

LESSON 4: April 21

We begin Lesson 4 by showing you a bunch of quick tricks & tips hoping that most of you will find at least one or two to be interesting and useful.


First the SS trick with the triangle that you saw in Lesson 3 on the spreadsheet called TINYURL.COM/GDREVIEW33 --

	A	B	C	D	E	F	G	H
1	LESSON	ID#	DESCRIPTION (for each item below use YOUR column on the right and the TRIANGLE to indicate GOT IT or NEED HELP or NOT SURE)	B R E N D A	C A R L A	C A T H Y	D O U G	G A U R I
2	1	1	Name each of the modules of GD and state one interesting unique feature about each one?	got it	got it	got it	got it	got it

You highlight a cell or a group of cells and then choose VALIDATION at the bottom of the DATA menu. Then you can change CRITERIA to be LIST OF ITEMS and you put in your descriptors separated by commas.

Data validation

Cell range:

'Main SS with shortcut 

Criteria:

List of items 

got it,need help,not sure

On invalid data: ☒ Show warning ☐ Reject input

Appearance: ☒ Display in-cell button to show list

☒ Show help: Click and enter a value from the list of items

[Reset](#)

Save

Remove validation

Cancel



Second, I wanted to share the tip that **COMMAND /** on Mac or **CTRL /** on PC brings up a help screen of keyboard shortcuts in GD. Notice that **/** is the same key as **?** so this makes some logical sense.

Third, I want to let you know that there is a collection of **hundreds of templates** on the website of <http://drive.google.com/templates> -- you can search by category or type in a search word. I guarantee you will find something useful! Here are some samples:

FACTS WORKOUT

	A	B	C	D	E	F	G
1		20		22		5	
2	-	6	-	2	-	1	-
3							
4							
5		34		23		23	
6	-	16	-	4	-	17	-
7							
8							
9		29		13		27	
10	-	14	-	8	-	11	-
11							

this one template contains dozens of math worksheets with answer ready to use

MAP OF THE UNITED STATES

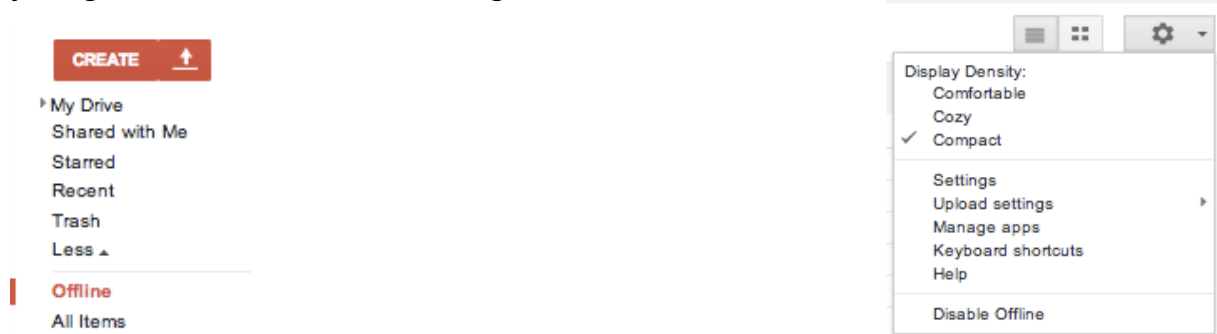


this one template is a Google Drawing just like we did with "Stick Lines" to draw our names in Lesson 1, except this person drew the 50 state outlines!

Fourth I want to tell you that when in GD WP, there is a feature I have not mentioned yet called **PREFERENCES** that **lets you add keyboard shortcuts**. So I can program it so that "sbe" followed by space bar automatically types my email or if you teach English you can program it so that "frag" followed by space bar automatically types the phrase "This is a fragment and does not constitute a complete English sentence."

Fifth, the feature called **TRANSLATE** under **TOOLS** takes your WP document and puts it into a different language.

Sixth, the button called OFFLINE (see the left below) allows you to have access and change documents when you have no internet access. To disable this feature, you go to the GEAR on the right and at the bottom it says DISABLE OFFLINE



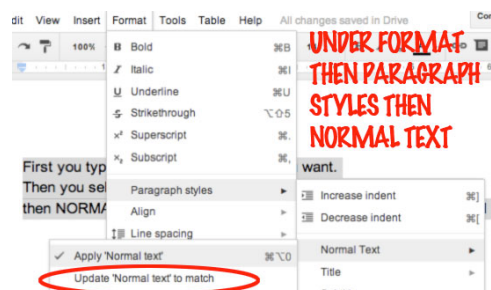
If you work offline, then you can find your files via DRIVE.GOOGLE.COM when you have no internet access and your files are updated when you come back online. The lightning bolt

Yes it works! ⚡

shows you that you are working offline either on a new document or modifying one of your existing ones.

Seventh and last for now, you can change the DEFAULT FONT and STYLE that you see when you begin a brand new document.

First you type the font, size and style you want. Then you select it and choose **FORMAT** then **PARAGRAPH STYLES** then **UPDATE NORMAL TEXT TO MATCH**. But this locks in the NEW NORMAL just for this document. So then you must go back and choose **SAVE AS MY DEFAULT STYLES** so that it remains true in future documents.



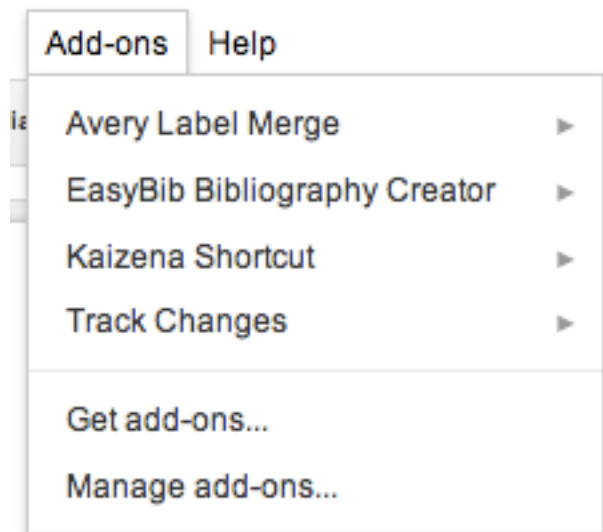
The video that shows these 7 features is at http://youtu.be/-09eUG_jeWI0

HW 4.1 is an individual worksheet called **??? HW 4.1 Worksheet** using your last name then first name. FYI, I used Doctopus to send each of you an individual worksheet even though I made up just one. Reminder that in an individual 30 minute session via screenshare, I would be most happy to give you personal guidance on either Doctopus or Flubaroo to see if that might be of value to you.



Next Topic • HW 4.2 • Kaizena

Next we move to Kaizena which I also hope some of you will love. Kaizena allows you to attach voice to a GD WP document. GD is a unique add-on of GD. Yes, there are many add-ons of GD. If you look at my account, you will see that I have added Avery Labels, EasyBib, Kaizena and Track Changes to my account. You can also find info on the <http://kaizena.com> website. There are different add-ons for the WP module and the SS module. No other GD module yet has add-ons.



For your HW assignment -- let us call it HW 4.2 -- I have shared a document written by the Larry Bird doll called **??? HW 4.2 LB Doll Writing** with your last name then first name instead of ???.

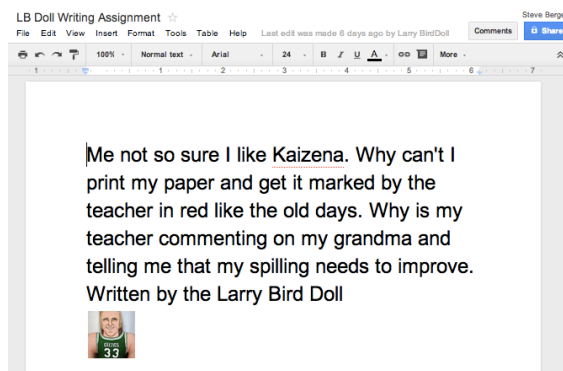
When I distributed this to you via Doctopus, I made a video showing you how Doctopus works. You can see this via the optional video at

<http://youtu.be/RV281Dc2JJg>

It is 10 minutes long and it will give you a very good sense of how Doctopus works, if that interests you and you want to follow up with screenshare 1 on 1 on Doctopus.

HW 4.2 You need to access the document called **??? HW 4.2 LB Doll Writing** and leave 3 short voice comments using Kaizena about mistakes in his writing. Please make each comment short, e.g. less than 33 seconds.

Once Kaizena is installed as an add-on and you open a document, you will see a Kaizena shortcut that says **Open this Doc in Kaizena**.



Here are my two Kaizena videos. You can watch them before you read below or after as you like

<http://youtu.be/srl9iCbFs8o> (4 min) and <http://youtu.be/IUaw2iN2M2Y>

and this excellent video by someone else, Stacy Behmer

<https://www.youtube.com/watch?v=61K0eKIPx6E&feature=youtu.be>

The first one shows you how I as teacher used Kaizena to evaluate the LB Doll paper while the second shows you how the LB Doll listened to the teacher eval. The third one shows all the new Kaizena features based on the recent upgrade.

Some people seem to pronounce "kai-zeena" while others pronounce it "kai-zeh-na" but I found a video <http://www.youtube.com/watch?v=3MnshZ-Cdp4> that gave me the definitive answer. It is indeed "**KAI -- ZEH -- NA**" so I apologize for my mispronouncing it on my first video! By the way, "Kaizen" refers to a Japanese philosophy of continuous improvement or "good change."

To boost your GD with **KAI -- ZEH -- NA**, you just open a WP document -- preferably in Google Chrome but it works on Firefox and Safari (not Internet Explorer)

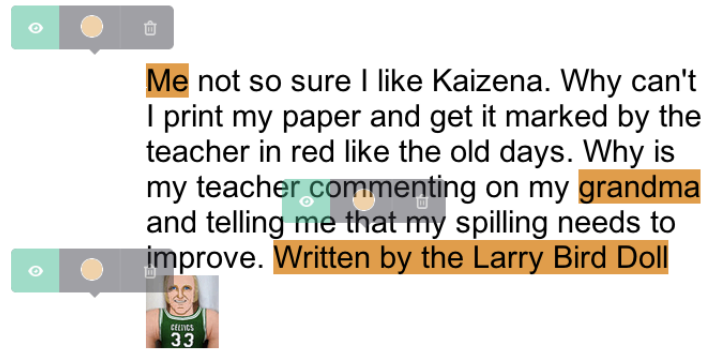
Install Kaizena easily!

Go to add-ons menu

Choose GET ADD-ONS subchoice

Type Kaizena or scroll and point to it. Click FREE. Choose ACCEPT.

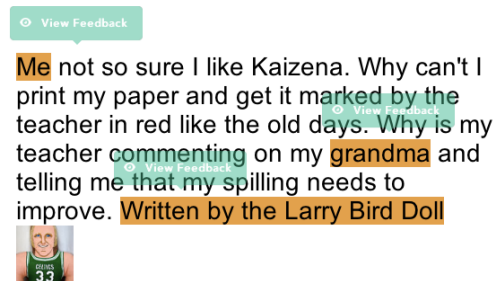
That is the **Kaizena HW assignment -- 4.2** -- to use Kaizena to voice record about Larry's writing. Send me an email once done and I will check it by listening and email you back.



Important question that always comes up? If a teacher has Kaizena installed and the students do not, will they hear the audio comments? Answer is no, regrettably. In a school using Kaizena, the students also need to install the free add-on.

The most common mistake re **HW 4.2** is opening the document and expecting Kaizena to work. No way! You must install Kaizena as an add-on first!

By the way, here is what I will see after you make 3 audio comments.

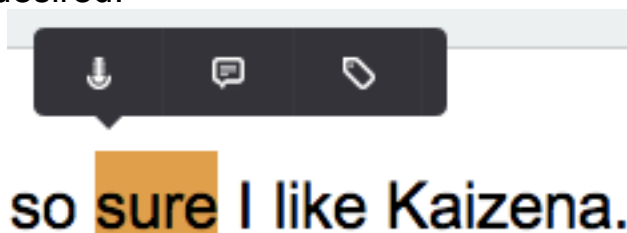


So the Kaizena assignment -- **HW 4.2** -- is to install and use Kaizena and add 3 short (under 33 seconds) voice comments to the document.

If you cannot get your microphone to work, send me an email and we will figure out a Plan B strategy perhaps with screenshare!



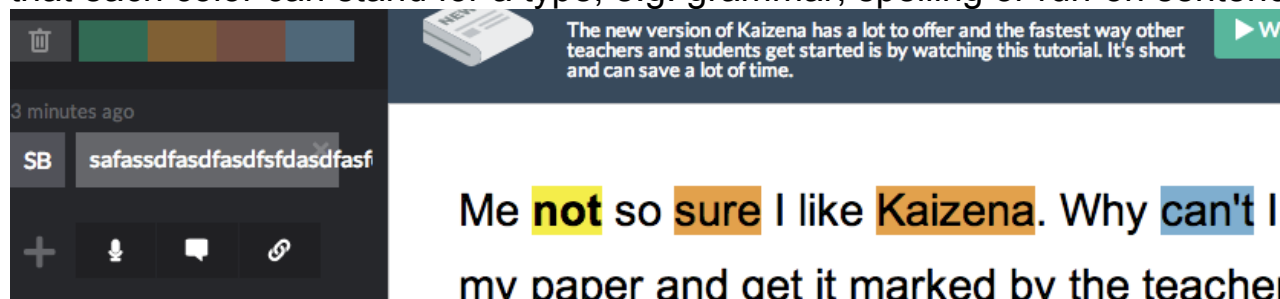
Here are the 3 ways the teacher can mark up text: audio -- text -- resource.
Resources are brand new and support the efficiency of teacher markup by creating categories with links if desired.



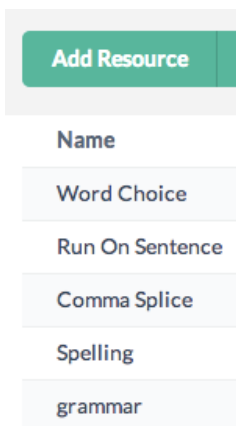
Kaizena (updated Feb 24) has more features than just voice recording!
First new feature: you can color code your text comments or voice comments by category



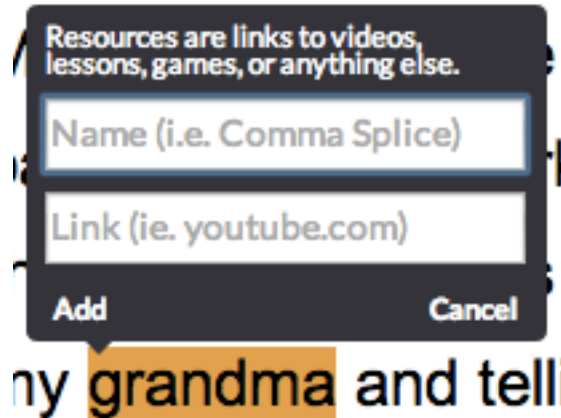
Here is a sample of the screen with colors. Yes you can colorize your corrections so that each color can stand for a type, e.g. grammar, spelling or run-on sentence.



Second new feature: You can post resources for your students by category of corrections. You can create a glossary of resources, e.g. comma splices, spelling, grammar, run on sentences. You can then mark portions of the paragraph with a specific resource.



Here is what ADD A RESOURCE looks like -- name and link.



Resources are links to videos, lessons, games, or anything else.

Name (i.e. Comma Splice)

Link (ie. youtube.com)

Add Cancel

ny grandma and telli

I look forward to showing you more on Kaizena one-on-one in our next screenshare if this interests you.

Next for our team assignment which I will call **6.2** and is due by May 5th

Because this required assignment will involve connecting with a person or persons not in your state, this assignment is due in two weeks on May 5th when we get to Lesson 6.

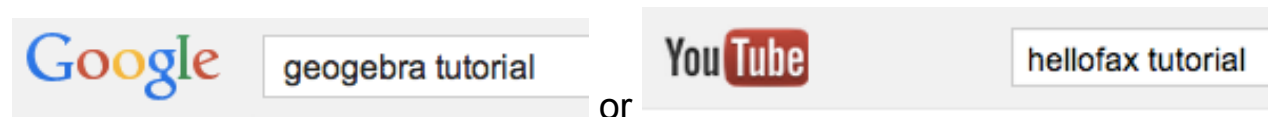
HW 6.2 The assignment is to connect with your team partner(s) by some method and identify one of the GD add-ons that you find intriguing and that all of you explore. These apps are "add-ons" to GD that are readily available for exploration. Like apps on an iPad, some are free, some are commercial and cost money and some give you one month of free trial access. The choosing of the GD app and the evaluation of it can be done as part of the same platform (GD presentation or GD website) as **HW 6.1**. I will remind you of these things each week.

The implicit goal is to get you to have a connection with someone else in our course who is outside of the state you live in. I am glad to help you if you want

The explicit goal is for the rest of us to learn a bit from your team about something that the 2 or 3 of you found interesting.

On the next few pages, you will find the add-ons for which you and your partner(s) will choose **1** (just one) and FIO ("figure it out") as a team.

Once you identify which one you and your partner(s) have chosen, you can learn about it by going to YouTube or Google and typing





Homework 4.3 MERGING CELLS in GD Spreadsheet

Merging Cells Video (created for someone else but useful for you)

<http://youtu.be/Uv-VBLYUiFE>

5 minutes

Next Spreadsheet Skill

Let us learn to use the & command, a powerful and useful spreadsheet command.

Let us say we have first names in one column of a spreadsheet and last names in another column. The command called & pronounced "ampersand" is sometimes called the CONCATENATE OPERATOR. Concatenate ("con-cat-uh-nate") is a fancy way of saying JOIN two items. Look at this example where I have used the ampersand to join first name and last name.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=A3&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	
8			

After pushing return/enter and using the magic trick to fill down, I get

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	AliceJones
4	Bill	Smith	BillSmith
5	Carol	Tompkins	CarolTompkins
6	David	Howard	DavidHoward
7	Ellie	Miller	EllieMiller

which is not really satisfactory since it is missing the space. So now I will concatenate with 3 things including the " " space character.

	A	B	C
1	Lesson	Concatenate	
2			
3	Alice	Jones	=A3&" "&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

Or we can concatenate to achieve last name comma first name.

	A	B	C
1	Lesson	Concatenate	
2			
3	Alice	Jones	=B3&", "&A3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

We get this as a result.

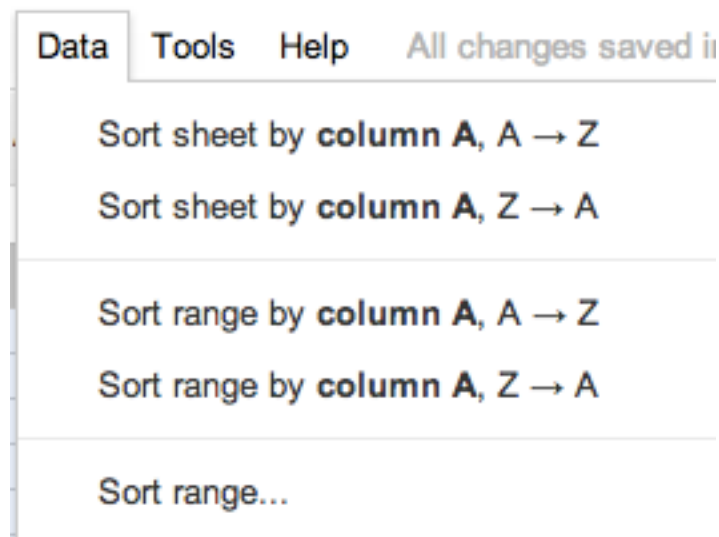
	A	B	C
1	Lesson	Concatenate	
2			
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie



By the way, just recently in Sept 2013, Google added *View All Formulas* onto Google Spreadsheet. It is the eighth choice down under the VIEW menu and results in your seeing all the formulas at once on your spreadsheet. I love having this feature and said in Summercore 2013 in July that "I hope that one day Google Drive will add the feature to *View All Formulas*. My wish has come true! Use it! It is very helpful.

	A	B	C
1	Lesson	Concatenate	
2			
3	Alice	Jones	=B3&" "&A3
4	Bill	Smith	=B4&" "&A4
5	Carol	Tompkins	=B5&" "&A5
6	David	Howard	=B6&" "&A6
7	Ellie	Miller	=B7&" "&A7

Since we have alphabetical info on the spreadsheet, let us take advantage of this to talk about SORTING which you will find under the DATA menu. If you choose SELECT ALL via Command A (Mac) or Control A (PC) or by clicking the tiny rectangle at the top left of the spreadsheet and look under the DATA menu you will see



It would be a mistake to choose any of the top 4 choices, but feel free to do so and then you can undo. What is needed is choosing SORT RANGE (the fifth option) since it allows you to specify that your "Data has header row."

Sort range from A1 to T100

☒ Data has header row

sort by

Lesson 5

☒ A → Z☐ Z → A

Alternatively, we can put in headers for the three columns

	A	B	C
1	Lesson	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

and then highlight just rows 3 to 7 before going to the DATA menu.

	A	B	C
1	Lesson	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie



Since we have highlighted just rows 3 to 7 (done by clicking and dragging from 3 to 7 in the left column) we do not want to check DATA HAS HEADER ROW when we sort since we did not include the column headings when selected.

Sort range from A3 to T7

☐ Data has header row

sort by

Column B

☒ A → Z

☐ Z → A

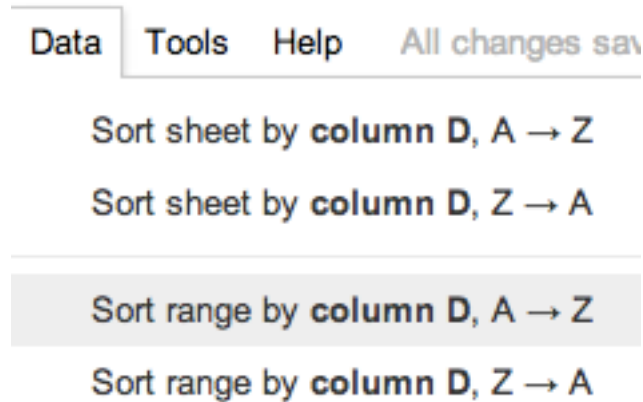
Got it? You choose that checkbox on or off depending on what you selected.

And then there is sometimes the need to alphabetize a PORTION of your spreadsheet without affecting the other data in those rows. Consider this example where we need to sort the VOCAB WORDS in column D without messing up columns A to C.

	A	B	C	D
1	Lesson	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	header
4	Bill	Smith	Smith, Bill	join
5	Carol	Tompkins	Tompkins, Carol	concatenate
6	David	Howard	Howard, David	ampersand
7	Ellie	Miller	Miller, Ellie	view all formulas



So we highlight just cells D3 to D7 and then go to the DATA MENU and choose the SORT RANGE feature (third one down).



This results in

	A	B	C	D
1	Lesson	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	ampersand
4	Bill	Smith	Smith, Bill	concatenate
5	Carol	Tompkins	Tompkins, Carol	header
6	David	Howard	Howard, David	join
7	Ellie	Miller	Miller, Ellie	view all formulas

Finally, I want to highlight one the use of the =SPLIT formula in Google Spreadsheet to do what Excel users call Text to Columns. Consider this spreadsheet with full names and the desire to make the data be separate columns.

	A	B	
1	Alice Jones		
2	Bill Smith		
3	Carol Tompkins		
4	David Howard		
5	Ellie Miller		

The command =SPLIT put into B1 is very easy to do!



	A	B
1	Alice Jones	=SPLIT(A1," ")
2	Bill Smith	
3	Carol Tompkins	
4	David Howard	
5	Ellie Miller	

The formula has two parameters separated by a comma. So in B1, we are saying that we want to SPLIT the cell A1 by the SPACE character. This results in

	A	B	C
1	Alice Jones	Alice	Jones
2	Bill Smith		
3	Carol Tompkins		
4	David Howard		
5	Ellie Miller		

after we push return/enter and then we just use the magic fill down trick on B1.

For one more example, let us say we had

	A	B
1	Jones, Alice	
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

and we wanted to "unjoin" or "separate" the first and last names.

Can you guess the formula? It is on the top of the next page



	A	B
1	Jones, Alice	=split(A1, ",")
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

Hope you follow all this and don't think it too esoteric and specialized.

So the next assignment -- **HW 4.3** -- is to perform the assigned tasks in the SHARED DOCUMENT that I have given each of you titled **HW 4.3 GD EXER Split Ampersand** -- I have also shared it with each of you and made it into a tiny URL for you -- **<http://tinyurl.com/HW4dot3>**

[illegible]

HW 4.4 -- I have shared a GD worksheet to each team of three. This will help you with **6.1** and involves 3 of you writing on the same document about your school's evolution with GD. This document begins with **GD at Your School** and then has the 3 names of the 3 partners.

WP ADD ONs (different from the SS ADD ONs)

<p>EasyBib by imagine easy</p> <p>The Automatic Bibliography and Citation Generator</p> <p>EasyBib Bibliography Creator ★★★★☆ (493)</p>	<p>Table of contents</p> <p>Table of contents 137,809 users</p>	<p>AVERY Label Merge</p> <p>Avery Label Merge ★★★★☆ (59)</p>	
<p>Track Changes</p> <p>Track Changes 75,261 users</p>	<p>Translate</p> <p>Translate 100,570 users</p>	<p>Highlighting Tools Highlight Collect Learn</p> <p>Texthelp Study Skills 81,478 users</p>	<p>Template Gallery</p> <p>Template Gallery 89,519 users</p>
<p>Kaizena give great feedback</p> <p>Kaizena Shortcut 9,317 users</p>	<p>Charts</p> <p>Charts 50,283 users</p>	<p>Lucidchart</p> <p>DIAGRAMS DONE RIGHT</p> <p>Lucidchart Diagrams 109,948 users</p>	
<p>PRO Writing Aid</p> <p>ProWritingAid 73,284 users</p>	<p>Insert Music VexTab Syntax</p> <p>VexTab Music Notation 43,512 users</p>		



summercore



Gliffy diagrams
48,264 users



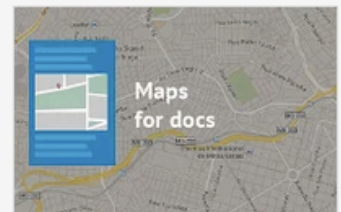
Openclipart
39,920 users



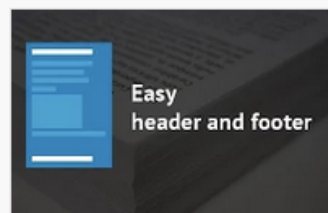
MindMeister
54,277 users



Messenger
32,301 users



Maps for Docs
31,708 users



Easy Header and Footer
24,025 users



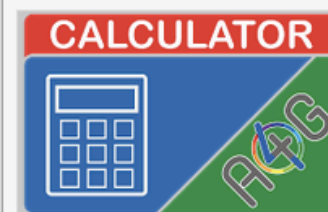
Workflows
11,771 users



Consistency Checker
13,150 users



Bible Verse
5,955 users



Calculator
20,885 users



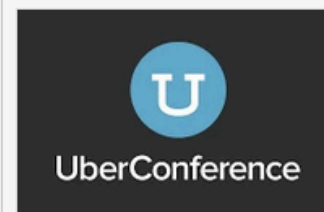
HelloFax
18,497 users



HelloSign
42,851 users




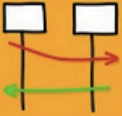











PandaDoc
8,388 users








UberConference
8,927 users



summercore

 <p>DocumentMerge by PandaDoc</p> <p>DocumentMerge by Panda... 6,970 users</p>	 <p>websequence diagrams Just edit your</p> <p>WebSequenceDiagrams 11,879 users</p>	 <p>eSign for FREE by seamless docs</p> <p>SeamlessDocs 5,268 users</p>	 <p>twitter curator</p> <p>Twitter Curator 5,760 users</p>
 <p>Ultradox TEMPLATE EDITOR</p> <p>Ultradox Template Editor 8,840 users</p>	 <p>Social Drop</p> <p>Social Drop 2,751 users</p>	 <p>SUPERMETRICS</p> <p>GOOGLE ANALYTICS, ADWORDS, BING ADS, FACEBOOK, TWITTER, YOUTUBE</p> <p>Supermetrics 7,720 users</p>	 <p>iRise REQUIREMENTS</p> <p>iRise Requirements 1,803 users</p>
<p>Abbreviation List</p> <p>7,894 users</p> 	<p>Draw.io Diagrams</p> <p>1,863 users</p> 	<p>Solve360 CRM</p> <p>308 users</p> 	<p>Clipboard</p> <p>1,881 users</p> 
<p>Code Pretty</p> <p>22,324 users</p> 			

SS ADD ONs (different from the WP ADD ONs)

 <p>flubaroo</p> <p>Flubaroo 7,380 users</p>	 <p>Workflows Automated Approvals</p> <p>Workflows ★★★★★ (23)</p>	 <p>Mapping Sheets</p> <p>Mapping Sheets 14,546 users</p>
	 <p>Styles</p> <p>Styles 18,694 users</p>	 <p>Google Analytics</p> <p>Google Analytics 11,186 users</p>

Google Docs & Drive




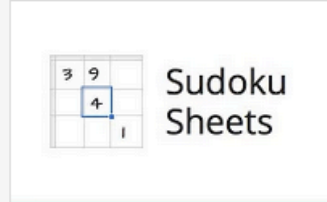
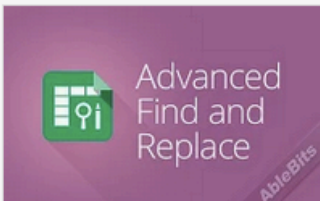
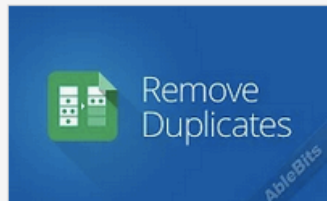
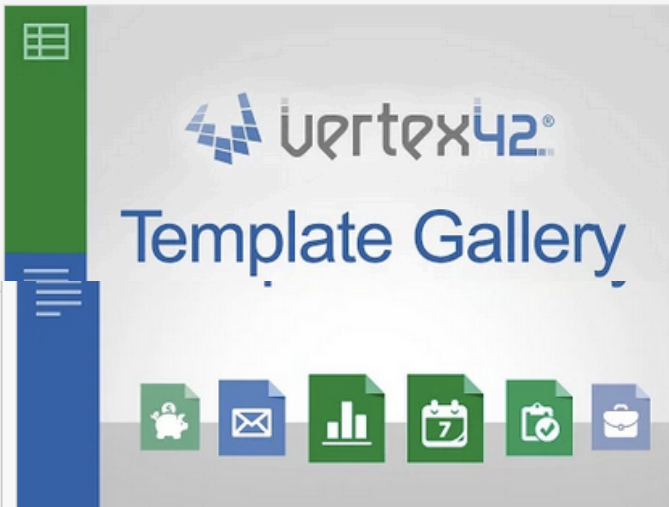







wiki at <http://tinyurl.com/GDapril14>



Lesson 4 page 21








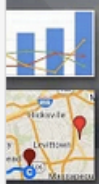



lessons at <http://teachingcompany.com/april>

summercore

 <p>Fonts 35</p>	 <p>Doctopus New Visions for Public Schools</p>	 <p>Schedule Generator by gantter</p>	 <p>Sudoku Sheets</p>
More Fonts 12,593 users	Doctopus 5,300 users	Schedule Generator 9,355 users	Sudoku Sheets 2,457 users
 <p>Advanced Find and Replace AbleBits</p>	 <p>Remove Duplicates AbleBits</p>	 <p>Vertex42® Template Gallery</p>	
Advanced Find and Replace 8,465 users	Remove Duplicates 8,567 users	Template Gallery 27,437 users	
 <p>ProjectSheet forScale IT for Project Management WBS and Gantt</p>	 <p>twitter curator</p>		
ProjectSheet 6,594 users	Twitter Curator 886 users		
 <p>YET ANOTHER MAIL MERGE</p>		 <p>Split Names AbleBits</p>	 <p>autoCrat New Visions for Public Schools</p>
Yet Another Mail Merge 5,066 users		Split Names 5,065 users	autoCrat 2,697 users
		 <p>Drive Eye</p>	 <p>Remove Blank Rows</p>
		Drive Eye 1,454 users	Remove Blank Rows 3,411 users



summercore

 <p>Date Add and Subtract 3,802 users</p>	 <p>Find Fuzzy Matches 2,595 users</p>	 <p>Supermetrics 3,463 users</p>	 <p>Analytics Canvas 2,927 users</p>
 <p>Social Drop 312 users</p>	 <p>Messenger 2,970 users</p>	 <p>Merge Values 6,276 users</p>	
 <p>Solve360 A modern CRM Solve360 CRM 1,236 users</p>	 <p>Zoho Projects 1,742 users</p>		
<p>Random Generator 2,213 users</p>		<p>Questetra BPM Suite add-on 197 users</p>	

Typo in Lesson 3 with the formula that mistakenly said 2.2 but should have said 1.8
 Then in column two, use a formula that changes Celsius to Fahrenheit such as $F = (9/5) * C + 32$ or $F = 1.8 * C + 32$ to compute all the equivalent temperatures. Then in column three, use an IF formula to see if the Celsius and Fahrenheit are the same, saying "same" or "different" in each cell.



PARTNER PROJECT OVER THE NEXT TWO WEEKS

HW 6.1 and 6.2 due May 5. The assignment is to work with your partner(s).

HW 6.1 Please start contemplating a new GD Presentation or Google Site on "A Tale of Two/ThreeSchools" in which you and partner(s) compare and contrast the way your two/three schools are working through the stages of GD and what some of the hassles and issues are.

HW 6.2 The assignment is to connect with your team partner(s) and identify one of the GD apps that you find intriguing and that all of you explore. These apps are "add-ons" to GD that are readily available for exploration. Like apps on an iPad, some are free, some are commercial and cost money and some give you one month of free trial access. The choosing of the GD app and the evaluation of it can be done as part of the same platform (GD presentation or GD website) as **HW 6.1**.

Have a good week. Two more lessons to go after today! Have a good week!



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

p.s. updated chart from Lesson 3 (sorry Carla and Karen -- you are now a team of 2)

NAMES	URLs for the SURVEY	SCHOOL and JOB	TEAM
Brenda	http://tinyurl.com/pncritique	Pacific Northern Academy, Anchorage, AK • Art	4-- AK+ME+MI
Carla	http://tinyurl.com/research33	Detroit Country Day School • MS Eng	1 -- MI + VT + GA
Cathy-Jo	http://tinyurl.com/region33	Washington Academy ME • High Sch Spanish	4-- AK+ME+MI
Doug	http://tinyurl.com/Quadratics-Check-In	Woodlawn School NC • High Sch Math	3-- NC+MI + AK
Gauri	http://tinyurl.com/Gauri4MMSurvey	Detroit Country Day School • Tech	2-- MI+FL+MA
James	** Please send or resend when time allows (sorry if I made a mistake keeping track) **	Alexander Montessori Sch • Miami FL • co-head	2-- MI+FL+MA
Jean	http://tinyurl.com/MrPipQuiz	Detroit Country Day School • HS Eng	3-- NC+MI + AK
Karen	http://tinyurl.com/springreflection	Thetford Academy VT • Spec Ed 7-12s	1 -- MI + VT + GA
Laurie	http://tinyurl.com/laurieh34	Pacific Northern Academy, Anchorage, AK • G4	3-- NC+MI + AK
Linda	http://tinyurl.com/surveylg	Pacific Northern Acad, Anchorage, AK • Off Admin	5--AK+NC+MI
Megan	http://tinyurl.com/megan33	Detroit Country Day School • Kindergarten	4-- AK+ME+MI
Molly	http://tinyurl.com/SurveyMolly02	Trinity School of Durham and Chapel Hill • Exec Asst	5--AK+NC+MI
Stephanie	http://tinyurl.com/trautman34	Detroit Country Day School • MS Eng	5--AK+NC+MI
Susan	http://tinyurl.com/susan34	Northfield Mount Hermon School • Religious Studies	2-- MI+FL+MA