Apprenticeship Mentor Template Guidance

# Creating Your Document

To create your own document using the template visit the [apprenticeships google drive link](https://drive.google.com/drive/folders/1RdGR3Jrds_p3rjGgPjnhvS_lBUOLRHQT?usp=sharing) and click on the ‘template’ folder (you will need to be logged in as a SHU member of staff to do this – username@my.shu.ac.uk).



Inside this folder you will find a sample template. **Do not edit this document**

**Right click** on the document entitled ‘Template’ and from the options displayed select **‘Make a copy’**



# Renaming the copy

You can rename the new file by **right clicking** on the document and selecting **‘Rename’**.



Use the name of your course as the file title.

# Editing Your document

Ensuring that you have selected the appropriate document you can now open the file and make the appropriate changes.

# Publishing Your Finished Document

To publish your new document return to the [apprenticeships google drive link](https://drive.google.com/drive/folders/1RdGR3Jrds_p3rjGgPjnhvS_lBUOLRHQT?usp=sharing) and click on the ‘template’ folder. The document you have been working on should be visible.

**Right click** on it and from the menu shown select **‘Move to’**



Using the back arrow shown in the pop up displayed select the ‘live-docs’ folder





Select **‘move’** to select the folder and **‘Move Here’** to place your document in the correct location.

# **Finally…**

Open up the [Apprenticeship spreadsheet](https://docs.google.com/spreadsheets/d/1WQbV95E_tybwXY6lqeqM_4x22hz-SAiKIxnS62FUPXw/edit?usp=sharing) and click on the ‘Refresh Stored Data’ button.

Once this step has been completed the document will be available in the [apprenticeship standards document viewer](https://teaching.shu.ac.uk/add/resources/sm_demo/nmenu.html).

For technical support please contact Neil Mayne.