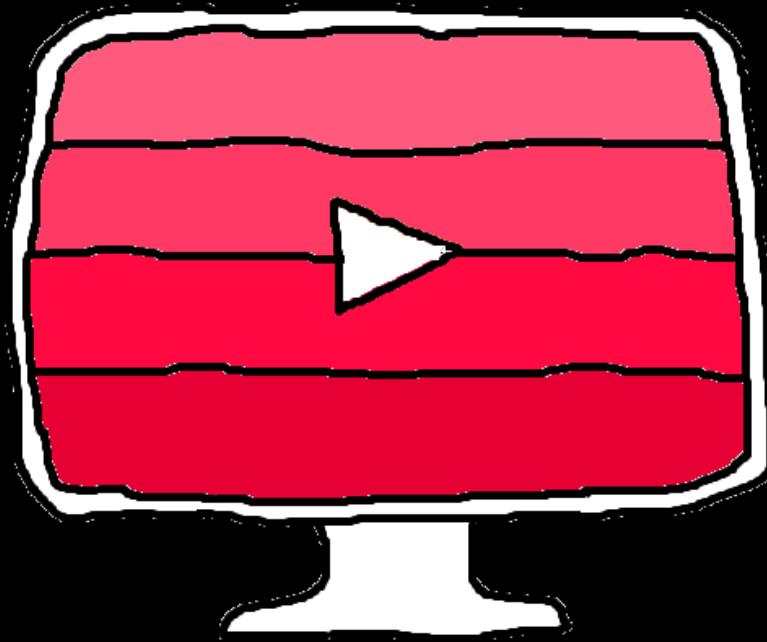
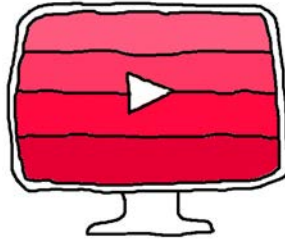


Google Docs Basics

A Video Course for
Students & Teachers



Teacher's Manual



Google Docs Basics

A Video Course for Students & Teachers

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for Cult of Pedagogy

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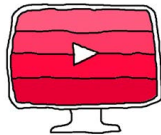
If you have any questions, please email gonzjenn@gmail.com.



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How this Course Works

Welcome to Google Docs Basics. Google Docs is a free, easy online word processing program that behaves like Microsoft Word, without the need to purchase software. It allows students to easily collaborate on projects, do research from right inside their document, and add images from a variety of online sources. And because Google Docs is cloud-based, all work is stored online, accessible from anywhere you have an Internet connection. The more you and your students learn about Google Docs, the more use you'll get out of this powerful tool.

This course is designed to help users teach themselves the basic skills of using Google Docs through video lessons, then practice those skills with a Skills Challenge. It does not address every possible feature of Google Docs, but completing this course will give students a solid foundation from which to grow.

In your **Docs-Course** folder, you will find the following materials:

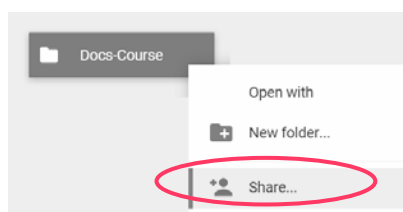
- 12 short **Video Lessons**—files you can keep right on your Google Drive, without needing to access YouTube or other websites. If most or all of your students are unfamiliar with word processing, you may choose to work through these videos together. Otherwise, the course will work better if you allow students to watch the videos at their own pace.
- A set of **Quick Notes**—kind of a “cheat sheet” of the skills taught in the videos. Students can print these out and keep them in their notebooks for future reference. They can always go back and re-watch the videos, but if they just need brief reminders, the Quick Notes will save time.
- A **Skills Challenge**, a hands-on task students complete to practice their new skills. This challenge is built for differentiation, providing three tiers of requirements at increasing levels of difficulty. A sample finished product is provided for each tier of the challenge.

In addition to these files, you will also get an **Intro-to-Drive** folder, containing:

- 3 **Video Lessons** introducing you to the Google Drive environment
- An additional set of **Quick Notes** covering basic operations within Drive

Setting up Course Materials

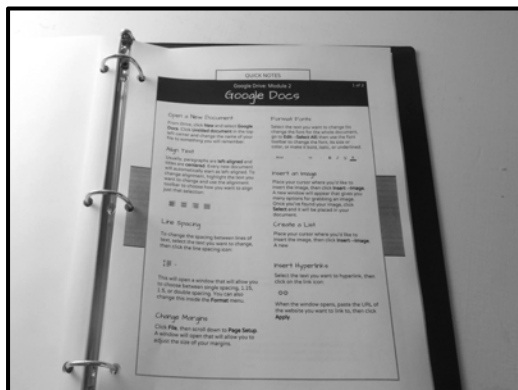
1. For this course to work best, **you and your students should have Google accounts** and access to your own Google Drive. If you are not currently set up with Google accounts, please talk to your school's technology coordinator to arrange these.
2. **To set up the course for yourself**, simply open up your own Google Drive (the one associated with your teacher account), select New→Folder Upload, then select the **Docs-Course** folder you extracted from the ZIP file from your original download. The whole folder should be pulled right into your Google Drive with all files included. Because the folder contains multiple large video files, it may take a few minutes for the folder to upload, and videos will take some time to process before they can be played. Repeat the process for the **Intro-to-Drive** folder. Store this Teacher's Manual in your own files, not with student materials. See [this video](#) to watch a demonstration of the upload process.
3. **Before you give students access to course materials**, preview the materials as a whole class. Using a projector, show students the folder's contents and explain how you'd like them to use the files. If you plan to print out the Quick Notes ahead of time, distribute these now and show students how to access them in the folder in case they need extra copies. (See the following page for more about Quick Notes.)
4. **To set up student access**, simply right-click (on a PC) or command-click (on a Mac) on the rectangle-shaped folder labeled **Docs-Course** inside your Drive and choose Share.



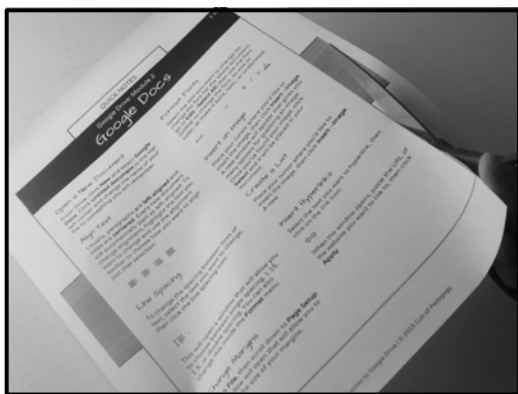
You will be given a link that will take users straight into that folder. Just give students that link (either in an email or by providing it on your class website), and they will have access to the folder through their own Google Drives.

Storing Quick Notes

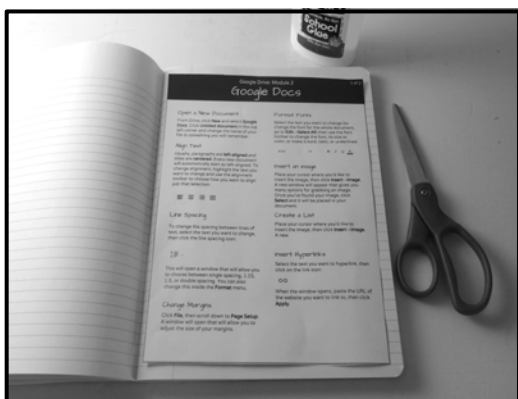
Quick Notes are designed to be printed and stored in student notebooks. They serve as a quick reference tool after students have watched the video lessons, so they don't have to keep returning to the videos.



Quick Notes can be printed on regular printer paper and hole-punched to go into a regular 3-ring binder.



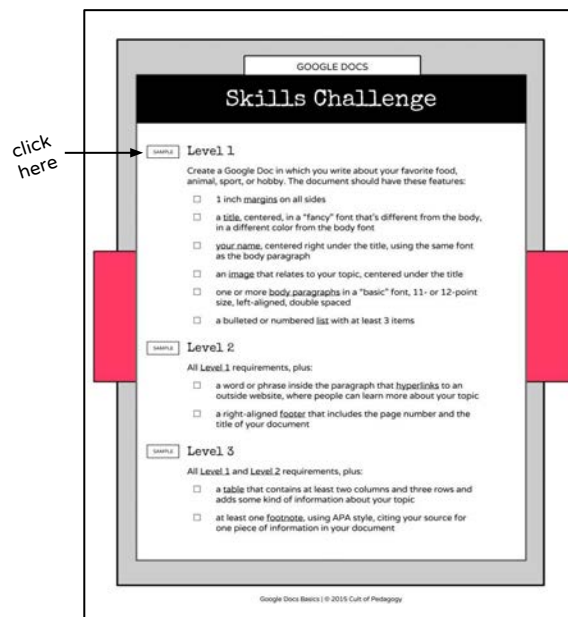
Alternatively, they can be cut around the edges of the inside box...



...and glued inside a composition notebook... a perfect fit!

The Skills Challenge

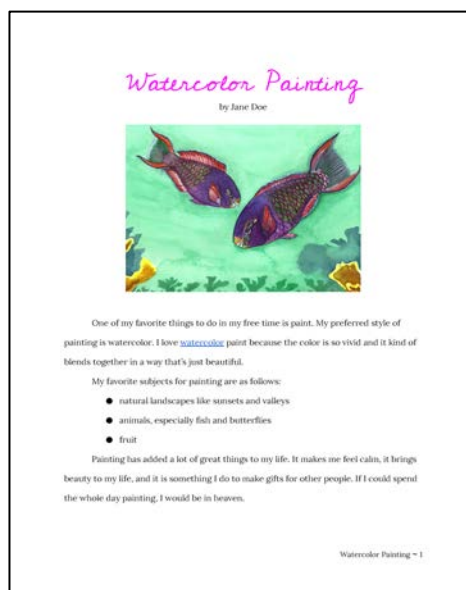
The Skills Challenge gives students a chance to practice the skills they learn in this course. The challenge is divided into three levels of difficulty, so you can differentiate for student readiness.



Each level of the Skills Challenge presents an increase in difficulty.

When viewed online, the Skills Challenge has three clickable links that take you directly to samples of the completed task at each level.

Samples are stored online, where students can view them as they work to make sure they are on the right track.



How do students submit their work on the Skills Challenge? See the options on page 12 of this manual.

Suggested Teaching Approaches

Google Docs Basics is designed to be a flexible resource to help you and your students teach yourselves how to use this versatile tool. For some teachers, this might mean simply storing the videos in a shared Google Drive folder and letting students know they are available. In other cases, a more structured approach may work better. Here are two suggested approaches for working with these materials. Notice that neither one advocates for watching the whole sequence of videos in one long stretch. For each approach, use the Skills Challenge as the goal, and treat the video lessons as resources to help you reach that goal.

Approach 1: Teacher-Directed

(Best for students with little to no experience in Google Drive.)

1. Preview course materials with students on a classroom projector or interactive whiteboard connected to your classroom computer. Show students the shared folder where they will be able to find the videos and other files.
2. Show video 1 from the Intro-to-Drive folder, “A Tour of Your Drive,” to the whole class at once. This will give students a general orientation to the Drive environment before they start working in it. You can save the other two videos for later.
3. Have students access their own Google Drives—you might do this in a computer lab or with class set of Chromebooks or other devices. If devices are not available for a full class, you might do this step in small groups, as a station students rotate in and out of.
4. Show students the Skills Challenge for this course—rather than print it out, just have them open it in their shared folders. Give them an opportunity to click on the [Sample](#) link to look at the finished products at each level.
5. Have the whole class start the Level 1 challenge together, watching the first four videos of the Docs Course as a group and working through the first few steps together.

6. As students begin to show differences in how quickly they are picking up the skills, consider letting some students move ahead with the Skills Challenge, watching the remaining videos on an as-needed basis, and possibly reaching for higher levels of the Skills Challenge, while you continue working through the Level 1 Skills Challenge with students who still need the support.
7. As students complete the Skills Challenge, have them submit their work by dragging it into a shared folder or sending you a link to their document in an email.
8. For students who finish early, have a content-based assignment ready for them to start that can be done with a new Google Doc.

Approach 2: Student-Directed

(Best for students with some experience in Google Drive.)

1. Briefly preview course materials as described above, but skip the viewing of the first video. Just show students where the videos, Quick Notes, and Skills Challenge are and make sure they understand how to access them.
2. Show students the Skills Challenge for this course—rather than print it out, just have them open it in their shared folders. Give them an opportunity to click on the Sample links to look at the finished products at each level.
3. Have students decide which level they think they are ready for, then instruct them to begin the Challenge, using the videos as needed. Do not require all students to watch all videos—those who are already proficient in Google Docs will appreciate not having to review tedious details they already know.
4. As students complete the Skills Challenge, have them submit their work by dragging it into a shared folder or sending you a link to their document in an email.
5. For students who finish early, have a content-based assignment ready for them to start that can be done with a new Google Doc.

Helpful Hints

Preview the videos yourself first.

Before giving students access to the videos, watch them first. This will give you a clear sense of what skills are covered, so you know what to expect from students. It will also familiarize you with the examples used in the videos, like the Elvis photo and the link to the Iguana page. The more familiar you are with these examples, the more easily you can refer to them when talking with students about specific skills.

Allow students to work at their own pace.

The beauty of this course is that the materials are all available online; that means students don't have to complete them all at the same time. You may have students who already have a lot of experience with Google Docs and only need to brush up on one or two skills, whereas others may be completely new to this platform and will have to work their way through the course slowly. Even if most of your students have the same basic skill level with technology, they are likely to acquire the skills at different rates.

Go beyond the skills.

This course only teaches students the nuts and bolts of Google Docs; it does NOT teach them how to write well, how to collaborate effectively, how to thoroughly research a topic, or how to select appropriate images to support a piece of writing. The skills in this course should merely support more rigorous, authentic assignments.

Encourage peer interaction.

Because students will pick up these skills at different rates, they will benefit from consulting with one another. Insisting on a completely quiet classroom will stifle this. Though students have access to all the videos, it may be far more efficient at times to ask a peer to remind them of how to do something, rather than re-watch a video. Striking a balance between independence and interdependence will result in long-lasting learning.

Have earbuds on hand.

With students watching different videos at different times, it's essential to have earbuds available for all students, so they can work at their own pace without disturbing others.

Frequently Asked Questions

What is the difference between Google Drive and Google Docs?

Years ago, Google Docs used to be the name for the place where you could store and create word processing documents. Now that Google offers other tools, like Google Slides (a PowerPoint equivalent), the name “Docs” only refers to the word processing program. So Google Drive is the storage system (similar to the hard drive on your computer, but in the cloud), and Google Docs is the word processing program that lives inside Google Drive.

Is Google Drive the same as Google Classroom?

Google Classroom is a learning management system that works within the Google environment (learn more [here](#)). It allows teachers to create classes, assign tasks, make announcements to the whole class, and collect and grade assignments all in a closed environment. Google Classroom works WITH Google Drive and all of its built-in tools (like Google Docs), so being able to use Google Drive is essential for using Google Classroom successfully. And if you aren't using Google Classroom, that's not a problem. You and your students will still be able to create files, collaborate on them, and share them with one another inside Google Drive.

Can students access these materials from home?

Yes! If students have Google accounts and home computers, they can open their Google Drives from home and access all the same files from there.

Can we use Google Drive and Docs on iPads and iPods?

Yes. There are two ways to access Google Drive on iOS devices. The first is to download the [Google Drive App](#) for iOS. This gives you a lot of the same functionality and storage of Google Drive, but the layout will be a bit different from what you see in the video tutorials here. To experience Drive on your iOS device in a way that looks the same as in the videos, open up Safari and go to [drive.google.com](#). This will give you a desktop view of your Drive, and the layout and processes will be compatible with those in the videos.

If students are working on an iOS device in one place (say, at school) and a Windows-based device in another (say, at home), any work they do on one device will be saved for later access with the other device. This means students can switch back and forth and work without interruption!

How do we watch the videos?

Once they have been uploaded into your Drive, videos can be played right inside the Google Drive environment; there's no need to download them. Just double-click on the video file from the folder where it's stored, and it will open up inside a distraction-free screen to begin playing.

Please note that when you first upload the course into your Drive (watch a video demo of how to upload the course [here](#)), it will take some time for the videos to "process" before they can be played, but there is no need to install any additional apps to play the videos. Just wait for them to process after the initial upload and they should play without delay on all future occasions.

How do students submit their work for the Skills Challenge?

Choose ONE of these:

- Have students email you a link to their finished product (they will learn how to do this in the third Intro to Drive video, "Working with Others").
- Students could set up a folder in their own Drives and give you sharing privileges to the whole folder. That way, any time they place a file in that folder, you would be able to see it.
- Set up a shared "Turn In" folder in your own drive and have students drop their finished products there.

Where is the Skills Challenge for the Introduction to Drive section?

There isn't one. Most of the concepts in the Introduction are not the kind that lead to a specific end product, but they will be used as students begin to access their Drives, create new files, organize their files into folders, and share files and folders with you and other students.

Video Lessons

Introduction to Google Drive

1. A Tour of Your Drive (6:30)
2. Managing Files and Folders (6:00)
3. Working with Others (6:00)

Google Docs

1. Opening a New Document (1:00)
2. Line Spacing, Margins, and Text Alignment (3:00)
3. How to Format Fonts (3:00)
4. How to Insert Images (4:00)
5. How to Create Lists (3:30)
6. How to Cut, Copy and Paste (2:00)
7. Headers, Footers, and Page Numbers (4:30)
8. How to Insert Hyperlinks (1:30)
9. How to Work with Tables (3:30)
10. How to Check Spelling (2:00)
11. How to Print and Save to PDF (1:40)
12. How to Use Research Tools (4:00)



More from Jennifer Gonzalez

(click each item for more information)

