

G-Suite

MORE THAN JUST
GMAIL

Cloud Review

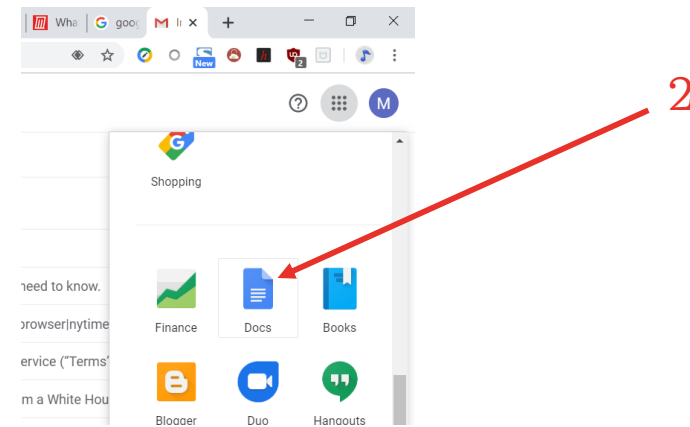
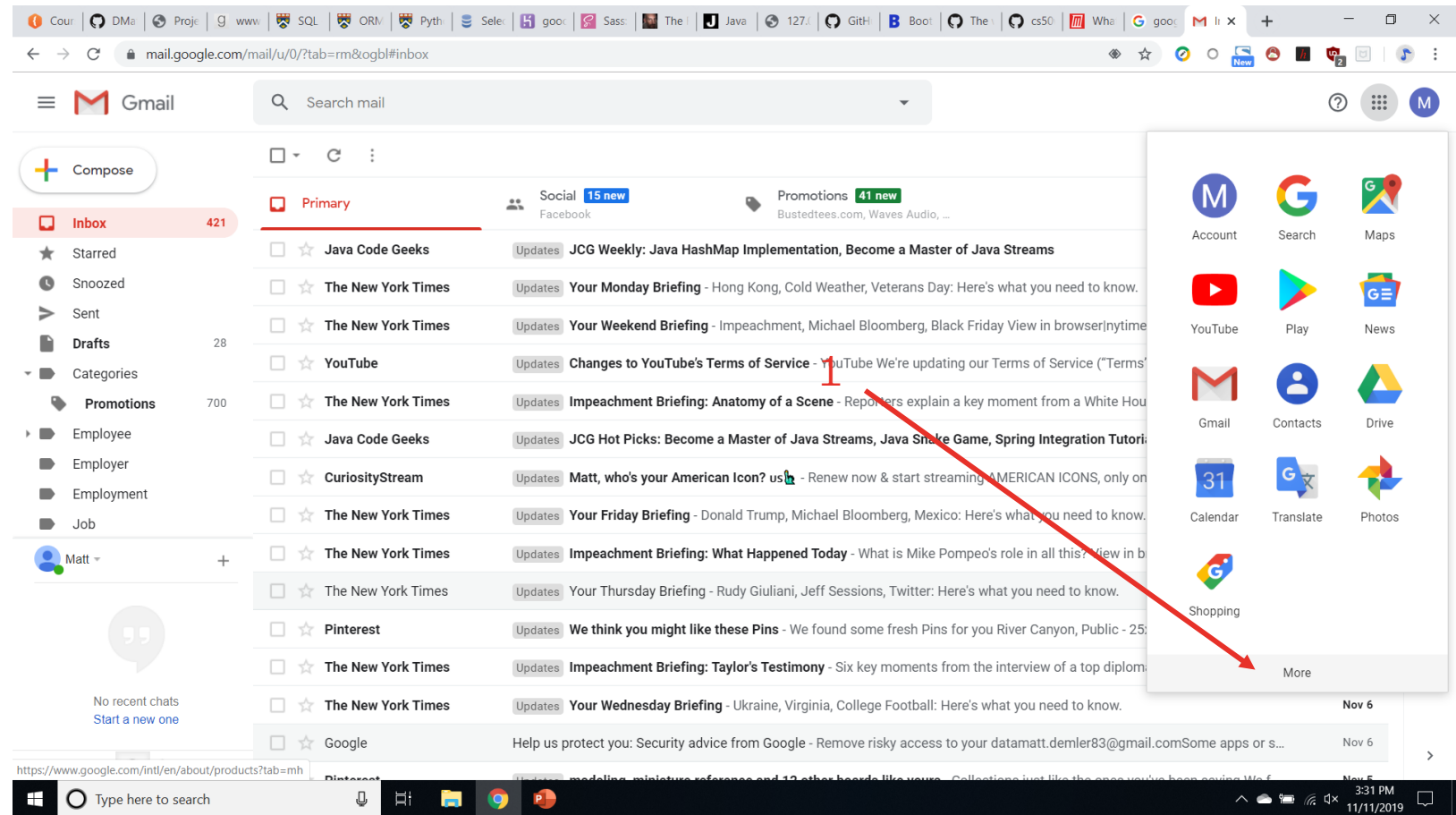
Just Using Someone Else's
Computer to Store
Information or do Work.

Advantages:Disadvantage

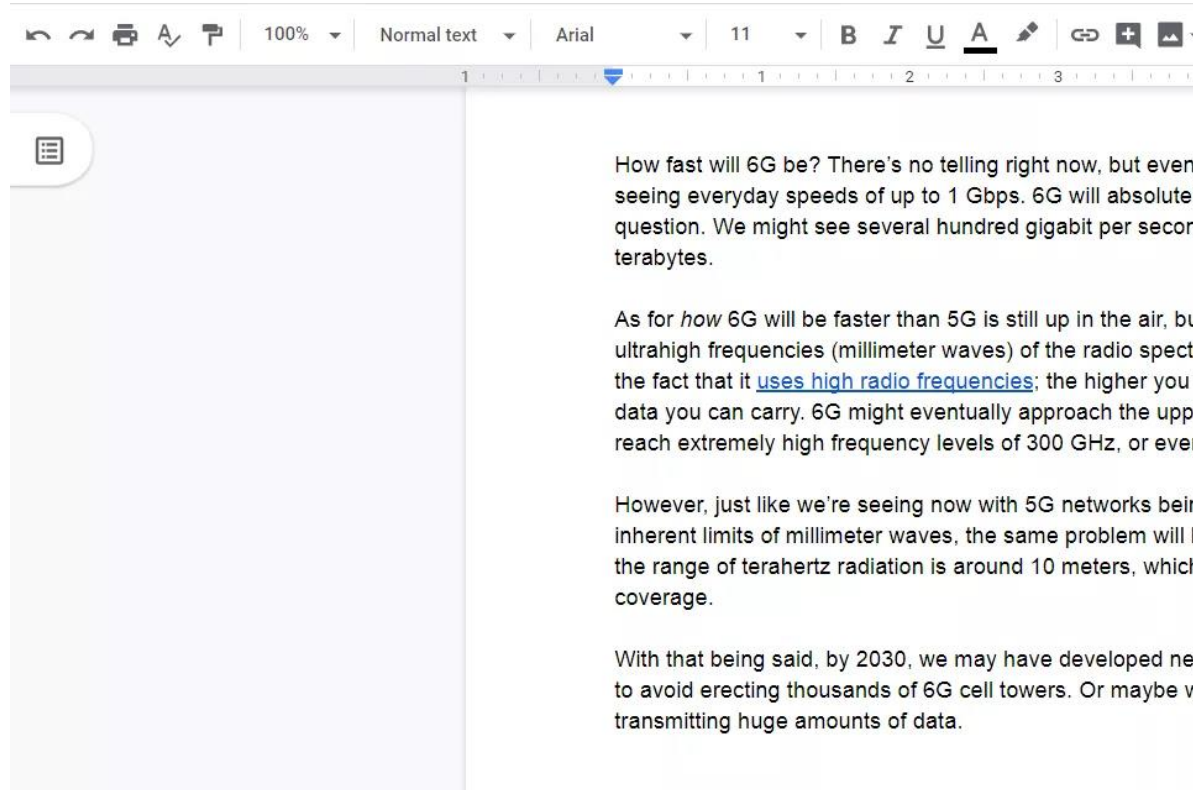


Docs is MS Word but free

- Start with signing to Gmail or your G Suite account.
- Click the 3x3 dots in the upper right of the screen.
- Click More then Click on Docs



Docs shares features of Word



- Saving?
- Font Type
- Font Size
- Alignment
- **BIU**
- Lists
- Pictures
- Links
- BookMarks

Drive

Storage for you on
someone else's computer.

15Gb Free per account

Access your files from
anywhere you can be
online

The screenshot shows the Google Drive web interface in a browser window. The address bar displays `drive.google.com/drive/u/0/my-drive`. The interface includes a left sidebar with navigation options: New, My Drive (selected), Shared with me, Recent, Starred, Trash, Backups, and Storage. The Storage section shows a progress bar for 14.6 GB of 15 GB used, with a link to upgrade storage. The main area features a 'Quick Access' section with thumbnails for an 'Untitled document', a Word document, and three spreadsheets. Below this is a table listing files and folders.

Name	Owner	Last modified	File size
TheMisadventurers	me	Sep 28, 2015 Christon May	—
Music	me	Jun 11, 2015 me	—
events	me	Jan 28, 2018 me	—
DiscGolfWork	me	Jun 29, 2015 me	—
appsheets	me	Oct 26, 2019 me	—
Word-3-2017-Student-Version.pdf	me	Apr 3, 2019 me	708 KB
Word-2-2017-Student-Version.pdf	me	Apr 3, 2019 me	1 MB

At the bottom of the browser window, a Windows taskbar is visible with the search bar, task view button, and several open application icons. The system clock shows 4:04 PM on 11/11/2019.

Digital Literacy

Find

- Google
- Sweetsearch
- oercommons.org
- YouTube

Evaluate

Snopes
Factcheck.org
Politifact
TrustPilot
Consumer Reports
CRAAP It

Create

MS Word
Docs
Gmail
Blogs
Art
Presentation

<https://www.schrockguide.net/online-tools.html>

Evaluate

Its Currency

Its Relevance

Its Author

Its Accuracy

Its Purpose

EVALUATING INFORMATION USING THE "CRAAP" TEST

In research, not all information sources are created equal. Apply the C.R.A.A.P. test to determine if information is reliable and appropriate for your assessments.

CURRENCY

When was the information published?
Does the age of the information affect the accuracy?
Is there a more recent version that supports or refutes the original?
Are the links functional?



RELEVANCE

Who is the intended audience?
Is it pitched at a scholarly audience?
Have you looked at a variety of similar sources before selecting this one?
Would you be comfortable citing this source?



AUTHORITY

Where did the information come from?
Is the author/publisher/sponsor identified?
Can their credentials be verified?
Has the source been cited in other research?
Do you trust the source?



ACCURACY

Can the information be verified other reliable sources?
Does the research contain sufficient evidence to back it up?
Has it been through a peer-review process?
Are there spelling or grammatical errors?



PURPOSE

Why was this information created?
Does it seek to inform, provide facts, to sell, or to persuade you of something?
Is there evidence of political, religious, institutional, or personal biases?
Is the information objective and impartial?



ANU Library 

Four Digital Do's

The golden rule. Treat people the way you would want to be treated.

Keep safe. Not just yourself with sensitive information like passwords and credit card numbers. Be aware of what your children are up to! There is no safe way to let a child use the internet without constant supervision.

Follow rules. Make sure to follow terms and policies of sites. Be extra vigilant on message boards that you want to go back to. Following the rules of the room will provide you with the best chance of getting the information you want.

Vigilance. People breaking the rules or engaging in cyberbullying should be reported to the site's administrators. Also, keep up on local affairs such as events and elections.

Five Digital Don'ts

Don't say anything online you wouldn't say in person. Online comments are often hurtful. Comment sections are not known as a bastion of support. People also get much braver behind a keyboard. Never engage in online arguments, you are just shouting into an echo chamber and people already have their mind set.

Don't use others material without their permission. Remember bibliographies from school? Copyright laws still exist online! Most people are actually happy to share free materials.

Don't believe it just because you read it online. Anyone can publish content online. It's very easy to make things up and while entertaining conspiracy theories and other false information can at best be hurtful and at worst spread ideas that endanger human life.

Don't forget, everything online is there forever. Even if you delete a message one second after posting it, a copy will still exist somewhere forever. Always ask yourself before adding something to the web, will putting this online forever impact me?

Don't be online all the time. The internet has a trillion lifetimes worth of information and entertainment. Real life is still better. Spending too much time in front of a screen can be bad for your eyes as well as your brain. Try to use the internet as a tool and not just a toy.

Freeware



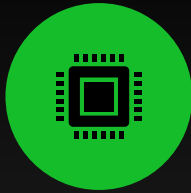
Freeware



-BROWSERS LIKE
GOOGLE CHROME
AND MOZILLA
FIREFOX



-GIMP REPLACES
PHOTOSHOP



-APACHE OPEN
OFFICE REPLACES
MICROSOFT OFFICE
(AND G SUITE TO AN
EXTENT)



-AUDACITY



-LIGHTWORKS
REPLACES FINAL
CUT PRO



-VLC PLAYER IS A
TOP-NOTCH MEDIA
PLAYER

If done ==
True;

Search	In your browser search for “Code Club Build a Robot” (minus the “”) and open the site
Follow	Follow the instructions VERY CAREFULLY! You will have to move back and forth between two tabs in order to get instructions from one and use them in another.
Read	Read a few steps ahead of what you are about to do so that you have an understanding of the goals. See what creative things you can come up with.