

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 <u>or</u> 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.]

Create and share your work online New Collaborate on presentations and share them in real time. Create and it an upland squicid, with the presentations, or create new ones from scratch. Access and off from anywhere Al you need is a Web brokener Your documents are stored securely online. Share changes in real time Initial preside to your document and make changes together, at the same time. If its free — you don't pay a nicket Key a burr of Equard Equard Equation	Bign in to Google Dock & Spreadhwets with yn Google Account Email Password Remember me on this computer. Bign in Laecet access mu access
	Den't have a Coogle Account? Get started

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.

Google Docs

Untitled edited on October 10, 2007 11:19 AM by Heywoj							
File -	Edit	Insert	Revisions	Edit HTML			
📓 Ima	ge	🕮 Link	Comm	ent 🔲 Table	Bookmark	Separator *	Special character

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:

File 🔻	Edit	Insert	Revisions	Edit H1	
New					
Save			(Ctrl-S	
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Export as RTF					
Export as Word					
Export as OpenOffice					
Export as PDF					
Export as Text					
Word count					
Find a	Find and replace (experimental)				
Docur	ment sett	ings			
Close					

- 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.**

Browse Revisions Compare Two Revisions Revision History			
Co	mpare Checked		Authors: Thomas Vrinda Khanna Cassie Wedemeyer
	Changed When	Changed By	Start of Revision
Г	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(\$
Г	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 more
Г	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
Г	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
Г	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
Г	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
Г	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 came back 45
Г	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
Г	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
Г	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 dea
Г	<u>5 weeks ago</u>	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
Г	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
Г	5 weeks ago	Cassie Wedemeyer	, after waiting for (amount of time) i almost lost interest in reviewing the restaurantCassie Wedemeyer 3/5/07 6:29 AM After arriving
Г	5 weeks ago	Vrinda Khanna	
Г	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 excititng, like -C
Г	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 10:0

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.

GU						
2Cł	2Cho, Thomas: Restaurant Review edited on March 29, 2007 8-33 AM by Thomas edited on March 29, 2007 8-33 AM by Thomas					
File	Edit Ins	ert Revisions Edit HTML	💪 Preview 🖶 Print 🖂 Email 🧧 S	hare Publish		
Co	mpare Checked					
	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(!			
Γ	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 more			
Γ	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 Rev	visions 239-245		
	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 a Rev	visions 236-239		
Γ	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 came back 4 Res	visions 223-236		
Γ	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 Res	visions 218-223		
	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 Restaurant in Palo Alto, expect all the alto Resta	visions 205-218		
	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 Rev	visions 201-205		
	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 Res	visions 188-201		
	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 Res	visions 173-188		
	Revision 173	7 months ago by Cassie Wedemeye	, after waiting for (amount of time) i almost lost interest in reviewing the restaurantCassie Wedemeyer 3/5/07 6:29 AM After arriving Res	visions 166-173		
	Revision 166	7 months ago by Vrinda Khanna	no text added	visions 164-166		
	Revision 164	7 months ago by Cassie Wedemeye	this is kinda awkward, maybe try to write something that really leads into the article, or just make this sentence more excititng, like -C Rev	visions 160-164		
	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: Res	visions 156-160		
	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, Res	visions 133-156		
	Revision 133	7 months ago by Thomas	no text added	visions 131-133		
	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,			
Γ	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 mail Rev	visions 120-128		

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 <u>on every</u> <u>assignment so that you can access all their documents</u>.*

Cocogle Dogs 2,Cho, Thomas: Feature wated on June 7, 2007 158 AM by Thomas File= Edit Insert Revisions Edit/156, Share this document	heywoj@gmail.com Docs Home Heip Sign.od
Image: Second accessions Constrained accessions Exposure amultations accession Constrained accession Image: Second accessions Constrained accession Image: Second accessions Constrained accession Image: Second accessions Constrained accessions Image: Second accessions Constrained accessions Image: Second accession Constrained accessions Image: Second accession Constrained accessions	The document is achieved. Example to achieved. The web state of document is a chieved. Collocotories (1):

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.

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Document	☆ Name	Folders / Sharing	
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Presentation	🔲 🏫 🔓 Hamada, Michael:Lance Boar Hunting	Wanandham, Daniellexkim, Gabindoh, me, Miap	
Folder	🔲 ☆ 📄 Wang, Crystal: Sports, Broomball	Chitah17, Daniellexkim, me, Miapond, Ryanpfleid	
All folders	YESTERDAY	Soccerskillz03, me	
items not in folders	🖂 🏫 INMATES A PROBLEM	Pywils, me	
6 1984 (4 items)	🔲 🏫 2Plant, Ethan: Resturaunt review	Soccerskillz03, me	
About Me-first paper (🖂 🏫 2Plant, Ethan: Product Review	Soccerskillz03, me	
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Campy 1 (37 items)	🗔 🏫 🗋 Wedemeyer, Cassie: opinion-code red	Soccergurl28, Daniellexkim, me, Holland.gallagh	

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.

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Search Docs Search the Web				
😥 New - 💽 Upload	Add to folder - 🤔 Remove from folder	Hide 💼 Delete More actions √		
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📂 1984 (4 items)	🥅 😭 👔 2 Khanna, Vrinda: Buster	Vrinbin1, me, Soccergurl28, Thomas.j.cho	Apr 13 Vrinbin1	
ሯ About Me-first paper (🥅 🏫 🔓 2 Stewart ,Greg Buster	Gstew91, me, J3christo	Apr 13 J3christo	
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CD review (29 items)	🥅 🏫 📄 2Davis, Josh: Buster the Rabbit	Davisjosh91, Corymccroskey, me	Apr 13 Corymocroske	
Column (52 items)	🖂 🏫 2Feeney Allison: Buster	Nosilla323, Crheising, me	Apr 13 Crheising	
Emily Hamilton: Portfo	🔲 🏫 2Hamada, Michael:News2	Wanandham, Djhsueh, me	Apr 12 Dihsueh	
English 4 (1 item)	🔲 🏫 2Hancock, Courtney: Buster	lcebean, me, Shaydock	Apr 12 Icebean	
Essay on 1984 by Orw	🔲 🏫 📄 2Haydock, Sarah; News Story: Buster	Shaydock, me, Icebean	Apr 12 Icebean	
Frast rood (20 items)	🗔 🏚 2Hsueh, DJ: Buster	Djhsueh, me, Wanandham	Apr 12 Wanandham	

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

• last name, first name.

Mail Calendar Documents Photos Grou	ups <u>Web</u> more ▼		
Google			
Settings			
General RSS Feeds			
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		
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Blog settings:	Blogger: heypaly edit info		
Old Writely Documents: Missing some old documents from Writely?	move old documents		
Google Account settings:	Visit your Google Account settings to reset your password, change your security question, or learn a		
« Back to Google Docs Save Canc	el		

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 is 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