Monday 9/28 -- we begin our GD (Google Drive and Google Docs) journey! All aboard!

There are several ways to access GD:

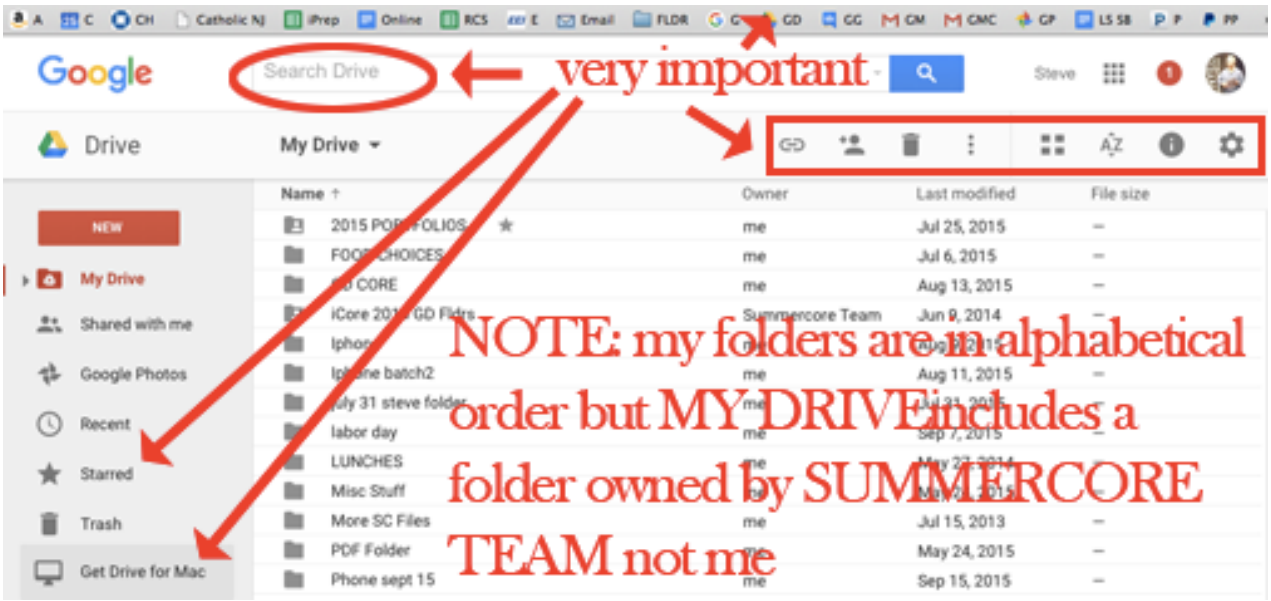
Some people go to their gmail or to google.com and look for the icon.

Then when you click on that icon, you will see

as one of the choices.

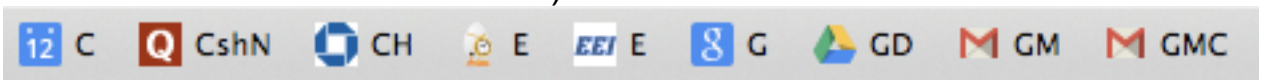
I would prefer all of you knowing that the URL for Google Drive is http://DRIVE.GOOGLE.COM into the box.

Our first required video HW 1.0 -- before we get to any specific homework -- is called NAVIGATING TRICKS and is 12 minutes long. It provides a fast paced overview of GD navigation: https://youtu.be/8cKvG10ZLrw or http://tinyurl.com/gdcoreNAV -- and I encourage you to watch it a second time in a week or so as you get better.



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 emphasis, by the way.

Here is what my bookmarks bar looks like (and I will be glad to show you how to do the same when we talk).



Our first important button is the red one that says

which leads to several choices including

.

Here is a required (HW1.1) but short 3 minute video on Uploading a Word file into GD -- http://tinyurl.com/gd20151

Let us get started with creating documents of all types and then setting SHARING.

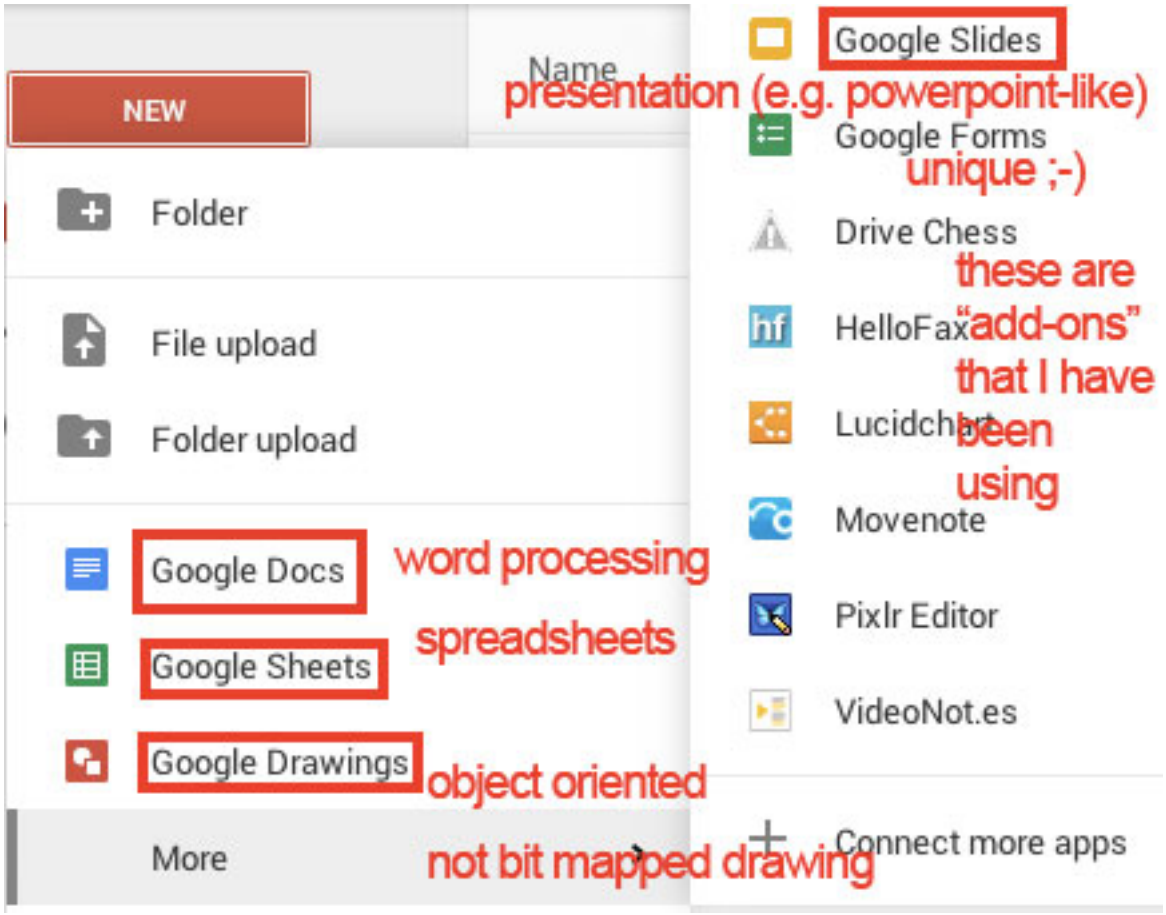
Below are the 5 types of GD files you can create. I am not counting folders that will be used to organize. We will do some neat tricks with folders in a week or two.

Here is a third required video -- HW1.2 -- to watch about sharing.

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

I encourage you to "stay organized" in this course by maintaining either "a paper notebook" or "an electronic notebook" in which you keep track of

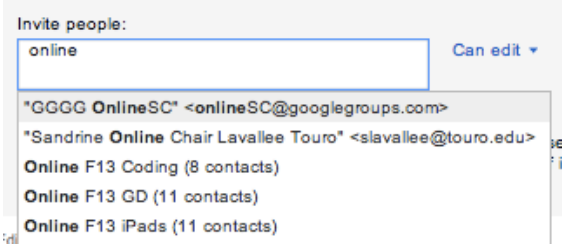
-- things you learned
-- things you want help on (so you can refer to when we talk each week)



Look at the above picture and make sure you read all my red notes. How many Google Add-Ons do you see listed? Yes, there are six and we will get to that stuff in a few weeks. Do you understand object oriented vs. bit mapped drawing? Most normal people do not! If I drew my name -- STEVE -- via an object oriented program, then each letter is an OBJECT and I could move the letters around easily but could not edit the T if I had messed up. If I did so via a bit mapped program then moving the letters around is tricky but fixing the T is easy by using the eraser icon.

Once you create a NEW 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.

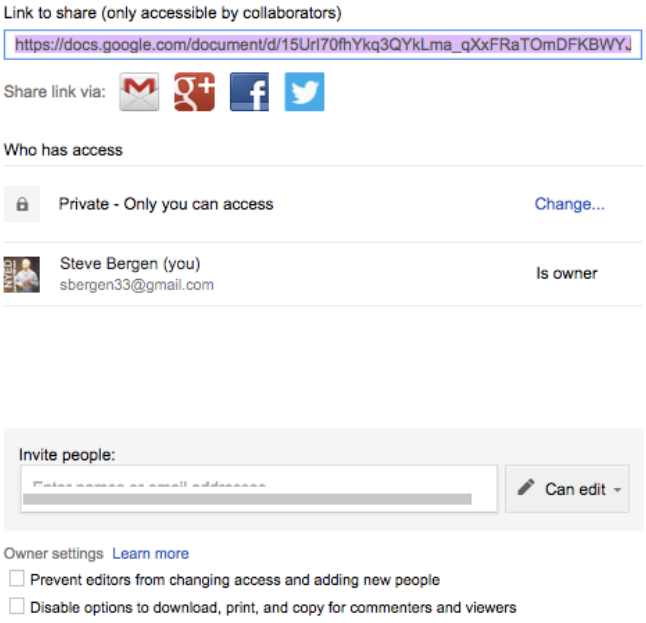
Just take note without worrying about it for now how cool it is that I am typing in "online" where it says INVITE PEOPLE and it is showing me my contact groups of people that contain the word ONLINE.



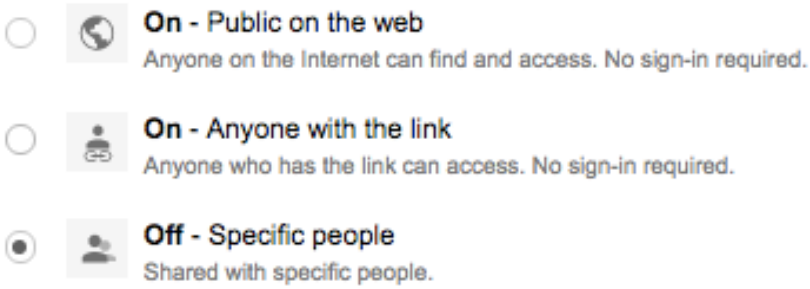
HW 1.3 If this interests you, here is an OPTIONAL 12 minute video on putting your contacts into groups -- http://youtu.be/ycnyGuI24Ks

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. Every part of this screen is important. Where it says CAN EDIT, you can tag each person as EDIT or COMMENT or VIEW. The link up top can be turned into a TINYURL if you so choose. The CHANGE option lets you declare your doc as PUBLIC.

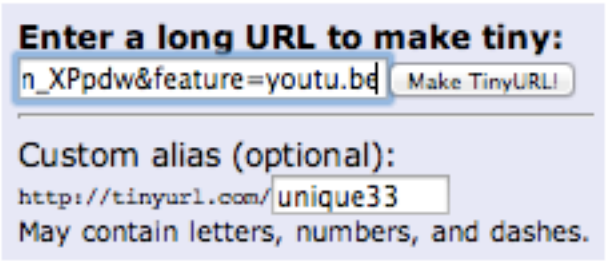


When you click CHANGE, you have these 3 choices



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 the next required video -- HW 1.4-- on TINYURL -- http://tinyurl.com/tinyurl33. Please create a blank Google Doc that says "one person I admire is _____" and change the specs so that ANYONE WITH THE LINK can access it. Then use tinyurl.com to give it a short unique name. Send me the URL and I will be check it and respond with a fact about the person you chose. Let's call this 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.

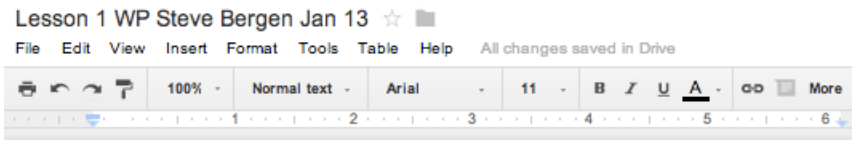
Okay, so I want you this week to make 1 document of each type (not FORM) and to share each one with me Steve Bergen using sbergen33@gmail.com. I also want you to allow a second user named larrybirddoll@gmail.com to have either COMMENT or VIEW access to each of the 4 files -- document, spreadsheet, drawing 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 March 30

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]

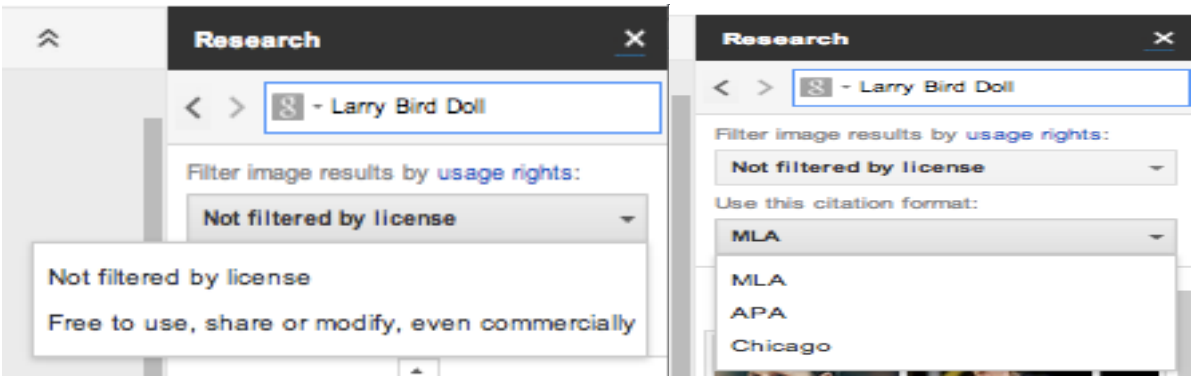
Picture

[2]

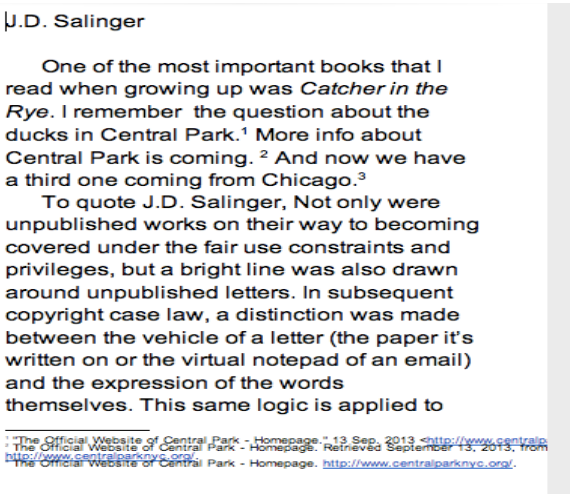
[1] "People seldom do what they believe in. They do what ... - BrainyQuote." <http://www.brainyquote.com/quotes/quotes/b/bobdylan142080.html>
[2] <http://media.soundonsound.com/sos/may10/images/ClassicTracks_01.jpg>

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

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.

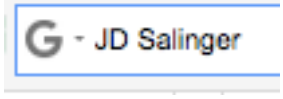

J.D. Salinger

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]

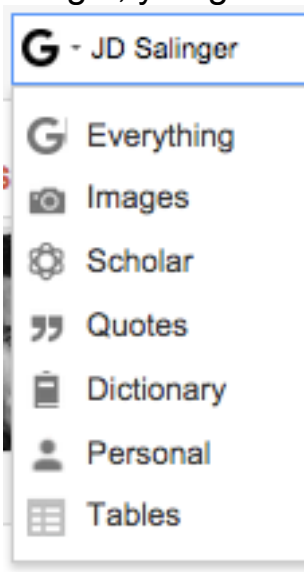
To quote J.D. Salinger, Not only were unpublished works on their way to becoming covered under the fair use constraints and privileges, but a bright line was also drawn around unpublished letters. In subsequent copyright case law, a distinction was made between the vehicle of a letter (the paper it's 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!

Also note that when you type in a person's name into research, there is an important baby triangle next to the name 

When you click on this baby triangle, you get to FILTER RESULTS.



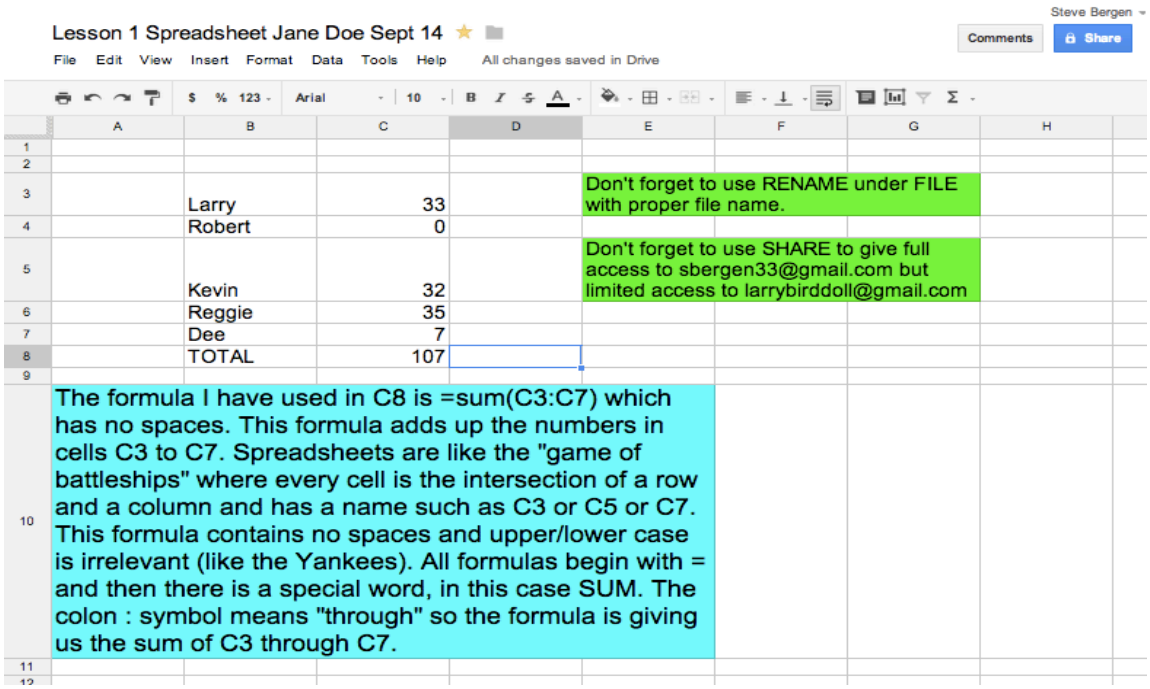
and decide what type you want. If you choose IMAGES, you need to CLICK AND DRAG the image into your document in order to get the footnote.

Beware that the footnote can become separated from the text or the image, so if you need to move things around, you need to CUT AND PASTE the footnote along with the image or quote.

HW 1.8 -- The SS file should use this file name with your name and date of completion: Lesson 1 SS Jane Doe March 30

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 either VIEW or COMMENT access.

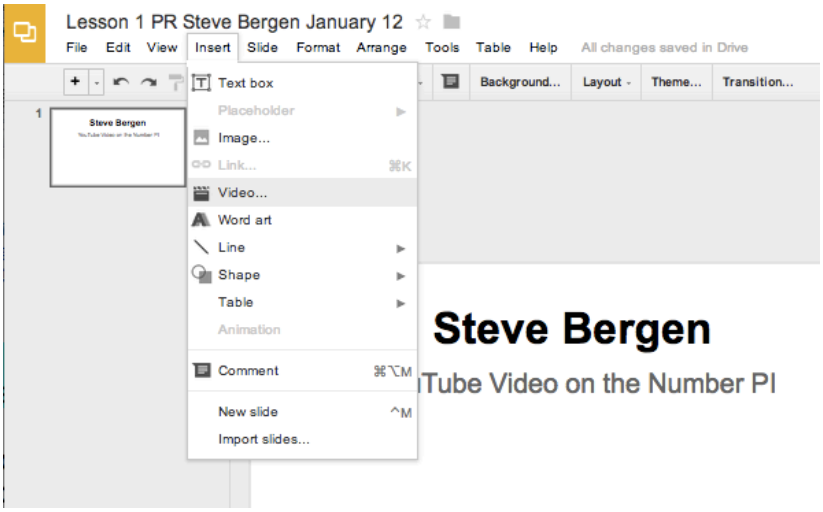


HW 1.9 -- The PRESENTATION file should use this file name with your name and date of completion:

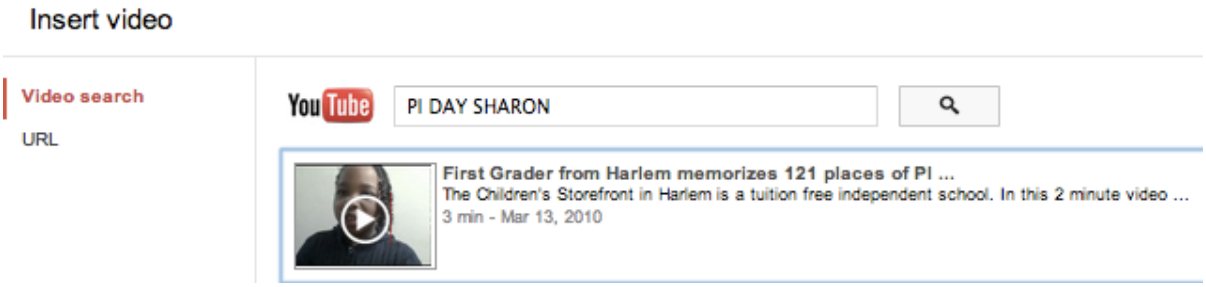
Lesson 1 PR John Doe March 30

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

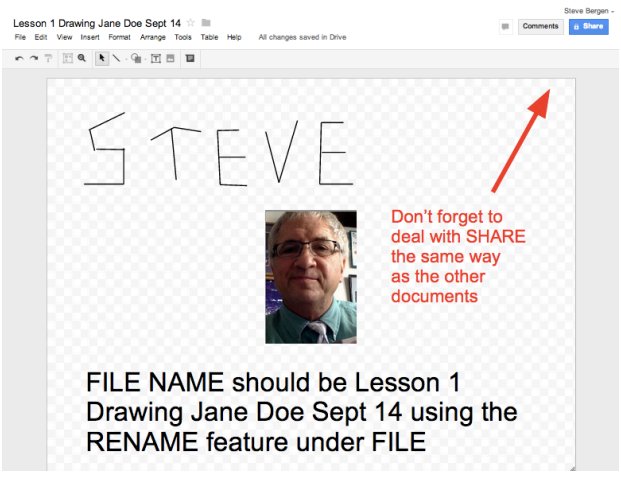
Except I forgot to choose a THEME! You can easily do so from the top line and now I have

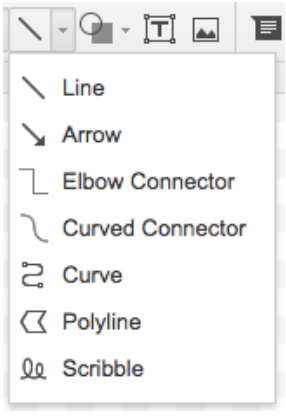
Of course you need to give sbergen33@gmail.com EDIT access and to give larrybirddoll@gmail.com either VIEW or COMMENT access.

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 March 30

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.





Or you can "scribble" your name so it appears like script using the bottom choice under the line segment menu. See graphic at above right.

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 supports 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!

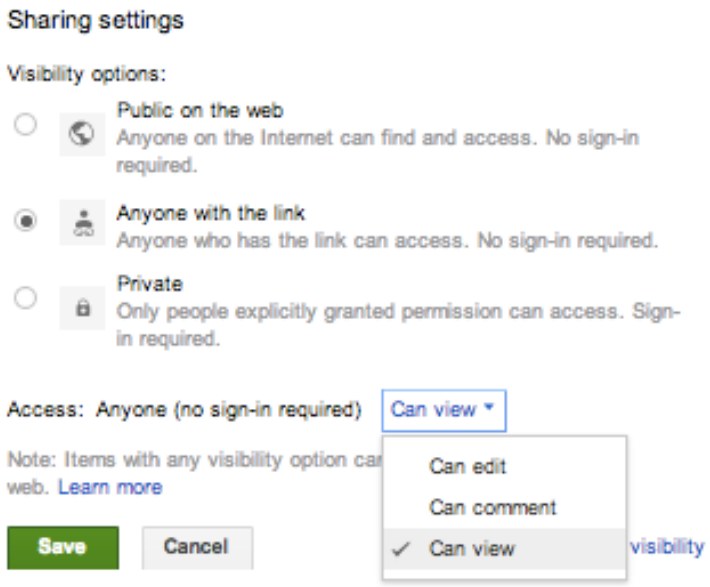
Why am I requiring all of you to use the format of Topic Name Date?

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! This is an important pedagogical technique that will save you much frustration.

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

You can specify any user as EDITOR or VIEWER or COMMENTER.
This third one allows someone to view and comment on the document but not actually edit it. The COMMENT feature allows someone (perhaps me in this course or you in your own courses) to attach mini-comments to locations in the document. You can also have students do "peer editing" of other students' work using the comment feature!



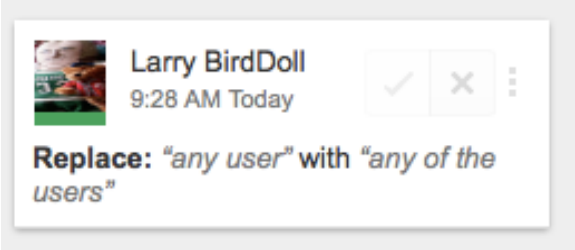
What are the ways that a second person can EDIT or COMMENT on the writing of the first person.

Method 1: If we tag the second person as CAN EDIT then the second person can directly alter the writing.

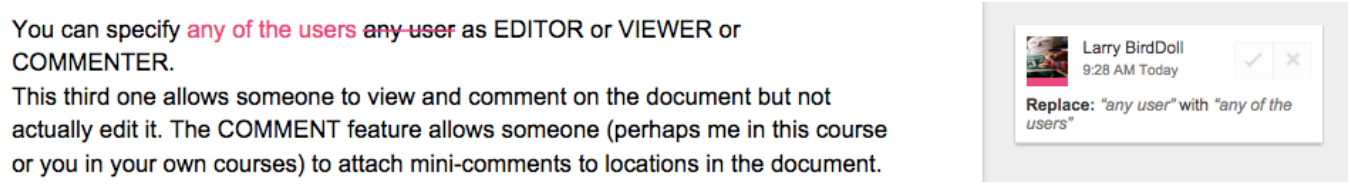
Method 2: if we tag the second person as CAN COMMENT, then when the person edits, it looks like this

> You can specify any of the users ~~any user~~ as EDITOR or VIEWER or COMMENTER.

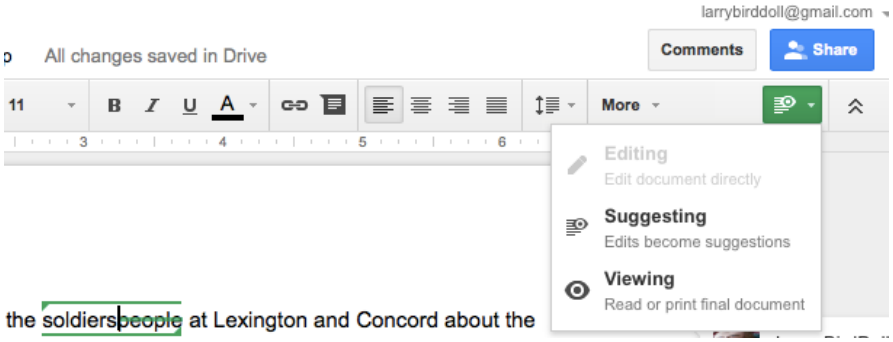
and a box on the side shows



This appears on the screen of person #1 in red with a √ checkmark to approve or X mark to reject.

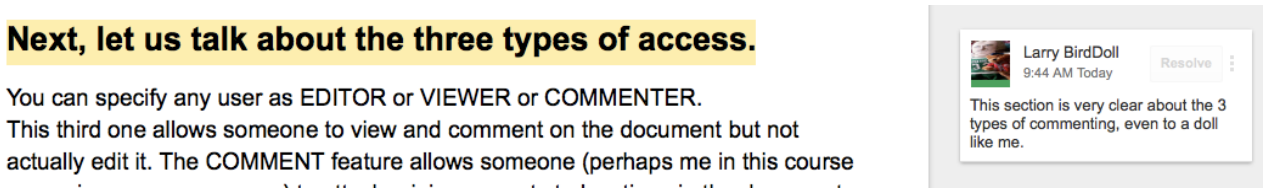


Please note that if person #1 tags person #2 as CAN EDIT, then he/she can still do these type of crossout comments by using the GREEN button directly below SHARE. A suggestion means a crossout or strikethrough in the text as you see below (soldiers ~~people~~) with something crossed out. People love this "SUGGESTION" feature!



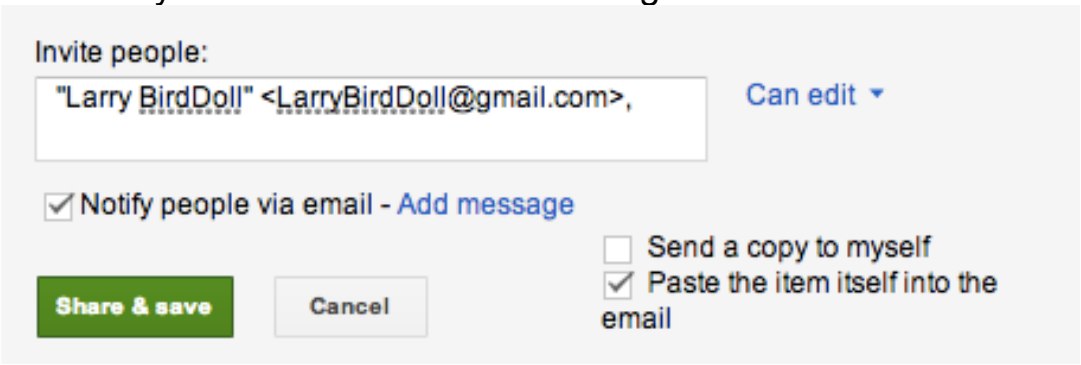
Here is a required 2 minute video -- HW 1.11 -- on the Comment Feature in GD -- http://tinyurl.com/sc024sc

Method 3: if we tag the second person as CAN COMMENT, then he/she can choose to COMMENT without altering the text. All person #2 does is highlight a section and then choose COMMENT under the INSERT MENU. The highlighted text becomes beige and the comment is on the right.



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.

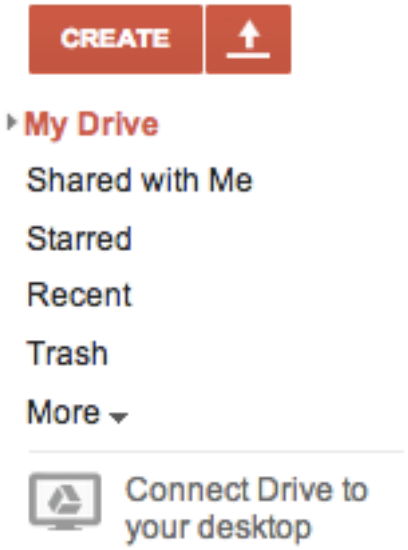
Two final tidbits:
Tidbit 1: When you create each of these 4 files for your HW, should you email me or rely on the feature on the sharing screen that looks like this?



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 possible!

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.

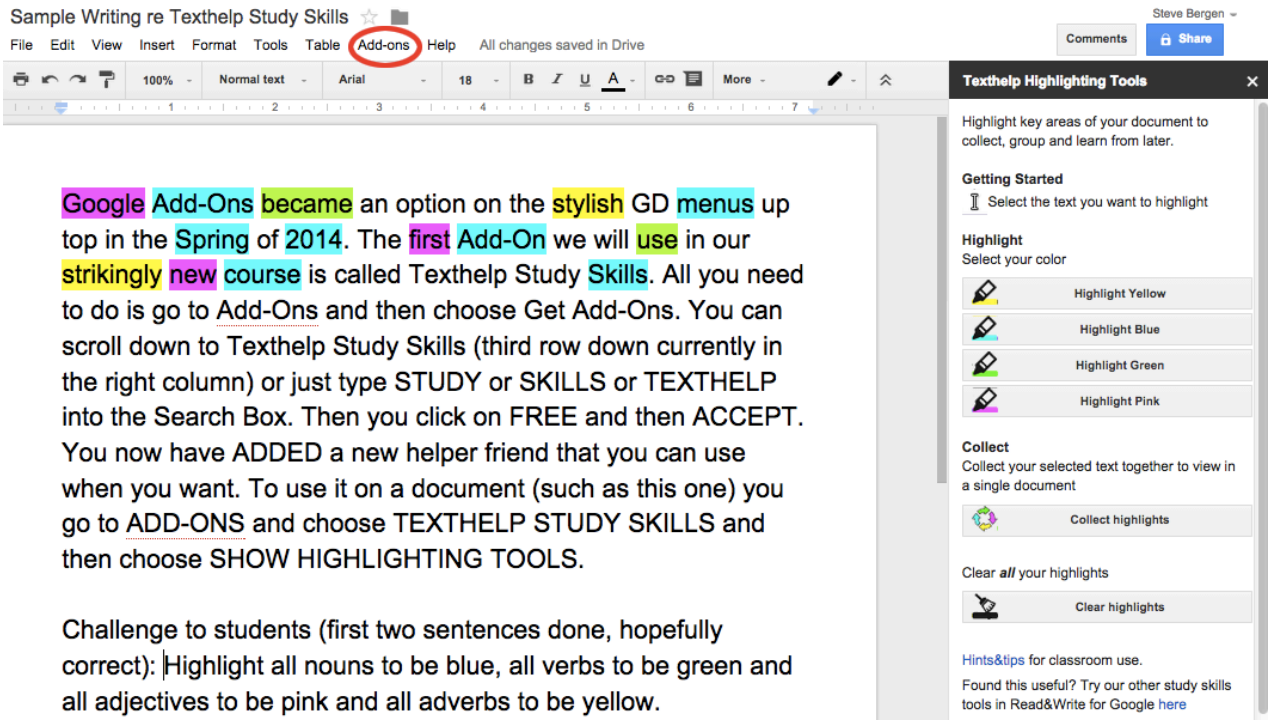


HW 1.12 -- Send me a picture if you have not done so already.

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.



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!

phone = 781-953-9699
skype name = stevebergen (no spaces)
Email = sbergen33@gmail.com

OPTIONAL VIDEO on Moving Files from iPad to Google Drive
https://youtu.be/b0pMdbskusk

INDEX of HIGHLIGHTS can be found on the last page

The URL for Google Drive is _____ (page 1)
Video 1.0 on Navigating Tricks Overview GD (page 1)
Video 1.1 on Uploading a Word File into GD (page 2)
Video 1.2 on Sharing in GD (page 2)
Optional Video 1.3 -- putting Contacts into Groups (page 4)
Optional Video 1.4 -- using TINYURL.COM (page 5)
HW 1.5 A Person I Admire and send me tinyurl (page 5)
HW 1.6 Specific WP GD to make and share (pages 6-7)
Video 1.7 on Research Tool (page 6)
HW 1.8 Specific SS GD to make and share (page 9)
HW 1.8 Specific Presentation GD to make and share (pages 9-11)
HW 1.10 Specific Drawing GD to make and share (page 12)
Optional Task re adding an Animated Gif to your GD Drawing (page 12)
Why is it good pedagogically to require a formal file name? (page 13)
What are the three types of access to a Google Doc? (page 13)
Video HW 1.11 on the Comment Feature (page 15)
HW 1.12 Send a picture (page 16)
Optional Videos 1.13 on TABS & Margin Markers in GD and Word (page 17)
Optional Video 1.14 on More WP Features of GD (page 17)
Coming attractions: Flippity, Flubaroo, Doctopus, Kaizena (p17)
Self Review Quiz (page 18)
OPTIONAL VIDEO on Moving Files from iPad to Google Drive (page 18)