

# TECHNOLOGY 101 - ASSIGNMENT

**ASSIGNMENT:** The **Jobs** in the list below are just a quick overview of your Tech 101 assignment. The instruction **Steps** below the Jobs explain how you are going to do the assignment. You must follow steps 1 – 13 EXACTLY as I've described in this handout. Use the instructions 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:** You will create a Class Shared Folder in your Google My Drive share it with me. Follow **STEPS 1 – 5** below. **(Must be named EXACTLY the way described to be correct!)**
- Job 2:** You will 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. Follow **STEPS 6 – 9** below. **(You can't just copy and paste phone images!! Also, files must be named a certain way to be correct!)**
- Job 3:** You will upload your new PDF into turnitin.com. Follow **STEP 10** below.
- Job 4:** You will scan an entire page as a PDF and save it into your Class Shared Folder. Follow **STEP 11** below. **(You can never turn in a photo of an assignment for any reason!! It must be scanned with an app to be correct.)**
- Job 5:** You will scan an image from your phone 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 turn in a phone photo of an assignment for any reason!!)**
- Job 6:** Create an Evernote account using your @ncstrojans.com email. Follow **STEP 13** below.

## Google Drive and turnitin.com

**Step 1.** Login to your Google Drive **with your @ncstrojan.com email, then move on to Step 2. 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 [@ncstrojans.com](mailto:@ncstrojans.com) email address to login and click NEXT. (If you don't have this already, you can get it from the IT Dept.)
  - The password is temporarily set to **gotrojans1**
- 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.

**Step 2. IMPORTANT:** 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."

### Step 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.

### Step 4. Create your Chemistry Shared Folder

- In Google Drive Dashboard on the left side, click on NEW and then click Folder
- Name your folder EXACTLY this way - Class Period (space) Last name, (space) First name (space) Chemistry Shared Folder
- Like this: C2 Skinner, Tammy Chemistry Shared Folder except with your class and name
- Click Create.

### Step 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](mailto: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.

### Step 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 (or get someone to txt one to you) and put it in your **Google Drive**:

**To put the image quickly into your Google Drive – You CANNOT copy and paste the picture, it won't work!!**

- Install the Drive app to your phone and log in with your @ncstrojans.com account
- Go to the photo on your phone – select it and then click on the "Send To" arrow icon. Scroll across and select Drive – you may have to scroll over to the 3 dots and then scroll down and select Google Drive
- Select your @ncstrojans Google Drive account
- At the bottom, click Select Folder and click My Drive, then Save here (at the bottom)
- Click UPLOAD. Your new scan will go directly to your Drive or whichever folder you selected. *Magic!!*

**(If you need to, you can also 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 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 should not be larger than 4 inches tall or wide
- Click on the image and at the bottom select Wrap Text.  
This will let you move the image where ever you need it to go. 
- 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.

### Step 7. Save your document (or lab report, etc.) as a PDF – assignments MUST BE PDFs to be graded!!

- 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. Make note of where you put it
  - B) Next, go to Google Drive and click on New > File Upload and then select the PDF you want to upload.
- 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.

### Step 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 – but change it to your own info and the name of the assignment will be different each time: **C2 Skinner, Tammy Lab Safety Rules**

- Class Period (space) Last name, (space) First name (space) Title of Assignment
- **IMPORTANT:** Double check to make sure that your file has .pdf at the end of the name!!

### Step 9. Move your new PDF lab to your Class Shared Folder

- A) Go back to Drive dashboard view and right click on the PDF lab. Click on Add to My Drive, and then click through the folders until you finally click on your Assignment Turn-In Folder. Then click "Move"
  - o Another fast way – in your Drive dashboard, click on your newly created PDF and drag it to the folder.
- 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.

### Step 10. Upload your PDF lab to Turnitin.com

- A) Go to [www.turnitin.com](http://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 get a receipt, your upload didn't work!!

**Scanning - IMPORTANT:** You can NEVER use a cell phone photo as a scan! These are not acceptable scans.

**Step 11.** Scan the front and back of your signed Class Info sheet as two pages of ONE PDF and move the PDF into your Chemistry Shared Folder on Google Drive.

### To Scan an entire paper assignment and put it in your Google Drive – Scan as a PDF

- A) For iPhones and iPads - Use the **Scannable App**  (it's awesome!!) or the **Notes App** on your iPhone
  - Make sure you have really good light. Hold your phone very level over the page. When one page has scanned, move to the next page you need to scan and it will add the new scan to your collection.
  - In Scannable, click the blue check mark when you're done. Make sure you have the PDF selected (not IMAGE) at the bottom beside the words, Scannable Document. In the Notes App, click Save.
    - o Click Send and then click Share. Select Drive – you may have to scroll over to the 3 dots and then scroll down and select Google Drive
  - In the Notes App, click Save when you're done.
    - o Click the 3 dots at the top right and then click Send a Copy. Scroll through the apps and select Drive – you may have to scroll over to the 3 dots and then scroll down and select Google Drive
  - Select your @ncstrojans Google Drive account
  - At the bottom, click Select Folder and click My Drive, then Save here (at the bottom)
  - Click UPLOAD. The new scan will go directly to your Drive or whichever folder you selected. Super Cool!
  - Save with the Correct title. **(Don't forget it must be named a certain way!!)**
- B) For Android devices – Use the Google Drive App  or use the FastScanner App 
  - To scan with Google Drive, click here for instructions or search [Scan documents with Google Drive](#)
  - In the FastScanner app, tap on the Settings gear at the bottom left, then tap on "Back up data to Google Drive" and log in to your @ncstrojans Google Drive
  - Tap the camera icon at the bottom. If you have more than one page to scan, tap on the document image on the bottom right – it will now say, "Batch Mode"
  - Tap the camera image on every page you want to scan. The red circle counts how many pages you have
  - When you're done, tap the red circle to go to your scans. Rotate them and move the green lines to include only the page you are scanning. When you are done with a page, tap the check in the top right corner
  - Tap the shading box at the bottom of the page that will give you the cleanest image. Tap the check at the top of the page when you're done
  - Tap the Send arrow icon at the bottom and scroll over to the Open in PDF icon. Then scroll over to Drive – you may have to scroll over to the 3 dots and then scroll down, select Google Drive, and select your @ncstrojans Google Drive account
  - At the bottom, tap Select Folder and tap My Drive, then Save here (at the bottom)
  - Tap UPLOAD. The new scan will go directly to your Drive or whichever folder you selected. Super Cool!
  - Save with the Correct title. **(Don't forget it must be named a certain way!!)**

- C) If you have a printer at home, it probably has a scanner. Use the scanner option on your home printer to scan multiple pages at one time, then save them to your computer and convert them to a PDF

### To Scan something that you want to insert into an existing document (like calculations for a lab report)

**Step 12.** Create a Google doc with the title, Activity: MOM Rainbow.

#### Scanning your handwriting, etc., to put into a doc:

- A) Insert an image from the MOM Rainbow activity into the doc. After it's inserted and you've made it the correct size, tap on the image and at the bottom select Wrap Text
- B) Scan your Observations and Questions from the MOM Rainbow activity using the same instructions as before, but this time, after you scan, you'll need to change something:
- **For iPhones and iPads** - Use the **Scannable App**. After you scan, at the bottom of the screen, tap the icon beside the words "Scannable Document" to change it to the image icon. Then follow the steps in the section above to send it to your Drive.
  - **For Android phones** – Use the **Fast Scanner App**. After you scan, tap the Send arrow icon at the bottom and scroll over to the Open in JPEG icon. Then follow the steps in the section above to send it to your Drive.
- C) Go back to your doc. Insert that image scan into the doc. It will be an image so you can like on it and chose Wrap text to move it where ever you want it to go. Move the image scan of your written work below the photo of the activity.
- D) Convert the document to a PDF. Save the PDF with the correct title. The activity name is MOM Rainbow. The Save as name will look like this: **C4 Skinner, Tammy MOM Rainbow**
- E) Move the new PDF into your Class Shared Folder on Google Drive only. (this will be a separate PDF from the other PDFs you have created.



## Evernote



**Step 13.** Create an Evernote account using your @ncstrojans.com email

- Go to [www.evernote.com](http://www.evernote.com) and **use your @ncstrojans.com email** to sign up for the FREE Evernote Basic
- **Be sure and create the account on your phone or your own laptop.** The free version of Evernote only supports two devices.
- 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. **IMPORTANT:** When you first log in to Evernote to see your graded labs, it will take them a second to load