



# Google in education

Issue 1. January 26, 2015



## In this issue.....

Fun With-  
Google Forms

Pg. 2

Google Sites-  
More Than You Think

Pg. 4

Going Global-  
With Google Earth

Pg. 5

Translation Made- Pg. 6  
Easy with Google Translate

Saving Time-  
Create Google Docs

Pg. 7

Keeping in-  
Touch with Google Keep

Pg. 8

Google Products-  
For Education

Pg. 9

Kimberly Scott  
Technology Trainer  
[scottks@scsk12.org](mailto:scottks@scsk12.org)

<http://thescottspot.weebly.com>

Greetings! My name is Kimberly Scott and I am your Technology Training Specialist (formally

Instructional Technology Analyst). My role is to provide technology training and resources to teachers and administrators in my assigned schools. If you would like technology training or have questions, please contact me at the information above.

**Good Googly!**  
By Kimberly Scott

In our first edition of the Technology Training newsletter, we focus on some simple to use, yet powerful tools. Google is much more than just a search engine. They offer many great tools include Google Translate, Google Forms, Google Earth, and much, much more! Take a look inside our newsletter to get more information on a few of these wonderful tools and how they can help administrators, teachers and students in the classroom. For training on these and other exciting technology tools, please contact your training specialist at the information below.  
Happy Googling!

# Fun with Forms

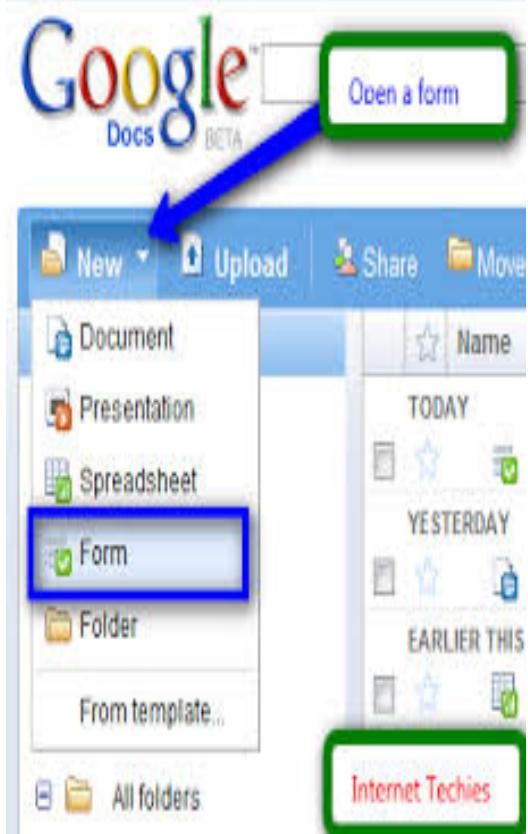
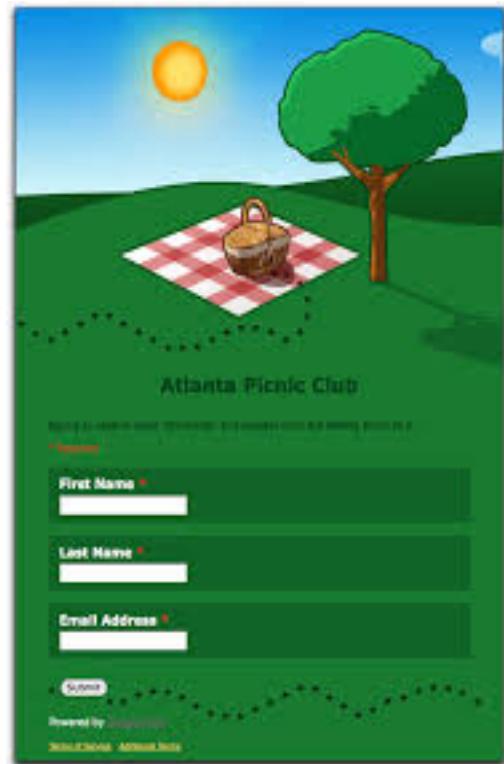
By Anecia Scott

Please visit <http://www.google.com/forms/about/>

Frustrated? Are you in need of a quick way to create a survey, rubric, or assessment? Google Forms is your solution! With Google Forms, teachers are able to quickly create forms to use in various ways in the classroom. It provides a simple and instantaneous way to collect and share information. As teachers, we look for ways to make our duties in the classroom as painless as possible. There are several ways that we can use Google Forms to help alleviate that burden.

When getting started with Google Forms, one must have a Google account. This account will give you access to several features offered by Google Drive, such as documents, spreadsheets, presentations, and forms to name a few. It is important to know that when using Google Forms the data submitted in the form is compiled in a Google spreadsheet, which is attached to the form.

One of the ways Forms can be used is to collect contact information. If students were going a field trip, parents can submit their emergency contact information by using the form. This information will be stored electronically and can be shared with others instantly. Similarly, a form can be used to help attendees register for a conference or workshop that you are sponsoring.



They would be able to submit all of their information needed to sign up and you wouldn't have to worry about collecting and gathering information once that person arrives.

Secondly, Forms can be used to assess students. When a form is designed for an assessment, responses can be submitted as multiple choice, short answers (fill-in-the-blank), or paragraph text. Student responses can even be time stamped to show when assessment was completed. Also, Google Forms has a feature called Flubaroo that can be used with their forms that allow student responses to be graded upon their submission. Likewise, a teacher can even establish when (s) he would like to end the assessment and no longer collect responses for students.

Finally, Forms can be used to create a discipline referral tracker for your classroom or team. Student infractions can be tracked and monitored for the students who commit offenses. Remembering that entries submitted through the form are stored in a spreadsheet, data can be effortlessly complied and shared.

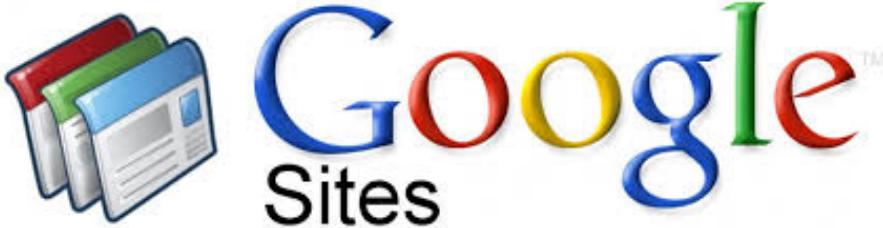
The few suggestions offered on ways to use forms just barely scratches the surface of the multitude of ways forms could be implemented in to the classroom. Google Forms provides a wide variety of options with just a few clicks. Get rid of your clipboard and pen and get started with Google forms!



# Google Sites: More Than You Think

By Fatima Ferguson

Please visit <https://sites.google.com/?pli=1>



Google Sites is Google's free tool to create custom websites. Similar to a wiki, you can develop the site by yourself or choose to collaborate with others on the creation and content of the pages. Then, you can decide on the level of sharing you would like to permit. In addition, Google sites backs up storage over the Internet. Thus, it is available from any device that can access the Internet.

Teachers can use Google Sites to:

- Create a class webpage. Keep parents informed of class news, upcoming events, policies, etc. It can even include photos and videos.
- Post assignments, templates, and rubrics.
- Post tutorial videos for students to watch at home for extra help or to avoid missing an important concept when absent.
- Create a Google Form Survey and have parents and/or students complete questions online.

A screenshot of the Google Sites interface. On the left, there's a sidebar with links like 'Create a Site', 'Recent Links', 'Recent Pages', 'My Favorites', 'Recent Changes', and 'Recent Posts'. The main area has a title 'Create a Page' and two steps: '1. Name your Page' with a text input field containing 'Jitapot Web' and '2. Choose Page Type' with five options: '1. Plain Page', '2. Questions', '3. Calendar', '4. No Content', and '5. Photo Page'. At the bottom, there's a large orange 'Create' button.

Students can use Google Sites to:

- Create a portfolio of their personal work.
- Collaborate with other students around the world to share ideas, create content, and communicate ideas.



## What is Google Earth?

Google Earth is a free, downloadable application that is opening up potential for students in classrooms around the globe with its bird's-eye view of the world. It uses satellite imagery to grab, spin, pan, tilt and zoom down to any place on Earth.

Students can explore every corner of the globe, measure distances, create their own virtual tours, and share their tours with others. You can also create and download layers of information and view them in geographic context.

## How do students use it?

Students can use Google Earth to:

- study natural and political maps
- learn map reading and navigation
- visually explore historical, news, and census data
- annotate locations and share with others
- create their own 3D models to overlay on maps
- download geographically referenced information created by others

# Going Global with Google Earth

*By Emily Spann*

Please visit

<https://www.google.com/earth/>

## Exciting Ideas for the Classroom

**Elementary.** Have students explore verified locations where meteors have hit the Earth (<http://www.gearthblog.com/kmfiles/impacts.kmz>), then create a chart of the number of craters per continent.

**Middle School.** Have students explore the 19 annotated placemarks mentioned in Jules Verne's "Around the World in 80 Days" (<http://bbs.keyhole.com/ubb/download.php?Number=156427>). Then have them annotate 19 different places they would stop if they were traveling around the world.

**High School.** Have students pretend they are with Sir Ernest Shackleton during his adventure in Antarctica. Explore the virtual tour in Google Earth (<http://bbs.keyhole.com/ubb/download.php?Number=151193>) and have students write diary entries to personalize the experience.

## Resource for Google Earth Lessons

Google Earth Lessons -

<http://www.gelessons.com/lessons/>

# Translation Made Easy With Google Translate

By Leslie Phillips

Please visit <https://translate.google.com/>

Hello, Hola, Bonjour!

Imagine typing in a word, phrase, or paragraph, and seeing the translation of this word, with the click of a button. You can easily make this happen with the use of Google Translate. Google Translate offers over 70 languages for translation. The app also works offline.

For classroom use, Google Translate offers several ways to translate:

- Translate speech and text by typing or uploading a document. Simply type in your text on the left side of the screen, and click which language you want to translate to on the right side of the screen.



- Take pictures, or scan signs with your smartphone camera.
- Speak into a microphone and have your voice translated for a student or parent.
- Enhance language lessons by holding classroom discussion on 44,444 dialects.
- Translate a webpage, by pasting the website address into Google Translate.

You will never have to worry about forgetting the translation of a word or phrase with the Phrasebook option (Click the book icon in the upper right corner). Phrasebook will keep your latest translations so that you can refer to them at anytime. Click the star graphic to save to your Phrasebook. Educators, take Google Translate for a test drive. You will not be sorry, triste, or désolé!

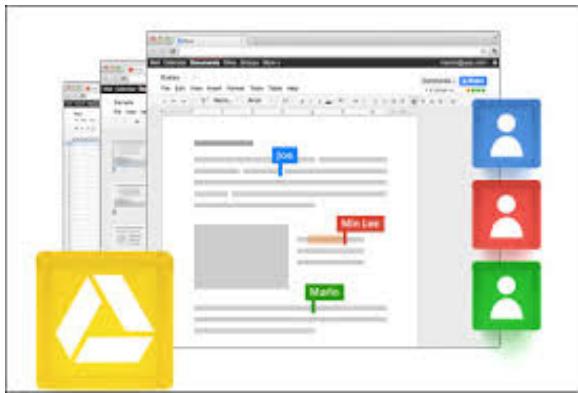


# Save time! - Create Google Docs

By Terro Ford

Please visit <http://www.google.com/docs/about/>

Get creative in the classroom and make learning fun for your students using Google Docs. It is a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. Here are just a few ways to use it in the classroom:



# *Collaborative Writing*

Sharing and commenting provide students with opportunities to receive immediate feedback on their writing from teachers and peers in the 24/7 classrooms.

## *In Box*

Can't keep up with all the assignments? You can create a Google form to collect them! The information submitted by students automatically populates a spreadsheet to be used by teachers to keep track of assignments and also to quickly access those assignments for grading and review.

## *Self-Grading Quiz*

Provide students with immediate feedback and increase motivation by creating a simple self-grading quiz with a Google Form.

Google Docs is constantly evolving, adding new features, and becoming more useful for teaching and learning. If you haven't yet put Google Docs to the test, give it a try.

<h2>Test Your Knowledge of Keyboard Shortcuts - Self-Grading Quiz</h2> <p>* Required</p> <p>Name - Unique Identifier *</p> <input type="text"/> <div style="border: 2px solid blue; padding: 5px; margin-top: 10px;"> <b>Quiz for Students Works well on an iPod Touch too!</b> </div> <p>What are the keyboard shortcuts for copy and paste? *</p> <ul style="list-style-type: none"> <li><input type="radio"/> Control + C and Control + P</li> <li><input type="radio"/> Control + X and Control + P</li> <li><input type="radio"/> Control + C and Control + V</li> <li><input type="radio"/> Control + X and Control + V</li> </ul> <p>What keyboard shortcut makes the screen size larger? *</p> <ul style="list-style-type: none"> <li><input type="radio"/> Control + L</li> <li><input type="radio"/> Control + +</li> <li><input type="radio"/> Control + #</li> <li><input type="radio"/> Control + T</li> </ul>	<h2>Keyboard Shortcuts - Self-Grading Quiz Sample</h2> <p>File Edit View Insert Format Data Tools Form (123) Help</p> <p>10pt: B A -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> <th>S</th> <th>T</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center; padding: 10px;"> <b>Immediate Results for Teachers</b> </td> </tr> <tr> <th></th> <th>Contr</th> <th>Con</th> <th>All of</th> <th colspan="5"></th> <th></th> </tr> <tr> <th>Control</th> <th>+ C</th> <th>+ V</th> <th>Con the</th> <th colspan="5"></th> <th>Points</th> <th>Percentage</th> </tr> <tr> <th>**</th> <th>Ctrl</th> <th>K</th> <th>Ctrl + F</th> <th colspan="5"></th> <th></th> <th></th> </tr> <tr> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>700</td> <td>100</td> </tr> <tr> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>700</td> <td>100</td> </tr> <tr> <td>0</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>600</td> <td>85</td> </tr> <tr> <td>100</td> <td>0</td> <td>100</td> <td>0</td> <td>100</td> <td>0</td> <td>100</td> <td>0</td> <td>100</td> <td>300</td> <td>42</td> </tr> </tbody> </table>	L	M	N	O	P	Q	R	S	T	<b>Immediate Results for Teachers</b>										Contr	Con	All of							Control	+ C	+ V	Con the						Points	Percentage	**	Ctrl	K	Ctrl + F								100	100	100	100	100	100	100	100	100	700	100	100	100	100	100	100	100	100	100	100	700	100	0	100	100	100	100	100	100	100	100	600	85	100	0	100	0	100	0	100	0	100	300	42
L	M	N	O	P	Q	R	S	T																																																																																							
<b>Immediate Results for Teachers</b>																																																																																															
	Contr	Con	All of																																																																																												
Control	+ C	+ V	Con the						Points	Percentage																																																																																					
**	Ctrl	K	Ctrl + F																																																																																												
100	100	100	100	100	100	100	100	100	700	100																																																																																					
100	100	100	100	100	100	100	100	100	700	100																																																																																					
0	100	100	100	100	100	100	100	100	600	85																																																																																					
100	0	100	0	100	0	100	0	100	300	42																																																																																					

# Keeping in Touch with Google Keep

By Justin Doss

Please visit <https://keep.google.com/>



Google Keep, which is Google's default note and memo taking application, is a fun and useful app that Google has made available on any phone and computer that makes things more accessible in today's digital world. The more I've used the app, the more I've come to learn and love it!

The first thing I really like about Google Keep is the Add Quick Note tool bar. The Add Quick Note tool bar is at the top of the home screen. There are four different tabs for easy access towards making and keeping notes. There is a note tab, a list tab, a voice memo tab, and a picture tab, all depending on which kind of note meets your requirements. The notes save to the home screen to be easily viewable and accessible while in the app. This can come in handy when put on the spot and asked to, "write this down" or when taking notes for school, passwords, quick reminders, and grocery lists. When you are finished with the note, there is an archive feature that can store your note in case you might need to reference the note at a later date.

Another good thing about the app is the share feature. You are able to share your notes, which can come in handy in collaborating on articles or adding to grocery list. Through sharing the lists, you can work on items together without being in the same place using your phone or your personal computer/laptop. When sharing, your file is updated in real time and is able to be changed by whoever has access to the note. You can make changes to a checklist, add to an agenda, or just jot down brainstorming ideas on the fly and everyone who is working on the file can see the changes. This app is very useful in the everyday tasks. Give it a try!

# Google Products for Education

Here is a list of Google Products that are excellent for education. For a comprehensive list, please visit <http://www.google.com/about/products/>.

 <b>Web Search</b> Search billions of web pages	 <b>Sheets</b> Open, edit, and create spreadsheets
 <b>Google Chrome</b> A browser built for speed, simplicity and security	 <b>Slides</b> Open, edit, and create presentations
 <b>Image Search</b> Search for images on the web	 <b>Forms</b> Build free surveys
 <b>News</b> Search thousands of news stories	 <b>Sites</b> Create websites and secure group wikis
 <b>Video Search</b> Search for videos on the web	 <b>Calendar</b> Organize your schedule and share events with friends
 <b>Picasa</b> Find, edit and share your photos	 <b>Translate</b> Instantly translate text, web pages, and files between over 50 languages
 <b>Maps</b> View maps and directions	 <b>Voice</b> One number for all your phones, online voicemail and cheap calling
 <b>Earth</b> Explore the world from your computer	 <b>Google Keep</b> Save what's on your mind
 <b>Scholar</b> Search scholarly papers	 <b>Google+</b> Real-life sharing, rethought for the web
 <b>Gmail</b> Fast, searchable email with less spam	 <b>Blogger</b> Share your life online with a blog - it's quick, easy and free
 <b>Drive</b> Create, share and keep all your stuff in one place	 <b>Hangouts</b> Conversations that come to life.. Anytime, anywhere,
 <b>Docs</b> Open, edit, and create documents	