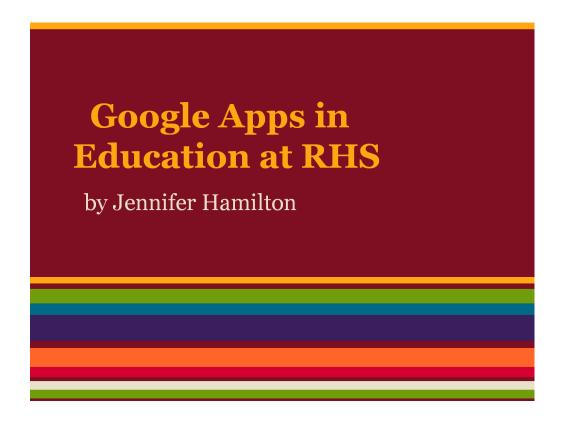# Welcome

Please go to https://hcpss.me
- Login to the Private Side
- Open the Drive
- Go to Shared Folders
- Click on the RHS Staff Folder

This slide is the opening slide for the presentation. I circulated the space and helped teachers log onto their hcpss.me accounts. This will allow teachers to click through the links on their own and following along with the presentation. Teachers who came late were assisted by the two media specialist in the room to catch up.

Google Apps in Education at RHS

by Jennifer Hamilton

After teachers had logged into their accounts I introduced myself and explained my purpose. I emphasized that:

•HCPSS was pushing this new application hard and would expect most teachers to be using it in future years.

•Many teachers in the building are already using it and there is tons of help available.

•The application suite can be customized for your own classroom.

I also did a quick informal survey asking:

•How many of you have used one type of google app with your students this year? (2/4 raised their hand) Which ones? (both used calendar)

•What are you most interested in using in the classroom this semester? (3/4 said sites, 2/4 said editing tools with class)

By the end of this session you will know…

- What features Google Apps have to offer

- How to get Google Apps working in your classroom

- Lesson ideas using Google Apps

- Practice with your own content

After the informal survey I defined the goals of today's session.

What features does Google Apps have to offer?

Three basic components:

- Google Drive
  - o Document (like word)
  - o Presentation (like power point)
  - o Spreadsheet (like Excel)
  - o Form (like Survey Monkey)
  - o Drawing (like Publisher)
- Google Calendars
  - o Create and share collaborative calendars
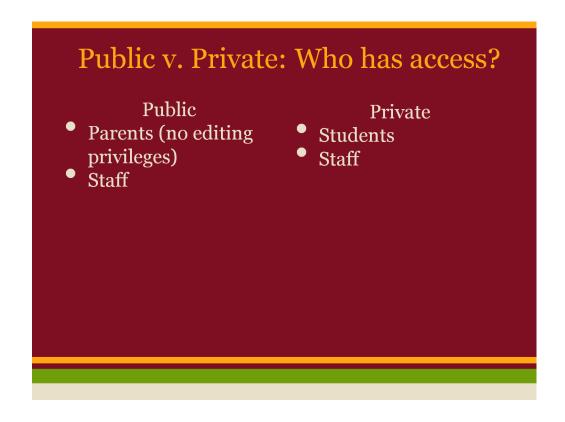- Google Sites
  - o Create websites using templates.

I started with a brief overview of the different applications. Teachers asked questions like "Will drawing do _____?" and made comments like "oh, that is where those forms for the STEM presentations have come from, cool."

How to get Google Apps working in your classroom

Start at https://hcpss.me
- All users use their HCPSS computer access accounts.
- As the teacher you should download your class into your contacts so you can share work with them.

Next, we discussed/clarified how the kids access it. This had been a point of confusion at the PD in August so many of the teachers were relieved that there were no new passwords or permission slips to pass out to get this started.

Public v. Private: Who has access?

Public
- Parents (no editing privileges)
- Staff

Private
- Students
- Staff

We re-defined the different types of Google Apps. There were a lot of questions about this and we discussed them for quite a while.

Once you have created your contact groups you can...

- Assign documents to students
- Create group projects
- Have students use the drive features and share with you and each other.

Then we began talking about how to share documents. Many of the teachers had some great ideas from their own experiences and I opened up my own drive account and showed teachers how my classes were organized.

For lesson ideas and how to's visit...

https://sites.google.com/a/hcpss.org/google-apps-at-rhs/home

We then spent about 20 minutes exploring the resource website that I created. Teachers would write down ideas when they saw something they liked.

What are some ways that you can use google apps in your classroom?

Please take this closing survey and let us know how we did and what we missed.

https://docs.google.com/a/hcpss.org/spreadsheet/viewform?formkey=dEtLcHpITFYxTU5XOWtfM1YzSjNxX3c6MQ

We left the end of the session open. Teachers took the survey and then some stuck around to get help uploading classess or to start designing a lesson.