

July 24th Meeting

Focus on Google for our technology to teach

Google Docs

Documents (Christine)

Presentations (Jeff)

Forms (Jimmy)

Spreadsheets or Drawing (David)

Timeline:

-Part A done by July 24th

-Part B done by July 31st

-Entire project done by August 6th

Screenshots of initial meeting links:

[Link 1](#)

[Link 2](#)

[Link 3](#)

Storyboard and Script

Google Forms - Jimmy Dunn

here's a link to my part of our presentation: <http://www.slideshare.net/jdunn84/google-forms-8738293>

Slide 2

Google Forms can be used to create a variety of data-gathering forms such as surveys, quizzes, questionnaires, customer requests, and more. Respondents never need to create an account or login. A spreadsheet is automatically populated with all of the form's results. You can also view charts and graphs for each item or question.

Slide 3

To create a Google Form, first login to your Google account, and go to docs.google.com. Click on the "Create New" button in the top-left part of the page, then click on "Form." You can add questions by clicking in any of the question blanks. Your form can have as many or as few questions as you want. You can choose from a number of question types.

Slide 4

Once you have finished writing all of the questions, you are ready to publish your form. You can change the appearance of your form by selecting one of the form themes in the top left part of the screen. The URL that you will use for your form is at the bottom of the page. It is ready to be copied and pasted. You can also embed your form into a website or blog by clicking on "More Actions" then "Embed" in the top-right corner of your screen.

Slide 5

After 1 or more respondents have completed your form, you can view the results by going back to docs.google.com, and clicking on your form's file name. You will see a spreadsheet with all of the responses (as shown below). Notice that all of the responses are time stamped. Click on the "Form" menu, then "Show summary of responses" to see charts and graphs for each question.

Slide 6

Here are some samples that Google Forms generated for me. As an educator, You can now spend your time analyzing the results, rather than compiling them, thanks to Google Forms.

Google Documents for Education

Slide 2

There are several uses for Google documents, including every day tasks such as journaling, creating to do lists, recipes, etc...For this presentation, the main focus will be using Google Documents in Education. Google Documents can be used to create essays, write informal responses, and collaborate on projects and essays.

Slide 3

There are several advantages for teachers. If a teacher creates a lesson plan, quiz, or test, they can save the document using Google Documents and will have access anywhere with Internet at anytime. In the classroom, teachers can assign work and become collaborators on the document to edit or comment on student work. Teachers can also monitor student progress by reading the document or looking at the revision history.

Slide 4

Students also have access anytime and anywhere. They can collaborate and share their work with others, providing additional opportunities for editing. Students will not have to wait until the next class period to receive their initial comments back and can begin revising from home. For group projects, students can see who made revisions and can look back at the original document. There is also a chat feature if students plan to be online at the same time and can work from their homes instead of trying to find a time and place to meet. Auto save also prevents unwanted loss of the material.

Slide 5 (plan on having an introduction to opening Google Docs and all of its features before this portion)

When beginning to work on the document, make sure to change the name in the top left

corner. You can begin typing the document and have the opportunity to choose the font and size. To change the formatting of the text, click Format, Paragraph settings, or use the preset toolbar.

Slide 6

Like Microsoft Word, Google Documents allows you to insert pictures, links, drawings, equations, comments, and footnotes.

Slide 7

There are several sharing options which allow you to choose who can see the document and who can edit it. This also students to choose the people in their group to become editors while the rest of the class can view the work. How to Use

- Once logged into docs.google.com, click on New, Document
- Once the blank document pops up, type in a name for your document.
- File saves automatically, or you can click the save button in the top right corner, or hit ctrl s
- Normal text is used for text, and the heading options are for titles
- At the top, Tools offers you the option of Word Count or defining of a word
- Format gives you several of the options that MS Word does
- Tables, pictures, and links can be added to the document
- To share the document, click the share button on the far right and choose your option

Advantages for Teacher

- Cuts the work load if students can easily peer edit.
- Improves student writing since students are not only writing, but also thinking about how to improve a buddy's essay.
- Dramatically improves students' attitudes toward writing and revision. They think of it as exciting and fun.
- Can have students share the document with you so you can make comments, revise, and look at work at your leisure. You can also see when they work on the assignment.

Advantages for Students

- Can access from any computer with Internet access.
- Can share and collaborate with classmates.
- Auto saves, so less likely to lose work.
- Can see who makes changes to the document if shared.
- Contains many of the same features as Microsoft Office.
- Can see revision history, which allows them to go back to earlier versions if needed.
- When collaborating, has a chat feature on the right side of the screen so students can

talk with one another.

Google Presentations- Jeff Patton

Here is the link to my [presentation](#) about Google Presentations. I used Google Presentations to create it.

My Script:

Slide 2

Google Presentations is a free web-based presentation editing program that can be accessed from anywhere in the world with an active Internet connection. Users can customize themes, collaborate with others in real time, and customize their privacy settings. Users have many editing options at their finger tips. If they opt to, Google Presentations allows users to upload existing presentations from other formats like PowerPoint.

Slide 3

To create a new presentation, first log into your Google account, or create one if you don't have one. Then, go to docs.google.com. After you have reached the Google Docs area, click on "Create New" in the upper left corner of the screen. Then choose "Presentation." Once you choose "Presentation" a very familiar looking presentation interface will appear. Notice that placeholders on the blank slides are available to make it easier to enter text. From this point, you can choose to create a presentation from scratch, use a template, or upload an existing presentation from another program.

Slide 4

When editing your presentation, it's important to keep in mind that an audience will view it. You want to make the presentation as visually attractive as possible. You have many options available when editing. You can use a preexisting theme, select your own background image, or change the background color. The standard toolbar is available at the top of the screen to edit and manipulate text. You might use this for alignment, font, color, etc. Another great feature when editing is the ability to enhance your presentation by inserting pictures and videos.

Slide 5

When your presentation is complete, you want to view your work. To view your presentation, click "Start Presentation" at the top of the screen. The presentation will play one slide at a time. To skip slides use you may use the arrows keys on the keyboard, the presentation window, or click the slide. When you are ready to share your

presentation with others, a simple click on the “Share” button in the upper right hand corner of the screen and you’ll be on your way. In the share settings you are able to set permissions as to who can view and edit the presentation. You must provide viewers with the URL to your presentation.

Slide 6

If you would like to publish your presentation that option is also available. Publishing your presentation allows you to share it with specific people around the world. Just publish the document by choose “Share” and clicking on “Publish and Embed.” From there you can share your published document by providing users with your specific URL. Embedding the presentation into a website is just as easy. Embedding allows others to use the same code to embed in other websites. To embed your presentation into your website, follow the same steps as to publish and copy and paste the embed code into your website.