summercore

LESSON 6: Nov 9 due Nov 16th (this is our last lesson and the week for us to make serious inroads into the world of add-ons)

Final presentations:

http://tinyurl.com/GDjoprezi
Jo, Carolyn and Stacy

http://tinyurl.com/cdefinal
Corinne, Debbie and Ellen

TO EACH TEAM: Please add link from your final presentation slideshow to that of the other team. Also please add a link from your final presentation slideshow to the GD proficiency summary with 6 worksheet tabs that you will find at http://tinyurl.com/gdproficiency32 -- I created this based on great work by Neil Charlet (IL). I hope you will find this summary useful and perhaps use it as a CHECKLIST of what you know and what is still a bit fuzzy and unclear. It may lead to some final questions when we talk this week. Finally, please add a TRANSITION to your presentation -- easy menu item. Choose 1 of 6 transitions (fade, slide from right, slide from left, flip, cube, gallery) and then choose APPLY TO ALL SLIDES.

First Required Topic HW 6.0A

In the spirit of moving you along with an example of someone who is using GD in his classroom, I begin Lesson 6 by asking you to listen to a teacher from Woodlawn School in Mooresville, NC--- Doug Guy -- whom I interviewed a while ago.

Required video -- 13 min -- http://youtu.be/sY8EnwYL3E4

HW6.0B Please share via email with your 2 colleagues and me a sentence or two on something interesting you gleaned from this 13 minute video. If you need the emails of your colleagues again, just send me a quick request.

Second Required HW 6.2

Please go back to the "Who's Who" table at the top of our Collaborative Document and add a few sentences in the newly added fourth column to respond to these questions. Now that you have been through this course and seen a lot more of GD, what are your thoughts, plans, reflections or predictions about any of these 3 items:

- your school's journey into GD
- or your personal use of GD
- or your classroom pedagogical use of GD

Third Required Topic HW 6.4

MAIN TOPIC FOR THIS WEEK

HW 6.4 I would like you to install and use at **least three** add-ons. I have made several videos (below) for you about a dozen add-ons. On our Collaborative Document, you will see a new section on add-ons. Please add your comments to at **least three** add-ons AFTER you have installed and played with them. You can of course choose add-ons that are not on my list!

Here are some comments about add-ons from course participants to date, including the 6 of you:

Ashley: I thought the Add-On called **Hello Fax** was interesting because it allows the user to send occasional faxes (up to 10) free of charge without a fax machine. Faxes can also be sent through email using this Add-On.

Carolyn: The add-on that I would like to work with is the **Highlight Tool**. I could see that using this feature will help me identify parts of a students' paragraph that need to be revised i.e. using a different color for spelling and common grammatical errors.

Corinne: I thought the Add-On called **Translate** was interesting because you can highlight or right-click a text and translate it as well as translate the entire page. You can also change extension options to automatically show translation every time you highlight text. I need to run some trials to see whether the translation of entire passages is accurate or if we get weird sentences as it often happens with online translators.

Cynthia: I thought the add-on called **EasyBib** was interesting because it has the feature that allows you to easily create bibliographies for a wide variety of materials.

Dana: I thought the add-on called **Powtoon** was interesting because it has a feature that makes presentations easy for me to create as well as my students to create that grab their attention and keep them engaged.

Debbie: I thought the Add-On called **EasyBib** is interesting because it has the feature of creating a bibliography with just the URL of the source used, then formatting it properly and inserting it at the end of the research paper. The end "works cited" page is a requirement for our Middle-Schoolers; anything that makes the process easier, such as this tool, will be a great help.

Donna: I thought the Add-Ons **OpenClipArt** and **Read&Write** *for Google* were interesting. **OpenClipArt** has a lot of pictures to include in documents. *Read&Write for Google* has a lot of tools, particularly for challenged students, as it has the abilities of speech to text, highlighting, study skills, easy access dictionary, and many, many more!

Ellen I was very happy to find the add-on of **Thesaurus**. I originally did not know that it was there and was opening a thesaurus separately on my computer. This is a great tool to have with students and for one's own writing.

Jacque: I thought the add-on **MindMeister** was interesting because it turns student notes into a friendlier version to study. I could see using this for social studies concepts or vocabulary.

Jo: I really thought the Add-Ons **MindMeister** and **Gliffy Diagrams** were great. The former allows multi-level lists to be converted into mind maps & the latter is a user friendly app that allows more complex mind maps to be created. Personally, this will be good for students to plan out their websites prior to coding.

Julie: I thought the Add-On called **Texthelp Study Skills** was interesting

because it has the feature that not only allows text highlighting in four different colors, but also allows highlighted sections to be "collected" out of the main text.

Kathy: I liked the Add- Ons **Lucidchart Diagrams** and **Giffy**. My students make a lot of graphic organizers and I would like them to embed these in their Google Docs.

Kathy: I like and added the **OpenClipArt** add-on. Wow, now I can insert cool pics in my documents!

Kristin: I thought the add-on called **OpenClipArt** was interesting because it has the feature that you can choose from more than 50,000 images. It might be a nice change from the Office clip art that our teachers are used to.

Marcella: I though the add-on called **Gliffy** was interesting because it has the feature that allows you to add diagrams, flowcharts, etc. directly onto Google Docs. I like the fact that not only can I use it to design easily, but my students can too!

Rosanne: I thought the add-on called **OpenClipArt** was interesting because it has the feature that I could choose from 50,000 clipart images for free.

Sharon: I like the add-on called **35 Fonts** for spreadsheets. I like the option to add more fonts since GD only has a few to choose from. when working with the students they like more choices.

Sheri: I love the add-on **Mindmeister**. It turns bullet point lists into mind maps in a Google Doc. I am a linear thinker and prefer lists but others can see my ideas graphically if I use this.

Stacy: I liked the add-on **More Fonts**. It gives the user a ton more fonts to choose from than the few that are listed in Google Docs.

Suzy: I thought the Add-On called **Easy Accents** was interesting because it has the feature that lets you choose from a sidebar of accents that you can click on to insert accents into your Google Doc.

Victoria: I thought the Add-On called **Consistency Checker** was interesting, because it checks for inconsistencies like spelling variations, numbers in sentences, and common typos within a document. This is especially useful in my writing or editing.

Whitney: I thought the Add-On called **Lucid Chart Diagrams** was interesting because it has the feature that had several different templates for students to use that they are familiar with such as a mind map, flow chart, or Venn diagram. In addition there is a chance for one to also easily drag and drop any shape to create a new Diagram of their choice."

Recommended Add-ons not above:

Making timelines: **Timeline JS** from https://timeline.knightlab.com

Making rubrics: **OrangeSlice Teacher Rubric** -- good article and video at http://www.edgaged.net/2015/10/orange-slice-rubrics.html

Save As Doc: takes results of a Google Survey and puts each customer onto 1 page

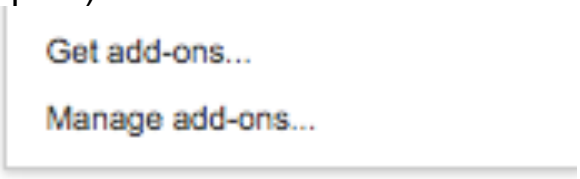
YouTube video at https://www.youtube.com/watch?v=dfOEGwhiFNY

Some tips about add-ons

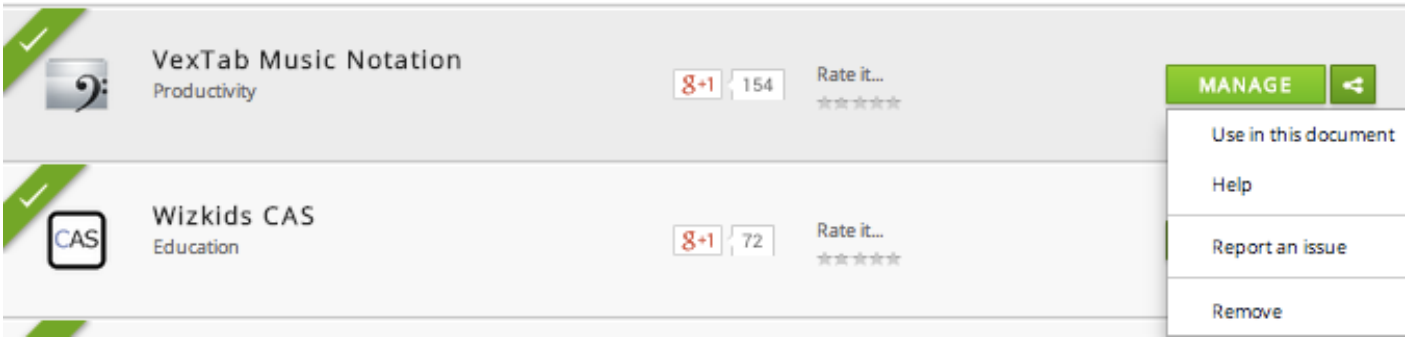
Tip #1) We spell add-ons with a dash -- sometimes lowercase "a" and sometimes uppercase "A" since that is how Google does in their menus ;-)

Tip #2) Most are free but some have a paid version they want us to buy to get more features.

Tip #3) You use the sub-choice of Get add-ons to install.

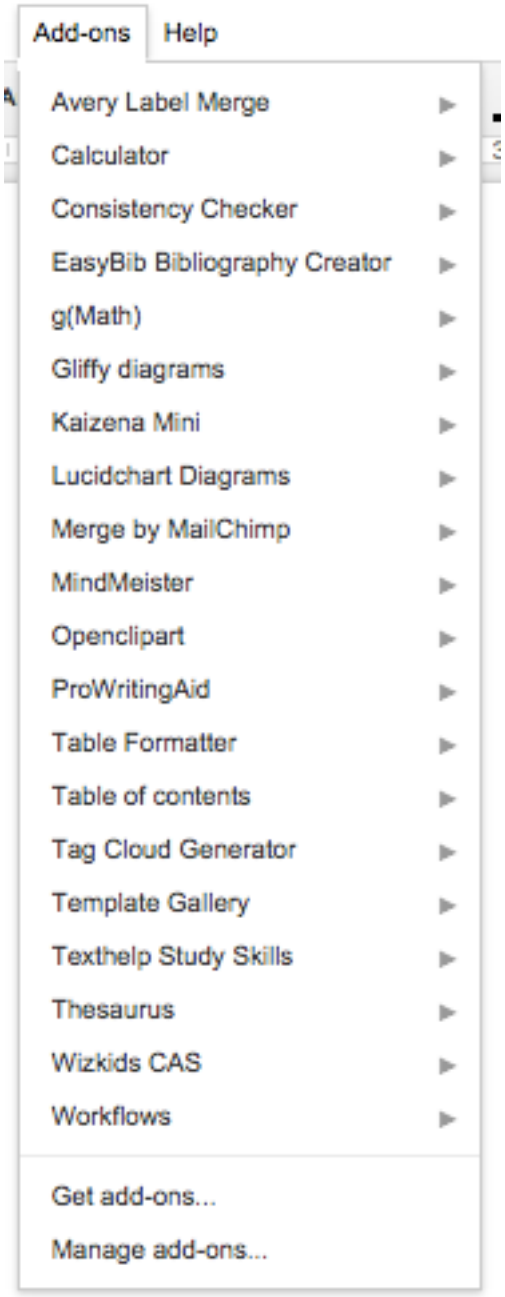


Tip #4) You can easily get rid of an add-on by using Manage add-ons and then choosing REMOVE at the bottom of the MANAGE menu

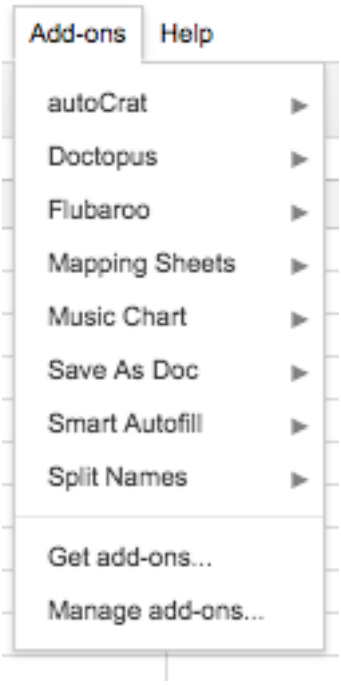


Tip #5) Add-ons are related to the MODULE of Google not the browser. It does not matter if I open my account in Safari or Google Chrome or Firefox. I see the same add-ons that I have installed for my sbergen33 account.

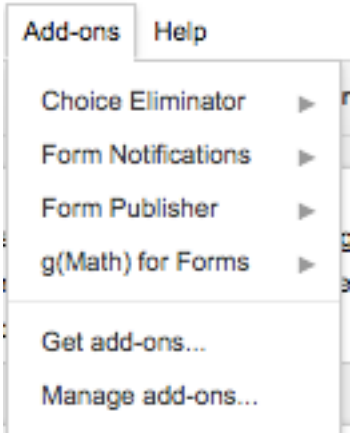
So if I go to the WP component (called Google Docs) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:



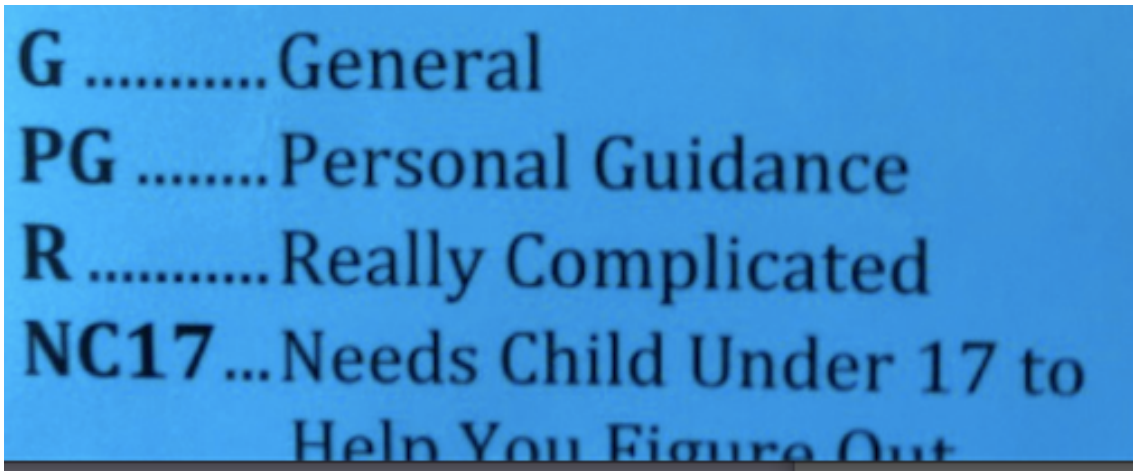
And if I go to the SS component (now called Google Sheets) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:



And if I go to the FORMS component (called Google Forms) of my GD account for sbergen33@gmail.com and I look under add-ons, I see:



Tip #6: Like software and iPad apps, all add-ons are not created equal. Some are easy to learn to use and some are complicated. The same rating system we use for software and iPad apps could be applied to add-ons:



Videos on add-ons

HW 6.3A Video One (15 min) is required and highlights these add-ons:
http://youtu.be/-92LNNOO8Ss
Overview of add-ons
Calculator
Easy Bib
G Math
Lucidchart

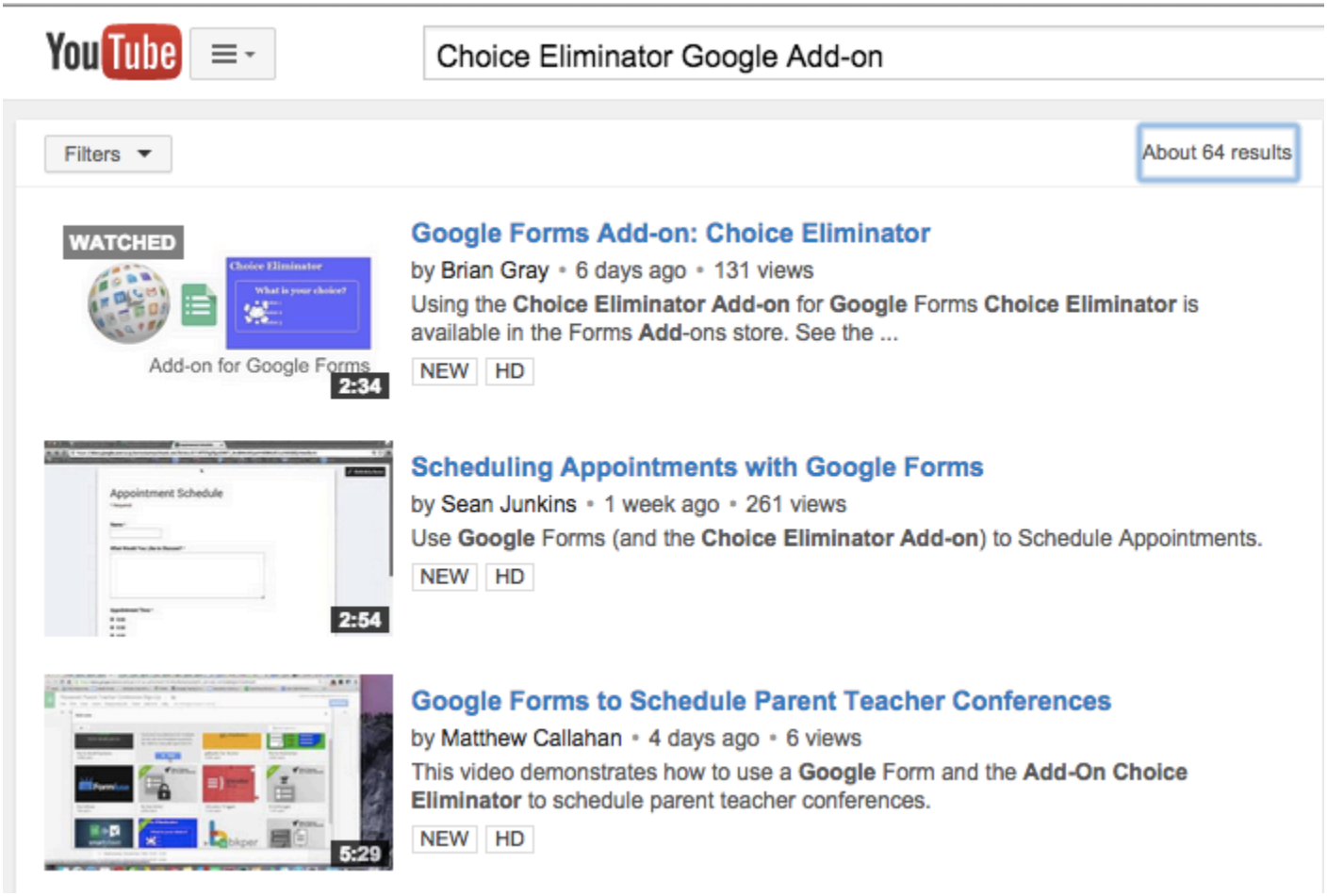
HW 6.3B Video Two (14 min) is optional and highlights these add-ons:
http://youtu.be/2UgReEhiIns
Consistency Checker
ProWritingAid
MindMeister
Avery LabelMerge

HW 6.3C Video Three (15 min) is optional and highlights these add-ons:
http://youtu.be/n6pV5PEnQQM
Split Names
Save As Doc
g(Math) for Forms
Choice Eliminator

HW 6.3D And here is the optional video from earlier in the course that gives more details on this add-on: http://tinyurl.com/columbusday1 for SAVE AS DOC.

HW 6.3E And here is the more recent optional one that I did -- http://youtu.be/GYWYC1V_j0I --- updating g(Math) with its new features.

Reminder that these are my videos but there are many better quality videos on Google add-ons posted on YouTube. Once you know which three you are choosing, you can go to YouTube and see what is there. For example, if I am intrigued by the add-on called Choice Eliminator, I can go to YouTube and type "Choice Eliminator Google add-on" and here is what I get:



Sidebar note -- you as a computer using teacher in the 21st century should take frequent advantage of YouTube, watching short videos on any add-on or computer topic that you need help on. In our travels and computer workshops, we find that most teachers do not take enough advantage of YouTube!

End of the required portion of Lesson 6.

Below are optional items for those of you who want to go further. Or you can save them to read and study over the next few months as a means of continuing your growth.

The 1st optional topic

The first OPTIONAL item is a 4 minute video to make your Google Site portfolio look a little fancier: http://youtu.be/k_BCo8QxlrI
-- how to add a thematic graphic that will cover or tile the background of your website
-- how to add an extra item like a calendar countdown add-on to your website

The 2nd optional topic

The second OPTIONAL item is a 6 min video to show you where the responses go with GD forms and how to alter the location: http://youtu.be/ASAzbdw9yYs

The 3rd optional topic

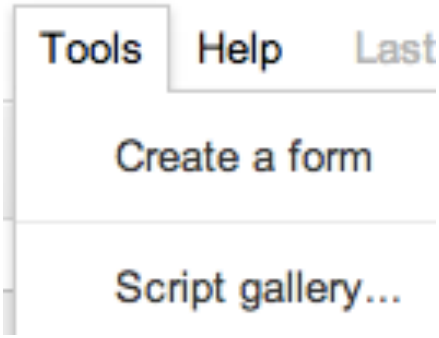
The third OPTIONAL item is a 4 minute video to show you how to move GD files to and from Microsoft files: http://youtu.be/hmi306tOY7E

The 4th optional topic

The fourth OPTIONAL item is one of my favorites and one that most people never seem very aware of. This is a 12 minute video to show you how to work with Groups of Contacts in GD: http://youtu.be/ycnyGuI24Ks

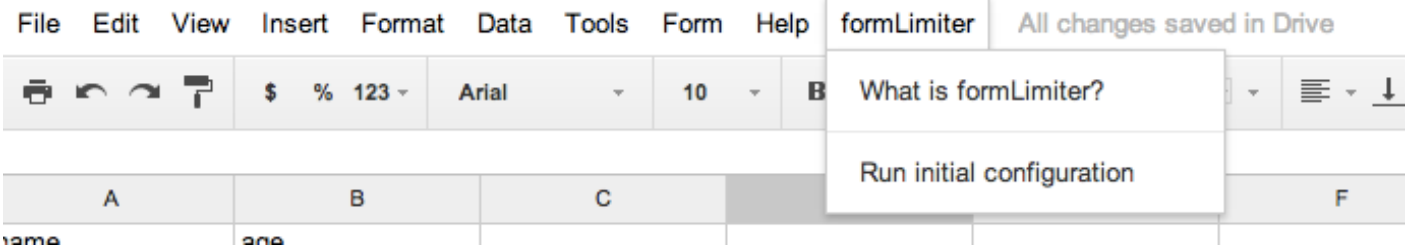
The 5th optional topic

The fifth OPTIONAL item involves limiting a Google survey form to a specific number of people, specific date or calculated value. This is an esoteric but interesting script written by the same programmer who created Doctopus.You can watch a 4 minute video at
http://www.youpd.org/content/formlimiter-script-automatically-stop-accepting-responses-google-form
and then if you like, I would be glad to work through a hands-on example with you. You need to open the spreadsheet with the responses then add the GD Script called "formLimiter script" by going to TOOLS and then SCRIPT GALLERY



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

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



The 6th optional topic

The sixth OPTIONAL item is tough but something that I needed badly. We are offering iCore workshops this summer with about 16 locations. The responses come in on one spreadsheet and so I love the fact that I can now make the data from each location go to one specific worksheet TAB on that same spreadsheet. The video can be found on YouTube at https://www.youtube.com/watch?v=ozBa3IZx3TE or it is posted for redundancy on Google Plus at https://plus.google.com/+GoogleDrive/posts/hYKNWGn7zja

The new spreadsheet command is called QUERY and it allows you to PULL DATA from worksheet1 that is chock full of data and it grabs just the rows that fit a certain criteria. My main worksheet where the sign up info for iCore lives has rows that look like this

	A	B	C	D	E	F
1	Timestamp	Name	What is your email address?	What is your phone number?	Your school or if not at a school, just enter "none."	Which Course?
2	1/23/2014 9:53:13	[redacted]			Landmark School	March 10-11 Brookwood School Manchester MA Mon/Tues
3	1/30/2014 9:30:28				Shore Country Day School	March 10-11 Brookwood School Manchester MA Mon/Tues
4	~~2/3/2014 23:31:09~~				~~Lexington Montessori School~~	~~March 10-11 Brookwood School Manchester MA Mon/Tues~~
5	2/3/2014 18:10:37				John Thomas Dye School	June 26-27 Village School Palisades CA Thurs/Fri

Column F represents which workshop they are signing up for.

I now put this formula into the top left cell of a new worksheet
=Query('Form Responses'!A2:N45,"Select * Where F contains 'Brookwood' ")

I will do my best now to explain this via colors

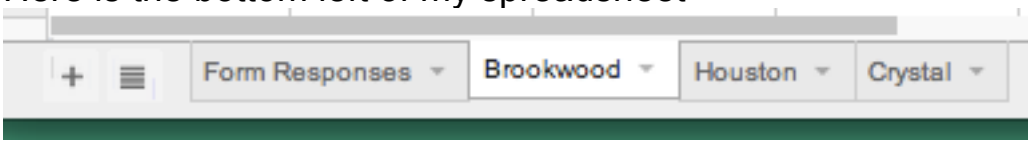
=Query('Form Responses'!A2:N999,"Select * Where F contains 'Brookwood' ")

The command is =Query

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

The second parameter where it says Select * Where F contains 'Brookwood' refers to what rows are used. The word Select means include and the * means all data. The last part is the "intelligent part" so that it selects just the Brookwood signups on this particular worksheet.

Here is the bottom left of my spreadsheet



and here is the formula for the Crystal tab worksheet.

=Query('Form Responses'!A2:N45,"Select * Where F contains 'Crystal' ")

Hope you see the pattern

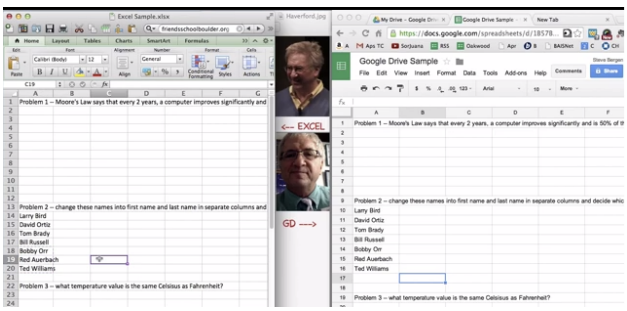
=Query('Form Responses'!A2:N999,"Select * Where F contains 'Crystal' ")

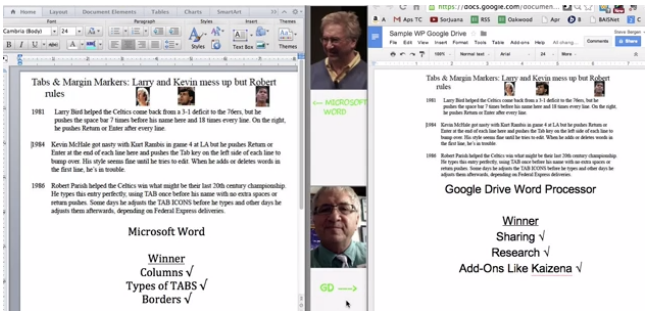
Yes, this is estoeric, but the fact that you can create numerous "child worksheets" that pull data from the one "parent worksheets" automatically can occasionally be a wonderful spreadsheet trick!

The 7th optional topic

The seventh OPTIONAL item involves two videos I made recently reflecting on the tradeoffs between Microsoft Word vs. GD Word Processor and Microsoft Excel vs. GD Spreadsheet. I offer them to you because they will hopefully serve as good review videos.

http://tinyurl.com/GDExcel33 (24 min) and http://tinyurl.com/GDword33 (17 min)





The 8th optional topic

http://www.educatorstechnology.com/2014/09/10-excellent-google-drive-templates-for.html

10 EXCELLENT GOOGLE DRIVE TEMPLATES FOR TEACHERS

September 8, 2014

The template gallery that Google Drive offers to users is one of the best places I often have recourse to to look for ready made templates to use in my work. The gallery features a wide variety of templates pertaining to different topics from templates on albums and flipbooks to templates for resumes and cover letters. You can refine you search either by type or category. You can for instance conduct a search for only Spreadsheets or Presentations templates by clicking on " Sdpreadsheets" or "Presentations".You can also sort these templates by frequency of usage. And if it happens that you have made your own template on Google Drive and you want to share it with other users, you can submit it using the "submit a template" button on the top right hand side.

The 9th optional topic

http://www.edudemic.com/a-look-at-googles-massive-library-of-free-lesson-plans/

The 10th optional topic

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

If you look at the formula, it is definitely complicated but easily usable via copy/paste and you need to do is change the cell that it works on. I have tried to read up and make sense of the formulas like ARRAYFORMULA and ROW and INDIRECT but I really cannot make sense of them. So this will be a formula I use like a parakeet without understanding.

So I typed the words in row 33 and then used this special formula in D1 and the copied it to the right with the magic corner pulling across.

=ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))

I have a sample at http://tinyurl.com/vertical33

	A	B	C	D	E	F	G
1	The text for the vertical headings is stored in row 33			LARRY BIRD	DAVID ORTIZ	TOM BRADY	bill russell
33				LARRY BIRD	DAVID ORTIZ	TOM BRADY	bill russell
34							
35	The formula in each cell -- D1 or E1 or F1 or G1 looks like this:		Formula is =ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))				
36							
37			Note that char(10) is the ASCII code for carriage return				

By the way, I predict that another year or two, there will be a new GD feature for vertical text so that this wild formula will not be necessary.

The 11th optional topic

The next OPTIONAL item is the command =TRANSPOSE() which lets you do in GD what Excel does via menu selection -- flip data in terms of rows and columns to be the other way. This can be helpful in terms of survey forms.

For example, you could take a portion of the US Presidents GD spreadsheet

	A	B	C	D	E
1	President	Years in office	Year first inaugurated	Age at inauguration	State elected from
2	BLANK LINE FOR ANALYSIS				
3	George Washington	8	1789	57	Virginia
4	John Adams	4	1797	61	Massachusetts
5	Thomas Jefferson	8	1801	57	Virginia
6	James Madison	8	1809	57	Virginia
7	James Monroe	8	1817	58	Virginia
8	John Quincy Adams	4	1825	57	Massachusetts
9	Andrew Jackson	8	1829	61	Tennessee

and could type onto a new worksheet the formula

=transpose('US Presidents'!A3:E7)

to get

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

The 12th optional topic

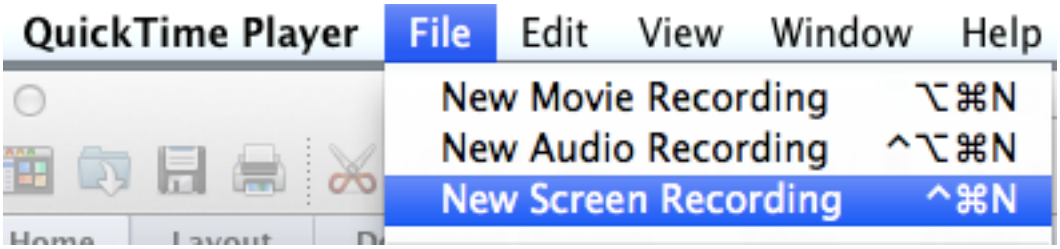
The next OPTIONAL item involves a mini-lesson on making instructional videos for others. Most of the videos for our course have been made using QUICKTIME on a Mac but there is a popular web application at http://www.screencast-o-matic.com/

http://www.screencast-o-matic.com/

Both of these applications -- along with many other products -- allow you to record what you are doing on your screen while you narrate with your voice.

My 5 minute Quicktime video at http://youtu.be/36MoLsHmbUk

When I launch Quicktime on a Mac, I pull down the menu under FILE called NEW SCREEN RECORDING.

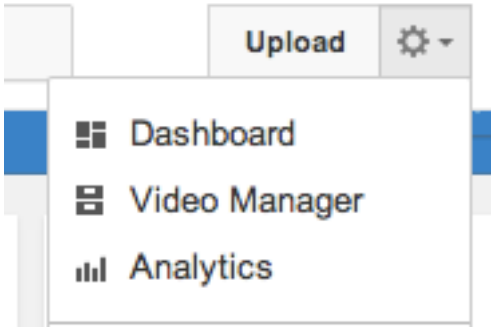


Then I can choose the size of the screen to record (full or partial). I then narrate with my voice as I operate the activity on the screen. At the end, I choose stop and save the file onto my computer.

To post onto GD, I then drag the file to my GD account and specify with SHARING who has access.

To post onto YouTube, I go to my gmail, then to youtube.com (which is owned by google so it automatically opens my account once on gmail). I now click the UPLOAD button at the top of the screen and drag the video from my computer into YouTube. You can choose on of three flavors for your video

where PRIVATE means you specify the exact emails of who can see it. I am a big fan of UNLISTED which means only those with the link can see it. After you post a few videos to YouTube, you can always go back to alter specs by clicking on the GEAR icon adjacent to UPLOAD and then choosing the VIDEO MANAGER.



Each video on YouTube or GD will have a fairly ugly URL so you can of course use TINYURL.COM to create a shorter name.

If you use a PC, most of this information applies to ScreenCast-O-Matic but they have a nice tutorial and video on their website.

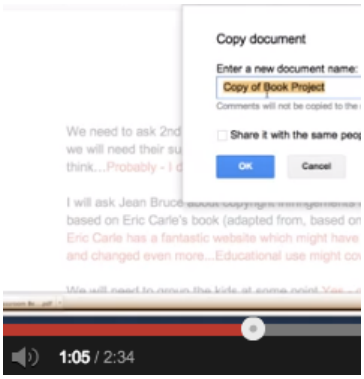
Here are two videos (with permission) from a teacher named Terri from TN who took two online classes with me (GD and Scratch) and was intrigued by screencasting. I helped her out and she now is using this approach with her students and faculty.

http://tinyurl.com/terri1GD

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

http://tinyurl.com/terri2GD

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



The 13th optional topic

The next OPTIONAL item an interesting compilation (you know most everything from our course) about GD features at **http://tinyurl.com/paperless33**

The Paperless Classroom with Google Docs

The author writes " Google Docs provides many ways to go paperless through sharing and collaboration options. There is not just one single right way to use Google Docs for a paperless classroom. Rather there are many tools and features that can be used on their own or in combination to meet your varying needs. This guide will cover many of the most common ways that Google Docs can help teachers and students move away from paper and into a digital-only environment."

The Paperless Classroom with Google Docs
by - Eric Curts

Table of Contents

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How to choose sharing options: Edit, Comment, and View
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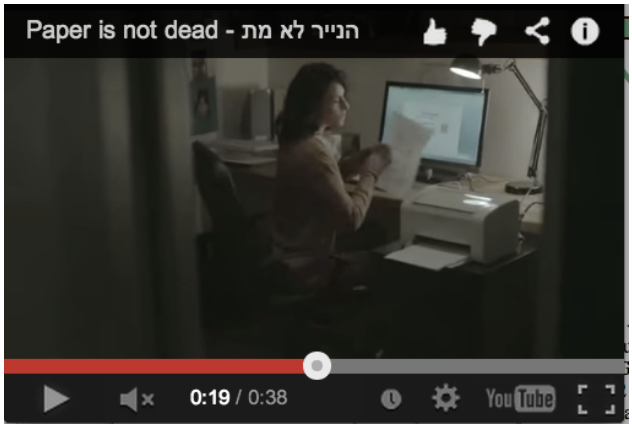
How to share a folder
How to use folders as staff handout folders
How to use folders as student turn-in folders
How to use forms to turn in assignments
How to create and use templates
How to use comments in the grading process
How to use revision history
Use Voice Comments

But of course, there are many reasons we will never go paperless, summarized in this funny YouTube video at http://tinyurl.com/funny33f that will hopefully make you laugh!



END OF OUR COURSE

That's it folks!

Be well everyone and hope you stay in touch. Teaching you and getting to know all of you has been fun. I wish you the best of success with your computer usage and your careers. Even though our 30 minute phone sessions/teaching sessions end next Monday, if I can help you at some point in the next 33 years by email or a 10-15 minute phone call, I would be glad to!

Be well, everyone! Steve

p.s. in a week or so, I will send you an optional end of course survey along with an optional procedure for a certificate for PD hours

INDEX of HIGHLIGHTS can be found on the last page

☑HW 6.0A Watch the required video on Doug Guy. (p1)
☑HW 6.0B Send an email note with a sentence or two on something you gleaned from this video. (p1)
☑HW 6.1 Your team shared project using GD presentation or a Google site should be done but if not finish this week please.
☑HW 6.2 Add a few sentences of reflection in the fourth column responding to these questions. (p1)
☑HW 6.3A Watch the 15 minute required Video One on these Google add-ons: Calculator, Easy Bib, G Math and Lucidchart (p7)
☑HW 6.3B Optional: Watch the 14 minute Video Two on these Google add-ons: Consistency Checker, ProWritingAid, MindMeister
and Avery LabelMerge (p7)
☑HW 6.3C Optional: Watch the 15 minute Video Three on these Google add-ons: Split Names, Save As Doc, g(Math) for Forms, Choice Eliminator (p7)
☑HW 6.3D Optional: Video on the SAVE AS DOC add-on (p8)
☑HW 6.3E Optional: Video on the SAVE update g(math) add-on (p8)
☑HW 6.4 Install and try out 3 add-ons. Add comments to the specified place on our collaborative doc. (p2)
Optional Topics as we end our course
☑ Optional Topic 1: Making your site fancier (p9)
☑ Optional Topic 2: Where the GD Responses go (p9)
☑ Optional Topic 3: Moving GD files to/from Microsoft (p9)
☑ Optional Topic 4: Working with contacts (p10)
☑ Optional Topic 5: Limiting a GD Survey form to a specific number of people, specific date or calculated value (p10)
☑ Optional Topic 6: Channeling responses to different worksheets (pp11-13)
☑ Optional Topic 7: Reflecting on Microsoft Word vs GD Word Processor and Microsoft Excel vs GD Spreadsheet (p13)
☑ Optional Topic 8: Excellent GD Templates for Teachers (p14)
☑ Optional Topic 9: Google's library of free lesson plans (p14)
☑ Optional Topic 10: Displaying vertical text on a Google SS (pp14-15)
sample at http://tinyurl.com/vertical33
☑ Optional Topic 11: Using the Transpose command on a Google SS (pp15-16)
☑ Optional Topic 12: Making a Screencast (pp17-18)
☑ Optional Topic 13: The Paperless Classroom with GD with a funny YouTube video about why we will never go paperless (pp19-20)