Introduction to Google

~ SIP Day 3/27/15 ~

Are you ready to

Google Apps

Go GOOGLE?

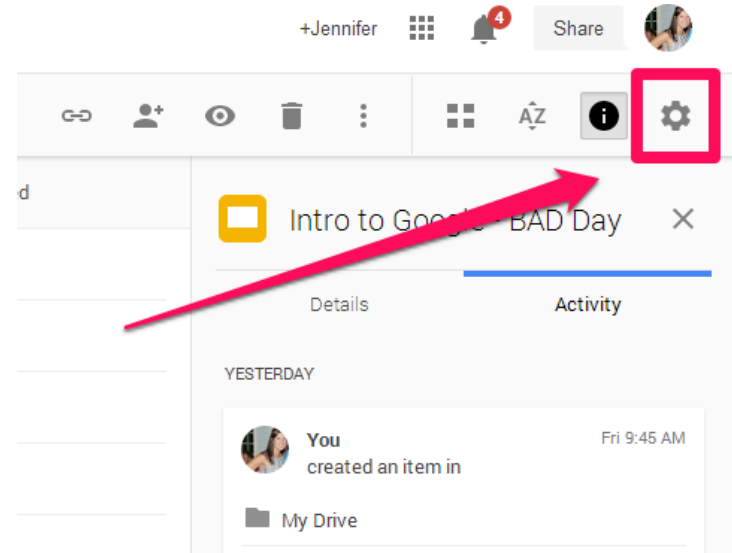# What does Google Have to Offer???

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!

INDIAN PRAIRIE
SCHOOL DISTRICT 204

Search Drive 🔍

4 +Ryan

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

Introduction to Google — Are you ready
Google Apps
SIP Day 3/27/15 ~ Go GOOGLE

📙 Intro to Google -...   📄 Staff_Pics_2014-...   W Teacher observat...   📄 WV Letterhead 2...

My Drive

3

Details   **Activity**
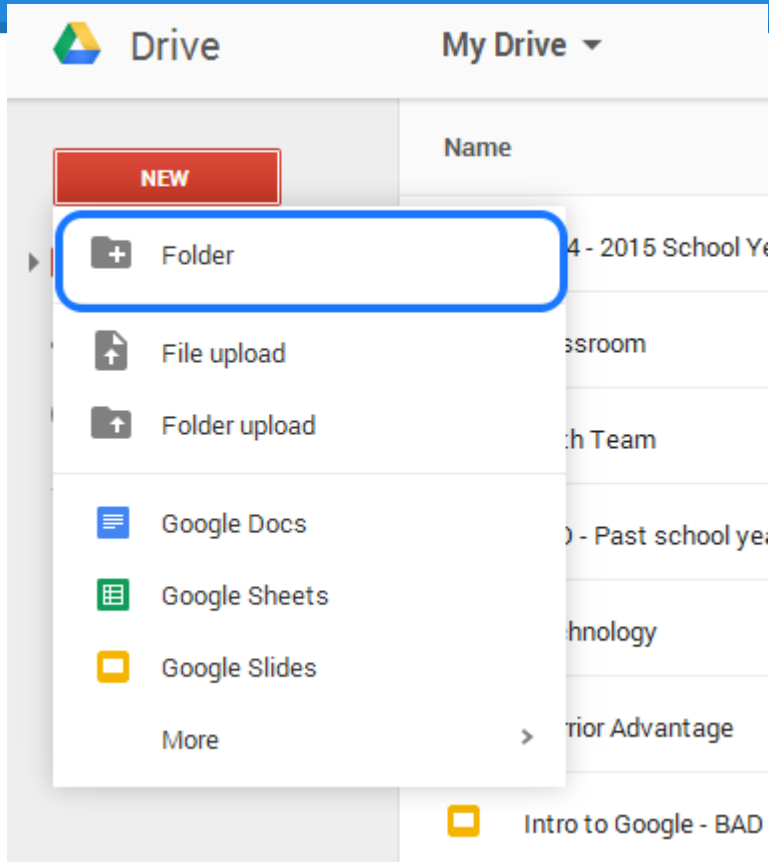
TODAY

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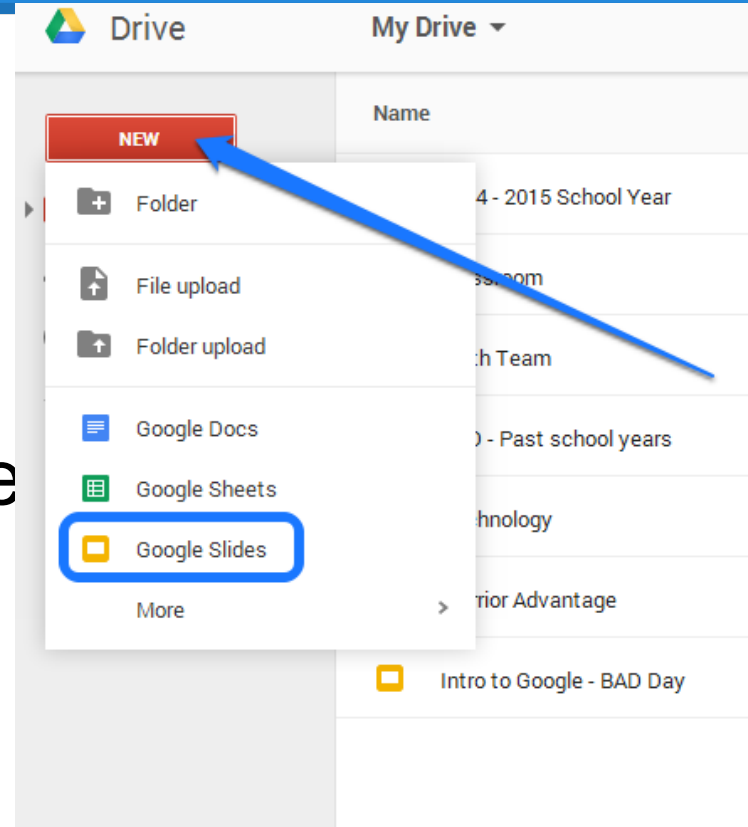
*Folders are just like our
h drives and department
drives*

Drive   My Drive ⌄

NEW

Name

📁 Folder   4 - 2015 School Ye

📄 File upload   ssroom

📁 Folder upload   h Team

📘 Google Docs   0 - Past school yea

📗 Google Sheets   hnology

📙 Google Slides   rior Advantage

More   >

Intro to Google - BAD

Creating in Google Drive

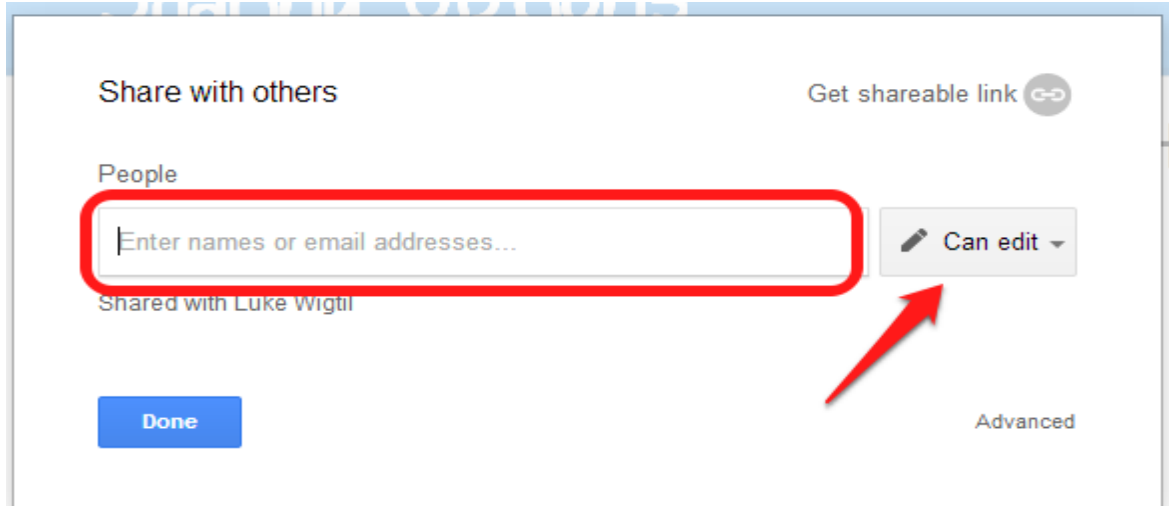| Docs	Forms	Sheets	Slides	Drawings
An online word processor to create, format text documents. and collaborate with others in real time.	Works with Google Sheets to create a form that will accept data and populate a spreadsheet behind the scenes. Great for surveys & formative assessments.	An online spreadsheet 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

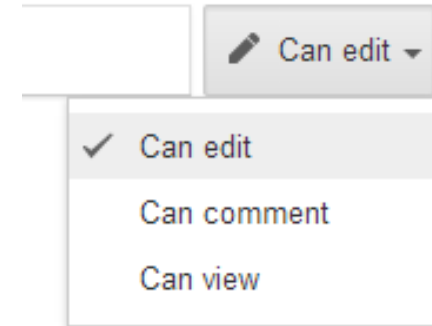Click on **Share** in the upper RIGHT corner and now invite the other teachers in your group!

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

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 or 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!

File Uploading

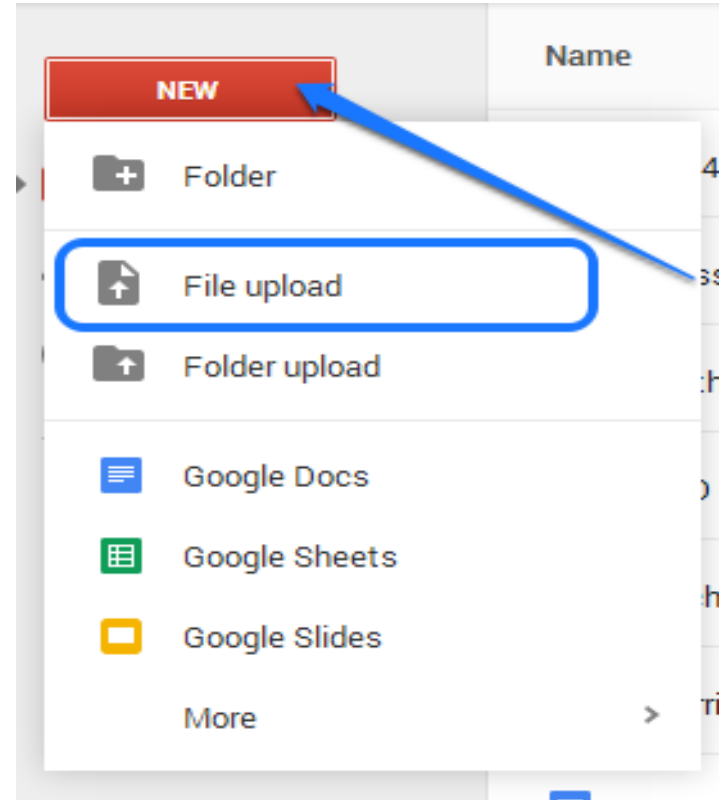Step 1: File Upload: Pick a Word Document from your school drive

Transfer a Word Doc into Google Doc

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

Even MORE sharing options

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
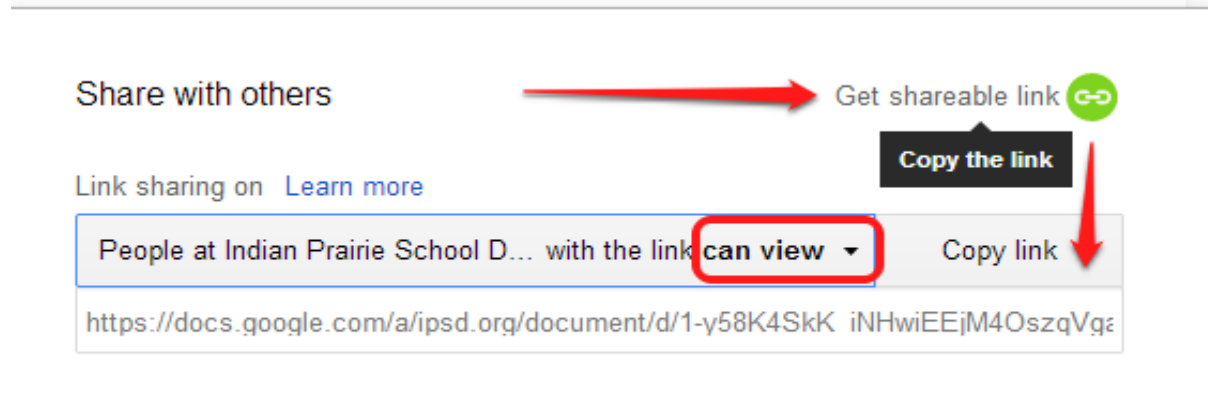
Learn more about visibility

Retrieving the Shareable Link

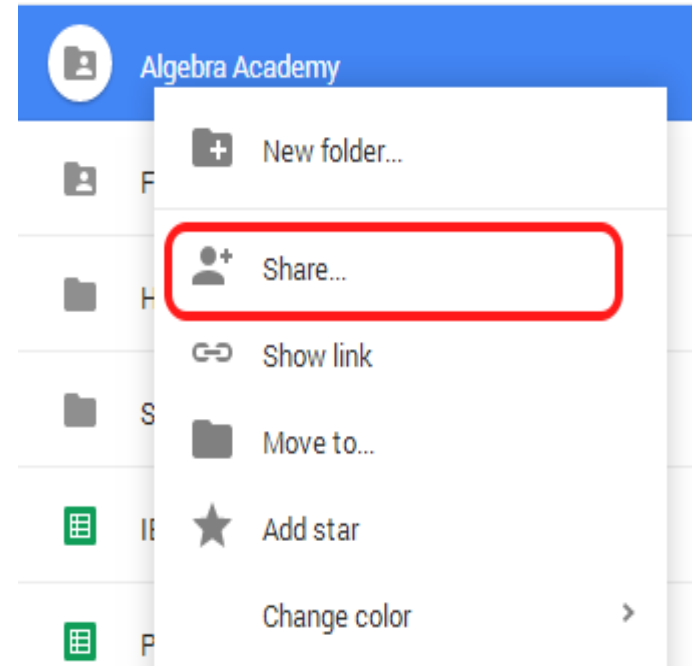1. Inside the Document

● 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!