Getting Started with Digital Interactive Notebooks (DINB)

1. [Click on this link to open to the Sheets document with all of the notebook links.](#)
2. Or locate the link to the specific curriculum section under the Futura website- Integrated Resources tab, then the Curriculum tab.
3. Click on the link of the notebook you would like to use.
4. When the link opens, click on the blue button: Make a copy
5. When the notebook opens, it will be copied to your Google Drive. You now control the notebook as your own and can make edits without affecting the original.

Using Your Digital Interactive Notebooks (DINB)

1. When the notebook is open, look to the right of the title.
2. You will see a star, a small folder, and a cloud.
3. Click on the folder and you will see a drop-down menu for your Google Drive.
4. On the bottom right of the drop-down menu, click on the folder with a plus sign to create a new folder.
5. Name your folder and click Move here
   a. Suggestion: I have 1 folder for each Level of the Elementary curriculum & 1 folder for each Part of the Middle School Curriculum
6. After you have created your folder, you won't need to make a new one in the future. Simply repeat steps 1-3 and select the folder you'd like to store the DINB in.

Editing your DINB

1. If you want to edit the DINB so students **CAN'T** move what you created
    a. Slide
    b. Edit Master
    c. Insert Text Box

*Be Careful: whatever you create here will apply to all slides that have used that layout. If you can avoid editing the Master slides, I would recommend not editing them.

2. If you want to add content to the DINB so students **CAN** move what you created
    a. Simply add text boxes, images, etc
    b. Students will be able to edit what you add

Sharing your DINB in Google Classroom

1. Make sure your DINB can be shared
    a. In the top right corner, click the yellow Share button
    b. On the bottom where it says Get Link, click Change to Anyone with this link
    c. Change to Editor
    d. Click Done
2. Open Google Classroom
    a. Select the class you want to add the DINB to
    b. Click Create
    c. Assignment
        i. Name the assignment

ii. Add instructions

iii. On the right-hand side, set the points total, Due Date, and Topic

d. On the left-hand side, click the paper clip that says Add

    i. Click Google Drive

    ii. Select the folder you created

    iii. Select the DINB you want to assign and click Insert on the bottom right corner

e. **IMPORTANT** Once the DINB is attached, select Make a copy for each student

    i. This way students can do their own work without affecting your DINB or each other's.

Grading your DINB in Google Classroom

1. Go to the DINB you want to grade

2. Click View assignment

    a. You will be taken to a tab called Student Work

3. Providing feedback throughout the DINB

    a. Click on the student's notebook you'd like to grade

    b. Their notebook will open

    c. Here you can insert a text box onto the slides to grade slides individually AND/OR highlight errors, write feedback

4. Providing a final grade in Google

    a. Students must Turn In their DINB as an assignment

    b. Go to the Student Work Section of the DINB you want to grade

    c. You can either enter in the grade next to each student's name on the left-hand side OR individually

        i. Individually: open the students' DINB. On the right-hand side, you can grade the entire notebook and add a private

comment – do this only when you have completed the entire notebook

    d. Back in Student Work, select All students on the top left corner. Then click return. Now students can edit their notebooks again.

    e.

Important : I grade slides individually throughout the entire unit to provide regular feedback. As soon as students submit their DINB as an assignment, they can no longer edit it. My students submit their DINB AFTER the final quiz at which point, I provide them a final grade for the entire notebook.

KEEP IN MIND: Students may say they completed their work on time but it magically deleted. To check their last edit, there is a line below the star/folder/cloud next to the title of the DINB that says Last edit was made on… If you click on that link, Google will show you all the previous versions of the DINB and you and the student can see what work was actually completed.