

Going Google Lesson 4... Sheets (60 minutes) <http://sacsgoogle.weebly.com/>

If you use Microsoft Excel you will like Google Spreadsheets. Google Sheets allows teachers and students to easily compile, organize and analyze information quickly and easily on the Drive. There are all the needed tools for crunching data and creating and visualizing information with charts and pivot tables. You can even learn how to use them for class assignments and with Google Forms. (60 minutes)

Learning Targets

- Understand what Google Sheets are
- Develop techniques to use Sheets in the classroom
- Use sheets in a basic way

Step 1: (15 min) How can I use Google Sheets?

You do not have to be a science or math teacher to use spreadsheets in the classroom. In this learning module we will see how spreadsheets can be used throughout the curriculum. Please read information below and watch the video on how Google Sheets can be used in class. Then be ready to share how you might use spreadsheets in class. Write down idea and be ready to share.

Video One (<http://youtu.be/eZvSbsFD9dU>) Video Two (<http://youtu.be/R-lRtdGOKHM>)

The following are some examples of how teachers can use online spreadsheets:

- Create a classroom seating assignment
- Record grades with an organized grade book
- Conduct a discussion and allow student input
- Store a database of information for students and/or class curriculum
- Chart data
- Use a word cloud gadget to visualize written responses
- Use an Apps Script to automatically email feedback to students

Some examples of how students can use online spreadsheets:

- Collect data from across the web for research
- Use as an organizer for information
- Create graphs to express data
- Inform through use of infographics
- Create interactive flashcards with a spreadsheet gadget
- Format a class schedule



Step 2 - (15 minutes) Creating a Google Sheet

In the first video discover how to create a spreadsheet. Next watch either the second video or the third video. You may wish to take some notes on both. Again please choose which video you wish to watch for the second viewing.

- Video 1: How to create a Google Spreadsheet (<http://youtu.be/ZPpjHu89oCA>)
- Video 2: Formatting tools (Helpful to new spreadsheet users) (<http://youtu.be/M8fyRDaRUMQ>)
- Video 3: New Tools (Advanced) (<http://youtu.be/9AyoRkr4I3U>)
- After watching take some time to practice on your own or with a partner.

Step 3 Differentiation Time - (15 minutes) ...Learning More about Sheets

Watch one or all of the videos. Make sure you have some time to try some of the features that are explained. Be ready to share what you have learned.

- Video 1 - Tips and Tricks using Google Sheets (http://youtu.be/YJIW_mOUfo0)
- Video 2 - Making Charts and Graphs with Google Sheets (<http://youtu.be/PZzITehFBNA>)
- Video 3 - Using Google Sheets to make Note Cards (Note... You may wish to turn on Text Wrap under Format) (
- Video 4 - Google Sheets to Help Students Self Assess Learning Targets (Link to sheet - <http://goo.gl/LLGnMp>)
- Video 5 - Using Google Sheets to solve equations (<http://youtu.be/e33DejoB31Q>)

Step 4 - (15 minutes) – Connection and Application Time

- Watch another Differentiation Video
- Work on a class idea
- Practice some more
- Be ready to share ideas

Presentation (<http://goo.gl/IPo4t4>)

