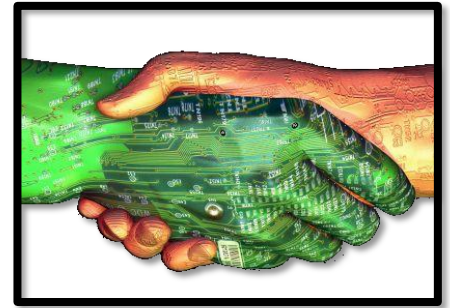


Collaboration Teacher Guide

NETS COMMUNICATION AND COLLABORATION STANDARDS



Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a.interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
 - b.communicate information and ideas effectively to multiple audiences using a variety of media and formats.
 - c.develop cultural understanding and global awareness by engaging with learners of other cultures.
 - d.contribute to project teams to produce original works or solve problems.
- Good day, today we are going to do things a little different. You are going to be a Sunnyside District trainer and in do this your job is to create and organize a presentation for the people attending you training
 - In order to get to this presentation I am going to walk you through a few steps.
We should all be in 21st Cenutry Net Tutorials LEARN page
If you scroll down to the very bottom you will see a folder called Collaboration
 - In that folder you will see a file called gmail tutorial with the label students. You are going to double click on this file to download it. The file will be downloaded in your downloads folder.
 - After you have downloaded the file the next step is to select the link directly under called Express Smart Notebook. This will open a new tab on your browser, today we are working with Smart notebook express
 - I will pause an give everyone a moment to catch up
 - We already have an exsisting file that you want to work with, remember it's the file I had you download from the LEARN page. So, we need to select OPEN AN EXISTING NOTEBOOK FILE.
 - Once you have selected this you're my compter will open up. You should have a folder called downloads in you're my Documents folder. Select your downloads file
 - This is what should open up. I will wait a moment to make sure that everyone has the file open. Please take a look at the person sitting next to you, if they are not seeing the same screen that you are seeing please assist them. If you need assistance, make sure you ask the person sitting next to you.
 - Great! This is the presentation that has been given to you to train on, and your job is to put them in order. Let me explain. Your training is on Google Drive and Gmail. These are your title pages. Where do title pages usually go? That's right first or at the top. So you and your partner or team will work together to put these slides in order. This can be tricky so take your time and concentrate.
 - I will start off the first few slides with you. Lets start with Google drive...what should go first? Hint we said it should go first? That's right the google drive title page. Select on that slide and move it to slide #1.
 - What does the slide say that we are going to train on? Look at the slide... that right, how to upload a document and share with others.
 - So lets think about this when we want to upload a file what is the first thing we have to do. Talk with your partner.
 - The first thing that we have to do is select the upload icon, as you look through the slides #10 is the slide we are looking for...please select #10 and move it to slide #2
 - Our next step is what? That's correct we need to select the file we want to upload, find the slide that show this and move it

to slide number 3.

- At this time please pause this video to allow your students to work on this activity. When they have complete please continue the video.

Slide Order Solution

