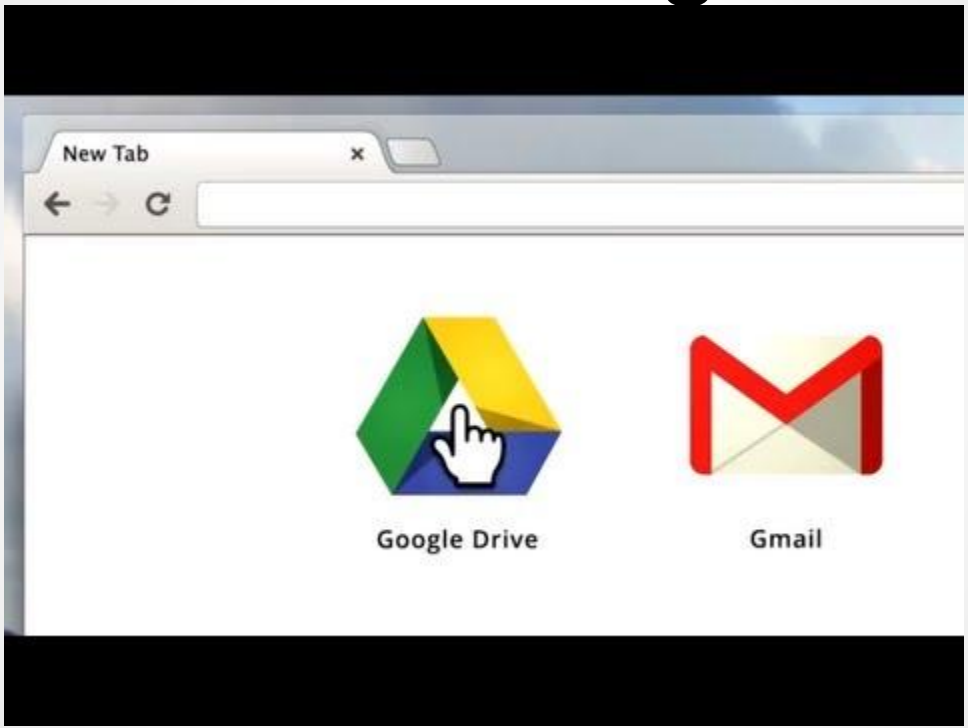
Google Apps for Education

Jessica Kudlacek
OPUSD 2014

Google Drive to Work Smarter. Not Harder.

- ★ Create original work
- ★ Share with colleagues, parents, admin, etc.
- ★ Cloud-based storage allows for access from multiple devices and from any wifi location
- ★ Work collaboratively (up to 50 people)
- ★ Publish work to web and social networking
- ★ Control sharing and editing
- ★ Saves automatically

Welcome to Google Drive



https://www.youtube.com/watch?v=1WTE6pa-EY4

Slides

Docs

Drive

Forms

Sheets

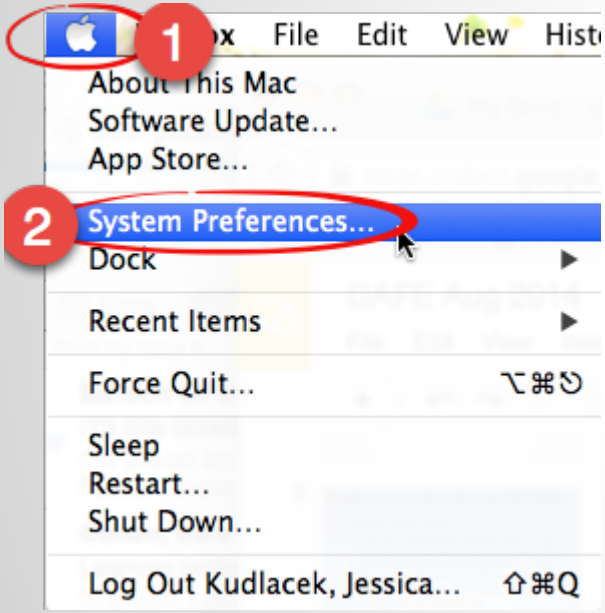
Cons of Other Applications

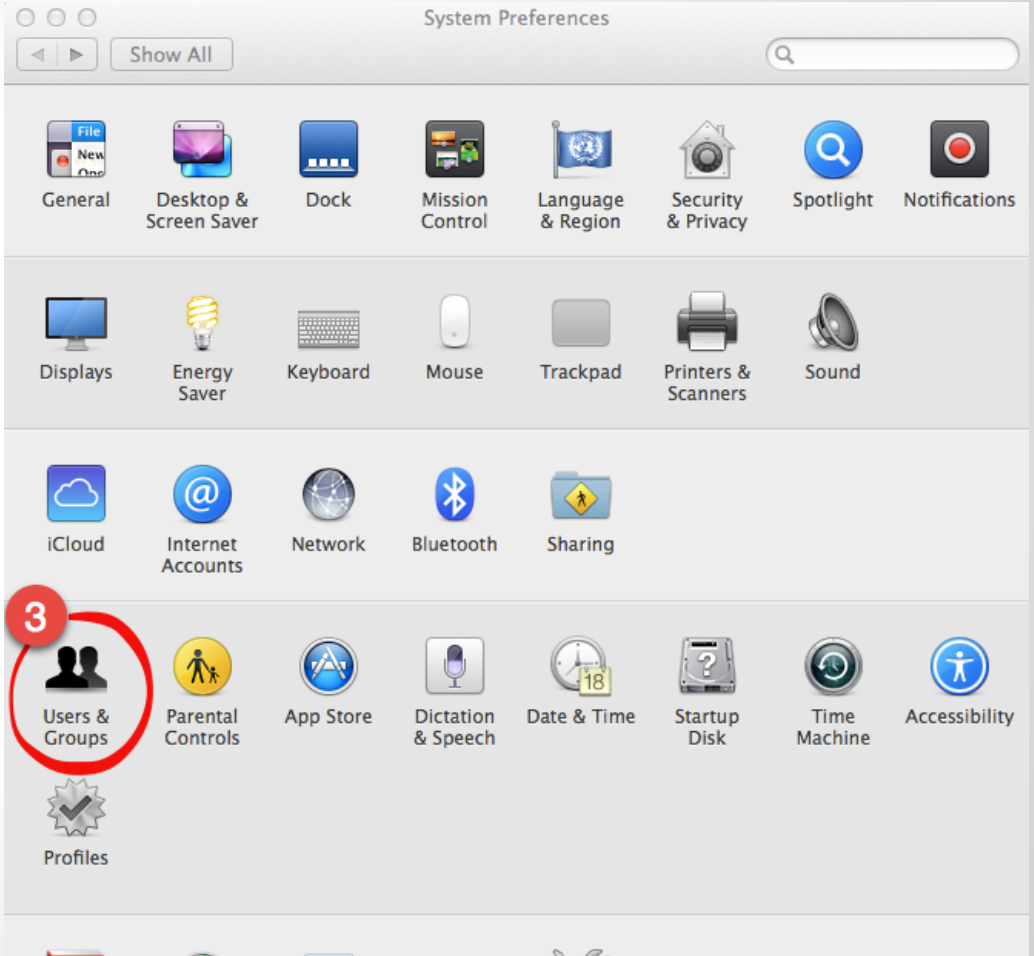
- ★ Can only access on specific device
- ★ No collaboration
- ★ Share using hardware (e.g., flash drive)
- ★ Need to save multiple versions

Docs, Slides, Forms & Sheets
Same Features Across the Board

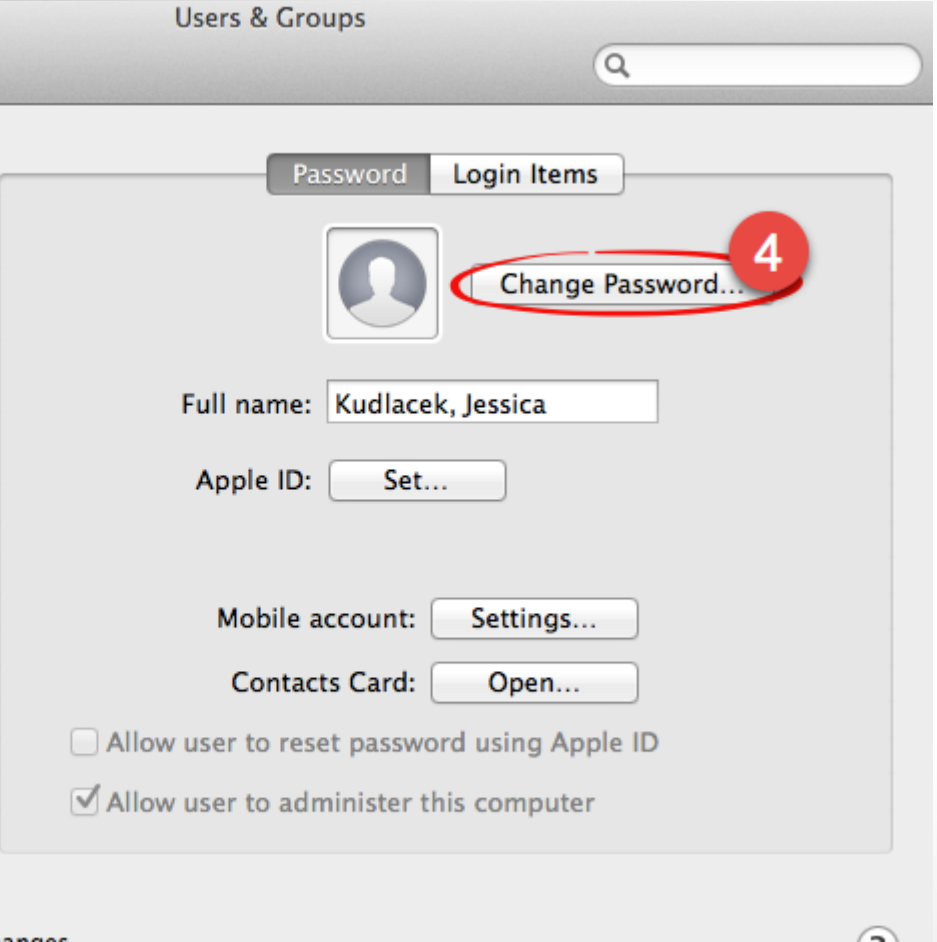
- ★ Sharing
- ★ Collaboration
- ★ Publish to Web
- ★ Embed
- ★ Email Collaborators
- ★ Email as Attachment
- ★ Revision History
- ★ Print Options

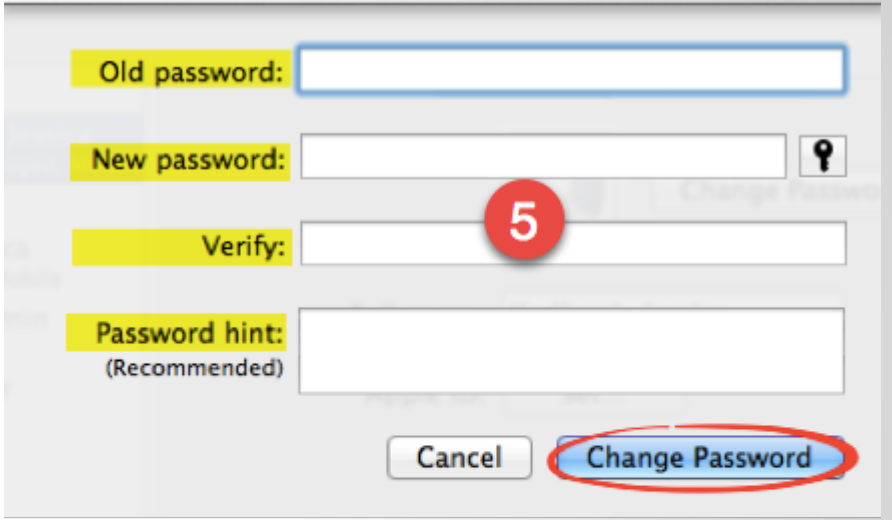
Reset Password to Activate Google Account





Reset Password to Activate Google Account





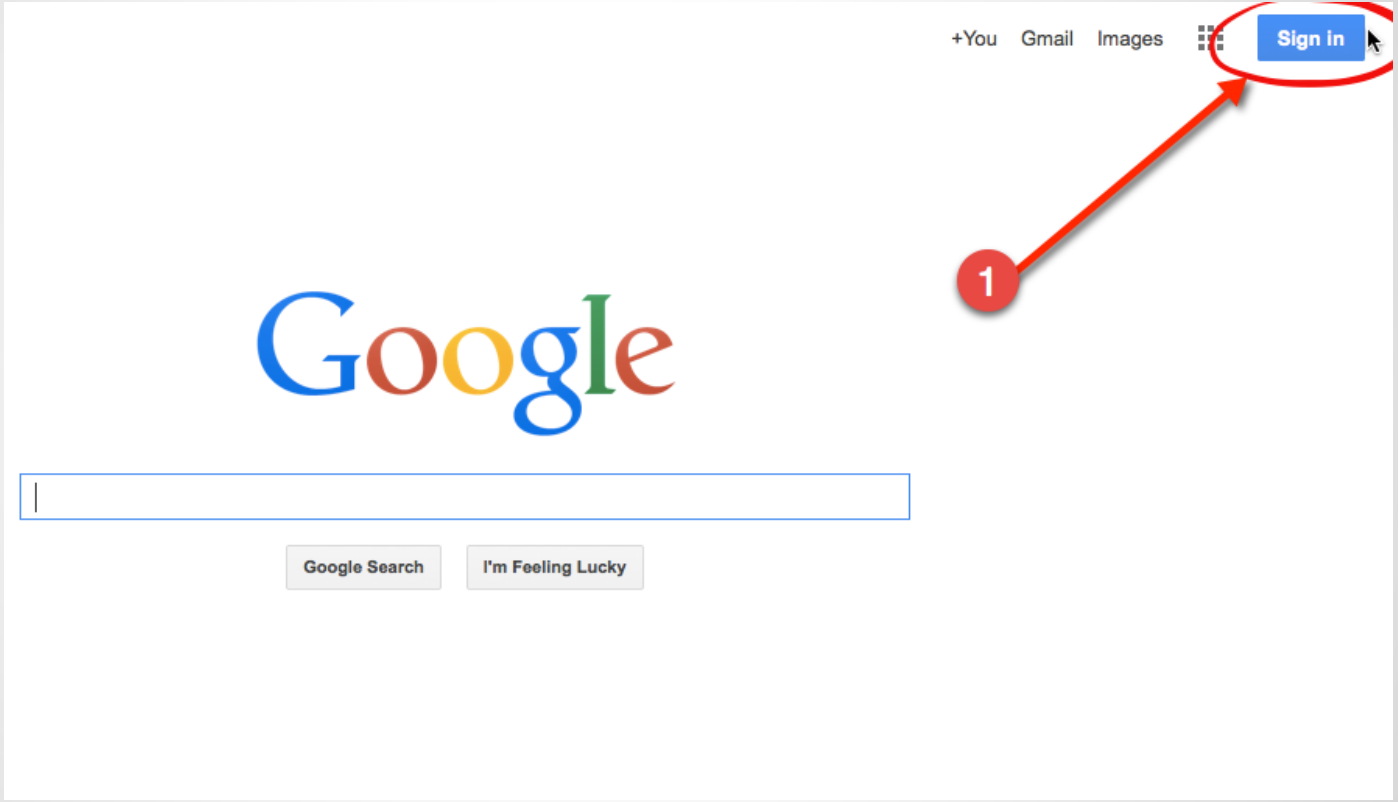
6 Restart Computer

District Google Accounts

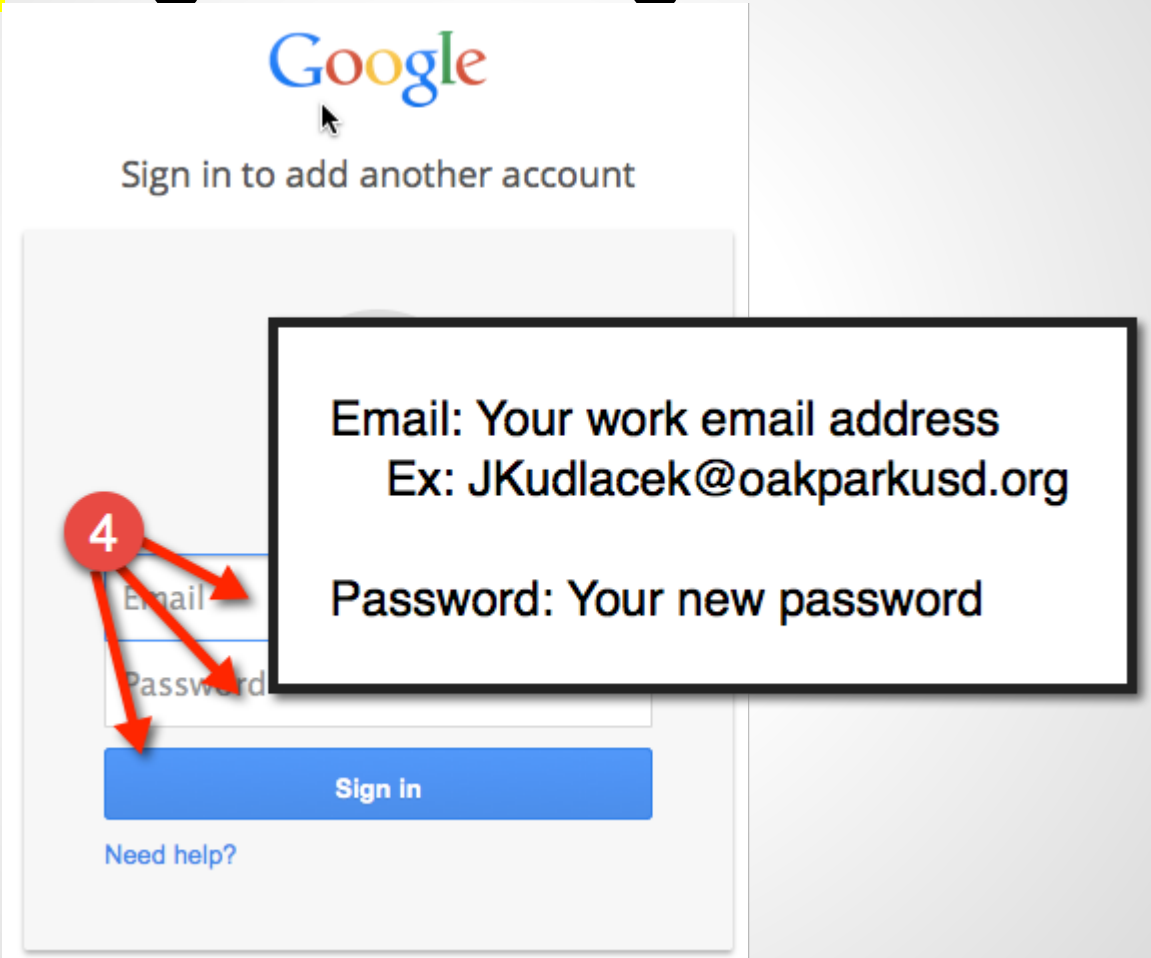
We will not be using GMail.

Outlook/Exchange will still be your email server!

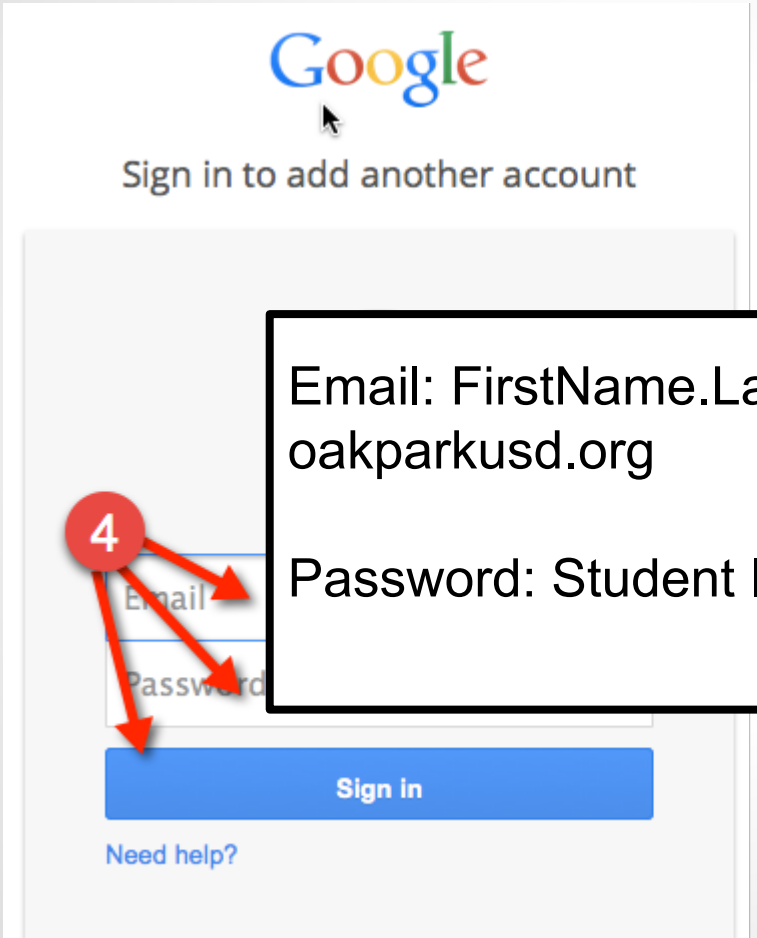
Log into Google Drive



TEACHER Log into Google Drive



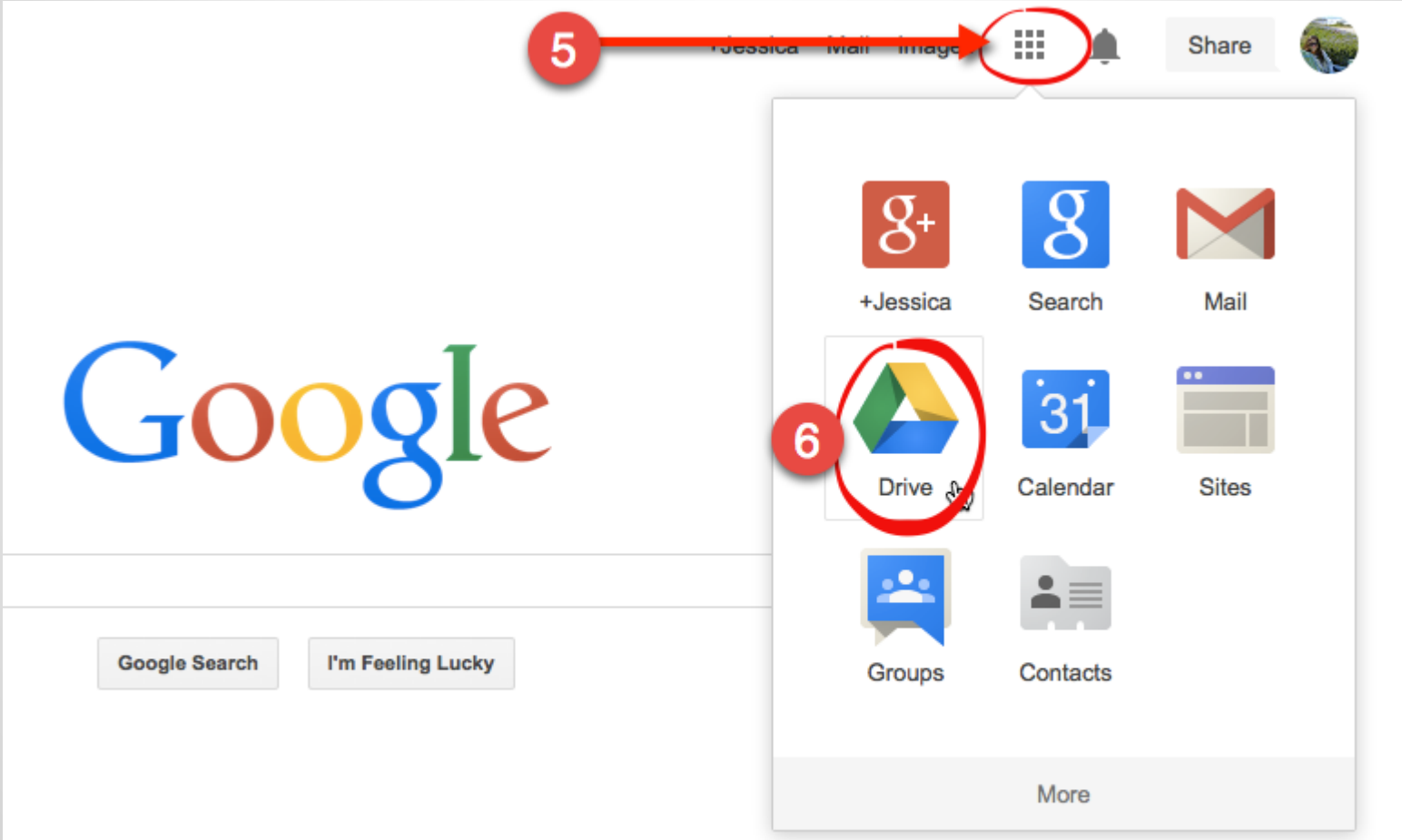
STUDENT Log into Google Drive



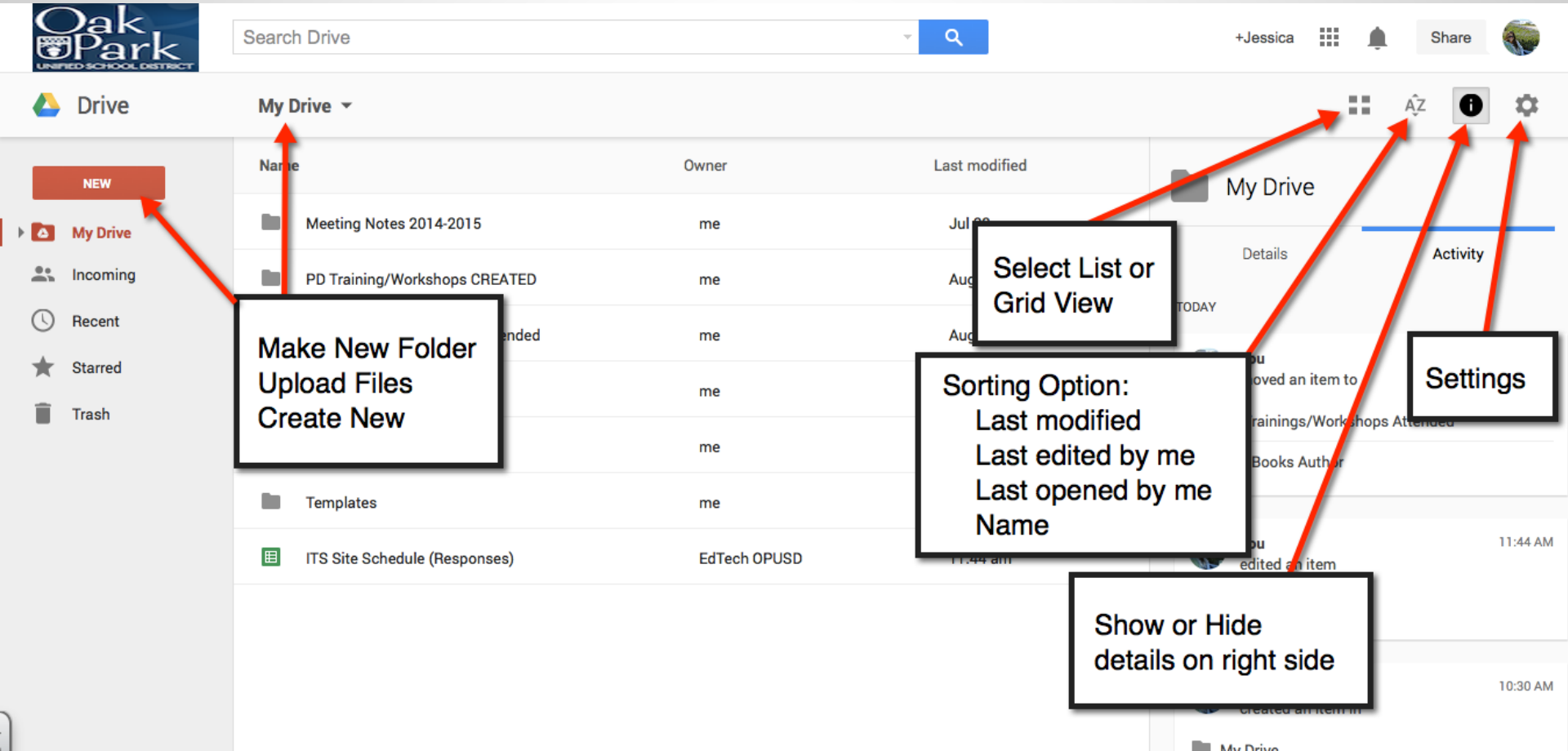
Email: FirstName.LastName@stu.oakparkusd.org

Password: Student ID

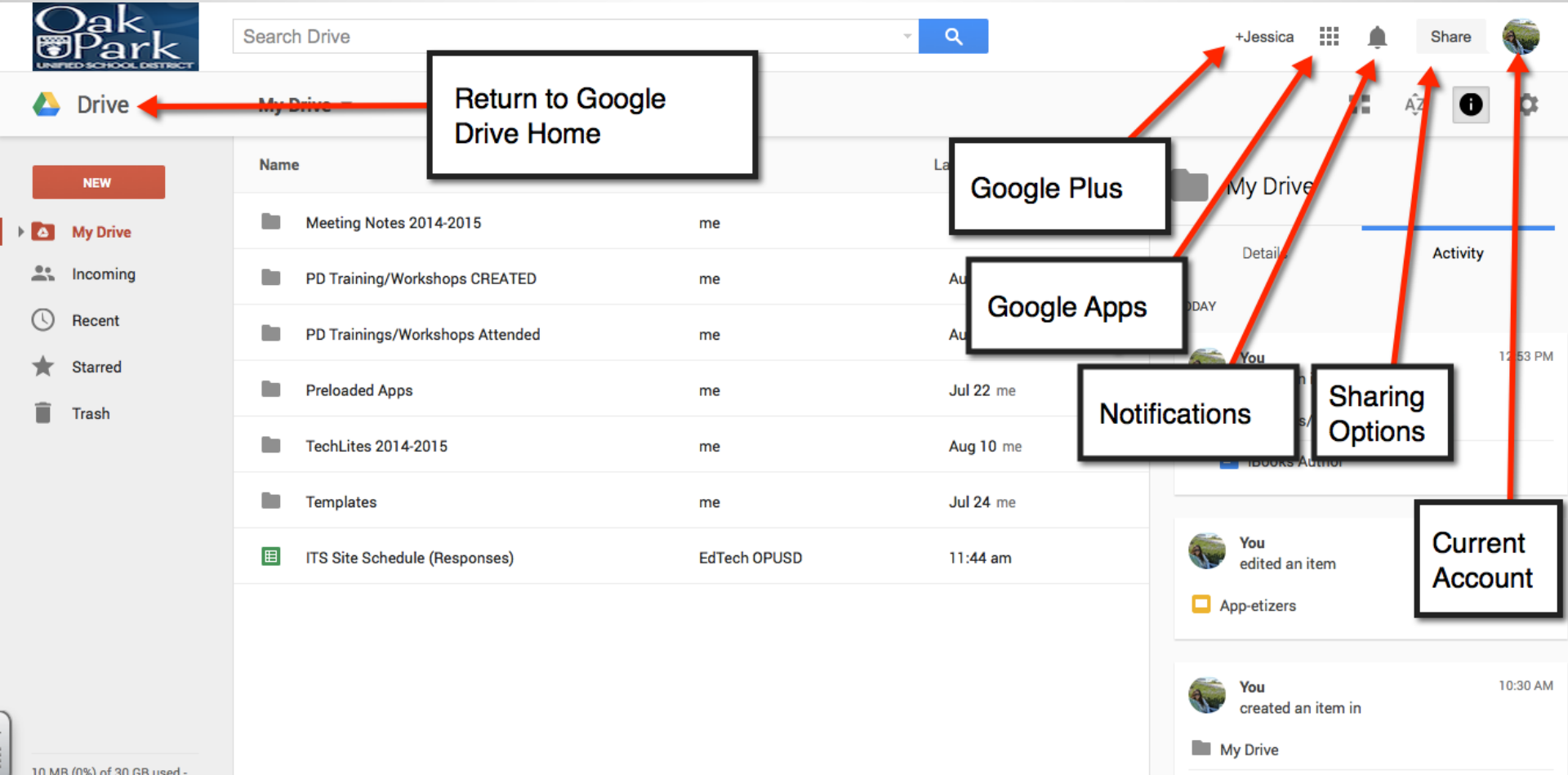
Log into Google Drive



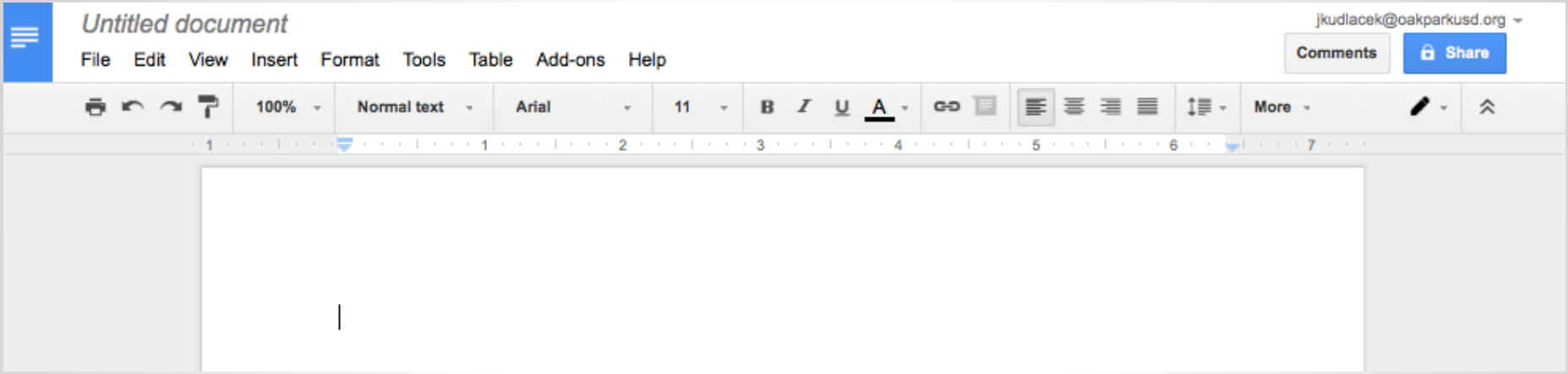
Drive Interface

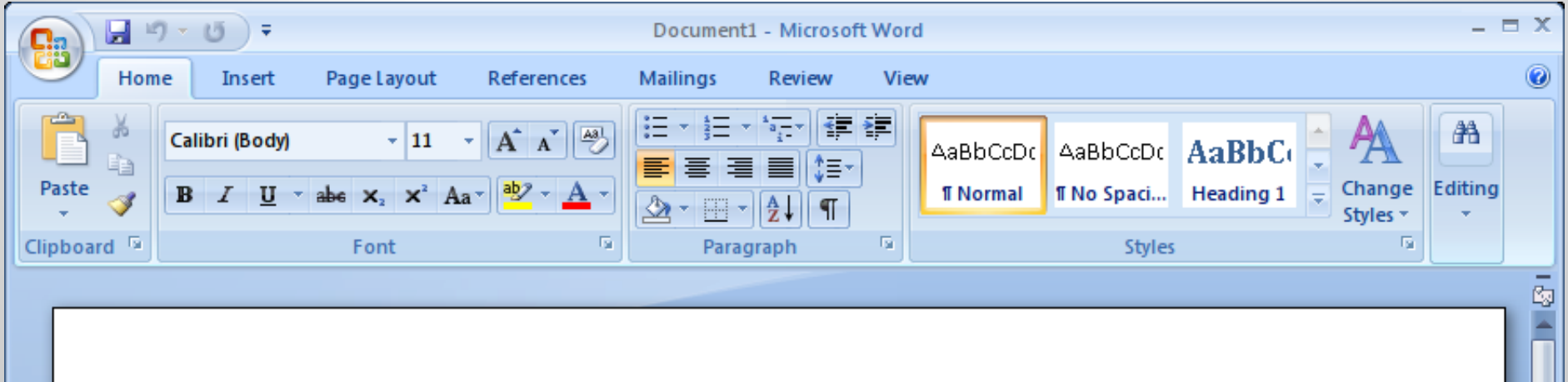


Drive Interface

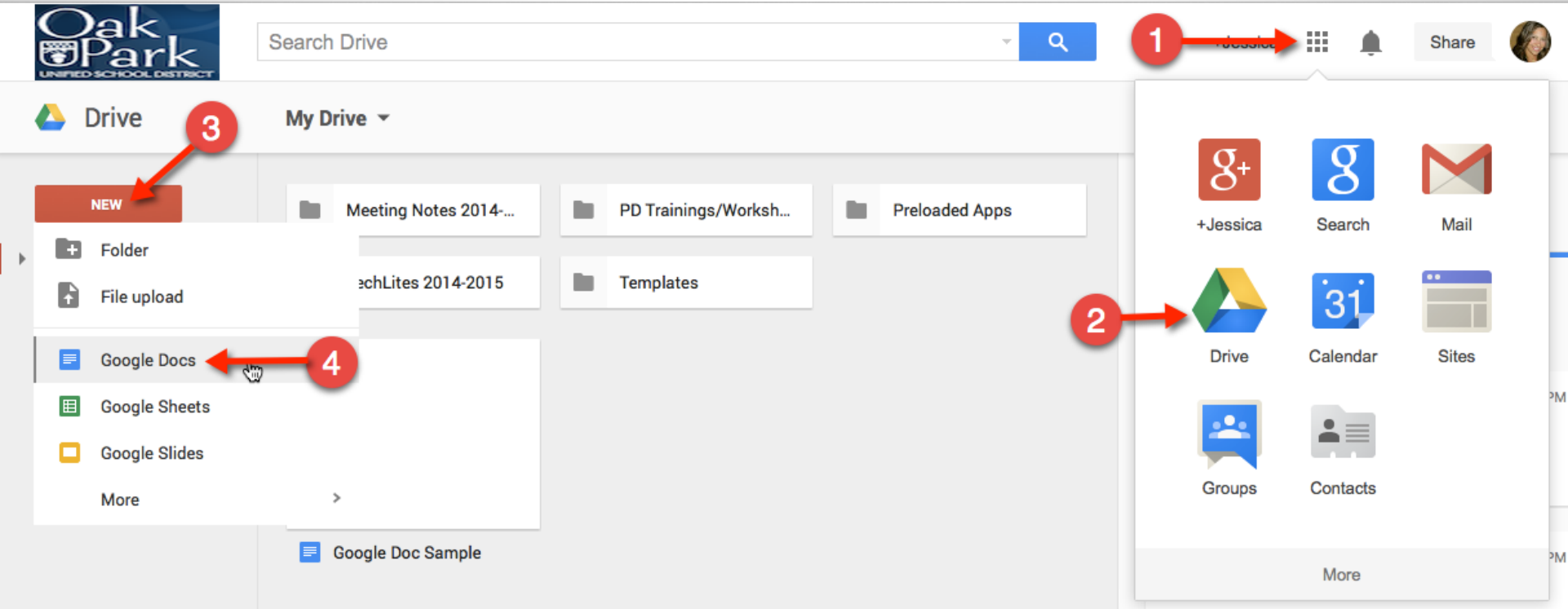


Google Docs ~ Microsoft Word

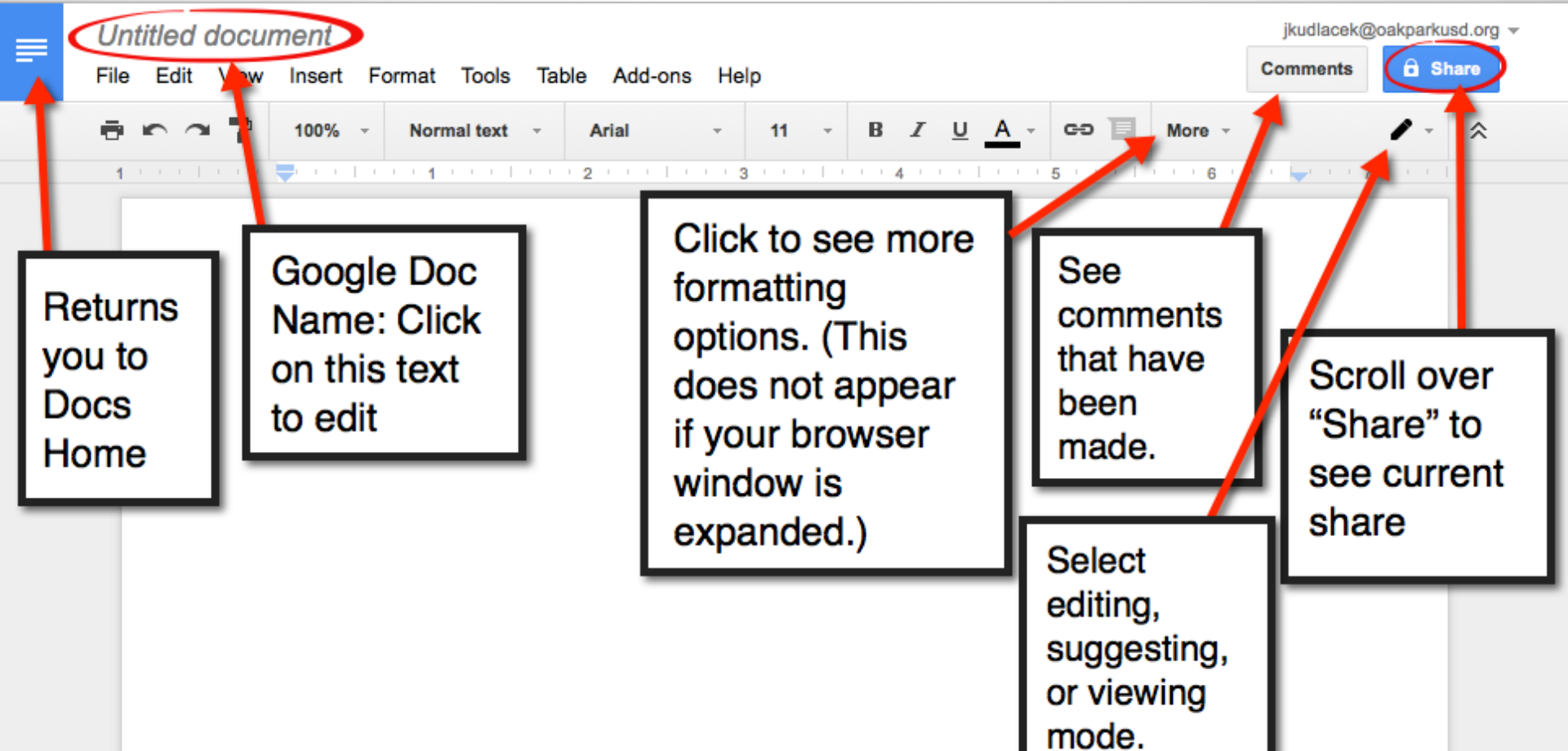




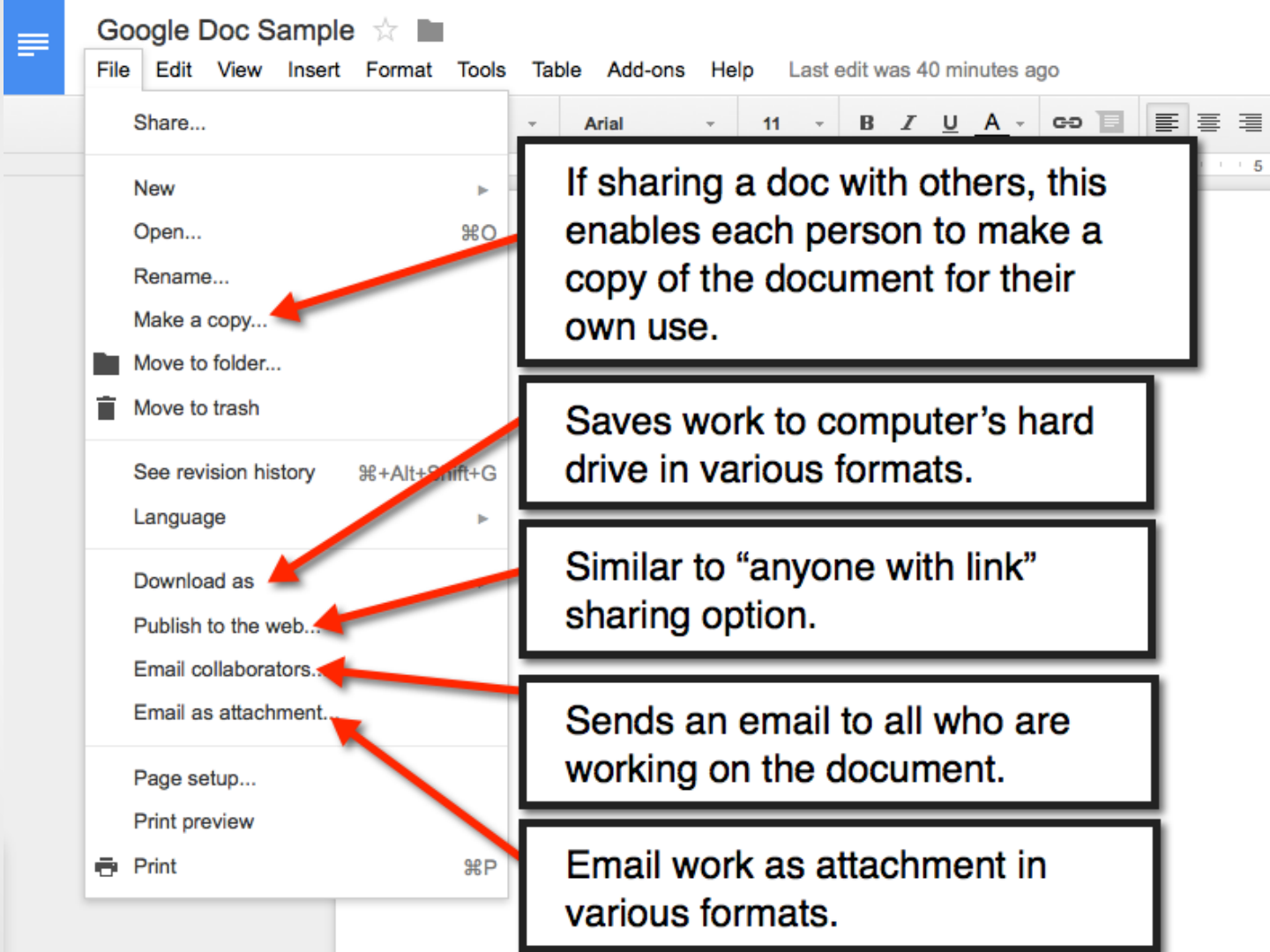
Creating a Google Doc



Exploring a Google Doc



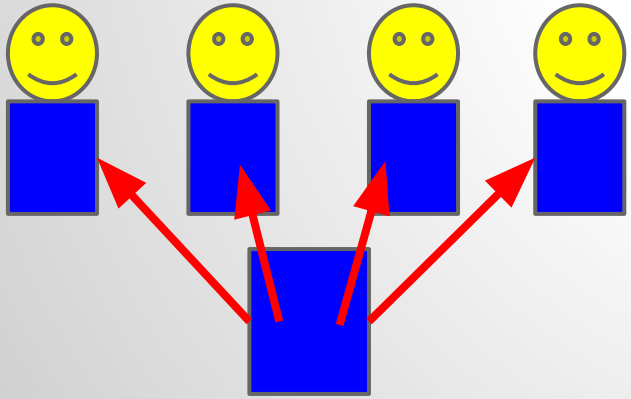
File Menu


Google Doc Sample
File Edit View Insert Format Tools Table Add-ons Help Last edit was 40 minutes ago
Share...
New
Open... ⌘O
Rename...
Make a copy...
Move to folder...
Move to trash
See revision history ⌘+Alt+Shift+G
Language
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Page setup...
Print preview
Print ⌘P
If sharing a doc with others, this enables each person to make a copy of the document for their own use.
Saves work to computer's hard drive in various formats.
Similar to "anyone with link" sharing option.
Sends an email to all who are working on the document.
Email work as attachment in various formats.

File → Make a Copy

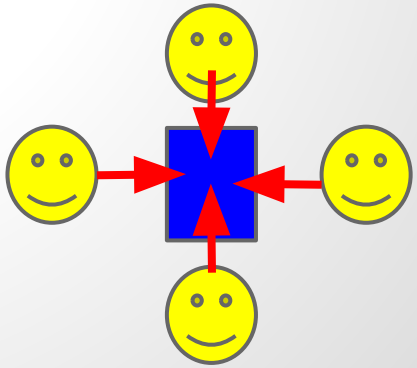
Make a Copy:

Document is for individual editing/use. This is like passing out a copy to each student.

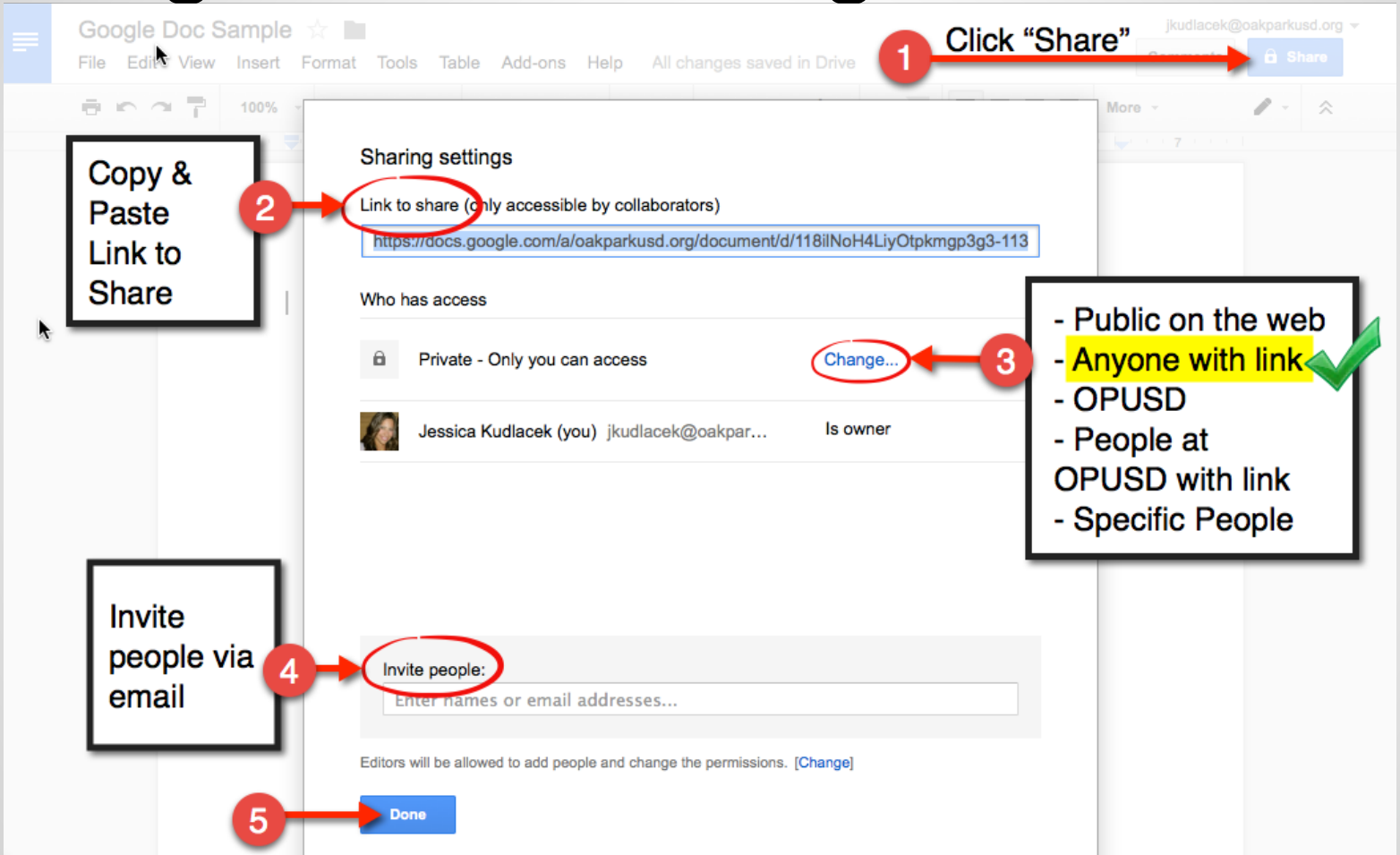


Do Not Make a Copy:

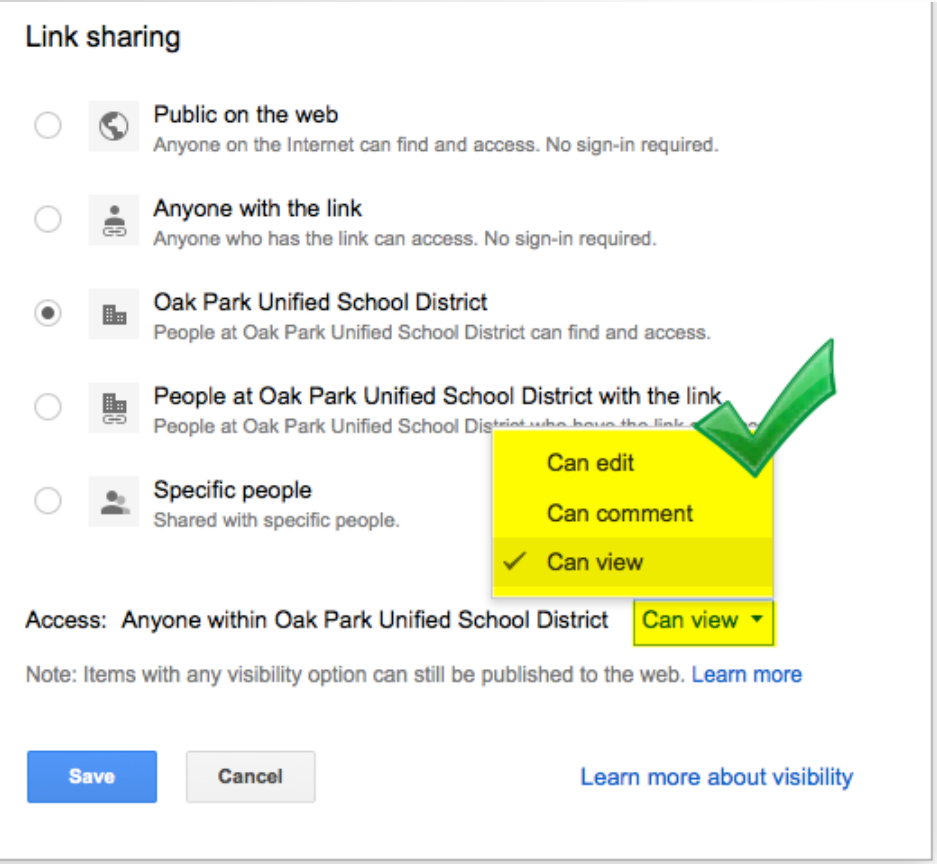
You want all users working on the same document for collaboration. This is like passing out the same piece of paper to the whole class.

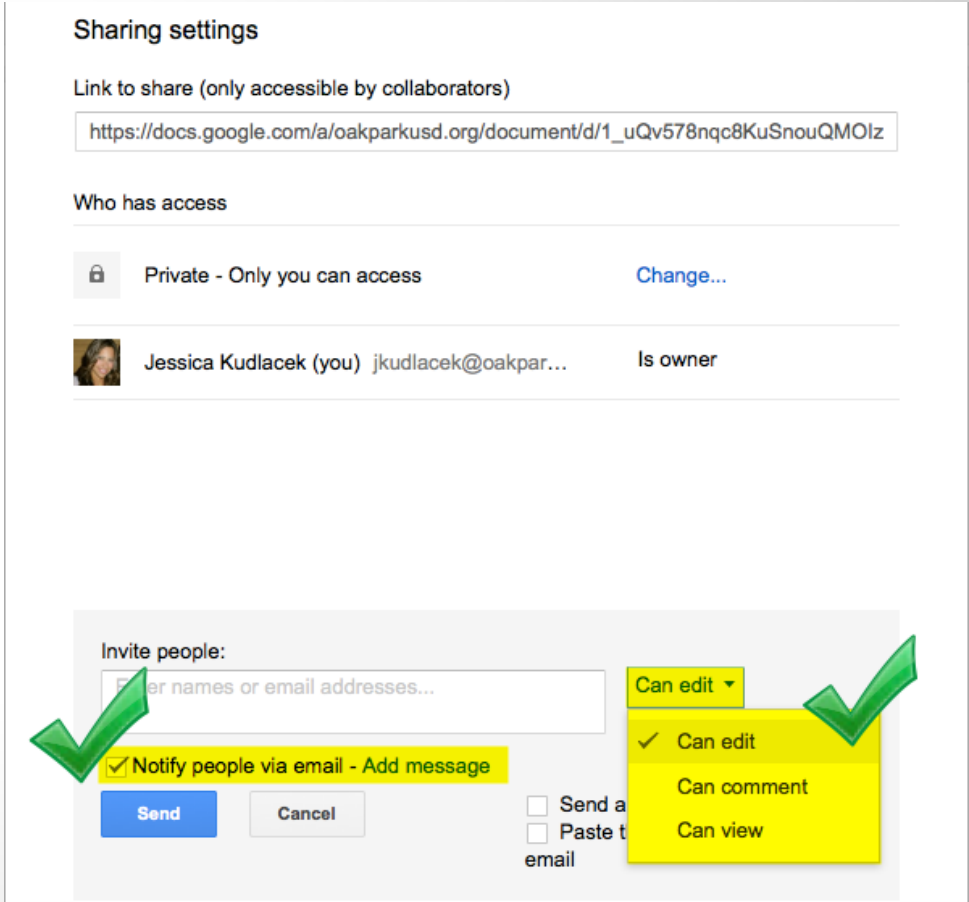


Sharing & Collaborating

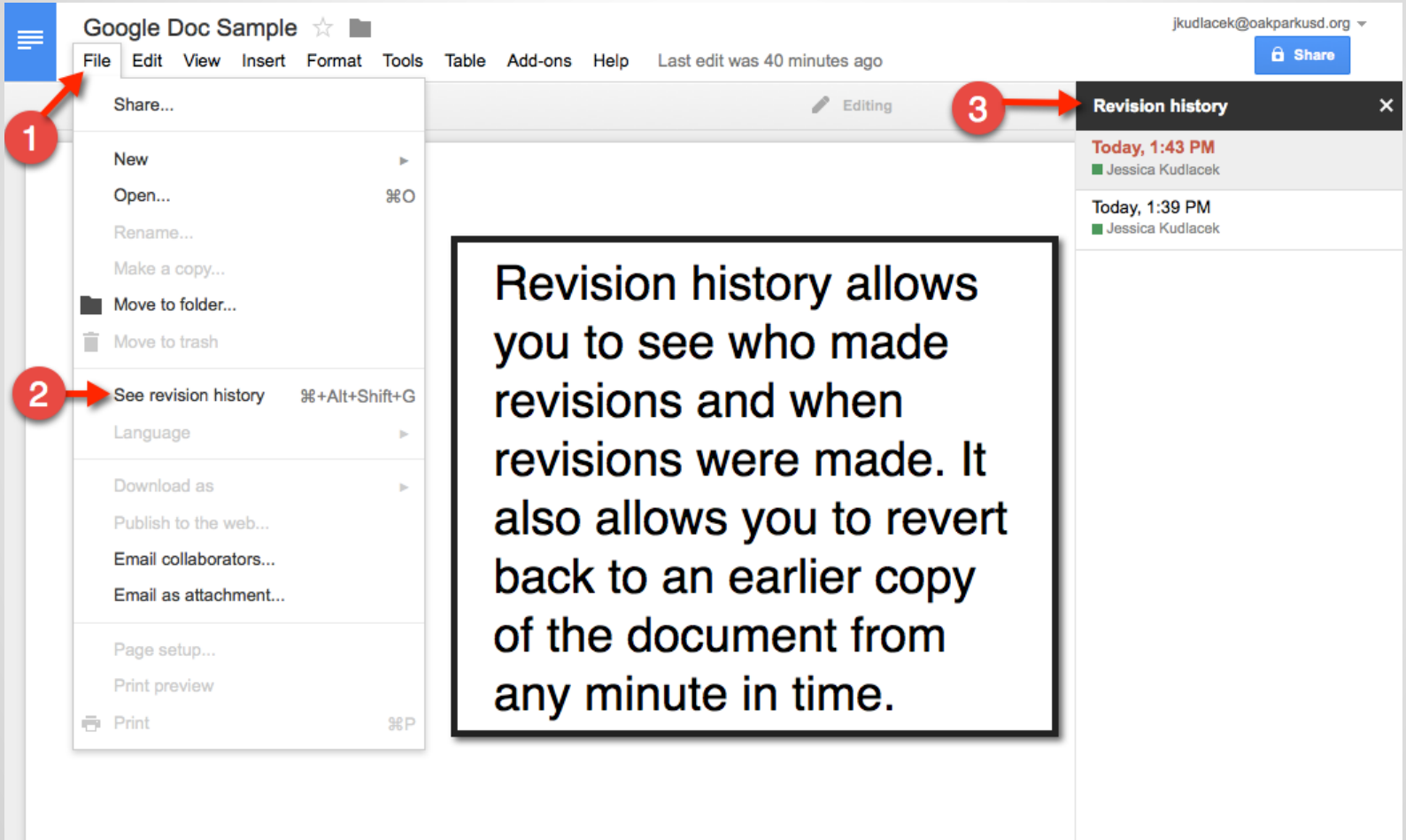


Sharing Privileges

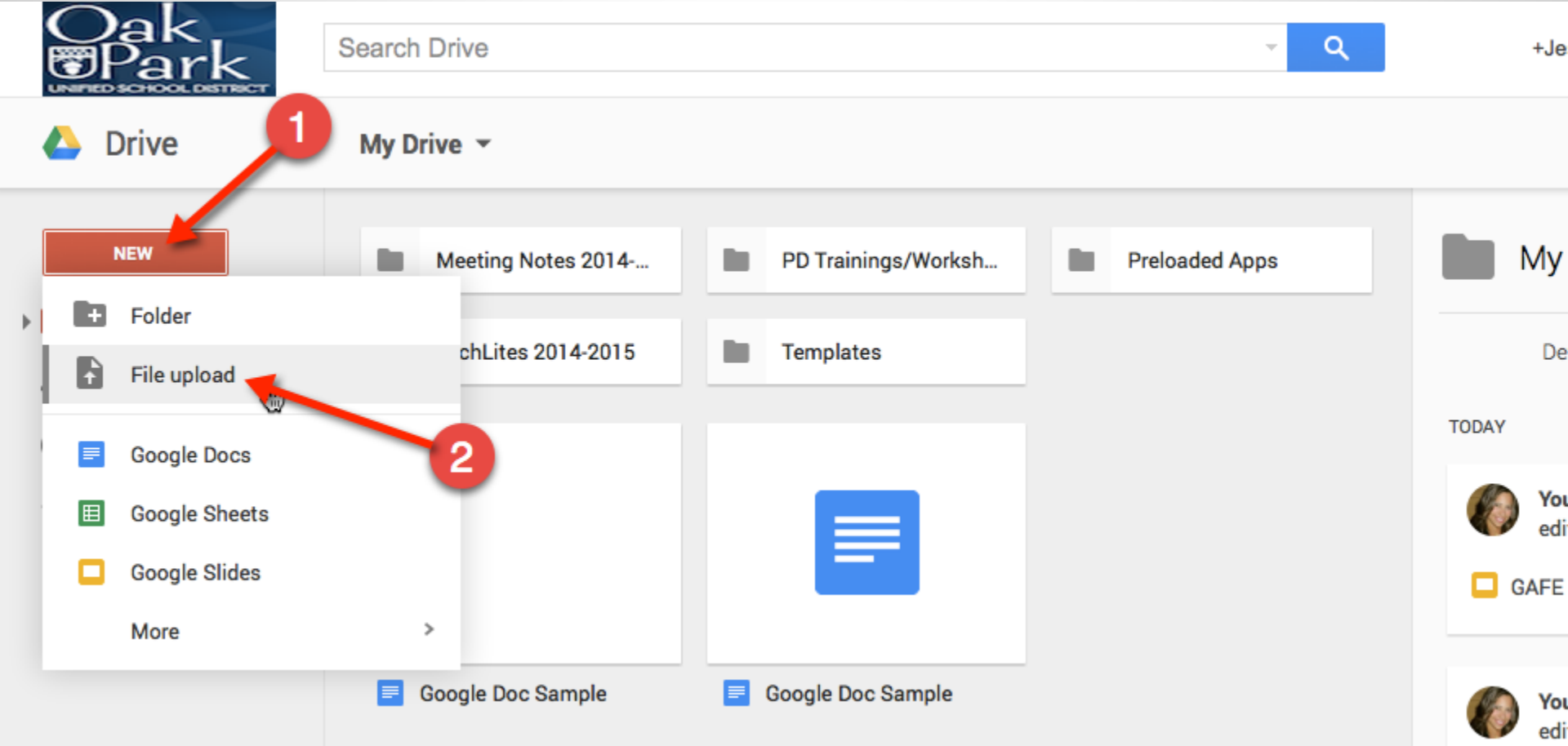




Revision History



Uploading Existing Files



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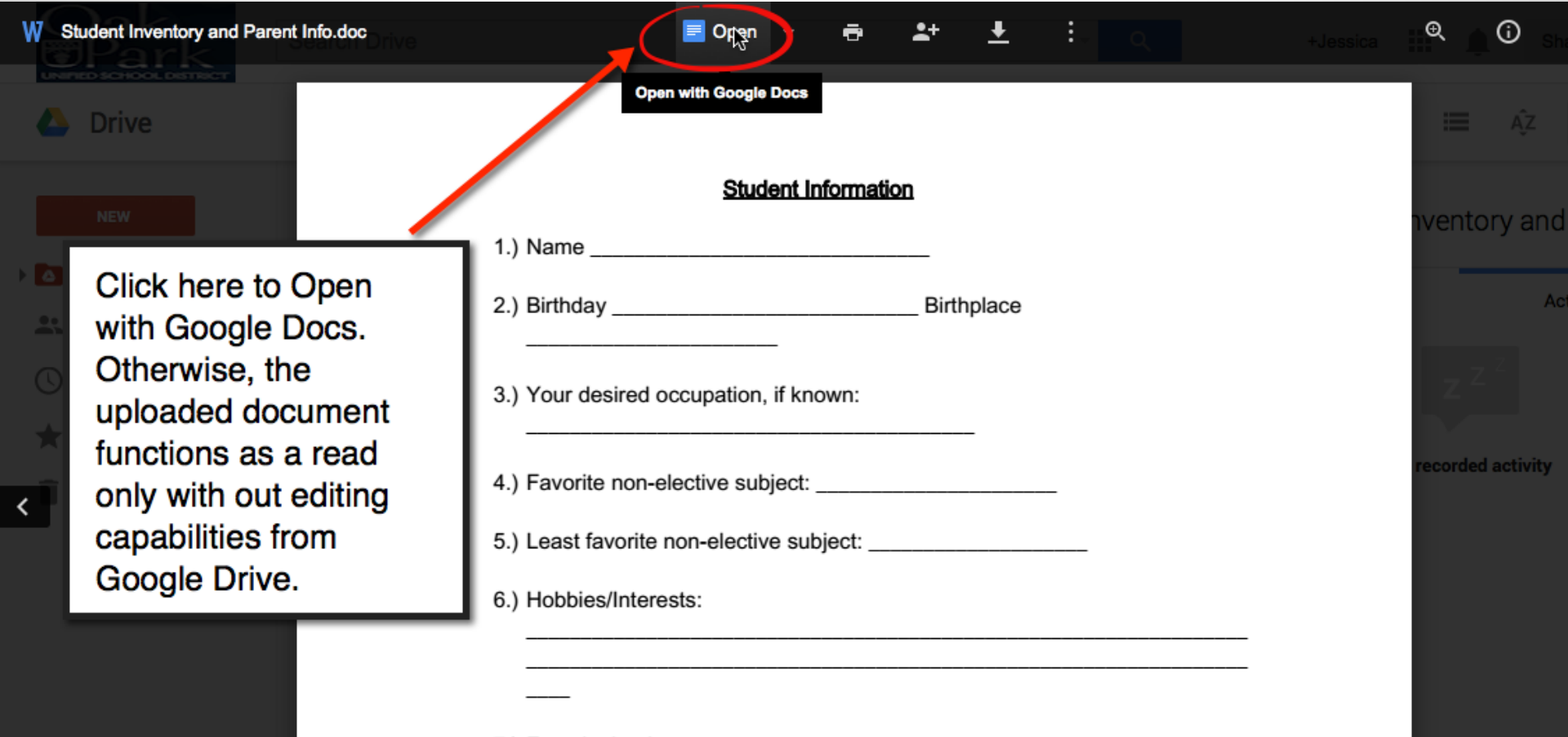
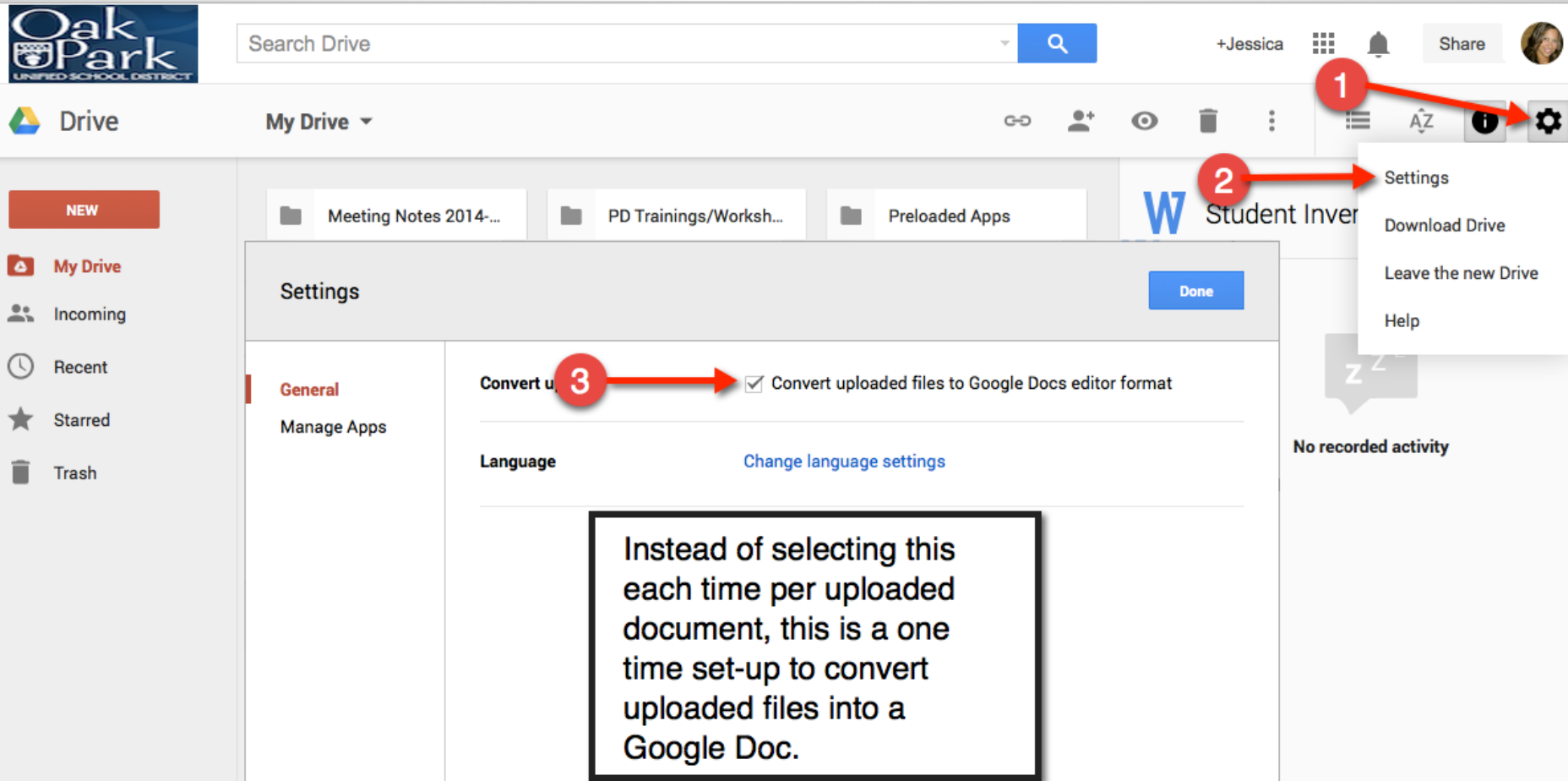


One-Time Google Doc Conversion



Pros & Cons of Converting Uploaded Files into Google Docs.

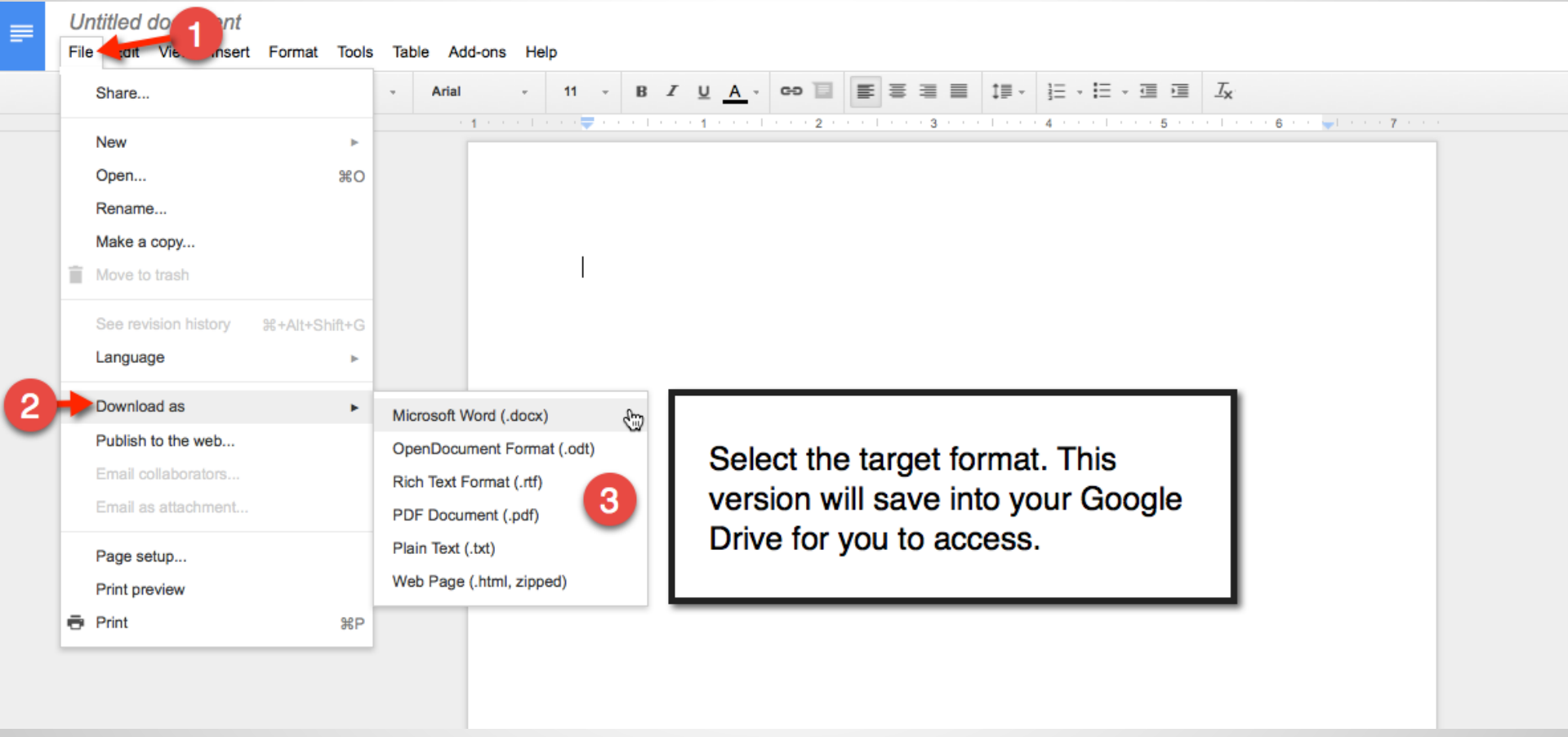
Convert to Google Doc

- ★ All capabilities of a regular google doc
- ★ Edit
- ★ Collaboration
- ★ May lose some formatting

Do not Convert Google Doc

- ★ Maintains original formatting
- ★ View only, no editing

Converting Google Docs to Other Formats

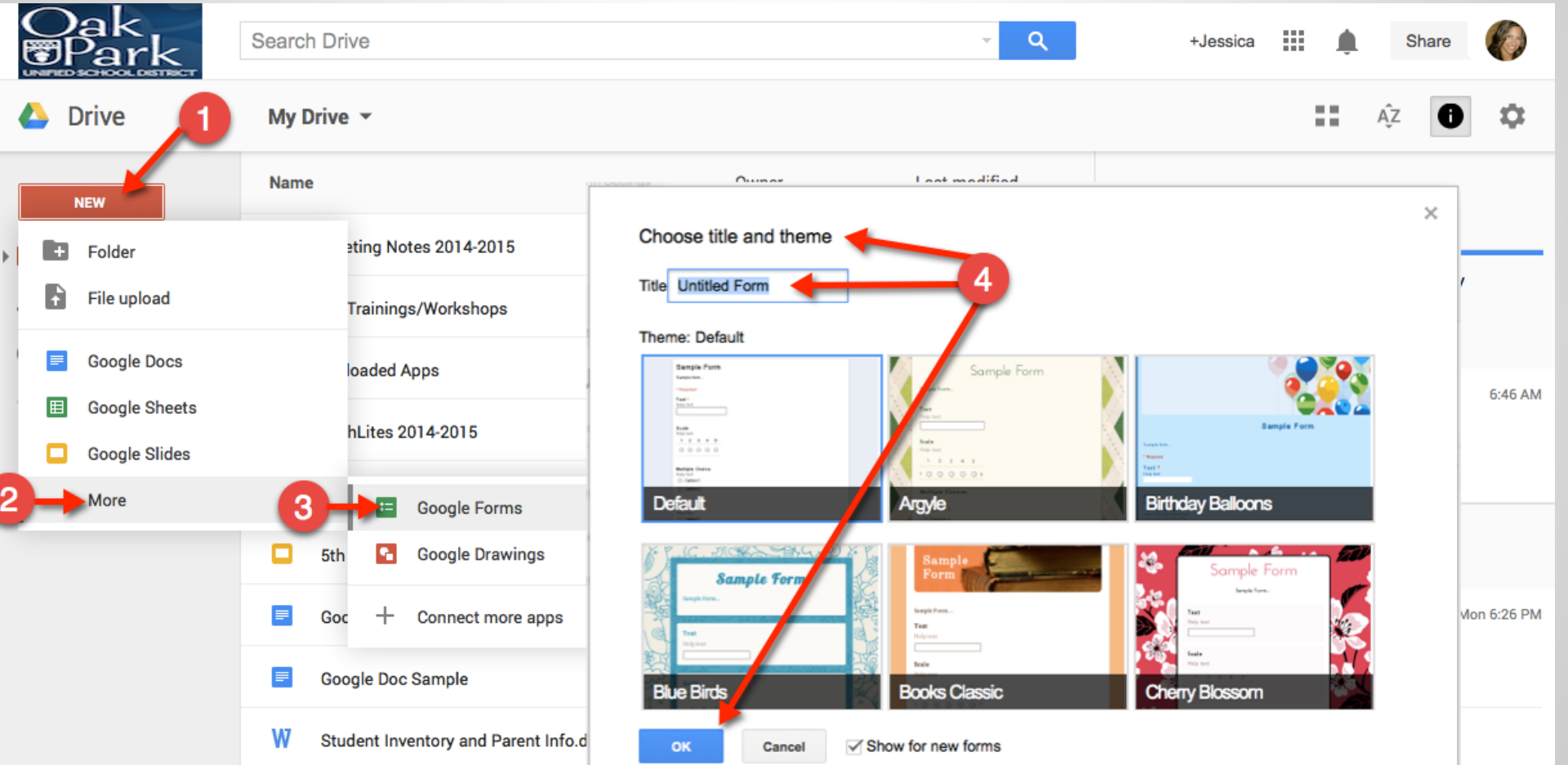


Google Docs Support

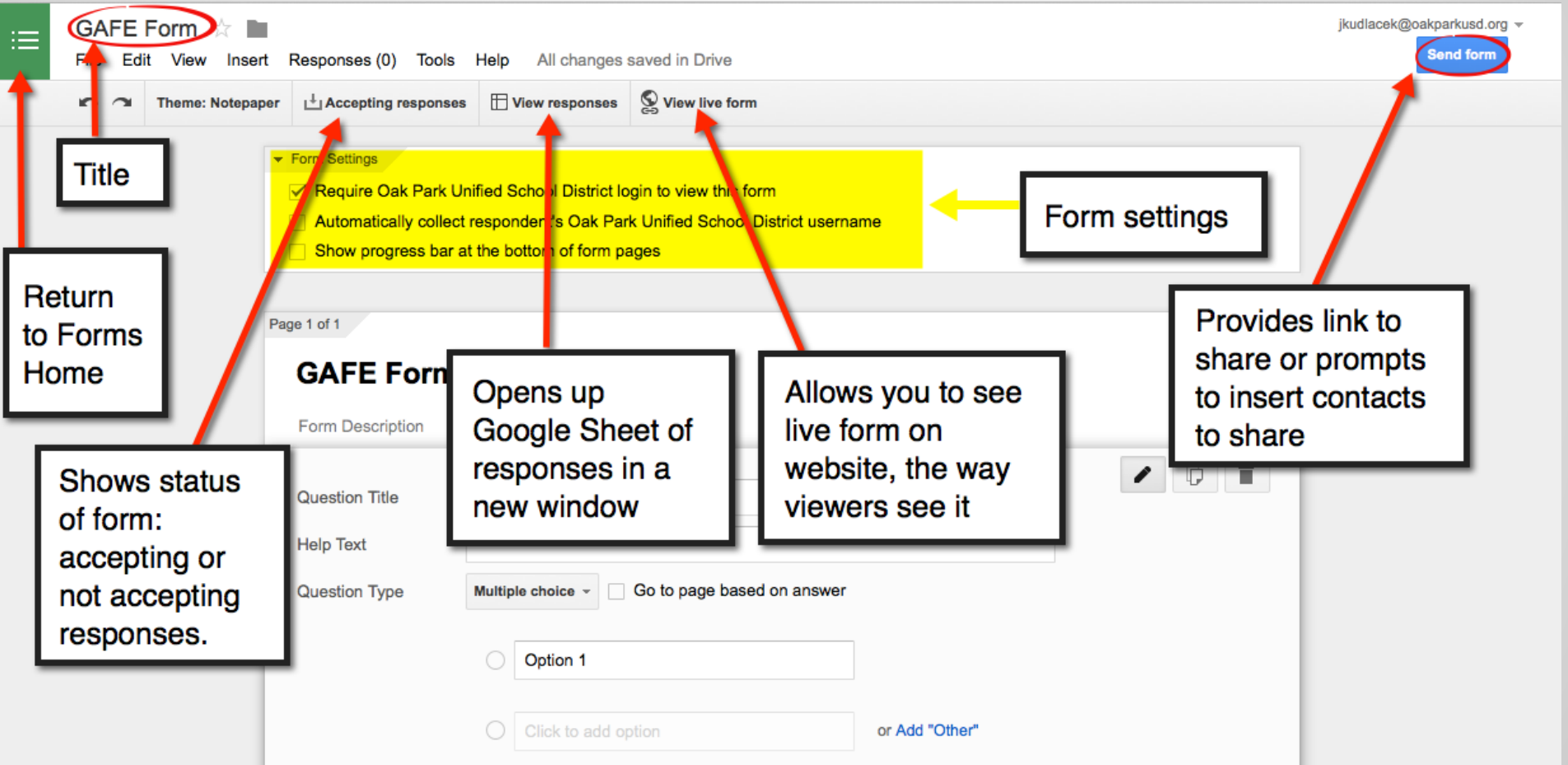
Interactive Google Drive & Google Docs Tutorial: http://learn.googleapps.com/tour-drive

- ➔ Create and name a new Google Doc.
- ➔ Write a few of your goals for the upcoming school year.
- ➔ Share (with editing rights) your Google Doc with me: JKudlacek@oakparkusd.org

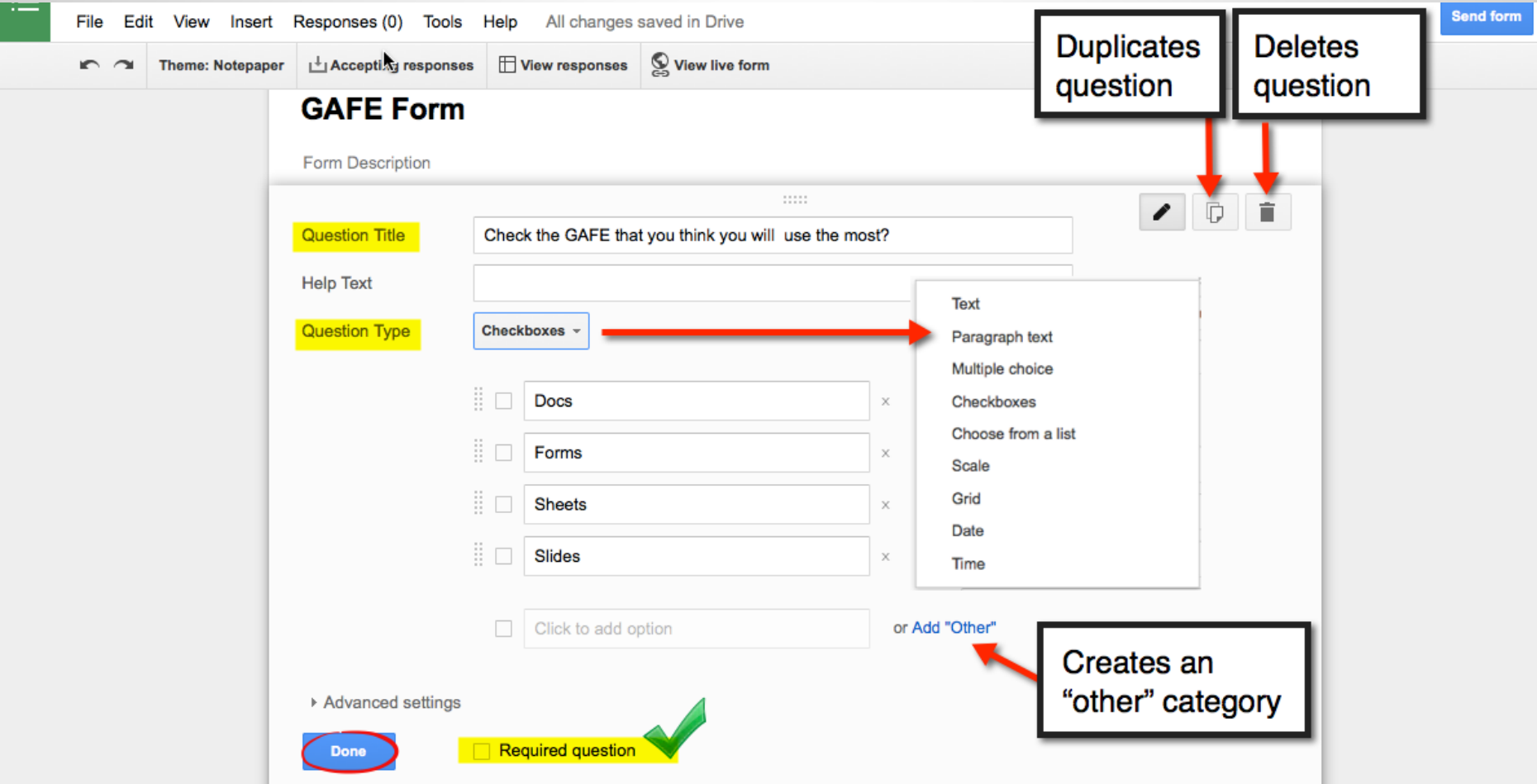
Google Forms



Exploring Google Forms



Creating Questions

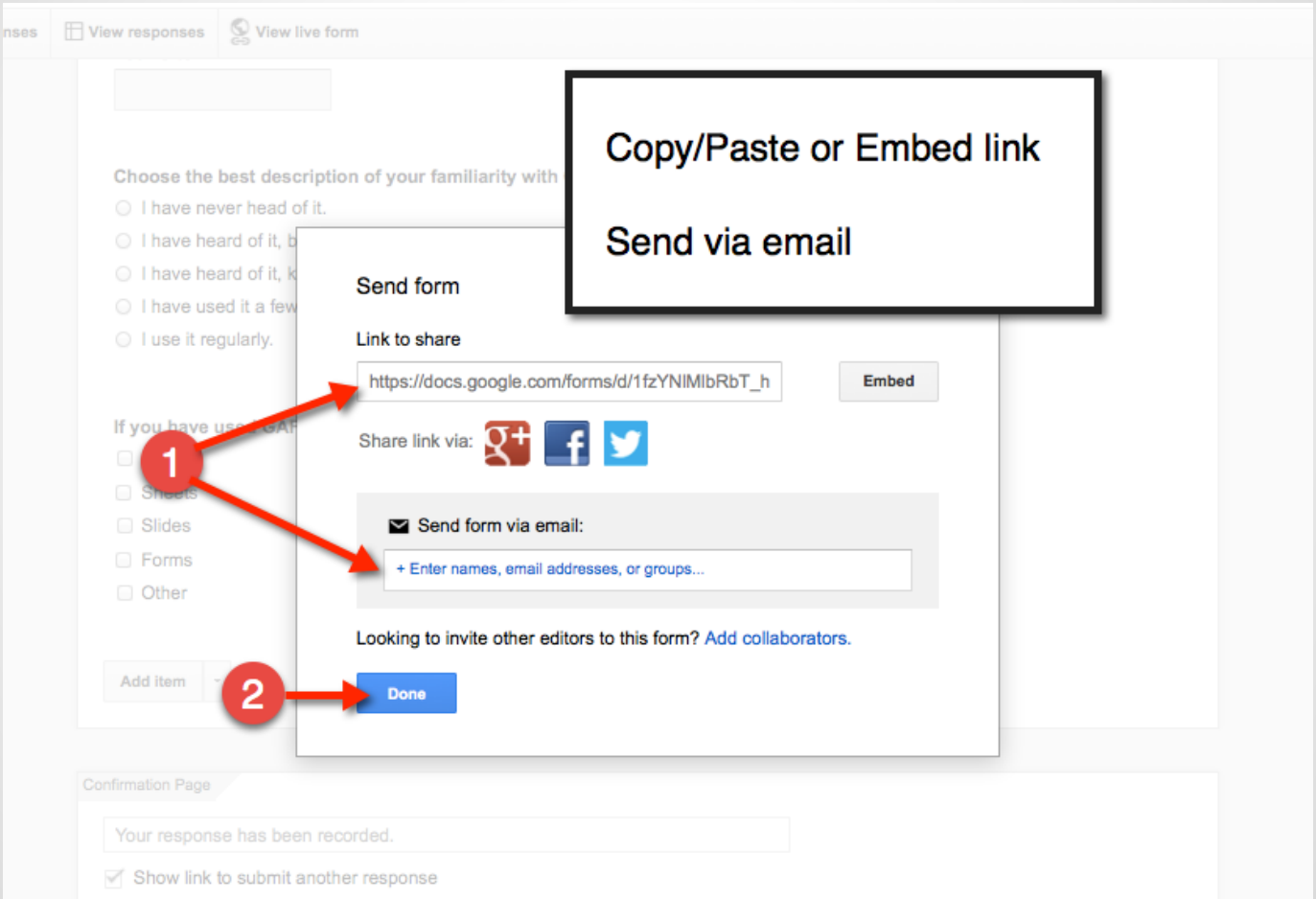


Finishing Form

1. Write whatever message you want to appear after the user has submitted the form.

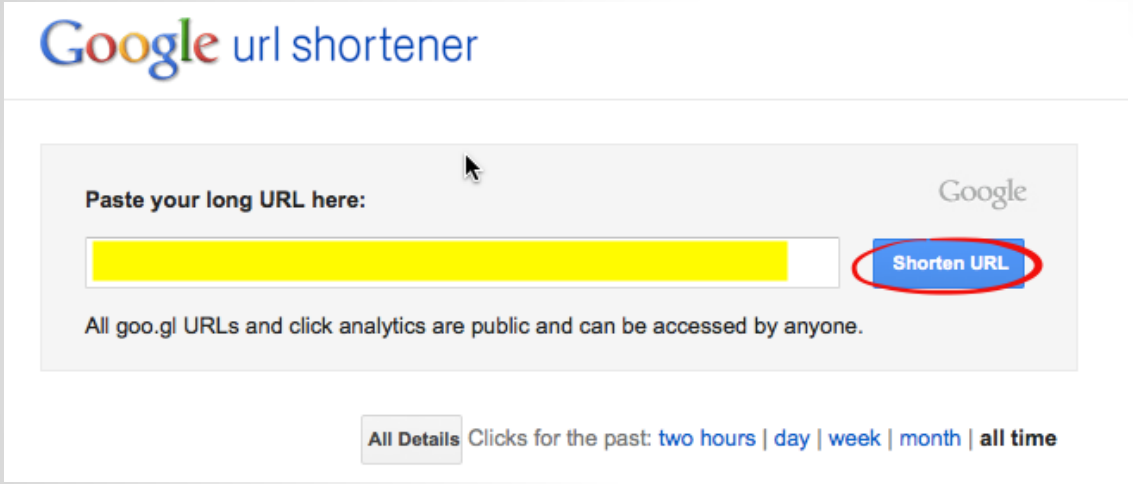
2. <u>Show Link:</u> Check to give the option for the user to submit another form or multiple entries.
<u>Publish and Show Results:</u> Check to show the user the response summary.
<u>Allow to Edit After Submitting:</u> Check to allow users to change their responses to an already submitted form.

Sending Form

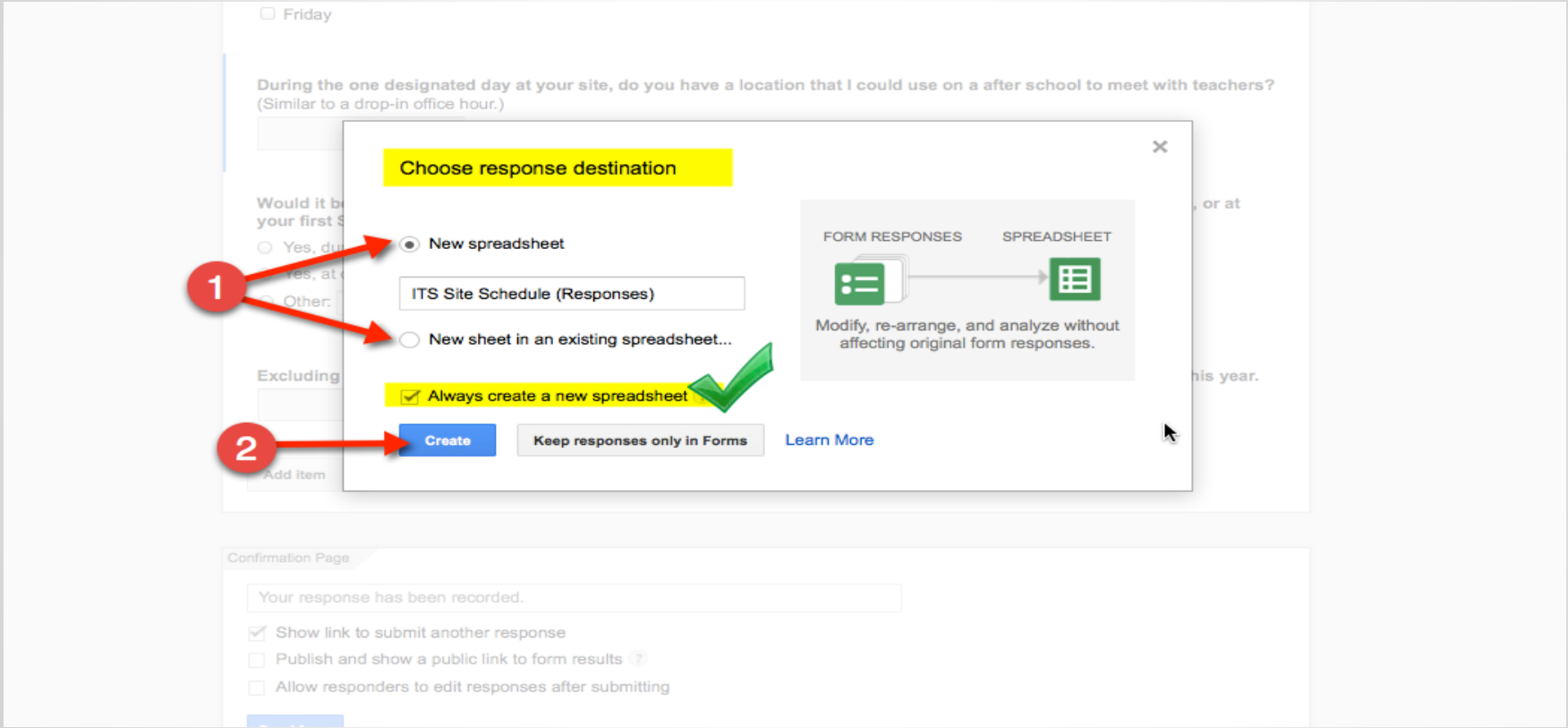


Use URL Shortener to Send Form:

https://goo.gl/

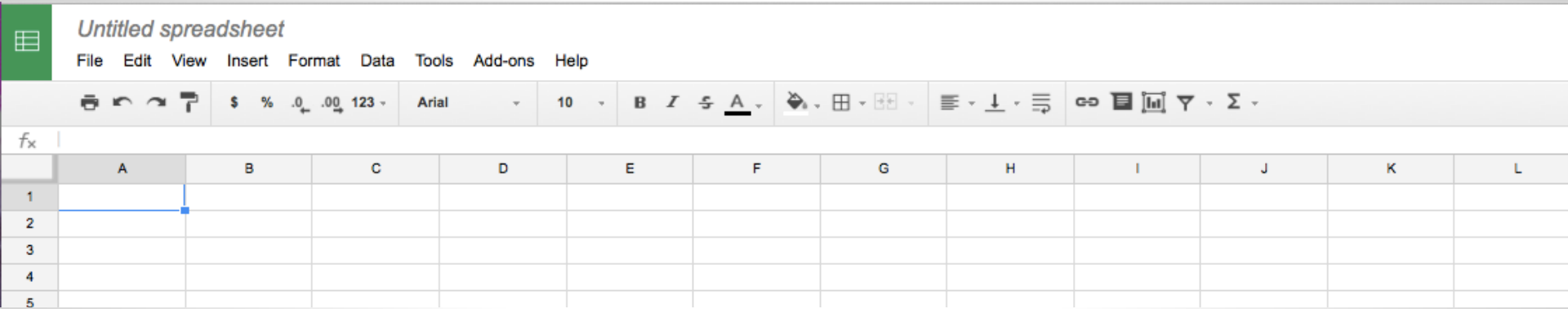


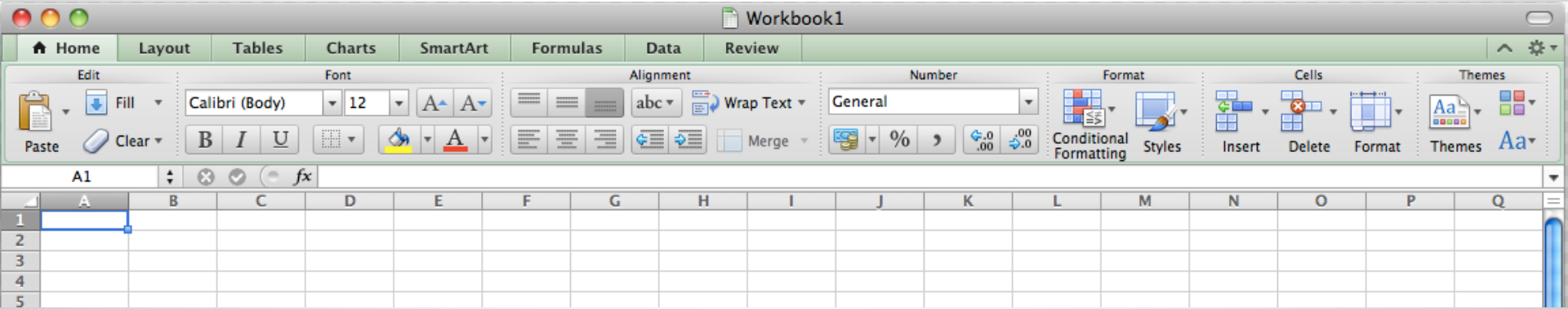
Choose Response Destination



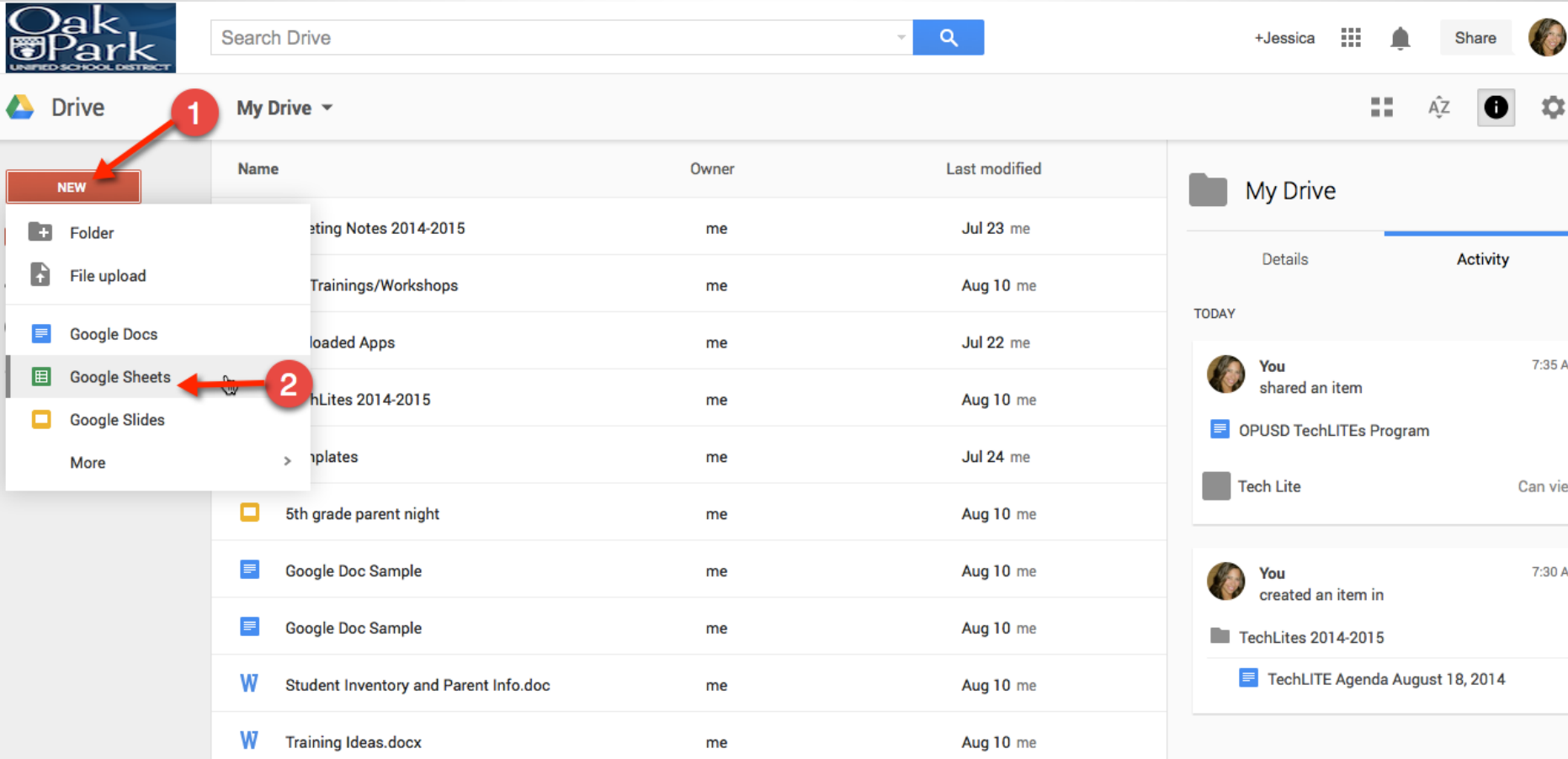
- ➔ Create and name a Google Form
- ➔ Write at least three questions for a Back to School Student Inventory. Try using a variety of question types (e.g., multiple choice, T/F)
- ➔ Send form to a few of your colleagues at the training and to JKudlacek@oakparkusd.org
- ➔ View responses in Google Sheet

Google Sheets ~ Microsoft Excel

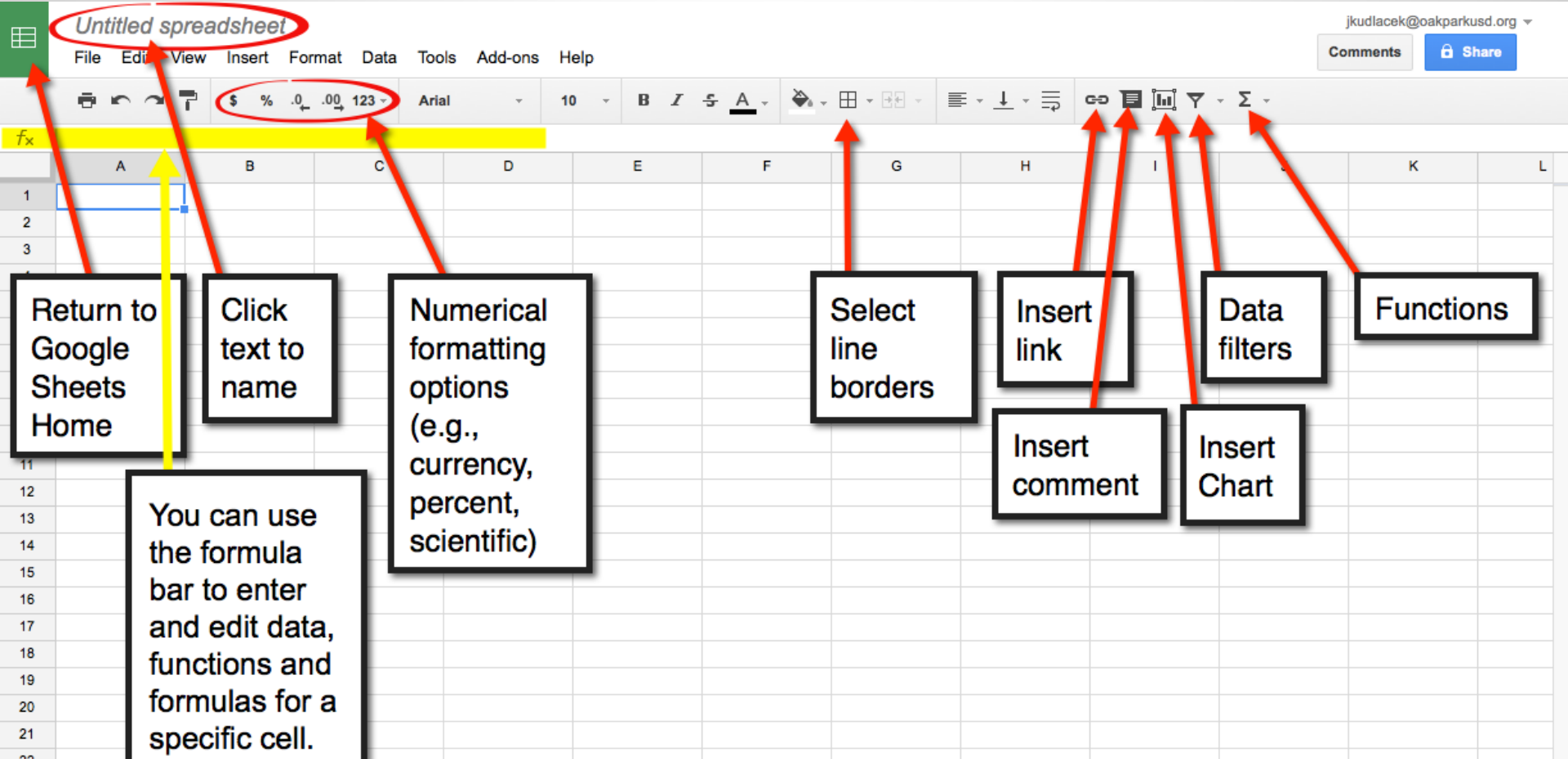




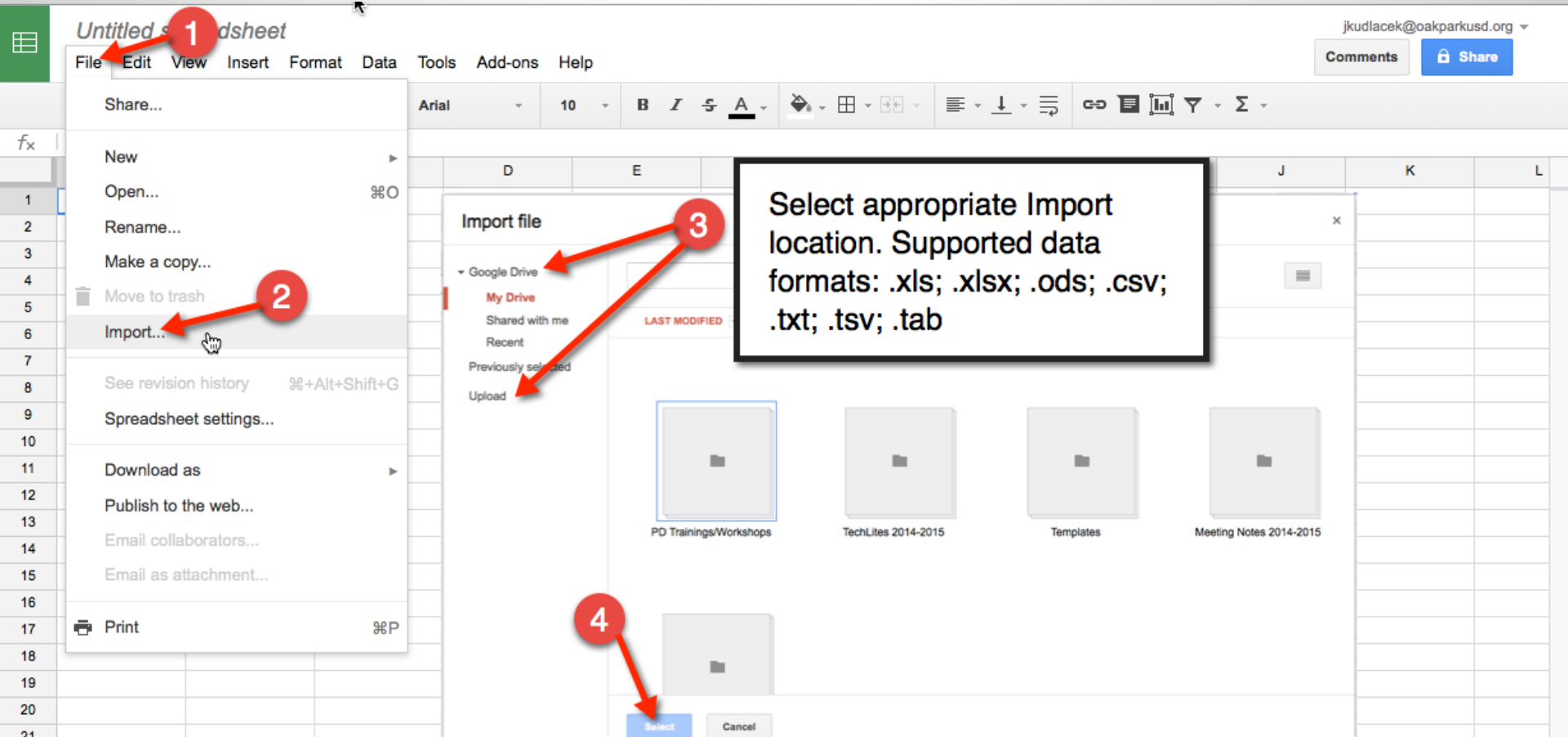
Google Sheets



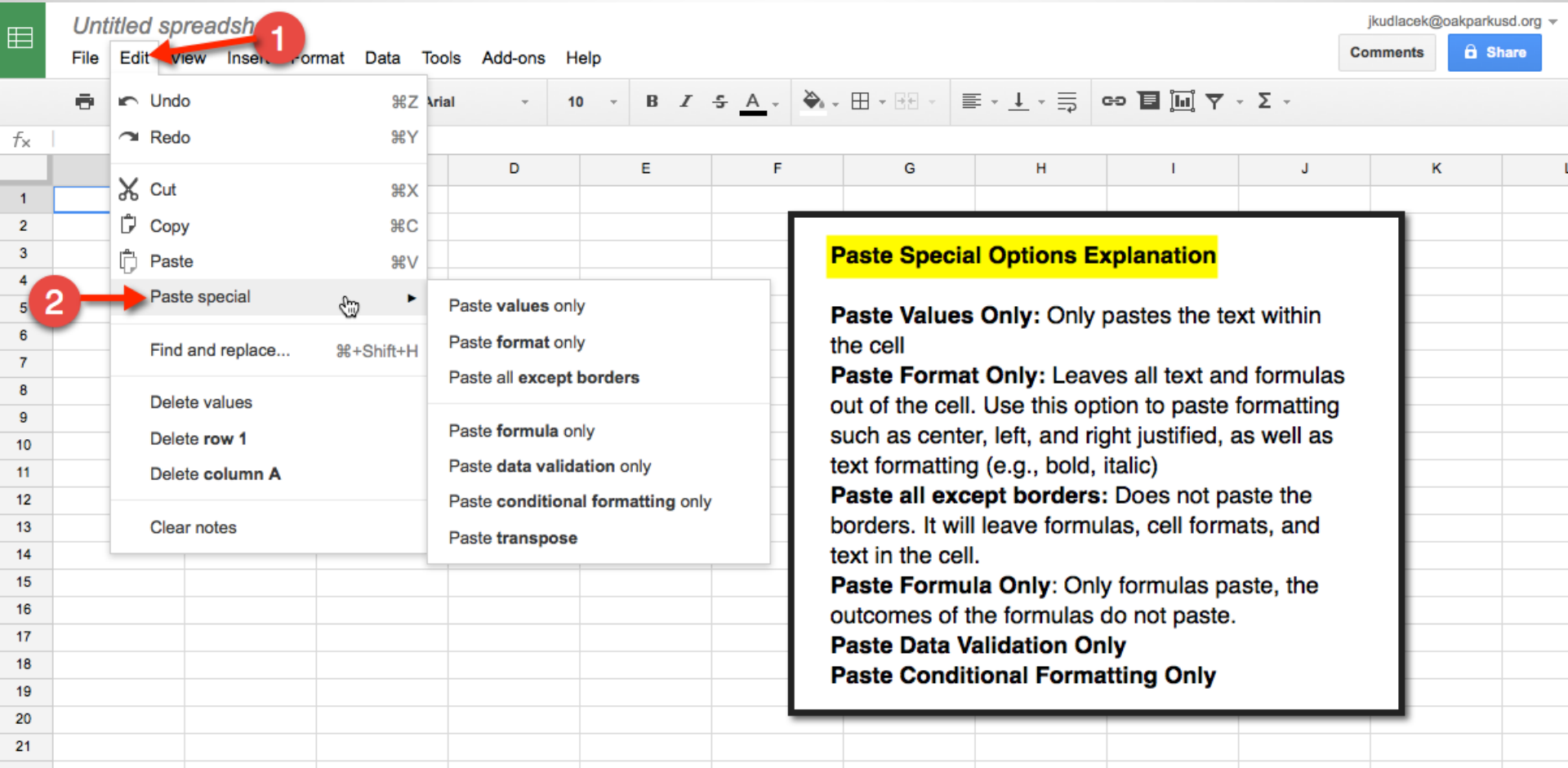
Exploring Google Sheets



Importing Spreadsheets



Pasting Options



Paste Special Options Explanation

Paste Values Only: Only pastes the text within the cell

Paste Format Only: Leaves all text and formulas out of the cell. Use this option to paste formatting such as center, left, and right justified, as well as text formatting (e.g., bold, italic)

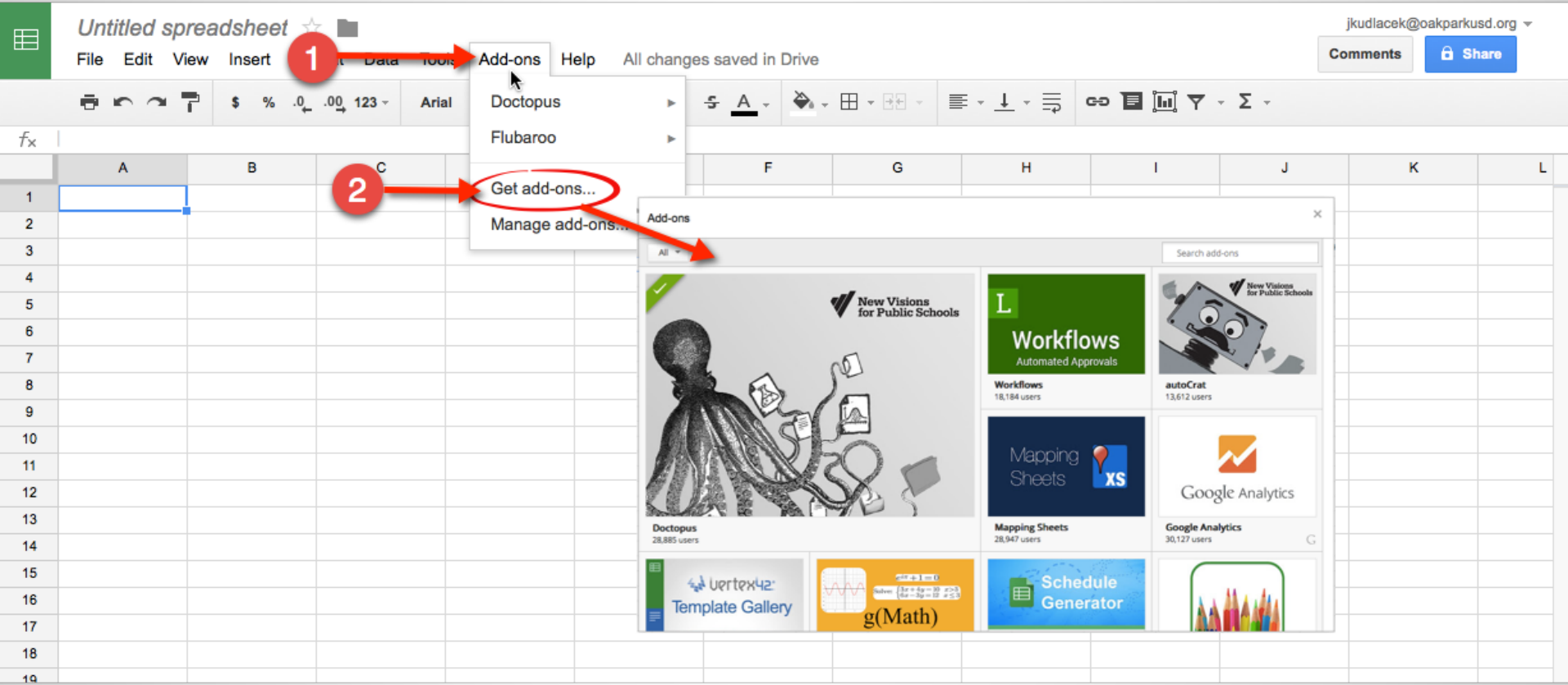
Paste all except borders: Does not paste the borders. It will leave formulas, cell formats, and text in the cell.

Paste Formula Only: Only formulas paste, the outcomes of the formulas do not paste.

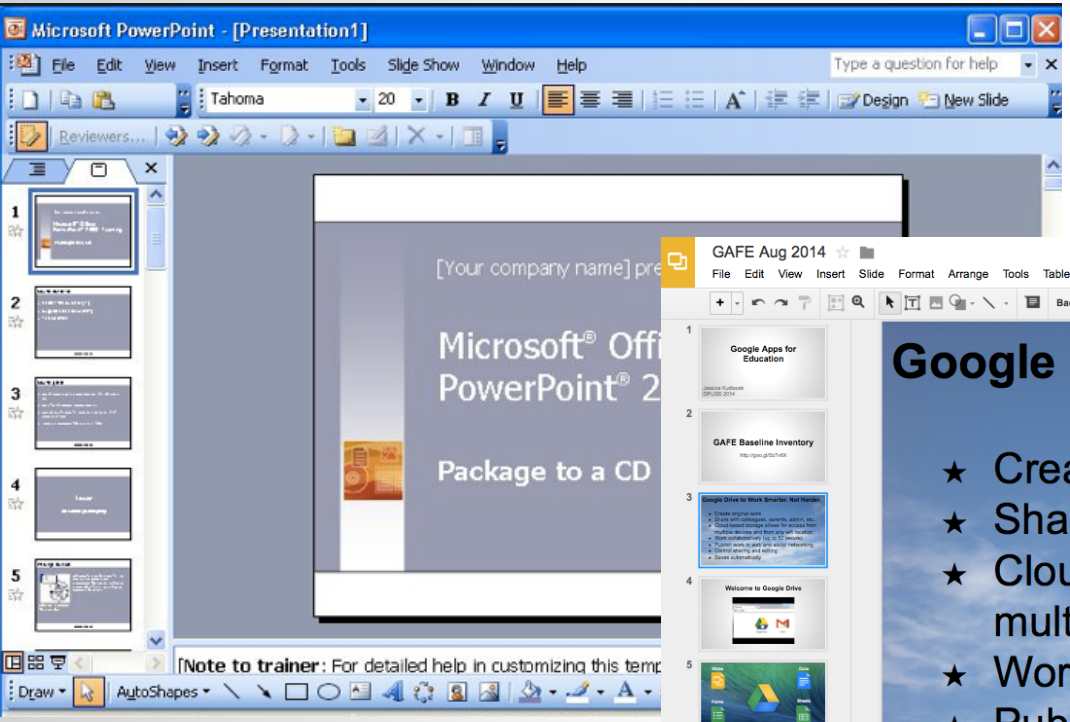
Paste Data Validation Only

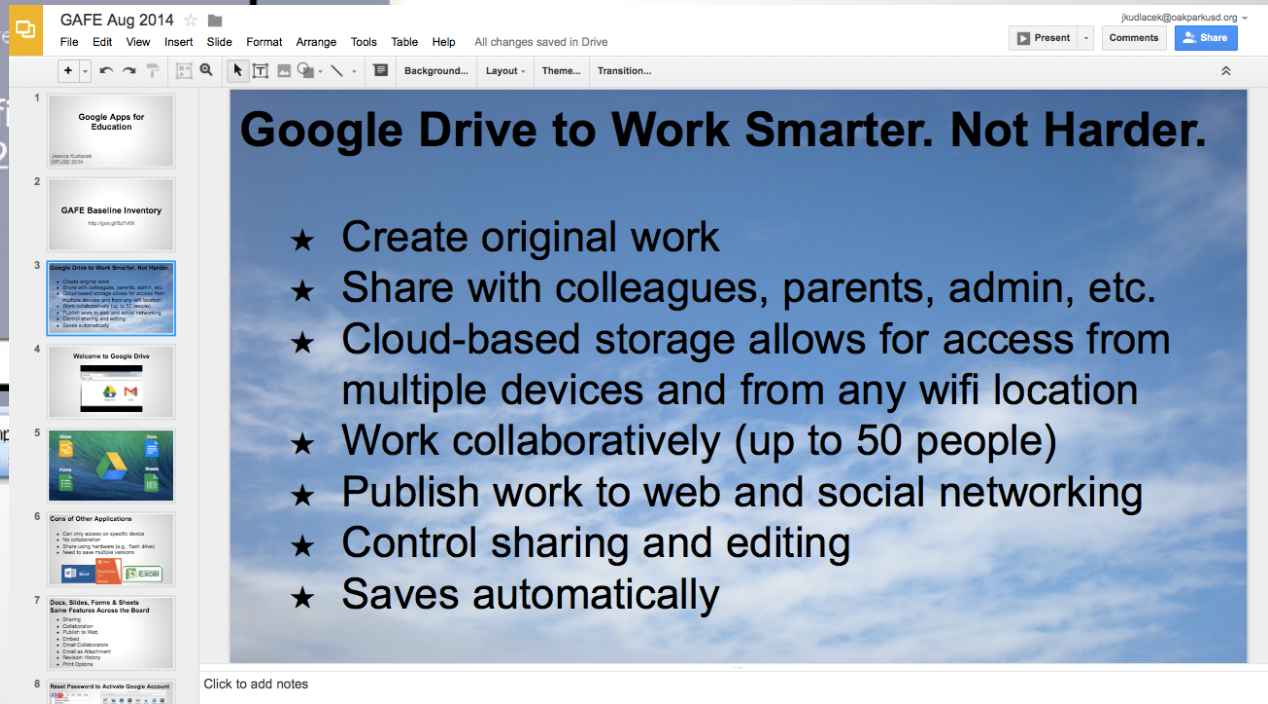
Paste Conditional Formatting Only

Add-Ons

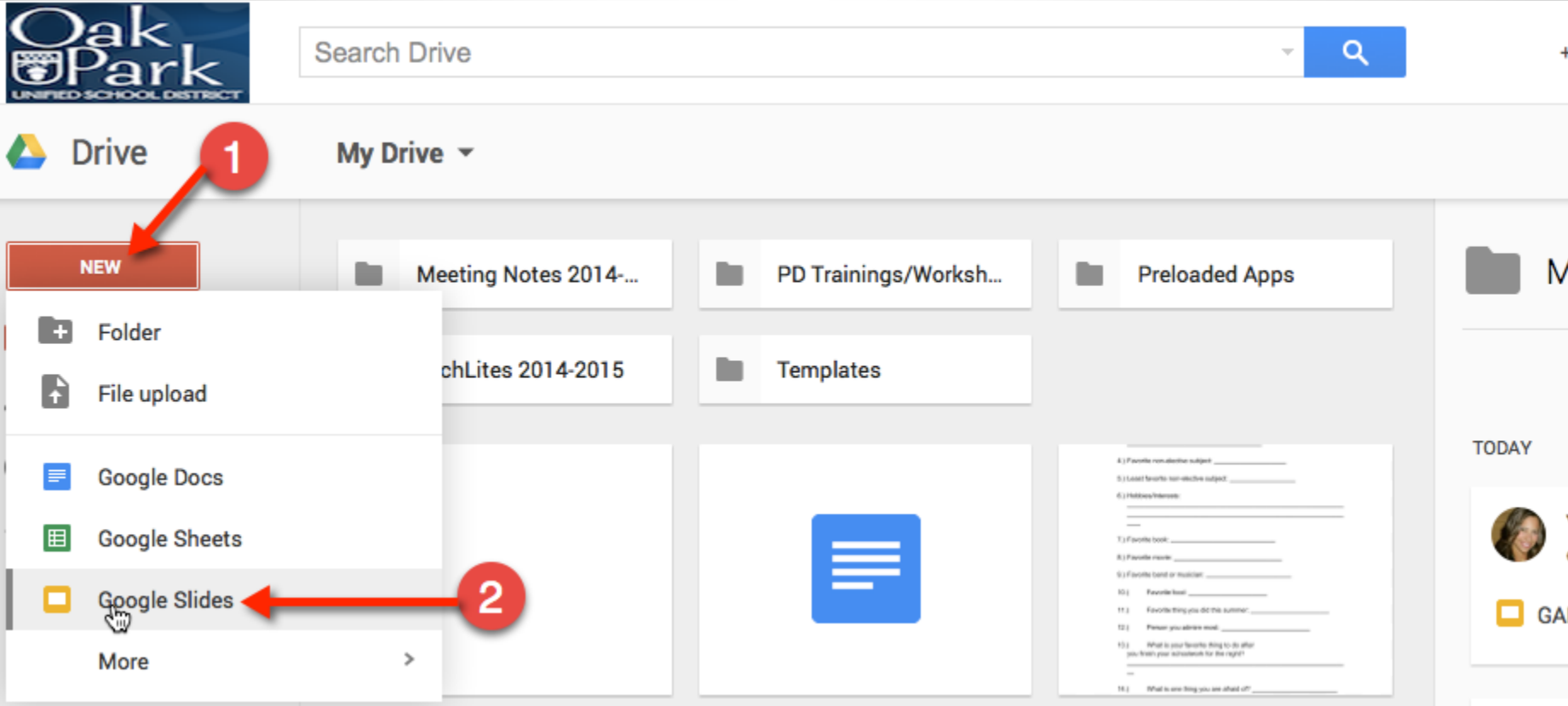

Untitled spreadsheet
File Edit View Insert
Add-ons Help
All changes saved in Drive
jkudlacek@oakparkusd.org
Comments
Share
Doctopus
Flubaroo
Get add-ons...
Manage add-ons...
1
2
Add-ons
Search add-ons
New Visions for Public Schools
Doctopus
28,885 users
Workflows
Automated Approvals
Workflows
18,184 users
autoCrat
13,612 users
Mapping Sheets
Mapping Sheets
28,947 users
Google Analytics
Google Analytics
30,127 users
Vertex42
Template Gallery
g(Math)
Schedule Generator

Google Slides ~ PowerPoint

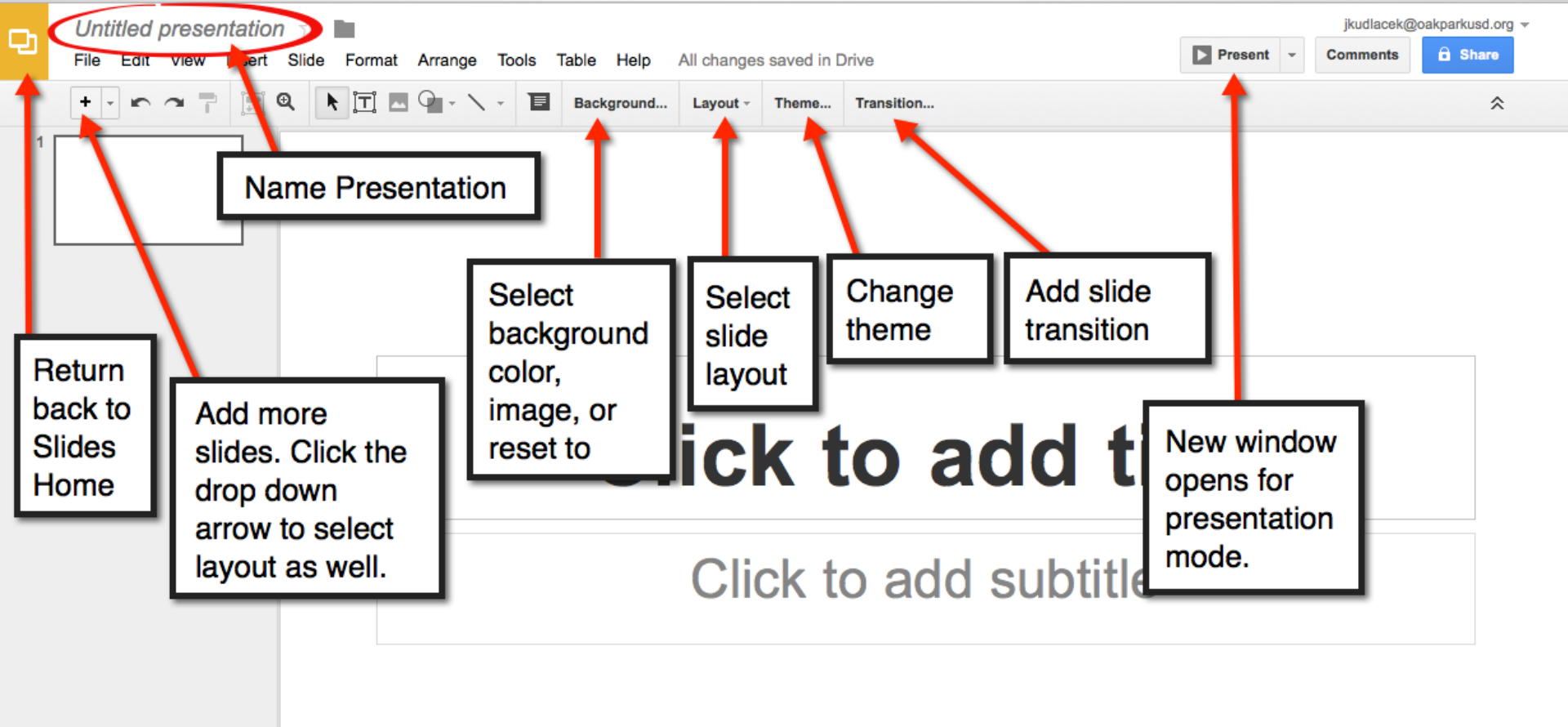




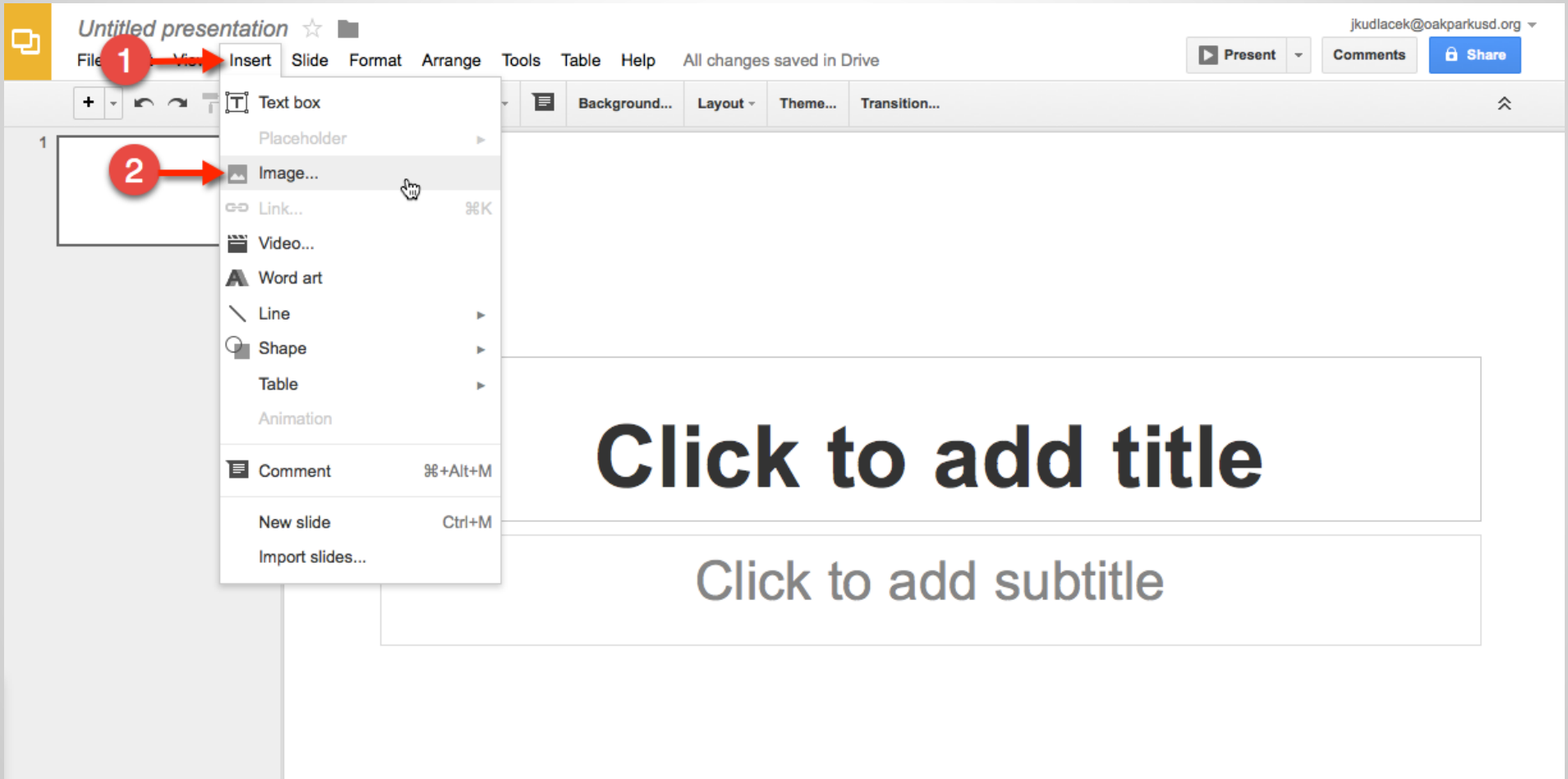
Create a New Presentation



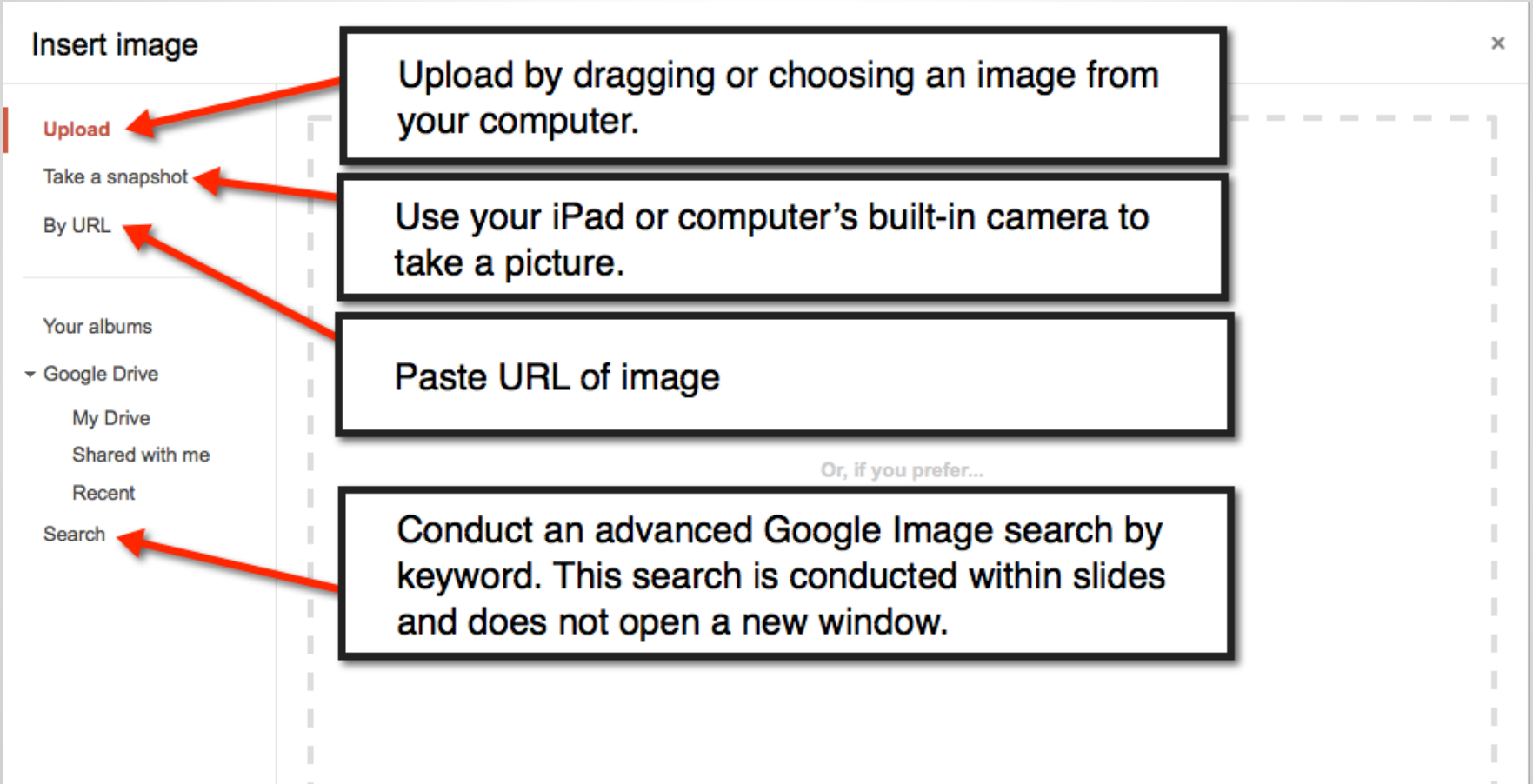
Exploring Google Slides



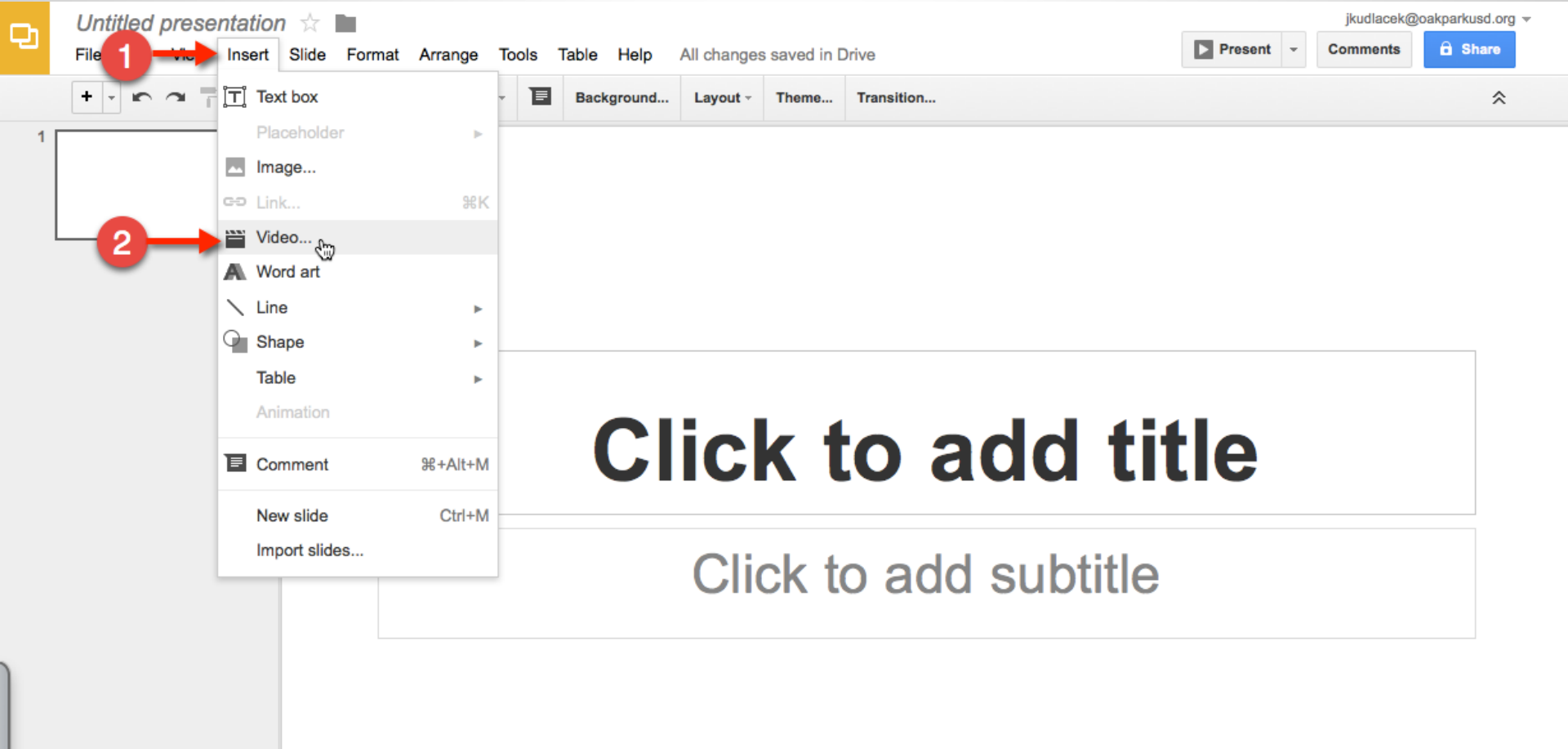
Inserting Images



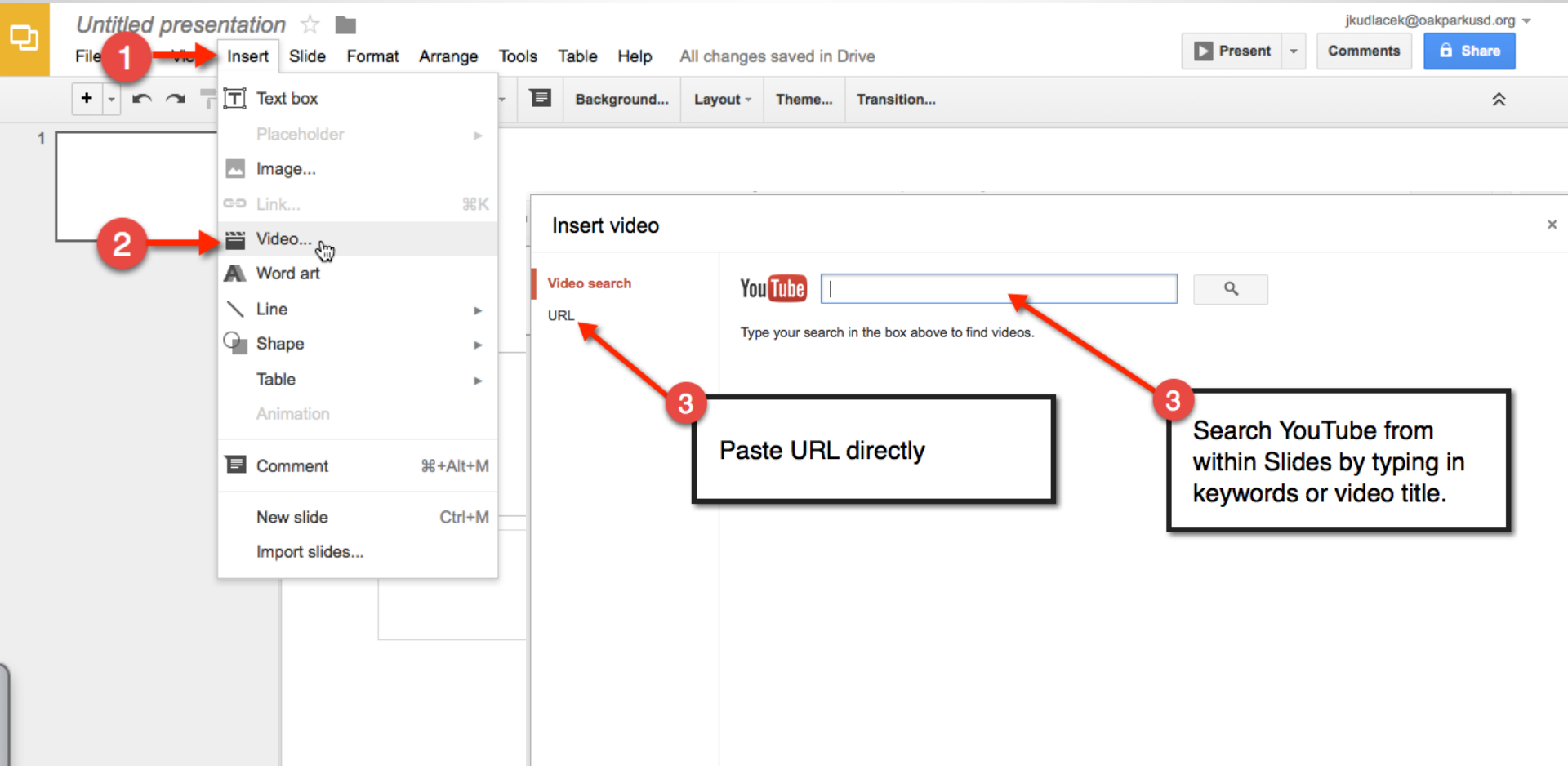
Options to Insert Images



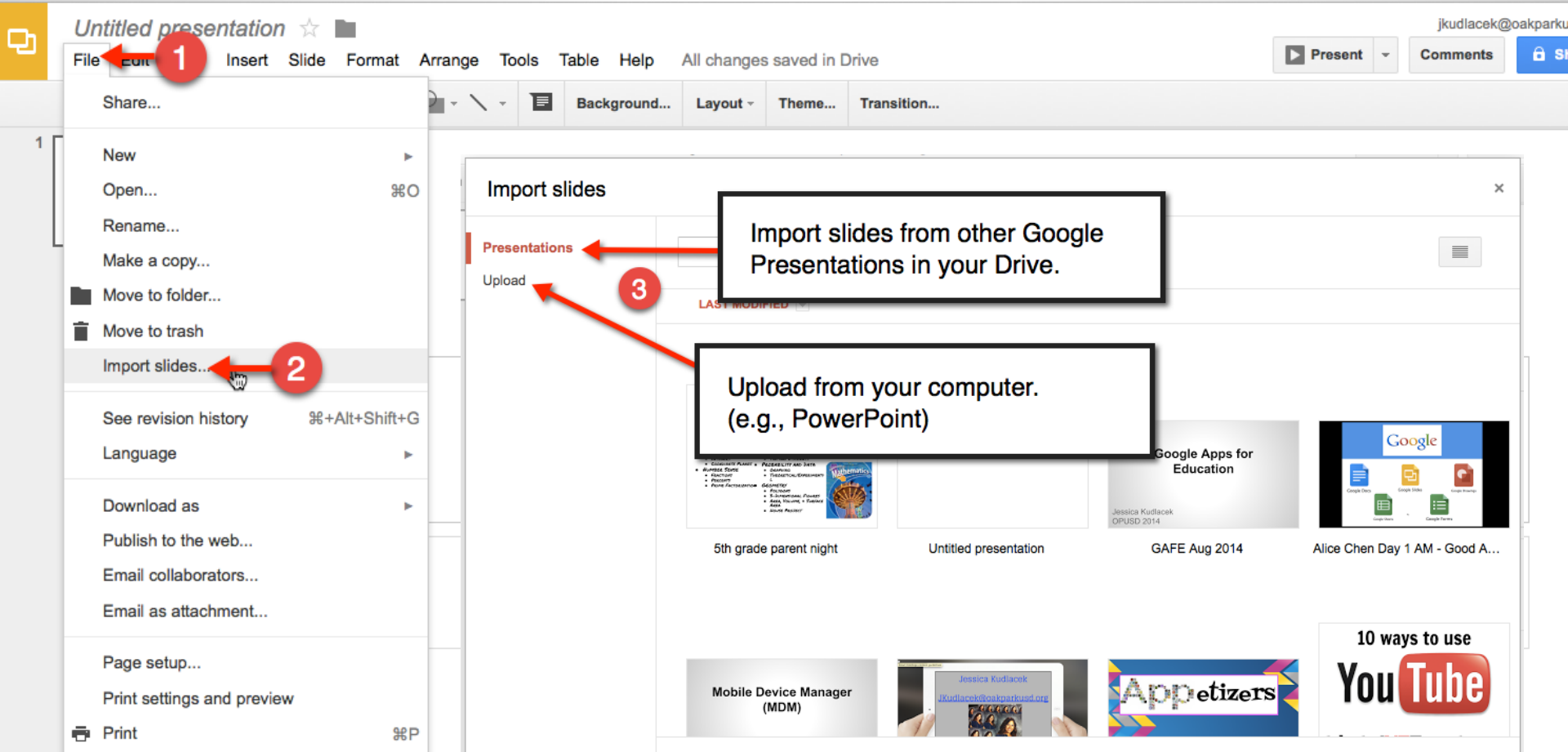
Inserting Videos



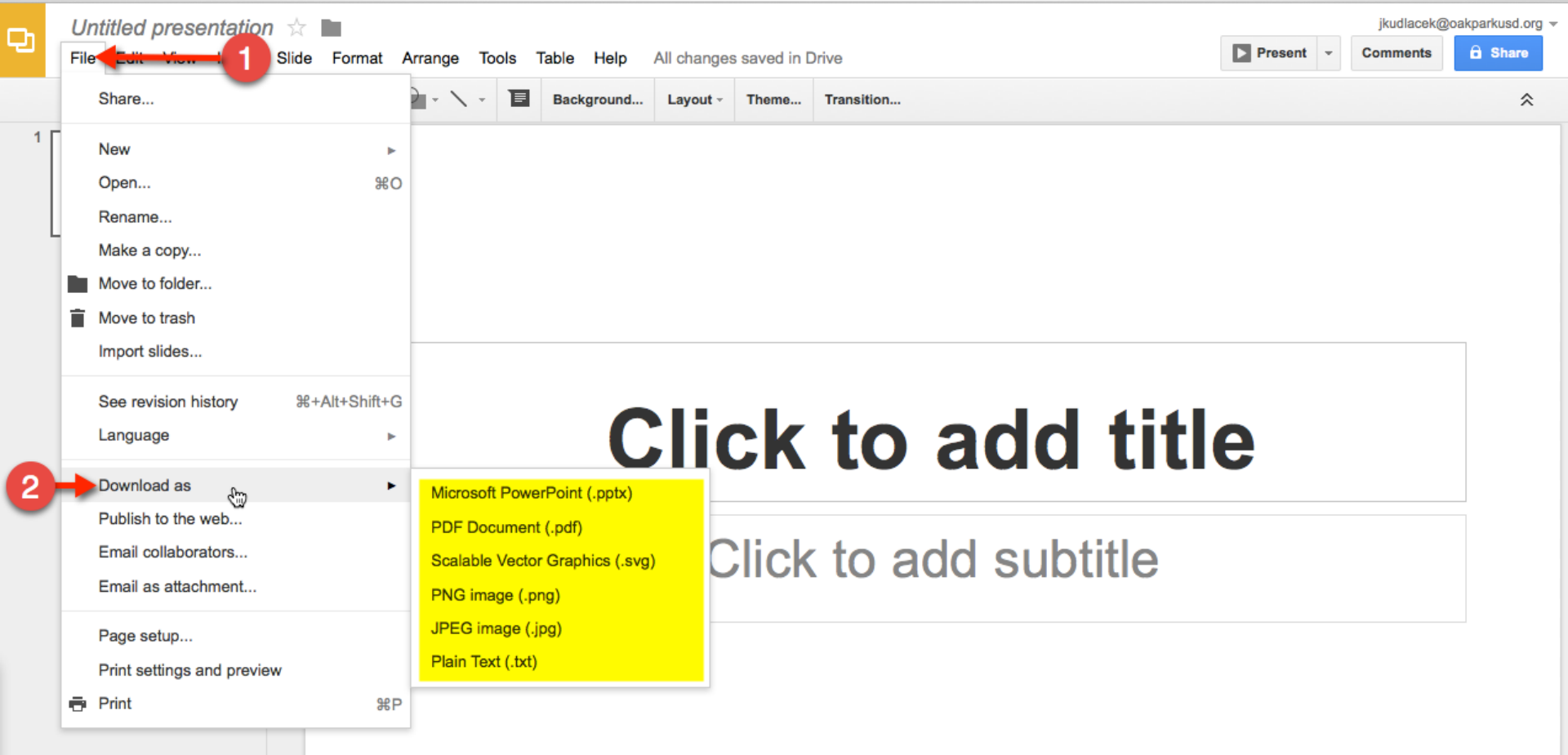
Inserting Videos



Import Slides



Downloading Google Presentations



- Create a Presentation that summarizes your key learnings from today's training.
- Insert at least one picture.
- Share with JKudlacek@oakparkusd.org

Conclusions

- ★ Google Drive
- ★ Use for Teachers
- ★ Use for Students
- ★ Questions