

Using Google Docs: Basic and Advanced Functions

Find this Document Online @ <http://goo.gl/c10Gm>

Welcome! As you watch the video presentation on the uses of Google Docs in an educational setting, please use this document as a guide and a place to practice the skills you learn about. The questions go in order, so it may be helpful to pause your video when you reach each new section. It is recommended that you view the video on a desktop or laptop computer. **Please be aware: You are not the sole user of this document. What you type (or don't type) can be viewed by our entire staff!**

Let's get started!

Table of Contents (Click to go to the desired step)

[Step 1: Creating a new document \(all\)](#)

[Step 2: Using the basic functions \(beginners only\)](#)

[Step 3: Sharing your document \(beginners only\)](#)

[Step 4: Using advanced features - Linking in a document \(advanced users skip to this step\)](#)

[Step 5: Using advanced features - Changing privacy settings](#)

[Step 6: Using advanced features - Revision History](#)

[Step 7: Useful Websites and Tips on how to incorporate Google Docs \(and other Google Apps\) into your classroom!](#)

Step 1 (all): Creating a new document

1. Watch the video on how to create a new document.

2. Pause the video before moving on to the next step.
3. Please title your document: Google Docs Professional Development: last name

****If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!**

Questions I still have about this step	My name	Suggestions and solutions from others
None - Advanced User; Use all the time	Al Hearne	
None - Advanced User; Use all the time	Jason Hendren	
None - Advanced User; Use all the time	Teresa Hendren	
None - Advanced User; Use all the time	Andrew Kiefer	
None	Ben Warner	
None	Greg Hinton	
none	Tracey Cherry	
None	Lupe Sanchez	
None	Megan Young	
None	Stan Edington	
None	Lisa Suth	
None	Louise Magee	
None	Josh Blevins	
None	Sugimura	

Step 2 (beginners only): Using the basic functions

****Continue the video, but pause at the end of the section where basic functions of the toolbar are demonstrated.**

1. Type your name at the top of your document.
2. Use the toolbar icons to CENTER your name.
3. Use the toolbar icons to change the TYPE OF FONT you are using.
4. Use the toolbar icons to change the COLOR OF YOUR TEXT.
5. Use the toolbar icons to UNDO the color.
6. Experiment with the other icons by clicking. It's okay to play; you can't hurt anything!

****If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!**

Questions I still have about this step	My name	Suggestions and solutions from others
Easy	Al Hearne	
None	Teresa Hendren	Math characters are not recognized all the time, so often Math worksheets need to be uploaded to Google docs instead.
None	Jason Hendren	
None	Andrew Kiefer	
None	Ben Warner	
None	Greg Hinton	
None	Tracey Cherry	
None	Lisa Suth	
None	Ron Lapum	

None	Teresa Hull	
None	George Sugimura	
None	Louise Magee	
None	Lupe Sanchez	
None	Megan Young	
None	Josh Blevins	

Step 3 (beginners only): Sharing your document, inviting others to collaborate with you

****Continue the video, but pause at the end of the section where sharing a document is demonstrated.**

1. Click "Share" up in the right hand corner of your document.
2. In the box where it says "Add People," type the email of your teaching partner or someone in your department.
3. Be sure to allow them to EDIT the document.
4. Leave the small box checked to notify them via email you are sharing this document with them.
Add a little message if you'd like!
5. Click "Save and Share."
6. Congratulations, you've just shared your document!

****If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!**

Questions I still have about this step	My name	Suggestions and solutions from others
Done!!! Still Easy .. shared with Craig Conley		
None	Teresa Hendren	
None	Jason Hendren	
None	Andrew Kiefer	
None	Ben Warner	
None	Greg Hinton	
None- shared with Lupe Sanchez	Tracey Cherry	

none - shared with Louise Magee	Lisa Suth	
None	Ron Lapum	
None	Teresa Hull	
None	Sugimura	
None	Louise Magee	
None Shared with Mrs. Cherry	Lupe Sanchez	
None-Shared with Teresa	Megan Young	

Step 4: Using the advanced features - Linking in a document

****Continue the video, but pause at the end of the section where linking to an external website is demonstrated.**

1. In a new tab on your web browser, go to your favorite or most used website.
2. Copy the URL of that website. (Highlight and then right click and select copy, OR press Ctrl+C)
3. Use either the Docs Menu or the icon on the toolbar to add your link to your document.
4. PASTE (Right click and select paste, OR press Ctrl+V) the link into the URL text box.
5. Change the TEXT TO DISPLAY to the name/title of the website you chose, so the long URL is not on your document.
6. Now, collaborate and share your links! Add your favorite website link to the chart below!
7. Create a link to YOUR email address below.
8. Click on someone else's link and visit that site!

Your Name	Your Email Link	Your Weblink
Al Hearne - really easy!!!	alhearne@rcs.edu	www.rcs.edu
Done	teresahendren@rcs.edu	I <3 Dr. Math
Done correctly	jasonhendren@rcs.edu	www.khanacademy.org
done	andrewkiefer@rcs.edu	History.com
	Ben Warner	Showtime!
Greg Hinton	Greg Hinton	Showtime...gone fishing...
Tracey Cherry	traceycherry@rcs.edu	gatsby!
Lisa Suth	lisasuth@rcs.edu	Macbeth
Ron Lapum	ronlapum@rcs.edu	Please help LeeAnne win a mobility van

Teresa Hull	teresahull@rcs.edu	<i>disney.go.com/</i>
Lupe Sanchez	lupesanchez@rcs.edu	http://www.uni.edu/becker/Spanish3.html
Louise Magee	LouiseMagee@rcs.edu	Stanford Baseball
Colette Bibby	ColetteBibby@rcs.edu	http://www.klove.com/
Megan Young	meganyoung@rcs.edu	Pinterest
Sugimura	gravity--SERIOUS STUFF	
Blevins	joshblevins@rcs.edu	Mystery Science Theater 3000 - episode 1007

****If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!**

[illegible]

Step 5: Using advanced features - Changing the privacy settings

**Continue the video, but pause at the end of the section where changing the privacy settings is demonstrated.

1. On your personal document, click on “Share” in the upper right-hand corner.
2. Change who has access to this document by clicking CHANGE.
3. Select “Anyone with the link” option.
4. Change the access to this document to “Can comment.”
5. Click SAVE.
6. Copy the “Link to Share” in the Sharing Setting box.
7. Paste the link to your document in the chart below.
8. Click on someone else’s link and open their document.
9. Leave a friendly comment on their document!

Your Name	Link to your document
Teresa Hendren	https://docs.google.com/document/d/1Gu3j3h1acXCQfppH-bUJTrrmp6ZgO7NOrg9nOdYoG9Wg/edit?usp=sharing
Andrew Kiefer	https://docs.google.com/document/d/1xcZIOYggQMulaYIIGQp6_zf75zmy9l5EnnrhdOfNIUo/edit?usp=sharing
Jason Hendren	https://docs.google.com/document/d/11w4xcjXkJacbnNlsVtUNFWCcQ7IVz0x15C2aZ1jjdjo/edit?usp=sharing
Ben Warner	https://docs.google.com/a/rcs.edu/document/d/1e9zLYZto-lmYEEee68gHhSBqVm7OmjYFDBKwjFI9cdQ/edit
Greg Hinton	https://docs.google.com/a/rcs.edu/document/d/1J9pNlaa3H3gVGdFi-t03GtYnbyO_WGo7ZsCwjgVYZFk/edit?usp=sharing
Tracey Cherry	cant get the sharing to work! argh!
Lisa Suth	I’m with Tracy - Can’t get it to paste <u>(use control + V)</u>
Ron Lapum	https://docs.google.com/document/d/1HMThNi9FoyNy1CNzO8cYCF7Gf4cG75d3ZddPNi-qwSY/edit?usp=sharing
Teresa Hull	https://docs.google.com/document/d/1SC7VsoiQV2_TXmYi7Kv9fAMXtumAfcPdfKFllmVT-AM/edit?usp=sharing
Louise Magee	https://docs.google.com/a/rcs.edu/document/d/1l

****If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!**

[illegible]

Step 6: Using advanced features - Revision History

**Continue the video, but pause at the end of the section where viewing the Revision History is demonstrated.

1. On your personal document, view the REVISION HISTORY of your work.
2. Revert your document back to an early version, before you changed the color of your text.

**If you have any questions about this step, please enter them below, along with your name. If you have any solutions to others questions, jump right in and post them in the suggestions column!

Questions I still have about this step	My name	Suggestions and solutions from others
None	Teresa Hendren	
None	Andrew Kiefer	
None	Jason Hendren	
None	Ben Warner	
None	Greg Hinton	
None	Tracey Cherry	
None	Lisa Suth	
None	Ron Lapum	
change color?	Teresa Hull	
None	Louise Magee	
None	Colette Bibby	
None	Megan Young	
None	Josh Blevins	

Step 7: Useful ways to use Google Docs in YOUR classroom

****Finish the video if you have not done so already.** Below are some links to useful articles and ways to use Google Docs and other Google Apps in the classroom. Read through them at your leisure.

[5 Simple Ways to Use Google Docs in the Classroom](#) (Blog Post/Article)

[The Paperless Classroom With Google Docs](#) (Video)

[50 Little-Known Ways Google Docs Can Help in Education](#) (Blog Post/Article)

[Google Docs and Common Core Standards](#) (Blog Post - Check out all the other good stuff on this blog!)

[Teachers and Principals Talk About Google Docs](#) (Video)

BRAINSTORM HERE! How could you use this tool in your classroom? Post your name and one way that you can see Google Docs fitting into your teaching, curriculum, and classroom.

Your Name	How will you use Google Docs in your class?
Teresa Hendren	I have to give Jason credit here because he taught me - but I use this to administer tests and have occasionally used in place of printed worksheets (scanned and used Google Docs instead).
Andrew kiefer	It would be difficult to use in my class because a number of my students don't have computers at home
Jason Hendren	I use this to give tests and it is the only way I distribute material to my AP Economics kids. I don't print anything. I have my econ students create a file in their email box for AP econ where they can file all the document links that I send them.
Ben Warner	Group projects: Send the prompt and the Rubric and then have groups edit the document with their final presentation.
Greg Hinton	I have a few articles I'd like students to have access to. I also could leave the prompt for the Doubt Project online for the Seniors.
Tracey Cherry	I imagine this would be great for students to be able to share their writing with me, the editing process could be streamlined. We could truly go paperless. Also, possibly I could have students work together on papers and projects with this.
Lisa Suth	What are the settings you use to administer tests ? What implact might this have on our discussion of cheating this murning?
Teresa Hull	Might be a little advanced for 6th grade, but could use in some

	settings
Colette Bibby	This would be a good site to connect my math students to some helpful math games that they can do at home. Is there a way to see if they have accessed this sight?
Megan Young	I can use this as a tool for them to upload homework, if they are missing an assignment they can go here, rather than wait for me to give them a new copy
Josh Blevins	It is hard to do this with middle schoolers, but with some practice, I'm sure they could do it!