



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. Inbox x

 **Emerson**

Aug 1 (1 day ago)

to me ▾

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

 Inbox - Exchange June 13, 2018 at 2:58 PM



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 bade 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.

Danise



May 24, 2018 at 11:59 AM

DT

Traditional Food

To: Andrew Shapira


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, selery, macaroni, water, spinash. It's a good food for the Haitian people.



Practice 2 Inbox x



 **Phoebe Chen** <pchen.ilc@gmail.com>
to Pauloc

Fri, Feb 1, 10:05 AM   

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

 **paulo**
to _____, me ▾

Fri, Feb 1, 10:13 AM   

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.



Google Docs

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.

The screenshot shows a Google Docs interface for a document titled "catcher in the rye". The document text includes several paragraphs with yellow highlights. A comment by Andrew Shapira is visible on the right side of the document.

catcher in the rye

File Edit View Insert Format Tools Add-ons Help Last edit was made on April 30, 2014 by 1675495

100% Normal text Arial 12 B I U A

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 Holdes thoughts 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.

Andrew Shapira
Apr 22, 2014
Unclear.

Andrew Shapira
Apr 22, 2014
Why is this significant? Isn't this the same point as before?



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

Name	Irregular verb quiz #1	Civil rights vocab quiz
Ericar	92%	96%
Gracie	92%	69%
Jing	72%	93%
Joanna	100%	75%
Juana	96%	96%
Jun Liang	74%	96%
Kamil	92%	100%
Laudilene	100%	100%

FirstName	ClassLevel	Teacher	Comments	2/5/19	2/7/19	2/12/19	2/14/19	2/19/19	2/21/19	2/26/19	2/28/19
Regiane	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Ab
Wellington	3	Andrew		Pri	Ab		Ab	Ab	Ab	Ab	Pri
Maria	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Juliana	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Fatima	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Silvania'	3	Andrew		Pri	Pri		Pri	Pri	Ab	Pri	Pri
Izaias	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Renata	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Ab
Maria	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Ab
Marta	3	Andrew		Pri	Pri		Ab	Pri	Pri	Pri	Pri
Renata	3	Andrew		Pri	Pri		Ab	Pri	Pri	Pri	Pri
Margarida	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Dirlene	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Poliana	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri
Mair	3	Andrew		Pri	Pri		Pri	Pri	Ab	Pri	Ab
Paulo	3	Andrew		Pri	Pri		Pri	Pri	Pri	Ab	Pri
Zenir	3	Andrew		Pri	Pri		Pri	Pri	Pri	Pri	Pri

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

<p>who _____</p> <p>where _____</p> <p>(classmate) _____s (family member)</p> <p>how old _____</p> <p>what (job) _____</p>	<p>who _____</p> <p>where _____</p> <p>_____s</p> <p>how old _____</p> <p>what (job) _____</p>
<p>who _____</p> <p>where _____</p> <p>_____s</p> <p>how old _____</p> <p>what (job) _____</p>	<p>who _____</p> <p>where _____</p> <p>_____s</p> <p>how old _____</p> <p>what (job) _____</p>



Workplace Health and Safety Hazards



- blocked exits
- unguarded machines
- insects
- unsafe ladders
- poor housekeeping

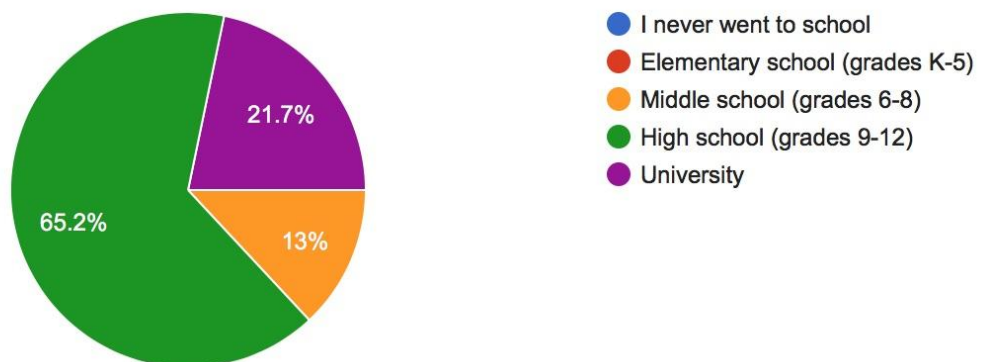
- flammable materials
- exposed wires
- sparks
- too much overtime
- slippery floors

Google Forms

- Great for quizzes!
 - Automatic grading
 - Immediate feedback
 - Lots of data
- Survey / needs assessment
- Templates: exit ticket, worksheet, etc.

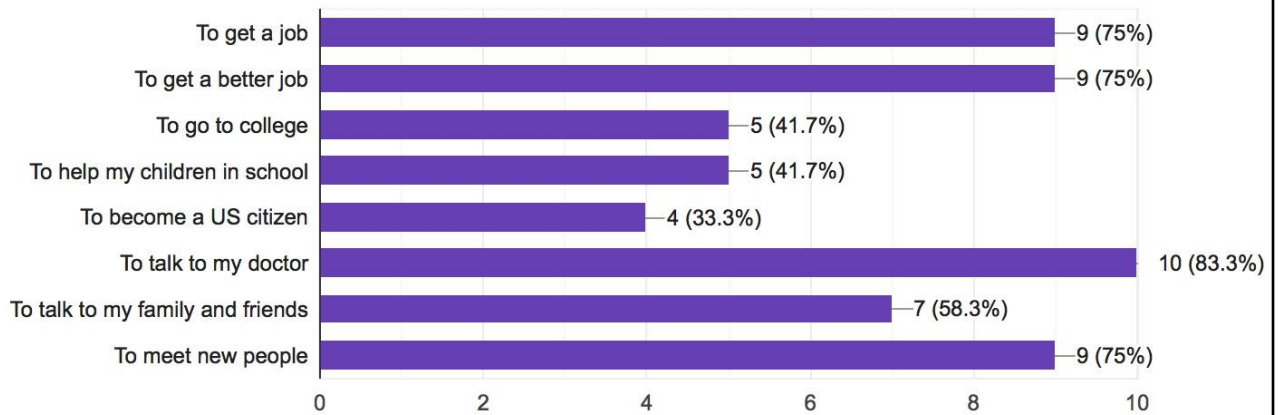
How much education did you have in your country?

23 responses

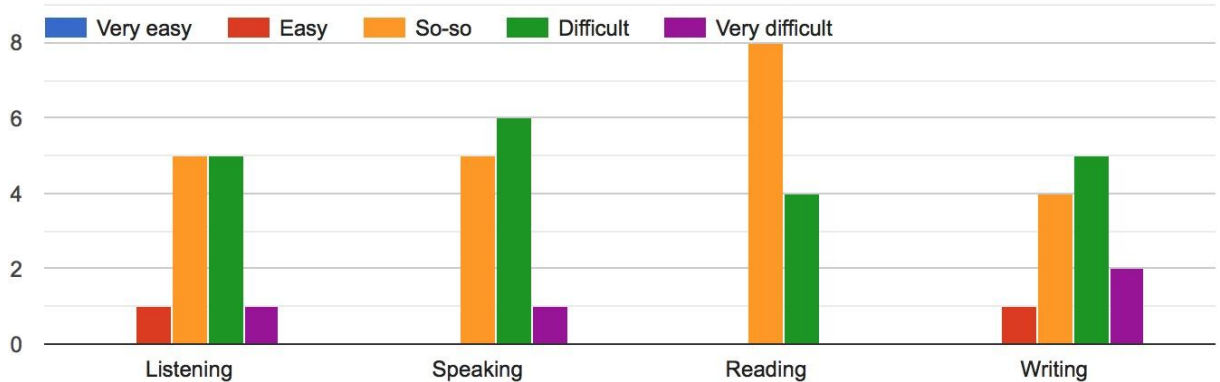


Why are you learning English? (Choose one or more.)

12 responses



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





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! 👍

