

SHARING FILES LEARNING TO WORK IN A SHARED DOCUMENT

Course Name: ELA/ “Smart Start” Tech Time
Unit/Theme: Collaborative writing using Shared Files

Time Frame: 45 minutes
Grade Level: Third

CONTENT AND SKILLS
Learning Objectives: - Students will understand what it means to share a document online - Students will be able to use a shared Word documents
Essential Questions (optional): How can we share/work collaboratively with in online documents?
Students I can statements . . . - Find documents that have been shared with me - I can enter information/work in a shared document - I can collaborate respectfully in a shared document
How will you meet the needs of SWD and ELL/MLL students? How will you make sure this lesson is culturally responsive? We will have an adult ENL teacher available to explain vocabulary and assist students receiving ELL support. Directions and content of forms will be both displayed and read aloud Some students may require assistance to type their ideas into the document, based on their comfort level with typing or spelling.
Content Standards List all standards and how learners will meet the standard
NYS Computer Science and Digital Fluency Standards List all standards and how learners will meet the standard
2-3.IC.6 Identify and discuss factors that make a computing device or software application easier or more difficult 2-3.DL.2 Communicate and work with others using digital tools to share knowledge and convey ideas.
CASEL COMPETENCIES and/or NYS SEL BENCHMARKS

3B.1b. Make positive choices when interacting with classmates

Goal 2: Use social awareness and interpersonal skills to establish and maintain positive relationships.

INSTRUCTIONAL PLAN

List the steps of the lesson, including instructions for the students.

We want to be able to use shared documents to collaborate when writing and completing other learning activities. This lesson introduces students to the idea of sharing documents and gives them experience working in a shared document “safely,” with lots of support and before any academic demands are part of the task.

Preparing for the lesson:

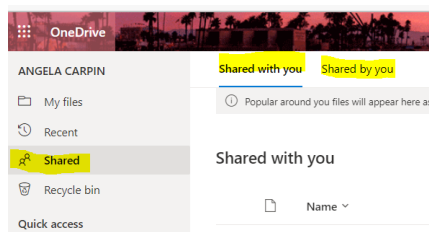
- Enter teacher name (or “sample” name) and student names in the “[Blank Shared Worksheet](#)” and share it with all students. You may want to rename the file to something more user friendly.

Set a purpose for learning:

- Students will understand how documents can be shared with others to facilitate collaboration and prepare themselves to use shared documents to work with others.
- Ask students to discuss then share their answers to these questions:
 - When is it helpful to work with partners on something?
 - What is some times difficult about working with a partner? (time together, waiting your turn, etc.)

Instruction:

- Explain that people can share documents so that more than one person can create or edit within the document at the same time.
- Direct students to open Office 365 and go to their OneDrive.
- Show them how to select SHARED and find “Shared with you” and “Shared by you”



- Direct students to open the Blank Shared Worksheet.
- Demonstrate how the document works by completing the information for the teacher/sample row.
- Show them how to refresh on their screens to see the changes you have made.
- Direct students to find their name in the table.
- Demonstrate how they will move their cursor to the cells in the row with their name.

- Give them time to fill in the information in their rows. Adults can support students with this activity as needed. **2-3.DL.2**

Lesson Closure:

How did it go? Did anything unexpected happen? Did anything go wrong, or is there anything we should be careful about when sharing documents like this?

When might it be helpful to share a file like this? **2-3.IC.6**

ASSESSMENT(S) / PROJECTS / PRODUCTS

- Written response to prompts
- Future use of Worksheet information

INSTRUCTIONAL TECHNOLOGY INTEGRATION

- Office 365
- MSWord

MATERIALS / RESOURCES

- [Worksheet for Sharing Files1](#)
- Laptops

ADAPTATIONS FROM PEER FEEDBACK