LESSON 4: Apr 20

HW 4.1 Required Worksheet sent via Doctopus to each of you
Please look at Worksheet 4.1 that I sent you previously. It should be in your Google Drive under SHARED WITH ME. You can search by typing 4.1 in the SEARCH BOX. See how many questions you can answer before you begin Lesson 4

HW 4.2 Sent to the 3 of you to be done with Kaizena Mini
HW 4.3 Shared Document that you have access to
HW 4.4 Required Google Add On and one sentence you write on our Collaborative Doc

Before we get started, I wanted to share a quote from a teacher in this course a year ago (Jacque from Houston) that might encourage others to try Flubaroo:
"On a side note, I used google forms for my first vocabulary quiz this week and got instant grades using Flubaroo. It was great. I really like how the students get their results in an email with the questions highlighted in red or green."

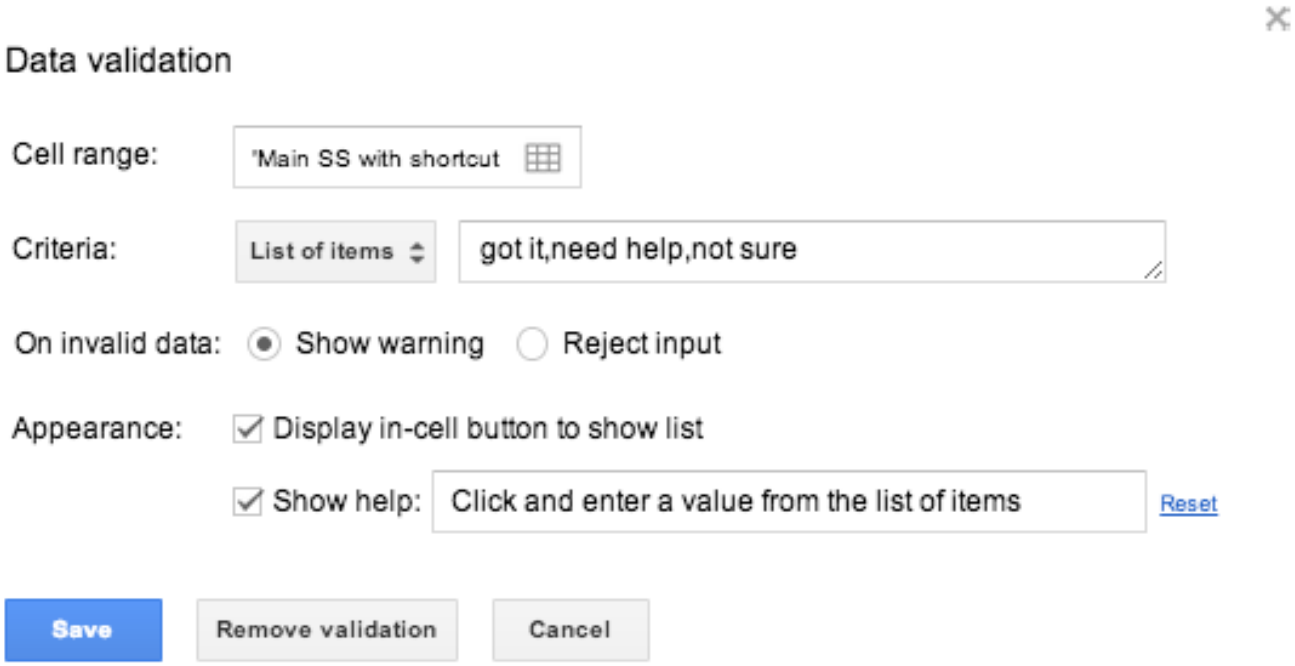
We begin Lesson 4 by showing you a bunch of quick tricks & tips hoping that most of you will find at least one or two to be interesting and useful.

First the SS trick with the triangle that you saw in Lesson 3 on the spreadsheet called TINYURL.COM/GDREVIEW33 --

	A	B	C	D	E	F	G	H
1	LESSON	ID#	DESCRIPTION (for each item below use YOUR column on the right and the TRIANGLE to indicate GOT IT or NEED HELP or NOT SURE)	BRENDA	CARLA	CATHY	DOUG	GAURI
2	1	1	Name each of the modules of GD and state one interesting unique feature about each one?	got it	got it	got it	got it	got it

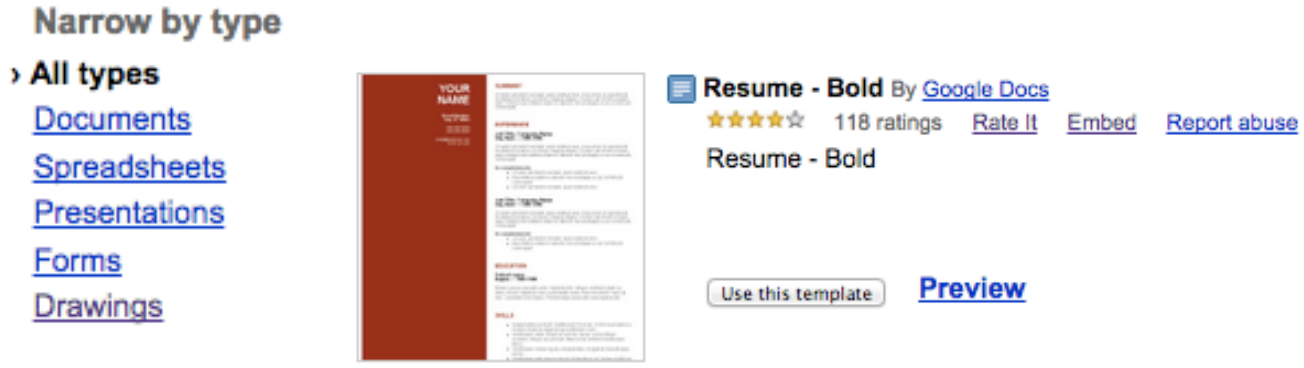
STEP 1: You highlight a cell or a group of cells and then choose VALIDATION at the bottom of the DATA menu.
STEP 2: you change CRITERIA to be LIST OF ITEMS

STEP 3: you put in your descriptors separated by commas.
Suggestion? Try it now on a blank GD SS (see below)

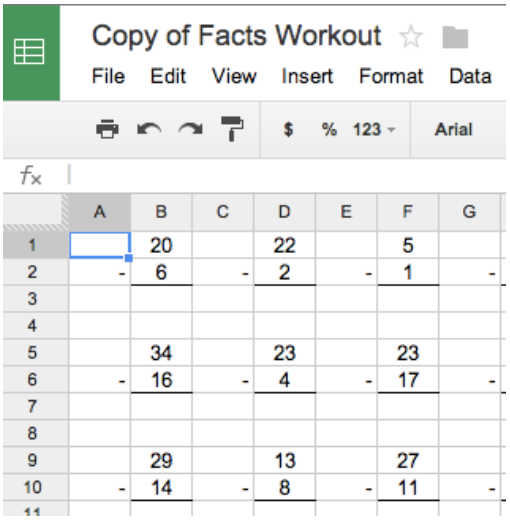


Second, I wanted to share the tip that **COMMAND /** on Mac or **CTRL /** on PC brings up a help screen of keyboard shortcuts in GD. **Try it on different GD screens** whether WP or FORMS or SS and you may well become a user!

Third, I want to let you know that there is a collection of **hundreds of templates** on the website of http://drive.google.com/templates -- you can search by category or type in a search word. I guarantee you will find something useful! Look at the categories on the left including foreign languages if that is relevant.



FACTS WORKOUT

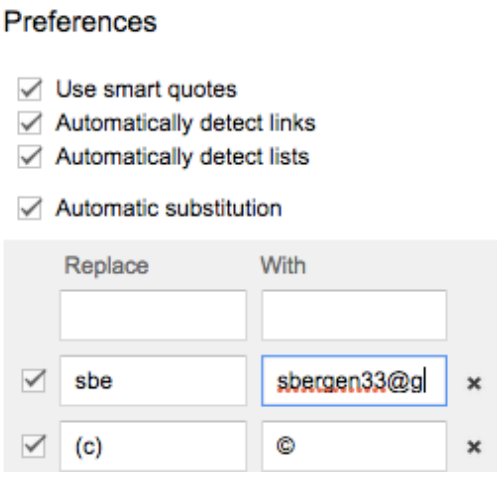


this one template contains dozens of math worksheets with answer ready to use

MAP OF THE UNITED STATES

this one template is a Google Drawing just like we did with "Stick Lines" to draw our names in Lesson 1, except this person drew the 50 state outlines!

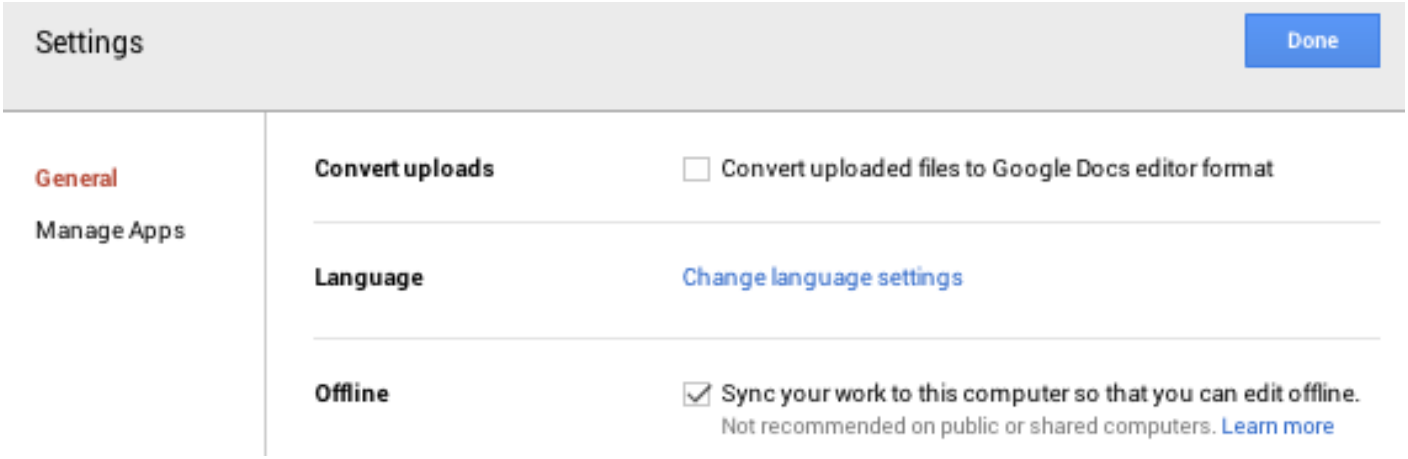
Fourth I want to tell you that when in GD WP, there is a feature I have not mentioned yet called PREFERENCES that **lets you add keyboard shortcuts**. So I can program it so that "sbe" followed by space bar automatically types my email or if you teach English you can program it so that "frag" followed by space bar automatically types the phrase "This is a fragment and does not constitute a complete English sentence."



Fifth, the feature called **TRANSLATE** under TOOLS takes your WP document and puts it into a different language.

Cinquièmement,la fonctionnalité appelée **TRADUIRE** sous OUTILS prend votre document WP et le met dans une autre langue

Sixth, GD allows you to have OFFLINE access and change documents when you have no internet access. To investigate or disable this feature, you go to the GEAR on the right which stands for SETTINGS and look at the THIRD OPTION that says OFFLINE to make sure it is checked to SYNC YOUR WORK.



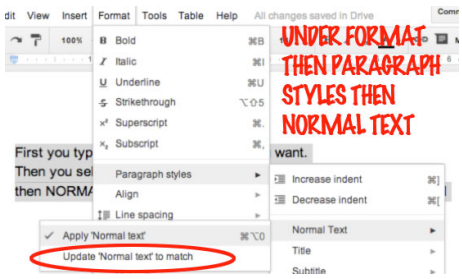
If you work offline, then you can find your files via DRIVE.GOOGLE.COM when you have no internet access and your files are updated when you come back online. The lightning bolt

shows you that you are working offline either on a new document or modifying one of your existing ones.

Seventh, you can change the DEFAULT FONT and STYLE that you see when you begin a brand new document.

First you type the font, size and style you want. Then you select it and choose FORMAT then PARAGRAPH STYLES then UPDATE NORMAL TEXT TO MATCH. But this locks in the NEW NORMAL just for this document. So then you must go back to OPTIONS under FORMAT and then PARAGRAPH STYLES and choose SAVE AS MY DEFAULT STYLES so that it remains true in future documents.

summercore



HW 4.0 The required video that shows these 7 features in sequence is at
http://youtu.be/-09eUG_jeWI0
and is called 7 More GD Tricks (11 min). Please watch the video and now it is time to complete HW 4.1 Worksheet (and notify me by email once done)

Here is one more tip that I did not include on the above video.

Eighth, you can hold down any vowel when typing on Google Drive and you will get various alphabetical foreign language symbols. You choose with the arrow keys followed by ENTER or RETURN.

Caution: this may not work on all Mac or PC operating systems

HW 4.1 was sent to you via Doctopus as a worksheet. Reminder that in our individual 30 minute sessions via screenshare, I would be most happy to give you personal guidance on either Doctopus or Flubaroo to see if that might be of value to you. I loved getting this email from one person in this course: "*Flubaroo is AMAZING! I love the email feature especially since our middle school and high school students have email addresses. It's SO easy to use too!*"

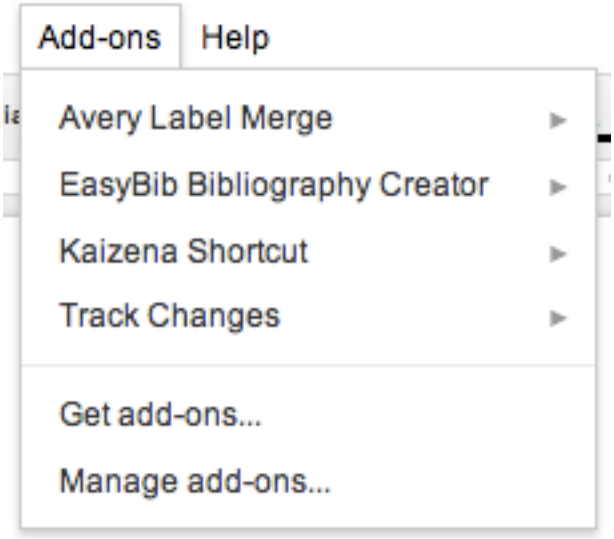
Here is an optional 10 minute video about Doctopus which will show you exactly how I distributed the HW 4.1 worksheet to you. I am hoping that some of you watch it and say "I can use this to distribute GD worksheets to my students."
http://youtu.be/PX_IXIKos14

If your school uses Google Classroom or will in the future, then the Doctopus distribution features are already built-in to the environment. For those of you who might be using Google Classroom in the future (classroom.google.com) this optional 3 minute video shows the ease of use for distributing documents.
http://youtu.be/ZfhnyIMKtMA

Next Topic: Kaizena Mini

Next we move to Kaizena Mini which I also hope some of you will love. Kaizena Mini allows you to attach voice to a GD WP document. GD is a unique add-on of GD.
If you do not have a computer with a working microphone, our Plan B is that we can do it via screenshare when we have our 30 minute appointment. Serious!

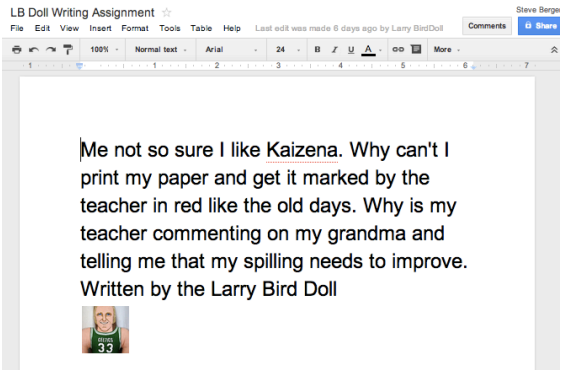
You can see the ADD-ONs by going to CONNECT MORE APPS under the CREATE option. If you look at my account, you will see that I have added Avery Labels, EasyBib, Kaizena Mini and Track Changes to my account. You can also find info on the http://Kaizena Mini.com website. There are different add-ons for the WP module and the SS module. No other GD module yet has add-ons.



For your HW assignment -- let us call it HW 4.2 -- I have shared a document written with **the 3 of you**. You need to access this file and leave 3 short voice comments about LB's mistakes in his writing. Please make each comment short, e.g. less than 33 seconds.

REQUIRED VIDEO
Please watch this Kaizena video made by the Kaizena people
https://www.youtube.com/watch?feature=player_embedded&v=rpu6fzr2gH8
shortcut? **http://tinyurl.com/kaizenarequired**

Which browser to use for Kaizena? Please use Google Chrome



Here are my two Kaizena Mini videos. You can watch them before you read below or after as you like

http://youtu.be/srI9iCbFs8o (4 min) and http://youtu.be/IUaw2iN2M2Y

and this excellent video by someone else, Stacy Behmer
https://www.youtube.com/watch?v=61K0eKlPx6E&feature=youtu.be

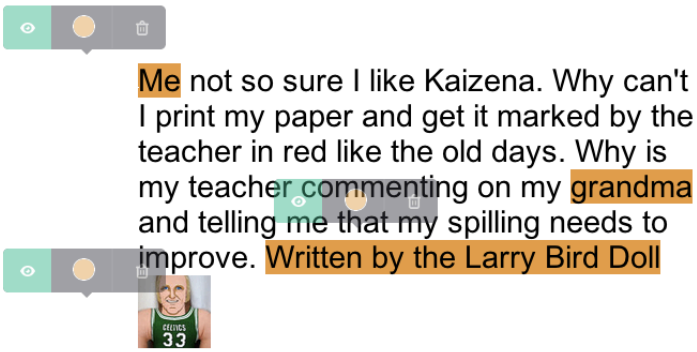
The first one shows you how I as teacher used Kaizena Mini to evaluate the LB Doll paper while the second shows you how the LB Doll listened to the teacher eval. The third one shows all the new Kaizena Mini features based on the recent upgrade.

Some people seem to pronounce "kai-zeena" while others pronounce it "kai-zeh-na" but I found a video http://www.youtube.com/watch?v=3MnshZ-Cdp4
that gave me the definitive answer. It is indeed "`**KAI -- ZEH -- NA**" so I apologize for my mispronouncing it on my first video! By the way, “Kaizen” refers to a Japanese philosophy of continuous improvement or "good change."

To boost your GD with **KAI -- ZEH -- NA**, you just open a WP document -- preferably in Google Chrome but it works on Firefox and Safari (not Internet Explorer)

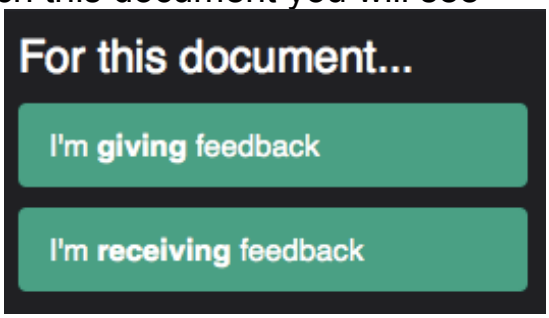
Install Kaizena Mini easily! Go to add-ons menu. Choose GET ADD-ONs subchoice. Type Kaizena Mini or scroll and point to it. Click FREE. Choose ACCEPT.

That is the required Kaizena Mini HW assignment -- 4.2 -- to use Kaizena Mini to voice record about Larry's writing so that the others in this course and I can hear your voice. Send an email to me once done and I will check it by listening and email you back.

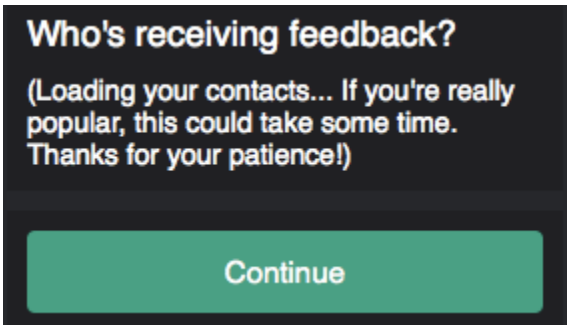


Important question that always comes up? If a teacher has Kaizena Mini installed and the students do not, will they hear the audio comments? Answer is no, regretably. In a school using Kaizena Mini, the students also need to install.

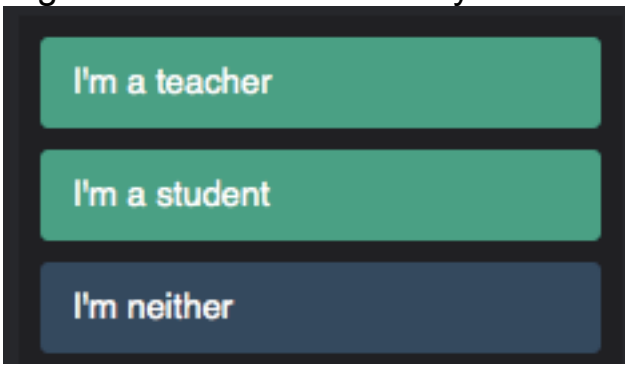
Warning -- you must install the Add On called Kaizena Mini in order to voice record. Once you install and launch this document you will see



The right answer is I'M GIVING FEEDBACK. Then it will ask you

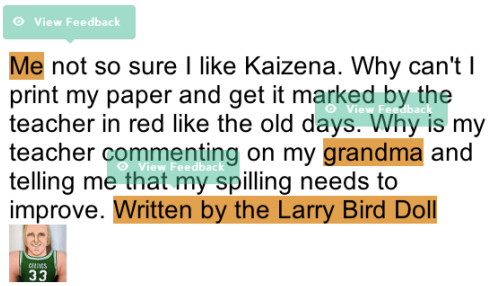


After waiting a while, you get to CONTINUE. Then you will encounter



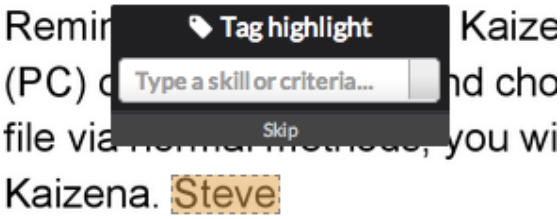
With the Kaizena Mini view you can see (and hear) the voice comments on this document.

By the way, here is what I will see after you make 3 audio comments.

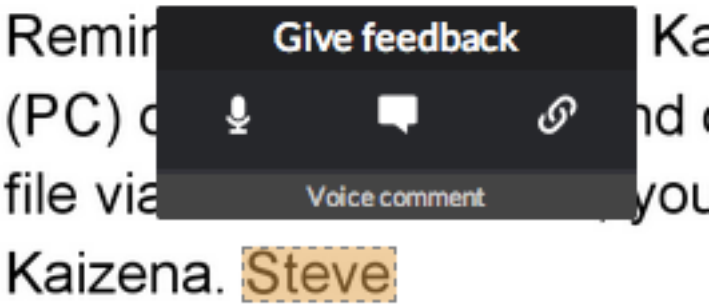


So the Kaizena Mini assignment -- HW 4.2 -- is to install and use Kaizena Mini and add 3 short (under 33 seconds) voice comments to the shared document called **LB Doll Writing Assignment** that I have shared with each of you.

Once you choose OPEN WITH and see the document, you can LISTEN to my recording to you in the top paragraph. To make your own audio comment, you highlight a word or phrase and then you will see this TAG note. Choose SKIP!



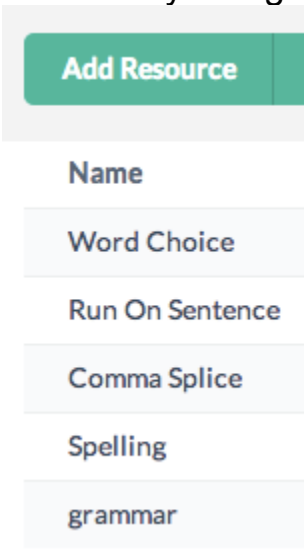
Then you will see this option and you click on the MICROPHONE



Kaizena Mini has more features than just voice recording!

You can color code your text comments or voice comments by category

You can post resources for your students by category of corrections



I look forward to showing you more on Kaizena Mini one-on-one in our next screenshare!

Reminder -- if your microphone (Mac or PC) does not work, you can complete the 4.2 Kaizena Mini assignment via screenshare (TeamViewer) when we have our 30 minute appointment.

HW 4.3 MERGING CELLS in GD Spreadsheet

FILE NAME: HW 4.3 Spreadsheet Feb15 • each person has TAB at bottom

Merging Cells Video (created for someone else but useful for you)
http://youtu.be/Uv-VBLYUiFE 5 minutes

Next Spreadsheet Skill
Let us learn to use the & command, a powerful and useful spreadsheet command.

Let us say we have first names in one column of a spreadsheet and last names in another column. The command called & pronounced "ampersand" is sometimes called the CONCATENATE OPERATOR. Concatenate ("con-cat-uh-nate") is a fancy way of saying JOIN two items. Look at this example where I have used the ampersand to join first name and last name.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=A3&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	
8			

After pushing return/enter and using the magic trick to fill down, I get

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	AliceJones
4	Bill	Smith	BillSmith
5	Carol	Tompkins	CarolTompkins
6	David	Howard	DavidHoward
7	Ellie	Miller	EllieMiller

which is not really satisfactory since it is missing the space. So now I will concatenate with 3 things including the " " space character.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=A3&" "&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

Or we can concatenate to achieve last name comma first name.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=B3&", "&A3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

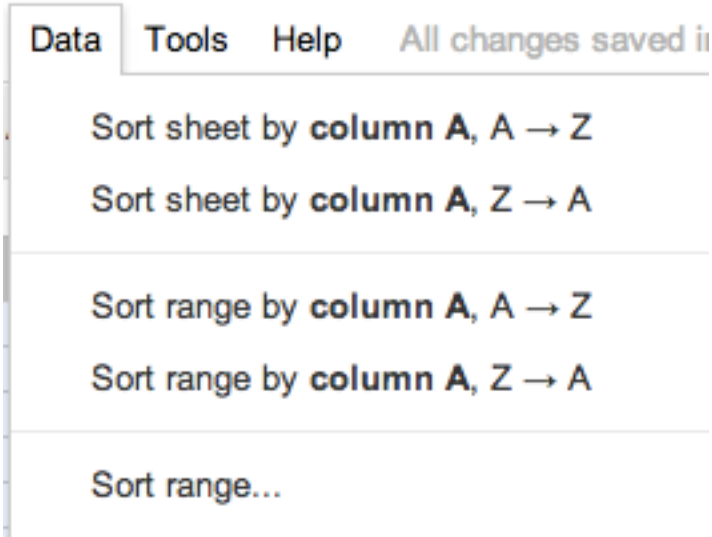
We get this as a result.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

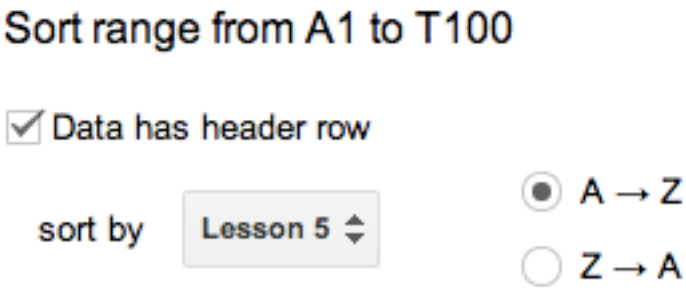
By the way, just recently in Sept 2013, Google added *View All Formulas* onto Google Spreadsheet. It is the eighth choice down under the VIEW menu and results in your seeing all the formulas at once on your spreadsheet. I love having this feature and said in Summercore 2013 in July that "I hope that one day Google Drive will add the feature to *View All Formulas*. My wish has come true! Use it! It is very helpful.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=B3&", "&A3
4	Bill	Smith	=B4&", "&A4
5	Carol	Tompkins	=B5&", "&A5
6	David	Howard	=B6&", "&A6
7	Ellie	Miller	=B7&", "&A7

Since we have alphabetical info on the spreadsheet, let us take advantage of this to talk about SORTING which you will find under the DATA menu. If you choose SELECT ALL via Command A (Mac) or Control A (PC) or by clicking the tiny rectangle at the top left of the spreadsheet and look under the DATA menu you will see



It would be a mistake to choose any of the top 4 choices, but feel free to do so and then you can undo. What is needed is choosing SORT RANGE (the fifth option) since it allows you to specify that your "Data has header row."



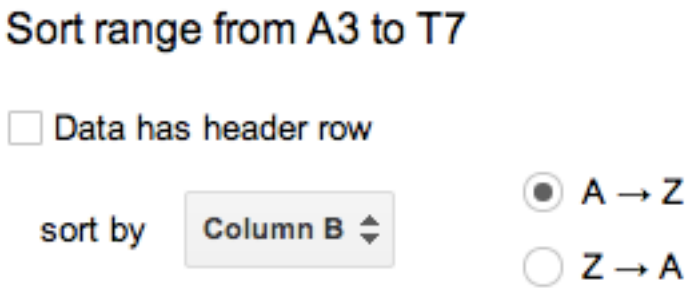
Alternatively, we can put in headers for the three columns

	A	B	C
1	Lesson 5	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

and then highlight just rows 3 to 7 before going to the DATA menu.

	A	B	C
1	Lesson 5	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

Since we have highlighted just rows 3 to 7 (done by clicking and dragging from 3 to 7 in the left column) we do not want to check DATA HAS HEADER ROW when we sort since we did not include the column headings when selected.

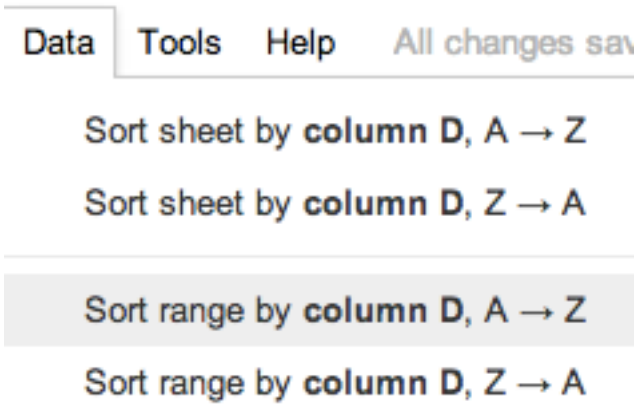


Got it? You choose that checkbox on or off depending on what you selected.

And then there is sometimes the need to alphabetize a PORTION of your spreadsheet without affecting the other data in those rows. Consider this example where we need to sort the VOCAB WORDs in column D without messing up columns A to C.

	A	B	C	D
1	Lesson 5	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	header
4	Bill	Smith	Smith, Bill	join
5	Carol	Tompkins	Tompkins, Carol	concatenate
6	David	Howard	Howard, David	ampersand
7	Ellie	Miller	Miller, Ellie	view all formulas

So we highlight just cells D3 to D7 and then go to the DATA MENU and choose the SORT RANGE feature (third one down).



This results in

	A	B	C	D
1	Lesson 5	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	ampersand
4	Bill	Smith	Smith, Bill	concatenate
5	Carol	Tompkins	Tompkins, Carol	header
6	David	Howard	Howard, David	join
7	Ellie	Miller	Miller, Ellie	view all formulas

Finally, I want to highlight one the use of the =SPLIT formula in Google Spreadsheet to do what Excel users call Text to Columns. Consider this spreadsheet with full names and the desire to make the data be separate columns.

	A	B
1	Alice Jones	
2	Bill Smith	
3	Carol Tompkins	
4	David Howard	
5	Ellie Miller	

The command =SPLIT put into B1 is very easy to do!

	A	B
1	Alice Jones	=SPLIT(A1," ")
2	Bill Smith	
3	Carol Tompkins	
4	David Howard	
5	Ellie Miller	

The formula has two parameters separated by a comma. So in B1, we are saying that we want to SPLIT the cell A1 by the SPACE character. This results in

	A	B	C
1	Alice Jones	Alice	Jones
2	Bill Smith		
3	Carol Tompkins		
4	David Howard		
5	Ellie Miller		

after we push return/enter and then we just use the magic fill down trick on B1.

For one more example, let us say we had

	A	B
1	Jones, Alice	
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

and we wanted to "unjoin" or "separate" the first and last names.

Can you guess the formula? It is on the top of the next page

	A	B
1	Jones, Alice	=split(A1,",")
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

Hope you follow all this and don't think it too esoteric and specialized.

So the assignment -- HW 4.3 -- is to perform the assigned tasks in the SHARED DOCUMENT that I have given each of you titled HW 4.3 Spreadsheet Feb15 -- I have also shared it with each of you and made it into a tiny URL for you --
http://tinyurl.com/HW4dot3Steve
-- HW 4.3 Spreadsheet Feb15 • each person has TAB at bottom

HW 4.3 Spreadsheet Apr 20 • each person creates TAB at bottom

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

sbergen33@gmail.com Comments Share

DUPLICATE this worksheet named STEVE into a new worksheet that you will name after yourself. Do NOT make a NEW file. You are making a NEW WORKSHEET within THIS spreadsheet.

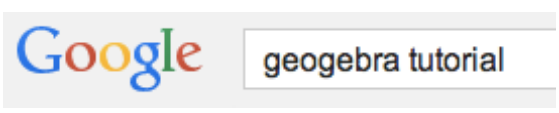
	A	B	C	D	E	F	G	H
1		SCHOOL	CITY	STATE	NAMES TO SPLIT	CHALLENGE ONE -- USE SPLIT FORMULA TO SEPARATE FIRST AND LAST NAMES INTO COLUMNS F AND G. Do just one and then magic spot fill down.		
2	Ashley Brandt	NCRC - National Child Research Center	Washington	DC	Ashley Brandt			
3	Julie Riggs	Lakehill Preparatory School	Dallas	TX	Julie Riggs			
4	Victoria John	Lakehill Preparatory School	Dallas	TX	Victoria John			
5	DUPLICATE this worksheet named STEVE into a new worksheet that you will name after yourself. Do NOT make a NEW file. You are making a NEW WORKSHEET within THIS spreadsheet.					CHALLENGE TWO -- use the & command to generate the sentence "Ashley Brandt works in Washington in the state of DC." without the quotes of course. Don't forget the period and make sure you do just ONE and then magic spot fill down.		
6			Washington	DC	Ashley Brandt			
7	You can CTRL CLICK (Mac) or RIGHT MOUSE CLICK (PC) where it says STEVE at the bottom to DUPLICATE this worksheet. If you are stumped and want to see solutions, I have created a worksheet named LB with the answers. Good luck!		Dallas	TX	Julie Riggs			
8			Dallas	TX	Victoria John			
9								
10	Use the + symbol at bottom left so that your worksheet is one of the choices WITHIN this spreadsheet, not a separate spreadsheet. This spreadsheet has shortcut via tinyurl.com/HW4dot3Steve							
11								
12								
13	NAME	URL for SURVEY	CITY	STATE		CHALLENGE THREE -- use the MERGE feature to make your sentence span 3 columns like my instructions in yellow.		
14	Ashley Brandt	http://tinyurl.com/GoogleFormsAshleyBrandt	Washington	DC				
15	Julie Riggs	http://tinyurl.com/riggs33	Dallas	TX				
16	Victoria John	http://tinyurl.com/victoria33	Dallas	TX				
17						CHALLENGE FOUR -- HIGHLIGHT JUST ROWS 17-19 in your own worksheet and SORT BY COLUMN C		

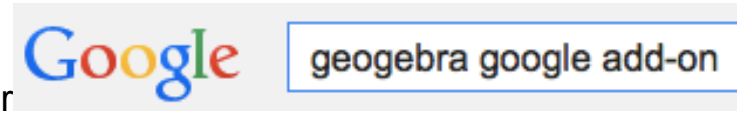
Next assignment 4.4 with Add-Ons

The assignment is to identify one ADD-ON that we have not mentioned in this course so far and to do a bit of research about it. You will find a section in our Collaborative Document called 4.4 where you can write about it. All I want for this week is one sentence that say "I thought the Add-On called _____ was interesting because it has the feature that _____."

On the next few pages, you will find some visuals for add-ons.
Once you identify one, you can learn about it by going to YouTube or Google and typing the name of the Add-On. Sometimes you need to include "add-on"

NOTE: I am NOT requiring or asking you to use this Google Add On!



or


Here are some articles about Add-Ons

http://lifehacker.com/the-best-add-ons-for-google-drive-1541643206

http://www.pcworld.com/article/2137355/the-10-best-google-drive-add-ons.html

http://www.coolcatteacher.com/best-google-drive-add-ons/

WP ADD ONs (different from the SS ADD ONs)

EasyBib Bibliography Creator
★★★★☆ (493)

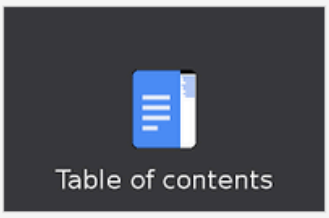


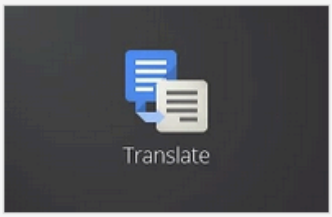
Table of contents
137,809 users

Avery Label Merge
★★☆☆☆ (59)

Merge by MailChimp
★★★★☆ (58)

Thesaurus
179,155 users

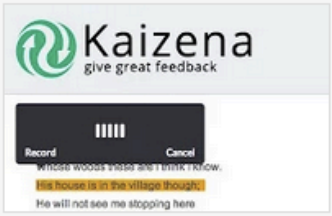
Track Changes
75,261 users



Translate
100,570 users

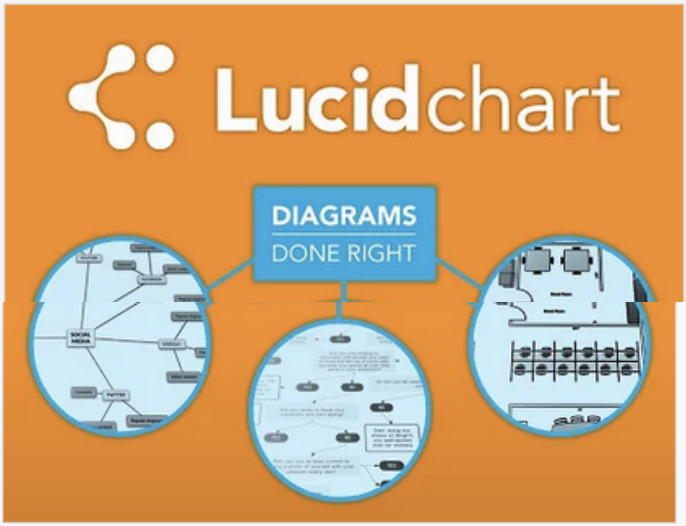
Texthelp Study Skills
81,478 users

Template Gallery
89,519 users



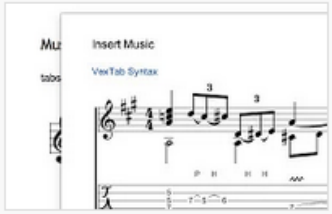
Kaizena Shortcut
9,317 users

Charts
50,283 users

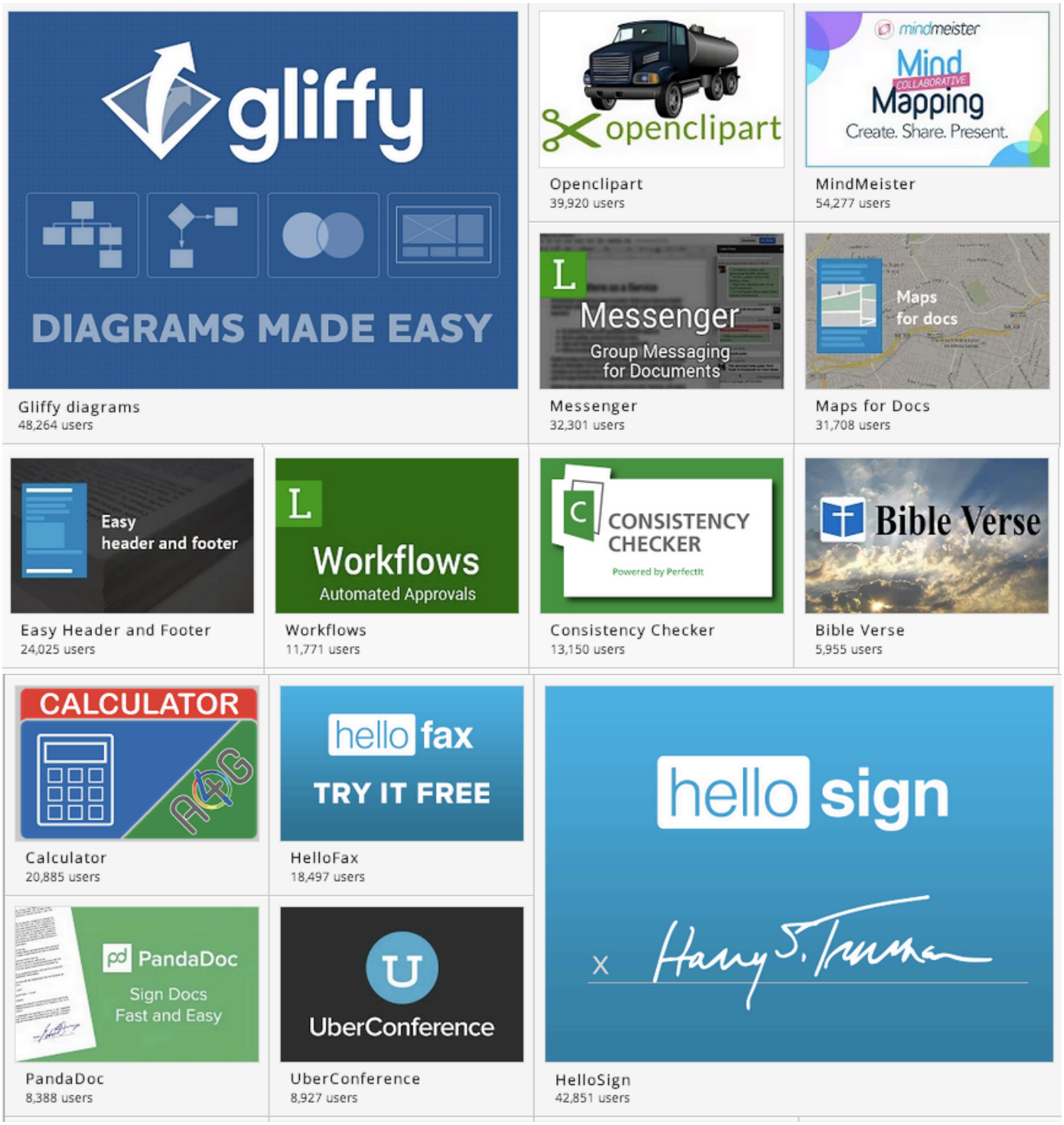


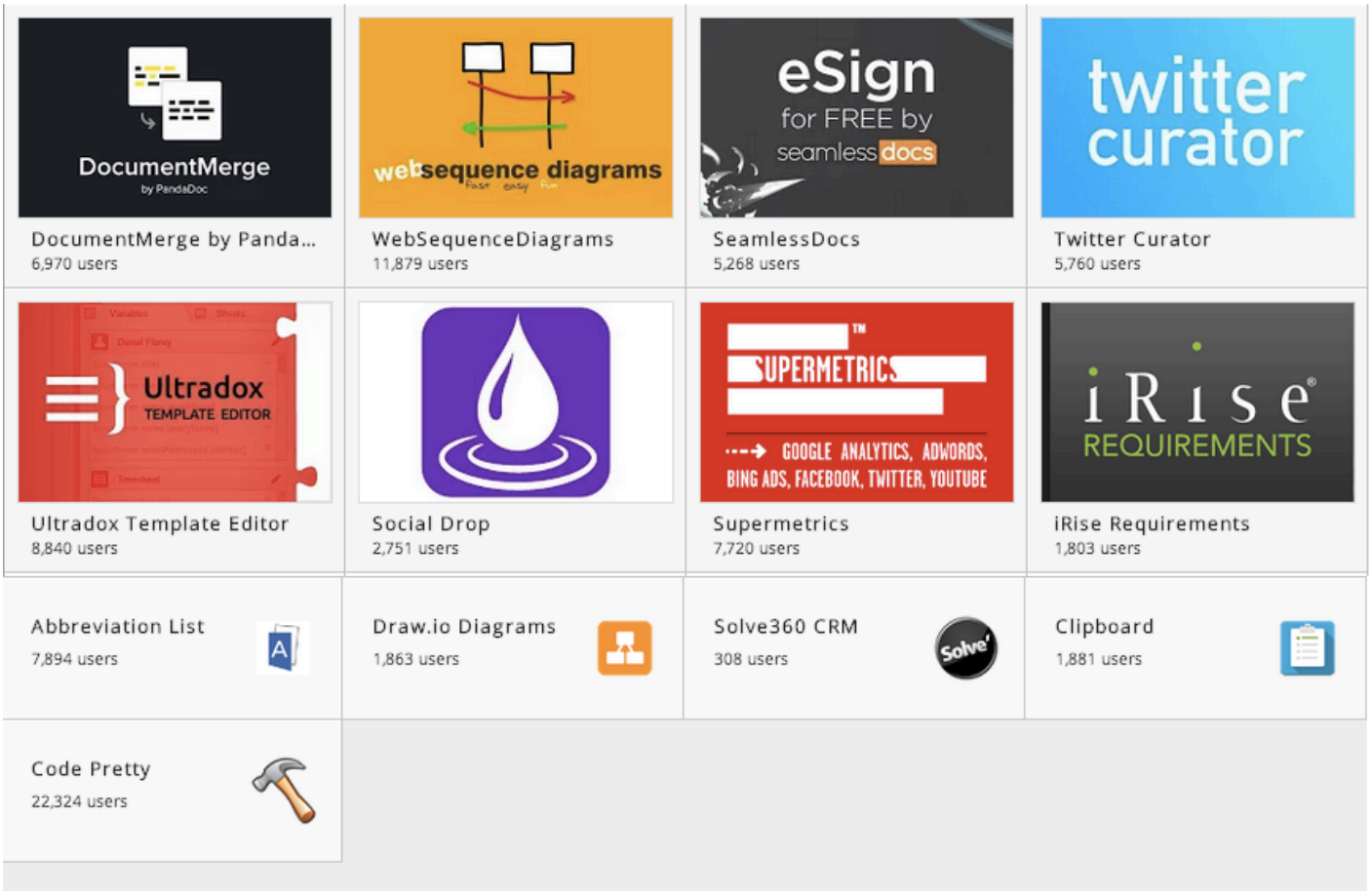
Lucidchart Diagrams
109,948 users

ProWritingAid
73,284 users

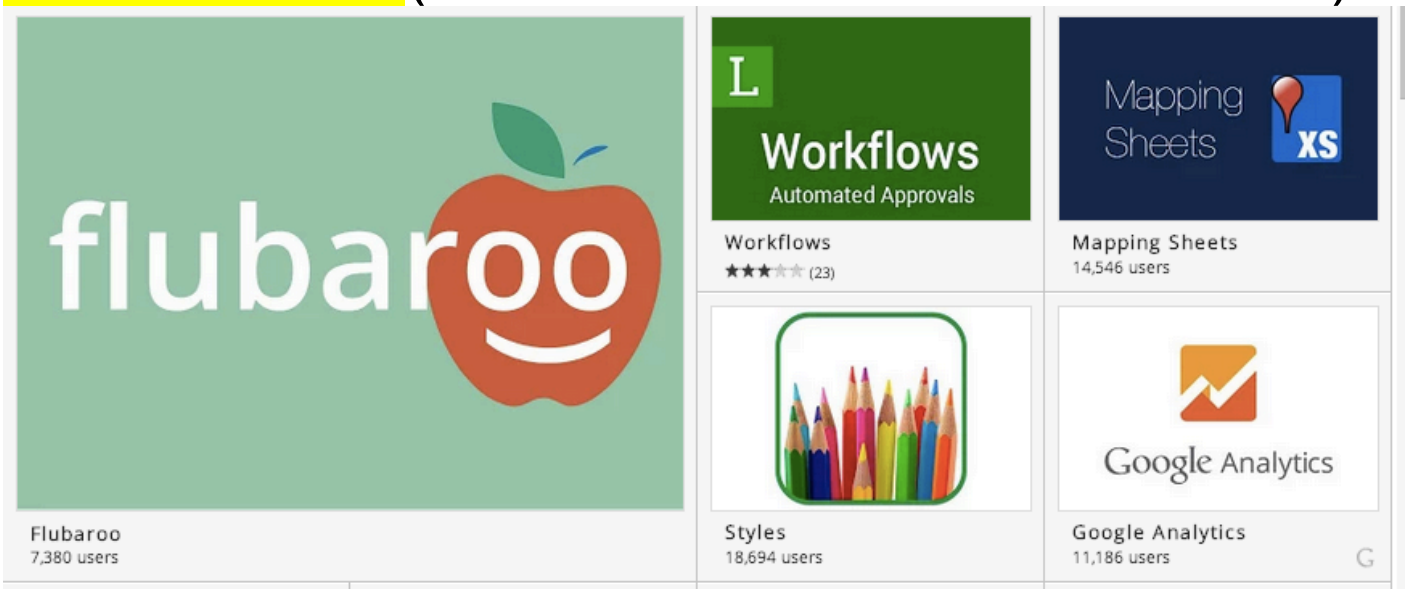


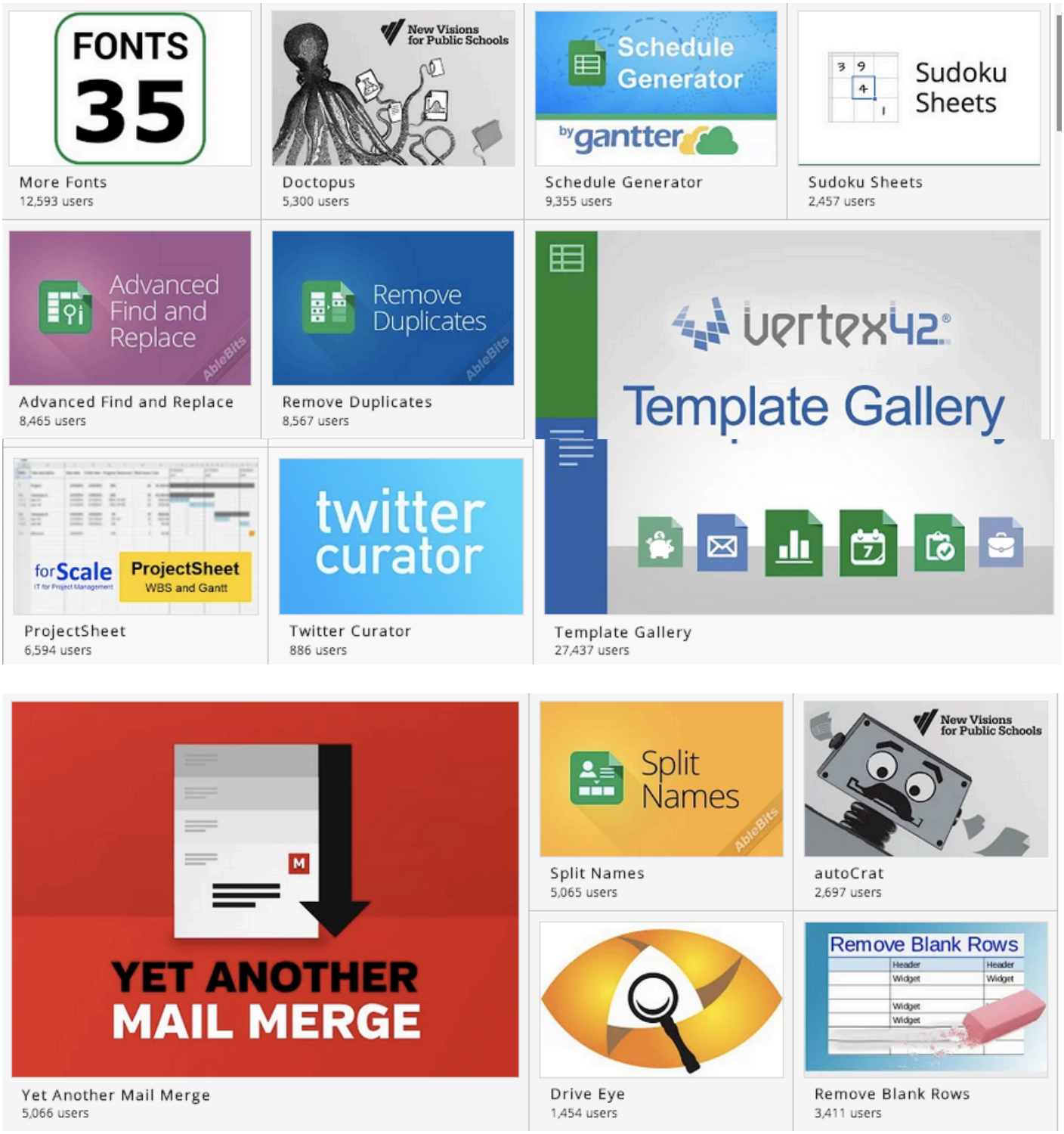
VexTab Music Notation
43,512 users

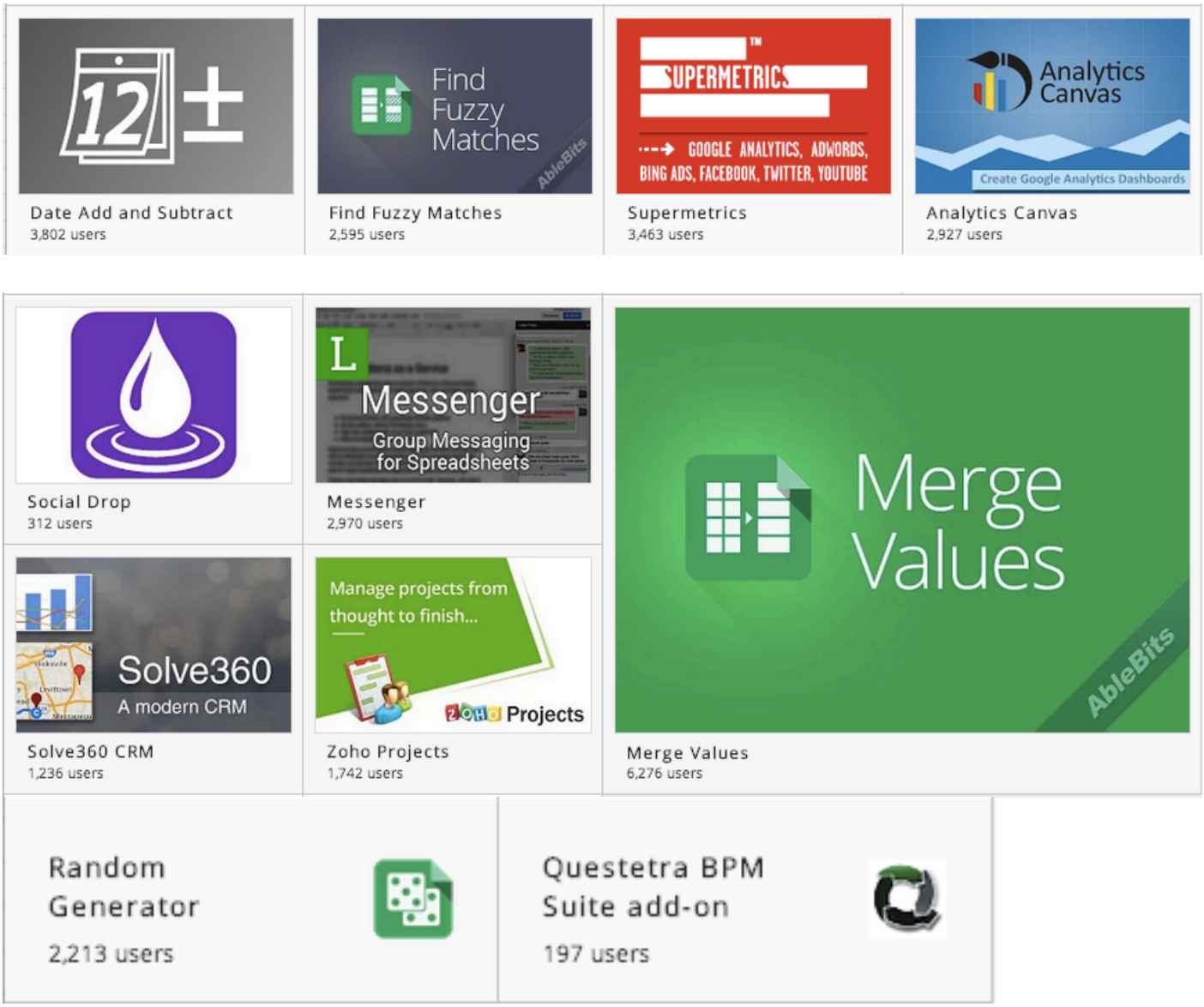

gliffy
DIAGRAMS MADE EASY
Gliffy diagrams
48,264 users
openclipart
Openclipart
39,920 users
mindmeister
Mind
COLLABORATIVE
Mapping
Create. Share. Present.
MindMeister
54,277 users
L
Messenger
Group Messaging for Documents
Messenger
32,301 users
Maps for docs
Maps for Docs
31,708 users
Easy
header and footer
Easy Header and Footer
24,025 users
L
Workflows
Automated Approvals
Workflows
11,771 users
C
CONSISTENCY CHECKER
Powered by PerfectIt
Consistency Checker
13,150 users
Bible Verse
Bible Verse
5,955 users
CALCULATOR
Calculator
20,885 users
hello fax
TRY IT FREE
HelloFax
18,497 users
hello sign
x
HelloSign
42,851 users
pd PandaDoc
Sign Docs
Fast and Easy
PandaDoc
8,388 users
U
UberConference
UberConference
8,927 users



SS ADD ONs (different from the WP ADD ONs)




FONTS
35
More Fonts
12,593 users
New Visions for Public Schools
Doctopus
5,300 users
Schedule Generator
by gantter
Schedule Generator
9,355 users
Sudoku Sheets
Sudoku Sheets
2,457 users
Advanced Find and Replace
AbleBits
Advanced Find and Replace
8,465 users
Remove Duplicates
AbleBits
Remove Duplicates
8,567 users
vertex42
Template Gallery
Template Gallery
27,437 users
forScale
ProjectSheet
WBS and Gantt
ProjectSheet
6,594 users
twitter curator
Twitter Curator
886 users
YET ANOTHER MAIL MERGE
Yet Another Mail Merge
5,066 users
Split Names
AbleBits
Split Names
5,065 users
New Visions for Public Schools
autoCrat
2,697 users
Drive Eye
1,454 users
Remove Blank Rows
Header
Widget
Remove Blank Rows
3,411 users


Date Add and Subtract
3,802 users
Find Fuzzy Matches
2,595 users
SUPERMETRICS
GOOGLE ANALYTICS, ADWORDS, BING ADS, FACEBOOK, TWITTER, YOUTUBE
Supermetrics
3,463 users
Analytics Canvas
Create Google Analytics Dashboards
Analytics Canvas
2,927 users
Social Drop
312 users
Messenger
Group Messaging for Spreadsheets
Messenger
2,970 users
Merge Values
AbleBits
Merge Values
6,276 users
Solve360
A modern CRM
Solve360 CRM
1,236 users
Manage projects from thought to finish...
Projects
Zoho Projects
1,742 users
Random Generator
2,213 users
Questetra BPM Suite add-on
197 users

TEAM PROJECT OVER THE NEXT FEW WEEKS
How to begin?
One of the three of you creates a NEW GD PRESENTATION and gives EDITING privilege to the other two people. Slide 1 will be your 3 names and 2 schools. Slide 2 will be owned by one of you and will be a list of a few favorite GD features by one of you. Slide 3 will be owned by the second person and will be the same. Slide 3 will be owned by the third person and will be the same. You can add links or graphics to slides 1-4.

HW 6.1 Please start ***moving on*** a new GD Presentation on "Favorite GD Features" in which the 3 of you highlight several of your favorite GD features. This will involve email exchange and a GD shared presentation. This assignment is not due until our last week which is why I am calling it HW 6.1. There will be more on the specs for this each week.

Have a good week.
Three more lessons to go everyone after today! Have a good week!

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

p.s. Here is an academic website from one former participant who has been using a Google site for her course -- in case you want to see what a "mature" Google site looks like, the URL is https://sites.google.com/a/myshlenker.org/the-zone/

p.p.s. Here is a bonus OPTIONAL video HW 4.5 on the ADD ON Google Add-On called SAVE AS DOC which allows you to take the RESPONSES from a SURVEY form and automatically move them into a friendly easy to read Google WP doc.
http://tinyurl.com/columbusday1

Sent via email this past week -- a 6 minute bonus video I created on the Google Drive Add-On called Flubaroo that does automatic grading of the results of a Google Drive Survey Form. Explore this optional video lesson:

http://youtu.be/prA_a3KQ9Lo

INDEX of HIGHLIGHTS can be found on the last page

☑ HW 4.0 Read the 7 tips on pages 1-3 and watch the required video you will find on page 5 about these 7 tips
☑ HW 4.1 Complete the easy worksheet shared with you on Google Drive about the 7 tips. The neat thing is that I used Doctopus to share with you, not the standard way. (page 1)

☑ HW 4.2 Use Kaizena Mini to voice record on the document called PARAGRAPH FEB 2015 LB DOLL (page 6)

☑ HW 4.3 Merging Cells in GD Spreadsheet (shared spreadsheet with each person having TAB at bottom) (page 10)

☑ HW 4.4 Read about Add-Ons and choose one that intrigues you (page 18)

(no need to use it or try it, just to write one sentence on our collaborative document)

☑ HW 4.5 OPTIONAL Use the add-on called SAVE AS DOC (page 25)