Computer Technology

Collaboration/Getting to Know You Assignment

By Megan Rees

In this assignment, we will be learning to do several things at once—and hopefully we’ll get to know each other better in the process!

Learning Goals:

* Learn to access your Jordan District Google account
* Open a Shared file in Google Docs
* Use the limited Google Presentations software to create a slide about you
* Collaborate with your schoolmates to learn the program and see them work at the SAME time on the SAME document.

Applications:

* This is a great tool for group projects in the future—you don’t have to get together to work on a document—you can all do it in the comfort of your own homes
* Although the presentation software in Google docs is WAY more limited than Microsoft Power Point, it’s a great option for those who do not have Office, or again if you are working as a group on a project.

To begin:

Login to YOUR Jordan District Google account.

* Go to: drive.google.com
* Sign in with the same username you have on the computers here, but add @my.jordandistrict.org.
* Your password is your student number

Open your Shared File

* If you were to start a new file, you would click on “Drive” on the black bar on top of your screen, and then click the red “create” button. But, for this assignment I have already created your starting document. You should have an email indicating I have shared a document with you. Open the email and then open the document.

Edit your page

* Now you will see a power point with one page for each student. Find your page.
* You will notice that other students in the class are also logged in and working on their pages at the same time. You can watch what they are doing if you want to know how something is done.
* You can also open a chat to ask questions. DO NOT USE THE CHAT UNLESS IT IS RELATED TO THIS ASSIGNMENT!! Remember, I will be working on MY page too—so I will be monitoring everything.

Your page must include:

Elements:

* 3 words that describe you
* Your name
* A picture of yourself (you can get this from your own personal devices, or I can take one of you with my iPad)
* Three pictures that represent things you are interested in (band logos, movie/tv characters, game icons, etc)
* Your favorite quote—from a movie, tv show, or just something that inspires you or makes you laugh
* Video (optional)
* A link to your favorite website

It will be a tight fit—this must all fit on ONE slide—so plan well!

* A different background color/image/texture
* More than one font
* Different colors of text
* At least three animations
* Wordart
* Shape

Rules:

* You may NOT work on anyone else’s slide but your own
* You MAY watch other students to see what they are doing in order to learn how to do it
* I will observe and help, but I am not teaching you how to use the software—collaborate with each other to figure it out
* You may only use the chat option to discuss THIS assignment and how to do something. An occasional funny comment is ok, but I don’t want to see the chat going crazy with 30 kids writing constantly—you have an assignment to do!
* Do not change the theme
* No, you cannot add music. This is not an option in Google Presentations.
* It should go without saying that all content must be appropriate. We will be watching this together as a class. Refrain from writing anything inappropriate, derogatory, or too personal on your slide.