Intro Section for Our First Lesson

Hello everyone,
This is our first lesson and I am excited to be teaching you and guiding you on this journey. Here are some important "starter" details that apply to everyone taking one of these courses.

1) I try to highlight in yellow in this PDF each web site, web link or video. This means that on SOME of your computers, you can just click on the yellow but on OTHER computers you may have to COPY the info in yellow and PASTE into a new TAB or new WINDOW to get to the link. In case you did not know it, the www is optional as well as the http:// when you enter a website, but in order to get the yellow links to work on a PDF I need to use the http:// notation.

2) Our weekly 30 minute one on one connections are scheduled to your convenience.

- Each week on a Monday, I send you a PDF that contains 1 or more videos to watch and the weekly HW assignments.
- Each week, we have a 30 minute 1 on 1 online meeting (just you and me) in which we use phone or Skype or Google Hangout and screensharing software (Team Viewer) so that we are talking and going over specific details and questions. These 30 minute sessions allow me to customize the content to the level best for you.
- It usually takes participants 30-45 minutes to work through the PDF and the videos. This can be done any time of course.
- The online meeting between you and me can be scheduled at any time that you request, seven days a week from 7am to 10pm NYC time. Yes, I am serious -- you can choose any 30 minute time slot during these 105 hours unless someone else has chosen that time. These online one on one meetings can be the same time every week or can vary each week -- your choice!
- The HW assignment can generally be done in an hour but some people choose to put in more time.

So total time is estimated to be about 2 hours or so per week with much flexibility. Even though I connect you with a partner outside of the class, generally in another state, there are no prescribed sessions where everyone attends at the same time. This is what sometimes kills online classes since teachers have very individual and complicated time schedules.

3) The screenshare software we use is called TeamViewer and you can save a bit of time by going to http://teamviewer.com and choosing to download and install. Or we will do it together in our first or second session.

4) Weekly 30 minute conversations? My favorite algorithm for the weekly conversation is to always start with a phone call and then transition to skype or google hangout (both are free video conferencing) and teamviewer. Each of us is obliged to phone call the other at the exact specified time. This way if we don't talk, it is both our fault! These conversations are recommended but NOT required. No guilt if you miss one or more or choose not to take advantage of them. Different strokes for different folks!

5) Regarding logins and passwords, you will hear me say many times to record them in a notebook or a 3x5 card you keep in your wallet and to "practice redundancy" and put them somewhere else -- perhaps in a document on your computer or in a Google doc called PASSWORDS. Over 30 years and more of teaching teachers via Summercore, I can tell you that hundreds of times, people forget a login/password combination or they forget the email address associated. Please, please change your habits (if necessary) and practice redundancy!

6) The reason for getting a picture from each of you is not profound. I simply want all of you in this course to be connected by name, state and face. So hopefully by lesson 2 or lesson 3, I will be able to include a picture summary of "who's who" in this class. Later in the course, I will match you up with a partner (in a different state hopefully) and ask the two of you to do a team project.

7) There is a webpage called http://teachingcompany.com/jan15 that contains ALL of the PDFs each week. It serves as redundancy to give you another way and possibly easier way to go to any of the PDFs. Each week, I add the PDF to this page and you will have access to this page forever!

8) We will have a Class Shared Doc where you type info and questions and others contribute. This doc also has a "who's who" section and a "homework summary section." Please contribute to our Shared Doc. You can either type some answers or helpful info about a few items or you can ask a question or you can improve the answer of someone else. You will love the fact that others are contributing to this (including me) and that this will be an organized summary at the end of our course!

9) I will post some of your HW samples on our Shared Doc. This helps connect all of you from different states and schools taking the same course. In addition, the samples from other people in the same course are helpful for you as you gain skills.

10) Regarding watching videos, I encourage you to take Piaget's advice and practice while you are watching, pausing when you need to and rewinding when you need to. Because the computer is more like a violin than a blender, you cannot be passive and just watch. You gotta do! How do you get to Carnegie Hall? Practice, practice, practice.

11) There is definitely a redundancy between the text in the PDF and the information on the videos. That is intentional and serves to reinforce information and to present it in different ways. You as a learner will do the necessary picking and choosing as you figure out the strategies that work for you.

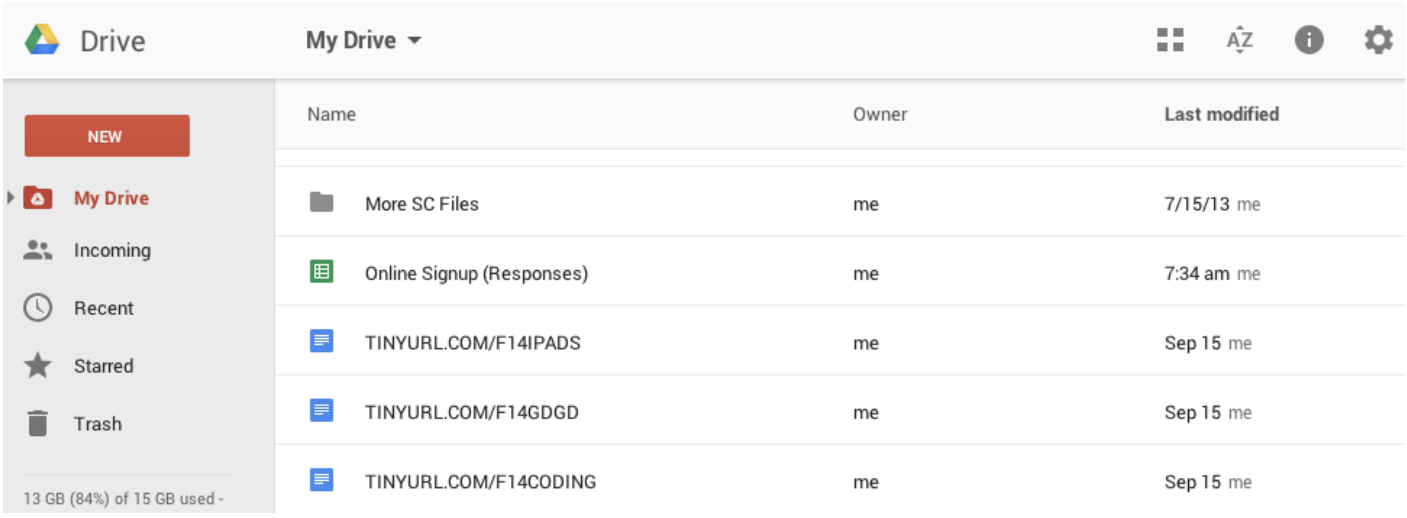
12) You are the boss of our 30 minute conversations. You can and should direct me as to what you want help on. Or if you want to talk about classroom management with technology or a specific curriculum project you are doing, that is fine. As I learned from Bruce Springsteen, you are the boss!

13) Unscheduled phone calls? Fine! I can't always answer, but you have the green light to call me for ANYTHING at 781-953-9699 from 7am to 10pm seven days a week. Sometimes there are tech questions that need an answer right away and that is part of the service I am providing you for these three months!

14) Tech tip that some of you know and some of you do not? When on the web on a PC, you can use CONTROL + or - to magnify or demagnify. On a Mac, the same thing works with the COMMAND (⌘) symbol and + or - keys. But just on the web.

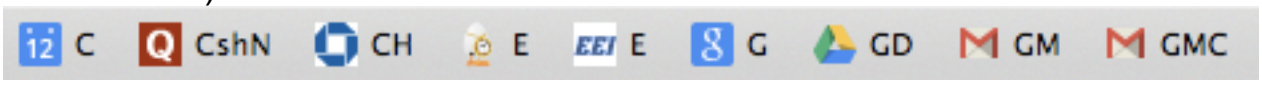
Steve

ACCESSING GD: Once you login with your Google gmail account and are looking at your mail, you can go to the URL box and enter the web address of http://DRIVE.GOOGLE.COM into the box. Or you could have done this before logging into your gmail account. In either case you get to this type of screen:



Note: if your GD screen shows Shared with Me instead of Incoming this means you (or your tech administrator) has not updated GD

My suggestion is that you should have a bookmark link in your toolbar to http://DRIVE.GOOGLE.COM and you can rename it as GD for brevity. Same with http://MAIL.GOOGLE.COM for your email, perhaps renaming it as GM. My use of uppercase here is just for convenience, by the way. Here is what my bookmarks bar looks like (and I will be glad to show you how to do the same).

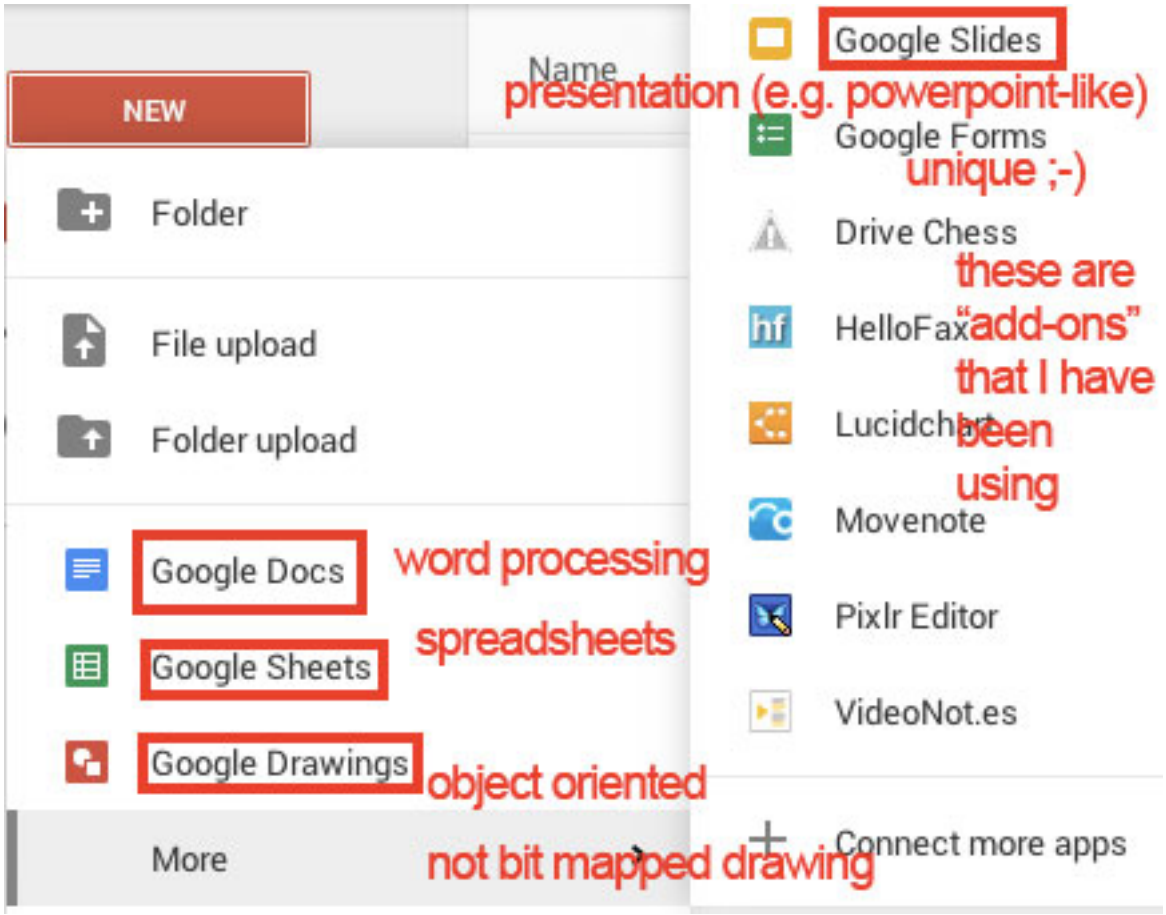


Our first important button is the red one that says NEW which leads to several choices including File upload .
Here is a required (HW1.1) but short 3 minute video on Uploading a Word file into GD -- http://tinyurl.com/gd20151
You can watch this later if you want to get into the substance of Lesson 1 now.

Let us get started with creating documents of all types and then setting SHARING.
Below are the 5 types of GD files you can create. I am not counting folders that will be used to organize. We will do some neat tricks with folders in a week or two.

Here is the first of several required videos -- HW1.2 -- to watch or rewatch this week. Whether you do so before or after you read this PDF is your choice. You are in charge of your own learning!

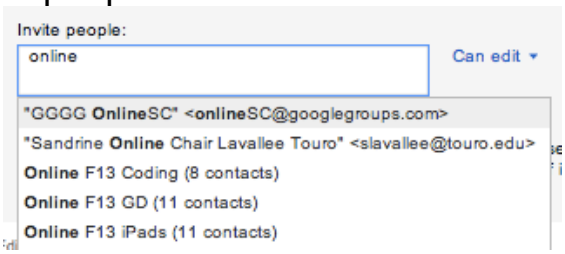
http://tinyurl.com/sc020sc -- 4 minute video on Sharing with GD



Once you create a document, you will see the choice to SHARE in the upper right. **Then you click ADVANCED to see all options**. This lets you specify by email what people you want to share with. Take note that you can enter the email addresses in THREE different ways: actual email, name of person or as a group (assuming you are using GMail groups). If you are

not using GMail groups, I would love to help you since having your contacts or students in groups is advantageous for many reasons.

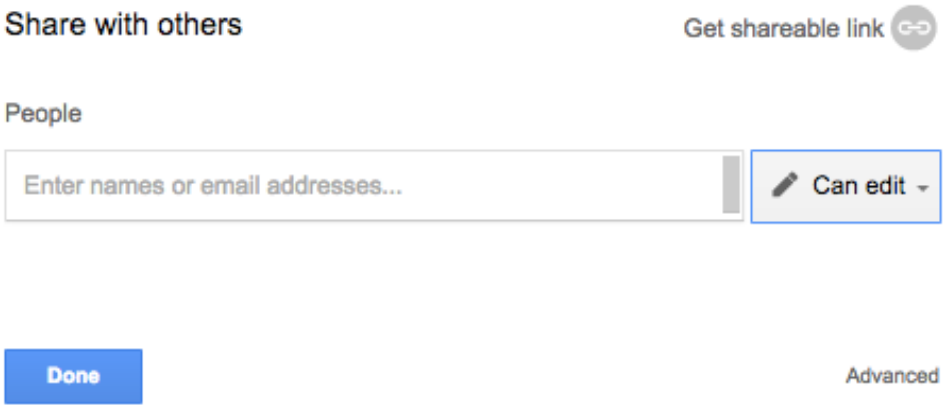
Just take note without worrying about it for now how cool it is that I am typing in "online" where it says INVITE PEOPLE and it is showing me my contact groups of people that contain the word ONLINE.



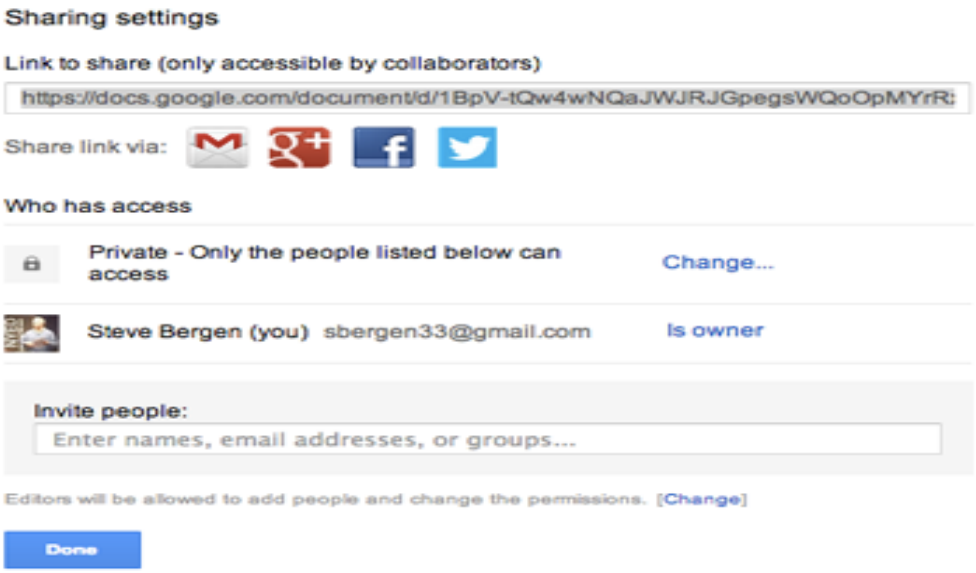
If this interests you, here is an OPTIONAL not required 12 minute video on putting your contacts into groups -- http://youtu.be/ycnyGuI24Ks

You will need my email address for this exercise -- sbergen33@gmail.com along with that of my friend the Larry Bird doll -- larrybirddoll@gmail.com who has been a bit of a mascot for us since 1985 when Summercore began.

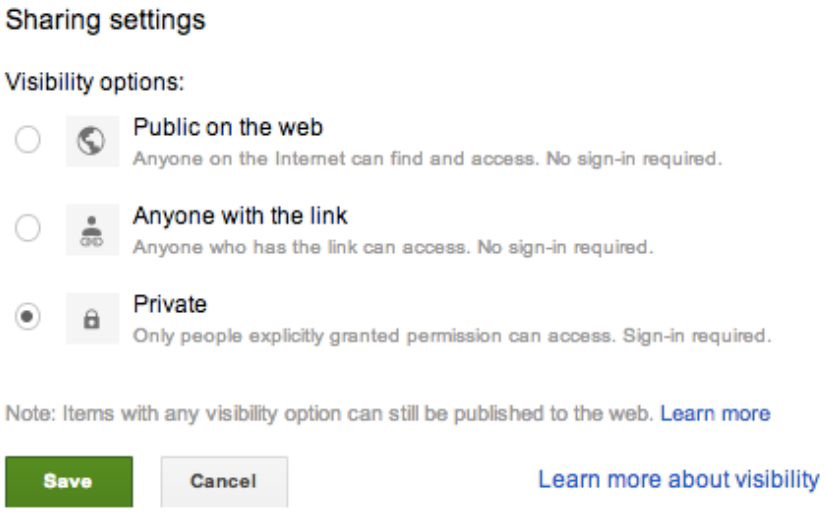
Here is what you will see when you go to SHARE:



Or if you choose ADVANCED at bottom right, you get



Observe that you can change the access from PRIVATE to two other settings that are similar to those offered by YouTube. If you choose ANYONE WITH THE LINK, it is perfectly safe and relatively private. There are no fears that people will stumble on it, unless someone with the link shares it with others. If you leave it private, you are requiring people to login with their specific gmail accounts in order to see the document. This can be a hassle when under time pressure.



For these reasons, I strongly prefer the middle category and love to use http://TINYURL.COM to shorten and simplify the link. Here is a screen shot that shows how I easily paste in a long URL and shorten it to my favorite desired unique shortcut. The website of TINYURL.COM allows you to take any long obnoxious web address and to shorten it something easy and convenient such as tinyurl.com/steve1 or tinyurl.com/summercore33. I find the word and number combination very useful and easy to remember. If your "chosen word" after tinyurl.com has been taken by someone, you get a chance to choose something else using this screen below.

Here is an optional (not required) video -- HW 1.4-- on TINYURL -- http://tinyurl.com/tinyurl33 if this interests you. It is not required and does not count as part of the 2 hours per week if you watch it! If this intrigues you, you can create a blank Google Doc with no content that says Hello, change the sharing specs so that ANYONE WITH LINK can access it and then use tinyurl.com to give it a short unique name. Send me the URL and I will be glad to check it. Let's call this optional HW 1.5. What is great about this technique is that it is the easiest and quickest way to get a big group of people (students, teachers, parents) sharing a document without having to gather and enter all of their emails.

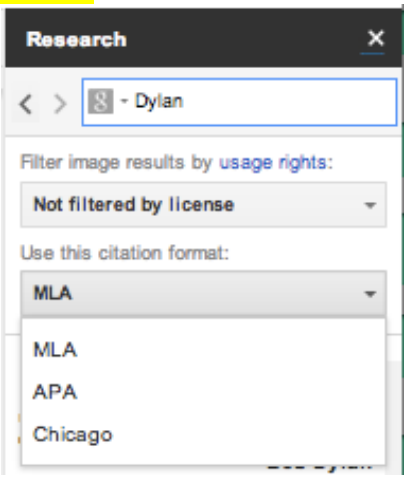
Okay, so I want you this week to make 1 document of each type (not FORM) and to share each one with me Steve Bergen using sbergen33@gmail.com. I also want you to allow a second user named larrybirddoll@gmail.com to have either VIEW access or COMMENT access to each of the 4 files -- document, spreadsheet, drawing and presentation.

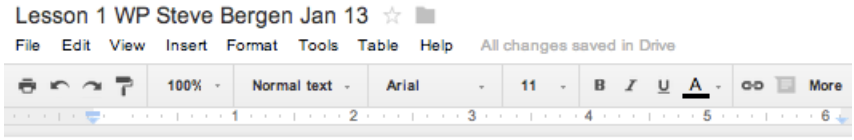
Here are the specs for each of the 4 files.

HW 1.6 -- the WP file should use this file name with your name and date of completion: Lesson 1 WP Jane Doe January 13

The WP file should contain your name and one short sentence telling the famous person you are a fan of. You need to use the feature under TOOLS then RESEARCH to insert a quote and picture about your famous person. This must be done by the GD trick of TOOLS then RESEARCH then scroll down and click. The GD system puts automatic footnotes in as you see in the sample below. You can change the citation format by pulling down on the triangle.

Here is a required 5 minute video -- HW 1.7 -- on the Research Tool with GD -- http://tinyurl.com/sc021sc





My name is Steve Bergen and I am fan of Bob Dylan.

Quote
"People seldom do what they believe in. They do what is convenient, then repent" - Bob Dylan[1]

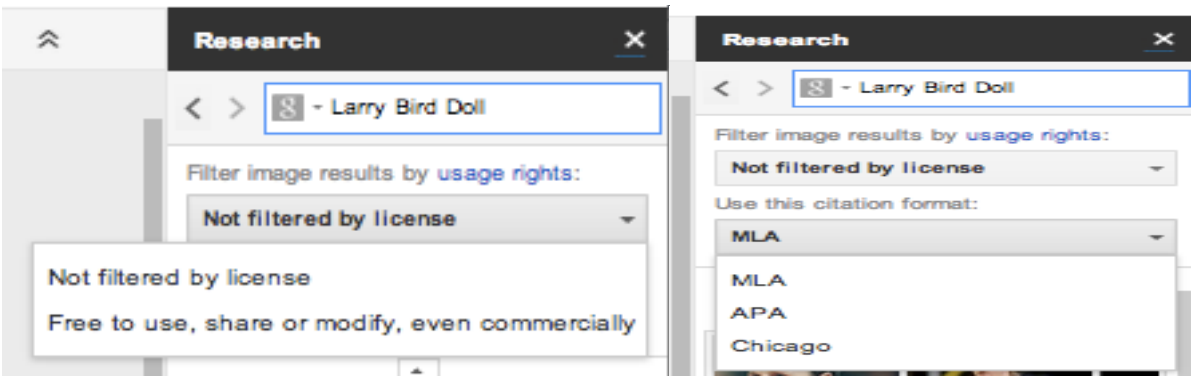
Picture

[2]

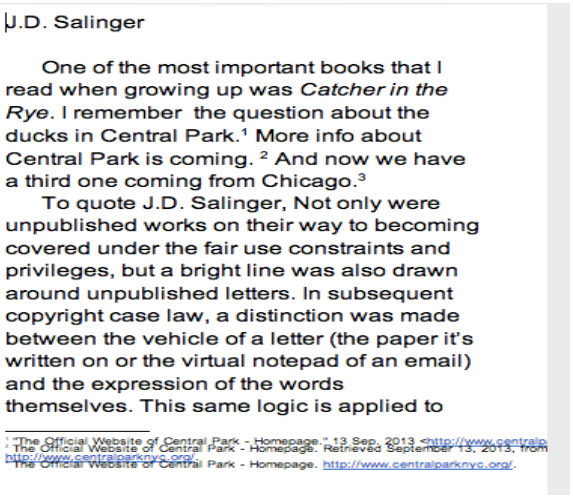
[1] "People seldom do what they believe in. They do what ... - BrainyQuote." <http://www.brainyquote.com/quotes/quotes/b/bobdylan142080.html>
[2] <http://media.soundonsound.com/sos/may10/images/ClassicTracks_01.jpg>

Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

Let's talk more about RESEARCH under the TOOLS menu. When you choose RESEARCH, there is an arrow at the top that lets you limit the search to just documents under the Creative Commons license. Additionally there is a second arrow that lets you specify what format to use for footnoting: MLA or ALA or Chicago.



Here is a graphic showing you how Google Doc creates a footnote using the RESEARCH feature.


J.D. Salinger

One of the most important books that I read when growing up was *Catcher in the Rye*. I remember the question about the ducks in Central Park.[1] More info about Central Park is coming. [2] And now we have a third one coming from Chicago.[3]

To quote J.D. Salinger, Not only were unpublished works on their way to becoming covered under the fair use constraints and privileges, but a bright line was also drawn around unpublished letters. In subsequent copyright case law, a distinction was made between the vehicle of a letter (the paper it's written on or the virtual notepad of an email) and the expression of the words themselves. This same logic is applied to

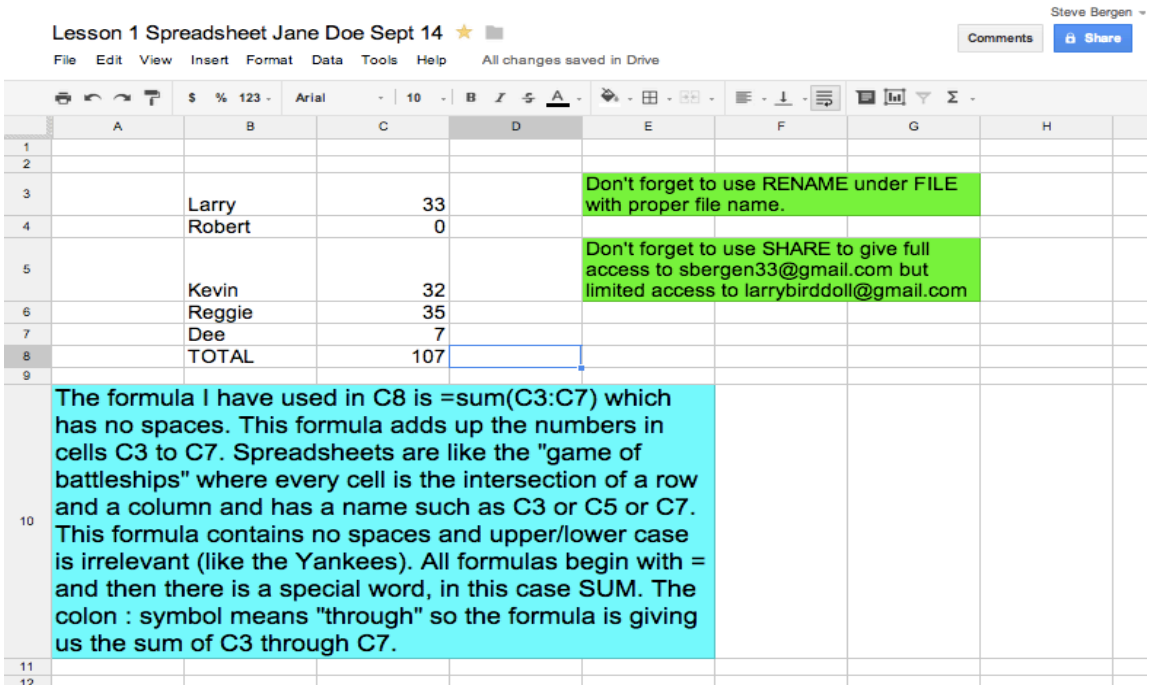
[1] "The Official Website of Central Park - Homepage." 13 Sep. 2013 <http://www.centralp
[2] "The Official Website of Central Park - Homepage." Retrieved September 13, 2013, from http://www.centralparknyc.org/.
[3] "The Official Website of Central Park - Homepage. http://www.centralparknyc.org/.

Note that when you use the RESEARCH feature on Google Docs, you get a choice of PREVIEW, INSERT LINK or CITE. The CITE choice generates the footnote!

HW 1.8 -- The SS file should use this file name with your name and date of completion: Lesson 1 SS Jane Doe January 14

The SS file should contain a list of your classes this semester with approximately how many students in each class. Or if you teach just 1 class, you can have a breakdown of males/females with the sum. Or if you don't teach, you can have a breakdown of hours per day that you work vs. eat vs. sleep vs. relax. The total will appear below using the SUM formula as you will learn below in this PDF and also in the video.

Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

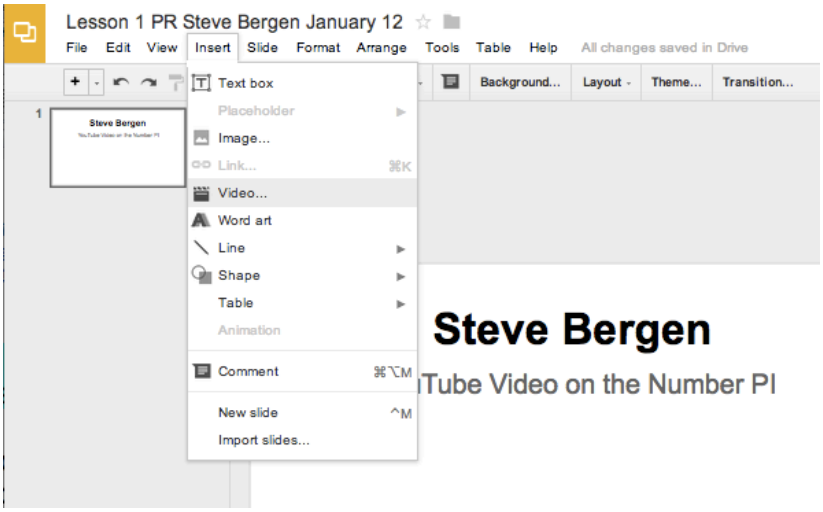


HW 1.9 -- The PRESENTATION file should use this file name with your name and date of completion:

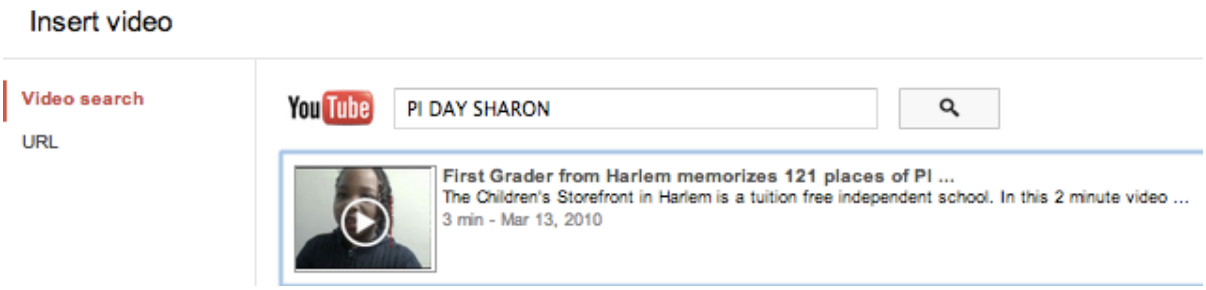
Lesson 1 PR John Doe January 15

The PRESENTATION file should contain one interesting topic from your curriculum that you can enhance with a YouTube video. Yes that is one of the unique and wonderful features of GD Presentation mode. You can easily

include a YouTube video by going to INSERT then VIDEO and typing in a topic.



In my example below, I typed in PI DAY SHARON since I once had the privilege of teaching this wonderful first grader who memorized 121 places of PI and won a homemade pie from me.



My final presentation card looks like this

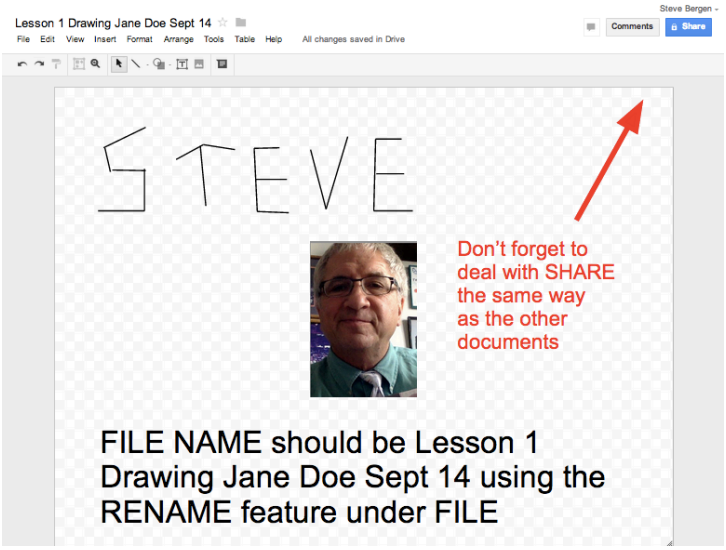
Except I forgot to choose a THEME! You can easily do so from the top line and now I have

Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com VIEW or COMMENT access.

Your presentation file should use this file name
Lesson 1 Presentation Jane Doe Jan 14 (or whatever date)
with of course your name and date. Please use the same specs re sharing this file.
This file should have no content -- no work for you to do at all!

HW 1.10 -- The DRAWING file should use this file name with your name and date of completion: Lesson 1 DRAW John Doe Sept 14

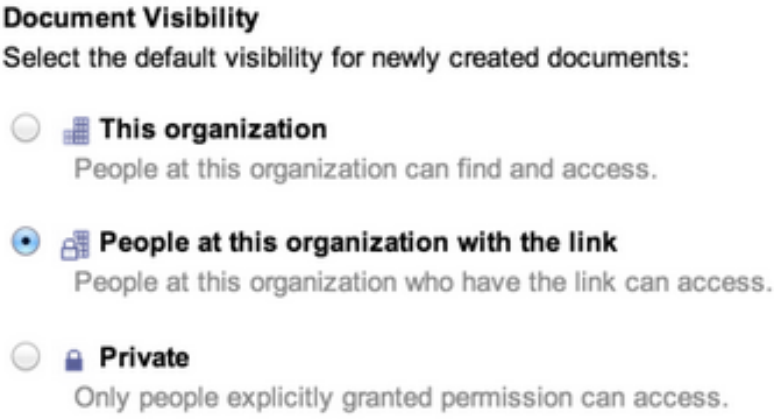
Your drawing file should have your first name (or a portion) with your handwriting using "stick line segments." The drawing module of Google Drive is "object oriented" not "bit mapped" which means it lets you arrange objects (text blocks, pictures, arrows) but does not allow you to paint on the screen with pixels. If possible, please include your picture or any picture.



Optional: the GD Drawing module allows you to crop a picture, add an animated gif or "mask the graphic" to take on the shape of a symbol. Once you add a picture to your GD Drawing, click on it and then choose the menu choice on the top row.

The triangle next to the cropping tool lets you "mask the graphic" to take on a selected shape. I chose a heart and changed my face to be . If you want to drag an animated gif into your drawing, you can find one at the http://gifgifs.com/ or at http://giphy.com -- another website of animated gifs. An animated gif is a type of computer file that contains animation yet is a simple file with a very simple name such as birdangry.gif. The fact that GD drawing now support animated gifs is very cool and can lead to interesting student projects!

Note that is relevant to just a few of you: some schools do not allow Google Docs to be shared with "strangers" outside of the school's domain unless you click a special option. Some schools are even more restrictive and there is no place to even click a special option. These settings are made by the computer administrator at your school. If this applies to you, let me know and I will come up with a Plan B for the homework for you since otherwise I can't see your homework!



Why am I requiring all of you to use the format of Topic Name Date?

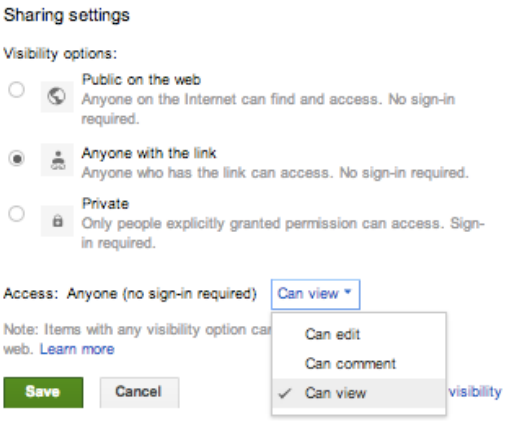
Because most schools do a so-so job of creating this structure and we all (students and teachers) then pay the price of lack of organization!

Is there any logic or rhyme/reason in this order of Topic then Name then Date? Not really but reverse alphabetical order makes it easy for me to remember the 3 items: T then N then D. And yes I know that the date is stored automatically but adding the date to the file name gives increased flexibility when searching.

The important curriculum theme for schools is to create a file name convention and then make all students and teachers adopt it. Serious!

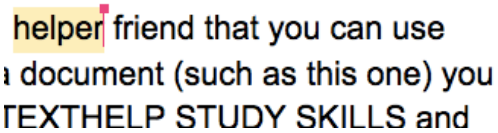
Next, let us talk about the three types of access.

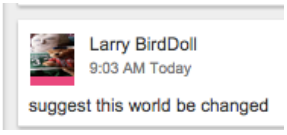
You can specify any user as EDITOR or VIEWER or COMMENTER. This third one is relatively new and allows someone to view and comment on the document but not actually edit it. This means that the COMMENTER has more privileges than the VIEWER.



You may have noticed the COMMENT feature under INSERT in the WP and PRESENTATION and SPREADSHEET module. This allows someone (perhaps me in this course or you in your own courses) to attach mini-comments to locations in the WP or PRESENTATION or SPREADSHEET modules so that the owner perhaps can modify. I will do this on occasion with your work in this course. You can also have students do "peer editing" of other students' work using the comment feature!

Finally, as of Spring 2014, these comments appear as SUGGESTIONS to the OWNER. I will show you this one-on-one when you turn in your 1.7 assignment.



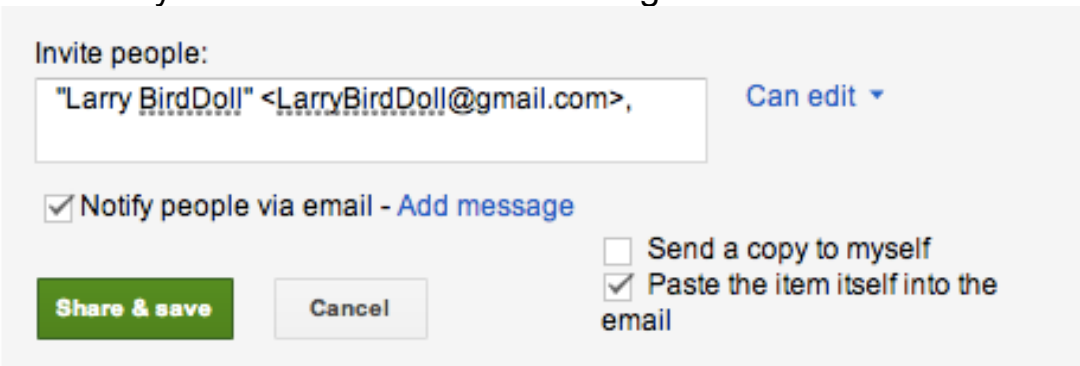


Here is a required 2 minute video -- HW 1.11 -- on the Comment Feature in GD -- http://tinyurl.com/sc024sc

Here is a graphic showing you how person X (the Larry Bird Doll) has added a comment to the Google Doc by person Y (me)

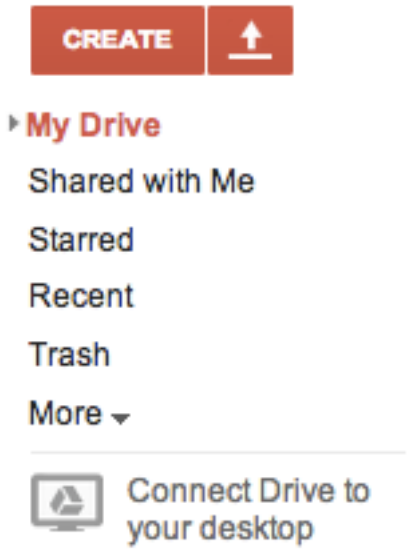
As you complete your assignments this week, I will try to add Larry Bird Doll comments to your work so you can see how this works on your own files.

Two final tidbits:
Tidbit 1: When you create each of these 4 files for your HW, should you email me or rely on the feature on the sharing screen that looks like this?



For me, you can do whatever you want. When you do your HW and create files on GD, they show up on my GD account. I am fine if you email me separately or not to tell me you are done. It makes no difference. I am a believer in redundancy and to me every reminder is valuable in avoiding forgetting things and making mistakes. But you may encounter faculty colleagues who prefer NOT to be notified via email. Different strokes for different folks! With students, I would definitely notify them by BOTH methods. They need as many reminders as possibl.e

Tidbit 2: You can install a GD application for your Mac or PC! In addition to access GD via drive.google.com, you can have direct access to GD without having to go on the web. To do this, use the bottom of the left side of the screen where it says "Connect Drive to your desktop." I would be glad to help you with this in our 30 minute session, but you should definitely put this on your to do list. Similarly, you can install a GD app on your smartphone.



Vocabulary for Lesson 1 that I will put onto our Shared Doc: anyone with the link, bit mapped, cells, columns, commenter, document, drawing, editor, folder, form, formulas, group, object oriented, presentation, private, public on the web, research, rows, sharing, spreadsheet, sum formula, tinyurl.com, uploading, viewer

HW 1.12 -- Please contribute 3 entries to our Shared Doc located at the http://tinyurl.com/jan15gd webpage. You can either type some answers or helpful info about a few items or you can ask a question or you can improve the writing of someone else. You will love the fact that others are contributing to this and it will be a means of getting to know each other! The Shared Doc also a summary of the homework to help keep you organized.

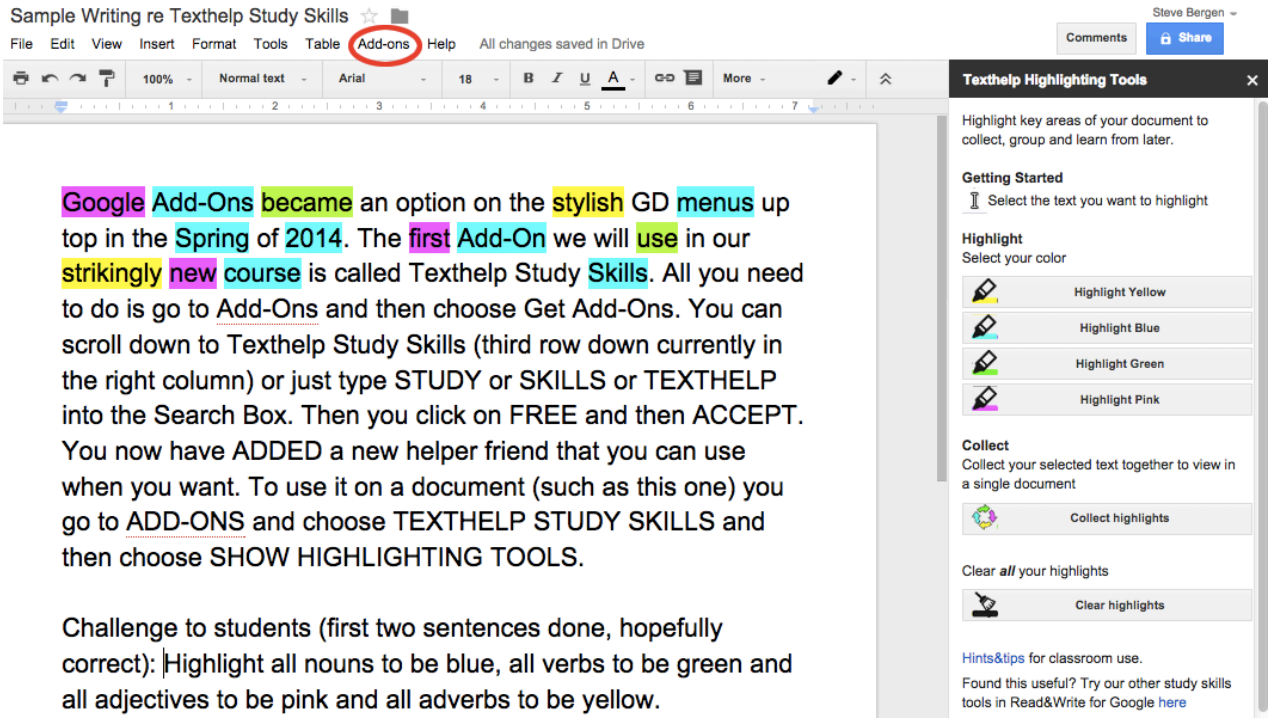
Also please contribute to the chart on our Shared Doc next to your name.

Also remember to send me a picture if you have not done so already.

More OPTIONAL WORK (*if you found this week's lesson easy and have more time this week and want to learn more*)
** Learn about TABs and Margin Markers in both GD -- http://youtu.be/0FskSxHticU (11 min) and Microsoft Word -- http://youtu.be/VTMYH7ZZTvw -- 7 min -- HW 1.13

** Learn more WP features of GD -- somewhat advanced so user beware -- http://youtu.be/0GhFObmU1Tg -- 20 min -- HW 1.14

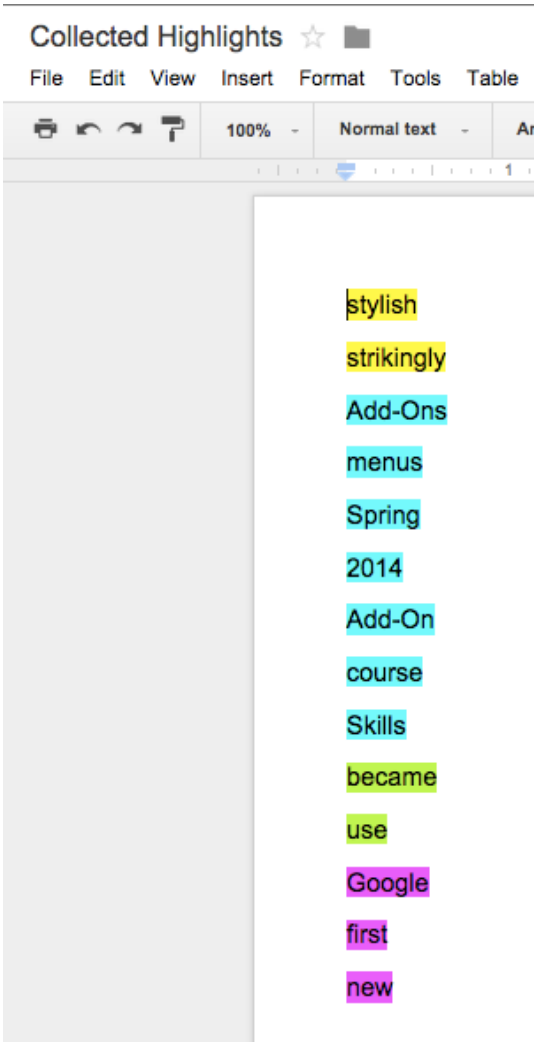
Finally, let us talk about Add-ons which are now a more visible part of GD. If you look at the top middle of your GD menu, you might now see what I have circled in red. If you don't, it means your tech administrator at your school has not turned on that feature yet.



If you click on Add-ons, you can add a free one called TEXTHELP STUDY SKILLS. It is very easy to turn on and once done, it shows you in the instructions in a side screen on the

Optional HW 1.15 is to install TEXTHELP STUDY SKILLS use it in an educational way and then take a screen snapshot and send to me. I have used it to

propose an exercise to the student on parts of speech. The result is below on the next page.



Google Add-Ons became an option on the stylish GD menus up top in the Spring of 2014. To add Texthelp Study Skills, all you need to do is go to Add-Ons and then choose Get Add-Ons. You can scroll down to Texthelp Study Skills (third row down currently in the right column) or just type STUDY or SKILLS or TEXTHELP into the Search Box. Then you click on FREE and then ACCEPT. You now have ADDED a new helper friend that you can use when you want. To use, you go to ADD-ONS and choose TEXTHELP STUDY SKILLS and then choose SHOW HIGHLIGHTING TOOLS.

A few of the other important ADD-ONs that we will cover week by week:
Flippity: makes electronic flash cards out of a GD spreadsheet
Flubaroo: does automatic grading based on students filling out a GD form

Doctopus: does automatic distribution of GD docs to students and their portfolios
Kaizena: allows voice dictation to enhance or provide student feedback on a GD doc

Self Quiz Review of things from Lesson 1 that may lead to questions during our one on one session:

- What is the shortcut URL for GD?
- Can Word files be converted to GD files?
- How many types of files can you create with GD?
- What are the 3 ways to add people to sharing?
- What's the best way to share a GD file with a large group of people?
- If you have a group of students or faculty and you need to share docs with them frequently, it is best to put all those contacts into a _____.
- When you share a document with someone, what are the choices for the level of access you give that person?
- The special website of tinyurl.com allows you to _____.
- The _____ feature of GD allows students to easily add footnotes.
- In using a spreadsheet, all formulas begin with the ___ symbol.
- In using a spreadsheet, to add up a bunch of cells, you use the formula _____
- The _____ module allows you to easily add a YouTube video.
- The drawing module of GD is called _____ which is different from a graphics program that allows you to change individual bits or pixels.
- When in GD drawing, you can add animated ____ to enhance your picture.
- When in GD drawing, you now crop pictures and even add _____ which allow you to produce cutouts of pictures using symbols.
- Requiring your students to use standard file names _____ your life as teacher.
- GD allows you to specify others as _____ only so that they cannot change your document but can add their thoughts on the right.
- When you share a document with others, it will automatically update the others. Is it possible to customize the automatic update message? ___
- The feature called CONNECT DRIVE TO YOUR DESKTOP allows _____ that will allow you to edit your GD documents when not internet connected.

Have a good week, Sorry this lesson is longer than intended but I have been looking forward to beginning our course and would love to get off to a fast start!

Steve

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INDEX of HIGHLIGHTS can be found on the last page

The URL for Google Drive is _____ (page 4)

Video 1.1 on Uploading a Word File into GD (page 4)
Video 1.2 on Sharing in GD (page 5)

Optional Video -- putting Contacts into Groups (page 6)
Optional Video -- using TINYURL.COM (page 8)

HW 1.6 Specific WP GD to make and share (page 8-9)

Video 1.7 on Research Tool (page 9)

HW 1.8 Specific SS GD to make and share (page 11)

HW 1.8 Specific Presentation GD to make and share (page 11-12)

HW 1.10 Specific Drawing GD to make and share (page 13)

Optional Task re adding an Animated Gif to your GD Drawing (page 14)

Why is it good pedagogically to require a formal file name? (page 14-15)

What are the three types of access to a Google Doc? (page 15)

Video 1.11 on the Comment Feature (page 16)

HW 1.12 Please contribute 3 entries to our Shared Doc + info about you + did you send a picture (page 18)

Optional Videos on TABS and Margin Markers in GD and Word (page 18)

Optional 1.15 on the Add-On called Texthelp Study Skills (pages 18-19)

Brief mention of coming attractions: Flippity, Flubaroo, Doctopus, Kaizena (page 20)

Self Review Quiz (page 20)