

# CONTENTS

INTRODUCTION	<b>DICTIONARIES DON'T "GET" GOOGLE</b> .....	1
	How This Book Is Organized.....	2
SECTION I		
<b>THE TRANSFORMATIVE EDUCATIONAL POWER OF GOOGLE APPLICATIONS</b>		
CHAPTER 1	<b>HOW GOOGLE TRANSFORMED A SCHOOL</b> .....	5
	The Principal .....	6
	What Were the Keys to Change?.....	7
	Seven Factors Contributing to Success .....	24
	What Does This All Mean?.....	27
	A Final Word .....	29
SECTION II		
<b>THE MOST WIDELY USED GOOGLE APPLICATIONS IN SCHOOLS</b>		
CHAPTER 2	<b>FIRST THINGS FIRST: SET UP A GOOGLE ACCOUNT</b> .....	33
CHAPTER 3	<b>DOCUMENTS</b> .....	37
	A Brief Word about Google Docs .....	37
	Snapshot Description.....	38
	How It Works.....	39
	<i>Creating a New Document • Working with a Document • Comments • Sharing • Templates • Managing the Google Docs Home Page • Changing Ownership of a Document</i>	
	Teacher Tips.....	44
CHAPTER 4	<b>PRESENTATIONS</b> .....	47
	Snapshot Description.....	47
	How It Works.....	48
	<i>Naming • Menu Toolbar • Customizing Slide Backgrounds • Sample Slide Show • Revision History • Copy and Paste Slides • Saving • Printing a Slide Show or Saving as a PDF • Chat in Presentation View • Uploading PowerPoint Presentations • Publishing and Embedding a Presentation</i>	
	Teacher Tips.....	54

## Contents

CHAPTER 5	<b>SPREADSHEETS</b> .....	57
	Snapshot Description.....	57
	How It Works.....	58
	<i>Naming • Modifying Row Height and Column Width • Other Formatting • Sorting • Formulas • Auto-Filling and Copying • Managing Rows and Columns • Managing Cells • Gadgets • Search • Images • Motion Charts • Chat • Collaboration • Importing and Exporting • Publishing and Embedding • Making a Form from a Spreadsheet</i>	
	Teacher Tips.....	69
CHAPTER 6	<b>FORMS</b> .....	71
	Snapshot Description.....	71
	How It Works.....	72
	<i>Getting Started • Creating Questions • Managing Your Form • Understanding Data with See Responses</i>	
	Teacher Tips.....	75
CHAPTER 7	<b>BLOGGER</b> .....	77
	Snapshot Description.....	77
	How It Works.....	78
	<i>Getting Started • Making Your First Blog Post • Blogger Dashboard • Managing Your Blog</i>	
	Teacher Tips.....	83
CHAPTER 8	<b>MAPS</b> .....	87
	Snapshot Description.....	87
	How It Works.....	88
	<i>Learning Your Way Around • Searching • Getting Directions • My Maps—Creating A Map and Adding Your Own Content • Adding Content Created by Others to Your Map • Collaborating and Sharing</i>	
	Teacher Tips.....	94
CHAPTER 9	<b>EARTH</b> .....	97
	Snapshot Description.....	97
	How It Works.....	98
	<i>Getting Started • Navigating the Home Page • The 3D Viewer and Controls • Adding Content • Searching for Content • Adding Your Own Content • Image Overlay and Photos • Viewing and Creating Virtual Tours</i>	
	Teacher Tips.....	107

## SECTION III

**MORE GREAT GOOGLE APPLICATIONS FOR SCHOOLS**

CHAPTER 10	<b>ADVANCED SEARCH AND RECENT ADDITIONS</b> .....	113
	Snapshot Description.....	113
	How It Works.....	114
	<i>Accessing Advanced Search • Working with Advanced Search •     More Advanced Search Parameters • Recent Additions to Search</i>	
	Teacher Tips.....	123
CHAPTER 11	<b>CALENDAR</b> .....	125
	Snapshot Description.....	125
	How It Works.....	126
	<i>Getting Started • Get to Know Your Primary Calendar • Creating     Events • Creating Tasks • Mini Calendar • Use My Calendars to Create     and Manage Multiple Calendars • Other Calendars • Embedding a     Calendar in a Website, Blog, or Wiki • Tips • Using Calendar Offline</i>	
	Teacher Tips.....	134
CHAPTER 12	<b>GROUPS</b> .....	137
	Snapshot Description.....	137
	How It Works.....	138
	<i>Logging In • Access Existing Groups • Creating a Group • Working     within Groups as a Member • Creating a Page • Deleting or Removing     Pages • Working within Groups as an Owner or Manager</i>	
	Teacher Tips.....	145
CHAPTER 13	<b>iGOOGLE</b> .....	147
	Snapshot Description.....	147
	How It Works.....	148
	<i>Accessing iGoogle • Starting to Work with iGoogle • Working with     Gadgets (basic) • Working with Tabs • Themes • Working with Gadgets     (advanced) • Making iGoogle Your Default Start Page • Help</i>	
	Teacher Tips.....	153
CHAPTER 14	<b>NEWS</b> .....	155
	Snapshot Description.....	155
	How it Works.....	156
	<i>Getting Started • Personalize Your Page • News Archive and Timeline •     Alerts</i>	
	Teacher Tips.....	159

## Contents

CHAPTER 15	<b>PICASA</b> .....	161
	Snapshot Description.....	161
	How It Works.....	162
	Part 1: Picasa on Your Computer (Folders and Albums).....	162
	<i>Starting Up • Managing Photos • Folder Manager • Importing Your Photos • Editing Photos • The Photo Tray • Sharing Photos • Collages • Movies • Backing Up Photos • Picasa Photo Viewer • Screen Shots</i>	
	Part 2: Picasa on the Internet (Web Albums).....	170
	<i>Starting Up • Uploading Photos • Drop Box • Sharing Photos and Albums • Managing Photos—Tagging, Name Tagging (Face Recognition), and Mapping Photos, and Synching • Creative Commons • More</i>	
	Teacher Tips.....	177
CHAPTER 16	<b>SITES</b> .....	181
	Snapshot Description.....	181
	How It Works.....	182
	<i>Getting Started • Working with a Page • Editing a Page • Working with the Navigation Sidebar • Collaboration</i>	
	Teacher Tips.....	189
	<b>SECTION IV</b>	
	<b>DO SCHOOL DIFFERENTLY</b>	
CHAPTER 17	<b>GOOGLE APPS: THE EDUCATION EDITION</b> BY HAROLD OLEJARZ.....	195
	Description and Benefits.....	195
	Getting Started—Setting Up a Google Apps Account.....	195
	Administering Your Google Apps Account.....	200
	<i>Dashboard • Users and Groups • Adding Users • Domain Settings • Advanced Tools • Support • Service Settings</i>	
	Online Help.....	208
	Summary.....	208
	<b>SECTION V</b>	
	<b>LESSON PLANS</b>	
	Lesson Plan Introduction.....	213
	<b>ELEMENTARY SCHOOL LESSONS</b> .....	215
	After-School Activities.....	217
	Biomes of the Earth.....	220

Calorie Counter.....	223
The Camping Trip.....	227
A Day at the Beach.....	230
Discover Blogging.....	233
Favorite Fruits.....	236
The Gift Giver.....	239
Google Earth Pen Pals.....	242
Home Measurements.....	244
How We Spend Our Time.....	248
Mapping Our Community.....	251
Sam the Trucker.....	253
School News.....	256
Travel of Our Ancestors.....	260
U.S. Immigration.....	263
The World in Our Classroom.....	266
Writing Fables.....	268
<b>MIDDLE SCHOOL LESSONS.....</b>	<b>271</b>
African-American History Heroes.....	273
Book Review Blog.....	276
Candidate Watch.....	279
Creating a Study Guide.....	282
Current Events Blog.....	285
Group Memoirs.....	288
Literature Genre Study.....	291
Middle School Favorites.....	295
National Parks.....	298
Our Community Speaks.....	302
Story Starters.....	305
Vocabulary Spreadsheet.....	308
<b>HIGH SCHOOL LESSONS.....</b>	<b>311</b>
A Brush with History.....	313
Candidate Watch.....	316
Election Central.....	319
Google Lit Trips.....	322
<i>The Great Gatsby</i> Great Debate.....	326
Imperialism's Impact.....	329
Issues of Our Times.....	332

Contents

	Mapping Foreign Policy Doctrines.....	335
	A Place in Time.....	338
	Political Cartoon Analysis.....	341
	Postcards from the Past.....	345
	Road Trip.....	348
	The Statistical World.....	351
APPENDIX A	<b>REGARDING STUDENTS UNDER 13 YEARS OF AGE</b> .....	355
APPENDIX B	<b>TECHNOLOGY STANDARDS</b> .....	365
	National Educational Technology Standards for Students (NETS•S).....	365
	National Educational Technology Standards for Teachers (NETS•T).....	367
	National Educational Technology Standards for Administrators (NETS•A).....	369

## INTRODUCTION

# DICTIONARIES DON'T “GET” GOOGLE

**google** (*verb*): to search for information on the Internet, esp. using the Google search engine

—WEBSTER'S NEW MILLENNIUM DICTIONARY OF ENGLISH

The word google first appeared in the *Merriam Webster Collegiate Dictionary* and the *Oxford English Dictionary* in 2006. In its lower-case form, these dictionaries say *google* is a verb. Obviously in its upper-case form, we all know that Google is a company in California that developed a popular Internet search engine.

Is that all?

To think of Google as merely a company or a search engine, or *to google* as only *to search*, is to overlook its dozens of incredibly powerful and useful online applications and to deprive oneself and one's students of the best collection of free online learning tools that exists today.

This book attempts to forge a new understanding of what Google is, and how to google. In it, we describe many of Google's most widely used online applications for education, lead you through step-by-step instructions for how to operate them, and provide lesson plans for how to integrate them into classroom practice.

That alone would constitute a really practical book ... we thought. Then we found CIS 339, a large school in the Bronx, New York, with a visionary and driven principal, Jason Levy, that went from one of the lowest performing to one of the best performing schools in New York City. The centerpiece of its improvement strategy was Google Applications.

The first chapter of this book tells CIS 339's story in detail, giving numerous specific examples of how Google Applications moved the entire school community to extraordinary levels of communication, collaboration, and creativity, and to compelling levels of performance.

We believe CIS 339's story is important for numerous reasons: First, for demonstrating how truly significant Google Applications can be in transforming a school's culture; second, for showing beyond question that the resources and the know-how exist today to move inner-city schools (and indeed all schools) to levels of accomplishment that conventional thinking says are reserved only for the privileged elite; and third, for exhibiting once again the transformative power of technology to make a meaningful difference in the lives of learners.

We also realized that the Google Apps Education Edition constitutes a virtually cost-free way to completely retool the communication infrastructure of a school, so Section IV includes step-by-step directions for how to do that.

## CHAPTER 3

# DOCUMENTS

### CHAPTER AT A GLANCE

- A Brief Word about Google Docs
- Snapshot Description
- How It Works
  - Creating a New Document
  - Working with a Document
  - Comments
  - Sharing
  - Templates
  - Managing the Google Docs Home Page
  - Changing Ownership of a Document
- Teacher Tips

## A BRIEF WORD ABOUT GOOGLE DOCS

An explanation of terminology may be helpful for first-time users of Google Docs.

The term *Google Docs* refers to a collection of applications, just as a *Whitman's Sampler* refers to an assortment of various candies, such as caramels, almond nougats, cherry cordials, and toffee chips. In computer terms, Google Docs is composed of a collection of applications much like Microsoft Office is composed of a number of programs, including Word, Excel, and PowerPoint.