

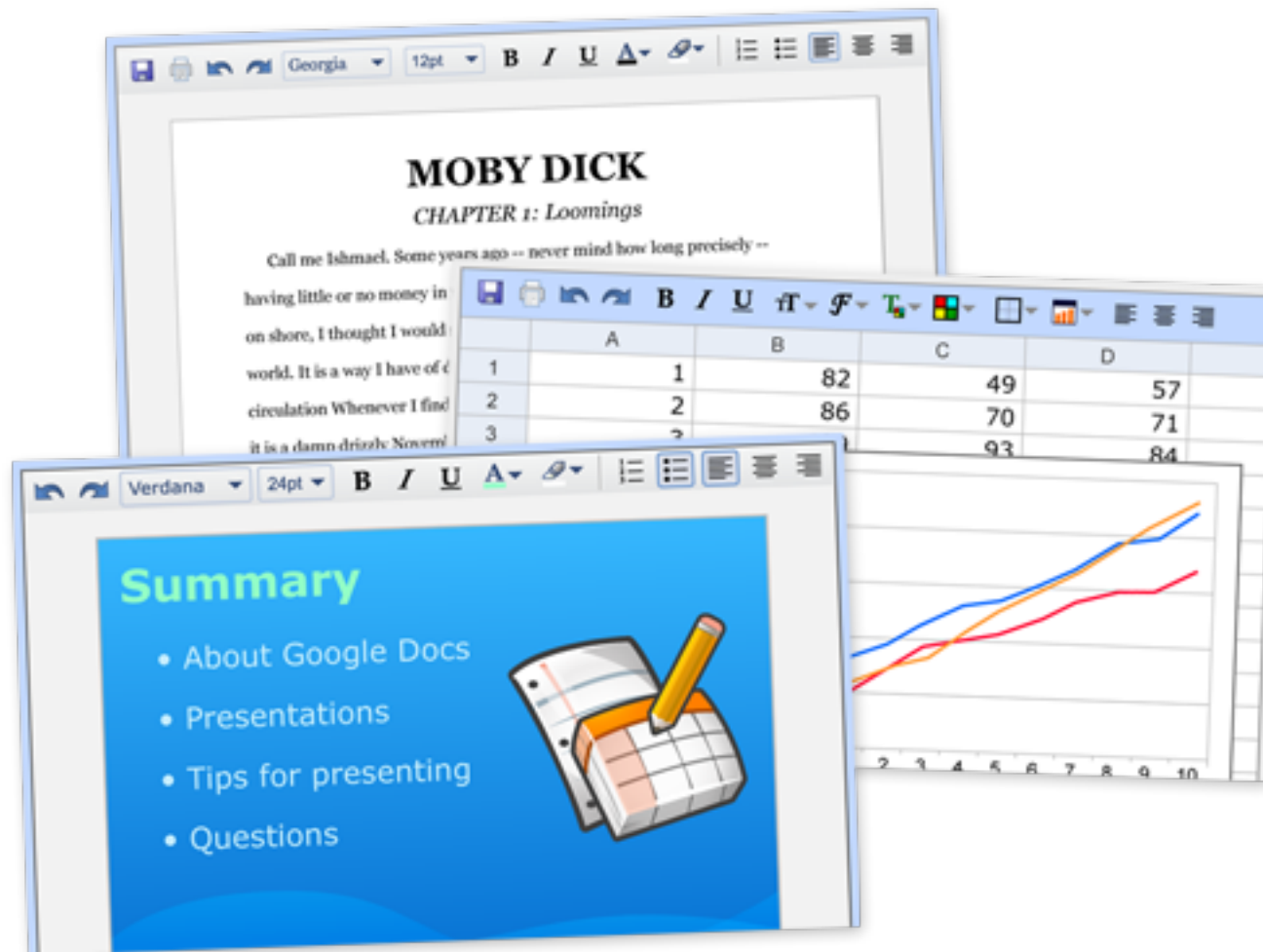


Google Docs

An Overview for Educators

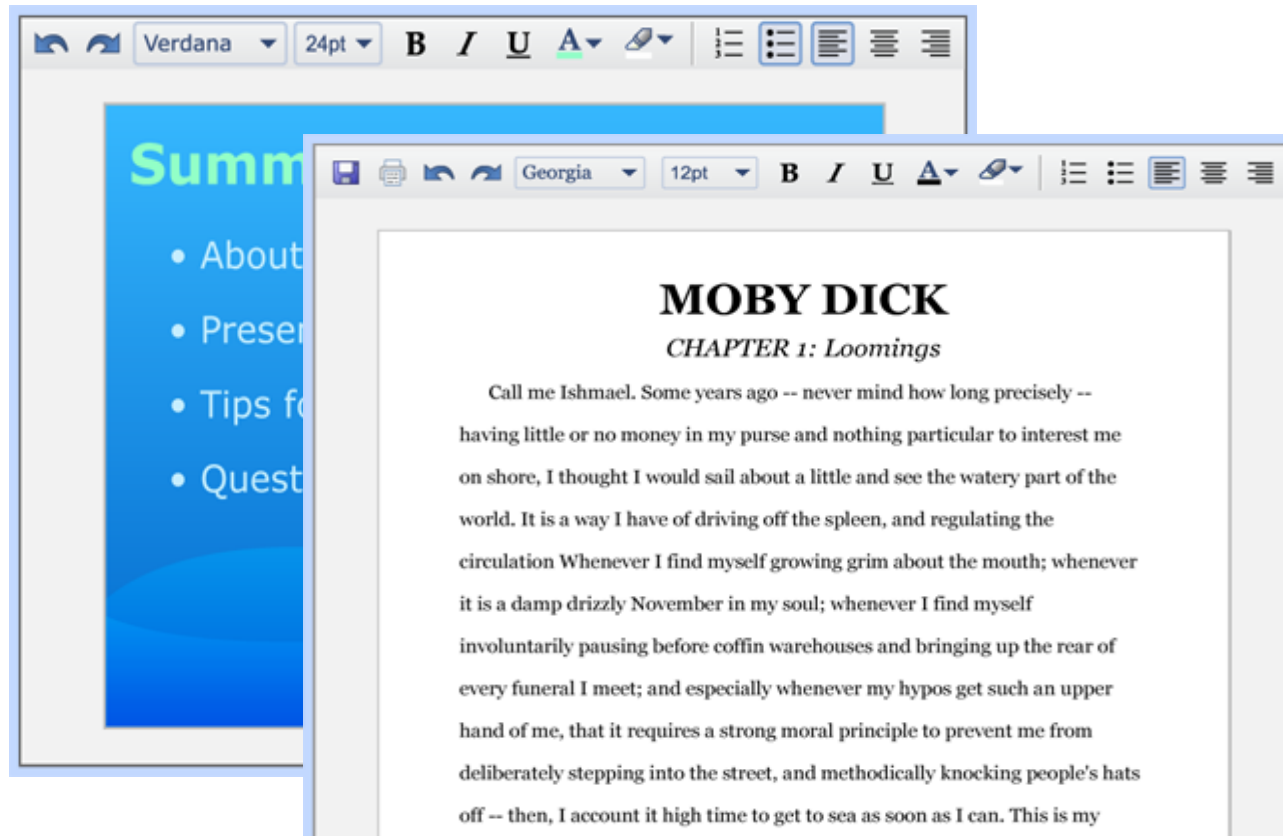


Google Docs



[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

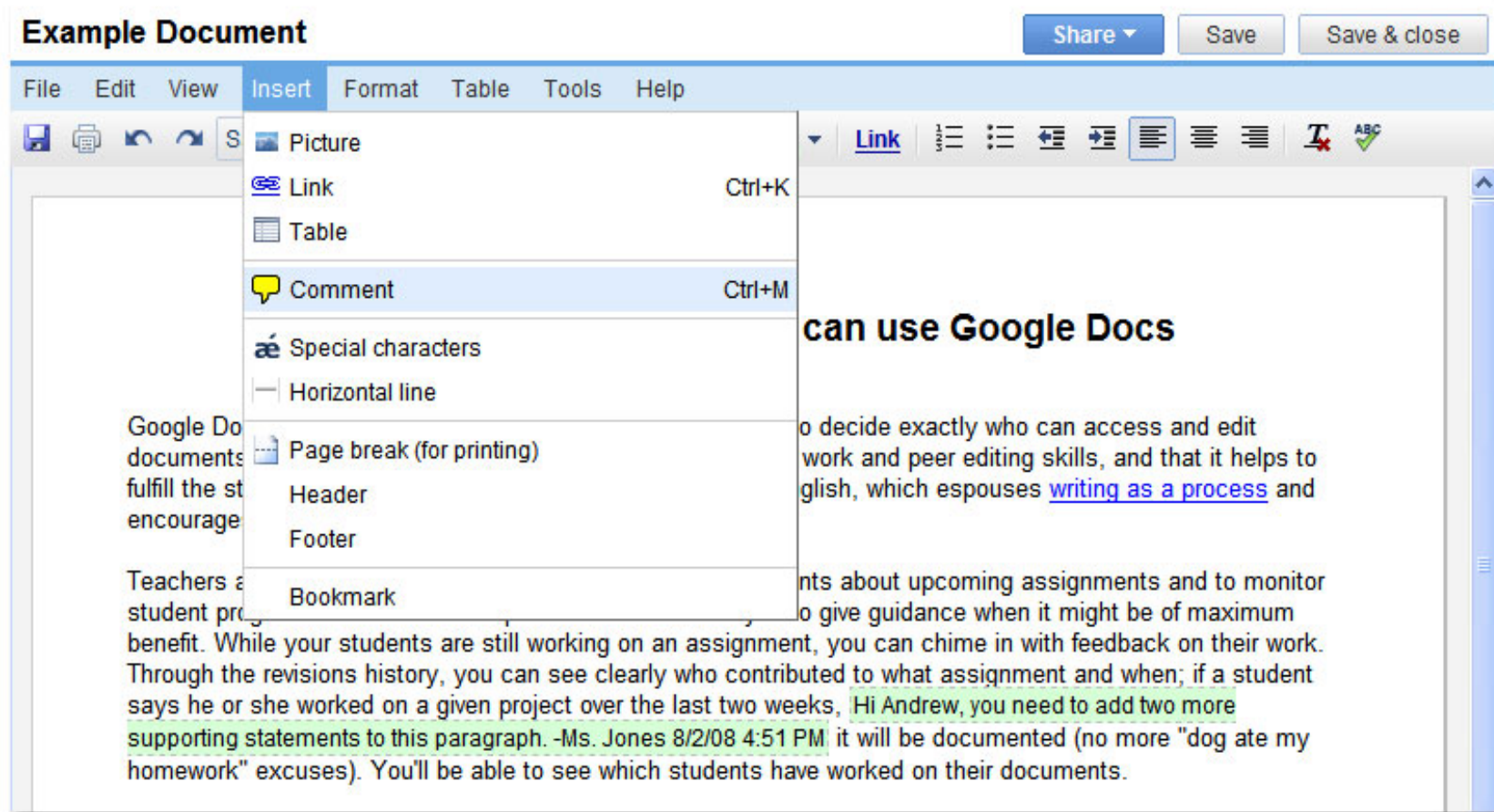
Saves changes automatically

| « Back to editing the document | | Compare Checked | |
|--|-------------------------|--|--|
| Revision | Last Edited | Changes | |
| <input type="checkbox"/> Revision 11 | 2 minutes ago by Andrew | They can work from school, home, or anywhere they can get | |
| <input type="checkbox"/> Revision 10 | 3 minutes ago by Andrew | In fact, this document has been edited by two different people | |
| <input type="checkbox"/> Revision 9 | 3 minutes ago by Andrew | . Students will find that Google Docs can help them stay orga | |
| <input type="checkbox"/> Revision 8 | 3 minutes ago by Andrew | . You'll be able to see which students have worked on their di | |
| <input type="checkbox"/> Revision 7 | 4 minutes ago by Andrew | . While your students are still working on an assignment, you | |
| <input type="checkbox"/> Revision 6 | 6 minutes ago by Me | <i>no text added</i> | |
| <input type="checkbox"/> Revision 5 | 6 minutes ago by Me | How Students and Teachers can use Google Docs Google D | |

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



“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

The screenshot shows a document sharing interface for "Example Document", edited on June 2, 2008 at 4:24 PM by Andrew. The interface includes a "Share" dropdown menu, "Save", and "Save & close" buttons. A navigation bar contains a link to "Back to editing the document" and the title "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.

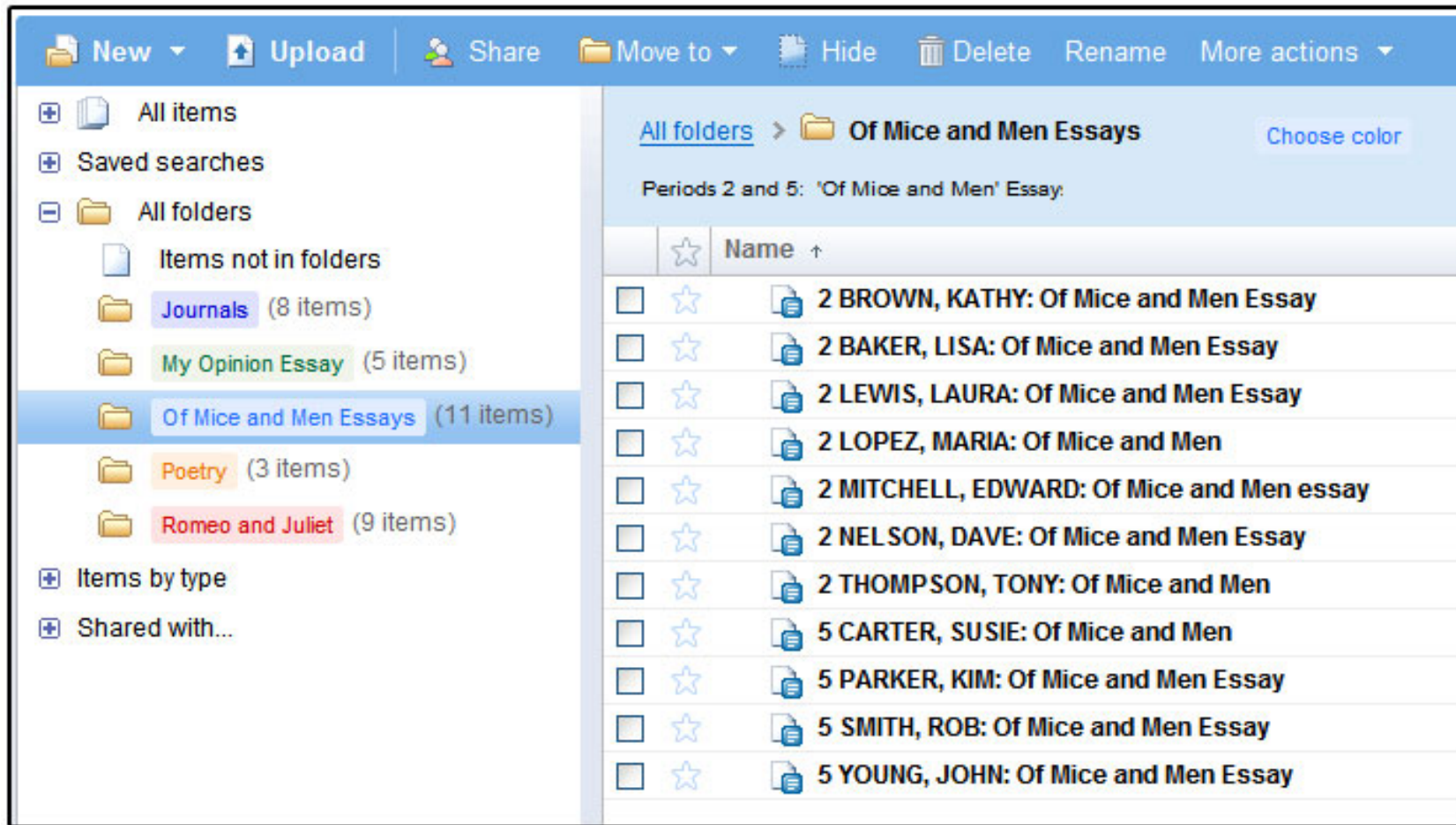
Me - owner
Andrew

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

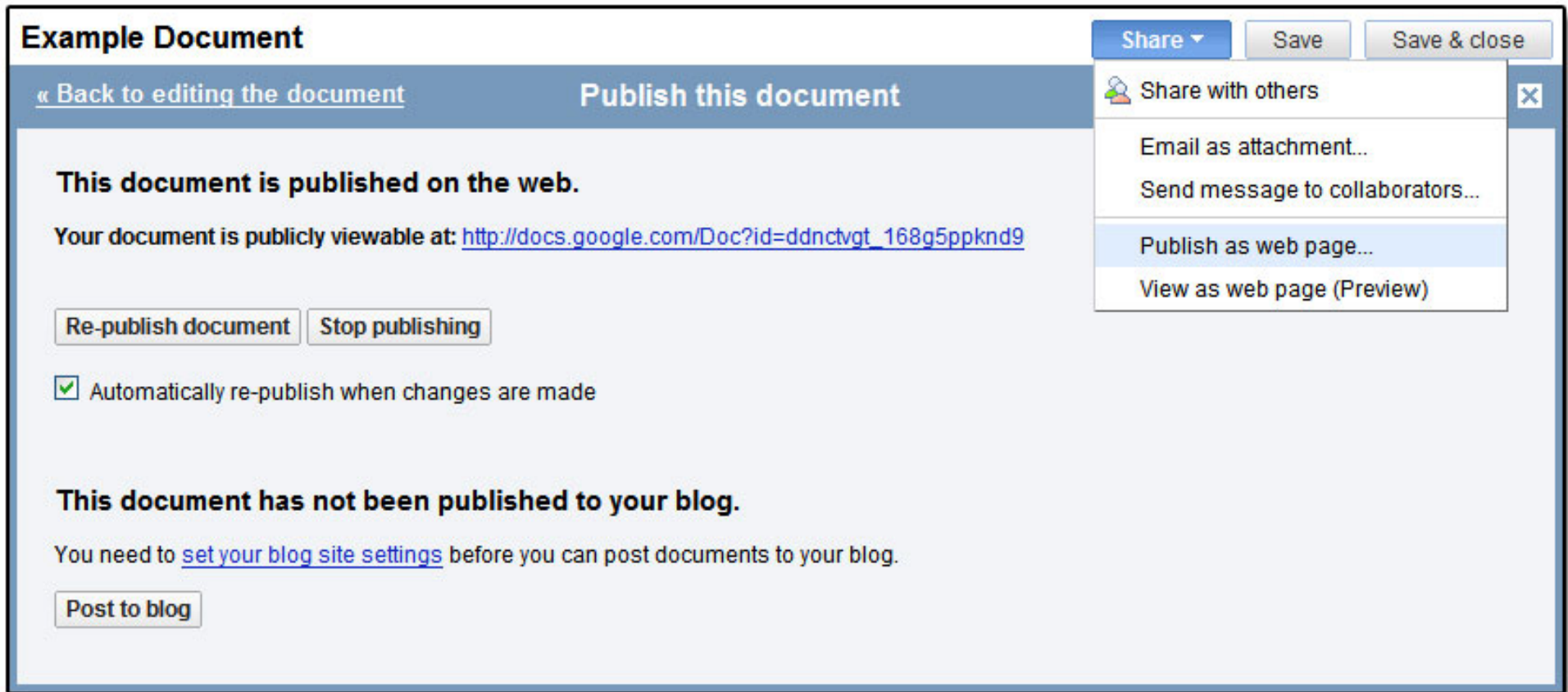
Also, students can work together on projects and get peer feedback

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



The screenshot shows the 'Publish this document' dialog box in Google Docs. The main content area contains the following text: 'This document is published on the web.' followed by 'Your document is publicly viewable at: http://docs.google.com/Doc?id=ddnctvgt_168g5ppknd9'. Below this are two buttons: 'Re-publish document' and 'Stop publishing'. A checked checkbox is labeled 'Automatically re-publish when changes are made'. Further down, it says 'This document has not been published to your blog.' and 'You need to [set your blog site settings](#) before you can post documents to your blog.' with a 'Post to blog' button below. On the right, the 'Share' dropdown menu is open, showing options: 'Share with others', 'Email as attachment...', 'Send message to collaborators...', 'Publish as web page...' (highlighted), and 'View as web page (Preview)'. At the top right of the dialog are 'Share', 'Save', and 'Save & close' buttons. At the top left, there is a link '« Back to editing the document' and the title 'Example Document'.

- 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

Google Docs BETA [New features](#) | [Docs Home](#) | [Help](#) | [Sign Out](#)

Math Quiz Autosaved on Jun 17, 2008 Automatically Saved

File Edit Sort Formulas Revisions Print Discuss Share Publish

Format B I U Abc F- rT- T- Align Insert Delete Wrap Text Merge across

| | | | | | | | | | | | | | | | | | | |
|----|----------------------------|---|---|----|---|----|---|----|---------------|----|---|---|----|---|---|---|---|--|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | |
| 1 | Multiplication Quiz | | | | | | | | Date: | | | | | | | | | |
| 2 | Name: Andrew | | | | | | | | Grade: | | / | | 25 | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | 1 | | 4 | | 6 | | 8 | | 10 | | | | | | | | |
| 5 | x | 2 | | x | 5 | | x | 7 | | x | 9 | | x | 0 | | | | |
| 6 | | 3 | | 20 | | 24 | | 72 | | 0 | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | |
| 8 | | 1 | | 4 | | 6 | | 8 | | 10 | | | | | | | | |
| 9 | x | 2 | | x | 5 | | x | 7 | | x | 9 | | x | 0 | | | | |
| 10 | | 3 | | 9 | | 42 | | 72 | | 0 | | | | | | | | |

Spreadsheet forms simplify data collection

Pop Quiz

Name

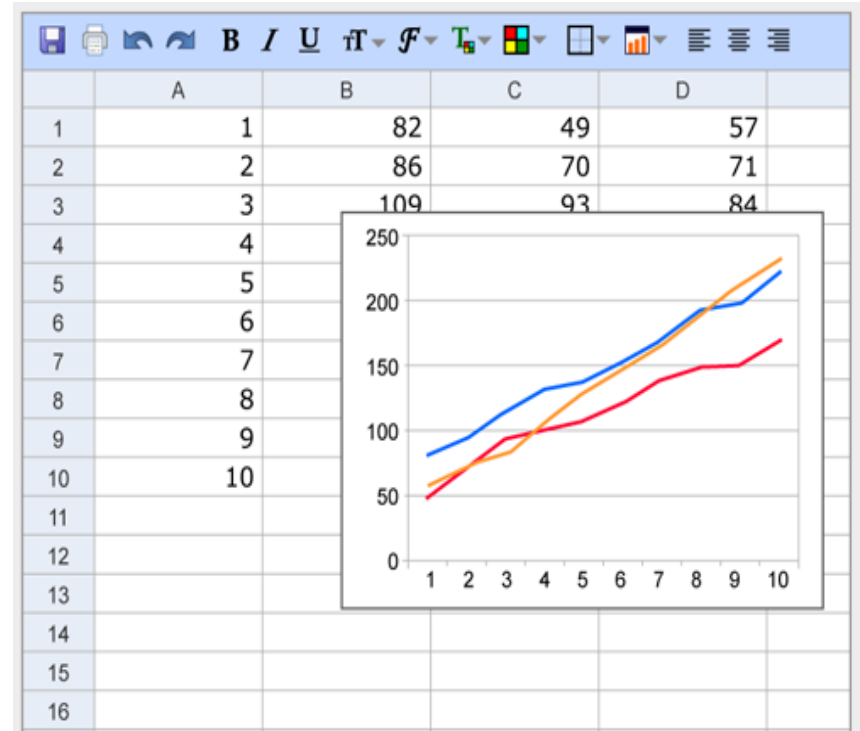
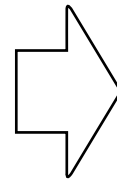
Question 1: What is the official language of Brazil?

Question 2: Which country follows the United States and China in total number of Internet users?

Germany
 Japan
 India
 United Kingdom
 France

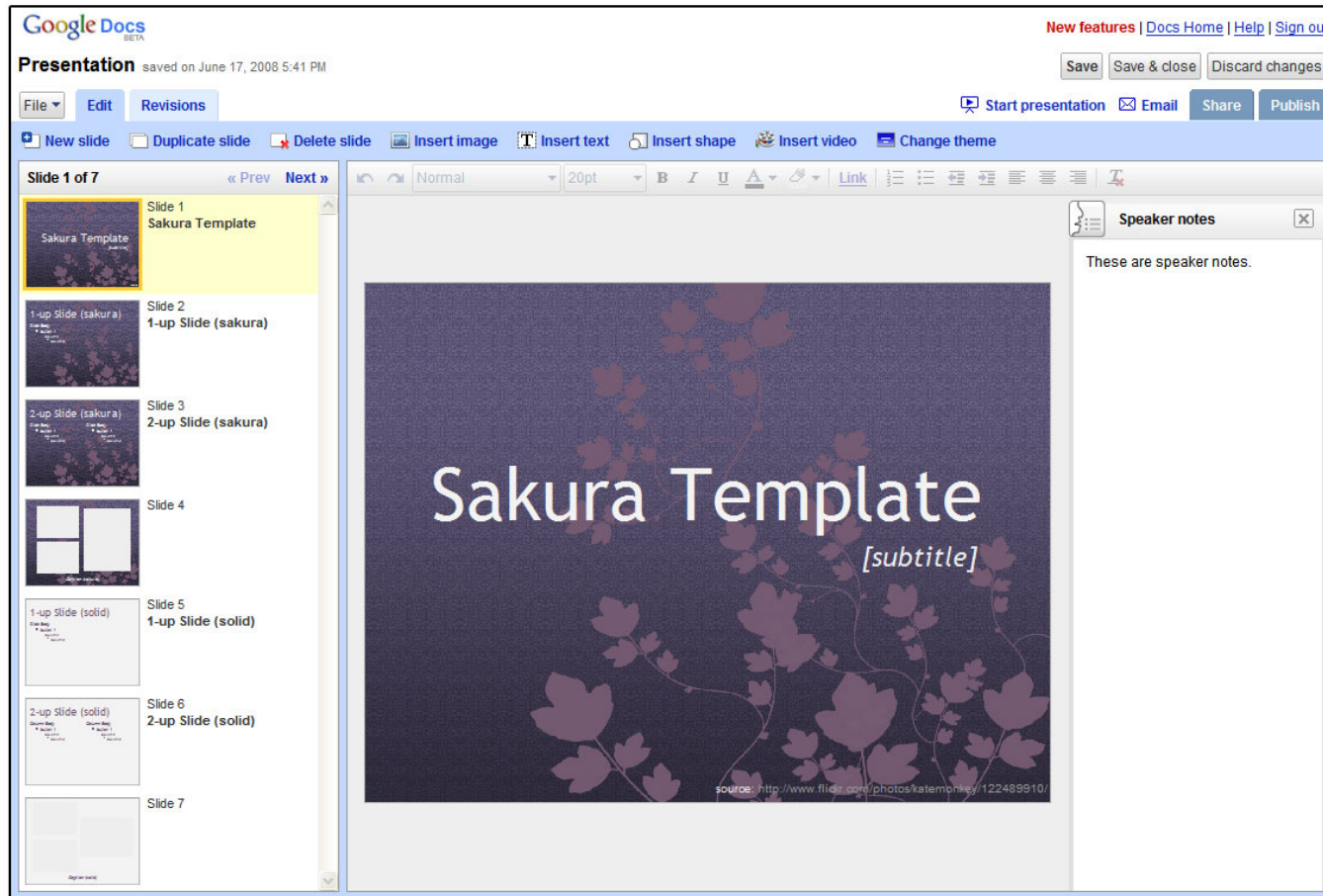
Question 3: Why did John Steinbeck use a pearl to symbolize something in the book The Pearl?

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[Terms of Service](#) - [Additional Terms](#)



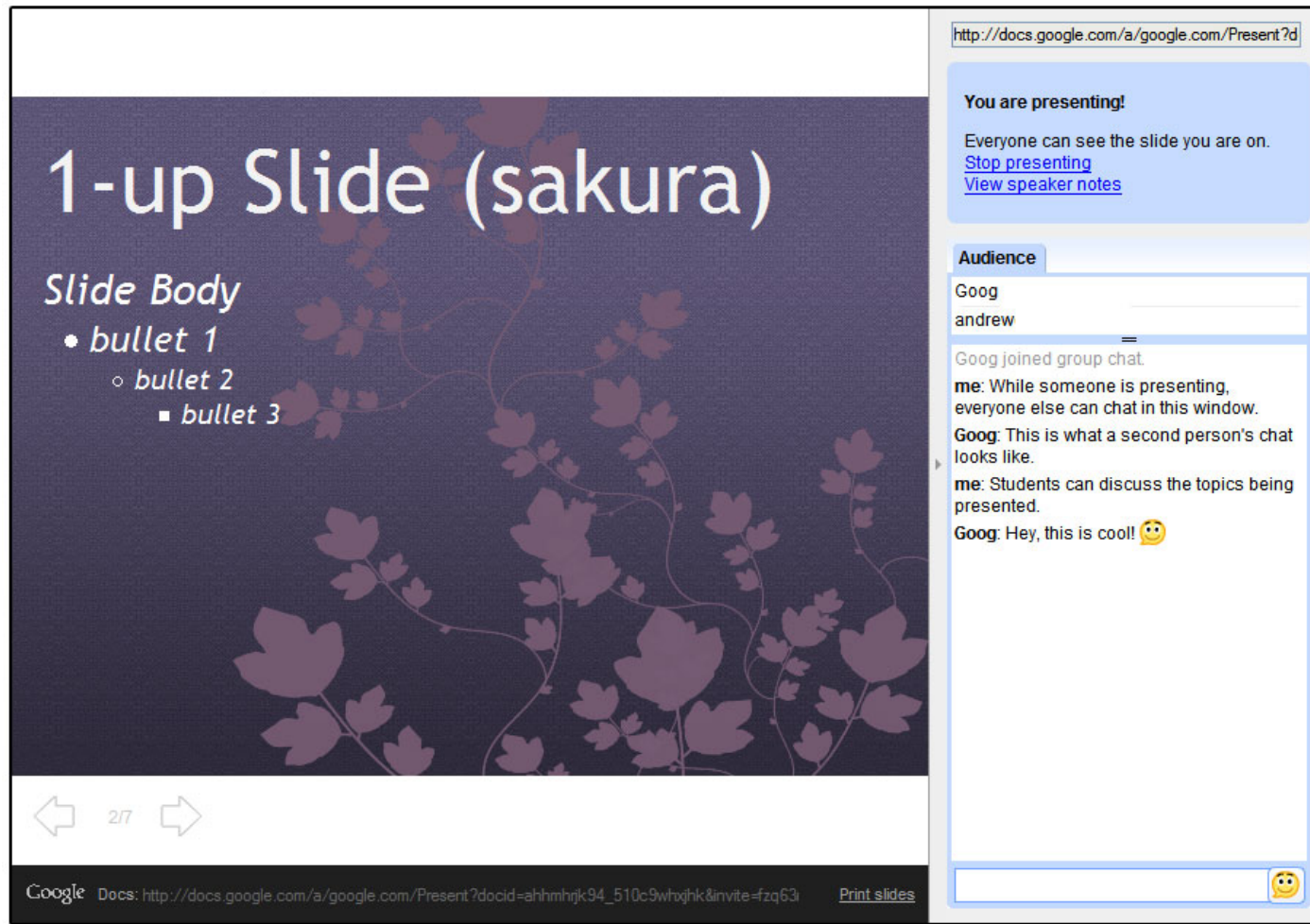
- Create a survey or poll in a few easy steps
- Your respondents' data appears in your spreadsheet as they fill it out

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



The screenshot shows a Google Slides presentation titled "1-up Slide (sakura)". The slide content includes a "Slide Body" section with a bulleted list:

- *bullet 1*
 - *bullet 2*
 - *bullet 3*

The presentation interface includes navigation arrows and the slide number "2/7". The URL at the bottom is "Google Docs: http://docs.google.com/a/google.com/Present?docid=ahhmhjk94_510c9whxjk&invite=fzq63".

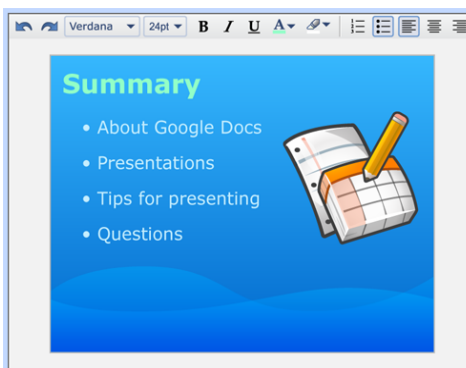
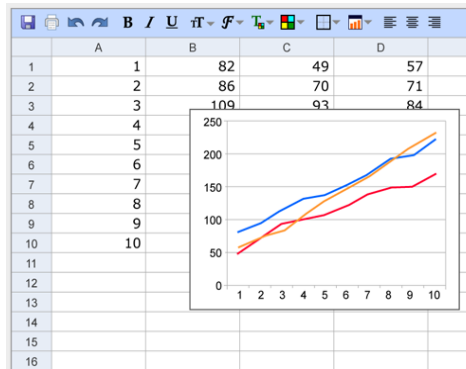
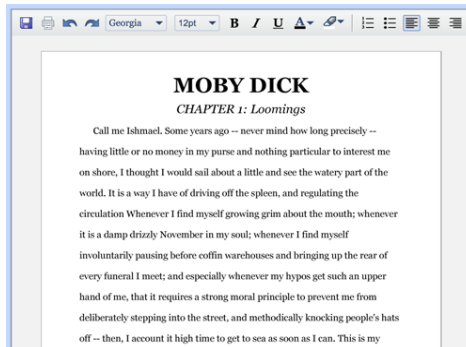
The chat window on the right is titled "Audience" and shows the following messages:

- Goog joined group chat.
- me: While someone is presenting, everyone else can chat in this window.
- Goog: This is what a second person's chat looks like.
- me: Students can discuss the topics being presented.
- Goog: Hey, this is cool! 😊

“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

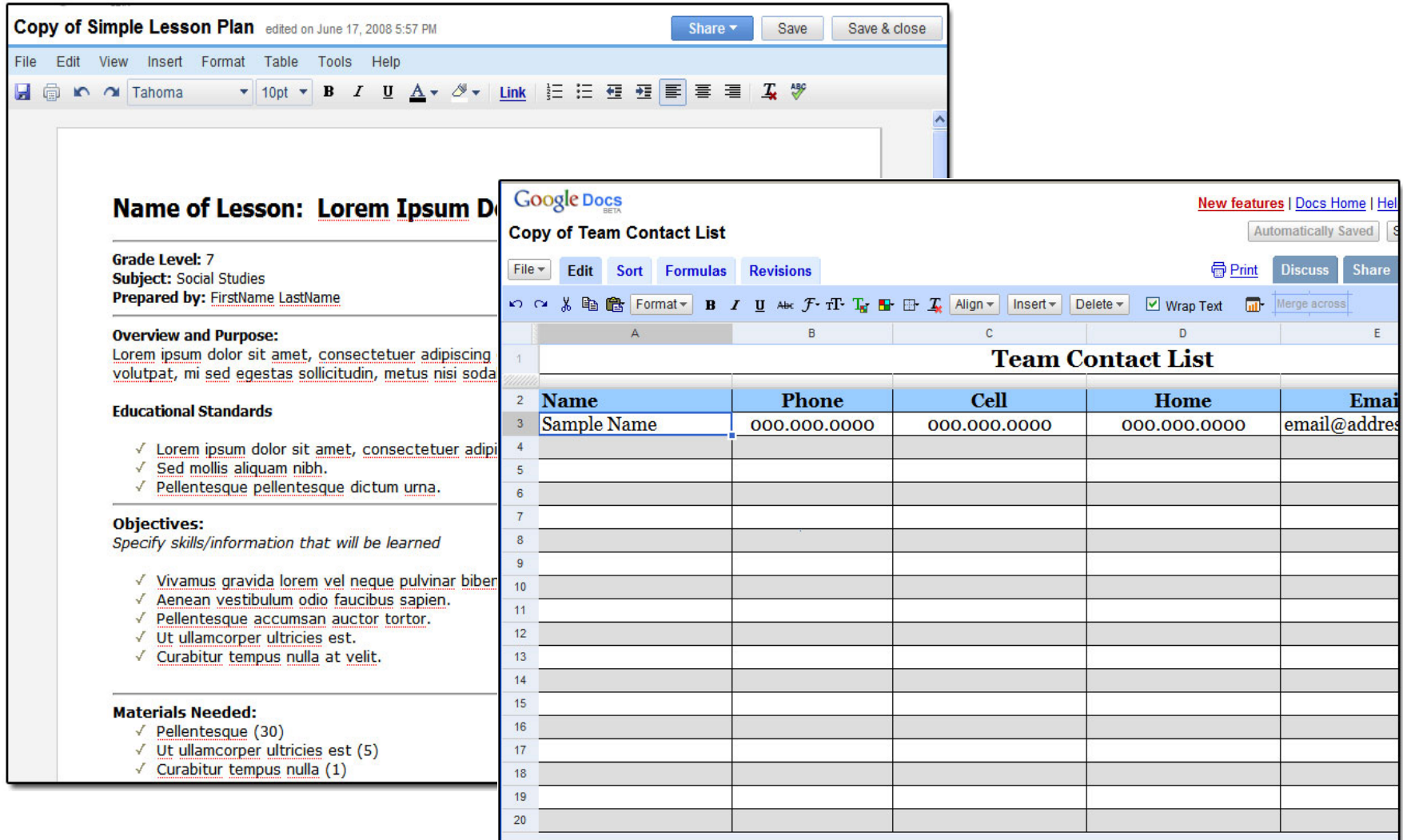
2. Spreadsheets

- 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



Copy of Simple Lesson Plan edited on June 17, 2008 5:57 PM

File Edit View Insert Format Table Tools Help

Tahoma 10pt B I U A Link

Name of Lesson: Lorem Ipsum Dolor

Grade Level: 7
Subject: Social Studies
Prepared by: FirstName LastName

Overview and Purpose:
Lorem ipsum dolor sit amet, consectetur adipiscing volutpat, mi sed egestas sollicitudin, metus nisi sodales

Educational Standards

- ✓ Lorem ipsum dolor sit amet, consectetur adipiscing
- ✓ Sed mollis aliquam nibh.
- ✓ Pellentesque pellentesque dictum urna.

Objectives:
Specify skills/information that will be learned

- ✓ Vivamus gravida lorem vel neque pulvinar bibendum
- ✓ Aenean vestibulum odio faucibus sapien.
- ✓ Pellentesque accumsan auctor tortor.
- ✓ Ut ullamcorper ultricies est.
- ✓ Curabitur tempus nulla at velit.

Materials Needed:

- ✓ Pellentesque (30)
- ✓ Ut ullamcorper ultricies est (5)
- ✓ Curabitur tempus nulla (1)

Google Docs BETA

Copy of Team Contact List

File Edit Sort Formulas Revisions Print Discuss Share

Automatically Saved

| | A | B | C | D | E |
|----|--------------------------|--------------|--------------|--------------|---------------|
| 1 | Team Contact List | | | | |
| 2 | Name | Phone | Cell | Home | Email |
| 3 | Sample Name | 000.000.0000 | 000.000.0000 | 000.000.0000 | email@address |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
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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.

<http://www.google.com/educators>