

Project 3: Tech Tip

Google Docs

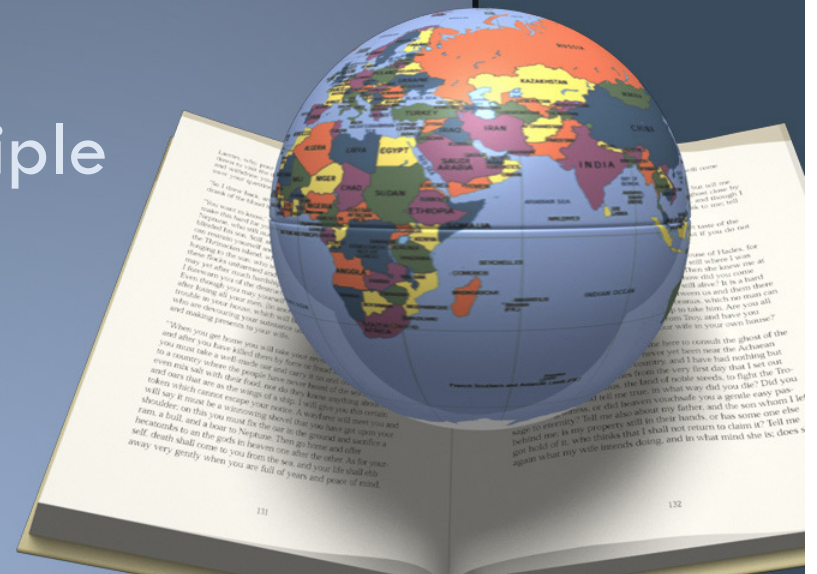
MEDT 8463

Fall 2010

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What is a Google Doc?

- A way to upload or create documents.
- A method for storing and backing up your documents.
- An easy way to share documents with anyone.
- A resource which allows multiple people the chance to view, modify, and save the same document simultaneously.



Google Docs are...

- Free and web-based
- Available to anyone
- Accessible from any computer
- Easy to use



Ways to use Google Docs to make your school more efficient:

The screenshot shows the Google Docs web interface. At the top, there are navigation links for Mail, Calendar, Documents, Reader, Web, and more. Below these are search boxes for 'Search Docs' and 'Search Templates', along with links for 'Show search options' and 'Browse template gallery'. A yellow notification bar states '2 documents have been moved to the trash.' The main area is titled 'All items' and contains a list of documents. A callout box points to the 'Share' button, stating 'Allow all teachers access to and the option of modifying certain documents.' Another callout box points to a document titled '7athleticnotebookGIRLSbball', stating 'Keep up with athletic grade reports electronically.' A third callout box points to a document titled 'ELLM--', stating 'Share student documents with the entire faculty at once.' The document list includes items like 'TRUE TIME 7', 'School-Wide PBIS Stamp Card Data', '2010_FacultyStaff_wbms', 'WBMS Detention', '7athleticnotebookcheerball', '7athleticnotebookBOYSbball', '7athleticnotebookwrestling', 'TRUE Time 6', and 'Study Hall - November 3'.

Mail Calendar Documents Reader Web more ▾

Google docs Search Docs Search Templates [Show search options](#) [Browse template gallery](#)

2 documents have been moved to the trash.

Create new ▾ Upload...

All items

Owned by me
Opened by me
Shared with me
Starred
Hidden

Share ▾ Folders ▾ Delete Rename More actions ▾

Name

EARLIER THIS MONTH

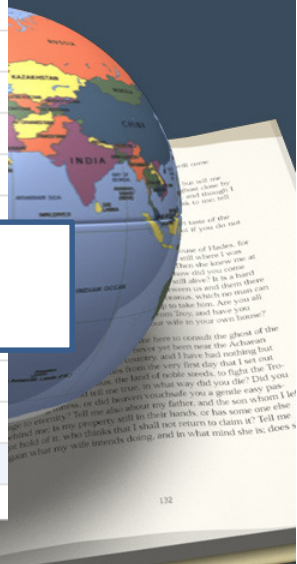
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- ELLM--
- ELLM--
- ELLM--
- ELLM--
- ELLM--
- ELLM--
- ELLM--
- TRUE Time 6
- Study Hall - November 3

No folders.
► Folders shared with me

Keep up with athletic grade reports electronically.

Allow all teachers access to and the option of modifying certain documents.

Share student documents with the entire faculty at once.



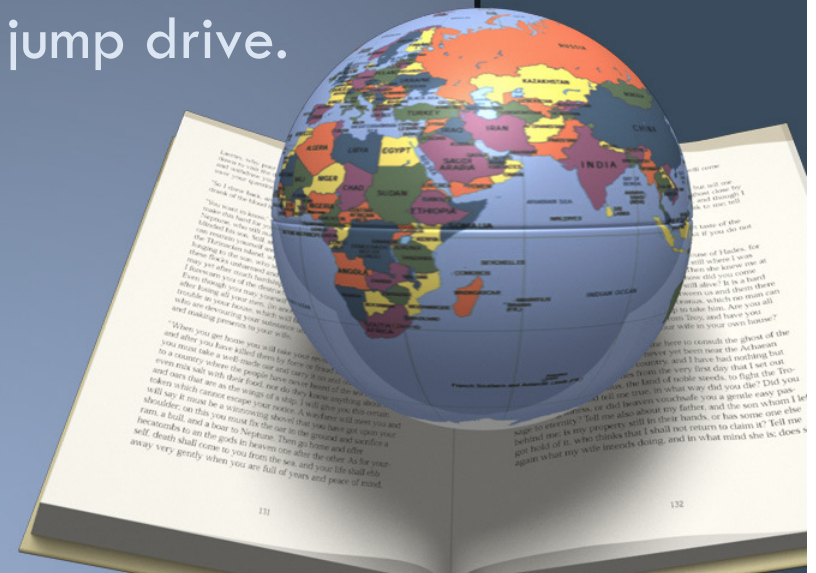
Other uses for Google Docs...

Professional

- Store documents for your students and allow them access.
- Allow students the ability to collaboratively create documents.

Personal

- Back-up all of your documents in the event of a computer meltdown.
- Store documents online so that you don't have to carry a jump drive.



Resources

- http://www.google.com/educators/p_docs.html
- <http://www.google.com/google-d-s/tour1.html>
- <http://www.google.com/google-d-s/b1.html>

