

### Going Google Lesson 3... Paperless Classroom (60 minutes) <http://sacsgoogle.weebly.com/>

Educators will enjoy the real-time collaboration found in all the Docs in Google Drive. It really makes it easy makes for group assignments, revision iterations, sharing notes and creating a more efficient and productive classroom. You will find tools like auto-save, revision history, comments and an equation editor. These are useful for students and teacher helping save time (60 minutes)

#### Learning Targets

- Understand sharing setting for a document
- How to share a doc all at once?
- Understand why and how to share a folder
- Why I might email a doc to a group or individual
- How students and teachers can use Google Docs in the classroom
- How to share documents for formative assessment
- How and why to use a template

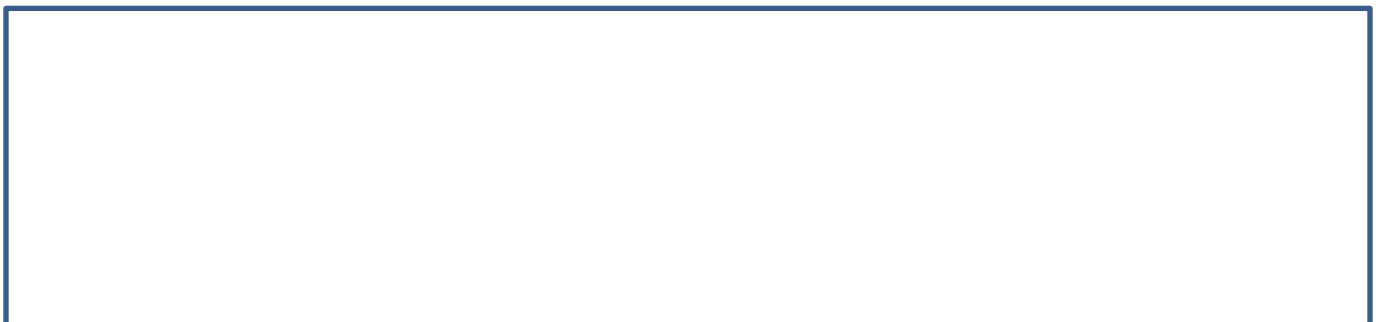
How do I share in a link via email? **Step 1: (15 min) –Defining Google Docs in the Classroom** - Using Google Docs and Drive in the classroom. Read about and think of other ways teachers and students can use Google Docs.. Record your ideas. Please be ready to share.

Some examples of how teachers are using Google Docs & Drive include:

- Collaborate and share lesson/curriculum plans
- Consolidate notes for meetings
- Create a simple webpage by publishing a Doc
- Share and collect assignments... no printer
- Instant formative feedback for students

Some examples of how students can use online documents:

- Improve writing skills through formative feedback
- Access documents anywhere and anytime
- Work on assignments with anyone who is anywhere
- Keep a continuous running log of assignments



**Step 2: (15 min) – Creating Google Docs - Step 2 Uploading and Converting files for Google Drive. (15 minutes)**

Google Drive allows you to store all kinds of files in the cloud. This means there is no need for a flash drive... as long as there is an internet connection. Watch this video to discover how to upload to Google Drive. (<http://youtu.be/WNIYPiSpt2s>) Be ready to discuss when and why you would convert a file to a Google Doc... also, when might you not want to? Practice uploading and converting documents to your account.

**Step 3 - (15 minutes) -More Sharing and Collaboration (15 minutes)**

Some of this video (<http://youtu.be/-ox-r7qAdvA>) will be a review and there are some new ideas to think about. Some of these include; How do I set my sharing setting for a document? How can I share a doc all at once? Why and how do I share a folder? How can I use a folder to share to a bunch of people? How do I share in an email?

Now that you have watched video take a moment and discuss the following

- How do I set my sharing setting for a document? \_\_\_\_\_
- How can I share a doc all at once? \_\_\_\_\_
- Why and how do I share a folder? \_\_\_\_\_
- How can I use a folder to share to a bunch of people? \_\_\_\_\_
- How do I share in a link via email? \_\_\_\_\_

**Step 4 - (15 minutes) – Formative Assessment... Comments, grading, and shared communication**

In Google Docs you will find numerous ways to improve everyday teaching and abilities to manage your classroom. In these two videos you will learn how to provide comments and ideas for your students with- out using paper. There are even powerful ways to make it happen. When finished find someone to comment back and forth with Notes from Video that you take below.

Video 1 - <http://youtu.be/ps8tFMhSI2w>

Video 2 - <http://youtu.be/iQKxnj6Pnag>

### **Step 5 – (15 minutes) Creating and Using Google Templates**

Google will give you the ability to only have to create a document once. There may be base items you need for each document, and that is where a template will come in handy. You can make your own template. There are also templates available in the template gallery, linked in Docs, and can be found by searching, browsing categories or clicking directly to the template preview. Templates can come in handy in the classroom for common forms such as resource lists, lab reports, note taking forms, book reports, organizers, study guides, etc. The below videos will give you more ideas on how to create and use templates.

Watch the video and take notes to learn: <http://youtu.be/eRGpf0tlb5k>

You can use this link for a public template you may wish to download and modify.

<https://drive.google.com/templates?ddrp=1#>



Slide show - <http://goo.gl/XdIXHz>