

BRAINSTORM IDEAS IN A GROUP > LESSON 1: BRAINSTORM IDEAS IN A GROUP

1. Introduction to Brainstorm Ideas in a Group @

Now It's Your Turn:

1. As a group, **choose a starter project.**
2. **Have one person make a copy of the starter project and share it with each person in the group.**
3. **Make sure everyone has "Edit" access.**

INSTRUCTIONS

1. As a group, choose a starter project.
2. Have one person make a copy of the starter project and share it with each person in the group.
3. Make sure everyone has "Edit" access.

LINKS

- Starter Project: Community Event
- Starter Project: Classroom Redesign
- Starter Project: Shoe Store

1. Introduction to Understand Your Digital Footprint

Now It's Your Turn:

1. **Sign in to your Google account.**
2. **Open and title a new spreadsheet.**
3. **Share the spreadsheet with others if you're working in a group.**

CREATE A SCHEDULE TO MEET YOUR GOALS > LESSON 1: CREATE A STUDY SCHEDULE TO MEET YOUR GOALS

1. Introduction to Create a Study Schedule to Meet Your Goals 

Now It's Your Turn:

1. **Create a blank spreadsheet** in Google Sheets.
2. **Rename it.**



Type here to search



CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS >

LESSON 1: CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS

1. Introduction to Connect and Collaborate From Anywhere with Digital Tools

Now It's Your Turn:

1. Select the digital collaboration skill you would like to learn.
2. Move on to the video that teaches the skill you selected.



Type here to search



MAKE A PROMOTIONAL FLYER > LESSON 1: MAKE A PROMOTIONAL FLYER

1. Introduction to Make a Promotional Flyer

New Tab x My Drive - Google Drive x Neighborhood Cleanup Flyer x +

docs.google.com/drawings/d/1QQZbjC6bXUCosfNgVhx1ex9fcJecNzDfdaUk6_Lt59o/edit



Neighborhood Cleanup Flyer

File Edit View Insert Format Arrange Tools Help Settings



WANT A MORE BEAUTIFUL
NEIGHBORHOOD?
IT STARTS WITH YOU!



Let's all do our part to pick up litter and
plant flowers in the school neighborhood.
WE NEED YOU!

- Saturday, April 20 from 8 am to 12 noon
- Stay for the whole time or just come

Now It's Your Turn:

1. Create a new drawing.
2. Rename it.
3. Set it to flyer size.
4. Share it with your group.

▶ 2:35 / 2:38



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7. Extensions

INSTRUCTIONS

Learn more about creating a safeguarding passwords with extensions.

CHOOSE AN EXTENSION



Design a Poster of Secure-Password Techniques

Create a poster to teach others how to develop and protect secure passwords.



Make Your Google Password Secure

Update your password to make your Google account more secure.



Add a Calendar Reminder to Change Your Passwords

Add a recurring event to your calendar to remind you to change your passwords.



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Rain coming



STRUCTURE AN ARGUMENT IN A PRESENTATION IN GOOGLE SLIDES >

LESSON 1: STRUCTURE AN ARGUMENT IN A PRESENTATION IN GOOGLE SLIDES

1. Introduction to Structure an Argument in a Presentation

INSTRUCTIONS

1. Sign in to yo
2. Open Googl
3. Create a ne
4. Title it.

Now It's Your Turn:

1. Sign in to your Google account.
2. Open Google Drive.
3. Create a new presentation.
4. Title it.



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SCHEDULE EMAILS FOR GOAL-SETTING > LESSON 1: SCHEDULE EMAILS FOR GOAL-SETTING

1. Introduction to Schedule Emails for Goal-Setting

INSTRUCTIONS

1. Sign into your
2. Open your Gr
3. Compose a n
4. Add a subject

Now It's Your Turn:

1. Sign in to your Google account
2. Open your Gmail
3. Compose a new message
4. Add a subject line