Navigating Google Drive with Jaws

Standards: Expanded Core Curriculum, Assistive Technology

Group size: Small group instruction

Allotted time: 45 minutes

Objectives:

By the end of the lesson, students will be able to:

* Navigate Google Drive using Jaws and Google shortcuts.
* Create, open, and rename a Google Docs.

## Vocabulary:

* Modifier key-Press and hold one key, followed by another. For example, press and hold the control key then press the letter L to go to the address bar.
* Address bar-The address bar is where you go to search for information or go to a specific website. I.E. google.com.
* Google Drive-Google Drive is a web based file management system  to store files, spreadsheets, and slide presentations.
* Virtual PC cursor-The virtual PC cursor is a type of cursor, or pointer, on the screen. It is used on the internet to make it easier to navigate. Google uses its own commands so we need to make sure we turn this off. It gets Jaws out of the way so Google can do its thing.

## Materials:

* PCs with Jaws installed
* Stable internet connection
* Bluetooth speaker

## Introduction:

* “Today we are going to learn about Google Drive and Jaws. We are going to navigate google drive, create and open Google Docs, and use various reading commands to navigate in a Google Doc.

## The Why of this lesson:

* Why are we doing this?
* It’s important to learn how to navigate Google Drive because it will help you with your school work.

## Structure of lesson

* Our lessons are going to consist of four parts: the do now, teach, practice, and assessment.
* The do now consists of me having you do something to start the lesson. The do now for today is for you to turn on Jaws.
* Now I am going to teach you how to navigate Google Drive using Jaws.
* I will start by navigating to the start menu and typing Chrome. After I press enter, I will press control L to go to the address bar.
* Remember last week when we talked about modifier keys? A modifier key is when you press and hold one key, then press another. In this case, we will press and hold the control key and the letter L to go to the address bar.
* Once there, I will type drive.google.com into the address bar. I will then press enter. I can also press the keyboard shortcuts Alt+d or F6.
* After the page loads, we need to do two things. First, turn off the virtual PC cursor by pressing the Jaws key and Z. Next, we need to switch the layout from a grid view to a list view. Switching to a list view makes it easier to navigate using Jaws. To switch to a list view, press the letter V.
* When using Google there are universal commands that are used by all screen readers. Google uses layered keyboard commands to navigate. This means you press one key, let go, then press another key.
* Describe the layout. There are two main sections to Google Drive. The first section is on the left. It is a sidebar that contains different information such as My Drive, Shared with me, recent etc. To the right of that sidebar is a section titled recent. This is where all your documents and other files are stored.
* We are going to learn how to navigate between these two sections.
* If you are on the navigation sidebar press the letter G, let go, then press the letter L for list. Go to the list.
* If you are in the list view and you want to get back to the navigation sidebar, press G, let go, then press N. Go to navigation.
* Next, we are going to create a new document.
* There are several ways to do this. First, you can press the letter C to bring up a menu with different options. These include a new folder, file and folder upload, and a submenu for docs, sheets, slides, forms, and more. If you press the letter C Jaws will say create/new.
* The second way is to press the shift key and a corresponding letter-T for document, p for presentations, s for slides etc.
* Choose the best way that works for you.
* After creating a document, we are going to rename it. There are two ways to do this. The first way is to press alt+F followed by R. The second way is to press the letter A for the context menu on a document in Google Drive. The context menu is basically right clicking for a screen reader user. This menu brings up a whole list of things to choose from. For example, we could open a document, move this document to another part of Google Drive, etc.
* Next, we are going to open a new document.
* To open a document, we are going to navigate to the Google Drive tab.
* To navigate between tabs control+shift+tab, control+tab, or control+1-8 to cycle between open tabs.
* Once we are on our Google Drive tab, we can press the letter A to open the context/action menu.

## Practice Activity

* I am going to have you practice what you learned. I want you to create a Google Doc, type what your best day ever would be, rename the document, then open the document.
* If there is time, ask the students if there is anything they want to learn for next time.
* Have the students share the document with me if there is time.

## Closing:

* What went well?
* What could be improved for next time?

## Reflection: