



# Google Docs *in the Classroom*

Created by CUE and WestEd for Google

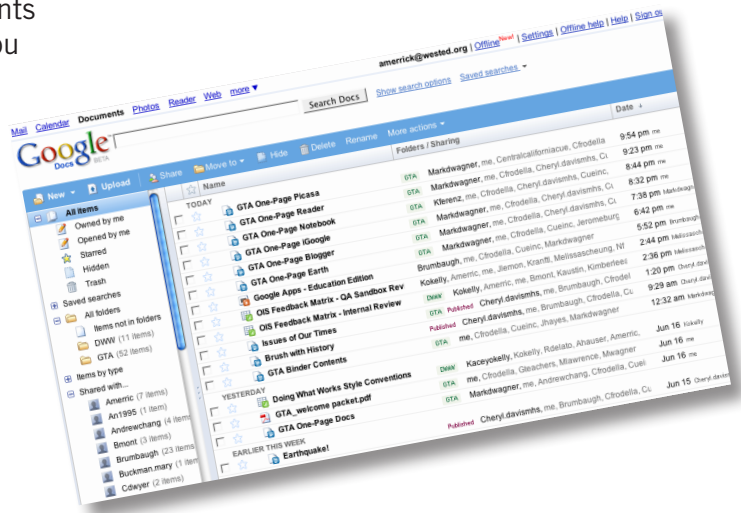


Get the tool: <http://docs.google.com>

## Google docs

### What is it?

Google Docs is a free suite of applications that allows you to create, store, share, and collaborate on documents with students and colleagues. Docs has the features you would expect, such as word processor, spreadsheet, and presentation applications, but also includes robust tools for creating student & parent surveys, quizzes, and mind maps. Real-time collaboration is easy with Google Docs' built in discussion features, commenting, and document versioning. Extend the classroom beyond the computer lab by getting started with Google Docs today!



### Why use it?

Students can use Google Docs to:

- Work on assignments and projects from anywhere with an Internet connection.
- Collaborate and publish group presentations to the web.
- Collect observation data through Google Forms.
- Improve writing skills through peer-editing and feedback.
- Develop 21st century skills through creation, analysis, and evaluation of authentic digital artifacts.

Teachers can use Google Docs to:

- Go paperless by having students create and share all docs with the teacher.
- Use comments to quickly give students feedback on their work or start a discussion to help students through writers block.
- Create self-grading student assessments and then create multiple ranged charts for rich graphs that can be published to show the class how they are doing.
- Use a Google Form to have students turn in their assignments with a link. Then use the filtering ability in Google Spreadsheets to sort by class period and student name to make quick work of grading.
- Collaborate and plan curriculum with colleagues.
- Use your mobile device to edit your documents on the go.

### Expert Tip



Do you have a document that would make a great template? Share your template with others by going to <http://goo.gl/PJmk> and completing the form or use templates with your students to quickly get them working on an assignment.

## Instructional Ideas

**Elementary.** Students collaborate as a class to develop a nutrition/diet survey in Forms. The survey is completed online by students, family, and staff. Results are graphed by the teacher in Spreadsheet and analyzed as a class.

**Middle School.** Students use Document to create both real and fake websites that are published as web pages and are accessible on smartphones and mobile devices. Teacher compiles all of the sites into a single Document and students determine which sites are real or fake.

**High School.** Pairs of students select a Victorian poet from a list, conduct Internet research, and collaborate using Document. Students then create a mind map in Drawing showing what they uncovered in the research process and then publish to a Google Site or class website.

## Google Docs in Action

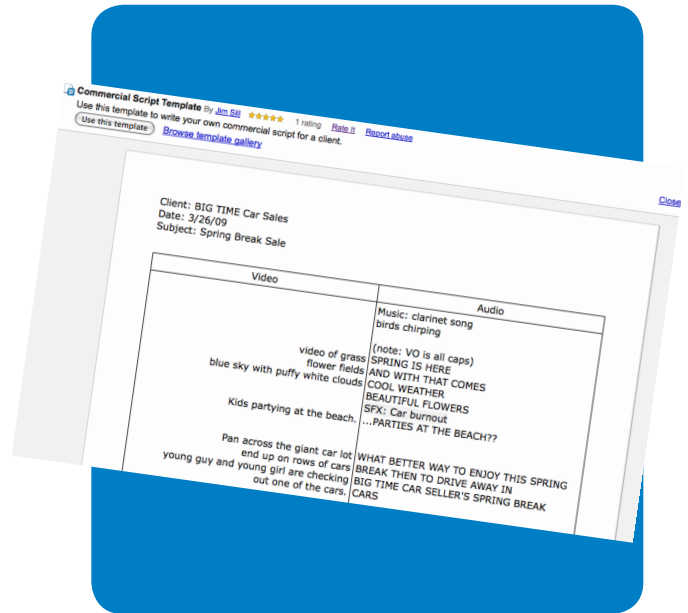
**Project:** Collaborative Script Writing

**Grade/Subject:** 9-12th, Digital Video

**School:** El Diamante High School, CA

**School:** <http://goo.gl/EsSW>

Beginning with a foundational course, students are introduced to the collaborative script writing process using Google Docs. Those who continue on to advanced television production participate in a dynamic workflow where hosts, writers, and graphic designers contribute to a single broadcast script for a bi-weekly school program. A real world connection is evident as students draft scripts and publish them as web pages for clients to approve. Finally, students develop their own film evaluations using Forms for a continuous improvement and feedback loop.



## Additional Resources

### More Examples

Getting Started with Google Docs:

<http://goo.gl/RIAK>

Docs for Teachers:

<http://goo.gl/pu5C>

Official Google Docs Blog:

<http://googledocs.blogspot.com/>

Teachers and Principals Talk About Google Docs:

<http://www.youtube.com/watch?v=TYPjJK6LZdM>

Student Integration Ideas:

[http://staff.4j.lane.edu/~nelson\\_d/integration/Google\\_Docs\\_Student\\_Integration\\_Ideas.pdf](http://staff.4j.lane.edu/~nelson_d/integration/Google_Docs_Student_Integration_Ideas.pdf)

### Complementary Tools

- Google Sites
- Blogger
- YouTube
- Google Groups

*In order to comply with federal law and the Google Terms of Service, students need to be over 13 years of age to use any product which requires a Google Account.*

*Students may participate in product use if the account is owned by a parent or teacher and that parent or teacher is present when the product is being used.*

<http://www.google.com/educators>