commoncraft

Lesson Plan

This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.

Watch the Video

Documents: Online vs Local

Explained by Common Craft

Documents play the same role they always have, but how we create and share them has evolved significantly. This video explains online documents and how they differ from local documents saved on a computer..

ISTE Standard:
Creative Communicator, 6A

ACRL Info Literacy Frame:
Information creation as a process

Learning Outcomes

- Describe the process of creating an online document.

- Compare and contrast the benefits of using online documents versus documents saved on your computer.

- List the types of documents you can create using online platforms.

Discussion Questions

Q #1

How do you prefer to work: online, using your desktop software, or using pen and paper? What are advantages/disadvantages of each format?

Q #2

Have you ever created an online document? If so, what online tool did you use?

Q3

What is a project or document that may require you to collaborate with others to complete it? How might creating an online document help facilitate this collaboration?

Knowledge Check Q&A

Q

To create and use an online document, you will need (Select all that apply):

a. Access to an online tool such as Google Drive, Zoho, or Online Word

b. Internet access

c. To purchase software for your computer

d. A computer, smartphone or tablet

A: a, b, and d

Q

Benefits to using online documents include which of the following.

a. More than one user can edit the document concurrently

b. With an internet connection and an invitation, you can access the document from any computer.

c. You can invite multiple people to view the document

d. All of the above

A: d. all of the above

Q

True or False. You can create a document using software on your computer and then import it into an online tool. You can also create an online document and download it to use on your computer.

A True

Resources for Learning More

PC Magazine
Eric Griffith, What is cloud computing?, May 3, 2016

https://www.pcmag.com/article/256563/what-is-cloud-computing

Lifewire
Stacy Fisher, Best free online word processors in 2019, November 12, 2019

https://www.lifewire.com/free-online-word-processors-1356661

Lifewire
Daniel Nations, Top free online spreadsheets, February 19, 2019

https://www.lifewire.com/best-free-online-spreadsheets-3486263

Business News Daily
Matt D'Angelo, Beyond PowerPoint: Presentation tools for small businesses, July 23, 2018

https://www.businessnewsdaily.com/6525-business-presentation-tools.html

PC Magazine
Michael Muchmore & Jill Duffy, The best cloud storage and file-sharing services for 2019, June 14, 2019

https://www.pcmag.com/roundup/306323/the-best-cloud-storage-providers-and-file-syncing-services