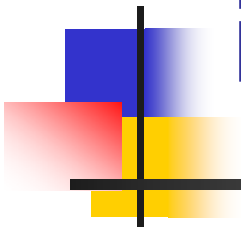


Docs & Spreadsheets in the Classroom





Student feedback

- Love having documents available on any computer
- Love the ability to work with friends
- Increases enthusiasm for writing
- Quality of work improves because students are so enthusiastic



Problems encountered

- Setting up a Gmail account
- Distinguishing between a Gmail Account & a Google Account
- Some problems with spell checker
- Getting all the kids to sign up
- Even honor lane students will have trouble setting up
- Cannot use Groups for collaboration
- Each email must be entered



Google Groups

- Set up all my classes on Google Groups.
- Can send assignments on the web
- Ask students to read an article and print out worksheet
- Allows for online discussion groups
- Easy to set up
- Students communicate with each other



Assignments for English

- Collaborative book reports
- Co-editing essays
- Vocabulary work
- Essay tests
- Creative writing
- Poetry portfolios
- Advantages:
- Saves automatically
- Students can always access documents
- Teacher can always access documents and see where students are



Assignments for Beginning Journalism

- Personality profiles
- Movie reviews, restaurant reviews, book reviews
- Peer editing built into program
- Easy to publish work on Blogger
- Easy for all students to read each others work
- News stories: can check each others for accuracy
- Sports: peer edit and upload stories to Blogger
- Opinion articles:upload to Blogger



Docs & Spreadsheets in Advanced Journalism

- All students submit articles on D & S
- Editors edit articles at night and students can see their corrections
- Develops online night editing groups
- Facilitates editing process during production week
- Can save in a variety of formats
- Can find articles easily
- Use Spreadsheets to keep track of articles
- Can easily rename articles



Tips for using Docs

- Make sure all students change their **display name** to their first and last name
- Have students go under file to “rename” and change the name of their document
- Have students use last name, first name so you can easily see what they have done
- Example:
- Jones, Bob: Of Mice and Men essay



Teaching Writing

Alliance for an Excellent Education

- **Collaborative Writing**, which uses instructional arrangements in which adolescents work together to plan, draft, revise, and edit their compositions
- **Specific Product Goals**, which assigns students specific, reachable goals for the writing they are to complete
- **Word Processing**, which uses computers and word processors as instructional supports for writing assignments
- **Sentence Combining**, which involves teaching students to construct more complex, sophisticated sentences
- **Summarization**, which involves explicitly and systematically teaching students how to summarize texts



Teaching Writing

- **Prewriting**, which engages students in activities designed to help them generate or organize ideas for their composition
- **Inquiry Activities**, which engages students in analyzing immediate, concrete data to help them develop ideas and content for a particular writing task
- **Process Writing Approach**, which interweaves a number of writing instructional activities in a workshop environment that stresses extended writing opportunities, writing for authentic audiences, personalized instruction, and cycles of writing
- **Study of Models**, which provides students with opportunities to read, analyze, and emulate models of good writing
- **Writing for Content Learning**, which uses writing as a tool for learning content material



Moving to the next step

BLOGGER

- Encourage students to publish a blog
- Very easy from Docs. Just click publish.
- Writing for a real audience makes the difference. Students are enthusiastic.
- Students can upload pictures, video, documents to the blog easily



Facilitates Grading

- Student can upload documents while you wait on phone, if you cannot locate an essay
- Option to discuss essay while on phone
- Can easily send comment to student on essay & email to let them know you've graded their essay



Real time monitoring

- Can see what students are doing as they work in computer lab
- Can monitor student progress from home (if out sick or away)
- Can see student work at all stages (revisions history)