

Digital Literacy Study Guide

Cycle III "Power "

Jan 27 & 29

Overview: The future is full of collaboration, especially on a global level. This week we are going to collaborate with a Google spreadsheet.

Guiding question: Can you collaborate on one document with everyone in your class? Can you collaborate with someone that is not in your class? Could you collaborate with someone on vacation while you were still in school?

Checklist:

____ Participate in Ms. Emily's introduction to Google drive. (how to share a Google Doc)

____ Log on to your Google account. Go to your school gmail account (mmalions.org)

____ Find the email from Emily Goddard that is an invitation to edit. Open the email and then press the blue "open in sheets" button.

____ Add your name and respond to the questions listed.

____ How many other people can you see working on the same document as you? _____

____ Now try creating a Google Doc. Write me a sentence of where you think we should go on the first 9th grade field trip. Share this document with Ms. Emily at Emily.goddard@mmalions.org Please put your name in the subject line.

Thursday

____ Go to your Google drive and press the 'create' button and select drawing.

____ Using this link <http://geology.utah.gov/utahgeo/geo/geohistory2.htm> work with a partner to create a geologic timeline of Utah -OR- you can do a timeline explorers or computers.

____ Title your file according to what you chose to do for a timeline.

____ Right click on the canvas and choose background and change it to a solid color of your choice.

____ Insert>text box and enter your title (change the font & size then center text)

____ Use the line tool to draw a line (press shift while you draw & it forces the line to straighten)

____ Change the thickness of the line to 8pt, change color (the tool with a pencil with a line under it)

___ Draw a number of lines perpendicular to your main line (use shift while you draw) & change the weight of the line to 4 pt.

___ Insert a text box at the end of each of your 4 pt lines.

___ Insert>image (you can insert a picture you have saved into your digital lit file or you can select to search Google images.)

___ Share your timeline with Ms. Emily at Emily.goddard@mmalions.org put your name in the subject box.