
Instructions for Implementation: Non- Google Classroom

Using Digital Worksheets
for
The Social Express and Cool School

General Guidelines

- Teacher and students must have a Google account to access worksheets
- Teachers must always make a personal copy of each worksheet selected from the index
- Using the Google platform, teachers will need to make individual copies of the worksheet for each student so that each student can write in their own worksheet

Step 1



Log in to your Google account

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text 'Sign in' and 'Use your Google Account'. There is a text input field with the placeholder 'Email or phone'. Below the field is a link 'Forgot email?'. Further down is a message: 'Not your computer? Use a private browsing window to sign in. [Learn more](#)'. At the bottom left is a link 'Create account' and at the bottom right is a blue button labeled 'Next'.

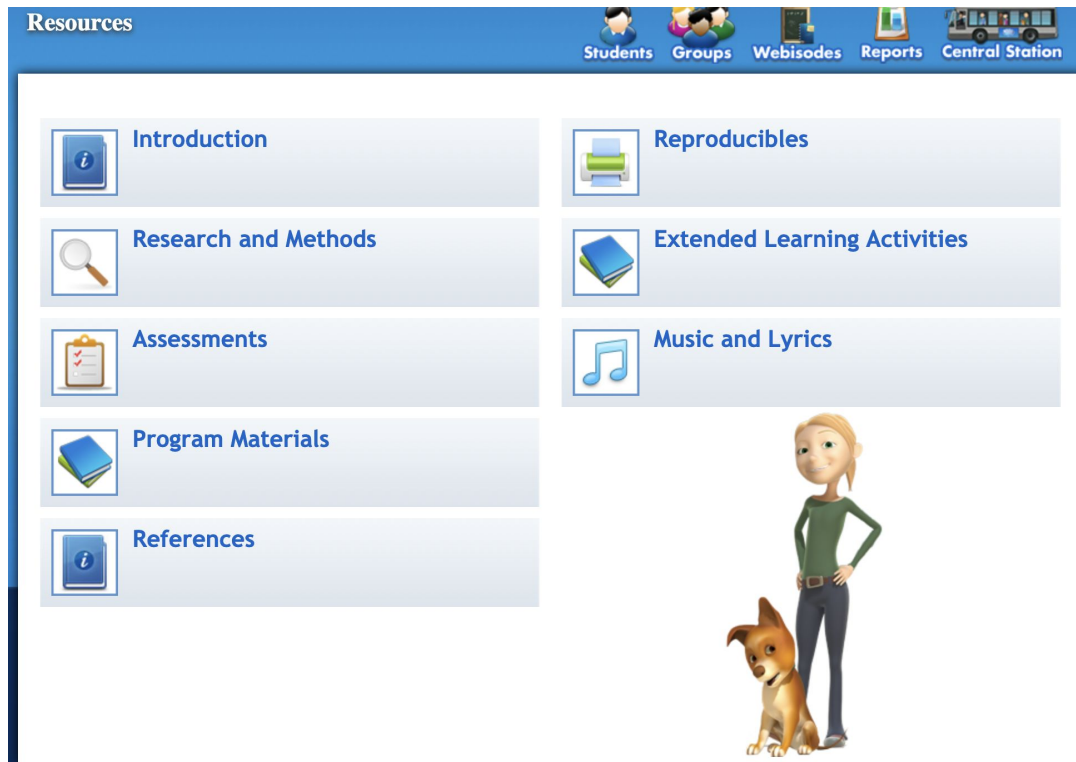
Step 2

Go to the Resources ticket on the Social Express or Cool School dashboard



Step 3

Choose *Extended Learning Activities* from the Resources menu



Step 4



Select the shareable interactive worksheet from the index of options

Extended Learning Activities



Students



Groups



Webisodes



Reports



Central Station

Central Station > Resources > Extended Learning Activities

Shareable Interactive Worksheets

Please read the applicable tutorial before getting started

Google Classroom Tutorial

Non-Google Classroom Tutorial

Early Learner

English Language Arts Level: Pre-K - K

Creating Connections

English Language Arts Level: 1st Grade

Critical Thinker

English Language Arts Level: 2nd Grade

Emerging Expert

English Language Arts Level: 3rd Grade

Step 5



Select the desired worksheet from the list

Early Learner



Central Station > Resources > Extended Learning Activities > Early Learner

About Me: Early Learner



About My Friend: Early Learner



Character Sketch: Emma - Early Learner



Character Sketch: Katie - Early Learner



Character Sketch: Sam - Early Learner



Character Sketch: Zack - Early Learner



Comic Strip, Part I: Early Learner



Comic Strip, Part II: Early Learner



Coping Strategies: Early Learner



Feelings Guide: Early Learner



Step 6

When you click on the worksheet, it will open in a new window in your Google drive

About Me: Early Learner ☆ ⓘ

File Edit View Insert Format Arrange Tools Help Accessibility [Last edit was on August 3](#)

Share K

About Me

Name: _____ Date: _____

With the support from your teacher or from a caregiver at home, use the highlighter brush to choose the pictures that describe you best. Highlight as many pictures as you like! Click on the text box under the picture, drag the mouse over the word - the word will become blue. The highlighter brush  is located right next to the  in the toolbar. Click on the highlighter brush and choose the color you wish to use. Click off the word to see it highlighted.



Boy



Girl



Serious



Silly



Like exercise



Like to relax



Like to be with friends



Like brighter colors



Like darker colors



Prefer to be alone



Like many foods

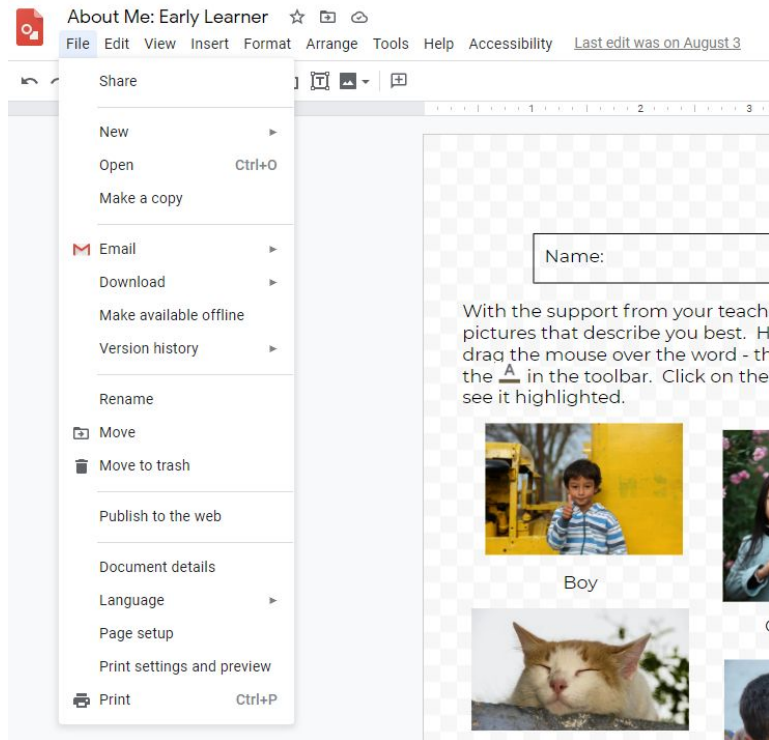


Picky eater

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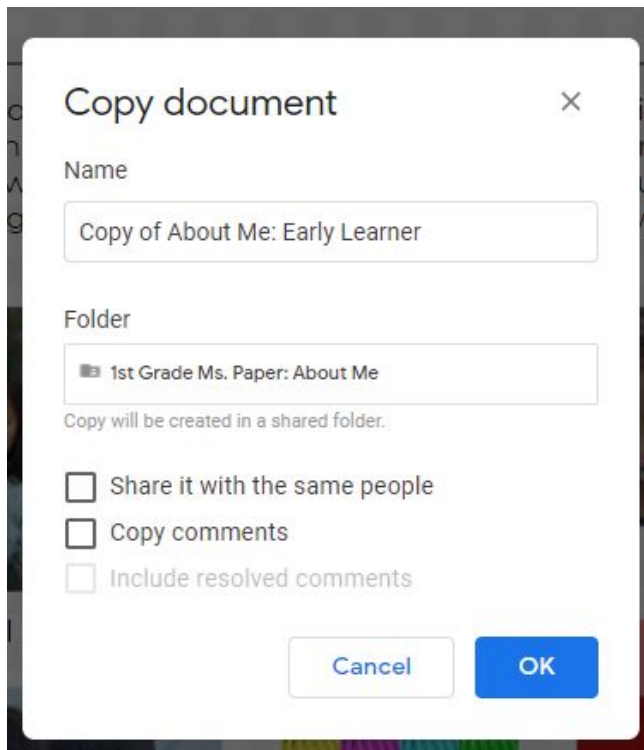
Step 7

Go to 'File'
Select 'Make a Copy'



Step 8

Make a copy of the document, choosing your desired destination in your personal Drive. Do not select any boxes beneath the 'Folder'. Select 'OK'.

A screenshot of a "Copy document" dialog box. The dialog has a title bar with a close button (X). It contains two input fields: "Name" with the text "Copy of About Me: Early Learner" and "Folder" with the text "1st Grade Ms. Paper: About Me". Below the "Folder" field, there is a note: "Copy will be created in a shared folder." There are three checkboxes: "Share it with the same people", "Copy comments", and "Include resolved comments", all of which are currently unchecked. At the bottom right, there are two buttons: "Cancel" and "OK".

Copy document

Name

Copy of About Me: Early Learner

Folder

1st Grade Ms. Paper: About Me

Copy will be created in a shared folder.

☐ Share it with the same people

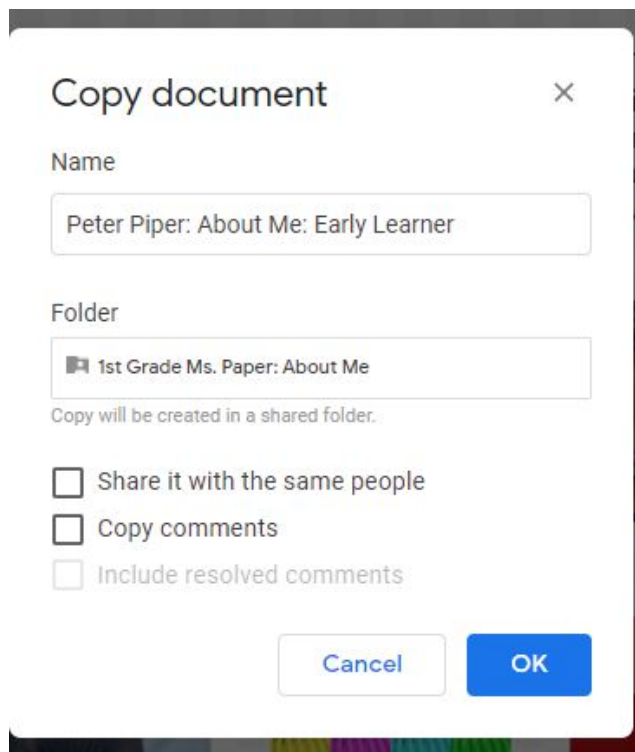
☐ Copy comments

☐ Include resolved comments

Cancel OK

Step 9

Now that you have your copy, you will need to make a copy for each individual student

A screenshot of a "Copy document" dialog box. The dialog has a title bar with a close button (X). It contains two input fields: "Name" with the text "Peter Piper: About Me: Early Learner" and "Folder" with a folder icon and the text "1st Grade Ms. Paper: About Me". Below these fields, it says "Copy will be created in a shared folder." There are three checkboxes: "Share it with the same people", "Copy comments", and "Include resolved comments", all of which are currently unchecked. At the bottom right, there are two buttons: "Cancel" and "OK".

Copy document

Name

Peter Piper: About Me: Early Learner

Folder

1st Grade Ms. Paper: About Me

Copy will be created in a shared folder.

☐ Share it with the same people

☐ Copy comments

☐ Include resolved comments

Cancel OK

Step 10

Another example for a different student

Copy document ×

Name

Annie Able: About Me: Early Learner

Folder

1st Grade Ms. Paper: About Me

Copy will be created in a shared folder.

☐ Share it with the same people

☐ Copy comments

☐ Include resolved comments

Cancel OK

Step 11



Go to your Drive to see all versions of the copied worksheet for each student

My Drive > Social Express Curriculum > Early Learner Worksheets > 1st Grade Ms. Paper: About Me ▾ 👤

Name ↑	Owner	Last modified	File size
 Annie Able: About Me: Early Learner 👤	me	3:34 PM me	—
 Copy of About Me: Early Learner 👤	me	3:30 PM me	—
 Peter Piper: About Me: Early Learner 👤	me	3:32 PM me	—

Step 12



Click on the student name to share with that student

My Drive > Social Express Curriculum > Early Learner Worksheets > 1st Grade Ms. Paper: About Me ▾

Name ↑	Owner
Annie Able: About Me: Early Learner	me
Copy of About Me: Early Learner	me
Peter Piper: About Me: Early Learner	me

Preview
 Open with >
 Share
 Get shareable link
 Add shortcut to Drive ?
 Move to
 Add to Starred
 Rename

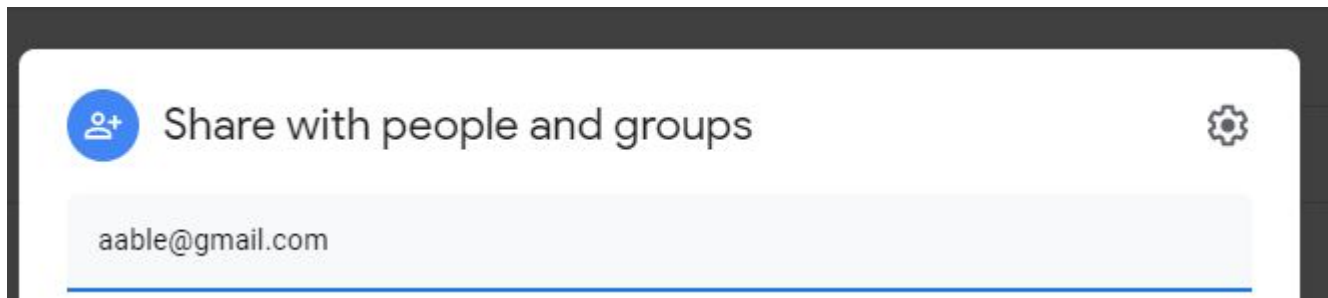
 View details
 Make a copy
 Report abuse
 Download

 Remove

Step 13



Using your student's Gmail account, share the worksheet with them



Step 14



Ask your students to check their Gmail for a message instructing them to open the worksheet

kdallen8@gmail.com has invited you to **edit** the following drawing:



[Annie Able: About Me: Early Learner](#)

[Open in Drawings](#)

Step 15

Following the link to 'Open in Drawings' will take them to the worksheet in Google Docs

Annie Able: About Me: Early Learner ☆ ⓘ

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✎ 🔍 📏 📐 📌 📄 📂

About Me

Name: _____ Date: _____

With the support from your teacher or from a caregiver at home, use the highlighter brush to choose the pictures that describe you best. Highlight as many pictures as you like! Click on the text box under the picture, drag the mouse over the word - the word will become blue. The highlighter brush  is located right next to the  in the toolbar. Click on the highlighter brush and choose the color you wish to use. Click off the word to see it highlighted.

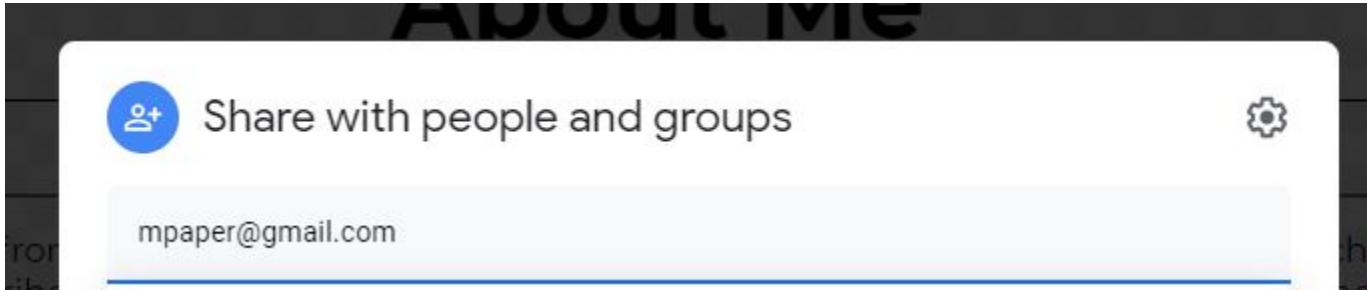
 Boy	 Girl	 Serious	 Silly	 Like exercise
 Like to relax	 Like to be with friends	 Like bright colors	 Like darker colors	 Prefer to be alone
 Like many foods			 Picky eater	

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Step 16



After students have completed the worksheet,
remind them to share it back to you



Step 17

In the end, you will have a worksheet from each of your students to continue the SEL magic!

Annie Able: About Me: Early Learner ☆ ⓘ

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~ [Icons] [Color Picker] [Highlighter] [Eraser] [Text] [Image] [Background] [Grid]

About Me

Name: Annie Able Date: 8/31/20

With the support from your teacher or from a caregiver at home, use the highlighter brush to choose the pictures that describe you best. Highlight as many pictures as you like! Click on the text box under the picture, drag the mouse over the word - the word will become blue. The highlighter brush  is located right next to the  in the toolbar. Click on the highlighter brush and choose the color you wish to use. Click off the word to see it highlighted.



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