



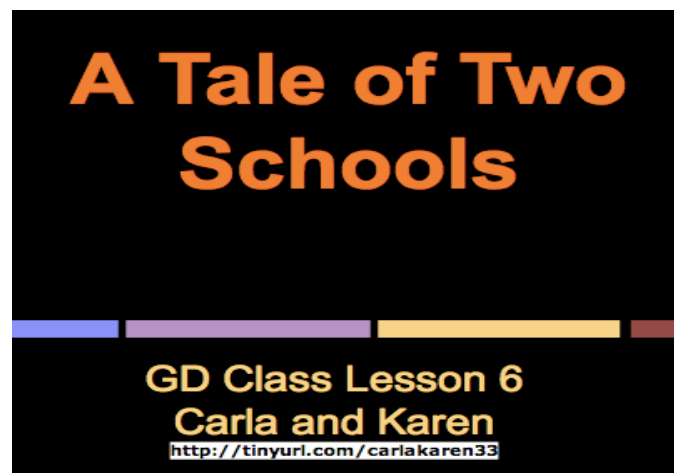
LESSON 6: May 5 ("we officially end Monday 5/12")

Hi everyone in the GD course,

This is our final lesson and final week. I know many of you are still "playing catchup" so I have just a few required items and then lots of optional items you can read through, enjoy and hopefully use after this course is over. There is no new big project to create so hopefully you can "end strong" and finish up the items from the last week or two by Sunday of this week when we officially end. **Yes, Monday 5/12 is the last day for any phone call or screenshare conversation.**

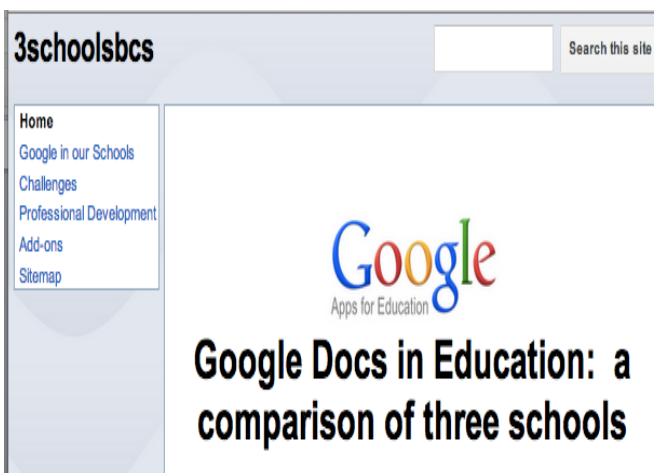
First Required Topic

Please check 2 of the Team Projects that are in progress or have been completed:



GD Presentation (Carla and Karen)

<http://tinyurl.com/carlakaren33>



GD Site (Cathy, Brenda and Megan)

<http://tinyurl.com/cathybrendamegan33>

Other teams? if finish this week, please send me the URL; if this turns out not to be possible due to time constraints, no worry or stress, please!

Second Required Topic

Please go back to the "Who's Who" table at the top of our wiki at <http://tinyurl.com/GDapril14> and add a few sentences in the 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

Please go back to our wiki at <http://tinyurl.com/GDapril14> and see if you can add 2 or 3 descriptions to the items that remain blank (yes, I added more recently).

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.

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 this Monday 4/12, if I can help you at some point in the next 33 years by email or a 5 minute phone call, I would be glad to! Be well, everyone! 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





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 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>

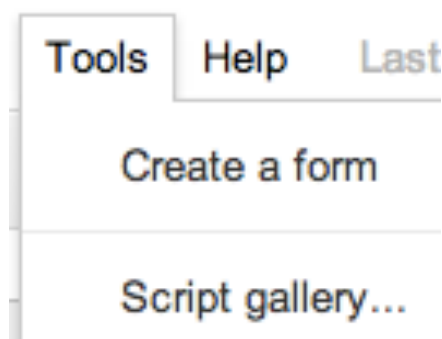
The third **OPTIONAL** item is a 4 minute video to show you how to move GD files to and from Microsoft files: <http://youtu.be/hmi306tOY7E>

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

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

What is formLimiter?

Run initial configuration

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`

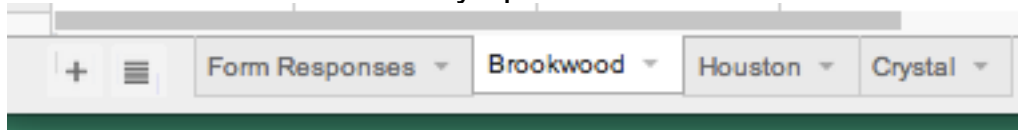
The first parameter where it says `'Form Responses'!A2:N999` is the name of the worksheet at bottom left followed by ! which means "the worksheet" followed by the range from A2 through N999. I did not actually type that in but either clicked and dragged or copied/pasted.

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' ")

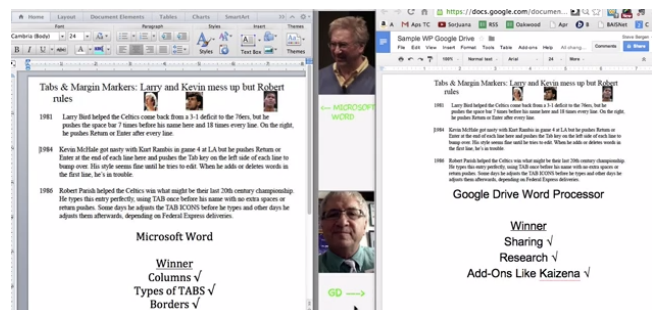
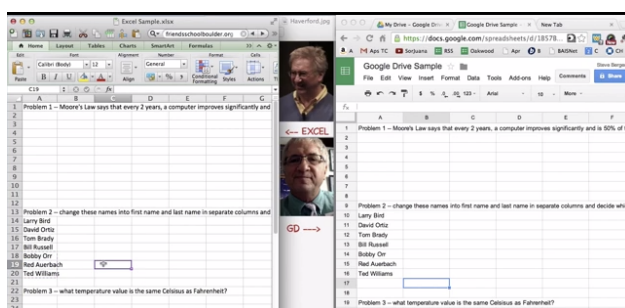
Hope you see the pattern

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

Yes, this is estoeric, 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)





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

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 in 2014 or 2015, there will be a new GD feature for vertical text so that this wild formula will not be necessary.



The ninth **OPTIONAL** item is the command =TRANPOSE() 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

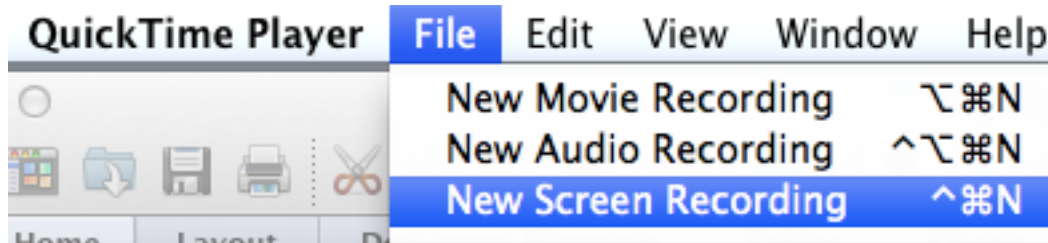
	A	B	C	D	E	
1	George Washington	John Adams	Thomas Jefferson	James Madison	James Monroe	
2	8	4	8	8	8	
3	1789	1797	1801	1809	1817	
4	57	61	57	57	58	
5	Virginia	Massachusetts	Virginia	Virginia	Virginia	
6						
7						
8						



The tenth **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/>



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. 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

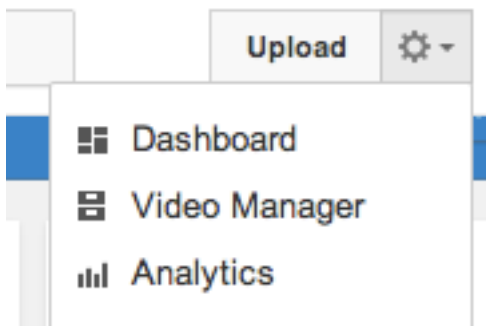
Select files to upload

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.

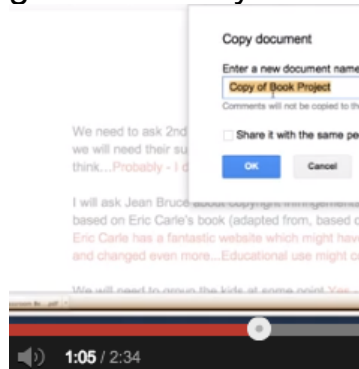
<http://tinyurl.com/terri1GD>

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



<http://tinyurl.com/terri2GD>

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



Glad to help you with screencasting this week when we talk (if that is your priority).



The eleventh **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

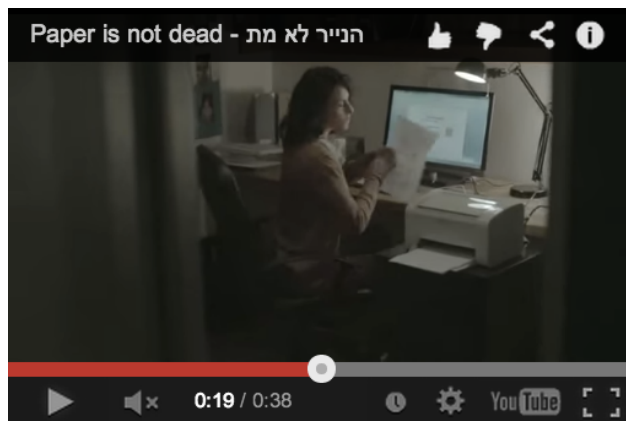
by - Eric Curts

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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!



Be well everyone and stay in touch! Steve