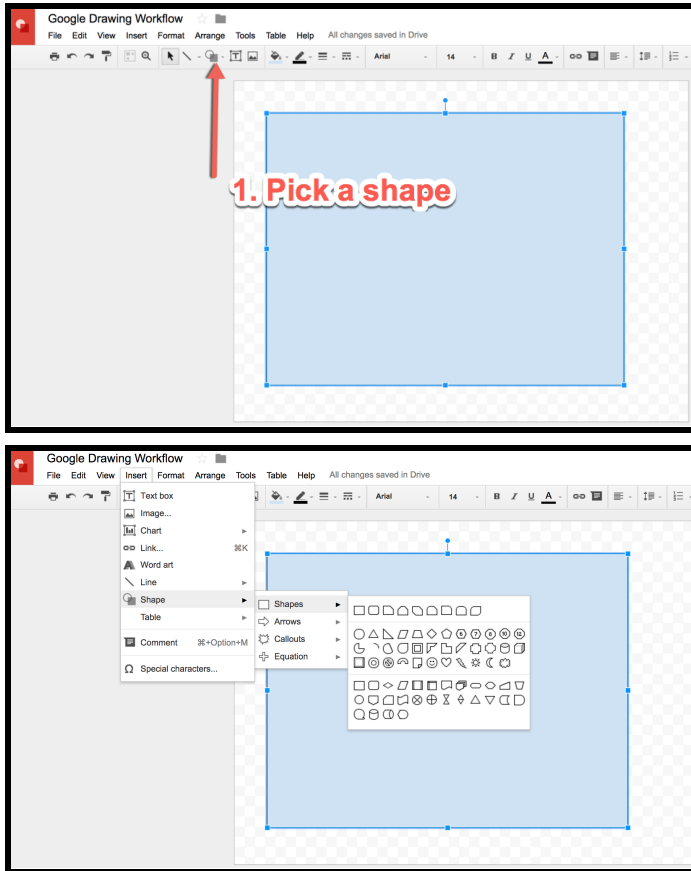


# Googley 21C Writing Workflows

*How to Guide: Google Tools*

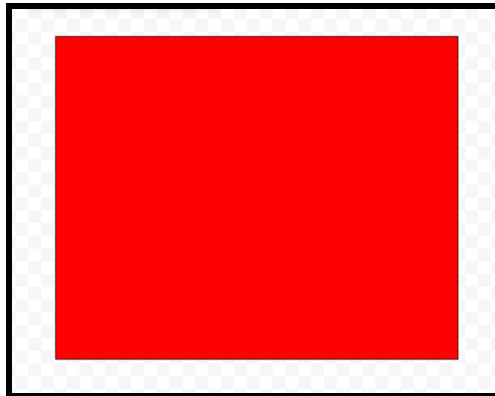
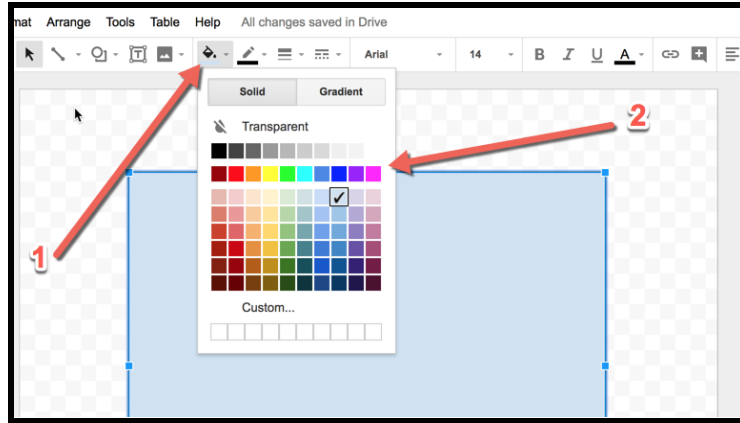
## Creativity

### Google Drawing

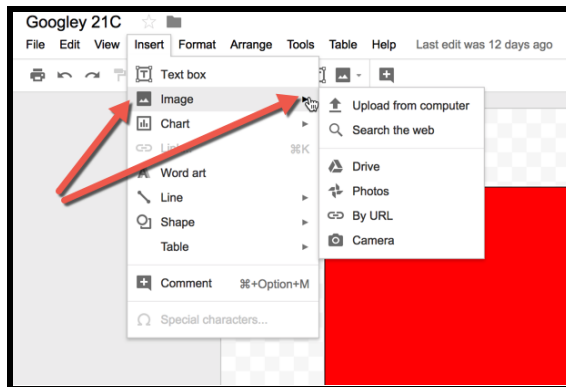
| Step                                                       | Image/Explanation                                                                   |
|------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Open Google Drawing                                        | <a href="https://docs.google.com/drawings">https://docs.google.com/drawings</a>     |
| Insert a shape by clicking on the shapes or Insert>> Shape |  |

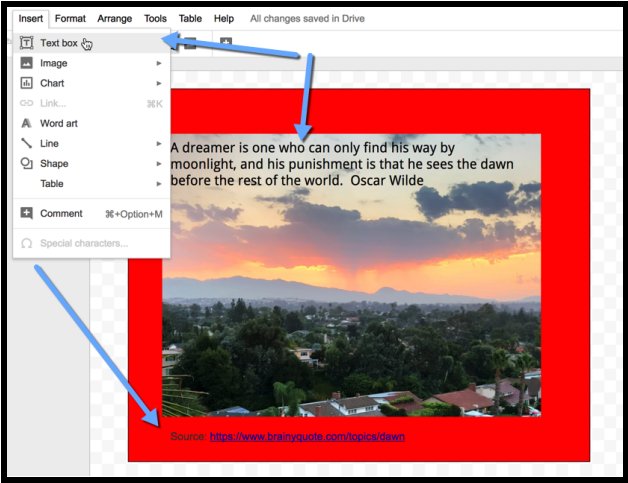
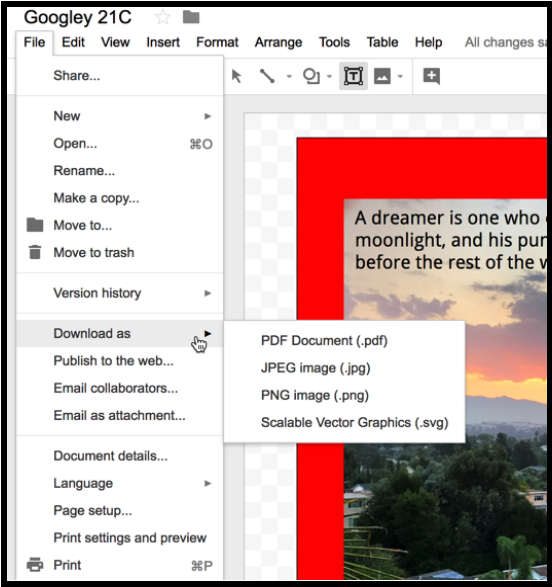


Change the color of the shape



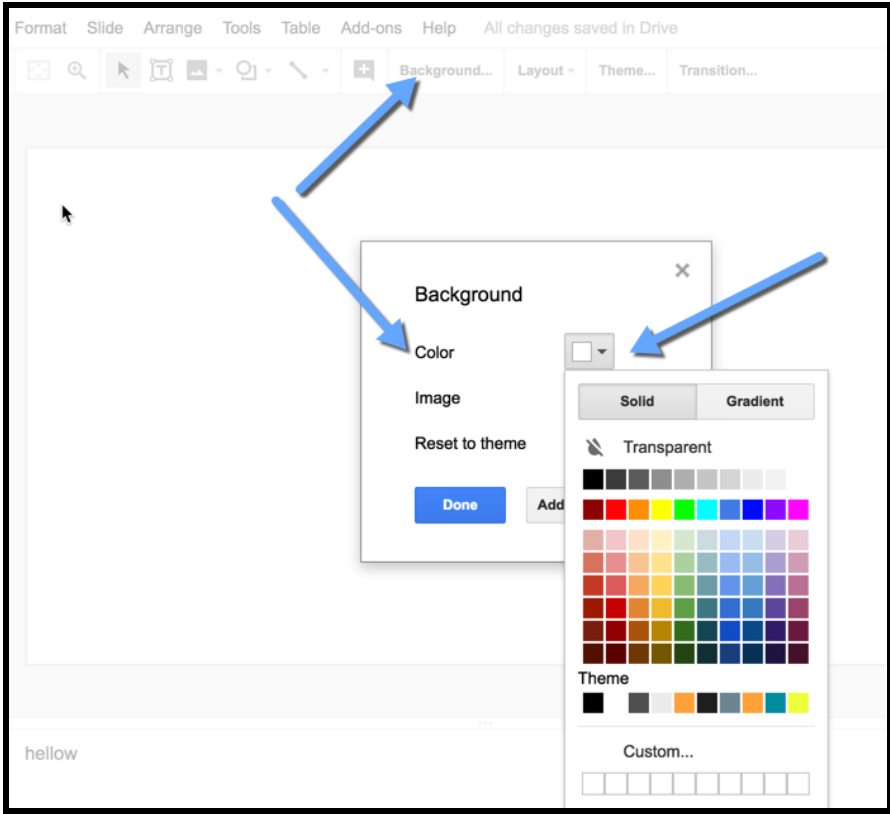
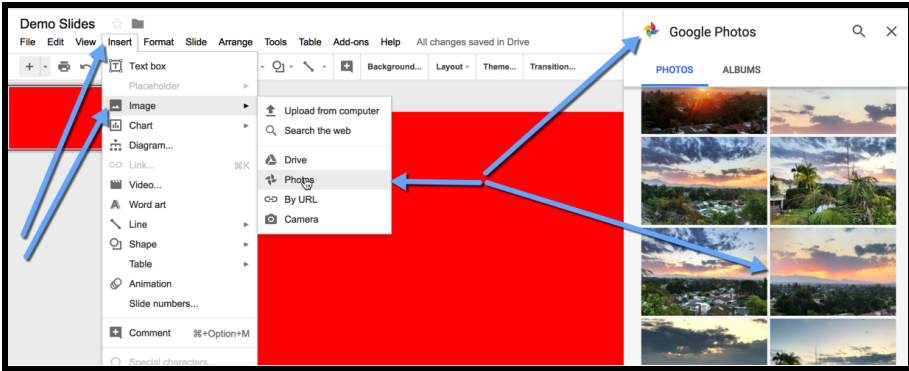
Add an Image to the Google Drawing



|                                                                                                                                                                               |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                                                                                                                                                                               |    |
| <p>Add text to the Google Drawing</p>                                                                                                                                         |   |
| <p>Download the Google Drawing as a JPEG or PNG image, then insert this image in the Google Doc for team discussion. Students could also turn these in (Google Classroom)</p> |  |



# Google Slides

| Step                                                                                                                                                                                    | Image/Explanation                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Open Google Slides                                                                                                                                                                      | <a href="https://slides.google.com/">https://slides.google.com/</a>                  |
| <p>Change the slide color in the Background &gt;&gt; Change Color&gt;&gt; Select color</p> <p>Note: If you select custom you can select your own color scheme using Color Hex codes</p> |   |
| Insert an image from a variety of sources including Google Photos                                                                                                                       |  |

Add a text box and enter text on the image

Insert   Format   Slide   Arrange   Tools   Table   Add-ons   Help   All changes saved in Drive

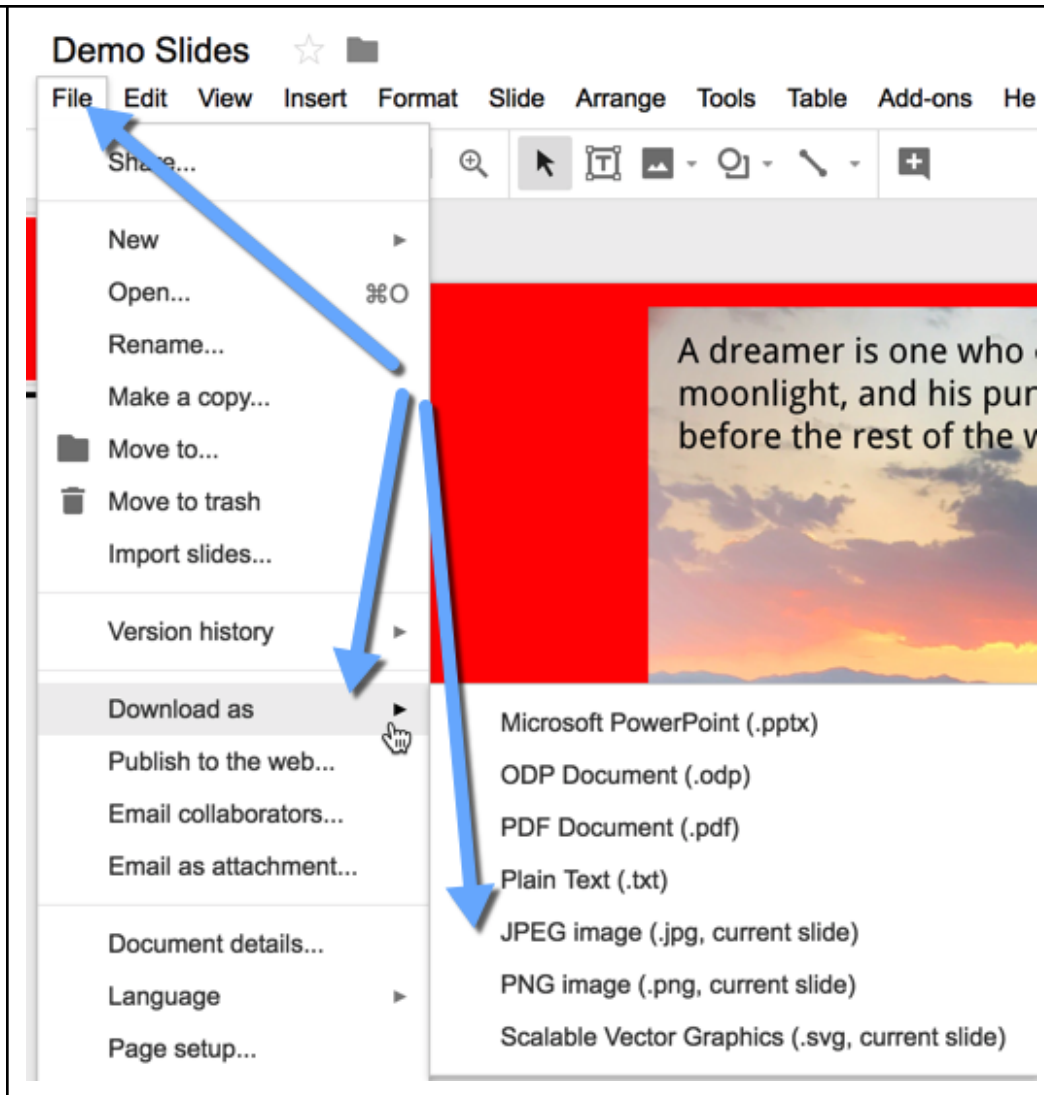
Text box  
Placeholder  
Image  
Chart  
Diagram...  
Link...  
Video...  
Word art  
Line  
Shape  
Table  
Animation  
Slide numbers...  
Comment  
Special characters...  
New slide

A dreamer is one who can only find his way by moonlight, and his punishment is that he sees the dawn before the rest of the world. Oscar Wilde

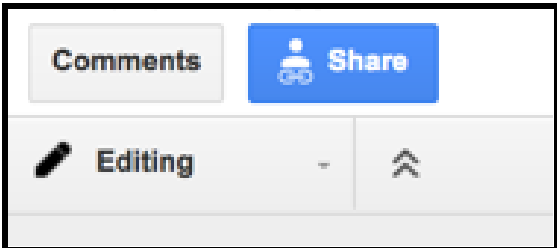
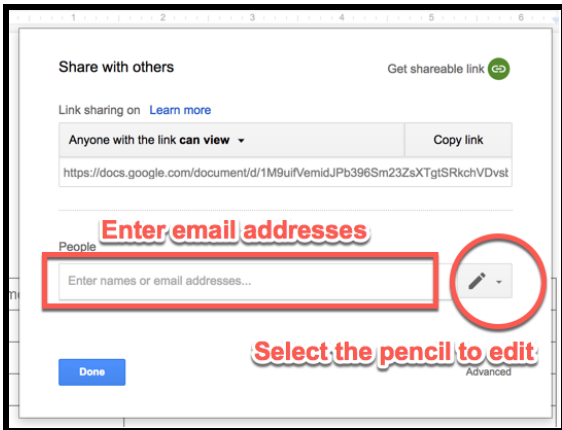
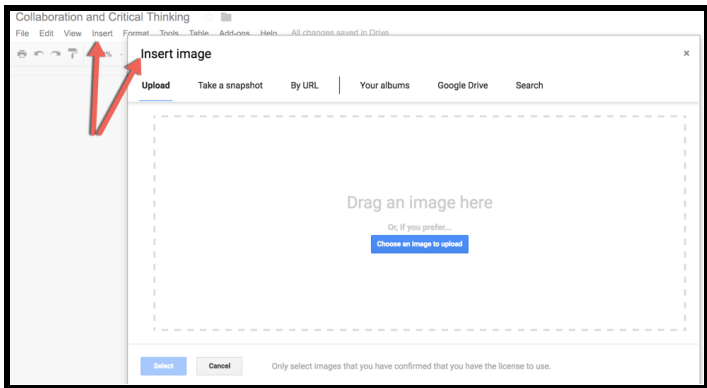
Source: <https://www.brainyquote.com/topics/dawn>



Download the slide as a JPEG or PNG image which you can use for a variety of purposes.



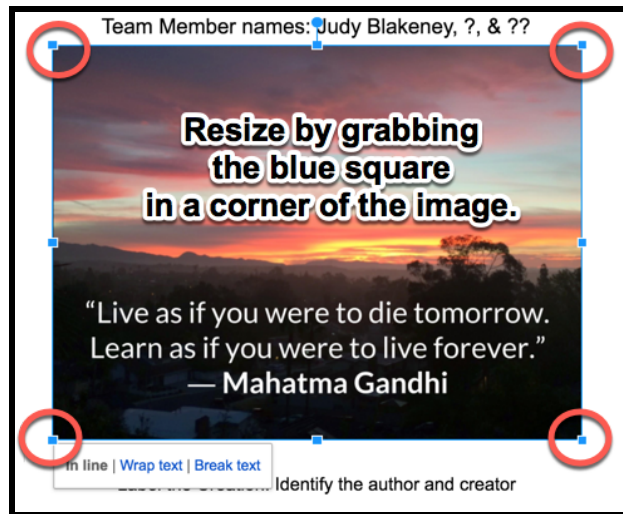
# Google Docs

| Step                                                                                                                                                       | Image/Explanation                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open Google Doc or Example                                                                                                                                 | <a href="https://docs.google.com/">https://docs.google.com/</a> for a blank document or<br><a href="#">Google Doc Example for Collaboration/Critical Thinking</a>      |
| Share the Google Doc with Teammates:<br><br>Select the Blue Share button<br><br>Enter email addresses<br><br>Select the pencil to share editing privileges |   |
| Each teammate Inserts a PNG image created with a Google Drawing or Slides by clicking on Insert>> Image and selecting the image on your document           |                                                                                    |

Change the color of the shape by double clicking on the image and cropping the photo using the black handles on the edges and corners of the document.



Resize the image by grabbing the blue dot at one of the corners



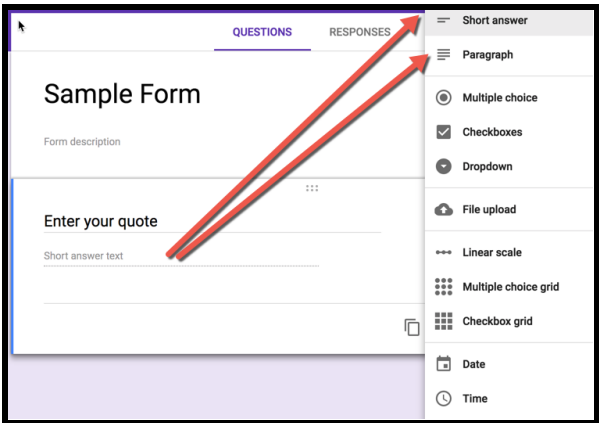
Comment on each others images in the table below the image

Label the Creation: Image by Judy Blakeney,  
Quote from Goodreads.com by Mahatma Gandhi

| Name | Response, Reflection, Questions, and Thoughtful Comments                                                                                                                  |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Judy | I chose this quote because I believe in Carpe Diem, or seize the day. I try to make the most of each day and keep learning something new during each one. What about you? |

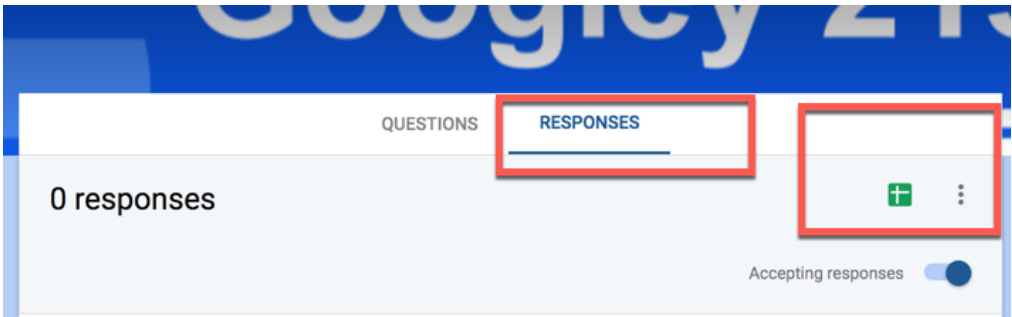
# Crowdsourcing

## Google Form

| Step                                                                                         | Image/Explanation                                                                   |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Open Google Form                                                                             | <a href="https://forms.google.com">https://forms.google.com</a>                     |
| Create questions to respond with text:<br>- Use either the short answer or paragraph options |  |

## Google Sheet

(Create this within the Responses page of the Google Form)

| Step              | Image/Explanation                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Open Google Sheet | <a href="https://sheets.google.com/">https://sheets.google.com/</a><br>Or Go to the Responses tab of the Google Form creation page |
|                   |                                                |