for you to open – each one is shared with individual students.

2. Double click on the document to open it in Google Docs. **DO NOT** download the document or convert it to Word format. Leave the document as a Google doc and **make all edits online**. When you open the document it should look like the image below including the following text: your name, AP Statistics 2015-16, Service-Learning Reflection Journal.
3. To make your first entry, leave two lines blank under the heading and then write “Journal Entry 1 – October 19” in bold text (all future entries will start with the same format: Journal Entry # - Date due written as Month ##). Enter twice to leave on blank line and then type your response.

4. Each successive entry should start with the initial line “Journal Entry # - Date” in bold font, double-spaced beneath the last line of the previous entry.