

Performance Task #1 -- Google Directions

This is your first performance task for the class. Everyone will be working on an application with directions so we can transition our use from mgsdhelp to the new support website. I need directions for all tools that are listed below. You are required to come up with at least 15 **need to know** tutorials for your application.

You will sign up for your application on Wednesday, February 3rd on the back board. You need to create your directions on this type of [template](#). Your directions should be IDIOT proof. Get very specific. Write professionally. Include pictures with arrows. Etc.

You need to make sure these go into your Google Drive Folder. Create a new folder in your folder that I shared with you and Entitle it **MyName -- Google Website Directions for APPLICATION**. Then you need to create two separate folders. One for Video and one for Directions.

Label each document created the following way. Application Part (1,2,3, etc) -- How to _____.

Label each video: Application Part (1,2,3, etc) -- How to _____ Video Tutorial.

Being that this is a performance task, it requires that we all work on it together. You will be responsible for a small part of the whole. Failure to complete your section in a professional way will result in your failure on this assignment. Everything you don't do properly will need to be redone by your classmates.

Rubric

Objective	Value	Earned	Comments
Completed 15 Tutorials	25		
Completed 15 Videos	25		
Created on Template	10		
Directions are Idiot Proof	5		
Directions are Specific	5		
Directions and Videos are Professional	10		
Pictures come Included with Arrows	5		
Google Drive Folder Set up Properly	5		
Documents Saved Properly	5		
Documents Labeled Properly	5		
FINAL GRADE	100		

