Monday 1/27 • Hello to everyone in the GD course! Hope you had a good first week. We begin Lesson 2 with the SHARING concept again, but this time with folders!

Last week, you made four documents and changed the sharing specs on each one so that sbergen33@gmail.com could edit and so that larrybirddoll@gmail.com could view only and comment. This involved you go to the SHARING SPECS on four different occasions.

I have tried to alter all or most of your documents turned in so you can see how they appear from the two people (LB and me).

This week, I would like to get you going with folders and the efficiency of working with them.

Here is the overview. You can create a folder in your Google Drive called "HW Portfolio for Steve from ???" using your name of course. You can program the specs of that folder to be sbergen33@gmail.com can edit and larrybirddoll@gmail.com can view only. Then when you drag or move any files into that folder that had no previous sharing specs, they inherit those sharing specs.

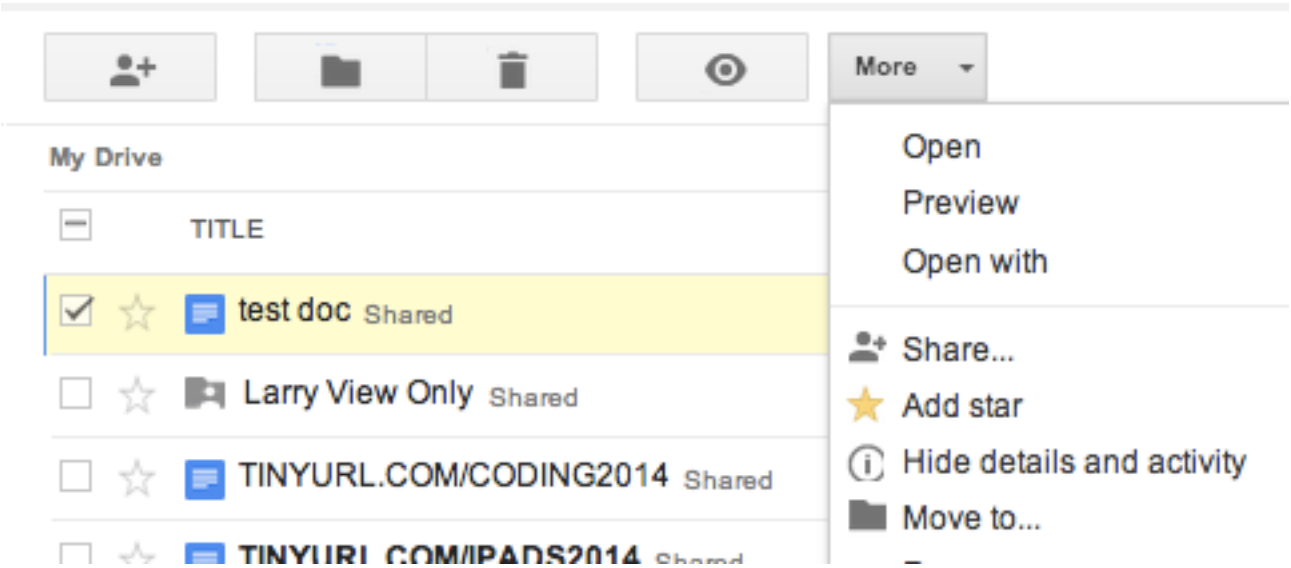
Got it? See the advantage? You can get this done right now and share it right now even though it will be a few days before you put any files into it. We will call this HW 2.1, our first assignment of Lesson 2.

HW 2.1 Create a folder called HW Portfolio for Steve from ??? using your name of course. Move the four files done from Lesson 1 into this folder. Change the specs of this folder to be sbergen33@gmail.com can EDIT and larrybirddoll@gmail.com can VIEW.

From now on, many assigned files will get dragged into this folder. You can physically drag the files into the folder or you can CLICK THE CHECK MARK and then choose MORE up top and choose MOVE TO.

One caveat is that you cannot configure a folder to be COMMENT only. That has to be done for individual documents.

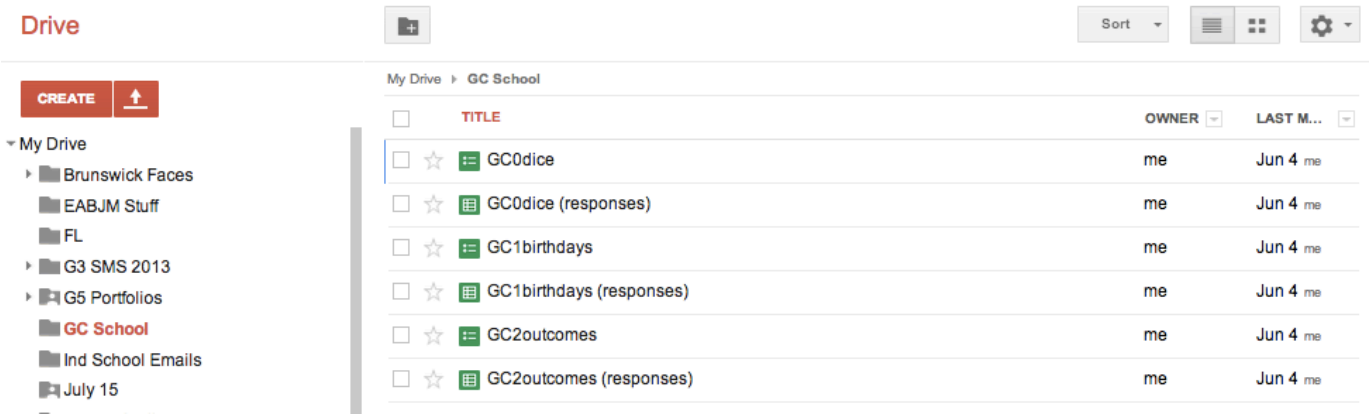
Also note that GD on the iPad is a different creature than GD on a Mac or PC. There are many things you cannot accomplish with GD on the iPad, so beware! This course assumes most of our work will be on laptop or desktop!



Perhaps we want a third person to have EDIT ability or a fourth person to have VIEW ability. You do not need to go to each of the separate documents but just change the specs of the enclosing folder called "HW for Steve from ???" and this changes automatically and automagically all of the documents inside.

So you make a folder using the CREATE button. You drag files into that folder or you can use the action button called MORE and the subchoice of MOVE.

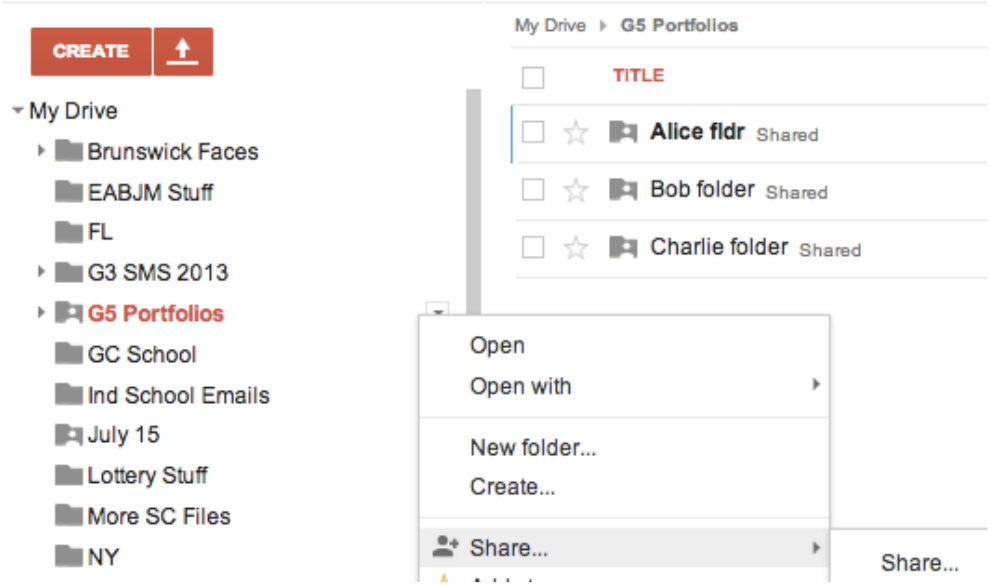
In the picture below, you are looking at a GD folder called GC School that contains 6 files. If I access the SHARING SPECS of the GC folder by either right-mousing (PC) or ctrl-clicking (MAC) on that folder, I can change the specs of that enclosing folder and that affects all 6 of the inside files plus any more that get dragged in!



Using folders by the way you can create PORTFOLIOS for your students. It is much better for you as the teacher to create the folders and give each edit access. You will

find many more hassles if your students create their own portfolios and give you access.

In this next example, you will see that I have a folder called G5 Portfolios that contains separate folders for each child in the class. Notice that you can also use the triangle tab next to G5 Portfolios to access sharing. The key idea is that changing the specs of the "parent folder" called G5 Portfolios changes all the specs of the enclosed items sometimes called the "children files." The metaphor is a good one. The folder is the parent and all the files inside are the children. The SHARING SPECS of the parent folder if they exist automatically apply to the individual children files inside which have not had previous specs. This is a powerful computer concept and important GD feature.



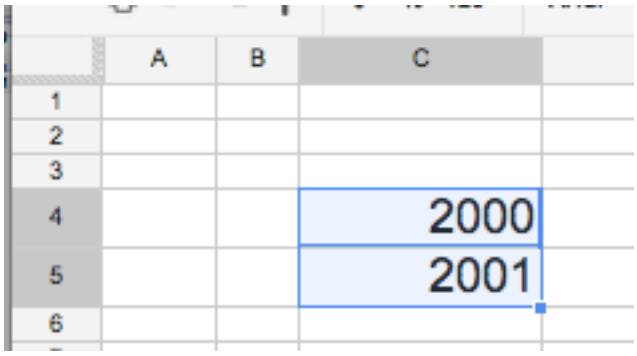
NOTE #1: starting this week, I will be tagging less important assignments to be OPTIONAL so as to reduce the time stress on you. This course is intended to be "stress free" and I really want your work per week to be close to 2 hours, not 4-6. So the OPTIONAL assignments are "above and beyond" -- no guilt please!

NOTE #2: a few of you (not many) use Google Classroom which is relatively new. I am glad to help you with this -- one on one -- in our 30 minute conversations but our Online Course will not involve this powerful new tool.

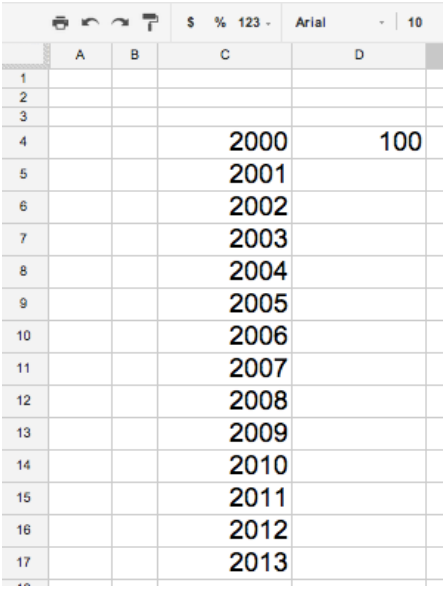
From classroom.google.com: "*Classroom is a new tool in Google Apps for Education that helps teachers create and organize assignments quickly, provide feedback efficiently, and easily communicate with their classes. Classroom is only available for Google Apps for Education users at this time*."

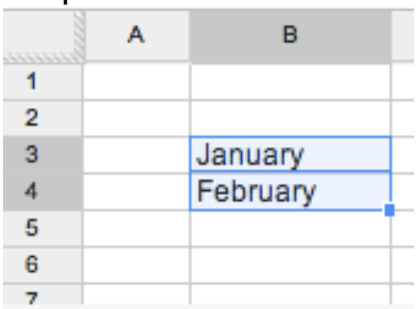
Second topic: more on spreadsheets
Let us go a step further with spreadsheets and calculate 7% interest on $100 deposited in a bank in the year 2000. My intention is to extend your spreadsheet skills in each of the lessons. Let me know if you have a lot of spreadsheet skills and I will do more for you one on one each time we have our 30 minute conversation.

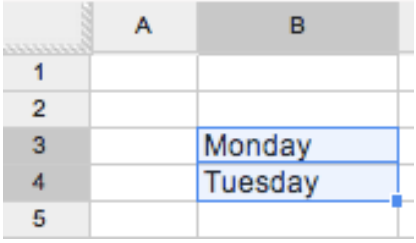
First skill for this week is called "dragging down with the **magic + sign**."
I type in 2000 and then 2001. I highlight both and then move to the bottom right corner of the blue and watch the arrow turn into a **magic + sign** and drag down. Remember that you need to highlight both and wait until you get the + before you drag down.



So that gives us the screen below and we now put 100 into the cell next to 2000.







Note that there is a big difference between highlighting C4 and C5 and getting the **magic + sign** or just highlighting C4 alone. If you do just C4 you will get the "2000" replicated. Also note that if you do the same with days of the weeks or months of the year, you can get the magic of generating all of them easily with the **magic + sign**.

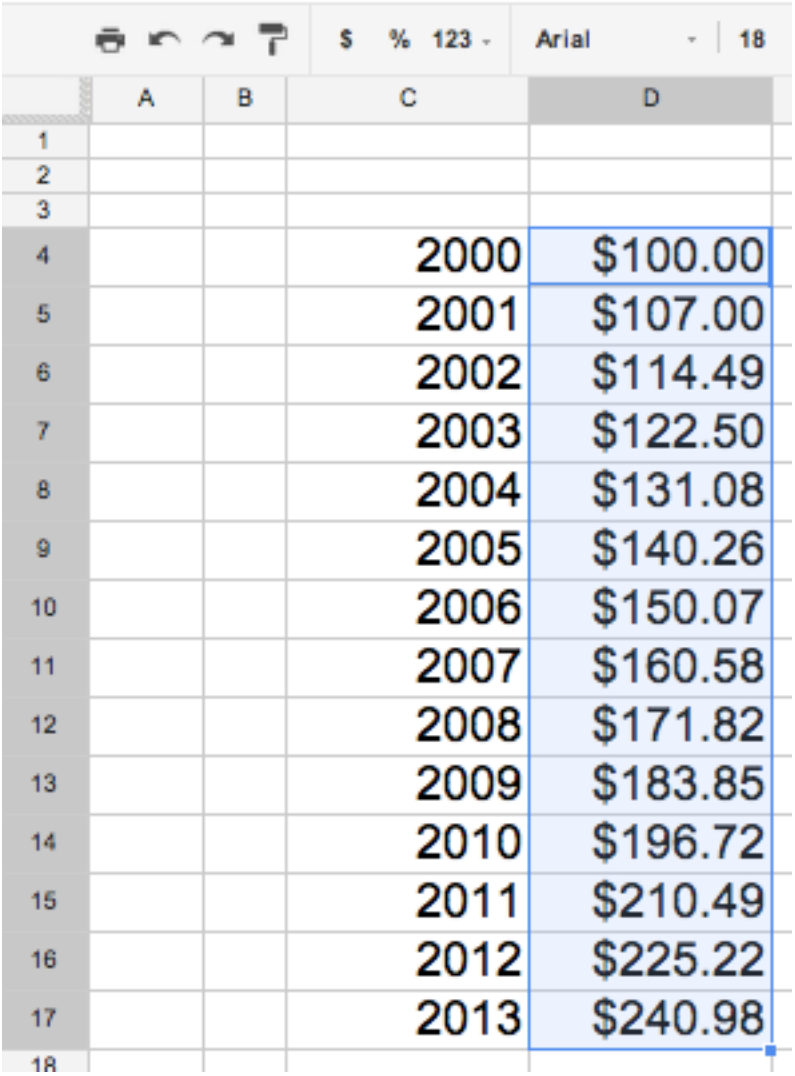
If you highlight the 100 and click on $ in the toolbar, you can make it look like money. More importantly, we add our next formula. Last week it was something like =SUM(C4:C10) but this week it is a formula that will add 7% to what is currently in cell D4. One way to do this is to take .07 times D4 and add to D4. This yields

=D4+(D4*.07)

The other way is just to multiply D4 by 1.07 to get

=D4*1.07

Either way, we get 107 in cell D5. We now click D5 (just the ONE cell D5) and drag down to get our final result after we use the $ icon to format all of them as money.



	A	B	C	D
1				
2				
3				
4			2000	$100.00
5			2001	$107.00
6			2002	$114.49
7			2003	$122.50
8			2004	$131.08
9			2005	$140.26
10			2006	$150.07
11			2007	$160.58
12			2008	$171.82
13			2009	$183.85
14			2010	$196.72
15			2011	$210.49
16			2012	$225.22
17			2013	$240.98
18				

Got it? I hope so but the supporting video will give you more info as well as insights into the spreadsheet homework problem of the week.

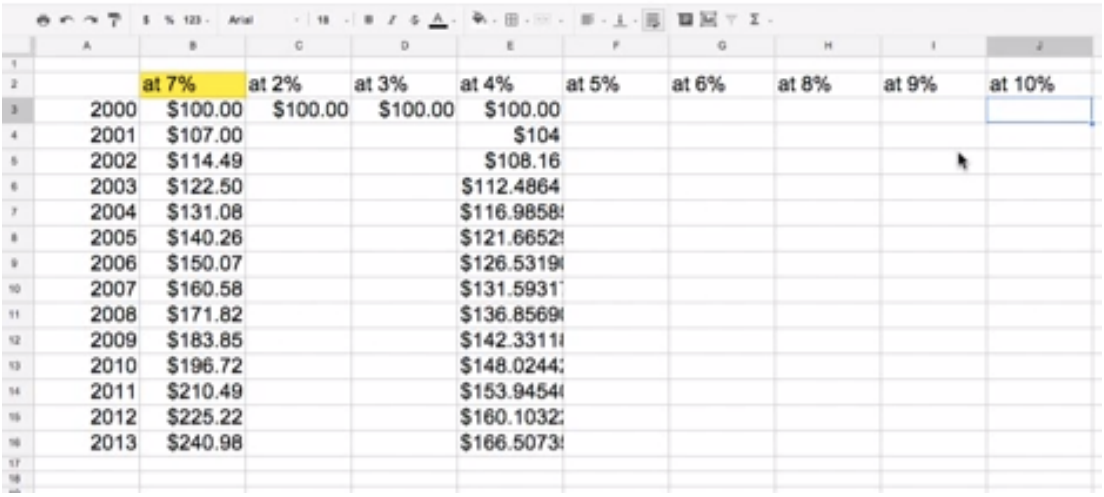
• HW 2.2 Required Video Calculating Interest Rates and Inline vs. Wrap Graphics

This 8 minute video at http://youtu.be/C5S8RFyaA8Y video demonstrates the interest rate as described on the previous page and challenges you for HW to calculate what happens at various percentages. This video also teaches you about wrap around vs. inline regarding graphics.

HW 2.3 After watching the above video, create a new GD spreadsheet called **Lesson 2 Money Your Name Jan 26** in which you need to generate columns for various interest rates. Keep your eye on how many years it takes the money to double. Even better you might color code the cell when it reaches $200 in each column. The video says to do just through 10%.

OPTIONAL
I would love 3 more columns for 12%, 18%, 24% and you will understand why when I point out the pattern in lesson 3.

This file gets dragged into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.



	at 7%	at 2%	at 3%	at 4%	at 5%	at 6%	at 8%	at 9%	at 10%
2000	$100.00	$100.00	$100.00	$100.00					
2001	$107.00			$104					
2002	$114.49			$108.16					
2003	$122.50			$112.4864					
2004	$131.08			$116.9858					
2005	$140.26			$121.6652					
2006	$150.07			$126.5319					
2007	$160.58			$131.5931					
2008	$171.82			$136.8569					
2009	$183.85			$142.3311					
2010	$196.72			$148.0244					
2011	$210.49			$153.9454					
2012	$225.22			$160.1032					
2013	$240.98			$166.5073					

OPTIONAL HW 2.4
Go to the web page of
http://www.educatorstechnology.com/2013/12/100-important-google-drive-tips-for.html
and browse/peruse the article as you like. More importantly copy and paste a portion of it into a new GD WP document which will be called **Lesson 2 Article John Doe**

April 7. I also made a TINYURL of the article for you with http://tinyurl.com/GDarticle1 as the web address.
Now go to our Class Collaborative Doc which is linked from our webpage and you will see pictures of the people in our class. I want you to make screen snapshots of any four of the individual faces and add them to this WP file. Two of them need to be included as INLINE and two of them need to be WRAP. It is important to know these two styles of graphics. This file gets dragged into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.

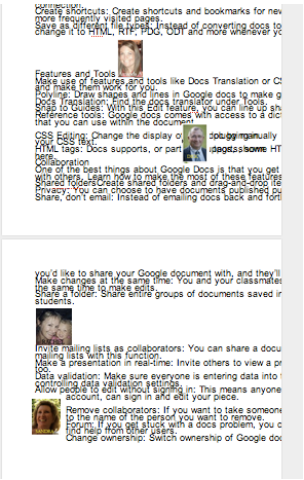
The 10 minute optional video at http://youtu.be/ODTyohGjE5Q gives you an exact demonstration of how to do this assignment. *Sorry about the occasional scratchy noises in this video -- I had some tech frustrations with my microphone on this one.*

If you do not know about screen snapshots, you can either learn from the webpage (excerpted below) that I have at http://teachingcompany.com/tips or I can teach you one on one during our 30 minute session.

Special Tip#1: How to Take a Screen Snapshot (MAC) video
Use command shift 4 to invoke the cross-hair that looks like a + sign. Now drag from the top left to the bottom right marking a rectangle around the area you are trying to capture. This creates a file on your Mac Desktop with a funky name such as Screen Shot 2013.png. You can now check this file and of course rename it by using the mouse to click with the cursor and edit the name.

Special Tip#2: How to Take a Screen Snapshot (PC) video
Find the button on your keyboard that says PRINT SCREEN. It might be abbreviated as PR SC and it might require by virtue of its color that you hold down CTRL or FUNCTION or ALT. Anyway, this button all by itself takes the screen snapshot but it does not create a file. It puts a copy of the screen into the RAM chip of the computer as if you had pressed CTRL-C. Now you need to go to some application and paste with CTRL-V. One common place to go is to the application within ACCESSORIES called PAINT. Another common place is Microsoft Word. In either case, you choose PASTE or CTRL-V and you will have the screen shot in front of you and you can SAVE it. One advantage of PAINT is that you can CROP it.

Here is a miniature picture of what HW 2.4 will look like when done

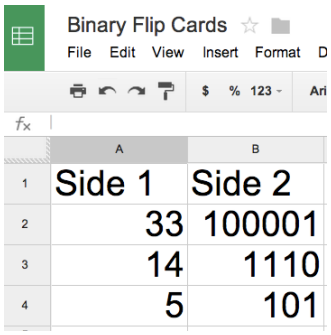


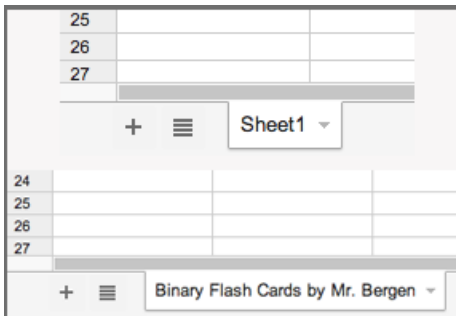
Next topic for Lesson 2. HW 2.5 Let us use Flippity (another GD add-ons and GD associated apps) to create flip cards on something from your curriculum. Here is a 10 minute video at http://youtu.be/wwtG2sH-a-I showing you how it works.

Step 1: Get the template from the Flippity company by going to http://flippity.net -- note that it is .net and that STEP 1 on this webpage says

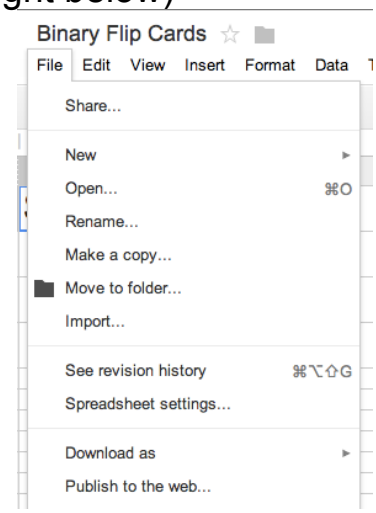
- Make a copy of this template. (Sign-in, click File, then Make a copy…)

Step 2: After choosing MAKE A COPY then I want you to put in flashcards questions and answers from one topic in your curriculum. Do not modify the top row of template where it says Side 1 and Side 2**.** At the bottom of the spreadsheet where it says Sheet 1, change that (via right mouse click on the PC or control click on the Mac or use the triangle to RENAME) to something descriptive such as Binary Flash Cards by Mr. Bergen.

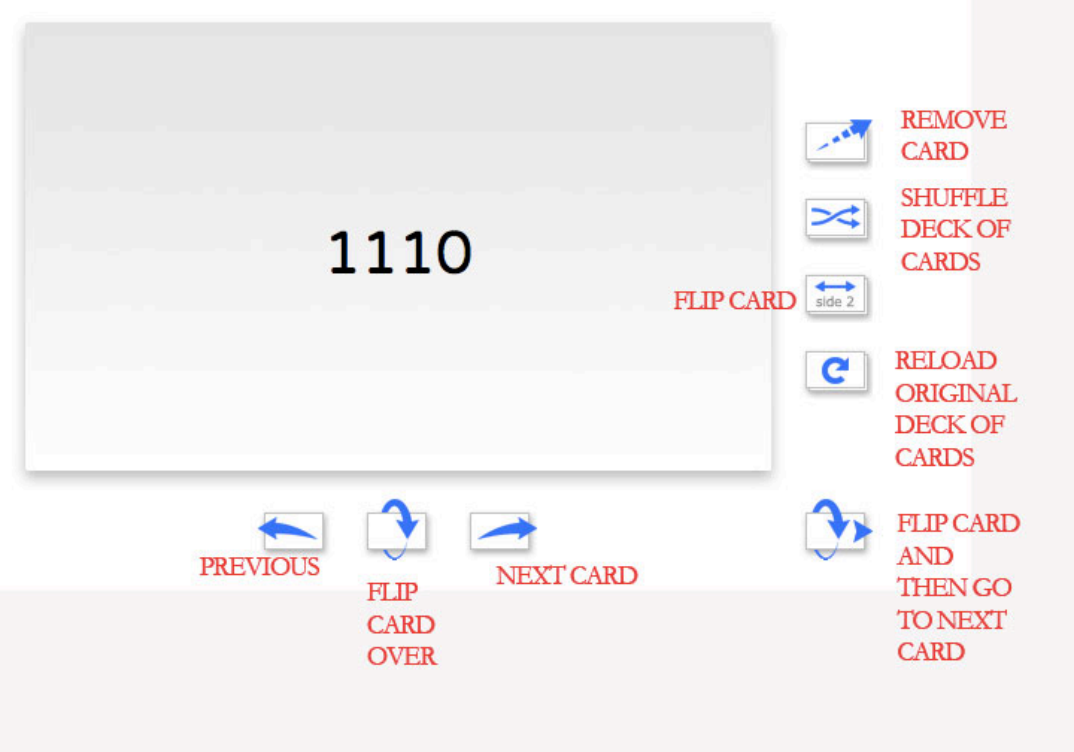




Step 2: Choose the GD feature under the FILE menu (tenth choice down in picture on left below) called Publish to the Web and COPY the link that is generated (see picture on right below)



Step 3: go to the worksheet TAB at the bottom that says GET THE LINK HERE and paste in the link into cell A3 that you copied. Your flash cards are now generated and you cell A6 now says CLICK HERE TO GO TO YOUR FLIPPITY FLASHCARDS. For the purpose of our course, I would like you to make the link into an easy one with TINYURL.COM if you can pull that off. Here is how the flip cards work when generated. I have added the words in red since the icons are not obvious to me.



HW 2.5 After watching the above video, create a two column spreadsheet with a minimum of five flashcards using the template you get from the flippity.net webpage. Make a set of flashcards, then choose PUBLISH and get the URL (web address) of your created deck of flashcards. Send me the URL.

OPTIONAL HW 2.51: Create a new GD Presentation document which will be called **Lesson 2 Flippity Jane Doe Jan 26** and include the URL into the text so that I can quiz myself on your topic. If you can do it as an option, please include the QR Code graphic and make the URL into a TINYURL. Move this file into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.

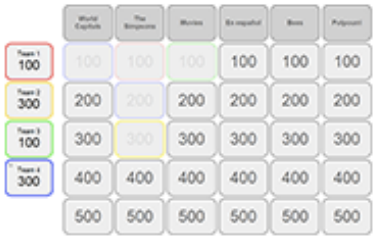
Reminder that Lesson 1 had an optional instructional video on using TINYURL.COM which you need this week -- http://tinyurl.com/tinyurl33 (11 minutes). If you don't know anything about QR codes, here is an optional video HW 2.52 at http://youtu.be/Qm5OsJ8nsj4 (5 minutes). One of many websites for making QR codes is at the https://www.the-qrcode-generator.com webpage.

OPTIONAL HW 2.53: Make a quiz! Flippity.net also offer a JEOPARDY STYLE GAME and CERTIFICATE ONLINE QUIZ GAME easily via similar templates

Flippity Certificate Quiz

Easily turn a Google spreadsheet into on online quiz to earn a certificate.

Flippity Quiz Show

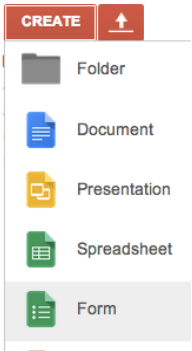


Easily turn a Google spreadsheet into a trivia game show.

Next Topic involves Forms: **The next part involves creating a form or survey using the FORM module of GD.**

Required HW 2.55
Go to the survey form at http://tinyurl.com/Lesson2GD and answer the 5 questions. This is easy to do since you may know my favorite number is 33 and that is the answer to the four questions after your name ;-)

Notice that FORM was one of the CREATE options that we left out in the first week.



The FORM module of GD is a unique, innovative, exciting component that allows you to build a survey with many types of questions. The responses from each person who completes the survey flow into a GD spreadsheet. Forms can be used professionally to gather info from adults, parents or students. They can also be used to prep for tests or exams. The GD add-on called Flubaroo lets you do automatic grading. **If you have not started using FORMS yet, you are in for an exciting new adventure and set of skills!**

Here are samples created by two of the people who took this course last year. http://tinyurl.com/GDexample1 and http://tinyurl.com/GDexample2

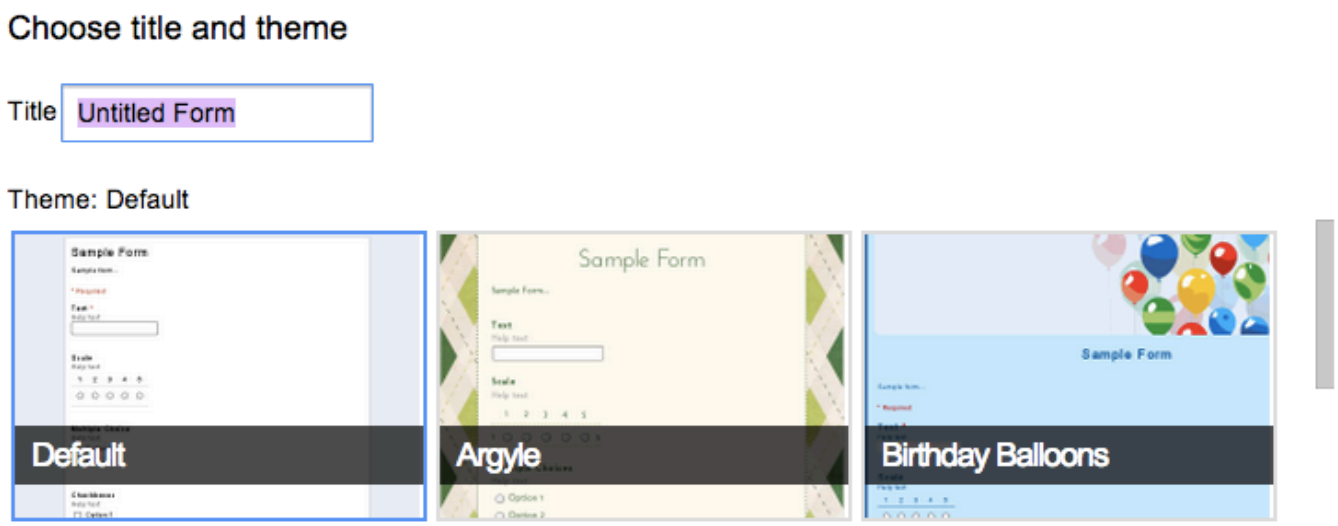
Once you create a FORM, you will be entering a series of questions to be in your survey. These can be quiz questions for students or info questions to faculty colleagues, parents or community members. The users answer your questions and the results flow into a spreadsheet on Google Drive called Responses.

Here are the two required videos I have made for you on FORMS.

Google Forms Part I (16 min) http://youtu.be/eZeSeaTbeSw

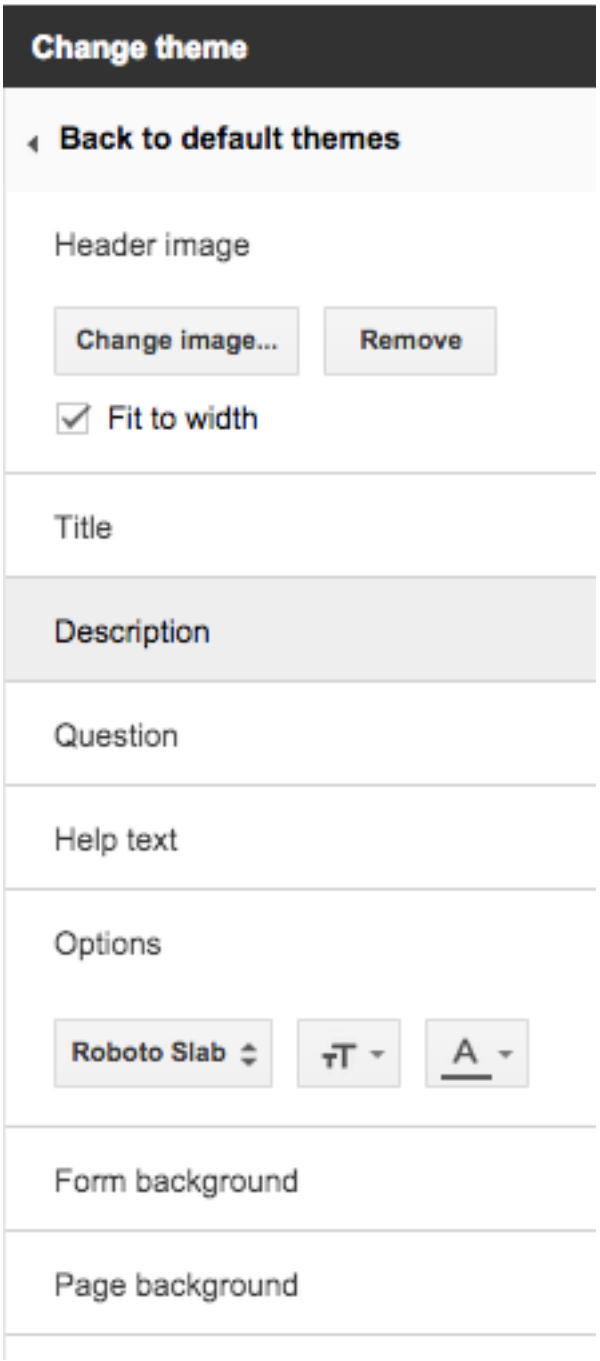
Google Forms Part II (8 min) http://youtu.be/XLisPLZd_Zo

The first thing you decide is the title of your FORM and what colorful template you want to use. Don't forget to choose APPLY after you choose the template.

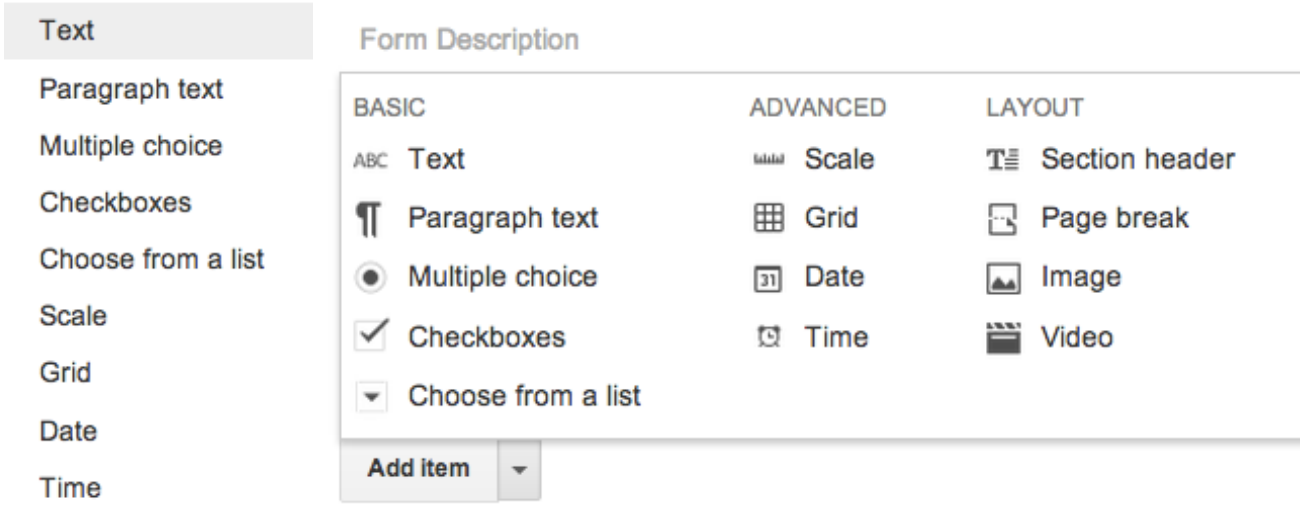


OPTIONAL: If it appeals to you, you can modify any template and customize it. You can choose your own picture for the header and can change colors and fonts as you see below.

In this form

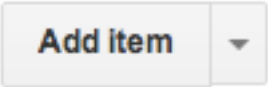


You can choose from these data types for each question.



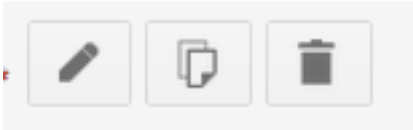
Text = short text, e.g. name
Paragraph = longer text
Multiple choice and Choose from a List require the user to choose 1 out of many
Checkboxes is unique! It allows the user to more than one out of a list of choices
Scale allows the user to choose a number from 1 to what you specify
Grid gives you a matrix of rows and columns with circles to fill in
Image and Video allow you to enhance your survey with pictures and videos.

Each time you enter a question, you choose



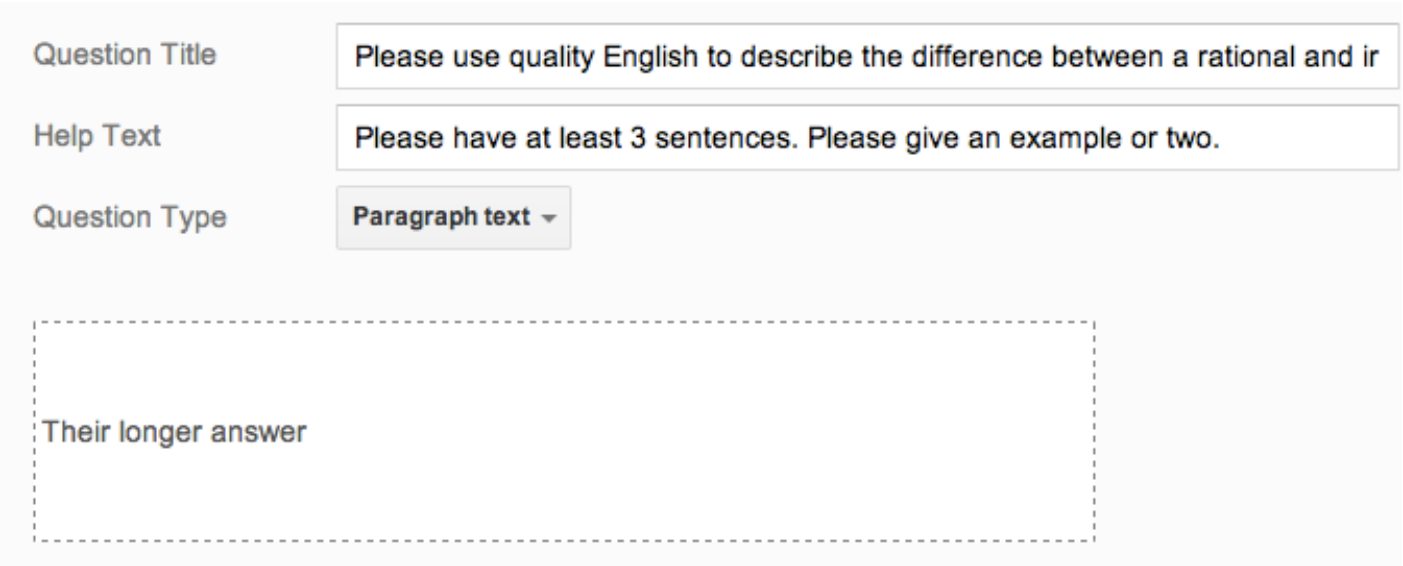
and you can add one more.

Each time you add a question, you will see this icon on the right



The left icon (pencil) means EDIT.
The center icon means DUPLICATE so that you can make question 7 resemble question 6 without having to retype everything for example.
The right icon means DELETE this question.

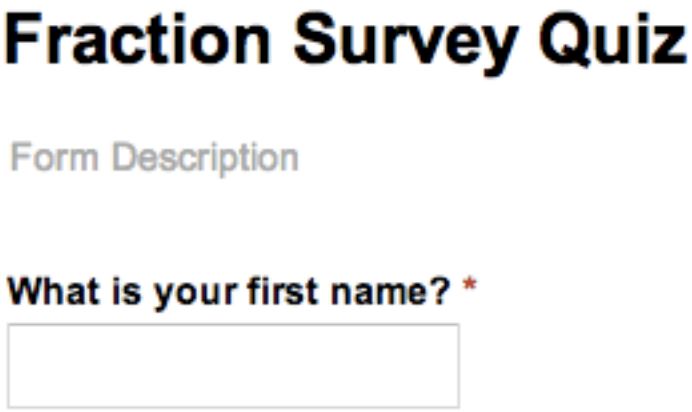
One data type is the paragraph. Anything you put into the HELP TEXT will be italicized when the user sees it.



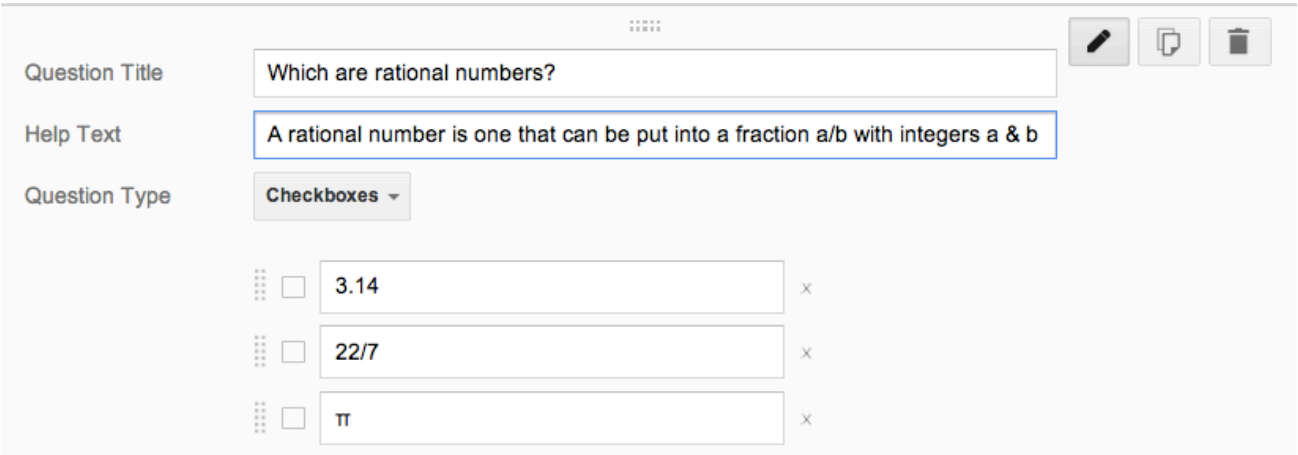
Another data type is TEXT and it refers to short info, perhaps 2 or 3 words.

The * means the operator is required to enter something and cannot leave it blank.

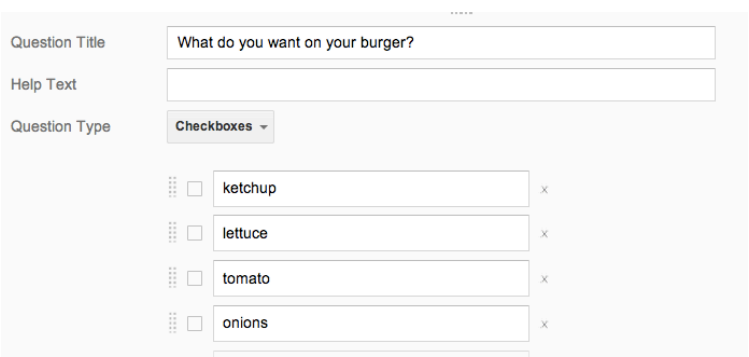
This type of action is called DATA VALIDATION since the user will get a red error message if he/she tries to leave it blank.
OPTIONAL: *If you are a relative beginner, please ignore DATA VALIDATION in this PDF. If you are already experienced with FORMS, I have given you a bonus challenge at the end of this lesson.*

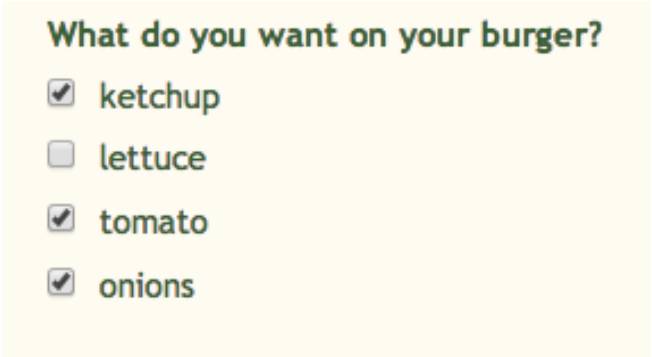


This next picture shows the data type called CHECKBOX and it allows the user to specify more than one item. Below I am using it to allow the student to choose 2 of the 3 answers.

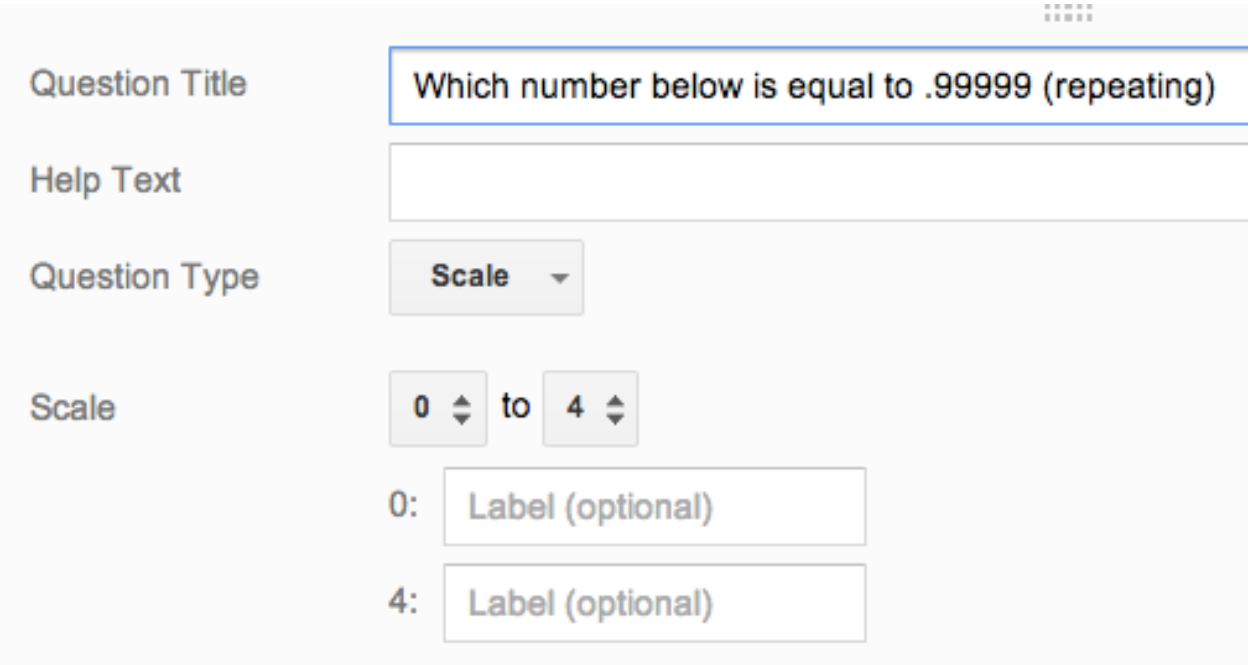


Here I am using it to allow the user to choice multiple items for a burger. This CHECKBOX option is the only one of the Google data types that allows the user to indicate multiple items.

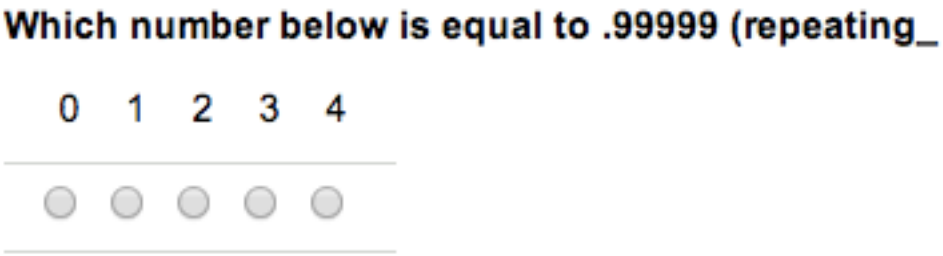




This next picture is the SCALE type



and results in



The scale can go up to 10 and not 33. How sad. Maybe the Google people will revise it to go up to 33 in their next update ;-)

The GRID type results in a clever rectangle of choices where you control the row and column headings. Using the GRID is optional for this week's assignment.

Classify each number as rational or irrational *

	Rational	Irrational	Not sure
1/3	○	○	○
.232323	○	○	○
π / 2	○	○	○
.2323 (repeating)	○	○	○

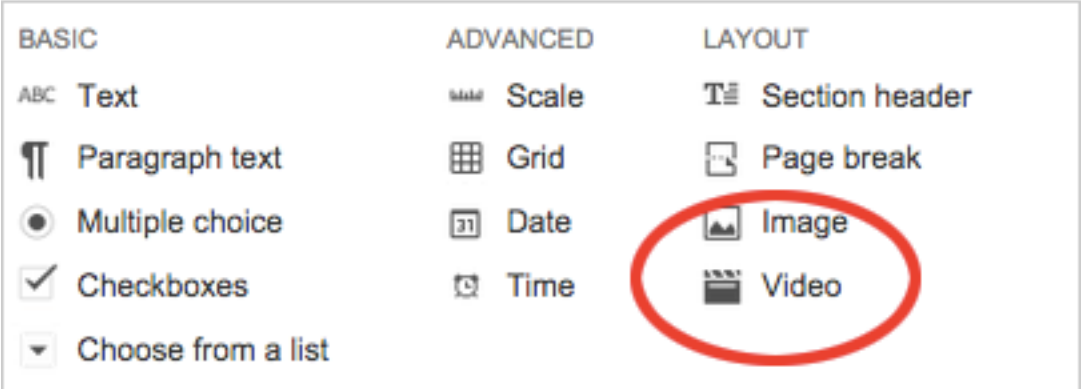
OPTIONAL: One of the newest features is called DATA VALIDATION and this means you can give error messages (in red) to the user if the answer does not meet certain criteria.

Data validation

☑ Regular expression | Contains | rational | Whoops! Please use the word rational

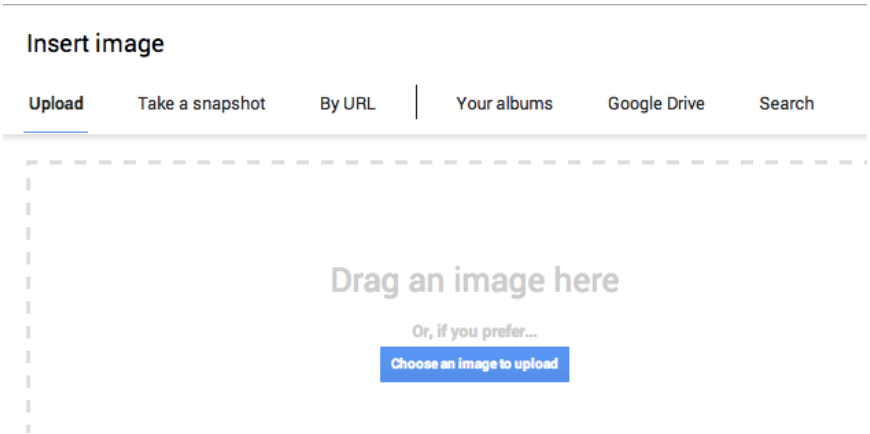
By the way, there are now programs and add-ons that will do automatic grading of answers on a Google spreadsheet. One of them is called FLUBAROO (http://flubaroo.com) and one is called DOCTOPUS (many links including http://ipadsandbox.wikispaces.com/file/view/jlGoogleDoctopus.pdf). There is also a program called GOOBRIC that adds rubric features to Doctopus. If this topic interests you, I would love to help you individually or later in the course. The grading works by having the teacher submit a form with the correct answers and the computer then compares each student's entries with the correct answers. Obviously, multiple choice and short answer questions work best.

OPTIONAL: You can also add pictures and videos to your survey form!

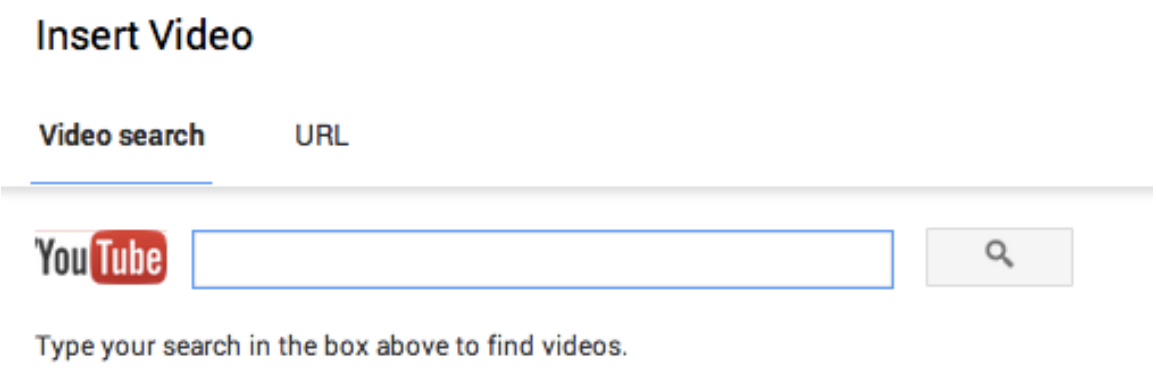


This choice leads to many powerful uses with our students?
Why? Because you can show them a picture right there in the survey form and them ask them to reflect on in subsequent questions.

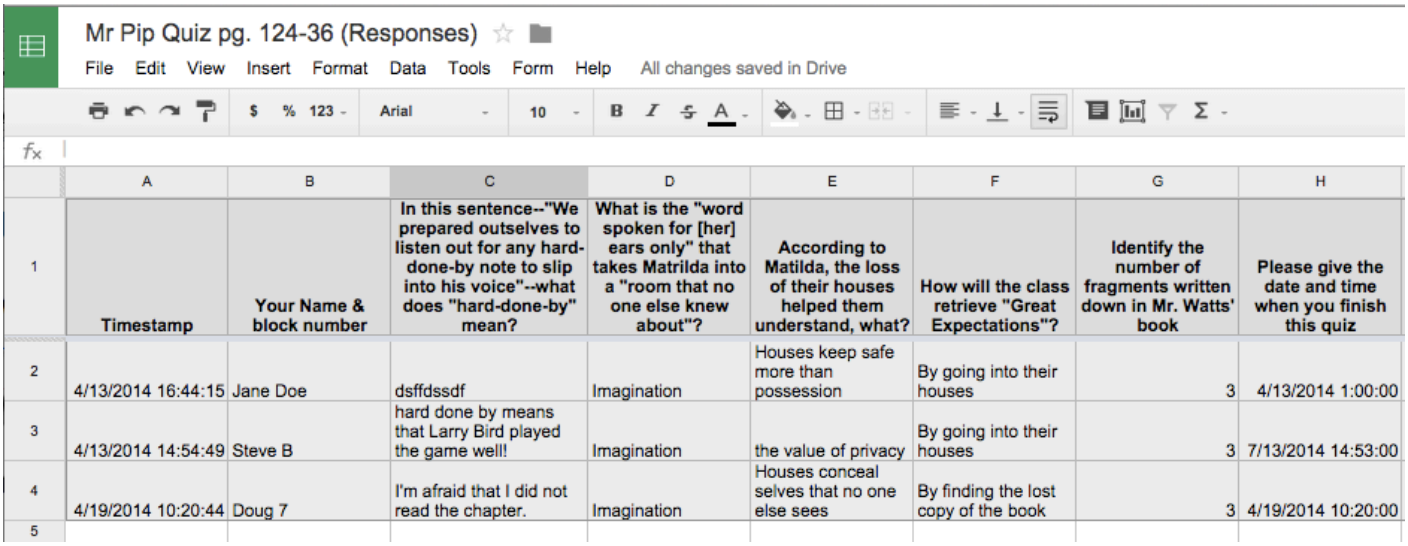
Here are the choices when you add an image. Notice how flexible it is, allowing you to take pictures from your GD account, from any URL if you know it or SEARCH by topic or keyword.



When you insert a video, you get fewer choices but the one called VIDEO SEARCH allows you specify a topic and it find videos of that type.



Where do the results of a survey form go? They go into a spreadsheet where all the info is organized in rows and columns. In other words, as several people take your survey called perhaps MR PIP QUIZ pg 124-136, a brand new file that has the word (RESPONSES) at the end of it.

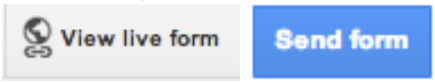


	A	B	C	D	E	F	G	H
1	Timestamp	Your Name & block number	In this sentence--"We prepared outselves to listen out for any hard-done-by note to slip into his voice"--what does "hard-done-by" mean?	What is the "word spoken for [her] ears only" that takes Matrilda into a "room that no one else knew about"?	According to Matilda, the loss of their houses helped them understand, what?	How will the class retrieve "Great Expectations"?	Identify the number of fragments written down in Mr. Watts' book	Please give the date and time when you finish this quiz
2	4/13/2014 16:44:15	Jane Doe	dsffdssdf	Imagination	Houses keep safe more than possession	By going into their houses	3	4/13/2014 1:00:00
3	4/13/2014 14:54:49	Steve B	hard done by means that Larry Bird played the game well!	Imagination	the value of privacy	By going into their houses	3	7/13/2014 14:53:00
4	4/19/2014 10:20:44	Doug 7	I'm afraid that I did not read the chapter.	Imagination	Houses conceal selves that no one else sees	By finding the lost copy of the book	3	4/19/2014 10:20:00
5								

HW 2.6: Create a FORM that has some meaningful personal, educational, classroom or professional potential real usage. Maybe your survey form will be related to the FLIP CARDS you made with Flippity.Net at the start of this Lesson 2 assignment. You can put into the form a text box that says "study these flash cards as tinyurl.com/steve33 and then take this quiz. Keep the bar high and try to create something useful and hopefully educationally significant. It does not have to be related to the FLIPPITY CARDS. That was just an idea!

Send the URL to me so that I can test your form and be one of "your customers." I will post them next week on our Lesson 3 PDF. Be careful with the URL. You are not sending me the URL where you create the form. You are sending

me the URL that you see when you choose VIEW LIVE FORM or SEND FORM. This is a common mistake. Optional: change the URL to a tiny one using tinyurl.com.



https://docs.google.com/forms/d/1ZacnbodPi3VqehLMRkhoTHlwWQh62eXUzuJf15CMkq8/viewform

If your school's domain is protected, you might see a checkbox that says "allow others outside of your domain to access this form."

OPTIONAL: If you have had experience with GD forms before this course, try to construct at least one question of each data type including GRID and use data validation options when possible. Also try to include at least 2 pictures and 2 videos.

HW 2.7 Continuation of 3 Vocab words or concepts per week on our Shared Doc. Please choose any THREE that have not been done and provide a definition or explanation on our shared doc.

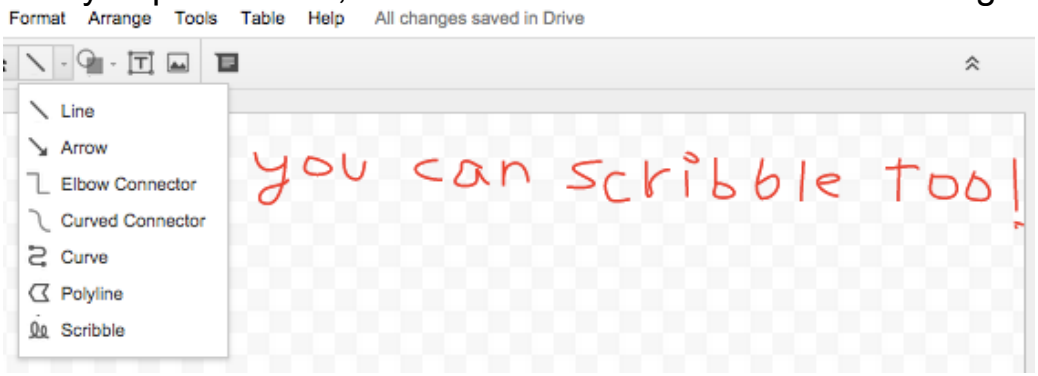
One more optional assignment HW2.8: there is a new GD add-on called Form+
The website is: http://formpl.us if you want to try it.
This provides a different interface for a Google form that includes the feature to UPLOAD a file. Some people love it since the current version of Google Forms does NOT allow the user to upload a file.
Here is a 7 minute video on how it works --
https://www.youtube.com/watch?v=rRruVpe0a90
I would be glad to show you how this works during our 30 minute conversation this week if you want.

Have a good week. Please remember that I am here for you 15 hours a day (7am to 10pm) seven days a week and that unlike people who are arrested, you are NOT limited to one phone call. My job is to serve you and help you. If that means we talk two times a week, that is fine with me. Steve

Steve

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

p.s. as some of you pointed out, there is also a SCRIBBLE tool in Google Draw



HW 2.9 OPTIONAL-- FLUBAROO ON NEXT FEW PAGES
FLUBAROO WALK THROUGH ON NEXT FEW PAGES

If interested, we can walk through during our next 30 minute conversation

Here is a spreadsheet of entries to my Lesson 2 survey form on the number 33.

	A	B	C	D	E	F
1	Timestamp	What is the square root of 1089?	What is the atomic number of ARSENIC on the periodic table?	What was Larry Bird's uniform number?	My cell phone is 781-953-9699. If you add up the last 4 digits (9,6,9,9) what do you get?	What is your first name?
2	9/27/2014 12:23:57	33	33	33	33	Steve Correct Answers
3	9/27/2014 12:24:19	37	33	34	33	Jane
4	9/27/2014 12:24:35	33	32	32	32	John
5	9/27/2014 12:25:02	1089	30	32	32	Kevin
6	9/27/2014 12:25:21	0	33	33	100	Robert

After install the GD add-on called Flubaroo, I choose GRADE ASSIGNMENT and it asks me to "weight the questions" in case I want some questions to count more than others.

Flubaroo - Grading Step 1

Please select a grading option for each of the questions in the assignment. Flubaroo has done its best to guess the best option for you, but you should check the option for each question yourself.

Grading Option	Question
1 Point	What is the square root of 1089?
2 Points	What is the atomic number of ARSENIC on ...
3 Points	What was Larry Bird's uniform number?
1 Point	My cell phone is 781-953-9699. If you ad ...
Identifies Student	What is your first name?

In the next step, Flubaroo asks me which row contains the correct answers. I know that I entered all the correct answers in row 1 before I gave access to my students.

Flubaroo - Grading Step 2

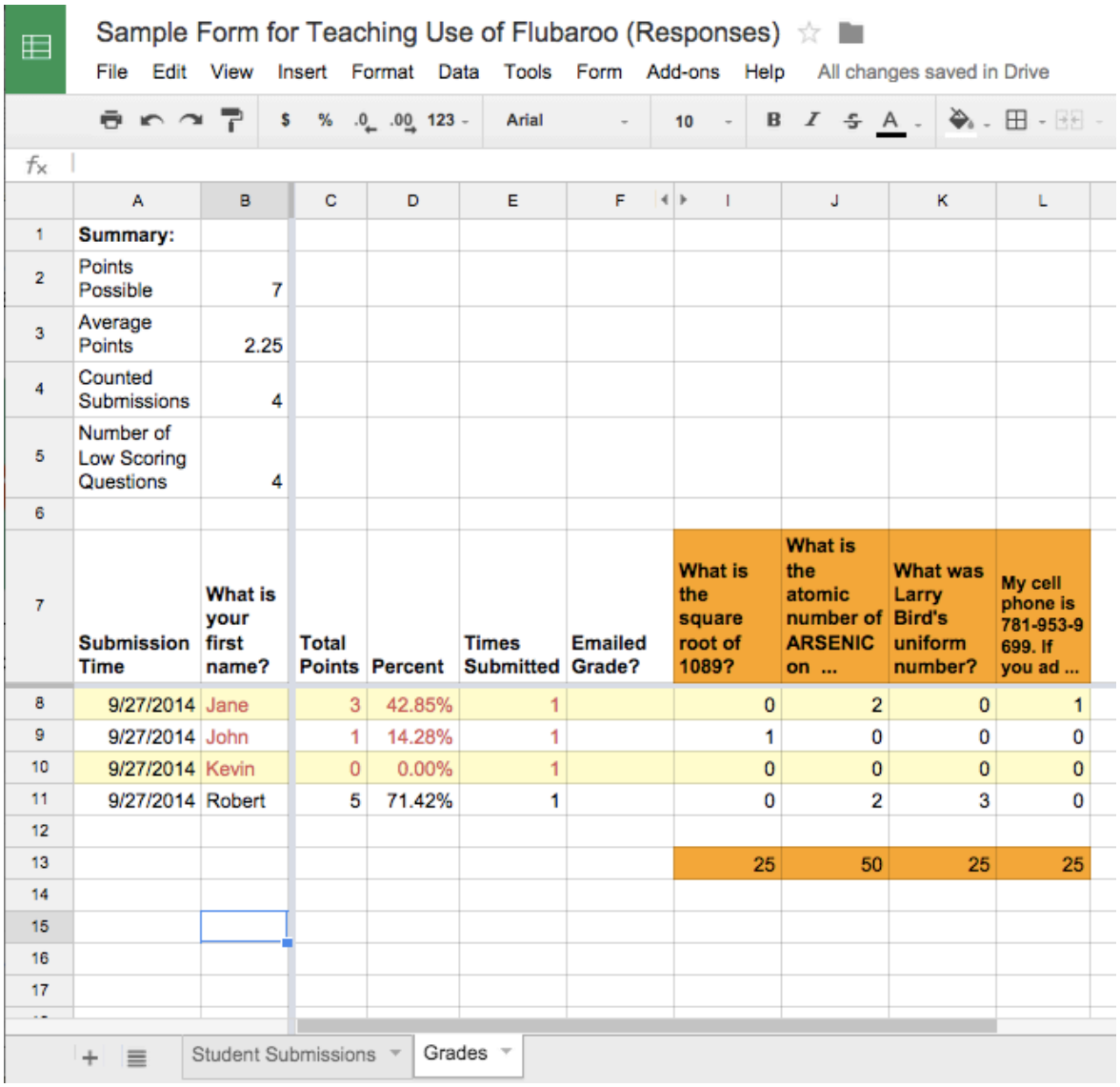
Please select which submission should be used as the Answer Key. Typically this will be a submission made by you. All other submissions will be graded against the Answer Key, so take care to ensure that you select the right one.

Select	Submission Time	What is your first...
◉	Sat Sep 27 2014 09:23:56	Steve Correct Answ...
○	Sat Sep 27 2014 09:24:19	Jane
○	Sat Sep 27 2014 09:24:35	John
○	Sat Sep 27 2014 09:25:01	Kevin
○	Sat Sep 27 2014 09:25:20	Robert

That is it! Now Flubaroo goes to work and "grades the students" putting all the results in a NEW WORKSHEET that is adjacent to the student responses (see bottom on next page) where you will find

All data in **Student Submissions** came from the students who filled out my survey.

All data in **Grades** came from Flubaroo.



	A	B	C	D	E	F	I	J	K	L
1	**Summary:**									
2	Points Possible	7								
3	Average Points	2.25								
4	Counted Submissions	4								
5	Number of Low Scoring Questions	4								
6										
7	**Submission Time**	**What is your first name?**	**Total Points**	**Percent**	**Times Submitted**	**Emailed Grade?**	**What is the square root of 1089?**	**What is the atomic number of ARSENIC on ...**	**What was Larry Bird's uniform number?**	**My cell phone is 781-953-9699. If you ad ...**
8	9/27/2014	Jane	3	42.85%	1		0	2	0	1
9	9/27/2014	John	1	14.28%	1		1	0	0	0
10	9/27/2014	Kevin	0	0.00%	1		0	0	0	0
11	9/27/2014	Robert	5	71.42%	1		0	2	3	0
12										
13							25	50	25	25
14										
15										
16										
17										

I would love to show you FLUBAROO via SCREEN SHARE on your computer during our next 30 minute session!

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☑ HW 2.1 Create a folder HW Portfolio for Steve from You (page 1)

☑ HW 2.2 Calculating Interest Rates video to watch (page 6)

☑ HW 2.3 Create a SS called Lesson 2 Money Your Name Jan 26 (page 6)

☑ HW 2.4 OPTIONAL Article to Read, Video to Watch and Project to do with Graphics (pages 6-7)

☑ HW 2.5 Watch video on Flippity then make Flash Cards with Flippity (page 8). Send me the URL (pages 8-9)

☑ HW 2.51 OPTIONAL VIDEO -- TinyUrl again (page 9)

☑ HW 2.52 OPTIONAL VIDEO -- Making a QR Code (page 10)

☑ HW 2.53 Make a Quiz with Flippity (page 11)

☑ HW 2.55 Go to the specified Survey Form and complete (page 11)

☑ HW 2.55 Watch the 2 videos about Survey Forms (page 11)

☑ HW 2.6 Make a Survey Form and send me the URL (page 19)

☑ HW 2.7 Continuation of 3 Vocab words or concepts per week on our Shared Doc. Please choose any THREE that have not been done and provide a definition or explanation on our shared doc. (page 20)

☑ HW 2.8 OPTIONAL Use the Add-On called Form + after watching my video (page 20)

☑ HW 2.9 OPTIONAL Flubaroo which does automatic grading of your students' answers on a survey form