Google Docs Collaboration Project
Mr. Donatelli
Web Page Design

Name: _____

Targets: I can…
- Work in a team to create something interesting in Google Docs to share with my peers.

Directions:
1. In teams of 3-4, you will pick a piece of software in Google Docs that you and your team members want to create something in. Your options are: (Document, Spreadsheet, Presentation, & Form). First come, first serve.
2. Once I have approved your group, ONE person needs to create a new file, name it, and share it with the other group members and Mr. Donatelli. Robert.donatelli@dallastownsd.net.
3. You then need to brainstorm and tell me what you are going to do as a TEAM in the document.
4. *Guidelines for what to create for each piece of software*:
    a. *Document*: Ideas you and your team members can do:
        i. Write a two page report on something that interests you (Need to put sources into document at the bottom)
        ii. Create two flyers for the WildCart and Dallastown FBLA
        iii. Create a one-two page newsletter about the clubs at Dallastown or something else that interests all of you
        iv. Create a new game with instructions, rules, and pictures
    b. **Spreadsheet:** Ideas you and your team members can do:
        i. Create a real budget for yourself and team members that depict your monthly revenue and expenses. Could you all live together?
        ii. Make a calendar for a month that incorporates all members activities and make it color coordinated
        iii. Create a stats sheet for any sports team. Ex: Baseball would have player's averages, hits, HR's, etc
        iv. Do something with data and making charts and graphs
    c. **Presentation**: Ideas you and your team members can do:
        i. You can create a presentation about anything you want to teach us about. Each member is responsible for at least 2 slides. Should be at least 10 slides. It should have pictures, transition, intro slide, 6-8 words per bullet, and some sort of multimedia (Ex: Video)

        d. **Form**: Ideas you and your team members can do:

             i. You are to create a form that has at least 12 questions about anything you want to gather data about (Ex: Creating a survey to ask Dallastown students about the culture). You need to make sure that you select a template, it has a title, description, and easy to follow questions. Once you create it, show me before it is administered. You are to have at least 10 people take it. When done, review your results, calculate the averages of each question, and write a paragraph reflection in the results section about what you learned.

             ii. I would also like to see added

5. Make sure each person's name is next to what they completed. Work should be distributed evenly for full credit!

6. When done, you will present and share what you did with the class. The goal is for everyone to see the different collaborative options teams and individuals can complete with Google Docs.

Business, Computer and Information Technology Department
Project Rubric

Names: _____   Google Docs Project

Points Earned (24) _____

Objectives	Below Basic 0-2 point	Basic 3-4 points	Proficient 5-6 points	Excellent 7-8 points	Total Points Earned
Content	Content does not meet objectives.	Multiple content areas need more development; focus is not clear.	More content development is needed; most content guidelines followed.	Information clearly relates to theme; all content guidelines followed; thorough; appropriate.	
Layout & Appearance	Content does not meet objectives.	Information has multiple organizational mistakes; and/or lacks professionalism.	Most information is organized; professional appearance.	Information is well organized and attractive; professional appearance.	
Professionalism Presentation	Content does not meet objectives. Does not present well.	Work is submitted late; completes some team assigned tasks; unprofessional at times during project. Short presentation	Submits work by the deadline; completes most team assigned tasks; displays professionalism during project. Presentation is solid but lacks full detail/content.	Submits work by the deadline; completes all team assigned tasks; displays professionalism during project. Detailed presentation.	