

D2 Apps - Student Orientation Lesson Series

Day	Teacher Objectives	Student Objectives	Technology Needed	Resources
1	<p>Review Internet Safety rules:</p> <ol style="list-style-type: none"> 1. Keep your personal information personal 2. Tell a trusted adult immediately if anything you see makes you feel unsafe or uncomfortable. 3. Be aware of “stranger danger” online. If you do not know someone in real life, do not click on their links, open their emails, or respond to their messages <p>Guide students through the process of logging into their Google Accounts:</p> <ul style="list-style-type: none"> • introduce email format (<i>first.last@billingsstudents.org</i>) and passwords (8-digit student ID) • activate account and agree to terms by entering a CAPTCHA (“Completely Automated Public Turing test to tell Computers and Humans Apart”) code <p>Direct students to a Google Form that will allow them to practice inputting their email addresses, and allow the teacher to create a student “database:</p> <ul style="list-style-type: none"> • briefly discuss Google Forms and Spreadsheets • review sharing of personal information • show students the ability to analyze data through a Google Spreadsheet • analyze email column to ensure all students entered their addresses correctly; make corrections as necessary <p>Copy student emails from the spreadsheet and send a “test” Gmail:</p> <ul style="list-style-type: none"> • direct students to their email accounts • model how to delete “junk” mail from Google • instruct students to open teacher message, read its content, and reply 	<p>Discuss and understand Internet Safety rules.</p> <p>Log into Google accounts with correctly formatted email addresses and passwords.</p> <p>Read and discuss terms and conditions, and enter a captcha code.</p> <p>Correctly input name and email, and respond to survey questions in a Google form; submit.</p> <p>Discuss and analyze data about the class’ favorite subjects.</p> <p>Open email.</p> <p>Delete messages (single/multiple).</p> <p>Read and reply to email.</p> <p><u>ISTE NETS for Students:</u></p> <ul style="list-style-type: none"> • 3.d • 5.a, 5.b • 6.a, 6.b 	<p>Projector</p> <p>Teacher computer</p> <ul style="list-style-type: none"> • <i>Chromebook</i>: HDMI cable and converter, depending on the projector (*if the projector is mounted, the HDMI cable needs to be 12’) • <i>Mac laptop</i>: appropriate dongle with VGA cable • <i>PC laptop</i>: VGA cable <p>Computer lab, 1 device per student if possible</p> <ul style="list-style-type: none"> • Chromebooks (preferred!) • Mac laptops • iPads (not ideal for D2 apps) 	<p><u>Signed parent permission</u> form</p> <p>Account activation - <u>Help Desk</u></p> <ul style="list-style-type: none"> • request account activation • indicate any students who did not receive permission <p>NetSmartz</p> <ul style="list-style-type: none"> • Grades 5-6 <u>http://www.nsteens.org/</u> • Grades 3-4 <u>http://www.netsmartzkids.org/</u> <p><u>Google Login</u></p> <p>D2 Accounts Google Form</p>

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2	<p>Share a Google Document with students:</p> <ul style="list-style-type: none"> • assign each student a number beside which he/she should write a sentence (in an invisible table) • instruct students to correctly capitalize, punctuate, and format their sentences • model how to use the toolbar to modify text • teach computer shortcut for undo: ctrl+z • instruct students to change font, color, and size of part or all of their own sentence • demonstrate how to add a comment, and allow students to add one comment to another student’s sentence • display and discuss Revision History <p>Have students exit the document to Google Drive</p> <ul style="list-style-type: none"> • display and discuss that the document is in the “Shared With Me” part of their Google Drive - this will be addressed more in the next session <p>Debrief the activity:</p> <ul style="list-style-type: none"> • discuss what went well and what made the activity challenging 	<p>Log into Google accounts with correctly formatted email addresses and passwords.</p> <p>Correctly respond to a sentence prompt in a shared document; acknowledge that multiple users can collaborate on a single document simultaneously.</p> <p>Analyze conventions (capitalization, punctuation, and grammar) and use Comments feature for peer editing.</p> <ul style="list-style-type: none"> • Use word processing tools to analyze and correct text, including misspellings; use various strategies to edit (ex: guess and check, select/edit, right click, etc). <p>Use various methods to select and modify text (ex: double/triple click, click and drag, edit/select, etc).</p> <p>Analyze benefits and limitations of collaboration in a shared document.</p> <p>ISTE NETS for Students:</p> <ul style="list-style-type: none"> • 2.a, 2.b, 2.d • 5.b • 6.b 	<p>Projector</p> <p>Teacher computer</p> <ul style="list-style-type: none"> • <i>Chromebook:</i> HDMI cable and converter, depending on the projector (*if the projector is mounted, the HDMI cable needs to be 12’) • <i>Mac laptop:</i> appropriate dongle with VGA cable • <i>PC laptop:</i> VGA cable <p>Computer lab, 1 device per student if possible</p> <ul style="list-style-type: none"> • Chromebooks (preferred!) • Mac laptops • iPads (not ideal for D2 apps) 	<p>Shared Google Document</p>
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3	<p>Direct students to Google Drive</p> <ul style="list-style-type: none"> • discuss the analogy of documents and filing cabinets - unfiled, personal and shared • direct students to the “Shared with Me” section of their Drive - they should see last session’s shared document • determine a list of folders to be created 	<p>Log into Google Drive with correctly formatted email addresses and passwords.</p> <p>Discuss the differences between an unfiled document, a shared document, a folder and a shared folder.</p>	<p>Projector</p> <p>Teacher computer</p> <ul style="list-style-type: none"> • <i>Chromebook:</i> HDMI cable and converter, depending on the projector (*if the projector is mounted, the HDMI cable needs to be 	<p>Teacher: list of folders desired (determine which are to be shared or “personal”)</p> <p>Students: Google Drive teacher email address</p>

	<p>and how they should be labelled and shared (or not shared)</p> <ul style="list-style-type: none"> ○ ex: Lead 21, Writing, Math, Science, Social Studies, Turn In <ul style="list-style-type: none"> ● create folders, color code (if desired) and share in “My Drive” <p>Have students find last week’s shared document</p> <ul style="list-style-type: none"> ● model and instruct them to make a copy ● demonstrate and have them rename the document, then move it to a folder in their Drive <p>Create a new document</p> <ul style="list-style-type: none"> ● instruct students to write a brief statement about how they can use Google Documents and their Drive, ● instruct them to rename (title) a document ● save or move to a folder in their Drive 	<p>Create folders for document organization.</p> <p>Share folders with the teacher.</p> <p>Make a copy of a previous document and move it into a folder.</p> <p>Create a new document, and “file” it in the appropriate shared folder.</p> <p><u>ISTE NETS for Students:</u></p> <ul style="list-style-type: none"> ● 1.a, 1.d ● 2.a, 2.b, 2.d ● 4.b, ● 5.a, 5.b ● 6.a, 6.b 	<p>12’)</p> <ul style="list-style-type: none"> ● <i>Mac laptop:</i> appropriate dongle with VGA cable ● <i>PC laptop:</i> VGA cable <p>Computer lab, 1 device per student if possible</p> <ul style="list-style-type: none"> ● Chromebooks (preferred!) ● Mac laptops ● iPads (not ideal for D2 apps) 	
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4	<p>Display a Google Presentation about Google Presentations</p> <ul style="list-style-type: none"> ● model how to use the toolbar to add and modify elements ● review shortcut for undo: ctrl+z ● demonstrate how to change their own backgrounds without modifying the <i>entire</i> presentation ● model Research feature in Tools menu <p>Share a Google Presentation with students:</p> <ul style="list-style-type: none"> ● assign each student a numbered slide ● instruct students to create a slide that includes <ul style="list-style-type: none"> ○ background (color or image) ○ name ○ bulleted list (hobbies, favorites...) ○ image ○ animation ○ video? (if time allows) 	<p>Log into Google account with correctly formatted email addresses and passwords.</p> <p>View and discuss the features of a Google Presentation, and compare/contrast to tools and features of a Google Document.</p> <p>Create a slide including the required components described.</p> <p>Use various methods to select and modify elements (ex: double/triple click, click and drag, edit/select, etc).</p> <p>View a collaborative Presentation; analyze benefits and limitations of collaboration in a shared Presentation.</p> <p><u>ISTE NETS for Students:</u></p>	<p>Projector</p> <p>Teacher computer</p> <ul style="list-style-type: none"> ● <i>Chromebook:</i> HDMI cable and converter, depending on the projector (*if the projector is mounted, the HDMI cable needs to be 12’) ● <i>Mac laptop:</i> appropriate dongle with VGA cable ● <i>PC laptop:</i> VGA cable <p>Computer lab, 1 device per student if possible</p> <ul style="list-style-type: none"> ● Chromebooks (preferred!) ● Mac laptops ● iPads (not ideal for D2 apps) 	<p>Shared <u>Google Presentation</u></p>

	<p>Have students exit the Presentation to Google Drive</p> <ul style="list-style-type: none"> display and discuss that the presentation is in the “Shared With Me” part of their Google Drive review - how to create and save a presentation in one’s own Drive <p>Display the collaborative Presentation</p> <ul style="list-style-type: none"> use autoplay for time <p>Debrief the activity:</p> <ul style="list-style-type: none"> discuss what went well and what made the activity challenging 	<ul style="list-style-type: none"> 5.a, 5.b 6.a, 6.b, 6.d 		
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5	<p>Display teacher Google Calendar, with multiple “calendars” showing:</p> <ul style="list-style-type: none"> make connection between shared documents, folders, presentations, etc and the concept of a shared calendar display “Shared with Me” calendars model how to show single or multiple calendars <p>Guide students through setting up their own personal calendar:</p> <ul style="list-style-type: none"> model how to set an all-day event (birthday, holiday, etc) demonstrate adding a recurring event (practices, sports, lessons, etc) explain and model that students can add details, such as locations, and invitees discuss the difference between Events and Tasks. <p>Demonstrate how to add a public calendar through “Browse Interesting Calendars” feature:</p> <ul style="list-style-type: none"> US Holidays Sports Moon Phases Sunrise/Sunset <p>Share a classroom calendar (if one is available) with students, by adding student emails generated in spreadsheet from stage 1, above.</p>	<p>Log into Google account with correctly formatted email addresses and passwords.</p> <p>View and discuss the features of a Google Calendar.</p> <p>Create personal events:</p> <ul style="list-style-type: none"> all day events recurring events events with invitees add a task <p>View and “un-view” shared or other calendars.</p> <p><u>ISTE NETS for Students:</u></p> <ul style="list-style-type: none"> 2.a, 2.b, 2.d 5.c, 5.d 56a, 6.b 	<p>Projector</p> <p>Teacher computer</p> <ul style="list-style-type: none"> <i>Chromebook</i>: HDMI cable and converter, depending on the projector (*if the projector is mounted, the HDMI cable needs to be 12’) <i>Mac laptop</i>: appropriate dongle with VGA cable <i>PC laptop</i>: VGA cable <p>Computer lab, 1 device per student if possible</p> <ul style="list-style-type: none"> Chromebooks (preferred!) Mac laptops iPads (not ideal for D2 apps) 	<p>Teacher: class calendar with school-only events</p> <p>Students: Google Calendar</p>

