

# “Transforming Social Science Teaching through Digital Technologies”



Designing Dynamic and Accessible Learning Resources

Day 1- November 24, 2025



# The Foundation: Why Plan a Lesson?

**Clear Roadmap**



**Specific Learning Objectives**



**Proper sequencing of activities**



\*\* Images are generated by AI(Gemini)

# A Tale of Two Lessons

## Physical Lessons

Vs

## Digital Lessons



Static & Linear



Dynamic & Interactive



One-Size-Fits-All



Personalized Learning Paths



Limited Resources



Limited Resources



\*\* Images are generated by AI(Gemini)

# Why Digital is Essential

**Ensure Equity & Inclusion**



**Foster Experiential Learning**

**Support Multilingualism**



**Develop Critical Thinking**



\*\* Images are generated by AI(Gemini)

# Significance of Digital Lesson Planning

Enhanced Efficiency



Seamless Collaboration



Deeper Insight



Professional Growth



\*\* Images are generated by AI(Gemini)

# Blueprint for Today: Pedagogical Process

## Apply & Organize (The Blueprint)

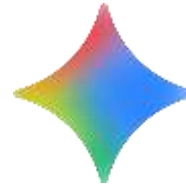


## Analyze & Create (The AI Assistant)



\*\* Images are generated by AI(Gemini)

# Designing Digital Lessons through Docs and Gemini



# Introduction to Google Docs

## What is Google Docs?



**A tool** - Create text documents such as reports, stories, or articles

**Includes** - Text, images, tables, diagrams

## Educational uses of Google Docs

A versatile tool for

- Class notes, review notes, lesson planning
- Writing essays or stories
- Collaborative writing and brainstorming
- Creating templates for students
- Individual assignments, group projects, research
- Peer feedback and assessments
- Translations, Text to Speech

[Sample Doc](#)



## Features of Google Docs



### Content & Formatting

- Text Formatting
- Document Structure
- Alignment
- Lists

### Adding Rich Content

- Insert Images
- Insert Tables
- Insert Hyperlinks
- Insert Footnotes

### Productivity & Accessibility

- Voice Typing
- Translate Document
- Document Tabs
- Text to Speech

### Collaboration & Feedback

- Sharing
- Access Roles
- Comments
- Suggesting Mode

AUTOMATIC SAVING



## Creating a doc

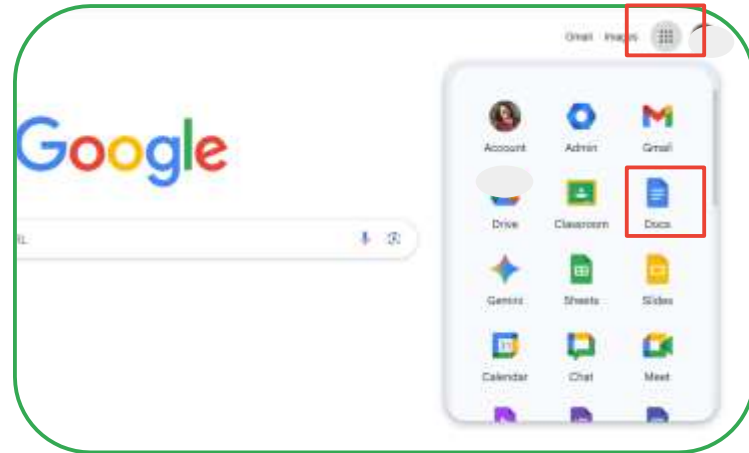
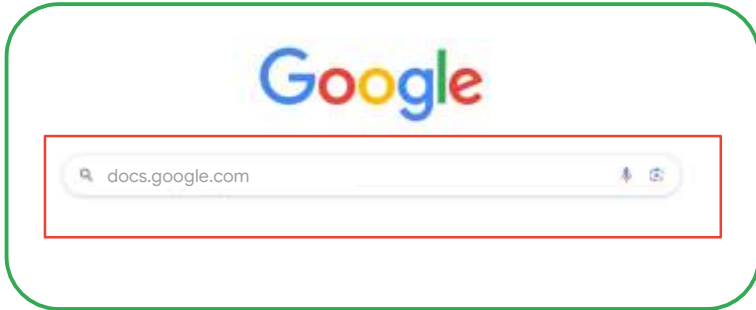
Open the browser

- docs.google.com
- Sign-in with gmail id

OR

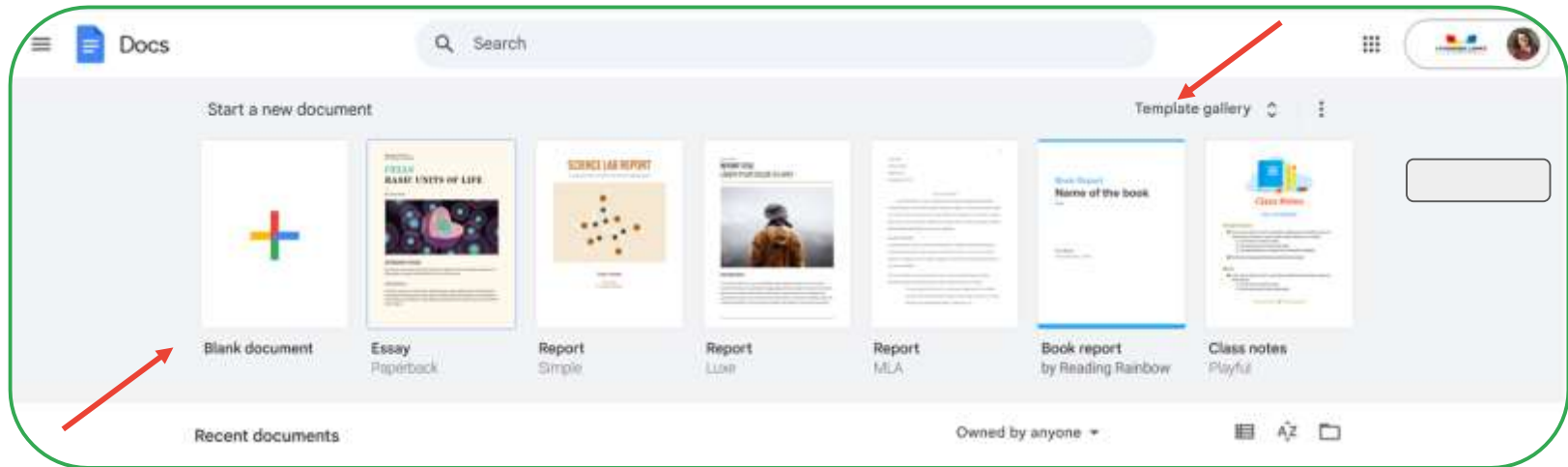
If Google is the search engine:

- Click on nine dots(waffle)
- Select Docs



## Opening a blank doc

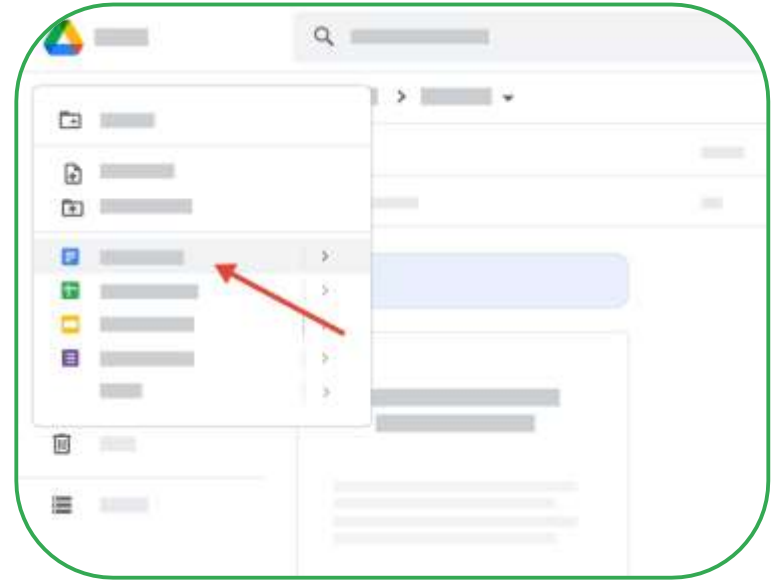
Open the Blank Document **OR** Select the Template from Template Gallery as per requirement



## Creating a doc

We begin by going to Google Drive,

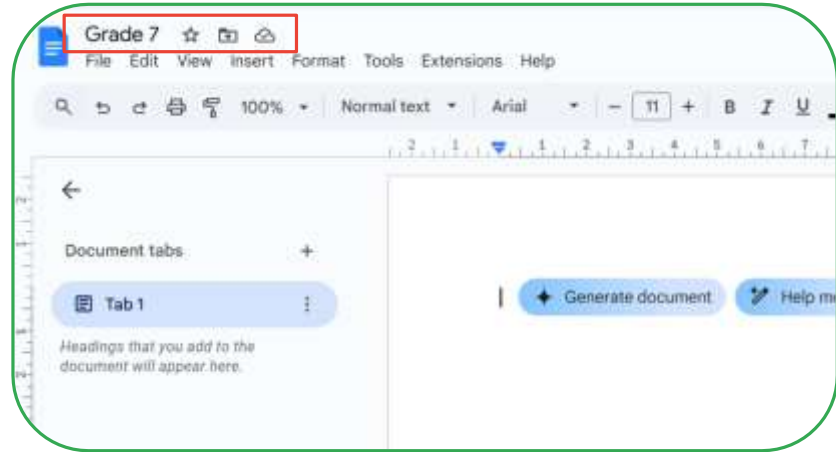
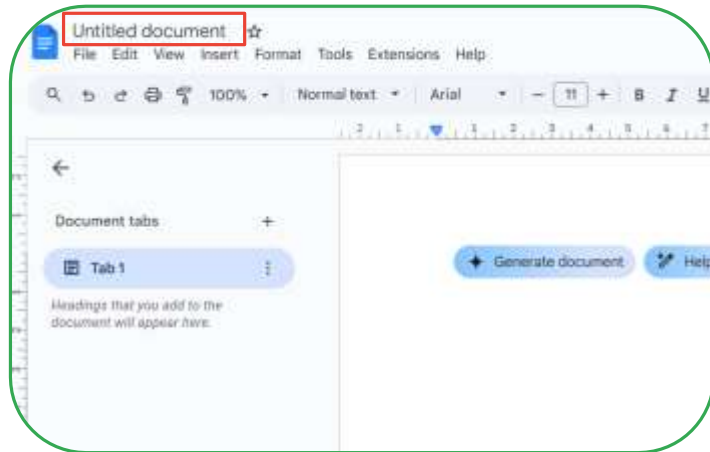
- Logging into Google account if prompted to do so.
- In Google Drive, click **New** and then click **Google Docs** (not the arrow).
- A new tab will open with a new doc for edit.



## Naming your doc

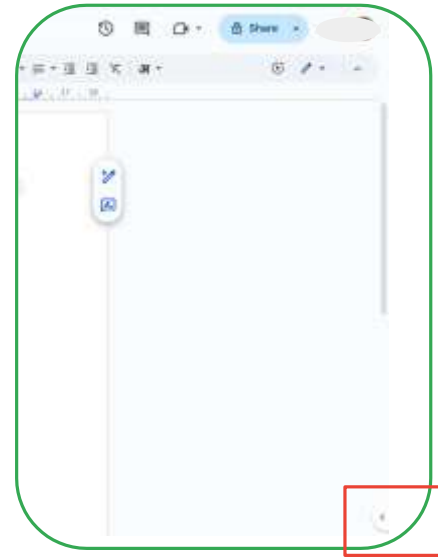
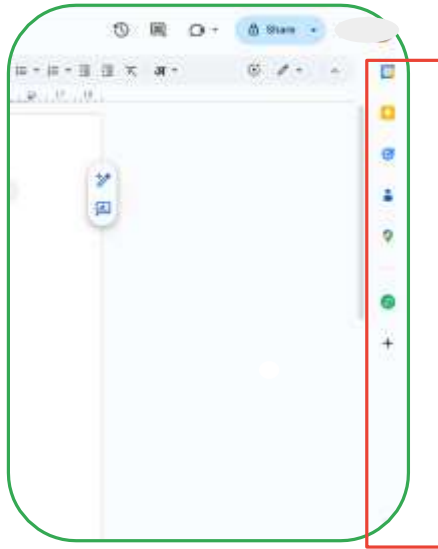
The name of doc needs to show what the doc is about to make it easier to find and open again later.

- Click **Untitled document** on the top left.
- Type in a name for your document then press **Enter** on your keyboard.
- Doc name will be saved automatically.



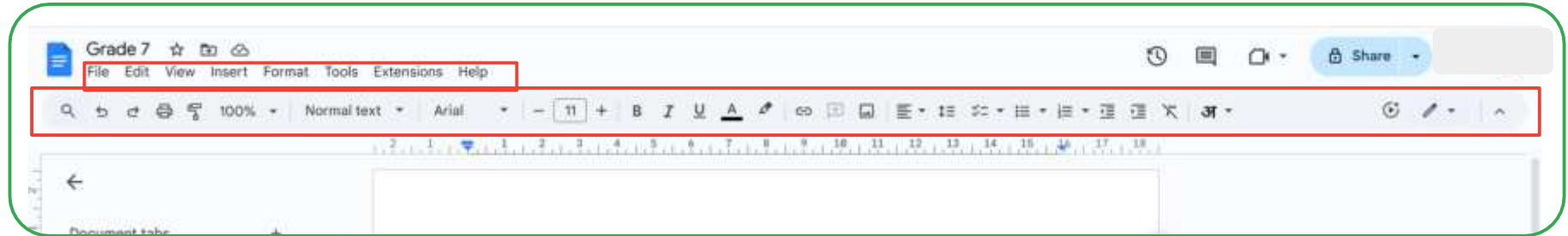
## Right side of doc

- The right side of the doc shows the communicating and organising tools.
- Hide it by clicking the arrow on bottom right corner



## Menu Bar and Ribbon

- The Menu Bar will show - File, Edit, View, Insert, Format, Tools, Extensions, Help, Version History, Comments, Gmeet, Share
- The Ribbon shows the most commonly used icons from Menu Bar

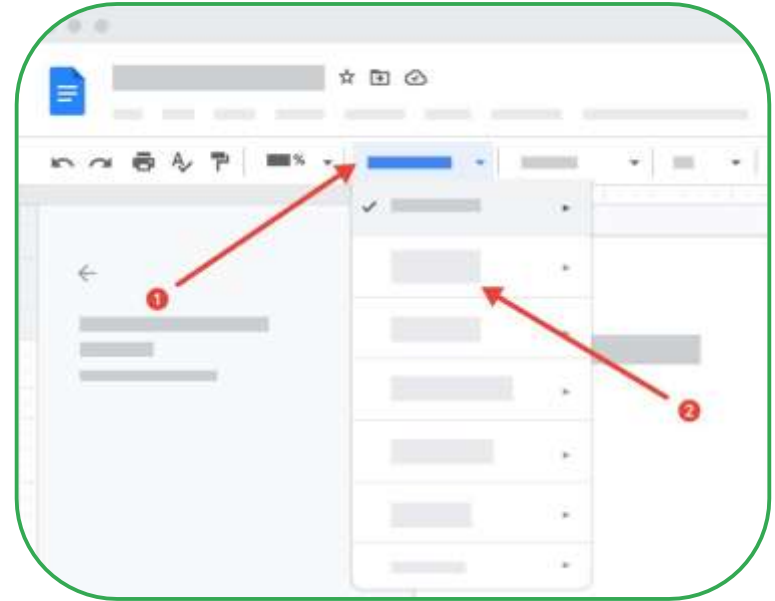


## Adding and formatting text

Easily add text to doc and format it.

Click on the empty white space and type the title of your Doc. The title should tell students what they will be learning about.

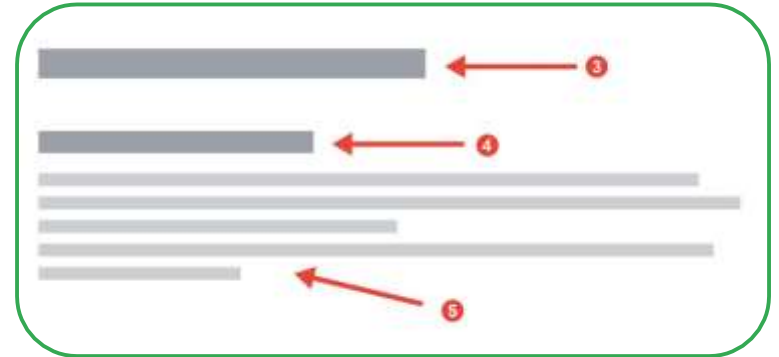
1. Change the text style to **Title**, to make it stand out. To do so, click **Normal text**.
1. In the menu that just opened, click **Title**.



Besides the title, headings can help us structure our docs.

- Press **Enter** on keyboard to start a new paragraph.
- Start typing first heading. Change the text style to **Heading 1**, to make it stand out. Just like the title before, click on **Normal text**. In the menu that just opened, click on **Heading 1**.
- Press **Enter** to start a new paragraph. Add some more text, without changing the styles.

3. Title.
4. Heading 1.
5. Normal Text.



Further customize the text, by changing the font, the size, making it **bold**, *italic*, or underlined.



6. Click **Arial** to change the font. Select the font from the dropdown menu.
7. Click on **11** to change the size of the text. The larger the number you choose, the larger the writing will be.
8. Optional: Make the text **bold**, *italic*, or underlined by clicking the 'B' 'I' or 'U' buttons.
9. Select the text to customize: click and hold at the end of the text and drag the cursor across everything to customize and make the the text changes.

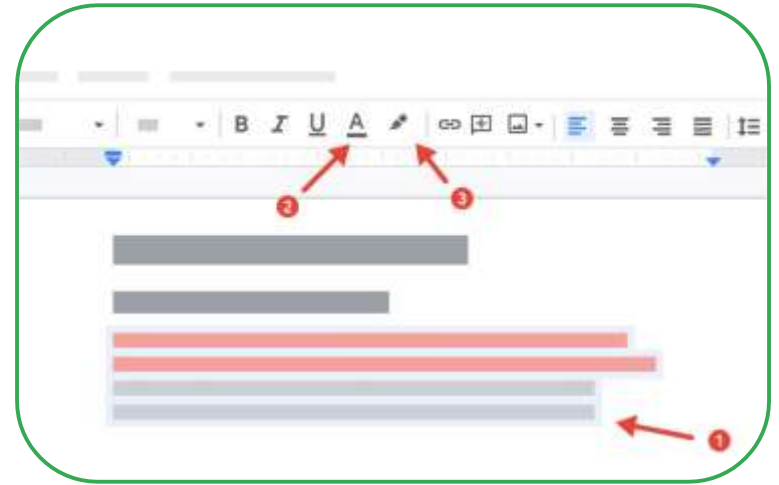
**Tip:** Double click on a word to select it. Triple-click on a word to select the whole paragraph.



## Adding color

Add a touch of color to docs. Change the color of the text, and/or highlight it in any color.

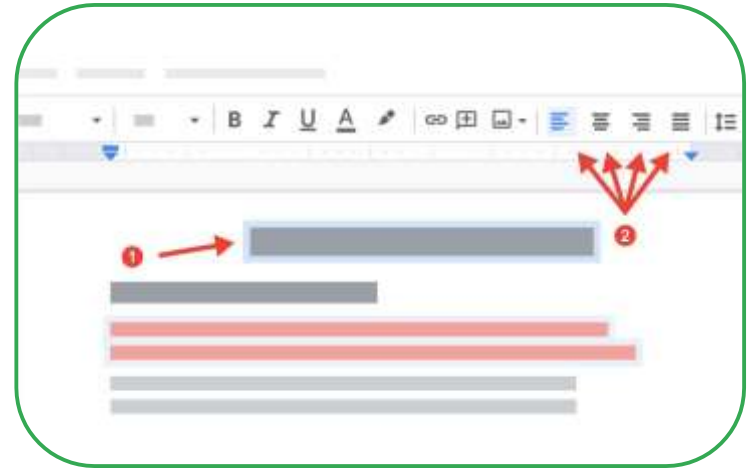
1. Select the text to customize: click and drag cursor through the text.
2. Click . Choose the desired color for the text.
3. Click . Choose the desired highlight color.



## Change alignment

Change the alignment for the text. This means that choose whether the writing is on the left/right side of the screen, or in the middle. We have four options:

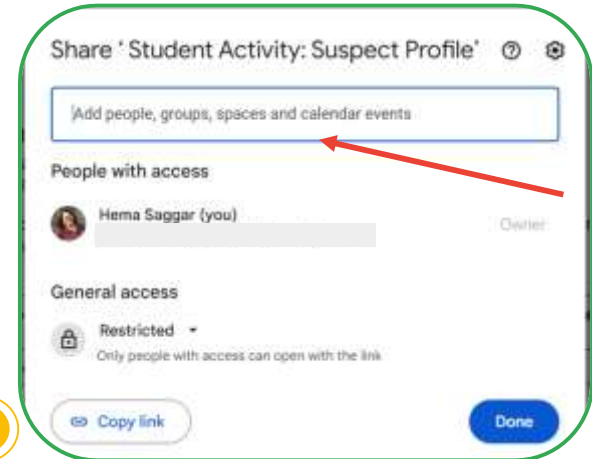
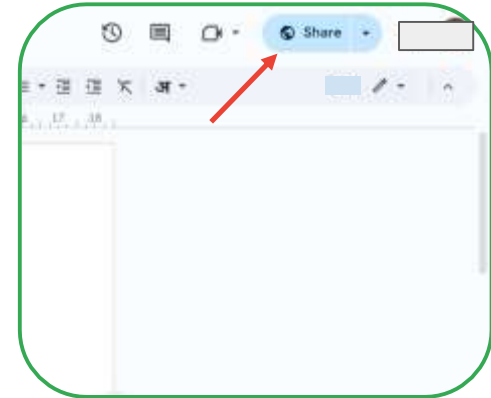
- Left align.
  - Center align.
  - Right align.
  - Justify.
1. Select the text to customize: click and drag cursor through the text.
  2. Click on the different alignment buttons to see what each one does.



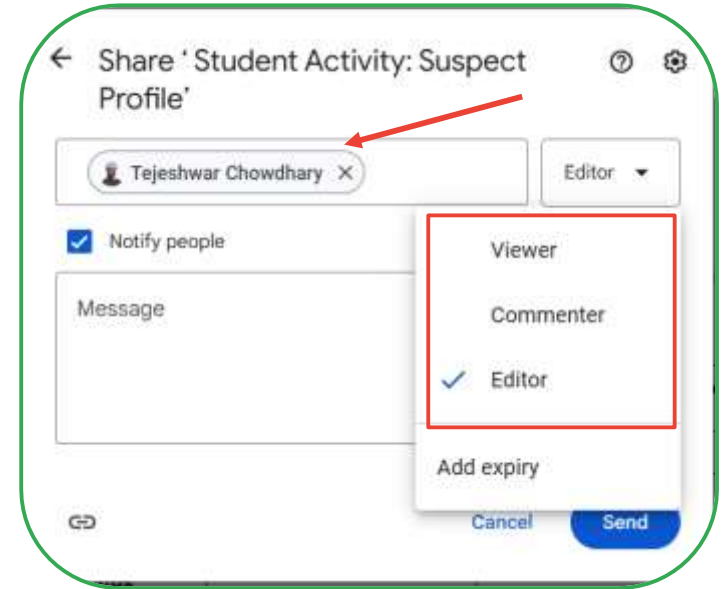
## Sharing your doc with Specific people/group

To collaborate on a doc with a colleague, share the doc. Share it with specific people, or share it using a link. Let's share this doc with a specific person.

1. Click **Share** on the top right-hand side. This will open the Sharing window.
2. To share the doc with a specific colleague or student, click **Add people and groups**.
3. Type in the email address of your colleague/student. Can also add more than one email at a time.



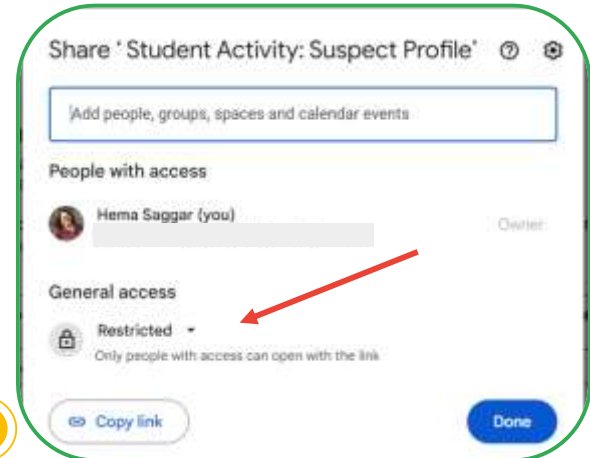
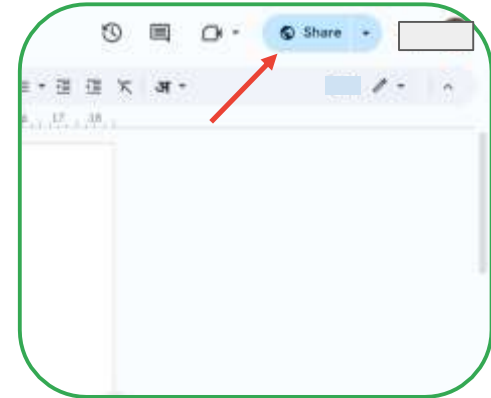
4. Click **Send**. See a confirmation popup, confirming that a person was added.
5. Select the mode of sharing the document.
  - a. Viewer - only view available
  - b. Commenter - suggestive and commenting can be done
  - c. Editor - rights provided to edit anything on the doc



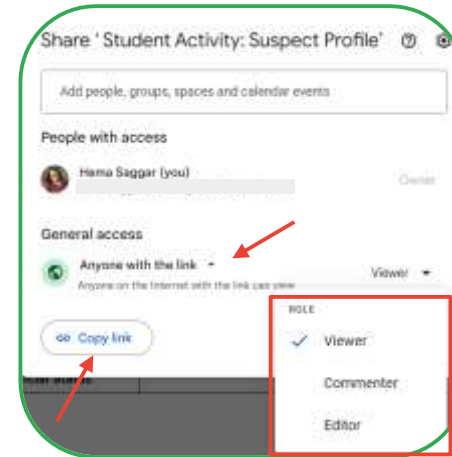
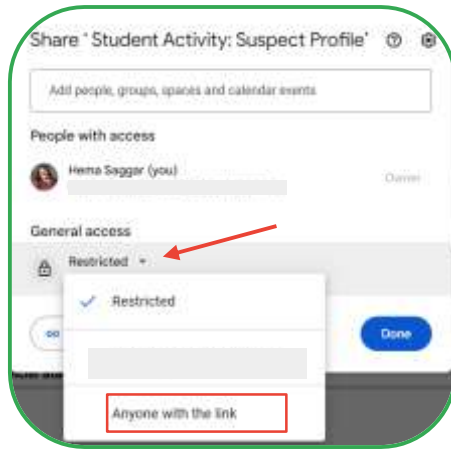
## Sharing your doc using link

To collaborate on a doc with a colleague, share the doc. Share it with specific people, or using a link.

1. Click **Share** on the top right-hand side. This will open the Sharing window.
2. To share the doc using link, see for **General access**.
3. Click drop down arrow besides **Restricted**.



4. Click **Anyone with the link**. Select the role of sharing the document.
  - a. Viewer - only view available
  - b. Commenter - suggestive and commenting can be done
  - c. Editor - rights provided to edit anything on the doc
5. Click **Copy link**. Share it by any medium

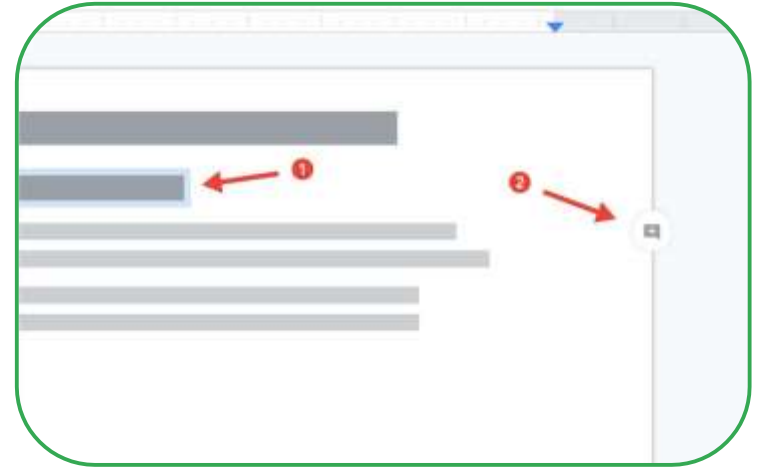


## Adding comments to a doc

Comments are a useful tool when collaborating on a doc.

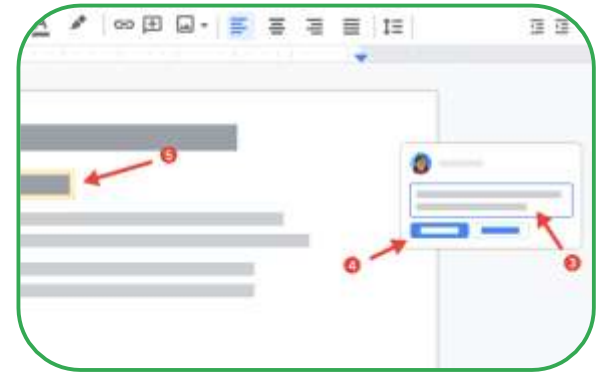
- Add comments to the side of the doc, without actually changing the content of the doc. This allows for collaborators to share ideas, add feedback, request changes etc. For example, giving some feedback on a lesson plan another teacher created - a comment is a great place to do this.
- In order to add a comment to a doc, first need to select some text.

*Tip: Double click on a word to select it. Triple click on a word to select the whole paragraph.*



1. Select any sentence from the text.
2. Click the add comment button that has now appeared on the right-hand side of the selected text.
3. Click **Comment** or **add others with @** and start typing comment.
4. Click **Comment** when done.
5. Comment will now be shown on the right hand side of the doc. The text the comment is attached to is highlighted in yellow.

Please note: Comments will only be visible to people who have been given Editing or Commenting permission.



## Lesson complete - congratulations!

Now you know how to create a Google Docs file, name it and give it a title, add text in different styles and leave comments for other people. You can create docs that will be easy for students to read and navigate.

## Challenge

Create a lesson plan outline using Google Docs. Make sure to include a title and 2-4 headings, in order to help students navigate through the doc. Share your plan with a colleague.



# FAQs

- I can't find the 'Save' button. How do I save my work?

There is no save button because Google Docs save your work automatically every few seconds to your Google Drive. You'll never lose your work again.

- Can I work on my lesson plan if my internet at home is not working?

Yes! You can enable offline access in your Google Drive settings. This allows you to open, edit, and create documents and slides even without an internet connection. The files will sync automatically once you are back online.

- Can I edit my lesson plans on my smartphone?

Yes! You can download the free Google Docs apps for your Android or iOS device. This allows you to make quick edits, review student work, and present directly from your phone.

- I created a file, but now I can't find it. Where do my files go?

All Google Docs are automatically saved and organized in your Google Drive. Think of it as your digital filing cabinet. Just go to [drive.google.com](https://drive.google.com) to find all your work.

- Can I work on my lesson plan if my internet at home is not working?

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**Thank You!**

