

Using Google Drive

WebQuest Description: Introduction to using Google Drive and creating folders for each class.

Grade Level: 6-8

Curriculum: Technology

Keywords: Google Drive

Published On: 2014-09-26 14:14:32

Last Modified: 2014-09-26 13:33:50

WebQuest URL: <http://zunal.com/webquest.php?w=256700>

Introduction

This Web Quest will give you a great opportunity to get yourself ready for your new Google account. Now that you have your Google account, you can start using Google Docs. This is an online word processing program like Microsoft Office that allows you to create documents, spread sheets, presentations, and much more. Using Google Docs will allow you work on your assignments anywhere you have access to the Internet. We are going to set up folders for each of your classes so that you can keep all of your documents organized!

Tasks

You will accessing your Google Drive account to create folders for each of your classes and your first document to be saved in your ELA folder.

Process

You will be using GOOGLE DRIVE to create and maintain your DIGITAL PORTFOLIO for school. STEP 1: Once you sign in, look at the top of the Google page and find the checker board looking square (as seen in (IMAGE 1) a menu will drop down (IMAGE 2) click on DRIVE. STEP 2: Click on the red CREATE box. A menu box will open. CLICK on FOLDER. (IMAGE 3) Name your first folder ELA and click CREATE. (IMAGE 4) Follow the same process in STEP 2 and create folders for your Math, Science, Social Studies, and any other classes you have this year. You should now have SIX FOLDERS in your Google Drive. STEP 3: Now click on the ELA folder you just created so that it is highlighted with RED LETTERS, then Click on the red CREATE box again. (IMAGE 7) This time click on DOCUMENT. A new document will appear. (IMAGE 8) In the top click on Untitled Document and name it FALL, and click OK. (IMAGE 9) STEP 4: Take five minutes and brainstorm what fall means to you!

Evaluation

SELF-CHECK.*** You should have TWO files in your TECH TOOLS folder: Password Document, and the Infographic for Video Topic GOOGLE Did you create a GOOGLE account? Did you create a WORLD GEOGRAPHY Folder in GOOGLE DRIVE? Did you create a FOLDER for each of the FOUR QUARTERS in the WORLD GEOGRAPHY folder? Did you create a TECH TOOLS folder in the WORLD GEOGRAPHY folder? Did you create a PASSWORDS document in your TECH TOOLS folder? Did you join the class GOOGLE+ page? KIDBLOG Did you create a KIDS BLOG account? Did you save your ID and PASSWORD on your PASSWORDS document? Did you READ "What is the Purpose of Keeping Your blog?" Did you VIEW the "How to Be Successful in this Class" infographic? Did you write your first blog entry? Did you LOG OUT of KIDS BLOG? (so the next person on this computer won't have access to your account?) Bubbl.us Did you sign up for a Bubbl.us account? Did you save your ID and PASSWORD on your PASSWORDS document? Did you create a practice graphic organizer? Did you insert it into your first blog entry on Kid Blog? Did you LOG OUT of Bubbl.us (so the next person on this computer won't have access to your account?) Easel.ly Did you sign up for an Easel.ly account? Did you save your ID and PASSWORD on your PASSWORDS document? Did you create an INFOGRAPHIC for the video of your choice? Did you save it in your Google Drive folder, TECH TOOLS? Did you LOG OUT of Easel.ly? (So the next person on this computer won't have access to your account?) PODCAST Did you write a script based on the information you gathered for your Easel.ly infographic? Did you record a 3-5 minute podcast on the topic? Gooru Did you use your GOOGLE account to sign up? (You really should, it will be easier to remember ONE password) Did you use your REAL first and last name (JohnSmith) as your log in? (If not go change it) Did you use YOUR teacher's CODE to sign up for class? (Be sure you didn't use Mr. Beavers' code if you don't have

