Lynn Murray's SPS Googledrive Tutorials

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a. SPS Google**drive** Overview

Created by **Lynn Murray**, TOR Media Specialist

Summer 2016 3

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**Part one:** SPS Googledrive Definition

1. What is SPS Googledrive?

    a. Think of **SPS Googledrive** as a **flash drive/USB/thumb drive** that houses teacher and student data **in the SPS District cloud.**

    b. Only district employees can share information with one another on SPS Googledrive.

    c. When do I use SPS Googledrive?

        •   Any time you need TOR school data to make decisions about <u>teaching and learning</u>.

    d. What are the **benefits** of using SPS Googledrive?

        •   Collaborate with others in real time. Edits are identifiable by name.

        •   Share documents with others easily.

        •   Students can share homework with you easily. You can correct documents with them online and then send them back to them. (Googleclassroom is best for this.)

        •   Work on anything remotely.

        •   Data is saved in the cloud.

    e. SPS Googledrive IS <u>NOT</u> the same thing as your personal Gmail. Please DO NOT use your personal Gmail for your school work.

    f. Does **Googledrive have other names**?

        •   Yes! It's also sometimes referred to as *Googledocs* or *Googleapps for Education or GAFE*. They all mean the same thing.

2. **Googledrive** applications closely resemble Microsoft applications:
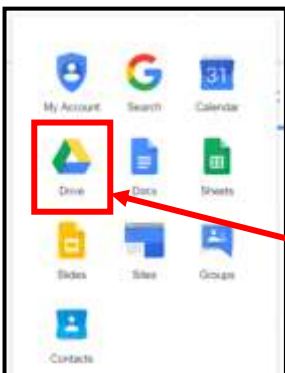
    a. Google**slides**=Powerpoint

    b. Google**docs**=Word

    c. Google**sheets**=Excel

    d. Google**forms**=Surveys

    e. **Google**drive**= a flash drive/USB that holds all of the files from these applications**

    f. Google**classroom**=the application where students can submit assignments to you with ease.
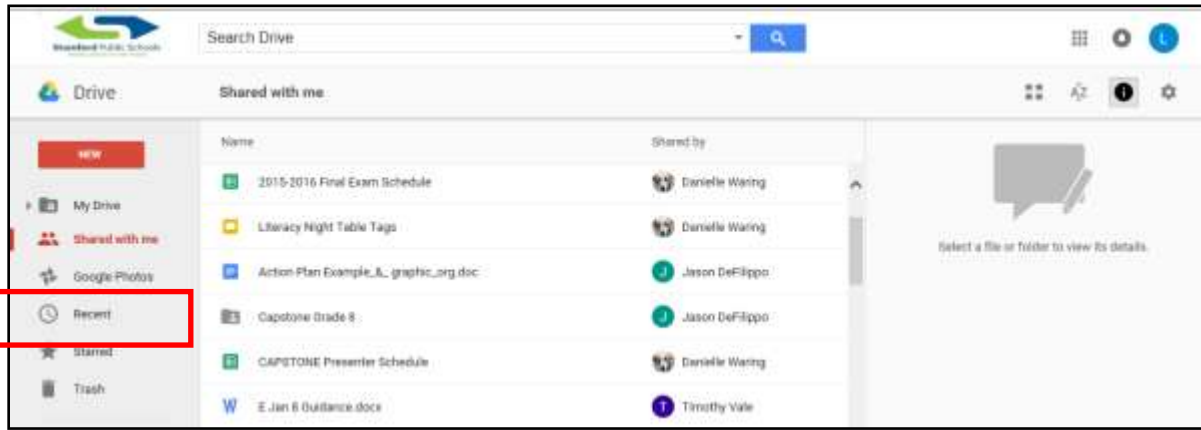
    ss SPS Googledrive: **drive.google.com**

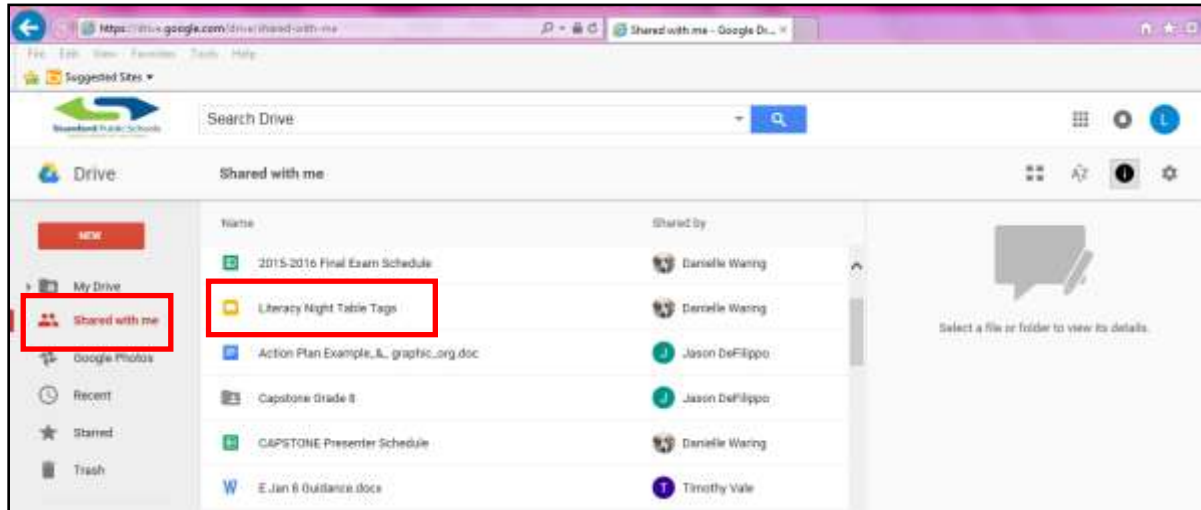a. Username=lmurray**@stamfordpublicschools.org** >Next.
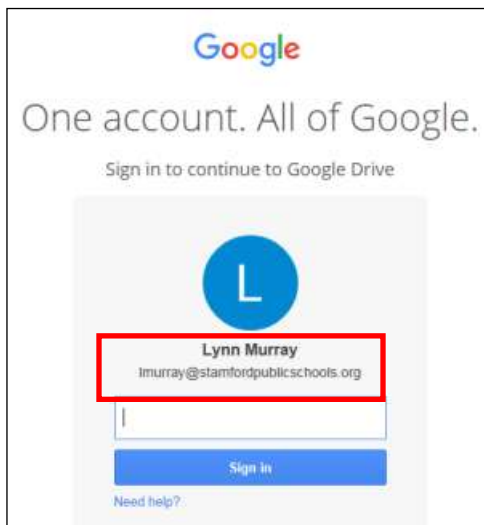
b. **Password**=8 characters, number and special character (# $ % &)
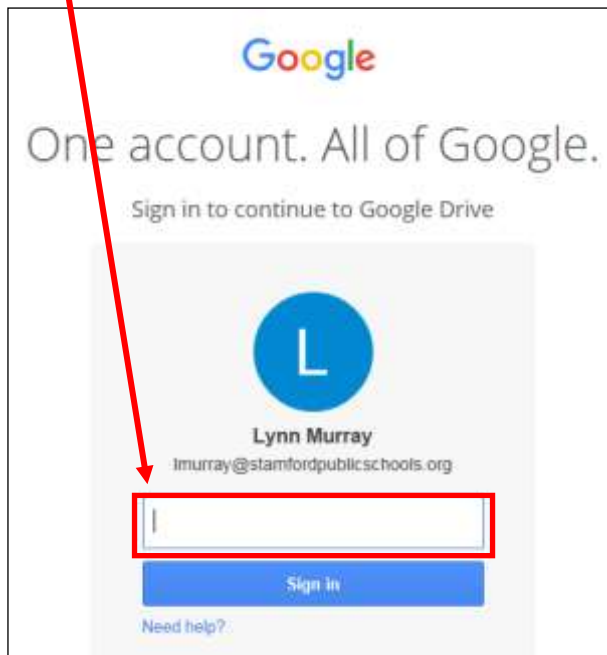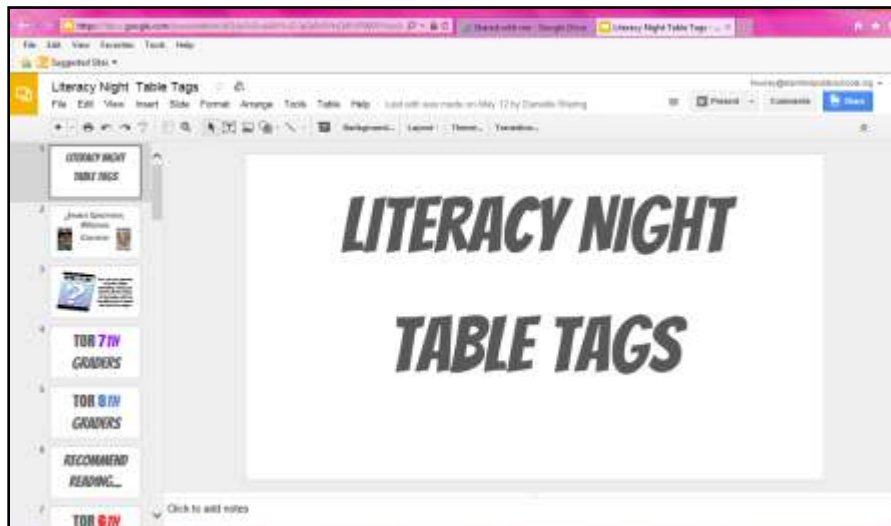
c. Click on **Shared with me** to **view any data** that's been shared with you.

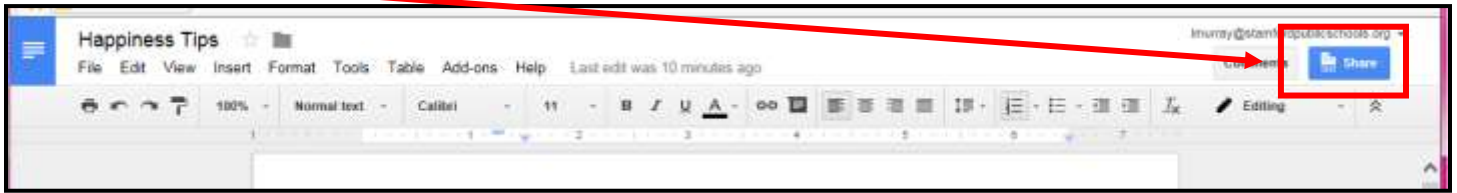d. Click on the **specific file** to view it.

- o View of the Googleslides file, *Literacy Night Table Tags*.

Part three: How to create and share documentation on SPS Googledrive:
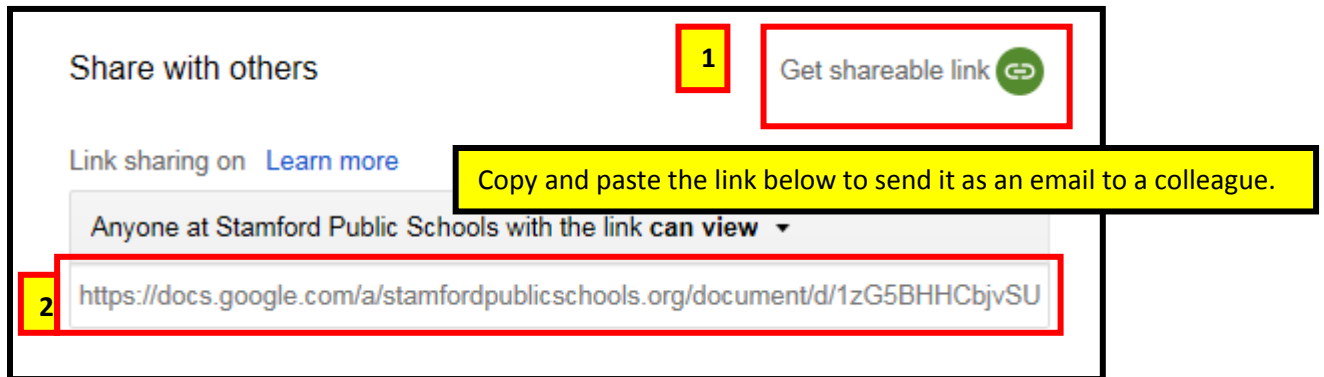
    a. You can **Share** your Googledoc with other SPS employees.

- Click on **Share** in the upper right corner to <u>begin the process</u>.
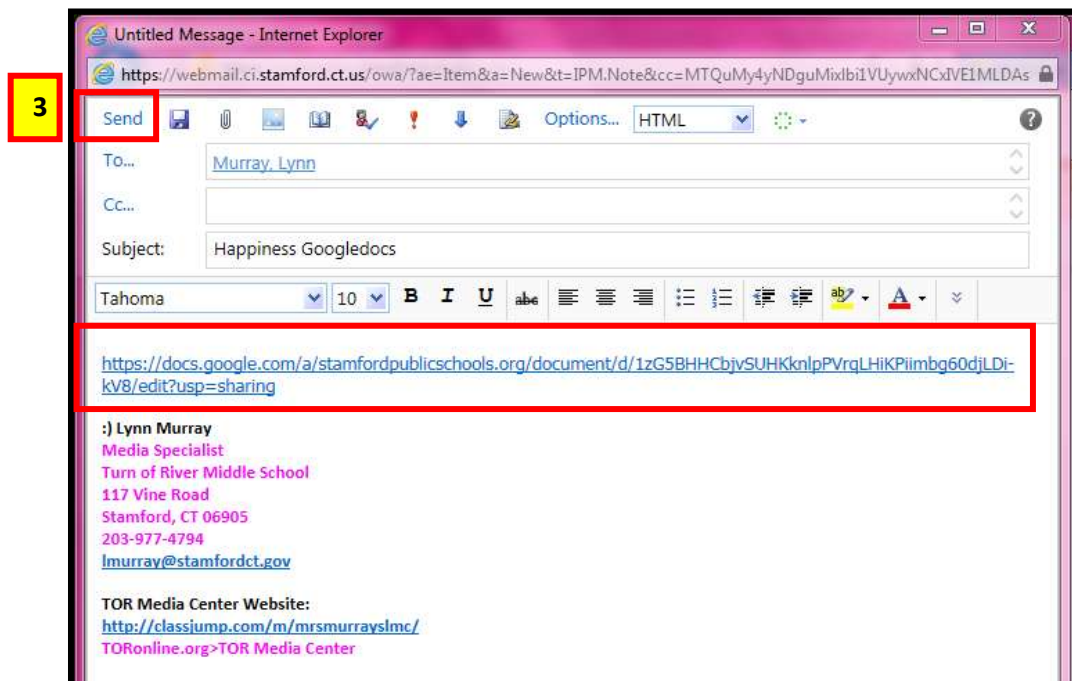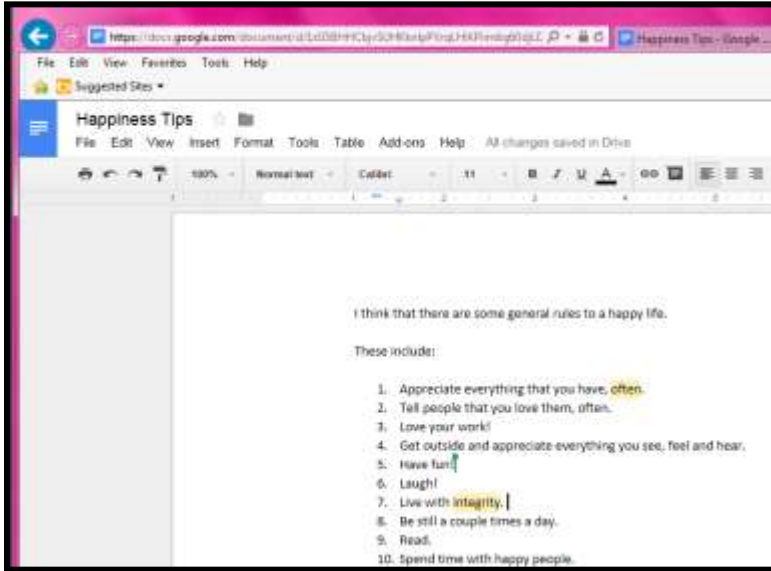

Sharing Option #1=Sharable link

- **Sharable link**=You can copy and paste a link to your Googledocs document on your City Email.

    1. Click on Get shareable link

    2. Copy the link to an email.
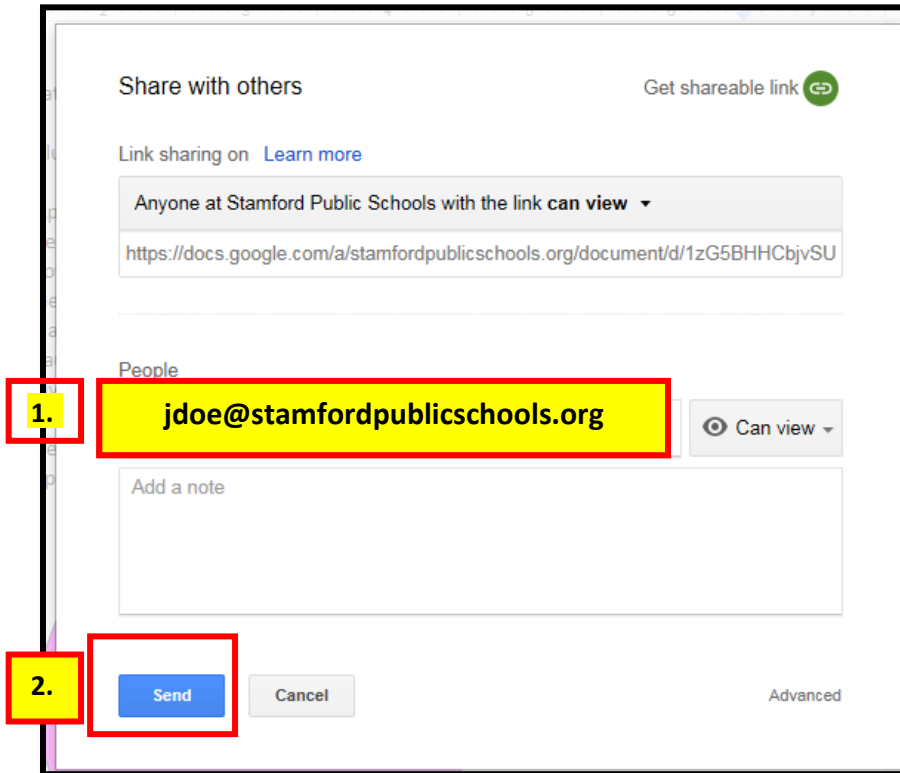

    3. Send the email.

4. The **email recipient** clicks on the sent link on their City email and opens your original Googledocs-linked document.
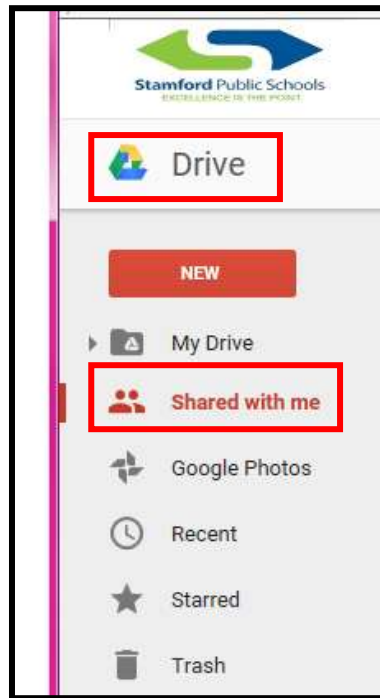

Sharing Option #2=Share

    1. Enter the SPS Googledrive address of the recipient.
- Include one of the three editing options for the recipient:
  - Can **edit** (change), Can **comment** (add two cents :), Can **view** (look, but can't touch:)
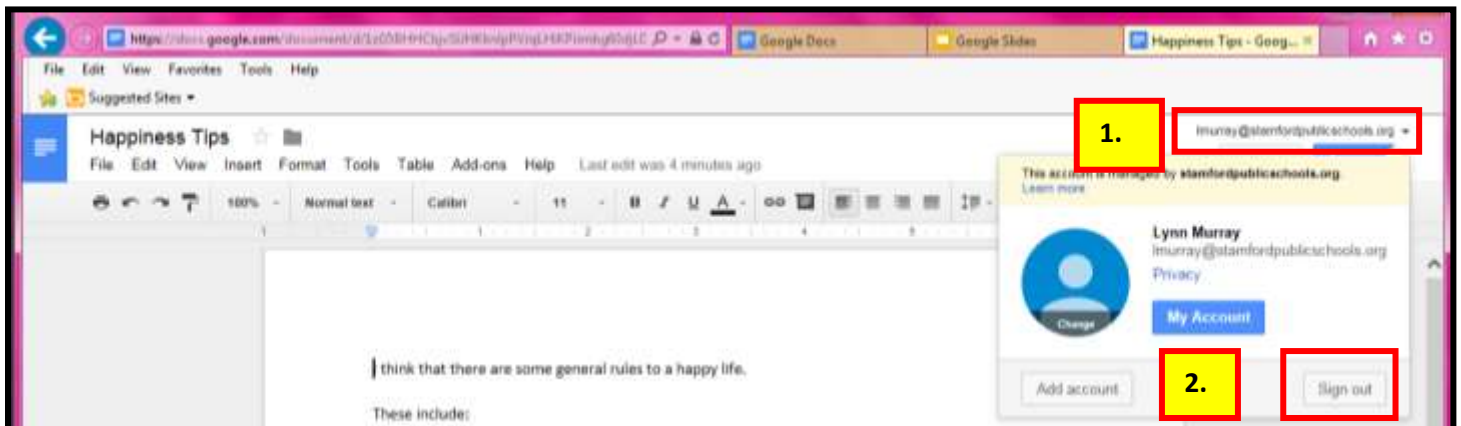
    2. Send.

3. The **recipient** of your sent Googledocs document will look for it in **Shared with me.**

Part four: How to logoff.
   1. Click on jdoe@stamfordpublicschools.org
   2. Click on **Sign out.**

Good job!!!!

SPS Google tutorials created in June 2016.
Today's date: September 19, 2017

b. <mark>SPS Google</mark><mark style="color:red">slides</mark>

Create a "Powerpoint" Presentation
Created by **Lynn Murray**, TOR Media Specialist
Summer 2016 4
☺
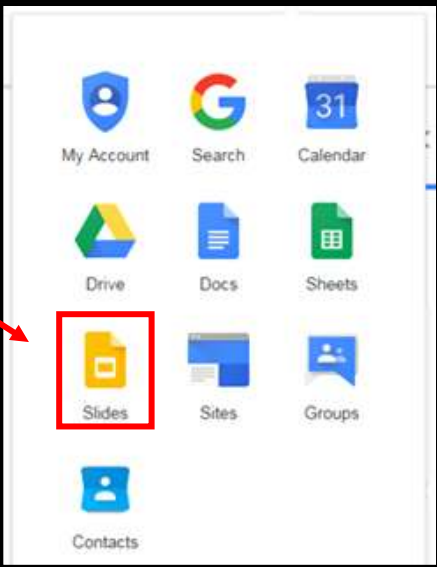
SPS **Googledrive** applications closely resemble many **Microsoft applications:**

    a.   <mark>Google**slides**=**Powerpoint**</mark>

    b.   Google**docs=Word**

    c.   Google**sheets**=**Excel**

    d.   Google**forms**=**Surveys**

    e.   Google**drive**= a **flash drive/USB** that holds all of the files from these applications.
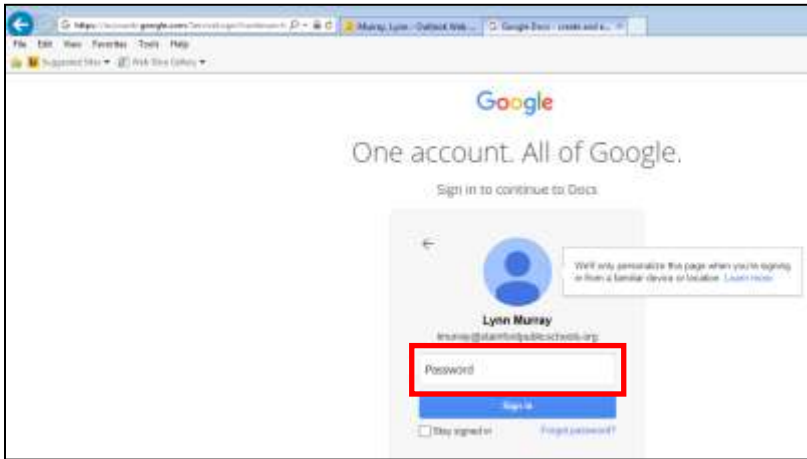
Part one: **How to access SPS Googleslides: slides.google.com**

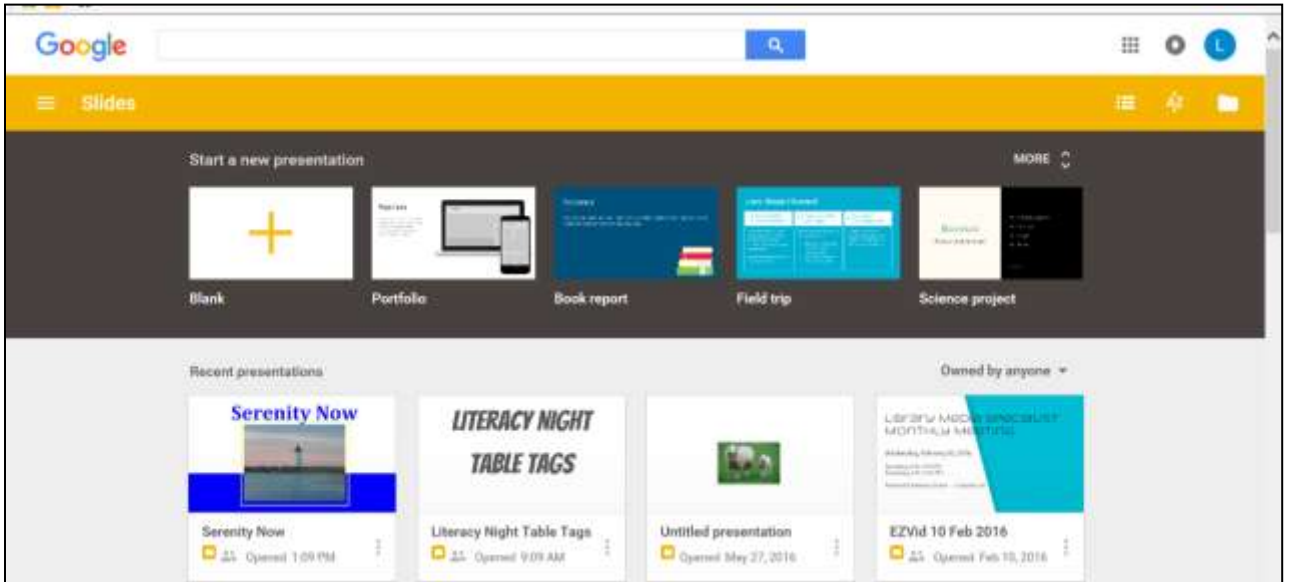   a.   Enter your SPS Googledrive username.

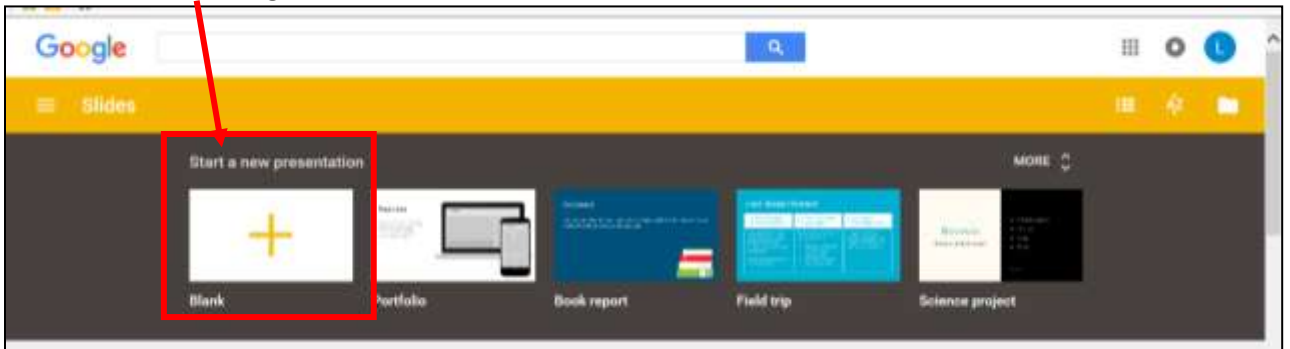   Username=**lmurray@stamfordpublicschools.org** >Next.
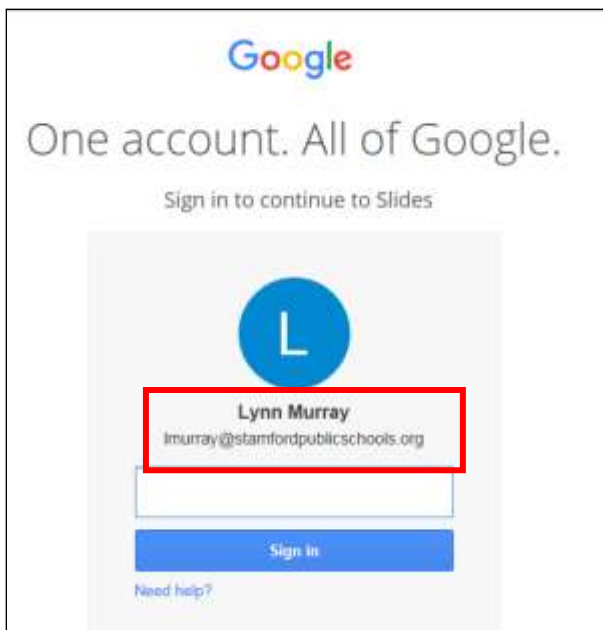
b.   Password=8 characters, number and special character (# $ % &)

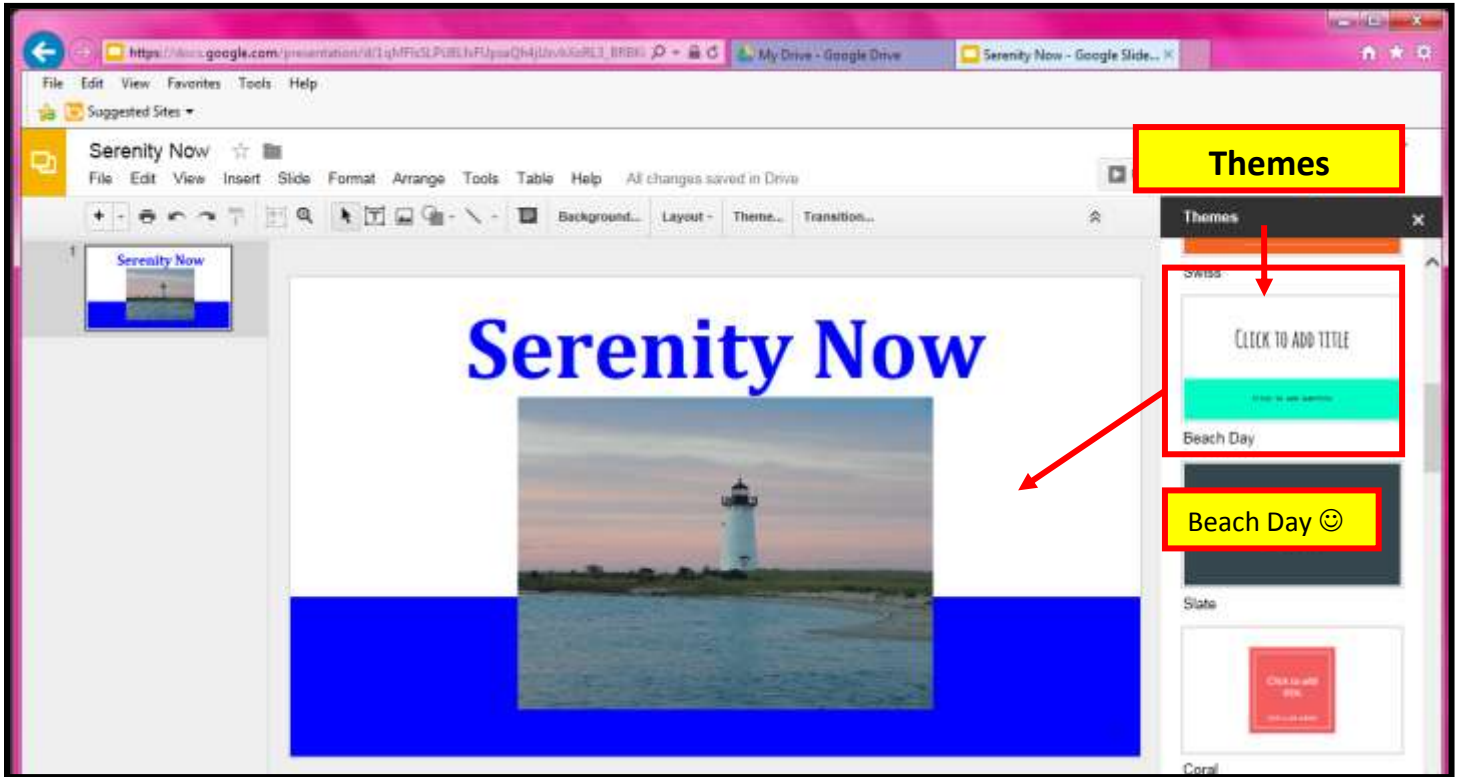b.   **Googleslides view** once I signed in (*look for your name with the lmurray@stamfordpublicschools.org*).
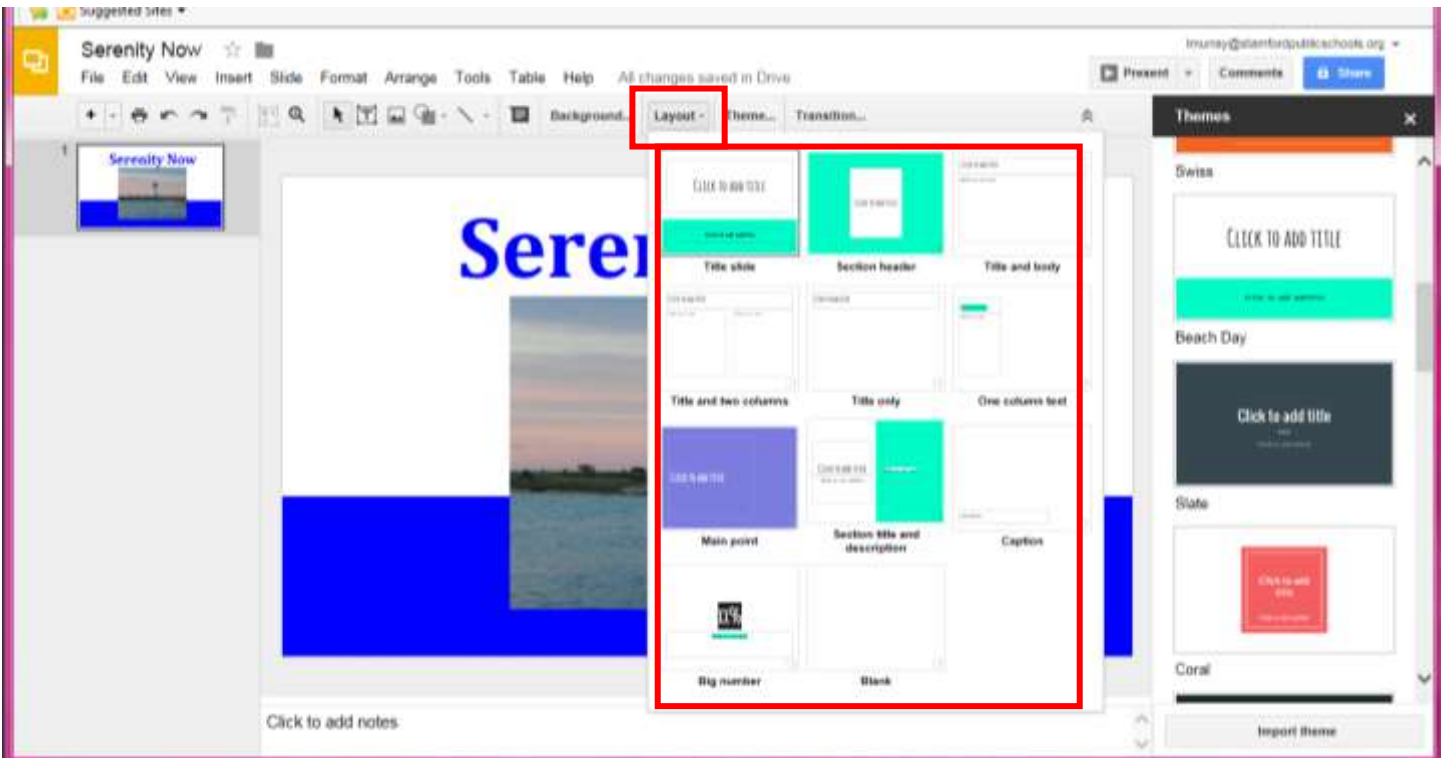

e. Click on **Blank** to begin.

Part two: **Steps to create individual slides.**

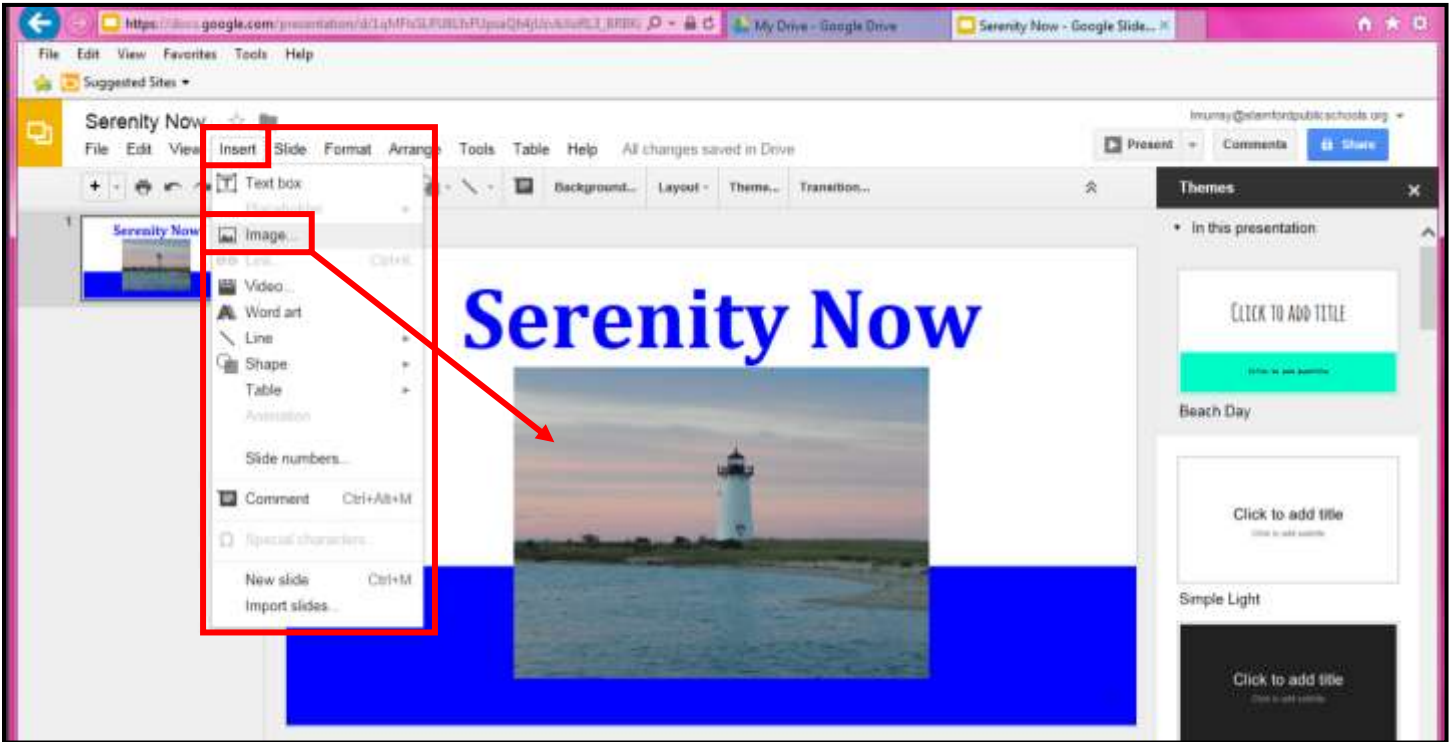   a. Choose a **theme** for a background:

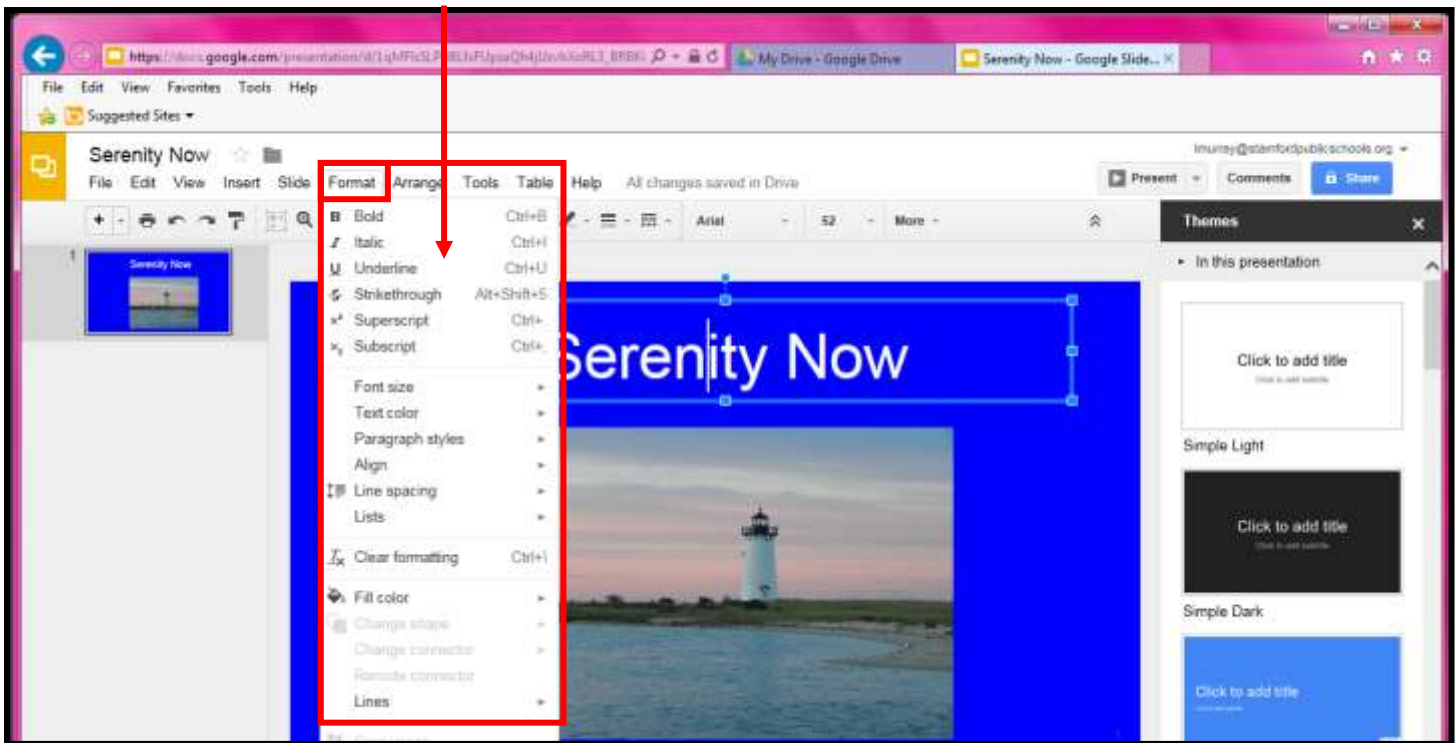   b. **Layout**=format of the textboxes on the slide

c. How to **Insert**: Textbox, Image, Video, Word art, Line, Shape, Table, Slide numbers, Comment, New slide.

- Insert Image example:

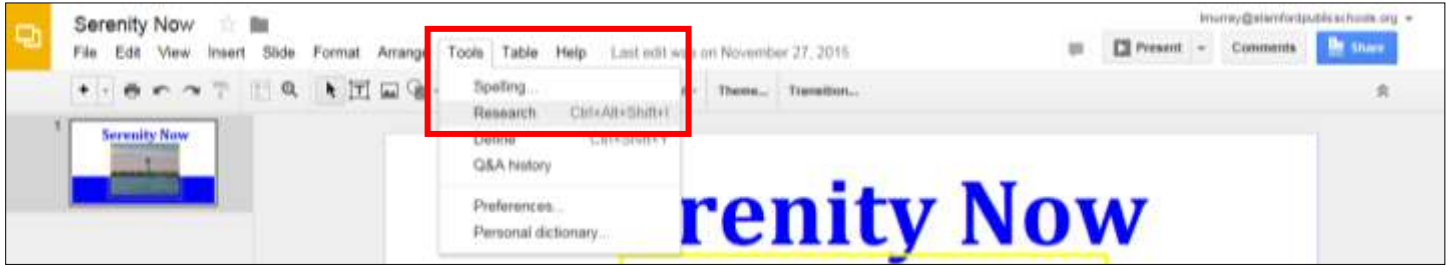**d. Format= make changes to the text**

- **Highlight text>Format:**
    - Bold, Italic, Underline, Font size, Text Color, Paragraph styles, Line spacing

e. The fabulous **Research** column!

- The Research column allows you to "Google" search for=
  Everything, Images, Videos, Scholar, Quotes, Dictionary and *Tables* **WITHIN** your Slide presentation!
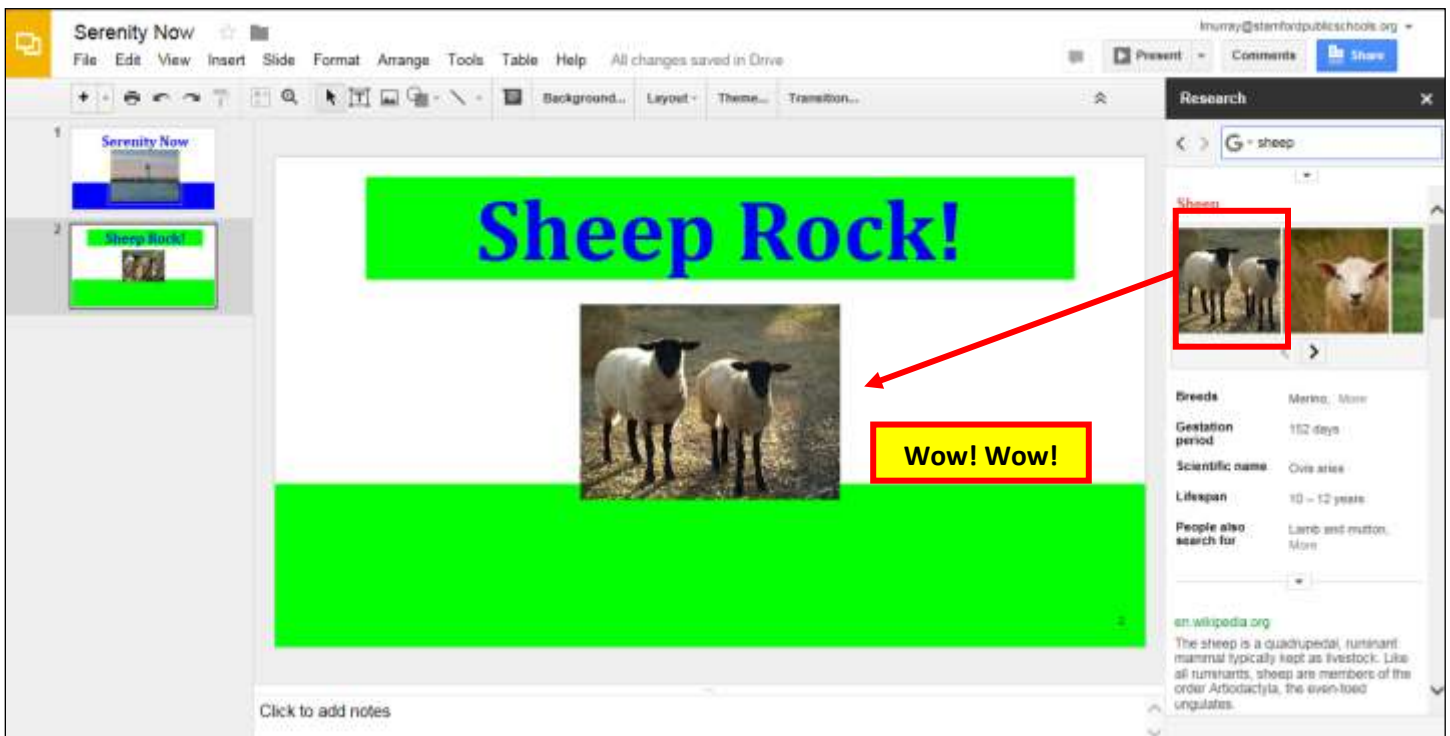
First= **Tools>Research**

Second=Search for broad or specific objects or website links that will appear within your Slide presentation.

Third=Here's an example: I searched sheep with *G Everything*. Next, I clicked on the picture and it appeared on the slide.

Fourth= I scrolled down through the Research column and links to relevant websites appeared…like magic. Next, I clicked on Insert link.
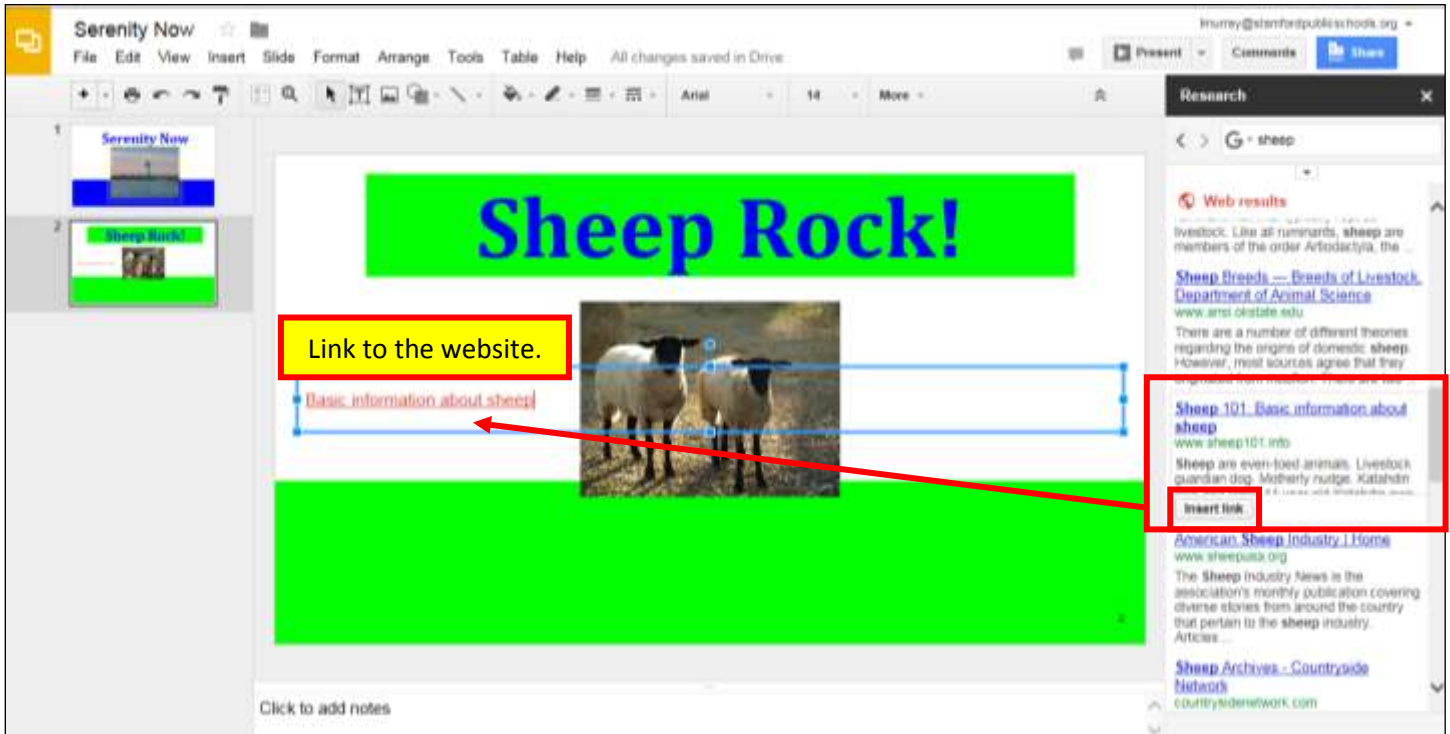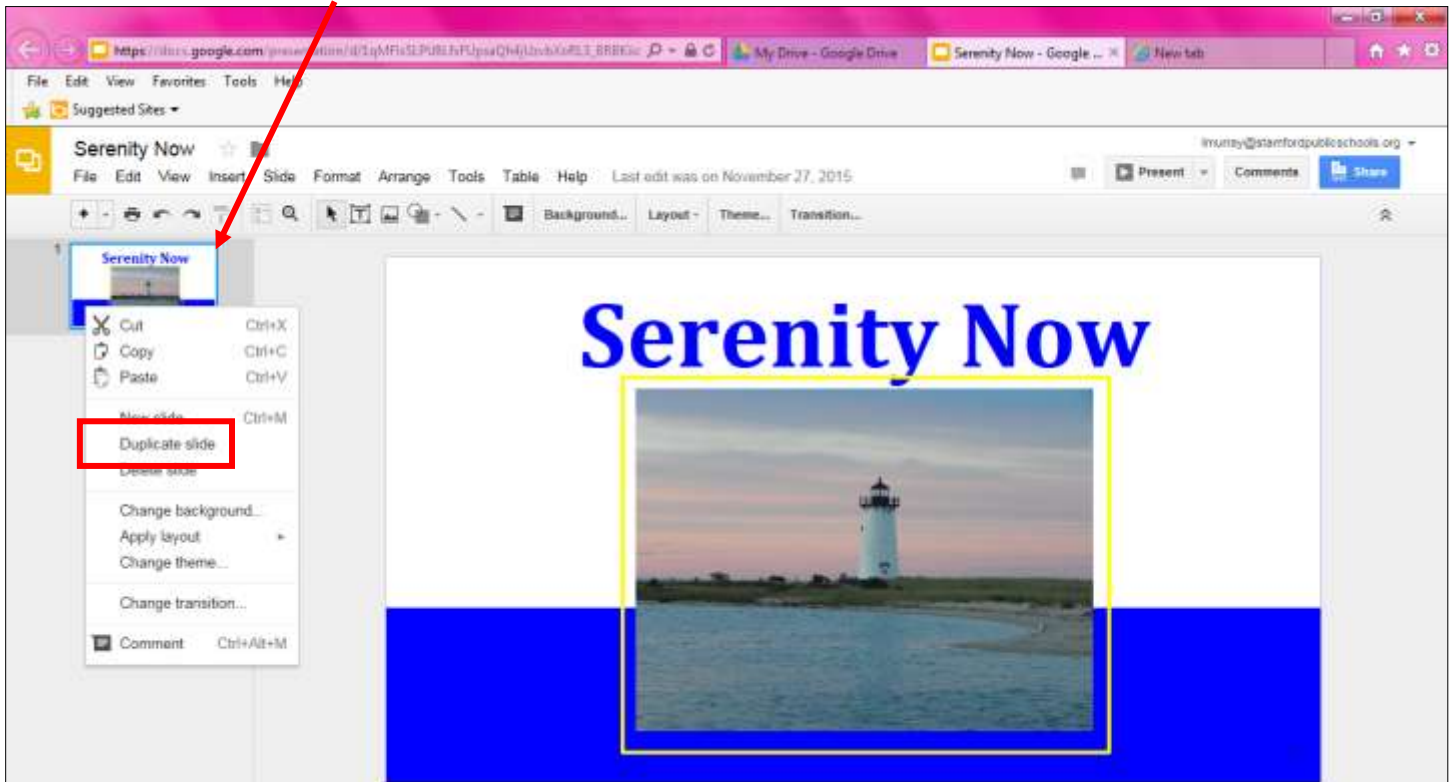

Fifth= I searched *Scholar* and it placed the correct MLA format from the "scholarly website" into the presentation.
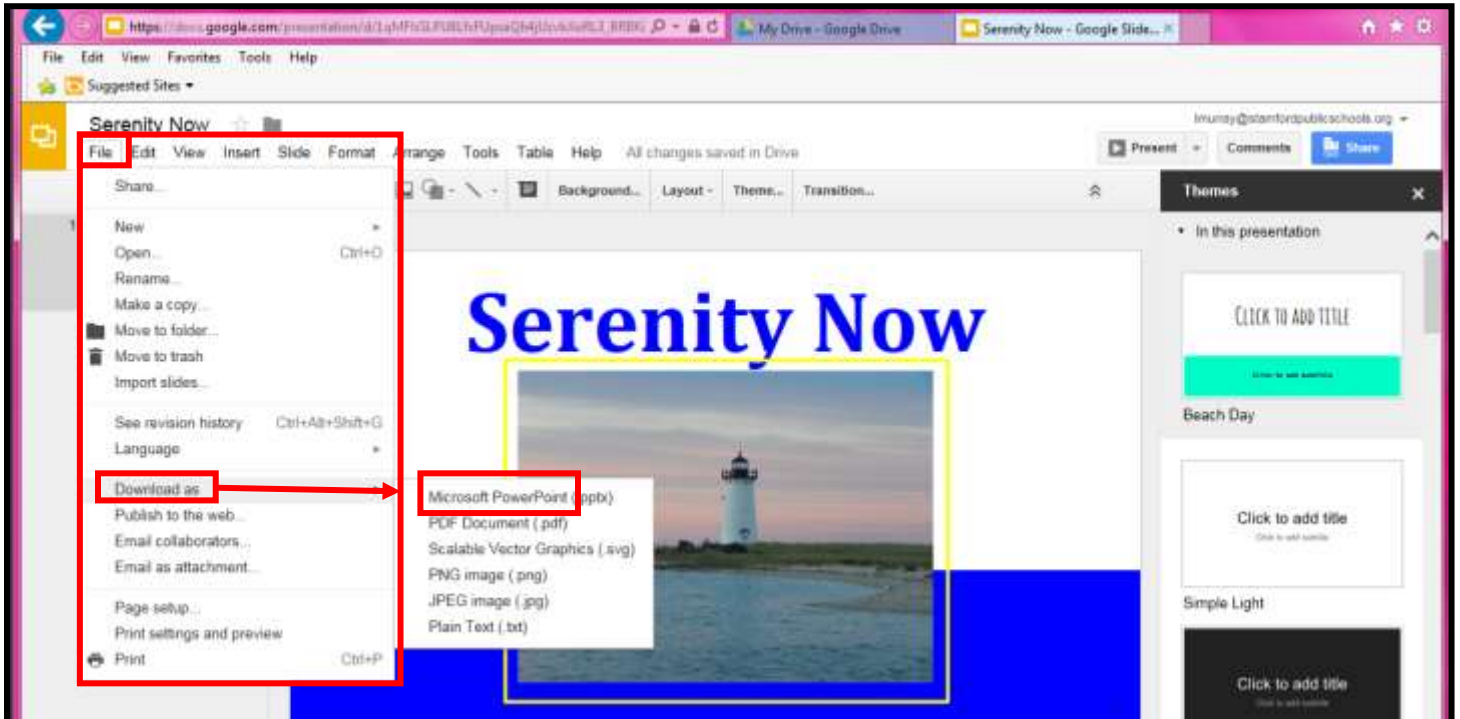
f. You can easily **create a slide** and then **duplicate the layout** to get the **same layout on each slide**.

- **Right click** on the slide>**Duplicate slide**

g. Google *automatically* saves your presentation. You can also download and <u>**save it as**</u> a **Powerpoint.**

- To do so, click on **File>Download As>Microsoft PowerPoint.**

Part three: **How to create and share documentation on SPS Googledrive:**
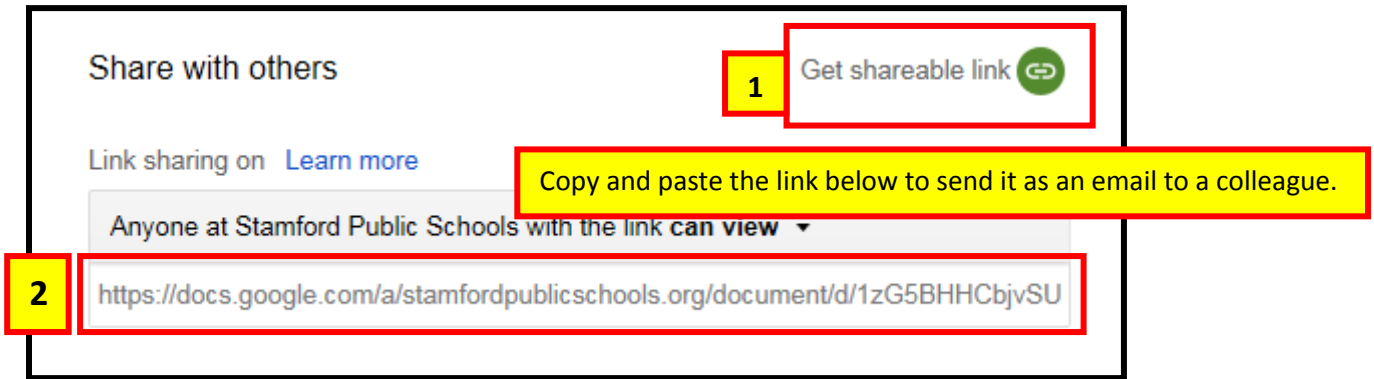
      a. You can **Share** your Googledoc with other SPS employees.

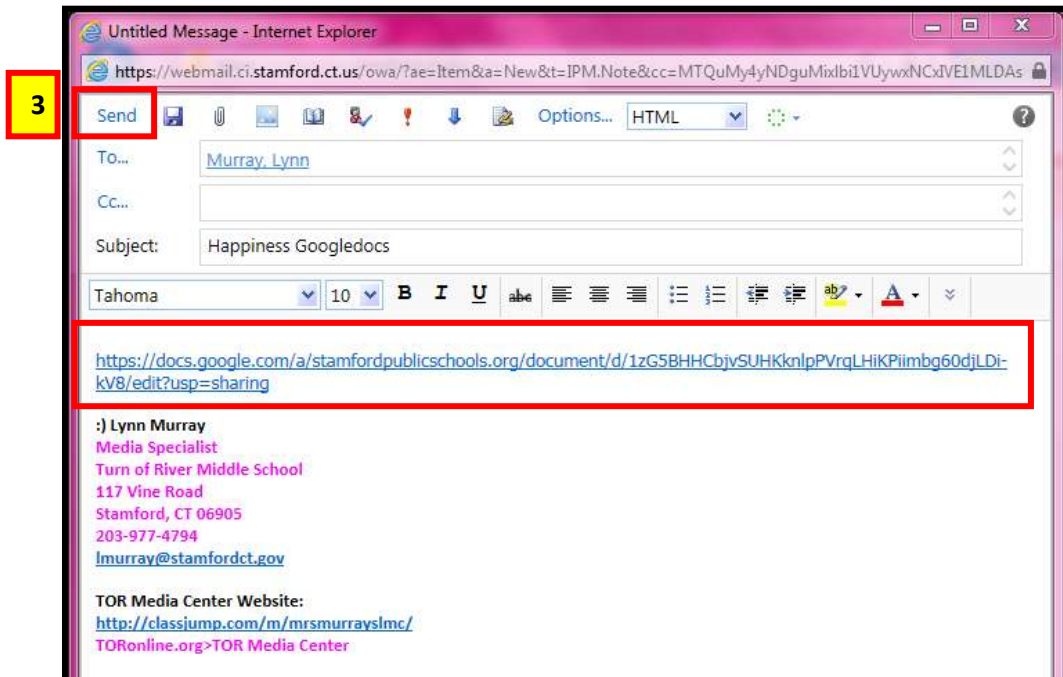   • Click on **Share** in the upper right corner to <u>begin the process</u>.
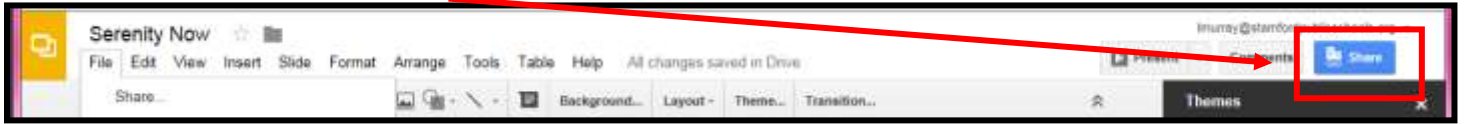
Sharing Option #1=Sharable link

• **Sharable link**=You can copy and paste a link to your Googledocs document on your City Email.

          1. Click on Get shareable link

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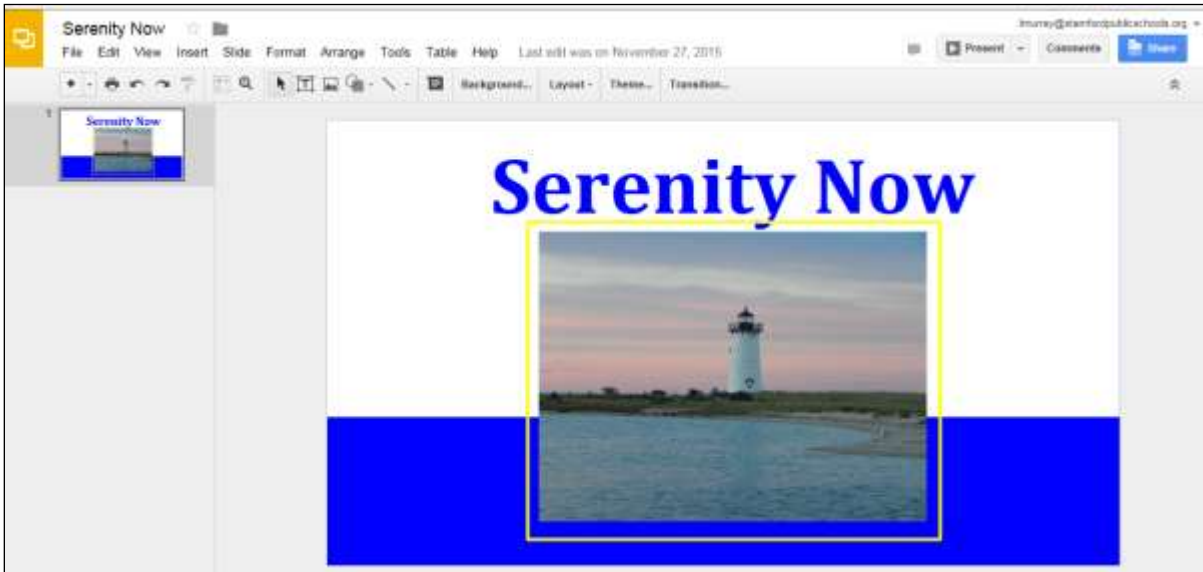
Copy and paste the link below to send it as an email to a colleague.
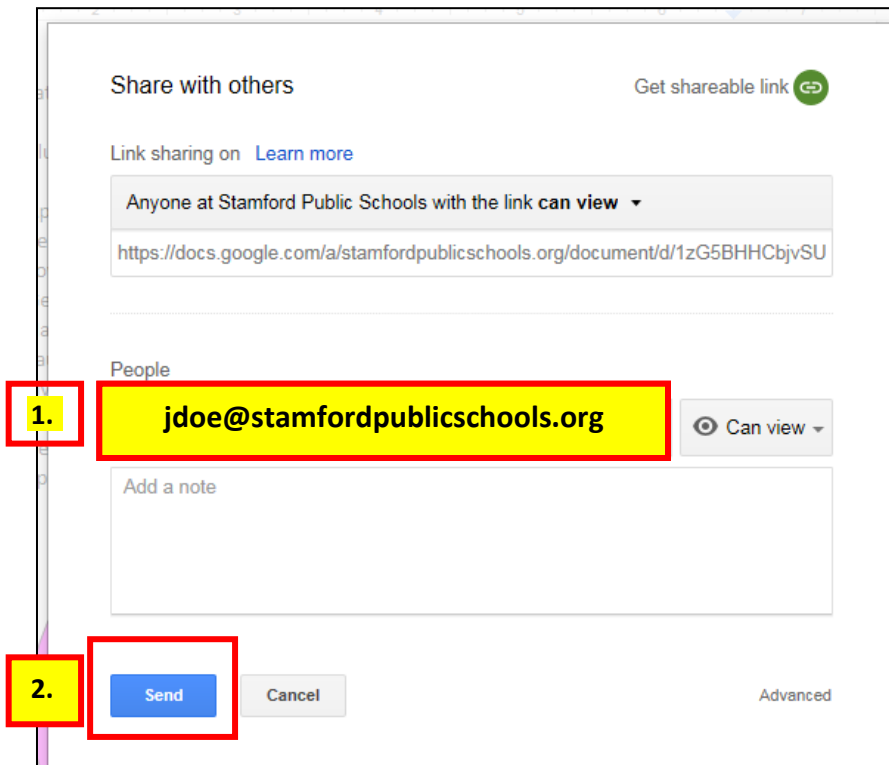

          3. Send the email.

4. The **email recipient** clicks on the sent link on their City email and opens your original Googledocs-linked file.
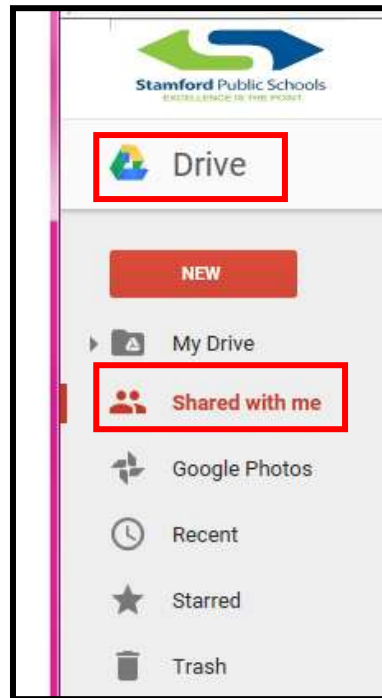

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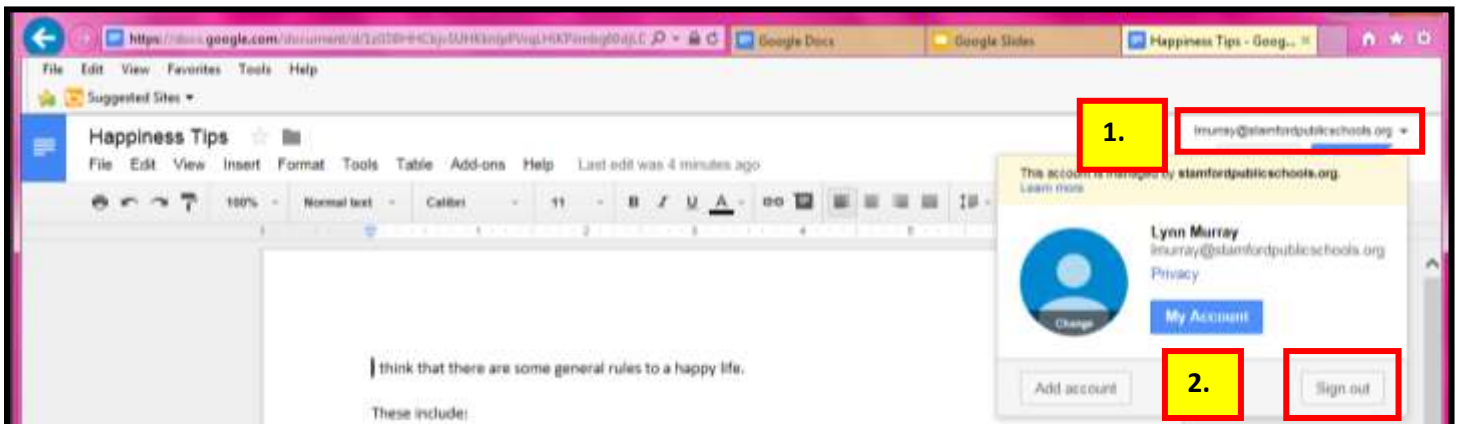 2. Send.

3. The **recipient** of your sent Googledocs document will look for it in **Shared with me.**

Part four: **How to logoff.**

1. Click on jdoe@stamfordpublicschools.org
2. Click on **Sign out.**

Good job!!!!

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c. <mark>SPS Googledocs</mark>
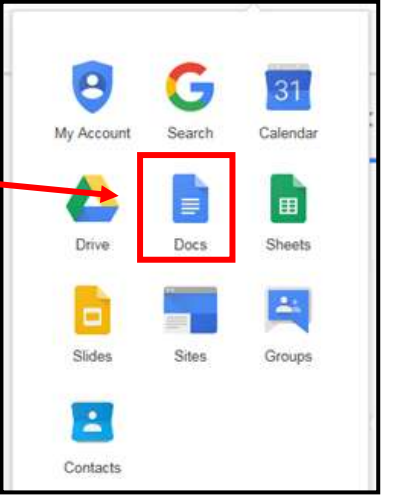
Create "Word" Documents

Created by **Lynn Murray**, TOR Media Specialist

Summer 2016 4

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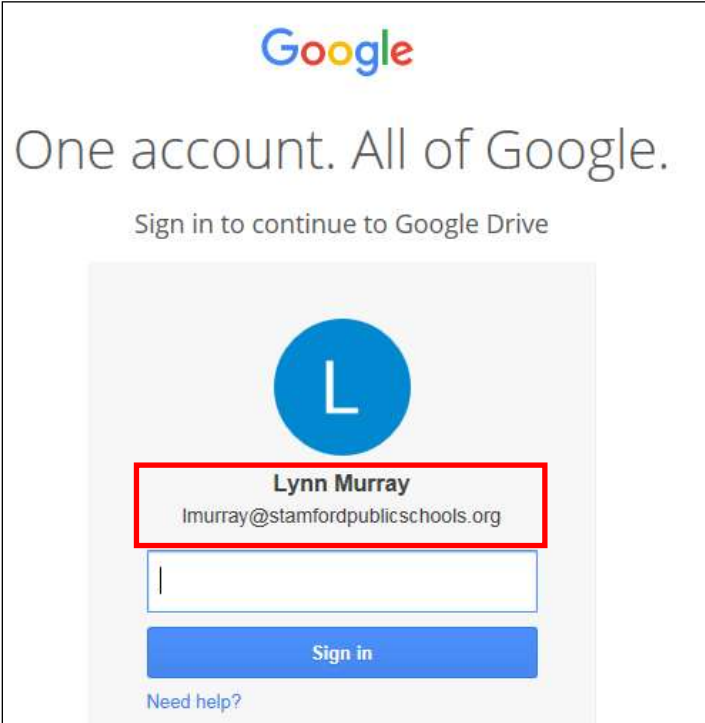
SPS Googledrive applications resemble **Microsoft** applications**:**

    f.   Google**slides**=**Powerpoint**

    g.   <mark>Google**docs=Word**</mark>

    h.   Google**sheets**=**Excel**

    i.   Google**forms**=**Surveys**

    j.   Google**drive**= a **flash drive/USB** that holds all of the files from these applications.

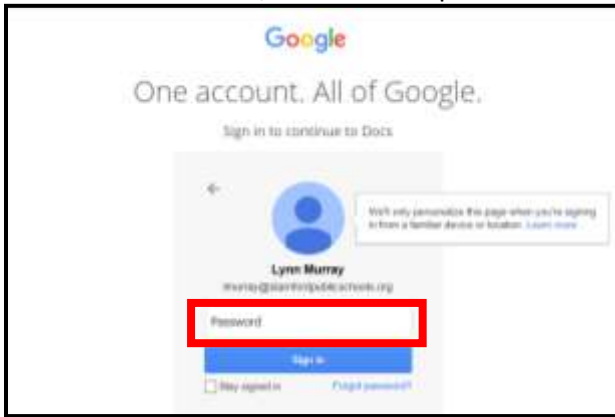**Part one: How to access SPS Googledocs: docs.google.com**

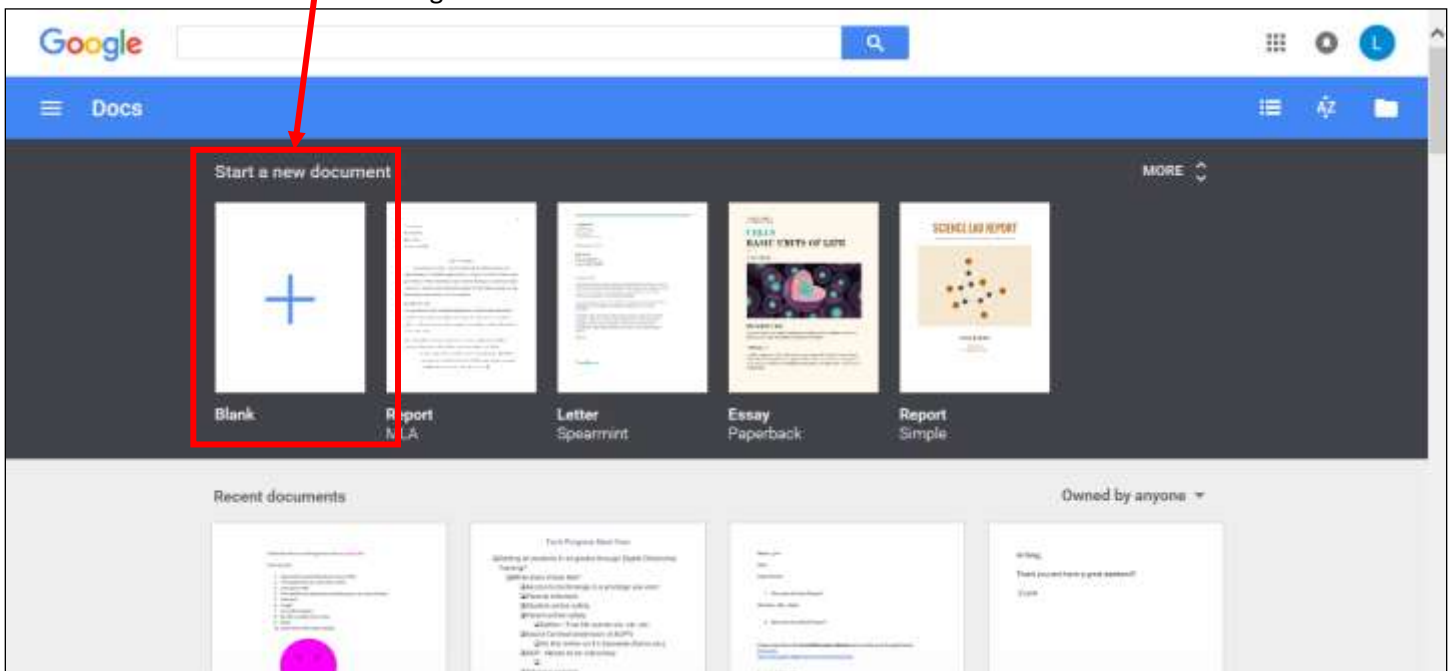   a.   Username=**lmurray@stamfordpublicschools.org** >**Next.**

b. Password=8 characters, number and special character (# $ % &)
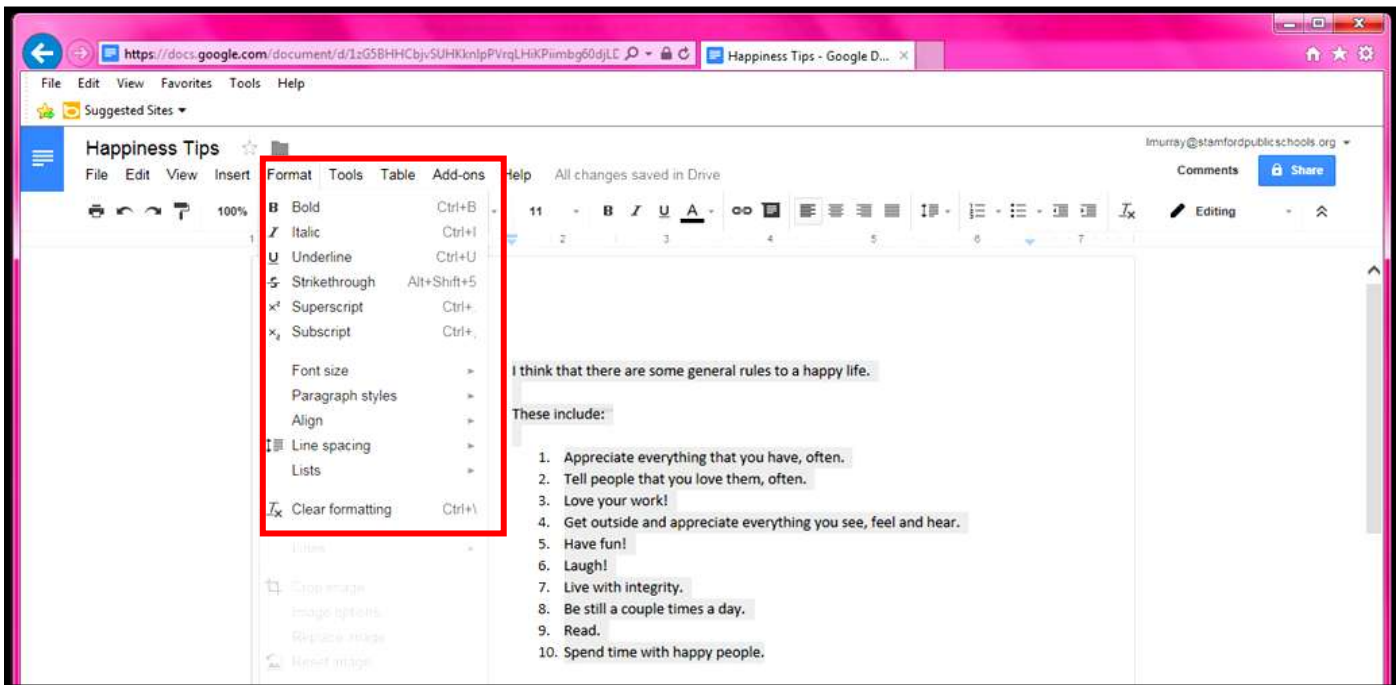

c. View of Googledocs once you logon.
- Click on **Blank** to begin

SPS Google tutorials created in June 2016.
Today's date: September 19, 2017

Part two: **Steps to create a Googledocs** document.
    a**. Format= make changes to the text**
- **Highlight text>Format**
  - Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Font size, Paragraph styles, Align, Line spacing, Lists
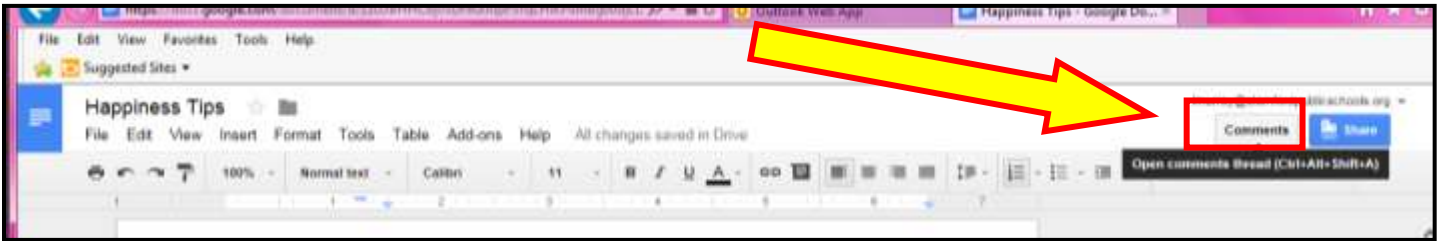

    b. Insert: Image, Link, Equation, Drawing, Table, Footnote, Special characters, Horizontal line, Page number, Page count, Page break, Header/Footer, Bookmark, Table of Contents

SPS Google tutorials created in June 2016.
Today's date: September 19, 2017
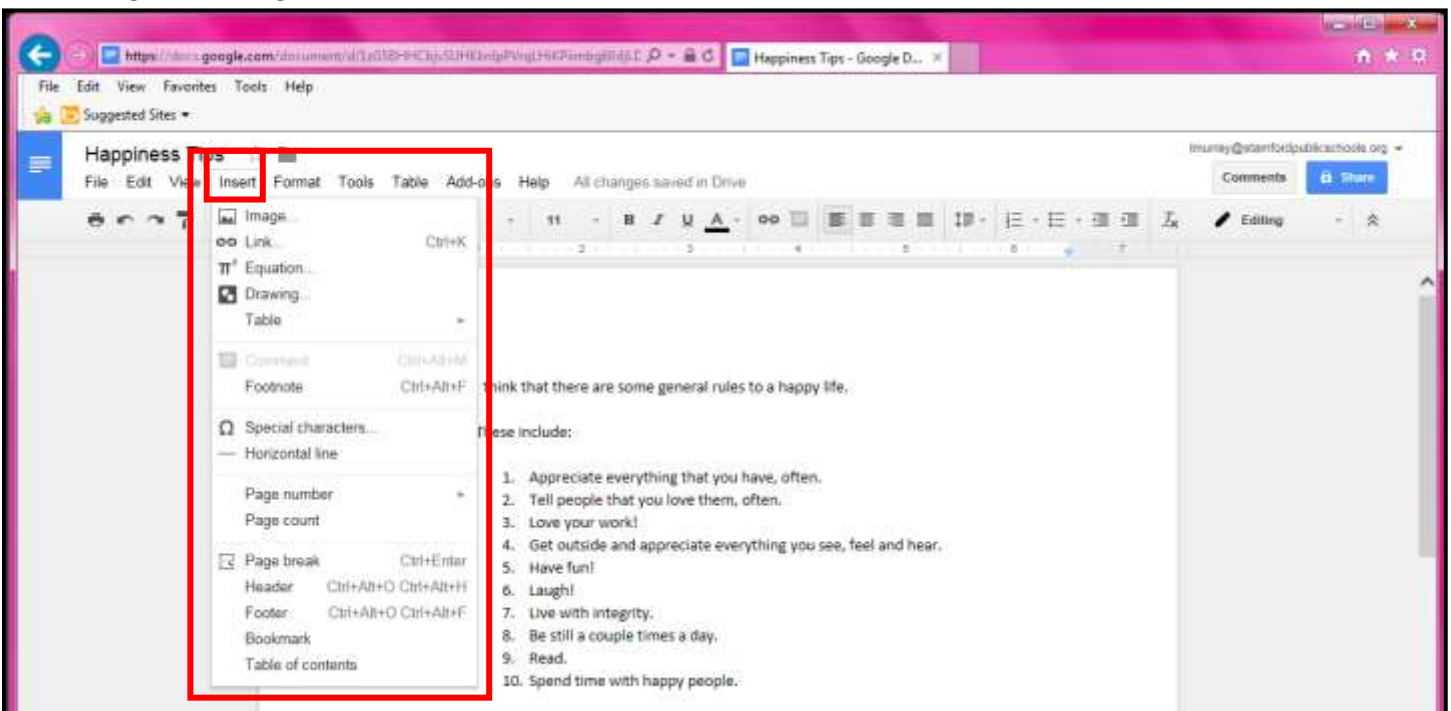
Part three: **Comment** options.

- **Comment** options=**Edit, Suggestion** and **View**

1. **Edit**= You can edit and make changes directly on the text.

   - The edits will appear as Comment bubbles in the *right column*.

   - Steps to **edit Comments**=

     a. Click on **Editing**.

     b. Click on a **piece of text** that you would **like to comment on**.

        - *Right-click> Comment* **OR** *Insert>Comment*.

     c. Type a **Comment** *about* the text.

        - *Save* the comment.

        - The comment will include the commenter's name and time stamp.

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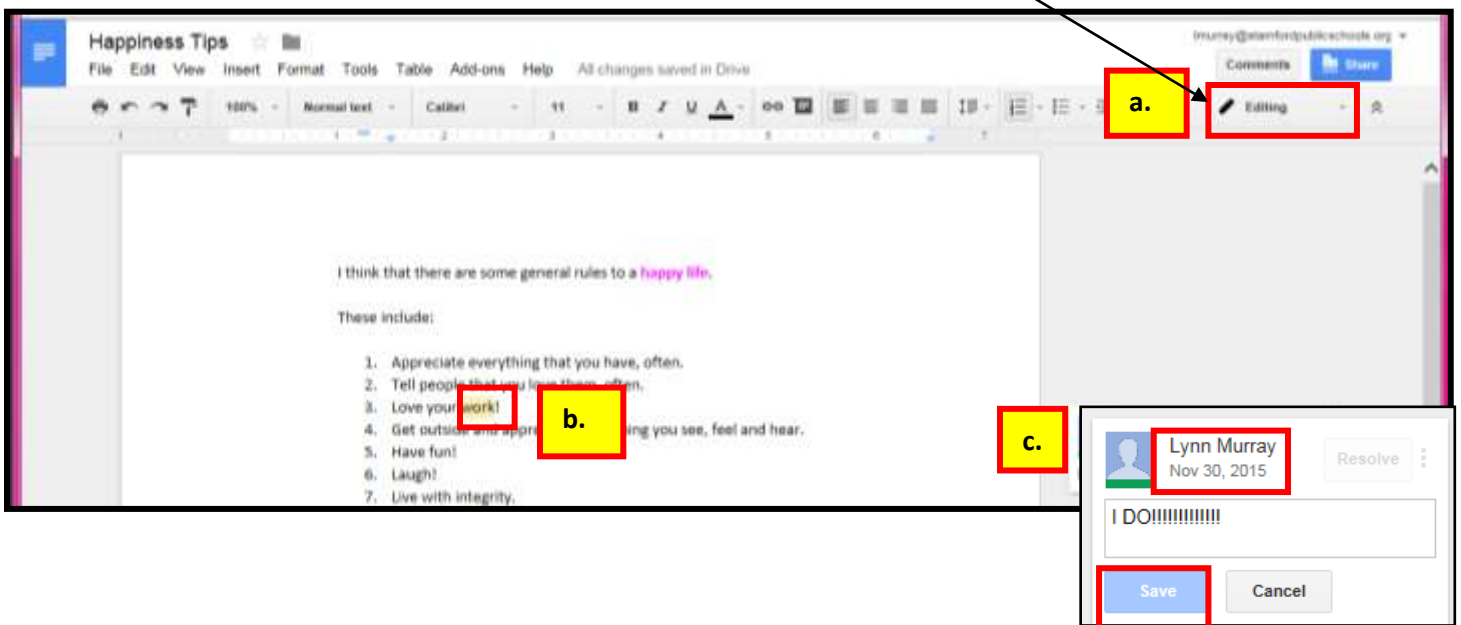
2. Suggestion= a person can **"suggest" a change**, but the **change doesn't automatically happen on the text**.

- Instead, **text that's removed is shown as crossed out**, and **inserts will show in an alternate color**.

- A "comment" looking box also appears in the right column.

Steps to add Suggestions=

a. Click on **Suggesting**.

b. Click on a **piece of text**. Right-click>Suggest Edits.

c. Type a Suggestion *about the text* next to Add:

d. The *recipient* of the Suggestion can either *Accept* √ or *Reject* ✗ the Suggestion.
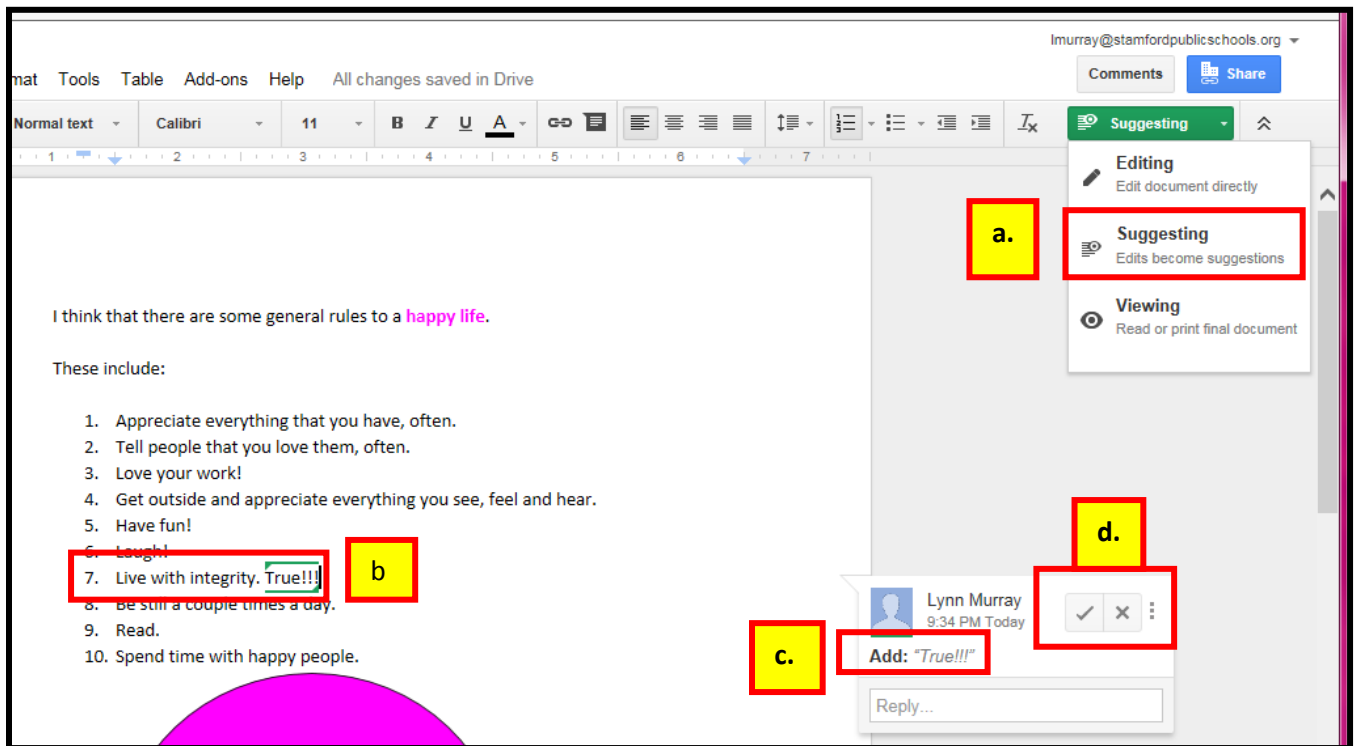
3. Viewing = **Nobody** can make Comments or Suggestions about the text.

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Part four: **Revision History**

    a. Revision History shows the number of times that a document underwent a change.

    b. You can also select a prior revision and make it a current version.

- **File>See revision history**.
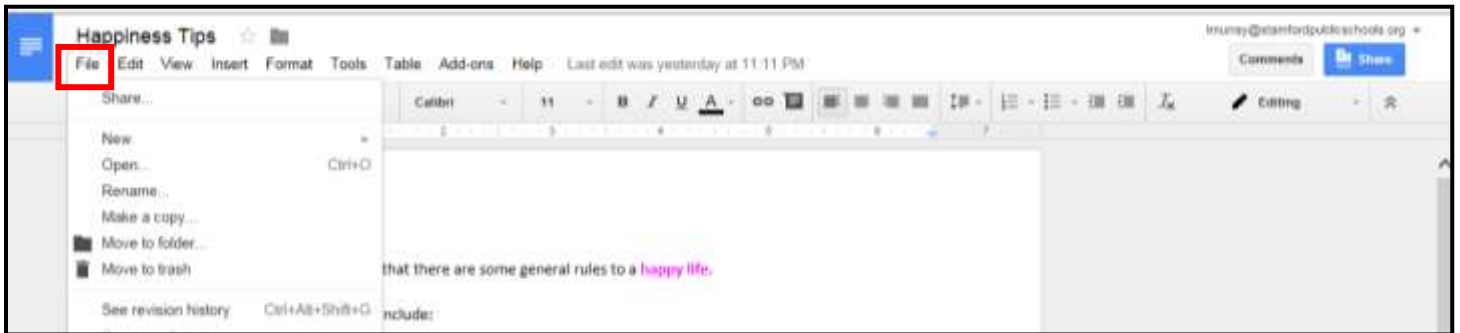
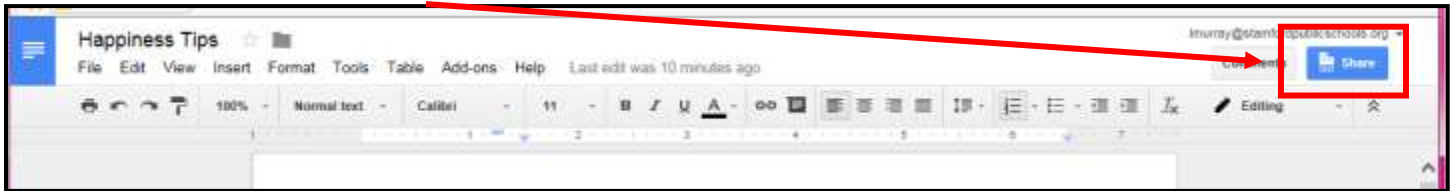- ▪ *Sample* of Revision History.
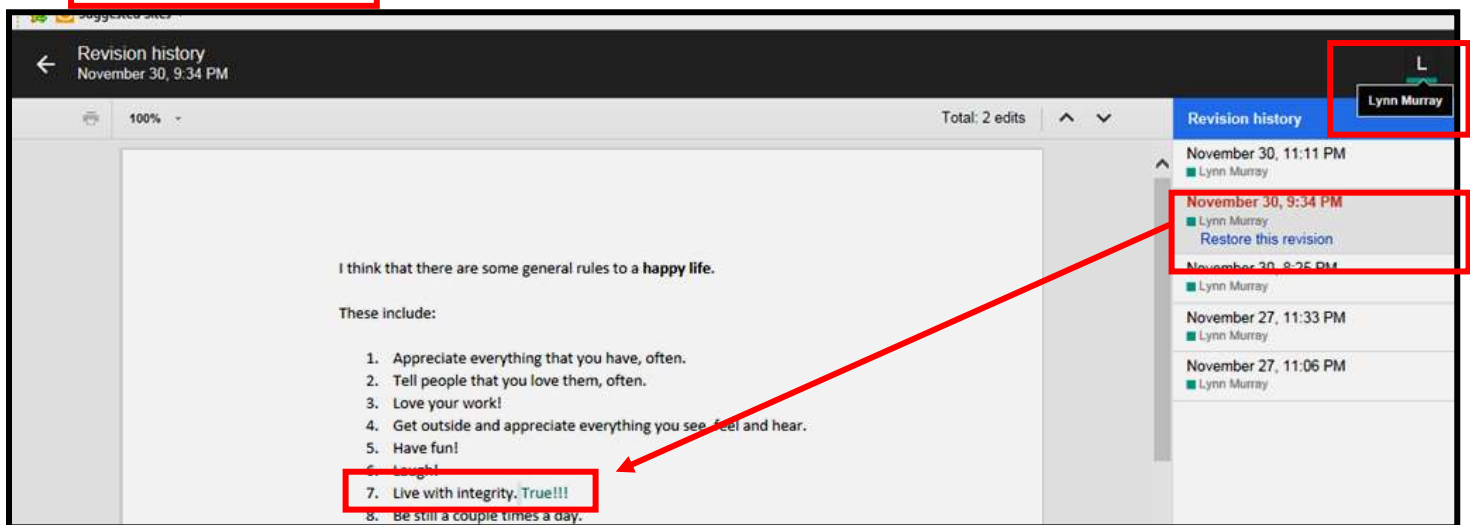
Part five: **Saving Googledocuments** as **Word documents.**

    a. Google automatically saves documents.

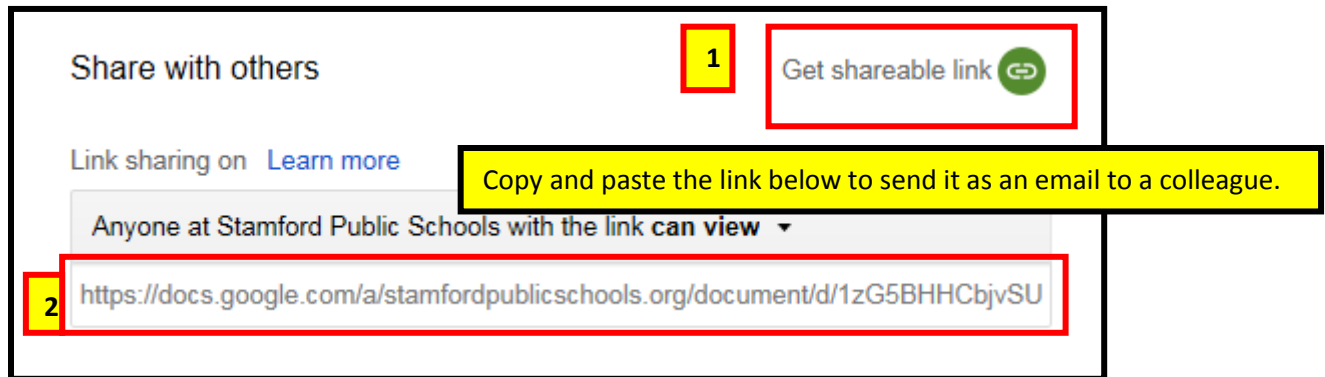   b. You can **download a Googledocs document** as a **Microsoft Word** document.

- File>Download As>Word (.docx)
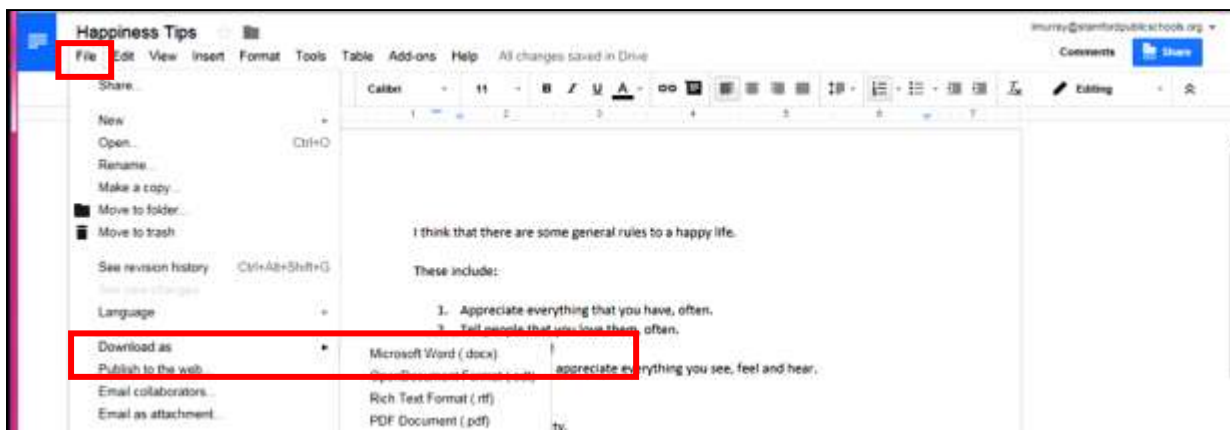
Part six: Sharing Googledocuments

      a.   You can **Share** your Googledoc with other SPS employees.

          •   Click on **Share** in the upper right corner to <u>begin the process</u>.

Sharing Option #1=Sharable link

      •   Sharable link=You can copy and paste a link to your Googledocs document on your City Email.

         1. Click on Get shareable link

   2. Copy the link to an email.

         3. Send the email.

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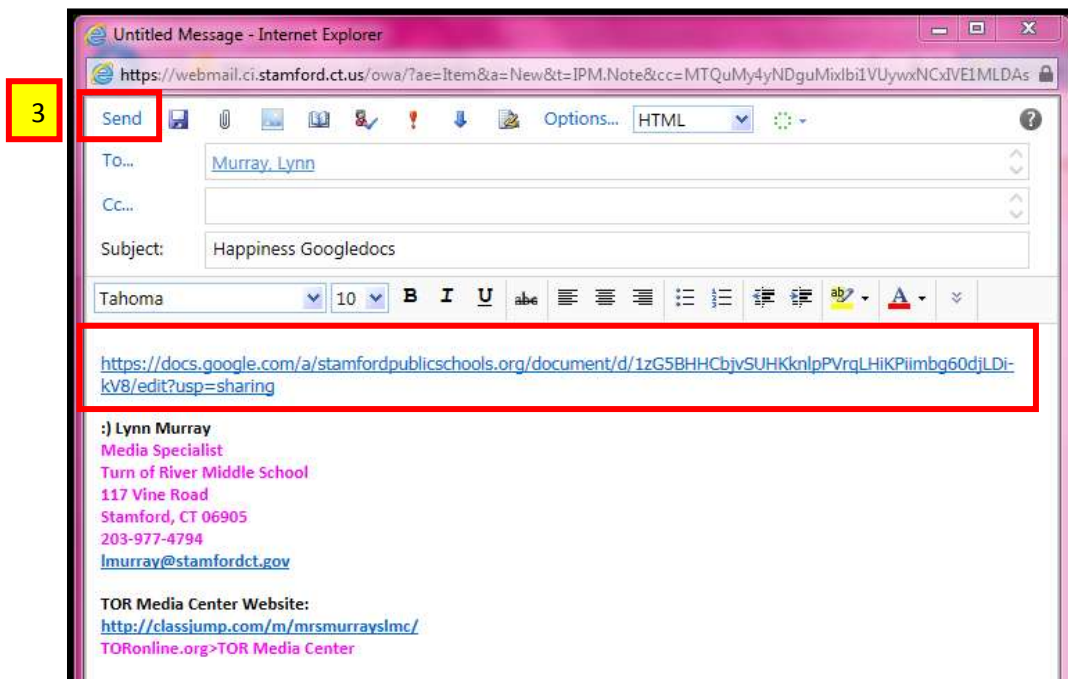
4. The *email recipient* clicks on the sent link and opens your original Googledocs-linked document.
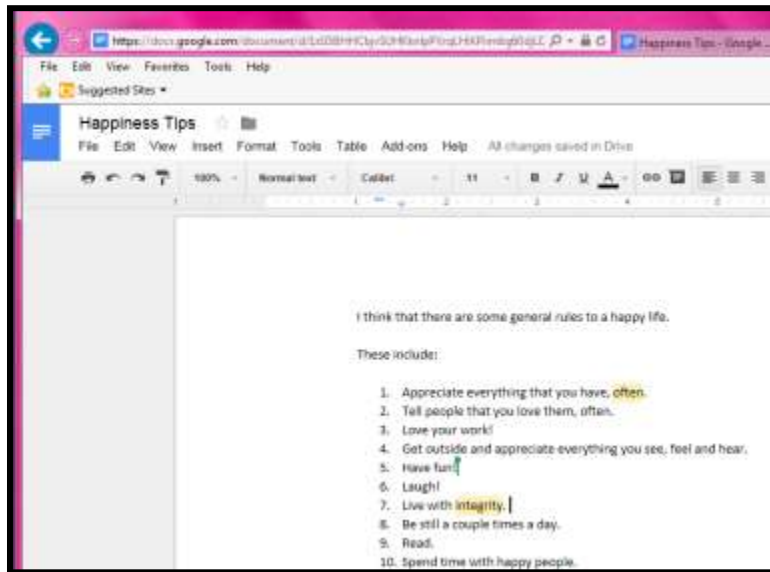
Sharing Option #2=Share

       1. Enter the SPS Googledrive address of the recipient.
- Include one of the three editing options for the recipient:
  - Can **edit** (change), Can **comment** (add two cents:), Can **view** (look, but can't touch:)

       2. Send.
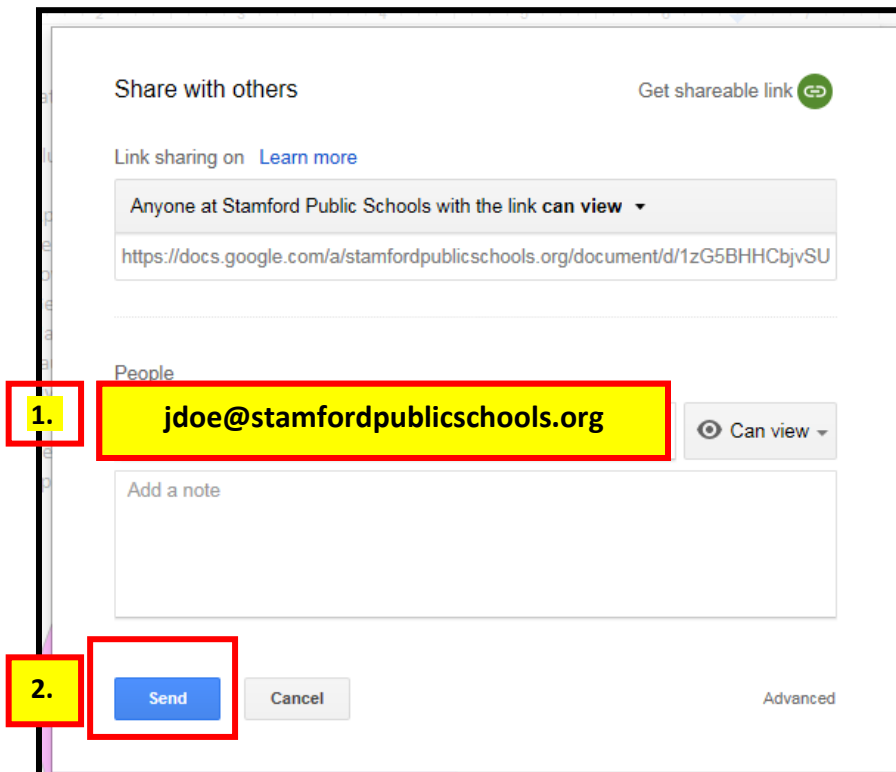
3. The recipient of your sent Googledocs document will look for it in **Shared with me.**
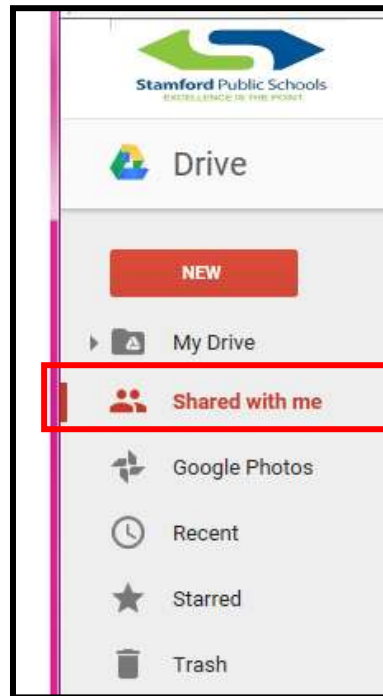
4. When you are finished, be sure to **Sign out.**

Good job!!!!

SPS Google tutorials created in June 2016.
Today's date: September 19, 2017
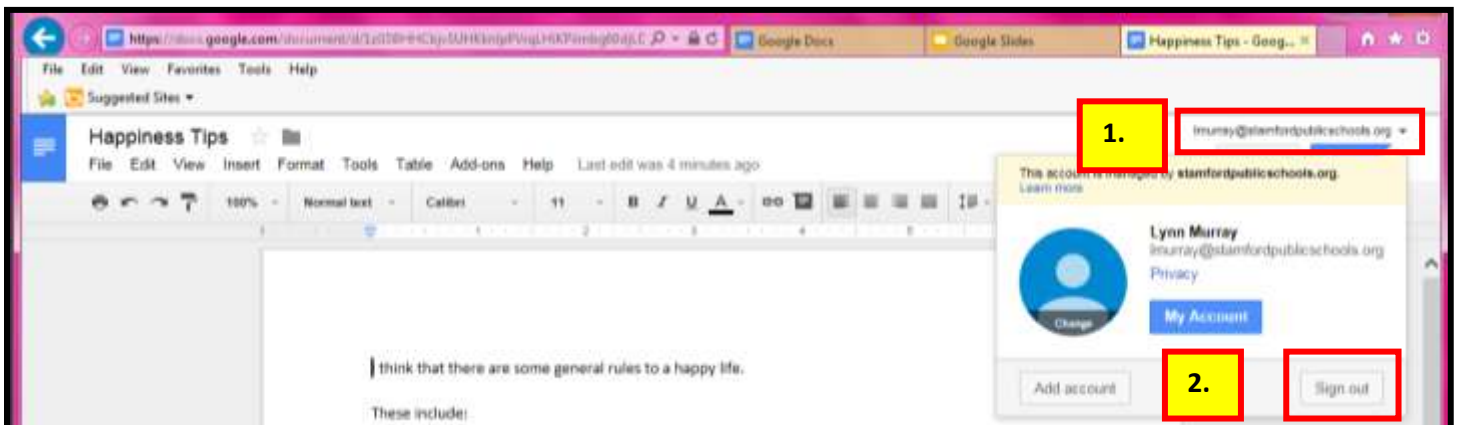
d. <mark>SPS Googleforms</mark>

How to Create a **Simple Survey**

Created by **Lynn Murray**, TOR Media Specialist

Summer 2016 4

☺
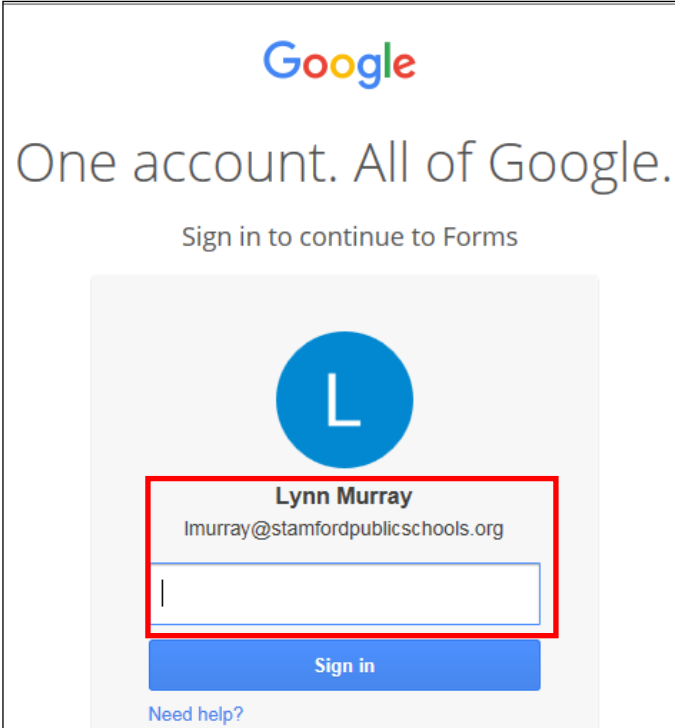
	Overview Google Forms:
SPS Googledrive closely resembles many **Microsoft applications:** a. Google**slides**=**Powerpoint** b. Google**docs=Word** c. Google**sheets**=**Excel** d. Google**forms**=**Surveys** e. Googledrive= a **flash drive/USB** that holds all of the files from these applications.	

Part one: How to access SPS Googledrive>Google Forms: forms.google.com

    b.   Username=**lmurray@stamfordpublicschools.org** >Next.

c. **Password**=8 characters, number and special character (# $ % &)
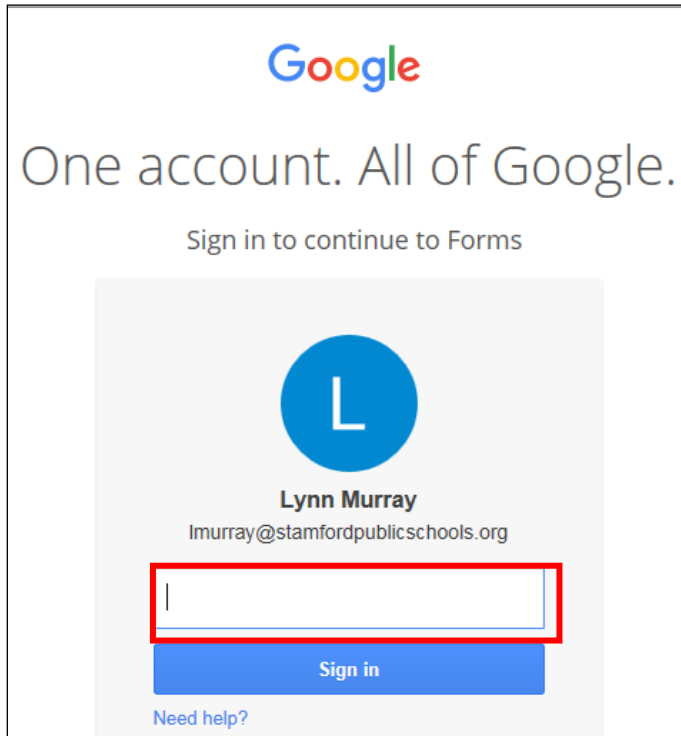
c. View of Googleforms once you logon.
- Click on **Blank** to begin.
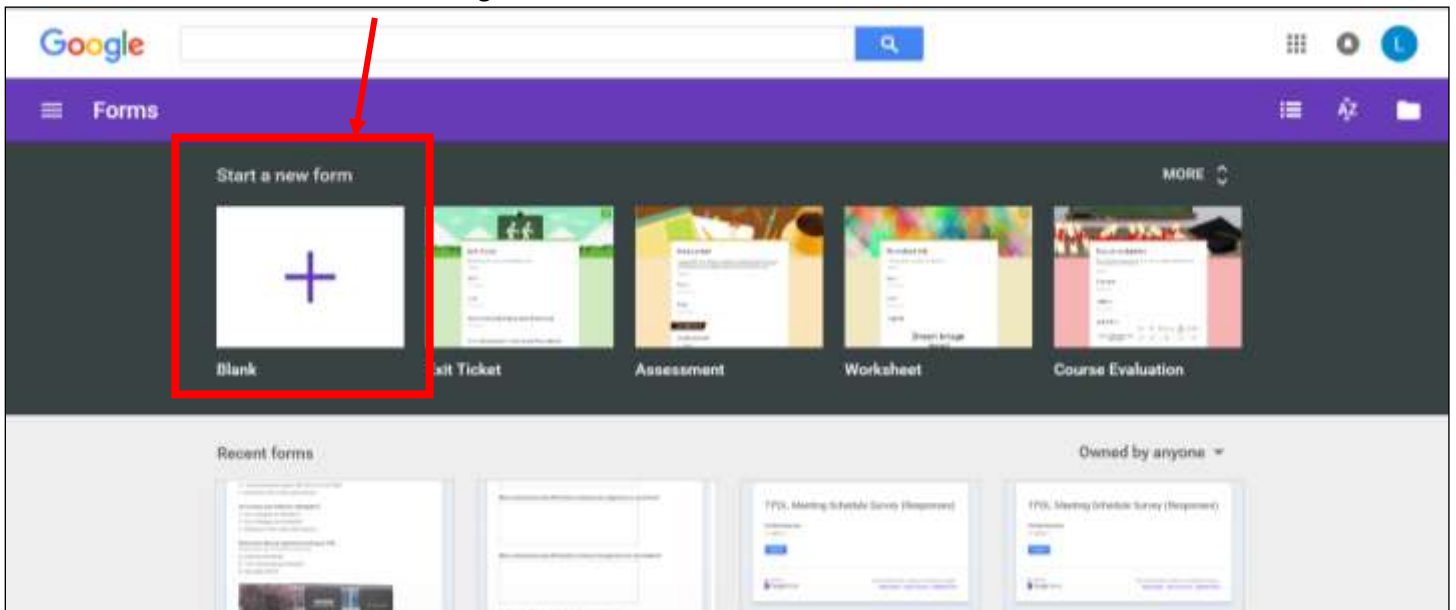
Part two: **Steps** to **create a simple Google Form**

a. Key Elements of a **Google Form:**

c. **Survey** *sample:*

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This is a Sample Survey for TOR's Terrific Teachers:)

File Edit View Insert Responses (0) Tools Add-ons Help Saving...

Edit questions | Change theme | View responses | View live form

Page 1 of 1

This is a Sample Survey for TOR's Terrific Teachers:)

Please take a moment to fill out the survey below.

Let's assess how FABULOUS YOU are!!!
○ I am a wonderful, yet humble, teacher!
○ I create educational magic in the classroom each day!!
○ Both above. (This is the correct answer.)

Question Type: Multiple choice

Edit   **Duplicate**   **Delete**

Let's assess your fabulous colleagues!!!
○ Your colleagues are fantastic!!!
○ Your colleagues are wonderful!!!
○ Both above. (This is the correct answer.)

Please describe your experience working at TOR...
Please check two of the three responses.
☐ Extremely rewarding!!!
☐ I can't say enough good things!!!!
☐ Absolutely terrific!!!

Question Type: Check boxes

TOR Rocks!!!

Add item ▼ > Image

d. You can also "**jazz up**" the form by adding a theme to it.
  - **Change theme**

>

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e. **Choices for survey results** found at the bottom of the page:

Choices:

- **Show link to submit another response** =this means that a person can submit more than one response to a survey question.
- **Publish and show a public link to form results**=this means that the person who created the survey, as well as the survey-taker can see the results of the survey in real time.
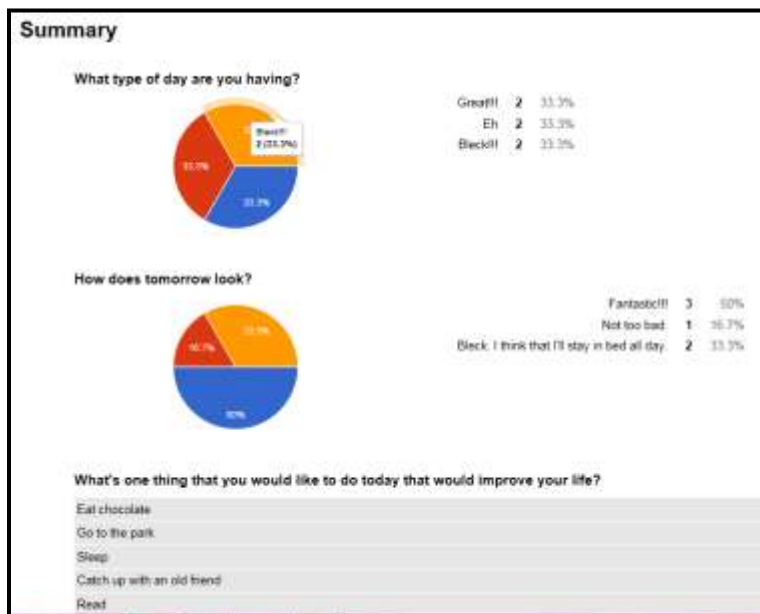
e. <mark>Introduction to SPS Googleclassroom</mark>

How to Create & Submit Assignments
Document Created by **Lynn Murray**, TOR Media Specialist
Summer 2016 19 final 3. May 2017 edits.
☺

Q/A:

What is Googleclassroom?

- It's a Google product used to distribute and collect assignments in an organized and efficient manner.

What is it comprised of?

- SPS Googledrive applications

How is it used?

a. Teachers design, label and post assignments
b. Students logon to an assignment>Complete the assignment>Turn in the assignment
c. Teachers grade the assignment electronically

BIG concept= Teachers can use files from their SPS Googledrive OR from their previous Word, Powerpoint or Excel files in Googleclassroom <u>effortlessly</u>!!!

Training sample from a teachers' view of SPS Googleclassroom:

3. Stream
Organize a **"stream of assignments"** for your students to complete.
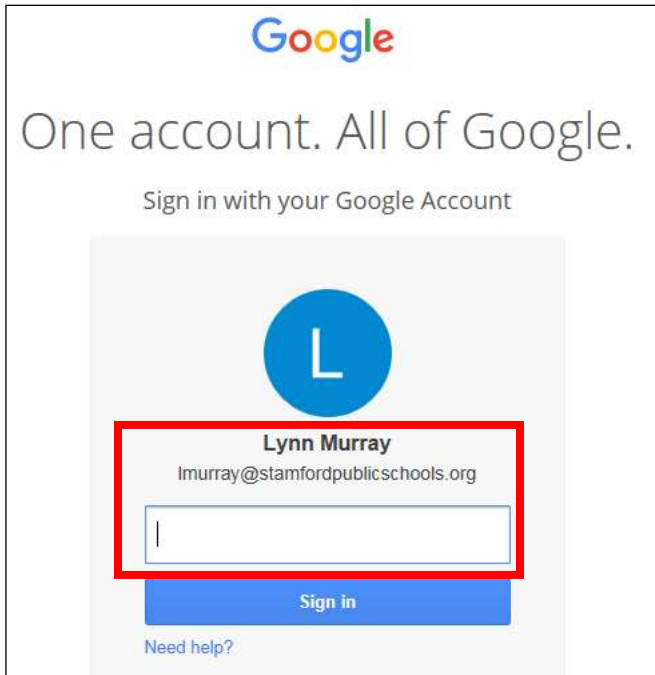
2. Students
Set up the parameters about what your students can post.

1. About
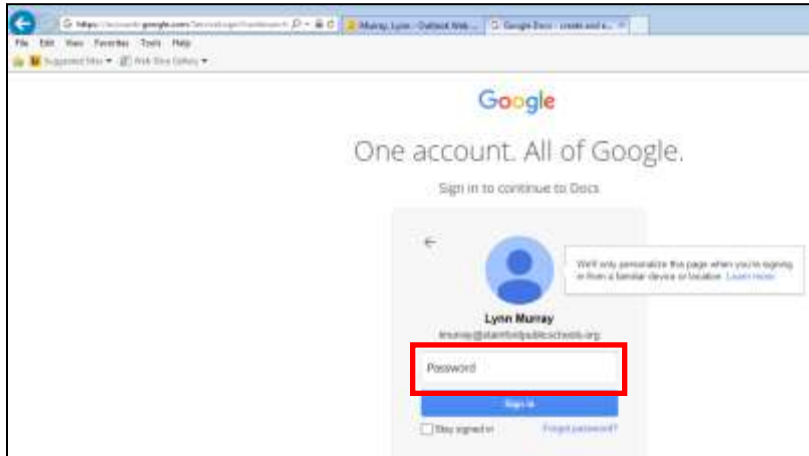Describe what you teach and set up your Googleclassroom for the year.

Create Assignments

Part one: How ~~to set up a Googleclassroom:~~

a. **Username**=lmurray@**stamfordpublicschools.org** >Next.

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b. Password=8 characters, number and special character (# $ % &)

c. View of **SPS Googleclassroom** when you first logon.

SPS Google tutorials created in June 2016.
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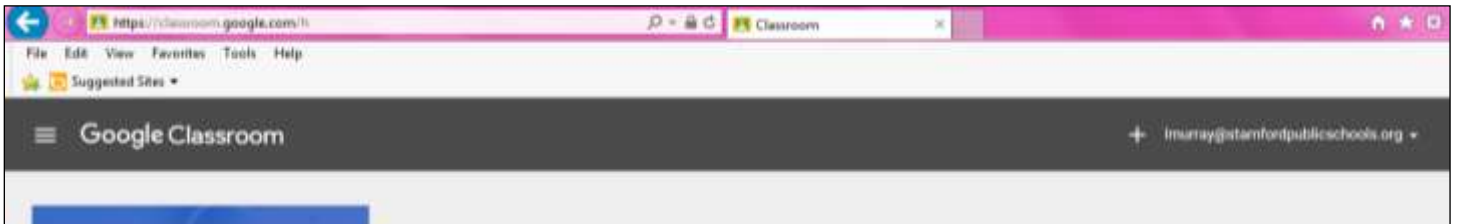
a. Click on the **three lines** in the upper-left corner to view Googleclassroom's **main components.**

b. Googleclassroom's **main components**: Classes, Calendar, Work and Settings

	Classes=links to your classes for the year. A click on **folder** leads to your SPS Googledrive:
	Calendar=a calendar of assignments for your classes.
	Work=assignments for your classes.
	Settings=information about SPS Googledrive.

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a.   Begin by clicking on the **+** to **set up your classes.**
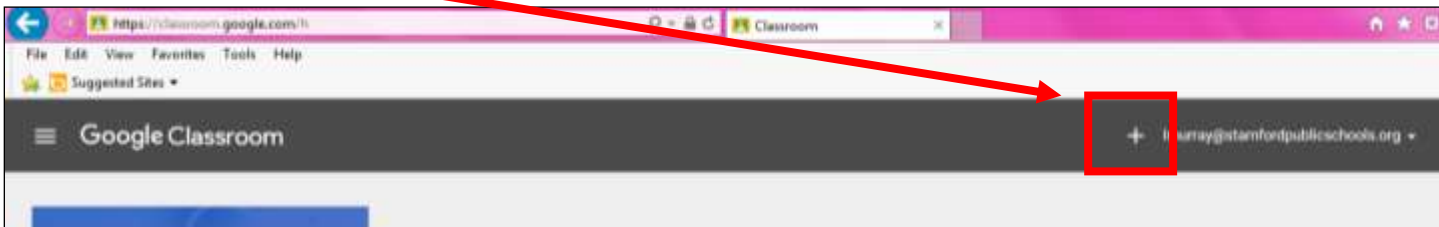
b.   Click on **Create class.**
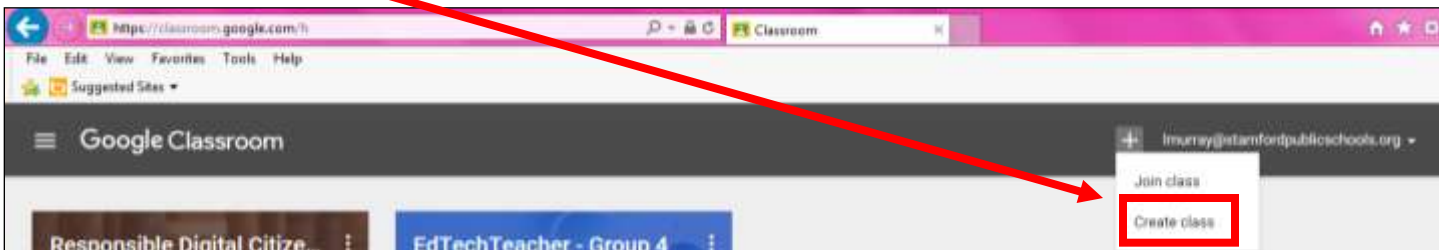
c. Enter information about **a class** you teach: (*section number = number/name of particular class*)

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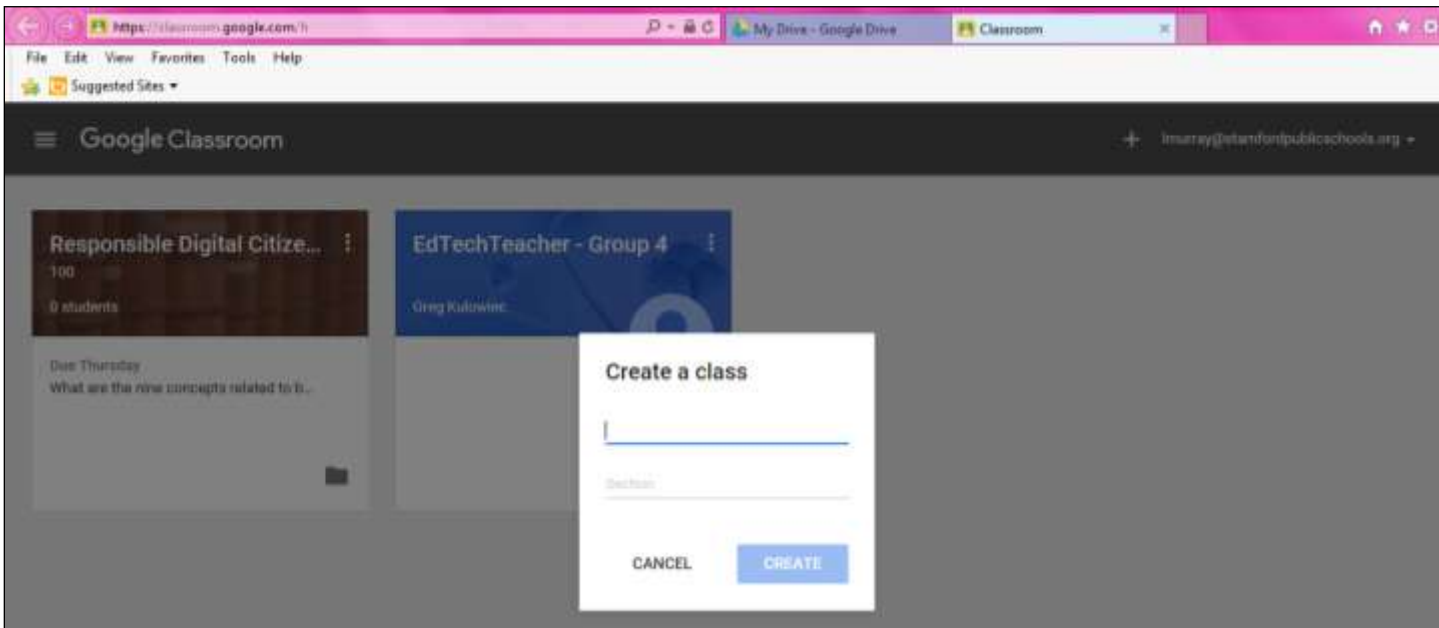
d. **Create a class name**=The more specific and uniformly named, the better. ☺

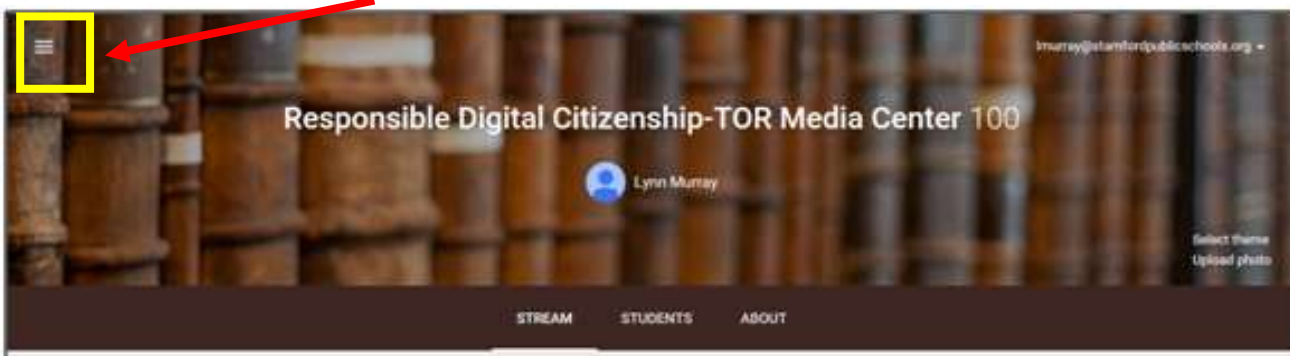- My example for today: **Responsible Digital Citizenship-TOR Media Center, Section: 100**
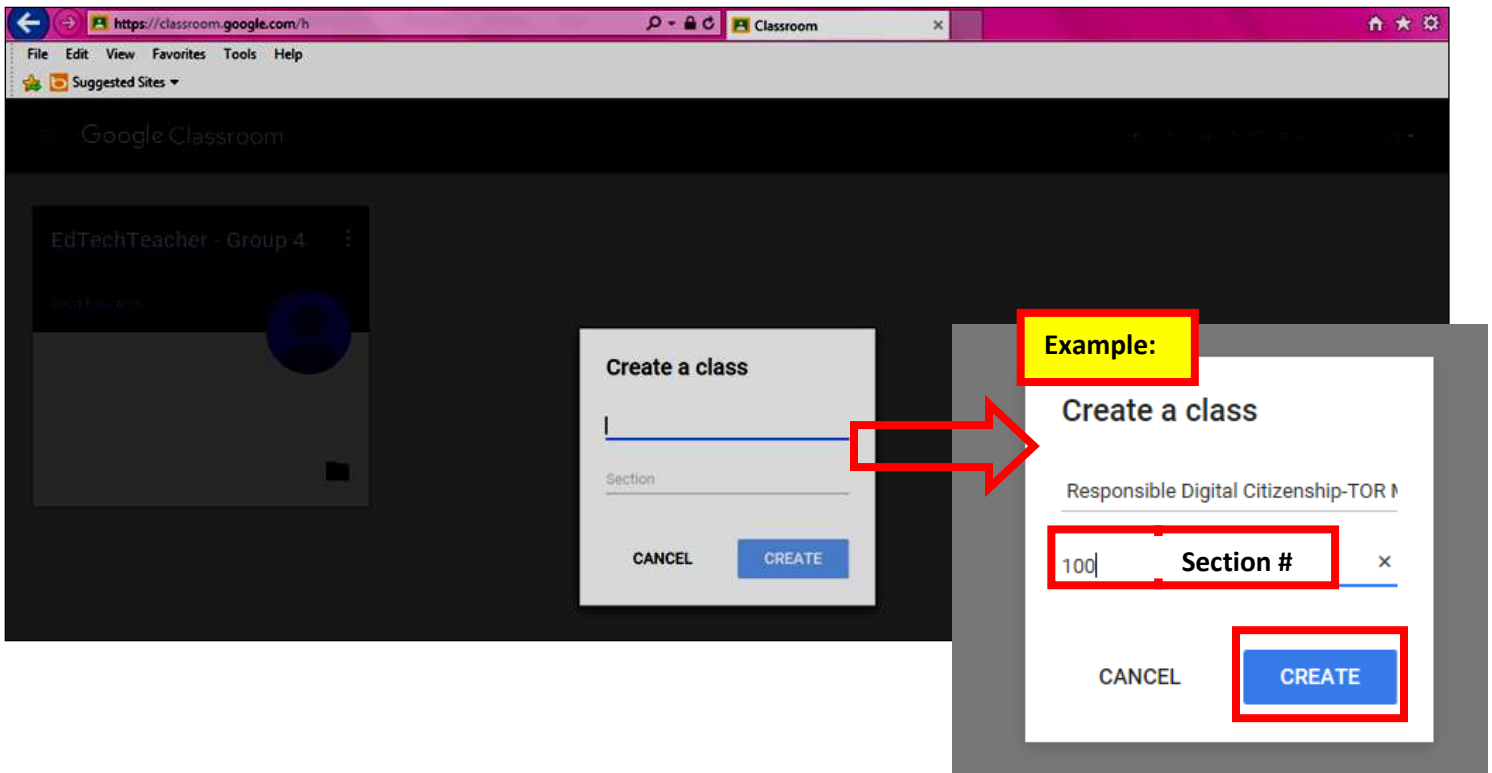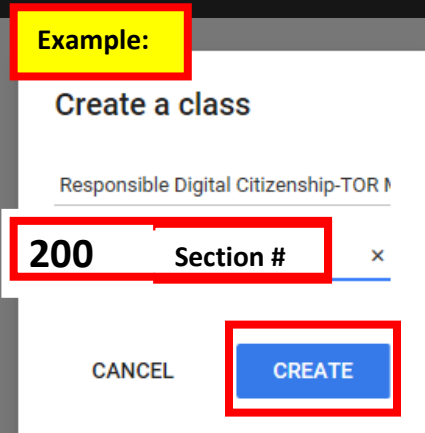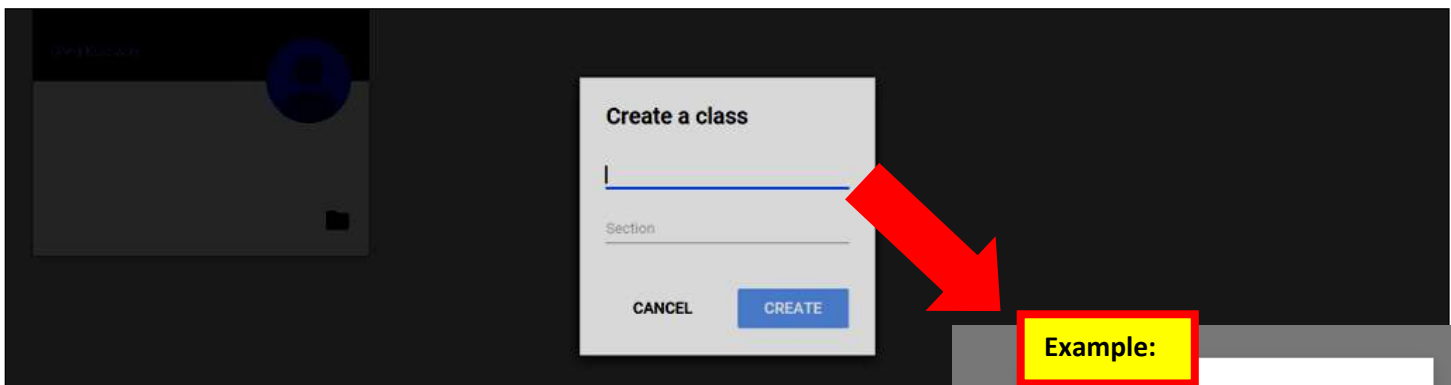

- Click on **CREATE** after you finish creating a class.

e. **Your first class is created!!! Wow!!!**

f. **Now click on the three lines>Classes> + Create class>Add information about your SECOND CLASS.**

- My second class: **Responsible Digital Citizenship-TOR Media Center, Section: 200**

- Result of adding **Section #200=**
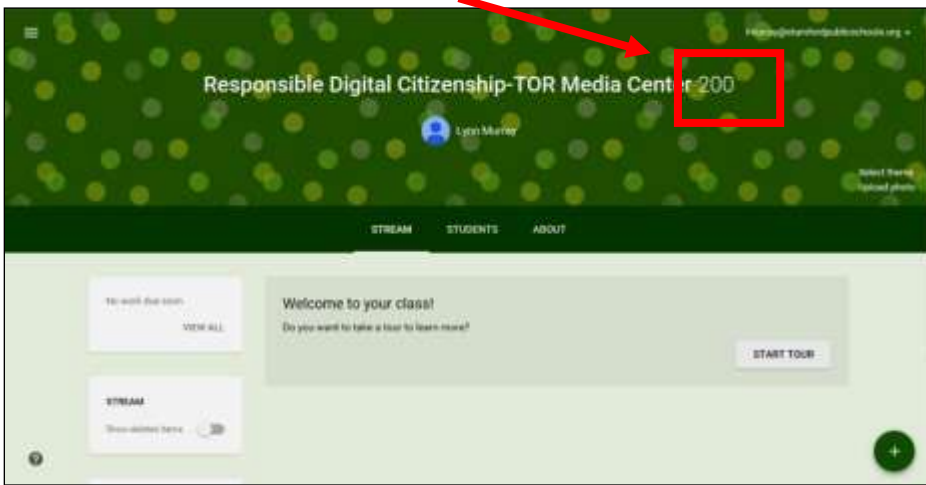
g. Continue adding your third and fourth classes.

- **Click on the three lines>Classes> + Create class>Add information about your THIRD AND FOURTH classes.**

h. **After** you've added your fourth class, click on the **three lines>Classes** to see a thumbnail view of your added classes.
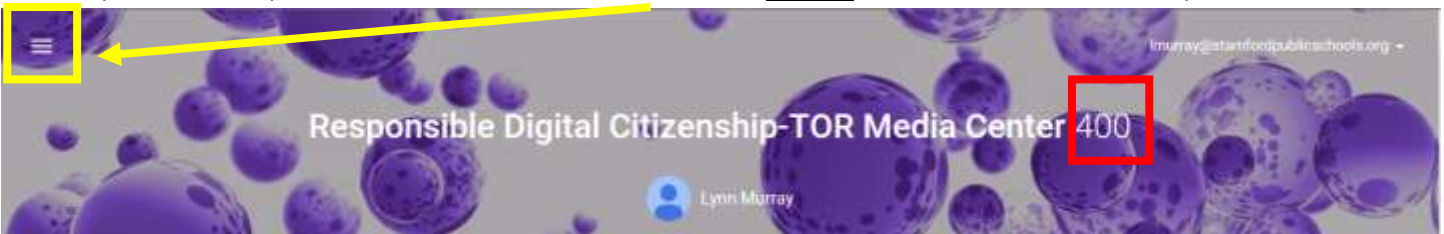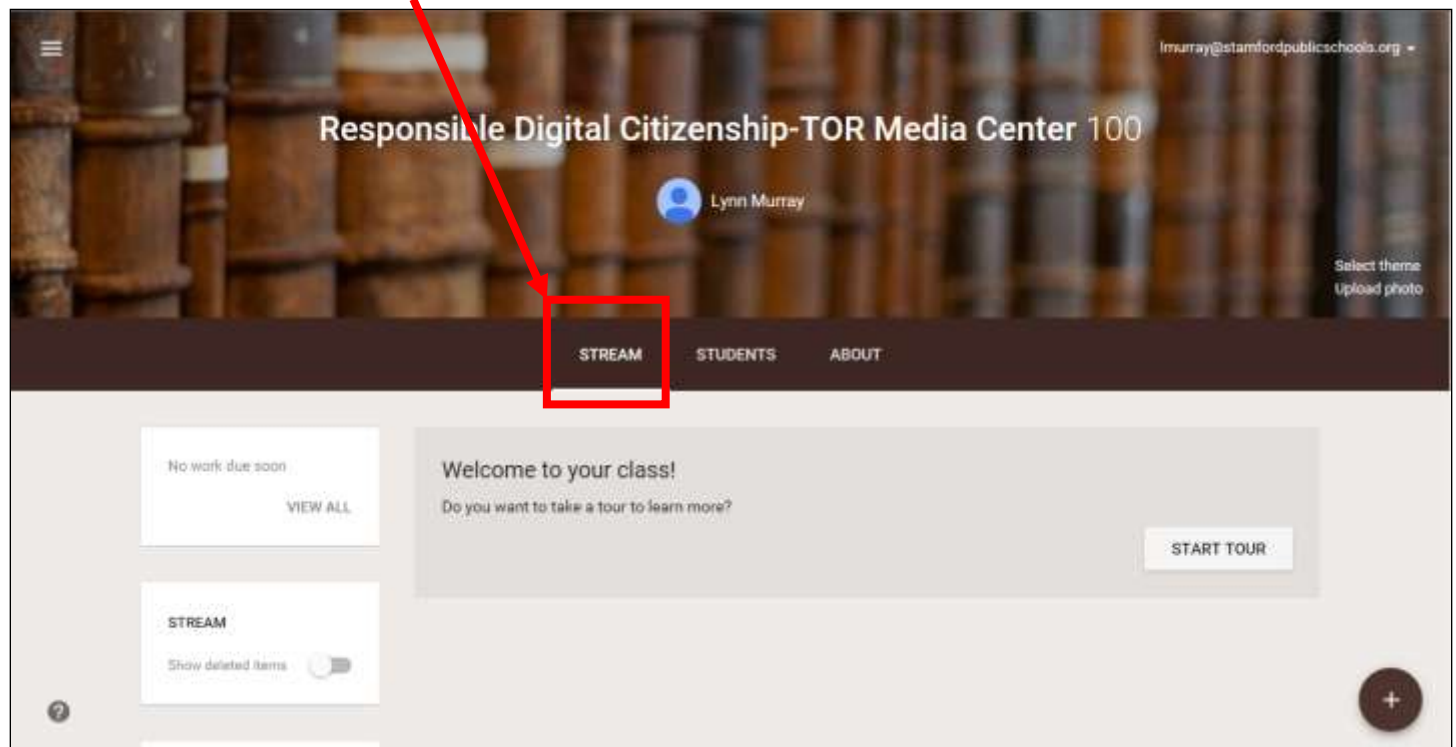

i. Classes>Thumbnail view of my added classes:
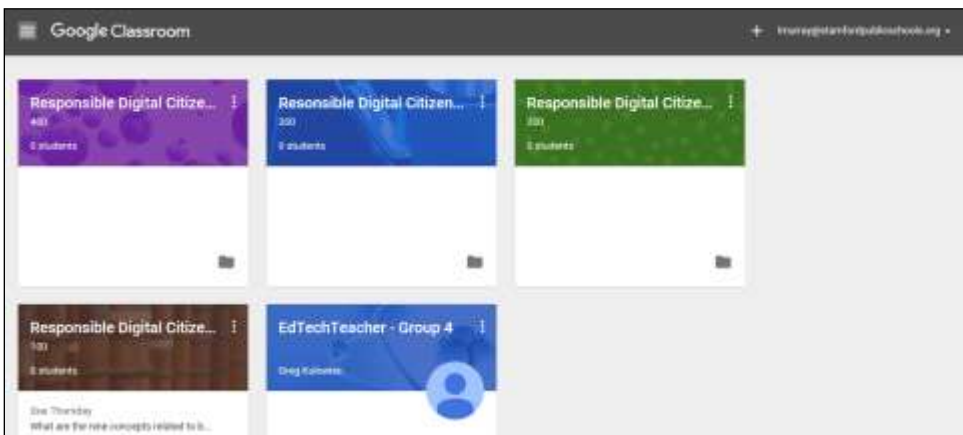
a. Click on the **first class you added** and begin adding **class information, student privilages** and **assignments**.
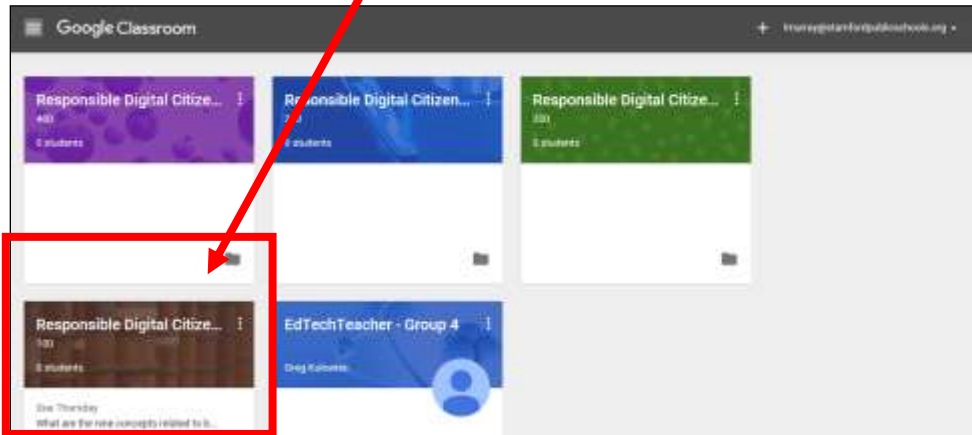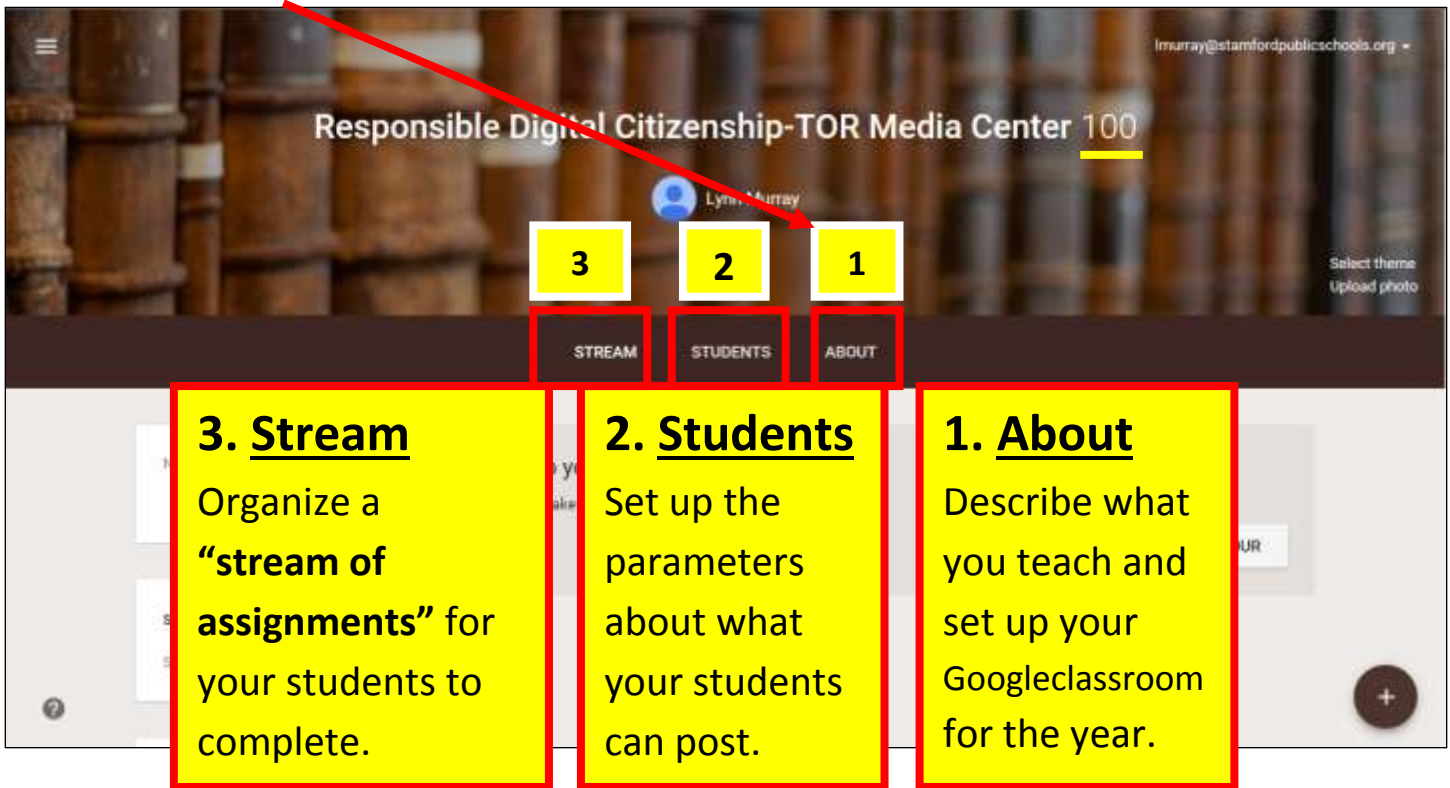

b. You are now on the *default* **Stream** tab.

c. There are three important buttons on a Googleclassroom: **Stream, Students and About.**

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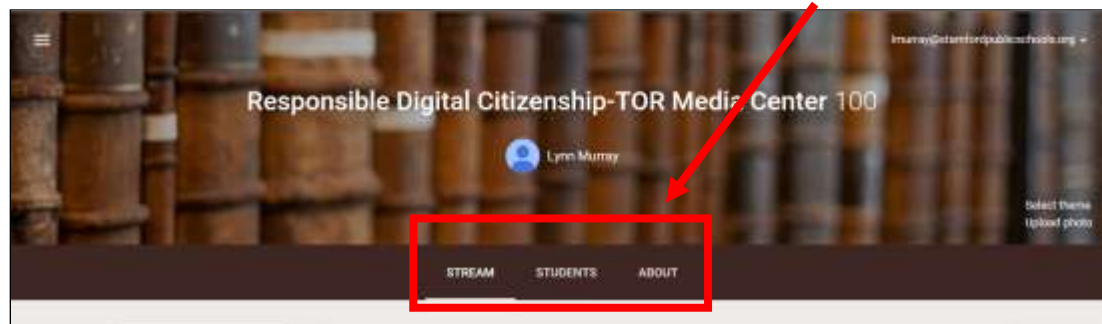
d. The **About** button:

- You will tell about each of your classes by using the About button.
- Click on the **About** button to add information about **your first class**.

3. Stream
Organize a **"stream of assignments"** for your students to complete.

2. Students
Set up the parameters about what your students can post.

1. About
Describe what you teach and set up your Googleclassroom for the year.

- **About** button view. Fill in pertinent information about your class. Click on **Add materials** to link websites and files to the class.
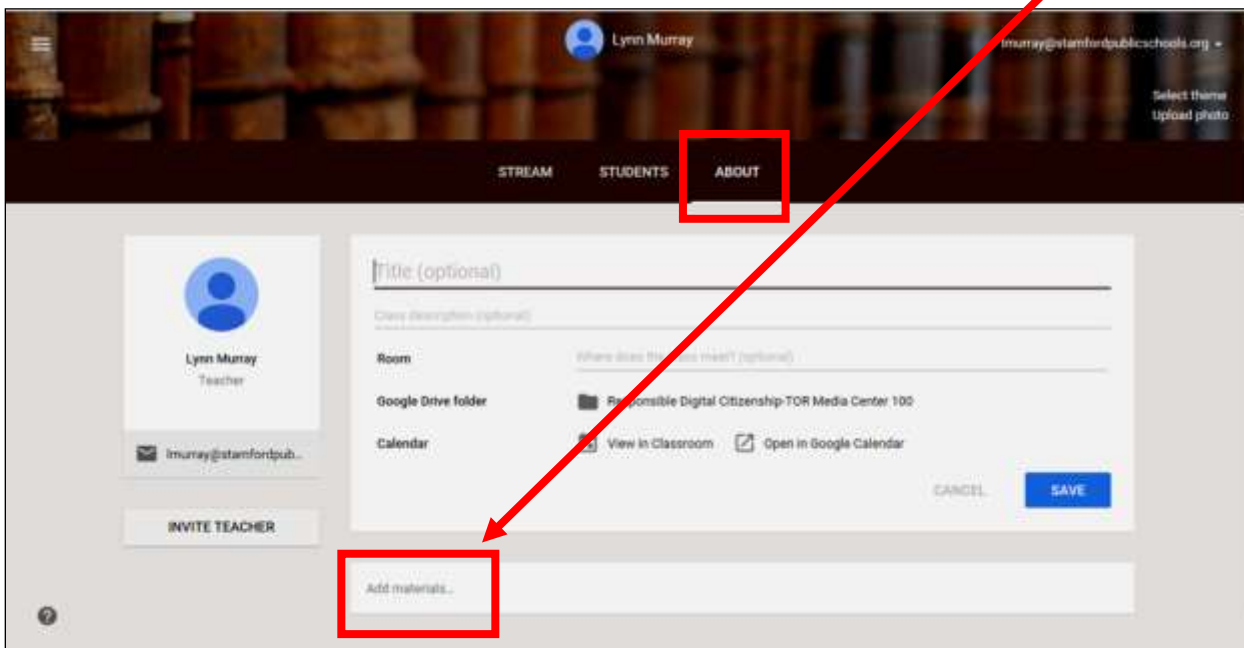
Sample **About** button view pertaining to my first class:
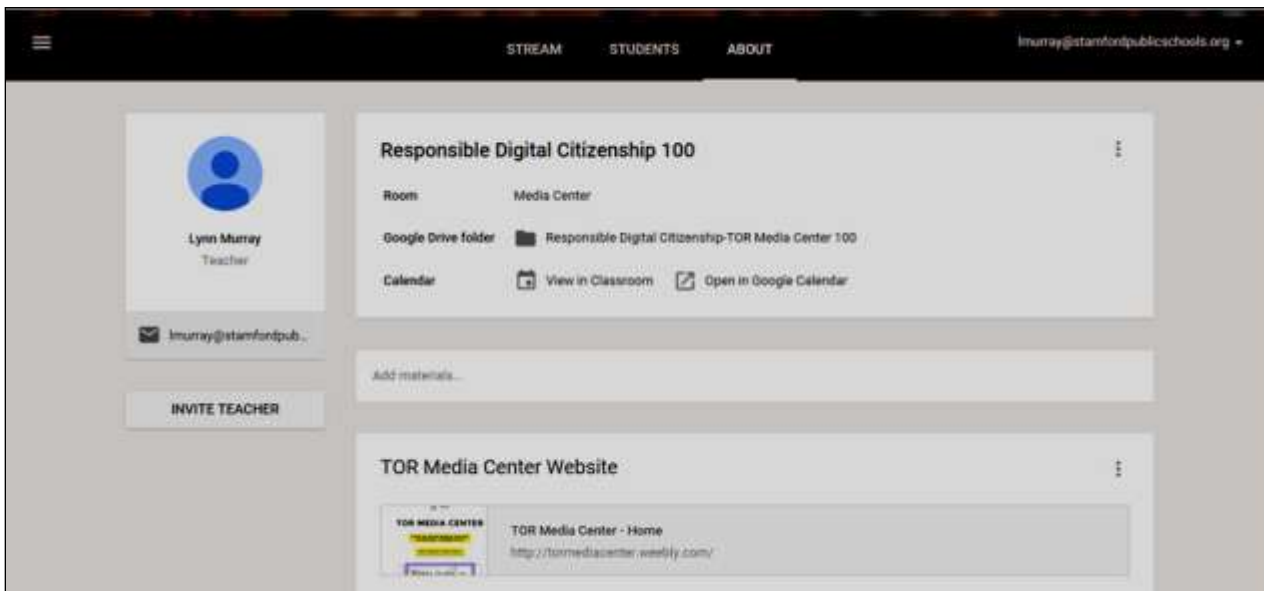
- Once you finish adding information about your first class, click on the **three lines>Classes** and click on your **second class**. Click on the **About** tab and add information relevant to your second class.
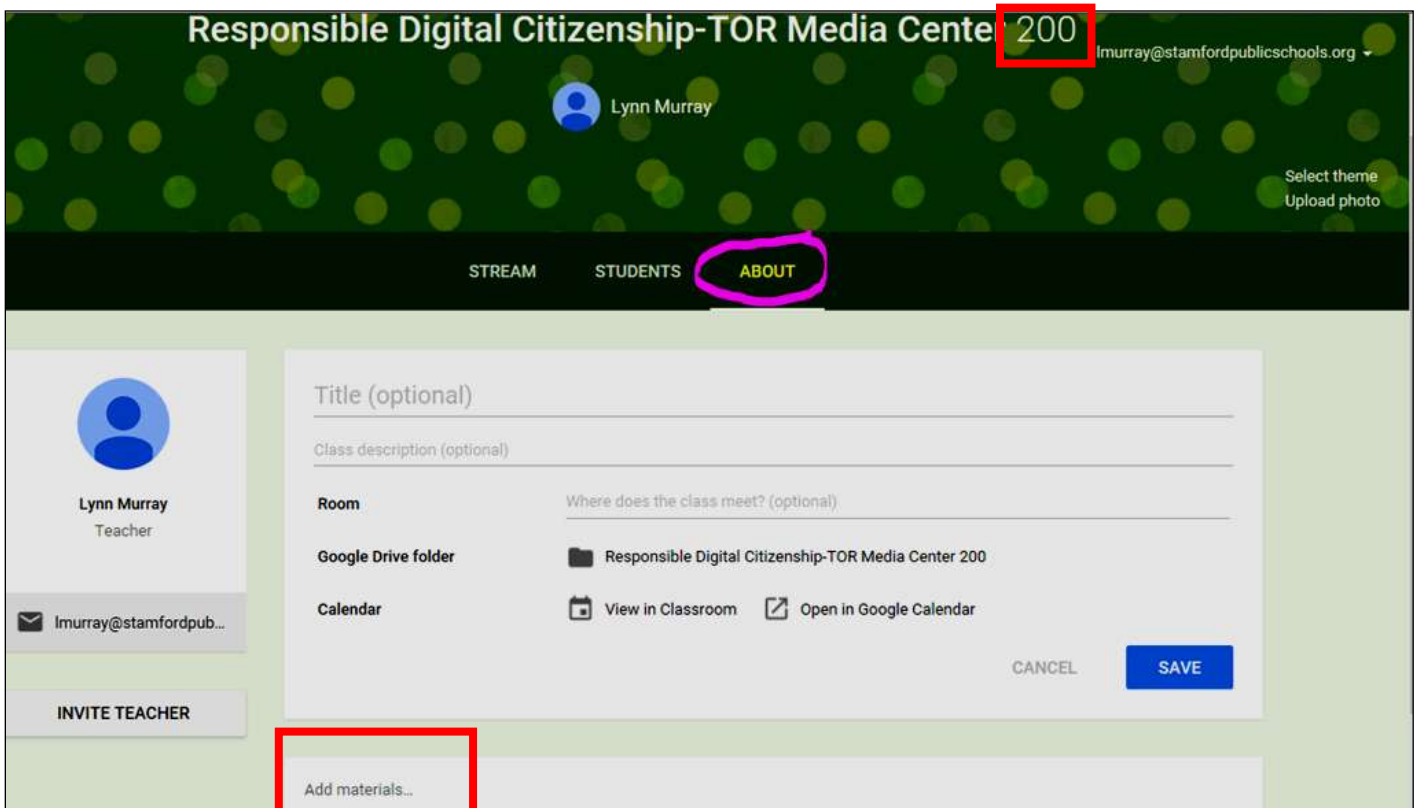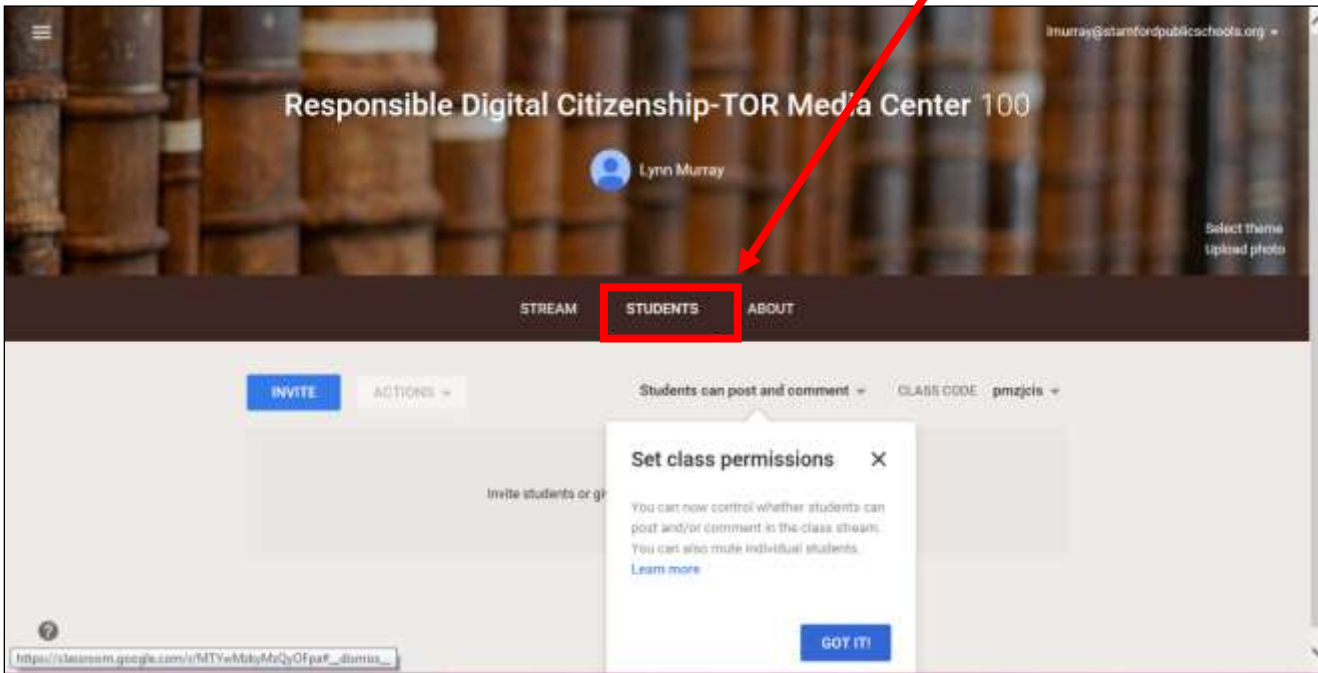

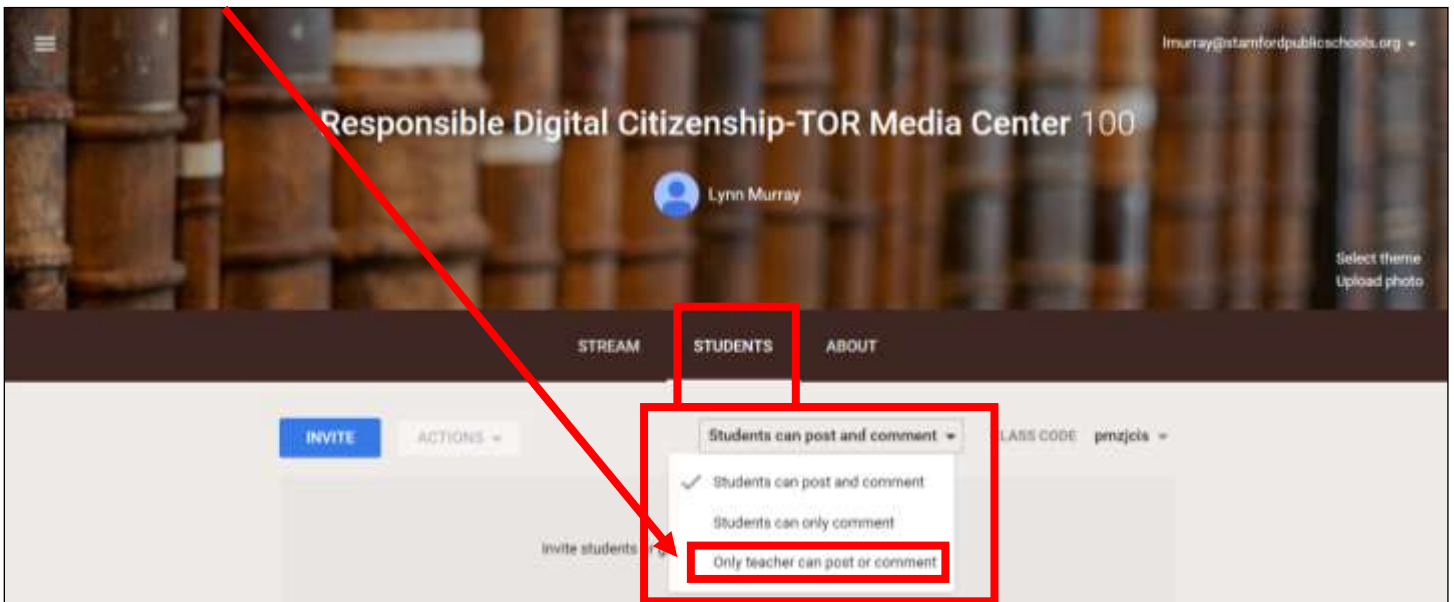- Continue the process until you've explained all "About" your classes. ☺

e. The ==**Students**== **button**: (Click on **three lines** ▤ >**Classes**>**First class**>Students button)

- **Students** button=set **class permissions** about what students can post

- **Student** posting options: Choose ==**Only teacher can post or comment!!!**==

- Add the **same permissions** for **ALL** of your classes:
 - Click on **three lines** ▤ >**Classes**> Select your *second class* then *third class* then *fourth class*> **Students** button>**Only teacher can post or comment**

f. The **Stream** button: *(Click on **three lines** ▤ >Classes>First class>Stream button)*

- **What is the Stream button**?
    - Think of it like a stream of assignments for your classes.

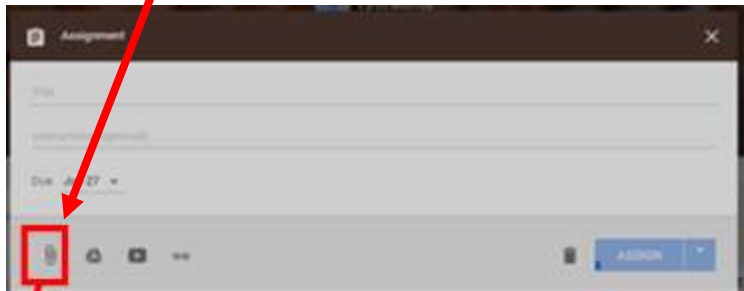1. Begin **adding an assignment** by clicking on the **+**
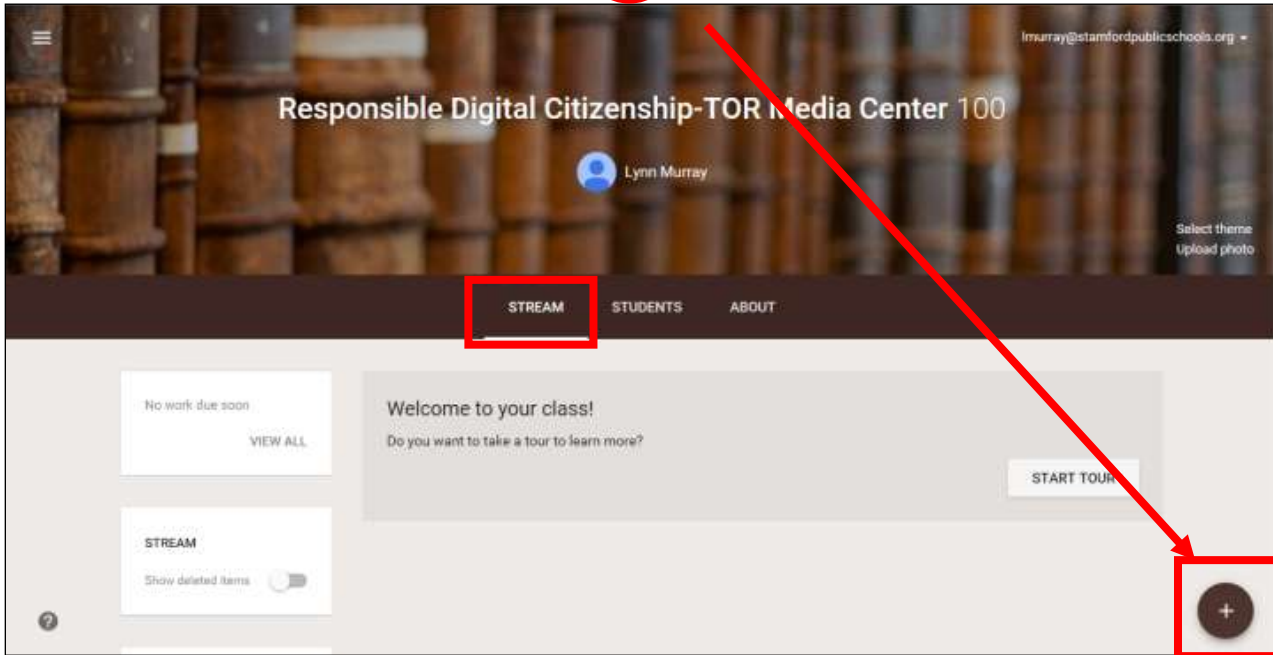
2. Options: **Reuse post, Create Question, Create Assignment, Create Announcement**

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Today's date: September 19, 2017
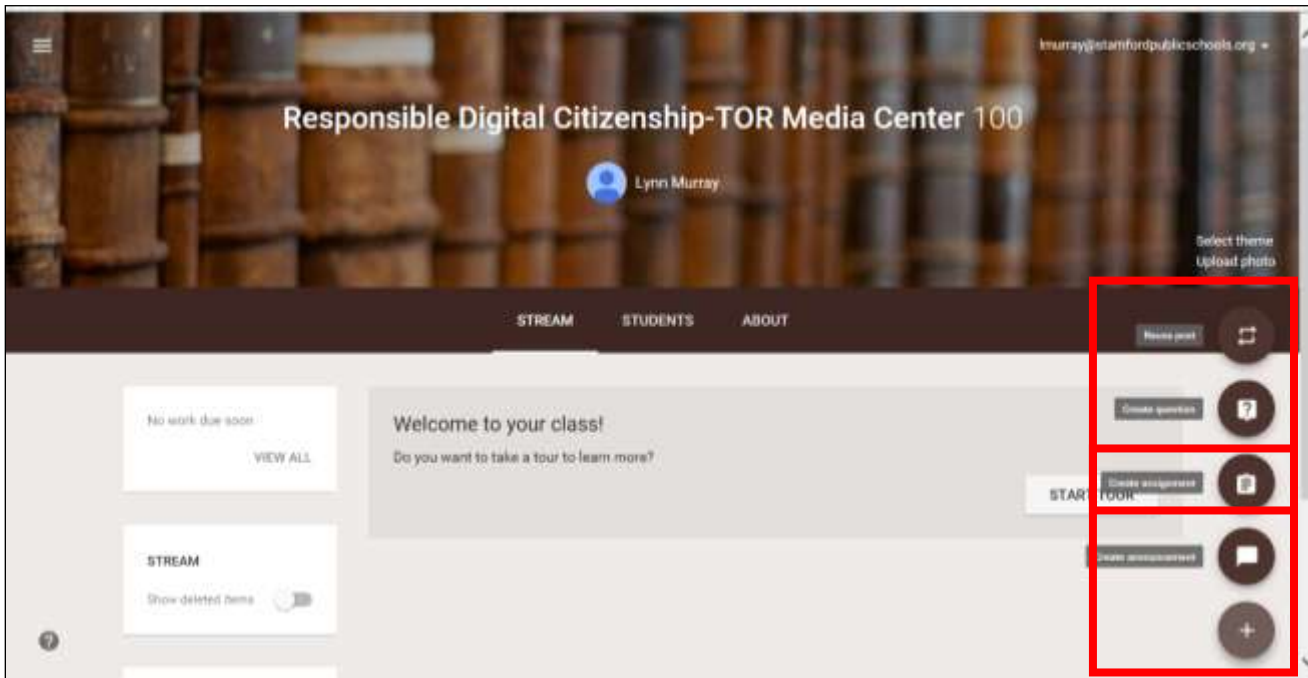
3. Create assignment details=
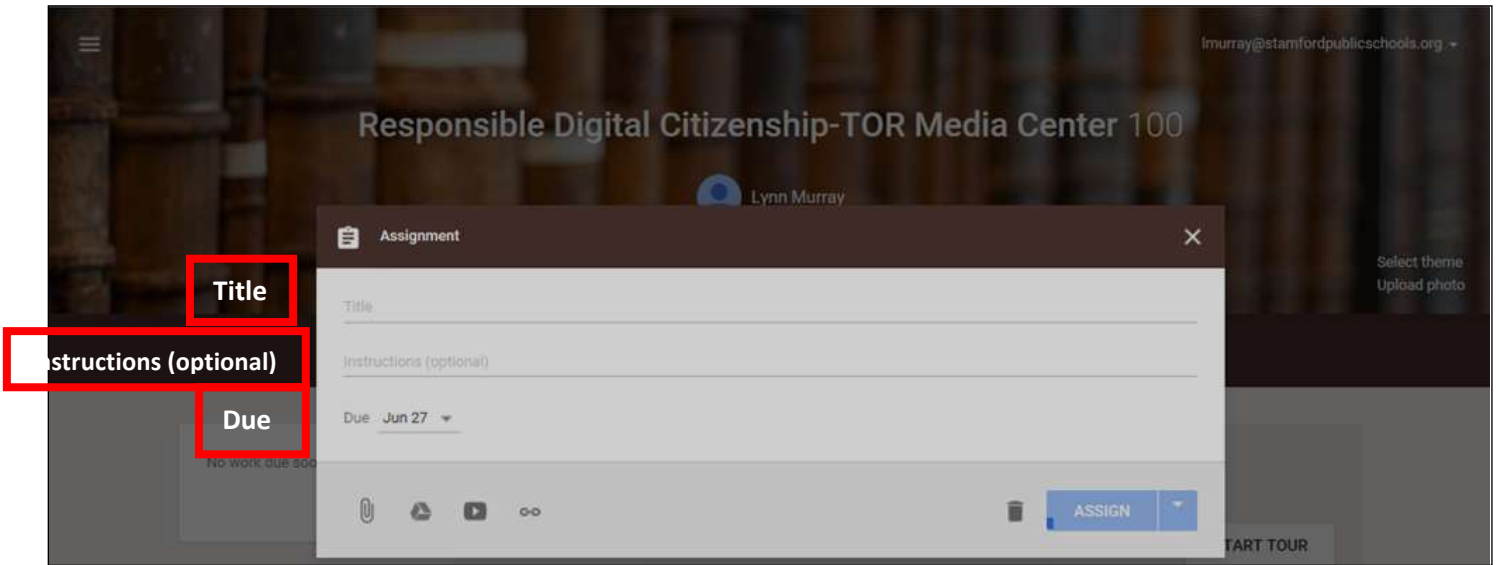
4. Click on the **paperclip** to **add files** from Googledrive OR to add files from your previous work.

o **Insert files using Googledrive**= Locate the file from My Drive>Click on assignment>**Add.** (**Upload**=add previous work.)
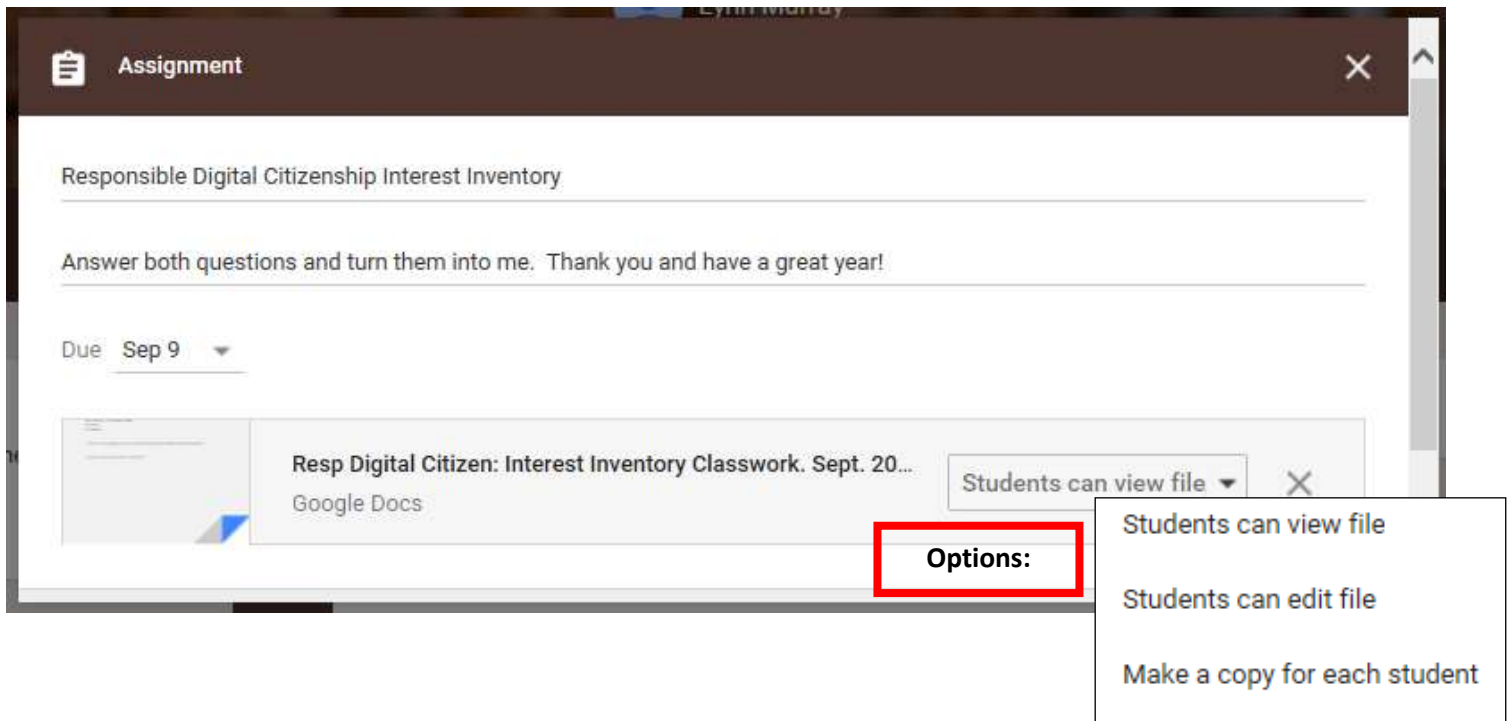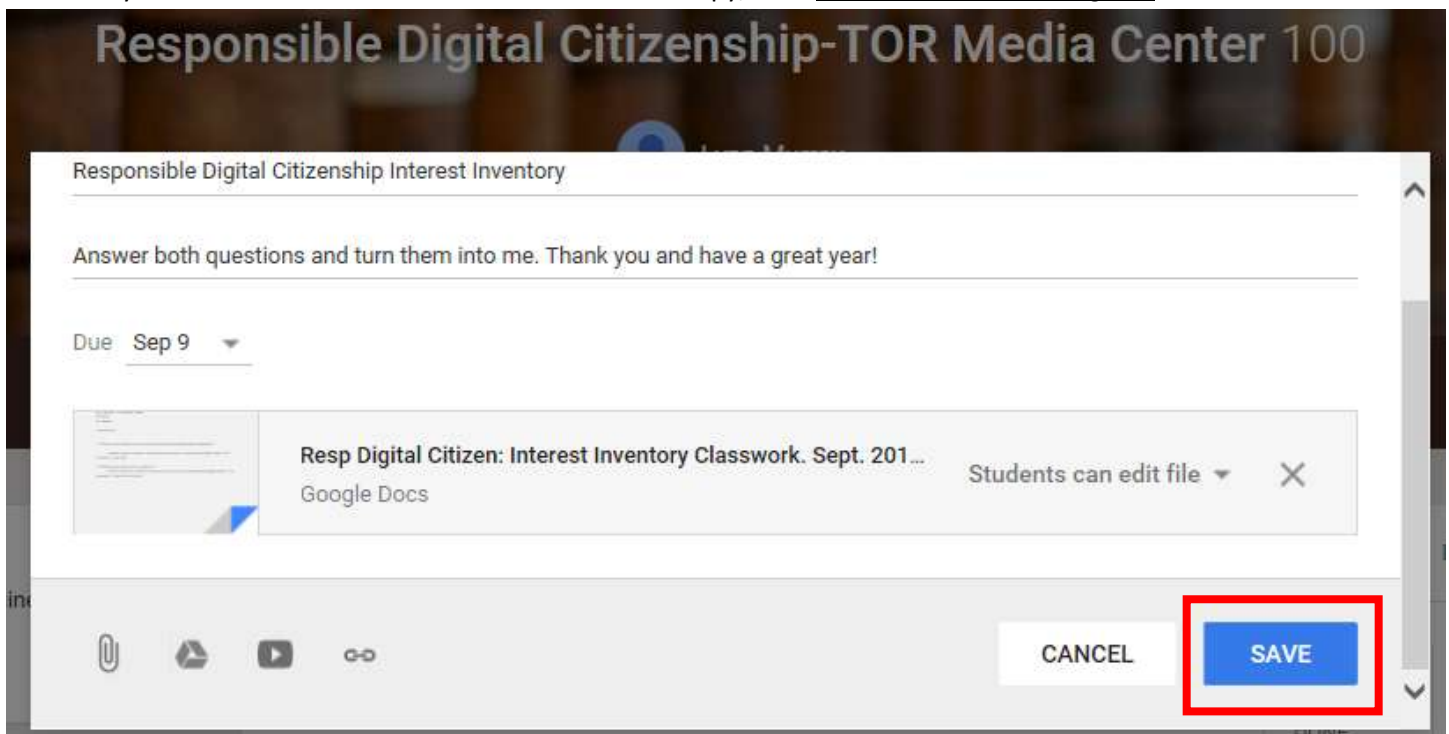
Insert files dialog box:	
	My SPS Googledrive assignment file:
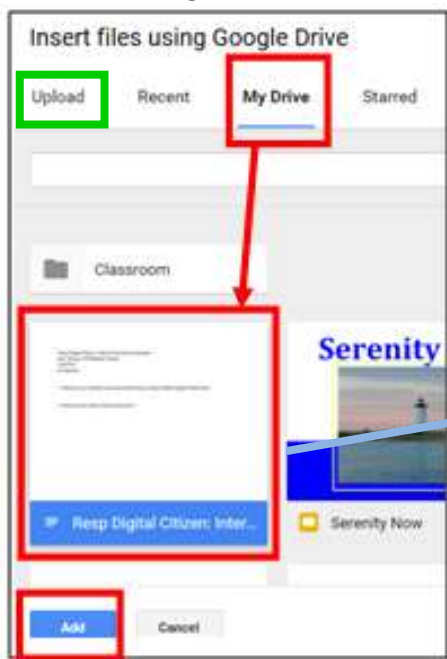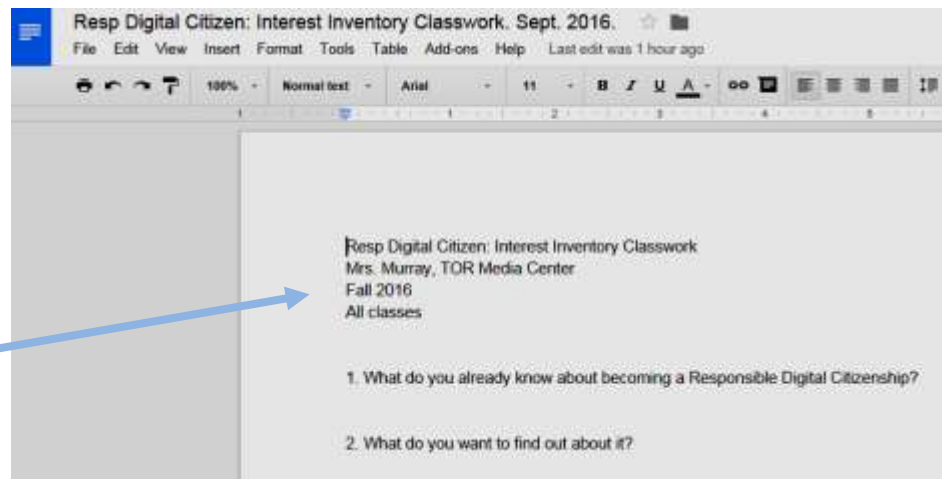
o   Assignment dialog box from **Adding a file** from Googledrive=

o   After you've chosen if a student can view or edit the copy, then *scroll down in the dialog box* and **Save**.
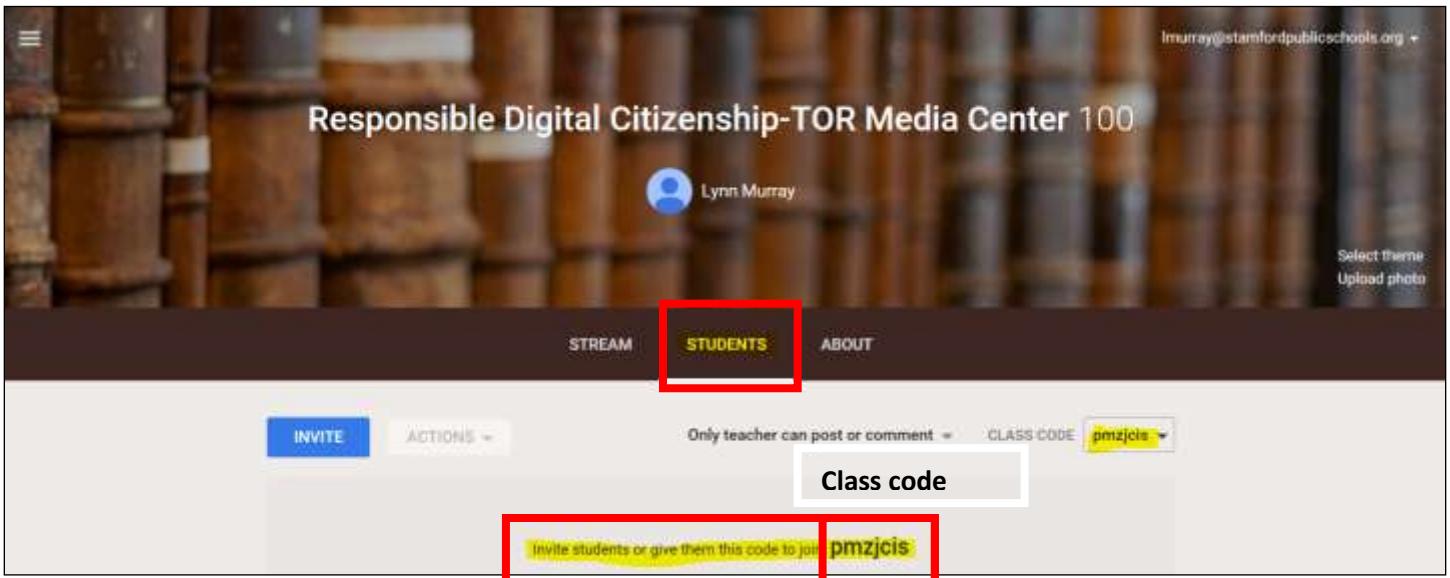
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o   View of my newly added assignment in the **Stream** view:

Click on the <u>three dots> edit</u> to alter an assignment.
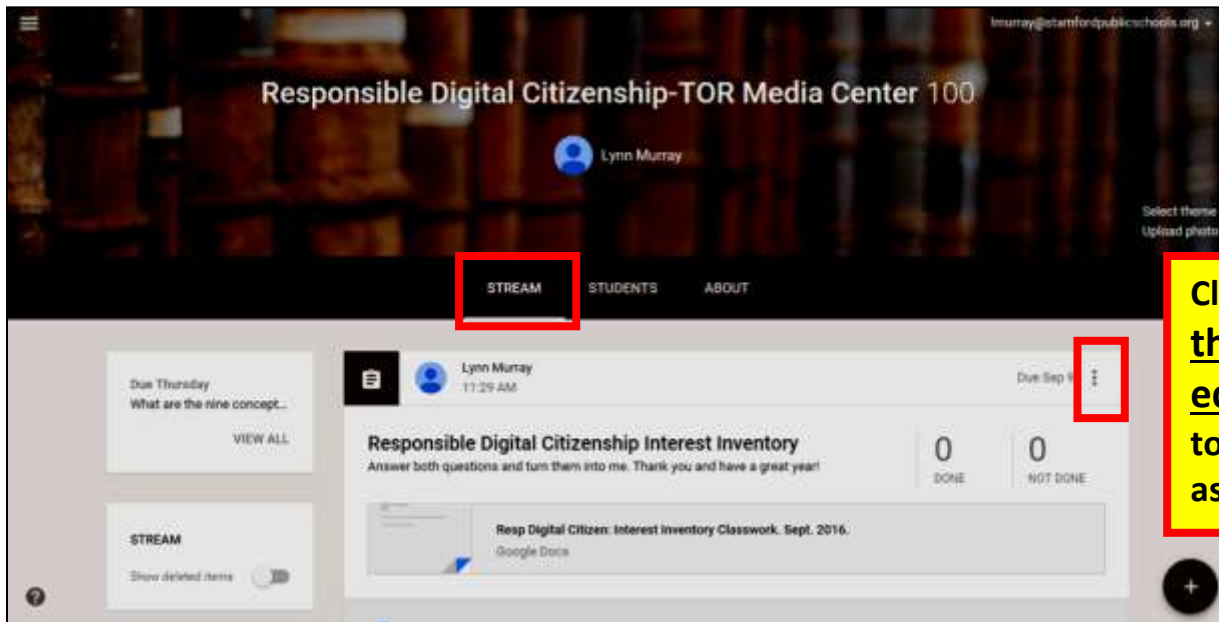
a. Use the **class code** on the **Students** button to invite students to join your class.

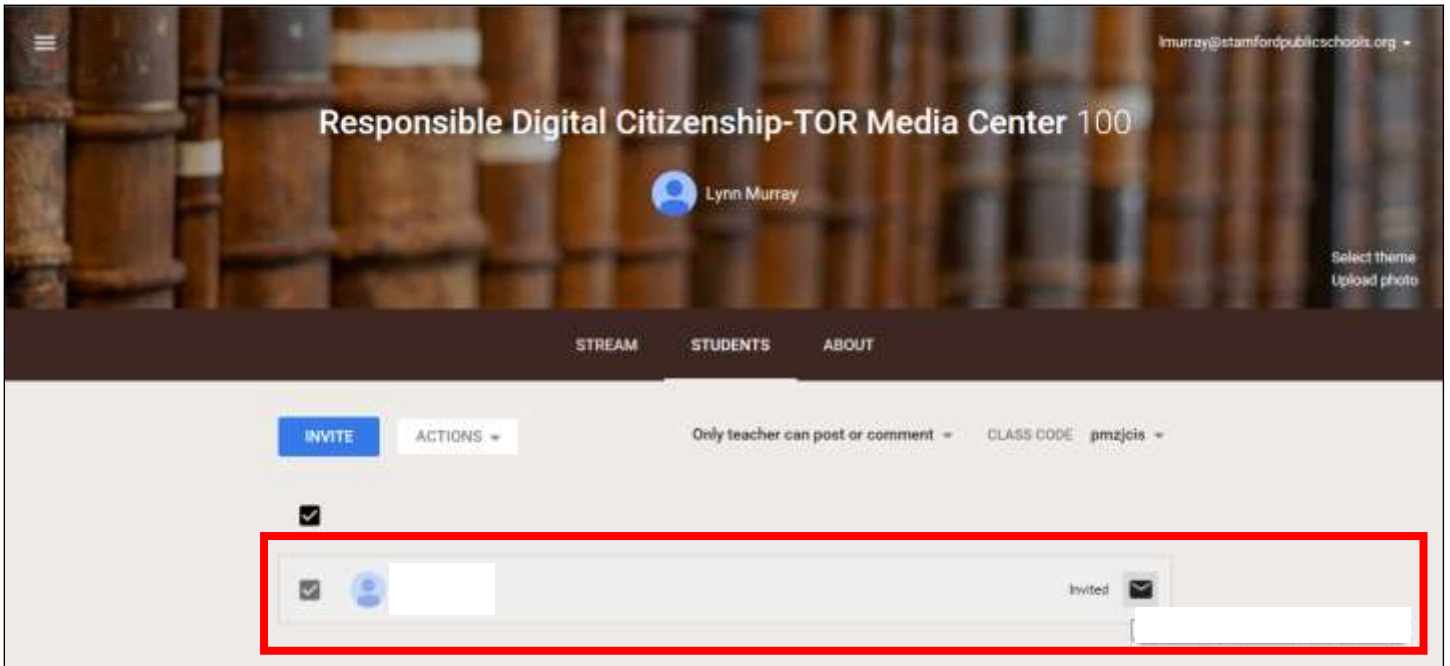**b.** <u>**Steps**</u> to invite students to the assignment:

    1. Post the **class code**.

    2. Click on **Invite**.
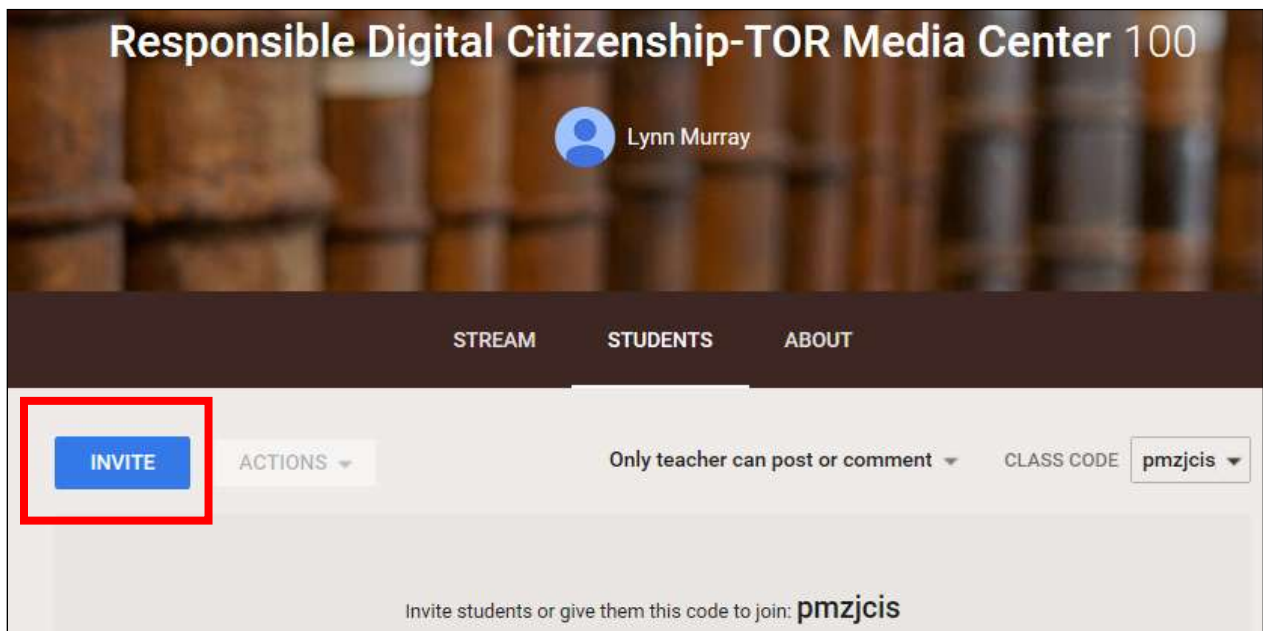
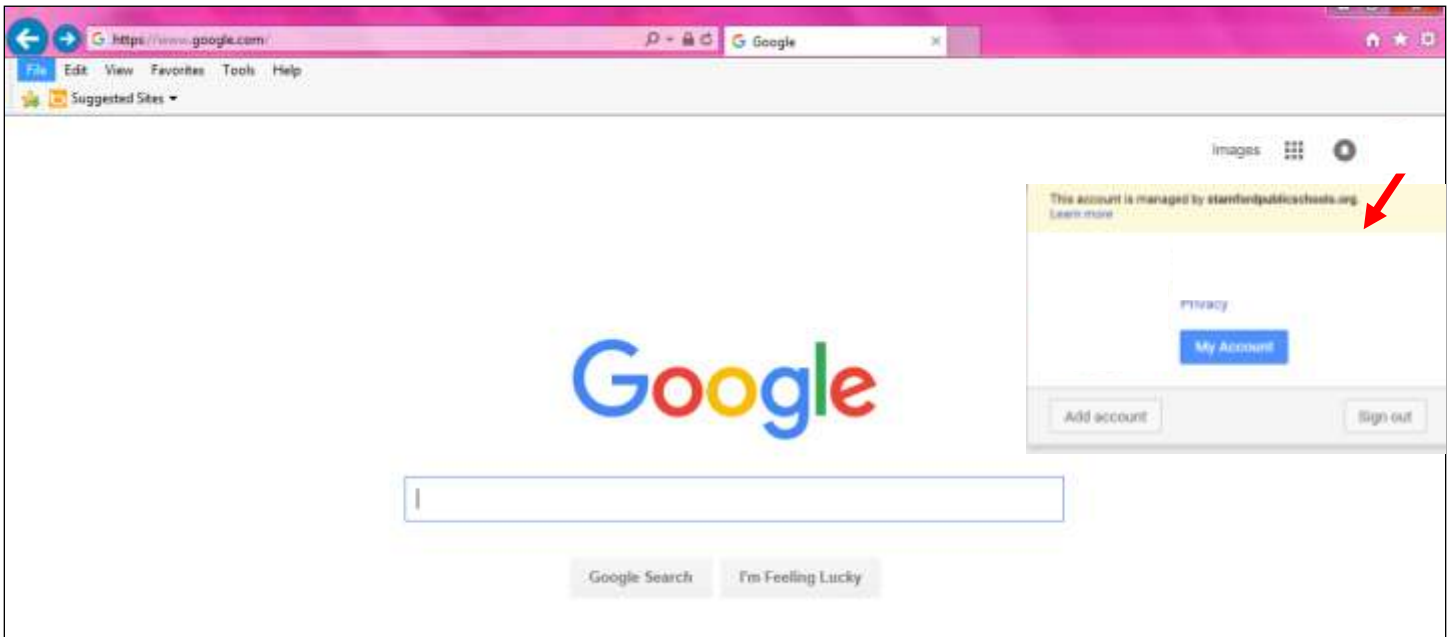3. **Search a name**>Click on a name>Invite students:
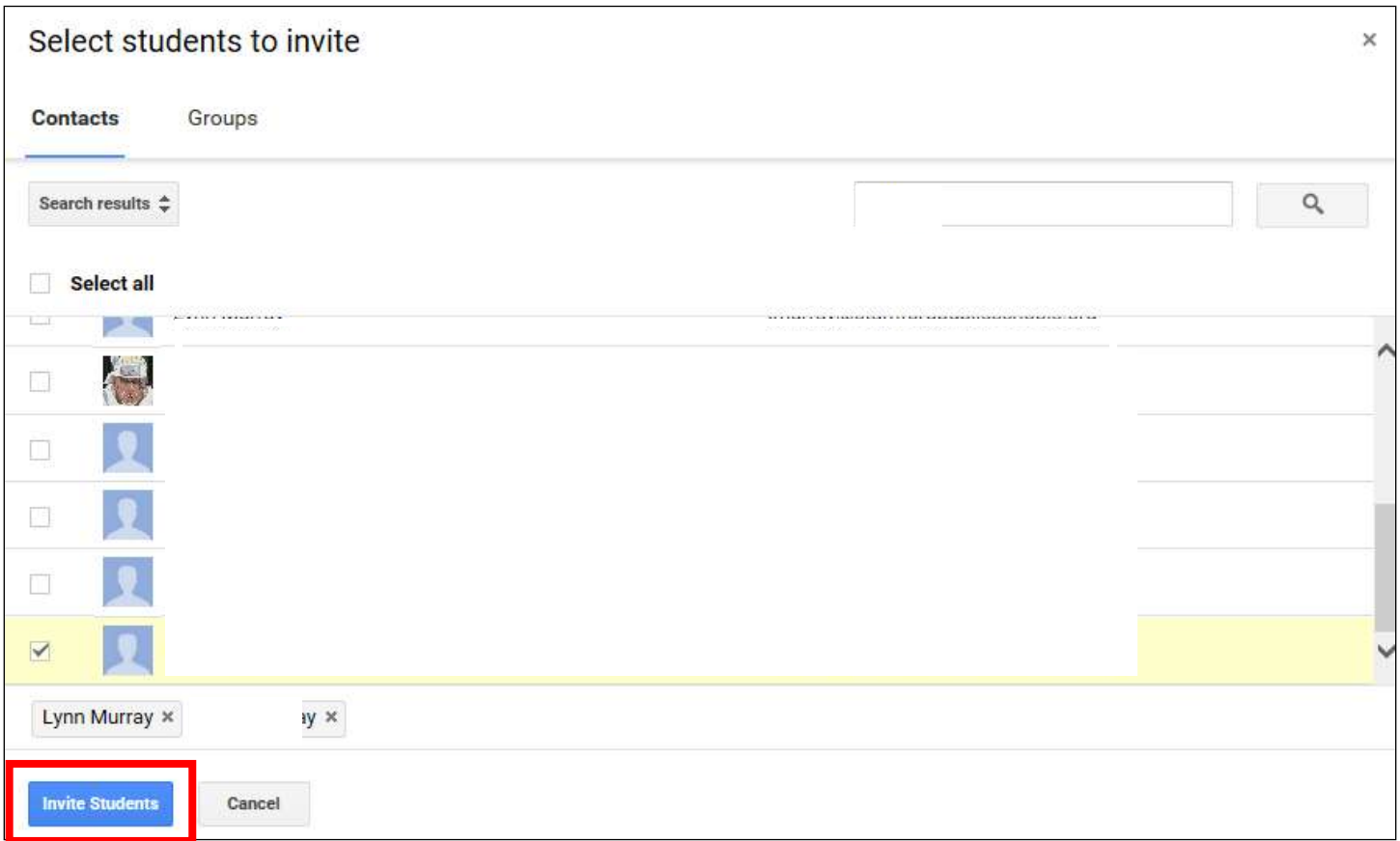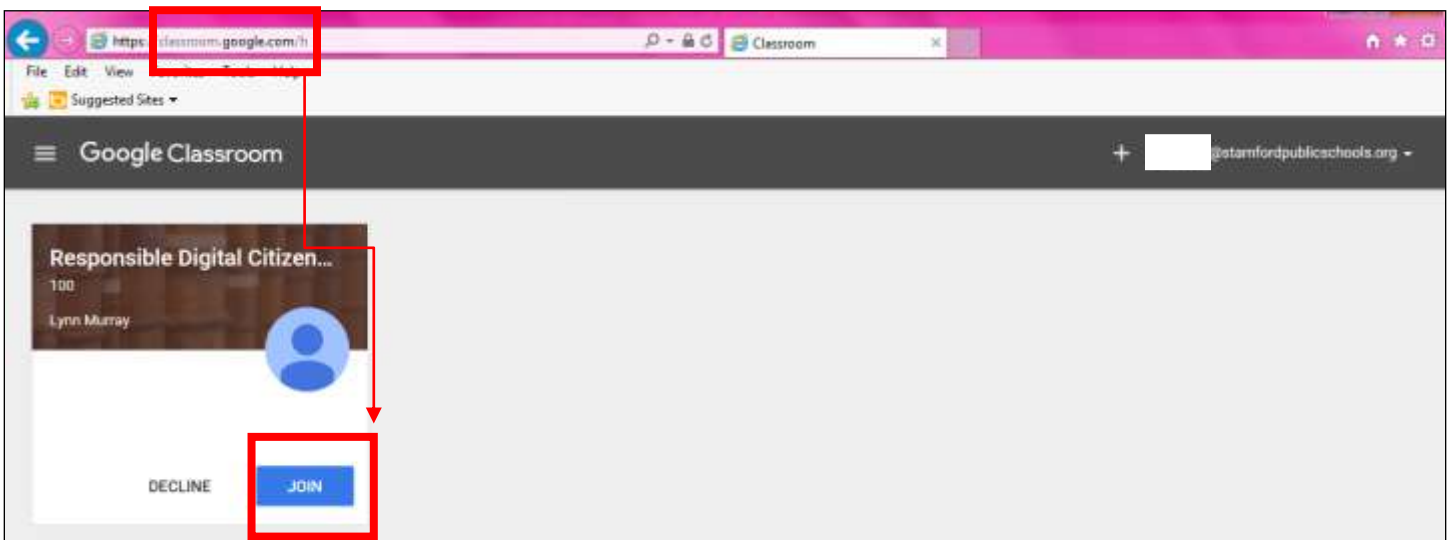

4. Result of me inviting students:

a. Student view.

b. A student types in **classroom.google.com** in the **address bar**>**Join.**

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OR

A student can join the class by clicking on ⊞ **> Join class>** enter **class code>Join.** Example:

CLASS CODE   pmzjcis
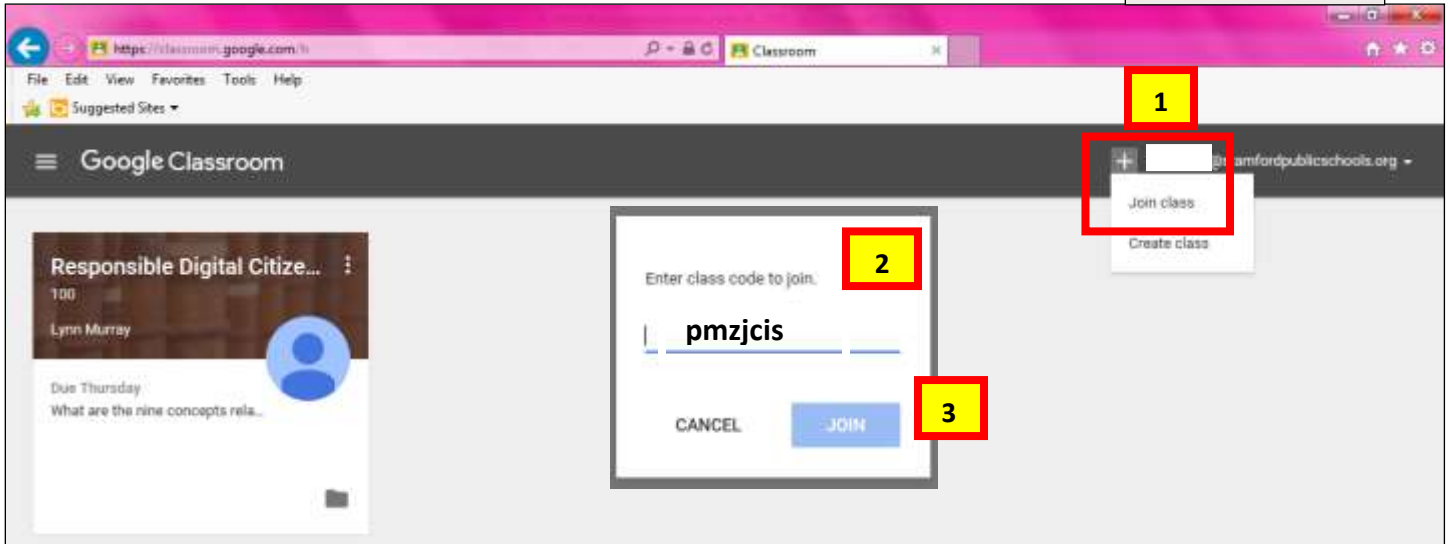
c. The **student's** view of an **assignment** *after* joining my class:

The student would double-click on the assignment link.
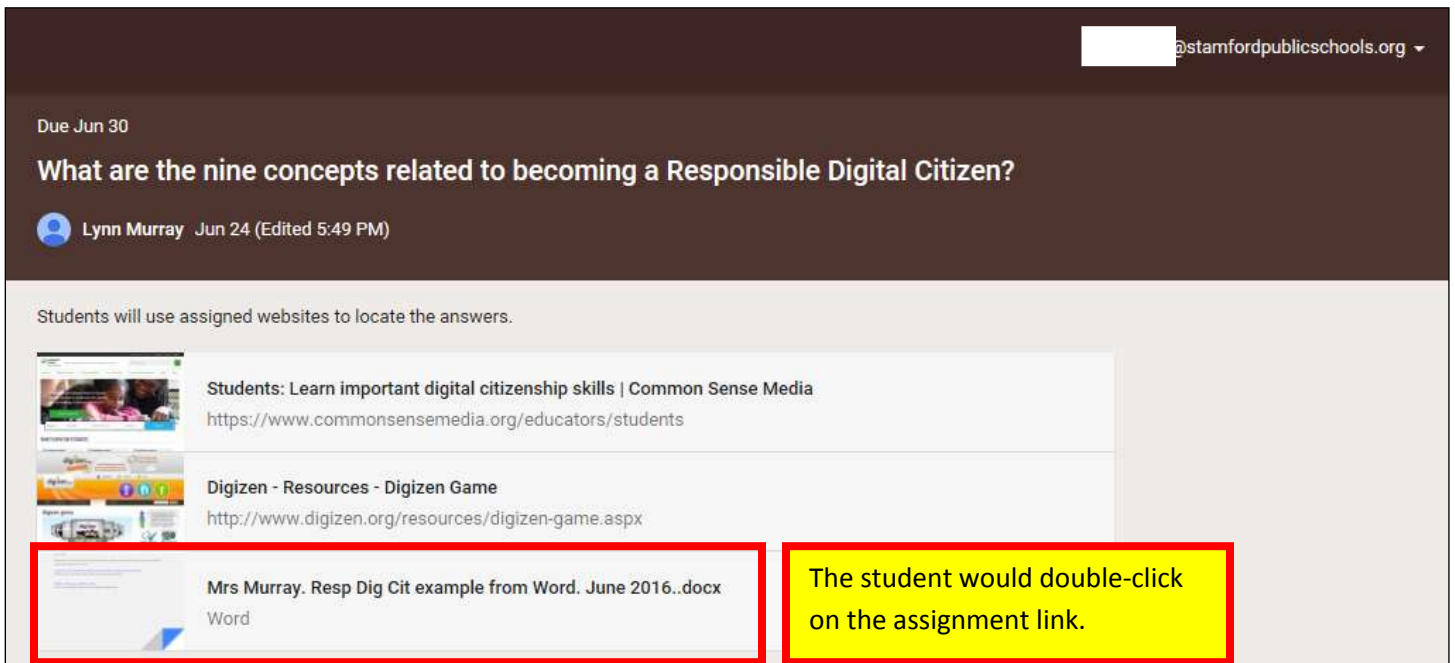
d. View of the assignment.

As a precaution, Save to Drive.

Mrs. Murray's Media Center
Responsible Digital Citizenship
June 2016

Uploaded file from Word onto Google Classroom to answer question about the nine areas related to Responsible Digital Citizenship:

Students: Learn important digital citizenship skills | Common Sense Media
https://www.commonsensemedia.org/educators/students

Digizen - Resources - Digizen Game
http://www.digizen.org/resources/digizen-game.aspx

There are a number of things I found out about Responsible Digital Citizenship from the websites!
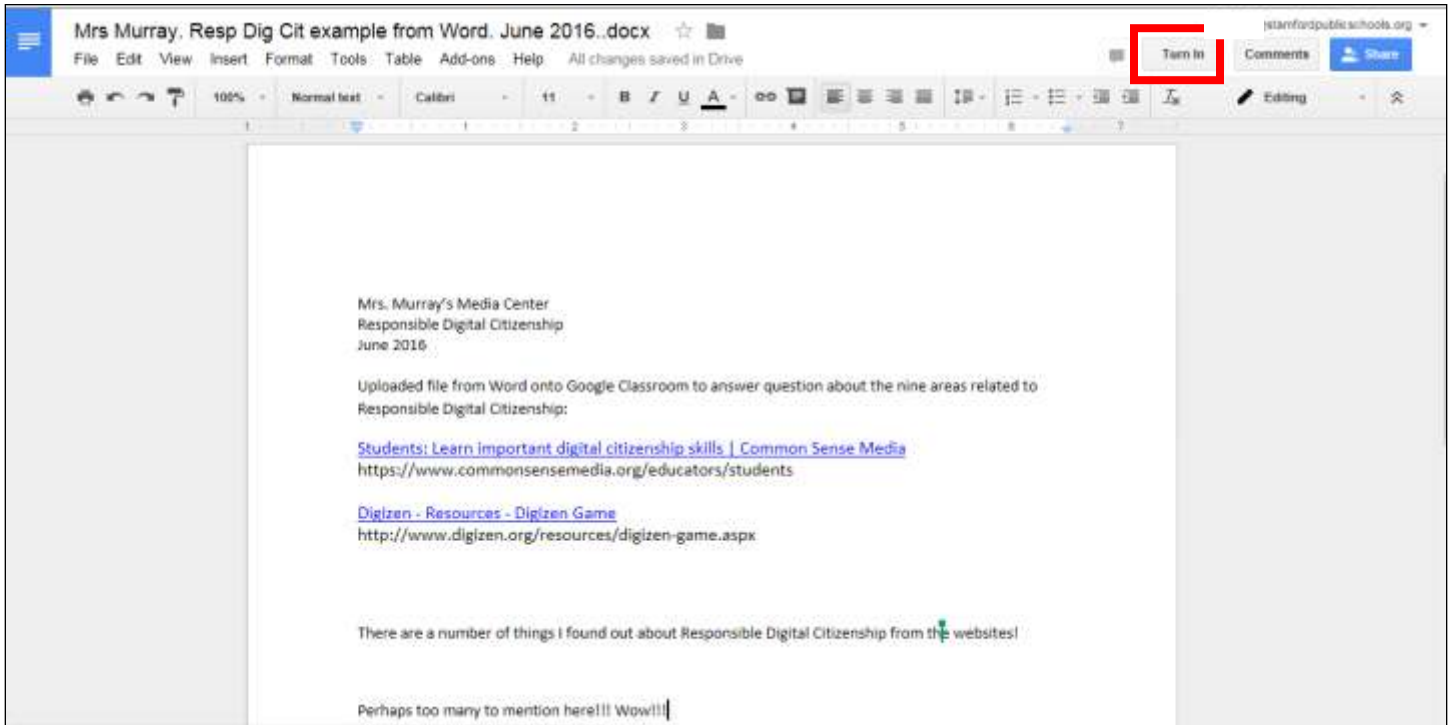
Perhaps too many to mention here!!! Wow!!!

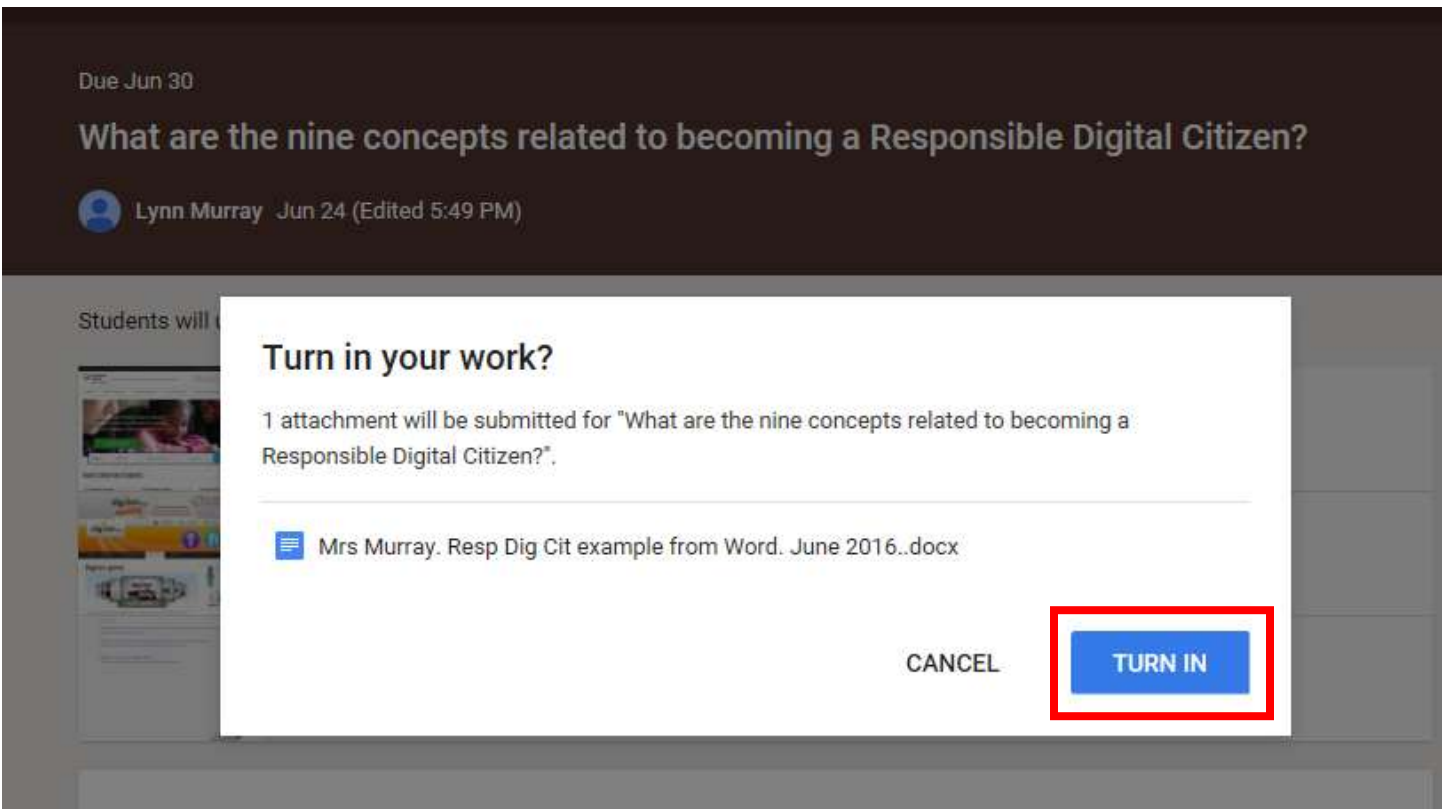e. The student **worked on the assignment**>**Saved it to Drive**>**Added it to their Google Drive**>**Turn it in**!

Student's completed assignment>Turn In!!!

Then **Turn In!**

Rejoice! The student successfully submitted his work! **DONE!**

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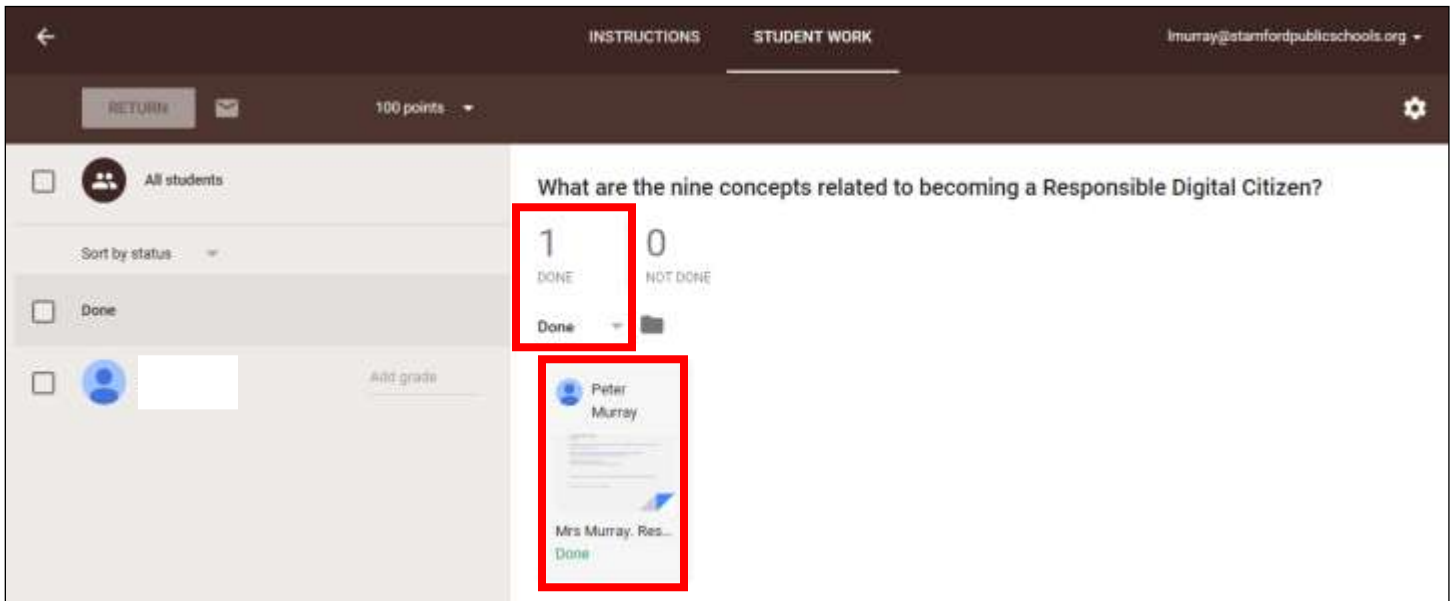Today's date: September 19, 2017

Part eight: **Teacher views the submitted assignment.**

a. I logged back onto Googleclassroom as a teacher, clicked on Stream, scrolled down to the submitted assignment and….
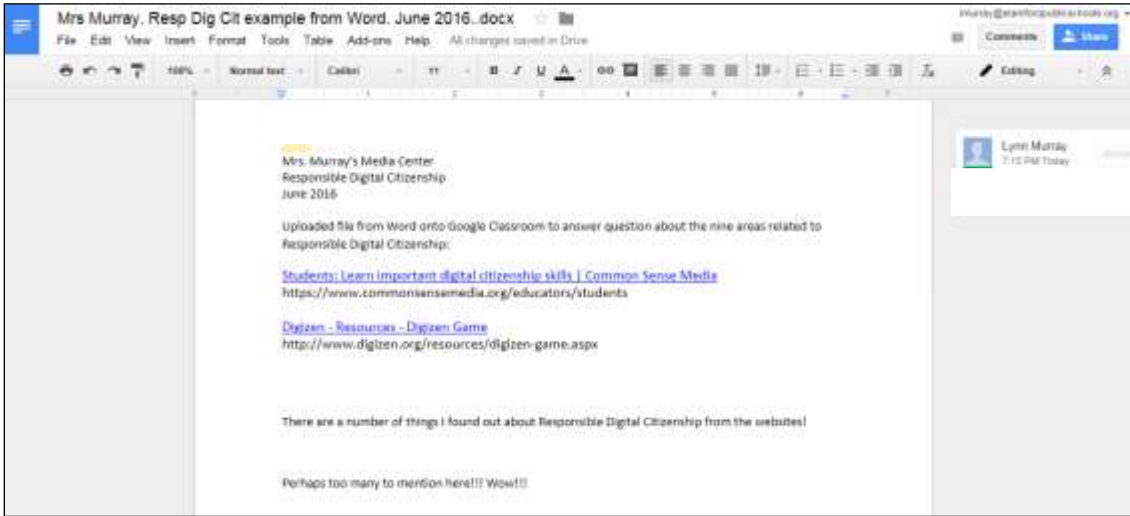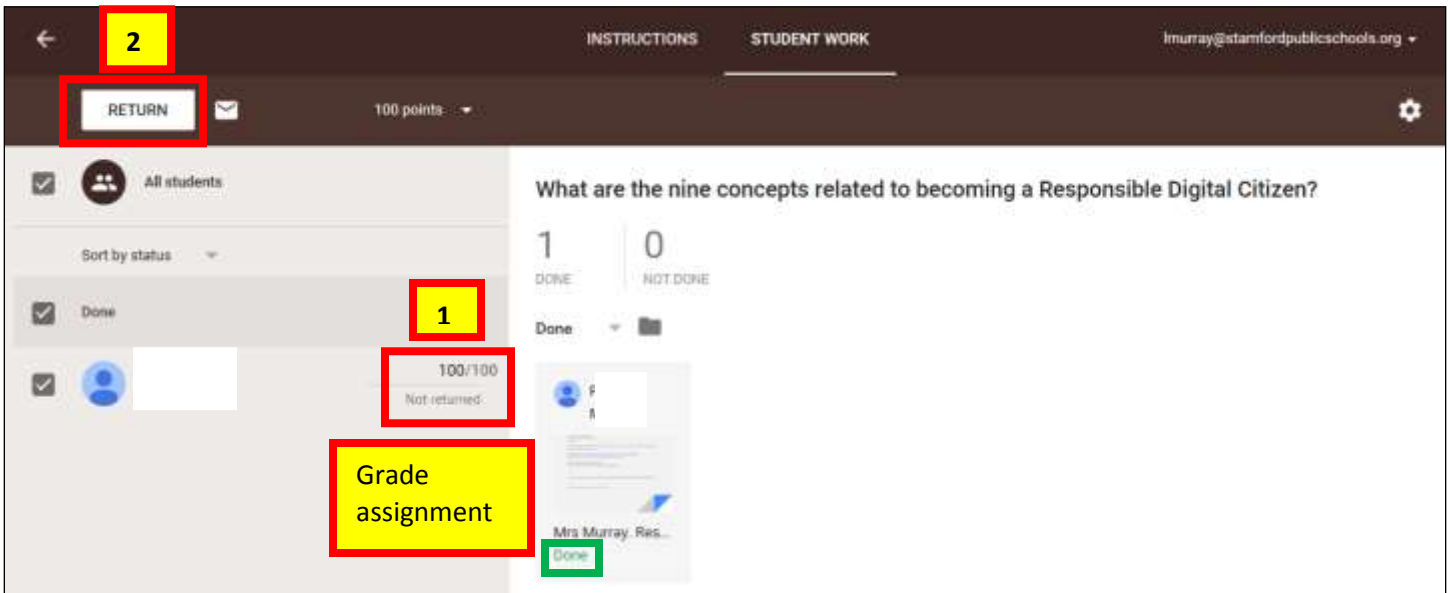
WOO-HOO!!!!
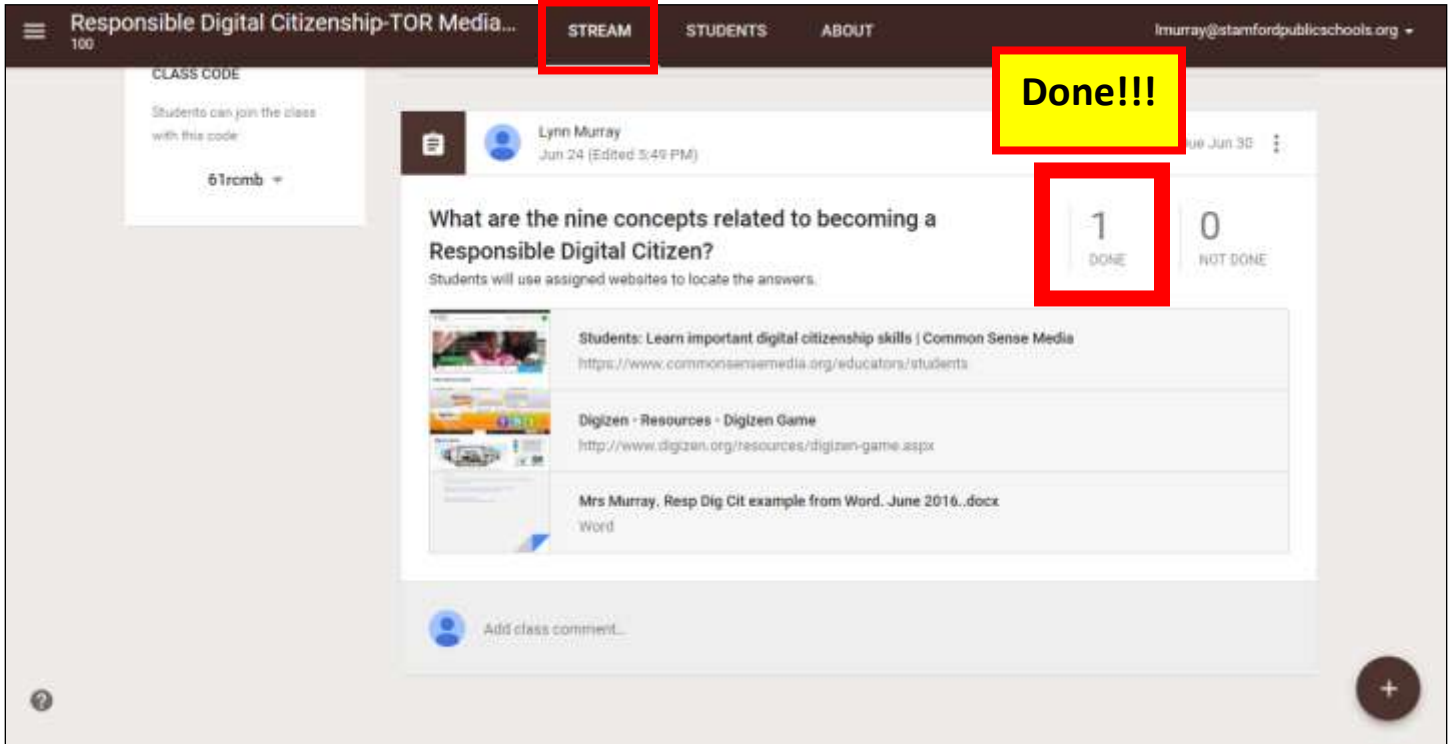
b. View after clicking Done:

c. I clicked on the student's submitted assignment and I added a comment.
- The **Comments will automatically appear in the Student's Googleclassroom**. **How cool!!!!**
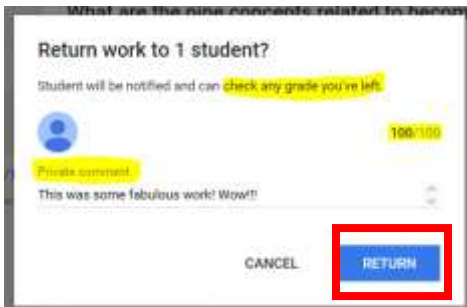

d. Once I added a Comment to the assignment, I closed it and it was marked **Done**.

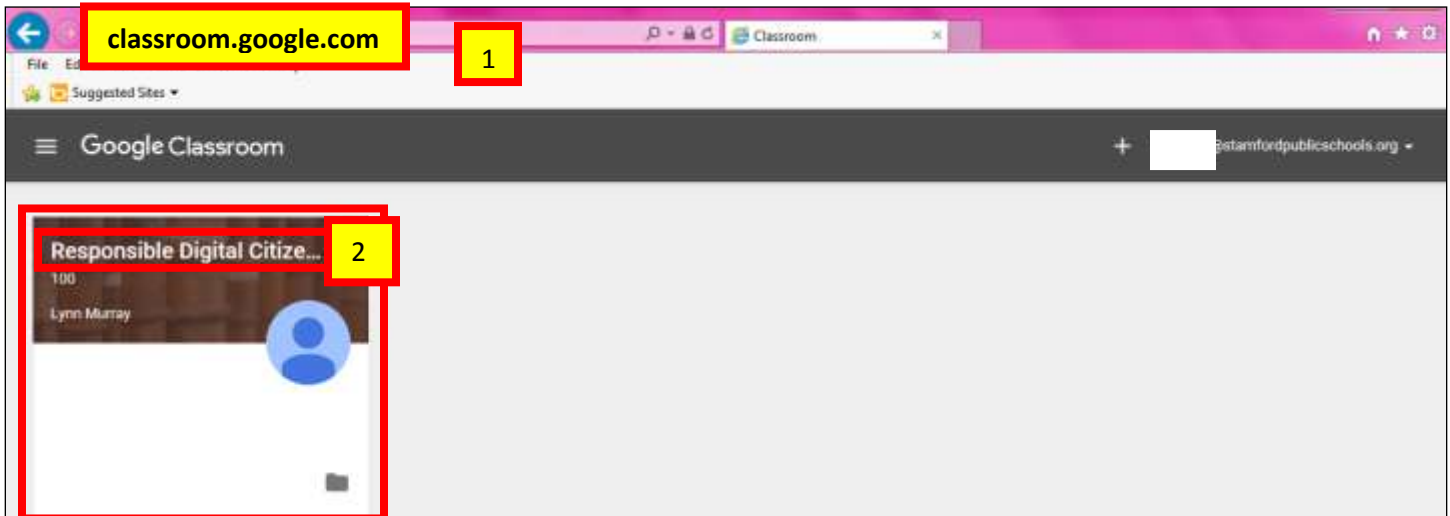   1. Graded his assignment

      2. Returned it to him.
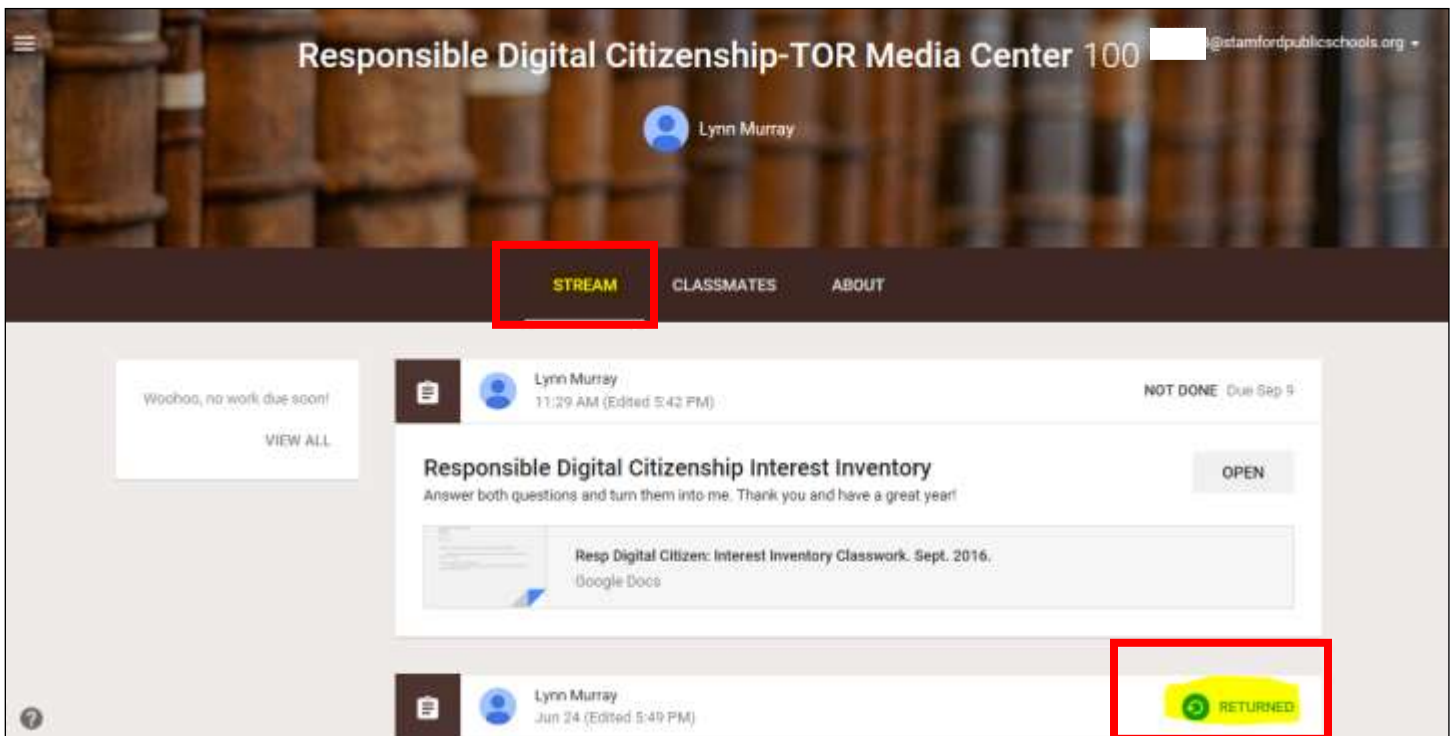

      3. **Return** prompt:

d. View of Student's graded/commented assignment from his Googleclassroom:
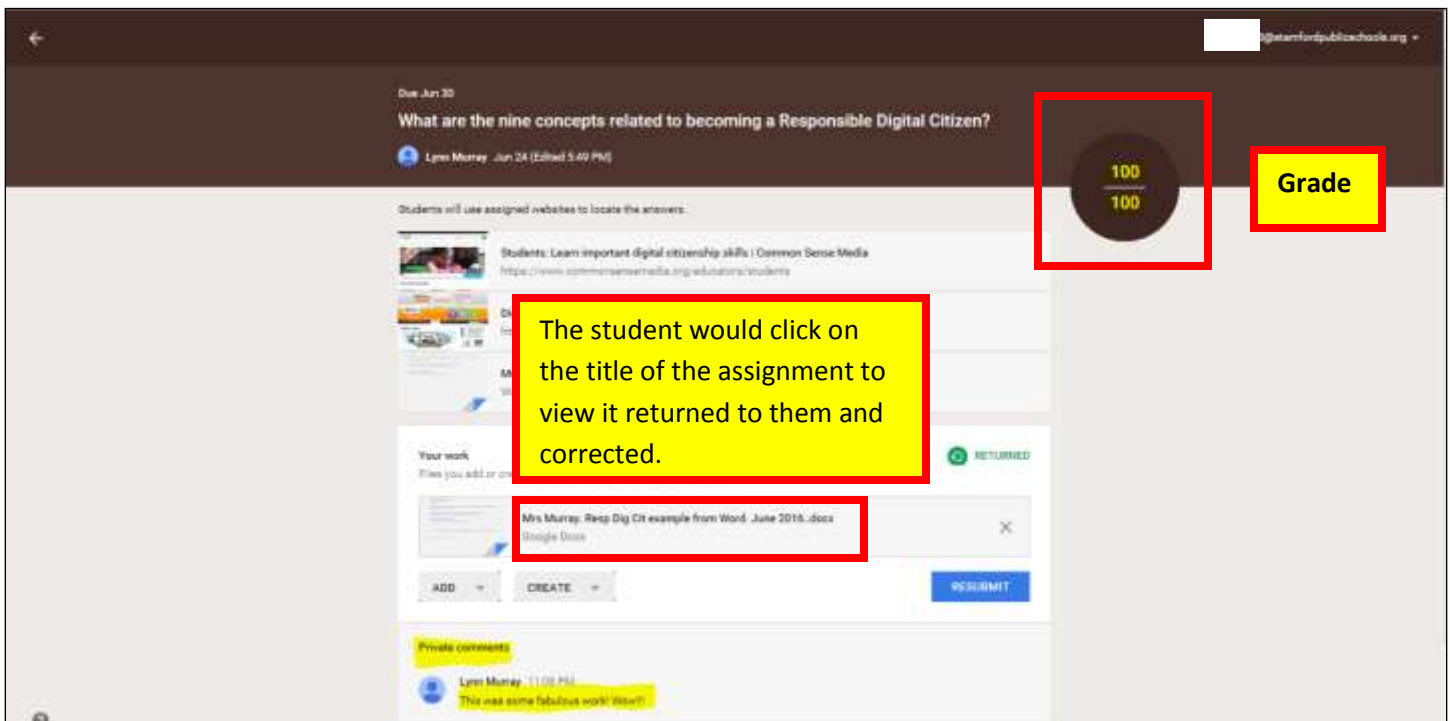   1. Type **classroom.google.com** in the address bar.
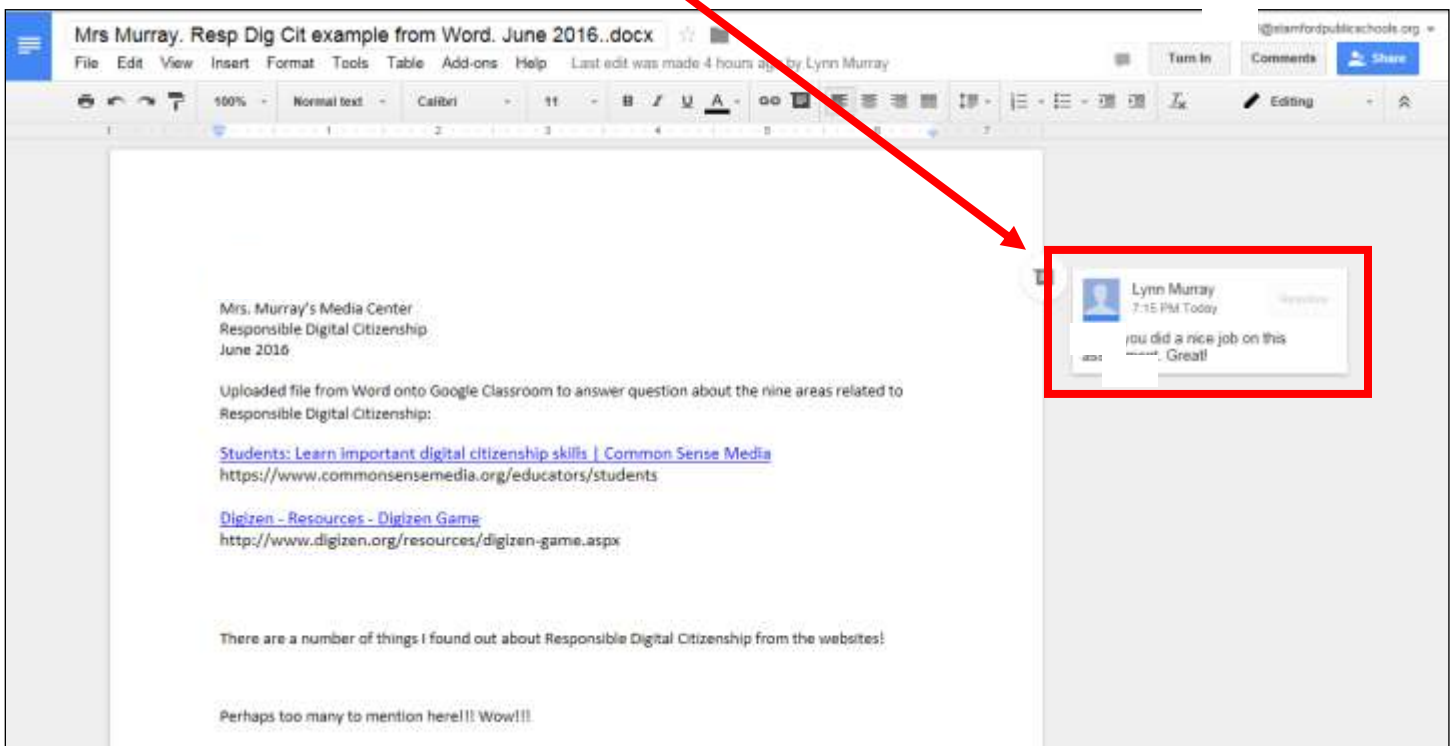   2. Click on the **title of the course**.

e. Click on **Stream**>Click on **Returne**d.

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f. Dashboard view of Student's corrected/returned Googledocuments assignment.

Grade

The student would click on the title of the assignment to view it returned to them and corrected.

g. **View of the actual assignment** with my **teacher comments**…**Hooray!!!**

Good job!!!!!!

SPS Google tutorials created in June 2016.
Today's date: September 19, 2017