

Harnessing THE POWER OF GOOGLE DRIVE



Meredith Martin



overview



GOOGLE DRIVE HIGHLIGHTS

- Free cloud storage
- Syncs with all devices
- Access online from anywhere
- Create and edit documents, slideshows, spreadsheets, and more
- Easily share and collaborate

APP COMPONENTS



Documents



Presentations



Spreadsheets



Forms



Drawings

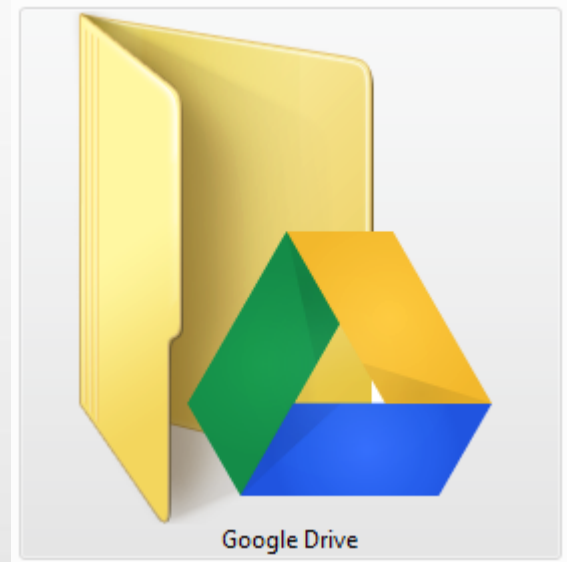
Much Much More!

GOOGLE DRIVE FOR PC/MAC

- Sync your Google Drive across devices
- Creates folder on your computer and downloads your docs to it
- Drag and drop files into it
- Automatically uploads and syncs changes on all computers and devices

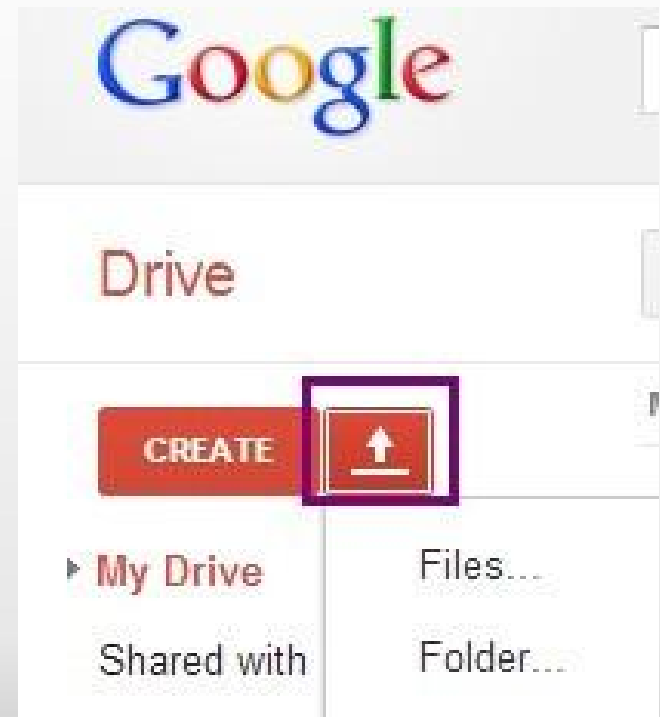
UPLOaD FILEs - DeSKTOP

- Drag and drop your files into the Drive folder icon on your computer
- Save directly into your Drive folder from any program



UPLOAD FILES - WEB

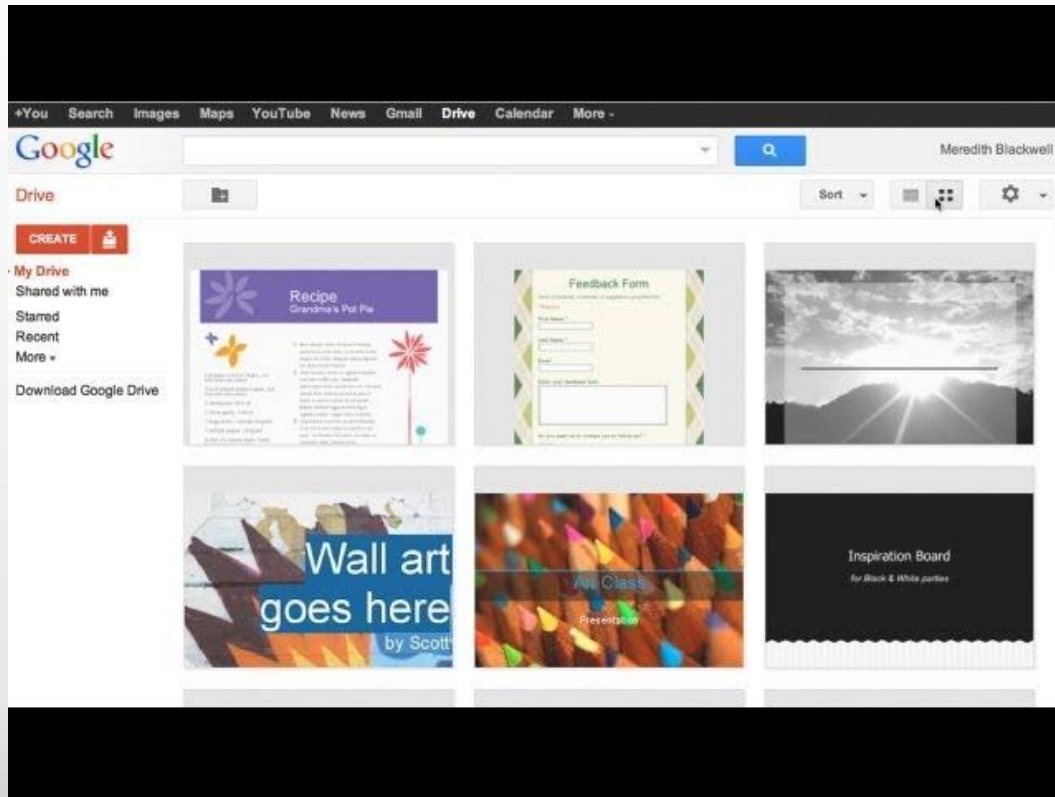
- Use the Upload button in the web interface
- Files or entire folders
- Convert to Google format or leave in original format



GOOGLE Drive APP

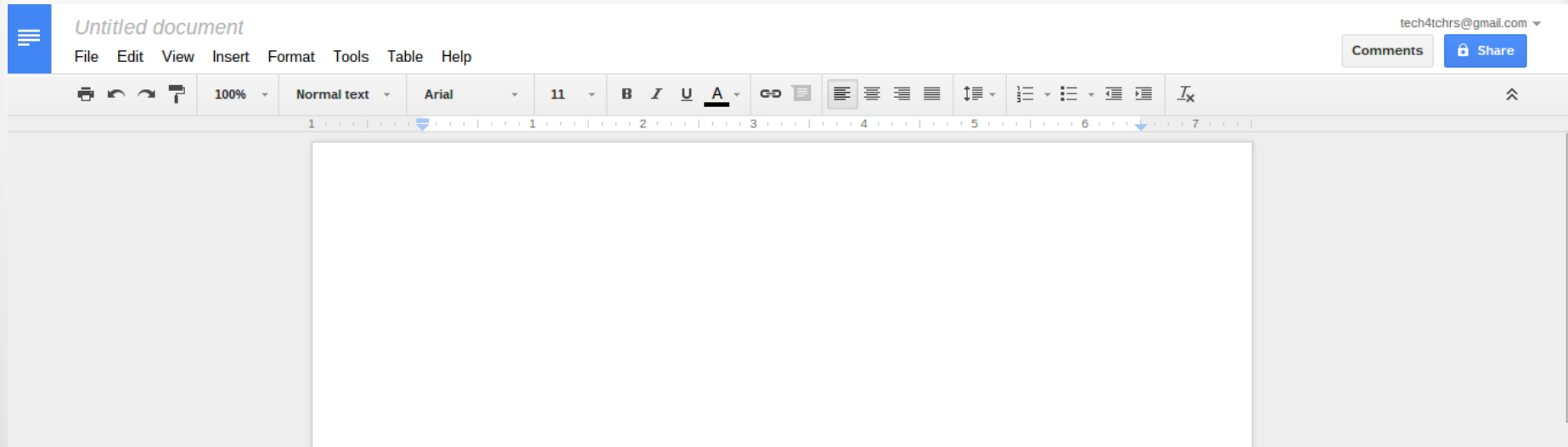
- Available for iOS and Android
- Easy access to all of your documents and files
- Create and edit documents and spreadsheets on your mobile device

THE INTERFACE



Documents

Wordprocessing At Your Fingertips



SHARING & COLLABORATION

- Click blue Share button to add viewers/collaborators
- Control access permissions
 - Can Edit
 - Can Comment
 - Can View
 - Is Owner
- Collaborate in real time



Let's try it!

tinyurl.com/gatewaydoc

Documents

- Review session - students can comment with questions and teacher can respond
- Collaborate on lesson plans/ideas - even outside your district
- Use as a 'backchannel' during student presentations
- Students can collaborate with other classes/grades/schools

Research

- Built in search for Google Apps
- Tools -> Research
- Filter by resource type
- One click to add a link or citation to your document
- Choose citation style

comments

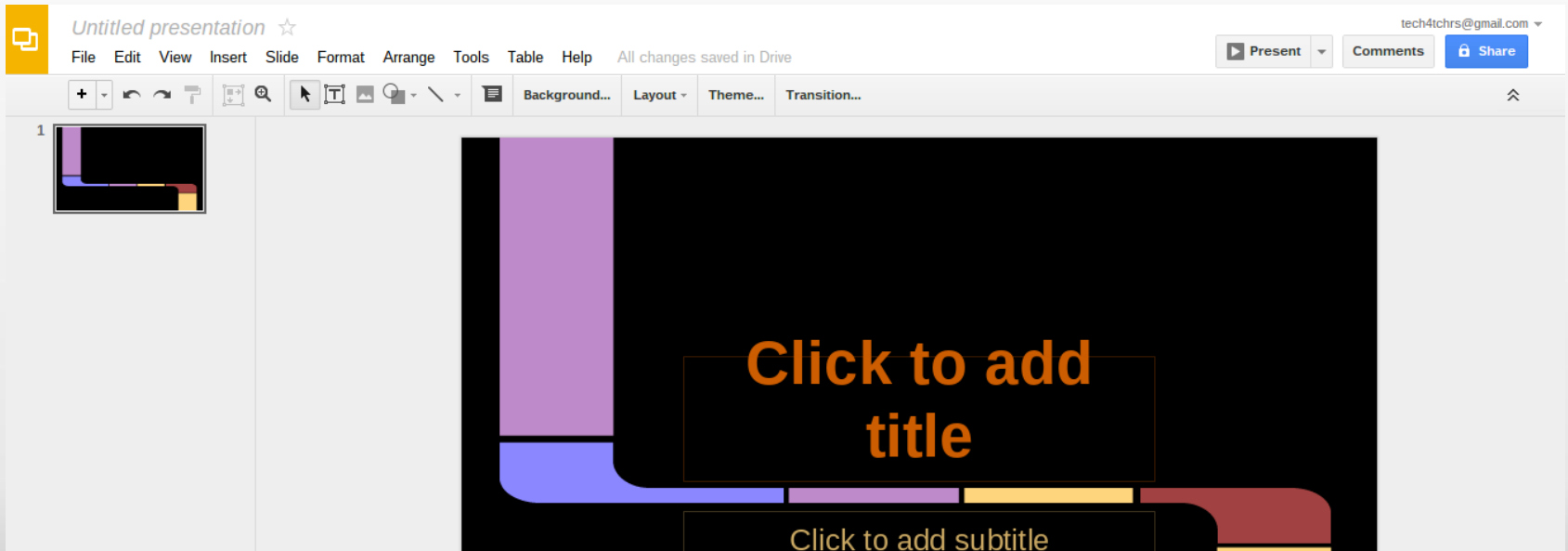
- Highlight passages of text and add comments
- Students can reply to comments
- More than just editing suggestions - include links!
- Great for discussion while collaborating

voice comments

- Use [Kaizena](#) app to leave voice comments
- More personal, students can hear tone and inflection
- Currently available only for documents
- [Example](#)

Presentations

Simple, Elegant Slideshows



Let's try it!

tinyurl.com/gatewaypreso

Presentations

- Create interactive presentations with links, images, videos, and more
- Students can easily work together on a shared slide deck
- Presentations can be published to the web for access from anywhere
- Easily edit master slides to create your own themes

SPReadsHeets

Collect & Interpret Data

The image shows a screenshot of a Google Sheets spreadsheet. The title bar at the top left says "Untitled spreadsheet" with a star icon. The top right corner shows the email "tech4tchrs@gmail.com" and a "Share" button. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", and "Help". Below the menu bar is a toolbar with various icons for formatting and editing. The spreadsheet grid has columns labeled A through K and rows numbered 1 through 16. Cell A1 is currently selected, indicated by a blue border. The formula bar at the top left of the grid shows "fx".

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

Let's Try It!

tinyurl.com/gatewaysheet

SPreadSheets

- Create attendance or grade sheets
- Multiple students can track and graph data on one sheet
- Volunteer sign up
- Tracking behavior - can be shared with other teachers
- Document parent contact

Forms

Surveys, Quizzes, and More!

Please answer all of the questions.

* Required

First Name *

Last Name *

Teacher *

Helkowski ▾

Computer Hardware *

Match the hardware to the definition.

	Mouse	CPU	Monitor	Keyboard	Headphones
Allows you to hear sounds and directions from the computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The computer screen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Used to control the cursor on the screen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The brain of your computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Used to enter text, numbers,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Let's try it!

tinyurl.com/gatewayform

Forms

- Self-grading tests/quizzes with Flubaroo script
- Data collection forms
- Quick surveys
- Create reading logs
- Collect volunteer information

Assessment

- Use Forms and Flubaroo script to create self-grading quizzes
- Create a form for exit tickets
- Collect peer-assessment of student work

calendar

Calendar Today < > November 2013 Day Week

CREATE **Quick add**

▼ November

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

▼ My calendars

- ☒ School Calendar
- ☐ Blog Posts
- ☐ IPAD Signout Calendar
- ☐ iPads 4th Grade
- ☐ iPads 5th Grade
- ☐ iPads 6th Grade

▼ Other calendars

Add a coworker's calendar

- ☐ Events - Delaware V...
- ☐ Library Computer Lab

Sun	Mon	Tue	Wed	Thu
27	28	29	30	31
Maggie Babysit				
11 Lunch with Megan	Symbaloo Blog Post	SEWELL	1p booked: mdecraene@ma	Halloween
	1p Tech Mtg	1:30p I&RS Meeting	2p booked: epietrzak@manti	
	1p Tech mtg			
3	4	5	6	7
Euell's B-Day	Report Cards	SEWELL	Inservice	No School
Scott's B-Day	1p Tech Meeting	Election Day	Gateway Google Conferenc	NJEA Convention
Daylight Saving Time Ends		3:30p Faculty Meeting 3:20	Hannah's B-Day	BobbyB's B-day
			GATEWAY TRAINING	
10	11	12	13	14
	Half Days - Conferences			
	Veterans Day		Appy Hour	GDocs @ Millville
	1p Tech Meeting		SymChat QR Codes	
			1:45p Special Area Mtg	
17	18	19	20	21
	1p Tech Meeting	3:30p Faculty Meeting 3:20	QR Wkshop	
			1p I&RS Meeting	
24	25	26	27	28
	1p Tech Meeting	8 Family Night Schedule for	Maggie Babysit	
	4p Dentist		Half Day	No School
			Kristeen's Birthday	Thanksgiving

calendar

- Collaborate on shared calendars within the district
- Create a public parent calendar to post on your website
- Use the Appointment tool to create a bookable calendar for meetings or room/equipment sign ups

OTHER TOOLS

- Sites - create websites easily
- Hangouts - video conference calls that allow you to share documents and desktops
- Translate - help for communicating with non-english speaking parents/students
- Blogger - design your own library blog

Resources

- Google Apps For Education
- Google Docs For Learning
- 80+ Google Forms For The Classroom
- 32 Ways To Use Google Apps In The Classroom
- Turn Google Spreadsheets Into Flashcards
- Google Apps Tutorials

COLLABORATION Demo



contact Me

mmartin@techforteachers.com

[@geekyteach](#)

www.techforteachers.com

PrEsentAtion LiNk

tinyurl.com/gatewaygoogle