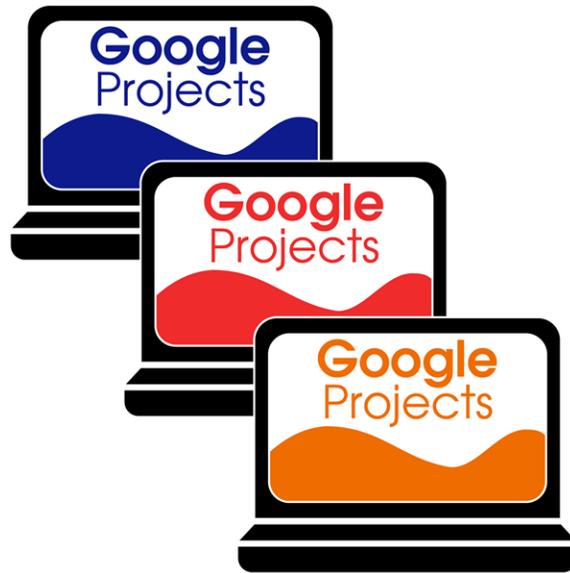# TECHNOKids®

Google Apps
Technology Projects

*A collection of technology projects for
Docs, Sheets, Slides, Drawings, and Forms.*

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Google Apps Technology Projects Overview

About TechnoKids Technology Projects for Google Apps

TechnoKids Technology Projects for Google Apps are a collection of technology projects that integrate Google Apps into learning. Technology projects help teachers meet curriculum objectives with engaging activities using Google Docs, Google Sheets, Google Drawings, Google Slides, and Google Forms. The instructional materials can be used as a unit of study or as part of a computer course.

What is a Technology Project?

A technology project is a set of theme-based activities that use the computer to create a product such as a story, presentation, or newsletter. A technology project includes a teacher guide, student workbook, and resource files.

- A **teacher guide** is a document that contains lessons that are written with step-by-step instructions. Each step is point and click, meaning that there is a written explanation of where to point the mouse or what to type on the keyboard. Moreover, instructions include a screen shot, which is a picture of what the screen should look like when the action is complete.

- A **student workbook** is a collection of assignments that are followed independently by students to complete the lesson activities.

- **Resource files** are customizable materials such as templates, sample files, parent letters, certificates, or assessment tools.

How Can I Integrate Technology Projects into Curriculum?

TechnoKids Technology Projects for Google Apps include activities that integrate into subject areas such as language arts, mathematics, social studies, visual arts, science, history, geography, or business studies. Refer to the *Technology Integration Ideas* section in each teacher guide for suggestions. Technology projects are correlated to *Common Core Standards.*

What Technology Skills do Students Learn?

TechnoKids Technology Projects for Google Apps teach word processing, spreadsheet, graphic, presentation, and data management skills. Students gain proficiency in Information Communication and Technology (ICT) skills. Refer to the *Skill Summary* section in each teacher guide for a detailed list of technology skills or view the *Google Apps Technology Skills Summary*. Technology projects are correlated to *ISTE Standards.*

What is a TechnoKids Site License Agreement?

TechnoKids Technology Projects for Google Apps are sold as a site license. A site is a single school or learning center. The site license permits unlimited printing/viewing rights of the teacher guides and student workbooks as well as unlimited transfer of digital files to devices at a given location to authorized users. It prohibits posting files in the public domain. Refer to your site license agreement for further details.

How Should I Select a Project to Teach?

TechnoKids Technology Projects for Google Apps provides teachers with flexibility. Select a technology project to teach based on curriculum objectives. Below are some tips to help you make a decision:

- *Category* – Technology projects are categorized as Primary (Grades 1-3), Junior (Grades 3-6), or Intermediate (Grades 6-9). Choose an option that is suitable for the grade you are teaching.

- *Technology Skill* – Technology projects includes activities that teach word processing, spreadsheet, graphic, presentation, and data management skills. Pick based upon the ICT skills required for your program.

- *Subject Area* – Some technology projects create a product that is specific to a subject area such as digital storytelling for language arts, timeline for history, or art gallery for visual arts. Make a decision using curriculum objectives as a guideline.

- *Topic* – Some technology projects have open-ended topics that can be tailored to any unit of study. In these cases, multiple sample files demonstrate a range of subject matter. Select a technology project that fits with a topic you are already studying.

- *Student Interest* – Brain research indicates that students acquire new skills best when they have a personal connection to their learning. Allow your students to select a project by giving them two or three options. Describe the focus of the projects and allow them to make a selection by a voting process and choose the most popular selection. Or, pick a project such as TechnoJournal, TechnoNewsletter, or TechnoDebate and let each student decide on a personal area of interest for the focus of their individual projects.

About Student Workbooks

The student workbook is available as a PDF booklet. This is ideal for printing double-sided. The content of the student workbook is also available as worksheets. These are suitable to working in a paperless classroom as they can be assigned individually.

The use of student workbooks is optional. It is just one more resource that TechnoKids offers teachers. The decision to use them is entirely yours – you must determine if there is a need for this type of material considering your students, lessons, teaching style, and classroom setup. There is a lot of flexibility in how student workbooks are implemented. Below are some possibilities:

- Students view the workbooks using Adobe Reader or a Chrome extension. They type their answers into their own digital workbook.

- Student workbooks are printed and placed in a binder. They are distributed to students when they come to class. Students do not write in them; instead, handouts are still photocopied.

- The student workbooks are printed. The students keep the workbooks and write in them.

- The teacher only photocopies a workbook assignment for a student who has been absent.

- The teacher only photocopies a workbook assignment if the lesson has many steps and they worry their students may have difficulty.

- The teacher only photocopies a workbook assignment if they are going to be away and a substitute teacher is coming in to teach the class.

If you decide to use student workbooks below are a few suggestions:

- Teach students HOW to use the workbook. Bolded headings are the instructional steps. Triangular bullets explain each action to complete the instruction.

- Demonstrate how to use Adobe Reader (https://www.youtube.com/watch?v=yS9_vsJC6hs) or a Chrome extension to type answers into worksheets.

- Begin using the workbook by doing an assignment together on a demonstration computer, as students follow along in their workbooks.

- Encourage students to read the tips, hints, and labels of the pictures.

- If an action does not work out as it should, teach students problem solving strategies, for example: first, reread the instructions and make sure they have been followed accurately, second, ask the student sitting beside you for help, and third, raise your hand and ask the teacher for assistance.

- After students are confident with using the workbook, begin each class by introducing the assignment and explaining the purpose. Discuss the steps to the assignment. Have students work independently to complete the task following steps outlined in their workbook. Offer support and suggestions.

The best way to determine if the student workbooks are of use to your class is to try them. Experiment to see if you like to use them with your students. Only then will you know if workbooks are something you want to utilize in your classroom.

Project Matrix

Activities for Docs, Slides, Sheets, Forms, and Drawings

Primary Google Apps Technology Projects (Levels 1-3)

TechnoStart

Earn a Computer Operator License.

Software: Chrome Browser, Drawings

Skills: graphics, computer fundamentals, word processing

TechnoStories

Write, edit, and illustrate stories.

Software: Chrome Browser, Docs

Skills: word processing

TechnoMe

Create an All About Me slideshow.

Software: Chrome Browser, Slides

Skills: presentation

TechnoGallery

Draw artwork and display in a gallery.

Software: Chrome Browser, Drawings, Slides

Skills: graphics, presentation, word processing

TechnoBookmaking

Make, print, and share books.

Software: Chrome Browser, Slides

Skills: word processing

Junior Google Apps Technology Projects (Levels 3-6)

TechnoJournal

Journal to express ideas.

Software: Chrome Browser, Docs

Skills: word processing

TechnoInternet

Explore the Internet as a digital citizen.

Software: web browser

Skills: Internet, Digital Citizenship

TechnoPresenter

Present information using a slide show.

Software: Chrome Browser, Slides

Skills: presentation

TechnoResearch

Research to make a fact card.

Software: Chrome Browser, Docs

Skills: Internet, word processing

TechnoCandy

Formulate a plan to boost candy sales.

Software: Chrome Browser, Docs, Forms, Sheets, Slides

Skills: graphics, spreadsheets, word processing

TechnoToon

Tell a digital story with animation.

Software: Chrome Browser, Slides

Skills: presentation

TechnoTrivia

Invent a trivia quiz.

Software: Chrome Browser, Forms

Skills: data management

Intermediate Google Apps Technology Projects (Levels 6-9)

TechnoNewsletter

Produce a fan club newsletter.

Software: Chrome Browser, Docs

Skills: word processing

TechnoRestaurateur

Launch a successful business venture.

Software: Chrome Browser, Docs, Drawings, Forms, Sheets, Slides

Skills: graphics, spreadsheets, word processing

TechnoTimeline

Explain the significance of events.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

TechnoBiography

Write a biography about a person.

Software: Chrome Browser, Docs

Skills: graphics, word processing

TechnoBudget

Justify a budget for a spending spree.

Software: Chrome Browser, Docs, Drawings, Sheets

Skills: graphics, spreadsheets, word processing

TechnoMap

Design an interactive map of a location.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

TechnoQuestionnaire

Research an issue and interpret results.

Software: Chrome Browser, Forms, Sheets

Skills: spreadsheets, data management

TechnoDebate

Debate the pros and cons of an issue.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

Primary Technology Project Descriptions

TechnoBookmaking

In this project, students make, print, and share books. They use inspiring templates to publish a collection of stories. Each activity teaches a new word processing skill. Lessons explain how to make a tiny picture book, flip flap story, unfolding riddle book, layer book of facts, bookmarks, and greeting card. Place the publications on a bookshelf or put a fresh twist on a Young Author's Conference. Extension activities include additional templates that offer unlimited creativity. Rethink how Google Slides can be used in language arts. Explore the possibilities with bookmaking.

- Assignment 1: Make a Tiny Picture Book
  Create a mini wordless picture book using an accordion style template and images.

- Assignment 2: Create a Flip Flap Book
  Format text and insert images to make a flip book that reveals a hidden object behind a flap.

- Assignment 3: Make a Folding Riddle Book
  Arrange text boxes to write a riddle book that unfolds to display the answer.

- Assignment 4: Design a Layer Book of Facts
  Use a layer template to organize information with headings to categorize facts.

- Assignment 5: Craft Bookmarks
  Adjust the object order of text and images to make bookmarks that express a love of reading.

- Assignment 6: Send an Invitation or Greeting Card
  Design an invitation to a book sharing event or make a thank you card for an author.

- Assignment 7: Share Books
  Share books with an audience. Suggestions provided.

Extension Activities: Discover Accordion Style Books, Make Flip Flap Books, Write a Story That Unfolds, Build Fast Fact Books, Publish Story Books, Get Story Ideas, Plan a Story

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Slides

TechnoGallery

In this project, students produce an animated art gallery with artwork they create using Google Drawings. The fun begins with an exploration of line and shape tools. Once familiar with how to create and format objects artists apply their creative talents to make cartoon faces and characters. Next, students transform text into a beautiful picture by formatting the style and color of letters. The final art project, has students experiment with recoloring and cropping options to create stunning images. Upon completion, each piece of artwork is placed into picture frames using Google Slides. They share their artwork and explain their artistic choices during a digital art show.
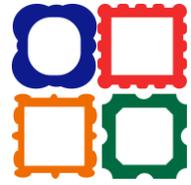
- Assignment 1: Become an Art Critic
  View a sample animated art gallery and answer questions about the artwork.

- Assignment 2: Discover Lines
  Explore Google Drawings. Discover how to draw straight, curvy, and jagged lines.

- Assignment 3: Design a Pattern using Lines
  Study patterns in common objects. Design a pattern using lines.

- Assignment 4: Express Yourself as a Cartoon Face
  Be creative! Make a cartoon face that expresses an emotion using lines.

- Assignment 5: Explore Shapes
  Experiment with drawing and formatting shapes. Customize color and object order.

- Assignment 6: Construct Animals using Shapes
  Follow step-by-step instructions to draw animals such as a cat, tiger, or bear.

- Assignment 7: Tell a Story
  Apply drawing skills to create a picture that tells a story using shapes and lines.

- Assignment 8: Have Fun with Text
  Experiment with text and word art. Format font, size, style, color, and alignment.

- Assignment 9: Make a Picture from Text
  Design a picture using text that sends a message.

- Assignment 10: Try Recolor and Crop Options
  Explore the image recolor and cropping options. Adjust contrast and brightness.

- Assignment 11: Create Color Artwork
  Make a repetitive design that shares an idea.

- Assignment 12: Save Pictures to use in Art Gallery
  Save Google Drawings as pictures.

- Assignment 13: Exhibit Artwork in a Gallery
  Produce an animated art gallery. Insert artwork into frames and apply transitions.

- Assignment 14: Host a Digital Art Show
  Share art gallery with an audience as part of a digital art show.

  Extension Activities: Edit Points, Trace Cartoon, Print Handout

  Technology Skills: Graphics, Presentation, Word Processing

  Technology Integration: Visual Arts

  Software Applications: Chrome Browser, Google Drawings, Google Slides

TechnoMe

In this project, students celebrate their own unique characteristics. They use a Google Slides template to create an All About Me slide show. The mini biography outlines personal details, accomplishments, goals, and interests. Upon completion, students share their slide show with a friend to compare how they are similar and different. This is an excellent way to enhance self-esteem, foster relationships, and develop fundamental technology skills.

- Assignment 1: Create a Title Slide
  Learn how to format font, size, style, and color of text.

- Assignment 2: What Makes You Special?
  Create a mini-biography slide by adding answers and formatting the text.

- Assignment 3: What are Your Goals?
  Set goals. Insert a picture to illustrate a future career choice.

- Assignment 4: What do you Like?
  Share personal interests. Decorate a flower with images of likes.

- Assignment 5: Finish the Slide Show
  Complete the slide show by adding transitions. Make additional slides if time permits.

- Assignment 6: We are the Same! We are Different!
  Present All About Me slide show. Pose questions to learn about similarities and differences.

- Assignment 7: Make an Animated Class Album (optional)
  Build a sense of community. Make a class album to play at an Open House or print as a class book.

  Extension Activities: Set Goals, Share Fun Facts, Build a Family Tree, Make a Puzzle from a Photo, Compare Similarities and Differences

  Technology Skills: Presentation

  Technology Integration: Language Arts, Social Studies

  Software Applications: Chrome Browser, Google Slides

TechnoStart

In this project, students have fun learning computer fundamentals. This introduction provides beginners with basic knowledge such as the function of computer hardware, mouse or touch terminology, and computer rules. By making simple drawings, they develop essential skills. Upon completion, students receive a Computer Operator License.

- Assignment 1: What is a Computer?
  Recognize devices and describe computer use in daily life.

- Assignment 2: About Parts of the Computer
  Color computer parts and then solve computer riddles.

- Assignment 3: Get to Know the Mouse
  Learn about a mouse and terminology.

- Assignment 4: Get to Know Touch Actions
  Learn about touch devices and terminology.

- Assignment 5: Practice Using the Mouse or Touch Actions
  Become a computer detective finding parts.

- Assignment 6: About Computer Care
  Classify a behavior as a do or don't.

- Assignment 7: Show Good Behavior
  Explore the Google Drawings program. Assess behavior.

- Assignment 8: About the Keyboard
  Color the spacebar, enter, shift and letter keys in student name.

- Assignment 9: Be the Fastest Typist in the World
  Draw a text box and type letters. Format the text.

- Assignment 10: About Saving Your Work
  Learn about saving locations. Assign a name to files. Know saving rules.

- Assignment 11: Follow Rules for Saving
  Name the file. Draw a picture using Scribble. Review saving rules.

- Assignment 12: Open a Saved File and Make Changes
  Open a file and make changes. Draw and format shapes.

- Assignment 13: Follow Rules for Printing
  Insert, resize, move and rotate an image. Add a border. Print the file.

- Assignment 14: Learn to Left and Right Click
  Label how to perform these actions with a mouse or touch.

- Assignment 15: Left and Right Click to Edit a Picture
  Change the background. Insert and edit a picture.

- Assignment 16: Earn a Computer Operator License
  Complete the checklist. Earn a license.

  Extension Activities: Pick the Computer, Computer Spy Game, Input or Output, Turn the Computer On and Sign In, Sign Out or Shut Down, Google Drive, Keep Files Safe, Clean Up Files, Make a Copy to Save Time, Edit Colors

  Technical Skills: Graphics, Computer Fundamentals, Word Processing

  Technology Integration: Visual Arts

  Software Applications: Chrome Browser, Google Drawings

TechnoStories

In this project, students create storybooks using Google Docs. They develop basic word processing skills to illustrate, write, edit, and publish stories. Upon completion, authors share their work during story time. Optional activities challenge students with keyboarding tasks, advanced word processing techniques, and the creation of a flipbook.

- Assignment 1: Edit My Puppy Story
  Make words look like their meaning. Format font, size, style, and color.

- Assignment 2: Illustrate My Day at School
  Illustrate a story. Learn how to insert images and format their size.

- Assignment 3: Finish the About Me Story
  Complete each sentence. Use skills to illustrate each story page.

- Assignment 4: Plan your Story
  Organize ideas using a planning sheet. Use book titles as a source of inspiration.

- Assignment 5: Make a Storybook
  Use skills to write and illustrate an original storybook using a template.

- Assignment 6: Complete your Storybook
  Edit spelling errors. Use a checklist to help proofread the storybook. Make revisions.

- Assignment 7: Share your Book at Story Time
  Send the storybook as a link in an email to the teacher, friend, or parent.

Extension Activities: About the Keyboard, Be a Keyboard Detective, Take a Web Cam Photo, Insert a Saved Photo, Make a Flip Book

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Docs

Junior Technology Project Descriptions

TechnoCandy

In this project, students develop a plan to boost candy sales. They investigate a problem by conducting a survey and researching candy packaging. A spreadsheet is used to organize, calculate, and graph data. Based on the evidence students recommend a solution in a written report. Extension activities challenge students to explore formulas, learn advanced graphing techniques, design a candy package, or use a form to collect survey data.

- Assignment 1: Spreadsheets and You
  Recognize the practical application of spreadsheets. Set a goal for learning.

- Assignment 2: Explore Spreadsheets
  Explore Google Sheets to learn spreadsheet terminology and acquire basic skills.

- Assignment 3: Understand the Problem
  Develop an understanding of the problem. Make a plan to collect information.

- Assignment 4: Conduct a Survey
  Conduct a survey about color preferences.

- Assignment 5: Record Survey Results in a Spreadsheet
  Organize survey results in a spreadsheet. Format the data to make it easy to read.

- Assignment 6: Calculate Survey Data
  Calculate data using the Sum function.

- Assignment 7: Graph the Survey Results
  Graph survey data. Interpret the results.

- Assignment 8: Research the Candy
  Investigate candy packaging. Record predictions and actual amounts of colored candies.

- Assignment 9: Record Research Results
  Organize research results in a new sheet. Calculate totals using the Sum function.

- Assignment 10: Make a Comparison Chart
  Sort data. Create a comparison graph. Analyze research findings.

- Assignment 11: Report Solution to the Problem
  Recommend a solution to the problem based on the evidence. Use graphs to support reasoning.

- Assignment 12: Submit the Report
  Complete a checklist. Submit report.

  Extension Activities: Play Spreadsheet Bingo, Have Fun with Cell References, Advanced Chart Editing, Explore Pie and Line Graphs, Drawing Packaging in Google Slides, Use Google Forms to Make a Survey

  Technology Skills: Spreadsheets, Word Processing, Graphics

  Technology Integration: Language Arts, Mathematics, Visual Arts, Business Studies

  Software Applications: Chrome Browser, Google Docs, Google Sheets, Google Slides, Google Forms

TechnoInternet

In this project, students explore web-based resources and services to discover how they can use them responsibly in daily life. There is a focus on best practices, safety, and digital citizenship. Use this project, to create a foundation for future learning.

- Assignment 1: Practice Internet Safety - Earn an Internet Citizenship card.
- Assignment 2: Take a Tour of the Internet - Discover the meaning of Internet terminology.
- Assignment 3: Search the Internet - Apply search strategies to find information fast.
- Assignment 4: Collect Bookmarks - Search the Internet and then bookmark web pages.
- Assignment 5: Bookmark Sources - Explore encyclopedias, atlases, dictionaries and thesauruses.
- Assignment 6: Examine Information Sources – Determine the trustworthiness of a website.
- Assignment 7: Read News on Current Events - Read articles from newspapers and magazines.
- Assignment 8: Search the Image Gallery - Filter online images to collect pictures. Respect copyright.
- Assignment 9: Discover the Video Theater - View documentaries, speeches, demos, and more.
- Assignment 10: Survey the Map Collection - Plot a location and generate directions.
- Assignment 11: Explore the Sound Stage - Listen to online radio stations, sound clips, and songs.
- Assignment 12: Visit Webcam Observatory - Observe remote events and attractions.
- Assignment 13: Experience the Arcade - Play online games and rank the entertainment value.
- Assignment 14: Learn About Email - Compare traditional mail to email.
- Assignment 15: Email Guidelines and Safety Tips - Learn email safety and netiquette.
- Assignment 16: Exchange Email - Compose, send, receive, reply, and forward messages.
- Assignment 17: Send an Email Attachment - Attach a file to an email message.
- Assignment 18: Prevent Cyberbullying - Discuss cyberbullying.
- Assignment 19: Study Chat Guidelines and Safety Tips - Establish chat guidelines.
- Assignment 20: Chat With Friends - Chat with friends by exchanging messages in real time.
- Assignment 21: Network at Social Media Place - Explore social media sites.
- Assignment 22: Explore the Blogosphere - Study blog posts.

Extension Activities: Get Home Help, Study Online Shopping and Banking, Visit the Ecard Shop

Technology Skills: Internet Digital Citizenship

Technology Integration: Foundation for Future Learning

Software Applications: Web Browser

TechnoJournal

In this project, students are introduced to word processing by creating a personal journal. Using Google Docs, they write a series of entries. Students describe a recent event, make a note of favorite things, and list personal wishes. The text on each journal page is formatted and pictures are added to produce an appealing, eye-catching booklet.

- Assignment 1: Journal Writing
  Introduction to journaling. Review sample journals to gain ideas.

- Assignment 2: Be a Google Docs Detective
  Explore Google Docs to investigate word processing tools.

- Assignment 3: Create a Front Cover – Step 1
  Learn basic text formatting to create a title page for the journal.

- Assignment 4: Create a Front Cover – Step 2
  Illustrate the journal title page. Learn simple picture formatting.

- Assignment 5: Yesterday Journal Entry
  Write a journal entry about a recent event. Illustrate using clip art and adjust text wrapping.

- Assignment 6: Things I Like Journal Entry
  Write a journal entry listing three favorite things. Make a bulleted list and set line spacing.

- Assignment 7: Make a Wish Journal Entry
  Write a journal entry listing three wishes. Make a numbered list. Apply a border to pictures.

- Assignment 8: Complete the Journal
  Proofread journal. Make revisions with the help of a checklist.

- Assignment 9: Share the Journal
  Share the publication with the teacher, parent, or a friend.

- Assignment 10: Print the Journal (Optional)
  Insert page numbers and print the journal as a booklet.

Extension Activities: About the Keyboard, Journal Writing Ideas

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Docs

TechnoPresenter

In this project, students give an oral presentation using a slide show as a visual aid. To start, they view a sample and examine the content. Next, they generate a question. Using Google Slides the topic is researched and facts are organized in a bulleted list and table. To prepare for public speaking they write a set of notes to accompany each slide. Upon completion, students communicate their findings to an audience. Extension activities explain how to collaborate with a partner, insert a video, create a graphic organizer, or animate text.
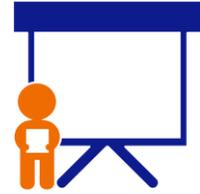
- Assignment 1: Oral Presentations and Public Speaking
  Consider the role of oral presentations. Rate public speaking readiness.

- Assignment 2: Study Presentations
  View sample presentation as a source of inspiration. Answer questions about content.

- Assignment 3: Select a Topic, Write a Research Question
  Use a planning sheet to organize ideas. Select audience and topic. Formulate research question.

- Assignment 4: Make the Title Slide
  Begin a presentation. Apply a theme. Make a title slide, format text, and insert an image.

- Assignment 5: Use the Research Tool to Gather Facts
  Use the Research tool. Organize facts in a list. Add links to sources. Include details in notes.

- Assignment 6: Build a Table of Fun Fact
  Sort fun facts into categories using a table. Format the cells. Highlight key details in notes.

- Assignment 7: Decorate Slides with Images and Word Art
  Enhance slides and emphasize a point using images and word art.

- Assignment 8: Presentation Checklist
  Self-assess slide show quality. Make revisions to improve design and clarity.

- Assignment 9: Rehearse with Speaker Notes
  Practice presentation by presenting with speaker notes in Google Slides or using a printed copy.

- Assignment 10: Give an Oral Presentation
  Communicate findings to an audience. Use slide show as a visual aid.

Extension Activities: Work Together as a Group Project, Insert a Video, Create a Graphic Organizer, Animate Information, Group Presentation Rehearsal, Body Language Skits, Ask an Expert

Technology Skills: Presentation

Technology Integration: Language Arts, Social Studies, Science, Geography, History, Health

Software Applications: Chrome Browser, Google Slides

TechnoResearch

In this project, students develop research skills as they create a Fact Card using Google Docs. To start, students brainstorm a topic and plan their research project. Next, they use strategies to retrieve quality information from reliable sources. The facts are then processed using paraphrasing techniques to transform an outline into a one sheet report. The publication is shared with others as a part of a Fun Fact Card Collection. Extension activities challenge students to develop skimming and scanning techniques, practice advanced research strategies, arrange facts in a table, and recognize sources of information. The goal of this project is to teach skills that are transferable to any research project.

- Assignment 1: Study the Fun Fact Card Collection
  Assess research skills. Study fact cards to gain an understanding of the research project.

- Assignment 2: Broaden then Narrow your Topic
  Use Research tool and Wikipedia to gain ideas. Build a word list. Ask questions to narrow focus.

- Assignment 3: Organize Ideas and Create an Outline
  Organize ideas. Create an outline with headings in Google Docs.

- Assignment 4: Find Facts using an Online Encyclopedia
  Use an online encyclopedia to gather facts. Track the source of information using the Cite feature.

- Assignment 5: Research a Topic using Google Search
  Research a topic using Google Search. Apply strategies to find trustworthy information quickly.

- Assignment 6: Create a Glossary of Terms
  Make a glossary using the Define tool in Google Docs or online dictionaries.

- Assignment 7: Transform the Outline into a Fact Card
  Paraphrase facts by rewriting them using simple sentences that are easy to read and understand.

- Assignment 8: Format the Text to Make it Easy to Read
  Format font, create a bulleted list, adjust line spacing, and indent lines to lay out text on the page.

- Assignment 9: Adjust Page Layout and Arrange Images
  Adjust the orientation, page color, and margins. Add images and set the text wrap and borders.

- Assignment 10: Fact Card Checklist
  Complete checklist, then have a peer review the fact card. Make revisions based on assessment.

- Assignment 11: Create a Fun Fact Card Collection
  Print the fact card or email a link to teacher. Share collection with others.

- Assignment 12: Research Self-Reflection
  Reflect upon learning. Make connections to how skills can be applied to future situations.

Extension Activities: Save Time! Skim and Scan, Cite Sources of Information, Explore Google Search, Use Primary and Secondary Sources, Arrange Fact Card using a Table

Technology Skills: Internet, Word Processing

Technology Integration: Language Arts, Social Studies, Science, Geography, History

Software Applications: Chrome Browser, Google Docs

TechnoToon

In this project, students create a digital story in the style of a cartoon or animated comic strip using Google Slides. To start, they learn about writing conventions and watch sample stories as a source of inspiration. Students then apply their creativity to construct their story with text boxes, images, callouts, starbursts, and word art. Transitions are inserted between slides to divide the scenes. Animation is applied to objects to sequence the timing of events. Upon completion, the digital story is published as a link with the slides set to play automatically. Challenging extension activities support learning with optional assignments such as advanced animation techniques, collaborative peer-editing, or screencasting. Discover the fun your students can have with Google Slides!

- Assignment 1: Digital Storytelling, Cartoons, & Comic Strips
  Learn about digital storytelling, cartoons, and comic strips. Complete storyboard panels.

- Assignment 2: View Sample Digital Stories
  View sample digital stories as a source of inspiration. Answer questions about their content.

- Assignment 3: Organize Story Ideas for the Digital Story
  Use a planning sheet to draft story ideas. Organize events into panels.

- Assignment 4: Make the Title Slide
  Make a title slide. Format text and text boxes. Apply a colored slide background.

- Assignment 5: Set the Scene
  Set the scene. Create the first slide. Include a text box, character, and callout.

- Assignment 6: Create the action Scenes
  Create the remaining scenes. Include a starburst and word art to emphasize an action.

- Assignment 7: Add Transitions and Animations
  Add transitions to divide scenes. Animate objects to set the timing of events and enhance story.

- Assignment 8: Digital Story Checklist
  Complete a digital story checklist. Make revisions.

- Assignment 9: Publish your Digital Story
  Publish a digital story. Set the slides to play automatically. Share link with others.

  Extension Activities: Generate a Story Idea, Picture Editing Workshop, Use Images from the Internet, Animation Workshop, Peer Edit the Digital Story, Print a Comic Strip or Comic Book, Screencast to Make a Video

  Technology Skills: Presentation

  Technology Integration: Language Arts

  Software Applications: Chrome Browser, Google Slides

TechnoTrivia

In this project, students design a fun trivia quiz. Using Google Forms, they test their friend's knowledge about a topic. There is no need to keep score, since an automated system calculates points for each person and sends the results. Extension activities have students host a Battle of the Brains, team up to build a Trivia Game, make a Pick your Own Ending story, include a video, and manually mark a short answer question.

- Assignment 1: Play the Brain Game
  Gain an understanding of a trivia quiz by taking the Wacky Animal Quiz. Answer questions.

- Assignment 2: Create a Quiz About Your Country
  Create a form and make it a quiz. Make multiple choice, checkbox, and dropdown questions.

- Assignment 3: Plan Your Trivia Quiz
  Pick a topic and complete an organizer to plan quiz questions.

- Assignment 4: Design a Trivia Quiz
  Build the quiz using a variety of question types. Add images. Pick a theme. Preview and edit the quiz.

- Assignment 5: Complete the Trivia Quiz Checklist
  Use a checklist to determine if the quiz is ready for others to take.

- Assignment 6: Host a Trivia Time Event
  Choose an event option – Game Show Host, Invitation Only, or Get Social - to share the quiz.

- Assignment 7: Be a Know It All
  Take peers' trivia quizzes. Track scores. Answer questions about quizzes.

- Assignment 8: Study Trivia Quiz Responses
  View summary of responses. Examine results. Analyze questions and reflect on changes.

Extension Activities: Make the Quiz a Battle of the Brains, Collaborate to Build a Trivia Game, Create a Pick Your Own Ending Story, Ask a Question About a Video Clip, Ask a Short Answer Question

Technology Skills: Data Management

Technology Integration: Language Arts, Social Studies, Science, History, Geography, Math

Software Applications: Chrome Browser, Google Forms, Google Sheets

Intermediate Technology Project Descriptions

TechnoBiography

In this project, students become biographers writing about a person's life story. To start, they research a notable figure who has made a difference in the world. Once familiar with events and achievements, students summarize a personal history using heading styles to organize events logically. Contributions are highlighted using a graphic organizer. To help readers connect with the person, artifacts with links to additional information are arranged in a table. Sources of information are cited using a bibliography. Upon completion, the biography is shared with readers.

- Assignment 1: What is a Biography?
  Understand the role of a biographer. Study sample biographies.

- Assignment 2: Brainstorm a Topic
  Brainstorm a topic for a biography. Select a notable person.

- Assignment 3: Research using Tertiary Sources
  Research basic facts using an encyclopedia. Record information using an organizer.

- Assignment 4: Research using Secondary Sources
  Continue to research using secondary sources to gain an understanding of the person's life.

- Assignment 5: Research using Primary Sources
  Collect artifacts connected to the person. Analyze artifacts to draw conclusions.

- Assignment 6: Research Checklist
  Complete a research checklist to confirm readiness to write biography.

- Assignment 7: Create a Title Page
  Create a title page for the biography.

- Assignment 8: Set the Document Structure using Styles
  Set document structure with heading styles. Customize styles and insert table of contents.

- Assignment 9: Write a Personal History
  Write a personal history. Summarize the person's early life, family, education, and career.

- Assignment 10: Make Graphic Organizer of Contributions
  Make a graphic organizer of accomplishments. Explain their importance.

- Assignment 11: Design a Media Gallery using a Table
  Design a media gallery of artifacts using a table. Describe their connection to the person.

- Assignment 12: Cite Sources in a Bibliography
  Cite sources of information in a bibliography. Helpful tips help to format sources.

- Assignment 13: Biography Checklist
  Complete a biography checklist. Edit the document based on the assessment.

- Assignment 14: Invite Readers to Read the eBook
  Share biography with readers as an eBook. Use questions to make a connection to the person.

Extension Activities: Screen Capture an Image, Customize Page Layout, Connect to Artifacts using a Bookmark, Make a Bumper Sticker, Create a School Award

Technology Skills: Word Processing, Graphics

Technology Integration: History, Language Arts, Social Studies

Software Applications: Chrome Browser, Google Docs

TechnoBudget

In this project, students develop financial literacy using a problem solving model. The fun begins with a windfall and shopping spree. Students create a budget and spending plan. They use Google Sheets to organize, calculate, and graph data. A report is written using Google Docs to justify financial choices and share insights about money management. Challenging enrichment activities extend learning. Students can comparison shop, use functions to analyze data, filter and sort, calculate with if-then formulas, manipulate debt repayment, build consumer awareness, and draw money idioms.

- Assignment 1: Money Management and You
  Introduce budgeting and rate money management style.

- Assignment 2: An Unexpected Windfall
  Explain a practical reason for a financial windfall. Select budget categories.

- Assignment 3: Discover Spreadsheets
  Learn spreadsheet terminology and practice basic skills.

- Assignment 4: Calculate your Budget
  Divide a budget into categories. Use AutoSum to calculate totals.

- Assignment 5: Create a Pie Graph and Edit the Budget
  Create a pie graph. Adjust the budget based on the percentage allocated for each category.

- Assignment 6: Create a Spending Plan Worksheet
  Design a spending plan table. Calculate taxes, track totals, and show over spending.

- Assignment 7: Plan a Shopping Spree
  Visit online stores. Make purchasing decisions and record information in the spending plan table.

- Assignment 8: Use a Bar Graph to Summarize Spending Plan
  Create a bar graph of the spending plan. Examine the allocation of funds.

- Assignment 9: Spreadsheet Checklist
  Complete a checklist to examine the content of the budget, spending plan, and chart sheets.

- Assignment 10: Justify Financial Choices in a Report
  Use Google Docs to write a report. Support reasoning with graphs.

Extension Activities: Compare Purchasing Options, Use Functions to Analyze Spending, Filter and Sort Data, Category Comparison Table and Graph, Understand Credit and Debt, Consumer Awareness, Money Idioms

Technology Skills: Spreadsheets, Word Processing, Graphics

Technology Integration: Mathematics, Language Arts, Business Studies

Software Applications: Chrome Browser, Google Docs, Google Sheets, Google Drawings

TechnoDebate

In this project, students collaborate with a partner to create an animated debate in Google Slides. Using clip art characters and callout bubbles, each side states their resolution, presents a constructive speech, delivers a counter argument in a rebuttal, and summarizes their position. Cross-examination is done at the end of the debate by audience members using the commenting feature. Optional extension activities are included for participants to cross-examine opponents and for a judge to select a winner.

- Assignment 1: What is a Debate?
  Study sample debates to gain an understanding of their purpose.

- Assignment 2: Brainstorm a Topic for your Debate
  Partner up. Brainstorm to select a controversial issue, then pick a position.

- Assignment 3: Plan Arguments
  Investigate topic to develop argument. Research evidence to support points.

- Assignment 4: Invite a Partner to Debate
  Invite partner to share a Google Slides file. Make the title slide together.

- Assignment 5: Take a Stand
  Create a new slide that states resolution using a clip art character and callout bubble.

- Assignment 6: Present a Persuasive Argument
  Make a series of slides that present a persuasive constructive speech.

- Assignment 7: Prepare a Rebuttal
  Identify opponent's weakest point and refute claim in a counter-argument.

- Assignment 8: Summarize Ideas
  Convince audience to agree with a particular viewpoint.

- Assignment 9: Design an Animated Conversation
  Animate callout bubbles to produce an animated conversation. Apply transitions to divide debate.

- Assignment 10: Debate Checklist
  Self-assess debate using a checklist. Make necessary revisions.

- Assignment 11: Invite Audience Participation
  Invite audience members to view debate and pose questions using Comments.

- Assignment 12: Respond to Audience Questions
  Reply to audience questions in a cross-examination to defend position.

Extension Activities: Debate Topics, Research in Google Docs, Insert a Character Workshop, Cross Examine your Opponent, Judge Debate

Technology Skills: Presentation, Word Processing

Technology Integration: History, Language Arts, Science, Social Studies

Software Applications: Chrome Browser, Google Docs, Google Slides

TechnoMap

In this project, students create an interactive map that demonstrates how human and physical geography intersect. The topic can be global, national, provincial, state, regional, or local. The map will have markers that, when clicked, provide facts about a location. This is a great way to explore and learn about an area or issue. To start, students study maps. Next, using an inquiry-based approach they select a question to investigate. Students are guided through creating slides and adjusting the flow of information to make a clickable map using Google Slides. Upon completion, their interactive map is shared with others.

- Assignment 1: What is an Interactive Map?
  Study sample interactive maps. Understand how they connect geography to human activity.

- Assignment 2: Brainstorm a Topic for your Map
  Use an inquiry-based approach to select a research question to investigate.

- Assignment 3: Organize Research Findings
  Research the topic. Collect facts with the help of Google Docs.

- Assignment 4: Create the Map Slide
  Design a map slide with a Word art title and a suitable map of the area.

- Assignment 5: Create Information Slides
  Produce information slides that contain interesting facts about a location.

- Assignment 6: Add Hyperlinks to Interactive Map
  Connect markers on the map to information slides. Control slide advancement.

- Assignment 7: Interactive Map Checklist
  Complete the interactive map and use a checklist to guide revisions.

- Assignment 8: Share the Interactive Map
  Share the interactive map with a teacher or friends.

Extension Activities: Research using Google Docs, Image Workshop, Organize Data with Tables

Technology Skills: Presentation, Word Processing

Technology Integration: Geography, History, Social Studies

Software Applications: Chrome Browser, Google Docs, Google Slides

TechnoNewsletter

In this project, students create a fan club newsletter. They design a professional-looking publication using Google Docs. Students learn valuable word processing skills such as formatting text, arranging objects, adjusting page layout, working with tables, referencing information sources, and inserting headers or footers. Challenging enrichment activities support learning with optional assignments that explain how to use the Research Tool to insert quotes, create a collage, co-author an article, or engage in an online discussion.

- Assignment 1: FANtastic Newsletter
  Review sample newsletters to gain ideas.

- Assignment 2: Start a Fan Club
  Generate ideas for a newsletter using a planning sheet.

- Assignment 3: Create the Front Cover - Phase 1
  Create a newsletter cover. Format the title and arrange article names in a bulleted list.

- Assignment 4: Create the Front Cover - Phase 2
  Decorate the cover by inserting a picture and hyperlink. Format image.

- Assignment 5: Top 5 List
  Write an article that shares insights related to the topic. Organize ideas using a numbered list.

- Assignment 6: Design a Word Search
  Design a word search of topic-related terminology using a table to position content.

- Assignment 7: Make a Word Search Answer Key
  Produce a word search answer key by copying content and filling cells.

- Assignment 8: Organize Ideas for Opinion Article
  Organize ideas for an opinion piece using a planning sheet.

- Assignment 9: Share Your Opinion
  Write an opinion piece with supporting quotes. Reference quotes using footnotes.

- Assignment 10: Complete the Newsletter
  Complete the newsletter by inserting page numbers, headers, and footers.

- Assignment 11: Share Newsletter with Readers
  Print, PDF, and/or share a publication electronically.

  Extension Activities: Insert Picture Workshop, Research to Insert Quotes, Create a Collage, Keep Writing, Digital Citizenship and Commenting Activity

  Technology Skills: Word Processing

  Technology Integration: Language Arts, History, Social Studies, Science

  Software Applications: Chrome Browser, Google Docs

TechnoQuestionnaire

In this project, students become researchers. They conduct a questionnaire to research an important issue. To begin, students gain an understanding about the purpose of surveys by completing a Reading Habits questionnaire. Next, they design their own School Spirit survey to learn how to use Google Forms. Once familiar with this method of data collection, they develop their own research question, select a sample, and design a questionnaire. A pre-test is used to improve the design. The questionnaire is then administered to the sample group. Once the data is collected it is analyzed. Research findings are shared with a jury of peers in an oral presentation.

- Assignment 1: What is a Survey Questionnaire?
  Understand the purpose of a survey. Introduce terminology (e.g. population, sample, bias)

- Assignment 2: Compare a Poll and a Survey
  Take a Reading Habits poll and survey. Compare these two methods of gathering data.

- Assignment 3: Study Survey Results
  Analyze results from Reading Habits survey.

- Assignment 4: Create a School Spirit Survey
  Build a survey using Google Forms to learn how to create a questionnaire.

- Assignment 5: Organize Ideas for a Survey Questionnaire
  Determine the purpose, sample, data collection method, and questions for questionnaire.

- Assignment 6: Build a Survey
  Create a questionnaire using Google Forms.

- Assignment 7: Conduct a Pre-Test
  Share the form. Using a checklist have a peer take the questionnaire and offer suggestions.

- Assignment 8: Collect Survey Results
  Prepare the form for respondents. Give the questionnaire to a sample group of respondents.

- Assignment 9: View Survey Results
  View the data in a spreadsheet and in the Summary of Responses report.

- Assignment 10: Analyze Survey Results
  Study data and interpret the findings using a question sheet. Draw conclusions.

- Assignment 11: Present Findings to a Jury of your Peers
  Present findings. Use the Summary of Responses report to support conclusions.

    Extension Activities: What is Sample Bias? What is Question Bias? Brainstorm Survey Ideas, Compare Results with a Pivot Table or Chart

    Technology Skills: Spreadsheet, Data Management

    Technology Integration: Math

    Software Applications: Chrome Browser, Google Forms, Google Sheets

TechnoRestaurateur

In this project, students use Google Apps to launch a successful restaurant venture. They apply critical and creative thinking to develop a unique business concept. To start, students conduct a survey and interpret the results to make decisions about their restaurant. Next, they create a company logo and write a professional letter to raise seed money. With the funding secured, students design a floor plan. Once the restaurant had operated for a year, financial earnings are analyzed. The business is then advertised using a newsletter to potential investors as a franchise opportunity.

- Assignment 1: Become a Restaurateur
  Consider how Google Apps can help launch a restaurant venture.

- Assignment 2: Learn Basic Spreadsheet Skills
  Explore Google Sheets to understand spreadsheet terminology and acquire basic skills.

- Assignment 3: Conduct a Survey of Food Preferences
  Conduct a survey to investigate cuisine preferences.

- Assignment 4: Record Survey Results in a Spreadsheet
  Organize survey results using Google Sheets. Format the data to make it easy to read.

- Assignment 5: Graph Survey Results as a Pie Chart
  Graph survey results using a pie chart. Format the graph.

- Assignment 6: Develop Restaurant Idea from Survey Results
  Interpret the survey results to develop a business concept based on evidence.

- Assignment 7: Create a Company Logo
  Create a company logo using Google Drawings.

- Assignment 8: Write a Professional Letter
  Write a letter requesting seed money for the restaurant from investors in Google Docs.

- Assignment 9: Draft a Floor Plan
  Draft a floor plan for the restaurant that meets the needs of staff and patrons in Google Drawings.

- Assignment 10: Calculate Monthly Restaurant Earnings
  Organize monthly profits using Google Sheets. Analyze earnings to develop a business strategy.

- Assignment 11: Calculate Quarterly Restaurant Earnings
  Calculate quarterly and average earnings to determine financial health of business.

- Assignment 12: Graph Quarterly Earnings as a Line Chart
  Graph quarterly earnings using a line graph and apply a trend line to predict future profits.

- Assignment 13: Design a Business Opportunity Newsletter
  Design a newsletter to promote the restaurant concept as a business opportunity.

Extension Activities: Use Functions to Analyze Earnings, Share your Files with Investors, Use Google Slides to Advertise a Deal, Use Google Forms to Rate Opinion

Technology Skills: Spreadsheet, Word Process, Graphics (Optional: Presentation, Data Management)

Technology Integration: Math, Language Arts, Visual Arts

Software Applications: Chrome Browser, Google Sheets, Google Docs, Google Drawings, Google Slides, Google Forms

TechnoTimeline

In this project, students create a timeline that summarizes significant events. The graphic organizer will consist of information organized in chronological order. Each event will be analyzed to gain an understanding of its historical importance on people and future events. To start, students study sample timelines for inspiration. Next, they research a topic and record findings using an organizer. Once the important moments have been pinpointed, Google Slides is used to create a graphic display. Upon completion, the sequence of events is shared with others.
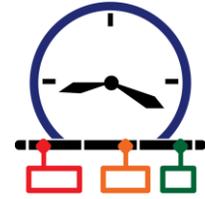
- Assignment 1: What is a Timeline?
  Study sample timelines. Understand how a graphic organizer summarizes key events.

- Assignment 2: Brainstorm a Topic
  Select from a range of timeline types. Pick a topic to research.

- Assignment 3: Organize Research Findings
  Research the topic. Collect facts with the help of Google Docs.

- Assignment 4: Create a Timeline
  Produce a timeline bar using shapes. Resize each shape to represent the passage of time.

- Assignment 5: List Events and Connect to the Timeline
  Describe importance of events. Connect text boxes to timeline bar with elbow connectors.

- Assignment 6: Use a Checklist to Edit the Timeline
  Self-evaluate the content and design of the timeline. Make revisions based on assessment.

- Assignment 7: Share your Timeline to Get Feedback
  Share the timeline. Using a checklist have a peer comment to offer valuable feedback.

- Assignment 8: Share Timeline with Others
  Present timeline using discussion questions as a guide; post a link; or print the timeline.

    Extension Activities: Is it Significant? Research using Google Docs, Drawing Workshop

    Technology Skills: Presentation, Word Processing

    Technology Integration: Geography, History, Social Studies

    Software Applications: Chrome Browser, Google Docs, Google Slides

Getting Started Tips

View PDF Files Using Adobe Reader

The TechnoKids teacher guide and workbook files can be viewed using the latest version of Adobe Reader on most devices. Adobe Reader will allow you and your students to add comments and type answers into the files when using the desktop version. Other PDF viewers may not open the files or will generate a **password-protect error**. If you have other PDF software as the default viewer on your device, you will need to open Adobe Reader and then from the File menu, open the TechnoKids file. You can download Adobe Reader for free: https://get.adobe.com/reader

View a video about using a worksheet: https://www.youtube.com/watch?v=yS9_vsJC6hs

View PDF Files Using a Chrome Extension

If you are using the Chrome web browser, the TechnoKids teacher guide and workbook files can be viewed using a Chrome extension. An extension will allow your students to add comments, type answers, and save the edited file to Google Drive.

Chrome Extensions: http://www.technokids.com/blog/technology-integration/pdf-reader-technokids-files/

Share Files with Students

Each project contains a folder with resources that students must be able to access. It is located in the *Resources* folder and shares the name of the project, for example, the *Candy* folder inside the *TechnoCandy Resources* folder, *Stories* folder inside the *TechnoStories Resources* folder, *Budget* folder inside the *TechnoBudget Resources* folder etc.

The folder contains templates, samples, and/or worksheets. It also contains a folder called *Workbook*. The *Workbook* folder is similar to the Student Workbook, but has all the assignments and extension activities as separate pdf files for ease of use by the students in a paperless classroom. Using the latest version of Adobe Reader or a Chrome Extension, students can add comments, type answers, and save their edited files.

You can place the folder on a local computer, memory stick, school server, Google Classroom, or private web-based folder. If the location is web-based, it must be password protected and require students to log in to gain access.

Read Out Loud Using Adobe Reader

Adobe Reader has a text-to-speech feature that allows students to listen to the text in the Student Workbook or any assignment file in the Workbook folder.
1. Open the file in Adobe Reader.
2. Click the *View* menu and select *Read Out Loud* and pick *Activate Read Out Loud*.
3. Click the *View* menu again, select *Read Out Loud* and pick a choice, such as *Read This Page Only*. Select *Pause, Resume,* or *Stop* from the *Read Out Loud* sub-menu to interrupt the reading.

Contact Information

TechnoKids Inc. offers free curriculum support.

Contact our support staff by email at support@technokids.com or by telephone 1-800-221-7921.

We want to be your partner in computer education. If you have any comments or questions regarding our instructional materials, please contact our Head Office.

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