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Final Computer Lesson/Directions

Editing Student Assign Using Google Docs

This was my first real experience using Google (eventually I would like to do more with Google classroom) I have been receiving student work through Google docs and have been retrieving information and printing student documents but never corresponded or communicated with students using Google. I wanted to try it using an assignment that I have done for years.

Students do a song analysis and presentation extra credit assignment (I have recently changed from mandatory to extra credit)

They must choose a song that means a lot to them (I connect with Civil War spirituals like Swing Low Sweet Chariot) They read the lyrics as poetry, analyze the lyrics and note literary devices used-they can use the devices that we learned during Civil War Lit Unit. Then students play the song. Students are encouraged to send me documents containing lyrics, analysis and even link to song so that they can access using their Google account. Students do most of the work but my job is to help them edit or give advice on analysis before they actually present. Most students are uncomfortable presenting anything so hopefully this makes it easier for them

Here's how to help students edit documents using Google docs:

## Procedure:

- 1. Have students do assignment in Google Docs and e-mail by sharing document
- 2. Log in to Google (open)
  Put in your user name and password
- 3. Click on line to edit (it highlights)
- 4. Click comments at top right click comment again
- 5. Place cursor in box and type comments for student
- 6. After comment (type) your corrections it turns dark blue click on "comment" to save (Once it turns dark blue, should be saved)

Using Google works well with student presentations or just turning in drafts of work Hopefully, it will be helpful in creating better communication with students in the future I liked ability to "type" in my comments so students can follow better- the clarity of my hand writing deteriorating in my old age...