

**LESSON 8: March 3 - March 8** ("we officially end Saturday 3/8")

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 Saturday of this week when we officially end. **Yes, Saturday 3/8 is the last day for any phone call or skype conversation.**

Let's begin by letting you all know that Kaizena was upgraded last week on Feb 24th including the visual interface. The key features are

- 1) the teacher highlights can now be text in Kaizena or voice or a third category called resources
- 2) the teacher highlights can now be different colors
- 3) You can create a glossary of resources, e.g. comma splices, spelling, grammar, run on sentences. You can then mark portions of the paragraph with a specific resource.

I have more info in the Optional Section below. This is/was a major upgrade and it improves an already good product significantly!

Next Required Topic

Please check out the Team Projects that are in progress or have been completed

<http://tinyurl.com/JoannaCarrie>

<https://sites.google.com/a/nmhschool.org/wintercore/>

Next Required Topic

Please go back to the "Who's Who" table at the top of our wiki and add a few sentences in the fourth column to respond to this question.

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



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End of the required portion of Lesson 8. 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 Saturday 3/8, 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>

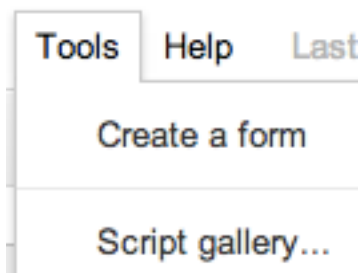
The third **OPTIONAL** item is a 4 minute video to show you how to move GD files to and from Microsoft files: <http://youtu.be/hmi306tOY7E>

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

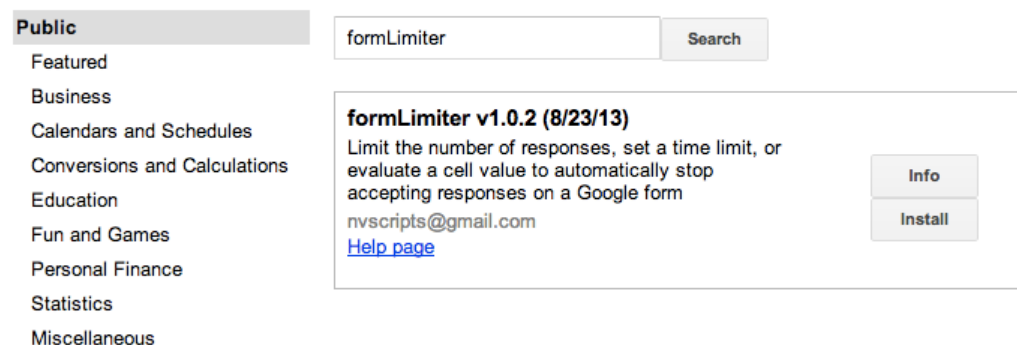
<http://www.youpd.org/content/formlimiter-script-automatically-stop-accepting-responses-google-form>

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

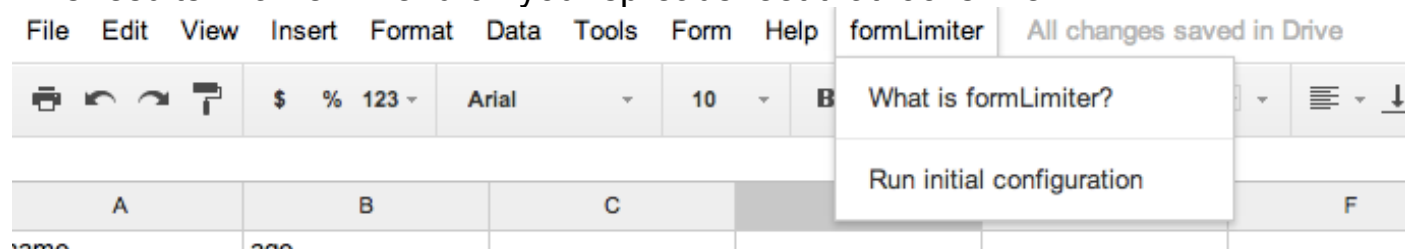


Once you go to SCRIPT GALLERY, you choose "formLimiter" and authorize installation.

Script Gallery



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



The sixth **OPTIONAL** item is tough but something that I needed barely. 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 23:34:00				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

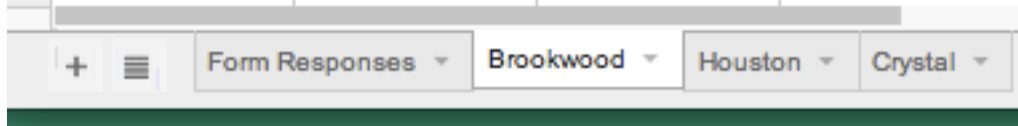
`=Query('Form Responses'!A2:N999,"Select * Where F contains 'Brookwood' ")`

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

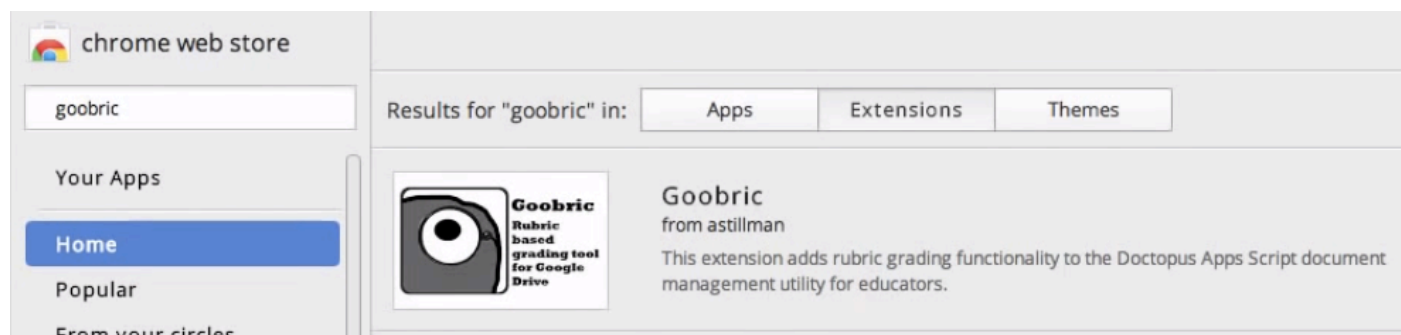
```
=Query('Form Responses'!A2:N999,"Select * Where F contains 'Crystal' ")
```

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!



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The seventh **OPTIONAL** item is called Goobric which works only in Chrome. If you worked through Doctopus and if you are a big fan of rubrics, then this video at http://www.youtube.com/watch?v=T_5Kx9j35YM will help walk you through Goobric. Or you can follow my notes below.



Overview: first you install Goobric

Plan A: you can install the Goobric Chrome Extension from <https://chrome.google.com/webstore> (the Google Chrome webstore) by typing in Goobric and clicking install. You need to authorize the Goobric app.

Or Plan B: you can go your Doctopus menu and choose the 7th option down that says ATTACH GOOBRIC.

Doctopus SS ☆

File Edit View Insert Format Data Tools Help Doctopus Last edit was 1 hour ago

GD NAMES

A	B	C
GD NAMES	EMAIL for DOCTOPUS	EXTR CATE
Amanda Abraham	aabraham@stfrancishouston.org	
Carrie Fowler	CFowler@stjohnseagles.org	

What is Doctopus?

Step 1: Set up sharing basics

Step 2: Choose what to copy and distribute

Step 3: Choose destination folder, set up file name

Step 4: Copy and share the assignment


Refresh time of last edit

Attach Goobric



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You also need to create a GD Rubric SS grid that looks like this sample with 4-3-2-1 in the top row exactly as you see.

 Use the 'Goobric' Chrome Extension to assess these Doctopus-provisioned documents

[Step 1: Install the Goobric Chrome Extension if you haven't already.](#)
[Step 2: Authorize the Goobric web app](#)


Step 3: Create and select a rubric for this Doctopus assignment. Rubrics must be created in the top sheet of a spreadsheet. Use numeric (score) headers starting in column 2 and a skill/competency strands in each row.

Currently selected rubric

[Video Rubric](#)

	4	3	2	1
Project Elements	Included a great explanation of the skill. Gave a excellent example of where this skill could be used. Showed all the steps of how to complete the skill.	Included an explanation of the skill. Gave an example of where this skill could be used. Showed all the steps of how to complete the skill.	Missing 1 or more of the elements of the project. Included an explanation of the skill. Gave an example of where this skill could be used. Showed all the steps of how to complete the skill.	Did not include most of the elements of the learning in the video. It is not clear what the viewer is seeing.
Video	Showed all the elements of the project.	Showed most of the elements of the project	Missing visual parts of the project.	Do not see most of the elements of the project.

Once you install, you go to your Doctopus SS and you will make the choice of ATTACH GOOBRIC under the Doctopus menu. You then attach the Goobric Rubric SS that you created.

 Use the 'Goobric' Chrome Extension to assess these Doctopus-provisioned documents

Select a file

Spreadsheets


Spreadsheets

TITLE LAST MODIFIED

<input checked="" type="checkbox"/>	Goobric SS Rubric	1:33 PM
<input type="checkbox"/>	Strengths Finder	12:27 PM
<input type="checkbox"/>	iCore Signup (Respon...	11:20 AM

Rubric must be in top sheet of its own spreadsheet

This takes you to this screen. You can see my silly sample Boston-New York Houston rubric that it pasted in.



Use the 'Goobric' Chrome Extension to assess these Doctopus-provisioned documents

[Step 1: Install the Goobric Chrome Extension if you haven't already.](#)
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Step 3: Create and select a rubric for this Doctopus assignment. Rubrics must be created in top sheet of a spreadsheet. Use numeric (score) headers starting in column 2 and a skill/competency strands in each row.

[Select a rubric](#)

Currently selected rubric

[Goobric SS Rubric](#)

	4	3	2	1
Boston	aaaa	bbbb	cccc	dddd
New York	eeee	ffff	gggg	hhhh
Houston	iiii	jjjj	kkkk	llll

[Attach Goobric to this assignment](#)


Now you are ready to look at your students' work, score them on the rubric, write comments and have all that data organized for you on one row of your GD Doctopus Spreadsheet enhanced with Goobric. Check out how Goobric has added columns in J-K-L for the scores that I have assigned each student.

Doctopus SS ☆

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

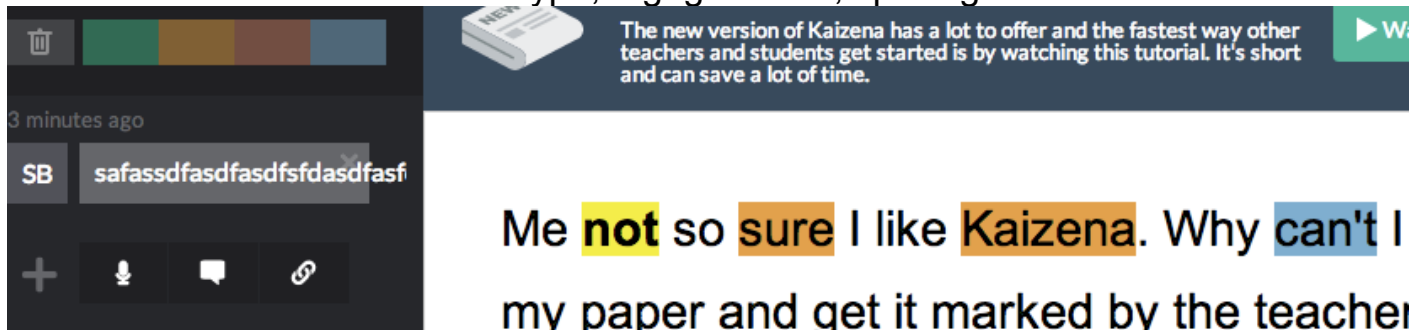
\$ % 123 - Arial - 10 - B I U -

Observe that column F contains a link to each student's work. Once looking at it, you

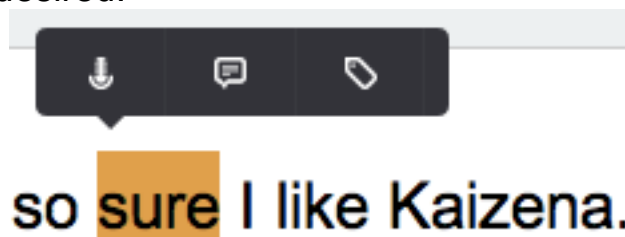
click the Goobric icon  that is now in your URL bar and you will be able to score that student and have the result be recorded on the above SS as well as emailed to the student.

The eighth **OPTIONAL** item is about Kaizena which was just upgraded in a major way on 2/24/13. You can read about this on the Kaizena blog at <http://blog.kaizena.com/> or can watch the video at <http://www.youtube.com/watch?v=CtTjGYQAuDg> or just scan my notes below.

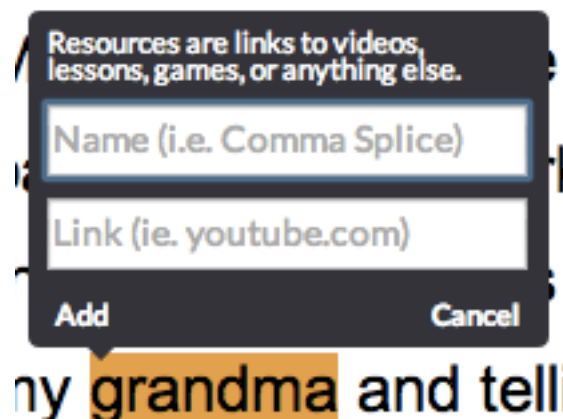
Here is a sample of the screen with colors. Yes you can colorize your corrections so that each color can stand for a type, e.g. grammar, spelling or run-on sentence.



Here are the 3 ways the teacher can mark up text: audio -- text -- resource. Resources are brand new and support the efficiency of teacher markup by creating categories with links if desired.



Here is what ADD A RESOURCE looks like -- name and link.



The ninth **OPTIONAL** item was discovered by a colleague of Rachel's at her school and 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 <code>=ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))</code>				
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.



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Finally, the the tenth **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						