

Google Docs

Parallels Desktop File Edit View Actions Devices Applications Help

Microsoft Windows XP – Parallels Desktop


Tina-Avalon R-2 School - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.google.com/a/tinaavalon.k12.mo.us/ServiceLogin?service=mail&passive=true&rm=false&continue=https%3A%2F%2Fmail.google.com%2F

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 **Welcome to Tina-Avalon R-2 School**

Sign in to your account at
Tina-Avalon R-2 School

Username:
@tinaavalon.k12.mo.us

Password:

☒ Remember me on this computer.

[I cannot access my account](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for Tina-Avalon R-2 School, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

New! One-stop information sharing with [Google Sites](#)

Building a site is as simple as editing a document, and you don't need anyone's help to get started. Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

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

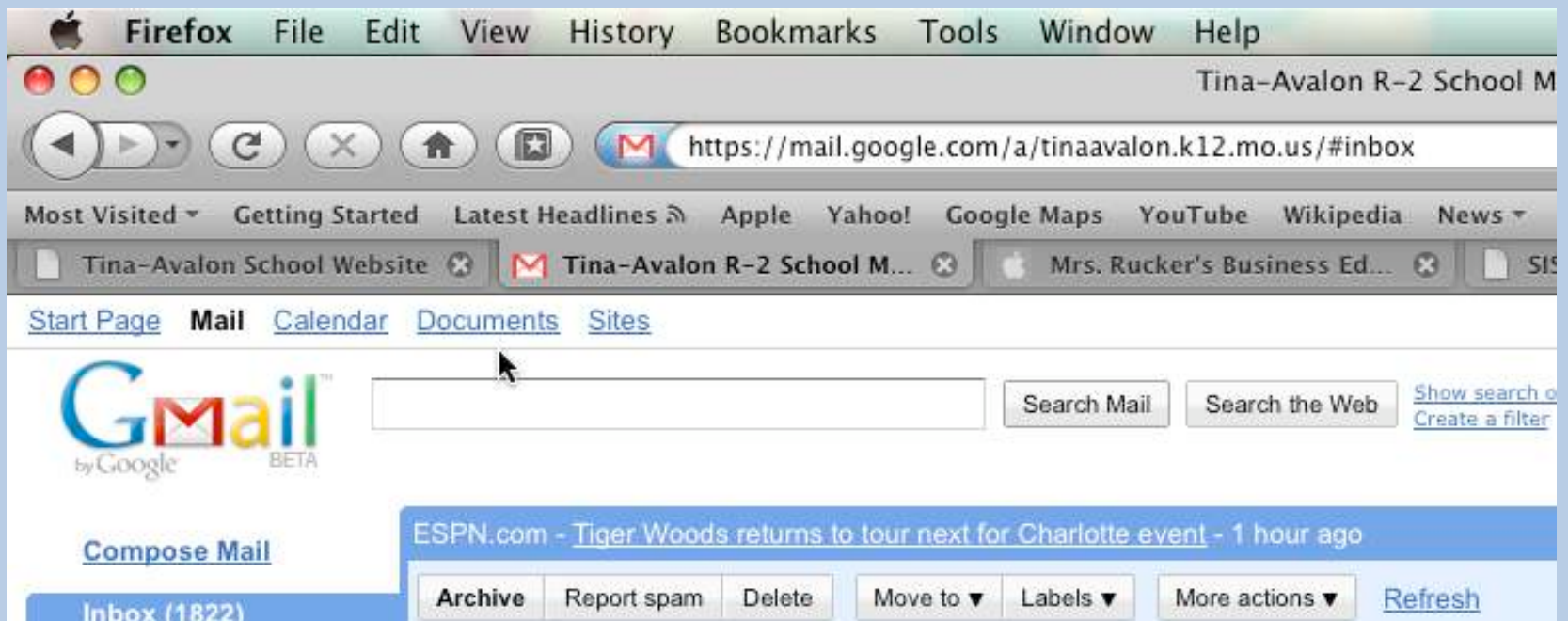
- Answer:
 - If you can relate to this, Google Docs can save you from ever having to be in this condition again.
 - With Google Docs, jump drives are no longer necessary as long as you have access to the internet.

Activation

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

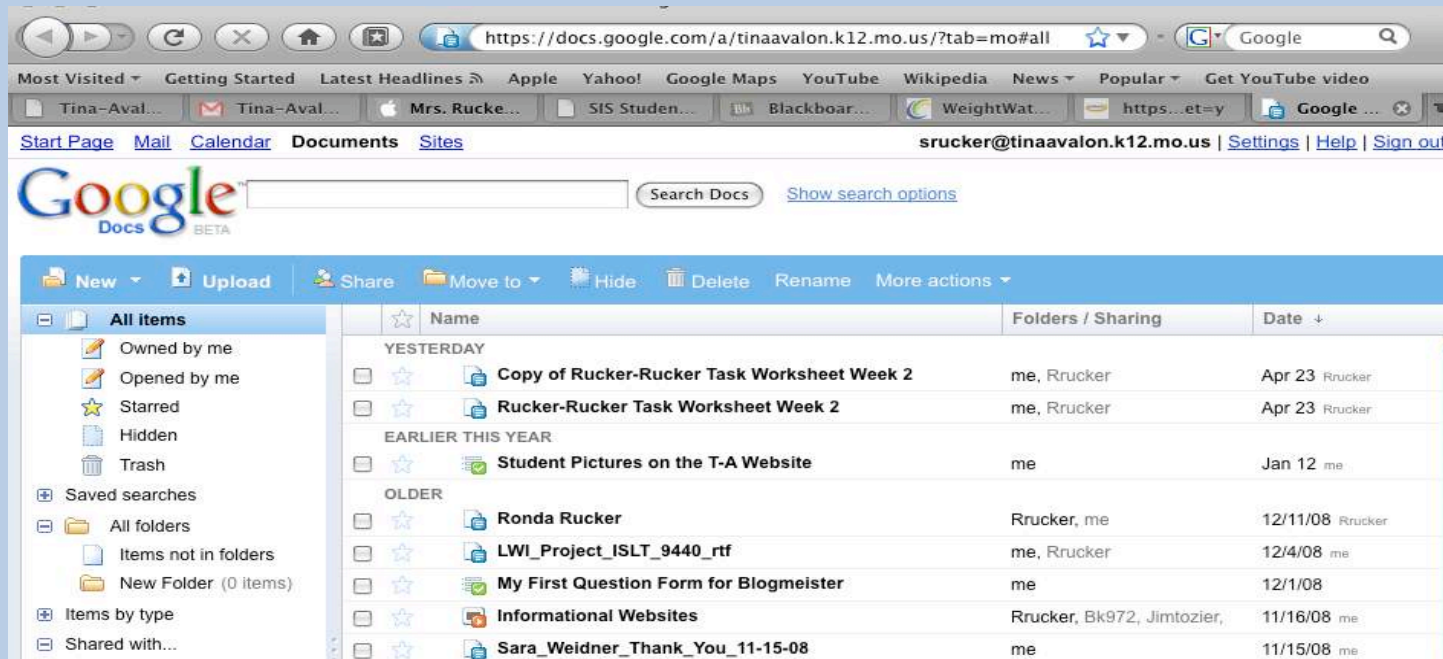
Demonstration

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



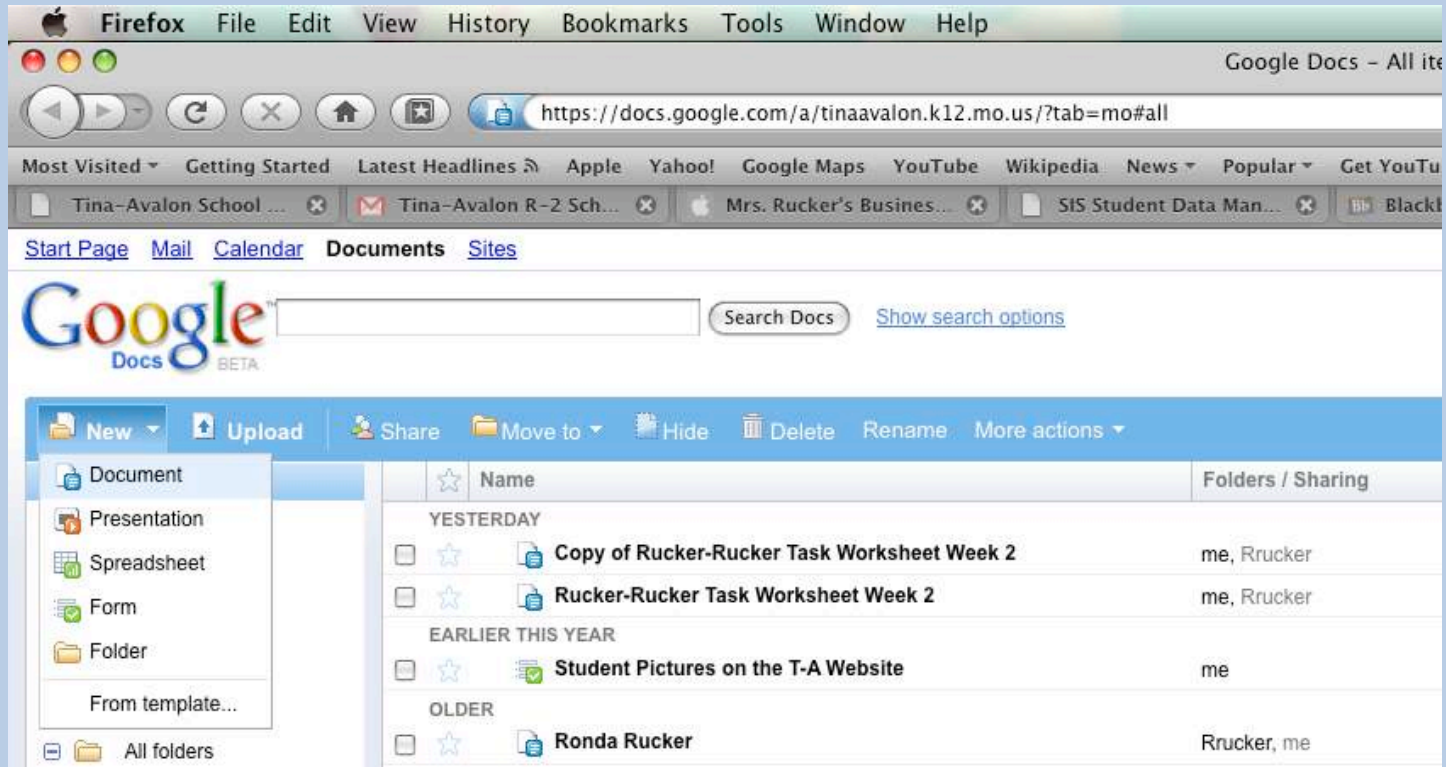
Demonstration

- 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.



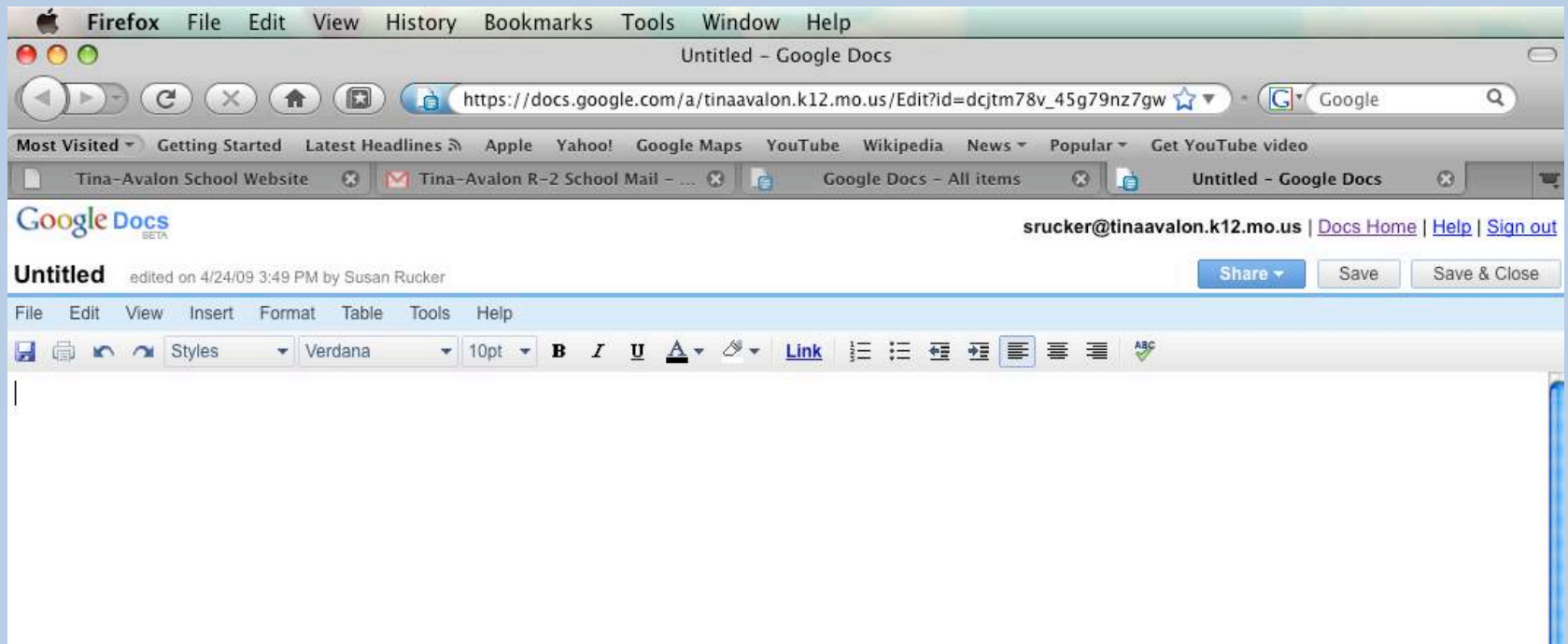
Demonstration

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



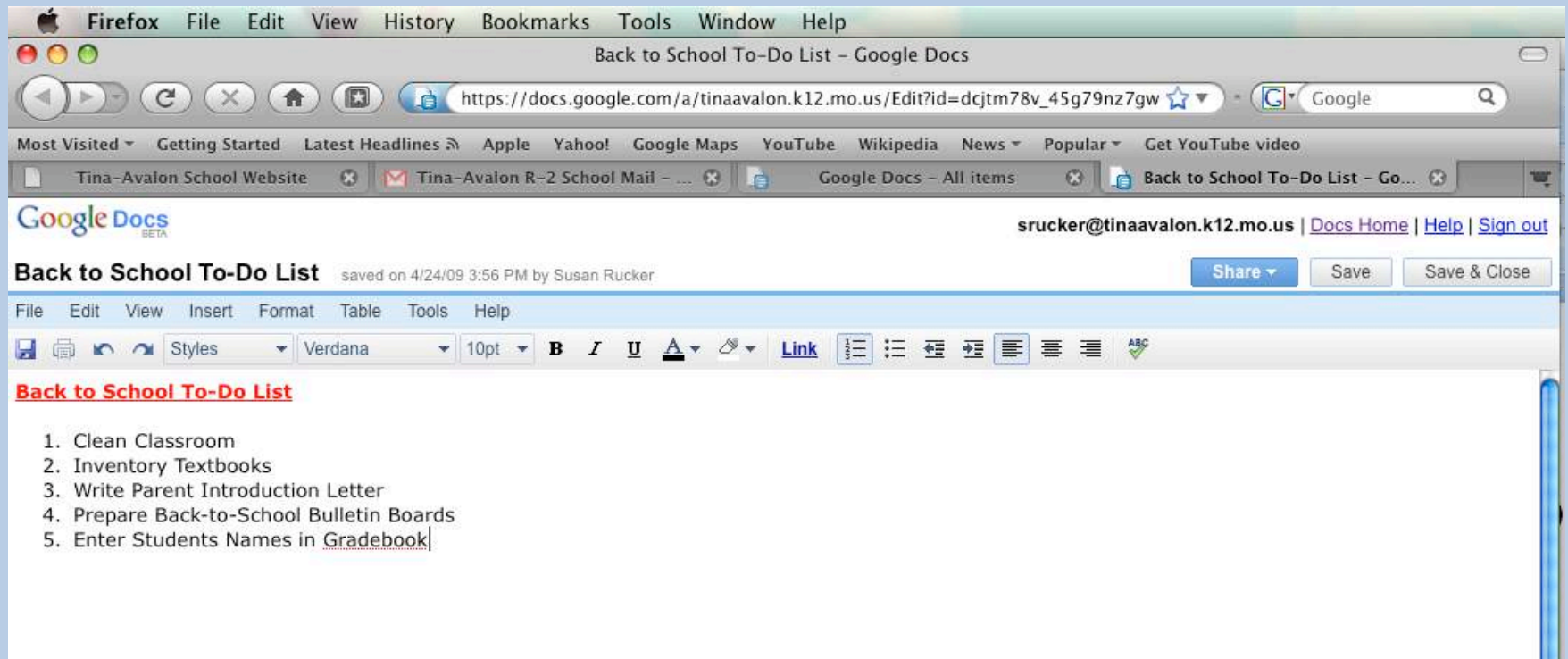
Demonstration

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



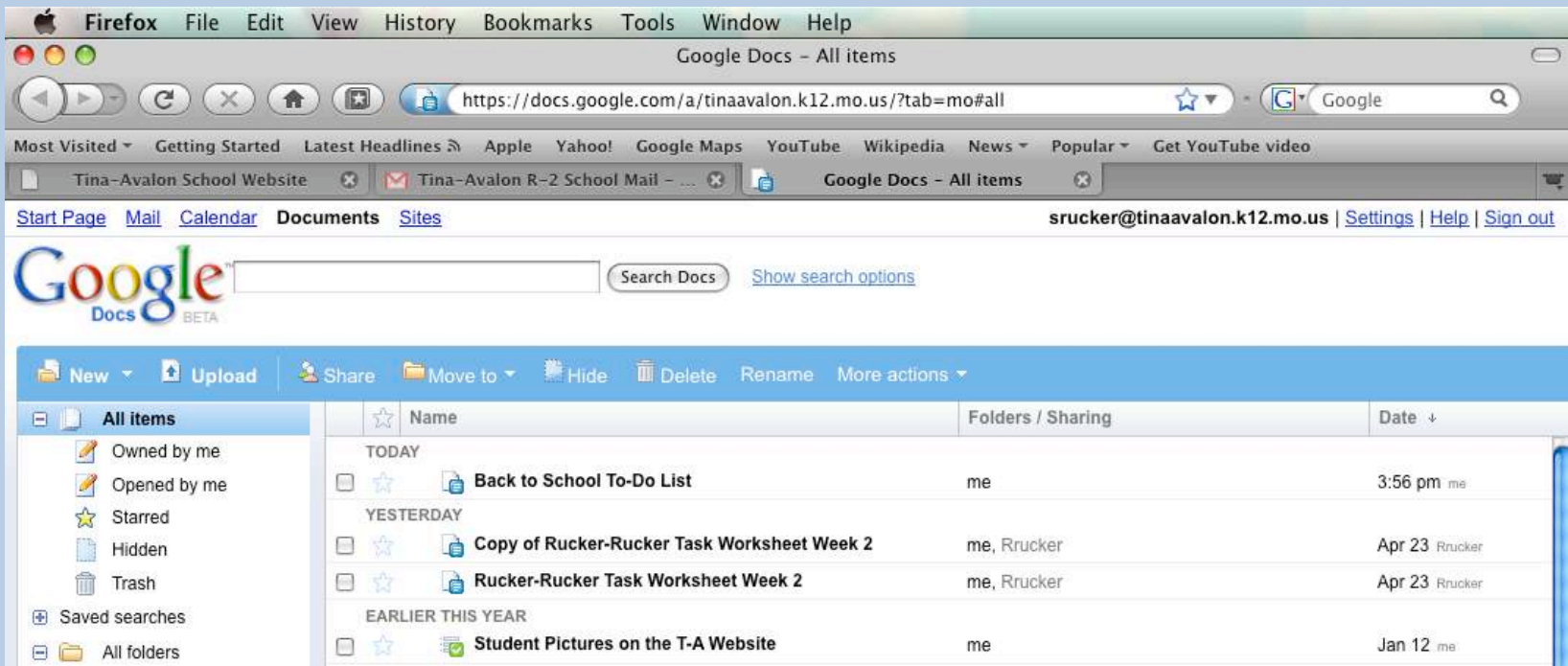
Demonstration

- 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?

Created By

RONDA & SUSAN RUCKER