



LESSON 6: Jan 18 due Jan 31 (this is our last lesson and we will make serious inroads into the world of add-ons)

Final

presentations:



<http://tinyurl.com/GDjoprezi>
Jo, Carolyn and Stacy



<http://tinyurl.com/cdefinal>
Corinne, Debbie and Ellen



<http://tinyurl.com/DLfinal33>
David and Laurie

TO EACH TEAM: Please add link from your final presentation slideshow to that of the other teams. Also please add a link from your final presentation slideshow to the GD proficiency summary with 6 worksheet tabs that you will find at <http://tinyurl.com/gdproficiency32> -- I created this based on great work by Neil Charlet (IL). I hope you will find this summary useful and perhaps use it as a CHECKLIST of what you know and what is still a bit fuzzy and unclear. It may lead to some final questions when we talk. Finally, please add a TRANSITION to your presentation -- easy menu item. Choose 1 of 6 transitions (fade, slide from right, slide from left, flip, cube, gallery) and then choose APPLY TO ALL SLIDES.

First Required Topic HW 6.0A

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 a while ago.

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

Doug talks about using Google Drive



HW6.0B Please share via email with your teammate (Laurie/David) and me a sentence or two on something interesting you gleaned from this 13 minute video. If you need the email of your teammate again, just send me a quick request.

**Third Required Topic HW 6.4**

MAIN TOPIC FOR THIS LESSON

HW 6.4 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 see 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 add-ons that are not on my list!

Here are some comments about add-ons from course participants to date, including the 6 of you:

Ashley: I thought the Add-On called **Hello Fax** was interesting because it allows the user to send occasional faxes (up to 10) free of charge without a fax machine. Faxes can also be sent through email using this Add-On.

Carolyn: The add-on that I would like to work with is the **Highlight Tool**. I could see that using this feature will help me identify parts of a students' paragraph that need to be revised i.e. using a different color for spelling and common grammatical errors.

Corinne: I thought the Add-On called **Translate** was interesting because you can highlight or right-click a text and translate it as well as translate the entire page. You can also change extension options to automatically show translation every time you highlight text. I need to run some trials to see whether the translation of entire passages is accurate or if we get weird sentences as it often happens with online translators.

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.

Dana: I thought the add-on called **Powtoon** was interesting because it has a feature that makes presentations easy for me to create as well as my students to create that grab their attention and keep them engaged.

Debbie: I thought the Add-On called **EasyBib** is interesting because it has the feature of creating a bibliography with just the URL of the source used, then formatting it properly and inserting it at the end of the research paper. The end "works cited" page is a requirement for our Middle-Schoolers; anything that makes the process easier, such as this tool, will be a great help.

Donna: I thought the Add-Ons **OpenClipArt** and **Read&Write for Google** were interesting. **OpenClipArt** has a lot of pictures to include in documents. **Read&Write for Google** has a lot of tools, particularly for challenged students, as it has the abilities of speech to text, highlighting, study skills, easy access dictionary, and many, many more!

Ellen I was very happy to find the add-on of **Thesaurus**. I originally did not know that it was there and was opening a thesaurus separately on my computer. This is a great tool to have with students and for one's own writing.

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.



Jo: I really thought the Add-Ons **MindMeister** and **Gliffy Diagrams** were great. The former allows multi-level lists to be converted into mind maps & the latter is a user friendly app that allows more complex mind maps to be created. Personally, this will be good for students to plan out their websites prior to coding.

Julie: I thought the Add-On called **Texthelp Study Skills** was interesting because it has the feature that not only allows text highlighting in four different colors, but also allows highlighted sections to be “collected” out of the main text.

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.

Kathy: I like and added the **OpenClipArt** add-on. Wow, now I can insert cool pics in my documents!

Kristin: I thought the add-on called **OpenClipArt** 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 **OpenClipArt** 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.

Sheri: I love the add-on **Mindmeister**. It turns bullet point lists into mind maps in a Google Doc. I am a linear thinker and prefer lists but others can see my ideas graphically if I use this.

Stacy: I liked the add-on **More Fonts**. It gives the user a ton more fonts to choose from than the few that are listed in Google Docs.

Suzy: I thought the Add-On called **Easy Accents** was interesting because it has the feature that lets you choose from a sidebar of accents that you can click on to insert accents into your Google Doc.

Victoria: I thought the Add-On called **Consistency Checker** was interesting, because it checks for inconsistencies like spelling variations, numbers in sentences, and common typos within a document. This is especially useful in my writing or editing.

Whitney: I thought the Add-On called **Lucid Chart Diagrams** was interesting because it has the feature that had several different templates for students to use that they are familiar with such as a mind map, flow chart, or Venn diagram. In addition there is a chance for one to also easily drag and drop any shape to create a new Diagram of their choice."

Recommended Add-ons not above:

Making timelines: **Timeline JS** from <https://timeline.knightlab.com>

Making rubrics: **OrangeSlice Teacher Rubric** -- good article and video at <http://www.edgaged.net/2015/10/orange-slice-rubrics.html>

Save As Doc: takes results of a Google Survey and puts each customer onto 1 page

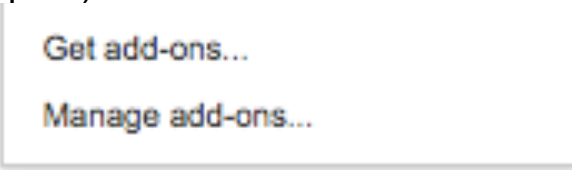
YouTube video at <https://www.youtube.com/watch?v=dfOEGwhiFNY>

Some tips about add-ons

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

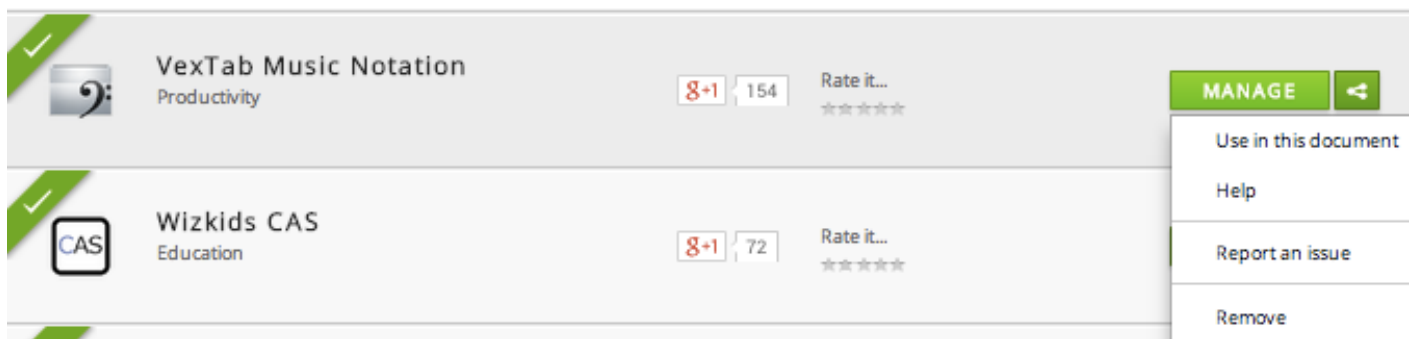
Tip #2) Most are free but some have a paid version they want us to buy to get more features.

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



Manage add-ons...

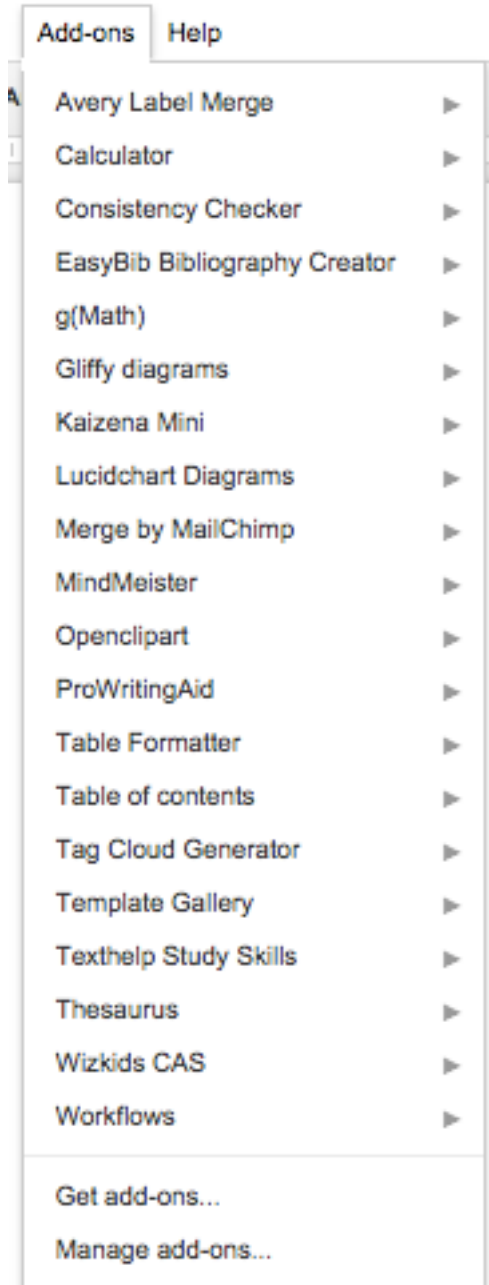
Tip #4) You can easily get rid of an add-on by using Manage add-ons and then choosing REMOVE at the bottom of the MANAGE menu



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.

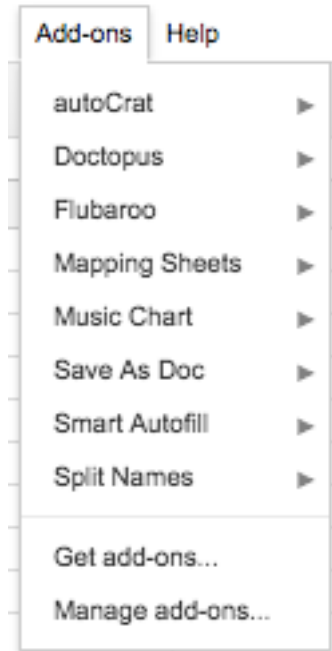


So if I go to the WP component (called Google Docs) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:

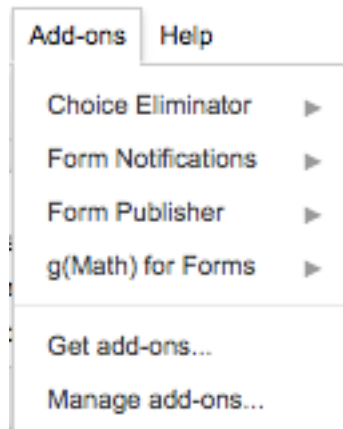




And if I go to the SS component (now called Google Sheets) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:

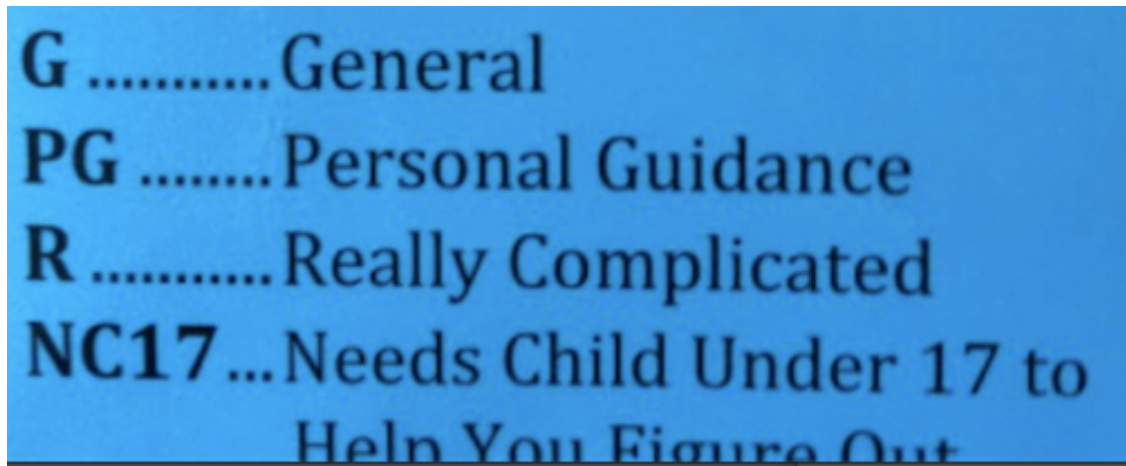


And if I go to the FORMS component (called Google Forms) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:





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

HW 6.3A 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

HW 6.3B Video Two (14 min) is optional and highlights these add-ons:
<http://youtu.be/2UgReEhilns>

Consistency Checker

ProWritingAid

MindMeister

Avery LabelMerge

HW 6.3C Video Three (15 min) is optional and highlights these add-ons:
<http://youtu.be/n6pV5PEnQQM>

Split Names

Save As Doc



g(Math) for Forms

Choice Eliminator

HW 6.3D And here is the **optional** video from earlier in the course that gives more details on this add-on: <http://tinyurl.com/columbusday1> for SAVE AS DOC.


HW 6.3E And here is the more recent optional one that I did -- http://youtu.be/GYWYC1V_j0I --- updating g(Math) with its new features.

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:

Filters

About 64 results



WATCHED

Choice Eliminator

What is your choice?

Add-on for Google Forms

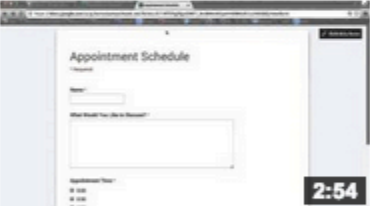
2:34

Google Forms Add-on: Choice Eliminator

by Brian Gray • 6 days ago • 131 views

Using the **Choice Eliminator Add-on** for Google Forms **Choice Eliminator** is available in the Forms **Add-ons** store. See the ...

NEW
HD



Appointment Schedule


2:54

Scheduling Appointments with Google Forms

by Sean Junkins • 1 week ago • 261 views

Use **Google Forms** (and the **Choice Eliminator Add-on**) to Schedule Appointments.

NEW
HD



5:29

Google Forms to Schedule Parent Teacher Conferences

by Matthew Callahan • 4 days ago • 6 views

This video demonstrates how to use a **Google Form** and the **Add-On Choice Eliminator** to schedule parent teacher conferences.

NEW
HD



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 1st **optional** topic

The first **OPTIONAL** item is a 4 minute video to make your Google Site portfolio look a little fancier: http://youtu.be/k_BCo8QxIrl

-- 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 2nd **optional** topic

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 3rd **optional** topic

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 4th optional topic

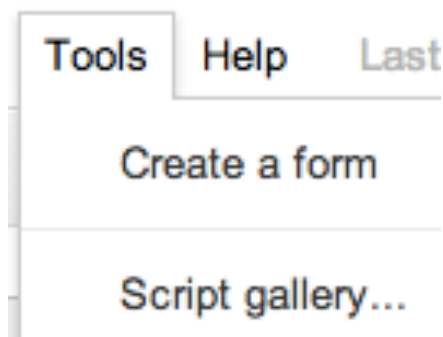
The fourth **OPTIONAL** item is one of my favorites and one that most people never seem very aware of. This is a 12 minute video to show you how to work with Groups of Contacts in GD: <http://youtu.be/ycnyGul24Ks>

The 5th optional topic

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

The screenshot shows the Google Script Gallery interface. On the left is a sidebar with categories: Public, Featured, Business, Calendars and Schedules, Conversions and Calculations, Education, Fun and Games, Personal Finance, Statistics, and Miscellaneous. The 'Public' category is selected. In the center, a search bar contains the text 'formLimiter' and a 'Search' button. Below the search bar, a card for 'formLimiter v1.0.2 (8/23/13)' is displayed. The card text reads: 'Limit the number of responses, set a time limit, or evaluate a cell value to automatically stop accepting responses on a Google form'. It also includes the email 'nvscripts@gmail.com' and a link to a 'Help page'. To the right of the card are two buttons: 'Info' and 'Install'.

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

The screenshot shows the top menu bar of a Google Spreadsheet. The menus are: File, Edit, View, Insert, Format, Data, Tools, Form, Help, formLimiter, and 'All changes saved in Drive'. The 'formLimiter' menu is open, showing two options: 'What is formLimiter?' and 'Run initial configuration'. Below the menu bar, the spreadsheet grid is visible with columns labeled A, B, C, and F.

The 6th optional topic

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

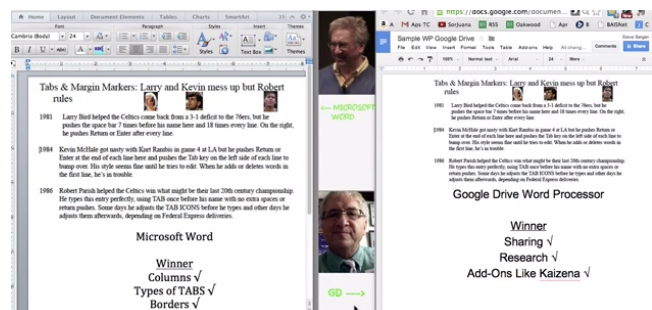
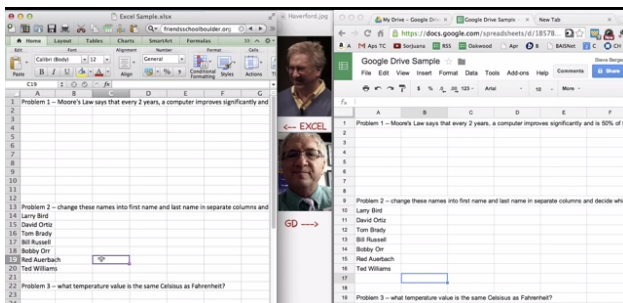
=Query('Form Responses'!A2:N999,"Select * Where F contains 'Crystal' ")

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 7th optional topic

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)



The 8th optional topic

<http://www.educatorstechnology.com/2014/09/10-excellent-google-drive-templates-for.html>

10 EXCELLENT GOOGLE DRIVE TEMPLATES FOR TEACHERS

September 8, 2014

The [template gallery](#) that Google Drive offers to users is one of the best places I often have recourse to to look for ready made templates to use in my work. The gallery features a wide variety of templates pertaining to different topics from templates on albums and flipbooks to templates for resumes and cover letters. You can refine your search either by type or category. You can for instance conduct a search for only Spreadsheets or Presentations templates by clicking on "Spreadsheets" or "Presentations". You can also sort these templates by frequency of usage. And if it happens that you have made your own template on Google Drive and you want to share it with other users, you can submit it using the "submit a template" button on the top right hand side.

The 9th optional topic

<http://www.edudemic.com/a-look-at-googles-massive-library-of-free-lesson-plans/>

A Look At Google's Massive Library Of Free Lesson Plans

By Jeff Dunn on November 1, 2012

 Tweet 377

 Like 622

 +1 260

 Share 9

Did you know that Google offers a [sortable library of lesson plans](#) that are free to download and use? It's part of the company's big push into education (seems to be quite the trend these days) and involves thousands of free lesson plans just waiting for you to try out.



The 10th optional topic

The next **OPTIONAL** item is a neat command that allows you to display VERTICAL TEXT on a GD spreadsheet.



summercore

If you look at the formula, it is definitely complicated but easily usable via copy/paste and you need to do is change the cell that it works on. I have tried to read up and make sense of the formulas like ARRAYFORMULA and ROW and INDIRECT but I really cannot make sense of them. So this will be a formula I use like a parakeet without understanding.

So I typed the words in row 33 and then used this special formula in D1 and the copied it to the right with the magic corner pulling across.

=ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))

I have a sample at <http://tinyurl.com/vertical33>

	A	B	C	D	E	F	G
1	The text for the vertical headings is stored in row 33			L A R R Y B I R D	D A V I D O R T I Z	T O M B R A D Y	b i l l r u s s e l l
33				LARRY BIRD	DAVID ORTIZ	TOM BRADY	bill russell
34							
35	The formula in each cell – D1 or E1 or F1 or G1 looks like this:		Formula is =ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))				
36							
37			Note that char(10) is the ASCII code for carriage return				

By the way, I predict that another year or two, there will be a new GD feature for vertical text so that this wild formula will not be necessary.

The 11th optional topic

The next **OPTIONAL** item is the command =TRANSPOSE() which lets you do in GD what Excel does via menu selection -- flip data in terms of rows and columns to be the other way. This can be helpful in terms of survey forms.



For example, you could take a portion of the US Presidents GD spreadsheet

	A	B	C	D	E	
1	President	Years in office	Year first inaugurated	Age at inauguration	State elected from	# c
2	BLANK LINE FOR ANALYSIS					
3	George Washington	8	1789	57	Virginia	
4	John Adams	4	1797	61	Massachusetts	
5	Thomas Jefferson	8	1801	57	Virginia	
6	James Madison	8	1809	57	Virginia	
7	James Monroe	8	1817	58	Virginia	
8	John Quincy Adams	4	1825	57	Massachusetts	
9	Andrew Jackson	8	1829	61	Tennessee	

and could type onto a new worksheet the formula

=transpose('US Presidents'!A3:E7)

to get

	A	B	C	D	E	
1	George Washington	John Adams	Thomas Jefferson	James Madison	James Monroe	
2	8	4	8	8	8	
3	1789	1797	1801	1809	1817	
4	57	61	57	57	58	
5	Virginia	Massachusetts	Virginia	Virginia	Virginia	
6						
7						
8						

The 12th **optional** topic

The next **OPTIONAL** item involves a mini-lesson on making instructional videos for others. Most of the videos for our course have been made using QUICKTIME on a Mac but there is a popular web application at <http://www.screencast-o-matic.com/>

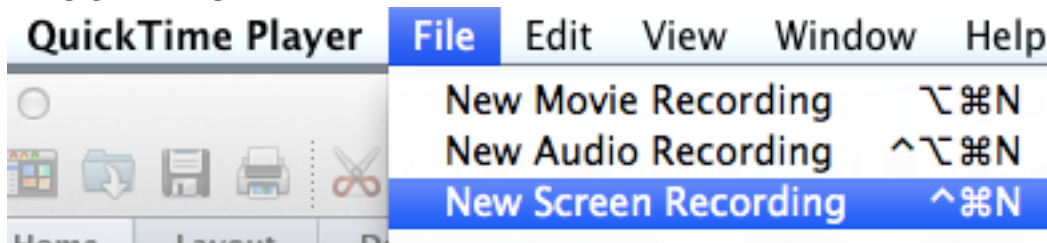


<http://www.screencast-o-matic.com/>

Both of these applications -- along with many other products -- allow you to record what you are doing on your screen while you narrate with your voice.

My 5 minute Quicktime video at <http://youtu.be/36MoLsHmbUk>

When I launch Quicktime on a Mac, I pull down the menu under FILE called NEW SCREEN RECORDING.



Then I can choose the size of the screen to record (full or partial). I then narrate with my voice as I operate the activity on the screen. At the end, I choose stop and save the file onto my computer.

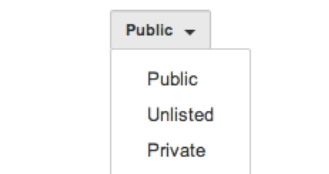
To post onto GD, I then drag the file to my GD account and specify with SHARING who has access.

To post onto YouTube, I go to my gmail, then to youtube.com (which is owned by google so it automatically opens my account once on gmail). I now click the UPLOAD button at the top of the screen and drag the video from my computer into YouTube. You can choose on of three flavors for your video

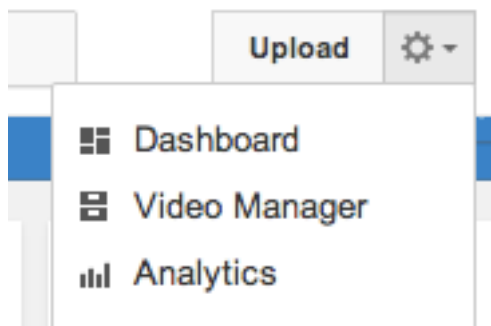


Select files to upload

Or drag and drop video files



where PRIVATE means you specify the exact emails of who can see it. I am a big fan of UNLISTED which means only those with the link can see it. After you post a few videos to YouTube, you can always go back to alter specs by clicking on the GEAR icon adjacent to UPLOAD and then choosing the VIDEO MANAGER.



Each video on YouTube or GD will have a fairly ugly URL so you can of course use TINYURL.COM to create a shorter name.

If you use a PC, most of this information applies to ScreenCast-O-Matic but they have a nice tutorial and video on their website.

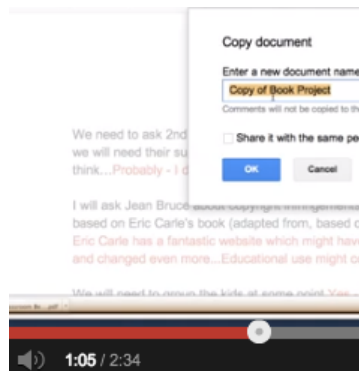
Here are two videos (with permission) from a teacher named Terri from TN who took two online classes with me (GD and Scratch) and was intrigued by screencasting. I helped her out and she now is using this approach with her students and faculty.

<http://tinyurl.com/terri1GD>

<http://tinyurl.com/terri2GD>

HOW TO make a QR code using
qrcode-monkey (6 min)

HOW TO make a copy of a shared
gdrive file for yourself (2.5 minutes)



The 13th optional topic

The next **OPTIONAL** item an interesting compilation (you know most everything from our course) about GD features at <http://tinyurl.com/paperless33>

The Paperless Classroom with Google Docs

The author writes " Google Docs provides many ways to go paperless through sharing and collaboration options. There is not just one single right way to use Google Docs for a paperless classroom. Rather there are many tools and features that can be used on their own or in combination to meet your varying needs. This guide will cover many of the most common ways that Google Docs can help teachers and students move away from paper and into a digital-only environment."

The Paperless Classroom with Google Docs

by - Eric Curtis

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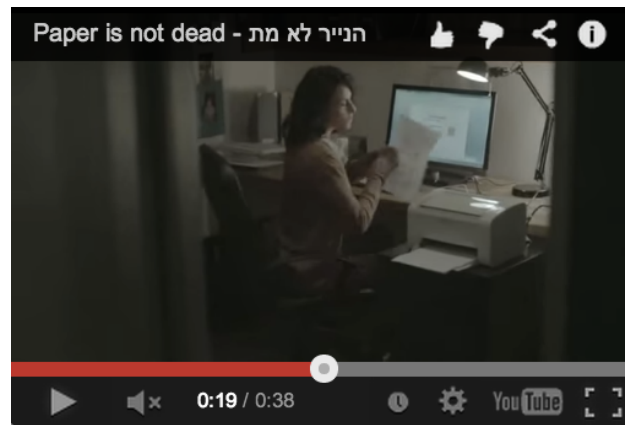
- [Overview](#)
- [How to name documents and folders](#)
- [How to choose sharing options: Edit, Comment, and View](#)
- [How to share a document with specific people](#)
- [How to share a document as a link](#)
- [How to use folders](#)
- [How to create folders for your documents](#)
- [How to put your documents in folders](#)
- [How to share a folder](#)
- [How to use folders as staff handout folders](#)
- [How to use folders as student turn-in folders](#)
- [How to use forms to turn in assignments](#)
- [How to create and use templates](#)
- [How to use comments in the grading process](#)
- [How to use revision history](#)
- [Use Voice Comments](#)





summercore

But of course, there are many reasons we will never go paperless, summarized in this funny YouTube video at <http://tinyurl.com/funny33f> that will hopefully make you laugh!



END OF OUR COURSE

That's it folks!

Be well everyone and hope you stay in touch. Teaching you and getting to know all of you has been fun. I wish you the best of success with your computer usage and your careers. Even though our 30 minute phone sessions/teaching sessions end on January 31, if I can help you at some point in the next 33 years by email or a 10-15 minute phone call, I would be glad to!

Be well, Laurie and David! Steve

p.s. in a week or so, I will send you an optional end of course survey along with an optional procedure for a certificate for PD hours





INDEX of HIGHLIGHTS can be found on the last page

- ☑ **HW 6.0A** Watch the required video on Doug Guy. (p1)
- ☑ **HW 6.0B** Send an email note with a sentence or two on something you gleaned from this video. (p1)
- ☑ **HW 6.1** Your team shared project using GD presentation or a Google site should be done but if not please finish.
- ☑ **HW 6.3A** Watch the 15 minute required Video One on these Google add-ons: Calculator, Easy Bib, G Math and Lucidchart (p7)
- ☑ **HW 6.3B Optional:** Watch the 14 minute Video Two on these Google add-ons: Consistency Checker, ProWritingAid, MindMeister and Avery LabelMerge (p7)
- ☑ **HW 6.3C Optional:** Watch the 15 minute Video Three on these Google add-ons: Split Names, Save As Doc, g(Math) for Forms, Choice Eliminator (p7)
- ☑ **HW 6.3D Optional:** Video on the SAVE AS DOC add-on (p8)
- ☑ **HW 6.3E Optional:** Video on the SAVE update g(math) add-on (p8)
- ☑ **HW 6.4** Install and try out 3 add-ons. Add comments to the specified place on our collaborative doc. (p2)

Optional Topics as we end our course

- ☑ **Optional Topic 1:** Making your site fancier (p9)
- ☑ **Optional Topic 2:** Where the GD Responses go (p9)
- ☑ **Optional Topic 3:** Moving GD files to/from Microsoft (p9)
- ☑ **Optional Topic 4:** Working with contacts (p10)
- ☑ **Optional Topic 5:** Limiting a GD Survey form to a specific number of people, specific date or calculated value (p10)
- ☑ **Optional Topic 6:** Channeling responses to different worksheets (pp11-13)
- ☑ **Optional Topic 7:** Reflecting on Microsoft Word vs GD Word Processor and Microsoft Excel vs GD Spreadsheet (p13)
- ☑ **Optional Topic 8:** Excellent GD Templates for Teachers (p14)
- ☑ **Optional Topic 9:** Google's library of free lesson plans (p14)
- ☑ **Optional Topic 10:** Displaying vertical text on a Google SS (pp14-15)
sample at <http://tinyurl.com/vertical33>
- ☑ **Optional Topic 11:** Using the Transpose command on a Google SS (pp15-16)
- ☑ **Optional Topic 12:** Making a Screencast (pp17-18)
- ☑ **Optional Topic 13:** The Paperless Classroom with GD with a funny YouTube video about why we will never go paperless (pp19-20)