

Let's Get Going with Google!

An Overview of the MCS Gsuite Tools

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Good news!!!

**Google really can
make life easier!**

There are many similarities, but also a few differences between Google tools and MS features!

- For 90% of users, the word processing capabilities of Google Docs is more than enough. But for some, Microsoft Word's advanced features will be important. The advanced features in Word include mostly focus on better table formatting and controls, more control over text styles, and better graphic and image implementation.
- With Google Docs being built into Drive, it becomes very easy to see which files you have shared and also easy to navigate to the files that have been shared with you.
- Both Microsoft Word and Google Docs offer some great cloud capabilities now. You'll need to be an Office 365 subscriber to be able to open, edit, and automatically sync your files online with Microsoft Word. Otherwise, you'll need to set up OneDrive backup with your Microsoft Office 2019 files.
- With Google Docs, saving is done to the cloud automatically. In fact, saves are made to your document every time you make a change, so you never even have to worry about pressing the save button. On top of this, you can see and revise all of your changes from now till the time you first started your document by clicking the 'all changes saved in Drive' text at the top of the page.
- Microsoft Word wins in the formatting game without a doubt. It's far easier to create unique text formatting rules in Microsoft Word than it is in Google Docs.
- Unlike Microsoft Word, which can only be installed on Windows and OS X computers, you can use Google Docs from any computer and browser, including: Windows, Mac OS X, Linux, Chrome OS
- Google places all your most frequently used buttons right in your easy-access toolbar. Everything else, like inserting images or tables, can be found in one of the dropdowns.

One HUGE feature that Google beats MS Hands Down – Translation!

It is so easy to translate text in a Google document to MANY languages!

Dit is so maklik om teks in 'n Google-dokument in BAIE tale te vertaal! - Afrikaans

Es ist so einfach, Text in einem Google-Dokument in VIELE Sprachen zu übersetzen! - German

将Google文档中的文本翻译成多种语言非常容易！ - Chinese Simplified

إلى العديد من اللغات Google من السهل جدًا ترجمة النص في مستند - Arabic

¡Es muy fácil traducir texto en un documento de Google a MUCHOS idiomas! - Spanish

Thật dễ dàng để dịch văn bản trong tài liệu Google sang NHIỀU ngôn ngữ! - Vietnamese

Google Translates
To Over 100
Languages!

MCS has a District-Wide License for GSuite

This may be a refresher, but just as a reminder...

1. You log in to Google Gsuite by going to "www.google.com" and in the top right corner you will see...



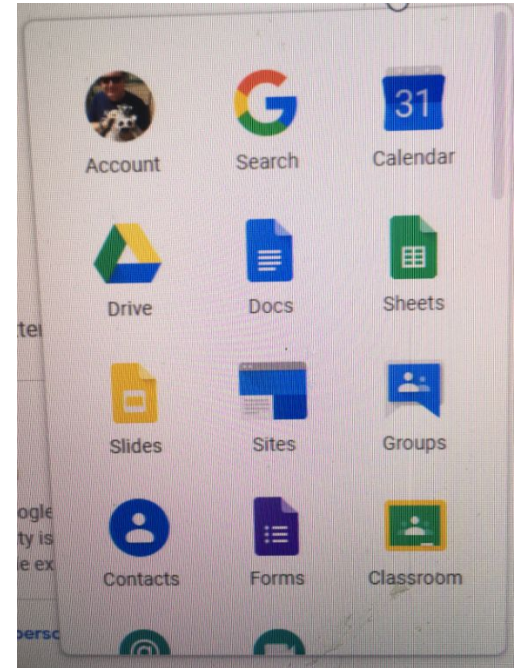
2. Click on the blue "Sign In" box and use your MCS Google credentials: `firstname.lastname@mcschools` with your Google password.
3. If you forget your password, please contact Jodie Moorhead or Martha Johnson (ext. 3330) for a reset.
4. **DO NOT TRY TO LOG IN TO GMAIL!** That feature is turned off due to conflicts with our normal MCS Outlook webmail!

What tools are included?

Images



- By clicking on the tic-tac-toe board next to your initial, you will get a drop-down menu of all of the tools that are included in the MCS GSuite.
- You will have access to more tools than if you were to join Google as an individual, and they are FREE to you!
- The basic programs will appear at the top first, but as you use some tools more than others, the system will adjust to show your frequently-used items towards the top.
- The tools you will use most often are probably going to be Drive, Docs, Sheets, Slides, Forms, and Classroom.
- You are the “Local Administrator” for your Google account. You can actually scroll to bottom and find other tools and applications that you can add. You do not have to wait for a technician, as these are not being added to your machine, but your Google account.
- Any additions, will follow your account. They are not machine-based!



Please understand...

Today is an overview of the various tools that are available to you as an MCS employee. We are not going into deep detail about the use of the programs. There are detailed trainings scheduled over the next days and weeks!

Today, we are going to overview the top five tools:

1. Drive
2. Docs
3. Sheets
4. Forms
5. Classroom

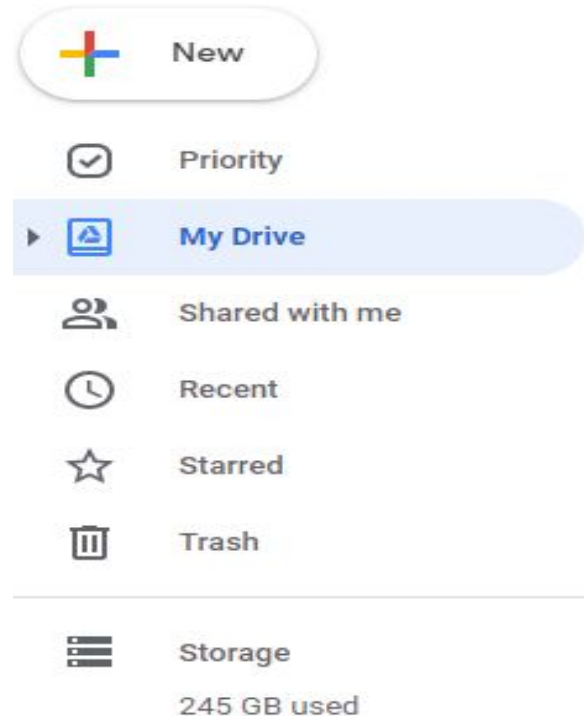


It is common sense, but it is best to access all features of Google through Chrome, but it will work on any platform! BONUS!

Google Drive



1. Backup Your Precious Files
2. Send Large Files to Family, Friends or Co-Workers
3. Use Google Drive App to Access Documents
4. Efficient Built-in Search Engine
5. Optical Character Recognition Feature
6. Share Photos and Videos with Your Contacts
7. Open and Edit Various Kinds of Document



Google Docs



- Accessibility - With Google Docs, employees can access the database 24/7 wherever they have an internet connection
- Version Control - Always updated
- Collaboration is easy
- Easy to Learn
- Import/Export Flexibility
- Tools very similar to MS WORD
- FREE



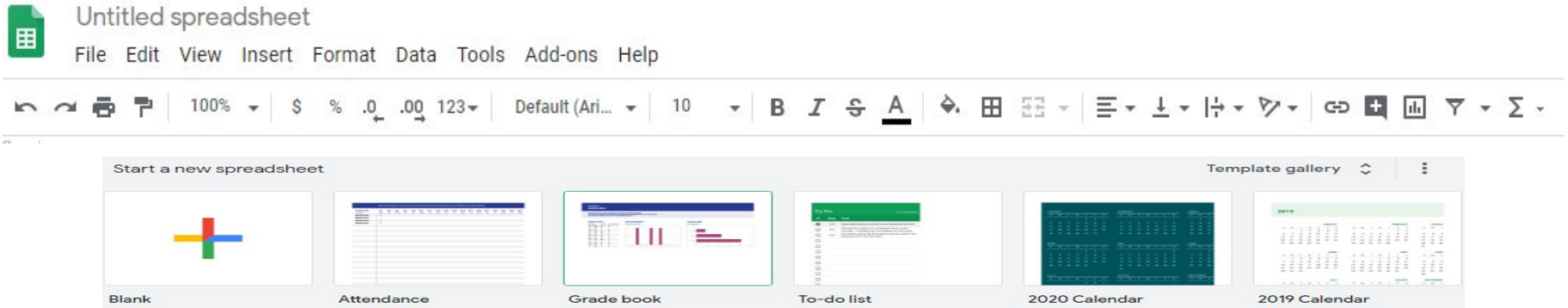
Always make sure you change the name of the file!

Docs will automatically save your documents in your Drive, almost keystroke for keystroke!

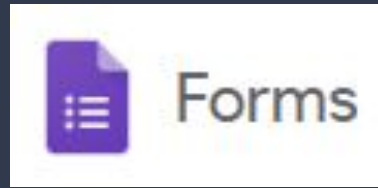
Google Sheets



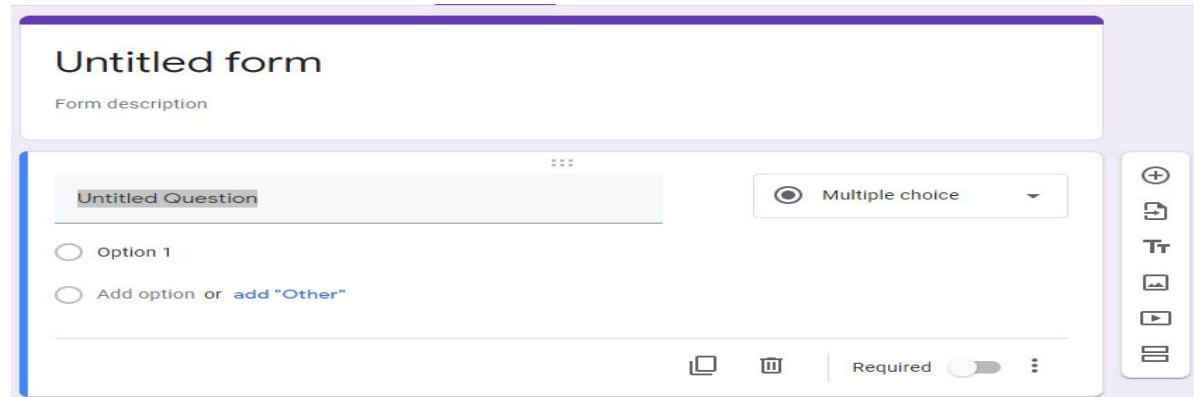
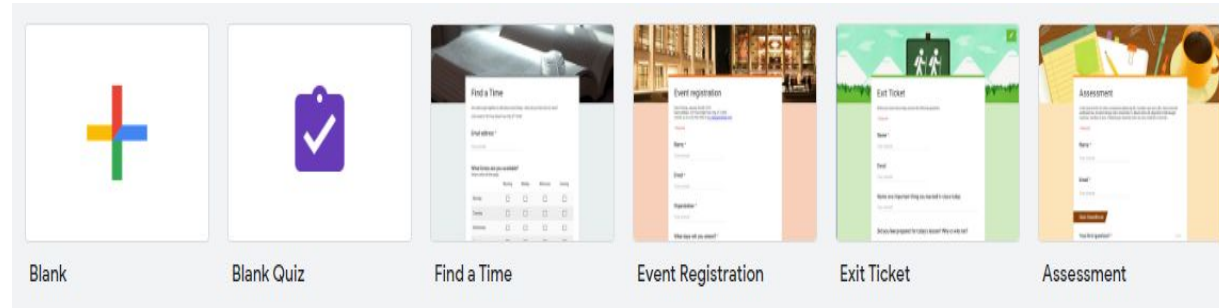
- Create and edit spreadsheets online
- Add charts and graphs to visualize data
- Build formulas to calculate numbers and manipulate data, or custom macros with Google Apps Script for additional functionality
- Import and export spreadsheets in standard Office formats
- Live co-edit spreadsheets with collaborators



Google Forms



- Create forms for data collection purposes
- Make surveys
- Quizzes
- Event registration
- Opinion gathering
- So many more!



A Closer Look at Forms

Untitled form

Form description

This changes what the form taker sees. Make sure to change the file name at the top!

Untitled Question

Multiple choice

Option 1

Add option or [add "Other"](#)



Required



- Questions can take many forms: multiple choice, short answer, paragraph, line scale, checkbox, drop-down, etc.
- You can imbed images, videos, documents, etc.
- You can create different sections to a form
- You can make the question required
- You can duplicate question easily
- Easy to gather responses and GRADE THEM!

Tools of Google Forms



- The puzzle piece is the add-on feature
- The artist's palette changes the look of the form
- The eye lets you preview your form before sending it out
- The gear shift adjusts your settings
- The send button allows you to determine how the form will be delivered to the audience

Settings

General

Presentation

Quizzes

Collect email addresses

Response receipts [?](#)

Requires sign in:

Restrict to users in Monroe City School Board and its trusted organizations [?](#)

Limit to 1 response
Respondents will be required to sign in to Google.

Respondents can:

Edit after submit

See summary charts and text responses

Cancel Save

Collecting Responses



- As responses to the Form come in, you can see them in a couple of ways...
- First, the responses can be seen in the actual form itself by clicking on the word “Responses” on the actual form builder page
- I recommend (HIGHLY) creating a Google Sheet to store your responses. Simply click the green “Sheets” icon and it will create the spreadsheet for you.
- This spreadsheet can be manipulated and the responses can even be graded!

Google Classroom

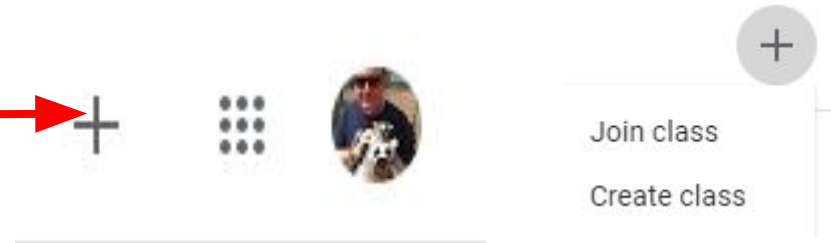


- Accessibility - Google Classroom can be accessed from any computer via Google Chrome or from any mobile device regardless of platform. No more worrying about Apple vs. Microsoft!
- Exposure - Classroom provides students with exposure to an online learning system
They take tests on computer, so the more we can do online, the more comfortable they will feel!
- Paperless - No more stacks of paper to carry around!
- Time Saver - Once an assignment or post is created, it can be duplicated as needed!
- Communication - Classroom is monitored and filtered (for safety reasons) so it meets all of the needs of the laws about communication between teachers and students!
- Collaborate - It really does allow for easy collaboration and students do not have to be in the same place!
- Engagement - Because all work/records can be seen, it does not allow for students to “slack off”.
- Differentiation - Lessons/assignments can easily be modified for the various needs to the students to meet IEP and 504 requirements!

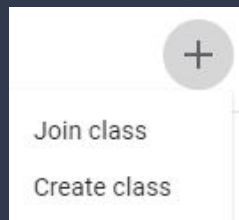
Google Classroom is not just for classes!

- Virtual faculty meetings
- Virtual PLC meetings
- Team collaboration across schools, grades, etc.
- Organize your thoughts and materials for maximum effect
- Create virtual parent support groups

Just remember, the “+” is your friend!



Creating a Class



As a teacher, you will “Create Class” and fill in the information on the form below.

Create class

Class name (required)
Section
Subject
Room

Cancel Create

Students will click the plus sign and select “Join Class” which will require a code! See next slide!

Join class

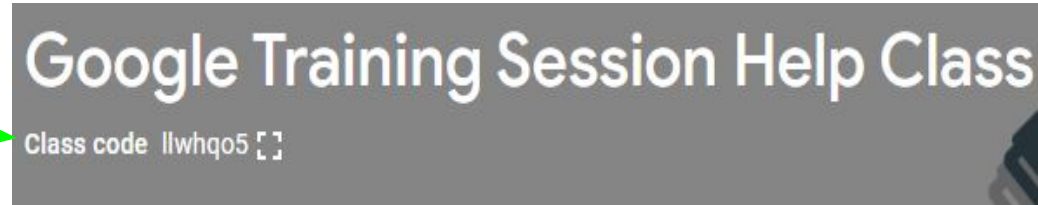
Ask your teacher for the class code, then enter it here.

Class code

Cancel Join

Where do I get the code!

- Every class you create has a unique code identifier
- Google Classroom looks a lot like a Facebook page, especially after students and teachers have begun to post comments and materials.
- We don't really use "Grades" much as it will not integrate with JPAMS.
- One students have entered the code to join the class, you can see them under the "People" tab.



Stream

Classwork

People

Grades

Classwork Screen







+ Create

📅 Google Calendar 📁 Class Drive folder

Assign work to your class here

- 📄 Create assignments and questions
- 📁 Use topics to organize classwork into modules or units
- ↕ Order work the way you want students to see it

What do the links on the Classwork screen mean?

-  Assignment
You can add any type of assignment here. You can attach materials, add due dates, and assign to particular students!
 -  Quiz assignment
You can add a quiz to be taken. The quiz is created in Forms and attached.
 -  Question
You can simply pose a question for students to answer. Great way for an exit ticket!
 -  Material
Maybe you just want them to see specific materials for information and use.
 -  Reuse post
Once a post is created, you can reuse the post in another class, group, etc.
-
-  Topic
You can create different topic strands to make information easier to find or discuss.

There is always help! Call me!

[Google Drive Help](#)

[Google Docs Help](#)

[Google Sheets Help](#)

[Google Forms Help](#)

[Google Classroom Help](#)