Gmail *in the Classroom*

Get the tool: http://mail.google.com/

What is it?

Gmail is an enterprise level email system that offers a secure, reliable, and easy to use platform that is robust enough for feature-rich email users and is simple enough for a student in a primary classroom. Email has become a basic communication tool in our lives and can be leveraged in the classroom for many activities and as a way to gather information.

Why use it?

Students can use Gmail to:
- Communicate anytime with peers and staff
- Submit assignments electronically
- Contact and interview experts
- Connect together their online tools

Teachers can use Gmail to:
- Use Gmail with Google Groups to hold virtual discussions.
- Collect data or distribute surveys.
- Use the Priority Inbox to organize your inbox more efficiently.
- Have a reliable method for communicating with students and parents.
- Use Gmail's built in Google Docs viewer to quickly view attachments.
- Use labels and the ability to hide labels to keep Gmail neat and tidy.

Instructional Ideas

Elementary. Use the web to find 2-3 professionals in a career that interests the student and their email addresses. Have the student write up a formal email introducing themselves and explaining that they would like to interview the expert about their job. Once the student has identified 1-2 professionals to interview, have them send along a set of questions to be answered and ask for a few pictures of them at work. Turn the interview into a career presentation for the class using the information and visuals gathered. Tip: have the student carbon copy the teacher and a parent on all correspondence.

Middle School. Use Gmail along with Google Groups to have a
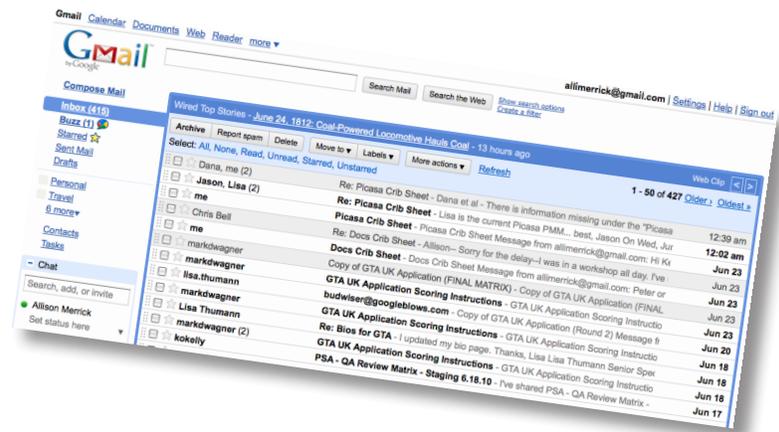
Expert Tips

Check out Gmail Labs for features that will give you new cool features for your email!

Use the link in Gmail to turn a conversation in email into a Google Doc or a Calendar Event.

Not a fan of threaded conversations in Gmail? Click on settings and turn off Conversation View.

forum with students about a topic. The teacher posts a question to the group and everyone can respond to it by email. All responses will be kept in the Google Group as well as being sent to the group members in the form of a daily digest or as an email for each response.

High School. Combine the Forms application in Google Docs with Gmail to create an interface for gathering data and information. This is especially useful in science for gathering lab data, social science for surveys, for extra-curricular elections, and other classes for gathering ideas during brainstorming. Students first create a form in Google Docs and then send the form to themselves. They can then forward the message from their email after adding instructions or questions above the form.

Gmail in Action

Resource: iEarn

URL: *http://media.iearn.org/projects*

iEARN (International Education and Resource Network) is a non-profit organization made up of over 27,000 schools and youth organizations in more than 125 countries. iEARN has pioneered on-line school linkages to enable students to engage in meaningful educational projects with peers in their countries and around the world. There are over 300 projects in iEARN all designed and facilitated by teachers and students to fit their curriculum and classroom needs and schedules.

Email is an essential tool for collaborative projects that take place across classrooms in your school or by linking classrooms around the world. Organizations like iEarn foster these relationships and have created projects and opportunities for teachers to select for their students. There are many projects to chose from that iEarn offers, two are highlighted below.

Project: "Eye to Eye"
Grade Level: K-12
Project Description: *https://media.iearn.org/projects/eyetoeye*

Project: "The Teddy Bear Project"
Grade Level: K-12
Project Description: *https://media.iearn.org/projects/teddybear*

Additional Resources

More Examples
Using Email and Asynchronous Discussion in the Classroom:
http://goo.gl/dshA
EduSolution - Educational Resources for Teachers & Students:
http://goo.gl/INAU
Western Australia Department of Education: *http://goo.gl/umxs*
10 Tips for using Gmail at Work: *http://goo.gl/GInP*
The Email A-B-C's: *http://goo.gl/Xskx*

Complementary Tools
- *Google Calendar*
- *Google Contacts*
- *Google Groups*
- *Google Docs*
- *Google Reader*
- *Gmail for Mobile*