

## About the Author:



Daniel Leeman is the Director of Bands at Davies High School in Fargo, North Dakota. Leeman graduated Summa Cum Laude from Concordia College in Moorhead, MN in 2009 with Education Honors and a Bachelor of Music degree in Music Education.

Dan has taught at the middle school and high school levels and teaches professional development technology classes for educators in the Fargo-Moorhead area. In 2011, he received a certification in online education and has been creating an online presence at [My Philosophy of Education](#), where he provides free educational e-books for teachers.

## **PART ONE: THE GOOGLE GOSPEL**

My fiancée and my colleagues call me a Google Fanboy. After all, I have been spreading the Google gospel since I was in my undergrad; showing people how to save time and collaborate with these awesome, free, online tools. I brag about my experience in college (and sound awkwardly anti-social) when I tell people that I never once met in-person with other college peers to work on group projects.

Instead, we used Google Docs to prepare presentations and papers from across campus. When I visited my friends in Spain and Turkey, I collaborated in real time from across the globe to plan all of the details of my travels. As I am in the process of planning my wedding, I can track expenses on a spreadsheet with my fiancée and our parents.

Google applications have a tremendous potential to shape the way you interact with students in the classroom, as well as simplify your own personal life. I have had many wonderful opportunities to teach various technologies to teachers, but I can say with complete sincerity that Google Documents has been the most powerful tool that I have used.

Unfortunately, at many “Tech Days” for teachers, technology classes are taught with the shotgun approach. At a technology conference last year, the keynote address was some generic “Learn About 60 Awesome Online Tools in 60 Minutes!” in which the speaker practically vomited Web 2.0 tools at the speed of light. The audience went away initially

excited about cool ideas for their classroom, but very few implemented them in their classrooms because their brains were overwhelmed with information, and taking the time to learn each of those tools seemed tedious.

When I started teaching classes about Google Docs, I wanted to get teachers really excited about how they could use Docs to improve classroom collaboration. Unfortunately, it was still difficult to get teachers on board with using Google Docs in the classroom as a collaborative tool, because in order to be successful, it needed teachers to restructure the way that they taught.

I love teachers, and I am a teacher, but I am willing to admit that we can be some of the most stubborn people when it comes to change. We see performance assessments, common core standards, portfolios, and all sorts of technology come and go. Why should we take time to readjust what we are doing in the classroom if the changes could be completely trivial next year?

As I started to consider this question, I decided that it is more important to show teachers how using Google Docs can save a ton of time in their own lives. If you can save time and be more efficient, why wouldn't you use the same tool to simplify your classroom? And if you can be convinced that Google can save you time and energy in the classroom, why not also use it for student collaboration in the classroom?

Thus, can connect the dots to revolutionize our classrooms with Google Docs via the following:

1. Show teachers awesome things that Google can do.
2. Show teachers how much time and energy Google can save them personally.
3. Show teachers how easy it is to transfer that efficiency to their classrooms.
4. Help teachers take the next step from using Google Docs for managing a classroom to increasing student collaboration.

The progression of these four steps is quite natural, and I have seen many teachers easily take to Google Docs as soon as they realize how easy it is to operate and how it can help save them time. Like any change, teachers will all start and end at various points of the spectrum, but having technology mentors to help guide them along the way will help ease them through the process.

I can admit that step four is a difficult one for me personally. As a band teacher, I was able to simplify a lot of the paperwork and edge my classroom closer to being paperless, but I struggle to use it for collaboration within the music classroom. Even if you struggle to use it for student collaboration in your content area, the extra time that you are saved on the management side of things will allow you to spend more time directly interacting with your students.

People often want to know why I get so excited about Google Docs. After all, what's the big deal?

When I evaluate educational technology, I examine it based on three basic criteria:

1. Pricing (free to ridiculously expensive)
2. Ease of Use ("so easy my mom could use it" to "too difficult except for techy nerds")
3. Transferability/Multiple functionalities (single function to "has the ability to grill cheese, do my laundry, and cure cancer at the same time")

Why do I feel so *meh* about Microsoft Office?

1. It's relatively expensive (individually, or across a school district)
2. It's sort of easy, but not intuitive. Each version of Office has more functionality, but more menus to go with it.
3. Each application- "Word," "Excel," "Powerpoint" has its own feel, despite being part of the same office suite.

Why am I so pumped about Google Documents?

1. It's free for individuals, or relatively cheap for schools.
2. It's so easy my mom could do it.
3. Each application has a similar interface, and you can easily share and collaborate with others!

Most people who make the transition to Google Docs have used an office suite before. And if you have, you're probably familiar with Microsoft Office. The good news about Google Docs is that it keeps a very similar structure to what you are already used to with Microsoft.

Here is a list of the different types of Google Documents and their approximate Microsoft Office equivalent (though the latter two, Forms and Drawings are a bit different than their counterparts:

<b>Google Document Type:</b>	<b>Microsoft Equivalent:</b>
Document	Word
Spreadsheet	Excel
Presentation	PowerPoint
Form	Access
Drawing	Paint/Clipart

The most commonly used Google Document is the “Document” itself, that is the Microsoft Word-equivalent Document. The great part about Google Docs is that if you understand how to use a basic word processor such as Notepad or Microsoft Word, you'll be able to use Google



Documents in no time!

But what really sets Google Docs apart from Microsoft is the ability to share and collaborate with others in “real time.”

Before we dig in with some concrete examples of how to share and collaborate with Google Documents, I want to take a minute to get specific with the frequency and manner in which I utilize Google Documents:

I use Google Docs multiple times a day, with every class that I teach. I estimate that of all the documents I create, 95% are with Google Docs, completely online.

The other 5% of my documents are still created with a localized (on my computer) word processor. These documents are only ones that need incredibly precise formatting, such as our concert programs.

I do not believe that the additional 5% of documents need to be formatted with Microsoft Office products. I highly recommend OpenOffice.org, an office suite which can perform *every single function* I have ever done with Microsoft Office, but for *FREE*.

I can see no reason why a school district should continue to purchase hundreds of licenses of Microsoft Office, when users can have more functionality between Google Docs and Open

Office for free.

School districts who choose to purchase Google Apps for Education can host all of the documents on their own servers, something which will give your IT department a collective sigh of relief. By hosting Google Apps on a localized server, every single administrator, teacher, and student can have access to secure email and documents. Teachers and students can easily and safely communicate over Gmail.

### **Administrators love Google Docs too!**

Using online collaborative tools promotes a greater sense of the “21st century classroom.” But perhaps more importantly, an administrator is able to save thousands upon thousands of dollars annually, if the entire school or district is able to switch to Google Documents. Not only can they save licensing costs by getting rid of the Microsoft Office suite, but they can eliminate copious amounts of copying if teachers are properly trained to move to a paperless classroom model.

More school districts are exploring 1:1 initiatives which involve providing one portable device per student. Though this sounds expensive, the costs of each student being responsible for a single tablet or laptop computer are far less expensive than the costs of maintaining laptop carts and computer labs for many schools. Schools that are serious about exploring these options are also starting to turn to

Google products to replace many of their traditional software suites.

## **PART TWO: PRACTICAL APPLICATIONS**

There are many guides on how to use Google Docs (such as the tutorials that are found in Part Four of this ebook), but I find that not many practical applications are given as examples for teachers.

Many technology-users assume that teachers automatically know the best ways to implement Google Docs in their classroom; but unfortunately, without relevant ideas on how to implement Google Docs in the classroom, this application is often underutilized.

In the section that follows, I will provide actual documents that I have used at home or at school. Hopefully, this will help generate some ideas on how to use Google Docs effectively in the classroom:

## **Google Documents (word processor):**

### **Administrative Proposal**

**Use:** School

**Purpose:** Design a course proposal for a jazz class

**Shared With:** Administrators

In order to present a course and schedule change to my administrators, I typed up a proposal and shared it with my music administrator. She was able to leave comments and edit the document. When I sent it on to my school administration, I was able to share it with a click of a button, and let them know that it had been approved by my music administrator.

### **All State Band Testimonials**

**Use:** School

**Purpose:** Have students write memories about an event

**Shared With:** Students, Teachers

What better way to get middle school students excited for all-state band than by acquiring testimonials from older students who had great experiences?

The middle school band teacher had contacted me to ask students to write down their experiences and memories. I created a Google Doc and shared it with the students. They wrote down their experiences from their own Google accounts, and I had one student (with the best English skills) to edit the document. By that afternoon, we had compiled

and edited the testimonies to share with the middle school students.

## Google Spreadsheets:

### Wedding Guests

**Use:** Personal

**Purpose:** Collaborate on who was invited to our wedding

**Shared With:** My fiancée, her parents, my parents

Weddings can be some of the most stressful logistical things to plan in one's personal life. Kelli and her parents live in Grand Forks, ND, I live in Fargo, ND, and my parents live in Apple Valley, MN. Without Google Docs, we could have spent numerous hours on the phone, or sent dozens of emails back and forth with updates. Instead, I started a document, shared it with Kelli, and we both added the people we wanted to invite. When we had finished, we shared the document with our parents, so they could give their input (*Do we really need to invite great-great-aunt Bertha?*)

With a simple sum function, we were able to keep a running subtotal of all of the guests we were inviting to help us plan for the facilities and food.

### High School Band Library

**Use:** School

**Purpose:** Document the sheet music library for my band



**Shared With:** Administrators, band directors, band council

I'm a lucky duck for getting to start my high school band library from scratch. During student teaching, I was placed at a school with some sheet music dating back to the late 1890s, with a very limited organizational method.

I started the library document, and then shared it with my band council (students) who were able to complete the spreadsheet with all of our concert band and jazz band repertoire.

As a long-term project, I am entering data about each piece of music so that I know the style, the appropriate level for students, and which years I have performed it. Redesigning my curriculum and programming my concerts will be a much more simplified process with this type of database.

As other band directors from the district seek to borrow music, I can share the entire library with a click of a button, rather than looking up information about each individual piece.

## Google Forms:

### [Band Lettering Form](#)

**Use:** School

**Purpose:** Students submit information for a letter in high school band.

**Shared With:** Public

As I try to go paperless in my classroom, I also try to look for ways for students to self-monitor their progress. A lettering policy is shared with my band students at the beginning of the year. At the end of the year, students who have met the requirements for lettering fill out this form, which sends the information to a secure spreadsheet. I can then confirm whether the student did in fact deserve a letter (I have not had a student lie), and then export the information for certificates to be printed.

### [Concert Critique Form](#)

**Use:** School

**Purpose:** Students submit concert critique assignments

**Shared With:** Public

The standard concert critique form that has been used by music teachers for generations is digitized. Now students can take notes at a concert, enter short paragraphs online, and it is automatically submitted to me over a spreadsheet.

No more “lost” concert critiques. Entries are followed by a

timestamp which lets me know when a student submitted their response. If a student wants to check and see if they completed it for the semester I can simply use Control-F to search for the student's name instead of searching through a pile of papers.

### **Pep Band Survey**

**Use:** School

**Purpose:** Designed to get feedback from students regarding pep band requirements.

**Shared With:** Public

Google Forms are a great way to get feedback from students. I have a couple of computers set up in class and students line up during rehearsal to fill out the survey.

When the information is submitted, I can access the result in a spreadsheet and view a summary of responses with a click of a button.

## **Google Presentations:**

### **Religion Class Presentation**

**Use:** College Course

**Purpose:** Designed 2-hour presentation with group members across the United States.

**Shared With:** Project members

I was assigned a group presentation while I was away on band tour in college. Instead of falling behind on my studies, I was able to collaborate with my classmates over the internet to design a slideshow to accompany our presentation.

I remember my own experiences as a student and as I listen to students today complain about group projects, it is usually due to the unequal distribution of work between group members. By viewing revisions, it's easy to see who did the lion's share of the work.

## **PART THREE: TIPS AND TRICKS**

## **Commenting: An English Teacher's Dream**

Not only can you collaborate in real time with peers on the actual content of the document, but you can also add comments for the document editor to take a look at.

On the upper-right hand corner of the screen (next to the share button) is the “Comments” button. Clicking it will allow you to make comments on the document, which can be viewed by anyone who has appropriate access.

Red pens are no longer necessary to edit a paper. Instead, add it to the comments section, and when the students has revised the paper, they can click to resolve the issue. Disagree on how the issue has been resolved? Click on the comment again, and it will be re-opened for further discussion.

But perhaps you would rather leave a comment that refers to a specific part of a student's paper. Simply highlight the text, right-click and select “comment” (or use Control-Alt-M), and a comment box will be tied to the particular piece of text. On spreadsheets, comments can be tied to individual cells instead of strands of text.

Perhaps the dream turns into more of a nightmare scenario with the inclusion of Google's chat client into individual documents. A way to possible alleviate this issue is by having students share all documents with the teacher, so that any time during class, the teacher could pull up the document to make sure that students are staying on task.

## **Revision History:**

With all of the changes and edits flying by, it can be difficult to keep track of who has done what to the document. By pressing Ctrl-Alt-G or accessing File-See revision history, you can get a step-by-step progression of all of the edits to your document.

Similar to Wikipedia entries, this allows the owner of the document to revert the document to previous save points. I don't need to preach to the choir about the merits of this, no doubt we all have that one student who will casually decide to delete the assignment and blame it on a computer glitch... Now you can see who made each edit at each time Google saved the document.

Want to see who has been doing the bulk of the work editing that group project you assigned? Browse through the entries of the revision history, and it's usually pretty obvious who has been actively working on the document.

## **Google Docs to Google Drive:**

Google initially launched its document hosting suite as "Google Docs" or "Google Documents." Recently however, Google prompts users to switch over to Google Drive, which in essence looks the same as Google Docs.

But this wasn't merely a branding change for Google. As Google has branched out to include a variety of documents as well as bolstered the storage space for its users, it also took on the functionality of DropBox and other services that allow users to synchronize files between different devices all via

their cloud storage.

Don't worry if you're a Mac user; Google offers the storage drive for both Macs and PCs. On the bottom of the left-hand sidebar on your Docs/Drive home, there is a link to "Download Google Drive." When the application has been installed, you be able to sign into your Google Account. It might take a minute or two, but eventually all of your documents should appear in the Drive with little green check marks on the document icons. That check mark indicates that the file is synchronized with the cloud storage.

Now you can feel free to edit, batch upload, or download documents, all from the Google Drive on your computer which is synchronized with the online Google Drive storage.

## **Uploading Documents:**

Aside from using the Google Drive PC client, you can also upload documents straight from the Google Drive website. On the left sidebar, next to the "Create" button is a red and white icon of an upwards arrow and a storage drive.

By clicking the upload button, you will be able to choose to simply upload any kind of document to your drive, or you can automatically choose to convert Microsoft and Open Office documents into their respective Google Docs formats.

Note that converting the documents to Google Docs can take more storage space. When you click the upload icon, you can see the amount of data you currently have stored, as well as the percentage of the storage drive that you have used.



When Google Docs was first introduced, members were allotted one gigabyte of space. With the introduction of Google Drive, users are now given five gigabytes. More storage can also be purchased from Google. I would assume, just as they continue to provide more free storage space for GMail, and as cloud storage costs continue to decrease (relatively), that larger storage volumes will be available for free as Google Drive develops.

### **Downloading/Publishing Documents:**

Downloading documents from Google Docs and converting it to its respective Microsoft Office format is even easier than uploading! Simply access File-Download as-(and choose your file type). I am writing this eBook on Google Documents, and it will be released in .pdf form. All it took was a click of a button, and Google Docs could publish it.

If you want to publish one of your documents online (think about creating a Google Site for your classroom), you can easily get the HTML code for your site under File-Publish to the web. The great part about this is that you can continue to edit your Google document, and it will be automatically updated on any website that you have published it on!

### **Templates:**

To get you started quickly with a new document, go to File-New-From template. Here you will find thousands of templates that other Google Docs users have created. There are both advantages and disadvantages to Google Doc templates; while it's great to have access to lots of different templates, it is also hard to sift through the documents for the

most professional ones.

### **The Future of Google Docs:**

From the home screen of your Google Drive, click Create-More-Get more apps. Google has now begun to allow third party applications to interact with Google Documents.

Unfortunately, many of these services are premium, and have a monthly or annual cost. But great tools are becoming increasingly available, providing the ability to sign documents digitally, collaborate on videos, and edit pictures. Check with your school IT person to see if the school is interested in adopting any of these additional resources.

## **PART FOUR: GOOGLE TUTORIALS**

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# 1. How to Create a Google Account

+You Search Images Maps Play YouTube News Gmail Documents Calendar More ▾

Go to <http://www.google.com> in the URL bar of your browser.

Click the "Sign in" button.

Sign in

Google

Google Search

I'm Feeling Lucky

Google

Advertising Programs Business Solutions Privacy & Terms Google+ About Google

Google

SIGN UP

## Accounts

Google has more to offer when you sign in to your Google Account.

Sign in on the right or [create an account for free](#).



Gmail

Chat with friends and never miss an important email.



Search, plus Your World

Search the web plus your photos, posts, and stuff friends have shared with you.



Like Google?

[Make Google your homepage](#).

See [more benefits](#) of a Google Account.

Click the text to begin the process of creating a Google Account.

Sign in

Google

Email

Password

Sign in

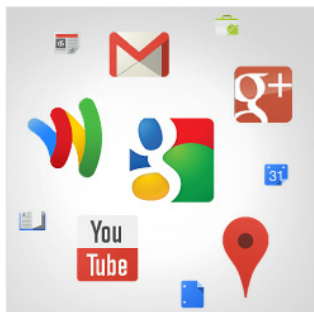
☐ Stay signed in

[Can't access your account?](#)

After you create your account, you'll be able to sign into your account any time by using your Email and Password information.

## Create a new Google Account

1



### Your Google Account is more than just Search.

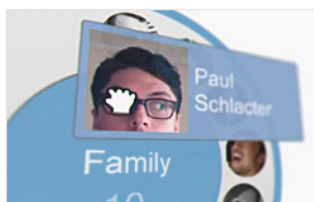
Talk, chat, share, schedule, store, organize, collaborate, discover, and create. Use Google products from Gmail to Google+ to YouTube, view your search history, all with one username and password, all backed up all the time and easy to find at (you guessed it) [Google.com](http://Google.com).

**Google will assess your password strength. Use upper and lower case letters and numbers.**



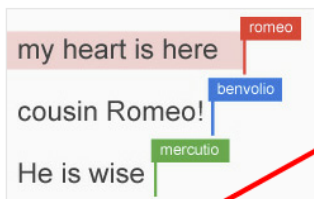
### Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos, and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and soon even buy things with your phone using Google Wallet.



### Share a little. Or share a lot.

Share selectively with friends, family (maybe even your boss) on Google+. Start a video hangout with friends, text a group all at once, or just follow posts from people who fascinate you. Your call.



### Work in the future.

Get a jump on the next era of doing, well, everything. Watch as colleagues or partners drop in a photo, update a spreadsheet, or improve a paragraph, in real-time, from 1,000 miles away. Google Docs is free with a Google Account.

**Your Cell Phone is sent a text message to confirm your account.**

**Type the two text strands in the box below, to prevent computerized spam accounts**

**You must check this box to continue**

**Uncheck this box unless you want customized ads targeting you based on your search history.**

**Choose a unique username. Students should choose a non-identifying name, such as tromboneguy23, while teachers might use their name: john.johnson86.**

2

3

**Name**

First  Last

*You can't leave this empty.*

**Choose your username**

@gmail.com

**Create a password**

*You can't leave this empty.*

**Confirm your password**

**Birthday**

Month  Day  Year

**Gender**

I am...

**Mobile phone**

**Your current email address**

**Prove you're not a robot**

Type the two pieces of text:

**Location**

United States

☐ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

☒ Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

[Next step](#)

[Learn more](#) about why we ask for this information.



You can add a profile picture now, or continue with the next step to finish your registration

## Create your profile

1

2

3

### Your profile

Now that you have a Google Account, create your Google profile. It's how you represent yourself publicly on the web, and helps friends and family find each other easily. Your profile also lets you publicly "+1" things you love on the web, so you and your friends benefit from each other's impeccable taste – in search results, on sites across the web, even on ads. Your profile is public, and can include as little as your name, or as much as you feel like adding – it's up to you. [About profiles.](#)

### About Google+

Google+ is more than just another site to visit. It's a new way to communicate across all of Google. Whether you're using Maps, Gmail, YouTube, Search, or any other Google product, Google+ makes it easy to share the right things with the right people. [About Google+.](#)

#### How you'll appear



Dan Leeman

Your public profile will help your friends recognize you.

ADD PROFILE PHOTO

Next step

+Dan Search Images Maps Play YouTube News Gmail More ▾

Dan Leeman 0 Share...  

Check out these other Google Applications

You can find these controls up here in Google products.

You're all set

1

2

3

### Welcome Dan!

Now you're ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We've also sent you an email to show you how to get even more out of Google.

Your new email address is [danleeman499@gmail.com](mailto:danleeman499@gmail.com).

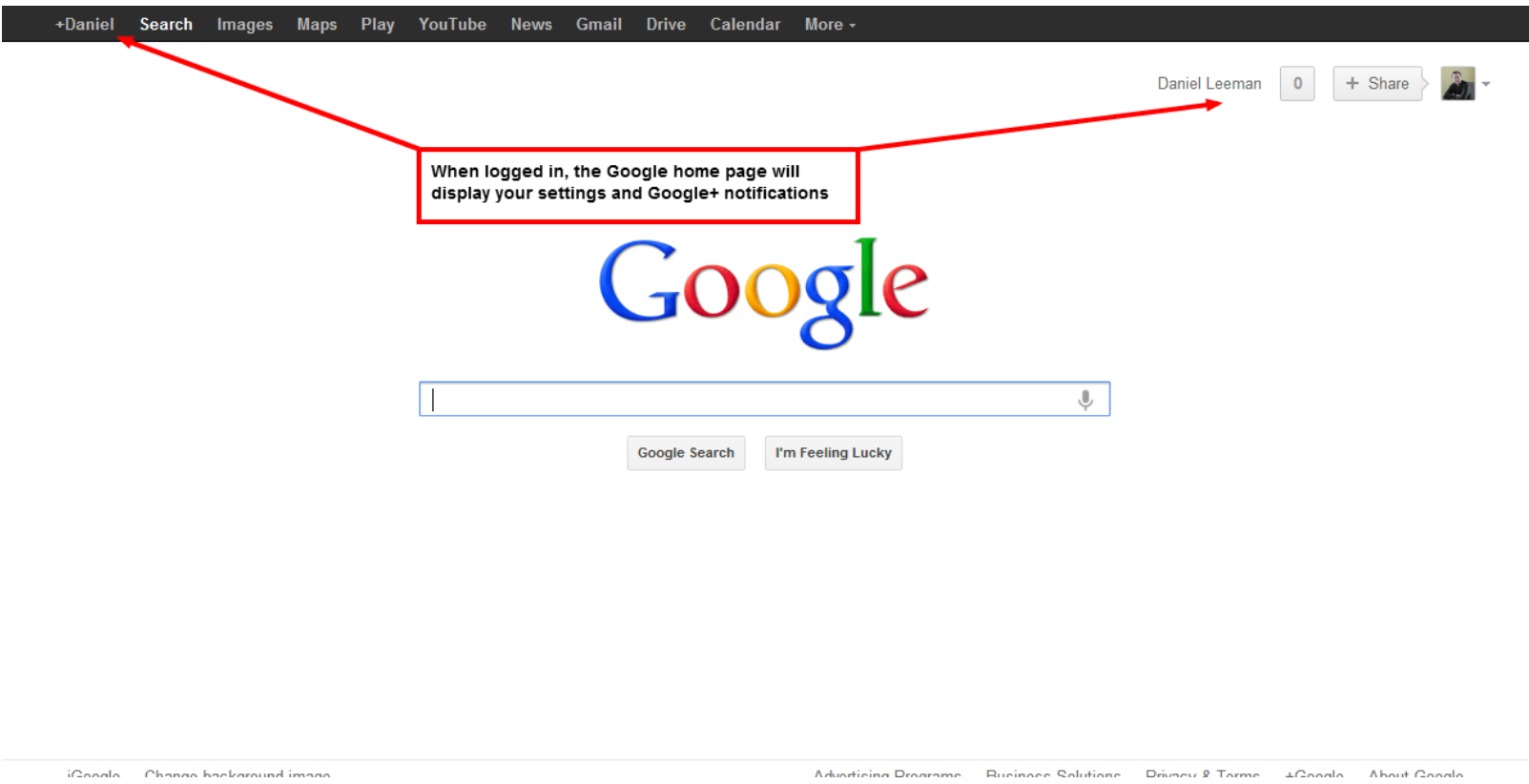
Thanks for creating an account. Have fun!

Get started

Press here to go back to your home screen

Any time you want to log into Google applications, you can use your gmail address and your password. This account will link Google+, Google Docs, Google Calendar, Gmail, and any other Google products you may choose to explore

Adjust settings, view notifications, and sign in or out of your account





## 2. Getting Started With Google Drive (Docs)

Google Drive

Click here to access your drive for the first time

Home

Features

+1

Get started with 5 GB free

While logged into your Google account, go to <http://drive.google.com>



Google Drive (formerly branded as Google Docs) will give you free access to 5 GB. This will hold a ton of documents, but will fill up quickly if you use it to store music, pictures, or videos.

Google Drive. Keep everything. Share anything.

Access everywhere.

[Google](#) - [Privacy & Terms](#) - [Google Drive for Business](#) - [Developers](#) - [Pricing](#) - [Help](#)

+Daniel Search Images Maps Play YouTube News Gmail Drive Calendar More ▾

Google

Search for Documents in your Google Drive Account



Daniel Leeman

0

+ Share



Drive



Change how your documents are displayed

Sort ▾



CREATE

My Drive

Shared with me

Starred

Recent

More ▾

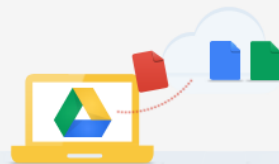
Download Google Drive

Download Google Drive to synchronize between the folders on your computer and online.

Meet your Drive

My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.

Download Google Drive for PC



All of the documents you create will be stored here for future editing

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

<input type="checkbox"/>	TITLE	OWNER	LAST OPENED BY ME
<input type="checkbox"/>	★ Revolutionize Your Classroom With Google Docs	me	4:57 pm
<input type="checkbox"/>	★ Wedding Guests Shared	me	3:45 pm
<input type="checkbox"/>	★ Google Tutorials Shared	me	3:25 pm
<input type="checkbox"/>	★ Davies Band Library Shared	me	2:04 pm
<input type="checkbox"/>	★ Davies Tuxedos	me	1:28 pm
<input type="checkbox"/>	★ Untitled presentation	me	11:52 am
<input type="checkbox"/>	★ Philosophy Of Education	me	8:45 am

### 3. Saving Documents

**Untitled document**

File Edit View Insert Format Tools Table Help

Normal text Arial 11 B I U A A

1 2 3 4 5 6 7

Once you have created a document, rename it as you would save a document on your computer. Give it a unique name. Files can be added to folders later to help you stay organized.

Click on "Untitled document" to rename it.

**Untitled document** ☆

File Edit View Insert Format Tools Table Help All changes saved

Normal text Arial 11 B I U A A

1 2 3 4 5 6 7

Rename Document

Enter a new document name:

Test Document 1

OK Cancel

Enter a new document name into the text box, and press "OK"

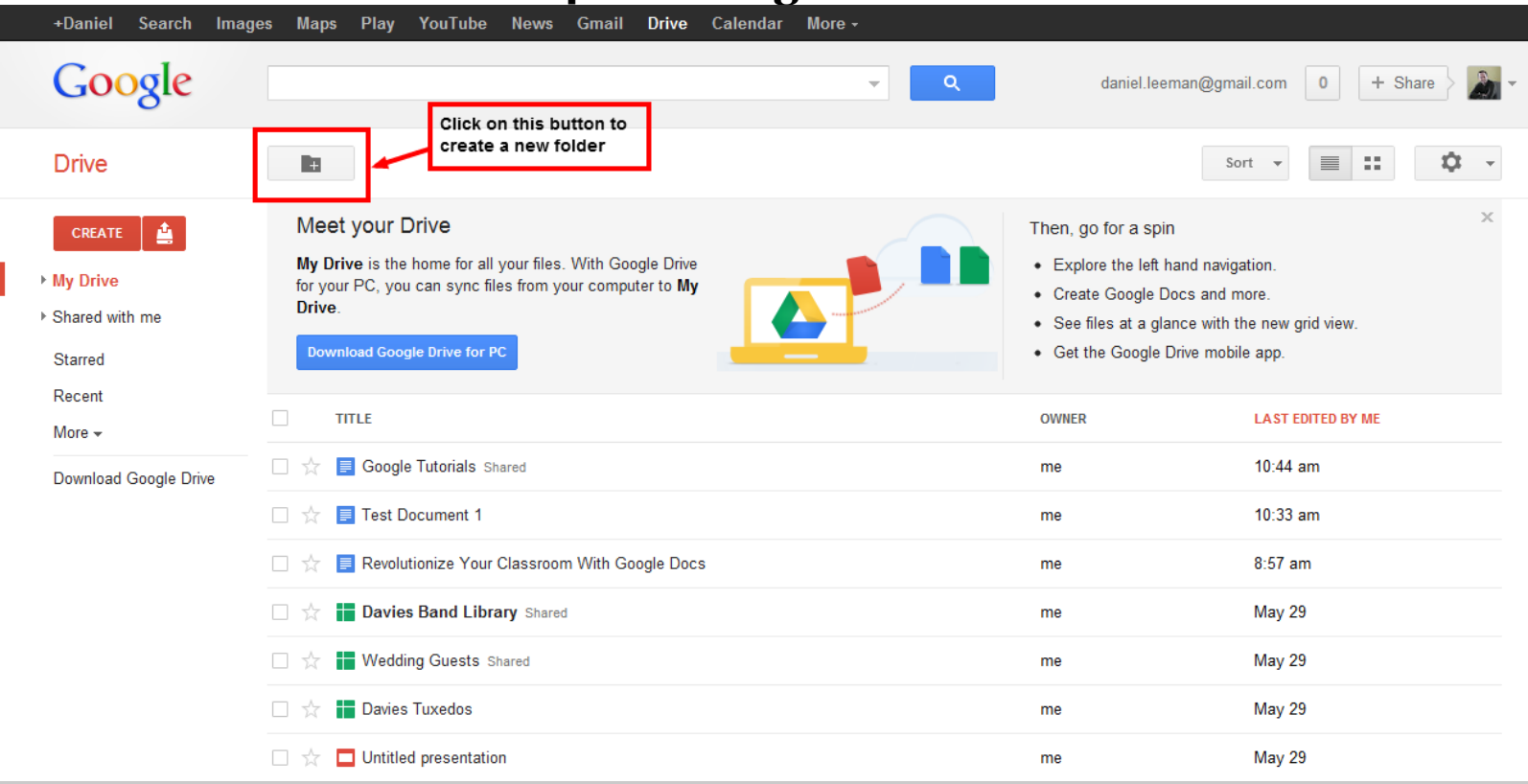
I am typing words... yay, words.

Every time you type into the document or make any changes, the document will automatically save itself. The text will either display "Saving" or "All changes saved."

Since these files are stored online (to the cloud) you need to maintain an internet connection for the data to save.

There is no need to save the document on your own. Google will take care of this for you, every few seconds.

## 4. Creating Folders



Google Drive interface showing the 'New Folder' button highlighted with a red box. A red arrow points from the text box 'Click on this button to create a new folder' to the button.

Meet your Drive

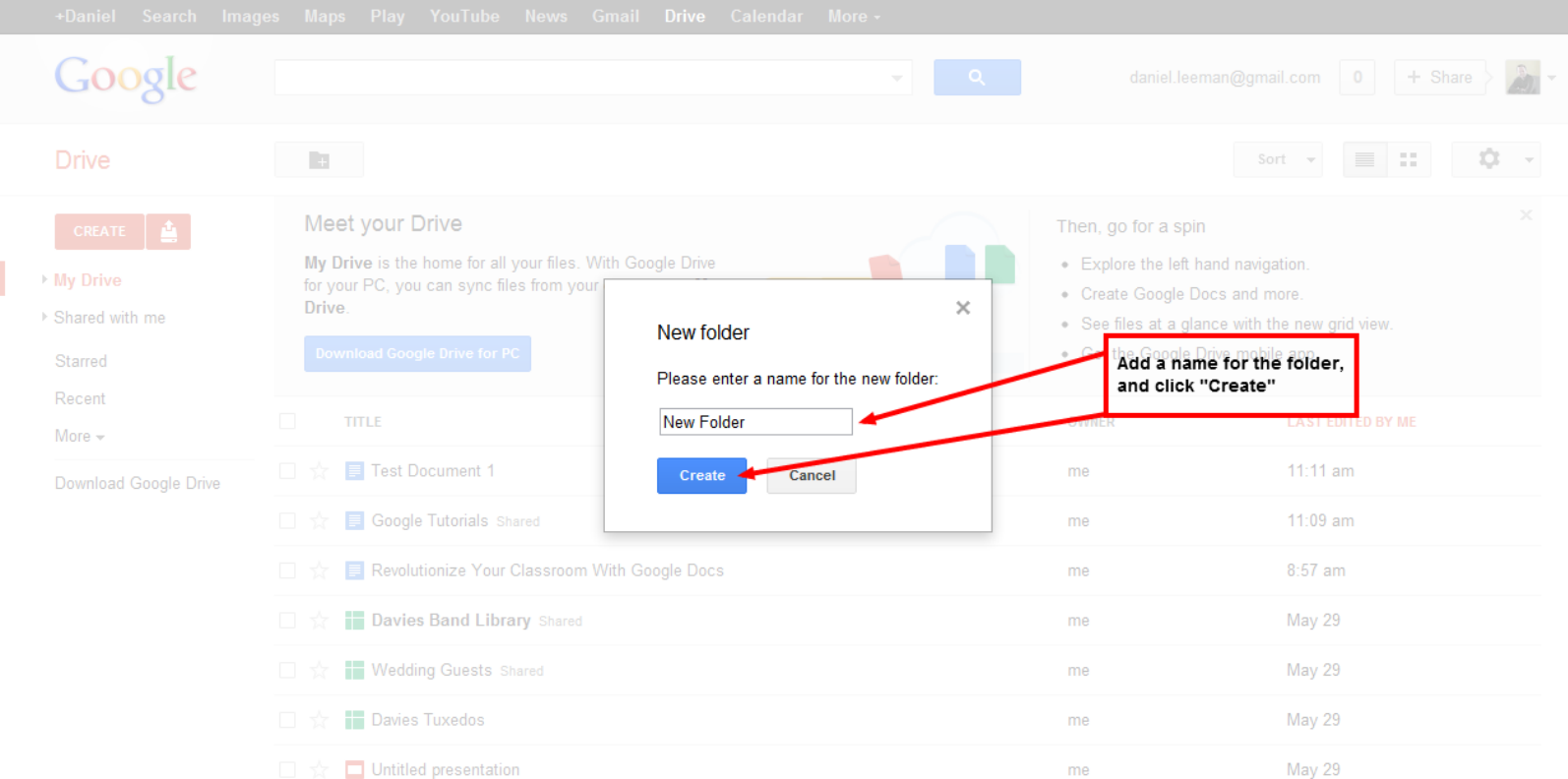
My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.

Download Google Drive for PC

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

<input type="checkbox"/>	TITLE	OWNER	LAST EDITED BY ME
<input type="checkbox"/>	Google Tutorials Shared	me	10:44 am
<input type="checkbox"/>	Test Document 1	me	10:33 am
<input type="checkbox"/>	Revolutionize Your Classroom With Google Docs	me	8:57 am
<input type="checkbox"/>	Davies Band Library Shared	me	May 29
<input type="checkbox"/>	Wedding Guests Shared	me	May 29
<input type="checkbox"/>	Davies Tuxedos	me	May 29
<input type="checkbox"/>	Untitled presentation	me	May 29



Google Drive interface showing the 'New Folder' dialog box. The dialog box has a text input field with 'New Folder' and 'Create' and 'Cancel' buttons. A red box highlights the 'Create' button with an arrow pointing to it from the text box 'Add a name for the folder, and click "Create"'. Another red arrow points from the text box to the input field.

Meet your Drive

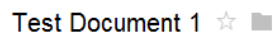
My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.

Download Google Drive for PC

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

<input type="checkbox"/>	TITLE	OWNER	LAST EDITED BY ME
<input type="checkbox"/>	Test Document 1	me	11:11 am
<input type="checkbox"/>	Google Tutorials Shared	me	11:09 am
<input type="checkbox"/>	Revolutionize Your Classroom With Google Docs	me	8:57 am
<input type="checkbox"/>	Davies Band Library Shared	me	May 29
<input type="checkbox"/>	Wedding Guests Shared	me	May 29
<input type="checkbox"/>	Davies Tuxedos	me	May 29
<input type="checkbox"/>	Untitled presentation	me	May 29



File Edit View Insert **Format** Tools Table Help

daniel.leeman@gmail.com ▼

### Comments

 Share

**Click on the folder icon to add your document to a folder**


**Star a document if it's especially important**



File Edit View Insert Format Tools Table Help



## Organize

Item is currently in  My Drive

MOVE TO

▼ My Drive

Archived

►  Business

Financial

 Home

✓  New Folder

Online Education

- ▶ Professional

 School

► Folders shared with me

**Check the folder that you want to be associated with your document**

**Click "Apply Changes"**

Apply changes

Cancel

+DanielSearchImagesMapsPlayYouTubeNewsGmailDriveCalendarMore

Google

Search

daniel.leeman@gmail.com0+ Share

Drive

Sort

CREATE

My Drive

Archived

Business

Financial

Home

New Folder

Online Education

Professional

School

Shared with me

Starred

Recent

More

Download Google Drive

TITLE

Test Document 1

OWNER

LAST EDITED BY ME

me

11:11 am

Under "My Drive" you can view all of your folders.

By clicking on a folder, you can view all of the documents associated with the folder.

## 5. Sharing Documents

Test Document 1 ☆

File Edit View Insert Format Tools Table Help All changes saved

daniel.leeman@gmail.com

Comments

Share

Normal text Arial 11 B I U A

Tra la la la...

Press the "Share" button to change sharing settings and invite others to collaborate on the document.

Test Document 1 ☆

File Edit View Insert Format Tools Table Help All changes saved

daniel.leeman@gmail.com

Comments

Share

Normal text Arial

### Sharing settings

#### Who has access

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

Daniel Leeman (you) daniel.leeman@gmail... [Is owner](#)

#### Add people:

Enter names, email addresses, or groups...

Click on the text field to enter contacts from GMail, any Google Groups you have created, or individual email addresses.

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

## Test Document 1

File Edit View Insert Format Tools Table Help All changes saved

daniel.leeman@gmail.com


Comments

Share

### Sharing settings

#### Who has access

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

 Daniel Leeman (you) daniel.leeman@gmail... [Is owner](#)

Email addresses will autocomplete if you have used them before.

If this box is checked, your contact will receive an email letting them know that you shared a document with them.

Add people: [Choose from contacts](#)

"Kelli Breen" <kelli.breen@gmail.com>

[Can edit](#)

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

☐ Send a copy to myself  
☐ Paste the item itself into the email

[Share & save](#)

[Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

You can decide whether contacts can

1. Edit (make changes to)
2. Comment (only add little tabs with ideas/notes)
3. View (see the document, but not do anything to else).

If you send an email notification, you can add an email message as well.

## Test Document 1

File Edit View Insert Format Tools Table Help All changes saved

daniel.leeman@gmail.com


Comments

Share

### Sharing settings

#### Who has access

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

 Daniel Leeman (you) daniel.leeman@gmail... [Is owner](#)

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)




Or, if you prefer to make the document more publicly accessible, click here.



Public is completely public. It can appear in search results, and anyone can view it.

## Sharing settings

## Visibility options:

- ☐  **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐  **Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☒  **Private**  
Only people explicitly granted permission can access. Sign-in required.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

Private is the default setting. Only contacts that you have given permission to can view or edit the document.

You can distribute a link via email, post it on a Google Site, or distribute it via social media.

After sharing the document, you can go back and edit the sharing settings at any time if you are the owner of the document.

Once you have shared a document, your contacts can log into their Google account and access the document on their own home screen at <http://drive.google.com>

## 6. Create A Google Form

The image consists of two screenshots of the Google Forms editor interface, illustrating various features and options available to users.

**Top Screenshot:**

- Header:** Includes a blue bar with a "+ Add item" button, a "Theme: Plain" dropdown, and action buttons: "Share", "Email this form", "See responses", "More actions", and "Save".
- Form Title:** A text box labeled "Untitled form" with a red callout box stating "Rename your form".
- Help Text:** A text box below the title with the placeholder "You can include any text or info that will help people fill this out." A red callout box labeled "Edit Question" points to the edit icon (pencil) in the question editor.
- Question Editor:** A yellow box containing:
  - Question Title:** A text box with "Sample Question 1" and "I.e. Who was the 1st President of the United States?".
  - Help Text:** A text box with "I.e. He could not tell a lie."
  - Question Type:** A dropdown menu currently set to "Text". A red callout box labeled "Duplicate Question" points to the duplicate icon (two overlapping squares) in the question editor.
  - Answer:** A dashed box labeled "Their answer".
  - Buttons:** "Done" and "Make this a required question". A red callout box labeled "Delete Question" points to the delete icon (trash can) in the question editor.
  - Options List:** A box listing question types: 1. Text, 2. Paragraph Text, 3. Multiple Choice, 4. Check Box, 5. Choose from a list, 6. Scale, 7. Grid.
- Bottom:** A "Sample Question 2" section with a text input field. A red callout box labeled "Click 'Done' to edit the next question." points to the "Done" button.

**Bottom Screenshot:**

- Header:** Similar to the top screenshot, with a blue bar and action buttons.
- Form Title:** A text box labeled "Test Form 1".
- Help Text:** A text box with the placeholder "You can include any text or info that will help people fill this out." A red callout box labeled "To spice it up a bit, you can choose from a variety of different themes." points to the "Theme: Plain" dropdown.
- Questions:**
  - Name:** A text input field with an asterisk (\*).
  - How awesome is Mr. Leeman? \*** A scale question with a range from 1 to 10. Below the scale are two radio button options: "He's okay..." and "He rocks my face off!".
- Bottom:** A red callout box labeled "If you want more than two questions, you can add additional items here." points to the "+ Add item" button.
- Footer:** A red callout box labeled "At the bottom of the document (though it's cut off in this image) is a link to the public form that your students will access to take the quiz. This link can be copied and pasted to an email or website." points to the bottom of the form.

## Test Form 1

\* Required

Name \*

How awesome is Mr. Leeman? \*

1 2 3 4 5 6 7 8 9 10

He's okay... ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ He rocks my face off!

Submit

Powered by [Google Docs](#)

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Here is a sample "public side" of the form. This is what your students would see after you have finished entering questions.

Two required questions, one is a text question, the other is a scale question.

When the student is finished, they can press submit.

## Test Form 1

Your response has been recorded.

[Submit another response](#) | [Create your own form](#)

Google docs

When the quiz has been completed, a student can press this link to return to the quiz for another student to respond.

Drive

CREATE

My Drive

Shared with me

Starred

Recent

More

Download Google Drive

Meet your Drive

My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.

Download Google Drive for PC

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

	TITLE	OWNER	LAST EDITED BY ME
<input type="checkbox"/>	★ Revolutionize Your Classroom With Google Docs	me	10:25 pm
<input type="checkbox"/>	★ Test Form 1	me	10:15 pm
<input type="checkbox"/>	★ Google Tutorials Shared	me	10:14 pm
<input type="checkbox"/>	★ Pep Band Survey	me	9:45 pm
<input type="checkbox"/>	★ Wedding Expenses Shared	me	5:18 pm
<input type="checkbox"/>	★ Junior High All State Testimonies Shared	me	12:48 pm
<input type="checkbox"/>	★ Davies HS Jazz Proposal Shared	me	12:41 pm

Test Form 1

File Edit View Insert Format Data Tools Form (5) Help Last edit was 10 hours ago

fx

10pt 123 % \$

Σ

Show all formulas

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Name	How awesome is Mr. Leeman?							
2	5/30/2012 19:49:53	Bob	10							
3	5/30/2012 19:50:16	Sue	4							
4	5/30/2012 19:50:34	Tyler	7							
5	5/30/2012 19:50:42	Everyone in the world	10							
6	5/30/2012 20:10:38	Juan	10							
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23										
24										

## Test Form 1

File Edit View Insert Format Data Tools Form (5) Help Last edit was 10 hours ago

daniel.leeman@gmail.com

Share

- Edit form
- Send form
- Go to live form
- Embed form in a webpage...
- Show summary of responses
- ✓ Accepting responses
- Delete form

You can go back and edit the form at any time, though reordering the questions may mess up the spreadsheet

This takes you back to the form where students can enter their responses.

The summary of responses automatically provides tables of the data that your form has collected.

If you uncheck "Accepting responses," your form will not allow for additional responses.

« Back to editing

Saved

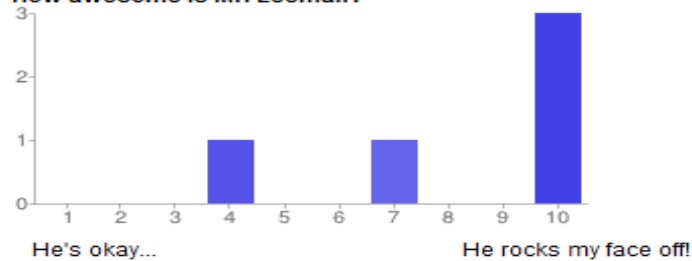
# 5 responses

## Summary [See complete responses](#)

Name

Bob Sue Tyler Everyone in the world Juan

How awesome is Mr. Leeman?



1 - He's okay...	0	0%
2	0	0%
3	0	0%
4	1	20%
5	0	0%
6	0	0%
7	1	20%
8	0	0%
9	0	0%
10 - He rocks my face off!	3	60%

Summary of responses provides helpful data that can be used in presentations.

## 7. Grading With Flubaroo

daniel.leeman@gmail.com

Share

Test Form 1

File Edit View Insert Format Data Tools Form (5) Help Last edit was made 28 hours ago by daniel.leeman

Row above  
Row below  
Column left  
Column right  
New sheet  
Comment  
Function  
Chart...  
Gadget...  
Image...  
Form...  
Drawing...  
Script...

Google Forms allow you to insert customized scripts that allow additional functionality.

We're going to learn more about "Flubaroo," a script that automatically grades assignments.

Test Form 1

File Edit View Insert Format

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Script Gallery

Public

Featured  
Business  
Calendars and Schedules  
Conversions and Calculations  
Education  
Fun and Games  
Personal Finance  
Statistics  
Miscellaneous

Policy

Search for "Flubaroo"

Flubaroo

Search

**Flubaroo**

Flubaroo is a free, easy to use tool that allows teachers to quickly grade and analyze assignments. For more, visit [www.flubaroo.com](http://www.flubaroo.com). (Version 2.0)  
dabouav@gmail.com  
[Help page](#)

Info

Install

Click to install the script

Close

## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format Data Tools Form (5) Help Flubaroo Last edit was 5 minutes ago

Grade Assignment  
About Flubaroo

	A	B	C	F	G	H	I	J
1	Timestamp	Name	How awesome is Mr. Leeman?					
2	5/30/2012 19:49:53	Bob	10					
3	5/30/2012 19:50:16	Sue	4					
4	5/30/2012 19:50:34	Tyler	7					
5	5/30/2012 19:50:42	Everyone in the world	10					
6	5/30/2012 20:10:38	Juan	10					
7								
8								
9								
10								
11								
12								
13								
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16								
17								
18								
19								
20								
21								
22								
23								
24								

After you have installed Flubaroo a new menu screen is available. Click "Grade Assignment."

## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format Data Tools Form (5) Help Flubaroo Last edit was 9 minutes ago

Authorization Required

The script *Flubaroo* owned by *daniel.leeman@gmail.com* and last edited by *daniel.leeman@gmail.com* on Jun 3, 2012 12:13:11 PM requires your authorization to run

Google makes no representations about the performance, quality, or content of this script. You should only run the script if you trust the creator, as you are solely responsible for any compromise or loss of data that may result from using this script.

Please be sure to read the [Google Docs Additional Terms](#) before using scripts.

The script requires access to the following services:

- Spreadsheets (Read/Write)
- Send Email
- User Properties (Read/Write)

This script is requesting permission to do potentially harmful operations.  
Only authorize the script if you truly trust the author!

OK Cancel

## Test Form 1

File Edit View Insert Format Data Tools

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Share

No other viewers

### Flubaroo - Grading Step 1



Please select a grading option for each of the questions in the assignment. Flubaroo has done its best to guess the best option for you, but you should check the option for each question yourself.

Grading Option	Question
<input type="text" value="Identifies Student"/>	Name
<input type="text" value="Identifies Student"/>	Email
<input type="text" value="1 Point"/>	Capital of Alabama?
<input type="text" value="1 Point"/>	Capital of Alaska?
<input type="text" value="1 Point"/>	Capital of Arizona?
<input type="text" value="1 Point"/>	Capital of Arkansas?

Select "Identifies Student" for names or email addresses.

You can also change the point value of each question.

Continue

## Test Form 1

File Edit View Insert Format

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Share

No other viewers

### Flubaroo - Grading Step 2



Please select which submission should be used as the Answer Key. Typically this will be a submission made by you. All other submissions will be graded against the Answer Key, so take care to ensure that you select the right one.

Select	Submission Time	Name	Email
<input checked="" type="radio"/>		Teacher Key	ddddd@hotmail.com
<input type="radio"/>	Wed May 30 2012 19:49:53	Bob	xxxxxx@gmail.com
<input type="radio"/>	Wed May 30 2012 19:50:16	Sue	yyyyyy@gmail.com
<input type="radio"/>	Wed May 30 2012 19:50:34	Tyler	aaaaaa@yahoo.com
<input type="radio"/>	Wed May 30 2012 19:50:42	Kari	bbbbbb@yahoo.com
<input type="radio"/>	Wed May 30 2012 20:10:38	Juan	ccccc@hotmail.com

Choose one of the responses as an answer key. You can go into your own form and enter in the correct answers, and label it "Teacher Key" or with your name to remind you which is the set of correct answers.

Continue



## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format Data Tools Form (6) Help Flubaroo All changes saved

No other viewers

Summary: Summary: Points Possible 4 Average Points 2.6 Counted Submissions 5 Number of Low Scoring Questions 1

Flubaroo - Grading Complete!

Flubaroo will take a minute to complete, and then you should see this dialog box.



Grading has completed! A new worksheet called 'Grades' has been created. This worksheet contains a grade for each submission, and a summary of all grades at the top. \*\* Note: The 'Grades' sheet is not meant to be modified in any way, as this can interfere with emailing grades. If you need to modify this sheet, copy it and modify the copy.

Tips: The very last row shows the percent of students who got each question correct, with overall low-scoring questions highlighted in orange. Also, individual students who scored below 70% will appear in red font.

View Grades

Submission Time	Name	Email
5/30/2012 19:49:53	Bob	xxxxxx@
5/30/2012 19:50:16	Sue	yyyyyy@
5/30/2012 19:50:34	Tyler	aaaaaa@
5/30/2012 19:50:42	Kari	bbbbbb@
5/30/2012 20:10:38	Juan	ccccc@

Percent Correct:

	Capital of Arizona?	Capital of Arkansas?
1	1	1
1	0	1
1	0	1
0	1	1
0	0	1
60	40	100

## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format Data Tools Form (6) Help Flubaroo All changes saved

No other viewers

Summary: Summary: Points Possible 4 Average Points 2.6 Counted Submissions 5 Number of Low Scoring Questions 1

A summary of all of the responses will be listed at the top of the Grades worksheet.

Students who failed will be listed in red text.

Questions that less than half of the students answered correctly will be highlighted.

Summary:

Points Possible	4
Average Points	2.6
Counted Submissions	5
Number of Low Scoring Questions	1

Submission Time	Name	Email	Total Points	Percent	Times Submitted	Capital of Alabama?	Capital of Alaska?	Capital of Arizona?	Capital of Arkansas?
5/30/2012 19:49:53	Bob	xxxxxx@gmail.com	4	100%	1	1	1	1	1
5/30/2012 19:50:16	Sue	yyyyyy@gmail.com	3	75%	1	1	1	0	1
5/30/2012 19:50:34	Tyler	aaaaaa@yahoo.com	2	50%	1	0	1	0	1
5/30/2012 19:50:42	Kari	bbbbbb@yahoo.com	2	50%	1	0	0	1	1
5/30/2012 20:10:38	Juan	ccccc@hotmail.com	2	50%	1	1	1	0	1

Percent Correct:

60	60	40	100
----	----	----	-----

## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format Data Tools Form (6) Help

Flubaroo

All changes saved

No other viewers

Regrade Assignment

Email Grades

View Report

About Flubaroo

Under the Flubaroo menu, you can view a summary of student total scores or choose to email students their scores along with the answer key.

Submission Time	Name	Email	Total Points	Percent	Times Submitted	Capital of Alabama?	Capital of Alaska?	Capital of Arizona?	Capital of Arkansas?
5/30/2012 19:49:53	Bob	xxxxxx@gmail.com	4	100%	1	1	1	1	1
5/30/2012 19:50:16	Sue	yyyyyy@gmail.com	3	75%	1	1	1	0	1
5/30/2012 19:50:34	Tyler	aaaaaa@yahoo.com	2	50%	1	0	1	0	1
5/30/2012 19:50:42	Kari	bbbbbb@yahoo.com	2	50%	1	0	0	1	1
5/30/2012 20:10:38	Juan	ccccc@hotmail.com	2	50%	1	1	0	0	1
Percent Correct:						60	60	40	100

## Test Form 1

daniel.leeman@gmail.com

Share

File Edit View Insert Format

### Flubaroo - Grading Report

Report for: Test Form 1

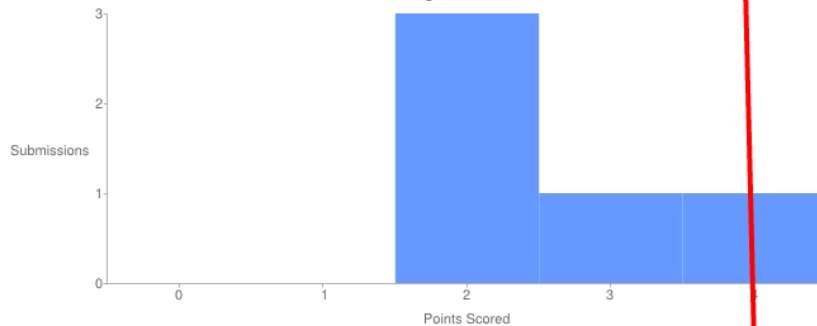
Points Possible: 4

Average Score: 2.6 points

Counted Submissions: 5

You can email the histogram of student grades to yourself for future reference, or other teachers and administrators for discussion of common core standards and assessments during PLCs.

Histogram of Grades



Email Me Report

## Test Form 1 ☆

File Edit View Insert Format Data Tools Form

fx | \$ % 123 10pt B Abc

	A	B	C
1	<b>Summary:</b>		
2	Points Possible	4	
3	Average Points	2.6	
4	Counted Submissions	5	
5	Number of Low Scoring Questions	1	
6			
7	<b>Submission Time</b>	<b>Name</b>	<b>Email</b>
8	5/30/2012 19:49:53	Bob	xxxxxx@gmail.co
9	5/30/2012 19:50:16	Sue	yyyyyy@gmail.co
10	5/30/2012 19:50:34	Tyler	aaaaaa@yahoo.co
11	5/30/2012 19:50:42	Kari	bbbbbb@yahoo.co
12	5/30/2012 20:10:38	Juan	ccccc@hotmail.c
13			
14	Percent Correct:		
15			
16			
17			
18			
19			
20			
21			
22			
23			
27			

### Flubaroo - Email Grades



Flubaroo can email each student their grade, as well as the correct answers. Use the pull-down menu to select the question that asked students for their email address. If email addresses were not collected, then you will not be able to email grades.

Email Address Question: Email

Include List of Questions and Scores: ☒

Include Answer Key: ☐ **Option to include answer key**

Message To Include in Email (optional):

**Automatically send an email to students with the results.**

Continue

daniel.leeman@gmail.com

Share

No other viewers

**Select which question identified the students' email addresses.**

	Capital of Alaska?	Capital of Arizona?	Capital of Arkansas?	
1	1	1	1	1
1	1	0	0	1
0	1	0	0	1
0	0	1	1	1
1	0	0	0	1
0	60	40	100	

Thank you for taking the time to read my eBook:

## Revolutionize Your Classroom With Google Docs

If you have found this material helpful, please feel free to share this eBook with others, or refer them to:

<http://MyPhilosophyOfEducation.com>