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LESSON 5: Feb 10

We begin Lesson 5 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 4 on the spreadsheet called TINYURL.COM/GDREVIEW33 --

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. (Screenshot taken early last week)
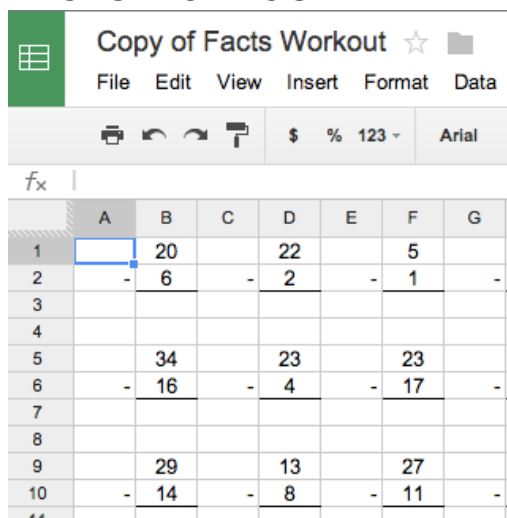
Second, I wanted to share the tip that COMMAND / on Mac or CTRL / on PC brings up a help screen of keyboard shortcuts in GD.

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

MAP OF THE UNITED STATES

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

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

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.
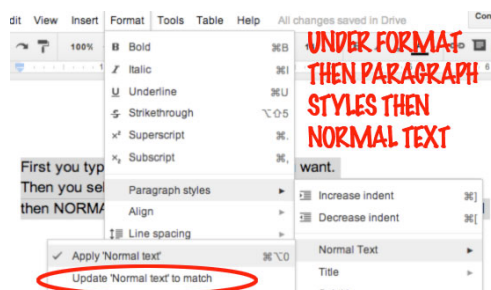
Video that shows these 7 features in sequence is at http://youtu.be/-09eUG_jeWI0 HW 5.1 is being sent to you twice -- via Doctopus as a worksheet and as a survey I am using in Flubaroo. Reminder that in our individual 30 minute sessions via screenshare, I would be most happy to give you personal guidance on either Doctopus or Flubaroo to see if that might be of value to you. I loved getting this email

from Rachel last Friday: "*Flubaroo is AMAZING! I love the email feature especially since our middle school and high school students have email addresses. It's SO easy to use too!*"
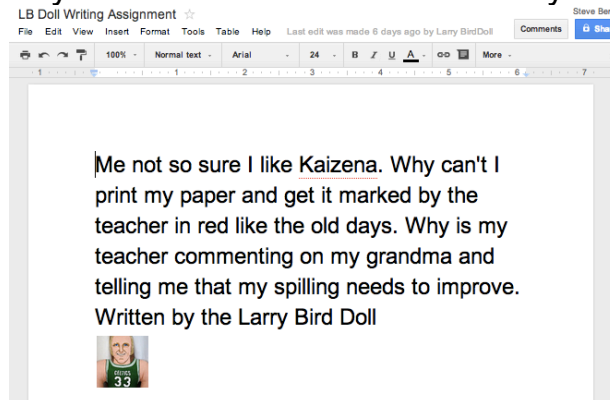
Next Topic ...

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 extension of GD. Yes, there are many extensions of GD. You can see these by going to CONNECT MORE APPS under the CREATE option. If you look at my account,
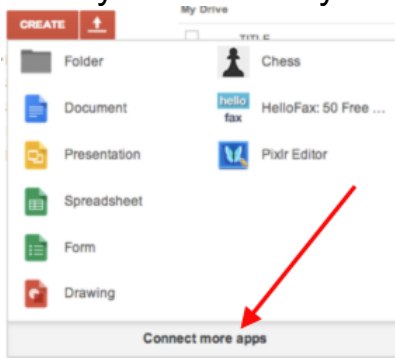
you will see that I have added Chess, Hello Fax and Pixlr to my account. You can also find info on the http://kaizena.com website.

For your first HW assignment -- let us call it HW 5.2 -- I have shared a document written by the Larry Bird doll called PARAGRAPH FEB 2014 LB DOLL for ???? with your name where it says ???. You need to access it and leave 3 short voice comments about mistakes in his writing. Please make each comment short, e.g. less than 33 seconds. The Larry Bird doll shared the file with you on Wednesday Feb 5th.

Me not so sure I like Kaizena. Why can't I print my paper and get it marked by the teacher in red like the old days. Why is my teacher commenting on my grandma and telling me that my spilling needs to improve. Written by the Larry Bird Doll

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

http://youtu.be/srI9iCbFs8o (4 min) and http://youtu.be/IUaw2iN2M2Y

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.

Here are some optional videos from others in case you want more.

http://www.youtube.com/watch?v=i1Xdhm_l8ng (Jennifer Roberts 6 min)

http://www.youtube.com/watch?v=pwc-7RNvesg (Greg Mcverry 4 min)

http://www.youtube.com/watch?v=mffekzqmhoU (John Hardison 4 min)

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 can use Plan A or Plan B:
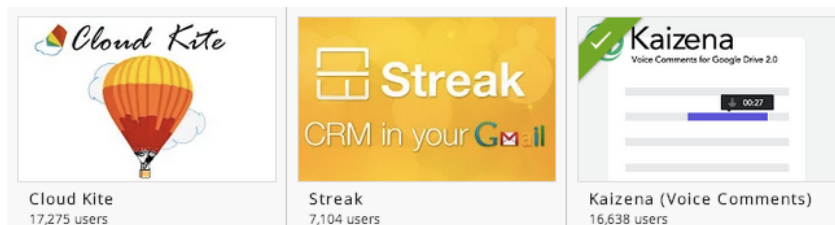
Install Plan A: you can go to Kaizena.com and choose ADD DOCUMENT

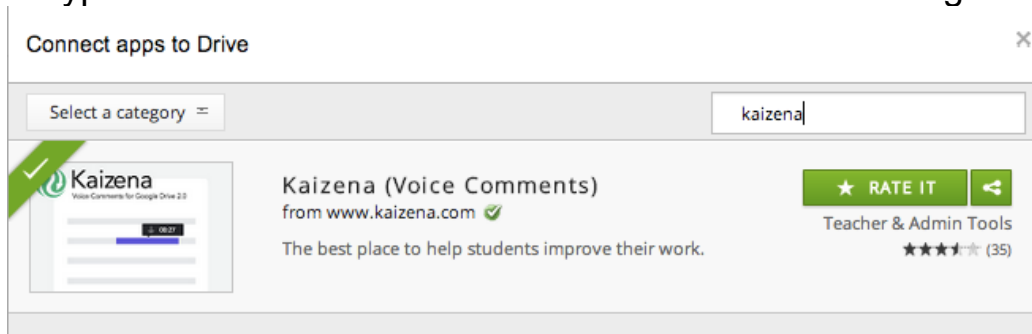Documents   Add document

give it the name of the file. Then you can audio record any section you highlight.
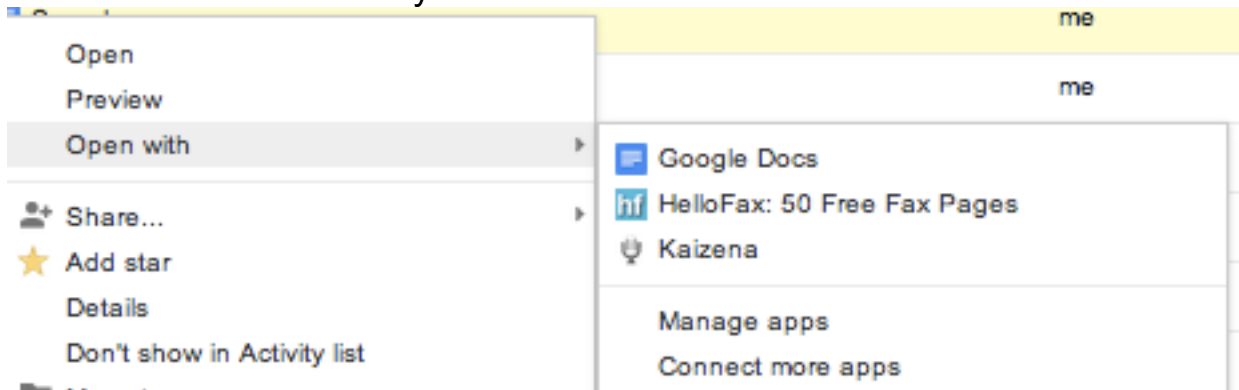
Install Plan B: You go to CREATE then CONNECT MORE APPS and choose Kaizena which is about 40% down on the scroll bar on the right hand side.
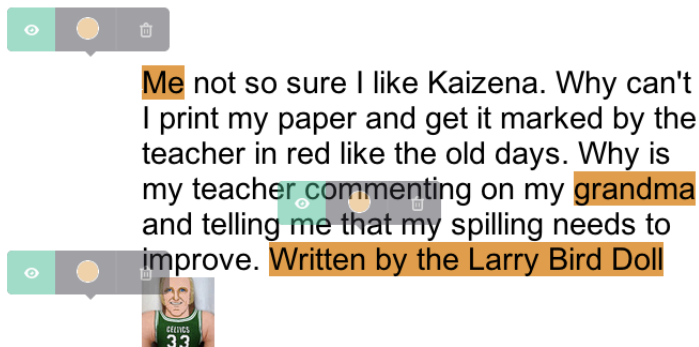
Cloud Kite
17,275 users

Streak
7,104 users

Kaizena (Voice Comments)
16,638 users

You can also type the 7 letter word "kaizena" into the search box to get

Connect apps to Drive   ✕

Select a category =   kaizena|

✓ Kaizena   Kaizena (Voice Comments)   ★ RATE IT   ⬱
      Voice Comments for Google Drive 2.0   from www.kaizena.com ✓
              ⬇ 08:27   The best place to help students improve their work.   Teacher & Admin Tools
                                                                        ★★★⯪☆ (35)

Once installed (and you need to give it permission to access your GD), you can then RIGHT MOUSE CLICK on any document and choose OPEN WITH

Open
Preview
Open with   ▶   🔲 Google Docs
                                                    📠 HelloFax: 50 Free Fax Pages
👤+ Share...   ▶   🎙 Kaizena
⭐ Add star
Details   Manage apps
Don't show in Activity list   Connect more apps

That is the first Kaizena HW assignment -- 5.2 -- 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.

Me not so sure I like Kaizena. Why can't I print my paper and get it marked by the teacher in red like the old days. Why is my teacher commenting on my grandma and telling me that my spilling needs to improve. Written by the Larry Bird Doll

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, regretably. In a school using Kaizena, the students also need to install.

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The most common mistake re HW 5.2 is opening the document and expecting Kaizena to work. No way! You must install Kaizena and then you choose **OPEN WITH via right mouse click** after Kaizena is installed.
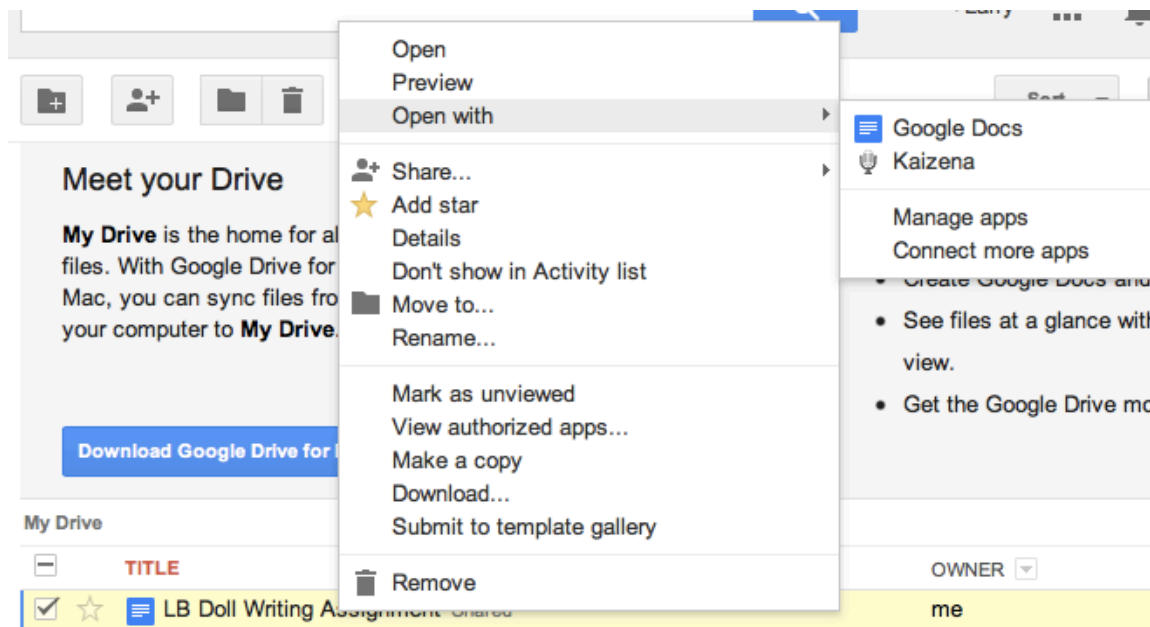
With the Kaizena view you can see (and hear) the voice comments on this document.

By the way, here is what I will see after you make 3 audio comments.
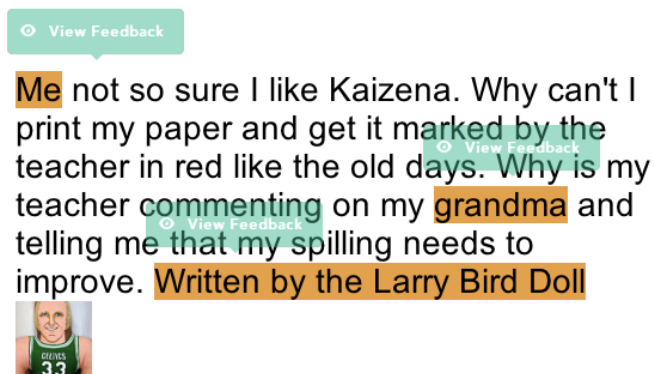
So the first Kaizena assignment -- HW 5.2 -- is to install and use Kaizena and add 3 short (under 33 seconds) voice comments to the shared document called **LB Doll Writing Assignment** that I have shared with each of you.

Second Kaizena assignment -- HW 5.3 -- is to choose **open with** for the WP document below that I shared with you and your partner(s) on Wed Feb 5th.

📄 GD at your School Amanda Sandy Shared

📄 GD at your School Carrie Joanna Shared

📄 GD at your School Dick Jenny Rachel Shared

Find this GD document and then OPEN WITH using Kaizena. This one is a team document that I have shared with you and your partner(s). Highlight each occurrence of your name and add thoughtful responses to the questions. No need to be under 33 seconds for these comments. Instead, be informative and as reflective as you can so that your partner can learn and compare to his/her own.

> 1) When did your school begin the journey to GD and describe any "bumps in the road" on the way?
> ANSWER VIA KAIZENA: Name Partner
>
> 2) What is the faculty buy in, e.g. faculty attitudes and reactions? ANSWER VIA KAIZENA: Name Partner
>
> 3) What types of PD (professional development) are going on to support the transition? ANSWER VIA KAIZENA: Name Partner

Finally for our team assignment which I will call 8.2 and is due by March 3rd.

Because this required assignment will involve phone calls (or skypes or google hangouts or team viewer) with a person or persons not in your state, this assignment is due in three weeks on March 3rd when we get to Lesson 8.

HW 8.2 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 8.1. 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 want you to talk or skype or google hangout with another person. I am glad to help you if you want. For the team of three, I can easily give you access to the Summercore conference phone number so you can all dial in to a certain number and have a 3 way phone call (or you can use Google Hangout).

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 apps for which you and your partner(s) will choose **1** (just one) and FIO ("figure it out") as a team. These are the same apps you will see when you go to GD and choose CREATE then CONNECT MORE APPS.

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

 or
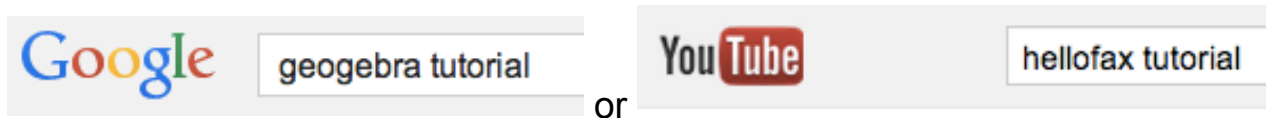
Have a good week!

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

p.s. so now you have two long range assignments due March 3
8.1 from last week which involves your partner(s) and a Tale of Two (or three) Schools
and 8.2 from this week
Both will involve email communication of some sort with your partner(s). Hopefully, one of you will be the proactive one and will initiate the communciation.
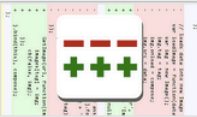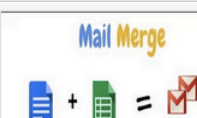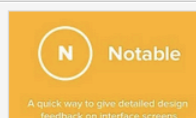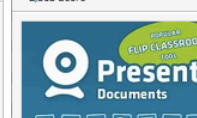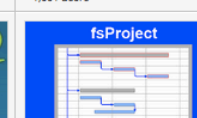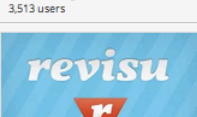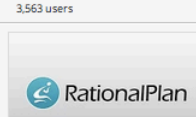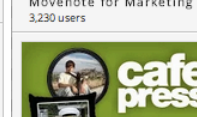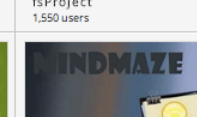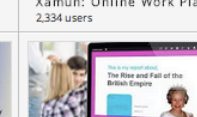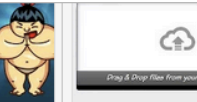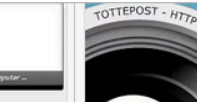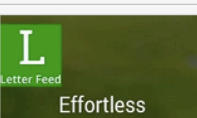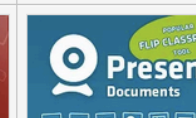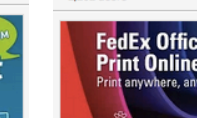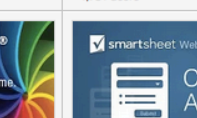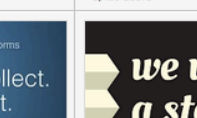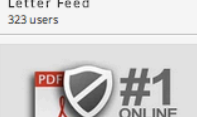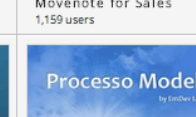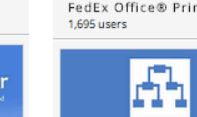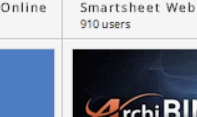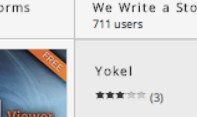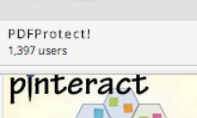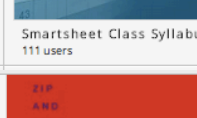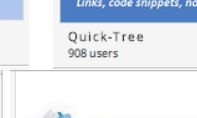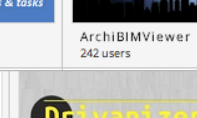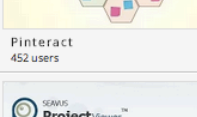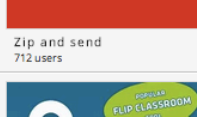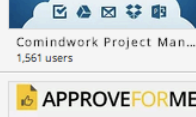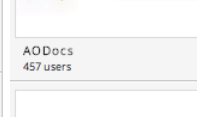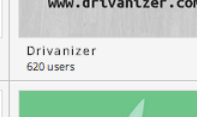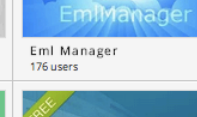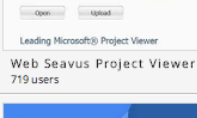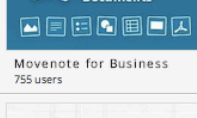
PicMonkey Photo editing made of win. PicMonkey 769,471 users	Lucidchart: Diagrams Onl... ★★★★★ (1696)	AutoCAD 360 ★★★★★ (1534)	Forms in Google Drive Google Forms 400,699 users	draw.io (Diagramly) ★★★★★ (311)	Free Faxing & Signing hello fax HelloFax: 50 Free Fax Pag... 316,309 users
PIXLR EXPRESS Pixlr Express 436,283 users	PIXLR EDITOR Pixlr Editor 693,590 users	WeVIDEO Video creation for everyone WeVideo - Video Editor a... 309,745 users	Loupe collage Loupe Collage ★★★★★ (559)	UJAM - Make your music. 200,245 users	mindmeister Mind Mapping. Brainstorming. MindMeister 204,188 users
floor planner Floorplanner 385,237 users	GeoGebra Dynamic Mathematics GeoGebra 304,452 users	Drawings in Google Drive Google Drawings 272,100 users	Cacoo Cacoo - Diagramming & R... 281,676 users	Simple Project Management smartsheet Smartsheet Project Mana... 185,551 users	FREE project scheduling gantter for Google Drive Gantter for Google Drive 216,390 users

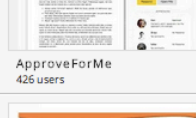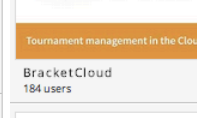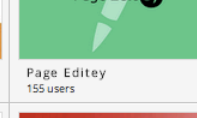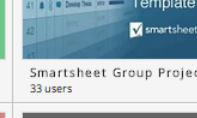| Fusion Tables in Google Drive
Fusion Tables (experimen...
129,850 users | RealtimeBoard: Whiteboa...
92,213 users | Music Player for Google Drive
Music Player for Google D...
82,003 users | DriveTunes
DriveTunes
86,408 users | Balsamiq Mockups
Balsamiq Mockups
★★★★★ (253) | cloudconvert
CloudConvert
31,467 users |
Script in Google Drive Google Apps Script 181,025 users	hojoki Hojoki ★★★★★ (114)	ShiftEdit The Online IDE ShiftEdit 109,983 users	Heap Note -Student- HeapNote Student 57,784 users	Create Documents with Ease Online Zoho Writer Zoho Writer 92,924 users	Online signatures made easy. hello sign HelloSign: Online signatu... 70,590 users
Drive Notepad Drive Notepad 113,425 users	Online Video Converter Video Converter 47,927 users	Pro Translate 39,911 users	DocuSign DocuSign 81,972 users	marQueed Secure, Social, Design Feedback Marqueed Web App ★★★★★ (65)	Be a small business marketing hero Simplebooklet ★★★★★ (83)
Online Audio Converter Audio Converter 32,918 users	ONLINE DOCUMENT SIGNING RightSignature RightSignature ★★★★★ (75)	Lucidchart Lucidchart for Education 72,855 users	MindMup MindMup 14,899 users	Conceptboard Conceptboard 59,081 users	Heap Note -Office- Office 22,394 users
Googulator Googulator 13,375 users	stackedit StackEdit 13,751 users	Templates in Google Drive Drive Template Gallery 28,792 users	Create and Share your Spreadsheets Online Zoho Sheet Zoho Sheet 51,833 users	Heap Note -Teacher- HeapNote Teacher 25,091 users	Heap Note -keep organized- Heap Note 21,107 users
Drive Converter DriveConverter 42,373 users	OpenOffice Document Reader OpenDocument Reader 59,206 users	FullContact beta ★★★★★ (85) FullContact keeps your contact information current. Start using a better address book. + CONNECT	Create, Edit and Share your Presentations Online Zoho Show Zoho Show 32,717 users	PowToon PowToon 13,130 users	Easiest way to edit and share video Pixorial Pixorial Video 38,147 users

Presentation Remote
18,024 users

multifolder
6,507 users

Plotly Online Graphing
9,579 users

Open As PDF
12,161 users

MyMusicCloud
29,369 users

Form+
21,290 users

BusyFlow
21,333 users

PDFUnlock!
13,192 users

Neutron Drive
17,513 users

Lucidpress Layout and De...
1,469 users

Streak
7,104 users

Cloud Kite
17,275 users

Drive voice recorder
5,178 users

Kaizena (Voice Comments)
16,638 users

TwistedWave
17,170 users

Sumo.Fm

Spreadshirt Designer for ...

PDFSplit!

HTML5 Animation & Widg...
16,771 users

JavaScript Editey
7,121 users

Maps Jedi
14,182 users

Sketchboard.Me
12,030 users

VideoNot.es
7,562 users

Realtimeboard for Educat...
2,345 users

Todo
13,311 users

CloudMagic Web
11,629 users

PowToon Edu
10,672 users

PDFMerge!
6,052 users

Realtime Cube
2,215 users

Smartsheet Office Collab...
11,012 users

JotForm
6,582 users

Your Notepad
2,694 users

Smartsheet Gantt Timeline
5,943 users

Editey
4,527 users

QuickTab
5,193 users

Movenote for Google Driv...
7,980 users

LiquidPlanner Project Ma...
6,145 users

Smartsheet Sales
5,659 users

Ultradox
11,522 users

ERPAG CRM
4,691 users

the little memory
3,366 users

MIDI 2 Mp3 Converter
6,340 users

gLinks
2,779 users

Drive Chess
2,130 users

OAuth 2.0 Playground
10,159 users

MIMI
8,093 users

Picto4me AAC Communica...
1,827 users

Smartsheet HR
6,692 users

Google Drive Realtime AP...
4,322 users

Codiqa Prototypes
8,353 users

HTML Editey
3,455 users

Movenote for Education
3,684 users

ERPAG
4,853 users

RingCentral CloudFax
5,009 users

summercore

Difference 4,588 users	QR Code and Barcode Lab... 4,310 users	draw.io - Realtime (beta) 4,072 users
Mail Merge 3,513 users	Tiny Gallery 3,537 users	Notable 3,563 users
Revisu 3,505 users	PDFRotate! 2,529 users	RationalPlan Project Man... 3,040 users

AudioBox 2,863 users	Creative Image Clipper 1,601 users	Owlsee textReader 2,614 users
Movenote for Marketing 3,230 users	fsProject 1,550 users	Xamun: Online Work Platf... 2,334 users
Cafepress Drive 2,139 users	MindMaze 513 users	Simplebooklet EDU 2,144 users

Innovode Armor Encryption 678 users	CSS Editey 2,168 users	Tunebanda 1,126 users
Letter Feed 323 users	CoSign Digital Signatures 1,371 users	Movenote for Sales 1,159 users
PDFProtect! 1,397 users	Smartsheet Class Syllabus 111 users	Processo Modeler 1,338 users

Sumo Edit 2,202 users	expressFlow 1,731 users	tottepost 2,120 users
FedEx Office® Print Online 1,695 users	Smartsheet Web Forms 910 users	We Write a Story 711 users
Quick-Tree 908 users	ArchiBIMViewer 242 users	Yokel ★★★☆☆ (3) Group chat with Google Drive integration for slackjawed-yokels

Pinteract 452 users	Zip and send 712 users	Comindwork Project Man... 1,561 users
Web Seavus Project Viewer 719 users	Movenote for Business 755 users	ApproveForMe 426 users
LESS Editey 671 users	Planstery 336 users	ReqView Desktop 379 users

AODocs 457 users	Drivanizer 620 users	Eml Manager 176 users
BracketCloud 184 users	Page Editey 155 users	Smartsheet Group Project... 33 users
LumDocs 128 users	Anyfile Notepad 3 users	XML Editey ★★★★★ (0)