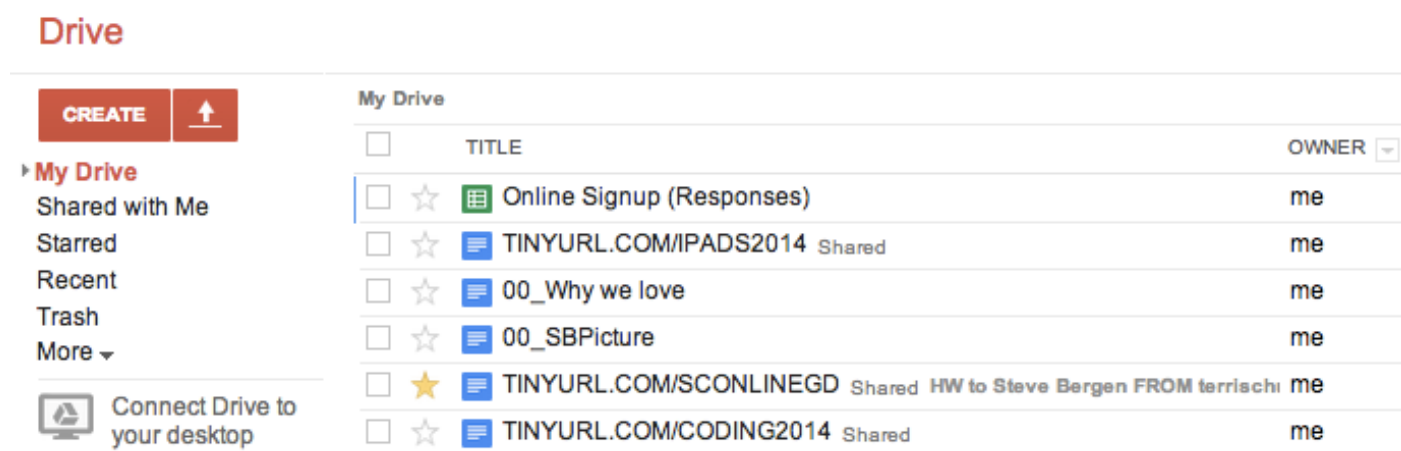
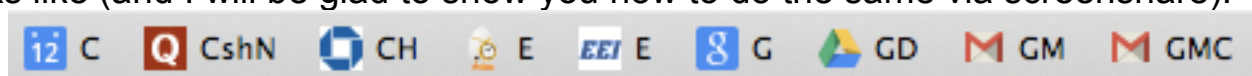



Let's get started with GD! Once you login with your Google gmail account and are looking at your mail, you can go to the URL box and enter the web address of <http://DRIVE.GOOGLE.COM> into the box. Or you could have done this before logging into your gmail account. In either case you get to this type of screen:



My suggestion is that you should have a bookmark link in your toolbar to <http://DRIVE.GOOGLE.COM> and you can rename it as GD for brevity. Same with <http://MAIL.GOOGLE.COM> for your email, perhaps renaming it as GM. My use of uppercase here is just for convenience, by the way. Here is what my bookmarks bar looks like (and I will be glad to show you how to do the same via screenshare).



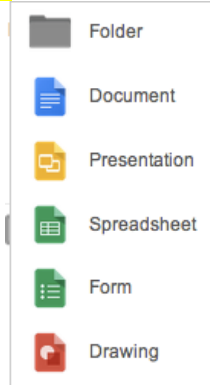
Our first important button is the red one that says CREATE but the button with the up arrows next to it  is also important (used for UPLOADING). Here is a required 3 minute video (HW1.1) on Uploading a Word file into GD -- <http://tinyurl.com/sc023sc> You can watch this later if you want to get into the substance of Lesson 1 now.

Let us get started with creating documents of all types and then setting SHARING. Below are the 5 types of GD files you can create. I am not counting folders that will be used to organize. We will do some neat tricks with folders next week.

Here is the second required video -- HW1.2 -- to watch or rewatch this week. Whether you do so before or after you read this PDF is your choice. You are in charge of your own learning!

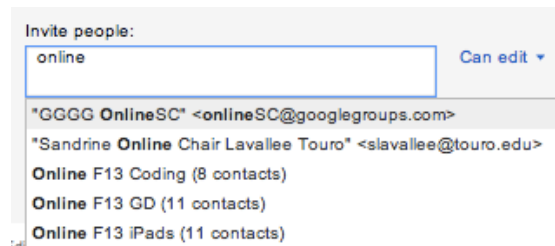


<http://tinyurl.com/sc020sc> -- 4 minute video on Sharing with GD



Once you create a document, you will see the choice to SHARE in the upper right. This lets you specify by email what people you want to share with. Take note that you can enter the email addresses in THREE different ways: actual email, name of person or as a group (assuming you are using GMail groups). If you are not using GMail groups, I would love to help you since having your contacts or students in groups is advantageous for many reasons.

Just take note without worrying about it for now how cool it is that I am typing in "online" where it says INVITE PEOPLE and it is showing me my contact groups of people that contain the word ONLINE.



If this interests you, here is an optional 12 minute video on putting your contacts into groups -- <http://youtu.be/ycnyGu124Ks> -- HW 1.3 opt

You will need my email address for this exercise -- sbergen33@gmail.com along with that of my friend the Larry Bird doll -- larrybirddoll@gmail.com who has been a bit of a mascot for us since 1985 when Summercore began.









Here is what you will see when you go to SHARE:


Sharing settings


Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1BpV-tQw4wNQaJWJRJGpegsWQoOpMYrRt/>

Share link via:    

Who has access

 Private - Only the people listed below can access [Change...](#)

 Steve Bergen (you) sbergen33@gmail.com [Is owner](#)

Invite people:

Enter names, email addresses, or groups...


Editors will be allowed to add people and change the permissions. [\[Change\]](#)


[Done](#)


Observe that you can change the access from PRIVATE to two other settings that are similar to those offered by YouTube. If you choose ANYONE WITH THE LINK, it is perfectly safe and relatively private. There are no fears that people will stumble on it, unless someone with the link shares it with others. If you leave it private, you are requiring people to login with their specific gmail accounts in order to see the document. This can be a hassle when under time pressure.

Sharing settings

Visibility options:

☐  Public on the web
Anyone on the Internet can find and access. No sign-in required.

☐  Anyone with the link
Anyone who has the link can access. No sign-in required.

☒  Private
Only people explicitly granted permission can access. Sign-in required.

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

[Save](#) [Cancel](#) [Learn more about visibility](#)

For these reasons, I sometimes prefer the middle category and love to use <http://TINYURL.COM> to shorten and simplify the link. Here is a screen shot that shows how I easily paste in a long URL and shorten it to a favorite desired unique shortcut. The website of TINYURL.COM allows you to take any long obnoxious web address and to shorten it something easy and convenient such as tinyurl.com/steve1



or tinyurl.com/summercore33. I find the word and number combination very useful and easy to remember. If your "chosen word" after tinyurl.com has been taken by someone, you get a chance to choose something else using this screen below.

Here is an optional (not required) video -- HW 1.4 -- on TINYURL -- <http://tinyurl.com/tinyurl33> if this interests you. It is not required and does not count as part of the 2 hours per week if you watch it! If this intrigues you, you can create a blank Google Doc with no content that says Hello, change the sharing specs so that ANYONE WITH LINK can access it and then use tinyurl.com to give it a short unique name. Send me the URL and I will be glad to check it. Let's call this optional HW 1.5. What is great about this technique is that it is the easiest and quickest way to get a big group of people (students, teachers, parents) sharing a document without having to gather and enter all of their emails.

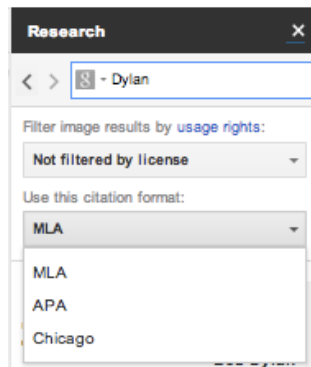
Okay, so for the required work of the week, I want you to make 1 document of each type (not FORM) and to share each one with me Steve Bergen using sbergen33@gmail.com. I also want you to allow a second user named larrybirddoll@gmail.com to have either VIEW access or COMMENT access to each of the 4 files -- document, spreadsheet, drawing and presentation.

Here are the specs for each of the 4 files.

HW 1.6 -- the WP file should use this file name with your name and date of completion: Lesson 1 WP Jane Doe January 13

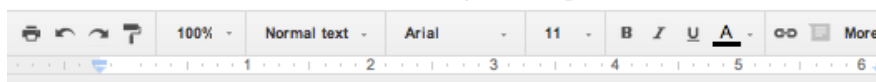
The WP file should contain your name and one short sentence telling the famous person you are a fan of. You need to use the feature under TOOLS then RESEARCH to insert a quote and picture about your famous person. This must be done by the GD trick of TOOLS then RESEARCH then scroll down and click. The GD system puts automatic footnotes in as you see in the sample below. You can change the citation format by pulling down on the triangle.

Here is a required 5 minute video -- HW 1.7 -- on the Research Tool with GD -- <http://tinyurl.com/sc021sc>



Lesson 1 WP Steve Bergen Jan 13

File Edit View Insert Format Tools Table Help All changes saved in Drive



My name is Steve Bergen and I am fan of Bob Dylan.

Quote

"People seldom do what they believe in. They do what is convenient, then repent" - Bob Dylan¹

Picture



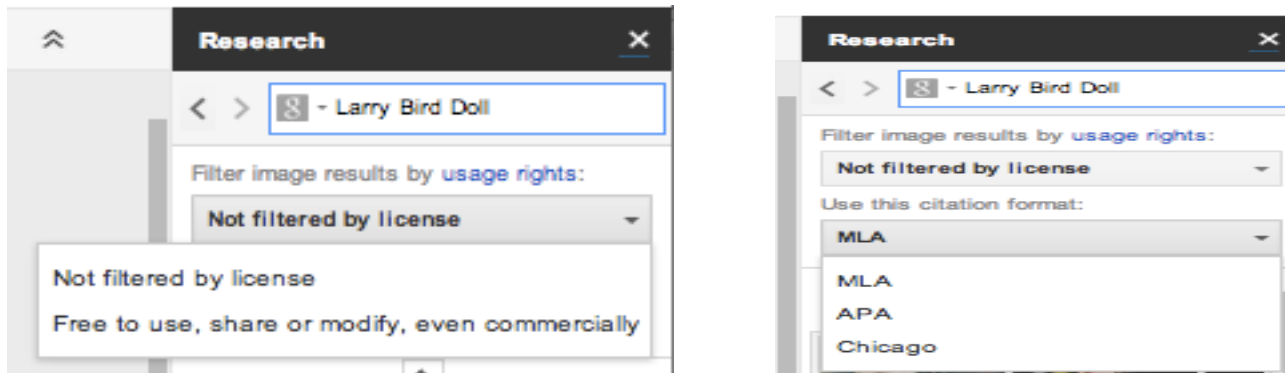
¹ "People seldom do what they believe in. They do what ... - BrainyQuote."

<<http://www.brainyquote.com/quotes/quotes/b/bobdylan142080.html>>

² <http://media.soundonsound.com/sos/may10/images/ClassicTracks_01.jpg>

Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

Let's talk more about RESEARCH under the TOOLS menu. When you choose RESEARCH, there is an arrow at the top that lets you limit the search to just documents under the Creative Commons license. Additionally there is a second arrow that lets you specify what format to use for footnoting: MLA or ALA or Chicago.



Here is a graphic showing you how GD creates a footnote using the RESEARCH feature.

J.D. Salinger

One of the most important books that I read when growing up was *Catcher in the Rye*. I remember the question about the ducks in Central Park.¹ More info about Central Park is coming.² And now we have a third one coming from Chicago.³

To quote J.D. Salinger, Not only were unpublished works on their way to becoming covered under the fair use constraints and privileges, but a bright line was also drawn around unpublished letters. In subsequent copyright case law, a distinction was made between the vehicle of a letter (the paper it's written on or the virtual notepad of an email) and the expression of the words themselves. This same logic is applied to

¹ "The Official Website of Central Park - Homepage." 13 Sep. 2013. <<http://www.centralparknyc.org/>>.
² The Official Website of Central Park - Homepage. Retrieved September 13, 2013, from <http://www.centralparknyc.org/>.
³ The Official Website of Central Park - Homepage. <http://www.centralparknyc.org/>.

Note that when you use the RESEARCH feature on GD, you get a choice of PREVIEW, INSERT LINK or CITE. The CITE choice generates the footnote!

HW 1.8 -- The SS file should use this file name with your name and date of completion: Lesson 1 SS Jane Doe January 14

The SS file should contain a list of your classes this semester with approximately how many students in each class. Or if you teach just 1 class, you can have a breakdown of males/females with the sum. The total will appear below using the SUM formula as you will learn below in this PDF and also in the video.

Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

Lesson 1 Spreadsheet Jane Doe Sept 14 ★

File Edit View Insert Format Data Tools Help All changes saved in Drive

Steve Bergen Comments Share

	A	B	C	D	E	F	G	H
1								
2								
3		Larry	33		Don't forget to use RENAME under FILE with proper file name.			
4		Robert	0					
5		Kevin	32		Don't forget to use SHARE to give full access to sbergen33@gmail.com but limited access to larrybirddoll@gmail.com			
6		Reggie	35					
7		Dee	7					
8		TOTAL	107					
9								
10	The formula I have used in C8 is =sum(C3:C7) which has no spaces. This formula adds up the numbers in cells C3 to C7. Spreadsheets are like the "game of battleships" where every cell is the intersection of a row and a column and has a name such as C3 or C5 or C7. This formula contains no spaces and upper/lower case is irrelevant (like the Yankees). All formulas begin with = and then there is a special word, in this case SUM. The colon : symbol means "through" so the formula is giving us the sum of C3 through C7.							
11								
12								

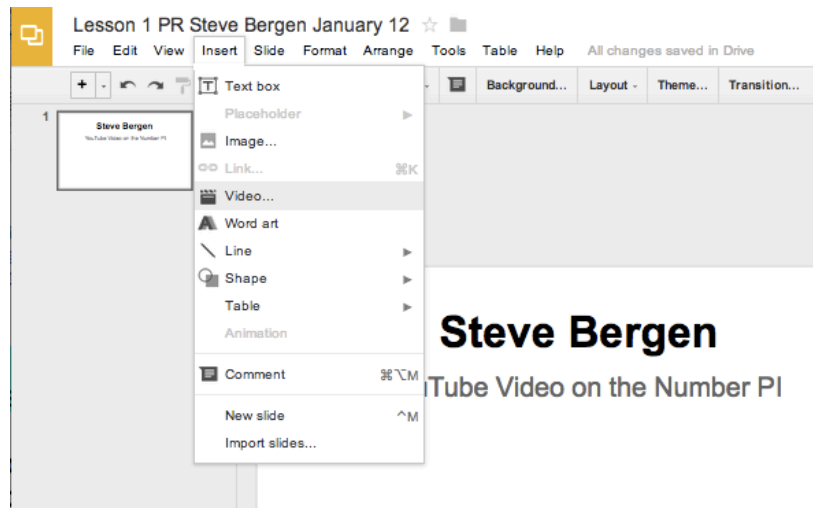
HW 1.9 -- The PRESENTATION file should use this file name with your name and date of completion:

Lesson 1 PR John Doe January 15

The PRESENTATION file should contain one interesting topic from your curriculum that you can enhance with a YouTube video. Yes that is one of the unique and wonderful features of GD Presentation mode. You can easily include a YouTube video by going to INSERT then VIDEO and typing in a topic.



summercore



In my example below, I typed in PI DAY SHARON since I once had the privilege of teaching this wonderful first grader who memorized 121 places of PI and won a homemade pie from me.

Insert video



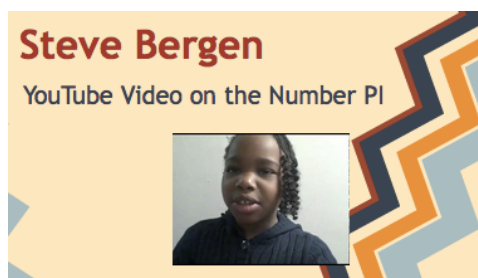
My final presentation card looks like this

Steve Bergen

YouTube Video on the Number PI



Except I forgot to choose a THEME! You can easily do so from the top line and now I have



Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

Your presentation file should use this file name

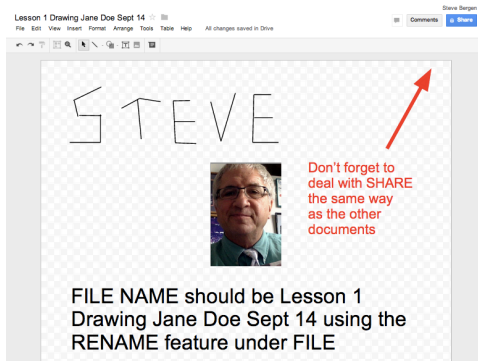
Lesson 1 Presentation Jane Doe Jan 14 (or whatever date)


with of course your name and date. Please use the same specs re sharing this file.


This file should have no content -- no work for you to do at all!

HW 1.10 -- The DRAWING file should use this file name with your name and date of completion: Lesson 1 DRAW John Doe Sept 14

Your drawing file should have your first name (or a portion) with your handwriting using "stick line segments." The drawing module of Google Drive is "object oriented" not "bit mapped" which means it lets you arrange objects (text blocks, pictures, arrows) but does not allow you to paint on the screen with pixels. If possible, please include your picture or any picture.



Optional: the GD Drawing module allows you to crop a picture, add an animated gif or "mask the graphic" to take on the shape of a symbol. Once you add a picture to your GD Drawing, click on it and then choose the  menu choice on the top row. The triangle next to the cropping tool lets you "mask the graphic" to take on a

selected shape. I chose a heart and changed my face to be . If you want to drag an animated gift into your drawing, you can find one at the <http://gifgifs.com/>



website (or many others). See the GD sample I made for you at <http://tinyurl.com/features33> with an animated cat and animated basketball and notice once again the value of tinyurl.com to give all of you access to something I want you to see without having to deal with all of your email addresses.

Note that is relevant to just a few of you: some schools do not allow Google Docs to be shared with "strangers" outside of the school's domain unless you click a special option. Some schools are even more restrictive and there is no place to even click a special option. These settings are made by the computer administrator at your school. If this applies to you, let me know and I will come up with a Plan B for the homework for you since otherwise I can't see your homework!

Document Visibility

Select the default visibility for newly created documents:

- ☐  **This organization**
People at this organization can find and access.
- ☒  **People at this organization with the link**
People at this organization who have the link can access.
- ☐  **Private**
Only people explicitly granted permission can access.

Why am I requiring all of you to use the format of Topic Name Date? Because most schools do a so-so job of creating this structure and we all (students and teachers) then pay the price of lack of organization!

Is there any logic or rhyme/reason in this order of Topic then Name then Date? Not really but reverse alphabetical order makes it easy for me to remember the 3 items: T then N then D. And yes I know that the date is stored automatically but adding the date to the file name gives increased flexibility when searching.

The important curriculum theme for schools is to create a file name convention and then make all students and teachers adopt it. Serious!

Next, let us talk about the three types of access.

You can specify any user as EDITOR or VIEWER or COMMENTER.

This third one is relatively new and allows someone to view and comment on the document but not actually edit it. This means that the COMMENTER has more privileges than the VIEWER.



Sharing settings

Visibility options:

- ☐ **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☒ **Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐ **Private**
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone (no sign-in required)

Can view ▼

Note: Items with any visibility option can be shared on the web. [Learn more](#)

Save Cancel

- Can edit
- Can comment
- ✓ Can view

visibility

You may have noticed the COMMENT feature under INSERT in the WP and PRESENTATION and SPREADSHEET module. This allows someone (perhaps me in this course or you in your own courses) to attach mini-comments to locations in the WP or PRESENTATION or SPREADSHEET modules so that the owner perhaps can modify. I will do this on occasion with your work in this course. You can also have students do "peer editing" of other students' work using the comment feature!

Here is a required 2 minute video -- **HW 1.11 --** on the Comment Feature in GD -- <http://tinyurl.com/sc024sc>

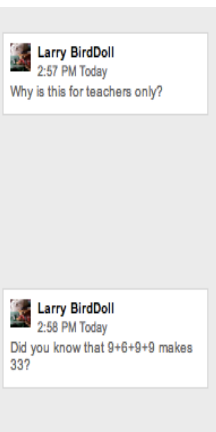
Here is a graphic showing you how person X (the Larry Bird Doll) has added a comment to the Google Doc by person Y (me)

Online Tech Courses for Teachers by
The Original Teaching Company
Fall 2013 • [References](#) • Sept 15 to Nov 22 • [Register](#) •
cost is \$333 • 10 weeks

"Each course is a hybrid between a high quality course with weekly informative, enjoyable lessons and having a personal tutor/trainer!"

The ten weeks described below go from mid September and end the week before Thanksgiving. As you see below, the first week is Sept 16-20 and the tenth week is Nov 18-22. The instructor for these courses will be Steve Bergen and you can contact him at summercore@gmail.com or 781-953-9699 if you have any questions about the course or if you want to make sure that this will work for you. Once ready to sign up, click [here](#) to register. Based on enrollment numbers, you will receive your confirmation number within 48 hours. The cost for any ten week course is \$333 but you should not send in your check until you receive your confirmation number. Once confirmed, the address is Summercore, 300 E 85th #3303, New York NY 10028. Checks should be marked payable to Summercore and should be sent within one week after you get your confirmation number.

By design each course is a hybrid between a high quality lecture course and having a personal tutor/trainer -- in fact instead of being a MOOC ("massive open online course") each Summercore online course should be called a





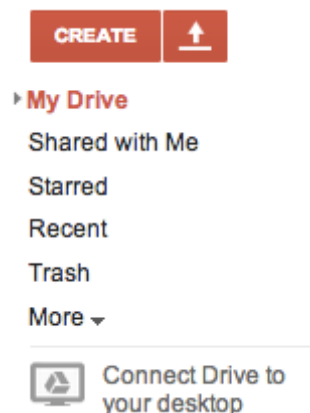
As you complete your assignments this week, I will try my best to respond and confirmed within 24-48 hours so that you get quick feedback!

Two final tidbits:

Tidbit 1: When you create each of these 4 files for your HW, should you email me or rely on the feature on the sharing screen that looks like this?

For me, you can do whatever you want. When you do your HW and create files on GD, they show up on my GD account. I am fine if you email me separately or not to tell me you are done. It makes no difference. I am a believer in redundancy and to me every reminder is valuable in avoiding forgetting things and making mistakes. But you may encounter faculty colleagues who prefer NOT to be notified via email. Different strokes for different folks! With students, I would definitely notify them by BOTH methods. They need as many reminders as possible.

Tidbit 2: You can install a GD application for your Mac or PC! In addition to access GD via drive.google.com, you can have direct access to GD without having to go on the web. To do this, use the bottom of the left side of the screen where it says "Connect Drive to your desktop." I would be glad to help you with this in our 30 minute session, but you should definitely put this on your to do list. Similarly, you can install a GD app on your smartphone.





Vocabulary for Lesson 1 that I will put onto our Wiki: anyone with the link, bit mapped, cells, columns, commenter, document, drawing, editor, folder, form, formulas, group, object oriented, presentation, private, public on the web, research, rows, sharing, spreadsheet, sum formula, tinyurl.com, uploading, viewer

HW 1.12 -- Please contribute something to our WIKI located at the <http://tinyurl.com/gdapril14> webpage. You can either type some answers or helpful info about a few items or you can ask a question or you can improve the writing of someone else. You will love the fact that others are contributing to this and it will be a means of getting to know each other! The wiki also a summary of the homework to help keep you organized.

More OPTIONAL WORK (if you found this week's lesson easy and have more time this week and want to learn more)

** Learn about TABs and Margin Markers in both GD -- <http://youtu.be/0FskSxHticU> (11 min) and Microsoft Word -- <http://youtu.be/VTMYH7ZZTwv> -- 7 min -- **HW 1.13**

** Learn more WP features of GD -- somewhat advanced so user beware -- <http://youtu.be/0GhFObmU1Tg> -- 20 min -- **HW 1.14**

Finally, let us talk about Add-ons which just became a few weeks ago a more visible part of GD. If you look at the top middle of your GD menu, you might now see what I have circled in red. If you don't, it means your tech administrator at your school has not turned on that feature yet.

TINYURL.COM/GDAPRIL14 ☆

File Edit View Insert Format Tools Table **Add-ons** Help Last edit was made 19 minutes ago by mpsca

100% Normal text Arial 10 B I U A More

Our WIKI at TINYURL.COM/GDAPRIL14

All lessons and videos posted on teachingcompany.com/april for redundancy

Our WIKI of Who's Who, Vocabulary Words, Sample Projects, HW Checklist and Connections
Amongst the Participants of this Online Course

Note -- if you are seeing this page but not able to type onto it, this means you need to LOGIN to your GD or GMail account so you indicate who you are!

Track Changes

☒ Start Track Changes automatically
☒ Highlight my new changes

Summary of Changes Accept All

Total: 5
Insertions: 0 Modifications: 5 Deletions: 0

Modification

COLUMNS: These are vertical spaces in a spreadsheet defined by letters (Molly)

If you click on Add-ons, you can add a free one called Track Changes by Letterfeed.com. It is very easy to turn on and once done, it shows you in a side screen on the right the changes made by someone, allowing you to accept or reject



each change. Do you see the sentence by Molly on the right in green? Optional **HW 1.15** is to install Track Changes, share the doc with me and watch it work!

Review of things from Lesson 1 that may lead to questions during our one on one session:

- What is the shortcut URL for GD?
- Can Word files be converted to GD files?
- How many types of files can you create with GD?
- What are the 3 ways to add people to sharing?
- What's the best way to share a GD file with a large group of people?
- If you have a group of students or faculty and you need to share docs with them frequently, it is best to put all those contacts into a _____.
- When you share a document with someone, what are the choices for the level of access you give that person?
- The special website of tinyurl.com allows you to _____.
- The _____ feature of GD allows students to easily add footnotes.
- In using a spreadsheet, all formulas begin with the __ symbol.
- In using a spreadsheet, to add up a bunch of cells, you use the formula _____
- The _____ module allows you to easily add a YouTube video.
- The drawing module of GD is called _____ which is different from a graphics program that allows you to change individual bits or pixels.
- When in GD drawing, you can add animated ____ to enhance your picture.
- When in GD drawing, you now crop pictures and even add ____ which allow you to produce cutouts of pictures using symbols.
- Requiring your students to use standard file names _____ your life as teacher.
- GD allows you to specify others as _____ only so that they cannot change your document but can add their thoughts on the right.
- When you share a document with others, it will automatically update the others or you can be proactive and email the people. Is it possible to customize the automatic update message? ____
- The feature called CONNECT DRIVE TO YOUR DESKTOP allows _____ that will allow you to edit your GD documents when not internet connected.

Have a good week,

Sorry this lesson is longer than intended but I have been looking forward since to beginning our course and would love to get off to a fast start!

Steve



phone = 781-953-9699
skype name = stevebergen (no spaces)
Email = sbergen33@gmail.com