



Jefferson Township Public Schools Office of Instructional Technology

"Developing 21st Century Skills One "Byte" at a Time"

Newsletter

October 2009

Google Documents

www.google.com/docs

Google Docs is a free, Web-based word processor, spreadsheet, presentation and form application offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

Documents, spreadsheets, and presentations can be created within the application itself, imported through the web interface, or sent via email. They can also be saved to the user's computer in a variety of formats. By default, they are saved to Google's servers. Open documents are automatically saved to prevent data loss and a revision history is automatically kept.

Are you working on a PowerPoint presentation or long narrative on MS Word? Would you like to be able to work on this from your work, home, or laptop computer without having to save it in all 3 places? All you have to do is upload it onto Google/docs. You can then open it from any computer with a web connection. You can edit it directly in the browser and save your changes when you are done!

Collaboration between users is also a feature of Google Docs. Documents can be shared, opened, and edited by multiple users at the same time. You have the ability to have multiple users view a presentation while having a chat discussion in the same window.

There are some size limitations for Google Docs. You can learn about them here:

<http://docs.google.com/support/bin/answer.py?answer=37603&query=max+document+size&topic=&type=ocs>

Most of the common file types are accepted as uploads to Google Docs. You can learn more about them here:

<http://docs.google.com/support/bin/answer.py?answer=50092&hl=en>

How can I start to use Google Docs?

You first have to create a Google account. Visit:

www.google.com/docs. Follow the steps to create an account. Creating a Google account will provide you with access to all of Google's free products including: Gmail, iGoogle, Google reader, Google sites, etc...

(FYI- In order to create a Google account you must provide an email address. This may limit the ability for lower grade levels to allow students to create accounts. There are still a number of ways for faculty and students to benefit from this tool. See below:

Once you create an account follow the link below to take an interactive tour of Google Docs.

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

What are the benefits for students and Faculty?

- Create word, PowerPoint, excel, PDF, and form documents online without the need for installed software.
- Upload your files to your Google docs account and access them on any computer with an internet connection.
- *Create or upload a PowerPoint to your Google docs account. Click "save as an html". Your presentation is now saved as a website. You can share the link with your students to allow them to view it. (This is view only)*
- *Upload class notes and publish as an HTML webpage. Post the link on your blog, website or pass out to students.*
- Invite one or more students or faculty to collaborate on a document. Multiple users can open and edit a file at the same time. This allows for groups to work together without meeting.
- Load their offline client to your computer which allows access to your Google docs files when the internet is not available.
- Students create assignments online using Google docs and then share them with you. The documents will become available in your Google docs account for review.

Avoid Copyright Infringement - Look for a Creative Commons License.

The Creative Commons organization is a non-profit organization that is devoted to expand the range of creative work that is available for others to legally contribute to and/or share.

They have released several copyright licenses known as creative commons licenses. These licenses describe the restrictions that are placed on certain works.

By searching for creative commons licensed images, text, videos, etc., educators can have access to various media files that can be used on websites, class projects, presentations and student work.

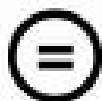
Visit the site: www.creativecommons.org for a complete listing of the various licenses and the symbols used to identify them. "

Creative Commons defines the spectrum of possibilities between full copyright — all rights reserved — and the public domain — no rights reserved. Our licenses help you keep your copyright while inviting certain uses of your work — a "some rights reserved" copyright. "

How to find Creative Commons Media

Visit the website below. Select a search engine tab and then type a keyword in the search bar.

<http://search.creativecommons.org/>



What's Cool on the Web?

WORDLE

www.wordle.net

Wordle is a toy for generating "word clouds" from text that you provide. The clouds give greater prominence to words that appear more frequently in the source text. You can tweak your clouds with different fonts, layouts, and color schemes. The images you create with Wordle are yours to use however you like. You can print them out, or save them to the Wordle gallery to share.

Learn how to use this tool in the classroom by viewing this online presentation (this is a PowerPoint saved as an html page in Google docs)

http://docs.google.com/present/view?id=dhn2vcv5_157dpbsq9c5

TOP MARKS

<http://www.topmarks.co.uk/Interactive.aspx>

A UK based site that organizes interactive websites to be used on the smartboard. The resources are organized by grade, subject, and category. The focus is primarily for elementary and middle school students.

50 Ways to Use a Wiki for a more collaborative and interactive classroom

<http://www.smartteaching.org/blog/2008/08/50-ways-to-use-wikis-for-a-more-collaborative-and-interactive-classroom/>

www.everystockphoto.com

[Every Stock Photo](http://www.everystockphoto.com) is a search engine for free, high quality, images that you can use in slideshows, videos, and in blog posts. Every Stock Photo has some search refinement options that distinguish it from other Public Domain and Creative Commons search tools. Under the advanced search menu on Every Stock Photo you can refine your search by license type, image source, image size (specify a range of pixel dimensions), and image shape.

Every Stock Photo could be a good place for students to find images for use in their multimedia presentations.