

**Going Google Lesson 2... Creating... Sharing (45 minutes)** <http://sacsgoogle.weebly.com/>

The real power of Google Docs is in the sharing, commenting, and tracking of improvements. In this lesson you will learn about and practice some of these neat features. (45 minutes)

**Learning Targets**

- Understand how you can help students collaborate and be able to track their contributions.
- Explore the different tools in Google Drive
- Create Google documents, collaborate inside a document and
- Track the changes made, including who made each improvement.

**Step 1: (10 min) –Defining Google Docs in the Classroom** - Watch the video.

(<http://youtu.be/KzCQH58Bwpo>) Be ready to explain how you might use the collaboration of Google Doc/Drive in your classroom. Begin to brainstorm and write down some ideas where this could occur.

**Step 2: (15 min) – Creating Google Docs** - Watch this video. (<http://youtu.be/CIBWUcVNGkQ>) When finished take a moment to practice making some files in Google Docs/Drive.

**Step 3 (20 minutes) - Sharing Docs** - Watch both videos below. When finished take a moment to practice making and sharing some files with another participant in Google Docs/Drive. Get a few people involved and watch how Google Docs works in a real time edit mode. Check out the comments, collaborators, and revision features. Spend some time experimenting with at least two others.

Video 1 - <http://youtu.be/POIR37Hmydg> Video 2 - <http://youtu.be/Wj8I7SIFAI>

**Step 4 (10 minutes) - Naming and Organization** - Guidelines and Procedures For Productivity - Watch this video and determine how you might wish to set up naming conventions for students' work. What will be most efficient? How will you let students know this? Please feel free to discuss this with a learning partner.

Notes from Video

Guidelines for naming conventions that will work for me

Slide show - <http://goo.gl/uBSFyr>