



How to use...

Google Apps

In your classroom

By Ask a Tech Teacher

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2014

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Google Apps

Vocabulary	Problem Solving	<h3 style="margin: 0;">Materials</h3> <ul style="list-style-type: none"> Backchannel device Internet tools GAFE tools/accounts GAFE training videos GAFE tutorials Inquiry topic to test variety of Google Apps
<ul style="list-style-type: none"> App Asynchronous Chrome Collaboration Drive Forms GAFE Google Apps Google Docs Groups Real-time Sheets Sites 	<ul style="list-style-type: none"> How do I increase productivity? How do I collaborate/share in GAFE? My work disappeared! (GAFE automatically saves—pull up revision) Teacher isn't around and I need help (ask for peer support, or use student forum online) Just give me a handout (Sorry, we are learning through experience and collaboration) Which should I use—Blogger or Sites (what's the difference?) 	
<p>Time Required 45 min., repeat</p>	<p>NETS-S Standards 1a,b, 2a,b,d, 3a-d, 4a-d, 5a,b, 6a-d</p>	

Essential Question

How can Google Apps (and GAFE) support and enhance the learning and instruction in my classroom?

Overview

Summary

Provide students with tools that can be accessed from anywhere, encourage collaboration, and satisfy most of a student's basic educational needs.

Big Idea

Students and teachers acquire facility with strategic tools for collaboration and creation, designed to prepare them for 21st century work.

Teacher Prep

- Sign-up for Google Drive—make sure to have a school account (outside of a personal account).
- Explore (GAFE) site <http://www.google.com/enterprise/apps/education/> :
 - Listen to webinars on Google Apps for Education and related products: <http://www.google.com/enterprise/apps/education/resources/recorded-webinars.html>
 - Connect with Apps users around the world through regional user group: <http://home.appsusersgroup.com/>
 - Visit online training to learn about GAFE, take certification exams:

<http://www.google.com/enterprise/apps/education/resources/training-programs.html>

- Access classroom-ready lesson plans. Or, submit yours for review: <http://www.google.com/enterprise/apps/education/resources/lesson-plans.html>
- Take part in GAFE forum to share and learn from best practices in the classroom: <http://productforums.google.com/forum/#!forum/google-education>
- Understand purpose of each Google App (print books: for links, visit <http://askatechteacher.com/great-resources-2/google-apps-for-education/>):
 - [100,000 stars](#): Browse the galaxy
 - [Blogger](#): Blogging tool for students and teachers
 - [Calendar](#): Keep your students on the same page with due dates
 - [Docs](#): Collaborative writing
 - [Drive](#): Cloud storage (similar to Dropbox or Sky Drive)
 - [Flubaroo](#): A free tool that integrate with Google Apps to help grade assignments
 - [Forms](#): Create surveys, quizzes, and collect information
 - [Gmail](#)
 - [Google Earth](#): Go anywhere on earth virtually
 - [Google Hangouts](#)—online chat forum that can save to YouTube
 - [Google Play Books](#): Online access to millions of texts
 - [Map Maker](#): Create a map, or update a map of a specific destination
 - [Maps](#): Explore, create and collaborate with mapping tools
 - [Search](#) and [Scholar](#): Research and analyze sources from books, websites, other
 - [Sheets](#): Collaborative spreadsheet used to input/analyze data
 - [Sites](#): Create a webpage or site (easy to use and collaborative)
 - [Slides](#): Collaborative presentation editor (similar to PowerPoint)
 - [Tour Builder](#): Use Google Earth to create an online tour of anywhere in world
 - [Translate](#): Free online translation tool for any text
 - [YouTube EDU](#): Access and view educational content
- Learn more about programs for teachers who want a depth of knowledge about Google Apps for Education: <http://www.google.com/edu/teachers/index.html>
- Have links on class internet start page (or where you collect links).
- Something happen you weren't prepared for? No worries. Common Core is about critical thinking and problem solving.

Steps

Required skill level: Enthusiasm and passion for thinking.

Before beginning, put backchannel device onto Smartscreen ([Today's Meet](#), [Socrative](#), [Padlet](#), class Twitter account, GAFE form) to track comments. Show students access if

Before beginning GAFE, review school or District acceptable use policy. Discuss responsibility placed with students when they are given tools that open a door on the world.

Common Core

CCSS.ELA-Literacy.SL.6.1a-d,4-6

CCSS.ELA-Literacy.CCRA.L.6

CCSS.ELA-Literacy.CCRA.R.7

CCSS.ELA-Literacy.CCRA.W.2, 5-10

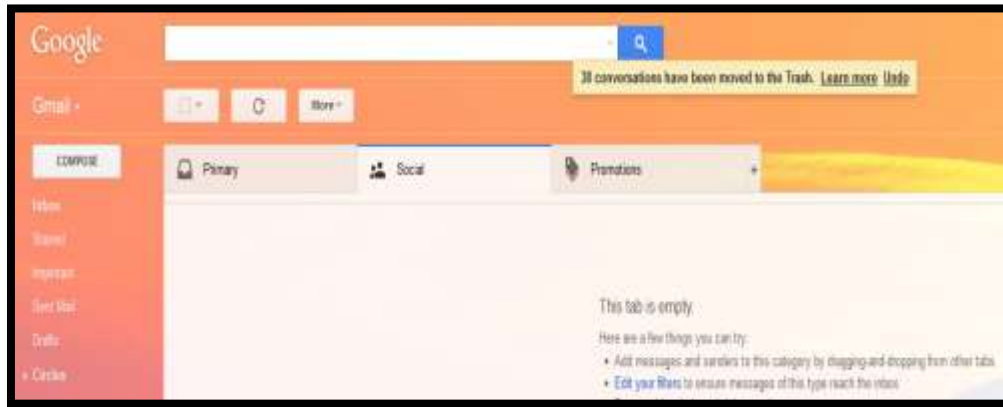
CCSS.ELA-Literacy.RST.6-8.3,5-9

Yes, it prepares them for career readiness, higher ed, community involvement, but it also allows them to make bad decisions. Don't make bad decisions!

____ Students will need a Google Account to access many Google features. However, you can create a Doc, Slide, or Form that students can use/edit without actually signing in (this is a good tip for quick in-class work where signing in may take too long).

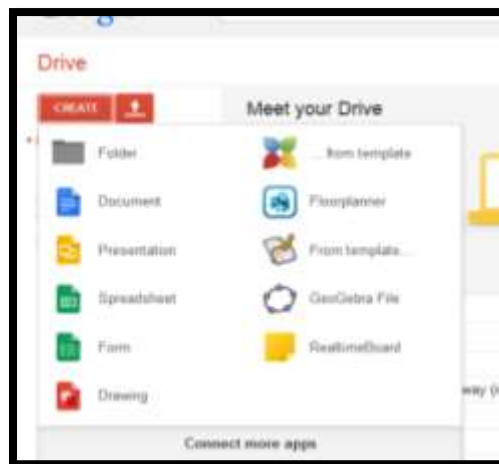
____ Give students time to explore GAFE. As students explore each of the following options, check it off so you know students are familiar with it. These will take a few classes to get through.

____ **Gmail**—Review all parts. Show students how to control settings so they don't get spam. Have them email the answer to a quick, inquiry-specific question.

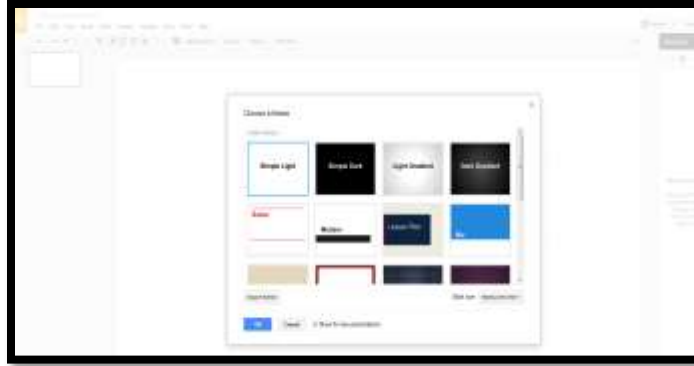


____ **Google Docs**—have students write a quick document and share with someone else, then collaborate with a third person. Each change is documented (you can check under *File>Revision History*) and users are able to leave comments in margins.

____ Google Docs can also be used for brainstorming as a class (or in groups) and sharing ideas.



____ **Google Slides**—create a quick group presentation on Goggle Slides. Edit collaboratively, add pictures, videos, and other media. Students can work on their own slides or with peers. Once finished, save and show online, download to a device, embed in student blog/website.



Google Drive—have students access their unique student folder and create subfolders for 6th grade classes. Each folder—or work within it—can be shared with teachers and other students. This will be crucial to the online workflow.

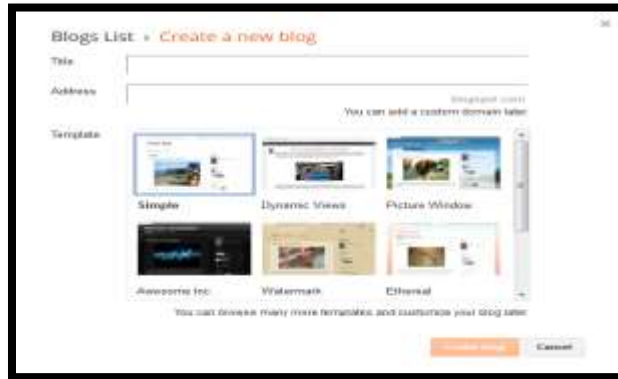


Google Sites—these websites are an excellent option for student portfolios. Here, students can showcase what they have learned and created all year. If desired, they can be set to private as a running log of their academic accomplishments throughout the year.

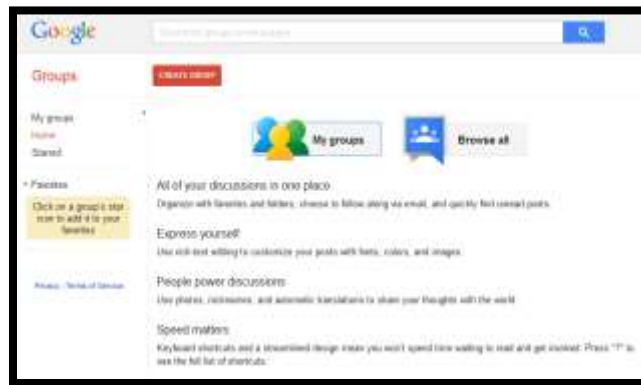


Blogger—a blog alternative to a website. Discuss the difference between ‘blogs’ and ‘websites’. These can be used as a digital portfolio, with availability for collaboration and feedback.

Students can use Blogger to post responses as themselves, or “act like” a character in a book, or historical figure. It’s fun for students to interact with each other in a role playing situation.



Google Groups—great way to have class discussions. You can even have the class converse via a Google Doc.



Google Forms—an interactive method of collecting data and sharing with involved parties. Start (or end) each class with a Google Form entrance/exit ticket. Students can enter their information right into the form and you can either keep results private or share them with class. Teachers will have a better grasp of student understanding this way. Great for KWL charts.



*TIP: If you want to grade actual quizzes and test, set up **Flubaroo**.*

Google Sheets—a spreadsheet program, similar to Excel. Input data to Google Sheets with the whole class or create groups and have them enter Science lab results. Once data is entered, it is easy to create graphics and charts to display information.

Tour Builder—build a tour of anywhere in the world. This can be historic, literary, anything students are studying. Fly over volcanoes, forests, and rivers. Go to Europe, Asia, and Africa. With TourBuilder, choose destinations and add information.



Maps and Map Maker—a great resource for geography lessons and local history guides.

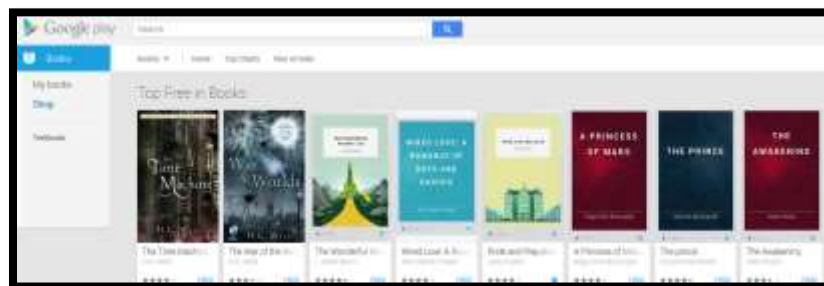
Google Play—allows students to read a wide-variety of free texts. It also is a platform for publishing their own books (see *Write an Ebook Lesson*). Create a class or individual eBook filled with poems, stories, or other types of writing.

Top free e books on Google Play include:

- [Little Women](#)
- [Adventures of Tom Sawyer](#)
- [Iliad of Homer](#)
- [Children's Own Longfellow](#)

Find free ebooks by searching for the book and changing drop-down menu to 'free'.

Be careful, though: This is an all-age book seller so some results aren't appropriate for 6th grade.



- _____ Have students work in groups. Try one Google App at a time and scaffold process. Begin with Google Docs. Once students are comfortable, continue to the more challenging Blogger or TourBuilder.
- _____ Plan adequate “play time”. Students need to explore each app (and so do you) before being able to use them efficiently.
- _____ Have students share their thoughts on apps via a Blogger or Sites post, journaling with Google Docs, or class Twitter feed. Thoughts should be objective, on-point, with precise and domain-specific language appropriate to task, audience, and purpose.
- _____ Throughout class, check for understanding.
- _____ Remind students to transfer knowledge to classroom or home.
- _____ Problems at beginning of lesson are the most common students face during lesson. Expect students to solve these independent of assistance.
- _____ Expect students to make decisions that follow class rules.

Extension:

- *Collaborate with international students using Connected Classrooms*
<http://connectedclassrooms.withgoogle.com/>.
- *Use Google Hangouts to have conversations with authors, scientists, and others working in the field students are studying. Easy to setup and free.*
- *Bring parents in to watch presentations through Google Hangouts. Or take the best presentations and bring them to the next school board meeting.*
- *Assign a student to enter relevant due dates, quizzes, presentations, events. This can change monthly.*

More information

- *GAFE for Administrators:* <http://www.google.com/edu/administrators/index.html>
- *GAFE Resources for Educators (Webinars, User Groups, Online Training, more):*
<http://www.google.com/enterprise/apps/education/resources/index.html>
- *GAFE for Students:* <http://www.google.com/edu/students/index.html>
- *GAFE for Teachers:* <http://www.google.com/edu/teachers/index.html>
- *GAFE Tools and Solutions:* <http://www.google.com/edu/tools-and-solutions/index.html>
- *GAFE user education stories:* <http://www.google.com/edu/stories/index.html>
- *79 Interesting Ways to use Google Apps in the Classroom:*
[http://area3lrc.wikispaces.com/file/view/79 Interesting Ways to Use Google Forms in the.pdf](http://area3lrc.wikispaces.com/file/view/79+Interesting+Ways+to+Use+Google+Forms+in+the.pdf)
- *Google Doc RUBRIC Template search engine (You can use any of these Rubrics in Docs):*
<https://drive.google.com/templates?q=rubric&sort=rating&view=public&urp=https://www.google.com/url?sa%3Dt%26rct%3Dj%26q%3D%26esrc%3Ds%26so&pli=1#>
- *See full list of assessment items at end of unit*
- *Lesson questions? Go to [Ask a Tech Teacher](#)*

Lesson plan credit: Adapted from a class taught by [A.J. Juliani](#)

***This lesson from the 6th grade curriculum text (5th ed.)

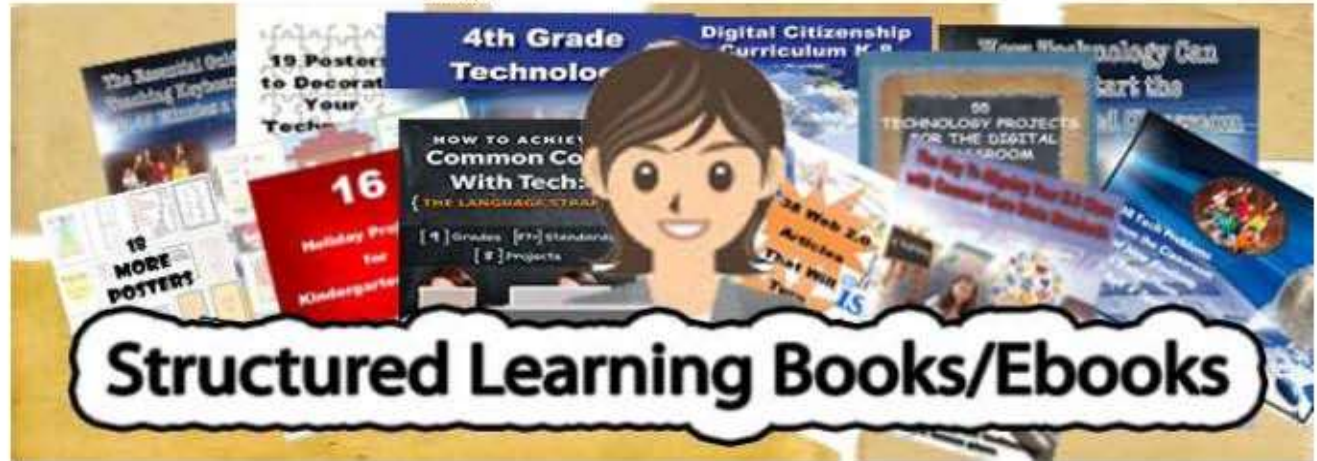
Assessment

- ___ Did student use backchannel device when necessary?
- ___ Was student engaged in the learning, making a best effort?
- ___ Did student follow directions?
- ___ Did student join class conversations? Work well in a group?
- ___ Did student safely and effectively use the internet?
- ___ Did student successfully log into Google Apps?
- ___ Did student transfer knowledge from other lessons?
- ___ Did student export/embed Google project to blog/website?
- ___ Do student try to solve problems independently?
- ___ Was student a risk-taker, curious about new technology?
- ___ While investigating, did student enjoy the experience?
- ___ Could student create online assessments at beginning and end of project with Google Forms to demonstrate interest in subject?
- ___ Could student create his/her own rubrics and forms for self-assessment?
- ___ Did student successfully browse library of Google Docs/Slides/Forms templates for assessments?
- ___ When monitoring student work with Google Apps Revision History feature, was it clear that student contributed to projects?
- ___ Did student follow help videos and websites in using Google Apps? Did s/he complete projects?

Other Singles from Structured Learning

- Bridge Building
- Debate
- Gamify Your Class
- Genius Hour
- Khan Academy
- Service Learning
- Write an Ebook

SL Technology Books for Your Classroom



Which book	Price (print/digital/ Combo)	How Many
<i>K-8th Tech Textbook (each)</i>	<i>\$29.99-32.99/23.99-26.99/48.58-53.99+p&h</i>	
<i>K-6 Combo (all 7 textbooks)</i>	<i>\$190.74/\$153.84/\$344.57 + p&h</i>	
<i>K-8 Combo (all 7 textbooks)</i>	<i>\$246.52/\$200.62/\$447.14+ p&h</i>	
<i>35 More Projects for K-6</i>	<i>\$31.99/25.99/52.18 + p&h</i>	
<i>55 Tech Projects—Vol I,II, Combo</i>	<i>\$32.99 /\$59.98—digital only (free shipping)</i>	
<i>K-8 Keyboard Curriculum</i>	<i>\$29.95/25.95/50.91 + p&h</i>	
<i>K-8 Digital Citizenship Curriculum</i>	<i>\$29.95/25.99/50.98 + p&h</i>	
<i>Common Core—Math, Lang., Read.</i>	<i>\$26.99 ea/72.87 for 3—digi only (free ship'g)</i>	
<i>K-5 Common Core Projects</i>	<i>\$29.95/23.99/48.55 + p&h</i>	
<i>16 Holiday Projects</i>	<i>\$14.99 (digital only) + p&h</i>	
<i>19 Posters for the Tech Lab</i>	<i>\$6.99 (digital only)</i>	
<i>18 More Posters for the Tech Lab</i>	<i>\$12.99 (digital only)</i>	
<i>98 Tech Tips From Classroom</i>	<i>\$9.99 (digital only) + p&h</i>	
<i>760+ Tech Ed Websites</i>	<i>\$14.99 (digital only) + p&h</i>	
<i>Tech Ed Scope and Sequences</i>	<i>\$14.99 (digital only) + p&h</i>	
<i>New Teacher Survival Kit (K-5)</i>	<i>\$338.21/\$287.85/\$567.08+ p&h</i>	
<i>New Teacher Survival Kit (K-6)</i>	<i>\$370.20/\$314.84/\$620.16 + p&h</i>	
<i>New Teacher Survival Kit (6-8)</i>	<i>\$280.83/\$261.83/\$415.74 + p&h</i>	
<i>Bundles of lesson plans</i>	<i>\$7.99 and up—digital only (free shipping)</i>	
<i>Mentoring (1 hr. at a time)</i>	<i>\$50/hr</i>	
<i>Year-long tech curriculum help</i>	<i>\$100 per year (online)</i>	
<i>Consulting/seminars/webinars</i>	<i>Call or email for prices</i>	
	Total	

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