

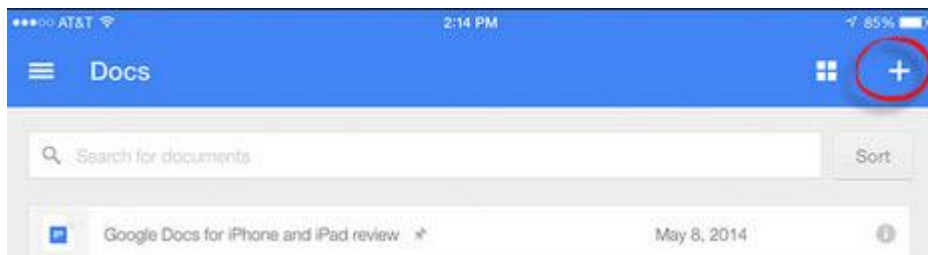
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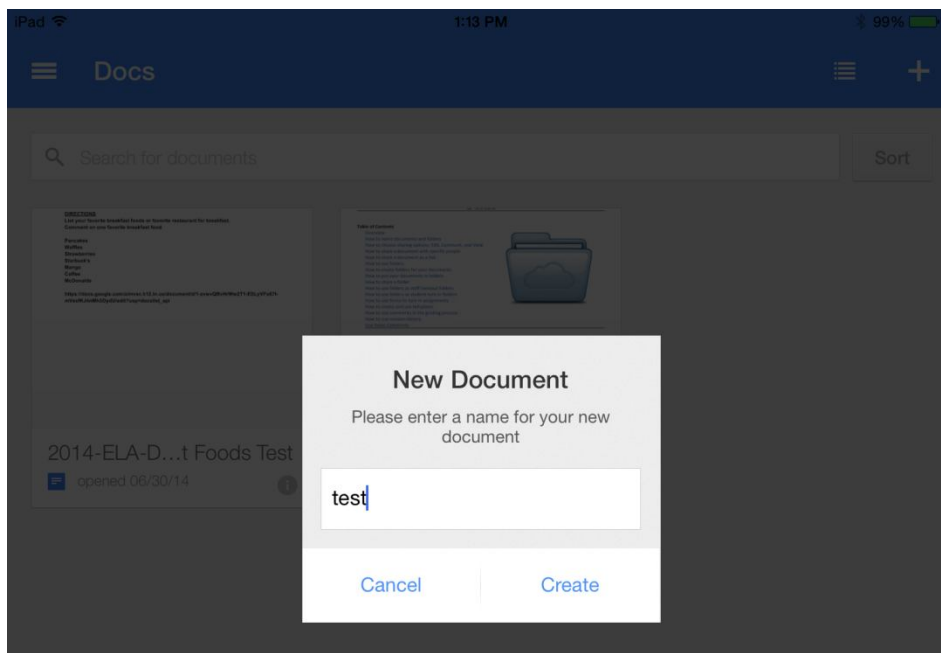


Creating a New Document for the First Time

1. Click **"Google Docs"** App on the iPad
2. Click on the blue rectangle **"Get Started"**
3. Sign into your Google Account using your Account Name and Password
4. Your account name ends with your email such as xxxxxxx@mvsc.k12.in.us
5. Agree or disagree to send "crash reports" to Google
6. On the **"Welcome to Google Docs"** page, tap **"Create New Document"**
7. In the upper right corner of the iPad, tap the "+" sign to start a new document



The **"New Document"** box appears. Type in the name for your new document

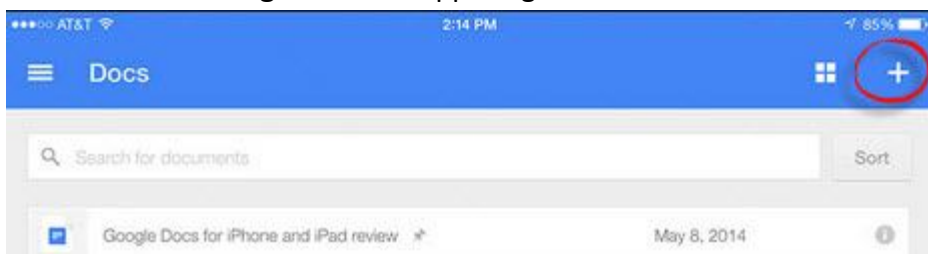


Click **"Create"**

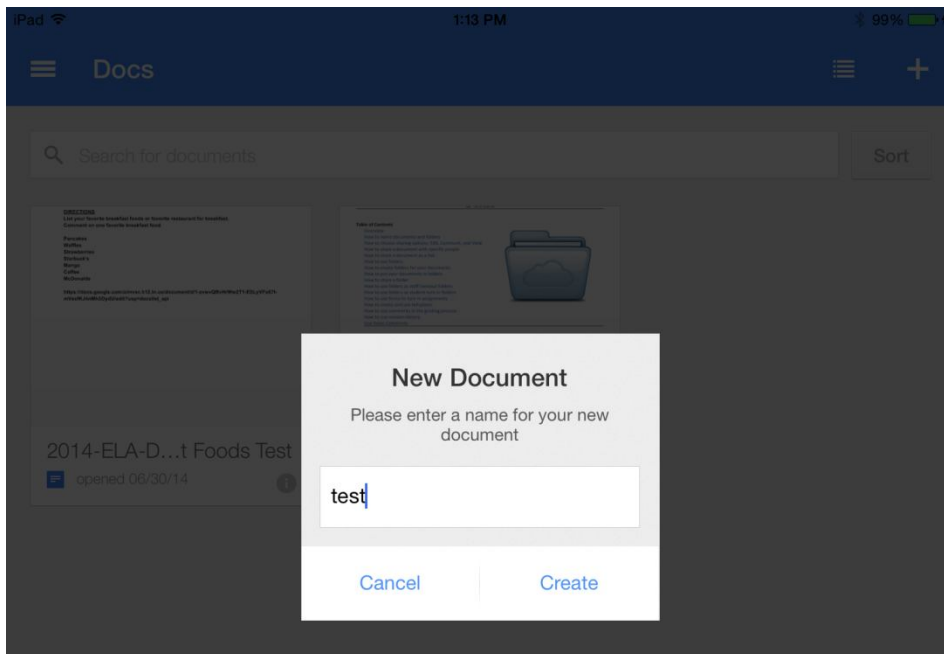


Creating a Document

1. Click on “**Google Docs**” on the iPad
2. Click on the “**Plus sign**” + in the upper right hand corner



3. The “**New Document**” box appears. Type the name of your new document.



4. Click “**Create**”

Naming Documents and Folders

It's best to keep an organized structured digital environment when naming documents and folders. Keep a common name or theme for your documents and folders. It's best to include the school year to help differentiate from year to year. Also include the class period it represents, the author (who created the document), and what is the document. Whatever theme is decided on to represent your documents and folders, keep it consistent.



Example to include in your documents and folders:

- The **current school year** (four digits such as 2014 for school year 2014-2015)
- The **class period** (two digits such as 04 for fourth period or Math)
- The **author's name** (last name followed by the first name: Doe Jane)
- The **name of the document or folder**

An example of a completed document name or folder will look like the following:

2014-04-Doe Jane-Research Paper American Revolution

Google Document Tool Bar

Icon	Action
	Undo action
	Select font style and size, as well as text color and background color
	Bold
	Italicize
	Underline
	Choose the alignment of your text
	Add a numbered list
	Add a bulleted list
	Indent your paragraphs
	Unindent your paragraphs

The **Far Left** of the Tool Bar contains: a “**check mark**” (tap this when you are done editing) and the “**Undo**” button.

The **Center** of the Tool Bar contains: Fonts, Bold, Italic, Underline, and Location of text (Left, Center, Right, and Justify), Numbering, and Bullets.

The **Far Right of the Tool Bar** contains: Comments, Current Viewers, Search (search for certain words or phrases within the document and replace it with other words or phrases)



Sharing Documents: View, Comment, Edit

If you want to send a file or folder to someone so that they can view, edit, or comment on it, you can share it with them directly in Google Drive, Docs, Sheets, or Slides, or through a link or email attachment.

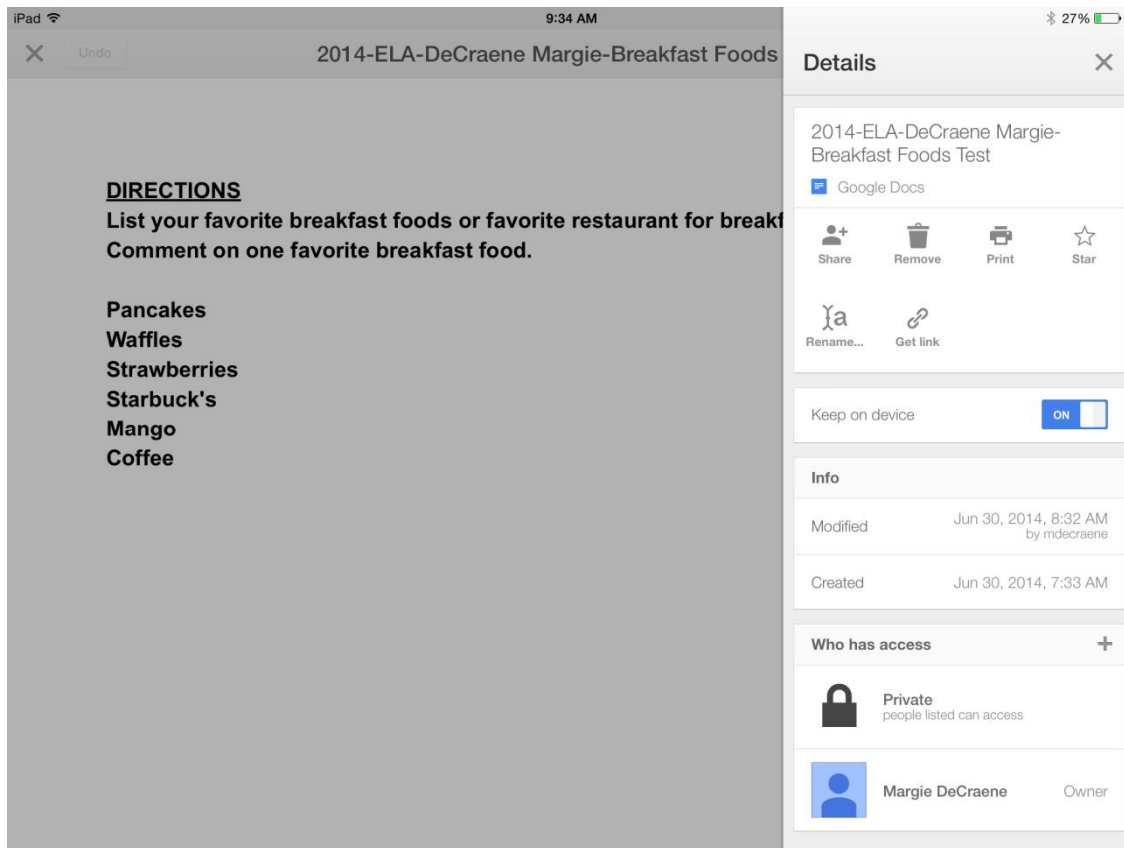
Anyone you share the file or folder with will see changes made as they happen so that everyone can be on the same page and you can get feedback quickly.

Share a File or Folder

You can share a file or folder in Google Drive or in the Docs, Sheets, and Slides home screens.

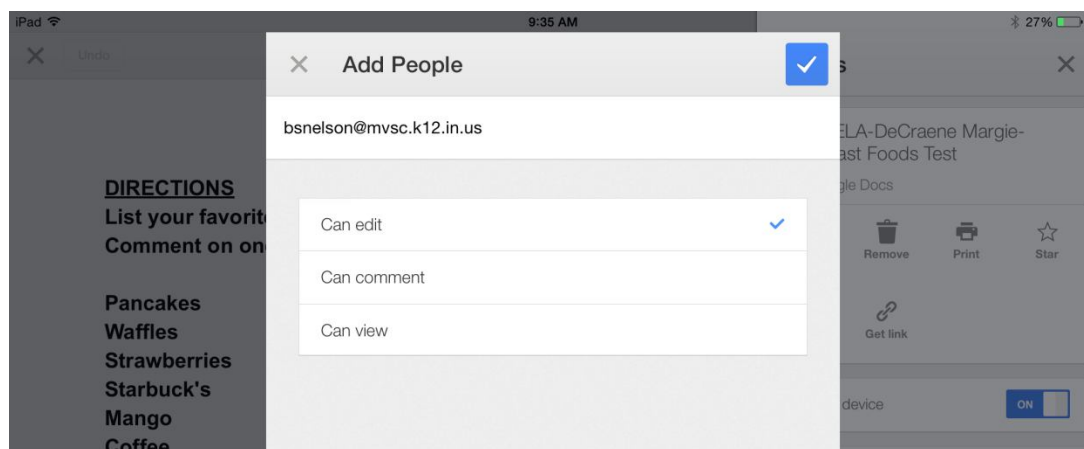
1. There are a few different ways to get started with sharing:

- **While viewing a file**, click “gray i”  in the top-right corner. **This brings up the Details of the document:** Share, Remove, Print, Star, and Get Link. **Keep on device:** On or Off. **Info:** Modified, Created. Who has access: Private or people who are listed who have access, Owner.



- **While viewing Details:** Click the  **Share** button in the top-left of the row.

A sharing box will appear where you can add people or groups to share with.

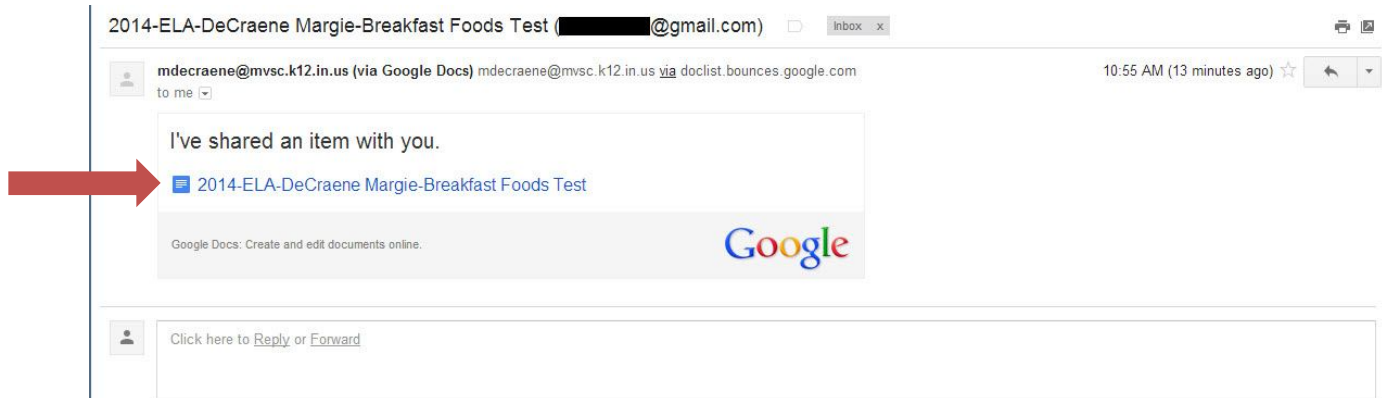


2. Under “**Add People**” in the sharing box, type the email addresses of the people or Google Groups you want to share with. You can also search for contacts by typing them into the box.
3. Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
 - **Can edit:** Users can edit the file or folder and share it with others
 - **Can comment:** Users can view and add comments to the file or folder, but can’t edit it
 - **Can view:** Users can see the file or folder but can’t edit or comment on it
4. Click the “blue check mark”  once you complete the list of people who can edit, comment, or view the document.

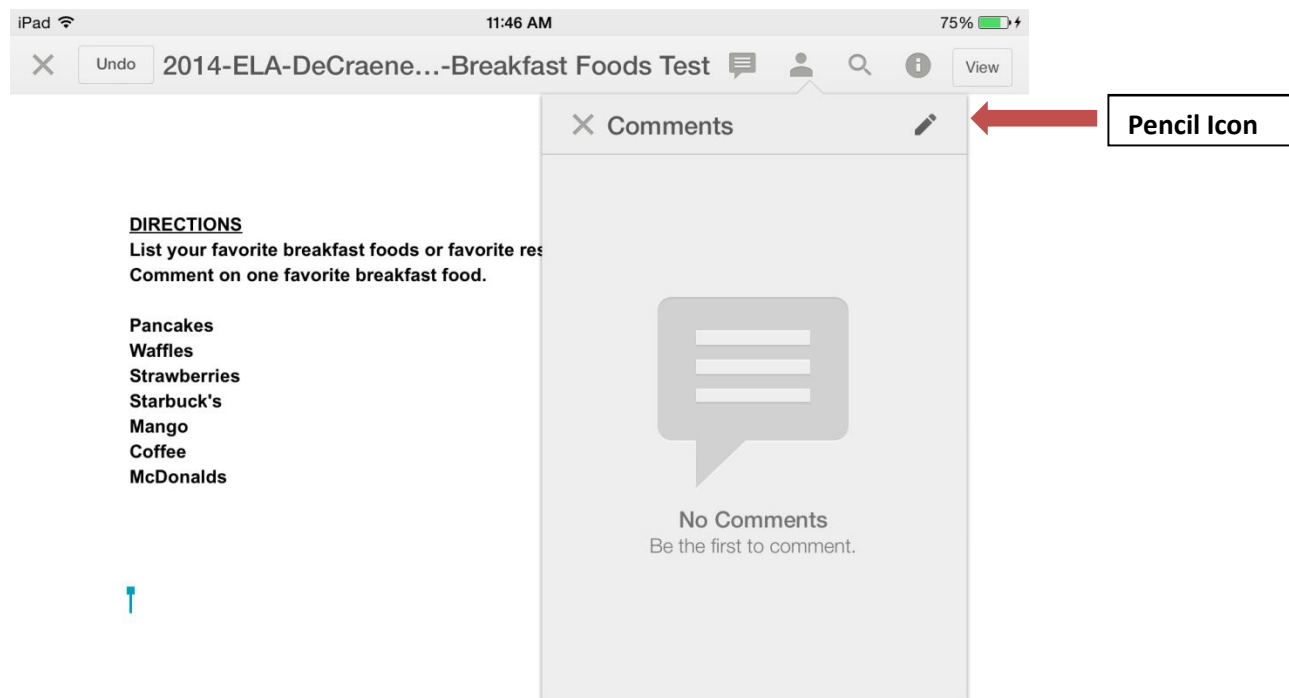
Receiving a Shared Document, Editing, and Comments

1. Sign into your Google Gmail Account using your Username and Password
xxxxxx@mvsc.k12.in.us
2. In Gmail will be a subject with the following:
Document Name + “I’ve Shared an Item with You”



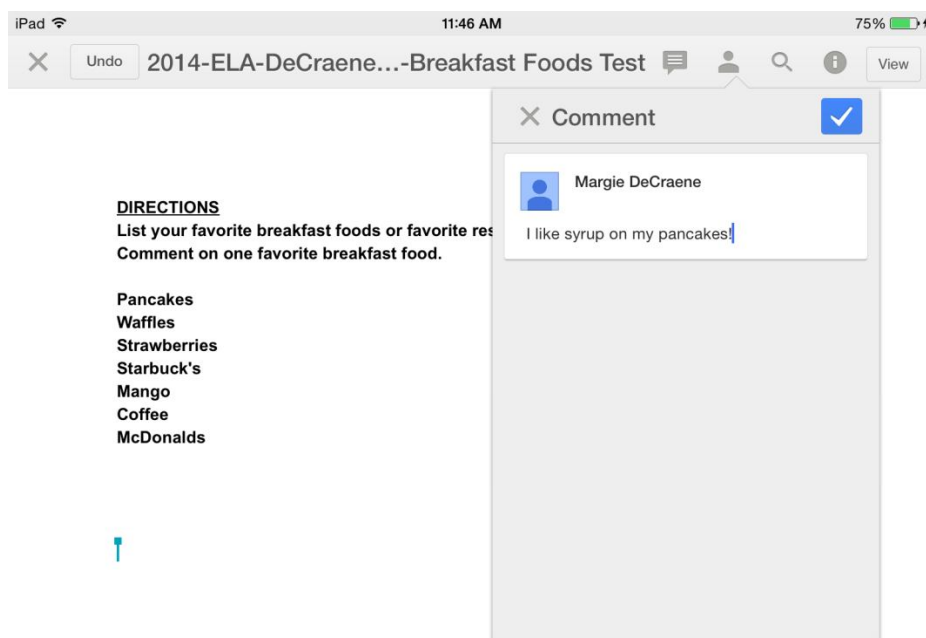


3. Click on the Document Name. The Document opens in Google Drive.
4. Edit mode is "on" and you can start editing the document.



5. Click on the "pencil icon" to make a comment.
6. Type your comment into the "Comment Box."





7. Click the “**blue check mark**”  once you complete your comment!

Share a Document as a Link

To give other people access to a file or folder in the Drive app, you can send them a link to open and access the item.

1. Open the Drive app.
2. Touch the **gray i**  next to a file's name. If you're currently viewing or editing a file, touch the **gray i**  in the top right corner of the screen. This opens the “**Details**”.
3. Click on “**Get link**”  icon in the “**Details**”
4. The link has been copied to your web clipboard and can be pasted into an email, chat, website, blog or another online source to share with others. To view the file, others can click on the link.

Why are others viewing my file when I share it with a link?

When you click the **Link** icon , link sharing is turned on. This means that the visibility of your file or folder is automatically changed so that anyone with the link can view it, regardless of whether or not you’ve shared the link with them directly.

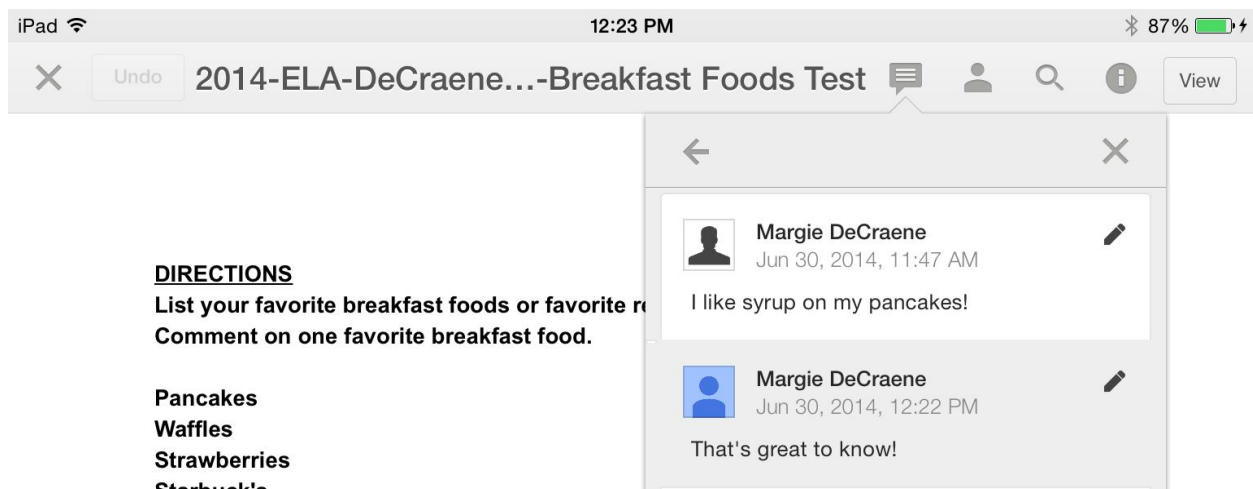


Real-time collaboration

You can work on Google Docs, Sheets, and Slides at the same time as someone else. Anyone viewing the file will see edits made in real time, regardless of device. For example, changes you make in the app on your iPhone or iPad will show automatically for others viewing the file on a desktop computer.

Viewing Comments

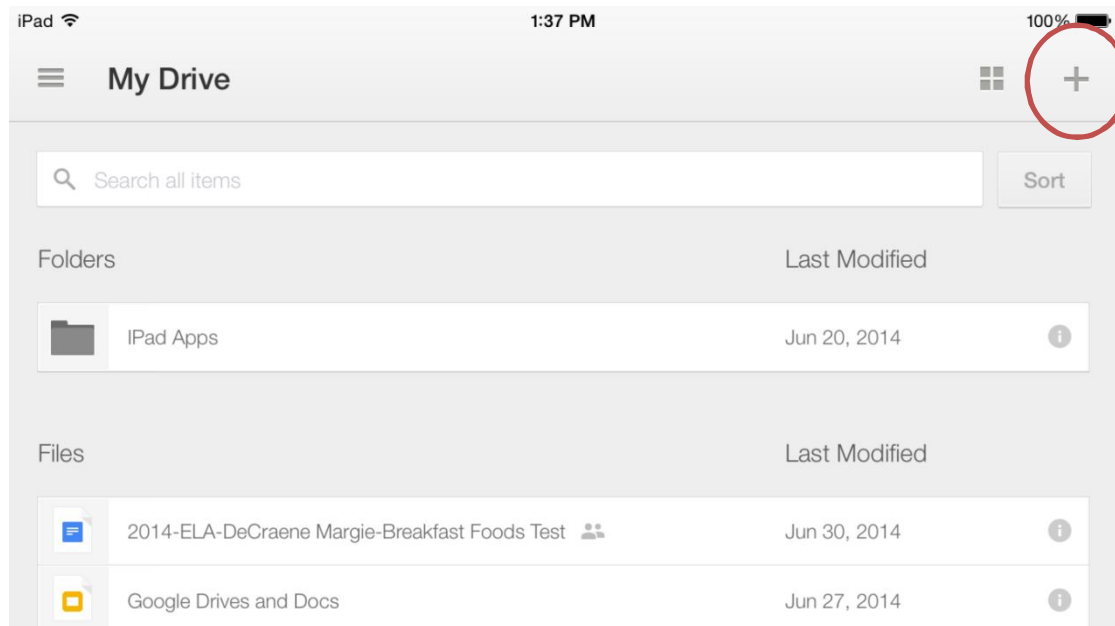
1. Click on **“Google Docs”** on the iPad
2. Click on the Document that you want to open
3. Click on the **“Comment Icon”**  located in the tool bar
4. View all comments
5. Provide feedback by clicking the **“pencil icon”** and typing in your comments.



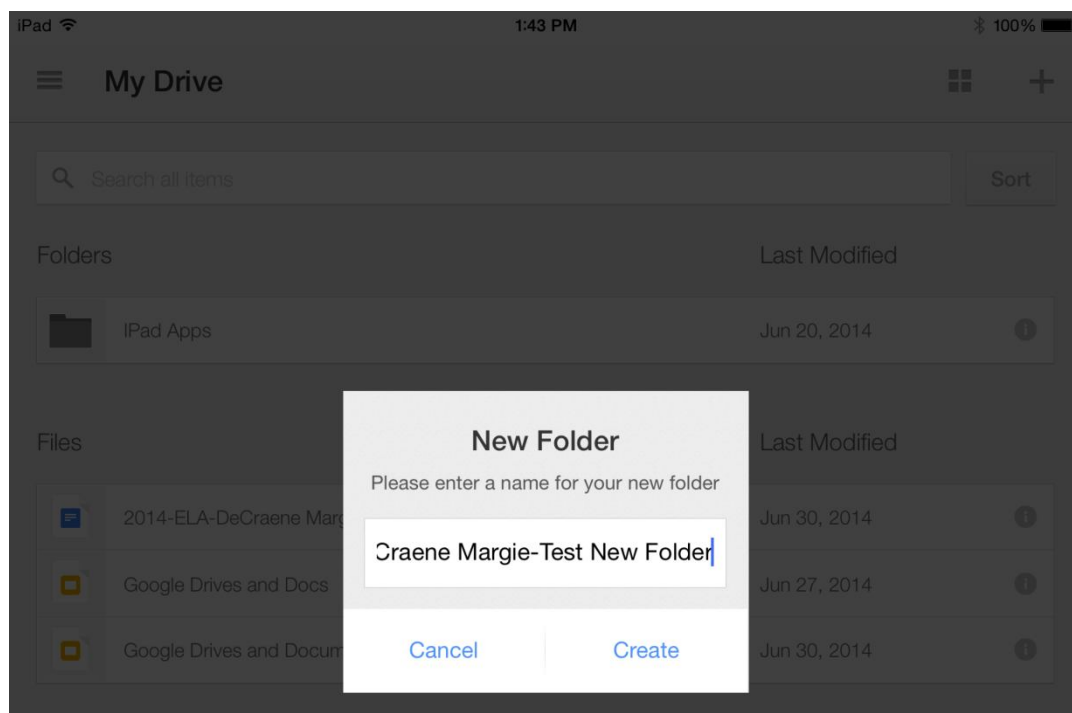
How to Create Folders for your Documents

1. On the iPad Click on **“My Drive”** icon .
2. Click on the **“plus sign”** in the upper right hand corner.



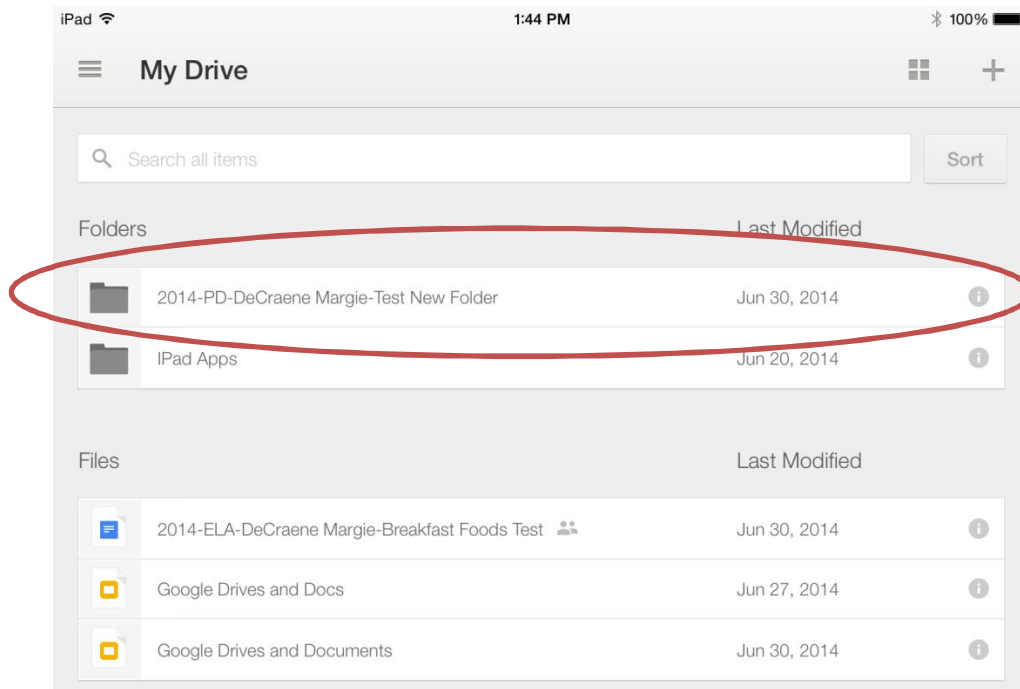


3. The “**New Folder**” box will appear. Type the Name of your new folder.
Remember: Be consistent with your folder names-year, period, author, and title.



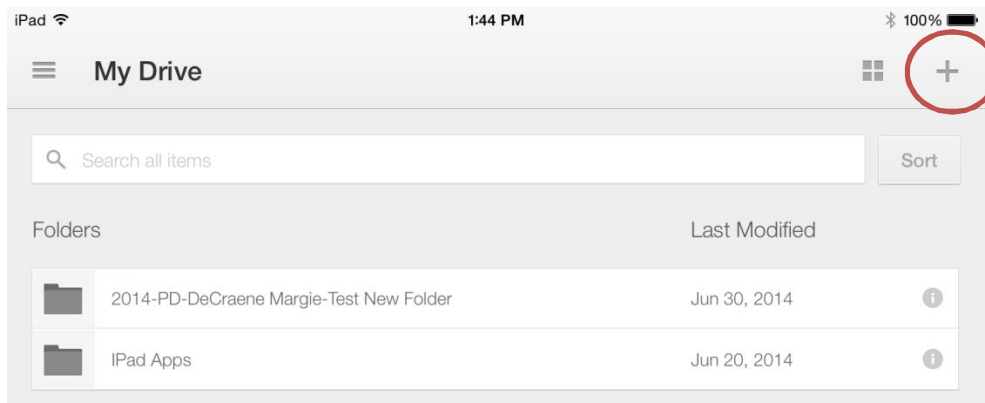
4. Click on **“Create”**

The new folder will now appear in your Google Drive under **“Folders”**



Creating Sub Folders

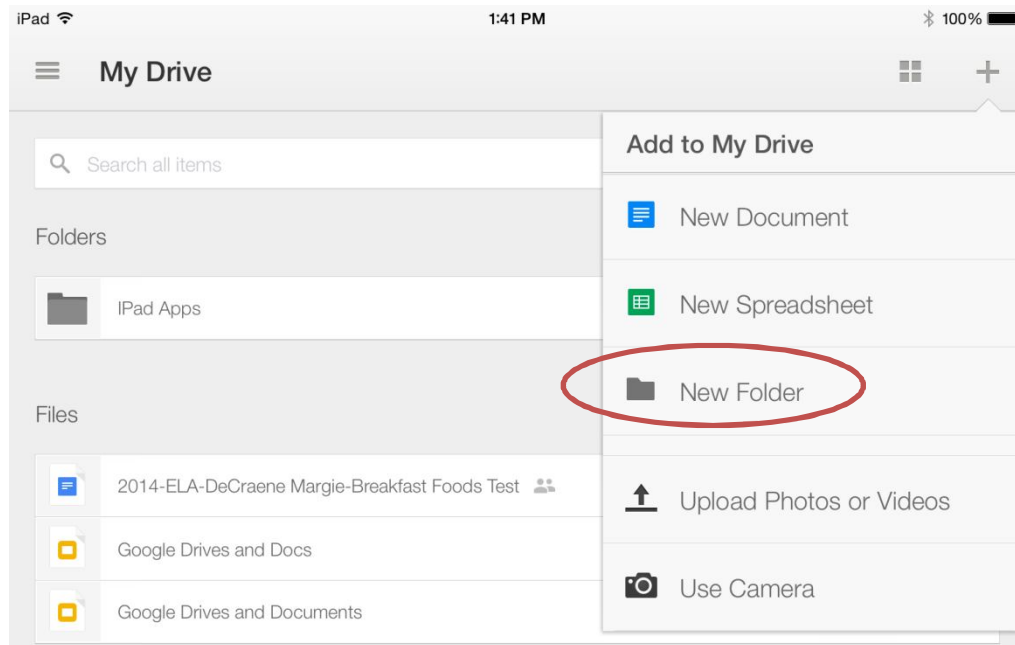
1. In **“My Drive”**, Click on the Folder name in order to create a sub-folder.
2. Click the **“plus sign”** in the upper right hand corner.



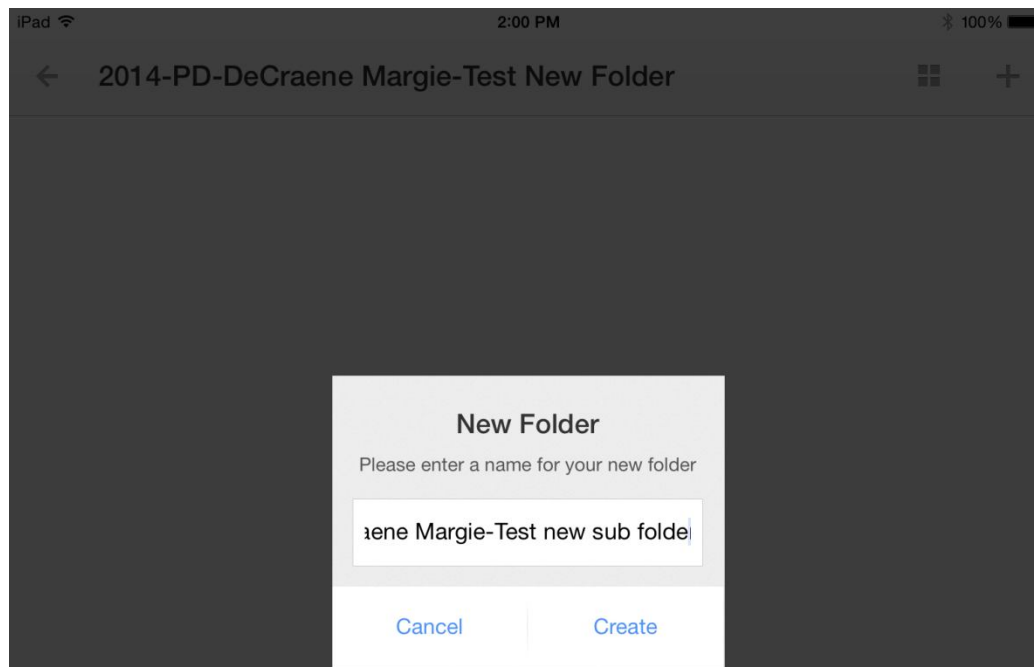
The **“Add to My Drive”** box will appear.

3. Click on **“New Folder”**.



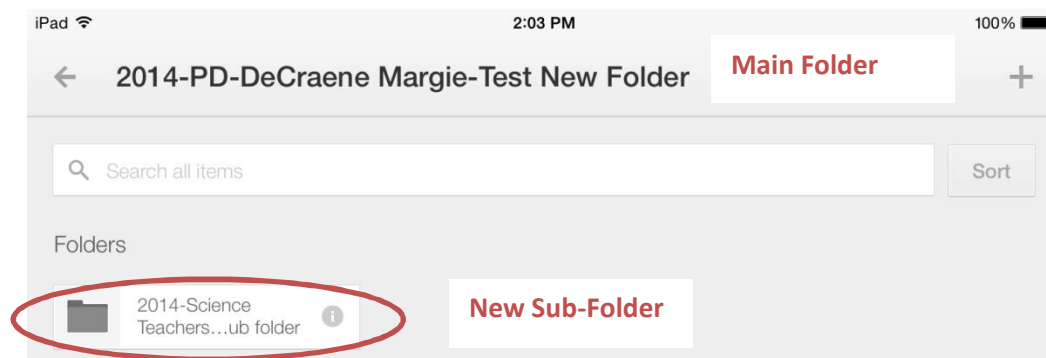


4. The “**New Folder**” box will appear. Type the name of your new folder into the box.



5. Click “**Create**”
The “**New Folder**” will appear as a subfolder under the main folder.





Moving Documents and Files in Folders

Once folders are created, documents or files can be moved into folders. This helps keep one organized. Several ways exist to move a document or file in a folder. The definition of moving a folder exists below:

Moving a Document or a File-This puts the document or file into the new folder and removes the document or file from any folders it is currently located in. It strips off all the labels from the file (removing it from all current folders) and puts one new label on it (putting it into the new folder).

Follow these steps to move a file into a folder in the Drive, Docs, or Sheets apps:

1. Touch the **gray i** next to the item's name to open its preview panel.
2. Select **Move to....**
3. Choose from your list of existing Drive folders. Touch each folder's name to open it and any folders it contains until you reach your item's destination folder.
4. Touch **Move here.**

Share a Folder

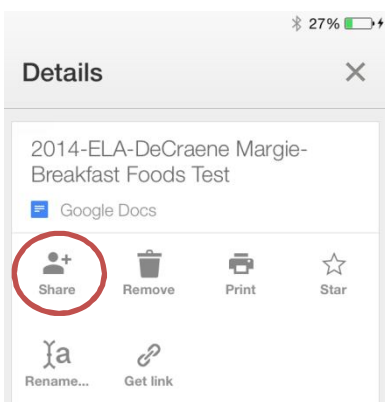
When sharing a folder, everything inside the folder will automatically be shared. Later, when you add a new file to the shared folder, it will automatically be shared with others.

If you plan on sharing multiple files routinely with the same person or group of people, sharing a folder is a great option. Examples of shared folders included: projects, handouts, staff updates, and assignments.

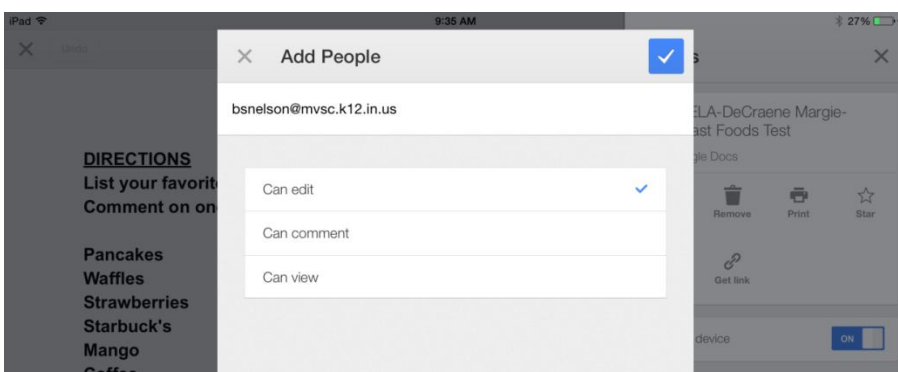
1. To share a folder, first open your **Drive App** 
2. Under the heading, "**Folders**", click on the **gray i** icon,  to the right of the folder name and "**Details**" will open.



- Click on the **“Share”** icon and the **“Add People”** window will appear.



- Under **“Add People”** in the sharing box, type the email addresses of the people or Google Groups you want to share with. You can also search for contacts by typing them into the box.



- Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
 - Can edit:** Users can edit the file or folder and share it with others
 - Can comment:** Users can view and add comments to the file or folder, but can't edit it
 - Can view:** Users can see the file or folder but can't edit or comment on it
- Click the **“blue check mark”**  once you complete the list of people who can edit, comment, or view the document.
- Once you have finished sharing the folder, the folder will show up for the users under **“Incoming”** (Files others have shared with you), on the left side of your Google Drive screen.



Using Folders as Handouts-View Only

A good option to use folders is to create a handout folder for your parents, class, or colleagues. This would be a folder to put any documents that you want others to have access (to view), but not to change. These documents would be *read-only* documents. Examples would be curriculum maps, staff meeting notes, study guides, templates, and newsletters etc.

Create a folder ([How to Create Folders for your Documents](#)).

1. Name the folder in an organized manner that makes sense for the shared group of people.
A good format is the school year, author of the folder, and handouts. An example of a named shared folder: 2014_DoeJane_Handoutsfor staff. Or, 2014_DoeJane_Math_Handouts.
2. Click on the Sharing Settings for that folder by clicking the gray i icon,  and the “Details” box will open.
3. Click on the “Share” icon and the “Add People” window will appear.
4. Choose the “Can view” access (users can see the file or folder but can’t edit or comment on it)
5. Click the “blue check mark”  once you complete the list of people who can edit, comment, or view the document.
6. The group of people (parents, students, or colleagues) that you just shared the folder with will receive an email with a link to the shared folder.
7. When sharing with others, make sure your group created with viewing access, clicks the link to open the shared folder to view the Handouts folder.
8. Everything that you add to the “Handouts” folder will be automatically available to your group immediately.

To create folders for students to have access to during the school year, create two folders for students: View and Edit

View-These are documents or handouts that students can only view and not edit such as directions for an assignment.

Edit-These are documents or handouts that students can edit. This folder is great for collaboration on assignments and group work.

Example: 2014_DoeJane_View
2014_DoeJane_Edit



Using Folders as Student Turn-In Folders

Shared folders can also be used for assignments submitted to the teacher. When an assignment is due, the student adds the document to the already created “Student Turn In”

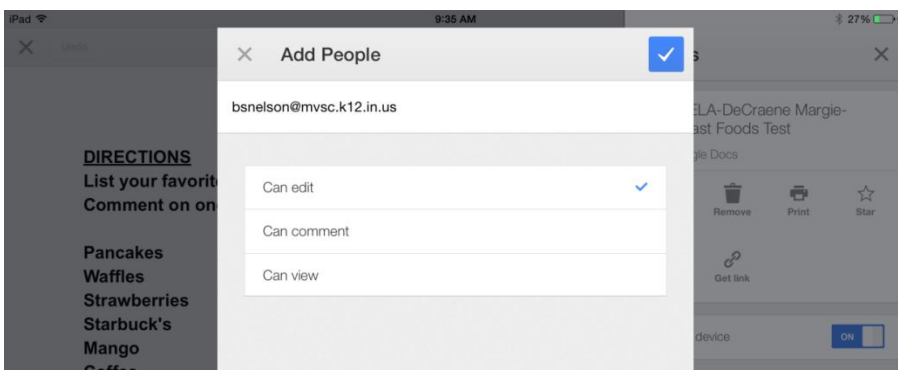
1. Each student creates a folder.

Tip: Have students create a folder as a whole group in a lab setting or within the classroom.

Each student names the folder in an organized manner. An acceptable format is school year-period-student last name and first name, and the name of folder. Example:

2014_SocialStudies_SmithJack_Turnin

2. The student goes to the sharing settings of the “turn in” folder by clicking on the gray i icon, and the “Details” box will open.
3. Click on the “Share” icon and the “Add People” window will appear.
4. Under “Add People” in the sharing box, type the email addresses of the people or Google Groups you want to share with. You can also search for contacts by typing them into the box.



5. Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:

Can edit: Users can edit the file or folder and share it with others

Can comment: Users can view and add comments to the file or folder, but can't edit it

Note: If access is set at “Can edit” then that person can also comment! The teacher has to have edit or comment rights in order to provide: feedback, notes, suggestions, and grades etc.

This is a one-time process the students will need to do to share their “completion folders” with you.



6. Click the “**blue check mark**”  once you complete the list of people who can edit, comment, or view the document.

As a teacher, all of your students’ shared folders will show up in your list under “**Incoming**”

(Files others have shared with you), on the left side of your “**Google Drive**” screen . Now all of these student folders need to be organized. Again this is a one-time process that you will have to do once at the start of the year.

7. Click the “**Drive**” App  and make a folder in “**My Drive**” for the current school year. For example, if the school year is 2014-2015, make a folder named 2014.
8. Select the newly named folder by clicking on it and make sub-folders under it for each of your class period, such as Period 1, 2, 3, etc. or Math, Science, Social Studies, etc. To make a new folder, click the “+” sign in the upper right-hand corner of your iPad.
9. Click the “**list**” icon, , on “**My Drive**”. Now click on “**Incoming**” to view all shareable folders.
10. Click the **gray i** icon,  next to the newly created folder shared with you. Click on “**Move to...**” and move the folder to the folder for the school year (Example: 2014) and the correct period or subject.
11. Now anytime a student adds a new file to his or her folder, it will be added into the correct period or subject folder for the school year.
12. Repeat this process for the rest of your students and put their folders in the correct school year, and subject or period.
13. When clicking on a student’s folder, you can “**Sort**” to find any assignment. For example, an assignment is named, “Path to Math”. Type the assignment name in the “Sort” field and the assignment will be found for your viewing or feedback.

How to Use Forms to Turn- In Assignments

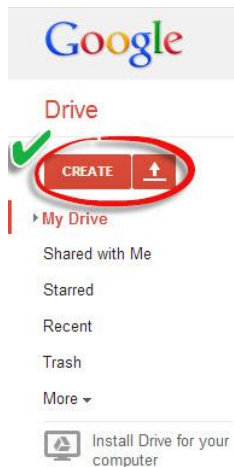
Use Google Forms as another option to manage submission of documents. The form helps you to manage the shared assignments.

Note: *In order to create a form, it needs to be done at the computer and not the iPad.*

Teacher Created Forms (on the computer).

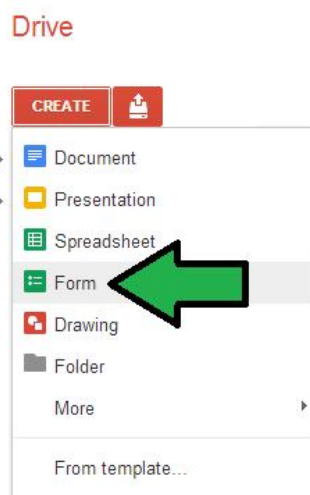
1. Create a Google Form that will be used to collect the assignment turn-in information. This needs to be done on the computer and not the iPad.
2. Click “**Create**” in Google Drive on your computer.





3. Click **“Form”** from the list. Choose a basic template from the listed themes.

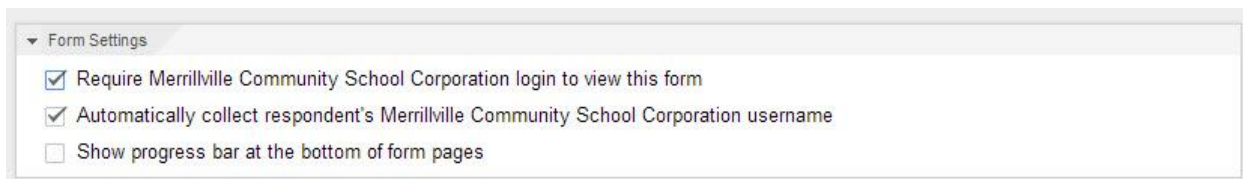
Note: To keep things more organized, create a form for each class period or subject area.



A list of checkbox options will appear for your form:

- Require Merrillville Community School Corporation login to view this form
 - Automatically collect respondent's Merrillville Community School Corporation username
 - Show progress bar at the bottom of form pages
4. Click the first two boxes to require login to view the form and to collect respondent's username.





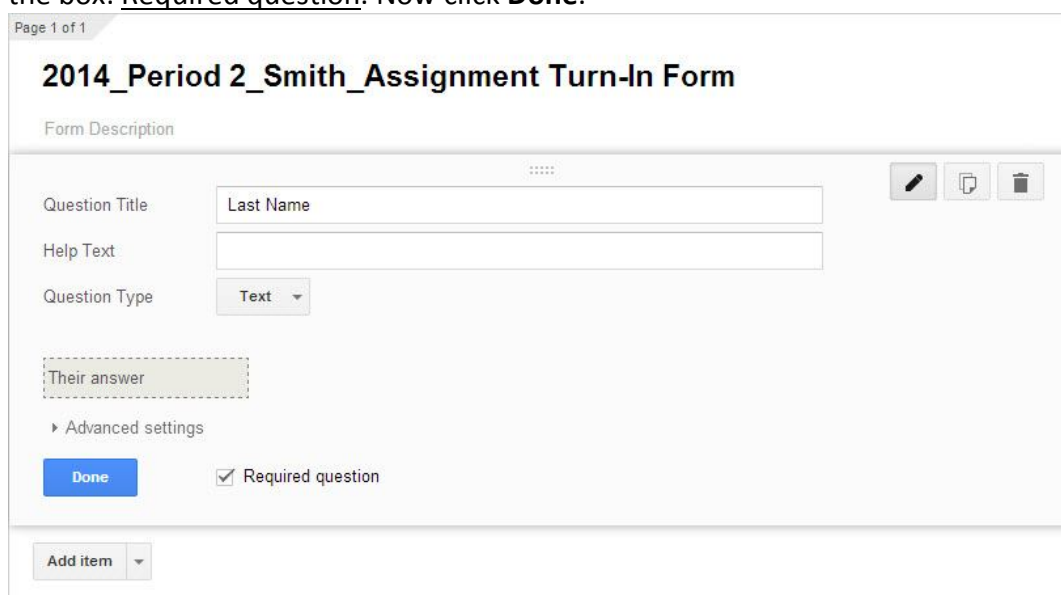
Form Settings

- ☒ Require Merrillville Community School Corporation login to view this form
- ☒ Automatically collect respondent's Merrillville Community School Corporation username
- ☐ Show progress bar at the bottom of form pages

Title your form with the following: School year, Period or Content Area, Teacher's Last Name, and Assignment Name.

Example: 2014_Period 2_Smith_Assignment Turn –in Form

5. Create the first question title field as **Last Name**. The Question Type will be **Text**. Check the box: Required question. Now click **Done**.



Page 1 of 1

2014_Period 2_Smith_Assignment Turn-In Form

Form Description

Question Title: Last Name

Help Text:

Question Type: Text

Their answer

Advanced settings

Done

☒ Required question

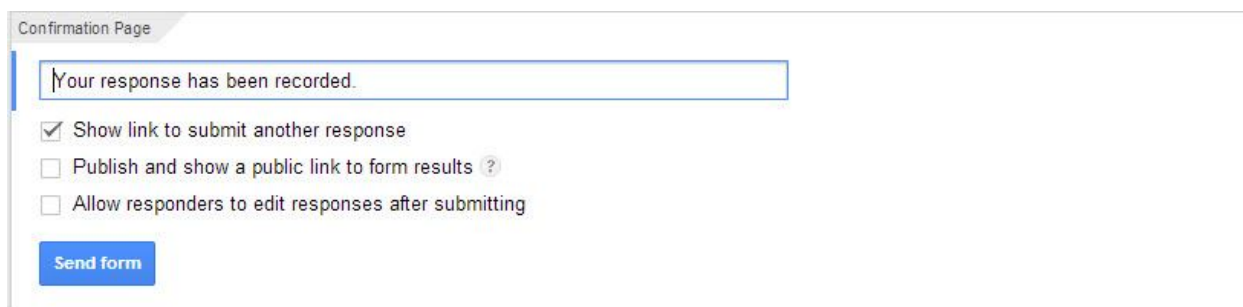
Add item

6. Click **"Add item"** and a new **"Question Title"** will appear. Type First Name for your second Question Title. The Question Type is **Text**, check **Required question**, and click **Done**.
7. Click **"Add item"** and a new **"Question Title"** will appear. Type Assignment Title for your third Question Title. The Question Type is **"Choose from a list."** In the "Click to add option" field, type the name of your assignments that will be due for that class or period. For example: Math homework p. 12, Path to Math. Check **Required question** and click on **Done**.

Note: The Assignment Title Question can be edited throughout the year such as adding new assignments or deleting old assignments.



8. Click **"Add item"** and a new "Question Title" will appear. Type "URL for Assignment" for the fourth Question Title. The Question Type is **Text**, check **Required question**, and click **Done**.
9. On the Confirmation Page, Click "Show link to submit another response". This is useful if more than one assignment needs to be uploaded. The student will have the link again to submit another assignment.



Confirmation Page

Your response has been recorded.

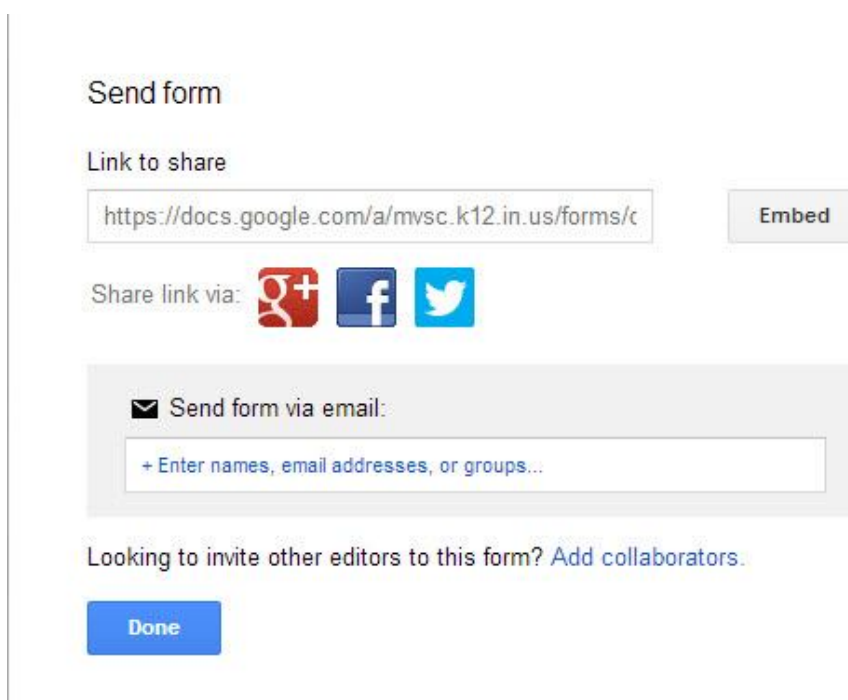
☒ Show link to submit another response

☐ Publish and show a public link to form results ?

☐ Allow responders to edit responses after submitting

Send form

10. Click on **"Send form."** Share the form link with your students via the given "Link to share" by copying and pasting the link, or send the form with the given link via email.



Send form

Link to share

<https://docs.google.com/a/mvsc.k12.in.us/forms/c> **Embed**

Share link via:   

 Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? [Add collaborators](#).

Done

11. The **"Choose response destination"** box will appear. The new spreadsheet name will already be stated. Check the box **"Always create a new spreadsheet."** Click **"Create"**.



12. Now when you login to your Google Drive, the created form and the response form will be available for viewing.

☐	☆	Test Folder 1	me	Jun 30 me
☐	☆	Test Folder 2 Shared	me	Jul 2 me
☒	☆	2014_Period 2_Smith_Assignment Turn-In Form	me	10:58 am me
☒	☆	2014_Period 2_Smith_Assignment Turn-In Form (Responses)	me	10:58 am Unknown user

Note: More information on the “Choose response destination” can be obtained by clicking the following link:

https://support.google.com/docs/answer/2917686?p=forms_response&rd=1

Students Submit Assignment Information via Form (using the iPad)

1. After a student completes an assignment, it needs to be shared with the teacher.
2. Next the student needs to copy the URL (web address) of the shared document.
3. The student goes to the sharing settings of the document by clicking on the gray **i** icon,  and the “**Details**” box will open.
4. The student will click on “**Get Link**” icon, , and click on it. The link for that particular document will now be automatically copied to the clipboard of the iPad.
5. The student now accesses the Turn-In Form, fills out their information such as name, assignment title and URL. To paste the URL, the student just holds down their finger on the iPad until the selection buttons appear: Select, Select All, or Paste. Students will click on “**Paste**”. Now the previous URL link that was copied will be pasted in the URL field on the form.



Teacher Manages Submitted Assignments (on computer)

1. Click to open the spreadsheet view of the form to see all of the assignments that have been submitted.

☐	☆	Test Folder 1	me	Jun 30 me
☐	☆	Test Folder 2 Shared	me	Jul 2 me
☐	☆	2014_Period 2_Smith_Assignment Turn-In Form	me	10:58 am me
☐		2014_Period 2_Smith_Assignment Turn-In Form (Responses)	me	10:58 am Unknown user



2. The responses open in Google Sheets. The responses will be timestamped and will include the date and time of the submitted assignment. This is helpful for assignments that need to be in by a certain date.

2014_Period 2_Smith_Assignment Turn-In Form (Responses) ☆							
File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made seconds ago by anonymous							
fx Timestamp							
	A	B	C	D	E	F	G
1	Timestamp	Username	Last Name	First Name	Assignment Title	URL for Assignment	
2	7/3/2014 11:27:59	mdecraene@mvsc.k12.in	DeCraene	M	Path to Math	https://docs.google.com/a/mvsc.k12.in.us/	
3	7/3/2014 11:31:29	ccarr@mvsc.k12.in.us	carr	cole	Math Homework p. 12	hfiowhqfio	
4	7/3/2014 11:43:21	bsnelson@mvsc.k12.in.u	Snelson	Brian	Path to Math	https://docs.google.com/a/mvsc.k12.in.us/	

3. Click on the provided URL for the assignment to view it and provide feedback.
4. As information to the spreadsheet to the right of the URL for assignment, such as grades or notes, if needed.
5. Use the filter views to sort the information.
6. Delete or hide old assignments by deleting the rows. Right click on the row header and choose Delete row or Hide row.

For more information on Google Drive on the iPad, click the following link:

https://support.google.com/drive/topic/2429901?hl=en&ref_topic=2375071

