



## Teacher Crib Sheet for Docs

The best way to introduce students to Google Docs is at the beginning of the semester or beginning of a quarter since they are more willing to try new things. Be sure to tell students that Docs does not have all the features of Microsoft Word, but the main advantages are: they can share their work easily, they can access it from any computer that has Internet access, and they won't lose work because it saves automatically. The most exciting feature of Docs is that students can collaborate on a variety of assignments easily, making for enthusiastic students and improved writing.

To set up an account, go to **docs.google.com**. Instructions for setting it up are on the site. Students can either set up a Gmail email account or create a Google Account with their existing email address. For a Google Account, they just enter their present email address and select a password. It simply lets them take advantage of all the free Google services.

1. Set up Google Account for your students. [If you prefer, you can also set up a Gmail account at gmail.com. That also provides access to Docs.]



2. Begin using Google Docs by simply typing "Docs" into your web browser or go to **docs.google.com**.

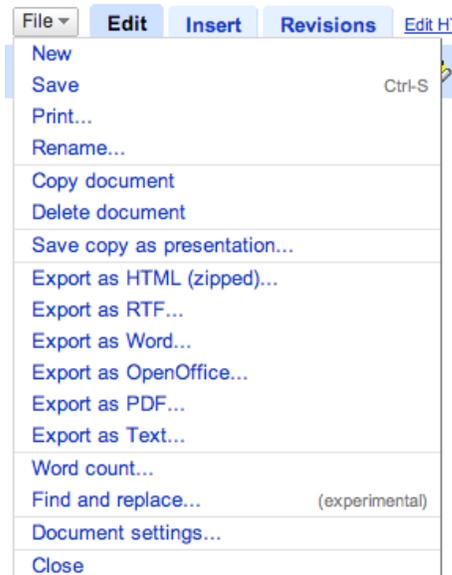
3. Sign into Google Docs with your Gmail login name or Google Account username and password.



4. Let students type something on the blank page. The program saves automatically, but there are also **Save** buttons in the upper right hand corner.

5. There is a **Print** button in the upper right hand corner, above the blue bar. Students must print using this button or the document will only print page one.

6. Next, introduce students to the **File** menu:



- To change the spacing or the font on an essay, students should click on document settings (bottom of File menu).
- They can also access Document Settings from the Styles section on the menu bar.
- Students may save the document as a Word document or in any number of formats.
- Word count is also available here.

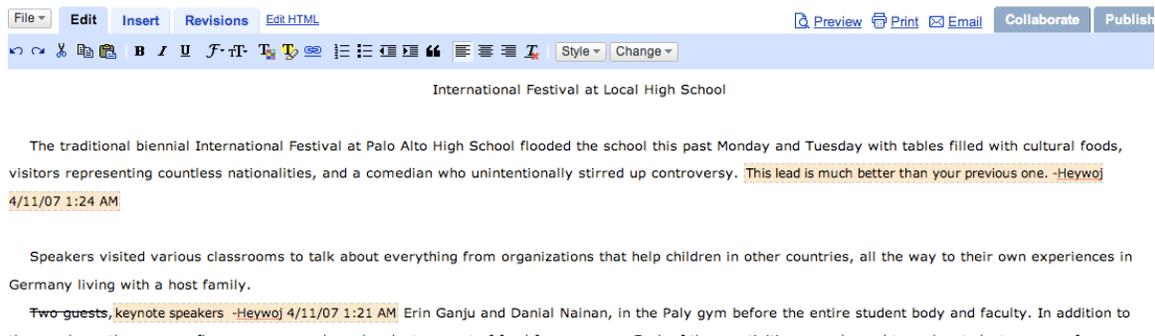
7. Next, introduce students to the **Insert Menu**.



Note that students can insert an image, a link, a comment, a table, a bookmark, a separator, and a special character into their working document. The most commonly used elements are the comment, the image and the link.

8. Show students how to use the **Comment** feature of Google Docs. Place your cursor next to the area on which you would like to comment. Then, select “Insert Comment,” and a highlighted line will appear. You can have as many comments as you like. You can also discard comments, add to them, and change their color by right-clicking on them.

When you or your students make comments on an assignment, it will look like this:



Students can insert comments next to the sentence that they want to discuss or at the end of the essay. There is no limit to the number of comments. One of the advantages of using comments as opposed to just editing right in the text of the essay is that teachers and students can see who is contributing and when they contribute; a time and date stamp as well as the commenter’s name will show up next to each comment

If students prefer to revise the essay itself and write directly on it, then teachers and writers can see their edits by going to the **revision history** and also **comparing revisions**.

8. A complete revision history of your students' work is available by first clicking on **Revisions**, then going to **revision history**.

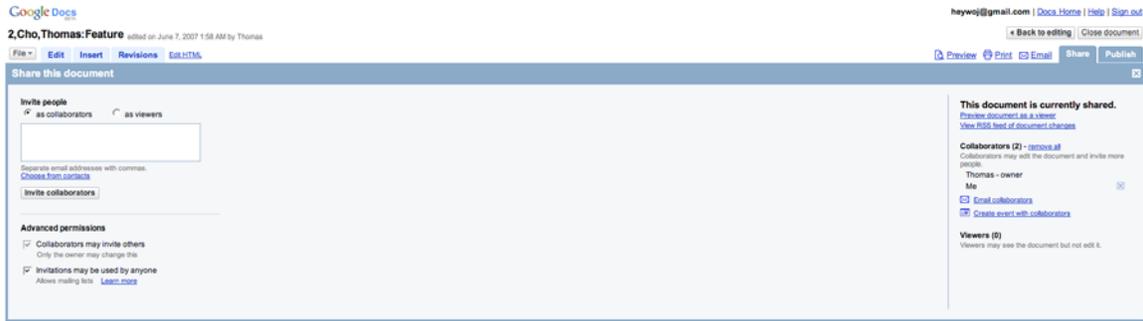
Changed When	Changed By	Start of Revision
12 days ago	Thomas	food in a raucious environment. Other than that, it's not a great restaurant. For our appetizer, we ordered the Dungeness Crab Cakes(\$
12 days ago	Thomas	Nola is a great place to eat upscale For our appetizer, we ordered the Dungeness Crab Cakes(\$9.95), and for \$9.95, we expected mor
12 days ago	Thomas	If For our appetizer, we ordered the Dungeness Crab Cakes(\$9.95), and for \$9.95, we expected more than we got. We got two small cr
12 days ago	Thomas	is not presented as a comfort food, as southern cuisine is usually considered by many; it is awkward to eat food that is decorated like
12 days ago	Thomas	Nola's features expensive food, a loud, hot atmosphere, and a reservation system from the last century. The southern cuisine was not
13 days ago	Thomas	Nola's restaurant, an upscale New Orleans styled bistro is one of downtown's hottest restaurants. It is an amazing restaurant. If you a
2 weeks ago	Thomas	expect all that and for your reservation to be lost. After making reservations for 8:00, we were turned back and asked to come back 4
3 weeks ago	Thomas	, a New Orleans style upscale restaurant in Palo Alto, ,expect all that and your reservations will be lost. After making reservations for
3 weeks ago	Thomas	Downtown Palo Alto is infamously known for long lines and no parking space. And at Nola Restaurant in Palo Alto, expect all tht and y
4 weeks ago	Thomas	If you make a reservtion, and then it is lost, what do you do? After arriving at 7:15 PM having made reservations at eight, the front des
5 weeks ago	Thomas	If you make a reservtion, and then it is lost, what do you do?this is kinda awkward, maybe try to write something that really leads into
5 weeks ago	Vrinda Khanna	After arriving at 7:15 PM and making reservations for eight, the front desk at Nola's lost theour? -Vrinda Khanna 3/5/07 6:16 AM resen
5 weeks ago	Cassie Wedemeyer	, after waiting for (amount of time) i almost lost interest in reviewing the restaurant. -Cassie Wedemeyer 3/5/07 6:29 AM After arrivng
5 weeks ago	Vrinda Khanna	
5 weeks ago	Cassie Wedemeyer	this is kinda awkward, maybe try to write something that really leads into the article, or just make this sentence more excitng, like -C
5 weeks ago	Vrinda Khanna	har har -Vrinda Khanna 3/5/07 6:29 AM Nola Restaurant 535 Ramona Street Palo Alto, CA 94301 Monday -Thursday 11:30 AM to 10:C

You can see the beginning of each edit that the student made and if you click on **Changed When**, it will bring up the document with the change.

You can also see the revision history by clicking on the **Revision** tab.

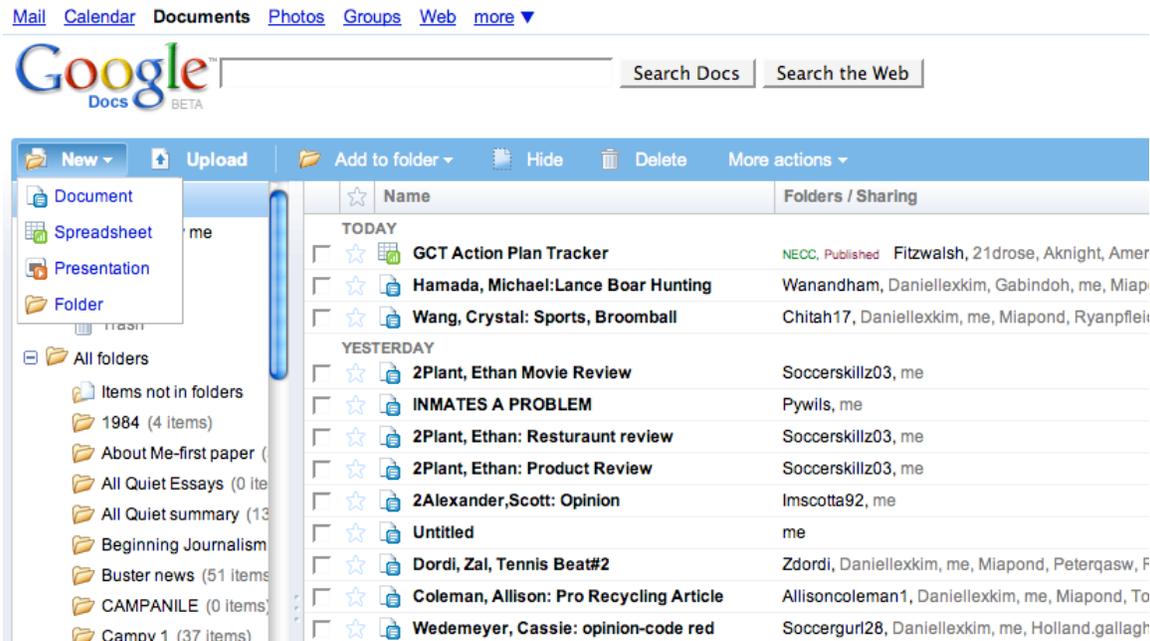
Revision	Last Edited	Changes
Revision 250	5 months ago by Thomas	no text added
Revision 249	6 months ago by Thomas	food in a raucious environment. Other than that, it's not a great restaurant. For our appetizer, we ordered the Dungeness Crab Cakes(
Revision 248	6 months ago by Thomas	Nola is a great place to eat upscale For our appetizer, we ordered the Dungeness Crab Cakes(\$9.95), and for \$9.95, we expected mor
Revision 247	6 months ago by Thomas	If For our appetizer, we ordered the Dungeness Crab Cakes(\$9.95), and for \$9.95, we expected more than we got. We got two small c
Revision 246	6 months ago by Thomas	is not presented as a comfort food, as southern cuisine is usually considered by many; it is awkward to eat food that is decorated like
Revision 245	6 months ago by Thomas	Nola's features expensive food, a loud, hot atmosphere, and a reservation system from the last century. The southern cuisine was no
Revision 239	6 months ago by Thomas	Nola's restaurant, an upscale New Orleans styled bistro is one of downtown's hottest restaurants. It is an amazing restaurant. If you e
Revision 236	6 months ago by Thomas	expect all that and for your reservation to be lost. After making reservations for 8:00, we were turned back and asked to come back 4
Revision 223	6 months ago by Thomas	, a New Orleans style upscale restaurant in Palo Alto, ,expect all that and your reservations will be lost. After making reservations for
Revision 218	6 months ago by Thomas	Downtown Palo Alto is infamously known for long lines and no parking space. And at Nola Restaurant in Palo Alto, expect all tht and
Revision 205	7 months ago by Thomas	If you make a reservtion, and then it is lost, what do you do? After arriving at 7:15 PM having made reservations at eight, the front de
Revision 201	7 months ago by Thomas	If you make a reservtion, and then it is lost, what do you do?this is kinda awkward, maybe try to write something that really leads intc
Revision 188	7 months ago by Vrinda Khanna	After arriving at 7:15 PM and making reservations for eight, the front desk at Nola's lost theour? -Vrinda Khanna 3/5/07 6:16 AM reser
Revision 173	7 months ago by Cassie Wedemeyr	, after waiting for (amount of time) i almost lost interest in reviewing the restaurant. -Cassie Wedemeyer 3/5/07 6:29 AM After arrivng
Revision 166	7 months ago by Vrinda Khanna	no text added
Revision 164	7 months ago by Cassie Wedemeyr	this is kinda awkward, maybe try to write something that really leads into the article, or just make this sentence more excitng, like -C
Revision 160	7 months ago by Vrinda Khanna	har har -Vrinda Khanna 3/5/07 6:29 AM Nola Restaurant 535 Ramona Street Palo Alto, CA 94301 Monday -Thursday 11:30 AM to 10:0
Revision 156	7 months ago by Vrinda Khanna	about \$5 a cake), no bigger than the bottom of our cups, and a lot of salad. However, they are delicious. Made with Dungeness crab,
Revision 133	7 months ago by Thomas	no text added
Revision 131	7 months ago by Vrinda Khanna	After we decide what to eat, we wait. And wait. And wait. you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty minutes to be
Revision 130	7 months ago by Vrinda Khanna	abacadabra After we decide what to eat, we wait. And wait. And wait. you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty r
Revision 129	7 months ago by Vrinda Khanna	you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty minutes to be exact. Finally, just as we are about to eat the tablecloth,
Revision 128	7 months ago by Vrinda Khanna	center your title -Vrinda Khanna 3/5/07 6:15 AM This reviewer almost did not review this restaurant. After arriving at 7:15 PM and mal

9. The most exciting feature of Docs is how easy it becomes to share work and collaborate on assignments. By clicking on the **Share** tab, you will get a dialogue box that looks like this. ***Make sure your students put you down as a collaborator on every assignment so that you can access all their documents.***



If you want to allow collaborators to add comments and text, then invite them as **collaborators**. If you want to just allow them to view, then click on **viewers**. Students can also post to a **Blog** or generate a public link to their document that they can add to a web page simply by clicking on **Publish**.

10. The best way to organize assignments is to create a folder for each assignment. Simply click on the “New” option in the upper navbar and select Folder.



Have students name their work as follows:

- period, last name, first name: assignment

It looks like this: 2Brown,Betty: Old Man & the Sea

When each student’s assignment appears in your inbox, check the box of that assignment and add it to the designated folder. If you want to keep your inbox neat and tidy, you can then click on "Hide."

Next, open the folder and click on "Name" and all the assignments will appear according to class period in alphabetical order. To figure out who is missing an assignment, the teacher needs to compare it with the class list.

The screenshot shows the Google Docs interface with a folder named "Buster news". The folder contains a list of documents sorted by name. The table below represents the data shown in the screenshot:

Name	Folders / Sharing	Date
2 Davies Oliver, Physco Rabbit	Oliver, me	Apr 15 me
2 Heising, Caitlin: Buster News Story	Crheising, me, Nosilla323	Apr 13 Nosilla323
2 Khanna, Vrinda: Buster	Vrindin1, me, Soccergurt28, Thomas.j.cho	Apr 13 Vrindin1
2 Stewart, Greg Buster	Gstew91, me, J3christo	Apr 13 J3christo
2 Mitchell, Megan: Buster	Mmmitchell, me, Lucymccomas	Apr 13 Lucymccomas
2 Bengston, Sammi: rabbit	Sambengston, me, Mkenrick	Apr 15 me
2 Bitton, Yelly: Buster	Yellyscrazy, me, Mira-parekh	Apr 13 Yellyscrazy
2 Bolella, Allie: Buster	Allie.bolella, me	Apr 13 Allie.bolella
2 Christopherson, John: Buster	J3christo, Gstew91, me	Apr 13 J3christo
2 Coleman, Allison: Buster	Sportsy19, Flutterbugfly, me	Apr 19 Sportsy19
2 Davis, Josh: Buster the Rabbit	Davisjosh91, Corymcroskey, me	Apr 13 Corymcroskey
2 Feeney Allison: Buster	Nosilla323, Crheising, me	Apr 13 Crheising
2 Hamada, Michael: News2	Wanandham, Djhsueh, me	Apr 12 Djhsueh
2 Hancock, Courtney: Buster	Icebean, me, Shaydock	Apr 12 Icebean
2 Haydock, Sarah: News Story: Buster	Shaydock, me, Icebean	Apr 12 Icebean
2 Hsueh, DJ: Buster	Djhsueh, me, Wanandham	Apr 12 Wanandham

Students should also change their display names by clicking on the settings link at the top right. We recommend they change their names as follows:

- last name, first name.

The screenshot shows the Google Docs Settings page. The "General" tab is selected. The settings are as follows:

- Language:** English (US)
- Your current time zone:** (GMT-08:00) Pacific Time - Vancouver
- Right-to-left:** (for Hebrew and Arabic documents)  Show right-to-left controls in the editor
- Display name:** Wojcicki, Esther
- Blog settings:** Blogger: heypaly [edit info...](#)
- Old Writely Documents:** [move old documents](#)
- Google Account settings:** Visit your [Google Account settings](#) to reset your password, change your security question, or learn a

At the bottom, there are buttons for "Back to Google Docs", "Save", and "Cancel".

The advantage of this naming system is that when the paper is printed, the name, class period and assignment appear at the top and you will never need to wonder which paper belongs to which period.

You can also use the document search to find assignments quickly. As you type a word in the search field, a drop-down shows documents with that word in the title. You can also then click the Search Docs button, and the search results will bring up all the documents with that text (note: full-text search works only on documents and presentations – not yet on spreadsheets).

### **Main advantages of Docs for teachers:**

If you are out of class, you can check student work easily from any computer with Internet access. Teachers can also monitor student work as it is happening in class and work with students who are having major problems.

- Cuts the work load if students can easily peer edit.
- Improves student writing since students are not only writing, but also thinking about how to improve a buddy's essay.
- Dramatically improves students' attitudes toward writing and revision. They think of it as exciting and fun.

### **We want to hear from you!**

We are constantly listening to our users' feedback and making improvements to Google Docs, accordingly. Best of all, you won't have to download anything in order to get the latest product improvements – they'll just be there when you log into the site. We care very much about making Google Docs work well for teachers and students, so please take the time to give us your feedback on our user forum at <http://groups.google.com/group/GoogleDocsSpreadsheets>