TECHNOLOGY 101

ASSIGNMENT: The jobs below are a quick overview of your Tech 101 assignment. The instructions below that are how you are going to do the assignment. You must follow steps 1 – 13 EXACTLY as I've described later in this handout. Use the instructions that follow to guide you through some of the technology you'll be using this year. IMPORTANT: Even if you already know how to do these, follow my instructions EXACTLY!! Begin with Google Drive and then continue with the rest of the assignment.

Job 1: Create a Class Shared Folder in your My Drive to hold all your labs and share it with me. ***(Must be named a certain way! Read STEPS 1 – 5 below to find out!)***

Job 2: Create a document and insert an image into it, convert the document to a PDF, and insert the new PDF into your class shared folder. ***(STEPS 6 – 9 below. Must be named a certain way! You can't copy and paste phone images!!)***

Job 3: Upload your new PDF into turnitin.com ***(STEP 10 below)***

Job 4: Scan an entire page as a PDF and save it into your Class Shared Folder. *Follow* ***STEP 11*** *below.* ***(You can never use a phone photo as a scan for any reason!!)***

Job 5: Scan an image into a document, convert the document to a PDF, and insert the new PDF into your class shared folder. *Follow* ***STEP 12*** *below.* ***(You can never use a phone photo as a scan for any reason!!)***

Job 6: Create an Evernote account, or you can use one that you already have ***(Follow STEP 13 below. Make sure I have the email you used!)***

Google Drive and turnitin.com

1. **Login to your Google Drive, <u>then move on to Step 2</u>**

   NOTE: If you don't have a Google Drive set up with your **school email account**, follow the steps below.

   A) Go to https://accounts.google.com

   B) Use your <u>@ncstrojans.com</u> email address to login and click NEXT. *(If you don't have this already, you can get it from the IT Dept.)*

   - <u>The password is temporarily set to **gotrojans1**</u>

   C) Accept the Term & Condition of the Google apps for Education

   D) Change your password to something that you will remember.

   - Passwords must have at least 8 characters, contain a capital letter and either a number or a symbol

   E) Click "Let's Get Started" on the Welcome page to go to your Google Drive dashboard.

   - (If you don't see this page, you can go to your Google Drive through the Google Apps menu at the top of the page by your login name.

   F) DO NOT install Drive on the school computer if it asks you. Click on No Thanks.

2. **<u>IMPORTANT</u>:** Before you go any further, click on the Google Drive settings tab in the top right and click on Settings. Make sure that there is NOT A CHECK by the option "Convert uploaded files to Google Docs editor format."

3. **Navigating around Google Drive**

   - You can use the Google Apps menu at the top right side of the page to go to your Gmail, Google Docs, Google Slides, etc. Each will open in a new tab.

4. **Create your Chemistry Shared Folder**

   - In Google Drive Dashboard on the left side, click on NEW and then click Folder
   - Re-name your folder like this: Class Period *(space)* Last name, *(space) First name (space) Chemistry Shared Folder. It should look like this, except with your class and name: C2 Skinner, Tammy Chemistry Shared Folder*
   - Click Create.

5. **Share your folder**
   A) Right click on your Class Folder and then click Shared.
   B) Enter my email address in the box: tskinner@ncstrojans.com
   C) Make sure the Can Edit box is showing in the drop-down box and then click Send.
   D) You should now see a little man in your Shared Folder icon. This means that your folder is shared, and anything you put in this folder, I'll be able to see.

6. **Create a sample document to upload as a PDF to your shared folder (Follow each step VERY CAREFULLY!)**
   A) Using either Word or Google Docs, create a sample document – it needs to have at least 25 words of any text.
   B) Take a picture with your phone and put it somewhere to use. *(or get someone to txt one to you)*

   To put the image quickly into your Google Drive:

   - Install the Drive app to your phone and log in
   - Go to the photo in your phone – select it and then click on the "Send To" arrow icon. Scroll across and select Drive. (If you have more than one Drive, you'll have to pick which Drive you want it to go to.)
   - Find the place you want to save it to and click SAVE HERE. Then click UPLOAD. Magic!!!

   To email the image quickly to yourself so that you can save it to your computer:

   - Select the photo on your phone – click on the "Send To" arrow icon, scroll across and select Mail.
   - Choose a medium or large file size; *small may end up too pixelated and original may make your document too large if you have several images*
   - On your computer, open the email and then download the image and SAVE IT to your computer. You CANNOT right click and copy the image from the email and paste it to your document. It won't work!!

   C) Insert the image into your document using the Insert tab.

   - Resize your image if necessary, by double clicking on it and moving the cropping bars on the sides of the photo – regular photos may not be larger than 4 inches tall or wide.
   - Graphs or other documents that are scanned must be a full page. You may have to work with them to make sure the file size is not too large to import to Google Drive.

7. **Save your document (or lab report, etc.) as a PDF –** *assignments MUST BE PDFs to be graded!!*
   - If you write your lab in **Word**, click on Save As and save the lab as a PDF.
     A) Next, go to Google Drive and click on New > File Upload and then select the PDF you want to upload.

   ~OR~

   - If you write your lab up as a **Google Doc** convert it to a PDF.
     A) With your Google Doc open, click on **File->Download As** then select PDF and continue to save the file to your computer.
     B) Next, go to Google Drive and click on New > File Upload and then select the PDF you want to upload.

8. **RENAME your file**. You can right click on your file in your Google Drive to rename it. Use this format to name everything you turn in to Google Drive: Class Period *(space)* Last name, *(space) First name (space)* Title of Assignment**.** *Like this:* ***C2 Skinner, Tammy Lab Safety Rules***
   - **IMPORTANT:** *Double check to make sure that your file has .pdf at the end of the name!!*

9. **Move your new PDF lab to your Class Shared Folder**
   A) Go back to Drive dashboard view and click on your newly created PDF. Drag it *into your Class Shared Folder.*
      - Another way - right click on the PDF lab. Click on Add to My Drive, and then click through the folders til you finally click on your Assignment Turn-In Folder. Then click "Move"
   B) **IMPORTANT**: Double check to make sure that you put it in the Class Shared Folder and not just your Drive. I can only see and grade what is in the Class Shared Folder.

10. **Upload your PDF lab to Turnitin.com**
    - This the other of the two places where you will turn in lab report and other projects.
        A) Go to www.turnitin.com
        B) Follow the instructions on the **Lab Turn In Info Sheet** – it has the class codes and the password.
        C) Make sure you get a receipt for your submission. If you don't, your upload didn't work.

Scanning

11. Scan the Lab Safety Rules that you hand wrote as a PDF. Move the PDF into your Class Shared Folder on Google Drive only. IMPORTANT: you can NEVER use a phone photo as a scan! ***(Must be named a certain way!!)***

12. Create a Word or Google doc with the correct heading and Title of the last lab you did.
    - Scan any density problem from your notes or homework as an IMAGE. (Must be in your handwriting!!).
    - Insert the new image into a document. Convert the document to a PDF. Move the new PDF into your Class Shared Folder on Google Drive only (this will be a separate PDF from the Safety Rules)
    - ***Must be named a certain way!! Also note that you can't copy and paste phone images!!)***

Instructions: There are times when you will either need to scan in an entire assignment that you have written into your Google Drive folder **OR** sometimes, you'll just want scan an object like a graph or a data table into a lab that you are writing,

Option A: To Scan as an Entire Assignment

- **Scan as a PDF**
- There are several ways you can do this – here are some suggestions. Everything I've listed below is free.
    A) **IMPORTANT:** DO NOT use just your cell phone camera to create the image! These images will not give acceptable "scans".

    B) For phones and tablets - Use the **Scannable App** (it's awesome!!) to scan one or multiple pages as a PDF. Then you can either send the PDF directly to your Google Drive on your phone (see earlier instructions) OR email the PDF to yourself – Super Cool!!
        - Optional app – Use the **CamScanner App** or another app to scan one or multiple pages as a PDF. You can email the PDF to yourself OR send the PDF directly to your Drive on your phone.

    C) Use the Fujitsu Snap Scanner in our classroom to scan your paper(s) and email them to yourself as a PDF. I can give you instructions in class – it's super easy to use.

    D) Use the scanner option on your home printer to scan multiple pages, then save them to your computer and convert them to a PDF

Option B: To Scan an Object like a table or a chart into an Existing Word Doc or Google Doc

- **Scan as an IMAGE that you will insert into your Word Doc or Google Doc**
- There are several ways you can do this – here are some suggestions. Everything I've listed below is free.
    A) DO NOT use just your cell phone camera! These images will not give acceptable "scans".

    B) For phones and tablets - Use the **Scannable App** (it's awesome!!) to scan the object, graph, data table, etc., **as an IMAGE**. You will need to change the settings on the app to switch between PDF and IMAGE. Then you can email the IMAGE to yourself OR send the IMAGE directly to your Google Drive on your phone – Super Cool!!
        - Optional app – Use the **CamScanner App** or similar app to scan the object, graph, data table, etc., **as an IMAGE.** You will need to change the settings on the app to switch between PDF and IMAGE. Then you can email the IMAGE to yourself OR send the IMAGE directly to your Drive on your phone.

C) Use the Fujitsu Snap Scanner in our classroom to scan your object as an image – usually a JPEG, and then email it to yourself. I can give you instructions in class – it's super easy to use.

D) Use the scanner option on your home printer to scan the object as an image – usually a JPEG, then save the image to your computer and then insert it into your document.

Evernote

13. Create an Evernote account using the email you told me you would use to create your Evernote account. **It must be an email account you use to receive emails!**

- I'll share a folder in Evernote for you that will be your graded lab "journal". You'll need to check it often to see your graded labs and read my comments.
- Go to www.evernote.com to set up your account

Dropbox or OneDrive or …