



Google Drive & Docs: Intro



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Drive Basics



Many images within this presentation originally appeared in [Martin Shervington's "Google Drive - A Complete User Guide"](#)

NEW Google Drive Cheat Sheet by Kasey Bell

 by [ShakeUpLearning.com](https://www.ShakeUpLearning.com)



NEW



NEW

- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- More

Use the "NEW" Button to Create, Add, or Upload Files and Folders

Use the More Button to Access and Connect More Drive Apps

NEW

- My Drive
- Shared with you
- Incoming
- Recent
- Starred
- Trash

Create, Add or Upload Files and Folders

Shared Folder Icon

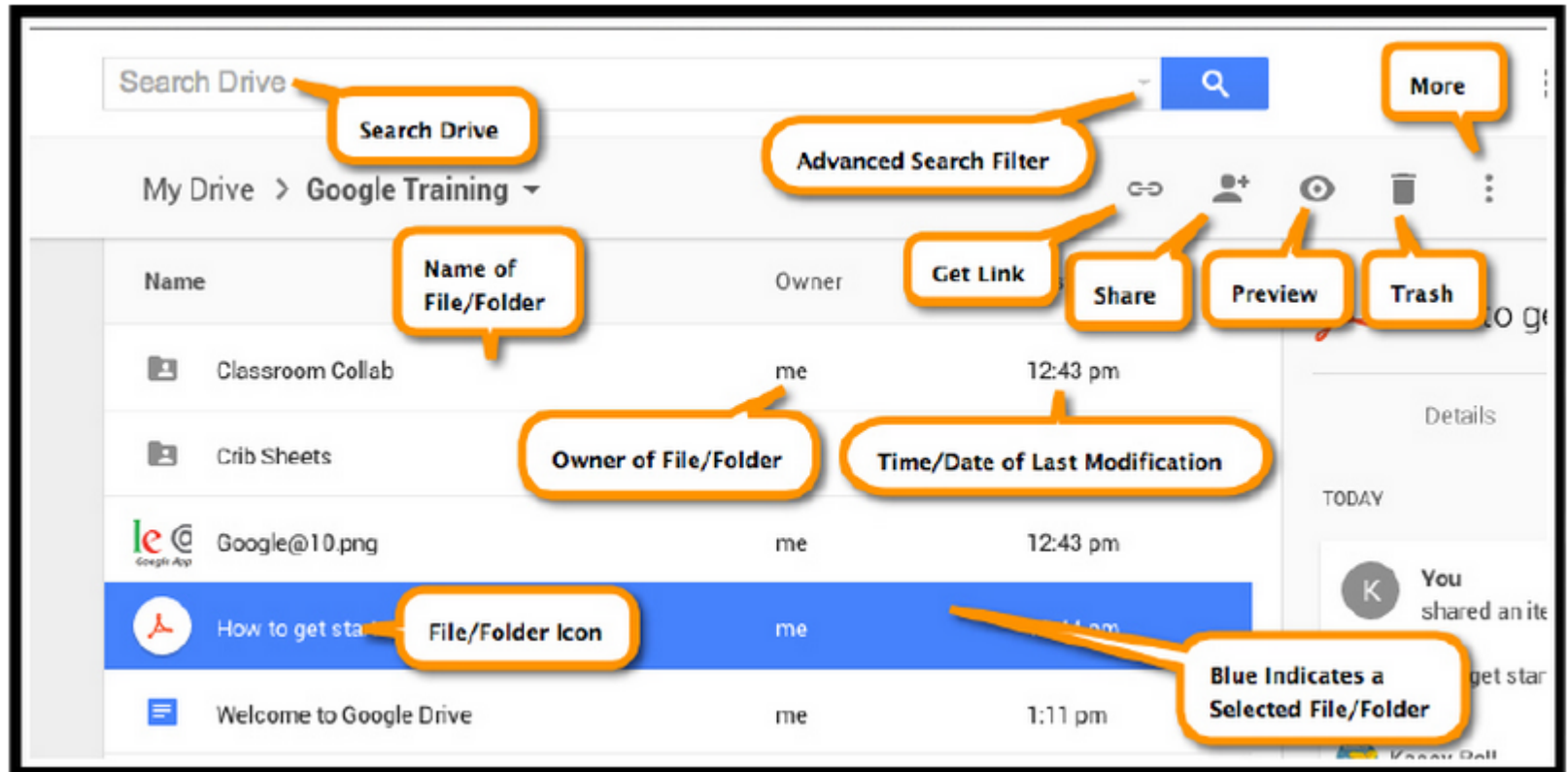
Folder Icon

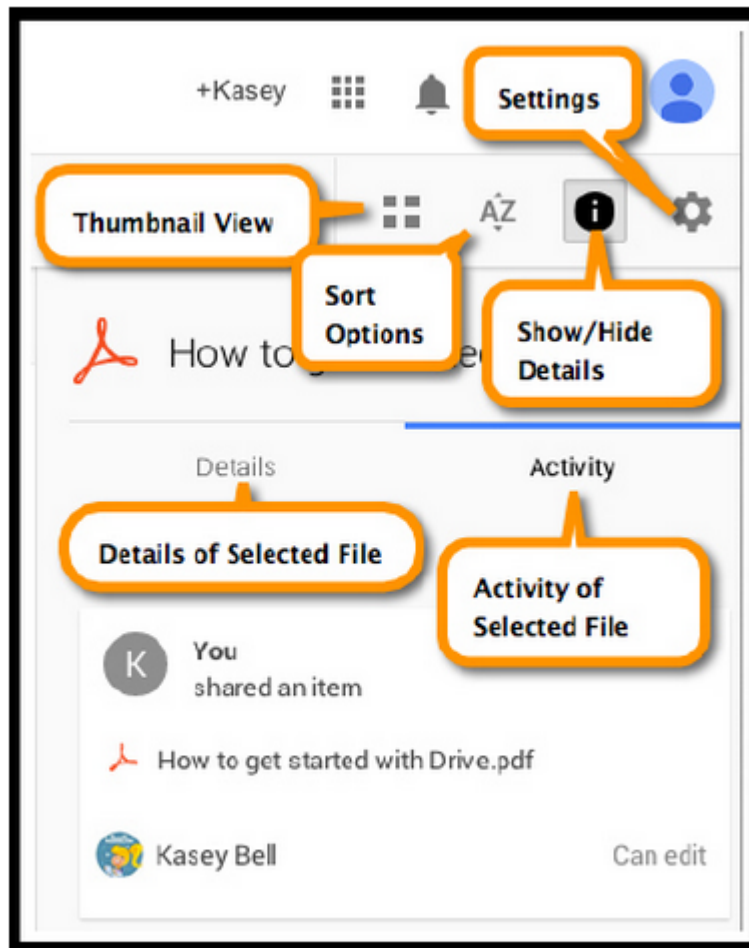
Add or Find Files Shared With You

Items recently opened/edited

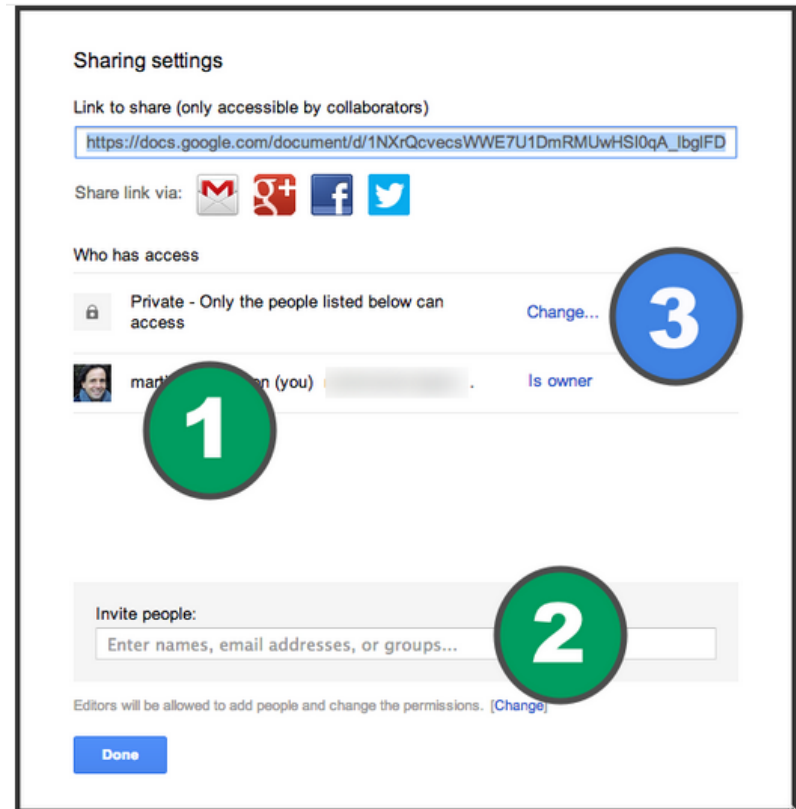
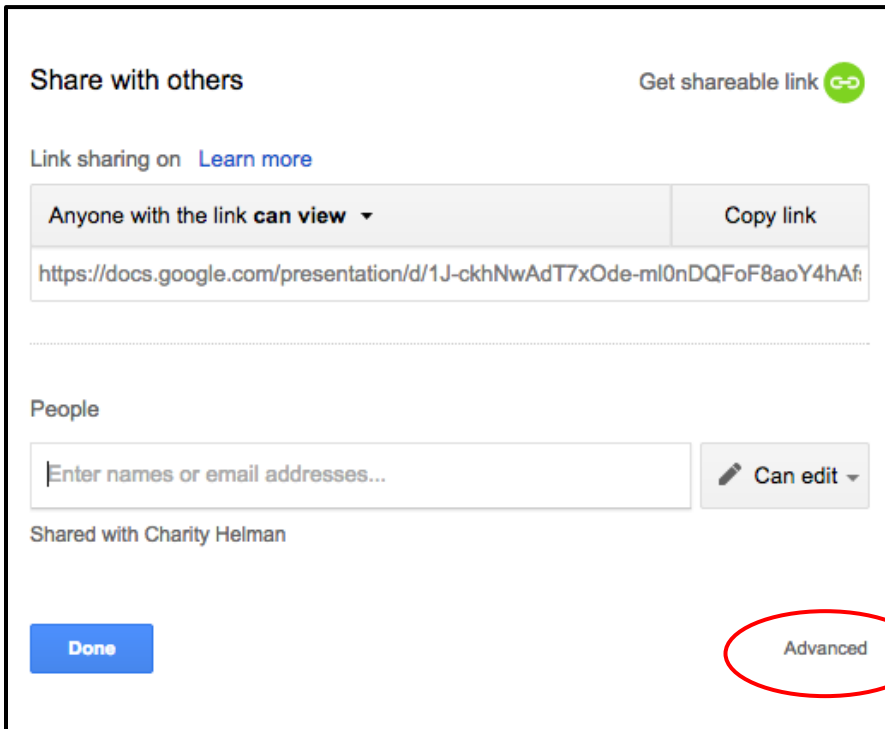
Starred Items

Trash






Sharing



More on Sharing

Who has access

Private - Only the people listed below can access [Change...](#)

 martin shervington (you) martinshervington... [Is owner](#)

Invite people:

"Linda Dee" [Can edit](#)

Notify people via email - [Add message](#)

Send a message Paste to email


[Share & save](#) [Cancel](#)


1 **2**


[Can edit](#)
 Can edit
Can comment
Can view


Sharing settings

Visibility options:

 Public on the web **1**
Anyone on the Internet can find and access. No sign-in required.

 Anyone with the link **2**
Anyone who has the link can access.

 Private
Only people explicitly granted permission can access.

 Private (no sign-in required) **3**
Anyone with the link can access, but any visibility option can still be published to the web. [Learn more about sharing options](#)

[Can view](#) **4**

[Can edit](#)
[Can comment](#)
 [Can view](#)

[Can view](#)

[Save](#) [Cancel](#) [Learn more about sharing options](#)

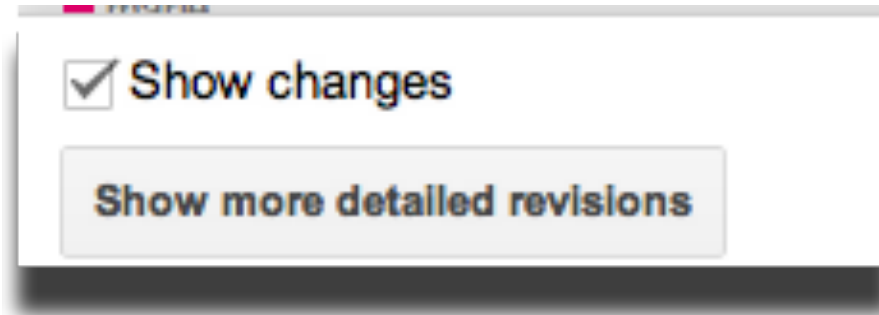
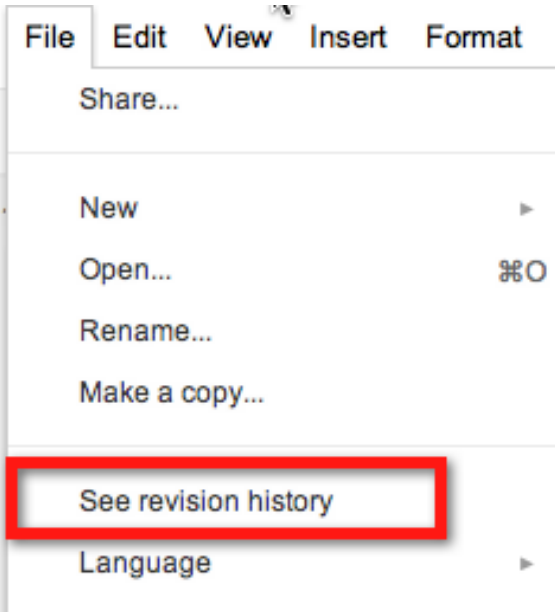
Google Docs

features found in Docs, Slides, Forms, Sheets & Drawings

Google docs



Revision History



Lesson Plan ☆ Share

File Edit View Insert Format Tools Table Help View only

Heading 1 | Tahoma | 18pt | B I U A - A -

Name of Lesson: Outbreak of Diseases

Grade Level: 10, Class:
Subject: Social Studies

Overview and Purpose:
As the world confronts global health problems such as epidemics or pandemics, involve your students in an authentic lesson that will increase their understanding of health related issues and give them the tools to make informed decisions about their own health and the health of their schools and communities.
~~As the world confronts global health problems such as epidemics or pandemics, involve your students in an authentic lesson that will increase their understanding of health related issues and give them the tools to make informed decisions about their own health and the health of their schools and communities.~~

Educational Standards

- ISTE Educational Technology Standards for Students:4. Critical Thinking, Problem Solving, and Decision Making - *Students use critical thinking skills to plan and conduct research, manage*

Revision history

Dec 18, 11:09 PM	cristin
Dec 18, 3:53 PM	marie cristin
Aug 13, 11:11 AM	jeff marie cristin
Jul 22, 4:12 PM	jeff marie cristin
Jul 22, 1:24 PM	jeff marie cristin
Jun 25, 9:43 PM	jeff marie cristin
Jun 25, 4:57 PM	jeff marie

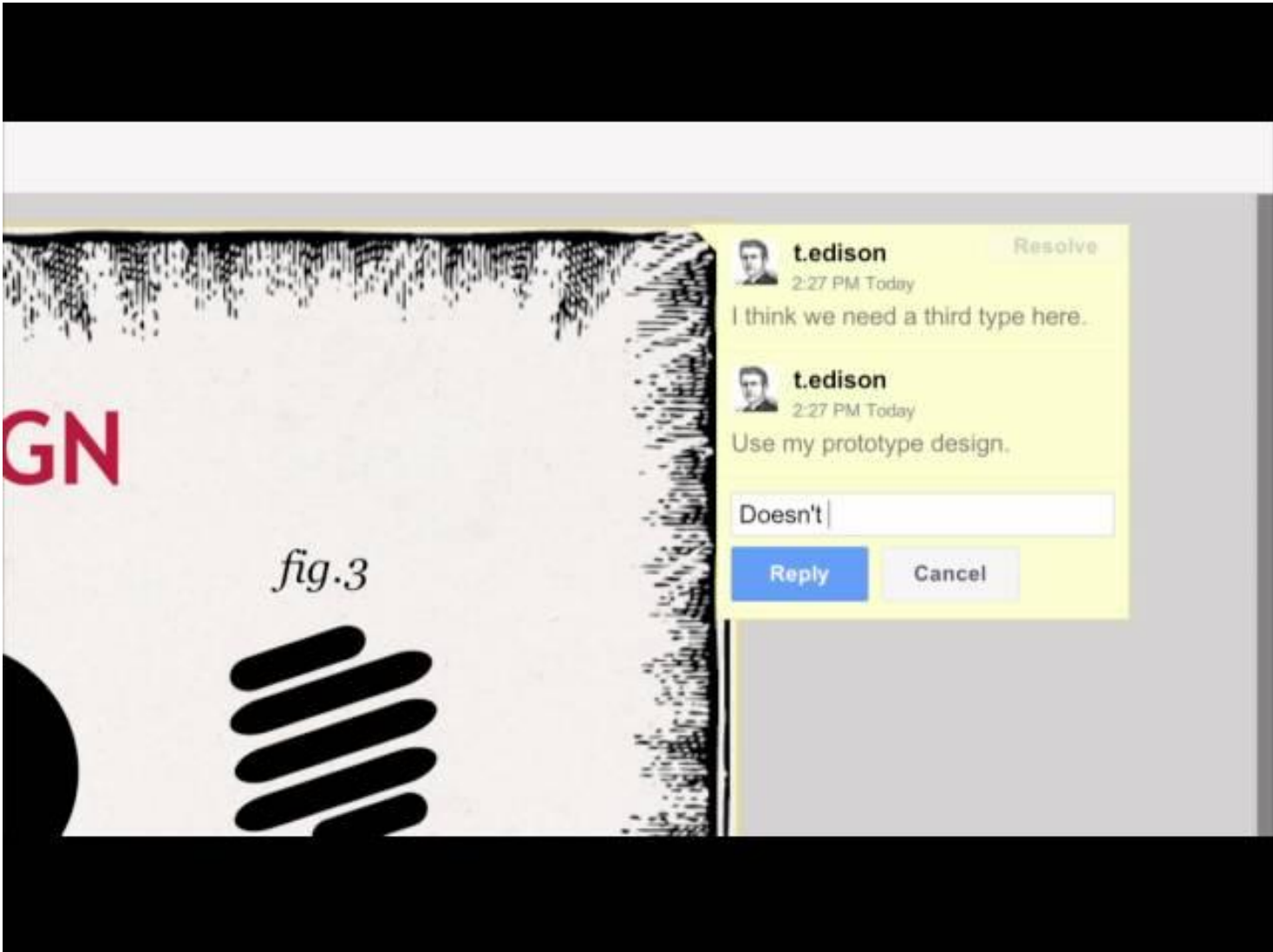
Show changes
[Show more detailed revisions](#)

Dec 18, 3:53 PM

marie
cristin

Restore this revision

Comments



(note: you can embed videos in Google Presentations)

Comments

Edit
Reply
+yourname@gmail
Resolve


Insert Format Tools Table Help

- Image...
- Link... ⌘K
- Equation... π^2
- Drawing...
- Comment** ⌘⌥M
- Footnote ⌘⌥F

Comments ▾ Share

Show comment stream


Notification settings...

 **marie**

+cristin@g1usd.org |

Your +mention will add people to this post and send an email.

Comment Cancel

 **Cristin Franklin** **Resolve**

3:23 PM Yesterday

Sounds like challenge-based learning to me.

[Edit](#) [Delete](#)

Reply to this comment...

Notification Settings



Notification settings

- Don't send me any email notifications for this doc (not recommended)
- Enable email notifications for this document's threads

-
- Notify me of all new comments and replies on this document
 - Notify me of replies to my comments
 - Notify me of replies to threads that I have commented on
 - Notify me when I am @ mentioned in a comment

[Help](#)

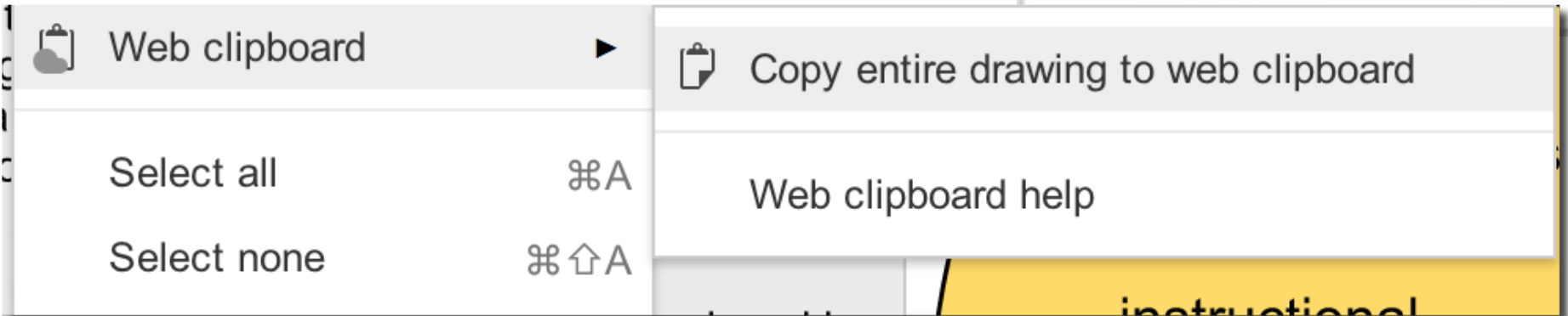
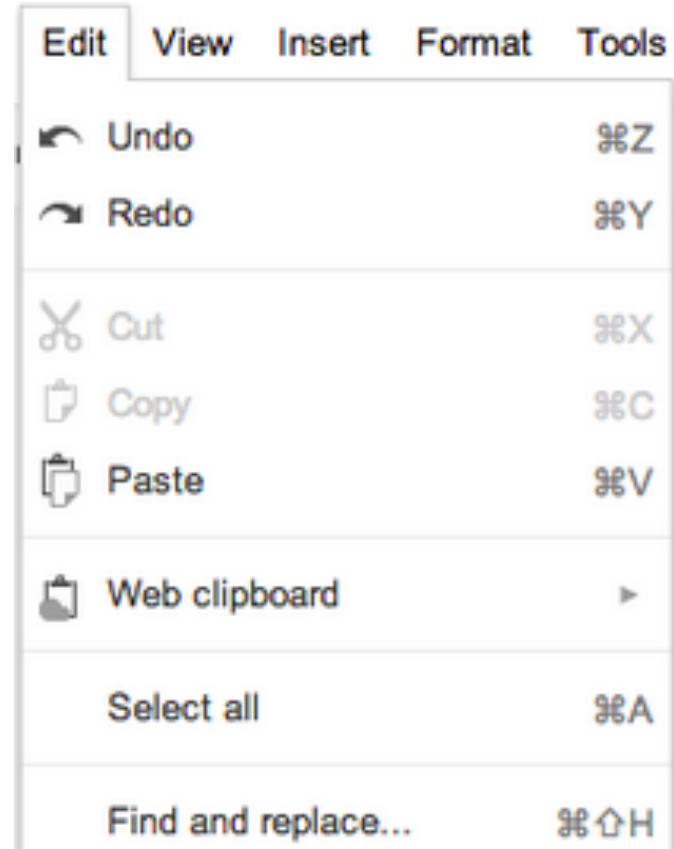
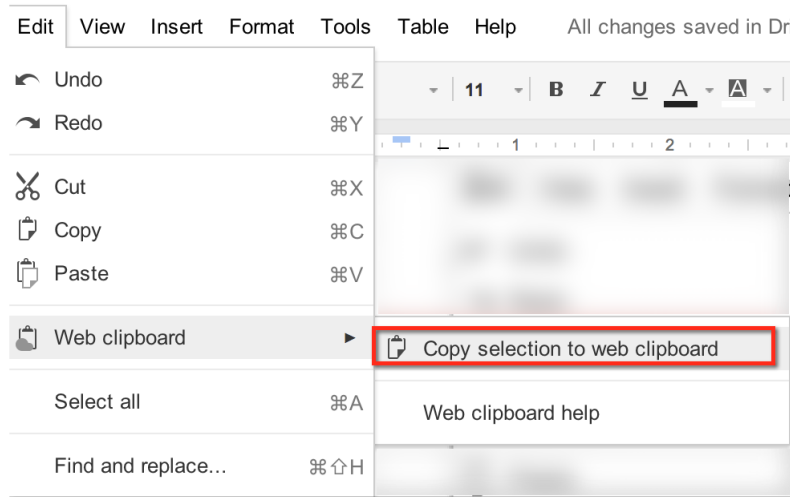
OK

Cancel

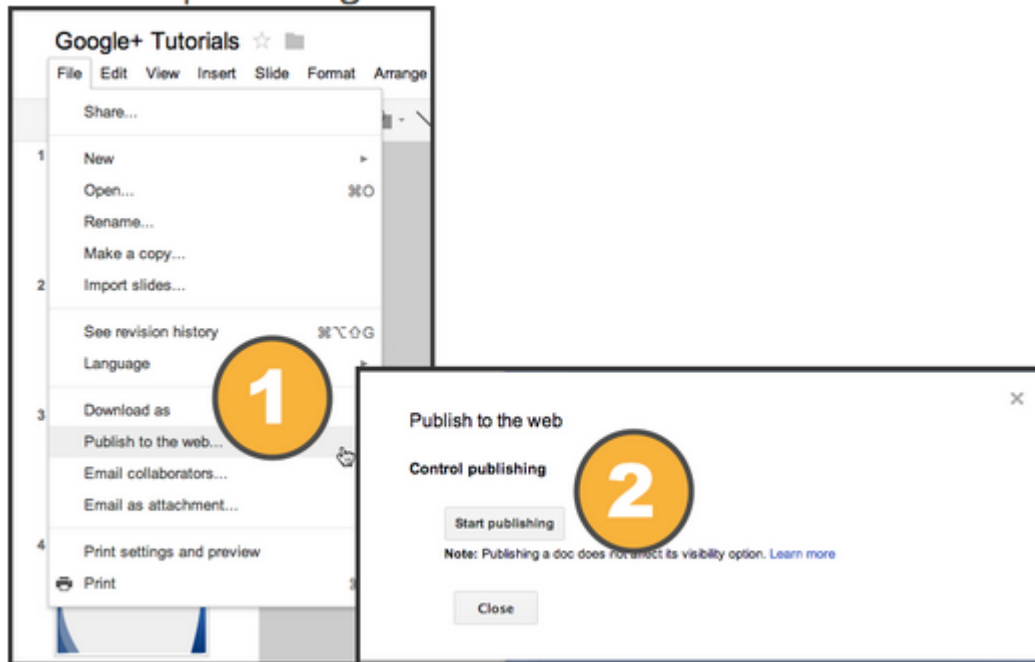
Advanced Copy/Paste

(web clipboard)

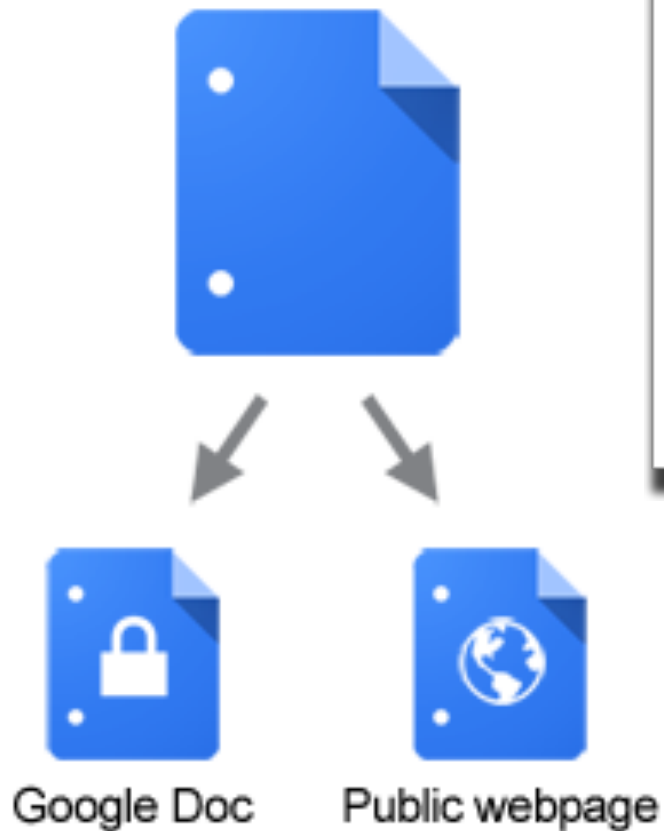
Drawings | Charts | Text



Publish to Web (Advanced)



Publish to the Web



Publish to the Web ✕

Control publishing

- Require viewers to sign in with their G1 Union School District account
- Automatically republish when changes are made

[Start publishing](#)

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

[Close](#)

Publish to Web (Advanced)

Publish to the web ×

Control publishing

3

Stop publishing

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link

`https://docs.google.com/presentation/d/1Rff9PASuk-I5zp1rtGI8IIIYKA8qiEUNr`

Embed code

`<iframe src="https://docs.google.com/presentation/d/1Rff9PASuk-I5zp1rtGI8IIIYKA8qiEUNr/embed?"`

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

1

Presentation size

Medium (960x749) ▾

Automatically advance presentation to the next slide

every 3 seconds (default) ▾

Start slideshow as soon as the player loads

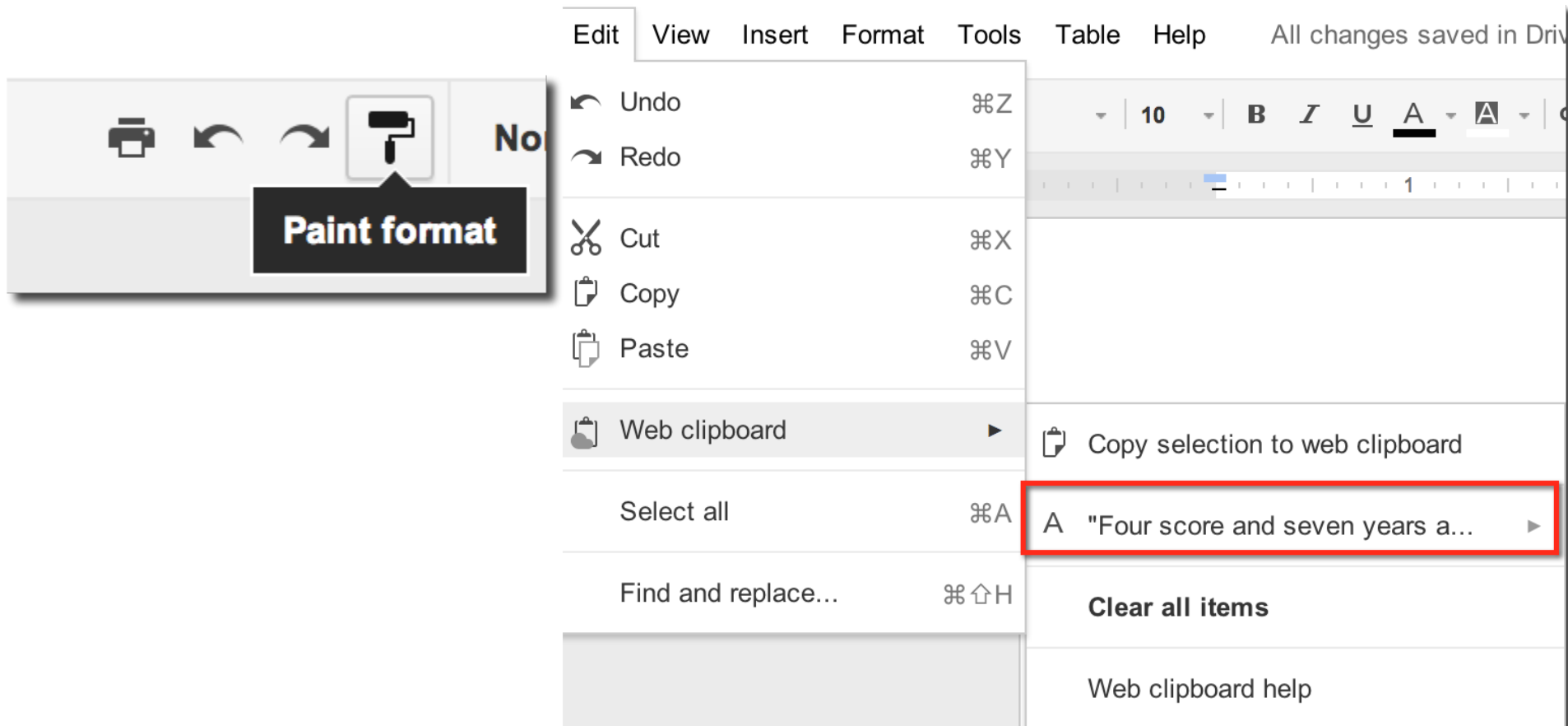
Restart slideshow after the last slide

2

Close

Formatting Awesomeness

Web Clipboard | Paint Format



The image shows a Google Docs interface. On the left, a toolbar contains icons for Print, Undo, Redo, and Paint format. A callout box points to the Paint format icon with the text "Paint format". In the center, the "Edit" menu is open, showing options like Undo, Redo, Cut, Copy, Paste, Web clipboard, Select all, and Find and replace... The "Web clipboard" option is expanded, showing a sub-menu with "Copy selection to web clipboard" and "A 'Four score and seven years a...". The "A 'Four score and seven years a..." option is highlighted with a red box. On the right, a snippet of the Google Docs ribbon is visible, showing the Font section with options for font size (10), Bold (B), Italic (I), Underline (U), and Text color (A).

Edit View Insert Format Tools Table Help All changes saved in Drive

Print Undo Redo **Paint format**

⌘Z Undo ⌘Y Redo ⌘X Cut ⌘C Copy ⌘V Paste

Web clipboard ▶

Copy selection to web clipboard

A "Four score and seven years a..." ▶

⌘⇧H Find and replace...

Clear all items

Web clipboard help

Offline Editing

Docs, Presentations and Drawings



Documents

FONT PARTY!!!

Add fonts



Show: All fonts ▾

Sort: Popularity ▾

Arimo

Coming Soon

Play

Gochi Hand

Cuprum

Shadows Into Light

DT Serif

My fonts

Amaranth



Arvo



Calibri



Cambria



Consolas



Corina



Dancing Script



Droid Sans



Droid Serif



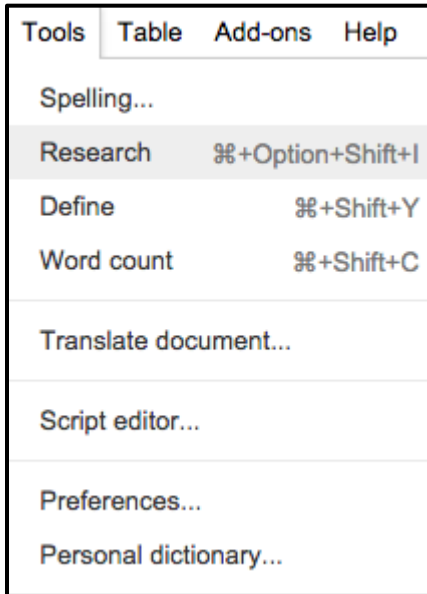
Lobster



Cancel

OK

Research Tool



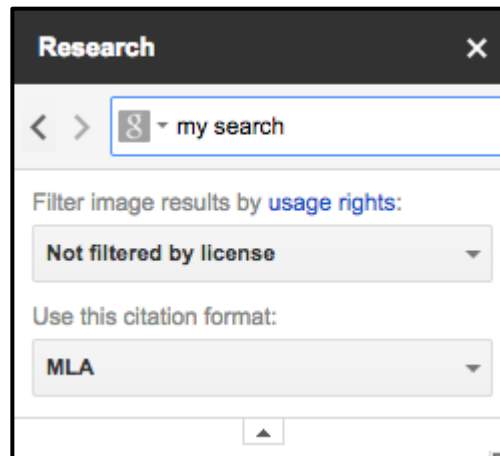
Go to tools>research

You can search the web, just for images, articles, and more

Preview websites, insert the link, or cite the source.

Cite: Research tool will insert a footnote formatted in your choice of MLA, APA, or Chicago.

[Learn more.](#)



Translate Document

Supported languages:

71

Translate document

Create a translated copy of the current document

New document title

Copy Of...

Translate into

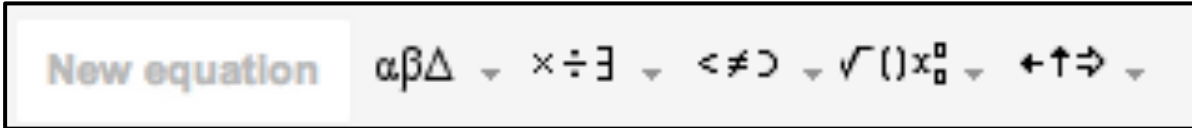
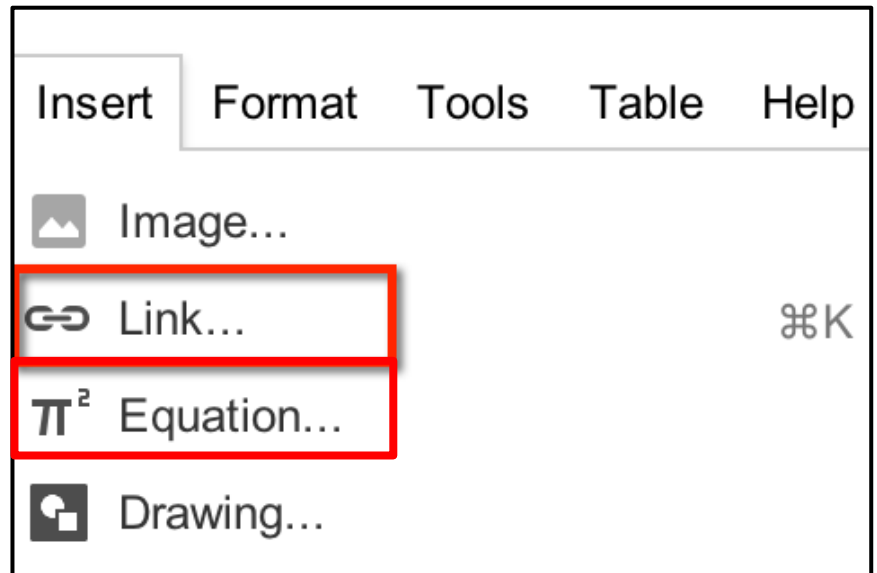
Choose a language ▾

Translate

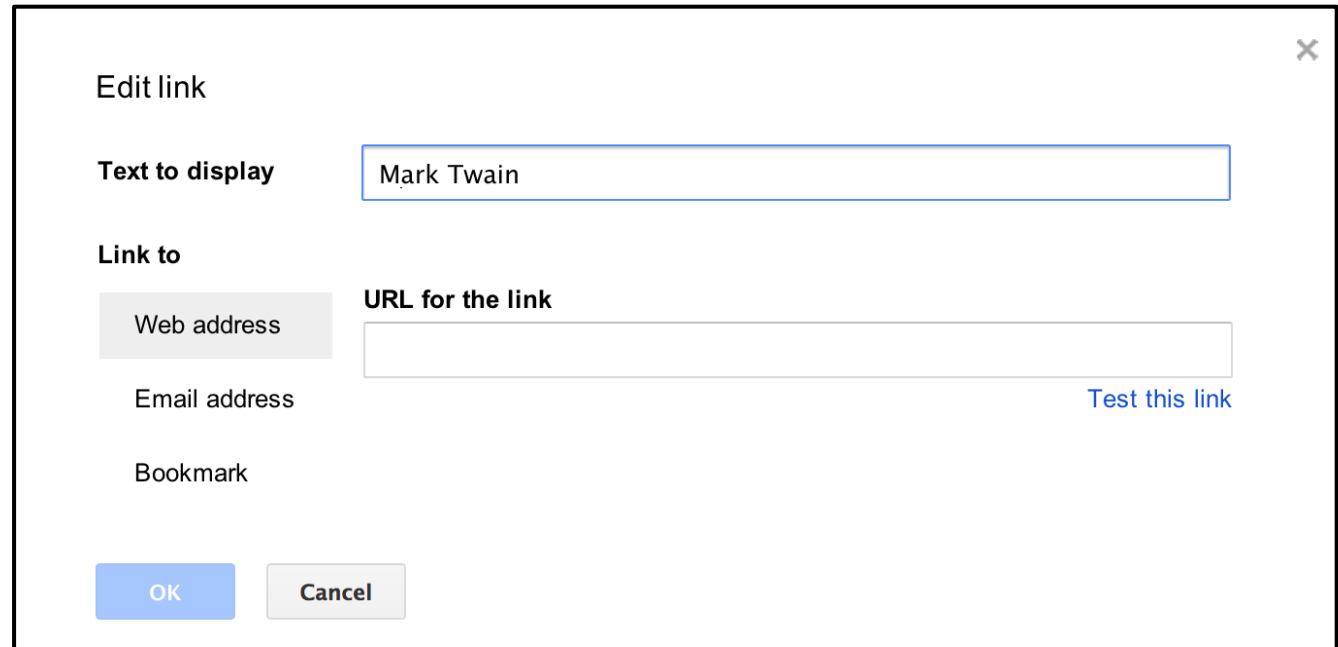
Cancel

Insert

Equations



Hyperlinks



Insert >>

Bookmarks

Insert **Format** Tools Table Help

Image...

Link... ⌘K

Equation...

Drawing...

Comment ⌘⌥M

Footnote ⌘⌥F

Special characters...

Horizontal line

Page number ▶

Page count

Page break ⌘Enter

Header

Footer

Bookmark

Edit Link

Text to display

Being told I would be expected to

Link to

Web address

Email address

Bookmark

Bookmark 1: Always obey your parents, when they are present. This is...
Bookmark 2: Be respectful to your superiors, if you have any, also...
Bookmark 3: Go to bed early, get up early- this is wise....
Bookmark 4: Now as to the matter of lying. You want to be...
Bookmark 5: Never handle firearms carelessly. The sorrow and suffering that
Bookmark 6: There are many sorts of books; but good ones are the...

OK

Cancel



Google Slides: Presentations made Easy

Embed Videos

Insert video

Video search

URL



using voice comments in google docs



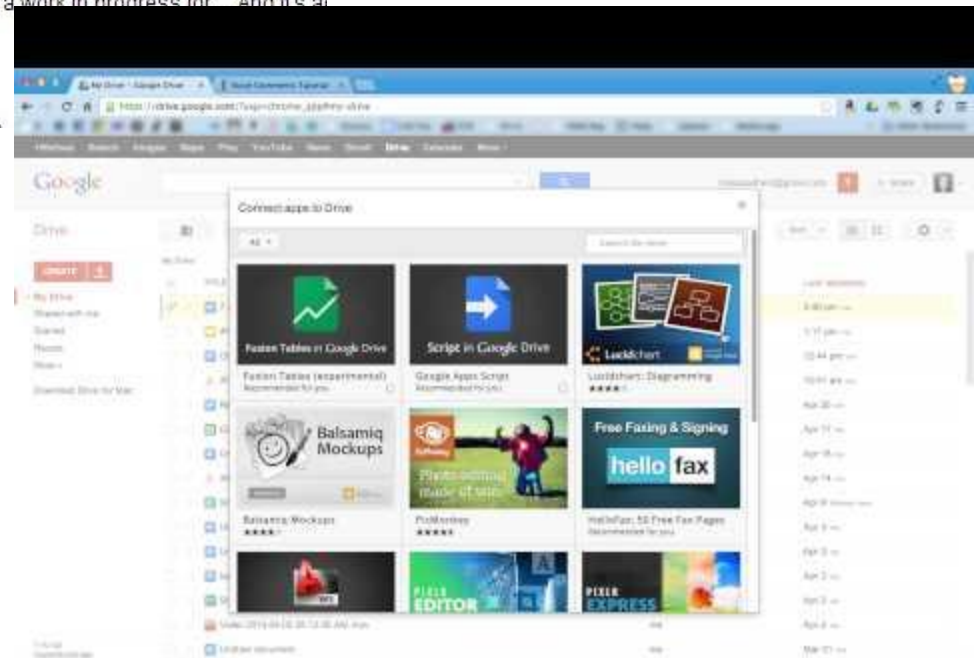
Leave Voice Comments on Google Docs - YouTube

This video shows how teachers can add voice comments to students google ...
5 min - Apr 21, 2013



Voice Controls for Google Docs - YouTube

Voice Controls for Google Docs have been a work in progress for ... And it's a ...
3 min - Apr 1, 2013



***Move objects short
distances by holding the
shift key and using the
arrows***

Transitions and Animations

Insert - Animations

or

Right-Click - Animate

Import & Upload Slides

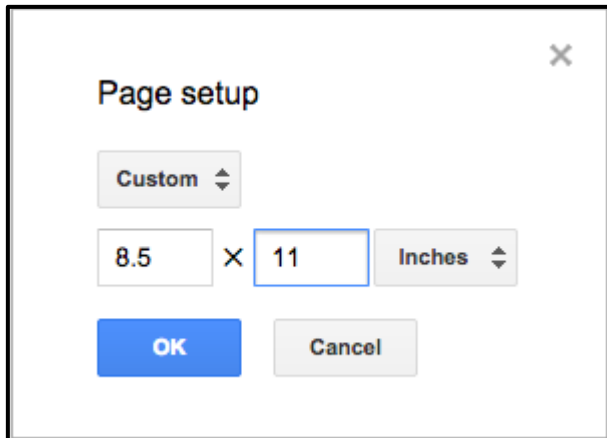
Import slides

Presentations

Upload



Use Presentations Instead of Docs



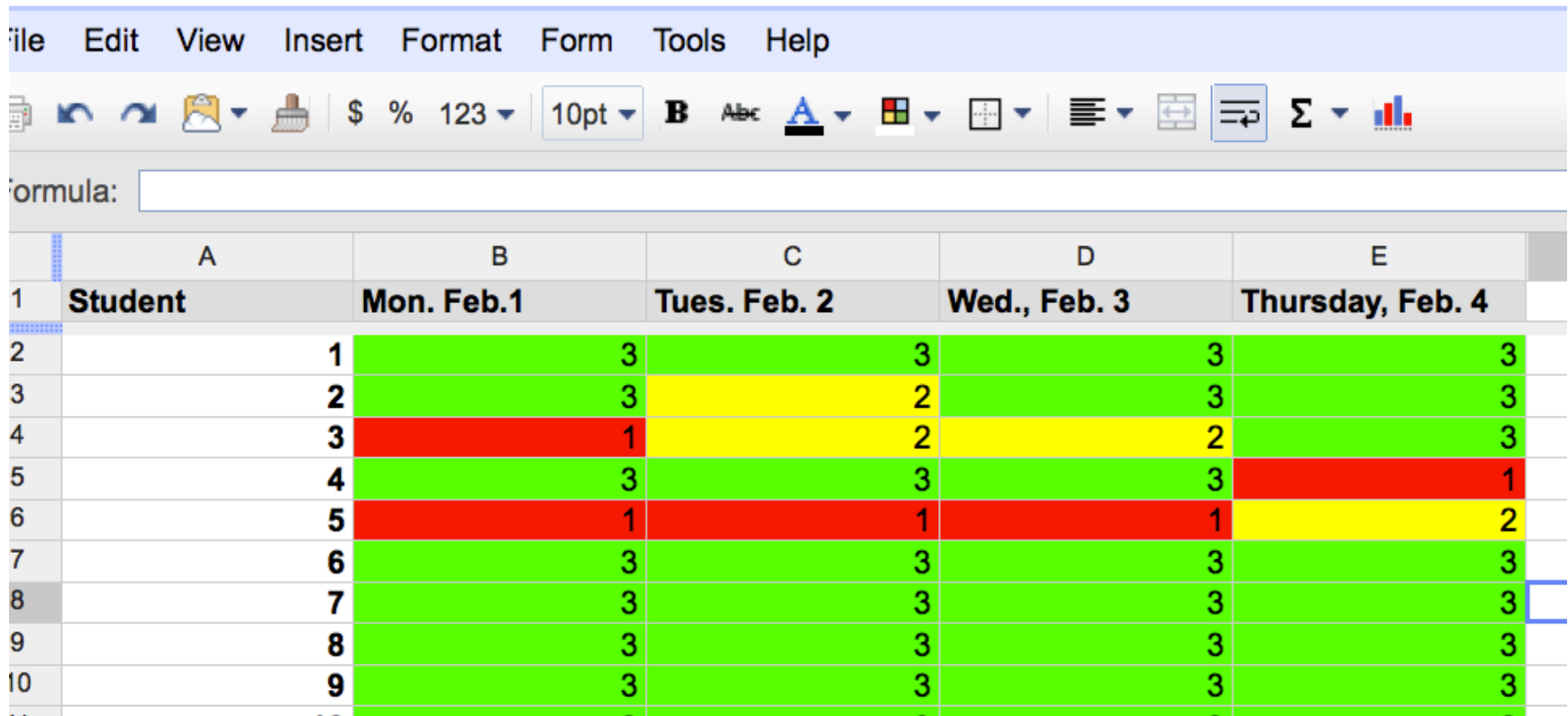
[Piece of Paper](#)

[Sample -- Poetry Anthology](#)



Sheets and Forms: Top Features and Workflow Productivity

Track Student Homework



The screenshot shows a spreadsheet application interface with a menu bar (File, Edit, View, Insert, Format, Form, Tools, Help) and a toolbar. The spreadsheet data is as follows:

	A	B	C	D	E
1	Student	Mon. Feb.1	Tues. Feb. 2	Wed., Feb. 3	Thursday, Feb. 4
2	1	3	3	3	3
3	2	3	2	3	3
4	3	1	2	2	3
5	4	3	3	3	1
6	5	1	1	1	2
7	6	3	3	3	3
8	7	3	3	3	3
9	8	3	3	3	3
10	9	3	3	3	3

Use spreadsheets to track student homework. Give each student a anonymous number and share the sheet with parents



Sign-up Sheets

Please sign-up for one time slot. Thanks! -Mr K

Date	Time	Parent's Name	Student's Name	Email Address	Phone
Tuesday, Oct. 2	1pm	Becky Coleman	Susie Coleman	Becky@gmail.com	202- 9
Tuesday, Oct. 2	2pm				
Tuesday, Oct. 2	3pm				
Tuesday, Oct. 2	4pm				
Tuesday, Oct. 2	5pm				
Tuesday, Oct. 2	6pm				
Tuesday, Oct. 2	7pm				
Wednesday, Oct. 3	1pm				

Use spreadsheets to make scheduling parent-teacher conferences really easy.



*Intermediate
Application*

Useful functions

1				
2				
3				
=sum				

- SUM(number_1, number_2, ... number_30)
- SUMIF(range, criteria, sum_range)
- SUMSQ(number_1, number_2, ... number_30)
- SUMXMY2(array_X, array_Y)
- SUMX2MY2(array_X, array_Y)
- SUMX2PY2(array_X, array_Y)
- SUMPRODUCT(array 1, array 2, ... array 30)

Syntax: SUM(number_1, number_2, ... number_30)

Adds all the numbers in a range of cells. Number_1, number_2,... number_30 are up to 30 arguments whose sum is to be calculated. You can also enter a range using cell references.

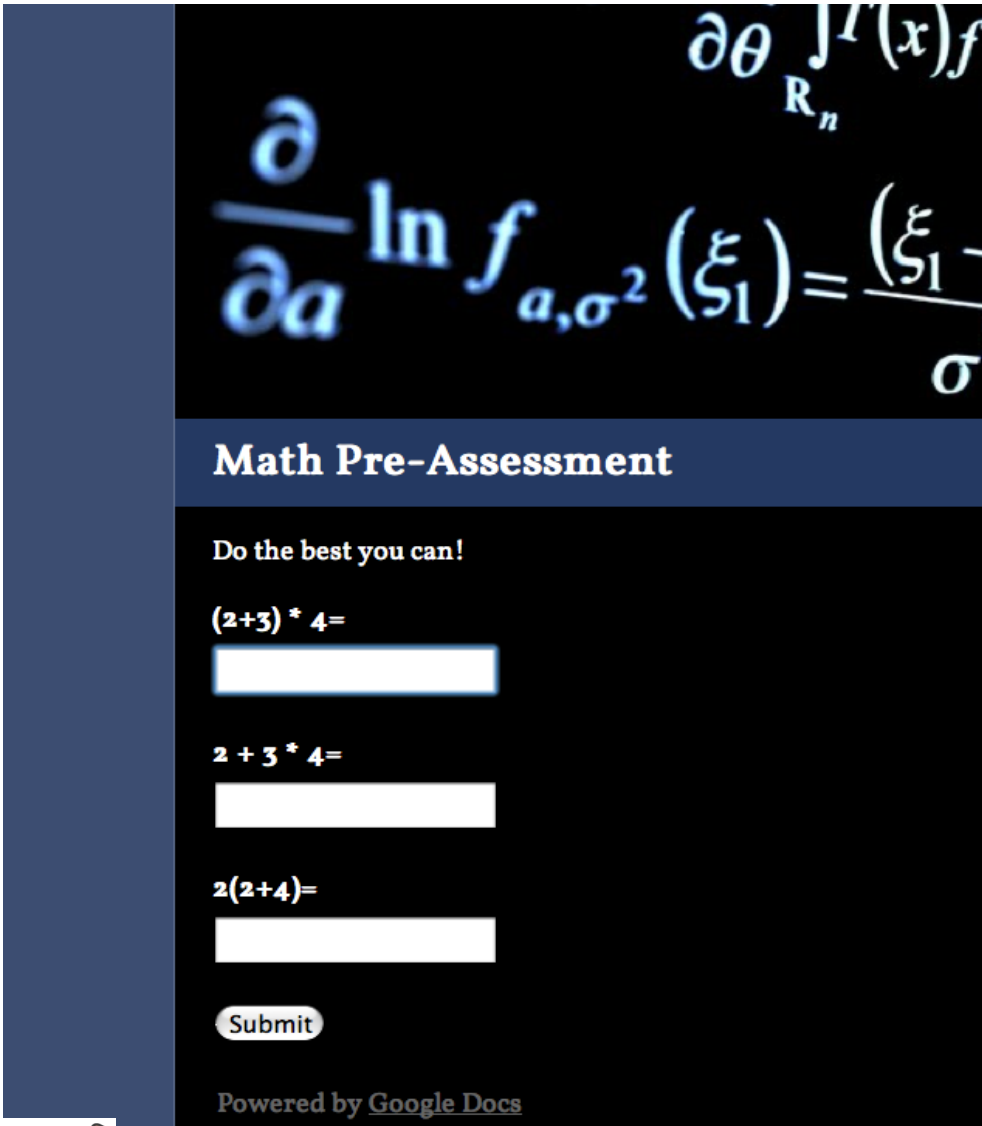
View the [complete list of functions](#).

Import data from the Web with [ImportHtml](#):

```
=ImportHtml("http://en.wikipedia.org/wiki/Demographics_of_India", "table",4)
```

Formative/Summative Assessments

Modify your instruction based on the results. Then give students an "exit ticket" at the end of class to see what they learned.



The screenshot shows a Google Docs document titled "Math Pre-Assessment". At the top, there is a mathematical formula: $\frac{\partial}{\partial a} \ln f_{a, \sigma^2}(\xi_1) = \frac{(\xi_1 - \theta)}{\sigma^2}$. Below the title, the text "Do the best you can!" is followed by three math problems, each with a text input field: $(2+3) * 4=$, $2 + 3 * 4=$, and $2(2+4)=$. A "Submit" button is at the bottom, and the footer says "Powered by Google Docs".



Teacher or Student Observations

Principal Teacher Observation Form

Teacher's Name

Teacher clearly communicates lesson objective and purpose

1 2 3 4 5

Novice Exemplary

The lesson objective is standards aligned and rigorous

1 2 3 4 5

Novice Exemplary

The lesson has an engaging hook/opening

1 2 3 4 5

Novice Exemplary

Use forms on your smart phone or tablet to do teacher or student observations. The data will be automatically populated into a spreadsheet.



A Few More Ways to Use Forms...

Collect Information from Parents or Teachers
Collect Science Data

Hint: Use Flubaroo to grade your form: <http://www.flubaroo.com/>

Question Title

Help Text

Question Type

Make this a required question





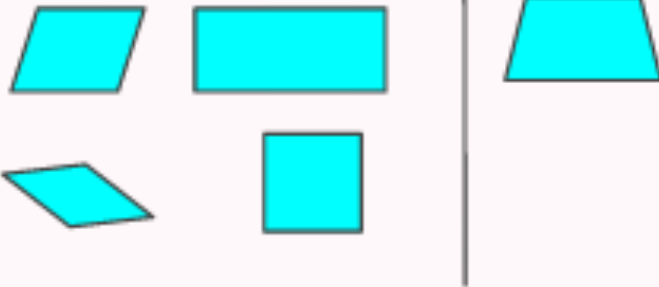
Drawings: Flexible Formatting

Demonstration of understanding in math:

Classifying Quadrilaterals

Parallelogram

Not a Parallelogram



Creating Number Lines



Creating Fractions



"Pencil & Paper"

$$62 \times 13 = \boxed{806}$$

60	2	
600	20	10
180	6	3

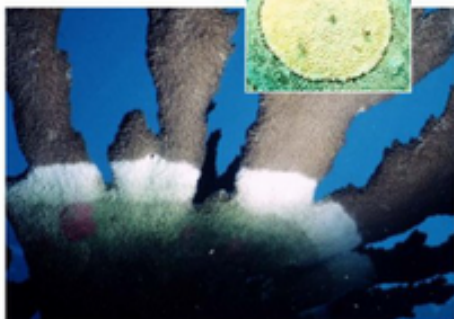
Language Arts:

Interacting with Text

Threats to Coral Reefs

Coral reefs are very fragile, and many things can damage them. The two things that cause the most damage are disease and humans. Some conditions, such as white band and black band diseases, are caused by a combination of destructive bacteria. In most cases, the band of bacteria advances up the branch of the coral, destroying the coral polyps and leaving the skeleton behind. The skeleton can then be attacked or colonized by other damaging organisms. These fast-growing diseases can wipe out an ancient coral reef in weeks.

A dark ring resulting from black band disease



White band disease can destroy coral quickly.

Table of Contents

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What Is Coral?	5
A Busy Underwater Community.....	9
Where Do Corals Live?	11
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atolls (n.)

barrier reefs (n.)

bleaching (n.)

crevices (n.)

crustaceans (n.)

Glossary

circular reefs formed when coral grows around islands that later sink beneath the surface of the sea (p. 14)

reefs that sit farther from the shoreline, forming barriers between the open ocean and calm lagoons (p. 14)

when coral turns white after its algae die (p. 17)

cracks and holes (p. 10)

hard-shelled, many-legged sea creatures such as lobsters, shrimp, and crabs (p. 10)



Katie Christie

12:31 PM Aug 13

This is a subheading, and it allows me to know what this part of the text will be about.



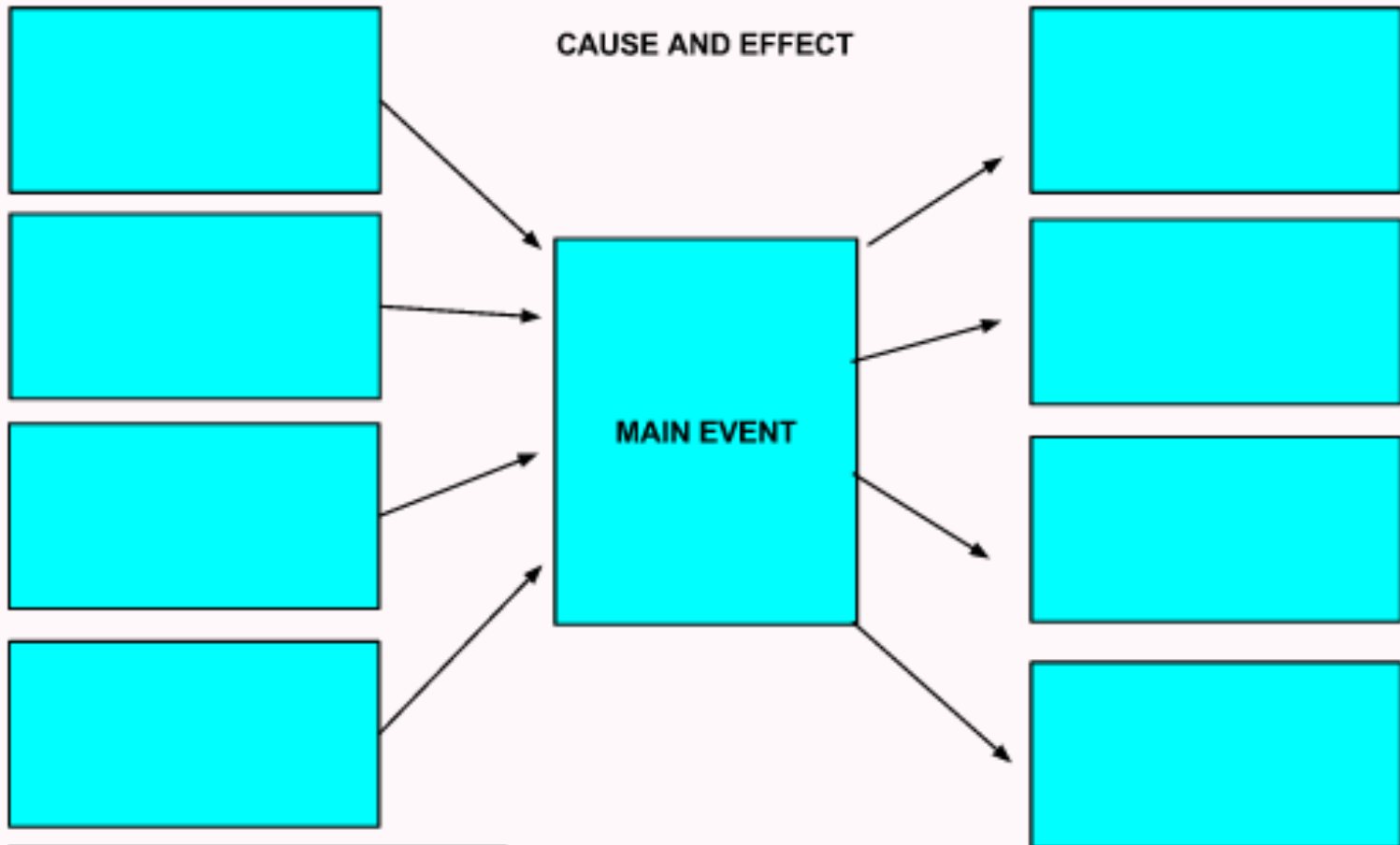
Katie Christie

12:37 PM Aug 13

This word was found in the text, and the author thought it'd be helpful to give the definition. The "n." lets me know this word is a noun.

Mind Mapping: Thinking Maps

MULTI-FLOW MAP



This side lists the CAUSES the led to the main event in the middle of your map.

This side list the EFFECTS that occurred after or because of the main event.

Thank you Hannah Gordon and Kevin Watanabel!

Content Area Knowledge:

vein - a narrow tubes within a leaf to bring water and nutrients to the rest of the plant

nutrients - a substance such as a fat, a protein, or a carbohydrate that a living thing needs to have to survive

leaf- a plant organ that absorbs energy from the sun and processes water, oxygen and carbon dioxide; the organ where photosynthesis happens

chlorophyll - a green pigment that absorbs energy from the sun

carbon dioxide - a waste product made by the cells of the body

photosynthesis - the process of which plants and some other organisms use the energy from sunlight to make food



Try this activity