Google Docs

Objective

- After being shown the steps, the trainees will create a new document within Google docs.

Activation

- Question:

  - Have you ever started a project at home or school, saved it on a jump drive and then could not find the jump drive or did not have it with you the next time you were ready to work?

Activation

- Answer:
 - If you can relate to this, Google Docs can save you from ever having to be in this condition again.
  - With Google Docs, jump drives are no longer necessary as long as you have access to the internet.

Activation

- Prior Knowledge:
  - Every faculty member has a G-mail account.
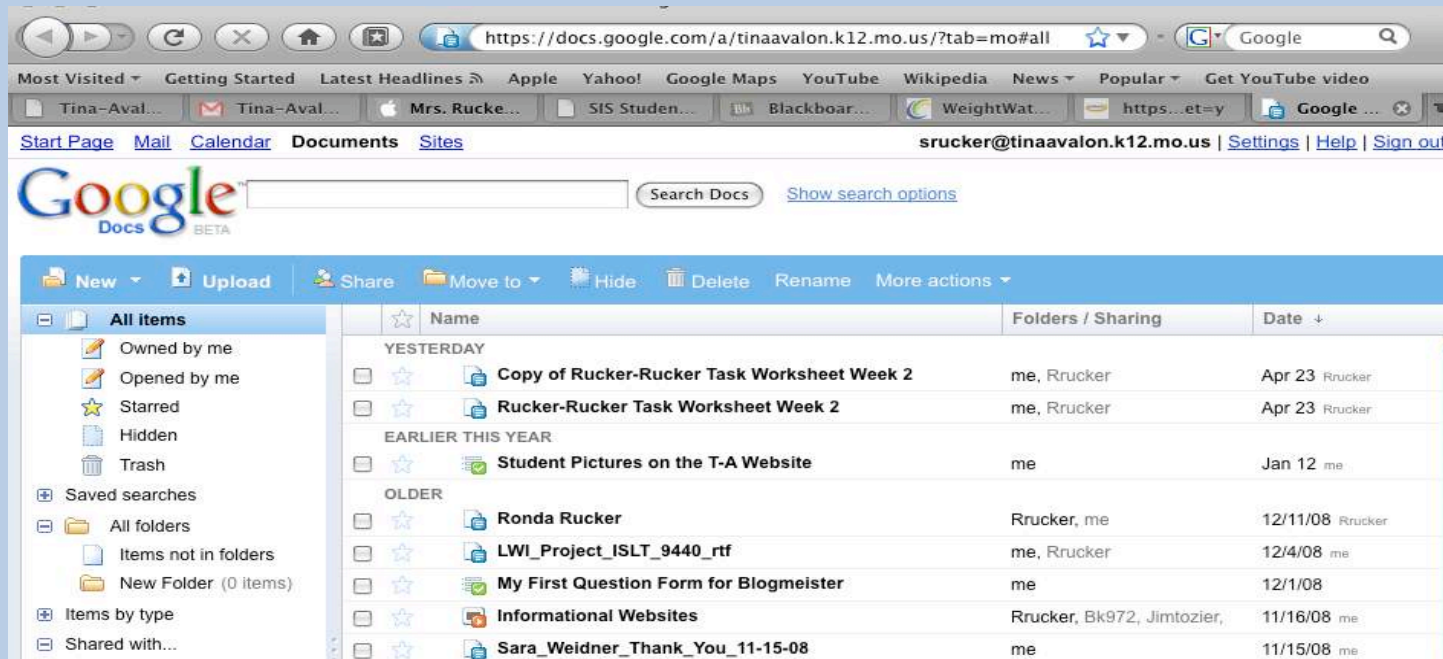 - Google Docs is located within your G-mail account.

Demonstration

- Log into your G-mail account.
- Locate the Documents link.
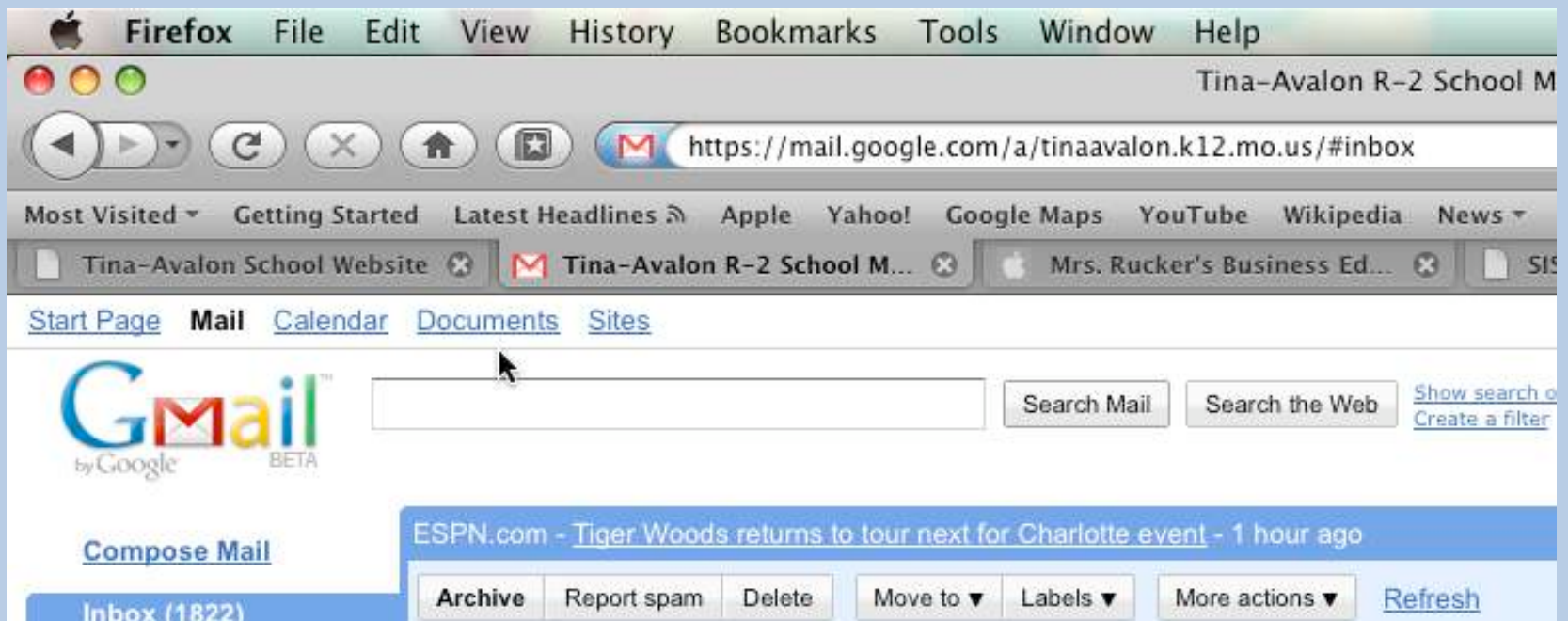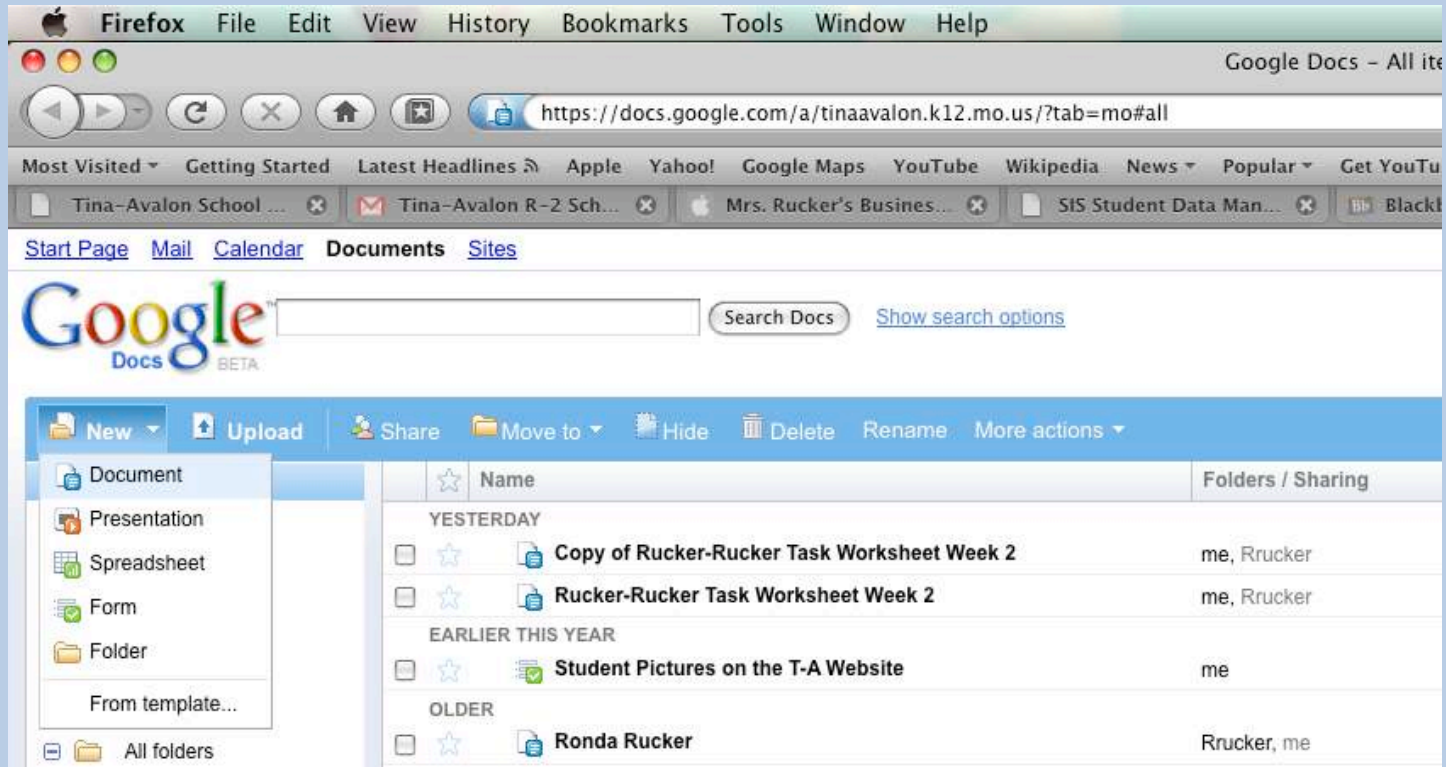
Demonstration

- This is what your account looks like when you have multiple documents.

- It also shows who you are sharing them with and the date the document was created.
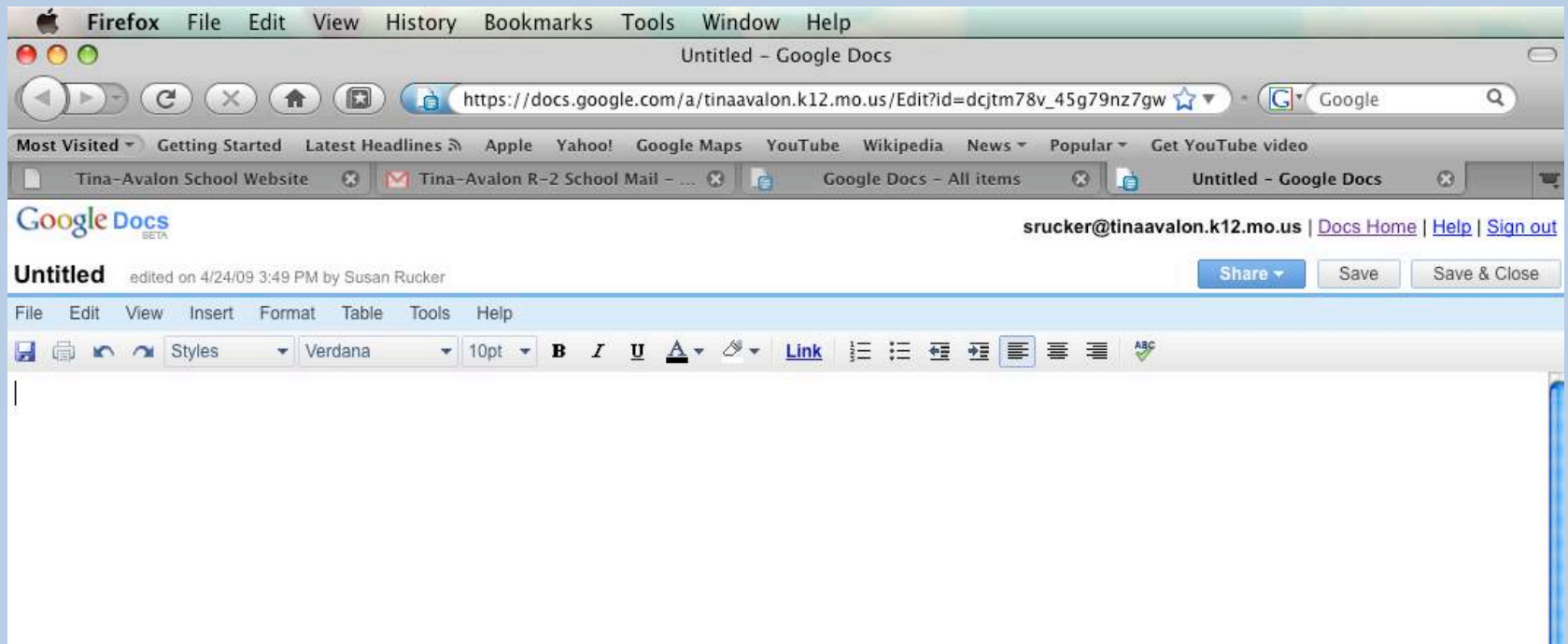
Demonstration

- To create a new document you would use the tab "New" then select "Document".
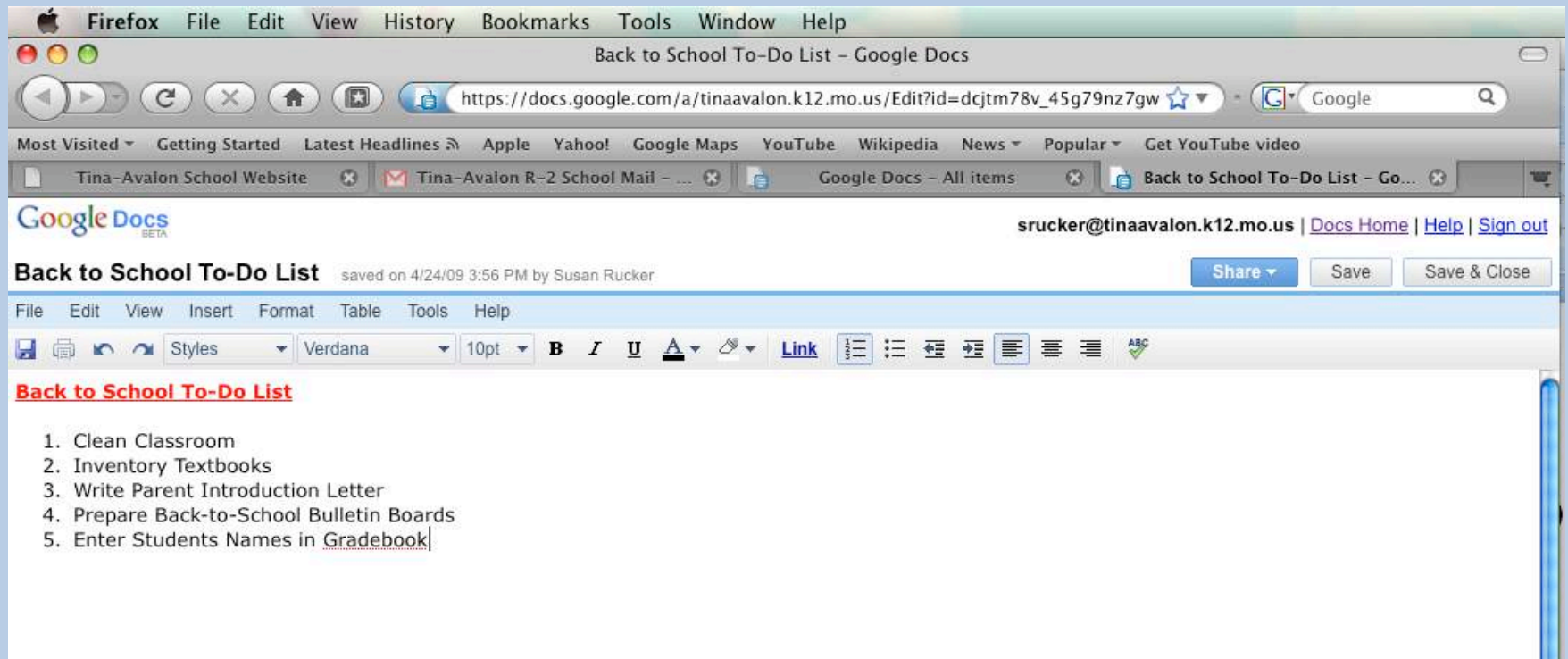
Demonstration

- As you can see, the format of Google Docs is similar to most other word-processing programs.
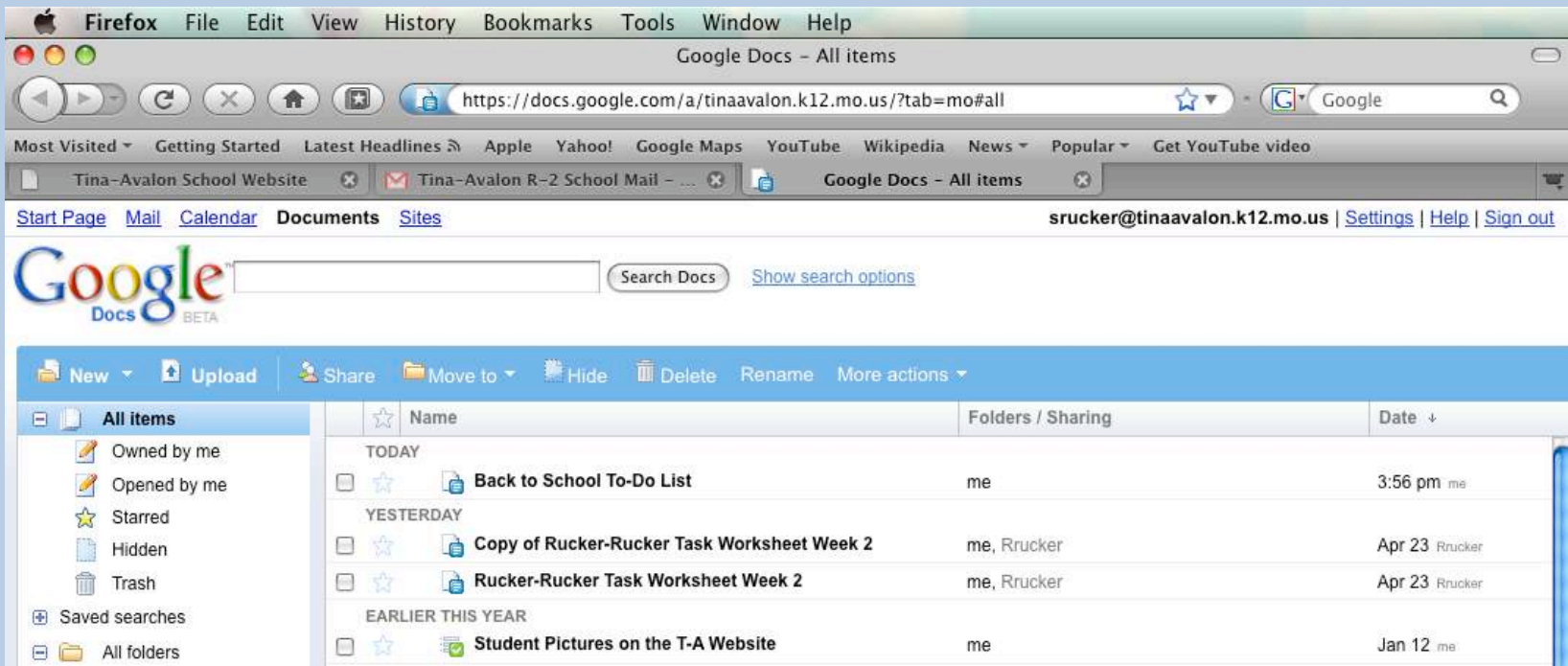
Demonstration

- After typing in text, Google Docs automatically saves your document as the first line of text.
  - You can also rename the document under the File tab.
- It also gives you a date, time and by who.
- It comes with basic formatting options.

Demonstration

- After clicking "Save and Close" it returns you to Google Docs files with your newly created document listed.

Application

- Lets walk through the steps together now to create your own Back-to-School to-do list.

  1. Log into your G-mail account.
  2. Click on the "Document" link.
  3. Create a new Document.
  4. Enter your own to-do list.
  5. Renaming document is optional.
  6. Save and Close.

Application

- Follow the six steps in creating your own daily schedule for a substitute or personal classroom use.

Integration

- When do you see yourself using this Google Doc feature?
  - Lesson Plans
  - Friday Newsletters
  - Correlating with other teachers
- What else?

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