

Homework #1

Synopsis:

Google documents allow you to create word documents that are easy to share and collaborate on. HW #1 is focused on developing the skills necessary to create a document, share it with someone else, and then share it in a way that lets you turn it in by copying a link. These steps will make the later homework assignments much easier. There are 5 tasks:

1. Create google document
2. Learn two ways to share that google document, and share it both ways.
3. Format text
4. Chose a term and make a comment that asks a class mate to look up a concept on widipedia for you, and post it to your document.
 - a. make sure they reply to your comment on your page.
5. Make an image from your computer screen and upload it to the google document.

Bonus: You can use google documents outside of class for other things. The tools include document, spreadsheets, presentation, drawing, and survey collection applications. They are all free, and the data is stored online (so you can't loose the files).

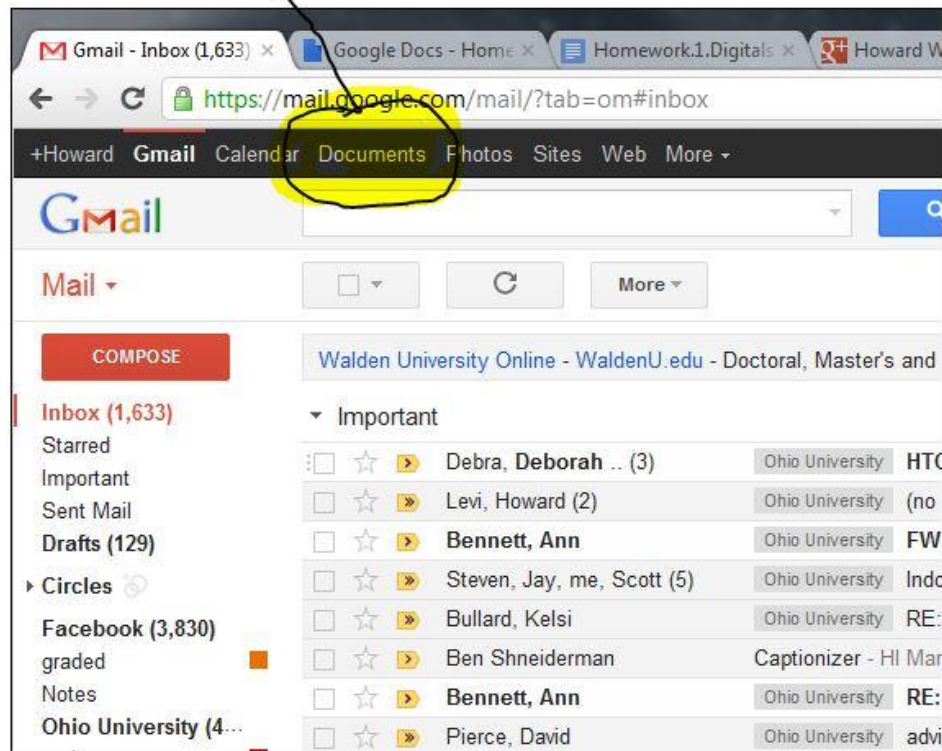
Instructions:

This document lists and describes tasks for you to do. To complete this assignment you will need to do things with your computer and document what you did. The main ways that you will document things is to either collect information and paste it into your own new google document, or you will take a screen image of what you have done, and then upload that to your google document.

To begin the homework you will need to

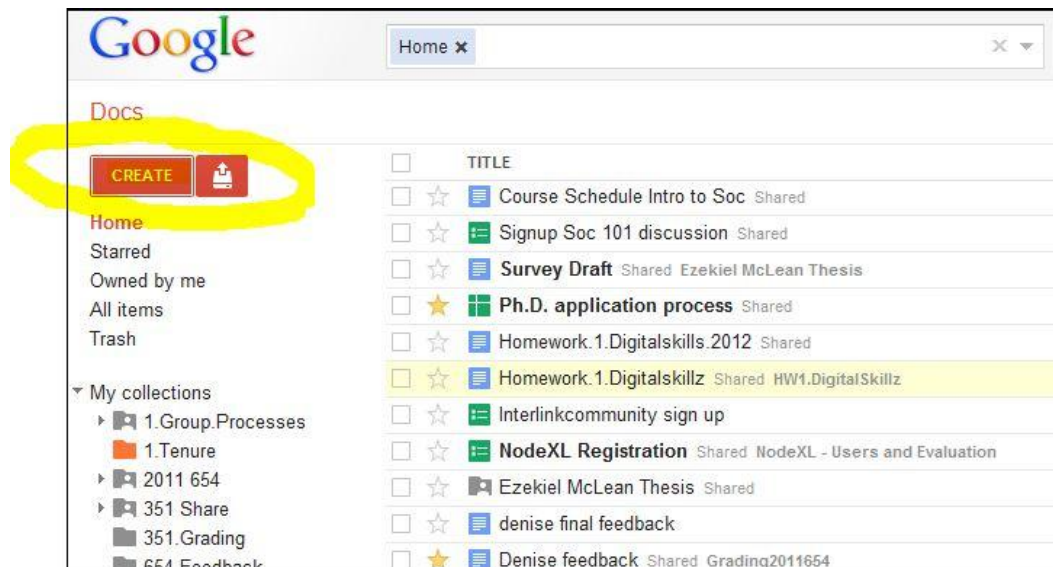
1. **log into your gmail account.**
2. **Then, on the upper left corner of the screen, click documents:**

click

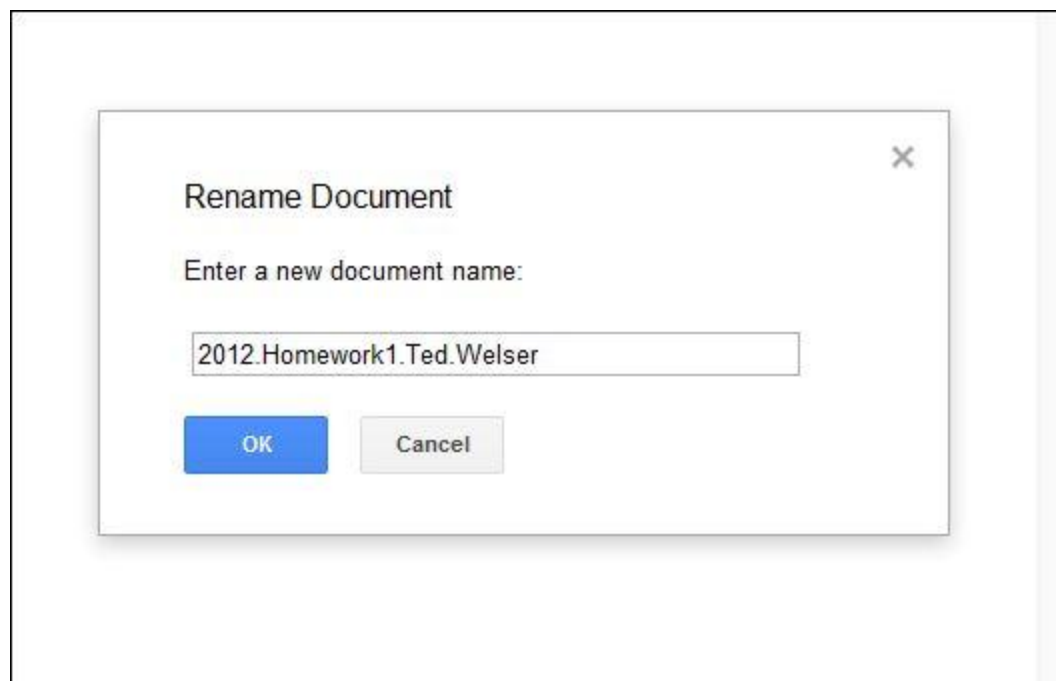


Which should pop open a new tab. In the documents view, find create new. Then click create new, documents:

3. Click create new document



Once you create that new document, you should give it a name. Click the box that says “Untitled document” and replace that with **2012.Homework1.Your.Name**

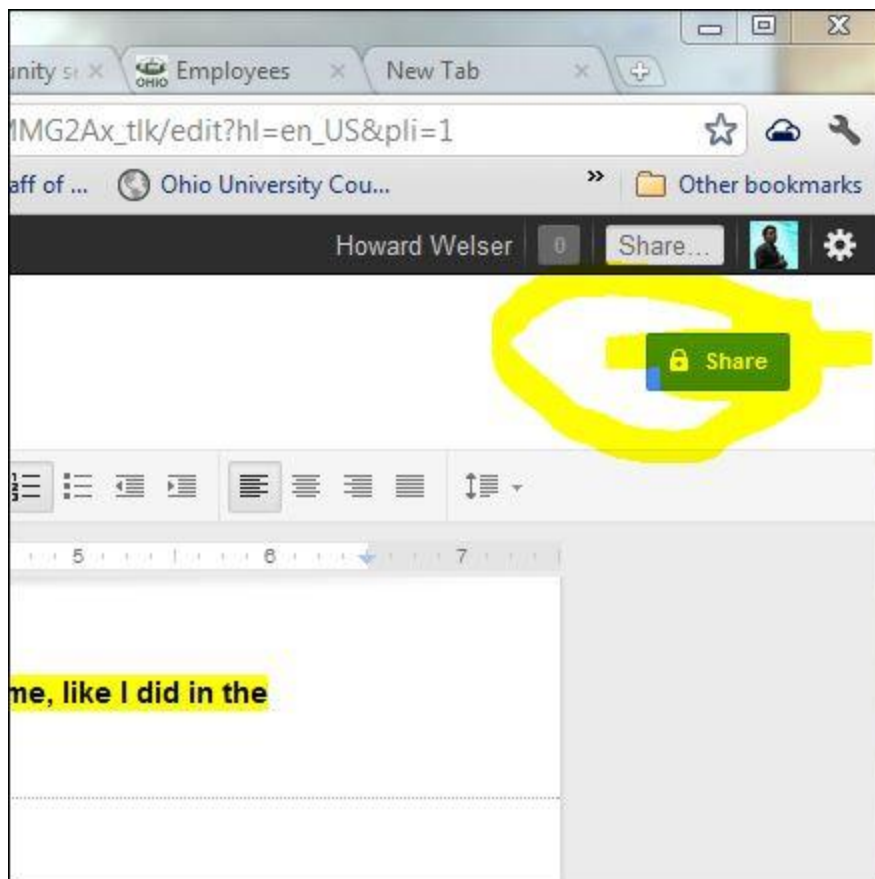


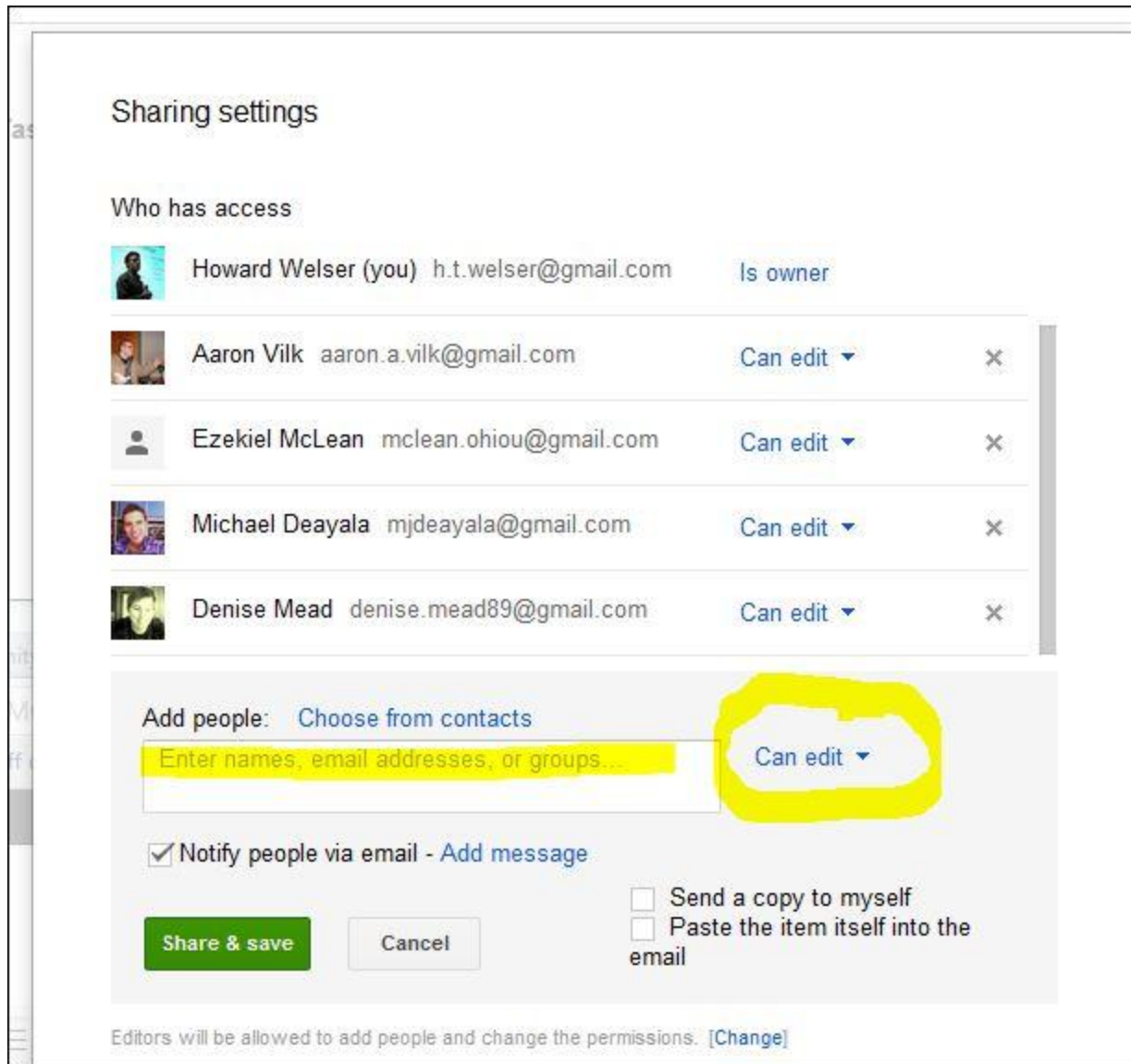
But instead of using “Your.Name”, **use your actual first and last name, like I did in the picture.**

Congratulations, you have completed Task #1

Task #2: share your document with at least one classmate

1. Find a classmate to share your document with: get their gmail address.
 - a. go to the welcome thread-- reply to someones message and ask them to send you their gmail address, provide yours in your message.
2. share your google document with a class mate:
 - a. click in the upper right corner where it says "share"
 - b. then make sure you chose: allow edit
 - c. see image below.
 - d. make sure you let your classmate has edit privileges



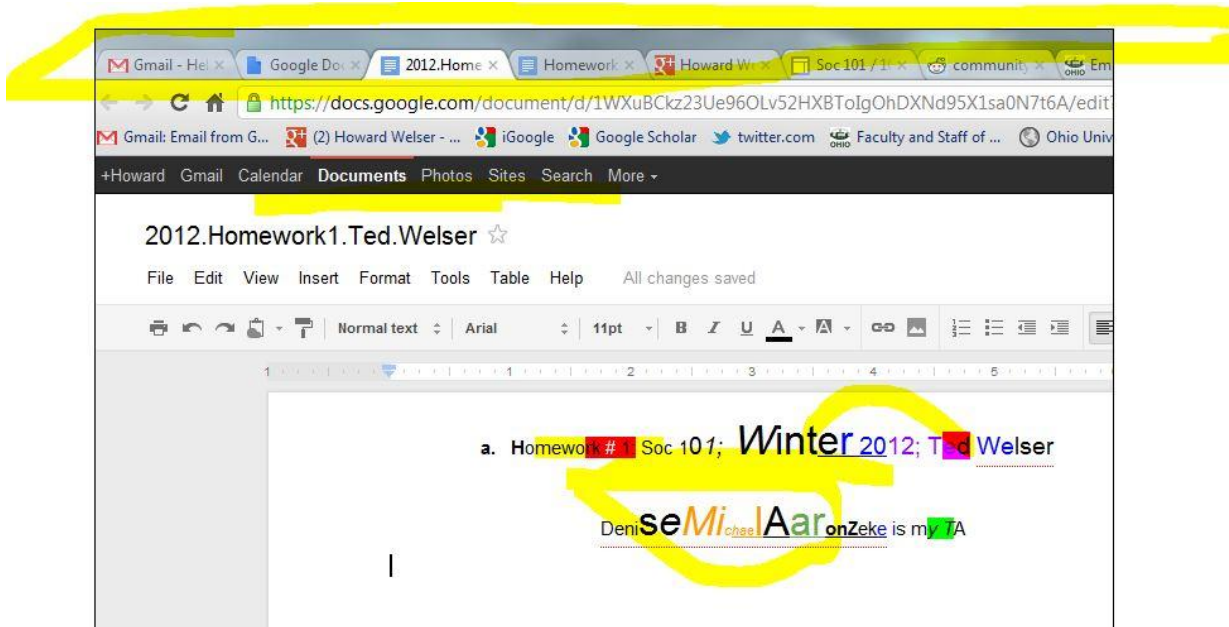


Task #3 asks you to do several things at once:

1. First Type across the top of your homework assignment:
 - a. Homework # 1: Soc 101; Winter 2012; Your Name
 - b. Format the text creatively.
 - c. Under that, type the name and gmail address of your classmate
2. First make sure you familiar with using Tabs in your browser.
 - a. Scroll on up in this document and look at both the images I posted to illustrate steps in Task #1.
 - i. across the top of the image you can see titles for several pages that I

have opened.

- ii. In google documents, most links you click will pop a new tab in your browser, so you might actually have several tabs open now.
- iii. otherwise, is you click with your mouse wheel in windows you should pop open a new tab instead of change your current page.
- iv. It should look like this.



Task #4,

Find a couple of concepts listed on the study guide. Then, ask someone from the class to edit your document by cutting and pasting the url to wikipedia for that term, then copy and paste the first two sentences from wikipedia (put them in quotes) say -- from Wikipedia.

Then have them reply to a comment on the margin-- like this one:

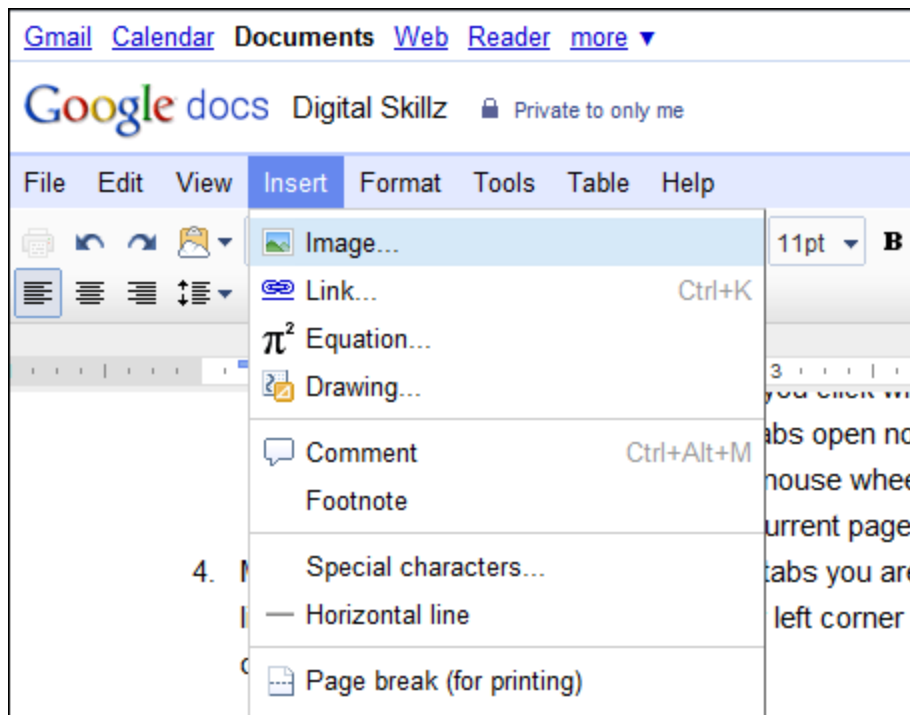
Here is the link to Ted's example:

<https://docs.google.com/document/d/1WXuBCkz23Ue96OLv52HXBTolGOhDXNd95X1sa0N7t6A/edit>

Task #5: Make a screen grab that documents the tabs you are using for the assignment, do it just like the ones I posted, showing the upper left corner of your browser window and tabs open for:

- b. Tabs to show:
 - i. Gmail
 - ii. Google documents

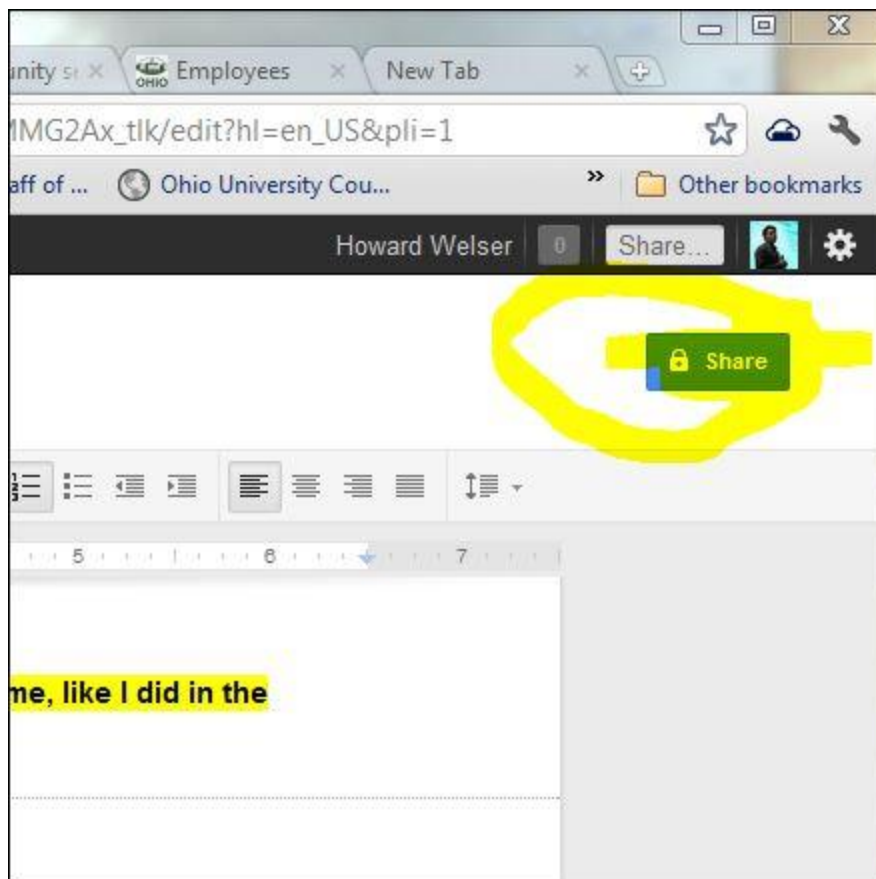
- iii. Your HomeWork1 document
 - 1. Have this tab open
- c. How do do it
 - i. Use the snipping tool in Windows 7 or Vista to take a screen grab
 - 1. Open snipping tool
 - 2. Click new
 - 3. Click drag the area you want
 - 4. Save as
 - ii. In XP, you can use the "Print Screen" or "PrtScn" button
 - 1. after grabbing the image, open "Paint"
 - a. Paint is often listed Programs>Accessories>Paint
 - b. With Paint open, click on the white space
 - c. "Ctrl V" or rick click, paste will past an image
 - d. Use the cropping tool, then save as PNG or JPG
 - iii. In recent versions of Mac there is a program called Grab that works like the snipping tool
 - 1. look under applications.
 - 2. Or use Shift-Command-4 (*I find this is the easiest way for Mac users. Just press, drag the cursor to crop and release. It ought to save to the desktop as Picture or Screenshot something... - AV*)
- d. After creating and saving the screen image, you will need to upload it
 - i. Click on "insert image", then find where you saved the image and upload it.
 - ii.



Finally, you turn this in by completing a simple survey that asks for the following:

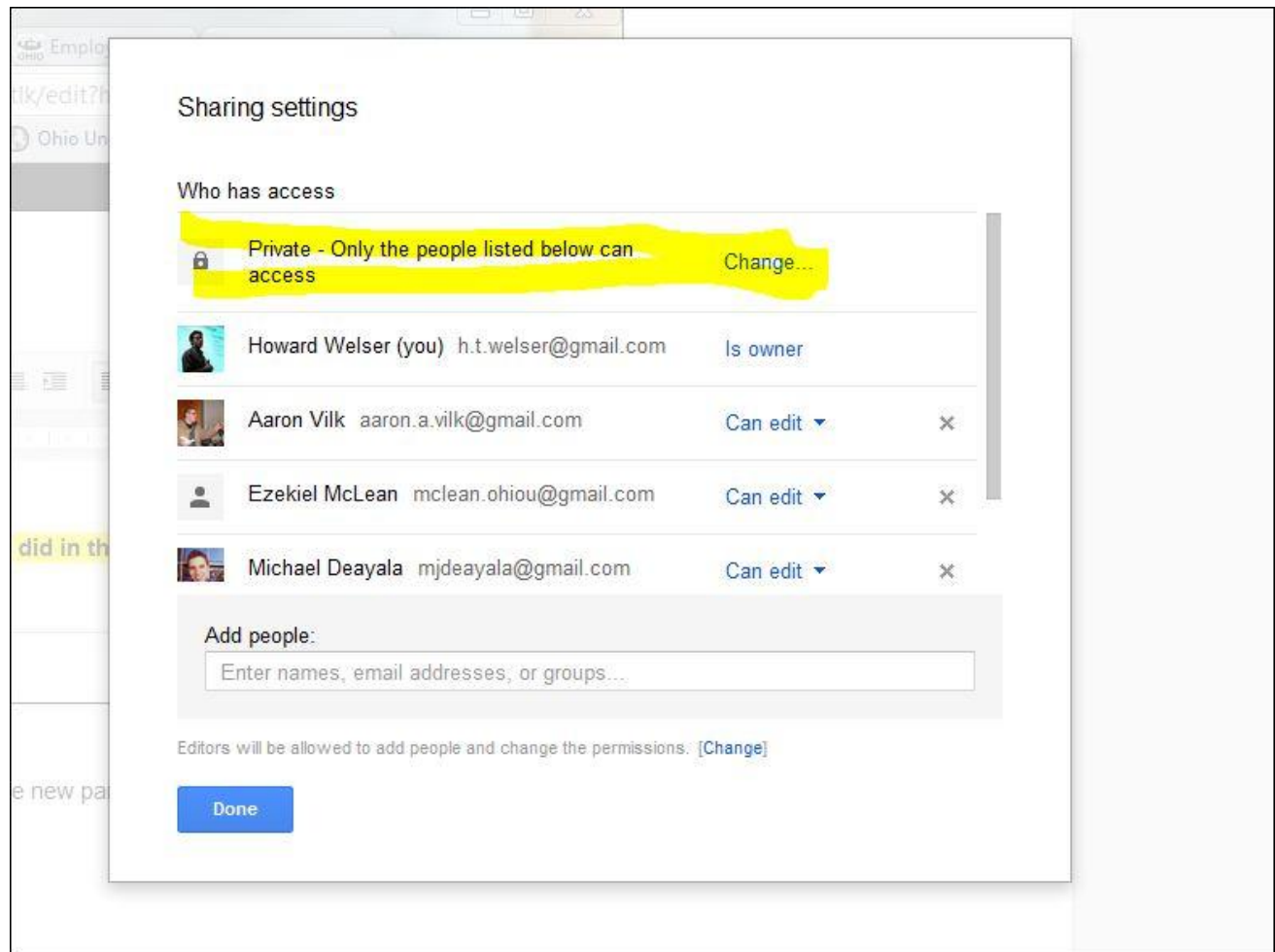
1. First name
2. Last name
3. Start of your OU email address:
 - a. should look like this:
 - b. hw347729
4. A share-able link to access your google document.

Here is how you create the google doc link: **click share in the upper right corner again.**

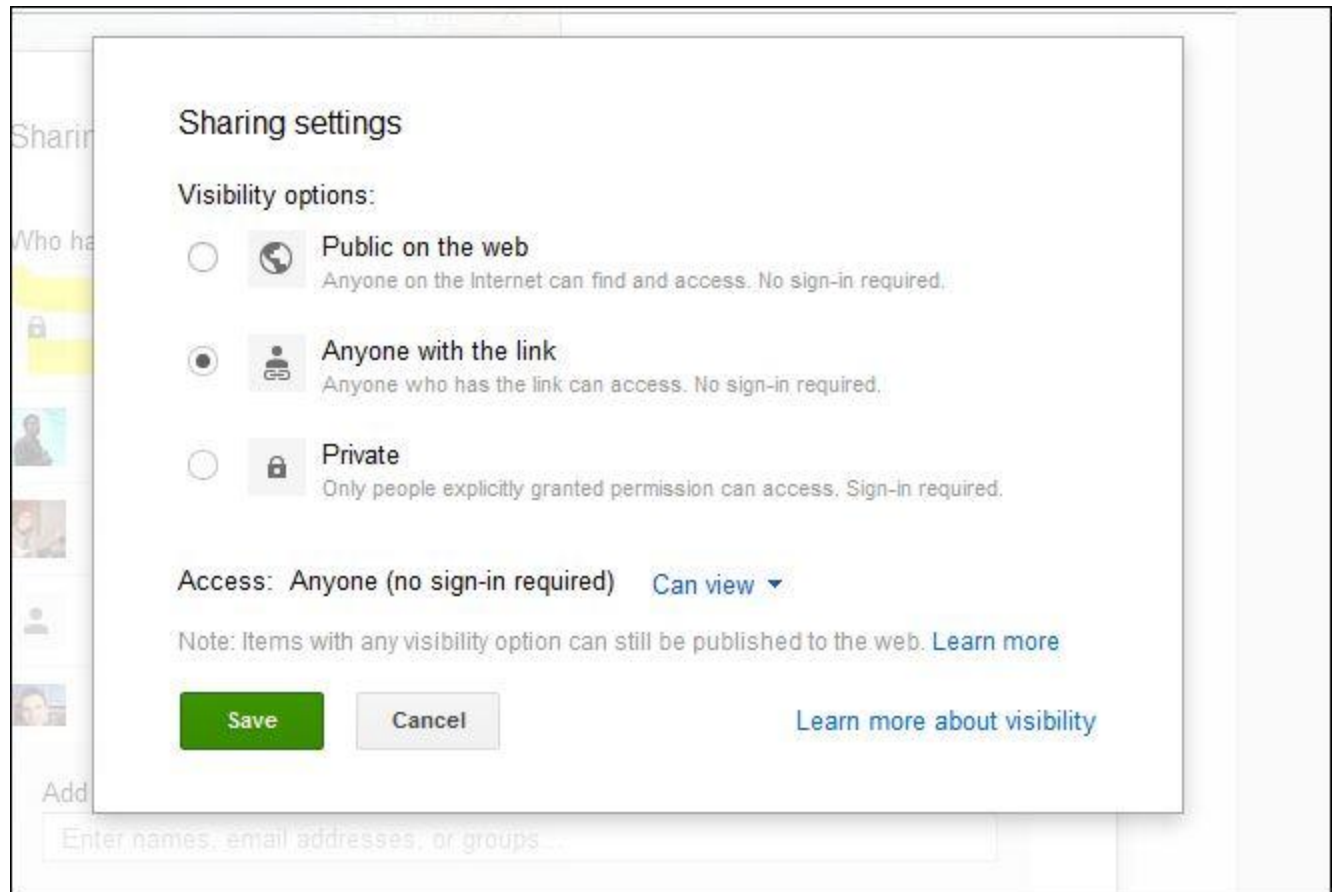


Here is the new part: change the setting under “Private - Only people listed below can access”

Change it to “anyone with the link can view”

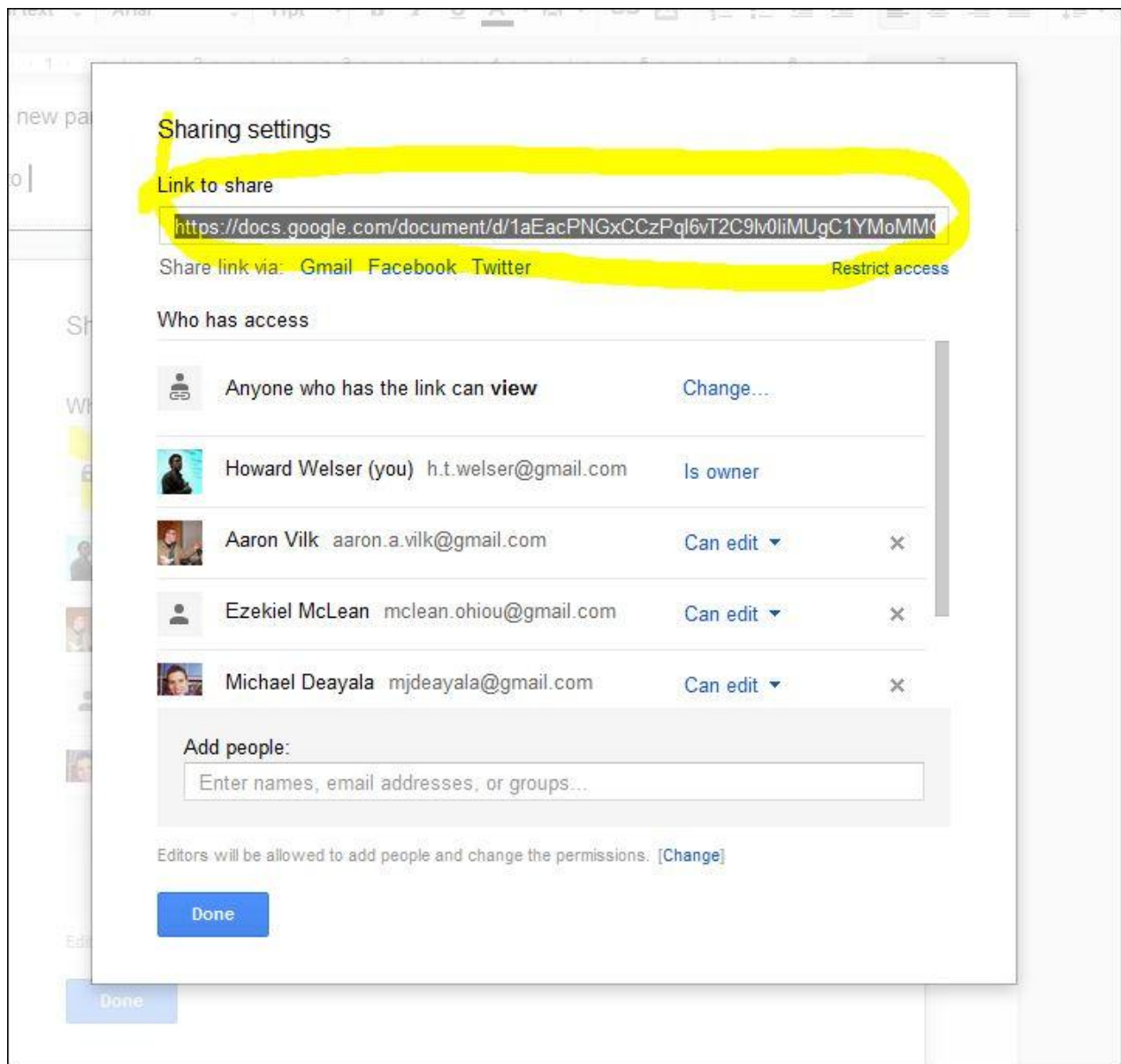


Like this:



And click Save--

and then copy the link, like this:



While the link is highlighted, press Ctrl-C to copy, and then paste the link into the survey field that asks for the link to your assignment.