


Segment 1: Google Docs Set Up and Basics

You're probably already familiar with Google as a search engine for finding information, but did you know there are Google web applications that are beneficial? Google Docs happens to be one of the most useful tools; for collaboration purposes, saving documents to "the cloud," creating interactive forms, and more! And one more perk: Many K-12 school system e-mails are powered by Google with access to other Google Apps such as Docs. Ready to learn more? Watch the following video for a brief overview into Google Docs and its functionality:

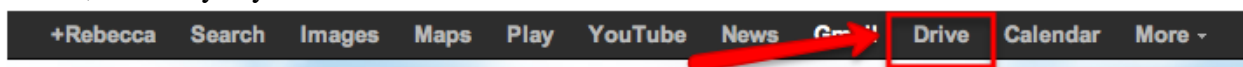


Note: Google recently released [Google Drive](#), a document storage option. Google Docs is built right in, provides you with the same functionality, and gives you extra storage space (5G) for any type of file (both documents and other multimedia). If you do not have a Google account already, drive is your only option. If you have an existing account, when logged in, you may see a notice that looks like the image below. Feel free to ignore this for now since it isn't mandatory to

change at this time.  Keep everything. Share anything. [Try Google Drive.](#)

Essentially, Google Docs is a web-based alternative to Microsoft Office Suite products like Word, Excel, and PowerPoint. It certainly won't take the place of that software, but can definitely be a helpful tool! We'll get more into the specifics of how it can be used with students in the second segment, so stay tuned! For now though, we'll focus on the setup.

If you already have a Gmail account (Google's webmail client as your personal account or through your school), then you're set. All you need to do (when logged into your account) is look to the Google menu at the top of your screen, locating the Drive area if you've already made the switch, or it may say Documents.



If you do not have an account, creating one is as easy as heading to <http://google.com>, then clicking the **Sign In** button at the top right of your window. Follow the steps below to walk through the entire setup process:

1. Navigate to <http://google.com> and click the **Sign In** button in the top right corner.
2. On the next screen that appears, locate the red **Sign Up** button in the top right corner.

3. Complete all fields. You will need to either enter a cell phone number or an alternate email address. You do not have to put both! This is a security measure that Google takes in order to 1) determine if you're a real person signing up for an account; and 2) to easily allow you to retrieve your log-in information if you ever forget your password.
 - I would highly recommend unchecking "**Google may use my account information to personalize +1's.**" Without getting too technical, +1's are a part of Google Plus, Google's social media alternative to Facebook.
4. You will then be taken to an area where you can personalize your account. This isn't necessary at this time, so simply click the blue **Next Step** option.
5. When you're at the **Getting Started** screen, locate the **More** menu from the top menu bar.
6. From the drop-down menu, click **Documents**.
7. You will be taken to the new Google Drive area. Click the blue option that states: "**Get Started with 5 GB free**"
*On the next screen that appears, please note you do **not** have to download anything to your computer at this time.*
8. All navigation for creating and uploading documents will happen from the left hand navigation pane by clicking the red **Create** or the red **Upload icon**. *This [document](#) gives a great walk-through (half-way down the page; page 23 of 57) on how to actually create your first Google document.*

If videos are more helpful for you, then be sure to watch the first set of videos listed at the top of the *Handouts and Materials* tab found on the credentialing Google Docs website. The videos will walk you through how to create your very first document, upload your existing Word/Excel/PowerPoint files, share Google Docs documents with others, and more!

Segment 2: Using Google Docs with Students

Hopefully by now you have had a chance to set up your Google accounts and have taken a look around to become familiar with some of the [Google Docs](#) capabilities. This segment is chock-full of ideas that can be used with your students instantly. As you read through this segment, I want to encourage you to **start small!** Choose one idea that you think might work for your situation and run with it. Try not to get bogged down in trying everything at once!



So what are the benefits of students using Google Docs? For starters, when students (and you if you choose to create docs yourself) create or upload documents to their account, they have access to their files from anywhere, anytime, and on multiple devices. Google docs can be used with Android and Apple mobile/handheld technologies, and can be accessed from any browser on any computer with no downloads!

When you either save a Microsoft Office document (uploading) or create a Google Doc (that can be downloaded as a Microsoft Office document), no flash drive is needed. This should help with the student who comes to class stating: "I forgot my work on my home computer." Additionally, have you ever had a student who had an incompatible software program like Microsoft Works or Open Office? Yep, we've all experienced that scenario at one time or another. By creating assignments in Google Docs, the compatibility issue is alleviated.

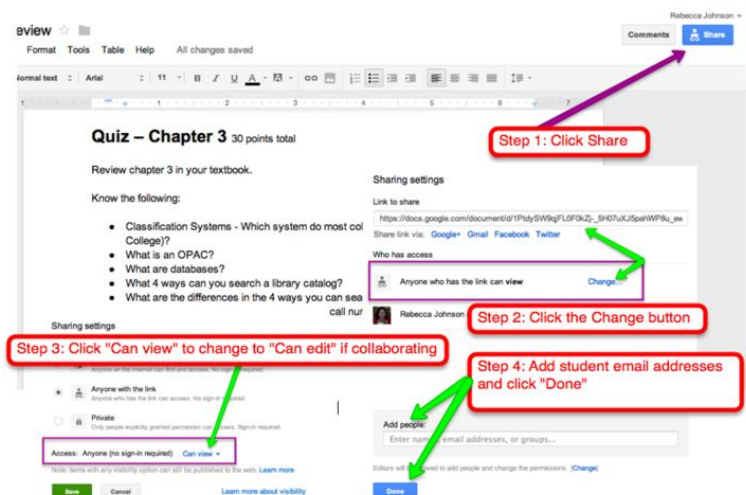
Other basic benefits include the idea of going green. As faculty, you can share documents with your students (which we'll cover in detail in just a minute); they will receive the document in their Google e-mail account, and you never have to print a single piece of paper. Google has also built in stellar collaboration features (which we'll also discuss in detail) that are truly remarkable and easy to use. And finally, Google Forms (yep, we'll be discussing this one too) allows you to create survey-type documents to easily poll students for assessment purposes.

Sharing Features

It's important to understand the sharing features before you begin collaborating on a document. When sharing documents that you create, keep the following in mind (taken from [Google Doc's help area](#)):

- A single Google Document can only be shared with **200** people.
- Only **50** people can edit and view a spreadsheet or document **at the same time**.

If you need more than what is allotted above, consider making your



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document fully public from the sharing area (read on for full details).

To begin sharing a document that students can edit collaboratively, follow the prompts in the screenshot on the previous page:

NOTE: Step 2, when you click the change button, the settings to decide between include: *Public on the web*, *Anyone with the link*, and *Private*.

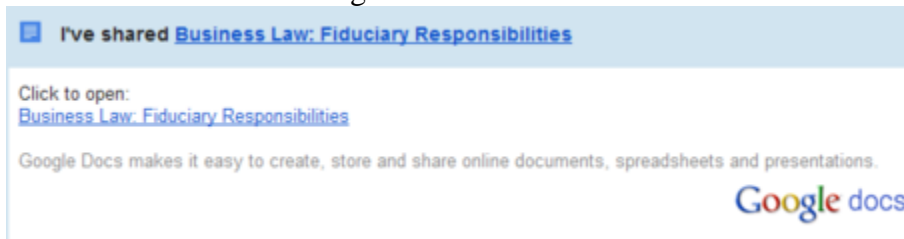
Collaboration for Group Projects

Once your document has been shared, there are a couple of options depending on what you want to use the document for.

Creating a Shared Assignment Template For Students to Complete and Submit to You

In the screenshot shown above, instead of step 3 stating "can edit," keep your assignment as "can view." If you want students to complete the assignment digitally in Google Docs and submit it back to you, there are a few additional steps on the student's part:

1. After completing Step 4 of the screenshot above and clicking done, students will receive an email with a clickable Google Doc link.



2. After clicking the link to the document, students will be taken to their Documents area. *Students will notice right off the bat that they can't edit anything or click inside the document! This is a good thing since you don't want 25+ students editing this type of assignment all at once on the same document.*
3. Students need to go to **File > Make a copy** in order to save an editable version in their documents account.
4. The new copy will open in a new window (if using Internet Explorer) that is fully editable.
5. Students should **edit the title** of the document to include their name since they will be sending this back to you. To do this, simply click the title at the top and delete the words "Copy of," replacing it with their own name.



Google Docs saves automatically as you go. Students will see the original template, as well as the new copy they made in their Google Doc library. Once they have completed the assignment, they can send it right back to you, the instructor, by going through the exact same process as the first screenshot.

1. Click the **Share** button
2. Students will enter the instructor email address in the box provided on the next screen (there's no need to change the "**Private**" access at this time

3. The default for adding people is already set to "**Can edit**" so that's fine to keep it as is.

Now, you have the option to either edit the document, possibly in a different color so the student knows where the comments are; or you can click the **Comments** button that is right next to the Share button at the top right. Here, you can type a comment in and when the student clicks the **Comments** button on their end, they will see your time-stamped message/comment.

Benefits of Creating and Submitting Assignments Virtually:

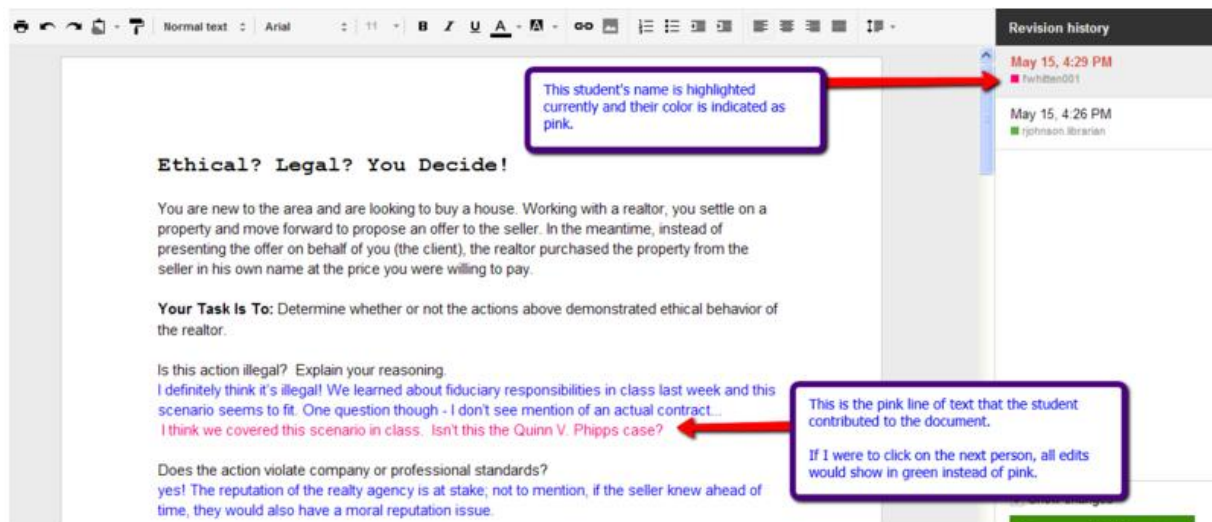
- You, the instructor, can collaborate with the student in real-time while looking at the students' work.
- Documents in your account can be placed in "collections" - another word for folder - keeping assignments organized by course.
- Create a collection and drop important documents into that collection. The full collection can then be shared with students in the same manner as a single document!
- Anytime you add a new document to the collection folder, students will receive the updated document.

Creating a Shared Document That Everyone Can Edit (ideal for group projects)

If you want a collaborative document, the only difference is that you need the permissions to state "**can edit**," rather than can view. Again, this is done from the area where you're sharing the document by email.

For Group Projects:

A student could start a document, share it with the other student group members, and then submit it to you through Google Docs. A handy dandy feature that Google docs has is a **revision history** area. No longer will you have students telling you that other group members didn't contribute. Well, that might still happen, but now you'll have proof in the revisions! You will need to tell your students that **all group members** must type within the document in order for the revision history to work. Here's an example:



To get to the revision history area, simply click the **File** menu at the top left of your document, and choose **See revision history**.

Live Editing with Chat Features:

If students are working on a document together, they can all be viewing (and logged in on their own computers at home) the document at the same time! When that happens, you will see a notification at the top right of your document that says something like: 3 other viewers. A chat window will pop open and as they type out a paper together, or work on sections of an assignment, they can chat and converse about their contributions very easily (see the image to the right).



Peer Review of Writing:

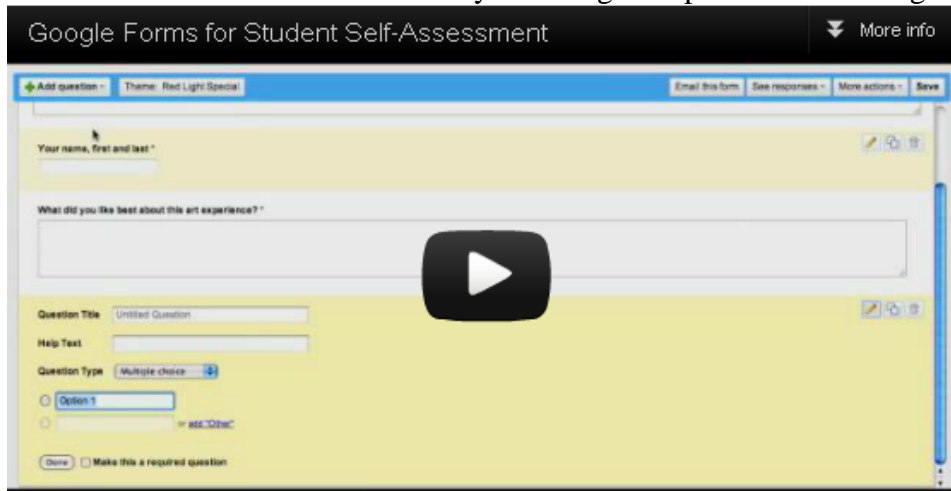
COM instructors may like this idea: using Google Docs for peer review writing. Students can share their work and writing assignments with other students in "view only" mode with the capability to comment! When students share their work, they will need to change the permissions to "**can comment**" next to the peer student email address (see comment instructions above).

A very beneficial webinar that visually shows you many of the features discussed above can be found here. It's long, but WELL worth your time to see these concepts in action!

Finally, I promised information on creating forms for assessment purposes. Keep reading for that info – and remember that whatever you decide to try, **Start Small!**

Google Docs Forms

If you're interested in learning more about Google Forms and what they can be used for, take a look at the video below. It will walk you through the process of creating a form from scratch!



<http://www.youtube.com/embed/bZJVFiOIMc>

The video very briefly touched on submissions and seeing a summary of responses, but it didn't go into "how" to do that. Follow the instructions below to learn how submissions work.

1. When you're ready to see student submissions to the form, go to your main Google Docs home page: <http://docs.google.com>
2. Click your form that you've just created using the steps shown in the video.
3. Once your form opens, it will look like a spreadsheet. You'll be able to see all of the student submissions and can scroll through each.
4. Another great feature is the **summary of response**. You can find this on the **Forms** menu by clicking the option to **Show Summary of Responses**. This will give you a graphical display of your responses and is sometimes easier to read.
5. Finally, if you need to edit the form for any reason, or if you need to locate the form itself, that's all done from the **Forms** menu as well. **Edit form** will open the edit area where you can make necessary changes. **Go to live form** will open the form itself where students can submit their answers.

See the screenshot below for the form menu options:

The screenshot shows a Google Forms interface for a form titled "Video Assignment 7: APA Formatting". The form is displayed in a grid layout with columns for various questions and rows for individual responses. A red arrow points to the "Form (5)" menu, which is open and shows the following options:

- Edit form
- Send form
- Go to live form
- Embed form in a webpage...
- Show summary of responses
- Accepting responses (checked)
- Delete form

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1	Timestamp	Full Name	What ve (edition) of currently used	Do you use a running head?	What do you place a check mark next to after inserting a header? (____ first page)	What words do you type before your title on the first page header?	Is your title in all caps after the Running head?	Should your paper (including title page) be double spaced?	Does the 2nd page header include the words Running head?		
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3											
4	5/13/2012 23:01:41	Jennifer Witham		Times New Roman	Page Layout	do not rember	Running head	Yes	Yes	No	