

Going Google Lesson 8... Documents (60 minutes) <http://sacsgoogle.weebly.com/>

You are already familiar with Word... so Google Documents is quite easy to use. In fact it has much of the same features as Word. The best part of Google Documents is that it is real-time and collaborative. Best of all, it is a part of Google Drive. This means it is available anytime and anywhere you or your students have an internet connection. It is also ideal for group assignments, revision cycles, and shared notes. You will also find built-in tools like auto-save and revision history, comments, and an even an equation editor are useful for students and teachers. You can even explore add on applications that will allow you and your students to do such things as create a source entry on the fly. (60 minutes)

Learning Targets

- Understand what Google Documents are
- Develop techniques to use Google Documents in the classroom
- Use Documents in a basic way
- Understand the power of collaboration in Google Documents

Step 1 - (15 minutes) - Slide Capabilities and Possibilities

Please take some time to watch both of the introductory videos and read some ways you can use Google Documents in the classroom. Be ready to discuss and brainstorm some possibilities. How might Google Documents make some things possible that were not possible with Word? How can you incorporate these ideas in your classroom?

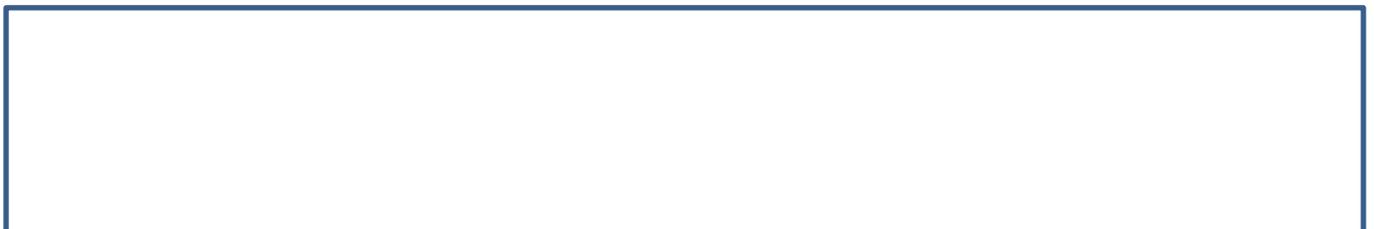
Video 1 (<http://youtu.be/TYPJK6LZdM>) | Video 2 (<https://www.youtube.com/watch?v=pmSPAEQ7jko>)

Some examples of how teachers are using Google Docs (Ideas from Google Training Page):

- Collaborate and share lesson/curriculum plans
- Consolidate notes for department or faculty meetings
- Create a simple webpage with docs publishing
- Share and collect assignments without printing
- Provide instant feedback to students
- Tracking instructional interventions

Some examples of how students can use online documents (Ideas from Google Training Page):

- Improve writing skills through peer editing and feedback
- Access documents in class or at home
- Work on reports, research, or papers together with peers in different classes, schools, countries
- Keep a continuous, running log for assignments such as journal entries, writing samples, etc.



Step 2 - (15 minutes) - Learning More about Google Docs

Watch the video (<http://youtu.be/tzftoXrNn0Q>) and then take a moment to create a new document and practice what you have learned. You may even wish to start a document that will be used for a future lesson.



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

Take a moment to watch one video or all the videos below. Once you have done that begin thinking about how you might use something you have learned in the classroom. Perhaps you wish to get busy with it now

- Video One - Writing with Google Doc (<http://youtu.be/ygv8W7yQ1aY>)
- Video Two - Using Doc to Jigsaw Lesson (<http://youtu.be/Hh7u2XQg07Q>)
- Video Three - Some New Google Doc Tips (<http://youtu.be/4X5CKq9-gH4>)
- Video Four - Learn About Doc Add Ons (<http://youtu.be/lZqX6ocwHWU>)
- Video Five - Formulas into Google Doc (<http://youtu.be/VSayDc7iexA>)
- Video Six - Handing in a Photo of Homework (<http://youtu.be/LfrMFan9qRw>)



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/cdoW9O>