Google Apps for Education

40 ways to start using Apps in schools

August, 2014
Objective

Use this training deck to implement Google Apps in meaningful ways in your schools.

These tools will help you to increase teacher efficiency, student engagement and school-wide collaboration.
Some of the core services in Google Apps for Education

- **Drive**: Collaborate as you create
- **Calendar**: Share schedules and calendars instantly
- **GMail**: Keep everything and find it fast with search
- **Groups**: Create and work in teams easily
- **Sites**: Make and manage your own sites
- **Classroom**: Send assignments and communicate with ease
- **Talk/Hangouts**: Text chat and group video calling for up to 15 people

New core services from August, 2014: Classroom & Talk/Hangouts
1. Collaborate on lesson plans

Use Docs to work on the same lesson plan at the same time with a colleague.
2. Keep a running record of meeting notes

Take meeting notes in a Google Doc and share the notes with your entire staff. Staff members can access the notes at any time.
3. Create a shared lesson plan repository

Create a folder for your grade level to share resources. Store your lesson plans in your school's shared folder so that anyone at your school can find and access them.
4. Improve the writing process

Have students work collaboratively from anywhere.

Give students ongoing and simultaneous feedback.

Use revision history to hold students accountable for their work.

Case Study: [http://goo.gl/So3PJ](http://goo.gl/So3PJ)
5. Set up a peer review system

Give students responsibility for providing feedback on other student’s work. Students can easily tag each other in comments.
6. Publish student work

Multiple sharing settings allow you to publish student work by sharing it within your class, within your school or district, or by making it public on the web.
7. Translate letters home to parents

Translate letters, permission slips, and newsletters home to parents and guardians.

Go to Tools > Translate document...
8. Track student homework

Use Sheets to track student homework and share with parents. If you're using one spreadsheet, give each student an anonymous name or number.
9. Coordinate sign-ups

Have parents sign up for parent-teacher conferences or other meetings using a spreadsheet. Use revision history to ensure that everyone is using the sheet to schedule fairly.

Click [here](#) for another way to schedule conferences.
10. Research while writing a document

1. Highlight the text you want to research
2. Navigate to 'Tools' and click 'Research'
3. Check out the right side-bar for search results
11. Create amazing presentations

Use Slides to create engaging and dynamic presentations (like this one).
Go on, try it out

Google Drive

Beginner
Share a document with a colleague.

Intermediate
Analyze the revision history of a document.

Advanced
Create a motion chart in Sheets.
Google Forms
Let's try it together
Who will win next year's World Series?

Submit your answers in a form:
http://goo.gl/Pz4ET

See the results:
http://goo.gl/ELXC1
12. Administer assessments

Use Google Forms to give your students a pre-assessment at the beginning of class. Modify your instruction based on the results. Then give students an "exit ticket" at the end of class to see what they learned.
13. Survey your students' interests

Survey students at the beginning of the year to find out their interests. Change the template to make the form more exciting.
14. Collect observation feedback

Use Forms on your smartphone or tablet to do teacher or student observations. The data will automatically populate in a spreadsheet.
15. Submit reading records online

Encourage students to read by having them complete their reading records electronically.
16. Keep track of discipline referrals

Keep track of discipline referrals across a school. Recognize discipline patterns and share with key stakeholders.
17. Automatically grade forms with Flubaroo

Flubaroo is an Apps Add-On that allows you to automatically grade assessments that have been submitted using a Google Form. www.flubaroo.com
Go on, try it out

Google Forms

Beginner
Create a form and change the template.

Intermediate
Graph the results of the form data.

Advanced
Create a formula in Flubaroo to grade your spelling test.
18. Manage your schedule effectively

Look at your work schedule, personal calendar, and any other relevant calendars in one view. Easily change events.
19. Share calendars

Share your calendar with colleagues (and overlay their shared calendars) to better schedule meetings and events.
20. Check out shared resources

Schedule shared resources like rooms (libraries, conference rooms) and equipment (projectors, laptop carts) within a Calendar invite.
21. Map out the standards you're teaching

Create a backwards map of the standards you need to teach by the end of the week/semester/year to ensure that you've covered them all.
22. Create appointment slots

Use appointment slots to schedule parent-teacher conferences or guidance counselor sessions.
23. Teach time management

Teach your students time management by scheduling due dates and review dates.
Go on, try it out

Google Calendar

Beginner
Create a calendar event

Intermediate
Invite others to your event

Advanced
Create a grade level calendar. Send out a weekly meeting invite and grade level notes
24. Communicate in different languages

Use the translate feature in Gmail to communicate with parents who might speak a different language.
25. Find global pen pals

Give students access to pen pals in another state, province, or country. With Google Translate it's OK if they don't speak the same language!
26. Enable labs to increase productivity

Labs is a testing ground for experimental features that aren't quite ready for primetime. Some of them may be useful to you, so take the time to explore.
Go on, try it out

**Beginner**
Compose and send a new message to a colleague.

**Intermediate**
Enable 3 new labs.

**Advanced**
Find a class in another state or country and set up a global pen pal system.
27. Create groups for your classes or staff

Create online and email-based groups for your students and staff. Groups encourage discussion among peers and can be used to share resources and materials.
28. Share docs and calendars with specific groups

You can give access to documents and calendars based on the groups you create. Create classroom placement groups to better distribute differentiated materials and resources.
29. Create parent support groups

Create groups for parents so that they can easily communicate with each other and share news and updates.
Go on, try it out

Beginner
Join an existing Google Group, like the Google for Education group.

Intermediate
Create your own group and invite 5 members.

Advanced
Create your own group and categorize topics by discussion categories.
Google Talk/ Hangouts
30. Invite a guest lecturer into your classroom

Invite an expert into your class to do a guest lecture through Video Chat. Or invite a grandparent who lives in another state to read to the class during story time.
31. Hold office hours and homework help

Let students know that you'll be available to help online at a certain time. Video conference with students who are absent.

Case Study: http://goo.gl/yhj8p
Go on, try it out

**Google Talk**

**Beginner**
Start a video chat with someone in the room.

**Intermediate**
Start a multi-person video conference session.

**Advanced**
Share your screen and co-edit a document while in a multi-person video conference.
Google Sites
32. Create a classroom website

Create a site for your class. Embed a class calendar, videos, and presentations.

Examples: 5th Grade Class Site | US History Class Site | School Website
33. Manage student e-portfolios

Use sites to create student ePortfolios. Showcase student work and pass it on from year to year.

Example: Clemson University ePortfolios
34. Submit student projects

Have students do projects or create reports using sites. You can also have them do their submission for the [Global Google Science Fair](https://sciencefair.withgoogle.com)!
35. Build a curriculum portal

Build a portal that houses lesson plans, resources, and other grade-level or subject-specific resources.
Go on, try it out

Google Sites

Beginner
Create a basic classroom website with information about your class.

Intermediate
Create a website that embeds a calendar, form, multiple documents, and video.

Advanced
Build a curriculum portal for your grade level and/or subject area.
Video within Drive
36. Bring approved video clips to the classroom

Upload approved video clips to share during class time.
37. Share professional development videos

Record teachers as they demonstrate various instructional strategies and share the video within your school or district.
38. Control sharing settings on student videos

Allow students to create videos, but give them the ability to keep the videos private to their teacher, class, and/or school.
Classroom
39. Create paperless assignments with Classroom

Use Classroom to create assignments. Attach Google Docs, files from your computer, YouTube videos, or any website.

Example: historywithsanders.blogspot.com
40. Use Classroom to review assignments, give grades and feedback in real time

Teachers can see how many students have completed an assignment, review it, then provide grades and comments to students.
Ready to go Google?

www.google.com/edu/apps