



LESSON 5: April 28 (The Penultimate PDF)

Great to see the birth of your Google Sites. This week we are going to take various assignments and post items onto the new google site that you create.

Homework 5.1

The main instructional video to watch is at <http://tinyurl.com/WatchOnGD> and you can watch before or after the reading -- 15 minutes. Please note that the link above is a link to my GD account where I chose the video to post in addition to YouTube where the URL is <http://youtu.be/51pvgK6maL4> (same video).

By the way, I have never mentioned that videos can be easily imported into GD by dragging. Once the video is on your GD account, you can specify the sharing specs. There are some advantages to posting on GD instead of YouTube

- 1) some schools block YouTube
- 2) no ads or distractions the way you see on YouTube
- 3) you can specify the video to be shared with several specific people or public

In this video and in this lesson we are going to **redo** the steps of creating a Google Site and this time create a blank site. Repetition is good and it will increase your confidence with the Google Site environment.

This one will be for real and will serve as a portfolio for much of the work you have done in this course. We will use one page for each sample in our class.

Reminder that once you are logged in to your Google account, you can go to <http://sites.google.com> to see the sites you have created or to create a new one. I have used the metaphor with several of you on the phone that <http://sites.google.com> is the cousin of <http://drive.google.com> and <http://mail.google.com> -- each one has the same "last name" of google.com and each one goes directly to sites, GD or email.

The next site you create will have the name PORTFOLIO in it and it is very important that you **make the template blank**. As I said in an earlier, I wanted you to see the fancy templates that exist but it is crucial that we build a real google site from scratch so that each button and each pull down menu will be something we created and that we own.



Please use a name such as PortfolioBW or PortfolioJH or PortfolioWH if no one has used it before. If not, you can put a favorite number after your initials. No spaces please, so this makes it easy for me to jump from one to the next.

Got it? **Blank template!** Very, very important, I promise!

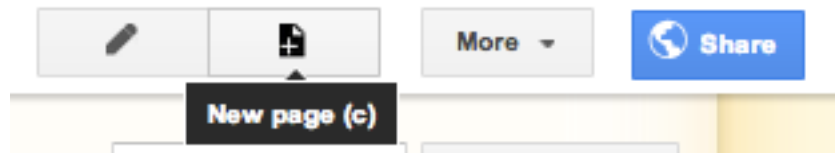
Select a template to use:



Blank template

But you **can** choose a color theme and as you will see below, you can change the color theme again at any time.

Next go to the + sign at the TOP RIGHT between the PENCIL and the word MORE and create a blank page for each of the following topics we have hit in our class so far. Always choose TOP LEVEL when it asks.



You will create a page for each topic, but always choose TOP LEVEL.

Create a page in Site: portfolioSB34

Name your page:

Google SS

Your page URL: /site/portfoliosb34/google-ss [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

- ☒ Put page at the top level
- ☐ Put page under **Home**

Create a page in Site: portfolioSB34

Name your page:

Sharing Tips

Your page URL: /site/portfoliosb34/sharing-tips [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

- ☒ Put page at the top level

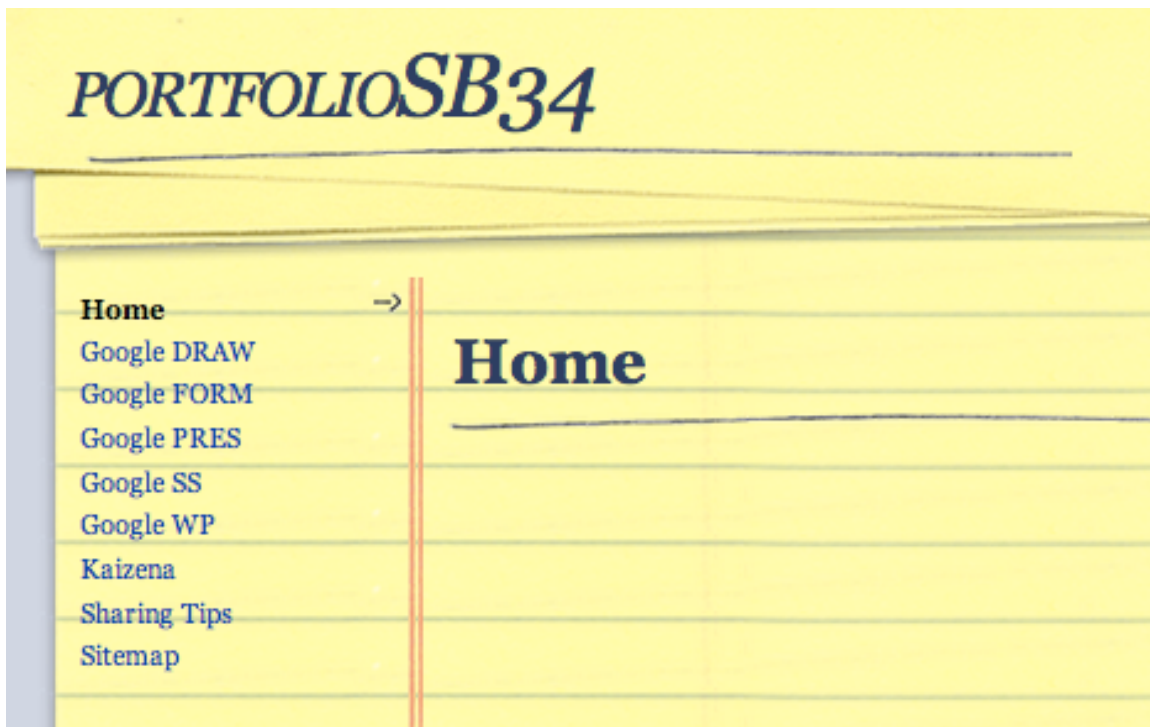
or another



Here are 7 of the pages to create. Order is not important since they will flow into alphabetic order automatically. Make sure you keep choosing TOP LEVEL!

- Google WP
- Google SS
- Google PRES
- Google DRAW
- Google FORM
- Kaizena (not required)
- Sharing Tips (not required)

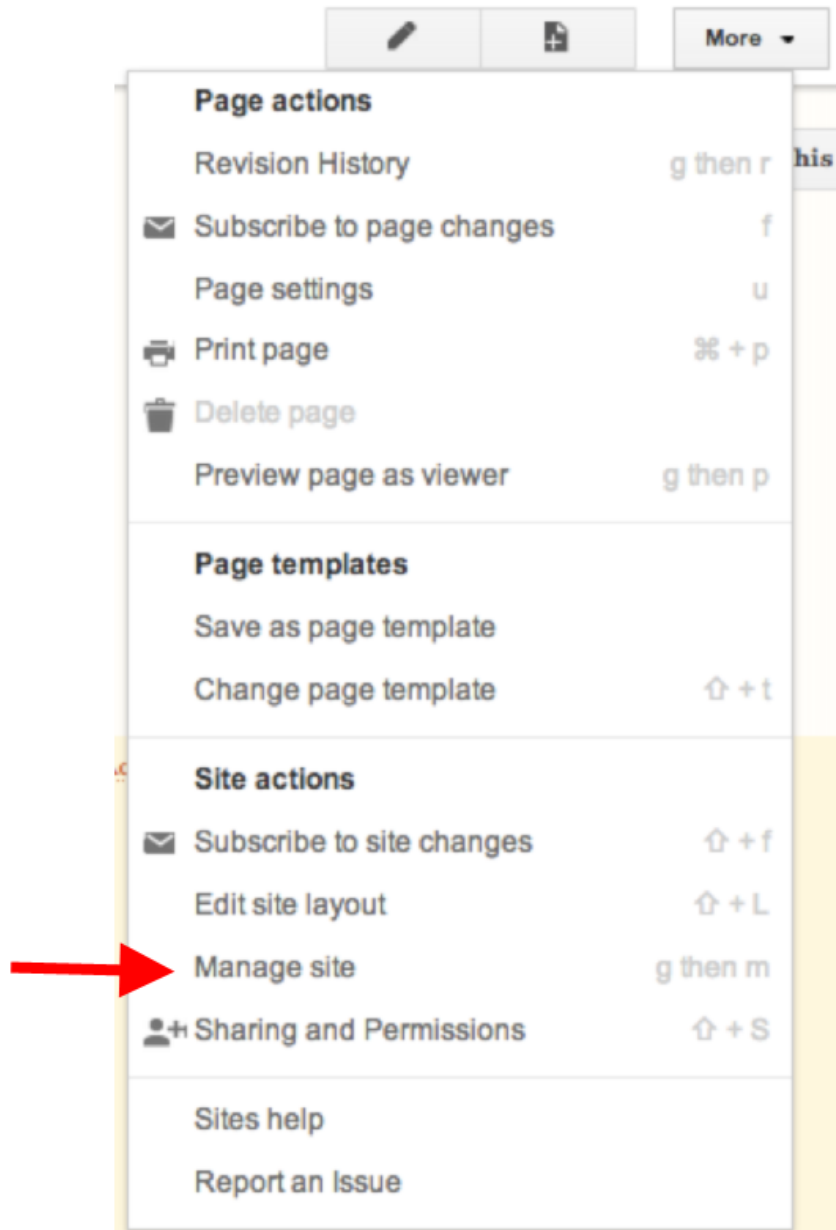
Here is what you will get



By the way, this PDF seems long but there are a lot of graphics!



Now let us learn to change the THEME that is very different from the TEMPLATE which we are hereby FORBIDDEN TO USE. We go to the MORE button and look at the 4th from the bottom choice where it says MANAGE SITE.



Once you choose MANAGE SITE (4th from bottom) you will see a complicated screen but at the bottom left you will see THEMES, COLORS and FONTS.

Manage Site

SAVE

Cancel

< portfolioSB34

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Web Address

Themes, Colors, and Fonts

Site name

portfolioSB34

☒ Show site name at top of pages

Site description - what is the purpose of this site

Mature content

☐ This site contains mature content only suitable for adults.

Landing page - This is the default landing page that users will see when they visit your site

Home [Change](#)

Site storage

When you choose the BOTTOM CHOICE that begins with THEMES, you get

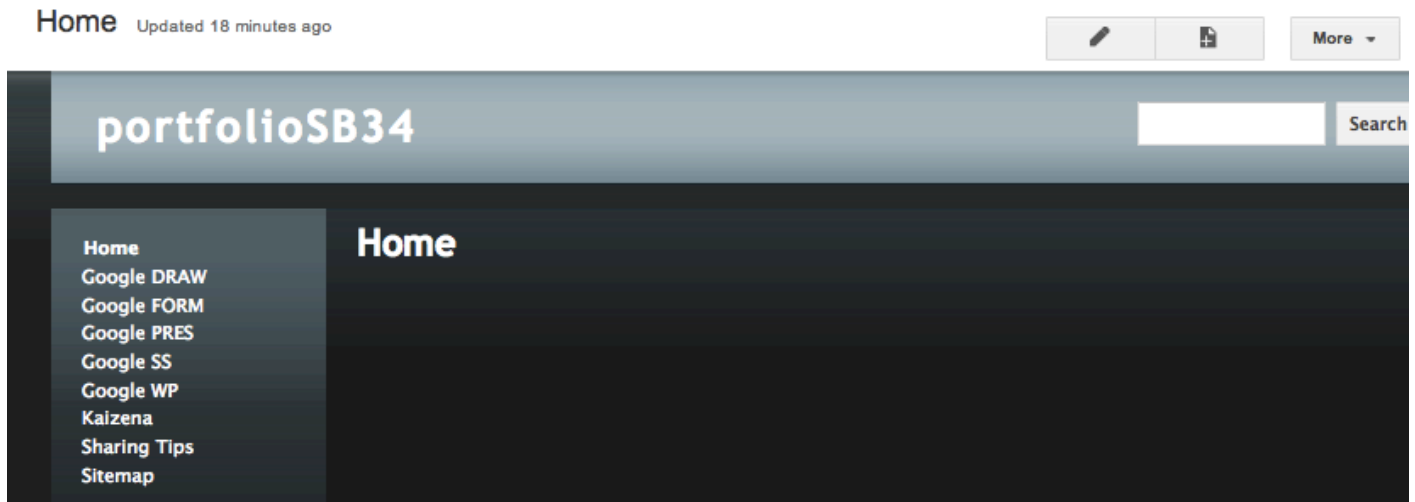
Base theme: The base theme allows you to start with an existing theme and make customizations.

Slate

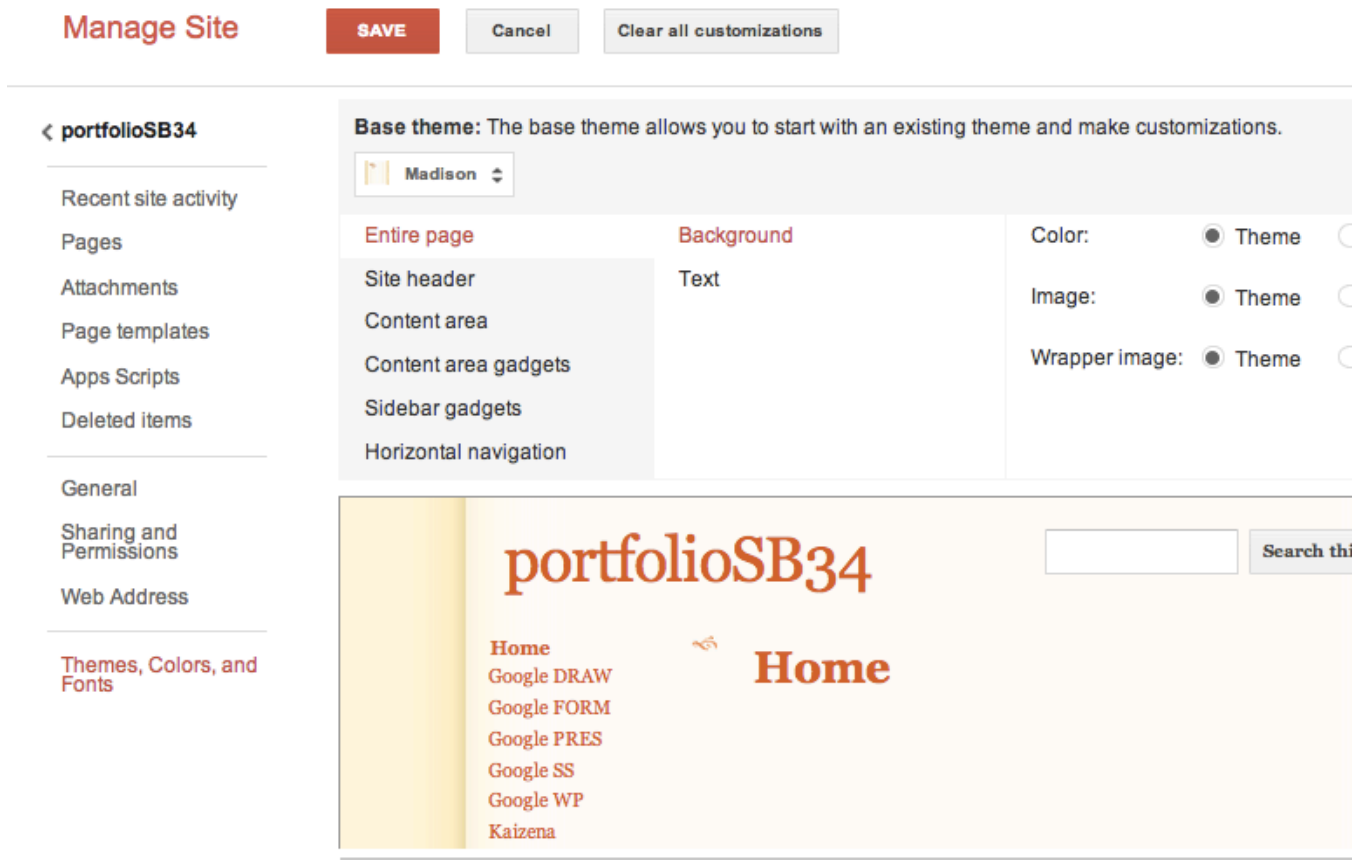
and you can use the triangles to choose any of these visually different colorful themes

Ember	Beige and Blue	Crystal Panel
Branches	Desert Panel	Terra: Water
Notebook	Vinyl Panel	Terra: Ice
Legal Pad	Leather Panel	Terra: Ruby
Blank Slate	Lavender Panel	Terra: Rock

and now your website has been changed to



or perhaps this one





Hope you are successful. The video should help as well. Now comes the hard part!

For each of the 7 items on your PORTFOLIO website, I want a sample.
Yikes! That sounds complicated and time consuming.

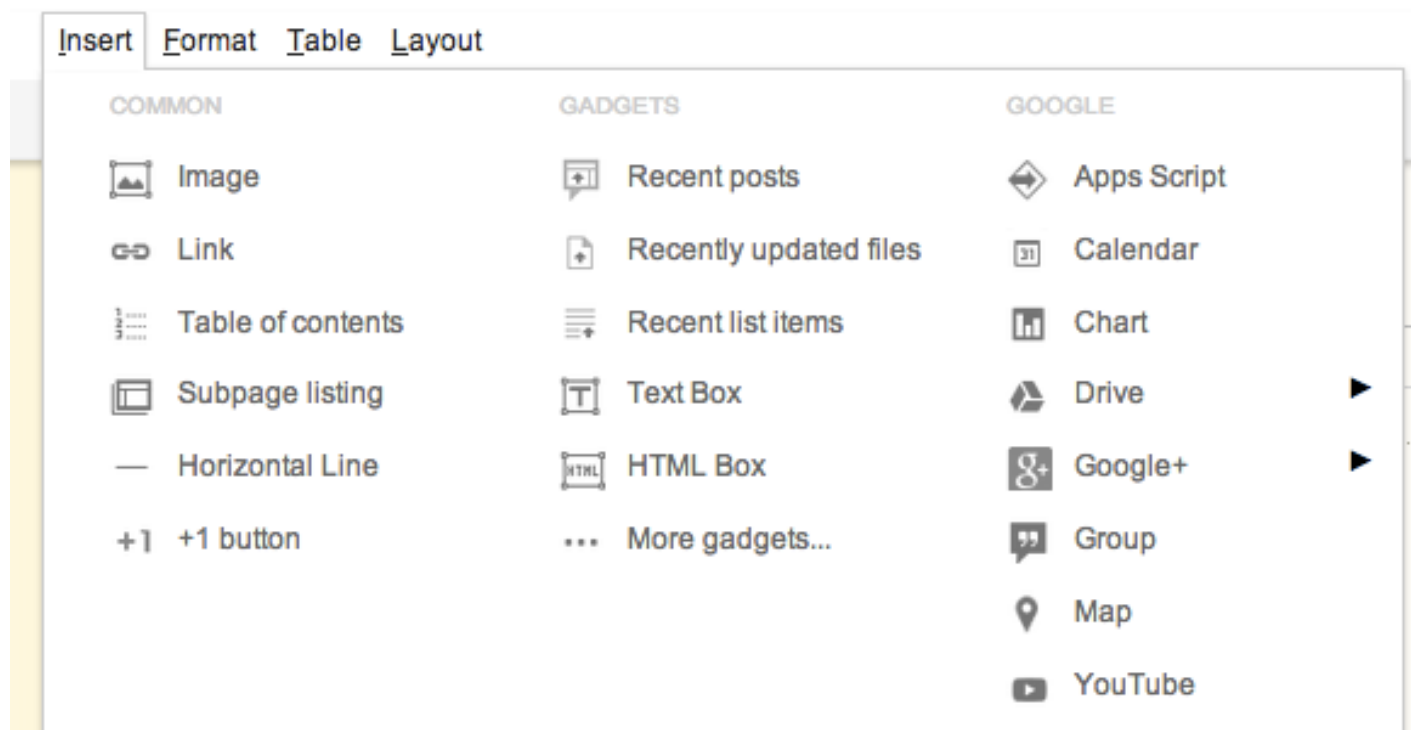
Fortunately GD comes to the rescue! Each time you

step 1: go to the PENCIL to EDIT

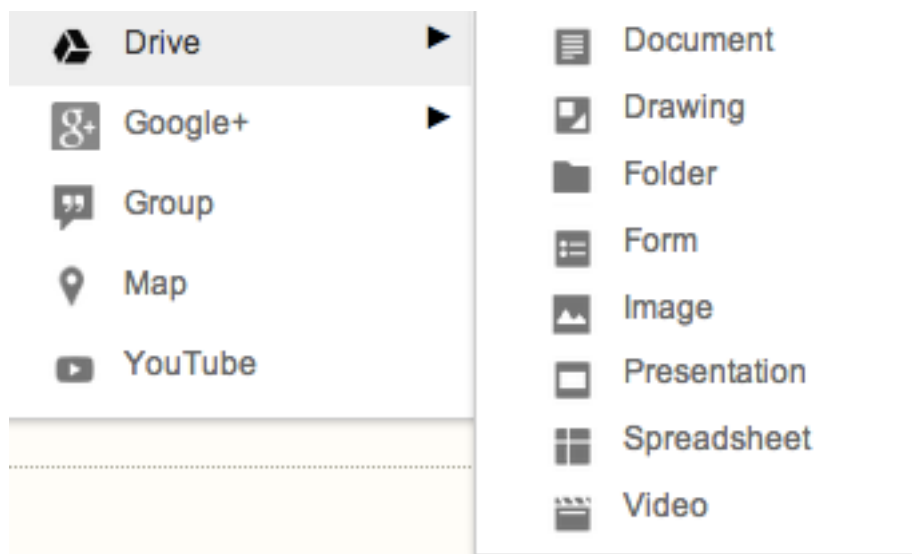
step 2: choose INSERT

step 3: navigate to DRIVE on the right hand side, directly below Chart

Google DRAW



When you click on DRIVE and the TRIANGLE to its right, you will be in heaven!
Why? Because now you can choose what module of GD to use and you can select a sample of that type. Serious -- this is really wonderful! I know some of you use Weebly for student portfolios but if you want an easy way to "embed" GD docs into a website, nothing beats Google sites!



Got it? I hope so, but if not, I look forward to giving you custom help when we connect this week.

In terms of KAIZENA and SHARING TIPS, you will have to be creative either typing some info on those two pages or making a screen snapshot.

If you don't know how to make a screen snapshot, you can find my tips at <http://teachingcompany.com/tips> or I will help you one on one.

Reminder that your **HW 5.1** is done when

- ** you have a brand new website that begins with Portfolio
- ** you have most of the 7 pages for the 7 designated topics areas
- ** you have a sample for most of the 7 items

Once done, please send the URL to both me and your team partner(s).

Please include a sentence or two about what you liked or found frustrating about this assignment.

Next Topic: Reviewing Skills in GD (and using Video Notes)

Two few weeks ago, I gave you 20 skills to review and a GD spreadsheet with triangles to fill in. The direct URL was <http://tinyurl.com/GDreview33> where you made the choices.

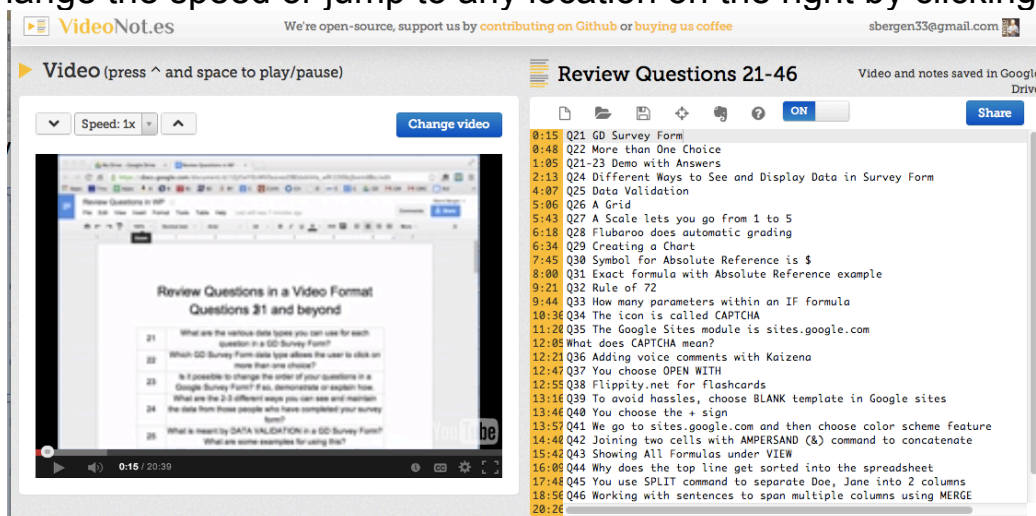
LESSON	QUESTION ID#	DESCRIPTION (for each item below use YOUR column on the right and the TRIANGLE to indicate GOT IT or NEED HELP or NOT SURE)	AMANDA	CARRIE	DICK	JENNY	JOANNA	RACHEL	SANDY
1	1	Name each of the modules of GD and state one interesting unique feature about each one?	got it	got it	got it	got it	got it	got it	got it
1	2	What are the steps for sharing a file in GD? What are 3 different privilege levels you can give each user?	got it	got it	got it	got it	got it	got it	got it

However, I want you to watch this video and experience "Video Notes" at the same time using a special GD add on called Video Notes. To do so, you will be opening my GD file called **Review Questions 21-46** that has a direct URL of <http://tinyurl.com/videonotes33> and I shared it with each of you on Friday April 25.

Step 1: click on <http://tinyurl.com/videonotes33> or copy/paste this location

Step 2: choose OPEN WITH where you see the triangle and select VideoNot.es

and now as you watch on the left window, you can see my notes in the right window. You can change the speed or jump to any location on the right by clicking!



So what I would like you each to do is **HW 5.2A**: watch portions desired of the 20 minute video using my **Review Questions 21-46** video notes document that looks



like this, clicking on the ORANGE numbers that give you the exact digital time for that specific item.

HW 5.2B: Make sure you go through the SS questions 21-47 at <http://tinyurl.com/GDreview33> and choose "got it" or "need help" or "not sure."

OPTIONAL HW 5.3 Use Video Notes and watch this shorter 3 minute video about the PAINT FORMAT TOOL, creating a new GD file with your notes that you share with your partner and me.

Step 1 -- go to the video notes web site at <http://videonot.es> and choose the green button that says CONNECT WITH GOOGLE DRIVE. This is a funky URL that is hard to remember but if you forget the URL and type the two words "video notes" into google, it will make it easier to get back to it.



Step 2 -- feed it this URL via copy/paste -- http://youtu.be/7xaPdG4_WfE -- so that you load the video called SHORTCUTS WITH PAINT FORMAT

In other words, via copy and paste it will look like

Note: Video Notes works with all browsers (not just Chrome)

Step 3 -- as you watch the 3 minute video on the left, take notes on the right hand side, pushing RETURN or ENTER each time to end one note and start the next one. The software will put the orange numbers in automatically for each note.

Step 4 -- when done, click where it says UNTITLED NOTES to give it a title such as HW5.3 Notes from ??? on Paint Format

Step 5 -- choose SHARE and include your partner(s) and me, changing the message on the bottom that notifies us



Next Topic

As we head to our last lesson next week on May 5, I would like to make sure you prioritize **HW 6.1** and **HW 6.2** to be completed by next week since part of Lesson 8 will be based on this.

PARTNER PROJECT OVER THE NEXT SEVEN DAYS

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

HW 6.1 Please create 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 add-ons that you find intriguing and that all of you explore. Like apps on an iPad, some are free, some commercial and some give you one month of free trial access. The choosing of the GD add-on and the evaluation of it can be done as part of the same platform (GD presentation or GD website) as **HW 6.1**.

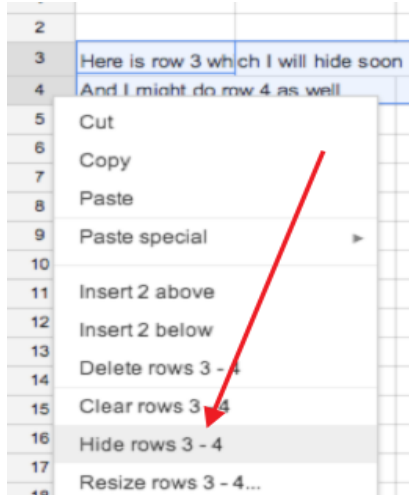
Some favorites: WP (Kaizena, Track Changes, Highlighting Tools, Easy Bib)

SS (Doctopus, Advanced Search and Replace, Mail Merge, Remove Duplicates)

The above work is your priority for this week. I have put a PARTNER section on our Wiki so that you and your partner(s) can indicate what you are doing and the link to where the rest of us can read about it.

Team of 3	Linda Gonzales	Pacific Northern Academy	Anchorage	AK	turquoise
	Molly Pasca	Trinity School of Durham and Chapel Hill	Durham	NC	turquoise
	Stephanie Trautman	Detroit Country Day School	Beverly Hills	MI	turquoise
Team of 3	Brenda Jaeger	Pacific Northern Academy	Anchorage	AK	purple
	Cathy Swain	Washington Academy	East Machias	ME	purple
	Megan Haines	Detroit Country Day School	Beverly Hills	MI	purple
Team of 2	Carla Chennault	Detroit Country Day School	Beverly Hills	MI	green
	Karen Martin	Thetford Academy	Thetford	VT	green
Team of 2	Gauri Vaidya	Detroit Country Day School	Beverly Hills	MI	gray
	Susan Kennedy	Northfield Mount Hermon School	Gill	MA	gray
Team of 3	Doug Guy	Woodlawn School	Davidson	NC	blue
	Jean Kowaleski	Detroit Country Day School	Beverly Hills	MI	blue
	Laurie Hoefer	Pacific Northern Academy	Anchorage	AK	blue

One more Google SS tip that you may use in the future. You can highlight 1 or more rows and then choose right-mouse click ("ctrl click on Mac") and choose hide. You can also do the exact same thing with columns.



	A	B	C
1	Now rows 3 and 4 are hidden		
2			
5			
6	the triangles on the left allow you to UNHIDE		

That's it folks! The content of the lesson below involves new topics and some review of previous skills. However, the partner activity above is the priority and so I am declaring everything below as **OPTIONAL**.

Steve



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

No, this picture below is not a joke but it is part of the "F" for flexibility theme for the final two weeks in our online course. There are many wonderful topics below but some of you are playing catchup and this way you can partake of whatever you wish from the no guilt Smörgåsbord below.





These 3 Videos Were an Option Early in the Course in Lesson 1

5.4 OPTIONAL These were listed as optional in Lesson 1 when we started the course. Most of you ignored these videos then, but now is a good time to go through them if you have time.

** Learn about TABs and Margin Markers in both GD -- <http://youtu.be/0FskSxHticU> (11 min) and Microsoft Word -- <http://youtu.be/VTMYH7ZZTvw> -- 7 min

** This 20 minute video at <http://youtu.be/0GhFObmU1Tg> will give you useful instruction on a number of these topics: tables, hyperlnks, images into tables, translating, tabs and table of contents. I urge you to watch it and possibly pause and try each skill out in a side GD window.

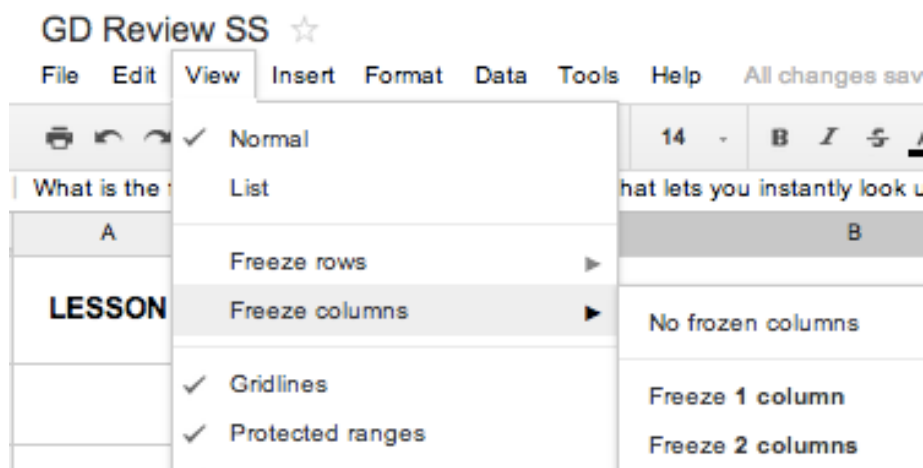
Microsoft Word Tricks with Leader TABS -- although not part of this course, this related video will teach you about LEADER TABS something most people know nothing about! <http://youtu.be/0FskSxHticU> 11 minutes

5.5 OPTIONAL

Next Topic: Freezing Rows and Columns

Short video on Freezing Rows and Columns (2 min)

<http://youtu.be/rawyePeSmYc>



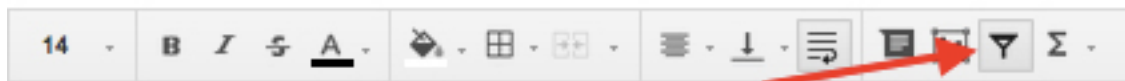
5.6 OPTIONAL

Next Topic: Filters (great way to select data)

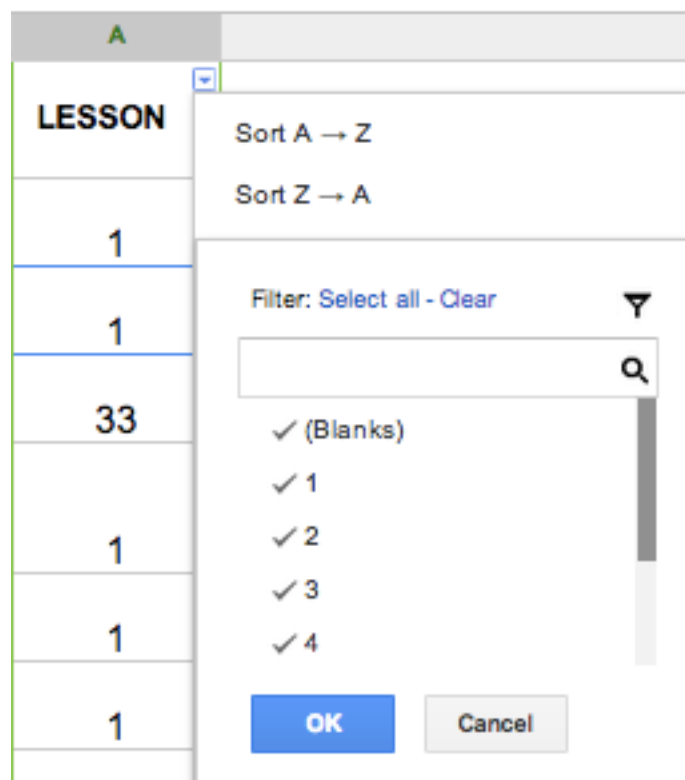
One first new thing involves FILTERS a feature that lets you see "selected rows." If you highlight column A and then choose FILTER under DATA, you get a tiny baby triangle that appears in the LESSON cell at A1.

	A	B
1	LESSON	DESCRIPTION

This same feature called FILTERS is also located as an ICON on the toolbar.

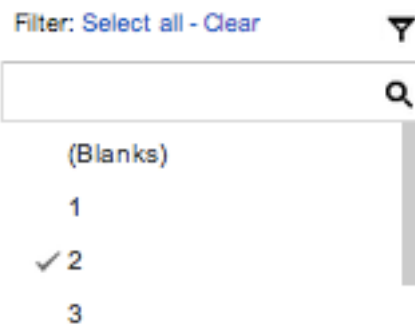


Once you turn FILTERS on, you can click on that tiny baby triangle and you will get this set of sub-choices.





Now you can SORT if you want but more importantly, you can click the CHECK off on the categories 1,2,3,4 or via SELECT ALL then CLEAR and you can then put the CHECK on just the category you want, e.g. "2" -- the SELECT ALL choice gets you back to seeing ALL the data.



This gives you just the questions from Lesson 2.

Here is a 3 minute teaching video lesson on FILTERS

<http://youtu.be/6KgKy5qPrZ4>

LESSON	DESCRIPTION
2	What is the preferred technique of sharing a large group of files with several contacts?
2	Demonstrate how to use the "magic spot fill down technique" and explain why some times we highlight one cell and other times we highlight two cells?
2	How do you make numbers look like currency?
2	What formula do we use to calculate percent increase? For example if you have a number in cell E3 and you want to type into E4 a formula to calculate 9% increase, what exactly would you type?
2	What are the names for the two ways text in a WP document can interact with a graphic, e.g. the graphic is called _____ or _____. Demonstrate an example of each in a GD WP document.

5.7 OPTIONAL GD Review SS: <http://tinyurl.com/gdreview33>

Load up this GD Spreadsheet called GD Review SS and see if you can isolate just the LESSON 3 questions by using the filter.

5.8 OPTIONAL US Presidents SS: <http://tinyurl.com/presidents33>

Load up the US Presidents Spreadsheet and see if you can isolate just the Presidents from one state such as New York or Texas or Florida.

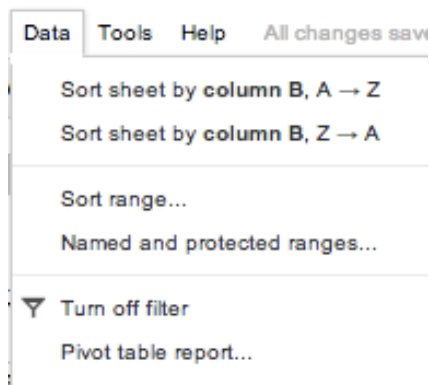


5.9 OPTIONAL Next Topic: Pivot Tables that are amazing, wonderful and powerful!

Another useful SS feature is called **PIVOT TABLE** and is found under DATA where it says PIVOT TABLE REPORT.

President	Years in office	Year first inaugurated	Age at inauguration	State elected from	# of electoral votes	# of popular votes	National total votes	Total electoral votes
George Washington	8	1789	57	Virginia	69	NA()	NA()	69
John Adams	4	1797	61	Massachusetts	132	NA()	NA()	139
Thomas Jefferson	8	1801	57	Virginia	73	NA()	NA()	137
James Madison	8	1809	57	Virginia	122	NA()	NA()	176
James Monroe	8	1817	58	Virginia	183	NA()	NA()	221
John Quincy Adams	4	1825	57	Massachusetts	84	NA()	NA()	261
Andrew Jackson	8	1829	61	Tennessee	178	642,553	1,148,018	261
Martin Van Buren	4	1837	54	New York	170	764,176	1,503,534	294
William Henry Harrison	0.8	1841	68	Ohio	234	1,275,390	2,411,808	294
James K. Polk	4	1845	49	Tennessee	170	1,339,494	2,703,659	275
Zachary Taylor	1	1849	64	Louisiana	163	1,361,393	2,879,184	290

I have shared with you a file of US Presidents in SS form that you can use to practice making a Pivot Table, the sixth choice under DATA. You can also practice FILTERS on this SS. Once again, the URL is <http://tinyurl.com/presidents33> but I have also shared it with you!



Here are two videos about Pivot Tables, but you may be asking "what is a pivot table?" so I will show you on the next page

Pivot Table Video #1 <http://youtu.be/-PFwZmvg6xk> (6 min)

Pivot Table Video #2 <http://youtu.be/mKMzFnfDRlg> (4 min)



A **Pivot Table** is an analytical summary of your data. After making 1 or 2 choices, we get to this screen

US Presidents ☆

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

Report Editor

'US Presidents'!A1:O36 – Edit range...

Rows - Add field

Columns - Add field

Values - Add field

Filter - Add field

☒ Update table on each change

☐ Manually Update table

In video 1, you learn to ADD 1 ROW and then modify VALUES using the new function COUNTA to get a Pivot Table that looks like this

A	B
Arkansas	1
California	2
Georgia	1
Illinois	3
Indiana	1
Louisiana	1
Massachusetts	3
New Hampshire	1
New Jersey	1
New York	6
Ohio	6
Pennsylvania	1
Tennessee	2
Texas	2
Virginia	4
Grand Total	35

In video 2, you learn to add a different column so you can analyze categories more thoroughly. If you have never seen or made a pivot table, you will feel very powerful when you do!

5.10 OPTIONAL US Presidents SS: <http://tinyurl.com/presidents33>

Load up the US Presidents Spreadsheet and see if you can make a pivot table showing how many Presidents from each state or inauguration age. If you do so, send me a screen snapshot!



5.11 OPTIONAL Learn About Better Google Searching

First -- make sure you know what FEELING LUCKY means (most people don't).
Feeling lucky used to give you just ONE RESULT instead of a list

I'm Feeling Lucky

Now when you hover over this feature, it changes to

I'm Feeling Generous

or

I'm Feeling Stellar

or something else that begins with I'm Feeling.

Also pay attention to what Google calls the KNOWLEDGE GRAPH on the right, a summary of what it considers the most critical info when you search for Jane Austen for example. The folks at Google are constantly refining their Knowledge Graph feature.

Jane Austen

Novelist

Jane Austen was an English novelist whose works of romantic fiction, set among the landed gentry, earned her a place as one of the most widely read writers in English literature. [Wikipedia](#)

Born: December 16, 1775, [Steventon, United Kingdom](#)

Died: July 18, 1817, [Winchester, United Kingdom](#)


Education: [The Abbey School, Reading](#)

Movies: [Pride & Prejudice](#), [Becoming Jane](#), [Sense and Sensibility](#), [More](#)

Siblings: [Cassandra Austen](#), [Francis Austen](#), [Edward Austen](#), [Henry Austen](#), [James Austen](#), [George Austen](#), [Charles Austen](#)

Books

[More](#)



Google Searching Tip #2

Second -- look at the submenus, specifically SEARCH TOOLS on the right.

Let us type in CHOCOLATE CHIP COOKIE RECIPE for our next example.

Web

Images

Videos

Shopping

News

More ▾

Search tools

Any cook time ▾

Any calories ▾

Any time ▾

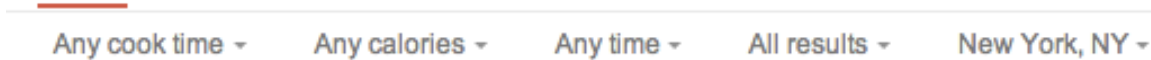
All results ▾

New York, NY ▾



But now let us pay attention to the power of SEARCH TOOLS on the right!

For example, if you click WEB and then choose Search Tools you get

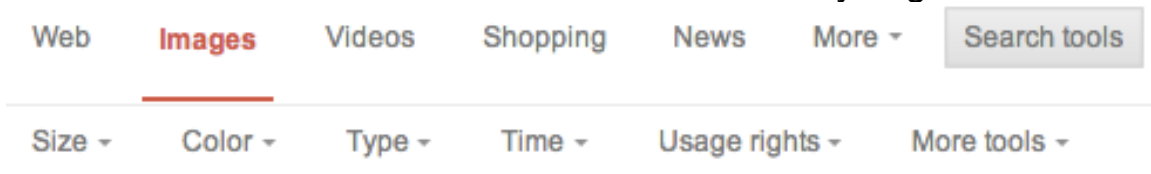


You can now restrict your recipes by calories or cooking time. If you make any sub-choice at all you will see **INGREDIENTS** and this cool box

Ingredients	Yes	No
Oats	<input type="checkbox"/>	<input type="checkbox"/>
Cranberries	<input type="checkbox"/>	<input type="checkbox"/>
Baking soda	<input type="checkbox"/>	<input type="checkbox"/>
Chocolate chips	<input type="checkbox"/>	<input type="checkbox"/>
Canola oil	<input type="checkbox"/>	<input type="checkbox"/>
Vanilla extract	<input type="checkbox"/>	<input type="checkbox"/>
Walnuts	<input type="checkbox"/>	<input type="checkbox"/>

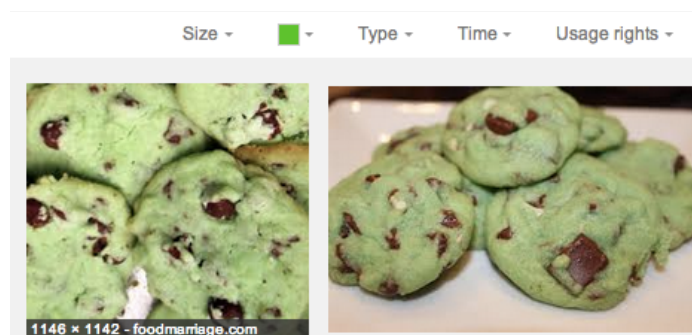
that lets you narrow down to recipes with or without certain ingredients.

Or if you choose **IMAGES** and then choose Search Tools you get



You can now specify your file size to be small, medium or large. Remember that images can be anywhere from 50K to over 1 megabyte, so quality varies.

You can specify the color of cookies to something specific like green and get



You can specify your TYPE to be face, photo, clip art, line drawing or animation. For example, if I choose CLIP ART I get



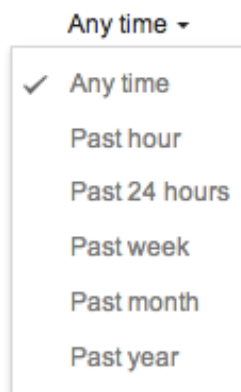
But if I choose FACES, I get



Another Example

Let us stay with the second tip and this time type in Barack Obama, then click SEARCH TOOLS.

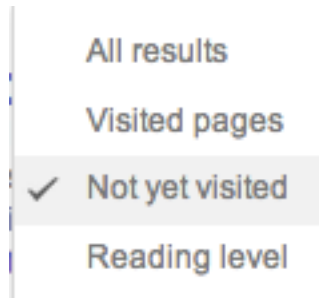
Now with WEB, you have a powerful feature using ANY TIME which can very



useful for students doing research on a topic of current events.



And the submenu called RESULTS lets you choose NOT YET VISITED which increases your efficiency.



The option directly below NOT YET VISITED says READING LEVEL and lower school and middle school teachers love this since it brings up this bar graph and you can then choose BASIC

Results by reading level for obama:



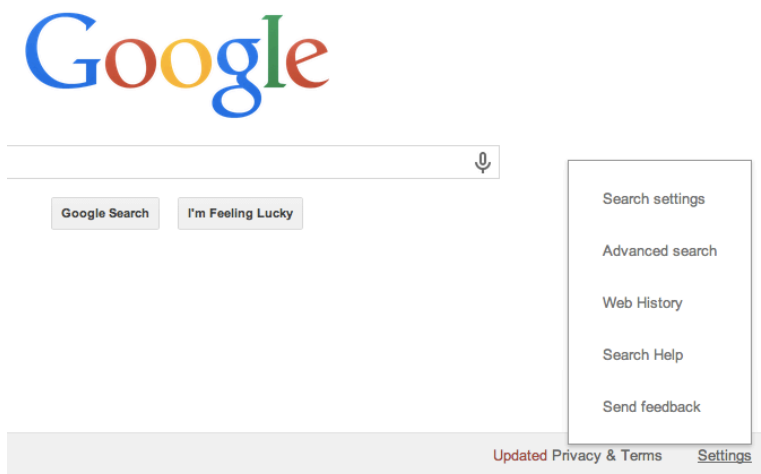
so your students have easier and more appropriate articles to read.

Before we go on to Tip #3, make sure you note the word CLEAR on the right of SEARCH TOOLS so that you can start anew.

Clear

Google Searching Tip #3

Google Tip #3 is to choose Advanced Search from SETTINGS at the bottom right of your Google Screen.

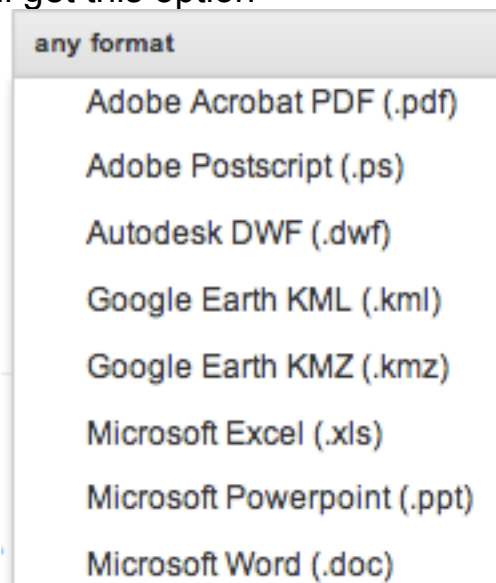


The power of this feature is amazing!



Advanced Search

You can for example scroll down to where it says NARROW YOUR SEARCH and then choose TYPE. You will get this option





and if you choose just Powerpoint, you will get only Powerpoints on the chosen topics whether it is Fraction Tutorial or Louisiana Geography.

Again you will encounter reading level

reading level:

no reading level displayed

file type:

no reading level displayed

usage rights:

annotate results with reading levels

show only basic results

show only intermediate results

show only advanced results

and may be able to take advantage of this.

Usage rights yields these choices and can be helpful if you are looking for public domain items.

not filtered by license

free to use or share

free to use or share, even commercially

free to use share or modify

free to use, share or modify, even commercially

Summary -- take advantage of

Advanced Search

and

Search tools

and become a better Google searcher!
(and then "pay it forward" and help others)