How To Create A Google Doc

Participant Name:	**Amanda Charleson**
District:	**Clifton-Fine**
Grade Level:	**4th**
Subject/Course:	**ELA**
Cross-curricular Link:	**Digital Fluency**
Approximate Time (IN MINUTES):	**60**

CONTENT AND SKILLS
Learning Objectives: ● Students will be able to create a new Google Doc. ● Students will be able to name their new Google Doc. ● Students will be able to locate and open Google Doc after creating it.
Essential Questions (optional): ●
Students' I can statements . . . ● I can create a new Google Doc. ● I can name my new document in Google Doc. ● I can locate and open my new document after creating it.
How will you meet the needs of SWD and ELL/MLL students? ● Offer documents that are translated.
NYS COMPUTER SCIENCE AND DIGITAL FLUENCY STANDARDS List all standards that authentically align (e.g., K-1.CT.4)
● 4-6.CT.4 Decompose a problem into smaller named tasks, some of which can themselves be decomposed into smaller steps.
OTHER SPECIFIC STANDARDS (e.g., Content, SEL Benchmarks) List all standards that authentically align https://www.p12.nysed.gov/sss/documents/SELBenchmarks2022.pdf

INSTRUCTIONAL PLAN List the steps of the lesson, including instructions for the students. Add and highlight Standard Indicator next to activity that aligns

Introduce the lesson by talking about the “waffle” on the Google homepage.

Display this for students to see step by step. Then have students open up the waffle on their own devices and explore all the options that are available under the waffle.

After students have had a few minutes to explore the varying options under the waffle. Have them create a list, whole group, teacher directed of what options are available under the waffle.

Then direct students to find and open Google Doc. Then students will watch the video present in class on how to create their own Google Doc. Google Docs for Kids - Episode 1: What Is It?

After students watch the video, collaboratively as a class write the steps in how to create their own Google Doc.

Students will then be directed by the teacher to follow the steps discussed to see if any changes need to be made in order to successfully open the Google Doc. https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/google-docs-for-beginners/examples.html

After working collaboratively as a class students will take what they watch and discussed, and try it on their own.

Students will be asked to create a Google Doc named My Favorite Subject. Students will be directed to name their Google Doc My Favorite color, then students should type in the document a sentence that contains what their favorite color is. Students will then close the document. Then start from the beginning and reopen their browser and locate their document.

An extension to this activity would be to require students to share their document with the teacher. Important part of this extension is to review the share permissions with the students.

Watch the following video. How to Share a Google Doc

Review with the students how they should only begin sharing information with the organization to be safe, otherwise it can be viewed by anyone who has access to the document.

SPECIFIC NEEDS: MATERIALS / RESOURCES / TECHNOLOGY

Add additional resources needed for this lesson such as instructional technology templates, images, videos, etc.

- Google Docs for Kids - Episode 1: What Is It?
- https://applieddigitalskills.withgoogle.com/c/college-and-continuing-education/en/google-docs-for-beginners/examples.html
- How to Share a Google Doc