



LESSON 5: Oct 27 due Nov 3

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 <a href="http://tinyurl.com/WatchOnGD">http://tinyurl.com/WatchOnGD</a> 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 <a href="http://youtu.be/51pvgK6maL4">http://youtu.be/51pvgK6maL4</a> (same video).

Whoops! The title screen says SCRATCH but the content is on GD not Scratch!

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 <a href="http://sites.google.com">http://sites.google.com</a> 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 <a href="http://sites.google.com">http://sites.google.com</a> is the cousin of <a href="http://drive.google.com">http://drive.google.com</a> and <a href="http://mail.google.com">http://mail.google.com</a> -- 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.

the color theme again at any time.





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!





But you **Can** choose a color theme and as you will see below, you can change

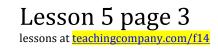
Next go to the + sign at the TOP RIGHT between the PENCIL and the word MORE and create a blank page for each of the following topics we have hit in our class so far. Always choose TOP LEVEL when it asks.



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

Create a page in Site: portfolioSB34	Create a page in Site: portfolioSB34		
Name your page:  Google SS		Name your page:	
Your page URL: /site/portfoliosb34/google-ss change URL	Sharing Tips  Your page URL: /site/portfoliosb34/sharing-tips change UR		
Select a template to use (Learn more)  Web Page		Select a template to use (Learn more)	
Select a location:		THEO F AGE T	
Put page at the top level		Select a location:	
O Put page under Home	r another	Put page at the top level	





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

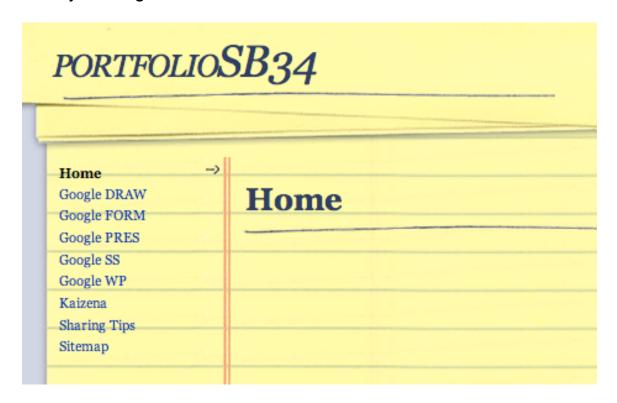
Google DRAW

Google FORM

Kaizena (not required)

Sharing Tips (not required)

Here is what you will get

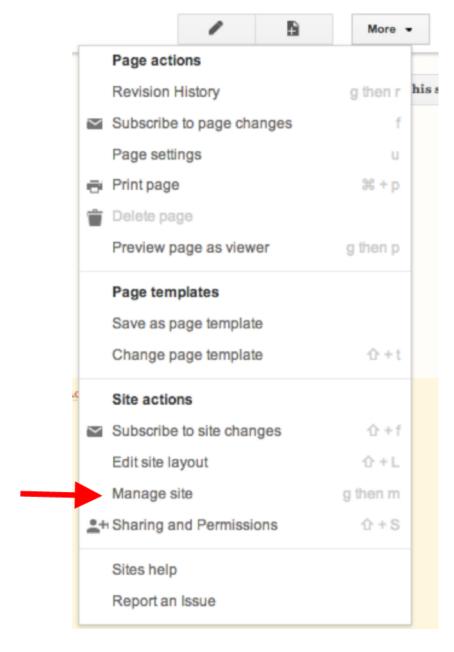


By the way, this PDF seems long but there are a lot of graphics!





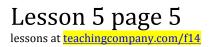
Now let us learn to change the THEME that is very different from the TEMPLATE which we are hereby FORBIDDEN TO USE. We go to the MORE button and look at the 4th from the bottom choice where it says MANAGE SITE.



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.

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SAVE Cancel	
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 su  Landing page - This is the default landing p	
Home Change	
	Site name  portfolioSB34  Site description - what is the purpose of this  Mature content  This site contains mature content only su  Landing page - This is the default landing p

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

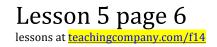
Base theme: The base theme allows you to start with an existing theme and make customizations.

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

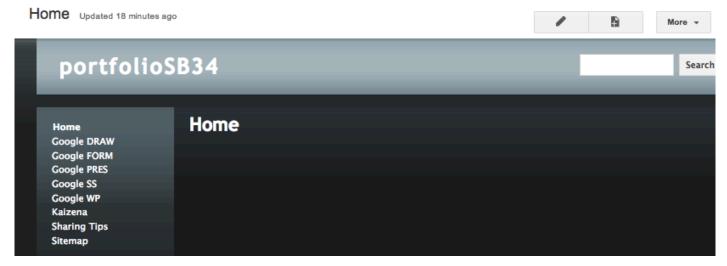


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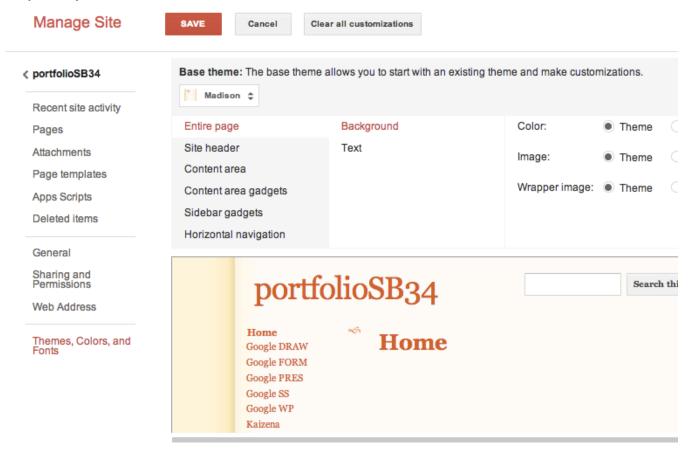




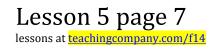
#### and now your website has been changed to



#### 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.

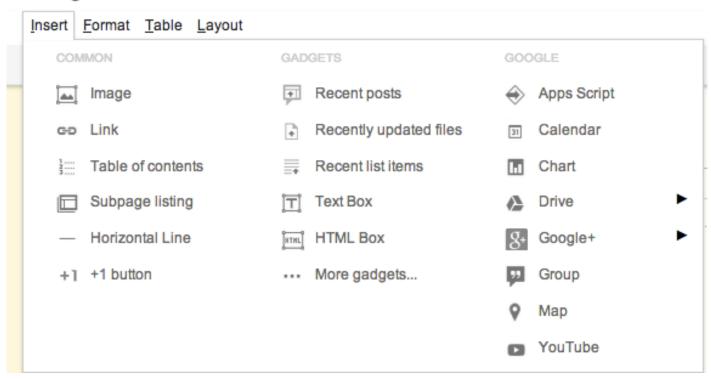
Fortunately GD comes to the rescue! Each time you

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

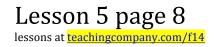
#### Google DRAW

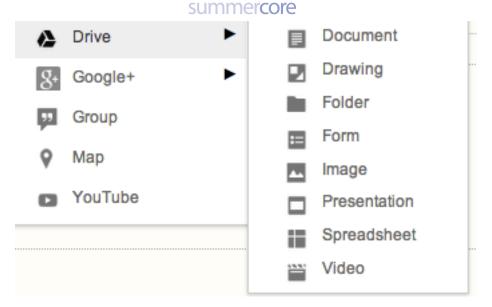


When you click on DRIVE and the TRIANGLE to its right, you will be in heaven! Why? Because now you can choose what module of GD to use and you can select a sample of that type. Serious -- this is really wonderful! I know some of you use Weebly for student portfolios but if you want an easy way to "embed" 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 <a href="http://teachingcompany.com/tips">http://teachingcompany.com/tips</a> or I will help you one on one.

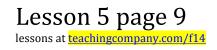
## Reminder that your HW 5.1 is done when

- \*\* 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)

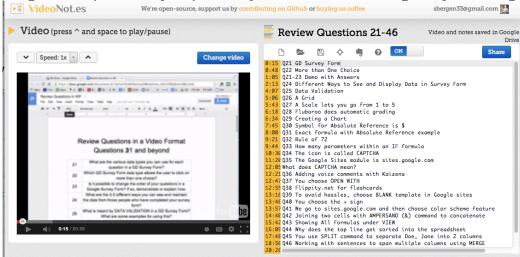
Two few weeks ago, I gave you 20 skills to review and a GD spreadsheet with triangles to fill in. The direct URL was <a href="http://tinyurl.com/GDreview33">http://tinyurl.com/GDreview33</a> where you made the choices.

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						
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						

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 <a href="http://tinyurl.com/videonotes33">http://tinyurl.com/videonotes33</a> and I shared it with each of you on Monday Oct 27.

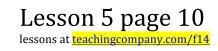
Step 1: click on <a href="http://tinyurl.com/videonotes33">http://tinyurl.com/videonotes33</a> or copy/paste this location Step 2: choose OPEN WITH where you see the triangle and select VideoNot.es

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 <a href="http://tinyurl.com/GDreview33">http://tinyurl.com/GDreview33</a> and choose "got it" or "need help" or "not sure."

OPTIONAL HW 5.3 involves Creating Your Own Video Notes based on the 3 minute video at http://youtu.be/7xaPdG4 WfE

Step 1 -- go to the video notes web site at <a href="http://videonot.es">http://videonot.es</a> 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.

Connect with Google Drive

Step 2 -- feed it this URL via copy/paste -- <a href="http://youtu.be/7xaPdG4\_WfE">http://youtu.be/7xaPdG4\_WfE</a> -- so that you load the video called SHORTCUTS WITH PAINT FORMAT

Enter the video URL	Load video
Enter the video URL	Load video

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

http://youtu.be/7xaPdG4_WfE	Load video
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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 so that it notifies us and we know who it is coming from!





## **Next Topic**

As we head to our last lesson in two weeks on November 10, I would like to make sure you prioritize this so that you get rushed at the last minute.

#### PARTNER PROJECT OVER THE NEXT TWO WEEKS

How to begin?

One of the two of you creates a NEW GD PRESENTATION and gives EDITING privilege to the other. Slide 1 will be your two names and two schools. Slide 2 will be owned by one of you and will be a list of a few favorite GD features by one of you. Slide 3 will be owned by the other person and will be the same. You can add links or graphics to slide 2 or 3.

HW 7.1 Please start *moving on* a new GD Presentation on "Favorite GD Features" in which you and partner(s) highlight several of your favorite GD features. This will involve email exchange and a GD shared presentation. This assignment is not due until November 10th on our last week which is why I am calling it HW 7.1. There will be more on the specs for this each week.

The above work is your priority for this week. I have put a PARTNER section on our Collaborative Document 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.

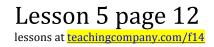
Kathy Thomas	Kailua	HI	Team 1 PURPLE
Kristen Csiacsek	Milwaukee	WI	Team 1 PURPLE
Marc Helfand	Bronx	NY	Team 2 BLUE
Matt Melnick	Tampa	FL	Team 2 BLUE
Cynthia Millman	New York	NY	Team 3 YELLOW
Rosanne Dukes	Matthews	NC	Team 3 YELLOW
Noah Carlson	New York	NY	Team 4 GRAY
Pete Johnson	Anchorage	AK	Team 4 GRAY
Kristin Uptmor	Houston	TX	Team 5 RED
Marcella Hitchcock	Anchorage	AK	Team 5 RED
Debbie Drinkwater	Duxbury	MA	Team 6 GREEN
Sharon Bukaty	Houston	TX	Team 6 GREEN
Jacque Roberts	Houston	TX	Team 7 TURQUOISE
Maria Bejarano	Houston	TX	Team 7 TURQUOISE

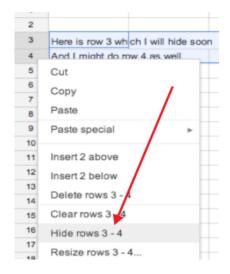
## **Next Topic**

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.

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	A	В	С
1	Now rows 3 and	4 are hidden	
<u>.</u> 2			
₹ 5			
6	the triangles on t	he left allow you t	o UNHIDE

## **Next Topic**

(reading only, nothing to do) -- GD Add-Ons for Google Forms

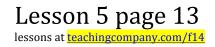
Just last week on 10/23/14, Google announced ADD-ONS for Google Forms.

"In the spirit of giving you even more flexibility and customization, we're launching add-ons for Google Forms--new tools, created by developer partners, that bring even more features to your surveys (just like add-ons for Docs and Sheets)"

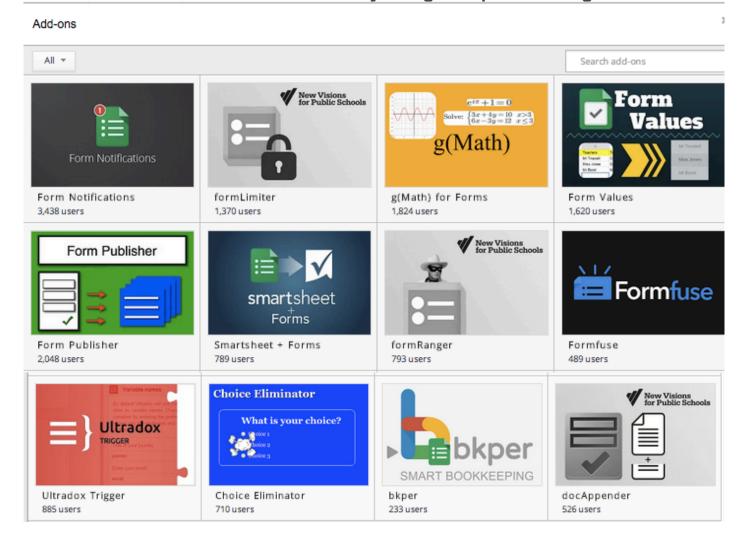
Here are the Add-Ons posted by YOU on our collaborative document as of Monday morning 10/27.

- Cynthia: I thought the Add-On called EasyBib was interesting because it has the feature that allows you to easily create bibliographies for a wide variety of materials.
- Jacque: I thought the Add-On MindMeister was interesting because it turns student notes into a friendlier version to study. I could see using this for social studies concepts or vocabulary
- Kathy: I liked the Add- Ons called Lucidchart Diagrams and Giffy. My students make a lot of graphic organizers and I would like them to embed these in their Google Docs.
- Kristin: I thought the Add-On called Open Clip Art was interesting because it has the feature that you can choose from more than 50,000 images. It might be a nice change from the Office clip art that our teachers are used to.
- Marcella: I though the Add-On called Gliffy was interesting because it has the feature that allows you to add diagrams, flowcharts, etc. directly onto Google Docs. I like the fact that not only can I use it to design easily, but my students can too!
- Rosanne: I thought the Add-On called open clip art was interesting because it has the feature that I could choose from 50,000 clipart images for free.





#### Here are the Add-Ons made available by Google as part of Google Forms.

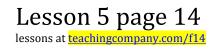


That's it folks! The content of the lesson below involves new topics and some review of previous skills. However, the partner activity above is the priority and so I am declaring everything below as **OPTIONAL**.



No, this picture below is not a joke but it is part of the "F" for flexibility theme for the final few 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.

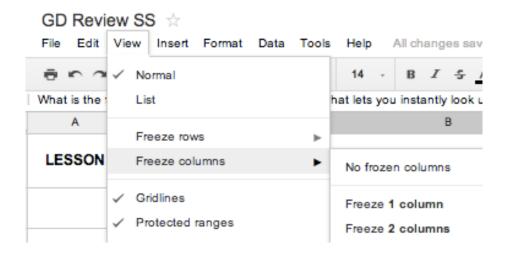
- \*\* Learn about TABs and Margin Markers in both GD -- http://youtu.be/0FskSxHticU (11 min) and Microsoft Word -- http://youtu.be/VTMYH7ZZTvw -- 7 min
- \*\* This 20 minute video at <a href="http://youtu.be/0GhFObmU1Tg">http://youtu.be/0GhFObmU1Tg</a> will give you useful instruction on a number of 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! <a href="http://youtu.be/0FskSxHticU">http://youtu.be/0FskSxHticU</a> 11 minutes

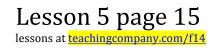
#### 5.5 OPTIONAL

## Next Topic: Freezing Rows and Columns

Short video on Freezing Rows and Columns (2 min) <a href="http://youtu.be/rawyePeSmYc">http://youtu.be/rawyePeSmYc</a>







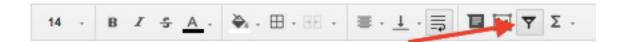
#### 5.6 OPTIONAL

## Next Topic: Filters (great way to select data)

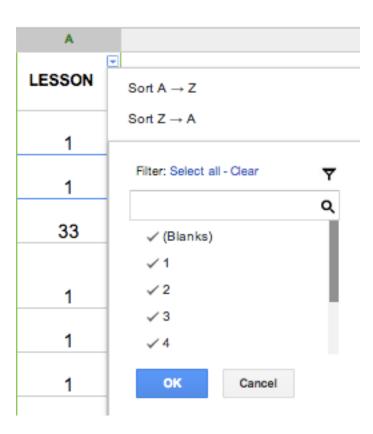
One first new thing involves FILTERS a feature that lets you see "selected rows." If you highlight column A and then choose FILTER under DATA, you get a tiny baby triangle that appears in the LESSON cell at A1.



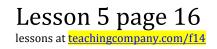
This same feature called FILTERS is also located as an ICON on the toolbar.



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 SELCT 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 <a href="http://youtu.be/6KgKy5qPrZ4">http://youtu.be/6KgKy5qPrZ4</a>

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: <a href="http://tinyurl.com/gdreview33">http://tinyurl.com/gdreview33</a>

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: <a href="http://tinyurl.com/presidents33">http://tinyurl.com/presidents33</a>

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.



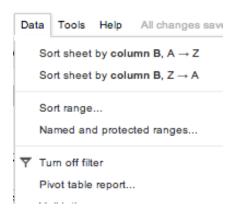


# 5.9 OPTIONAL Next Topic: Pivot Tables that are amazing, wonderful and powerful!

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

		Year first	Age at		# of electoral			Total electoral
President	Years in office	inaugurated	inauguration	State elected from	votes	# of popular votes	National total votes	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	29

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 <a href="http://tinyurl.com/presidents33">http://tinyurl.com/presidents33</a> but I have also shared it with you!

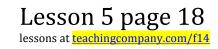


Here are two videos about Pivot Tables, but you may be asking "what is a pivot table?" so I will show you on the next page

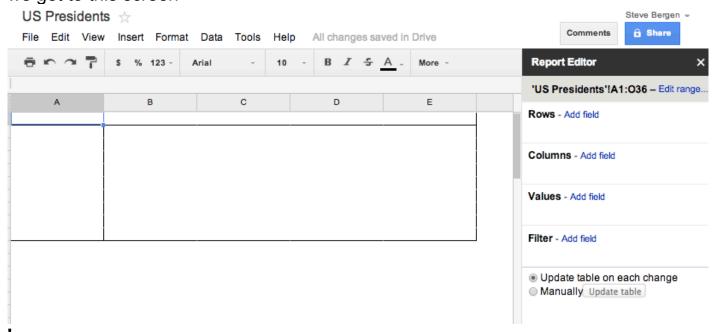
Pivot Table Video #1 <a href="http://youtu.be/-PFwZmvg6xk">http://youtu.be/-PFwZmvg6xk</a> (6 min)

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



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



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

Now when you hover over this feature, it changes to

I'm Feeling Generous

or something else that begins with I'm Feeling.

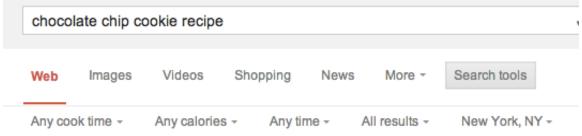
Also pay attention to what Google calls the KNOWLEDGE GRAPH on the right, a summary of what it considers the most critical info when you search for Jane Austen for example. The folks at Google are constantly refining their Knowledge Graph feature.



#### 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.



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

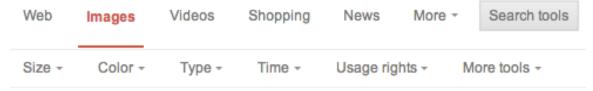
Any cook time +	Any calories +	Any time +	All results +	New York, NY -

You can now restrict your recipes by calories or cooking time. If you make any subchoice at all you will see INCREDIENTS and this cool box

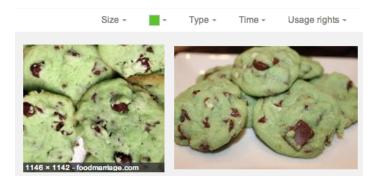
Ingredients	Yes No
Oats	
Cranberries	
Baking soda	
Chocolate chips	
Canola oil	
Vanilla extract	
Walnuts	

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

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



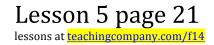
You can now specify your file size to be small, medium or large. Remember that images can be anywhere from 50K to over 1 megabyte, so quality varies. You can specify the color of cookies to something specific like green and get



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

online Fall 2014











But if I choose FACES, I get



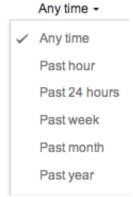




#### **Another Example**

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

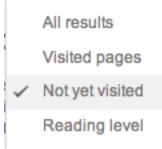


useful for students doing research on a topic of current events.

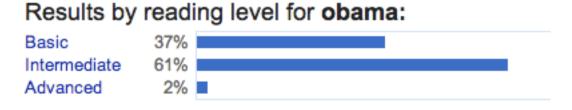




And the submenu called RESULTS lets you choose NOT YET VISITED which increases your efficiency.



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

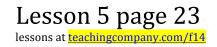


so your students have easier and more appropriate articles to read.

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!



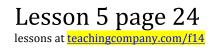
#### Advanced Search

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
	annotate results with reading levels
usage rights:	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)