

# ***Technology Integration Made Easy***

## ***TIME with Google Apps for Education***

### **[Quietube](#) - [Google Classroom](#)** **[Going Google](#)**

#### Overview and Introductions

- [Overview of Google](#)
- [Introductions](#) - [Responses](#) - [Website](#)
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- **Beginning organization**
- Create a Folder
  - go to - [Google Drive](#)
  - click on the big red CREATE on the left
  - click on folder
  - type in name of folder
- Create a Document
  - go to - [Google Drive](#)
  - click on the big red CREATE on the left
  - click on document
  - name the document by clicking at the top left hand side where it says untitled document and rename the document however you want
- Create a Spreadsheet
  - go to - [Google Drive](#)
  - click on the big red CREATE on the left
  - click on spreadsheet
  - name the document by clicking at the top left hand side where it says untitled spreadsheet and rename the spreadsheet however you want\
- Create a Presentation
  - go to - [Google Drive](#)
  - click on the big red CREATE on the left
  - click on presentation
  - name the presentation by clicking at the top left hand side where it says untitled presentation and rename the presentation however you want

#### Possibilities within Google

- Notes

- Linking
  - open any document
  - type in a name, information, something
  - highlight it
  - click on the chain link fence
  - select what you would like to hyperlink to the typed name, etc
  - click apply
- Research
  - open any document
  - click on tools
  - research
  - research bar appears
  - type in what you are searching for
  - add citations
  - click on item to insert
  - and click insert
- Apps/Extensions
  - tab scissors and tab glue
  - download chrome
    - open the internet
    - type in [chrome browser](#)
    - click on download chrome
    - answer all their dumb questions
    - then you are ready to download extensions
      - open the chrome browser
      - type in [chrome store](#)
      - type in the search box on the left - tab scissors - hit enter
      - tab scissors and tab glue should appear with a FREE box to the right
      - click on FREE - click on install for both extensions
  - Other apps and extensions
- Tables
- Images
  - Inserting
  - Cropping
- [Story Builder - Create Your Own](#)
- Revision History
  - open any document
  - click on FILE under the title of your document
  - click on revision history - history appears on the right side of your screen
  - click on whichever history is where you want to go back to
  - and click restore this revision
- Copy Cat a Document
  - open any document
  - click on file - make a copy
  - give your new file a name

- Copy an Item in a Document
  - open any document
  - click on the item to copy (this should give you little boxes around the item)
  - then right click and click on copy
  - then click out where you want to place the item - right click - click paste
- Publishing
  - [Letter](#)
  -

- **Collaboration 101**

- Grade Level Monday [Letters](#), [Published](#)
- PLC Notes - Group [A](#), [B](#), [C](#), [D](#), [E](#), [Presentation](#)
- Other Meeting Notes
- Meeting [Template](#)
- [WebLinks](#)
- [Flash Cards](#)
- [Share Your Ideas](#)

#### Templates

- [Public](#)
- [Newsletter](#) and/or Website
- Some Sample Lesson Plans
  - Templates -

Everything is saved by keystroke.

Create document then name. If student they need to share--this allows the teacher to see what student is looking at.

Can use Search to look for any document.

Can right click on word and do a search inside of document and link it.

Images have to be dragged over.

Example:

"I have a dream that one day this nation will rise up and live out the true meaning of its creed: We hold these truths to be self-evident that all men are created equal. I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character. I have a dream today" - Martin Luther King, Jr.

"We Shall Overcome -- Lincoln Memorial - National Park Service."

<<http://www.nps.gov/nr/travel/civilrights/dc1.htm>>