 **2019-20 Basic Skills First Week Assignments**

Welcome!

There are several skills we want you to learn during this first week to prepare you for success in our class. These skills will help you, no matter what classes you take in the future. We will be learning about online apps that will help you with online organization, written communication, collaboration, time management and note-taking.

* We will be using Google apps: Drive, Docs, Calendar and Keep this first week. After you receive your district account, you will learn about using Google Classroom.
* This Google account will be separate from your district account but will allow you to do work anytime, anywhere, even after you are no longer a student in this class.
* These are the five tasks you will do:
  1. Get a Google account. If you already have a Gmail account, this is your Google account. Log into it now.
  2. In Drive, create a shared folder. Share it with the teacher.
  3. In the shared folder, open a Doc. Create an assignment: Personal Introduction.
  4. Use Google Calendar to stay on top of assignments, school holidays, and schedule your own events.
  5. Add Keep as an app on your phone. Open Keep. Using your cellphone, take a picture of notes on the board and transfer them to a Google Doc in the shared folder. If you do not have a cell phone see the teacher for an alternate assignment using Keep on the computer.

# ASSIGNMENTS

Go to [Create a Google Account](https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp). Fill out the information. They may ask you for your cell phone number so they can verify the account.

1. Sign into your Google or Gmail account. Notice the apps box at the top right. (It looks like a waffle.)
2. Select the icon for Google Drive.
3. On the top left there is a ‘New’ button. Click on this. Select Folder (top choice). A dialogue box will open. Give your folder the name: Pattern: Your Name and this quarter number (for example: Debbie Q1) Select Create.
4. Hover over this new folder icon. Right click. Select Share. Under the line, People, add your teacher’s Google email address. Then select Done. (Get the address from your teacher)

1. Click into the Shared Folder (your name and Quarter #)

2. Click on the ‘New” button. Scroll down and select Google Doc. Because you created this doc in the shared folder your assignment will be seen by your teacher. You do not need to share it.

3. Your assignment is to introduce yourself. Tell who you are, why you are in our class and what your goal is for the future.

 1. Go back to the apps box. Select Calendar.

2. Add five events onto your calendar: this assignment is due in five days, add that date. Add the last day of the quarter. Add any in-services or holidays when class will not be held. Finally, add personal dates such as birthdays or other events you want to note. To add to the calendar, click on the plus or click on the date itself.

3. To share the calendar go down the list on the left. If the list is not there go up to the three horizontal lines. Find your calendar in the list. Hover on top and you will see three vertical dots. Select this. Select ‘Settings and Sharing.’ You can give your calendar a name: Your Name: School Calendar Q1. Scroll down to Share with Specific People. Add your teacher’s email to share the calendar.

Keep is a Google note-taking app that allows you to take different types of notes and easily share them. You can take notes verbally and Keep will record what you say. You can photograph an image and then the text in the image can be changed to written text. You can share notes with others and you can transfer Keep notes to Google Docs where they can be included in your document.

1. For this assignment, take a picture of a page in your book, of a poster on the wall, or of notes by the teacher written on the board.
2. Google Keep is an icon down the right side of Gmail and Google Calendar. You can also find it by going to Keep.google.com for the computer version. On your phone, download the Google Keep app.
3. To take a picture, on your phone, click on the picture image at the bottom. Click on take photo. Click on Ok. The back arrow puts it on your Keep screen. Click on the picture twice until you see three vertical dots. Select Grab image text. The typed text will appear below the picture. Check to be sure it is accurate. You may need to do the photo again.
4. Open a Google Doc in your shared folder. There is a small arrow at the bottom right of your document. Click on it. This shows the side panel. Google Calendar and Keep are there. Open your Keep. Drag the picture and its text into your Google Doc.