Google Docs
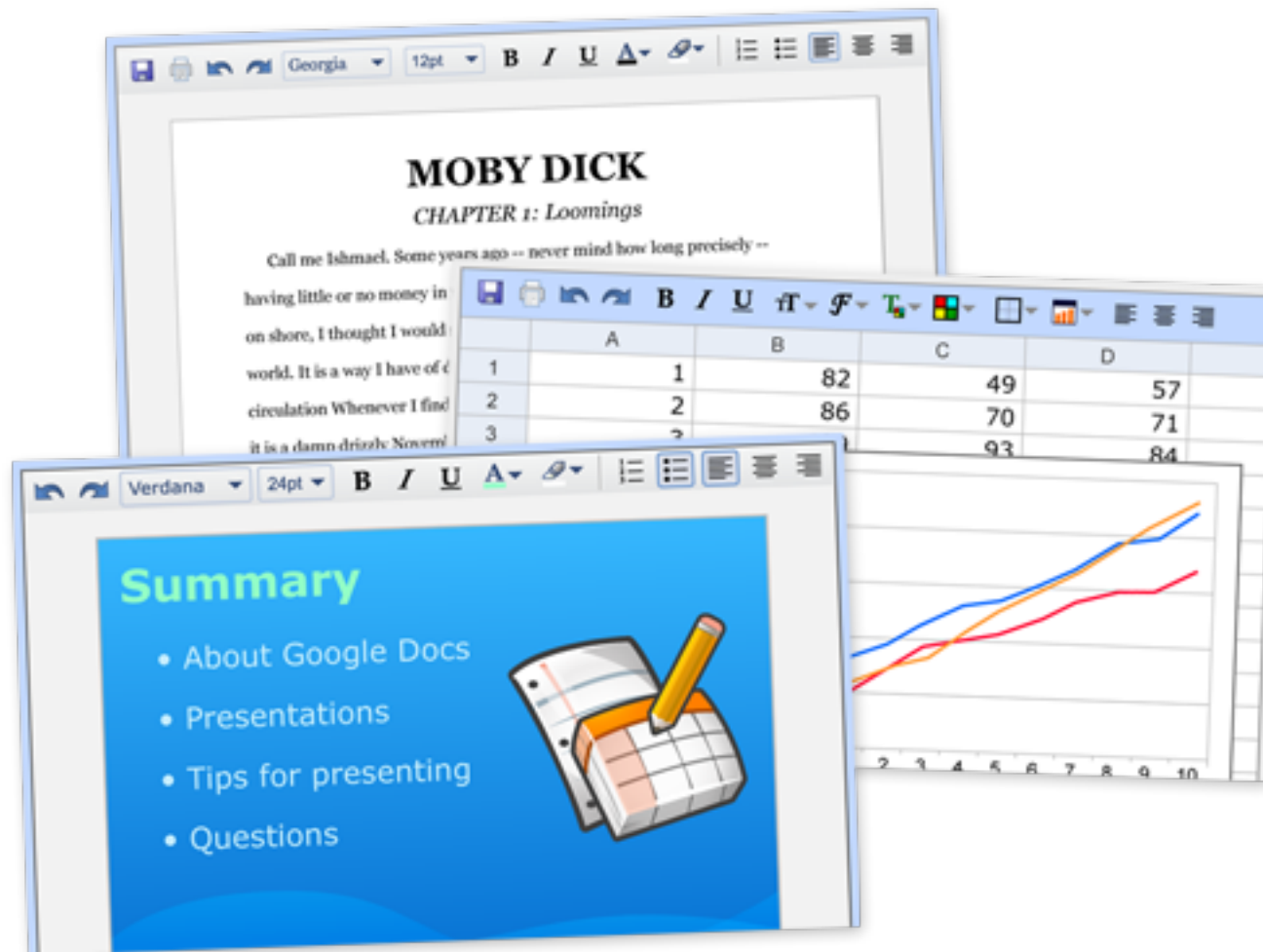
An Overview for Educators
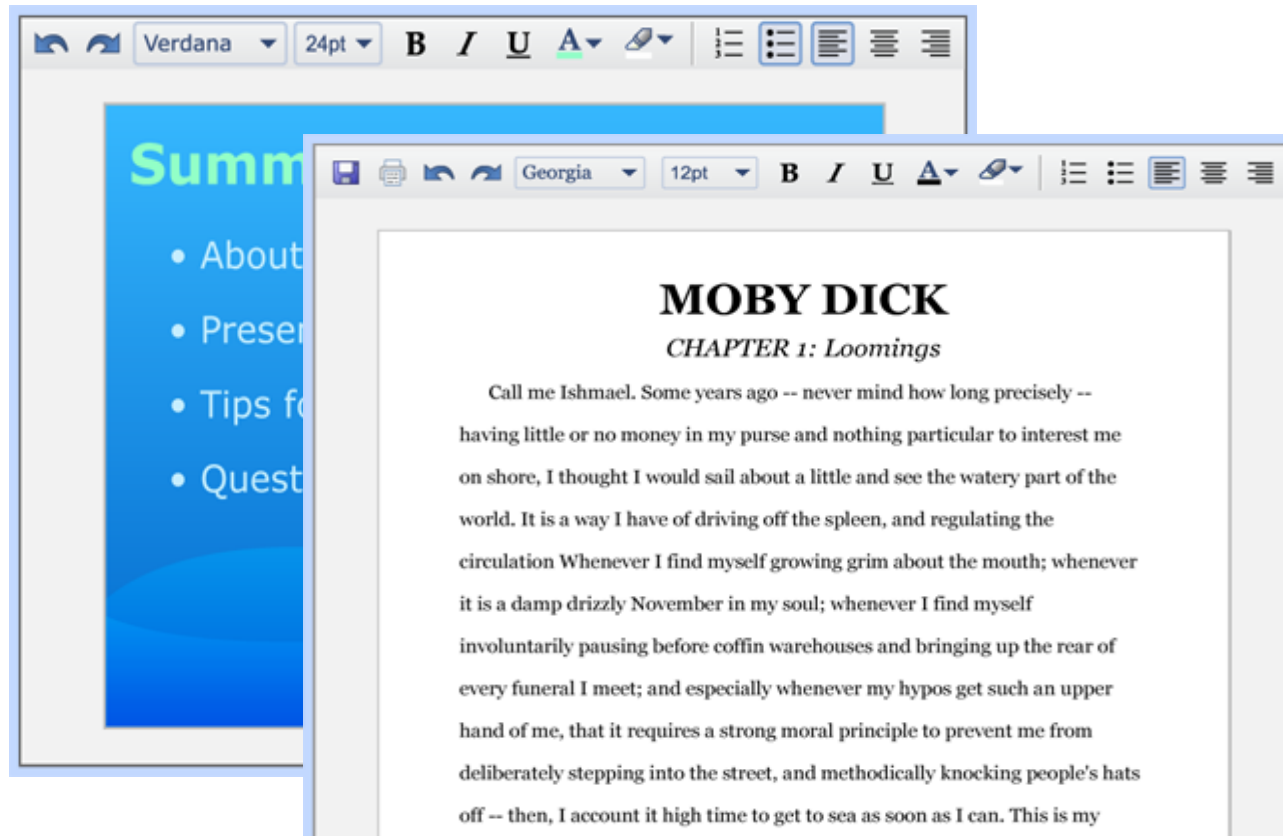
Google Docs

Google Docs is a free, web-based word processor, spreadsheet and presentation tool that allows you to create and edit documents from anywhere and collaborate with multiple people at the same time.

Anywhere access & collaboration

Google Docs is different:

- Documents are saved online and can be accessed from any computer with an Internet connection

- Collaboration: Multiple people can work together on the same document. No need to email documents back and forth

How Google Docs helps educators and students

Access documents from anywhere

- Students can work from both school and home since documents are stored securely online

- All you need is browser and internet connection, no software version requirements
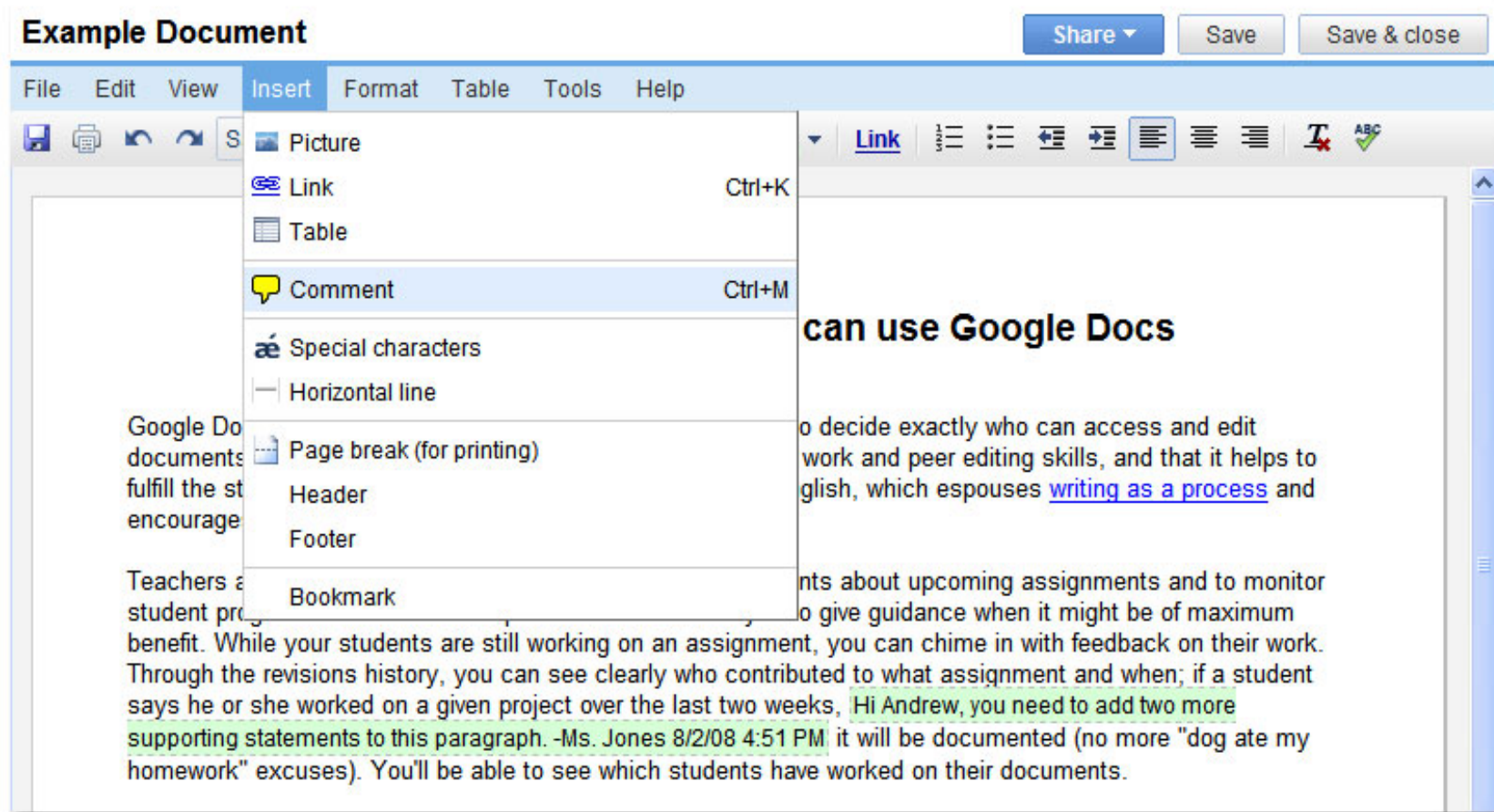
- No more "I forgot my work" excuses

Saves changes automatically

	Revision	Last Edited	Changes
☐	Revision 11	2 minutes ago by Andrew	They can work from school, home, or anywhere they can get
☐	Revision 10	3 minutes ago by Andrew	In fact, this document has been edited by two different people
☐	Revision 9	3 minutes ago by Andrew	. Students will find that Google Docs can help them stay orga
☐	Revision 8	3 minutes ago by Andrew	. You'll be able to see which students have worked on their d
☐	Revision 7	4 minutes ago by Andrew	. While your students are still working on an assignment, you
☐	Revision 6	6 minutes ago by Me	*no text added*
☐	Revision 5	6 minutes ago by Me	How Students and Teachers can use Google Docs Google D

« Back to editing the document   Compare Checked

Google Docs saves automatically, on a regular basis. Each change is tracked as a new revision. You can see exactly what's been revised, by whom, and when.

"Teachers are able to individually assess student participation and content using the revision tab on Google Docs to see how editing is proceeding and to encourage students as they work."   - Technology coordinator, Lafayette, CA

Collaboration gets students excited and engaged

Example Document   Share ▾   Save   Save & close

File   Edit   View   **Insert**   Format   Table   Tools   Help

🖼 Picture
🔗 Link   Ctrl+K
📊 Table

💬 Comment   Ctrl+M   can use Google Docs

æ Special characters
— Horizontal line

Google Do...   ...o decide exactly who can access and edit
documents 🖼 Page break (for printing)   work and peer editing skills, and that it helps to
fulfill the st...   glish, which espouses writing as a process and
encourage   Header

                Footer

Teachers a...   ...nts about upcoming assignments and to monitor
student pro... Bookmark   ...o give guidance when it might be of maximum
benefit. While your students are still working on an assignment, you can chime in with feedback on their work.
Through the revisions history, you can see clearly who contributed to what assignment and when; if a student
says he or she worked on a given project over the last two weeks, Hi Andrew, you need to add two more
supporting statements to this paragraph. -Ms. Jones 8/2/08 4:51 PM it will be documented (no more "dog ate my
homework" excuses). You'll be able to see which students have worked on their documents.

> "Students love it, no more coaxing kids to do their writing assignments. They beg to go to the computer lab to work on a collaborative assignment with their partner."
>
> - High School Journalism teacher, Palo Alto, CA

Add collaborators to documents

Example Document edited on June 2, 2008 4:24 PM by Andrew | Share ▾ | Save | Save & close

« **Back to editing the document**   **Share this document**   ☒

Invite people
◉ as collaborators   ○ as viewers

student1@example.com, student2@example.com,
student3@example.com, teacher@example.com

Separate email addresses with commas.
Choose from contacts

Invite collaborators

This document is currently shared.
Preview document as a viewer
View RSS feed of document changes

Collaborators (2) - remove all
Collaborators may edit the document and invite more people.
  Me - owner
  Andrew ☒

After students invite you to their documents:
- you can review, comment, and grade their work at any time
- it's hard for students to tell fibs when you can see their work at all times
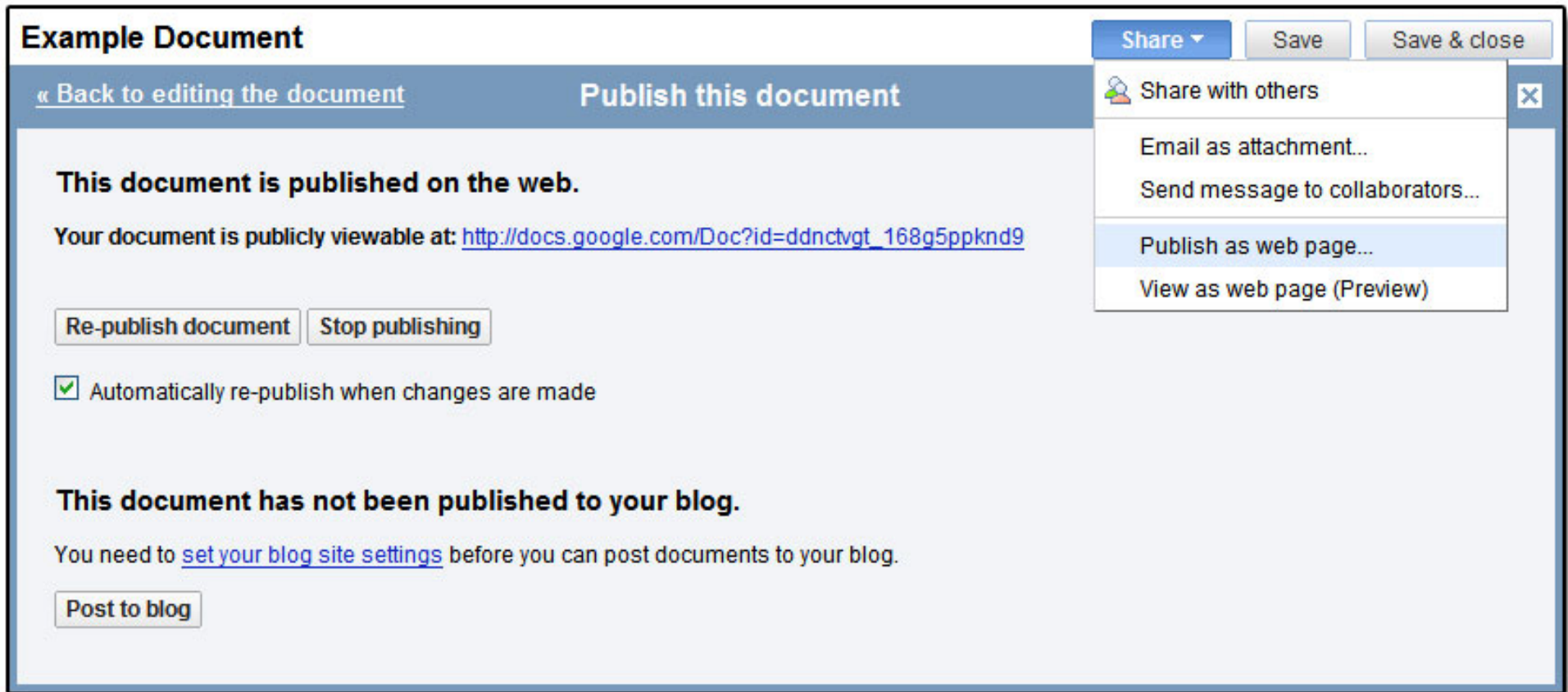
Also, students can work together on projects and get peer feedback

Folders organize your students' work
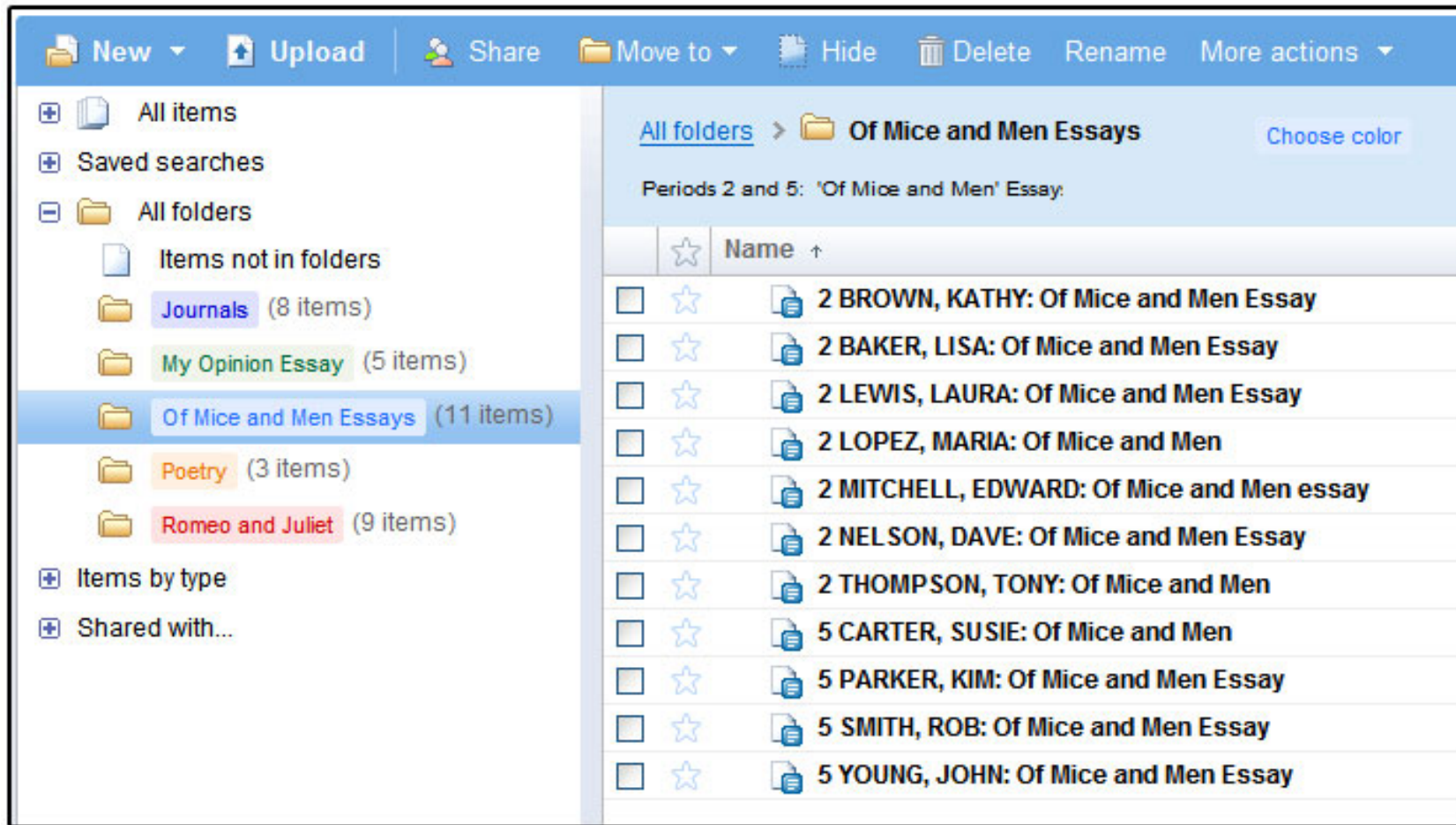
- Folders keep student work organized
- Standard naming schemes allow you to sort by "Name" to easily find a class period

Writing for an authentic audience

Example Document | Share ▾ | Save | Save & close |

« Back to editing the document   **Publish this document**   ✕

     👥 Share with others

This document is published on the web.   Email as attachment...
          Send message to collaborators...

Your document is publicly viewable at: http://docs.google.com/Doc?id=ddnctvgt_168g5ppknd9   Publish as web page...
          View as web page (Preview)

[Re-publish document] [Stop publishing]

☑ Automatically re-publish when changes are made

This document has not been published to your blog.

You need to set your blog site settings before you can post documents to your blog.

[Post to blog]

- Publish a document to make it visible to an authentic audience: parents, peers, and friends
- You can even publish directly to your blog.

Not just documents…

Spreadsheets and presentations, too.

Online spreadsheets

Spreadsheet forms simplify data collection
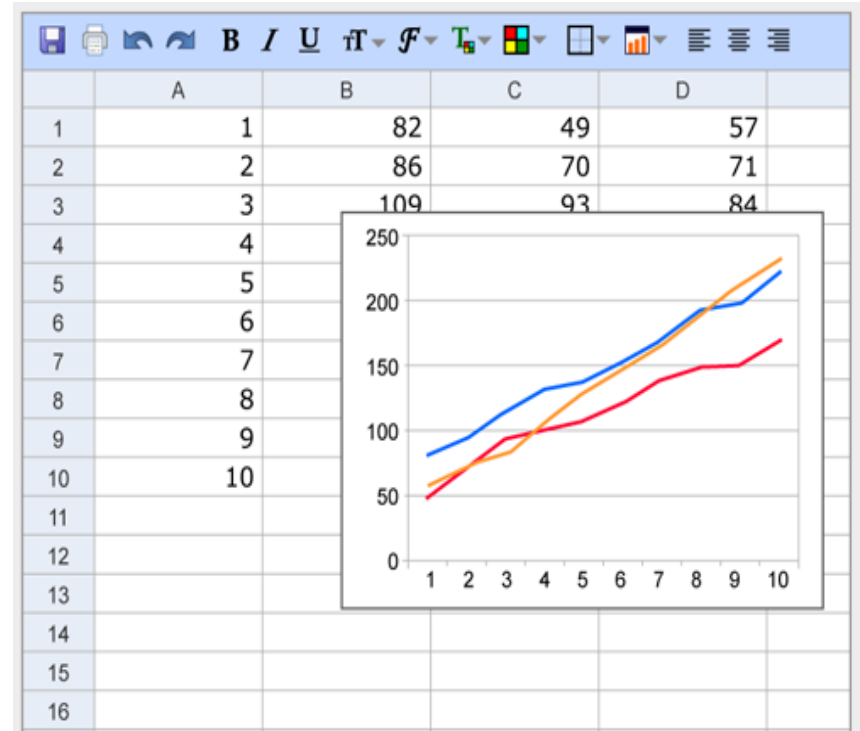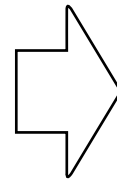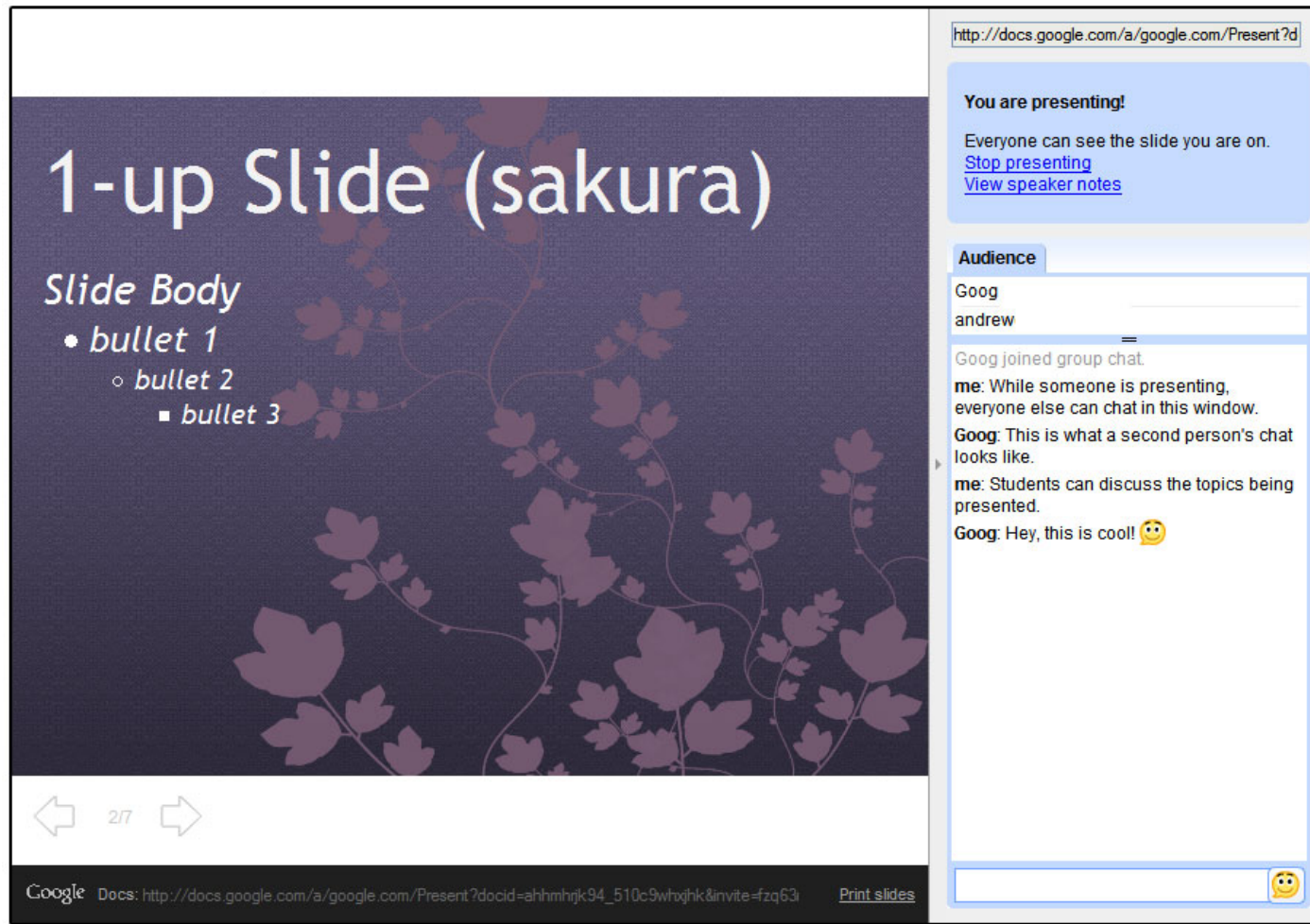
- Create a survey or poll in a few easy steps
- Your respondents' data appears in your spreadsheet as they fill it out

Online presentations
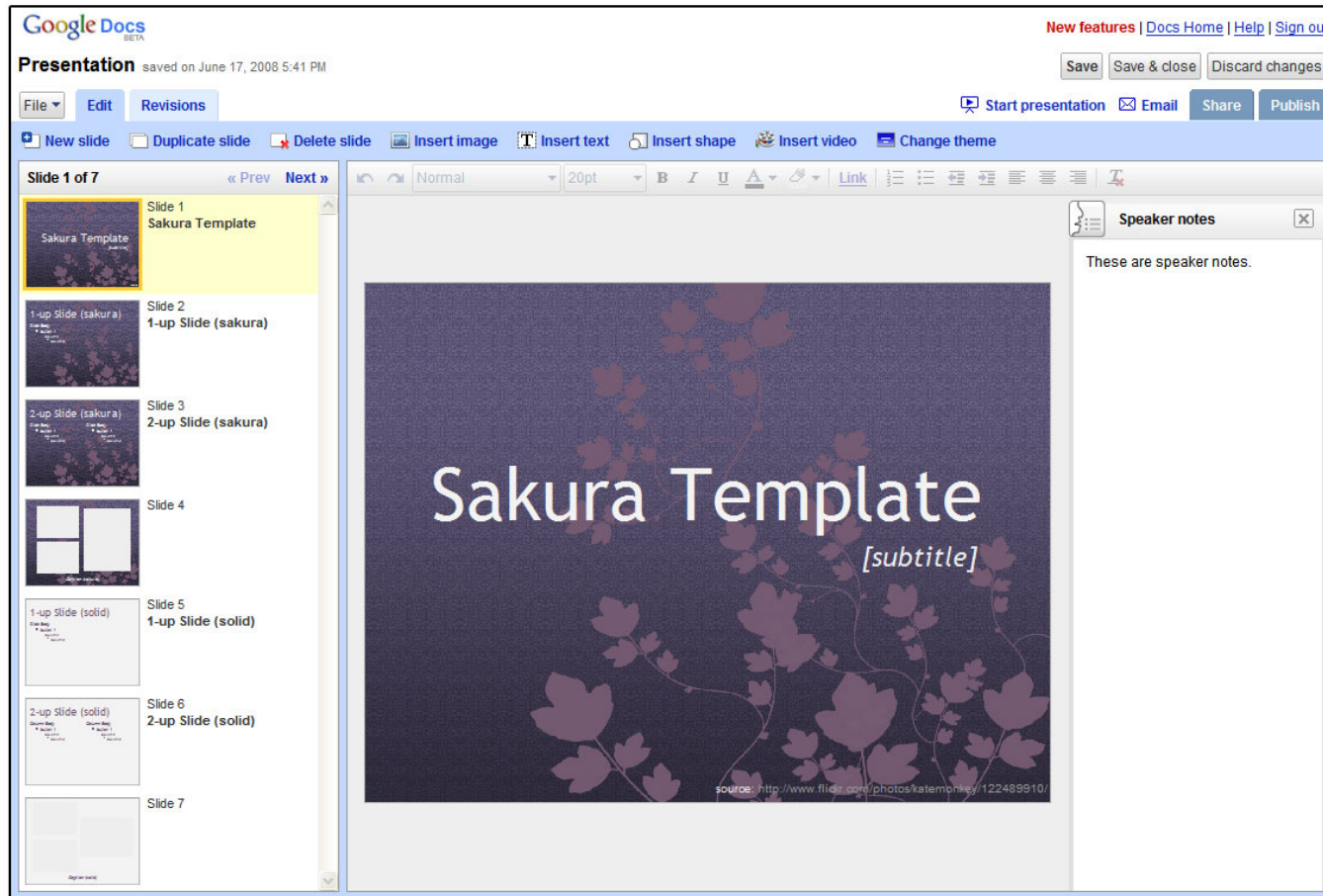
- You can import existing PowerPoint presentations or create new ones from scratch

- Insert images and videos, and format your slides to fit your preferences.

- Publish and embed your presentations in a website, allowing access to a wide audience.

Students can chat while others are presenting

"One student talked aloud while everyone listened and chatted about the presentation… For the first time I can EVER remember as a teacher - 100% of the students were engaged in the presentation and participated in the chat. The students were enthusiastic and offered insightful and appropriate comments."

- Computer Applications teacher, Beaverton, OR

Example Exercises
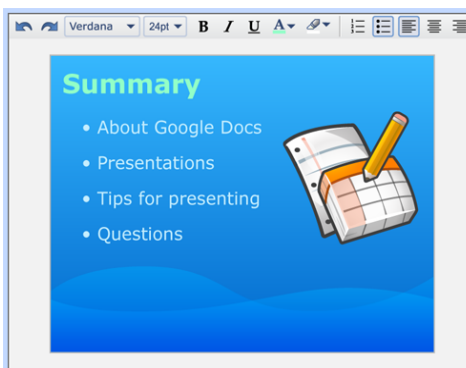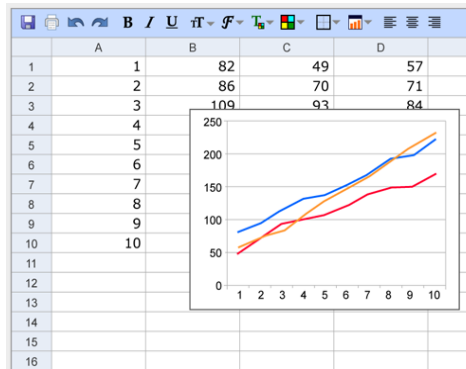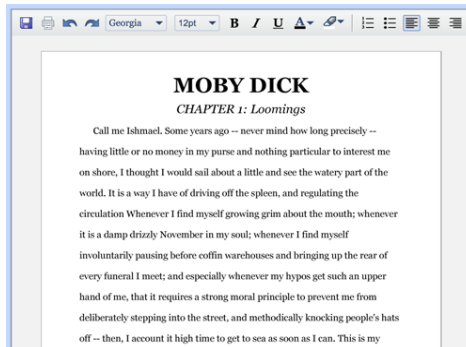
1. Documents
   - Journaling
   - Essays (individual or co-edited)
   - Collaborative research papers (history, geography, science)
   - Collaborative book reports
   - Creative writing (script writing, poetry)
   - Writing portfolios
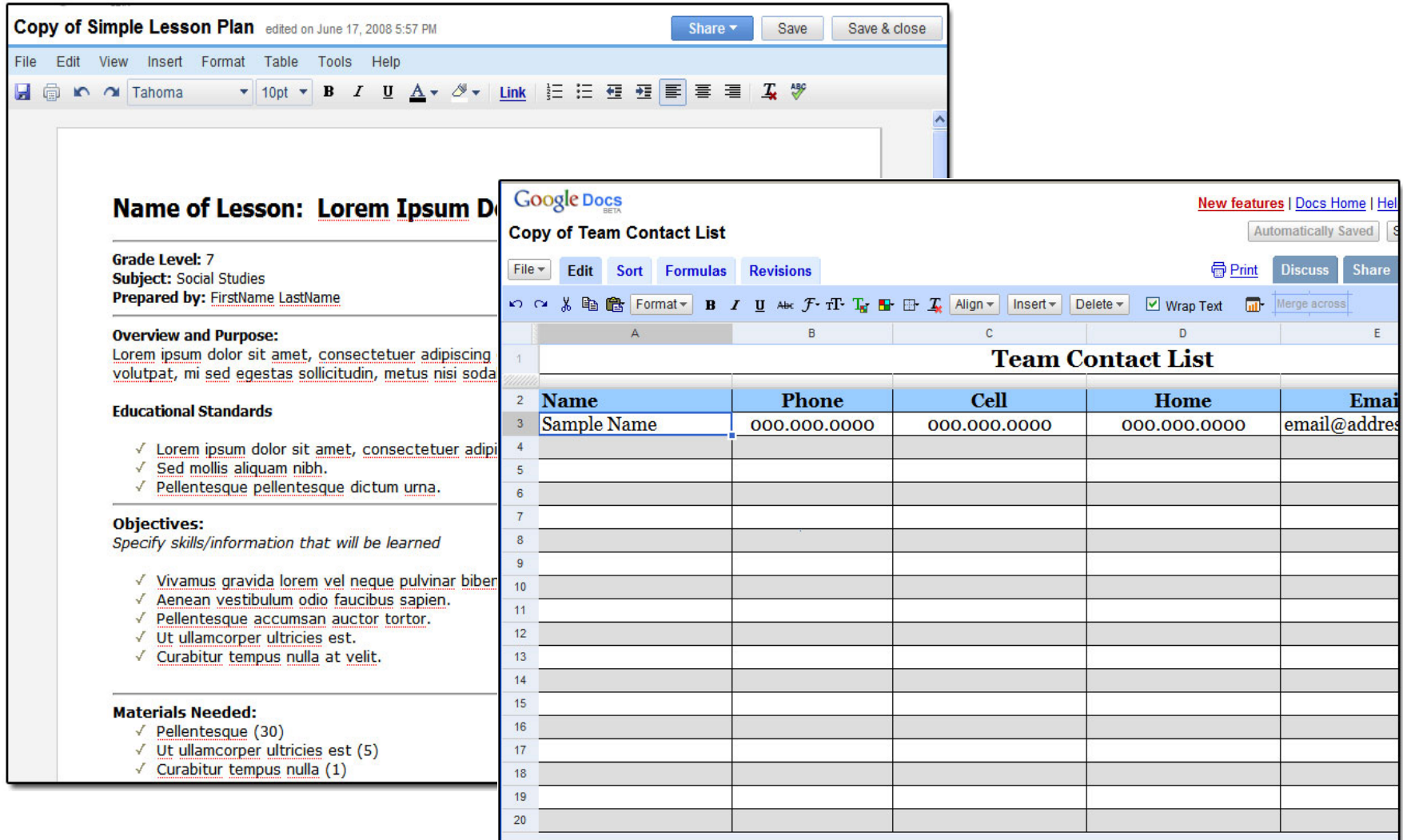
2. Spreadsheets
   - Stock portfolio (live data)
   - Graphs, charts, and data presentation techniques

3. Presentations
   - Presenting group research
   - Active student participation during a presentation

Makes planning and admin tasks easier

Teachers create and share lesson plans, meeting notes, and contact information in Google Docs

Visit the [Google Docs page](#)

on the [Google for Educators site](#)

to get other Google Docs resources.