Google Docs and Drive Notes

Lesson 1 - Docs & Drive Basics

[Interactive Tour](#)

Simple easy to see all parts of drive

Lesson 2 - Foster Collaboration

2.1 [Video 1](#)
Student Writing with Google Docs:
1. Drafting
2. Share writing with everyone in a class (teacher and students)
3. Teacher (and students) can give feedback as students are writing (collaborate with students as well as teacher - peer feedback)
4. Students check and edit
5. Students can then publish, using publish to web. - I think this will be really useful when we learn more about sites and other publishing tools - to embed your google docs in

2.1 [Video 2](#)
Sharing files with Google drive
History to see who made what changes
?Can we use the students SRIV @... to share?
How to use Google Drive to help students collaborate and work together at a high level
To collaborate you have to click-export to google documents
Copy shared documents and put into your drive to avoid losing documents when others delete them
You can ask students to make a copy-click file- then,click make a copy
You can make new documents straight in google and save it there straight away..instead of always moving your word documents into google drive
Using Google docs to arrange meeting times, exam block oral presentations etc. Real time collaboration. Use revision history to track changes (click on 'all changes saved to drive' to see this.
Download Google drive to move files from computer into Google drive (drag and drop). The file is then in 'the cloud'.
Can have shared files and folders. Link to documents can be emailed to people (so they can access), and you can determine who can edit, view, comment on. They can access by clicking on 'shared with me' in their own drives.
If you don't want students to be able to edit your document, you can make it 'view only', and they then make a copy that they can work on. Alternatively, you can have a link to a document on a shared Google site, have students open in their drives (that are shared with teacher) and work on those documents independently.
Important: Export files to Google documents, if you want to collaborate on a file you have moved from your computer (that wasn't originally created as a Google doc).
Students can share files with each other to collaborate in pairs/small groups.
Shared files if want to keep move it as if owner deletes you lose it
To make a google doc out of your word doc save in the same folder simply right click on the original word doc as it is in your google drive folder and chose the 'open with' option then the 'open with google docs' option. It will open a google doc option of it in the same part of the drive
I need more practice of this!!!
Good that they cant 'lose it'
The best thing about this lesson is that we are actually practicing this right now. In this shared doc.

One of the cool ways to use this is to have two or more classes collaborating at the same time on the same task = double the ideas - as long as teachers set up clear expectations
Maths and documents - lets hope more is developed to deal with maths symbols over time
Good to be able to restore sessions, if students accidentally wipe content - that has happened with my Yr 8s!
By asking students to write in a different colour is a simple way to keep a cool visual track of who's who
I think this colour is more me!!!!! OMG Totes.You are so Gen Click!!!

To my fellow Googlers - Sorry I wasn't there today. I had an appointment I needed to go to. I know it's not very googley of me.

Steps:
1. Create google doc, or convert doc to a google doc.
2. Share by embed into site/one note or email to students - edit, view or comment
Share with claver.net so that you can keep track of the kids sharing/commenting.
Control Shift V for copying without ads etc.

Lesson 3 - Save Time, Effort and Paper

3.1 Video

In Google Docs you can create documents similar to Word, PowerPoint, Excel etc. You can modify sharing settings for all documents (who can see, edit, comment on your documents). You can identify/invite certain people for different levels of rights.

This could be good when collaborating with staff members on documents, or sharing documents with students, without giving them the ability to edit the documents.
For students to work independently, make sharing rights 'can view'. Students can then 'make a copy' and 'move to folder' shared with teacher.

3.2 Video

Multiple ways of sharing documents. Right mouse click is always a good starting point! You can share with people who do use Google docs, and those who don't, you can email as attachments (add people section).

When sharing with people who use Google docs, you can send an email to those you share with, to let them know you have shared a document with them. You can write a message, or even copy/paste the document in the email.

Once the document has been shared, documents can be edited collaboratively, in real time (both can make edits at once).

Documents/folder ownership can be passed on to others.

When sharing with people who don't use Google docs: Right click, email as attachment, choose format of file, write a message, send email. All you've shared a document with, will be kept a record of. They can be quickly emailed to be informed of any major updates or changes to the document.

To share a LARGE group of files, you can create a **shared folder.** CREATE, folder. Right click on folder, share (either individually, or to a wider audience). All documents in the folder will inherit the permissions of the original files.

3.3 [Video 1](#)

Sharing/Drafting/Grading Assignments in Google Docs.

You can insert comments into student work (highlighting and then commenting). Student can reply to comment, by clicking on comment and replying. This could be very useful in drafting process. You will get an email notification every time a change/comment is made - Could be a problem for teachers! Teachers can modify notification settings so their inbox does not become clogged with student change to document notifications. For students, they can click resolve once they have changed whatever their teacher may have suggested.

3.3 [Video 2](#)

Google Gooru - for information about ALL Google can do!

Power Commenting (keyboard shortcuts)

Select Text: Shift + Arrow Keys.

Insert/Comment: Select Text (or hover cursor on word). CTRL+ALT+M.

Save Comment: Press BLUE COMMENT BUTTON or CTRL+ENTER after typing comment.

Help - Keyboard Shortcuts: CTRL/

ADD ONS - Thesaurus, Easy Bib (Bibliography) Clip Art, Concept Mapping etc.

Lesson 4 - Manage Class and School Data More Effectively

4.1 [Video 1](#)

Uses for spreadsheets are multiple!
- Due dates, monitoring progress and task submission (teacher and student) - forward looking.
- Layout can be great for gathering student responses (highlighting WHERE students should write their responses), and students can interact with each other in their responses. *This isn't great for extended response - short response only.*

4.1 [Video 2](#)

Sharing settings and capabilities for spreadsheets are the same as other Google Docs.

Lesson 5 -Create Engaging Presentations

5.1 [Video](#)
Great way for students to collaborate
You can search videos on youtube
You can easily upload powerpoint that you may have already on your computer
First convert the ppt to

To change layout click file-click change layout
You can change the colour of your images by clicking the colour you like
to change the colour of the background click slide---click background
You can animate objects on the slide by clicking animations and choosing the type you like eg fly in
You can add you tube video, and search YouTube from within the 'insert video' function.
insert image
insert youtube

There is a variety of tools to use

Can work well with Google sites (publish to the web - works with Blogger etc also).
Great for collaborative presentations.
When inserting images into a Google slide, a search bar pops up within the 'insert' function. You can search Google images, Life or Stock images from there (all licensed).
Open clip art (copy/paste images into slide)
Printing options (handouts, 2 slides per page, slides with notes etc).
Master slides are great for formatting themes, styles and layouts. All save. Import theme for old masters you've made and used.
You can change backgrounds (you can insert background images).
Hyperlinks.

SKYFONTS - Google Apps can save fonts you use in Google, to use in Word, or Photoshop (there are thousands to choose from! See 'more fonts'). *Cedarville Cursive. Pretty :)*

Lesson 6 - Organise and Collect Information

6.1 Video

You can copy/paste into multiple choice from cells in other documents! YAY!
Students can edit responses:

Send forms via email, or embed it into a site.

Choose response destination. Many forms can go into one spreadsheet.

Response summary.

Pre-Fill forms? Link for two different classes. Connected Studies 1 could be in the pre-filled class part.

6.2 Video 1

Create an assignment dropbox in Google Forms - not as necessary now that we have Google Classroom.

6.2 Video 2

6.2 Video 3

Lesson 7 - Make Classroom Graphics

7.1 [Video](#)

Venn Diagrams
Word Webs
Can edit text on any shape
Flow charts
Line up tools help keep drawings aligned.
Can keep lines/points connected, even when moving them around (connect dot from one shape, to the dot from another).

Lesson 8 - Advanced Docs and Drive

8.1 [Sharing Privacy, Printing and Publishing](#)

8.2 [Docs](#)

8.3 [Sheets](#)

8.4 [Slides](#)

8.5 [Forms](#)

8.6 [Drawing](#)

8.7 [Google Drive on the Web](#)

8.8 [Google Drive on Mobile Devices](#)

8.9 [Compatibility and Offline Access](#)