

Google Docs

Making Collaboration Easier

Lynsey Duncan
TESL Durham Spring Workshop, 2016

Why use Google Docs

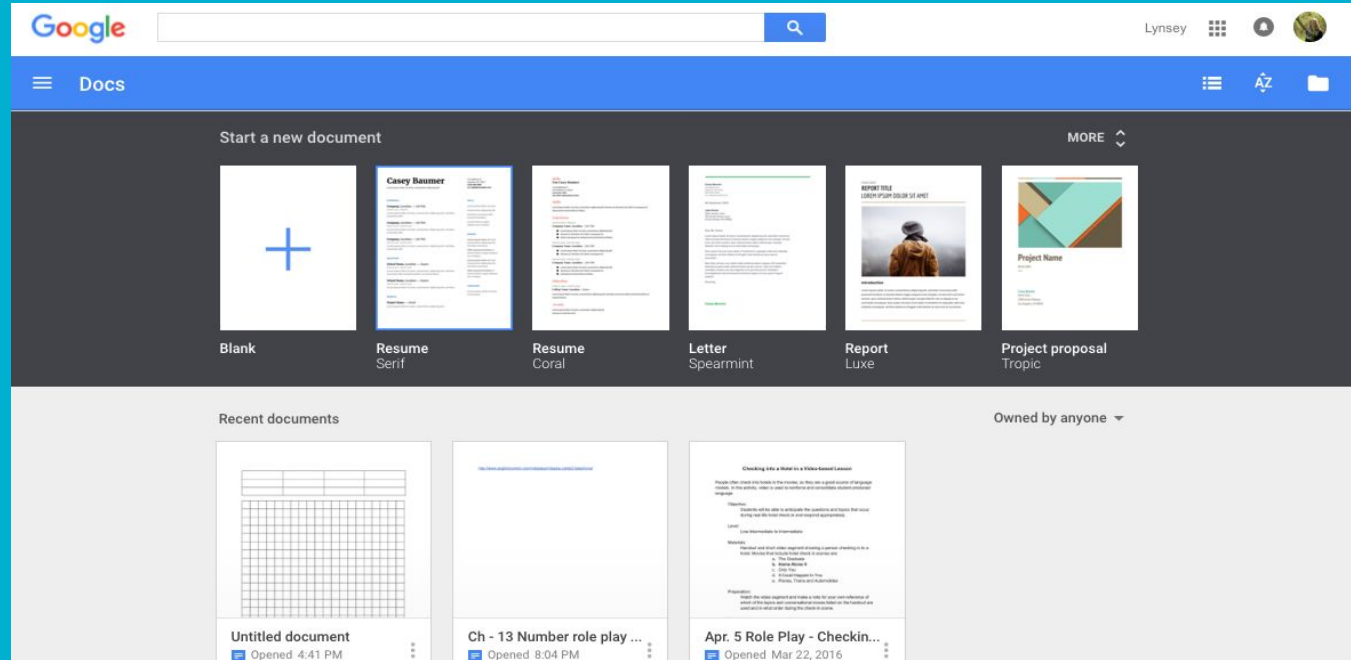
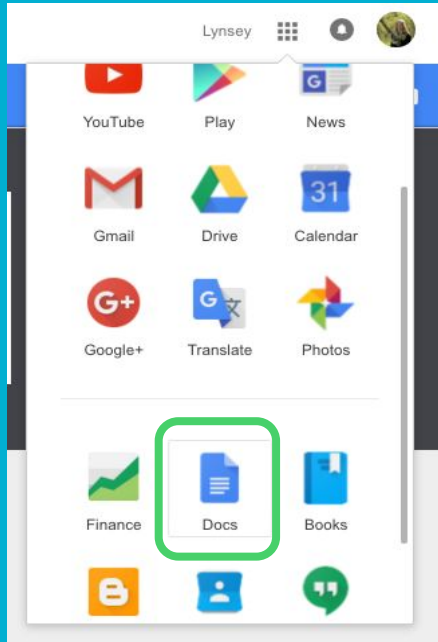
- ❖ 1 document - everyone has access
- ❖ Accessible from where with internet access (computer, smartphone, tablet)
- ❖ Choose who can edit/view/comment on document
- ❖ Easy to check up on student progress in an assignment
- ❖ Track changes and provide feedback with simplicity

How it works – Microsoft Word with some extra features

- ❖ Getting Started
- ❖ Add Title and Save
- ❖ Formating Text
- ❖ Add Pictures
- ❖ Add Tables
- ❖ Commenting
- ❖ Sharing options
- ❖ Other Tools and Add-ons
 - Voice-typing
 - Translating
 - Rubrics
- ❖ Examples

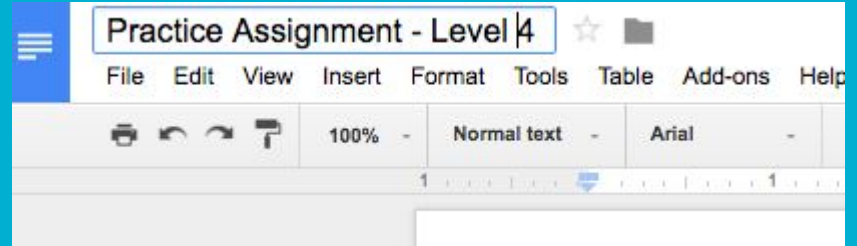
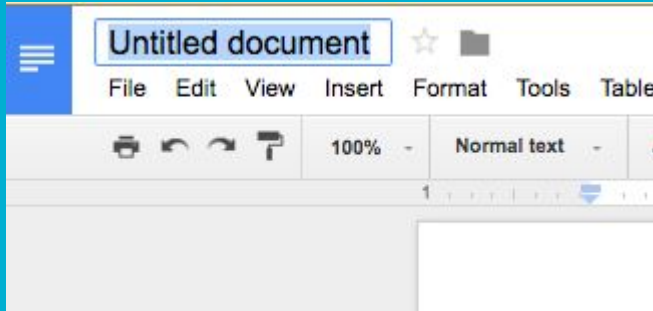
Getting Started

Once you have created a Google account (gmail), you have access to Google Docs
Choose a template or start with a blank Doc



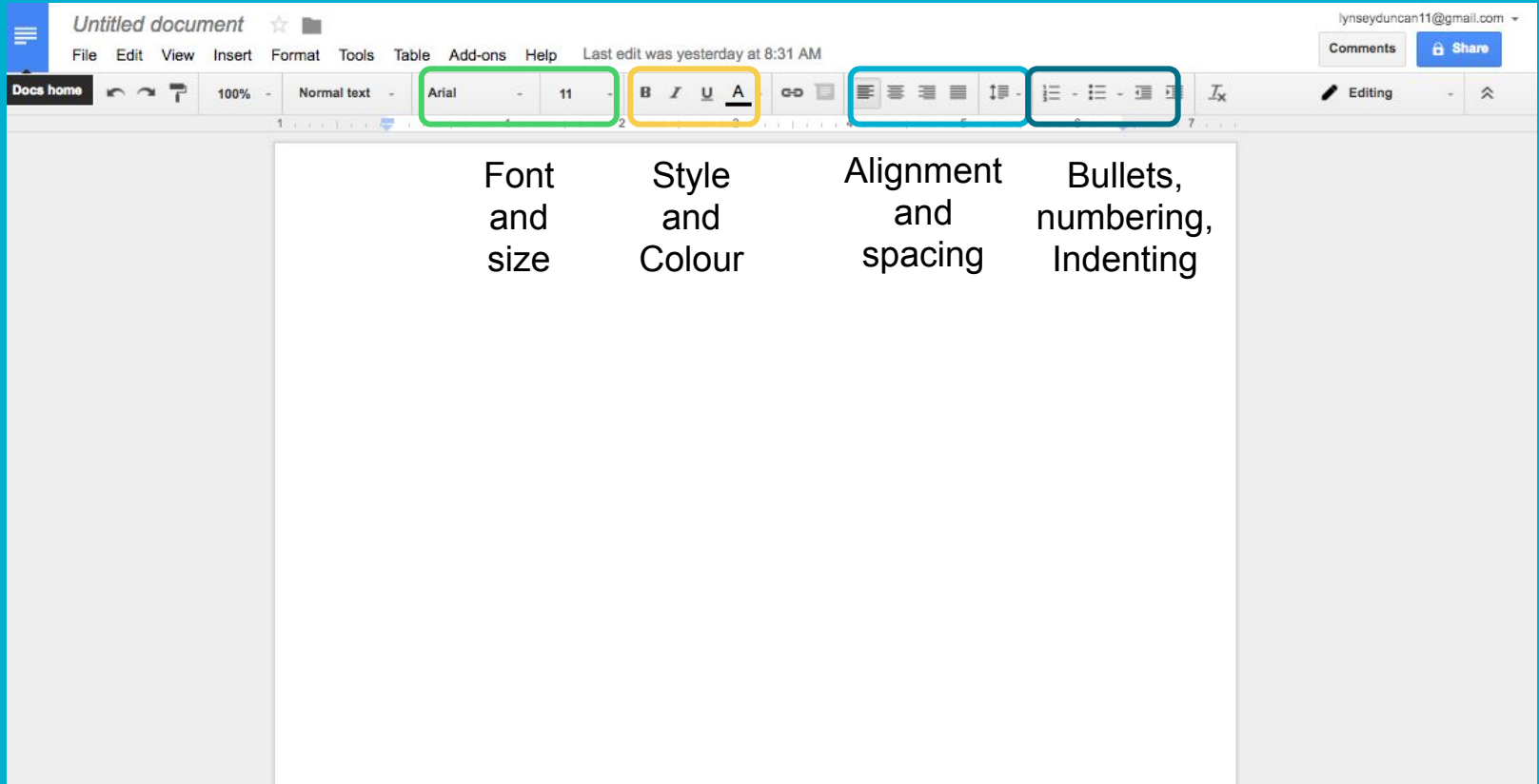
Changing Titles and Saving Docs

Click at the top, change title, and click away from box to save



No chance of your changes ever getting lost again! Google automatically saves every step of the way.

Formatting Text



The image shows a screenshot of the Google Docs web interface. The title bar at the top reads "Untitled document" with a star icon and a folder icon. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. A status bar below the menu bar indicates "Last edit was yesterday at 8:31 AM". On the right side of the title bar, there is a "Comments" button and a "Share" button. The main toolbar is located below the menu bar and contains various icons for document editing. Four specific sections of the toolbar are highlighted with colored boxes: a green box around the font face and size dropdowns, a yellow box around the bold, italic, underline, and text color icons, a blue box around the text alignment icons, and a dark blue box around the bulleted list, numbered list, and indent icons. Below the toolbar, a white rectangular box contains four labels corresponding to the highlighted sections: "Font and size", "Style and Colour", "Alignment and spacing", and "Bullets, numbering, Indenting".

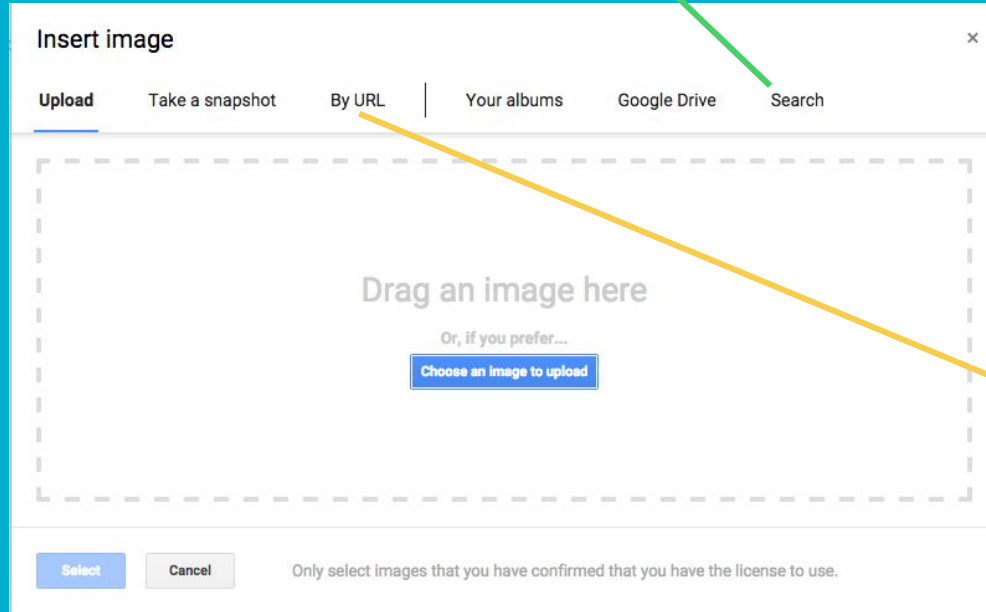
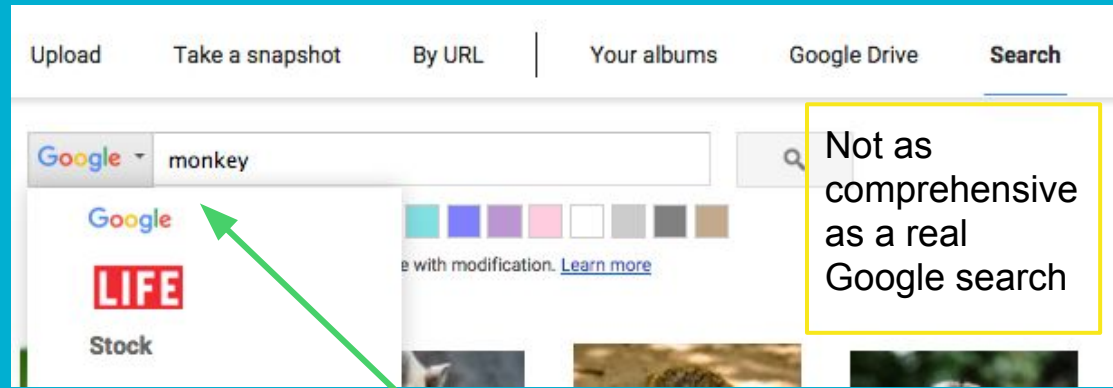
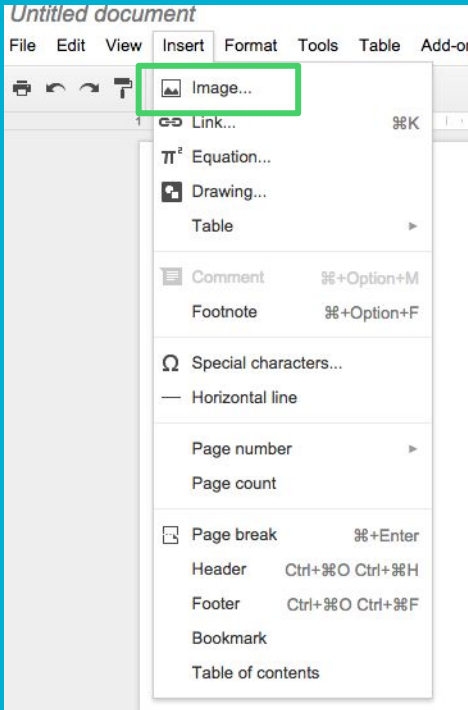
Font and size

Style and Colour

Alignment and spacing

Bullets, numbering, Indenting

Adding Pictures



Lots of ways to add pictures

URL: If you search for an image on Google and copy the image address

Adding Tables

Untitled document ☆

File Edit View Insert Format Tools Table Add-ons Help Last edit was 4 days ago

100% - Normal text

Insert table ▶

- Insert row above
- Insert row below
- Insert column left
- Insert column right
- Delete row
- Delete column
- Delete table
- Merge cells
- Unmerge cells
- Table properties...

4 x 3

To insert table, drag cursor over and down to draw chart as large as you want

(n.b. The biggest is 20x20)

Use table menu from top


OR

Right click in a square to modify.

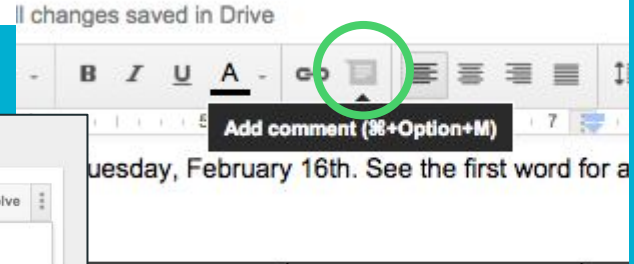
	Cut ⌘X
	Copy ⌘C
	Paste ⌘V
	Paste without formatting ⌘+Shift+V
	Suggest edits
	Link... ⌘K
	Insert row above
	Insert row below
	Insert column left
	Insert column right
	Delete row
	Delete column
	Delete table
	Table properties...
	Select all matching text
	Update 'Normal text' to match
	Clear formatting ⌘\


Commenting

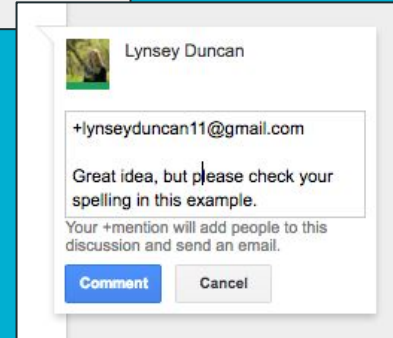
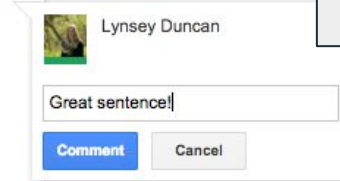
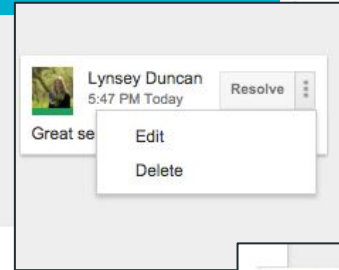
Great for leaving feedback for students/collaborators, or yourself!

	Example Sentence	Picture (if possible)
	In order to get a captive audience, the professor begins his class by telling a personal example.	

Look for the comment box at the top or to the right (after highlighting part of the text)



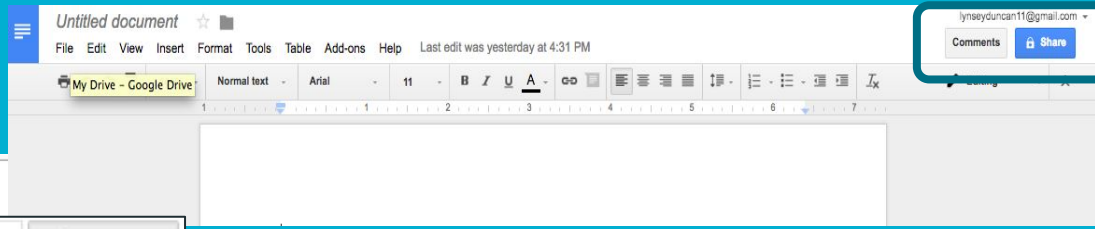
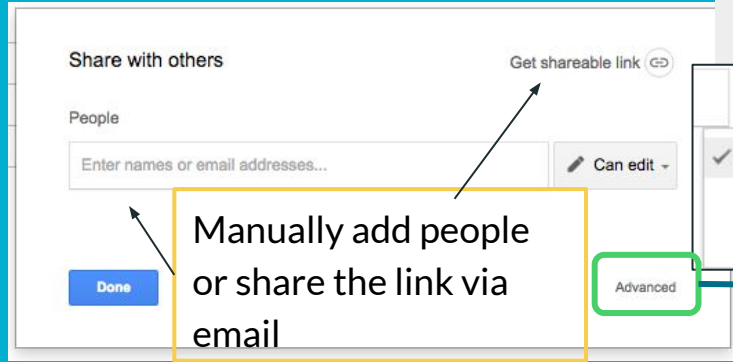
	Example Sentence	Picture (if possible)
ers who d on the at they	In order to get a captive audience, the professor begins his class by telling a personal example.	



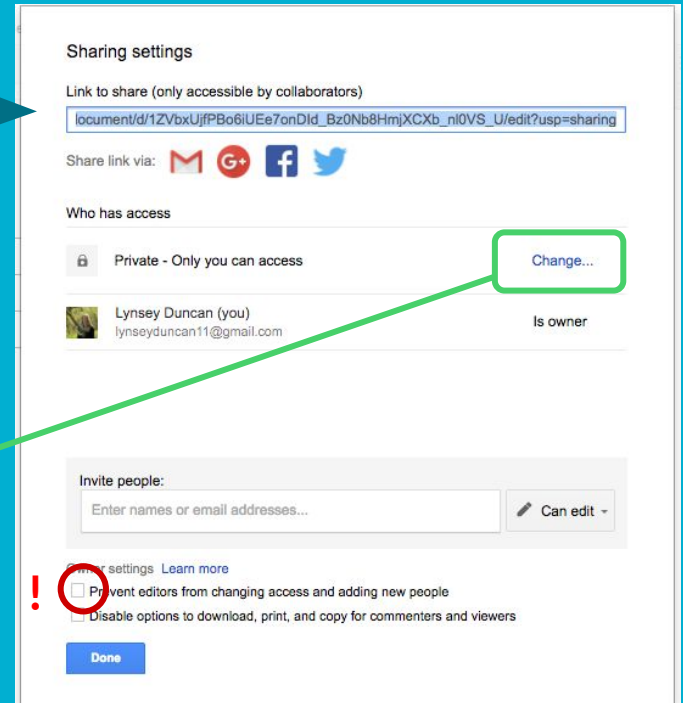
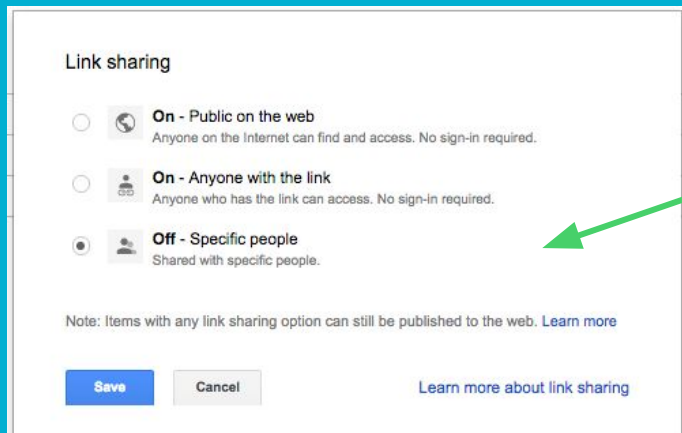
You can tag people specifically in a comment by using a '+' and their email address

Comments will always appear in the right margin until resolved

Sharing Options

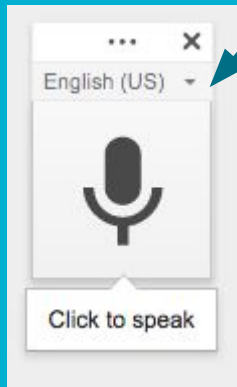
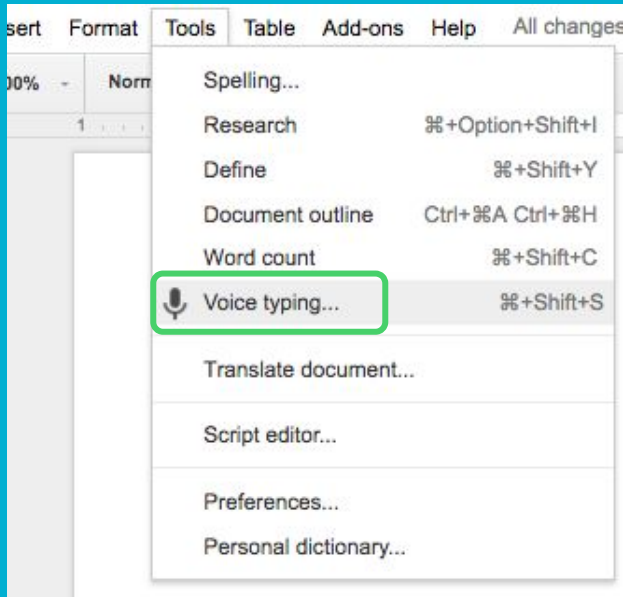


Control who has what access

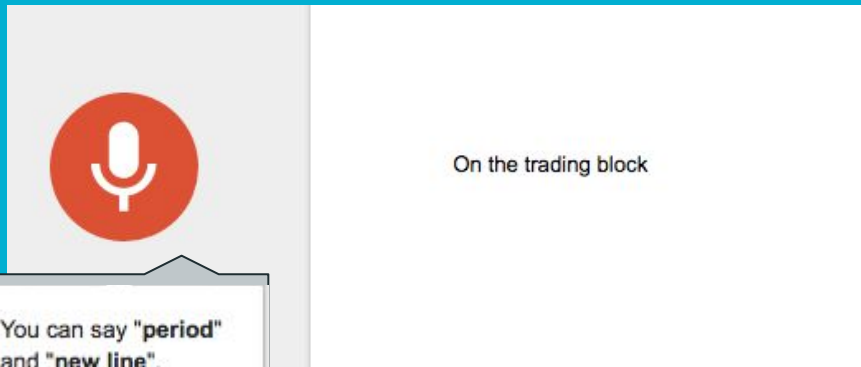


Share with others so you can all synchronously collaborate on the same doc

Other tools – Voice typing



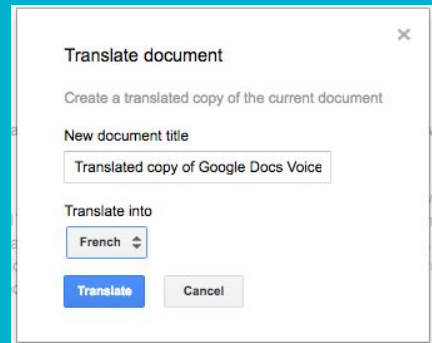
- ❖ Type in any almost language
- ❖ Accurate
- ❖ Great for pronunciation class



Other tools – Translating

Teacher beware!!

Translate any document into another language → does not affect original (makes a new copy for that person only)



	Translated copy of Google Docs Voice Typing Assignment	me
	Translated copy of Workshop Notes-	me

Pronunciation Elective

St Patrick's Day

Listen to this paragraph, then practice reading until you are comfortable with the pronunciation.

St. Patrick's Day is an Irish holiday celebrated in several countries around the world. It is celebrated on March 17th each year. It is very festive and involves eating bacon and cabbage, wearing green and shamrocks, drinking green beer, and listening to Irish music. Green is the main colour of the holiday because it is the colour of Ireland. Shamrocks are three leaved plants and the national symbol of Ireland.

Now, let's see how good your pronunciation is. Do you think Google can recognize what words you're saying? Let's find out.

Turn on google voice typing (Tools → Voice typing) and try reading the paragraph from above.

prononciation Elective

Journée de St Patrick

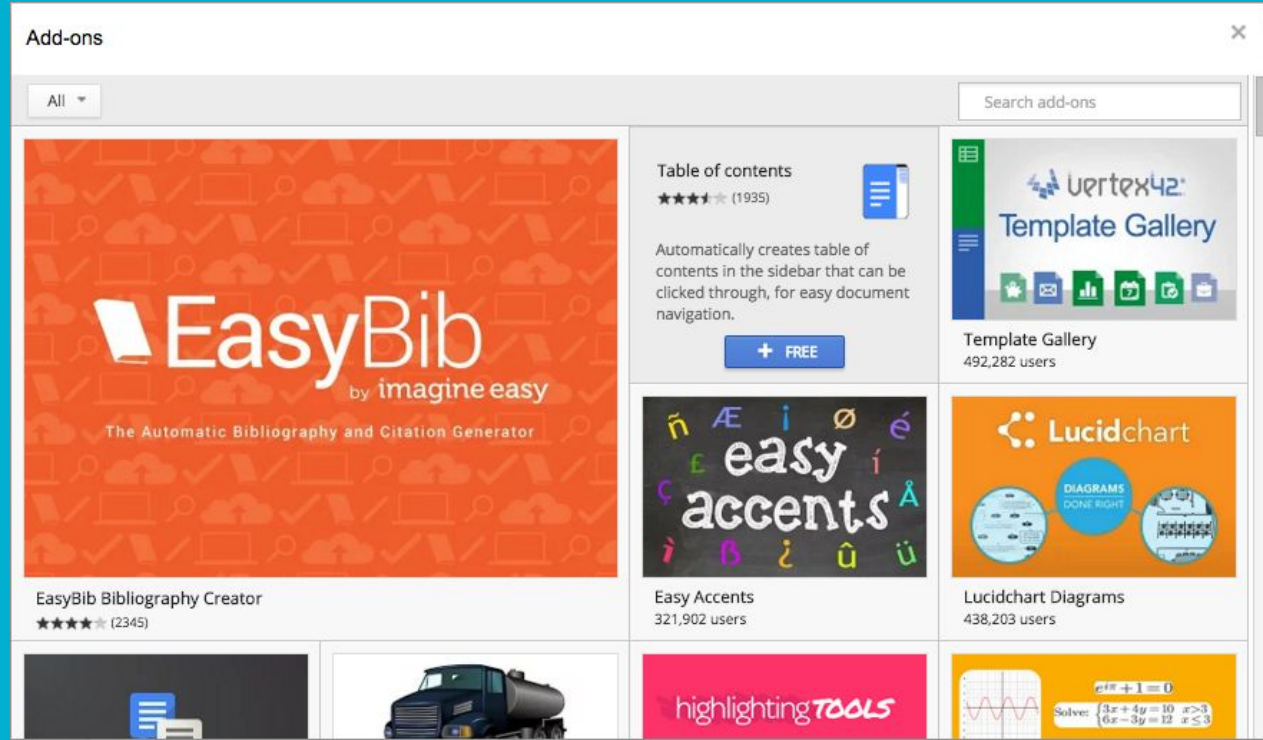
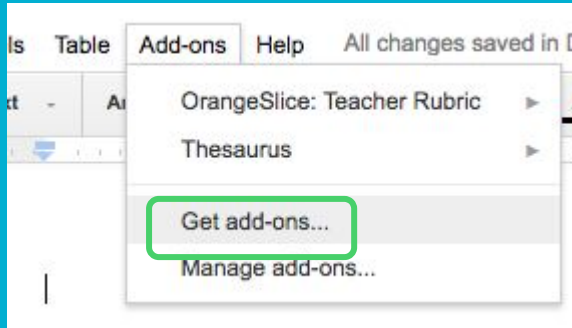
Écoutez ce paragraphe, puis pratiquez la lecture jusqu'à ce que vous soyez à l'aise avec la prononciation.

St. Jour de Patrick est une fête irlandaise célébrée dans plusieurs pays à travers le monde. Elle est célébrée le 17 Mars chaque année. Il est très festif et implique manger du bacon et du chou, porter du vert et des trèfles, boire de la bière verte, et écouter de la musique irlandaise. Le vert est la couleur principale de la fête car c'est la couleur de l'Irlande. Les shamrocks sont trois feuilles et le symbole national de l'Irlande.

Maintenant, nous allons voir quel point votre prononciation est. Pensez-vous que Google peut reconnaître ce que vous dites? Voyons dactylographier.

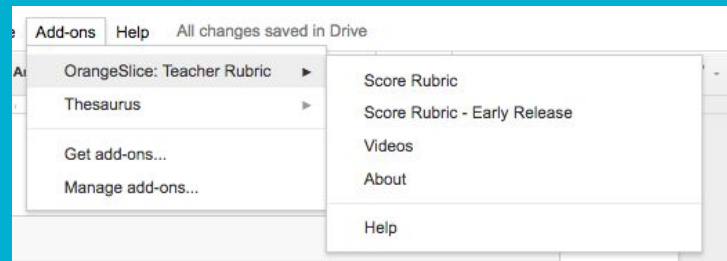
Allumez google voice (Outils → Saisie vocale) et essayez de lire le paragraphe ci-dessus.

Add-Ons



- ❖ Basically a free app store for Google Docs
- ❖ Hundreds of possibilities
- ❖ Click on the app to get a detailed description

Add-Ons - OrangeSlice: Teacher Rubric



OrangeSlice: Teacher Rubric

CREATE RUBRIC

You can use the form below to create a rubric or you can copy/paste a previously used rubric from another assignment.

If you paste a perviously used rubric, please re-open Teacher Rubric.

PICK PERFORMANCE LEVELS

SELECT CATEGORIES

CUSTOMIZE

Your rubric is completely customizable. Once the rubric table has been created, you can change the contents of every cell. Make it yours. Own it. To add more categories, insert a new row. Don't like the performance levels, change them, delete or insert columns. Make it useful for you and your classroom.

There is one exception. The first cell must contain the words 'Rubric Categories', as shown below. This enables Teacher Rubric to find your rubric.

CREATE RUBRIC

Create and mark rubrics right in application

Clean and simple to use

Follow their set up and pick your options, or start with a blank slate

Lots of tutorials and extra information within

Rubric Categories	A	B	C	D	F
Sentence Fluency	Reads smoothly, Transitions flow, Varied & purposeful beginnings	Varied & purposeful beginnings, Missing transitions, constructed sentences and/or variation	Repetitive, Flows, Some awkward phrasing	Awkward phrasing, disjointed, Tough to read-a-loud	First Draft Quality
Vocabulary	4 (or all) vocab words used correctly	3 vocab words used correctly	2 vocab words used correctly	1 vocab word used correctly	Missing vocabulary or not used correctly
Conventions	No Errors: spelling, grammar, punctuation, caps & paragraph	Very Few Errors: spelling, grammar, punctuation, caps & paragraph	Some Errors: spelling, grammar, punctuation, caps & paragraph	Many Errors: spelling, grammar, punctuation, caps & paragraph	Rough Draft Quality

41 pts, 82%

Mar 31->Graded: 41 pts, 82%

Teacher Rubric Settings: 050600th: [lynseyduncan31](#) ...
Lynsey Duncan

Practical Applications in the classroom

O6A Writing:
IMPROVE THE SENTENCES

Working in partners, look at these sentences to determine what is incorrect in their structure and/or grammar. Pick a different colour than black, and try to rewrite the sentences underneath the original, improving them as best as you can. If another group has already made the same changes you would have made, go on to the next sentence.

Ex.

In my opinion, It is right, a person's value should be measured by the person's achievements.

In my opinion, it is right for a person's value to be measured by the person's achievements.

In my opinion, it is right; a person's value should be measured by their achievements.

In my opinion, it is right if a person's value is measured by the person's achievements.

1. Many people work hard every day and parents send their son or daughter to learn outside them country just to get better education, improve them skills and the important to get the best job in the end.

Send students template → they choose a colour of text to work in, and write their corrected sentences below.

- Examples in Use - Error Correction

1. Many people work hard every day and parents send their son or daughter to learn outside them country just to get better education, improve them skills and the important to get the best job in the end.

WX: There are many people who work hard in order to send their children to study abroad to gain better education and improve their skills, so that they can get a better job when they return to their home country.

JL: There are parents who give opportunities to their children to study abroad because they believe they will improve their skills; also they will have more opportunities to get a better job.

2. All of that factors leads to give people's more value, everyone have to have something special to attract the people for them and to get more respect because everybody looks for your achievements and what you have, to know How they can communicate with you.

JL: All of the factors lead to give people more value; everyone has something special to attract people and to gain more respect because everybody wants to achieve their goals and know how to express themselves.

3. They also think you must get hight education that you can work on office. So, they will agree you value and make friend with you. But if your work is low income, you will be looked upon by people.

People also think you must get higher education to work in offices. Therefore, they will agree with your value and will be satisfied to make friends with you; however, if your career is low income, you will be ignored by others.

SD- People also think you must get a higher education that you can work in the office, so they will agree on your value and make friend with you; however, if you have a low income in your work, you will be looked down upon by people.

JL: When you work in office, they will think you must have higher education, so they will make friends with you because they agree with your value; however, you will be looked down upon by

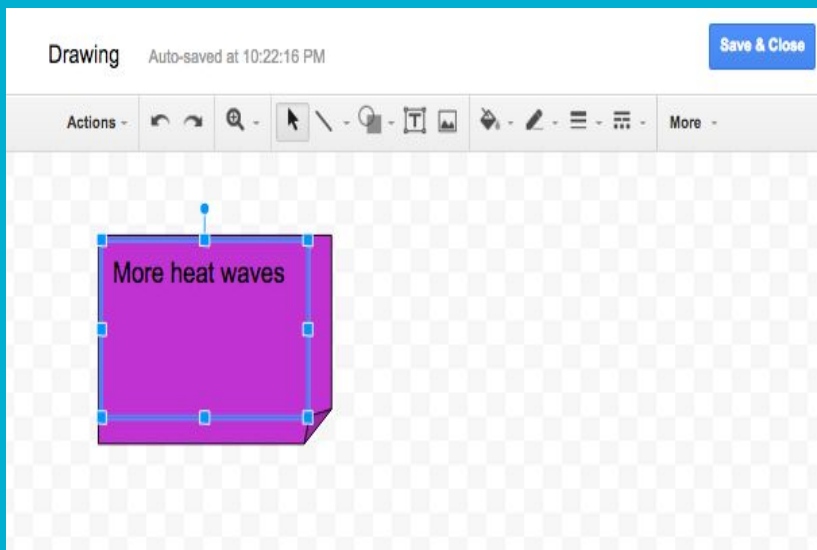
Examples in Use – Brainstorming

Climate Change Brainstorming

Think about the ways climate change affects us in our day to day life. Click on a bubble and add a textbox with your thoughts. Keep going until all the boxes are full.

		More heat waves
Less snow		
	Ways climate change affects us	Extreme drought in California last year

- ❖ Send students template → they click on a box and add their idea
- ❖ Potential problem - students may click on same box and both add to it. Teacher can monitor and move ideas around so each idea has its own box




Examples in Use – Vocabulary

Send students
template

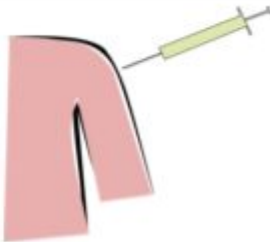


They complete
to make a
study guide

Teacher: add
comments of
aspects that
need
readdressed

Chapter 7 Vocabulary - Pick 2-3 words to complete the chart by Tuesday, February 16th. See the first word for an example. (p. 128, 133)

Your name	Word	Word family	Definition	Example Sentence	Picture (if possible)
Lynsey	Captive audience	noun: captive audience verb: captivate the audience adjective: captivated audience	a group of listeners who are very focused on the speaker and what they have to say	In order to get a captive audience, the professor begins his class by telling a personal example.	
	cervical cancer	Noun: Verb: Adjective:			
	charred	Noun: Verb: Adjective:			
	contaminated	Noun: Verb: Adjective:			
		Noun:			

Examples in Use – Vocabulary

Arwa	immunity	Noun:immunity Verb:- Adjective:-	The ability of an organism to resist a particular infection or toxin by the action of specific antibodies or sensitized white blood cells	Women who develop immunity to the infection before pregnancy are not in danger of transmitting it to their babies.	
Sara	informed consent	Noun:informed consent Verb:- Adjective:-	Consent to surgery by a patient or to participation in a medical experiment by a subject after achieving an understanding of what is involved.	patients signed the informed consent.	
Chris	invasive	Noun:invasion Verb:invade Adjective:invasive	Relating to a technique in which the body is entered by puncture or incision.	Some fish is the pinnacle in dangerous and effective invasive species.	
		Noun:			



How could you use this in your classroom in the next week or two?

Thank you!

If you have any questions,
please contact me: lynseyduncan11@gmail.com