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Google Apps!!

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Google Applications—a solution to technology integration.



<http://mediaqueen.edublogs.org/>

Google Apps Education Edition is a free suite of hosted communication and collaboration applications designed for schools and universities. Google Apps includes Gmail (webmail services), Google Calendar (shared calendaring), Google Docs (online document, spreadsheet, presentation, form creation and sharing), Google Video (secure and private video sharing – 10GB free) and Google Sites (team website creation with videos, images, gadgets and documents integration), as well as administrative tools, customer support, and access to existing IT systems.

A 'hosted' solution means that Google provides all the servers and back-end work, but the services all exist within your school domain. For example, all of your email accounts will have your school domain (@myschool.org), not a Google or Gmail domain (@gmail.com).

Become apart of the cloud

With Google Apps Education Edition, schools no longer need to maintain costly servers and hardware, update and patch software, or pay for school licenses. The entire Google Apps suite is available free of charge to all schools and universities. In addition, schools benefit from the rapid pace of innovation at Google to deliver high quality products and software.

Excerpt from <http://edutrainig.googleapps.com/Training-Home/module-1/chapter-1>



Google Apps Education Edition is as a **digital locker** for students and faculty. It is a place to safely keep online communication and collaboration documents as they relate to school – school web sites, school documents, school videos, school calendars, school email.



Google Sites is a website builder that is quick and easy to learn. Create a class website or student blogs privately within your school domain, or publicly for the whole world to see. You can upload files, create sites that have joint authors, and enjoy the ability to work on sites anywhere you have an Internet connection. Google Sites is also great for creating e-portfolios for both staff and students.

Students collaborate with each other through email and communicate with teachers. No longer are students breaking user policies to find a way to contact teachers. They now have their own school approved email.

Assignment calendars, project calendars, extracurricular activity meetings...all now organized through the calendar tool....Teachers, coaches, sponsors share calendars with students and students can merge calendars from different sources into one seamless calendar. Students can share this calendar with their parents.

Did someone say \$5 for a paper agenda per student saved?



Create, save, and share documents, spreadsheets, drawings, and presentations. Assignments turned in immediately with a time and date stamp (instant documentation), and teachers relay feedback immediately, no lost assignments. Students can now work on the same document at the same time from anywhere in the world.

No problems trying to figure out how and where to save your document. It is now stored in the cloud.

No worries about incompatible software versions or hardware issues. No fees and time lost for costly software updates.

Collaborate with students in another building, another city, another country,——real time, for FREE.

Become apart of the cloud

How to Foster Technology Integration

Anyone can become an IT PRO! This acronym was the basis of our program to integrate Google Apps into our learning environment.

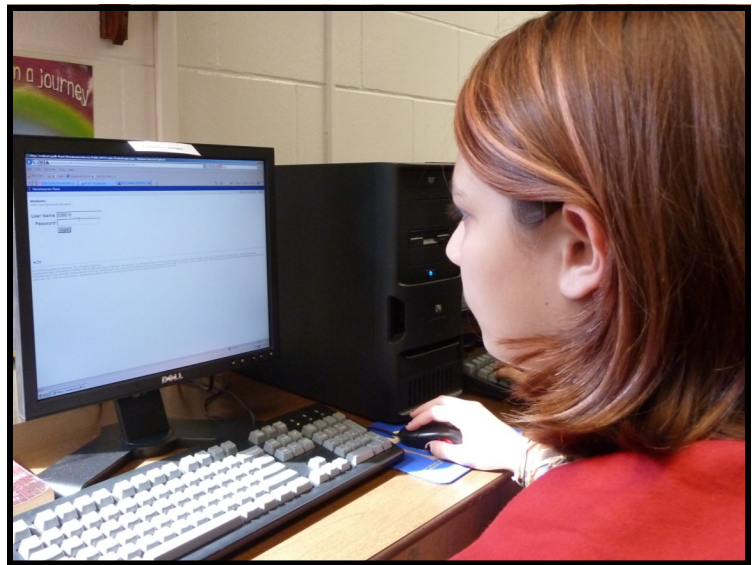
I— Introduce

T—Teach

P—Promote

R—Re-teach

O—Ovations



Who: Library/Media Specialist in collaboration with the Language Arts Department

When: During 3 bi-weekly , 10 minute Library Lessons on Google Apps

Where: In the media center, in Language Arts classes

What: Smart presentations and videos used to convey the availability of Google Apps; follow-up provided in Language Arts Classes and the MC Newsletter

Introduce



Lesson 1

To Students: Students were shown a 3 minute promotional video on the use of Google Apps. Further, a discussion of the benefits was made. Students were given an opportunity to ask questions (which provided us with feedback on their instructional needs.)

To Teachers: Teachers were shown the 3 minute promotional video and the library/media specialist modeled the log in method for teachers, which is different from students. Teachers were given tips handout for setting up accounts.

Teach



Lesson 2

To Students: Library/Media specialist modeled how to set password and log in for students. Language Arts teachers modeled the password/log in procedure in the classroom as well. A procedure hand-out was given to students to assist them.

To Teachers: During a training day, the Library/Media specialist modeled how to open Google docs, how to create and share a document for teachers. Teachers were also introduced to the Google Sites and the Google calendar.

Language Arts teachers made sure that students set up passwords correctly. They also handle password problems with the help desk.

Setting Student Usernames

—Log into IDEAS



—Choose network consent.



—Select class



time user pin #

USING GOOGLE APPS

Step 1... Get Username from your Language Arts teacher

user name _____

first time pin# _____

Step 2... YOU MUST SET UP YOUR PASSWORD

—GO TO <https://www.mypolkschools.net/Default.aspx>

—Choose change/reset password

—Follow instructions

—Password should be your lunch number, plus 00 at the end.

Exa. 45211100

—Write your lunch number here _____ 00

Step 3... You are now ready to log into google apps.

Go to <http://www.mypolkschools.net/google/>

Put in your username..... and lunch number password.

**Guide to Help Teachers
with Initial
Password and Usernames.**

**Student handout
For password setup
At home.**

Promote



For Students:

1. Students were sent emails by the library/media specialist.. Students who responded received a reward.
2. Second email to students was the MC Newsletter with instructions on how to become a Google Apps Ninja. (See explanation on page 7)
3. Emphasis on Google Apps during Teen Tech Week.
4. Reminder about Google Apps on Library/Media Specialist's blog.

For Teachers:

1. Media center calendar was created in Apps and shared with teachers. Teachers could check their scheduled media times and ask for additional time.
2. Email sent with MC Newsletter with instructions on how to become a Google Apps Ninja.

Re-Teach

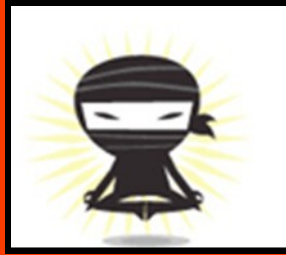


Lesson 3

To Students: Library/Media Specialist modeled how to open Google docs, how to create and share a document for students. Students were also introduced to the Google Sites and the Google calendar.

To Teachers: Teachers were sent MC Newsletter with tips, tricks, and implementation secrets for Google Applications.

Google Apps Ninja!!!!



Become a Google Apps Grand Master.

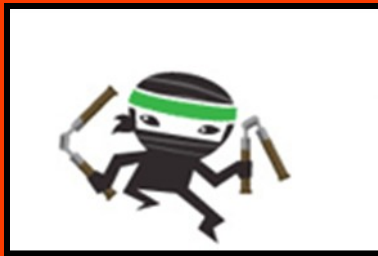
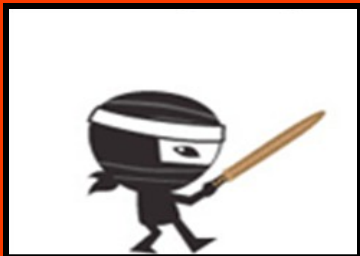
To earn your white belt, send Ms. Tune a message through Google apps g-mail.

To earn your green belt, share an assignment completed in Google Docs with Ms. Tune.

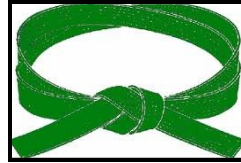
To earn your black belt, share a calendar with Ms. Tune.

To earn the title Grand Master, create a website with Google Sites and sent link to Ms. Tune.

NINJAS HAVE SKILLS.



Ovations



For Students:

1. Students receive Google Ninja Apps Belts (bracelets) for completing Google Apps tasks. Upon completion of all 4 tasks, students are recognized as Grand Masters. Grand Masters receive a headband and a certificate.

For Teachers:

1. Teachers may participate in the Ninja program with students.
2. Teachers who use Google Apps are featured in the MC Newsletter and receive All-Staff Bucket Messages.
3. Teachers with excellence in Technology integration may receive faculty recognition at the end of the school year.

Note: Re-Teaching and Ovations are critical elements to continued implementation. This small amount of recognition will propel students and teachers to continue and further become innovators in the use of the applications.

✓ Pacetti-Tune

Continued Promotion will also lead to effective use of the Apps.



Students spend more time doing schoolwork on mobile devices than they would with paper and pencil because it's an affirmation of who they are and it's readily available, according to Solo-way. In fact, he says he has seen 30 percent improvement when children use mobile devices on the same curriculum they used to cover without them.——
Tech & Learning,
February 2011

Monday

Learn how to log in with the Google Grand Master.

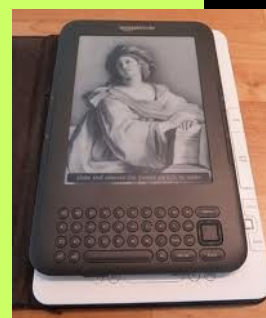


Tuesday

Talk website creation with the Google Grand Master.

Wednesday

What is a Kindle? See a Kindle and learn about its features.



Thursday

Open computer lab!!!!

Friday

Gaming Day!!!! Come and play the new video game systems in the media center.

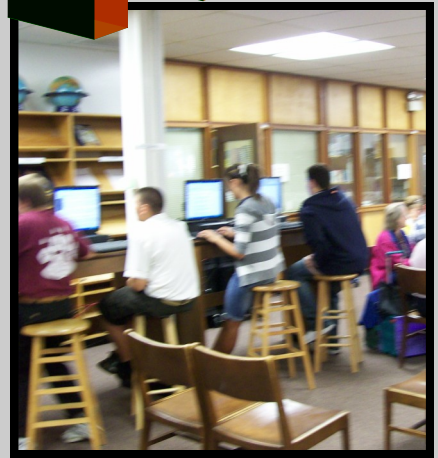


Google Apps

Teacher to Teacher:

Calendar and Docs for Collaborative Planning

Sharing lists for RTI



Teacher to Student:

Calendar for deadlines

Docs for sharing rubrics, collecting writing samples, feedback.

Reading blogs

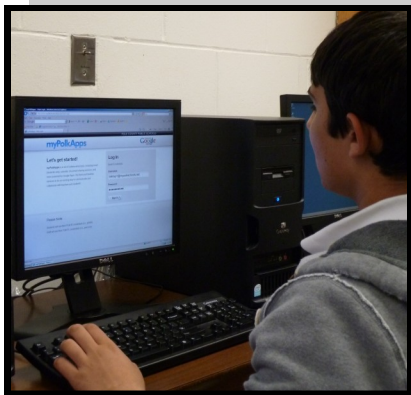
Advertising presentations

Submitting digital assignments.

Research writing

Digital projects such as websites

Communicating wants and needs to teachers and media specialist



Student to Student:

Information sharing for collaborative assignments

at Denison Middle

Special Interest Area Usage

Media Specialist

- Emailing overdue notices and newsletters to students,
- Providing Google Apps Ninja Program.
- Coordinating SSYRA program with team teachers.
- Maintaining class meeting times on Google Calendar.

Band Director

- Google sites for Band program to keep parents informed about fundraising and travel plans.

History Fair

- Coordinating research with team through docs and calendar.
- Creating web pages with sites.
- Organizing research with spreadsheet tool.
- Sharing information with teachers.

Shining Star Grant Team

- Sharing collaborative work through docs.

