

Introduction

Monday, March 21, 2011

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1.The Cloud

What is the cloud?
Where are these files?



What are the limits or problems?



2.Reasons to Use Google Docs

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Reasons for Schools to use Google Docs

- Free for schools, no advertising
- Google Docs is an easy-to-use online word processor, spreadsheet and presentation editor that enables you and your students to create, store and share instantly and securely, and collaborate online in real time.
- Teachers and Students can collaborate anytime, anywhere
- Familiar tools and training resources get users up and running quickly.
- You can create new documents from scratch or upload existing documents, spreadsheets and presentations.
- There's no software to download, and all your work is stored safely online and can be accessed from any computer.

Classroom Teaching Ideas

Elementary school students collaborate to

- read the same book and write a book report.
- share their reflections of field trip.
- create a story from a story prompt.

Middle school students collaborate to

- write a science hypothesis about an experiment.
- recreate an historical event.
- develop a word math problem.

High school students collaborate to

- create articles for the school newspaper.
- write a script for a play.
- debate a current event.

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3. How Google Docs Work

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How Google Docs Work

A Google Doc is created by a document owner (or initially uploaded, as Google Docs will import Microsoft Word, OpenOffice, RTF, HTML or text files) who can then set viewing and editing permissions for others

When sharing the document with specific collaborators, the document owner can allow those collaborators to edit and view the document, or simply to view it. You can also allow the world to view it, but not edit it, by publishing it as a web page.

* As soon as you start typing, the document is saved. But whatever your first few words are, they become the filename of your document. To change the title, go to File > Rename > type in your new title.

* The document is saved every 20 seconds, so if you make a mistake and want to go back, click on Revisions. You can always revert to an older version. You can compare versions and see what others have added or changed. The ability to collaborate with others is one of the bonuses of using Google Docs

* You can insert pictures – although .jpg files caused a bit of difficulty. What is cool is that you can define how you want images to appear in the document. You can also insert links, comments, tables, bookmarks, separators, and special characters.

* You can add people with whom to collaborate (they need a Gmail or Google account) on this document.

Did you know that you can remove the formatting and some of the code from documents that you uploaded into Google Docs?

- Select all the text.
- Click the icon T with a red x on the toolbar.

Why would you do this? Some code, especially in Microsoft Word, does not allow you to change the formatting. Remove the formatting and now you can start re-formatting the text the way you want.

In the classroom, editing privileges can be used in several ways, such as:

- Instructor shares a document with all students, such as a sign-up sheet for presentations or group projects
- Student shares document with Instructor and receives feedback within the document; Instructor can add comments, highlight problem areas, make text changes in a different color, and so on
- Student shares document with a select group of peers and receives peer review feedback through comments and text changes
- Group project leader shares a document with other team members to complete a collaborative or cooperative writing assignment

4. Classroom Ideas

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Ideas for classroom use

Teachers are using Google Docs both to publish announcements about upcoming assignments and to monitor student progress via an interactive process which allows you to give guidance when it might be of maximum benefit – while your student is still working on an assignment.

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, it will be documented (no more "dog ate my homework" excuses)

Students will find that Google Docs can help them stay organized and keep on top of their assignments. They never have to remember to save their work; it happens automatically.

It's easy to collaborate online with fellow students, even when they aren't in the same place, and they can get feedback easily from teachers, parents, relatives and tutors, and enter updates anytime from anywhere.

And kids can go back to the revisions history to see how their assignment has evolved, and who has helped.

5. Classroom Websites

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Websites

Presentations

[http://www.google.com/google-d-s/presentations/
#utm_campaign=en&utm_source=en-ha-na-us-
bk&utm_medium=ha&utm_term=google.docs](http://www.google.com/google-d-s/presentations/#utm_campaign=en&utm_source=en-ha-na-us-bk&utm_medium=ha&utm_term=google.docs)

Classroom Activities

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

Doc Help

<http://docs.google.com/support/bin/answer.py?hl=en&answer=158149>

How to Teach Google Docs for Student Essays and Homework

<http://www.brighthub.com/education/k-12/articles/27393.aspx>

How to Teach and Use Google Docs

[http://chronicle.com/blogs/profhacker/getting-started-with-google-docs-in-the-
classroom/22641](http://chronicle.com/blogs/profhacker/getting-started-with-google-docs-in-the-classroom/22641)

Google for Educators Homepage

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

Teaching how to do Revision writing

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

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6.Website PDFs

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Educators



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Google For
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7.How to sign up

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How to apply for it

https://www.google.com/accounts/ServiceLogin?service=writely&continue=http://docs.google.com/View?docid%3Ddcdn7mjg_72nh25vq&followup=http://docs.google.com/View?docid%3Ddcdn7mjg_72nh25vq<mpl=homepage