Welcome to our workshop!

If you haven’t already filled out the pre-workshop survey, please do so now by going to this link:

tinyurl.com/s382q4f

---

Doing More with Google:
Utilizing Google Products in Your Classroom

Phoebe Li Chen & Andrew Shapira
Objectives

By the end of this session, you will be able to:

- Identify ways to use Gmail in the classroom
- Create, share, edit, and comment on Google docs
- Explain the difference between Google Docs, Sheets, Slides, and Forms
- Complete a quiz using Google Forms and create an original form
- Identify possible applications of Google Docs, Sheets, Slides, and Forms for teachers and students

Why Google?

- Accessible from anywhere (with wifi/Internet) and any device
- Free
- Popular
- Lots of storage space
- Easy to collaborate
Using Gmail in the classroom

- Format for students:
  User name: First name, last initial, student ID
  Password: Theilc + student ID

  Maria Gonzalez → mariag9521@gmail.com
  Password: Theilc9521@gmail.com

- Experiences having classes sign up

Using Gmail in the classroom

- Possible activities:
  ○ Send a note to a doctor
  ○ Email a child’s teacher
  ○ Submit a cover letter for a job
  ○ Email the teacher or a classmate about anything
  ○ Practice including links and attachments
I need make a appointment.  

Emerson

to me

Aug 1 (1 day ago)

Dear Doctor Shapira,

I send this e-mail because I'm not feeling good.
I feel exhausted, dizzy and nauseous. However I had good sleep and eat well.
Sometimes I feel it's in the morning, and I do not take any medication.
Because this I need make a appointment.
I can't work, because of this problem.
Please make first appointment.

Thank you.
See you soon!

mina

Ahmed's grades

To: Andrew Shapira

Dear Mr. Shapira,

My name is Mina, I'm Ahmed's mother, I send you this e-mail about Ahmed's grades in math.
He has a bad grade in math last quarter, and he didn't hand in homework because he doesn't understand all lesson, then I don't have time to help him in homework or in research or to go to parent-teacher conference.
Could you tell me, How can I help him to keep up? and to like this subject?
I hope to talk with you soon, and thank you very much for help.

Sincerely
Ahmed's mother.
Hi Andrew,

Soup Joumou is the traditional Food in my country. People usually eat it every year (first day of the year). All the family’s members come together, speak and eat. You make “Soup Joumou with joumou, meats, potatoes, celery, macaroni, water, spinach. It’s a good food for the Haitian people.

Phoebe Chen <pchen.ilc@gmail.com>

Hi boss i dont feel good today so i'm not going to work. sry.

Paulo

Dear Mr. Pascuaale,

I don't feel good today, so i'm not going to work. Sorry

Thank you,
Paulo
Talk about it!

Discuss with one or two partners:

1. If students at your program have signed up for Google accounts, talk about that experience. If they haven’t, how do you think that would go?
2. What activities involving Gmail could you do with your students?

Google Docs

- Introduction
- In your Gmail, open the email titled “Google Docs Practice.”
- Click on the link within the email to open a Google doc.
- Follow the instructions at the top of the doc.
Google Docs

- Create a new doc (“File → “New” → “Document”)

- Change the title (just click on it once and start editing). For example: “Andrew Google Docs practice”

- Start writing a story — any story! In a few minutes, you will share it for someone else to continue.

Possible story starters:

- I looked around the room. Nothing seemed unusual, but then...
- This was it. The moment I had dreaded for weeks. The moment when...
- Today was the day! I was finally going to...
- They were in the grocery store, in the frozen food section, when it happened.
Google Docs

- Share the doc with one or two other participants by clicking on the blue “Share” button (top right). You can find their addresses by going to the doc called “First Literacy Workshop Gmail List” (in your Gmail inbox).

- Continue your partner’s story.

---

Google Docs

Things to note:

- Toolbar
- Automatic saving
- Seeing changes
Google Docs

More things to note:

- Editing vs. suggesting vs. viewing modes
- Templates – résumés, letters, essays, and more
- Downloading docs as Word documents, PDFs, etc.

how his parents are always sending him away and it shows that people aren’t leaving
him they are getting away from Holden, they’re running away from him. People are
starting to think maybe Holden is a freak, or a weirdo, no one can tell but they aren’t
interested in being involved with Holden.

There are many parts to Allie and Holdens relationship in the book. One major
parts is Holden thought that Allie is still with him. Even though Holden can’t be with
Allie he always has him in his heart. Holden, we can say starts to lose it and,”I started
talking sort of loud, to allie...” (98) Allie was a very important person to Holden, and it is
very hard for him to let go of him as we said before. Holden can’t function without Allie, it
was more than a brother to brother relationship it was a marriage among boys, they
were more than bestfriends. We can infer that Allie will always be with Holden no matter
what, because there is nothing that can stop the bond between them 2.
Talk about it!

Discuss with one or two partners:

1. How comfortable are you with Google Docs after learning about and using it?
2. What challenges do you think your students would face with it?
3. How do you think you might use Google Docs in your classes or at your program in the future?

Google Sheets

- Like Microsoft Excel

- Possible uses:
  - For teachers: keeping track of grades, assessments, attendance data (see templates)
  - For students: planning a schedule, making a budget
  - Any other ideas?
# Google Sheets

<table>
<thead>
<tr>
<th>Name</th>
<th>Irregular verb quiz #1</th>
<th>Civil rights vocab quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ericar</td>
<td>92%</td>
<td>96%</td>
</tr>
<tr>
<td>Gracie</td>
<td>92%</td>
<td>69%</td>
</tr>
<tr>
<td>Jing</td>
<td>72%</td>
<td>93%</td>
</tr>
<tr>
<td>Joanna</td>
<td>100%</td>
<td>75%</td>
</tr>
<tr>
<td>Juana</td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>Jun Liang</td>
<td>74%</td>
<td>96%</td>
</tr>
<tr>
<td>Kamil</td>
<td>92%</td>
<td>100%</td>
</tr>
<tr>
<td>Laudilenne</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FirstName</th>
<th>ClassLevel</th>
<th>Teacher</th>
<th>Comments</th>
<th>2/5/19</th>
<th>2/7/19</th>
<th>2/12/19</th>
<th>2/14/19</th>
<th>2/19/19</th>
<th>2/24/19</th>
<th>2/26/19</th>
<th>2/28/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regiane</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Wellington</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Ab</td>
<td>Ab</td>
<td>Ab</td>
<td>Ab</td>
<td>Ab</td>
<td>Ab</td>
<td>Ab</td>
</tr>
<tr>
<td>Maria</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Juliana</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Fatima</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Silvania</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Izaias</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Renata</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Maria</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Marta</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Renata</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Margarida</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Dirlene</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Poliana</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Mair</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Paulo</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Ab</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
<tr>
<td>Zenir</td>
<td>3</td>
<td>Andrew</td>
<td></td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
<td>Pn</td>
</tr>
</tbody>
</table>
Google Slides

- Slides — what we’re using right now! (Like PowerPoint)
- Possible uses:
  - Worksheets with pictures
  - Graphic organizers
  - Presentations
  - Flash cards
  - Picture-vocabulary matching
- Any other ideas?

Example worksheets

[Images of example worksheets and workplace health and safety hazards]
Google Forms

- Great for quizzes!
  - Automatic grading
  - Immediate feedback
  - Lots of data

- Survey / needs assessment

- Templates: exit ticket, worksheet, etc.

How much education did you have in your country?

23 responses

- I never went to school
- Elementary school (grades K-5)
- Middle school (grades 6-8)
- High school (grades 9-12)
- University

21.7% I never went to school
65.2% Elementary school (grades K-5)
13% Middle school (grades 6-8)
21.7% High school (grades 9-12)
13% University
Why are you learning English? (Choose one or more.)

12 responses

- To get a job: 9 (75%)
- To get a better job: 9 (75%)
- To go to college: 5 (41.7%)
- To help my children in school: 5 (41.7%)
- To become a US citizen: 4 (33.3%)
- To talk to my doctor: 10 (83.3%)
- To talk to my family and friends: 7 (58.3%)
- To meet new people: 9 (75%)

How easy or difficult are these things for you (in English)?

- Listening
  - Very easy: 4
  - Easy: 1
  - So-so: 3
  - Difficult: 5
  - Very difficult: 1

- Speaking
  - Very easy: 3
  - Easy: 2
  - So-so: 2
  - Difficult: 2
  - Very difficult: 1

- Reading
  - Very easy: 1
  - Easy: 1
  - So-so: 1
  - Difficult: 3
  - Very difficult: 3

- Writing
  - Very easy: 1
  - Easy: 1
  - So-so: 1
  - Difficult: 2
  - Very difficult: 1
Google Forms practice

- Try the “First Literacy Workshop Quiz” that’s in your Gmail inbox.
- Let’s see the results!

Create a one-question survey/quiz

- Go to docs.google.com/forms
- Click on the “Blank Quiz” template.
- Choose what kind of question you want to ask (multiple choice, checkboxes, linear scale, short answer, etc.).
- Possible topics: English grammar (only one correct answer), opinions about a sports team, favorite movie
Talk about it!

Discuss with one or two partners:

1. How do you think you might use Google Forms in the future?

2. What kind of data could your program collect using Google Forms, and how would it benefit your program?

Action Plan

- Carry out your action plan before Session #2 (February 7).
- Feel free to e-mail us with any questions!

  pchen.ilc@gmail.com

  andrew.shapira@gmail.com
Optional homework

If you want to explore other Google products, such as Google Maps and Google News, and their potential applications in the classroom, we have shared a Google doc called “Extra Activities with Google.” Take a look and add your ideas to the doc!

Also, we have a podcast!

Check out “English Explained!” on your favorite podcast platform.

Listen yourself and tell your students!

Follow us on social media! 👍