

Google Drive Basics (G Suite for Education)

What is it?

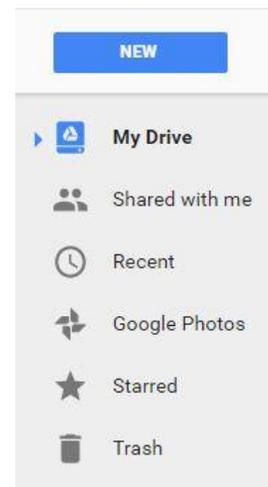


Cloud storage for your stories, designs, drawings, recordings, videos, photos... with access anywhere with any device (phone, computer, tablet). Suite of online software programs (simple to use) that will allow you to do almost anything. Invite others to view, share and collaborate – no email attachments needed. This is where the real magic happens.

G-Drive Toolbar

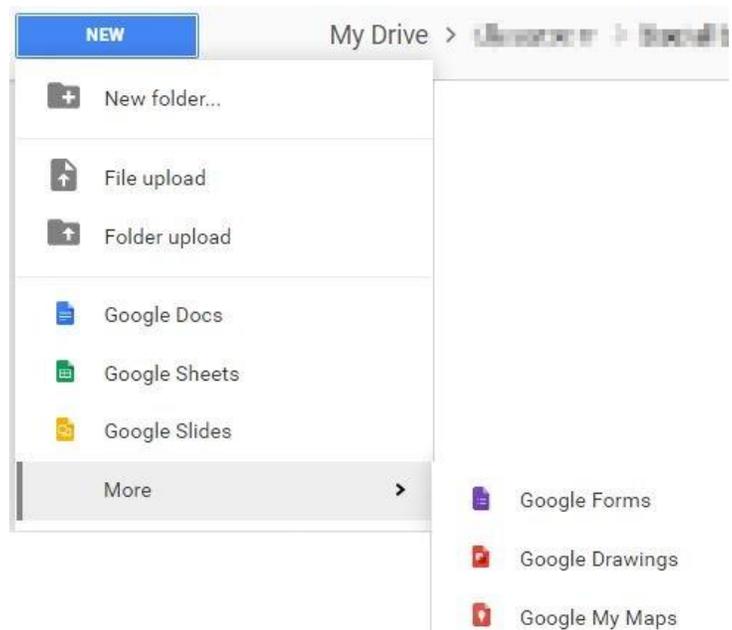
- My Drive (where all your folders and files reside)
- Shared with me (all files shared with you by someone else)
- Trash

Google Drive



Click **NEW** to:

- Create new Folder, Document, Sheets, Slides, Forms, Drawings
- Upload a file from your computer
- Upload a folder from your computer



Handy Tips to Keep You Sane

Workflow:

- Introduce the environment with a simple activity (not a large scale project)
- Merge “Digital Citizenship” lessons in this authentic environment (must be lived and connected)
- Create a convention for naming all files (eg. First and last name – title of assignment). These become listed/grouped in that order.
- Teach organizational skills with folder creation (colour coded). Students choose their own colours to reflect their visual world.
- Voice Typing (in Tools > Docs/Slides) – good for all students (sometimes easier to talk than type)
- Convert an image text using OCR into an editable G-Doc
- Use G-Forms to create an organized Hand-In sheet. You can add your comments directly in the Sheet as your own record. Use Forms as worksheets (easier to annotate than pdf).
- Templates
- Revision history – your best friend for returning to a previous version
- Chrome Extension: Select and Speak

G-Docs:

- Journal? Use only one document per student. Record most recent entry at the top of the page, pushing older content down the page. (No scrolling needed. This will take practice.)
- Collaboration on a Docs? Have students create a table with multiple rows – each student can write in their own row without accidentally interfering with others.
- Add-ons > Thesaurus Pro, TextHelp Study Skills, g(Math)



G-Slides:

- Collaboration on Slides? Create multiple slides; each student has their own slide which they can colour code the background.
- Can now upload/embed a video from your computer or YouTube
- Create your Own Adventure; Voice Type Speaker Notes
- Other slides templates: <http://www.slidescarnival.com/category/free-templates/page/2>



G-Forms:

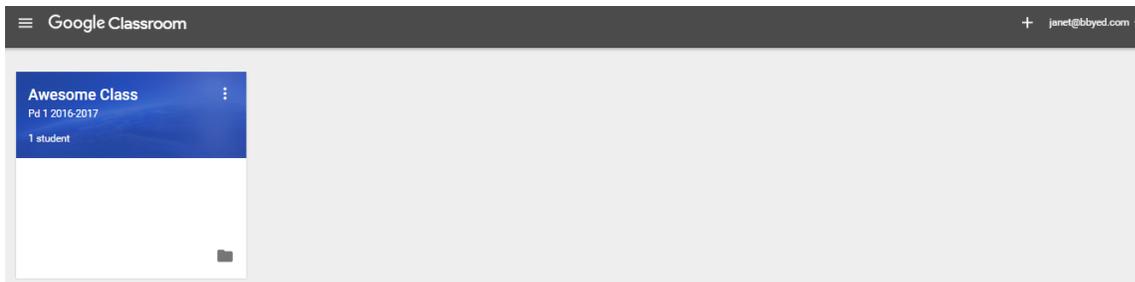
- ***Note:** all data resides on US-servers (if using for student private, consider using Gravity Forms in our blogs)
- Use Forms to create an organized Hand-In sheet. In the resulting spreadsheet, you can paste comments as your own record for assessment.
- Create self-assessment surveys; sign-up for parent drivers, camp organization...anything you can imagine
- Add images (optional) to questions
- Add-on > Form Limiter (to limit number of signups etc.); Power Tools (edit data within cells)



Google Classroom Basics (G Suite for Education)

What is it?

Simply put, it is Google Drive management. Once selected, you can assign work and collect work (eg. manage tasks)



Class Page

- Stream - Scroll of assignment links, questions, announcements, forum (*Note: Organize these in TOPICS)
- Students list invited to this class – (*Note: student emails are disabled)

Awesome Class Pd 1 2016-2017
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STREAM STUDENTS ABOUT

No work due in soon
VIEW ALL

TOPICS
Hand IN
Mood Meter
Self Reflection
ADD TOPIC

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6 Feb

Hand IN

Hand In Assignment Link

Google Forms - create and analyze surveys, for free.
https://docs.google.com/a/bbyed.com/forms/d/e/1FAIpQLScNktQnJUgp71QU0oZxWAXEW6clse0Y_24...

Add class comment...

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15 Jan

Reuse post
Create question
Create assignment
Create announcement