Unit 3: Introduction To Google Docs

Content Area: **Technology**
Course(s): **Technology**
Time Period: **Generic Time Period**
Length: **8 Weeks**
Status: **Published**

Unit Overview

Students will be given an introduction to Google Docs. Students will be creating and sharing a document on Google Drive. Students will complete a document based on a branch of engineering of their choosing.

Standards

TECH.8.1.2.A.2	Create a document using a word processing application.
TECH.8.1.2.B.1	Illustrate and communicate original ideas and stories using multiple digital tools and resources.
TECH.8.1.2.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.2.C.CS1	Interact, collaborate, and publish with peers, experts, or others by employing a variety of digital environments and media.

Essential Questions

- How can I use Google Docs to edit and format a document?
- How can I create a document to present factual information?

Application of Knowledge: Students will know that...

- Engineers have an impact on the world they live in and their daily lives.
- To create a document I need to use a word processing application like Google Docs

Application of Skills: Students will be able to...

- Identify different branches of real life engineering
- Illustrate and communicate original ideas and stories using digital tools and media-rich sources.
- Know the characteristics, uses, and basic features of a word-processing program including: opening a file, formatting, and editing

Assessments

The teacher will formally assess students throughout the unit by using rubrics to assess various skills learned in Google Docs. Skills can be demonstrated in fulfilling prompts provided by the technology teacher or projects created by the general education teacher.

Suggested Activities

Engineer of the Week: Each week, a new engineer will be briefly introduced to the class, highlighting their impact on their current world.

Formating drill for Google Docs, students will be given different prompts each week and change font, color, and graphics

- What can birds do?
- How do cats grow?
- What am I going to be when I grow up?
- What am I going to be for Halloween?
- What do I do on Thanksgiving?
- If I could be any animal what would I be and why?
- Dogs are great!
- School is fun!

Culminatng research activity:

- Research real life engineers. Create a document that will showcase different jobs of an engineer. IE: Mechanical, Construction

Activities to Differentiate Instruction

- Behavior modification reward system to encourage time on task so that work is completed
- Partner with a capable learner. Closely monitor partner work
- Periodically, review the student's maintenance of their folders and incomplete work
- Provide individualized check lists of the directions for a task in support of the thorough execution of directions.
- Proximal seating for all large group work

Enrichment Opportunities:

- Students will select a topic of their choosing and create an online storybook.

Integrated/Cross-Disciplinary Instruction

ELA: Proper capitalization, proper word spacing and punctuation. Sentence structure.

Resources

- Google Docs
- Google Classroom