

Google Basics

Google Docs Suite: DOCS

Agenda

- Basics of Google Docs Suite

Google Docs Suite

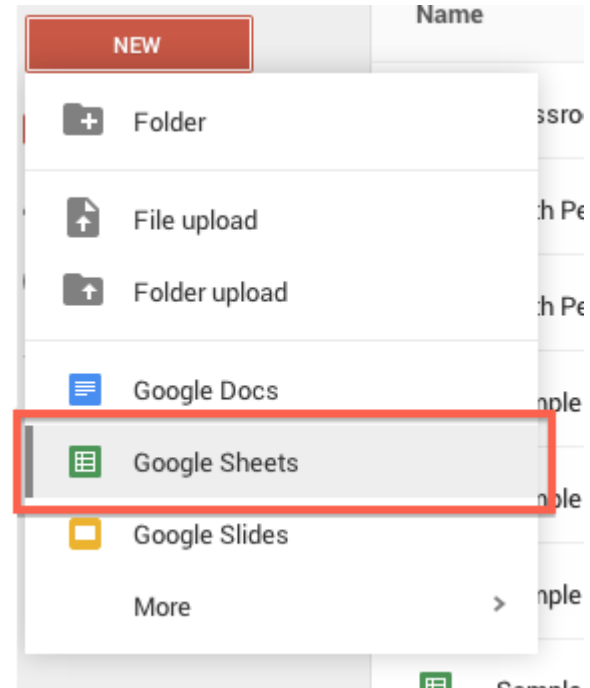
The Google Docs suite:

Docs, Sheets, Slides, Forms, and Drawings, includes collaborative online applications for creating, sharing, and publishing in your classroom and on the go.

Access, edit, and share content like lesson plans, science projects, class presentations, and quizzes, right from your web browser with no additional software to install

Creating a Google Doc

1. To view, manage, and create files in Google Drive, go to: drive.google.com.
2. Create a Doc, Sheet, Form, Slide, or Drawing by clicking the New button in Drive
3. Choose a file type.



Sharing to Facilitate Collaboration

Google Docs sharing and collaboration features make it simple for students and teachers to work together.

There are two settings for making your document available to others.

- **Sharing:** Permissions for who can view, comment on, or edit your doc
- **Visibility:** Set who can find your doc and how they access it

Sharing Roles in Google Docs Suite

- Owner
 - edit, invite, delete, remove access, transfer ownership, upload and delete, add and remove from a folder
- Editor
 - All above except remove access and transfer ownership
- Viewer
 - view, download, make a copy
- Commenter
 - comment, view, download, make a copy

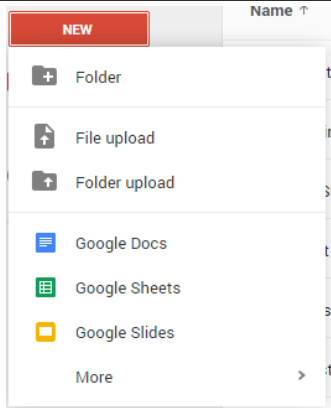
Editing a Doc with Collaborators

Esteemed Teachers; Fellow
election.]

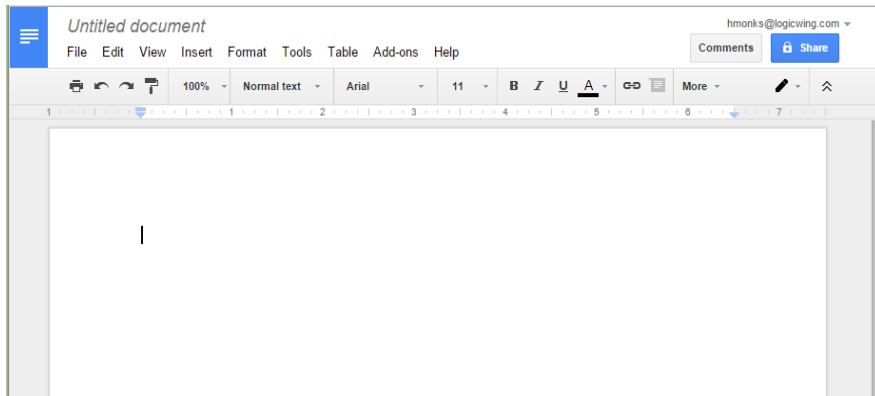
Ideas:

- Our football team nee

Getting Started with Docs



1. Click “New” from Drive
2. Select the “Docs”
3. Name the document, click in the Untitled document to rename.



Formatting:

- Insert
- Format
- Tools
- Addons

Sharing!

How many ways can you share in Google Apps?



Use +1 to share on Google Plus networks and communities!



- Share with the whole world
- Share with people who have the link
- Share only with people in your domain
- Share only with people in your domain who have the link
- Share only with specific people or
- Don't share at all! (Keep Private)

What Can Your Collaborators Do?

How many ways can you share in Google Apps?




- Can Edit
- Can Comment
- Can View

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/logicwing.com/presentation/d/1SWt0wqcCf-4YPm7LIBHSF>

Who has access

	Specific people can access	Change...
	Blanca E. Duarte (you) bduarte@logicwing...	Can edit ▾ ✕
	Anthony Martini amartini@logicwing.com	Is owner

Invite people:

Editors will be allowed to add people and change the permissions.

Done

Change if you want to limit who can share the document with others.

Sharing with a Link - Edit - KWL Chart

KWL Chart

Topic: **Google & Google Apps for Education**

What Do I Know?

What Do I Want to Know?

What Did I Learn?

Show this chart in the template gallery

Name	K	W	L

Collaborative Note Taking

Video on [Note Taking on Google Docs](#)

Now, let's try! (Create a document and share with others for today's session.)

Ways we can use Google Docs for note taking and note sharing:

- Collaborate with colleagues during faculty and department meetings
- Share class notes with students
- Assign class helpers to write notes*
- Make suggestions! Track changes!

* Practice keyboarding skills and note taking skills!

Ways to use Google Docs

- Collaborate with colleagues during faculty and department meetings
- Share class notes with students
- Assign class helpers to write notes*
- Make suggestions! Track changes!

Encourage writing for a real audience with

- collaboration
- feedback
- and sharing



Google Docs on a Mobile Device

Access the following link either by entering the provided url, or scanning the QR code. Review lesson M for using Docs on a mobile device.

<http://goo.gl/H8AwUV>

