



TINYURL.COM/GD2014

*Our WIKI of Who's Who, Vocabulary Words, Sample Projects,
HW Checklist and Connections Amongst the Participants of
this Online Course*

Google Docs & Google Drive

created by the Jan-March 2014 Summercore Online class

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PART 1: WHO'S WHO IN OUR COURSE (AND SCHOOLS)

FIRST NAME	SCHOOL	FEEL FREE TO SHARE ANY COMMENTS or QUESTIONS RE GD AT YOUR SCHOOL INCLUDING PLANS or FRUSTRATIONS	LESSON 8 Thoughts, plans or predictions about any of these 3 items: • your school's journey into GD • or your personal use of GD • or your classroom pedagogical use of GD
Amanda	St. Francis Episcopal Day School TX	4th grade teacher-We plan to transition our students to GD next year so I am here to learn as much as I can and train others.	
Carrie	St. John's Episcopal Parish Day School FL	I teach Kindergarten and have been encouraged to use Google Docs for all of my documents. I am excited to learn more.	Great presentation. I love the idea of the online parent signature form. Would like to learn more about this. Sandy
Dick	Northfield Mount Hermon School MA	Math dept chair- Our school (NMH) is making the transition to a Google apps school for next academic year. I am one of the faculty invested with helping to train folks	
Jenny	Pingry School NJ	I am the Middle and Upper School Tech Integrator and we are a Google Apps	

		School - transitioning to its use over the next couple of years. Our Upper School went 1:1 this year and the MS will follow next year. We are a mixed platform school so Google Apps simplifies some of the platform "battles." I am also interested in getting a better understanding of best practice for an online course.	
Joanna	Rodeph Sholom School NY	1st grade teacher--my school uses google docs to share files with all faculty there are a few hundred files in the drive account associated with my work account and I find dealing with that account overwhelming	I was pleasantly surprised to learn that Steve will be offering a PD conference on-site at my school this summer to provide continuing technology (including Google Doc--I assume?) professional development and I'm looking forward to taking the class. I feel like I learned a lot of great tricks that I can use in the classroom. No Fair! We want him TO COME TO OUR SCHOOL!
Rachel	Ascension Episcopal School LA	Interested in getting the most out of Google apps since our teachers and students from grades 5-12 use it. Hi Sandra!!!!	
Sandra	Ascension Episcopal School LA	Second grade teacher at a private school that recently implemented Google. Struggling to figure it all out.	I feel like I have learned a tremendous amount about google docs from this class. Although I struggled often with the teckie lingo, I am much more comfortable with the in and outs of GD. I have such a better understanding of all the icons and am no longer feeling so lost or afraid to try something new. I love this course!
Susan	Northfield Mount Hermon School MA	Religious Studies teacher. Working with members of my department as we transition to using drive next academic year.	

PART 2: VOCAB WORDS IN CAPS AND ALPHA ORDER

Please use your first name (Steve) or initials (SB) after your entry as I did in the first one. If you edit someone else's, this is not necessary. Feel free to define/explain 1 word, no words or several words, just don't do too many so that you leave some for others! By the way, UPPERCASE is just for the TOPICS which are in alphabetical order.

\$ SYMBOL IN A SS

ABSOLUTE REFERENCE

This is used so that when copying the formula right or down, the cell reference does not change

ALPHANUMERIC DATA

ANYONE WITH THE LINK

This refers to one of the options when you share a document. This makes your document relatively private since no one will see it or find it unless they have the link. (Steve)

AMPERSAND

This is used to concatenate data in a cell; to use string data, surround it by ""

BIT MAPPED

BLANK TEMPLATE

CAPTCHA

CELLS

CHART

CHILD FOLDER

COLUMNS

COMMENTER: The person who has the ability to leave comments. (AA)

CONCATENATE

to join two pieces of information together into one

DATA TYPES

DATA VALIDATION

DOCTOPUS: This web utility allows you to take one GD WP worksheet you create for students and then it automatically sends it to your students using their emails in a GD SS. Next to each student's name and email, you will then get columns for whether the student opened it. The utility takes your one worksheet and creates an individual one for each of your students. My 16 minute video on this is at <http://youtu.be/brTFRdGj83c> and I look forward giving you an individual customized demo in one of our 30 minute sessions if this interests you. (Steve)

DOCUMENT: Google's equivalent to Microsoft Word document (Rachel)

DRAWING

EDITOR: The person who has the ability to edits documents. (AA)

FLIPPITY: A website which uses Google Spreadsheets to create flashcards (Rachel)

FLUBAROO: This web utility allows you to grade automatically all the entries in a GD spreadsheet that have come as a result of a GD Form. You need to design the form correctly of course ("multiple choice works better than short answer") and then submit one form that contains all the right answers. See <http://www.flubaroo.com> but I look forward giving you an individual customized demo in one of our 30 minute sessions if this interests you. (Steve)

Flubaroo is AMAZING! I love the email feature especially since our middle school and high school students have email addresses. It's SO easy to use too! (Rachel)

IF COMMAND in a SS

FOLDER: A place to store all of your documents. Works like a manilla folder (Rachel)

FORM - Can be created in Google Drive and allows users to create a variety of question types (multiple choice, text, etc.) , share the form with others. Responses are organized graphically and also in a spreadsheet.

FORMULAS

GRID

GROUP

INLINE GRAPHIC

MAGIC + SIGN

A feature that allows you to extend formulas in a Spreadsheet to apply to multiple cells (Joanna)

NUMERIC DATA

OBJECT ORIENTED

The feature that allows you to arrange objects in the drawing module of Google Drive, but doesn't allow you to paint on the screen with pixels. (Joanna)

PARENT FOLDER

PERCENT INCREASE FORMULA ON SPREADSHEET

PRESENTATION: This is Google's version of power point. (Carrie)

PRIVATE: Access is limited to those you have approved (Joanna)

PUBLIC ON THE WEB: Anyone with Internet access can find your work (Rachel)

RELATIVE REFERENCE

RESEARCH -

RESPONSES - Answers in a spreadsheet automatically created when people fill out your Google Form. (Rachel)

REVISION HISTORY

All of the changes to a document that have been made, allows you to track the document as it has been revised (Joanna)

ROWS

RULE OF 72

SCALE

SHARING

SITES.GOOGLE.COM

Shortcut to view all of the google sites you have created and own (Joanna)

SORT RANGE

SORT SHEET

SPLIT FORMULA - Splits data in one cell into two cells. For example:
Delcambre,Rachel=SPLIT(A8,", ") Rachel Delcambre =SPLIT(A8,", ")

SPREADSHEET

SUM FORMULA: If you want to add your information you collect and get a total you can use a sum formula such as =SUM(C3: C8). The colon means through (Carrie).

SURVEY:

TINYURL.COM - a website that will shorten your long web address to something easier to manage in a document (JZ)

TOP LEVEL OF GOOGLE SITE: If a page is created on the Top Level, it will not be added as a subpage. It will be a main page within your website. (Rachel)

UPLOADING -

VIEWER

WORKSHEET -

WRAP AROUND GRAPHIC - When text wraps around a picture (Rachel)

PART 3: HOMEWORK SUMMARY HIGHLIGHTS

write DONE or any word or phrase you want after your name once you complete
-- SB update 2/19 -- I have removed the earlier ones marked "done"

HW 6.5 ASSIGNED FEB 17 (Eric Curtis)

HW 6.5 is to look at the article/website posted

at <http://tinyurl.com/ericcurtis>

and try to find one thing that we have not covered or discussed to date.

Amanda:

Carrie: We have definitely covered many of the items in the article however, I thought that being able to create your own template and then share it with your students was very helpful. You can use WP, Presentation, SS, Form, or

Draw to create a template. Then use the create button again and click on "From template" in order to save it in the Gallery. The students can then access the template from the gallery.

Dick: I looked and couldn't find anything that we haven't covered so far..

Jenny:

Joanna: I thought the idea mentioned in the article to create a "handout" folder through google drive could be helpful. Working as sort of the opposite of the HW folders we have all shared with Steve, a folder which only you as the teacher can edit but all of your students can view would allow them to instantly view important handouts.

Rachel: I like how they organized student work by having them turn it in using Google Forms. This allows all assignments to be organized on a SS. Brilliant, but would take some training on the student and teachers' parts. I liked how this article organized the information and wanted to know how. You can link to HEADINGS in a document not just websites and other documents. Genius!

Sandra: I thought it was a good overview and gave extra clarification on topics such as adding documents to folders and sharing folders. I printed it out for future reference.

Portfolio Websites from Lesson 6

Dick -- <https://sites.google.com/a/nmhschool.org/portfoliodp/>

Carrie-- <https://sites.google.com/site/portfoliocmf/>

Rachel-- <https://sites.google.com/site/portfoliord41/>

HW 8.1 and 8.2 PARTNER PROJECT DUE MARCH 3

HW 8.1 and 8.2 due March 3 The assignment is to work with your partner(s).

HW 8.1 Please start contemplating a new GD Presentation or Google Site on "A Tale of Two/ThreeSchools" in which you and partner(s) compare and contrast the way your two/three schools are working through the stages of GD and what some of the hassles and issues are. This will involve email exchange and phone/skype/google hangout conversations.

HW 8.2 The assignment is to connect with your team partner(s) and identify one of the GD apps that you find intriguing and that all of you explore. These apps are "add-ons" to GD that are readily available for exploration. Like apps on an iPad, some are free, some are commercial and cost money and some give you one month of free trial access. The choosing of the GD app and the evaluation of it can be done as part of the same platform (GD presentation or GD website) as **HW 8.1**.

Please indicate what you and your partner(s) are doing and eventually you can include the link to where the rest of us can read about it.

Team Amanda and Sandra:

Team Carrie and Joanna: We have really had fun creating a project on Google Presentations. It is so wonderful being able to create something with someone hundreds a miles away so easily. We

looked at the Google app PowToon. We added a short PowToon to our Presentation so you can see what a PowToon is. There is a PowToon strictly for education. It is very easy to use and fun to create.

https://docs.google.com/presentation/d/15K8FSZ_tK13ZisOChDgpUmAKRfnFAiVElEr1bqwemvI/edit#slide=id.p

or

<http://tinyurl.com/JoannaCarrie>

Team Dick and Rachel and Jenny: **from Dick:** I haven't been to identify a particular app that I'd like to study, and I hope that either Rachel or Jenny have something that interests them. I also don't have a preference on presenting this work on a website or a presentation. It would be best to connect using Hangouts, since there are three of us. I am dickpeller@gmail.com.

from Rachel: I have added an app on the website I found interesting. I'm open to other ideas. I like the website you have created. Thank you for taking the reins on this one. Hangouts works fine for me. I am rdelcambre@aesgators.org