

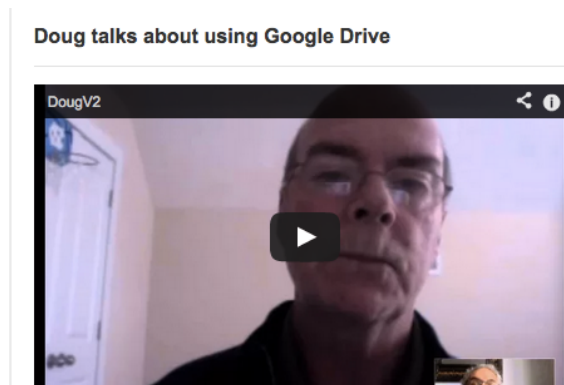
LESSON 6: Nov 3 due Nov 10

Happy November to everyone in the GD course. This is the week for us to make serious inroads into the world of add-ons! I have been looking forward to this for a while.

First Required Topic HW 6.1

In the spirit of moving you along with an example of someone who is using GD in his classroom, I begin Lesson 6 by asking you to listen to a teacher from Woodlawn School in Mooresville, NC--- Doug Guy -- whom I interviewed this past weekend.

Required video -- 13 min -- <http://youtu.be/sY8EnwYL3E4>



HW6.1 Please share via email with your partner and me a sentence or two on something interesting you gleaned from this 15 minute video. If you need the email of your partner again, just send me a quick request.

Second Required HW 6.2

Please go back to the "Who's Who" table at the top of our Collaborative Document linked from teachingcompany.com/f14 and add a few sentences in the newly added fourth column to respond to these questions.

Now that you have been through this course and seen a lot more of GD, what are your thoughts, plans, reflections or predictions about any of these 3 items:

- your school's journey into GD
- or your personal use of GD
- or your classroom pedagogical use of GD



Third Required Topic

Reminder about your partner project first mentioned in Lesson 5

The emphasis of this project is simply on you and your partner connecting and producing SOMETHING. It does not have to be fancy or complicated as long as each of the two of you have contributed to it as a shared document.

How to begin **HW 7.1** -- One of the two of you creates a NEW GD PRESENTATION and gives EDITING privilege to the other (and VIEW ACCESS to everyone with the link). 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 if you like.

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

If you need the email address of your partner (previously sent to both of you) just send me a quick note.

Important note: the SHARING SPECS for this 7.1 Google Presentation needs to be that

- you and your partner can edit
- anyone with the link can view

Please note that there is a place on our Collaborative Document for you to enter the URL of your shared document. Or you can just send it to me.

**Fourth Required Topic HW 6.4**

MAIN TOPIC FOR THIS WEEK

I would like you to install and use at **least three** add-ons. I have made several videos (below) for you about a dozen add-ons. On our Collaborative Document, you will a new section on add-ons. Please add your comments to at **least three** add-ons **AFTER** you have installed and played with them. You can of course choose an add-on that is not on my list!

Summary of your previous comments about add-ons

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 **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.

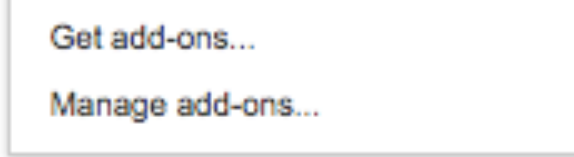
Sharon: I like the add-on called **35 Fonts** for spreadsheets. I like the option to add more fonts since GD only has a few to choose from. when working with the students they like more choices.

Some tips about add-ons

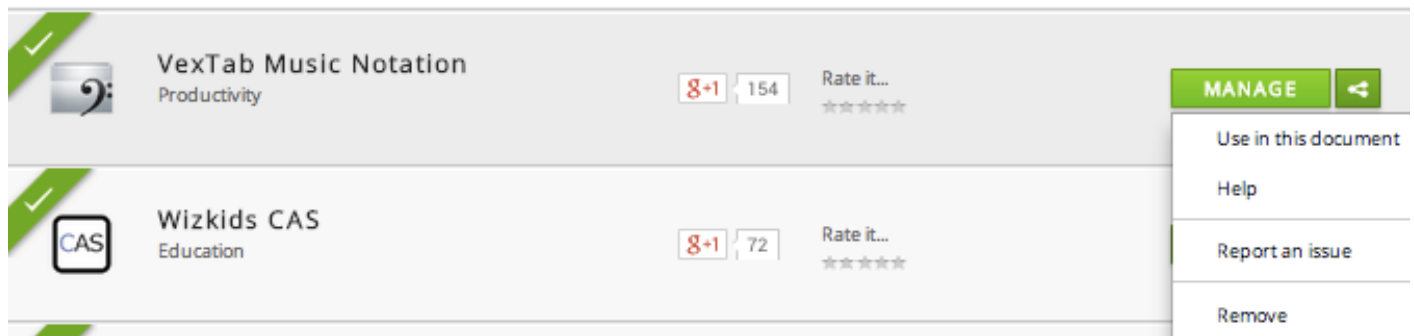
Tip #1) We spell add-ons with a dash and lowercase -- since that is how Google does in their menus ;-)

Tip #2) Most are free but some have a paid version they want us to buy to get more features.

Tip #3) You use the sub-choice of Get add-ons to install.



Tip #4) You can easily get rid of an add-on by using Manage add-ons and then choosing REMOVE at the bottom of the MANAGE menu

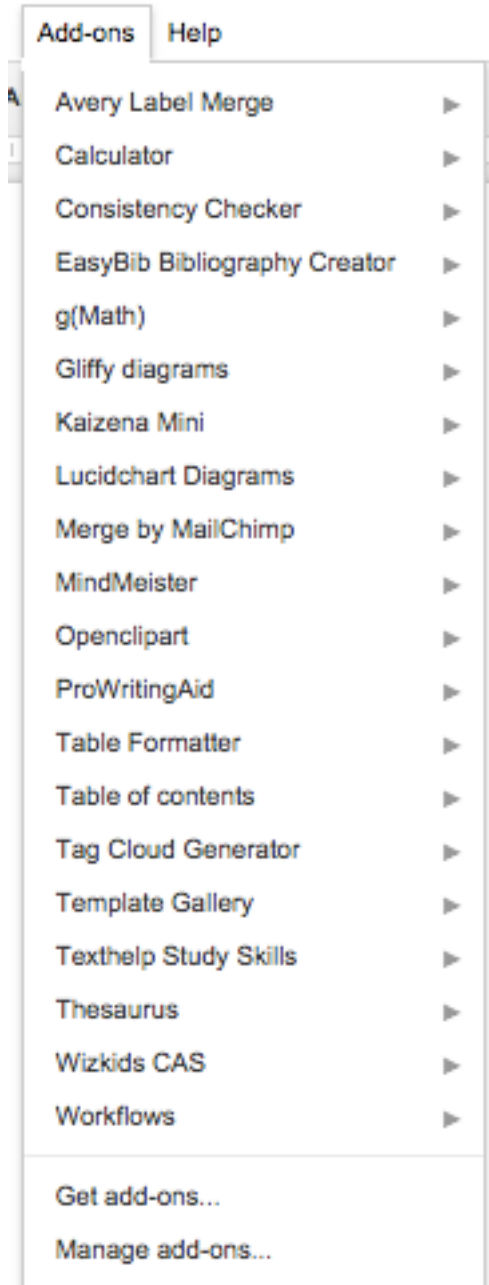


Tip #5) add-ons are related to the MODULE of Google not the browser. It does not matter if I open my account in Safari or Google Chrome or Firefox. I see the same add-ons that I have installed for my sbergen33 account.



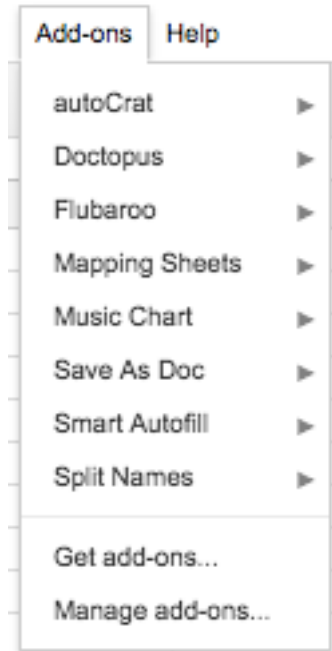
summercore

So if I go to the WP component (called Google Docs) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:

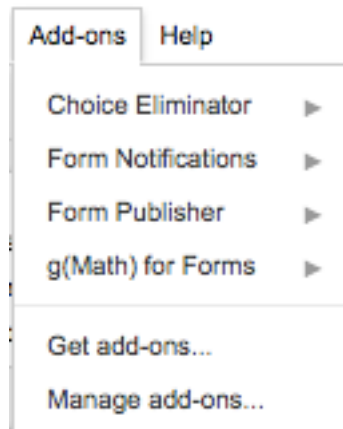




And if I go to the SS component (now called Google Sheets) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:

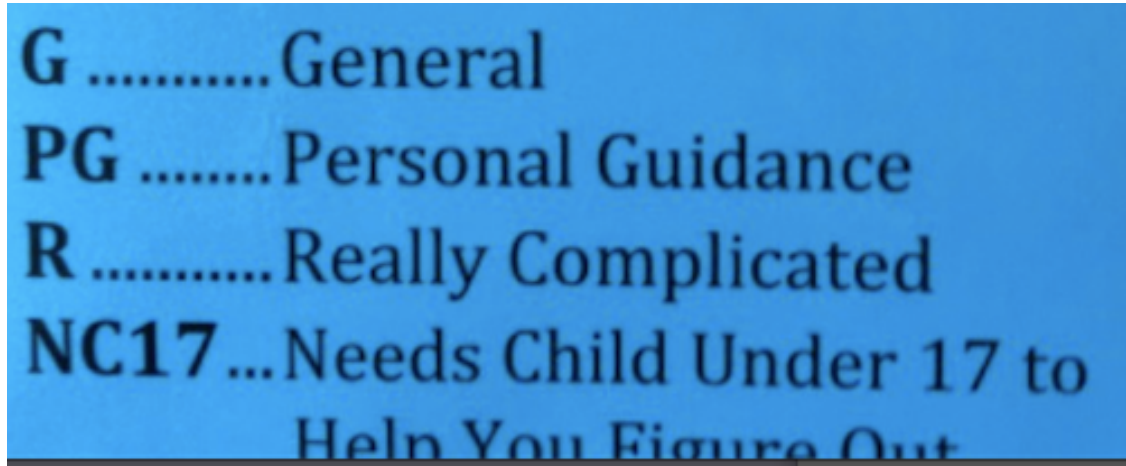


And if I go to the FORMS component (called Google Forms) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:





Tip #6: Like software and iPad apps, all add-ons are not created equal. Some are easy to learn to use and some are complicated. The same rating system we use for software and iPad apps could be applied to add-ons:



Videos on add-ons

Video One (15 min) is **required** and highlights these add-ons:

<http://youtu.be/-92LNNOO8Ss>

Overview of add-ons

Calculator

Easy Bib

G Math

Lucidchart

Video Two (14 min) is optional and highlights these add-ons:

<http://youtu.be/2UgReEhilns>

Consistency Checker

ProWritingAid

MindMeister

Avery LabelMerge

Video Three (15 min) highlights these add-ons:

<http://youtu.be/n6pV5PEnQQM>

Split Names

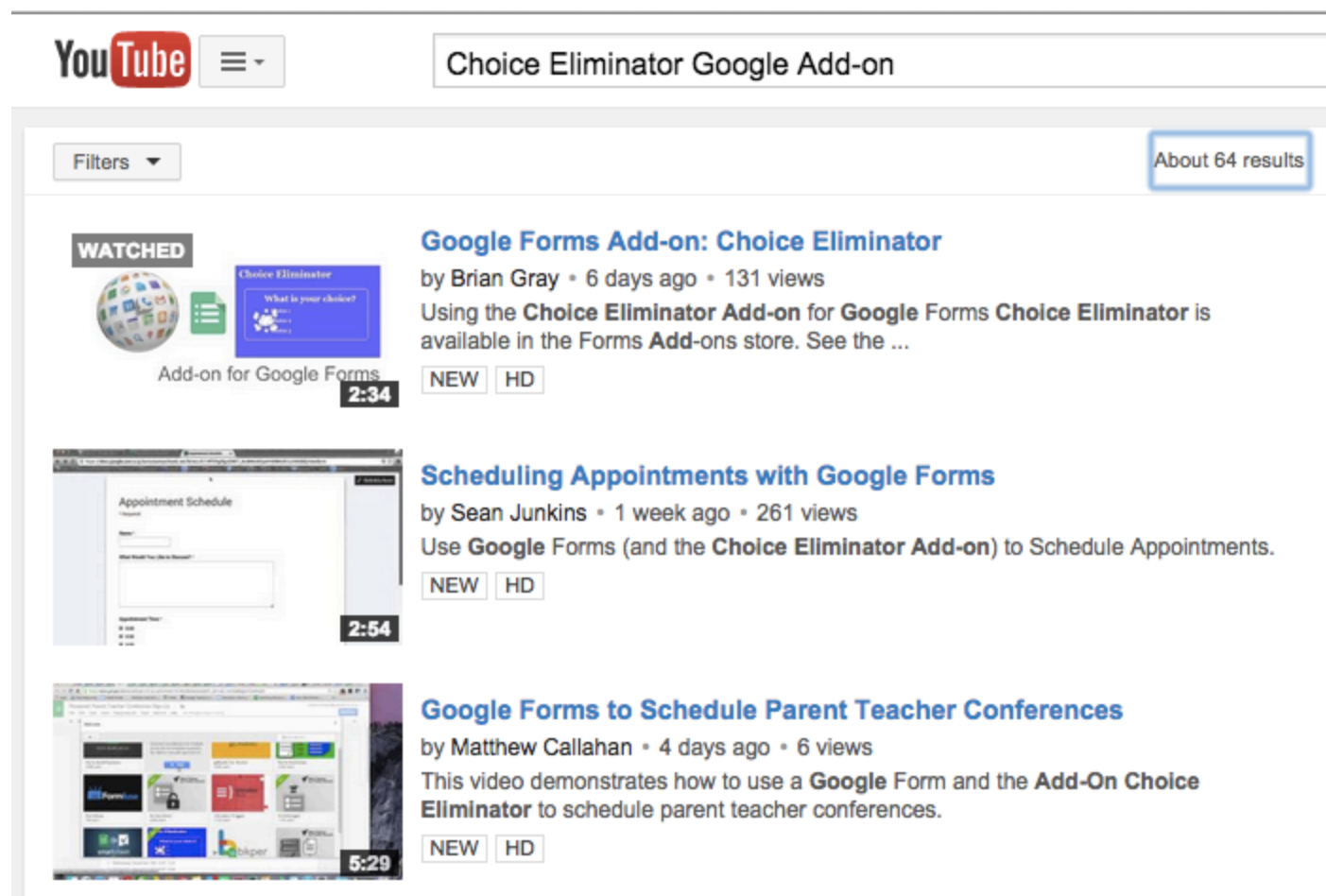
Save As Doc

g(Math) for Forms

Choice Eliminator

And here is the video from Columbus Day that gives more details on this add-on:
<http://tinyurl.com/columbusday1> for SAVE AS DOC

Reminder that these are my videos but there are many better quality videos on Google add-ons posted on YouTube. Once you know which three you are choosing, you can go to YouTube and see what is there. For example, if I am intrigued by the add-on called Choice Eliminator, I can go to YouTube and type "Choice Eliminator Google add-on" and here is what I get:



The screenshot shows a YouTube search results page for the query "Choice Eliminator Google Add-on". The page features three video results:

- Google Forms Add-on: Choice Eliminator** by Brian Gray • 6 days ago • 131 views. The description states: "Using the **Choice Eliminator Add-on for Google Forms** **Choice Eliminator** is available in the Forms Add-ons store. See the ...". The video is 2:34 long and has "NEW" and "HD" tags.
- Scheduling Appointments with Google Forms** by Sean Junkins • 1 week ago • 261 views. The description states: "Use **Google Forms** (and the **Choice Eliminator Add-on**) to Schedule Appointments." The video is 2:54 long and has "NEW" and "HD" tags.
- Google Forms to Schedule Parent Teacher Conferences** by Matthew Callahan • 4 days ago • 6 views. The description states: "This video demonstrates how to use a **Google Form** and the **Add-On Choice Eliminator** to schedule parent teacher conferences." The video is 5:29 long and has "NEW" and "HD" tags.

Sidebar note -- you as a computer using teacher in the 21st century should take frequent advantage of YouTube, watching short videos on any add-on or computer topic that you need help on. In our travels and computer workshops, we find that most teachers do not take enough advantage of YouTube!



End of the required portion of Lesson 6. Below are **optional items** for those of you who want to go further. Or you can save them to read and study over the next few months as a means of continuing your growth.

The first **OPTIONAL** item is a 4 minute video to make your Google Site portfolio look a little fancier: http://youtu.be/k_BCo8QxlrI

-- how to add a thematic graphic that will cover or tile the background of your website

-- how to add an extra item like a calendar countdown add-on to your website

The second **OPTIONAL** item is a 6 min video to show you where the responses go with GD forms and how to alter the location: <http://youtu.be/ASAzbdw9yYs>

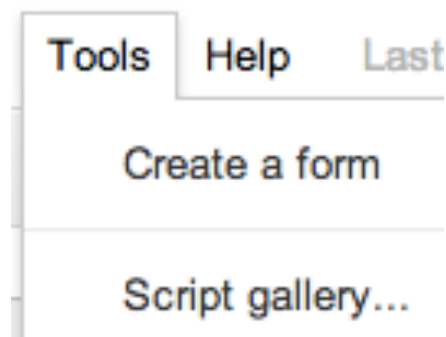
The third **OPTIONAL** item is a 4 minute video to show you how to move GD files to and from Microsoft files: <http://youtu.be/hmi306tOY7E>

The fourth **OPTIONAL** item is one of my favorites and one that most people never seem very aware of. This is a 12 minute video to show you how to work with Groups of Contacts in GD: <http://youtu.be/ycnyGul24Ks>

The fifth **OPTIONAL** item involves limiting a Google survey form to a specific number of people, specific date or calculated value. This is an esoteric but interesting script written by the same programmer who created Doctopus. You can watch a 4 minute video at

<http://www.youpd.org/content/formlimiter-script-automatically-stop-accepting-responses-google-form>

and then if you like, I would be glad to work through a hands-on example with you. You need to open the spreadsheet with the responses then add the GD Script called "formLimiter script" by going to TOOLS and then SCRIPT GALLERY





Once you go to SCRIPT GALLERY, you choose "formLimiter" and authorize installation.

Script Gallery

Public
 Featured
 Business
 Calendars and Schedules
 Conversions and Calculations
 Education
 Fun and Games
 Personal Finance
 Statistics
 Miscellaneous

formLimiter v1.0.2 (8/23/13)

Limit the number of responses, set a time limit, or evaluate a cell value to automatically stop accepting responses on a Google form

nvscripts@gmail.com

[Help page](#)

This results in a new menu on your spreadsheet that looks like

The sixth **OPTIONAL** item is tough but something that I needed badly. We are offering iCore workshops this summer with about 16 locations. The responses come in on one spreadsheet and so I love the fact that I can now make the data from each location go to one specific worksheet TAB on that same spreadsheet. The video can be found on YouTube at <https://www.youtube.com/watch?v=ozBa3IZx3TE> or it is posted for redundancy on Google Plus at <https://plus.google.com/+GoogleDrive/posts/hYKNWGn7zja>

The new spreadsheet command is called QUERY and it allows you to PULL DATA from worksheet1 that is chock full of data and it grabs just the rows that fit a certain criteria. My main worksheet where the sign up info for iCore lives has rows that look like this



	A	B	C	D	E	F
1	Timestamp	Name	What is your email address?	What is your phone number?	Your school or if not at a school, just enter "none."	Which Course?
2	1/23/2014 9:53:13				Landmark School	March 10-11 Brookwood School Manchester MA Mon/Tues
3	1/30/2014 9:30:28				Shore Country Day School	March 10-11 Brookwood School Manchester MA Mon/Tues
4	2/3/2014 23:34:23				Lexington Montessori School	March 10-11 Brookwood School Manchester MA Mon/Tues
5	2/3/2014 18:10:37				John Thomas Dye School	June 26-27 Village School Palisades CA Thurs/Fri

Column F represents which workshop they are signing up for.

I now put this formula into the top left cell of a new worksheet
`=Query('Form Responses'!A2:N45,"Select * Where F contains 'Brookwood' ")`

I will do my best now to explain this via colors

`=Query('Form Responses'!A2:N999,"Select * Where F contains 'Brookwood' ")`

The command is `=Query`

The first parameter where it says `'Form Responses'!A2:N999` is the name of the worksheet at bottom left followed by ! which means "the worksheet" followed by the range from A2 through N999. I did not actually type that in but either clicked and dragged or copied/pasted.

The second parameter where it says `"Select * Where F contains 'Brookwood' "` refers to what rows are used. The word Select means include and the * means all data. The last part is the "intelligent part" so that it selects just the Brookwood signups on this particular worksheet.

Here is the bottom left of my spreadsheet



and here is the formula for the Crystal tab worksheet.

=Query('Form Responses'!A2:N45,"Select * Where F contains 'Crystal' ")

Hope you see the pattern

=Query('Form Responses'!A2:N999,"Select * Where F contains 'Crystal' ")

Yes, this is estoeiric, but the fact that you can create numerous "child worksheets" that pull data from the one "parent worksheets" automatically can occasionally be a wonderful spreadsheet trick!

The seventh **OPTIONAL** item involves two videos I made recently reflecting on the tradeoffs between Microsoft Word vs. GD Word Processor and Microsoft Excel vs. GD Spreadsheet. I offer them to you because they will hopefully serve as good review videos.

<http://tinyurl.com/GDExcel33> (24 min) and <http://tinyurl.com/GDword33> (17 min)

