

# Introduction to Google

~ SIP Day 3/27/15 ~

Are you ready to



Go **GOOGLE?**

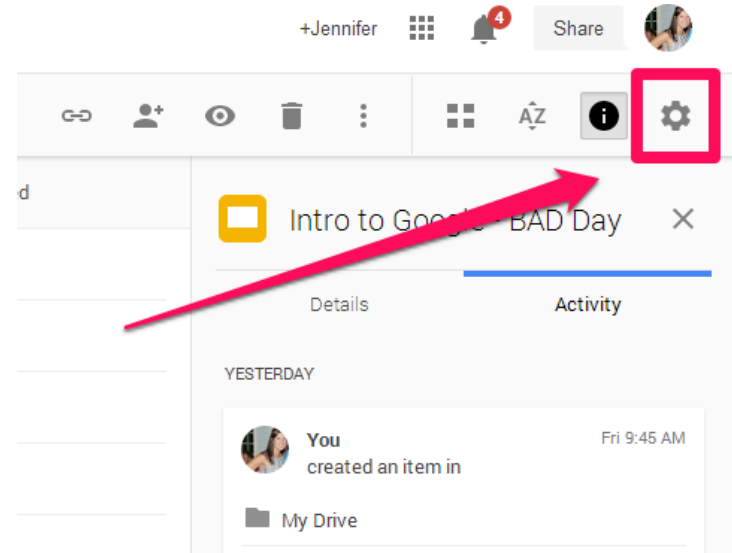
What does Google Have to Offer???

**72 OF THE TOP 100**  
**Universities**  
in the US use Google Apps

# First Things First - Let's Login

To get to Google Drive, login using your username and password. Username is your full ipsd email and your user generated password.

**If you have never logged in, see your IT help desk.**



# After this training I can...

- Upload my files
- Share an item
- Share entire Folders
- Organize your own drive
- Find items that are “shared with me”
- Find and Share links within Google Drive



# Understand Your Dashboard!

 Drive

1

NEW

 My Drive

 Shared with Me


 Recent

 Starred

 Trash

My Drive ▾


2


 3 WVHS Junio...

 All Staff Drive

 Classroom

 Cross Country

 Guidance Driv...

 Guidance Mee...

 House 2016


 iNACOL 2014

 Presentations

 School Couns...

 School Design...

 WV PAGES



production to Google  
Are you ready?  
SIP Day 3/27/15 ~ Go GOOGL

 Intro to Google - ...




Staff Pictures 2014

 Staff\_Pics\_2014...




Teacher Observations

 W Teacher observat...



WV Letterhead 2014

 WV Letterhead 2...

 My Drive

Details

3

Activity

TODAY



You commented on an item

11:23 AM

 Intro to Google - SIP Day

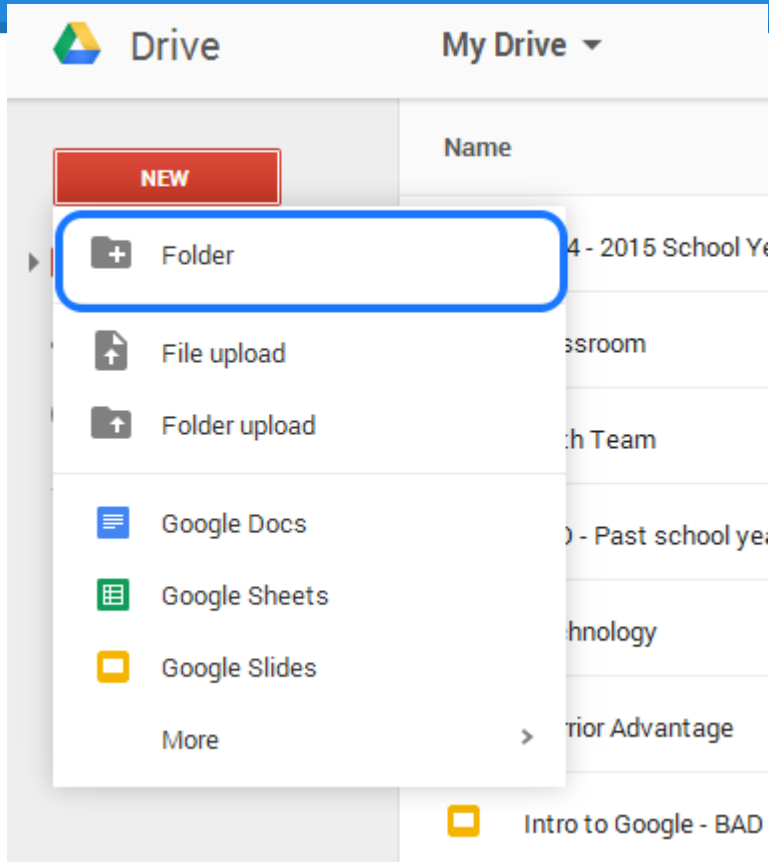


You edited an item

11:04 AM

 Intro to Google - SIP Day






# Organizing Folders!



Create a Folder & Name it:  
SIP Day - Google Training

\*Folders are just like our  
h drives and department  
drives\*

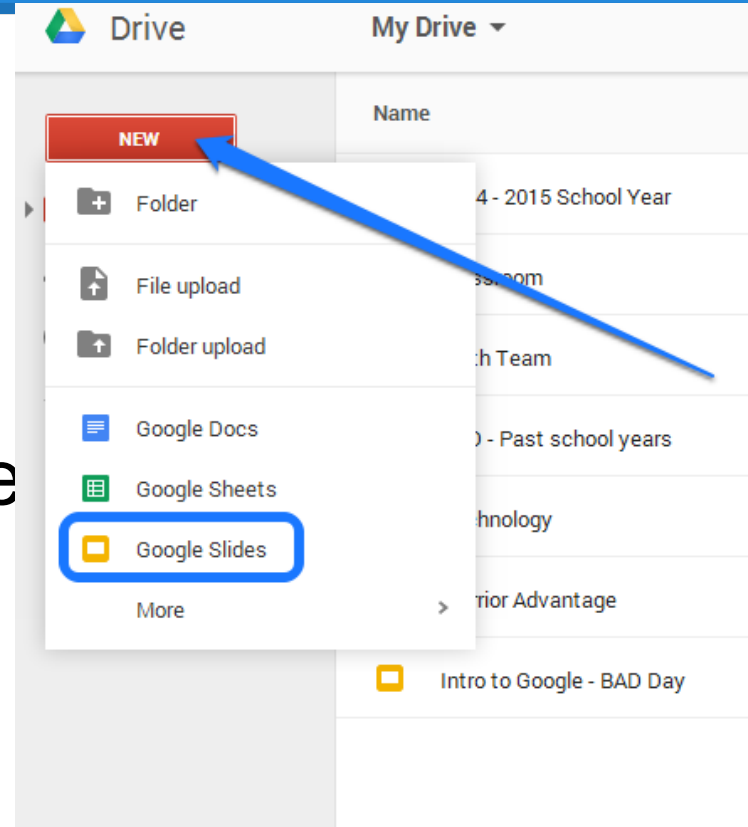
# Creating in Google Drive

 <b>Docs</b>	 <b>Forms</b>	 <b>Sheets</b>	 <b>Slides</b>	 <b>Drawings</b>
An online word processor to create, format text documents, and collaborate with others in real time.	Works with Google Sheets to create a form that will accept data and populate a spreadsheet behind the scenes. Great for surveys & formative assessments.	An online spreadsheet that lets you create and format a spreadsheet with the ability to simultaneously work on it with other people.	An online slide presentation tool. Easy to use, collaborative and shows off your work in a visual way.	Easily create, edit and share drawings online, such as shapes, layout guides, organize graphics and much more. Integrates well into Google docs.

# Create a Google Slide (Presentation)


In groups of 3 - 4

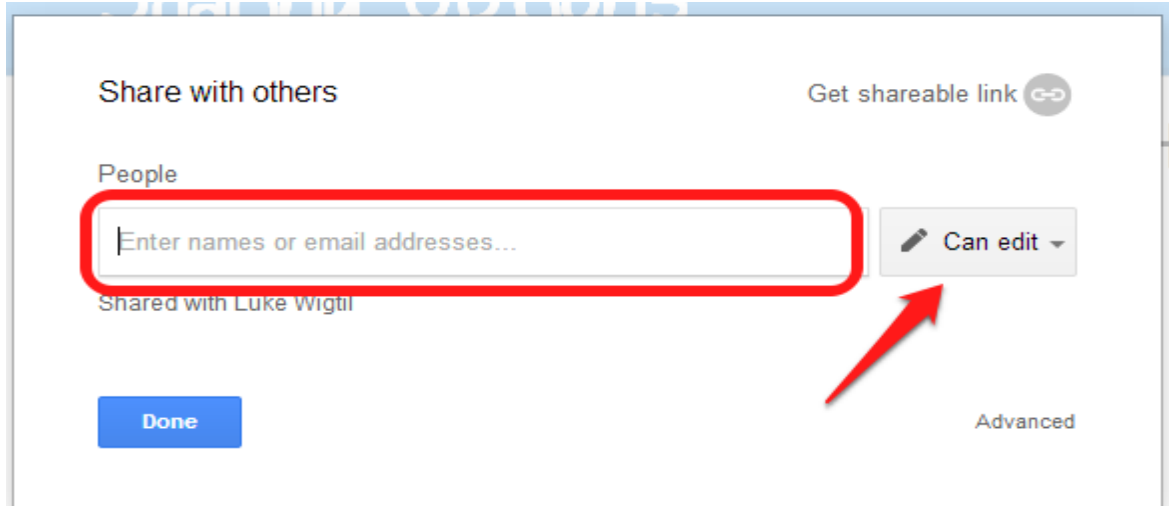
**ONE** person **CREATE** a  
Google Presentation and then  
**SHARE** it with the other people  
in your group.






# Sharing Options


Click on  in the upper RIGHT corner and now invite the other teachers in your group!



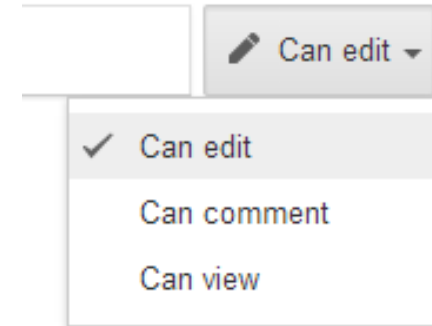
Share with others Get shareable link 


People

Shared with Luke Wigtl

 Can edit ▾

[Done](#) Advanced



 Can edit ▾

- ✓ Can edit
- Can comment
- Can view

When something has been SHARED with you it goes into your **Shared With Me** folder! You must go and retrieve it!

INDIAN PRAIRIE SCHOOL DISTRICT 204

Search Drive

+Ryan

Drive Shared with Me

NEW

My Drive

Shared with Me

Recent

Starred

Trash

Last Week

production to Google

Are you ready?

Google Apps

BAD Day 2014 - 2015- Go GOOGL

Intro to Google - BAD D...

Older

movement ONE Tech S...

Movement ONE Tech N...

Socratic Seminar Partn...

Socratic Seminar Partn...

Freshman Warriors

legendary Young Women of Power

Freshman Girls Group

# Google Slides Activity

Now in your Groups MAKE your Google Slides

Each Group member should have their **OWN** slide. On each slide add the following:

- Name
- Department
- Insert an Image (anything)
- One thing that you have learned so far, OR one question that you still have/want to learn?

When your group is finished share it with the “teachers”!  
([Ryan\\_vankampen@ipsd.org](mailto:Ryan_vankampen@ipsd.org) or [Lauren\\_kato@ipsd.org](mailto:Lauren_kato@ipsd.org))

# Comment Feature

As a teacher you have the ability to **COMMENT** on your student's work!

Highlight the text you would like to comment on!

jennifer\_bokermann@ippsd.org

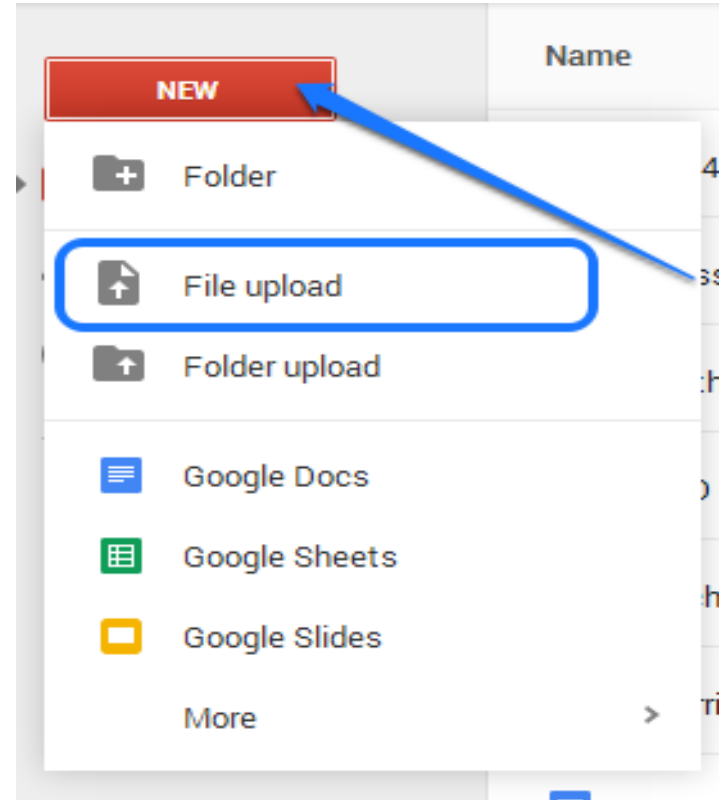
Comments Share

I was born exactly at midnight. my birth certificate says 0:00:00

Alexandra Rentner  
10:36 AM Today  
Wow! How interesting!

# File Uploading

Step 1: File Upload: Pick a Word Document from your school drive



# Transfer a Word Doc into Google Doc

Step 2: Right click on doc, open with, Google Docs

The screenshot displays the Google Drive interface. On the left, a list of folders and documents is visible, including 'Classroom', 'Math Team', 'OLD - Past school years', 'Technology', 'Warrior Advantage', 'BAD DAY - Google Doc Activity', and 'Intro to Google - BAD Day'. At the bottom, a document titled 'Notes 5.3.doc' is selected. A right-click context menu is open over the document, with the 'Open with' option highlighted. A blue arrow points from the 'Open with' option to a sub-menu that lists 'Google Docs' as the selected application. Other suggested applications include 'DocuSign' and 'Zoho Writer'. A 'Connect more apps' button is also visible. In the bottom right corner, a black notification bar displays 'Upload complete' with an upward-pointing arrow.

# Even MORE sharing options

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾

Copy link

[https://docs.google.com/document/d/1m\\_HHbf3-GVTwhL79Xc8j7f\\_OIRC1b\\_G11bL-](https://docs.google.com/document/d/1m_HHbf3-GVTwhL79Xc8j7f_OIRC1b_G11bL-)

People

Enter names or email addresses...

 Can edit

Shared with one group

Done

Advanced

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾

Copy link

OFF - only specific people can access

People at Indian Prairie School District with the link can edit

People at Indian Prairie School District with the link can comment

People at Indian Prairie School District with the link can view

Anyone with the link can view

More...

Done

Advanced

## Link sharing

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On - Indian Prairie School District**  
People at Indian Prairie School District can find and access.
-  **On - People at Indian Prairie School District with the link**  
People at Indian Prairie School District who have the link can access.
-  **Off - Specific people**  
Shared with specific people.

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

Save

Cancel

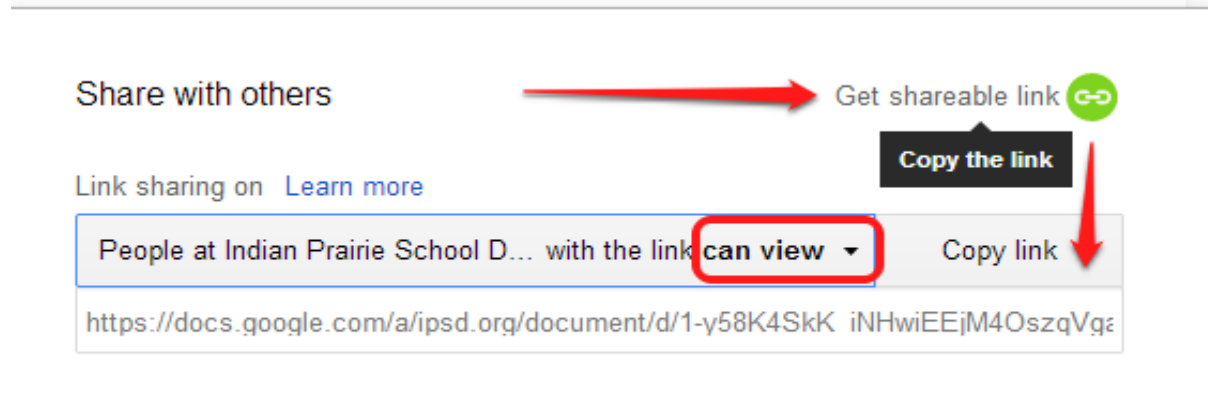
[Learn more about visibility](#)



# Retrieving the Shareable Link

## 1. Inside the Document

- Click Share (right corner)



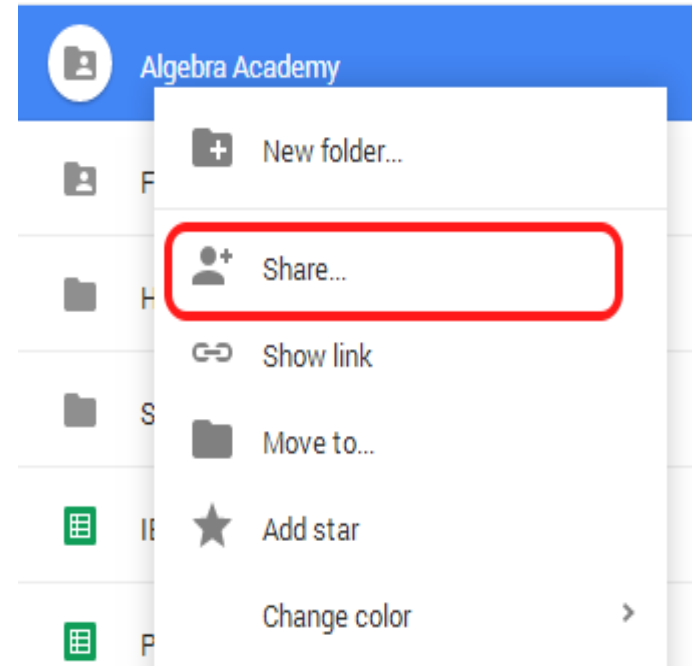
## 2. Dashboard

- Right click on the item, then share

# Sharing an Entire FOLDER!

In My Drive:

- Right click on the folder, then click Share



# So why should I go **GOOGLE**?

- Real time = NO SAVING!!!!
- Multiple people working on the same document at the same time, but in different locations
- Sharing options: students, parents, teachers
- Shared Folders: Multiple Documents at once!
- Share large files: Some files are too big to share by email
- Commenting: to your students or peer to peer
- Unlimited Storage!
- Access anywhere with internet:
  - NO MORE FLASH DRIVE NEEDED!!!

# Google on the Go

- Google Drive on your cell phone

- <https://itunes.apple.com/us/app/google-drive-free-online-storage/id507874739?mt=8>
- <https://play.google.com/store/apps/details?id=com.google.android.apps.docs&hl=en>

- Google Drive on your home/personal computer

- <https://support.google.com/drive/answer/2374989?hl=en>



# Time to practice

- Upload files from your staff drive
- Upload files/folders from your department drive
- Create files and share them with peers
- Ask questions!