

# Google Apps

MSD549c.org



## Table of Contents

What are Google Apps for Education? .....	3
Google Apps Quick Start Guide.....	4
Gmail .....	4
Log in to Gmail .....	4
Google Calendar.....	5
Open Your Calendar .....	5
Google Docs .....	6
Spreadsheets.....	7
Presentations .....	7
Forms .....	7
Sites.....	8
<i>If You Need Additional Help</i> .....	9
Gadgets in Google Docs Spreadsheets .....	12
Word Search Gadget.....	15
Bars of Stuff.....	16
English Translation .....	17
Google Sites to Check Out.....	17

## What are Google Apps for Education?

Google Apps for Education offers a free set of customizable tools that allows faculty, staff and students to work together.

- Communication – Includes hosted email, shared calendars and chat.
  - Collaboration – Google Docs and Google Sites allows student and teachers to share documents online, at any time from any location.
  - Customization – allow IT systems to integrate with Google Apps while keeping the school's domain safe and secure.
- 

### Mail:

- Each staff member and student (4-12) has a custom email address
- 7 GB of storage

### Calendar

- Online shareable calendar
- Organize schedules
- Share events, meetings and entire calendars with others
- Search for events from within your calendar
- Publish calendars and events on the web

### Documents

- Word Processing
- Spreadsheets
- Presentations
- Forms
- Drawings

### Sites

### Video

You can access all the Google Apps products – Mail, Calendar, Docs, Sites, Video – from any of the product pages.

In the top left corner of any product, you will see a list of links that will take you directly to the product for your school.



## Google Apps Quick Start Guide



Log in and start using your email, calendar, and chat features now

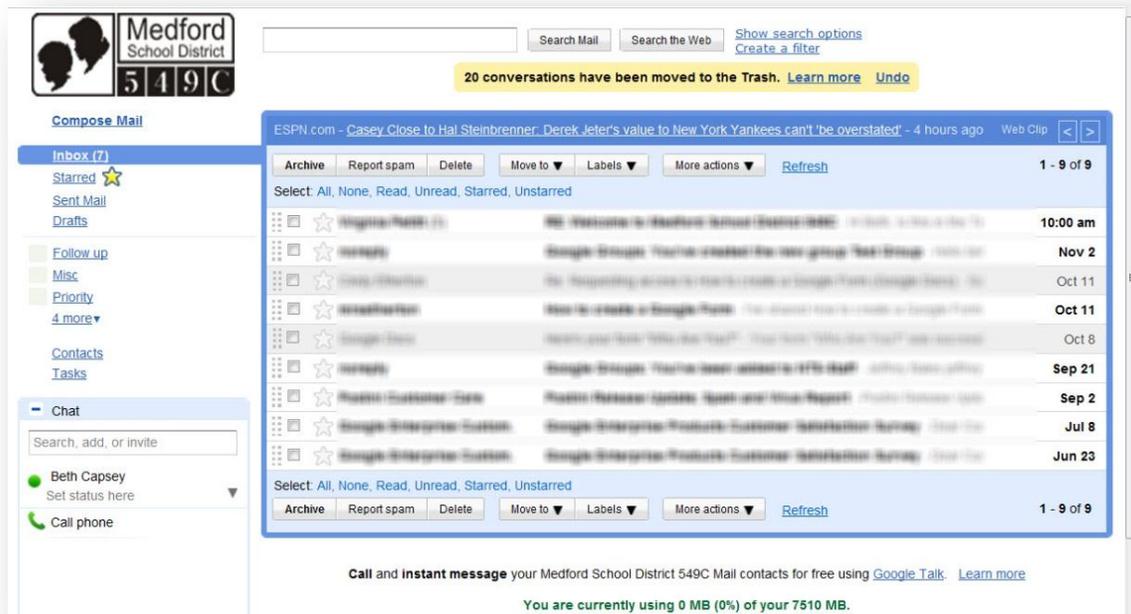
Once you are logged into your msd549c.org account you can click on the link menu at the top of the screen to access any of the programs in Google Apps.

### Gmail

#### Log in to Gmail

1. Go to your Google Apps Mail page: <http://mail.msd549c.org>
2. Follow the on-screen instructions to activate your account.

**Your Gmail Inbox appears.**



**Compose Mail** – opens a new message window

**Inbox** – show your conversations (the number in parentheses indicates how many unread conversations you have.)

**Starred** – shows only messages you have marked with a star (use stars to mean whatever you'd like).

**Chats** – lists your archived Chat conversations

**Sent Mail** – show messages you have sent

**Drafts** – stores messages you have started and saved to work on later.

**Spam** – is where we send the messages we think are suspicious

**Trash** – is where message you delete end up; you can empty the trash whenever you feel like it.

**Custom labels** – are used to categorize and identify message you receive. The number of in parenthesis indicates unread conversations, the color next to the label name indicates the color assigned to the label.

**Contacts** – lists the email addresses of people you have corresponded with; you can add more details as you want

**Tasks** – lets you enter and track to-do lists.

## Google Calendar

### Open Your Calendar

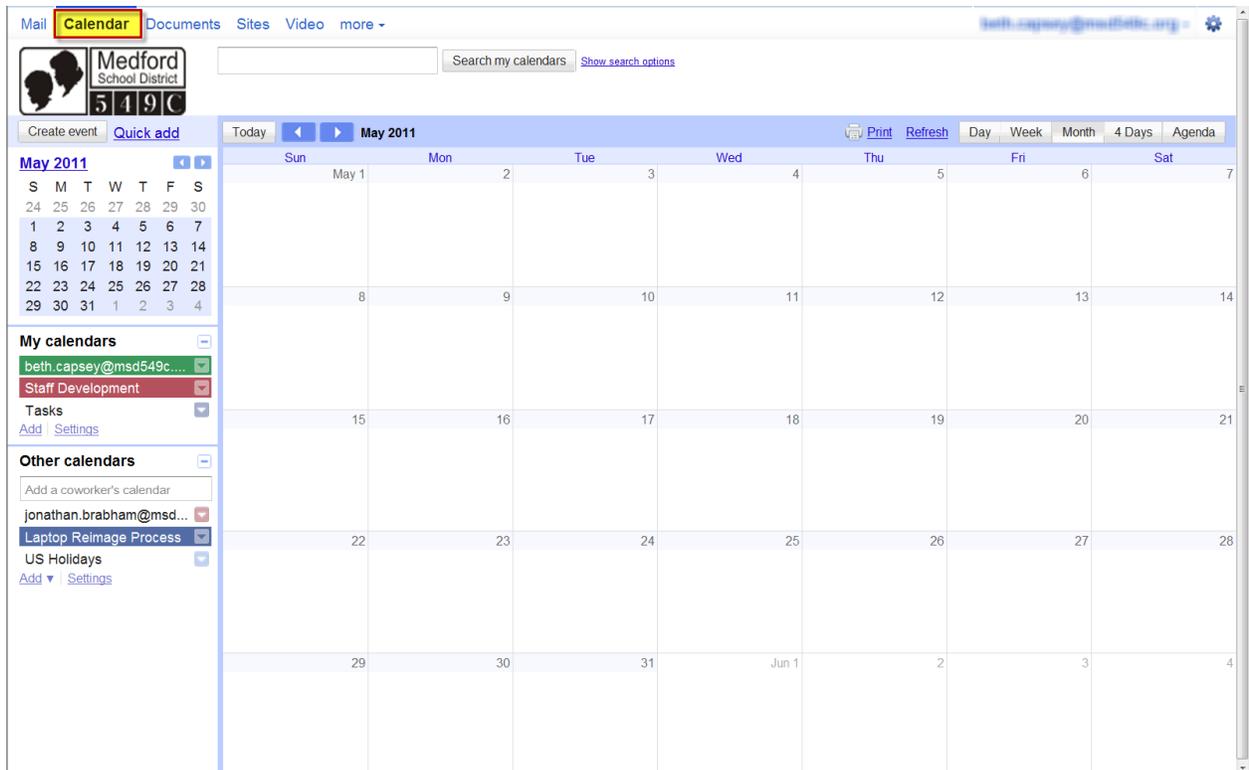
You can access all the Google Apps products – Mail, Calendar, Docs, Sites Video – from any of the product pages.

In the top left corner of any product, you will see a list of links that will take you directly to the product for your school.

**To open your calendar:** Click the **Calendar** link at the top of your Mail window:

If this is the first time you've opened your calendar, you'll be asked to set your time zone.

Your calendar opens in a new window.



You can also get to your calendar via a URL:

<http://calendar.google.com/a/msd549c.org>

## ***Google Docs***

Google Docs offers word processing, spreadsheets, presentations, forms and drawings. These provide an easy-to-use, integrated way for teachers and students to work together on projects, reports and more, and to collect and share information in a secure online environment. Built-in tools like autosave and revision history, comments and an equation editor are useful for students and teachers.

Some of the advantages of using Google Docs include:

<b>Anytime, anywhere access</b>	Web-based Google Docs safely stores documents online, makes them accessible to authorized users from any computer or mobile device. No need to save files to a USB thumb drive, you can always access your files from any internet browser.
<b>Collaboration support</b>	Google Docs lets users easily invite others to work on the same document, at the same time, without the hassle of attaching and sending documents. Sharing privileges ensure access by only the right people or groups, and allow either editing or read-only access.
<b>Autosave and revision history</b>	Continuous autosave ensures that current work stays safe, preserving ongoing drafts and edits. A complete revision history makes it easy to review, compare, or revert to a prior version at any point.
<b>Shared Folders</b>	Files and docs that are regularly used by teams or groups stay organized and up-to-date – without the need to manage and communicate changes.
<b>Templates</b>	Ready-made templates covering a wide range of document and report types help jump-start writing projects. You can also create and publish your own document templates to establish assignment structures for your students. Templates can be copied with one click and then modified like any other document.

You can access Google Docs from any of your school Google Apps product pages.

1. In the top left corner of any product main page, you will see a list of links.
2. Click Documents.



In addition to the links at the top left of any Google Apps page, you can also access Google Docs through the district URL:

Type: <https://docs.google.com/a/msd549c.org> into your browser address bar.

## ***Spreadsheets***

Spreadsheets in Google Docs allows teachers and students to easily aggregate, organize, and analyze information in one place. With advanced tools for sorting, formatting, creating charts, visualizing information with gadgets, and entering formulas, shared, online spreadsheets can be used in a variety of settings.

Some examples of how teachers can use online spreadsheets:

- Store a database of contact information for students and parents
- Use a word cloud gadget to visualize written responses

Some examples of how students can use online spreadsheets:

- Collect data from across the web for research
- Create interactive flashcards with a spreadsheet gadget
- Format a weekly class schedule

## ***Presentations***

Developing your slide presentations online in Google Docs makes it easy to share and work concurrently on slides with others. With the ability to add drawings, images, and video, you can use presentations for a variety of projects.

Some examples of how teachers can use online presentations:

- Showcase student work on a class website with embedded presentations
- Create templates that outline specific topics for student presentations
- Publish “how-to” presentations with screenshots and videos
- Design certificates to print or to send virtually

Some examples of how students can use online presentations:

- Create a slideshow with pictures for a class project
- Collaborate easily for group presentations
- Storyboard videos, comic strips, written assignments

## ***Forms***

With Google Docs, you can quickly create a form or survey, send it to students, parents, teachers, or staff, and keep track of the answers in one spreadsheet.

Since forms are filled out online, there’s no need to enter in results manually. Responses are collected and displayed immediately in a corresponding Google Docs spreadsheet which allows you to sort, analyze, and visualize the information.

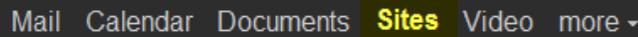
You can send forms to anyone - even those outside of your school Apps domain. Respondents can access the form via email, a published webpage, or embedded on a site.

Forms also generates an automatic summary with charts, graphs, and statistics about your form responses and can notify you when new responses are submitted.

## Sites

You can access Google Sites from any of your school Google Apps product pages.

1. In the top left corner of any product main page, you will see a list of links.
2. Click Sites.



You can also access Google sites from:

<http://sites.msd549c.org>

### Browse Google Sites

When you see the district's Google Sites page, you will see a list of your sites on our district's domain. These are sites that you own or have been given access to.



Create new site

#### My sites in msd549c.org

- [abc](#) Not shared
- [Jacksonville Media Lab](#) Shared with everyone in msd549c.org
- [Ladies Twilight Golf Association](#) Not shared
- [MSHS Class of 1971](#) Shared with 1 person
- [Practice Site](#) Not shared
- [Browse sites within msd549c.org »](#)

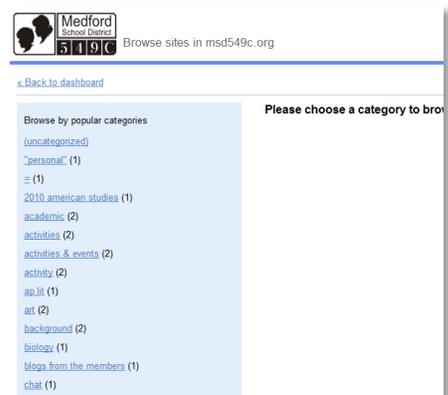
You can also browse all the sites created on our school's domain by scrolling to the bottom of the list and click Browse sites within msd549c.org.



From here you will see a list of categories. Categories are added to sites by site owners. You can click on a category to view sites that have been tagged with that category.

Categories allow you to group related sites and make them accessible together within the popular categories list. Categories are deemed popular when they contain more than five sites.

You can click on any of the categories on the left side to view more lists of sites.



## If You Need Additional Help

<http://edutraining.googleapps.com/>

**NTS Department**

**541-842-3650**



### Google Apps Education Training Center

Welcome to the Google Apps Education Training Center. This is an online learning environment dedicated for educators and students to learn how to effectively use Google Apps in an educational context.

*Access to a Google Apps Education account is strongly recommended so that you can experiment and apply what you learn.*



#### Plan your course

There are six modules of training content available. Each module has several chapters with many lessons.

After reviewing the entire training course, an individual will have a solid understanding of all the products in the Google Apps suite. Learning objectives include:

- Customize Google Apps for your school
- Organize your email more effectively
- Create shared calendars for your school
- Collaborate with others, online, on documents, presentations, and spreadsheets
- Deliver and collect surveys, quizzes, and feedback
- Develop a media-rich website without looking at code
- Set-up an internal video portal just for your school

You can read through the entire course at your own pace.

Each chapter will take from 10 to 20 minutes to complete. Browse the modules on the right to see a list of chapters for each topic.



#### Browse the training modules



[Google Apps Education Edition](#)



[Apps Mail](#)



[Calendar](#)



[Docs](#)



[Sites](#)



[Other Tools](#)

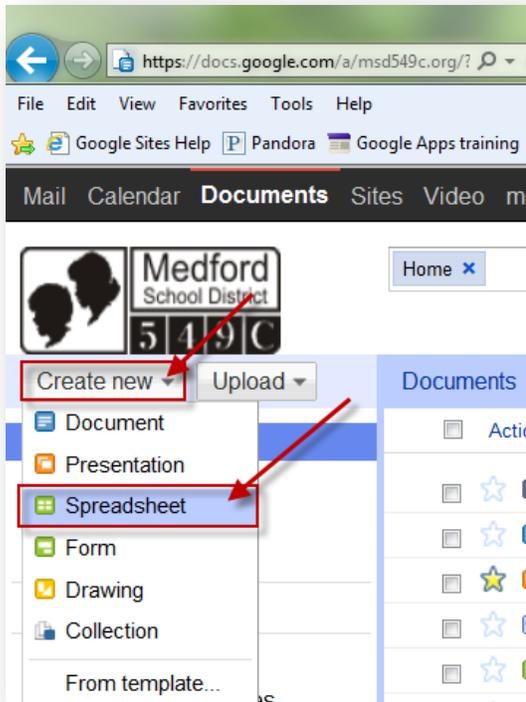
✓	Task
	Create a Google Doc for a lesson plan, share it with other teachers.
	Take notes for your next grade-level or administrative meeting in Google Docs and share with all attendees.
	Try translating a document in Google Docs to give to non-English speaking parents.
	Use revision history in Google Docs to monitor the activity or progress on an assignment.
	Invite a guest lecturer into your class through video chat.
	Give your next multiple choice quiz using forms in Google Docs. Quickly analyze and summarize data with the “Summary” feature.
	Create a parent volunteer survey with forms in Google Docs to collect contact and availability information.
	Set-up a spreadsheet in Google Docs with timing and availability for parents to sign-up for parent-teacher conferences.
	Create a grade level folder in Google Docs that is shared with your team so anyone can add and utilize your classroom files.
	Create a site for your classroom with embedded Docs, Calendars, Forms, and gadgets.

**Extra Credit**

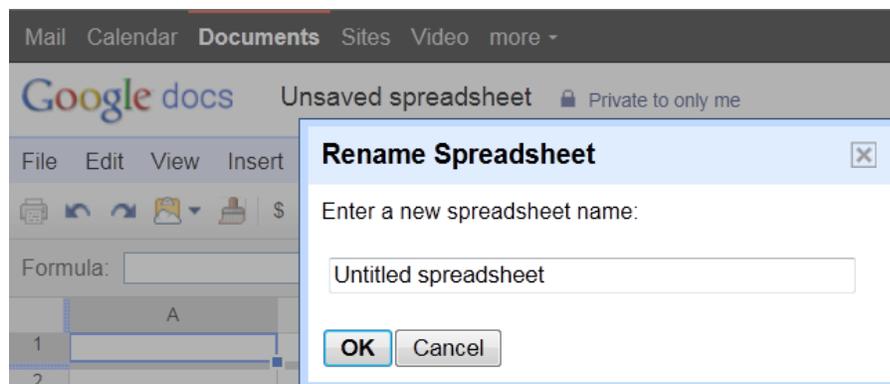
✓	Task
	Create a class activity or homework calendar that students and parents can view and subscribe and can be embedded on a class site.
	Set-up classroom or administrative tasks and group into lists using the Tasks feature in calendar or Gmail.
	Enable the translation feature in Gmail so you can translate any messages from parents or students sent in a different language.
	Start a new site in Google Sites that can be a template for a student eportfolio to showcase student work and progress throughout the year.
	Use spreadsheets to track homework or behavior logs and share with parents.
	Set-up a form for collecting teacher observation data and analyze in accompanying spreadsheet.
	Set-up a resource calendar for a laptop cart (or a projector, library room, auditorium...)
	Create a student-driven vocabulary flashcard center using spreadsheets and gadgets.
	Set-up pen pals with students in another country and use Gmail translation tool (extra credit - set up a video chat!)
	Upload long term and unit plans into Google Calendar to map standards. (extra credit - attach Google Docs to the calendar events related to the unit plans)

## Gadgets in Google Docs Spreadsheets

You will use the spreadsheet to input the terms and definitions in two columns. Create a new spreadsheet on your Google Docs site.

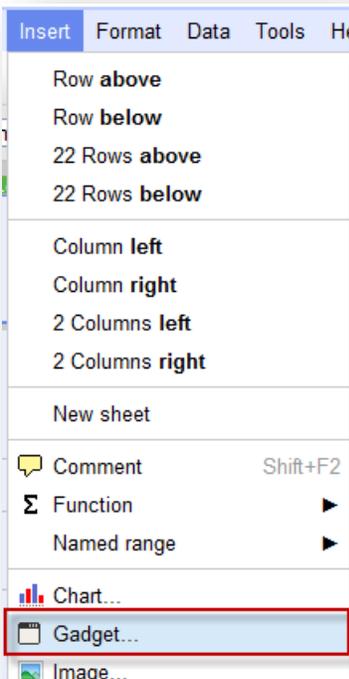


Click on Unsaved Spreadsheet right next to the Google Docs logo and give the spreadsheet a descriptive name.

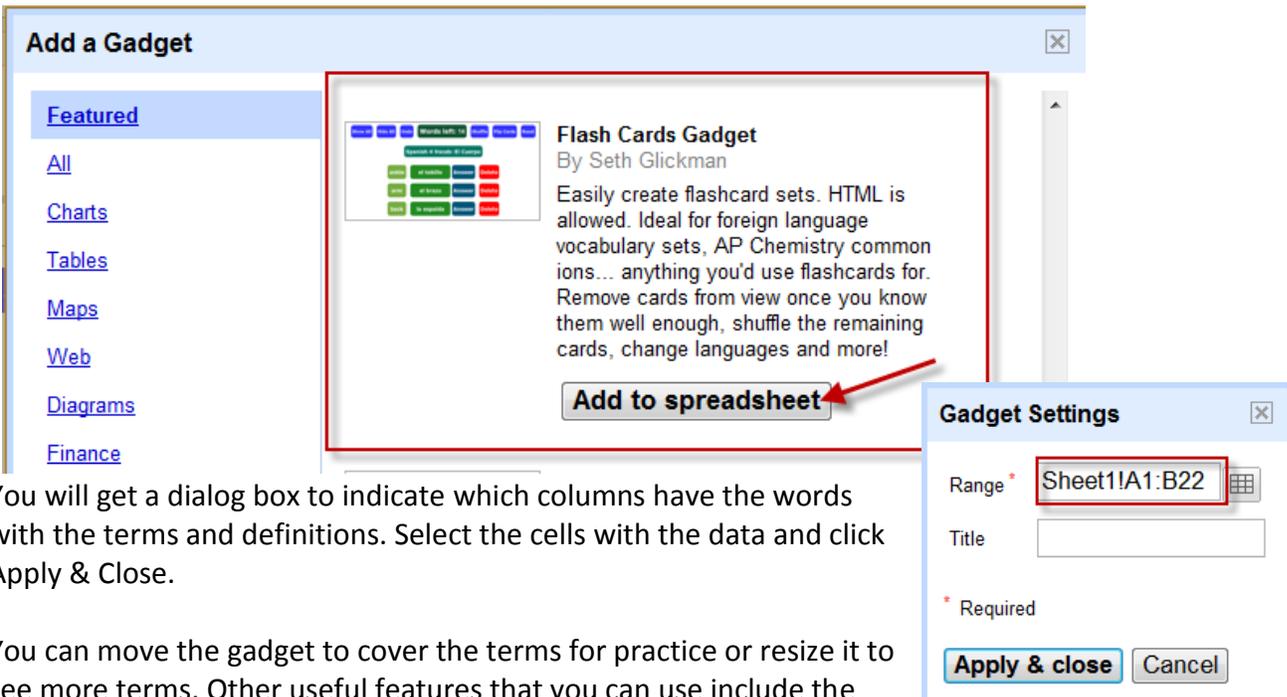


Now type all or the terms in one column (column A), and the definitions in the next column (column B).

Click the Insert menu and select Gadget.



On the Featured tab, scroll down to the, Flash Cards Gadget by Seth Glickman, and click on Add to spreadsheet.



You will get a dialog box to indicate which columns have the words with the terms and definitions. Select the cells with the data and click Apply & Close.

You can move the gadget to cover the terms for practice or resize it to see more terms. Other useful features that you can use include the Shuffle and Flip Cards features.

abdomen	organs			
	a green liquid made by the liver and			

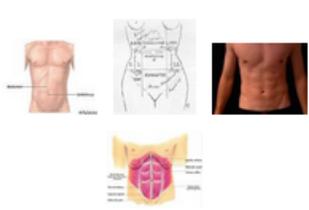
bile	Show All   Hide All   Undo <b>Words left: 22</b> Shuffle   Flip Cards   Reset		
capillaries	Parts		
dermis	abdomen	Answer	Delete
esophagus	bile	Answer	Delete
flexor	capillaries	Answer	Delete
gallbladder	dermis	Answer	Delete
head	esophagus	Answer	Delete
iris	flexor	Answer	Delete
joint	gallbladder	Answer	Delete
	head	Answer	Delete
kidney	iris	Answer	Delete
	joint	Answer	Delete

Now you will see a somewhat primitive but still very intuitive and useful gadget with terms.

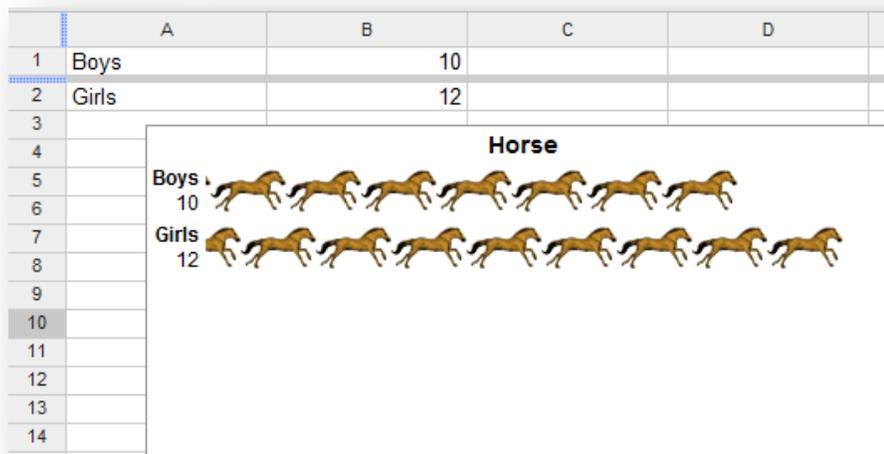
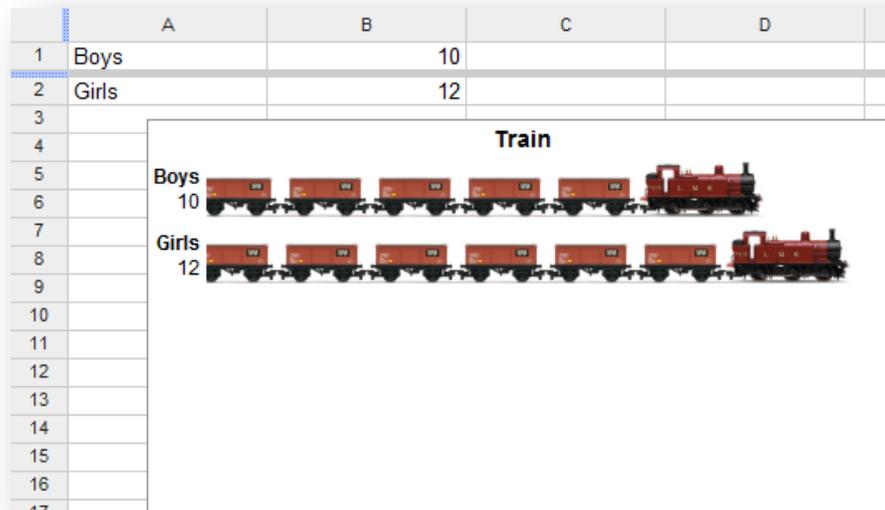
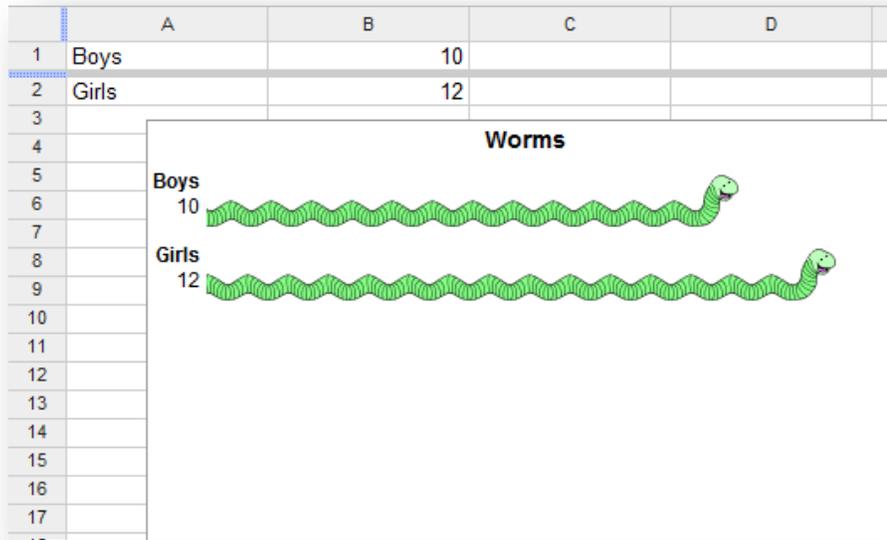
## Word Search Gadget

	A	B	C	D	E	F	G																																	
1		1 abdomen	Gadget <table border="0"> <tr> <td>P A N C R E A S N I</td> <td>(?) ZYGOTE</td> <td>(?) JOINT</td> </tr> <tr> <td>F V I R I S U X F S</td> <td>(?) VEINS</td> <td>(?) IRIS</td> </tr> <tr> <td>T Y D B V R Y S L U</td> <td>(?) URETER</td> <td>(?) FLEXOR</td> </tr> <tr> <td>N N K Y E Z E P E M</td> <td>THYMUS</td> <td></td> </tr> <tr> <td>E C I T I Y N L X Y</td> <td>(?) SPLEEN</td> <td></td> </tr> <tr> <td>R X E O S G D E O H</td> <td>RETINA</td> <td></td> </tr> <tr> <td>V R E N J O I E R T</td> <td>PANGREAS</td> <td></td> </tr> <tr> <td>E S I O V T K N L E</td> <td>(?) NERVE</td> <td></td> </tr> <tr> <td>H E Y T R E T I N A</td> <td>(?) LIVER</td> <td></td> </tr> <tr> <td>V L R E V I L R Y I</td> <td>(?) KIDNEY</td> <td></td> </tr> </table>					P A N C R E A S N I	(?) ZYGOTE	(?) JOINT	F V I R I S U X F S	(?) VEINS	(?) IRIS	T Y D B V R Y S L U	(?) URETER	(?) FLEXOR	N N K Y E Z E P E M	THYMUS		E C I T I Y N L X Y	(?) SPLEEN		R X E O S G D E O H	RETINA		V R E N J O I E R T	PANGREAS		E S I O V T K N L E	(?) NERVE		H E Y T R E T I N A	(?) LIVER		V L R E V I L R Y I	(?) KIDNEY				
P A N C R E A S N I	(?) ZYGOTE	(?) JOINT																																						
F V I R I S U X F S	(?) VEINS	(?) IRIS																																						
T Y D B V R Y S L U	(?) URETER	(?) FLEXOR																																						
N N K Y E Z E P E M	THYMUS																																							
E C I T I Y N L X Y	(?) SPLEEN																																							
R X E O S G D E O H	RETINA																																							
V R E N J O I E R T	PANGREAS																																							
E S I O V T K N L E	(?) NERVE																																							
H E Y T R E T I N A	(?) LIVER																																							
V L R E V I L R Y I	(?) KIDNEY																																							
2		2 bile																																						
3		3 capillaries																																						
4		4 dermis																																						
5		5 esophagus																																						
6		6 flexor																																						
7		7 gallbladder																																						
8		8 head																																						
9		9 iris																																						
10		10 joint																																						
11		11 kidney																																						
12		12 liver																																						
13		13 melanin																																						
14		14 nerve																																						
15		15 optic nerve																																						
16		16 pancreas																																						
17		17 retina																																						
18		18 spleen																																						
19		19 thymus																																						
20		20 ureter																																						
21		21 veins																																						
22		22 zygote																																						
23																																								
24																																								
25																																								
26																																								
27																																								
28																																								

## Word Study Gadget

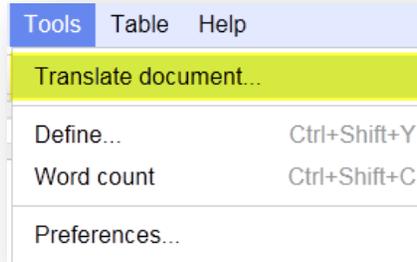
	A	B	C	D	E			
1	abdomen	Gadget <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; border: 1px dashed black; background-color: #e0f0ff;">hint:</p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div> <p style="text-align: center; border: 1px dashed black; background-color: #e0f0ff;">guess:</p> <div style="display: flex; justify-content: center; align-items: center; gap: 5px;"> <span style="border: 1px solid black; padding: 2px 5px;">a</span> <span style="border: 1px solid black; padding: 2px 5px;">b</span> <span style="border: 1px solid black; padding: 2px 5px;">d</span> <span style="border: 1px solid black; padding: 2px 5px;">o</span> <span style="border: 1px solid black; padding: 2px 5px;">m</span> <span style="border: 1px solid black; padding: 2px 5px;">n</span> <span style="border: 1px solid black; padding: 2px 5px;">e</span> </div> <p style="text-align: center; border: 1px dashed black; background-color: #ffe0e0;">keep trying...</p> <p>Instructions: Drag the letters around until you've spelled the correct word. A green cell indicates a correct letter. <i>Images courtesy Google Image Search API.</i></p> <div style="text-align: right;"> <input type="button" value="Next"/> </div> </div>						
2	bile							
3	capillaries							
4	dermis							
5	esophagus							
6	flexor							
7	gallbladder							
8	head							
9	iris							
10	joint							
11	kidney							
12	liver							
13	melanin							
14	nerve							
15	optic nerve							
16	pancreas							
17	retina							
18	spleen							
19	thymus							
20	ureter							
21	veins							
22	zygote							
23								
24								
25								
26								
27								
28								
29								

## Bars of Stuff

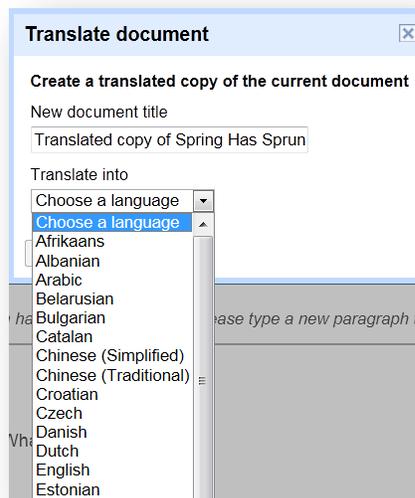


## English Translation

With Google Docs, you can translate an entire document into one of 53 languages. Simply click the Tools menu, and select Translate document.



You will see this window:



Select the language you want to translate the document into and press OK. By doing this, you will create a copy of your original document with the translated text.

NOTE: Google Docs translates the document using Google Translate.

## Google Sites to Check Out...

[www.agoogleaday.com](http://www.agoogleaday.com)

[www.googleguide.com](http://www.googleguide.com)

[www.google.com/education](http://www.google.com/education)

[www.google.com/educators](http://www.google.com/educators)

<https://sites.google.com/a/googleapps.com/k12-guide-to-going-google/pd>

<http://www.khanacademy.org/>