

# TECHNOLOGY 101 - ASSIGNMENT

**ASSIGNMENT:** This assignment is going to prepare you for some of the technology you'll be using this year using. At the end of it, you'll have used the **4** tools below to create **3** different documents that you'll put in **2** places.



Google Drive



Turnitin.com



Scanning



Evernote


**IMPORTANT:** Even if you already know how to use these tools, follow my instructions EXACTLY!!

**JOB 1:** Create a Class Shared Folder in your Google My Drive share it with me. Follow **STEPS 1 – 5** below.


**IMPORTANT:** Your folder must be named **EXACTLY** the way described to be accepted!

**Step 1.** Login to your **Google Drive**  on a laptop

- Go to <https://drive.google.com>
- Click on Use Another Account and then use your [@ncstrojans.com](mailto:@ncstrojans.com) email address and password to login
- Important note about Passwords – make sure that your password is YOURS ONLY and not one that other people can use. This can get you into big trouble if other people can get into your Google Drive

**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 there's NO 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 at the top, click on NEW and then click Folder
- Name your folder EXACTLY this way with your info filled in- Class Period (space) Last name, (space) First name (space) Chemistry Shared Folder
- Like this: **C3 Skinner, Tammy Chemistry Shared Folder** except with your class period and your 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. If it's not in this folder, I can't see it.

**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. Follow **STEPS 6 – 9** below.

**(You can't just copy and paste phone images!! Also, files must be named a certain way to be accepted!)**


**Step 6. Create a sample document to upload as a PDF to your shared folder (Follow each step VERY CAREFULLY!)**

- A) Using Google Docs, create a sample document with at least 25 words of any text. It can be any 25 words.
- Name your doc like this: **C3 Skinner, Tammy Tech 101 Assignment**
  - IMPORTANT:** 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. If you don't name it this way, your file will not be accepted.
- B) Take a picture of something or someone with your phone (or get someone to txt one to you) and put it in your Google Drive. **Here's how:** (Don't use a photo from the Internet. It must be a photo from your phone.)
- (IMPORTANT: 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 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 (or pick whichever folder you want to move your photo to – you can also put it directly into your Chemistry Shared Folder
  - Click UPLOAD. Your new photo will go directly to your Drive to whichever folder you selected. *Magic!!*

**(If you ever 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
- 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) Go back to the sample doc you just made and insert the image into your document using the Insert tab**

- Resize your image if necessary, by double clicking on it and moving the  wrapping 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!!**

• **The QUICK way using your phone:**

- On your phone, open **Google Drive** (make sure you are logged in to your correct account)
- Find your document in the list and click on the three dots on the right of the file name
- Scroll down to Send a Copy, click on PDF and then OK
- In the pop up box, scroll across until you see the **Google Drive** app. You may have to on **More** and select Drive there
- At the bottom, make sure your @ncstrojans account is showing
- Click **My Drive**, then scroll down to your **Chemistry Shared Folder** and then click on Save here
- Click UPLOAD. Your new PDF will go directly to your Drive to whichever folder you selected. *Magic!!*

- Another way to convert a doc to a PDF (but longer):
  - 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.
- OPTIONAL: If you ever write your lab in **Word**, on your laptop, click on Save As and save the lab as a PDF.
  - A) Next, go to Google Drive and click on New > File Upload and select the PDF you want to upload.

**Step 8. NAME your file.** You can right click on your file in your Google Drive to rename it, if you need to. 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: **C3 Skinner, Tammy Tech 101 Assignment**

- Class Period (space) Last name, (space) First name (space) Title of Assignment
- **IMPORTANT:** Check that your file has .pdf at the end of the file name and no spaces before the dot!!

#### 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 – use the Drive app on your phone. Find your file in the Drive app. Click on the 3 dots to the right. Scroll down to **Move** and click through until you get to your Chemistry Shared 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.

### JOB 3: Upload your new PDF into Turnitin.com. Follow **STEP 10** below.

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

- If you already have an account, you can use it. If you don't have a Turn It In account, you will need to set up a new one.
  1. Go to [turnitin.com](https://turnitin.com)
  2. Log into your account by typing the email address and password\* you used previously OR set up a new account.
  3. Once logged into your account, click on the "Enroll in a Class" tab to the upper left of the screen. Enter the class code and enrollment key for your class.
  4. Class codes are on the TurnItIn tab on the class website and on Canvas. The enrollment key is **trojans**
- Your class will show on your homepage, after being added to your account.




#### To Submit Assignments to Turnitin.com:

- Click on the class name and you will see the assignments and submissions for that class.
- Follow the instructions online to upload your lab. If you need help, click this link for further instructions: [How to Submit Assignments to TurnItIn.com](https://turnitin.com/help/how-to-submit-assignments)
- The Assignment Name for TurnItIn is the same as the document name for Google Drive
- **Make sure you wait and ALWAYS get a receipt for your submission. If you don't get a receipt, your upload didn't work.**

**JOB 4:** 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 cell photo of an assignment for any reason!! It must be scanned with an app to be accepted.)**

**Here's how you scan an entire paper assignment and put it in your Google Drive – Scan as a PDF**

**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.

- 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.
    - 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.
    - 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. **C3 Skinner, Tammy Class Info Sheets** (It's the same way every time.)
- 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 to be accepted!!!)**
- C) OPTIONAL: 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

**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 turn in a phone photo of an assignment for any reason!!)*

**Here's how you scan something that you want to insert into an existing document (like handwriting or handwritten calculations for a lab report)**

**Step 12.** Create a Google doc with this title, Activity: Build a Boat, Hope It Floats, and scan in your written observations.

A) In the top left corner, create a header like this:

**Your Name, Class Period (C1, etc.)**

**Date**

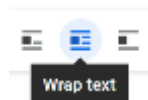
**Lab Partner(s)**

B) Under the header, add this title for your assignment: **Build a Boat, Hope It Floats** (center the title)

C) Under the title, using at least 25 words, describe your boat and explain at least ONE way you would improve your boat. (You have to have 25 words for your assignment to be accepted by TurnItIn.)

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

D) Insert a photo from the Build a Boat 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



E) Scan just your calculations from the Build a Boat 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.

F) Go back to your doc. Insert that image scan into the doc. It will be an image so you can click 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. Also crop the image to show just your calculations and not the extra paper.

G) Convert the document to a PDF. Save the PDF with the correct title. The activity Build a Boat, Hope It Floats. The Save as name will look like this: **C4 Skinner, Tammy Build a Boat Hope It Floats**

H) Move the new PDF into your Chemistry Shared Folder on Google Drive only. (this will be a separate PDF from the other PDFs you have created.

**JOB 6:** Create an Evernote account that you'll use to view your graded lab reports. Follow **STEP 13** below.

**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". After I grade your lab reports, I'll put them here for you. You'll need to check Evernote 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