

Preparing SQR Record Books Before a School Visit

Five quick steps so your record book is ready — even if the school has no Wi-Fi.

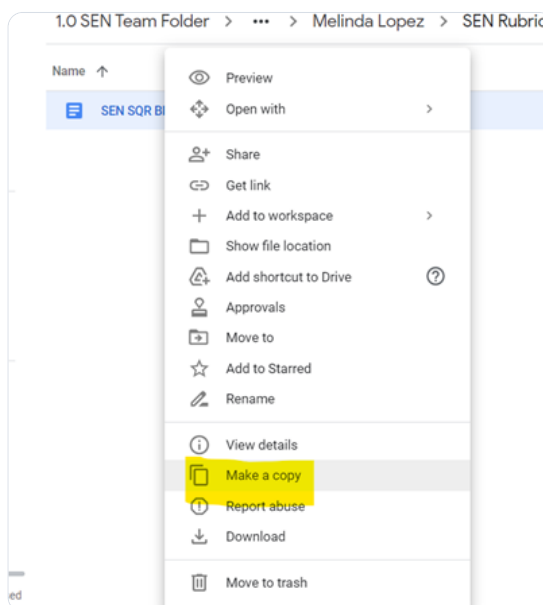
UPDATED JULY 2026 · INTERNAL USE ONLY

1 Find a blank record book.

Open the subfolder with your name inside **0.0 SQR Record Books**.

2 Create a copy of the blank record book.

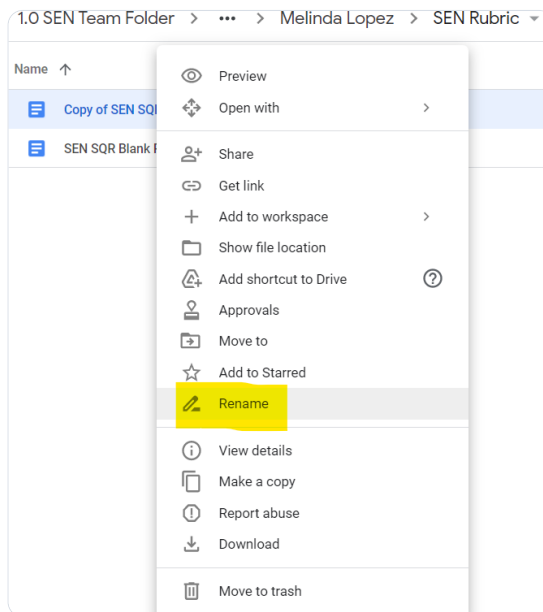
Secondary-click on the file and select **“Make a copy.”**



Make a copy

3 Rename the new file.

Secondary-click on the file and select **“Rename.”** Add the date and the name of the school.

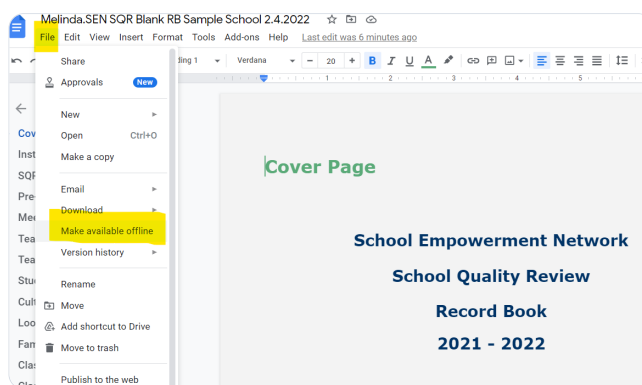


Rename the copy

4

Make it available offline.

IMPORTANT: open the new file and click **File → “Make available offline.”** This matters in case there's no Wi-Fi during the school visit.

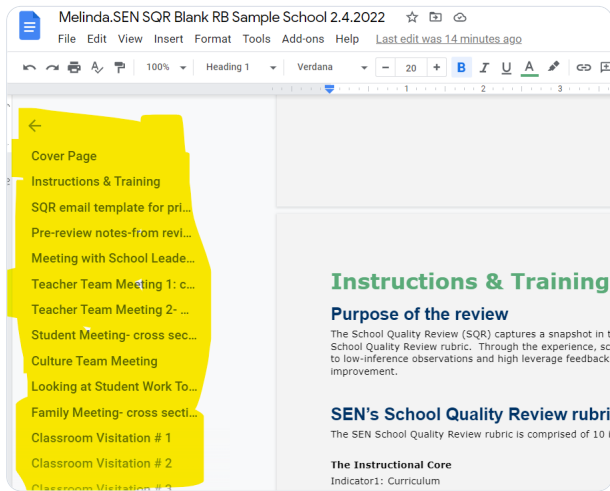


File → Make available offline

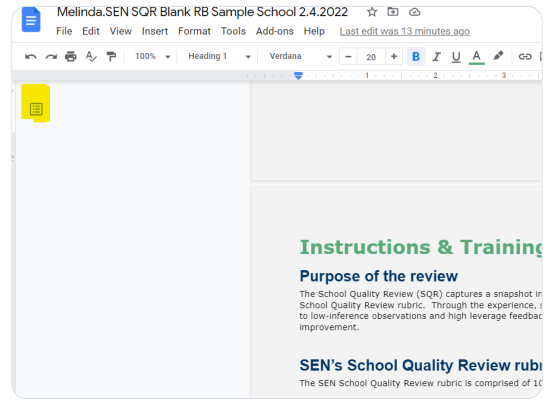
5

Use the navigation pane.

This record book template has a navigation pane much like the one in OneNote, so you can navigate the document the same way you would in OneNote. If you cannot see the navigation pane, click on the small icon that looks like a checklist, right below the Google Docs blue icon.



The navigation pane, with every section



The checklist icon toggles the pane