

TECHNO ©LPPH

Technology Instruction Page



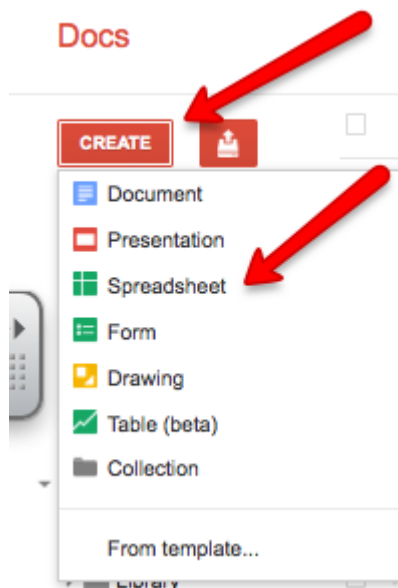
Google Docs

Go to docs.google.com

Create an account if you do not already have one.

A screenshot of the Google Docs homepage. The page features the Google logo at the top left and a 'Sign up for a new Google Account' link at the top right. Below the logo, the text 'Docs' is followed by 'Create and share your work online'. There are three main sections: 'Upload your files from your desktop', 'Access anywhere', and 'Share your work'. Below these are icons for Documents, Spreadsheets, Presentations, Drawings, and Forms. At the bottom, there are links for 'TRY IT NOW', 'New Features', and 'Watch the videos'. A 'Sign in' button is also present. Red arrows and boxes highlight specific elements: 'docs' points to the 'Docs' header; 'forms' points to the 'Forms' icon; 'create an account or sign in' points to the 'Sign up for a new Google Account' link; and 'tutorials' points to the 'Watch the videos' link.

If you already have an account, just sign in and select new document.



You have other options, but for this lesson, we are only creating documents which is basically the same as Word. Choose Create. You will just start typing your document, story, or lesson plan. The first sentence was my post. I shared my document with my friend and the second sentence was their post and she fixed some typos I had made as well.

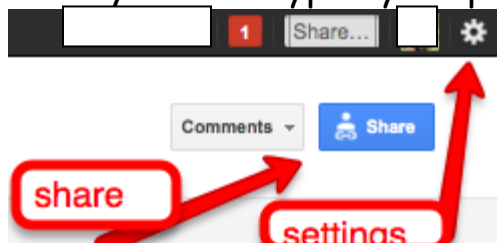
This is my new document. I would like you to help me edit it? I tend to make mistakes.

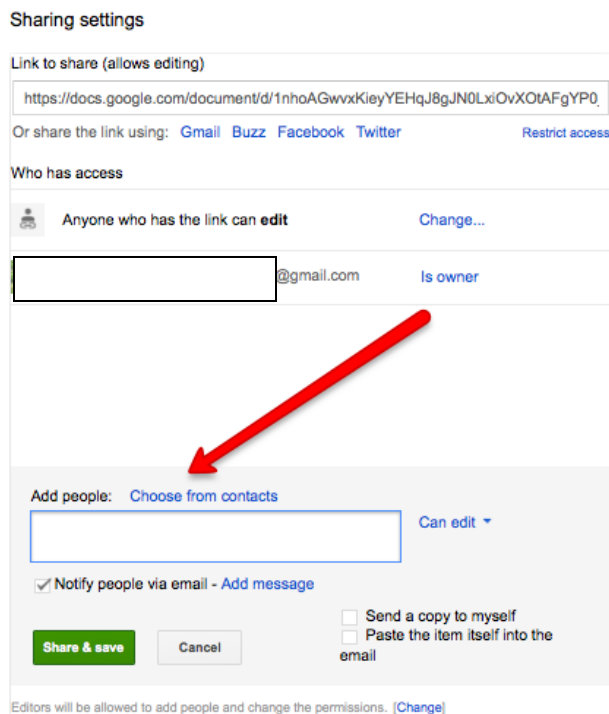
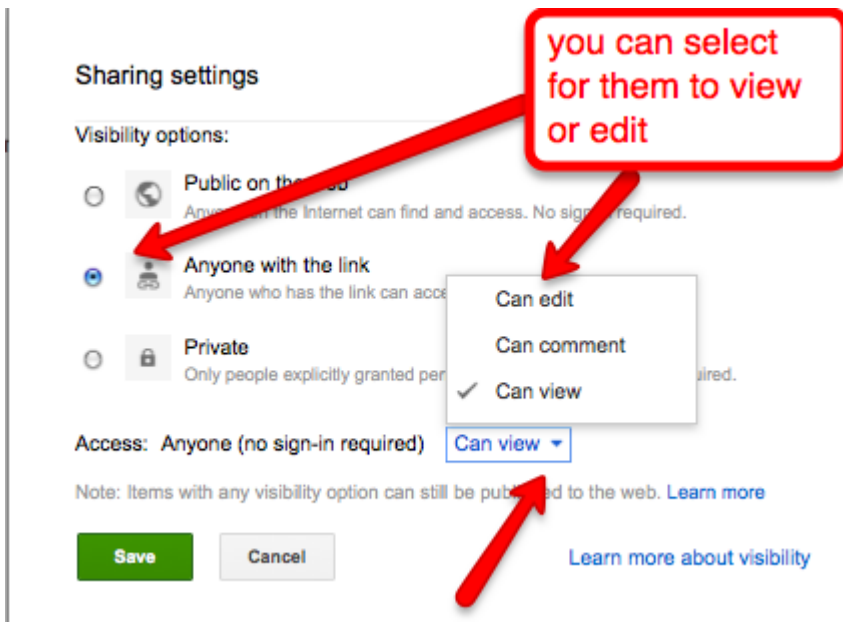
my post

I did notice a couple of mistakes and have corrected them. Thank you for sharing your document with me.

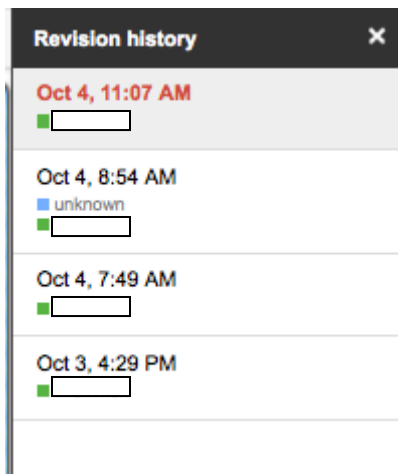
my friend's
shared post and
addition

Once you have typed your part, you can share with your friends.

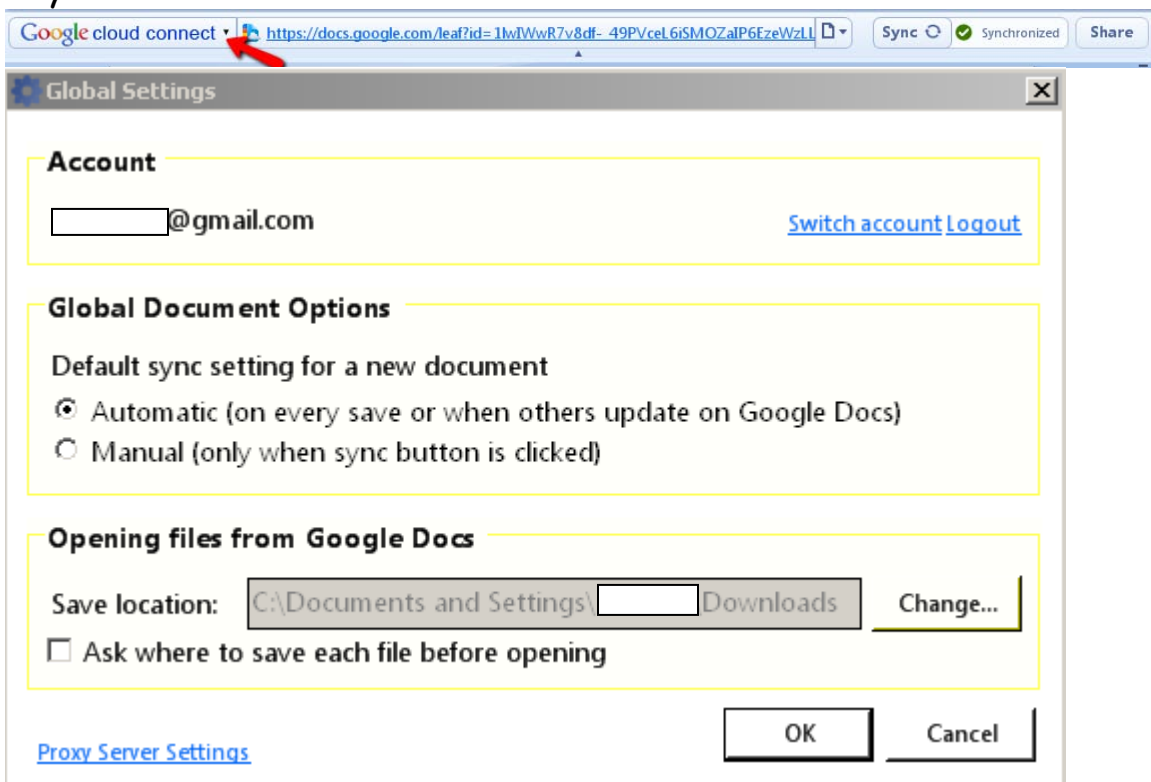




Now you can go back to your document, click on file in the top left corner, and do a number of things. You can choose revision history and see the changes that have been made, you can publish your document to the web, you can even email your collaborators.



You can also take existing word documents and copy and paste them into a new google doc. Once in google docs, you can see your documents from anywhere you can get on the internet. This is a great way to share your documents in the cloud and work on things from home or office. You just need to sync your document in your account.



You can choose to save every time or manually.

Name_____Date_____

Grade Level_____



Documentation Page

I have successfully collaborated with another teacher on at least 2 Google documents, forms, or Google Earth Lessons. I have attached the collaboration document and proof of revision history, forms and collection data, and or Google Earth lesson as documentation.

Signature_____