

# 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

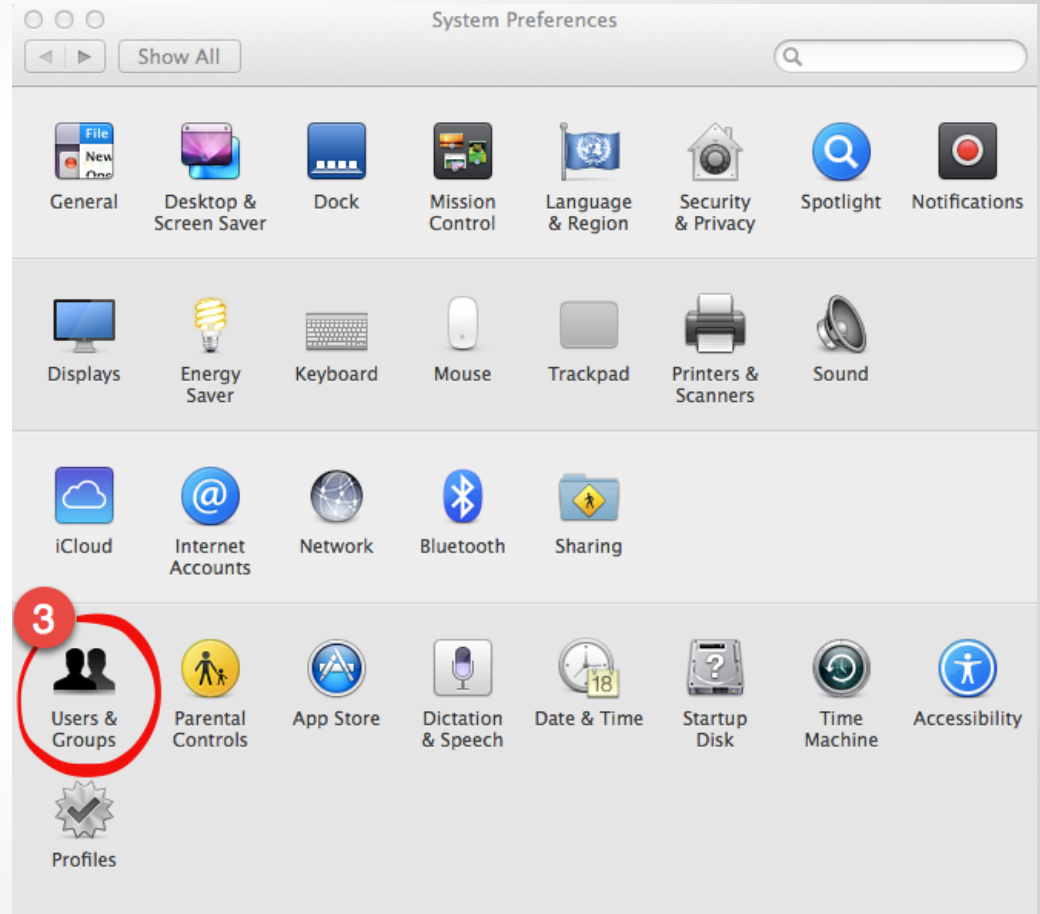
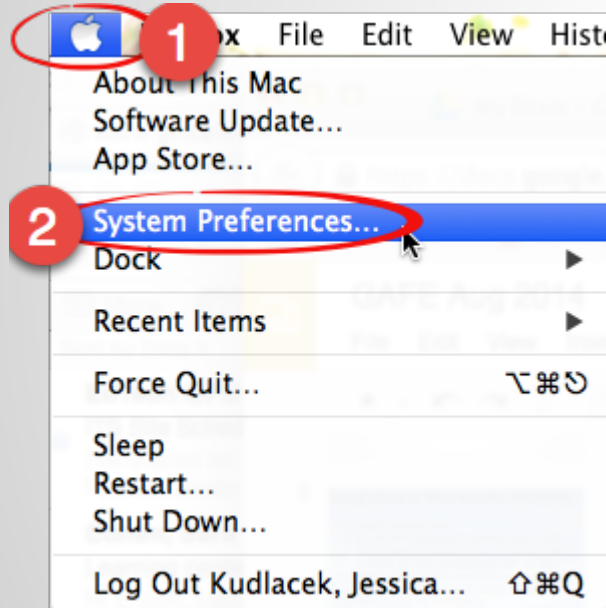


# **Docs, Slides, Forms & Sheets**

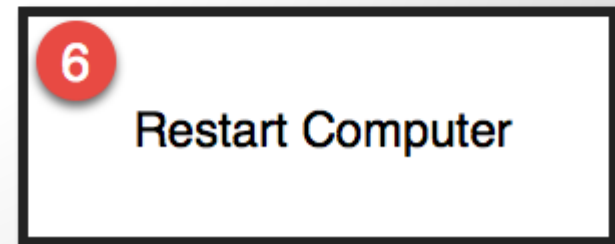
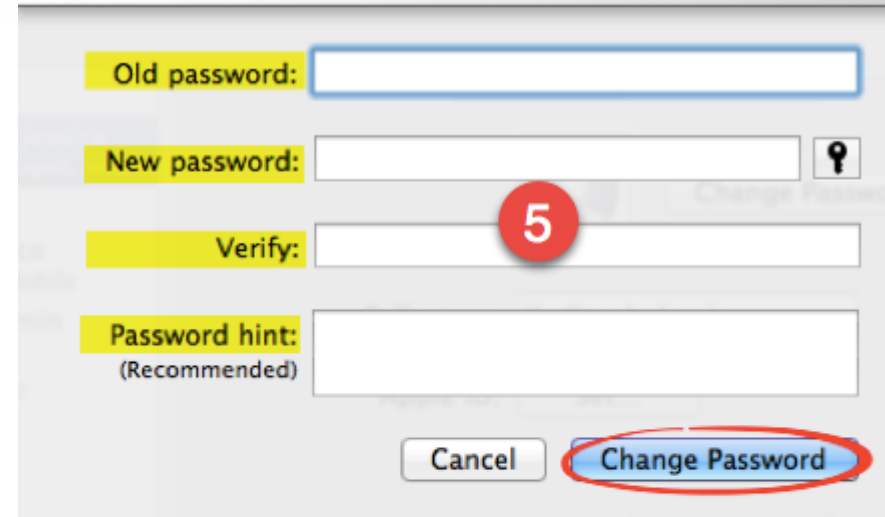
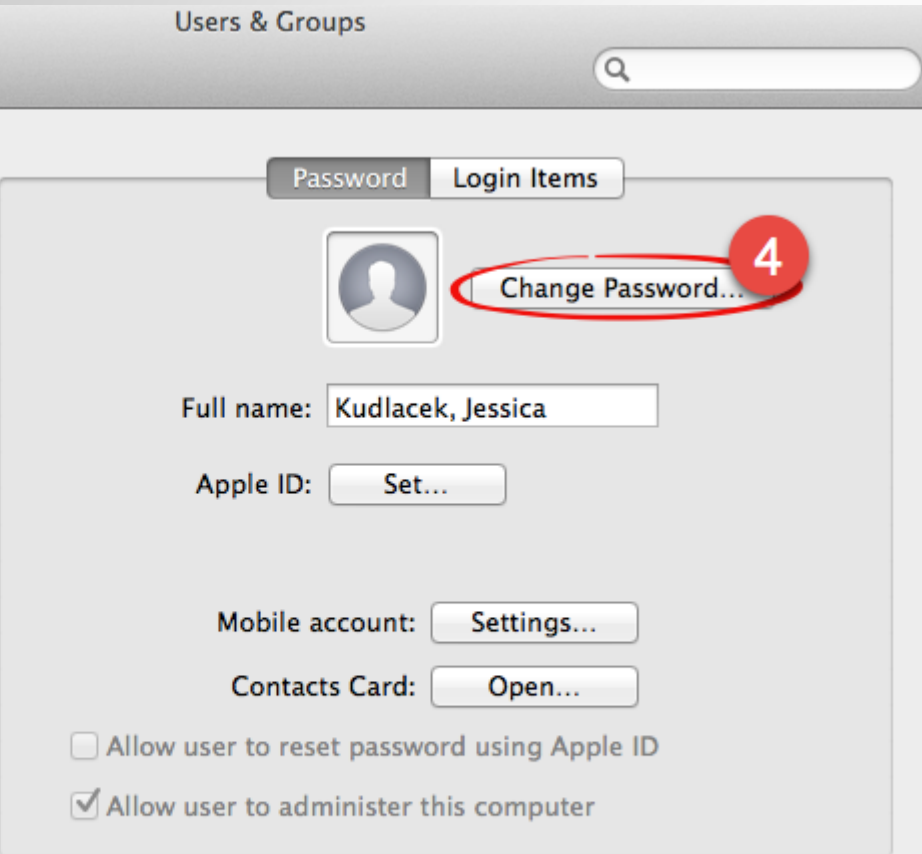
## **Same Features Across the Board**

- ★ 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





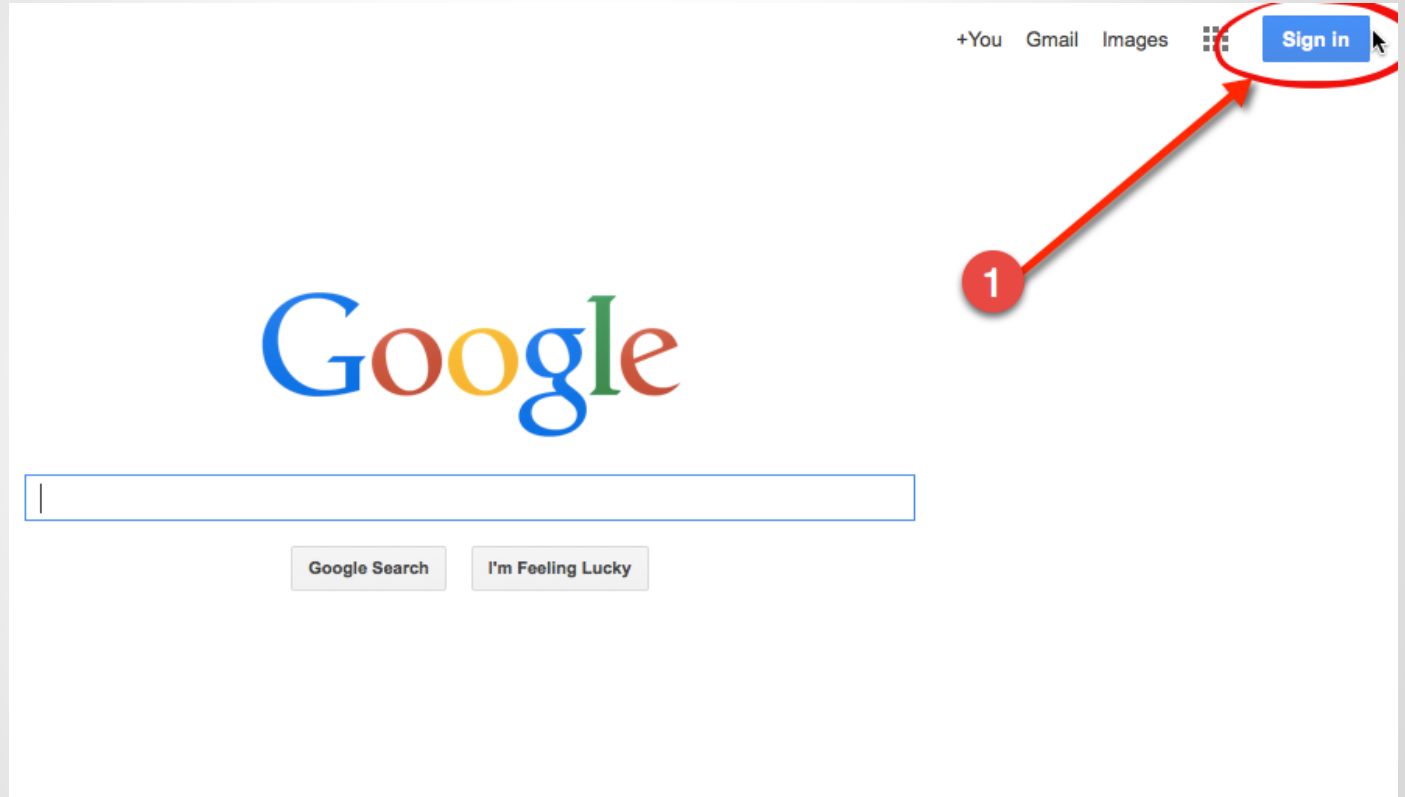
# District Google Accounts

We will not be using GMail.

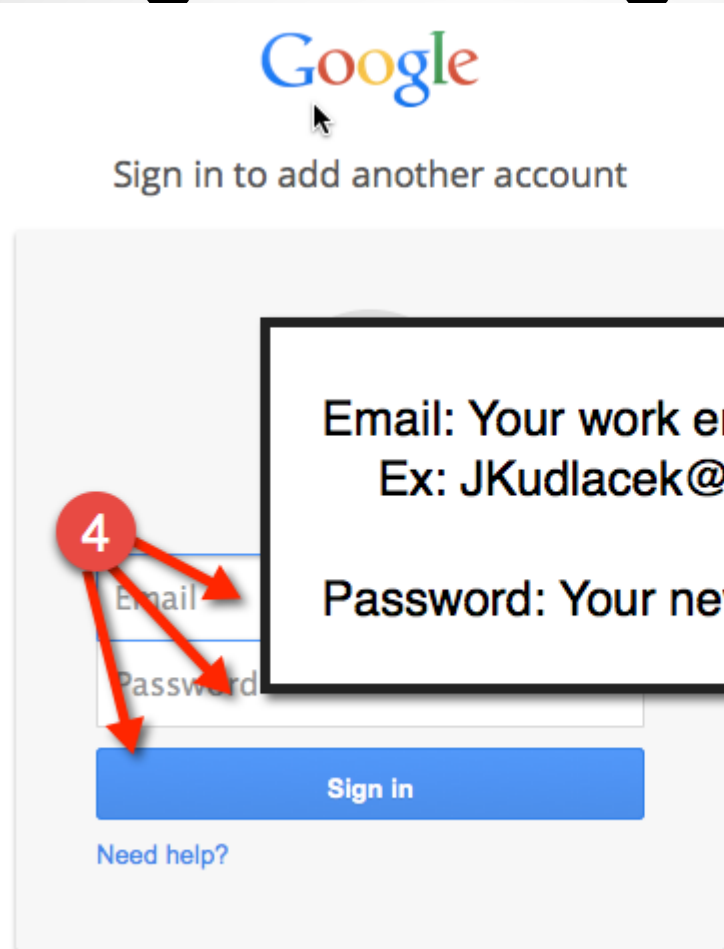


Outlook/Exchange will still be your email server!

# Log into Google Drive



# TEACHER Log into Google Drive



The screenshot shows the Google sign-in interface. At the top is the Google logo with a mouse cursor pointing at it. Below the logo is the text "Sign in to add another account". The main sign-in form has two input fields: "Email" and "Password". A red circle with the number "4" is positioned to the left of these fields. Three red arrows originate from this circle: one points to the "Email" field, one points to the "Password" field, and one points to the "Sign in" button. Below the "Sign in" button is a link that says "Need help?".

Google

Sign in to add another account

Email

Password

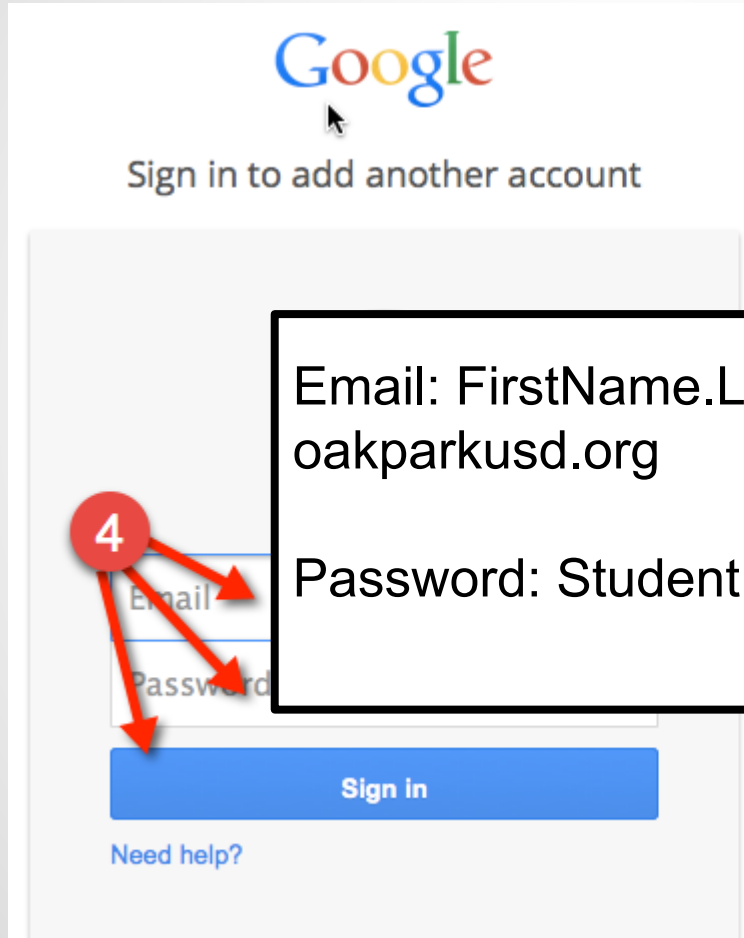
Sign in

[Need help?](#)

Email: Your work email address  
Ex: JKudlacek@oakparkusd.org

Password: Your new password

# STUDENT Log into Google Drive



The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it is the text "Sign in to add another account". There are two input fields: "Email" and "Password". A red circle with the number "4" is positioned to the left of the "Email" field. Three red arrows originate from this circle: one points to the "Email" field, one points to the "Password" field, and one points to the "Sign in" button. Below the "Sign in" button is a link that says "Need help?".

Google

Sign in to add another account

Email

Password

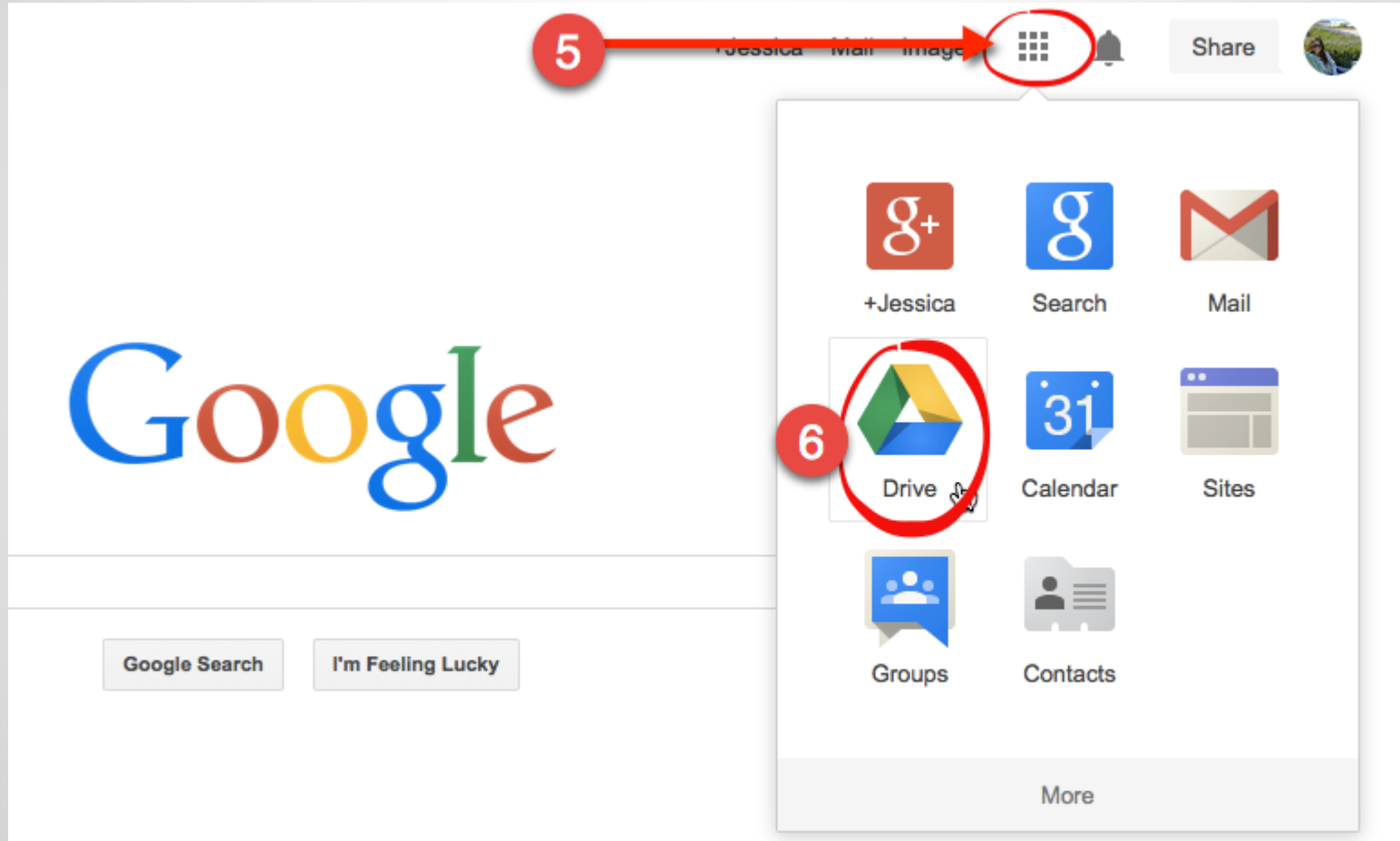
Sign in

[Need help?](#)

Email: FirstName.LastName@stu.  
oakparkusd.org

Password: Student ID

# Log into Google Drive






# Drive Interface

The screenshot shows the Google Drive interface for a user named Jessica. The top bar includes the Oak Park Unified School District logo, a search bar, and navigation icons. The left sidebar contains a 'NEW' button and a list of folders: My Drive, Incoming, Recent, Starred, and Trash. The main area displays a table of files and folders. Annotations with red arrows point to specific UI elements:


- Make New Folder Upload Files Create New**: Points to the 'NEW' button in the left sidebar.
- Select List or Grid View**: Points to the view toggle icons (list and grid) in the top right.
- Sorting Option: Last modified Last edited by me Last opened by me Name**: Points to the sorting dropdown menu in the top right.
- Show or Hide details on right side**: Points to the 'Details' and 'Activity' tabs in the right sidebar.
- Settings**: Points to the settings gear icon in the top right.

| Name                            | Owner        | Last modified |
|---------------------------------|--------------|---------------|
| Meeting Notes 2014-2015         | me           | Jul 28        |
| PD Training/Workshops CREATED   | me           | Aug 28        |
| PD Training/Workshops ATTENDED  | me           | Aug 28        |
| PD Training/Workshops ATTENDING | me           | Aug 28        |
| PD Training/Workshops ATTENDING | me           | Aug 28        |
| PD Training/Workshops ATTENDING | me           | Aug 28        |
| Templates                       | me           | Aug 28        |
| ITS Site Schedule (Responses)   | EdTech OPUSD | 11:44 am      |

# Drive Interface



Search Drive

 Drive

NEW

My Drive

Incoming

Recent


Starred


Trash

| Name                            |              |          |
|---------------------------------|--------------|----------|
| Meeting Notes 2014-2015         | me           |          |
| PD Training/Workshops CREATED   | me           |          |
| PD Trainings/Workshops Attended | me           |          |
| Preloaded Apps                  | me           | Jul 22   |
| TechLites 2014-2015             | me           | Aug 10   |
| Templates                       | me           | Jul 24   |
| ITS Site Schedule (Responses)   | EdTech OPUSD | 11:44 am |


10 MB (0%) of 30 GB used -

+Jessica





Share



Google Plus

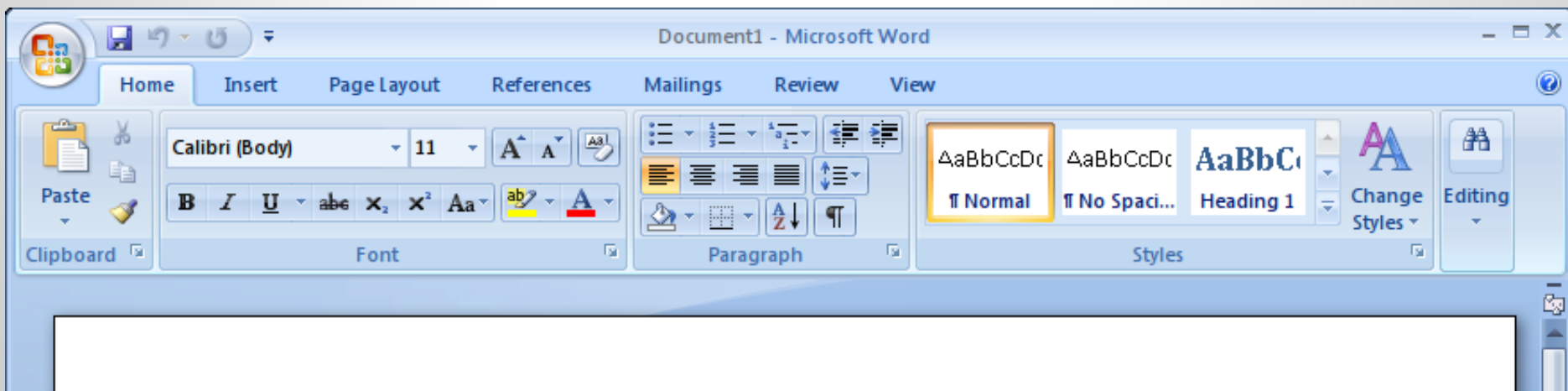
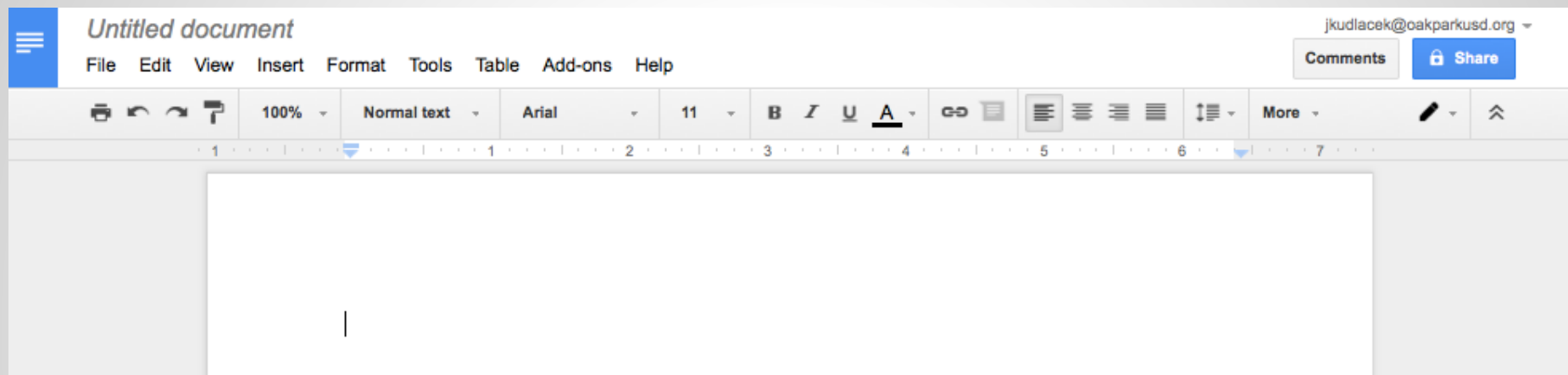
Google Apps

Notifications

Sharing Options

Current Account

# Google Docs ~ Microsoft Word



# Creating a Google Doc

The screenshot shows the Google Drive interface with four numbered steps indicating how to create a Google Doc:

- Step 1:** Click the Google Apps menu (grid icon) in the top right corner.
- Step 2:** Click the Drive icon in the Google Apps menu.
- Step 3:** Click the "NEW" button in the top left of the Drive interface.
- Step 4:** Click "Google Docs" in the dropdown menu that appears.

The interface includes the Oak Park Unified School District logo, a search bar, and a list of folders: Meeting Notes 2014-..., PD Trainings/Worksh..., Preloaded Apps, TechLites 2014-2015, and Templates. A "Google Doc Sample" is also visible at the bottom.

# Exploring a Google Doc

The image shows a Google Docs interface with several red arrows pointing to specific features, each accompanied by a text box explaining its function. The interface includes a top menu bar (File, Edit, View, Insert, Format, Tools, Table, Add-ons, Help), a toolbar with various editing tools, and a document title "Untitled document" circled in red. The user's email address "jkudlacek@oakparkusd.org" is visible in the top right corner. The "Share" button is also circled in red.

Annotations:

- Returns you to Docs Home**: Points to the menu icon (three horizontal lines) in the top left corner.
- Google Doc Name: Click on this text to edit**: Points to the document title "Untitled document" at the top left.
- Click to see more formatting options. (This does not appear if your browser window is expanded.)**: Points to the "More" button in the toolbar.
- See comments that have been made.**: Points to the "Comments" button in the top right corner.
- Select editing, suggesting, or viewing mode.**: Points to the editing mode icon (pencil) in the top right corner.
- Scroll over "Share" to see current share**: Points to the "Share" button in the top right corner.



# File Menu

Google Doc Sample ☆ 📁

File Edit View Insert Format Tools Table Add-ons Help Last edit was 40 minutes ago

Arial 11 B I U A ↕

File menu options:

- Share...
- New ▶
- Open... ⌘O
- Rename...
- Make a copy... ⌘C
- Move to folder... 📁
- Move to trash 🗑️
- See revision history ⌘+Alt+Shift+G
- Language ▶
- Download as ⌘S
- Publish to the web... ⌘W
- Email collaborators... ⌘E
- Email as attachment... ⌘A
- Page setup...
- Print preview
- Print ⌘P

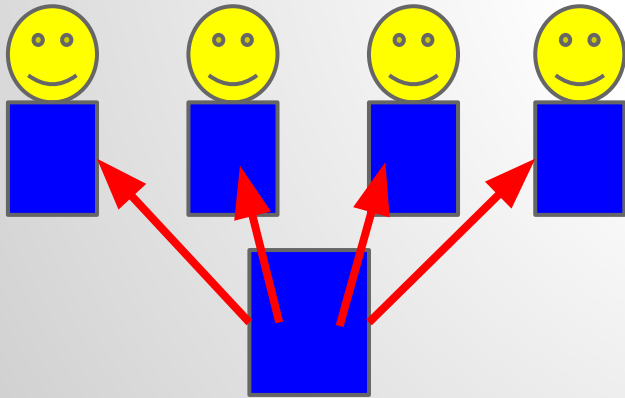
Annotations:

- Make a copy...: If sharing a doc with others, this enables each person to make a copy of the document for their own use.
- Download as: Saves work to computer's hard drive in various formats.
- Publish to the web...: Similar to "anyone with link" sharing option.
- Email collaborators...: Sends an email to all who are working on the document.
- Email as attachment...: Email work as attachment in various formats.

# File → Make a Copy

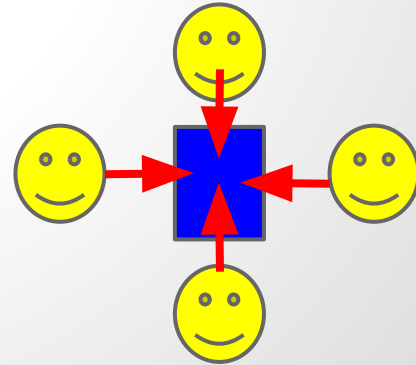
## Make a Copy:

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

The screenshot shows the Google Docs interface with the sharing settings panel open. The document is titled "Google Doc Sample". The sharing settings panel includes a "Link to share" section with a URL, a "Who has access" section showing the document is "Private - Only you can access", and an "Invite people" section with a text input field. Annotations are as follows:

- 1**: Click "Share" (points to the Share button in the top right).
- 2**: Copy & Paste Link to Share (points to the "Link to share" section).
- 3**: Change... (points to the "Change..." link in the "Who has access" section).
- 4**: Invite people via email (points to the "Invite people:" section).
- 5**: Done (points to the "Done" button at the bottom).

**Sharing settings**

Link to share (only accessible by collaborators)

<https://docs.google.com/a/oakparkusd.org/document/d/118ilNoH4LiyOtpkmgp3g3-113>

Who has access

Private - Only you can access

Change...

Jessica Kudlacek (you) jkudlacek@oakpar... Is owner

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [Change]

Done

**Annotations:**






- 1 Click "Share"
- 2 Copy & Paste Link to Share
- 3 Change...
- 4 Invite people via email
- 5 Done

**Permissions List:**

- Public on the web
- Anyone with link ✓
- OPUSD
- People at OPUSD with link
- Specific People

# Sharing Privileges

## Link sharing

- ☐  **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐  **Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☒  **Oak Park Unified School District**  
People at Oak Park Unified School District can find and access.
- ☐  **People at Oak Park Unified School District with the link**  
People at Oak Park Unified School District who have the link can access.
- ☐  **Specific people**  
Shared with specific people.

Can edit  
Can comment  
✓ Can view

Access: Anyone within Oak Park Unified School District

Can view ▼

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

## Sharing settings

Link to share (only accessible by collaborators)

[https://docs.google.com/a/oakparkusd.org/document/d/1\\_uQv578nqc8KuSnouQMOIz](https://docs.google.com/a/oakparkusd.org/document/d/1_uQv578nqc8KuSnouQMOIz)

Who has access



Private - Only you can access

[Change...](#)



Jessica Kudlacek (you) [jkudlacek@oakpar...](#)

Is owner

Invite people:

Enter names or email addresses...

✓ Notify people via email - Add message

Send

Cancel

☐ Send a message  
☐ Paste to email

Can edit ▼

✓ Can edit  
Can comment  
Can view

# Revision History

The screenshot shows the Google Docs interface for a document titled "Google Doc Sample". The top menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The status bar indicates "Last edit was 40 minutes ago" and a "Share" button is visible. The "File" menu is open, showing options like Share..., New, Open..., Rename..., Make a copy..., Move to folder..., Move to trash, See revision history (highlighted with a red circle and arrow labeled '2'), Language, Download as, Publish to the web..., Email collaborators..., Email as attachment..., Page setup..., Print preview, and Print. The "Revision history" sidebar is open on the right, showing a list of revisions. The first revision is dated "Today, 1:43 PM" and made by "Jessica Kudlacek". The second revision is dated "Today, 1:39 PM" and also made by "Jessica Kudlacek". A red circle and arrow labeled '3' points to the "Revision history" sidebar. A central text box contains the following text:

Revision history allows you to see who made revisions and when revisions were made. It also allows you to revert back to an earlier copy of the document from any minute in time.



# Uploading Existing Files



Search Drive



+Je



My Drive ▾

NEW

+ Folder

File upload

Google Docs

Google Sheets

Google Slides

More

Meeting Notes 2014-...

PD Trainings/Worksh...

Preloaded Apps

chLites 2014-2015

Templates

Google Doc Sample

Google Doc Sample

My

De

TODAY

You  
edi

GAFE

You  
edi

# Uploading Existing Files

W Student Inventory and Parent Info.doc

Open

Open with Google Docs

Drive

NEW

Click here to Open with Google Docs. Otherwise, the uploaded document functions as a read only with out editing capabilities from Google Drive.

Student Information

- 1.) Name \_\_\_\_\_
- 2.) Birthday \_\_\_\_\_ Birthplace \_\_\_\_\_
- 3.) Your desired occupation, if known: \_\_\_\_\_
- 4.) Favorite non-elective subject: \_\_\_\_\_
- 5.) Least favorite non-elective subject: \_\_\_\_\_
- 6.) Hobbies/Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# One-Time Google Doc Conversion

The screenshot shows the Google Drive interface. At the top left is the Oak Park Unified School District logo. The top bar includes a search bar, a user profile for '+Jessica', and a 'Share' button. Below the top bar, the 'Drive' logo and 'My Drive' dropdown are visible. The main content area shows a list of folders: 'Meeting Notes 2014...', 'PD Trainings/Worksh...', and 'Preloaded Apps'. A 'Settings' dialog box is open, showing the 'General' tab. In the 'General' tab, the 'Convert uploaded files to Google Docs editor format' checkbox is checked. A red arrow points to this checkbox, labeled with a red circle containing the number '3'. Another red arrow points to the 'Settings' button in the top right corner, labeled with a red circle containing the number '1'. A third red arrow points to the 'Settings' option in the dropdown menu that appears when the 'Settings' button is clicked, labeled with a red circle containing the number '2'. A text box at the bottom of the settings dialog explains that this is a one-time set-up to convert uploaded files into a Google Doc.

Search Drive

+Jessica

Share

Drive

My Drive

NEW

My Drive

Incoming

Recent

Starred

Trash

Meeting Notes 2014...

PD Trainings/Worksh...

Preloaded Apps

Student Inver

Settings

Download Drive

Leave the new Drive

Help

Settings

Convert uploaded files to Google Docs editor format

Language

Change language settings

Done

No recorded activity

Instead of selecting this each time per uploaded document, this is a one time set-up to convert uploaded files into a Google Doc.

# Pros & Cons of Converting Uploaded Files into Google Docs.

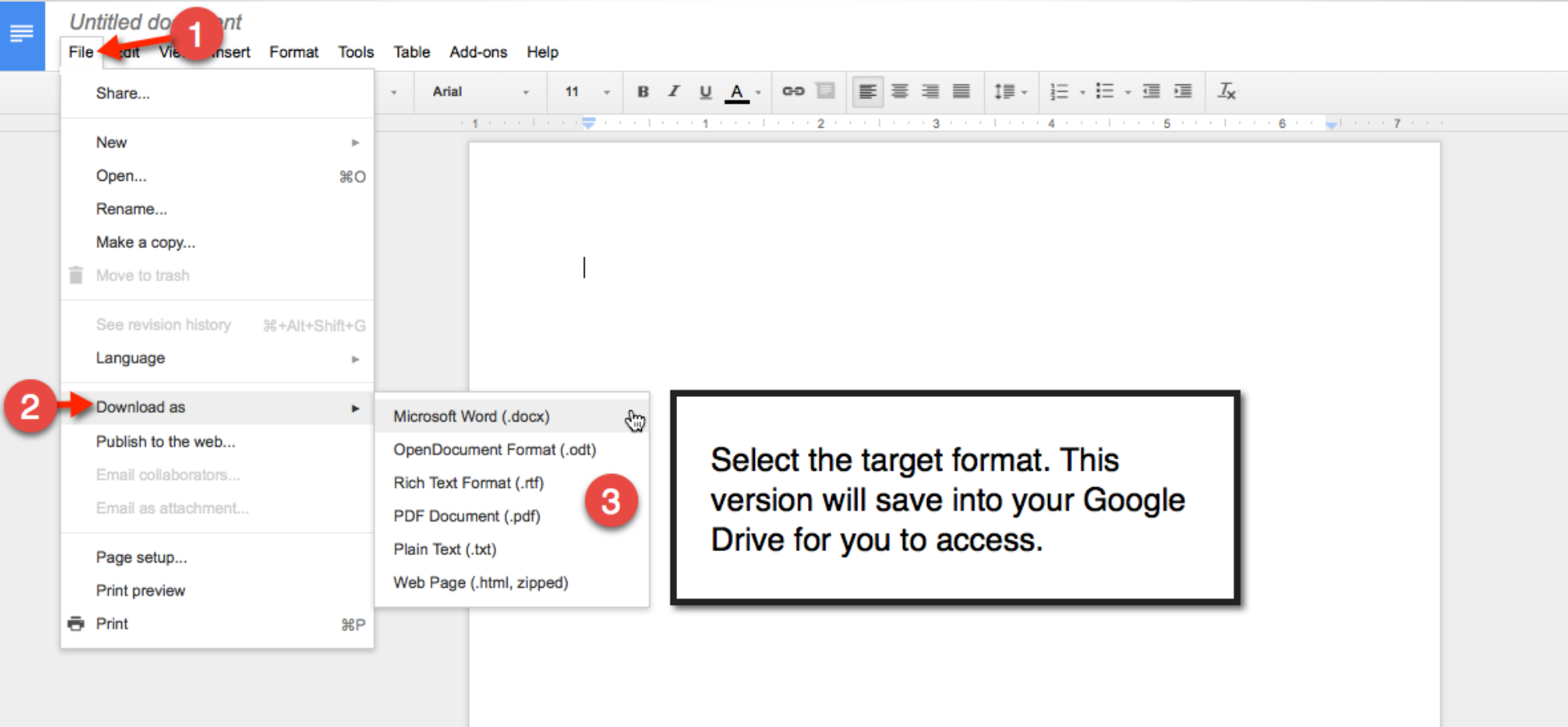
## Convert to Google Doc

- ★ 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](mailto:JKudlacek@oakparkusd.org)

# Google Forms

Oak Park  
UNITED SCHOOL DISTRICT

Search Drive

+Jessica

Share

Drive

My Drive

NEW

- Folder
- File upload
- Google Docs
- Google Sheets
- Google Slides
- More

Google Forms

Google Drawings

Connect more apps

Google Doc Sample

Student Inventory and Parent Info.

Choose title and theme

Title: Untitled Form

Theme: Default

Default

Argyle

Birthday Balloons

Blue Birds

Books Classic

Cherry Blossom

OK

Cancel

☒ Show for new forms

6:46 AM

Mon 6:26 PM

# Exploring Google Forms

The image shows a Google Form titled "GAFE Form" with several annotations explaining its features:

- Return to Forms Home:** Points to the hamburger menu icon in the top left corner.
- Title:** Points to the form title "GAFE Form" in the top left.
- Shows status of form: accepting or not accepting responses:** Points to the "Accepting responses" button in the top toolbar.
- Opens up Google Sheet of responses in a new window:** Points to the "View responses" button in the top toolbar.
- Allows you to see live form on website, the way viewers see it:** Points to the "View live form" button in the top toolbar.
- Form settings:** Points to the "Form Settings" section, which includes options like "Require Oak Park Unified School District login to view this form" and "Automatically collect responder's Oak Park Unified School District username".
- Provides link to share or prompts to insert contacts to share:** Points to the "Send form" button in the top right corner.

The form itself is titled "GAFE Form" and has a "Form Description" section. The question type is set to "Multiple choice" with options "Option 1" and "Click to add option". There is also a checkbox for "Go to page based on answer".

# Creating Questions

File Edit View Insert Responses (0) Tools Help All changes saved in Drive

Theme: Notepaper Accepting responses View responses View live form

**GAFE Form**

Form Description

Question Title Check the GAFE that you think you will use the most?

Help Text

Question Type Checkboxes

- ☐ Docs
- ☐ Forms
- ☐ Sheets
- ☐ Slides
- ☐ Click to add option

or Add "Other"

Advanced settings

Done

☐ Required question

Duplicates question

Deletes question

Creates an "other" category

# Finishing Form

1

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

Confirmation Page

Your response has been recorded.

- ☒ Show link to submit another response
- ☐ Publish and show a public link to form results ?
- ☐ Allow responders to edit responses after submitting

Send form

2

Show Link: Check to give the option for the user to submit another form or multiple entries.

Publish and Show Results:

Check to show the user the response summary.

Allow to Edit After Submitting:

Check to allow users to change their responses to an already submitted form.

3

# Sending Form

nses View responses View live form

Choose the best description of your familiarity with

☐ I have never head of it.

☐ I have heard of it, b

☐ I have heard of it, k

☐ I have used it a few

☐ I use it regularly.

If you have used GAF

☐ 1 Sheets

☐ Slides

☐ Forms

☐ Other




Add item

2 Done

Send form

Link to share

[https://docs.google.com/forms/d/1fzYNIMlbRbT\\_h](https://docs.google.com/forms/d/1fzYNIMlbRbT_h) Embed

Share link via:   

☒ Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? [Add collaborators.](#)

Confirmation Page

Your response has been recorded.

☒ Show link to submit another response

# Use URL Shortener to Send Form:

## <https://goo.gl/>

Google url shortener

Paste your long URL here:

[Shorten URL](#)

All goo.gl URLs and click analytics are public and can be accessed by anyone.

[All Details](#) Clicks for the past: [two hours](#) | [day](#) | [week](#) | [month](#) | [all time](#)

Paste your long URL here:

3CIWoYvad49v9oCjsHBQ8nXU8/vi

All goo.gl URLs and click analytics are public

Use this new,  
shortener URL.

>>

<http://goo.gl/Cb1PxM>

0 minute ago - [details](#)

<https://docs.google.com/forms/d/1gXD6...>



# Choose Response Destination

☐ Friday

During the one designated day at your site, do you have a location that I could use on a after school to meet with teachers?  
(Similar to a drop-in office hour.)

Would it be your first \$

☐ Yes, during the designated day

☐ Yes, at a location other than the designated day

Other:

Excluding

Add item

### Choose response destination

☒ New spreadsheet

ITS Site Schedule (Responses)

☐ New sheet in an existing spreadsheet...

☒ Always create a new spreadsheet

[Learn More](#)

FORM RESPONSES

SPREADSHEET

Modify, re-arrange, and analyze without affecting original form responses.

Confirmation Page

Your response has been recorded.

☒ Show link to submit another response

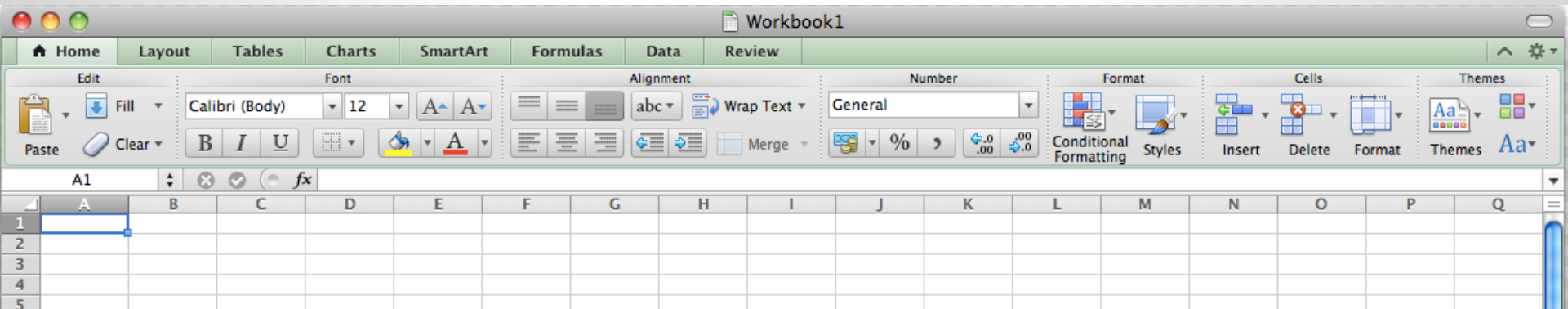
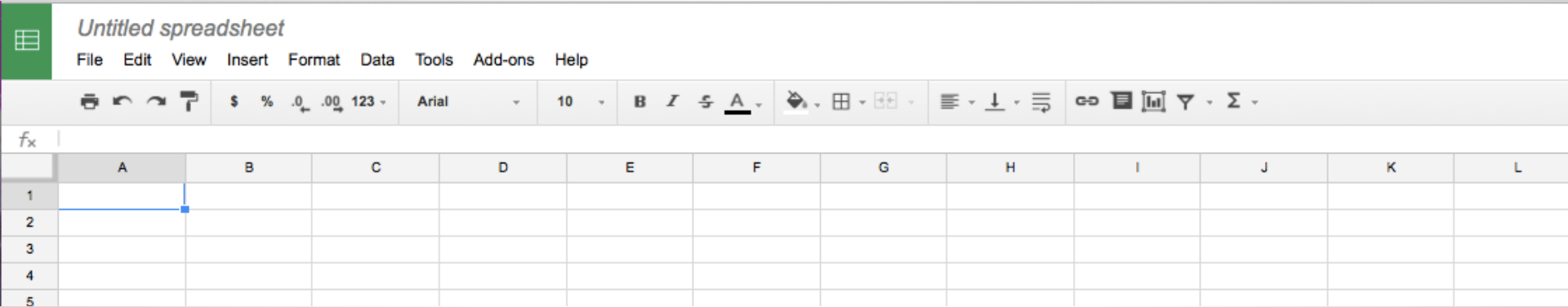
☐ Publish and show a public link to form results ?

☐ Allow responders to edit responses after submitting



- 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](mailto:JKudlacek@oakparkusd.org)
- View responses in Google Sheet

# Google Sheets ~ Microsoft Excel



# Google Sheets



Search Drive



+Jessica



Share



Drive

My Drive



NEW



Folder



File upload



Google Docs



Google Sheets



Google Slides

More

Name

Owner

Last modified

Meeting Notes 2014-2015

me

Jul 23 me

Trainings/Workshops

me

Aug 10 me

Downloaded Apps

me

Jul 22 me

hLites 2014-2015

me

Aug 10 me

> templates

me

Jul 24 me

5th grade parent night

me

Aug 10 me

Google Doc Sample

me

Aug 10 me

Google Doc Sample

me

Aug 10 me

W Student Inventory and Parent Info.doc

me

Aug 10 me

W Training Ideas.docx

me

Aug 10 me



My Drive

Details

Activity

TODAY



You  
shared an item

7:35 AM



OPUSD TechLITES Program



Tech Lite

Can view



You  
created an item in

7:30 AM



TechLites 2014-2015



TechLITE Agenda August 18, 2014

# Exploring Google Sheets

The image shows the Google Sheets interface with several features highlighted by red arrows and callout boxes:

- Return to Google Sheets Home:** Points to the Google Sheets icon in the top-left corner.
- Click text to name:** Points to the "Untitled spreadsheet" title at the top.
- You can use the formula bar to enter and edit data, functions and formulas for a specific cell.** Points to the yellow formula bar.
- Numerical formatting options (e.g., currency, percent, scientific):** Points to the numeric format dropdown menu in the toolbar.
- Select line borders:** Points to the border style icon in the toolbar.
- Insert link:** Points to the link icon in the toolbar.
- Insert comment:** Points to the comment icon in the toolbar.
- Insert Chart:** Points to the chart icon in the toolbar.
- Data filters:** Points to the funnel icon in the toolbar.
- Functions:** Points to the summation symbol icon in the toolbar.

The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a grid of cells with columns labeled A through L and rows numbered 1 through 22.

# Importing Spreadsheets

The screenshot shows the Google Sheets interface with the 'File' menu open. A red circle with the number '1' points to the 'File' menu. A red circle with the number '2' points to the 'Import...' option in the menu. A red circle with the number '3' points to the 'Import file' dialog box. A red circle with the number '4' points to the 'Select' button at the bottom of the dialog. A text box with a black border contains the text: 'Select appropriate Import location. Supported data formats: .xls; .xlsx; .ods; .csv; .txt; .tsv; .tab'. The dialog box shows a list of folders: 'Google Drive', 'My Drive', 'Shared with me', 'Recent', 'Previously selected', and 'Upload'. Below the list are four folder icons: 'PD Trainings/Workshops', 'TechLites 2014-2015', 'Templates', and 'Meeting Notes 2014-2015'. The 'Select' button is at the bottom left of the dialog.

Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

Share...

New

Open... %O

Rename...

Make a copy...

Move to trash

Import... 2

See revision history %Alt+Shift+G

Spreadsheet settings...

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Print %P

Import file

Google Drive

My Drive

Shared with me

Recent

Previously selected

Upload

PD Trainings/Workshops

TechLites 2014-2015

Templates

Meeting Notes 2014-2015

Select

Cancel

Select appropriate Import location. Supported data formats: .xls; .xlsx; .ods; .csv; .txt; .tsv; .tab

# Pasting Options

The screenshot shows a spreadsheet application interface. The 'Edit' menu is open, and the 'Paste special' option is highlighted. A red circle with the number '1' points to the 'Edit' menu, and a red circle with the number '2' points to the 'Paste special' option. The 'Paste special' submenu is also open, showing various options like 'Paste values only', 'Paste format only', etc.

jkudlacek@oakparkusd.org

Comments Share

File Edit View Insert Format Data Tools Add-ons Help

Undo %Z  
Redo %Y  
Cut %X  
Copy %C  
Paste %V  
Paste special  
Find and replace... %+Shift+H  
Delete values  
Delete row 1  
Delete column A  
Clear notes

Paste values only  
Paste format only  
Paste all except borders  
Paste formula only  
Paste data validation only  
Paste conditional formatting only  
Paste transpose

## 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 **1** Add-ons Help All changes saved in Drive

Comments Share

fx

2

Get add-ons...

Manage add-ons...

Add-ons

Search add-ons

Workflows  
Automated Approvals  
18,184 users

autoCrat  
13,612 users

Mapping Sheets  
28,947 users

Google Analytics  
30,127 users

Doctopus  
28,885 users

Vertex42  
Template Gallery

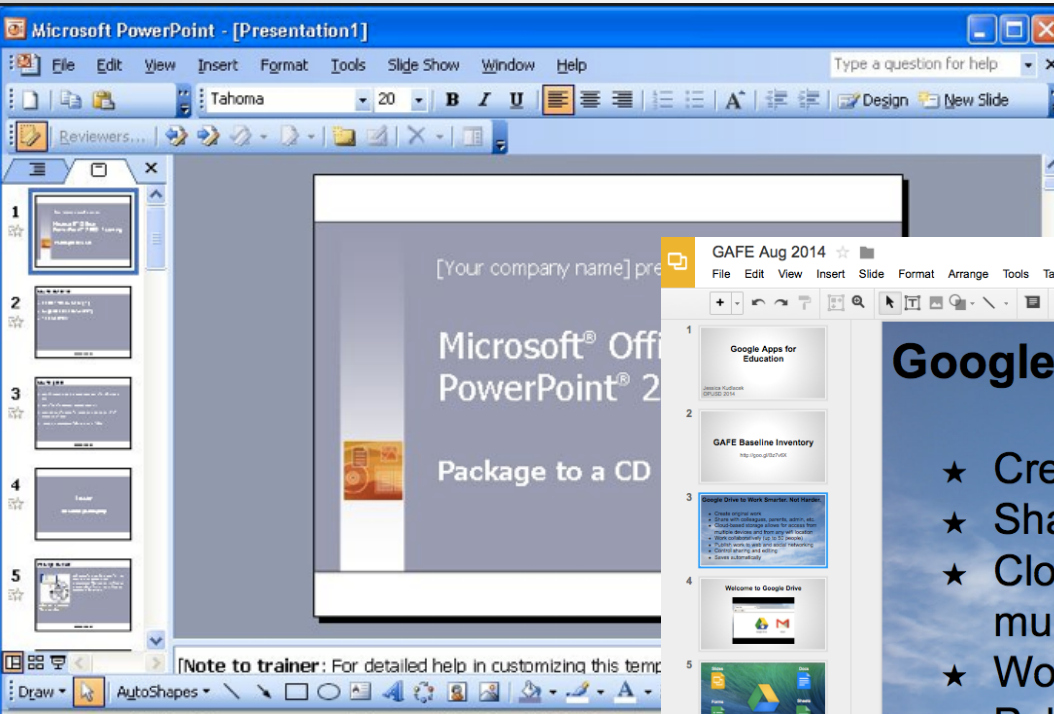
g(Math)

Schedule Generator

The image shows a Google Sheets interface with the 'Add-ons' menu open. A red circle with the number '1' highlights the 'Add-ons' menu item, and a red arrow points to it. Another red circle with the number '2' highlights the 'Get add-ons...' option in the dropdown menu, with a red arrow pointing to it. The 'Add-ons' window is open, displaying a grid of add-on cards. The cards include 'Workflows' (Automated Approvals, 18,184 users), 'autoCrat' (13,612 users), 'Mapping Sheets' (28,947 users), 'Google Analytics' (30,127 users), 'Doctopus' (28,885 users), 'Vertex42 Template Gallery', 'g(Math)', and 'Schedule Generator'. The 'Doctopus' card features an octopus illustration. The 'Workflows' card has a green background. The 'autoCrat' card has a cartoon robot illustration. The 'Mapping Sheets' card has a blue background with a map icon. The 'Google Analytics' card has an orange background with a bar chart icon. The 'Vertex42 Template Gallery' card has a green background with a document icon. The 'g(Math)' card has an orange background with a math formula. The 'Schedule Generator' card has a blue background with a calendar icon.



# Google Slides ~ PowerPoint

A screenshot of the Google Slides web interface. The title bar shows "GAPE Aug 2014" with a star icon and a folder icon. The ribbon includes tabs for File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, and Help. The "Slide" tab is active, showing options for background, layout, theme, and transition. The left sidebar shows a slide thumbnail grid with 8 slides. The main canvas displays a slide with a blue background and white text: "Google Apps for Education", "GAPE Baseline Inventory", "Google Drive for Work Smarter: Not Harder!", "Welcome to Google Drive", "Core of Other Applications", "Docs, Slides, Forms & Sheets", and "Reset Password to Activate Google Account". The slide content includes a list of bullet points under "Google Drive for Work Smarter: Not Harder!" and "Core of Other Applications". The bottom status bar shows "Click to add notes".

**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

# Create a New Presentation



Search Drive



Drive

1

My Drive ▾

NEW



Folder



File upload



Google Docs



Google Sheets



Google Slides

More

Meeting Notes 2014-...

PD Trainings/Worksh...

Preloaded Apps

chLites 2014-2015

Templates



2



My

Det

TODAY



You  
edit



GAFE

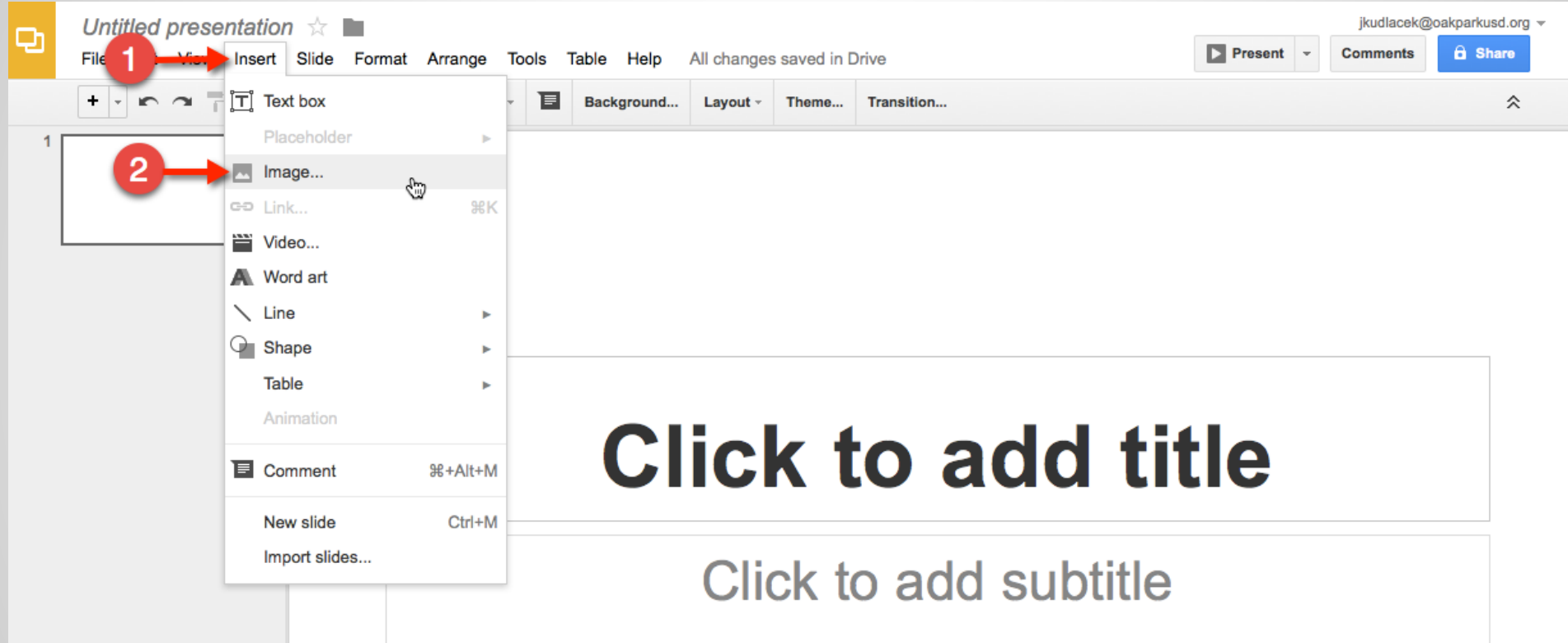
# Exploring Google Slides

The image shows the Google Slides web interface with several red arrows pointing to specific features, each accompanied by a text box explaining its function. The interface includes a top menu bar (File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, Help), a toolbar with icons for adding, undo, redo, and various editing tools, and a slide area with a single slide titled 'Untitled presentation'. The slide content includes a large heading 'Click to add title' and a subtitle 'Click to add subtitle'.

**Annotations:**

- Return back to Slides Home:** Points to the Home icon (a square with a smaller square inside) in the top left corner.
- Add more slides. Click the drop down arrow to select layout as well.**: Points to the plus icon with a dropdown arrow in the toolbar.
- Name Presentation:** Points to the title 'Untitled presentation' at the top of the slide.
- Select background color, image, or reset to:** Points to the 'Background...' button in the toolbar.
- Select slide layout:** Points to the 'Layout' dropdown button in the toolbar.
- Change theme:** Points to the 'Theme...' button in the toolbar.
- Add slide transition:** Points to the 'Transition...' button in the toolbar.
- New window opens for presentation mode.**: Points to the 'Present' button in the top right corner.

# Inserting Images



# Options to Insert Images

The image shows a 'Insert image' dialog box with a sidebar on the left and a main area on the right. The sidebar contains the following options: 'Upload' (highlighted with a red bar), 'Take a snapshot', 'By URL', 'Your albums', 'Google Drive' (expanded), 'My Drive', 'Shared with me', 'Recent', and 'Search'. The main area contains four callout boxes with arrows pointing to specific options: 'Upload by dragging or choosing an image from your computer.' points to 'Upload'; 'Use your iPad or computer's built-in camera to take a picture.' points to 'Take a snapshot'; 'Paste URL of image' points to 'By URL'; and 'Conduct an advanced Google Image search by keyword. This search is conducted within slides and does not open a new window.' points to 'Search'. A dashed line separates the sidebar from the main area. The text 'Or, if you prefer...' is visible in the main area.

**Insert image**

**Upload**

Take a snapshot

By URL

Your albums

Google Drive

My Drive

Shared with me

Recent

Search

Upload by dragging or choosing an image from your computer.

Use your iPad or computer's built-in camera to take a picture.

Paste URL of image

Or, if you prefer...

Conduct an advanced Google Image search by keyword. This search is conducted within slides and does not open a new window.

# Inserting Videos

The screenshot shows the Google Slides interface. The top menu bar includes File, Edit, Insert, Slide, Format, Arrange, Tools, Table, and Help. The 'Insert' menu is open, showing options like Text box, Placeholder, Image..., Link..., Video..., Word art, Line, Shape, Table, Animation, Comment, New slide, and Import slides... The 'Video...' option is highlighted. A red circle with the number '1' and an arrow points to the 'Insert' menu. Another red circle with the number '2' and an arrow points to the 'Video...' option. The slide content area has a title box with the text 'Click to add title' and a subtitle box with the text 'Click to add subtitle'. The top right corner shows the user's email 'jkudlacek@oakparkusd.org' and buttons for 'Present', 'Comments', and 'Share'.

Untitled presentation ☆

File Edit Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Present Comments Share

jkudlacek@oakparkusd.org

Background... Layout Theme... Transition...

1

2

Text box

Placeholder

Image...

Link... ⌘K

Video... ⌘V

Word art

Line

Shape

Table

Animation

Comment ⌘+Alt+M

New slide Ctrl+M

Import slides...

Click to add title

Click to add subtitle

# Inserting Videos

The screenshot illustrates the steps to insert a video into a Google Slides presentation. The interface shows the 'Untitled presentation' title bar, the 'File' menu, and the 'Insert' menu. The 'Insert' menu is open, showing options like 'Text box', 'Image...', 'Link...', 'Video...', 'Word art', 'Line', 'Shape', 'Table', 'Animation', 'Comment', 'New slide', and 'Import slides...'. A red circle with the number '1' points to the 'Insert' menu, and a red circle with the number '2' points to the 'Video...' option. The 'Insert video' dialog box is open, showing a 'Video search' section with a 'YouTube' logo and a search input field, and a 'URL' section. A red circle with the number '3' points to the 'URL' section, and another red circle with the number '3' points to the search input field. Two callout boxes provide instructions: 'Paste URL directly' and 'Search YouTube from within Slides by typing in keywords or video title.'

1

2

3

3

Paste URL directly

Search YouTube from within Slides by typing in keywords or video title.

# Import Slides

The image shows the Google Slides interface with the 'File' menu open. A red circle with the number '1' highlights the 'File' menu, and a red circle with the number '2' highlights the 'Import slides...' option. A red arrow points from the 'Import slides...' option to the 'Import slides' dialog box. The dialog box has two tabs: 'Presentations' and 'Upload'. A red circle with the number '3' highlights the 'Upload' tab. Two text boxes with arrows point to the 'Presentations' and 'Upload' tabs, providing instructions on how to import slides.

Untitled presentation ☆

File Edit **1** Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Share...

New

Open... ⌘O

Rename...

Make a copy...

Move to folder...

Move to trash

**Import slides... 2**

See revision history ⌘+Alt+Shift+G

Language

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Page setup...

Print settings and preview

Print ⌘P

Background... Layout Theme... Transition...

Present Comments

Import slides

Presentations Upload **3**

Import slides from other Google Presentations in your Drive.

Upload from your computer. (e.g., PowerPoint)

5th grade parent night

Untitled presentation

GAFE Aug 2014

Alice Chen Day 1 AM - Good A...

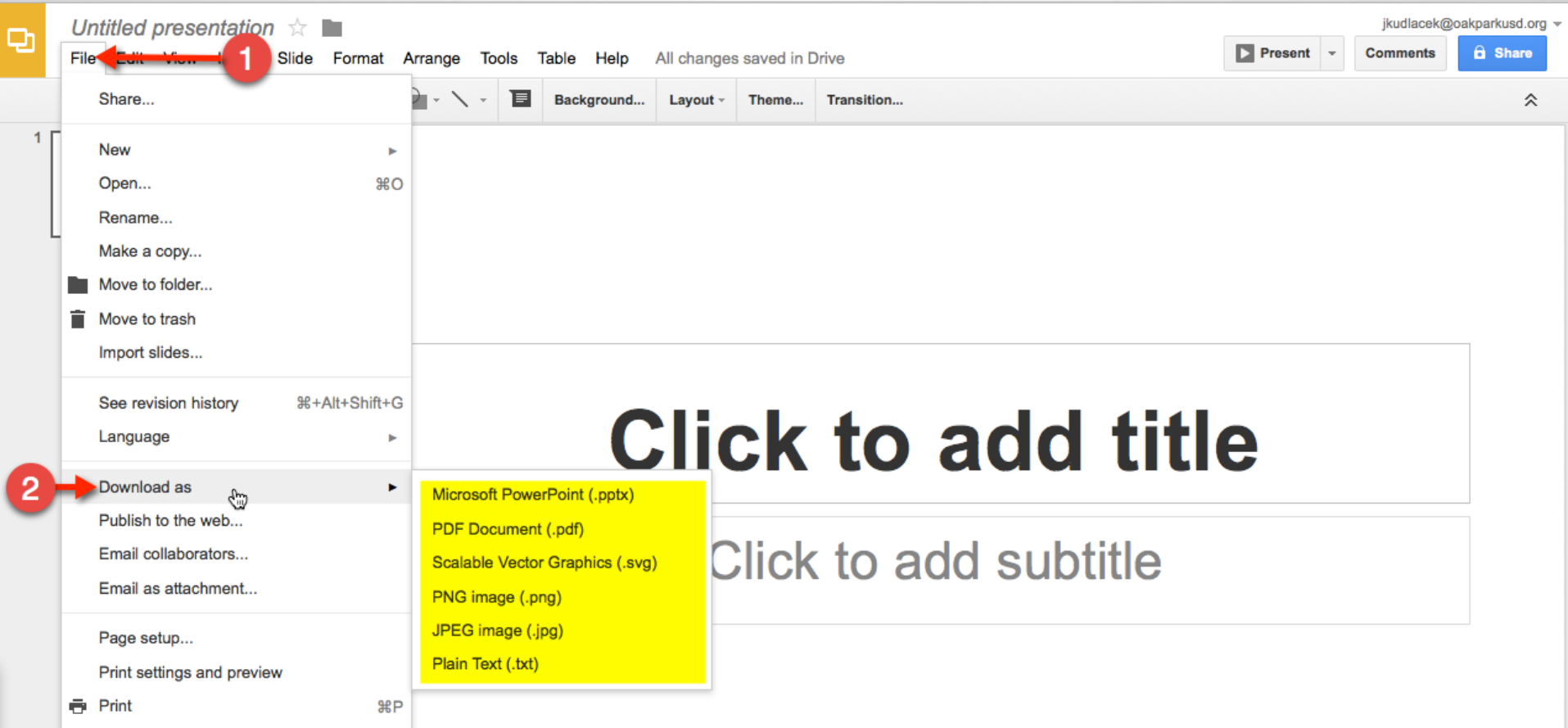
Mobile Device Manager (MDM)

App etizers

10 ways to use YouTube



# 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](mailto:JKudlacek@oakparkusd.org)

# Conclusions

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