

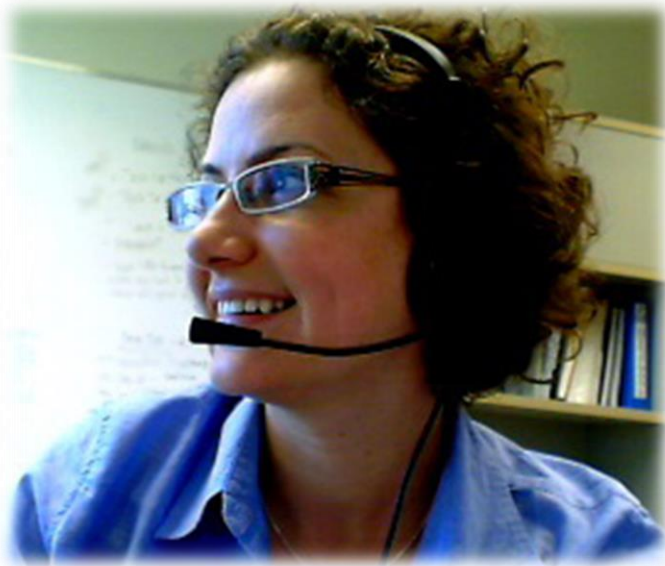
Using Google Apps for Education (GAfE) in Your Literacy Program



AlphaPlus #TechTuesdays webinars
techtuesdays.alphaplus.ca



ABOUT THE PRESENTERS



- In the field for over 15 years
- Lately focusing on tech coaching
- Facilitates presentations and workshops
- Loves meeting new people and sharing tech tips and ideas

Monika Jankowska-Pacyna
Projects Coordinator at AlphaPlus
mjankowska-pacyna@alphaplus.ca



ABOUT THE PRESENTERS

- Educator & Literacy Instructor since 2010
- Assistive Technology Trainer
- Instructor at St. Clair College in Educational Support Worker Program
- Board Member - Laubach Literacy Ontario



Mary-Ann Fuduric, MAsc, BEd, OCT
Executive Director - Brain Injury Association
Assistive Technology Trainer - Learning Disabilities Association
mfuduric@LDAWE.ca



WEBINAR OVERVIEW

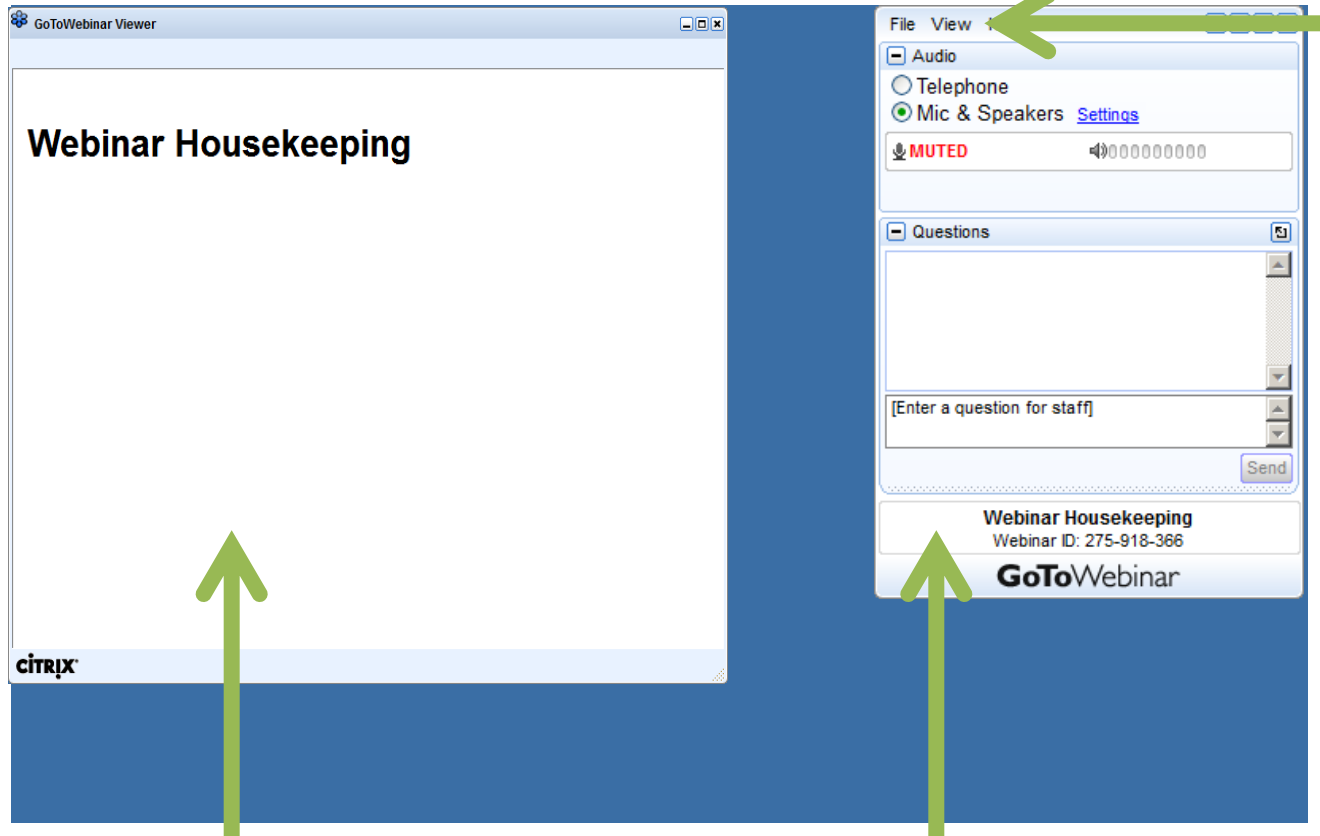
- Housekeeping tips
- Create a Google account
- Introduction to the Chrome Web Store
- Introduction to Google Apps
- Google for Education Apps: *Google Drive, Google Docs, Google Slides, Google Sheets, Gmail & Calendar*
- Lesson plan activities
- Feedback and upcoming webinars
- Other resources

Main objective:

Incorporate Google for Education Apps in your Literacy Program!



WEBINAR HOUSEKEEPING TIPS



Your control panel may collapse automatically when you don't use it.

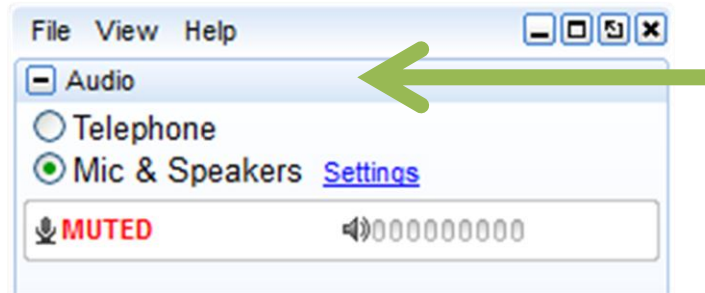
To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Webinar viewer

Your control panel

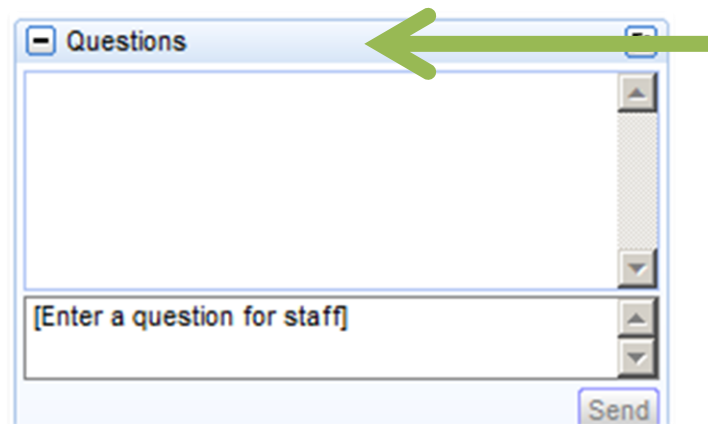


WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

Note: Your audio will be muted during the session.



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

Note: Today’s presentation will be recorded.



A FEW QUESTIONS FOR YOU

1. Do you have a Google account (i.e. Gmail)?
2. Which web browser(s) do you commonly use?
(Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari)
3. Do you currently assist your learners to setup a Google account?



What is a Google Account?

Google Accounts allow users to access several commonly used Google apps such as: Gmail, Calendar, Drive, Docs, etc... Some apps can be used in any web browser; however, the majority of them will only work in Google Chrome.

The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



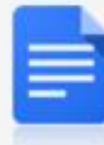
Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites

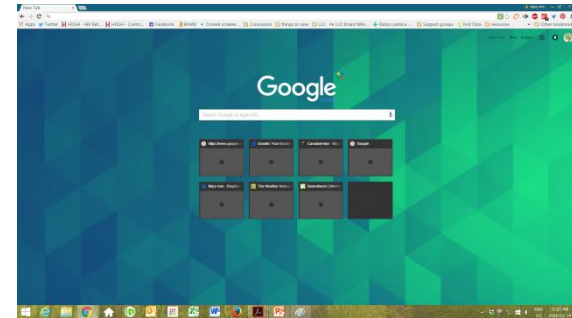


Creating / Accessing a Google Account

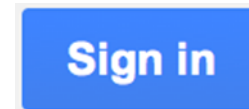
1. Open the Google Chrome web browser



2. Go to the Google Search page
(www.google.ca)

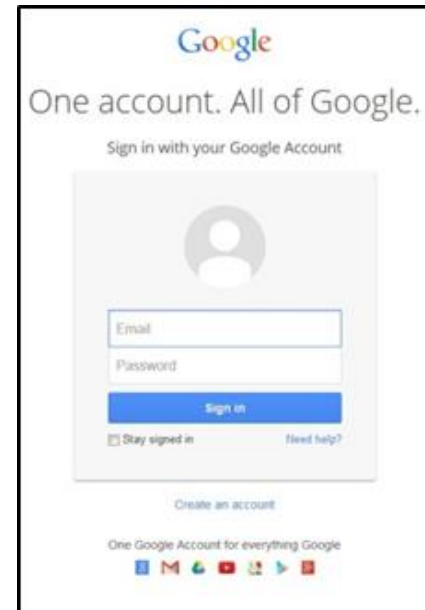


3. Click on the Sign In button



Creating / Accessing a Google Account

4. Create or enter your Google Account address and password.

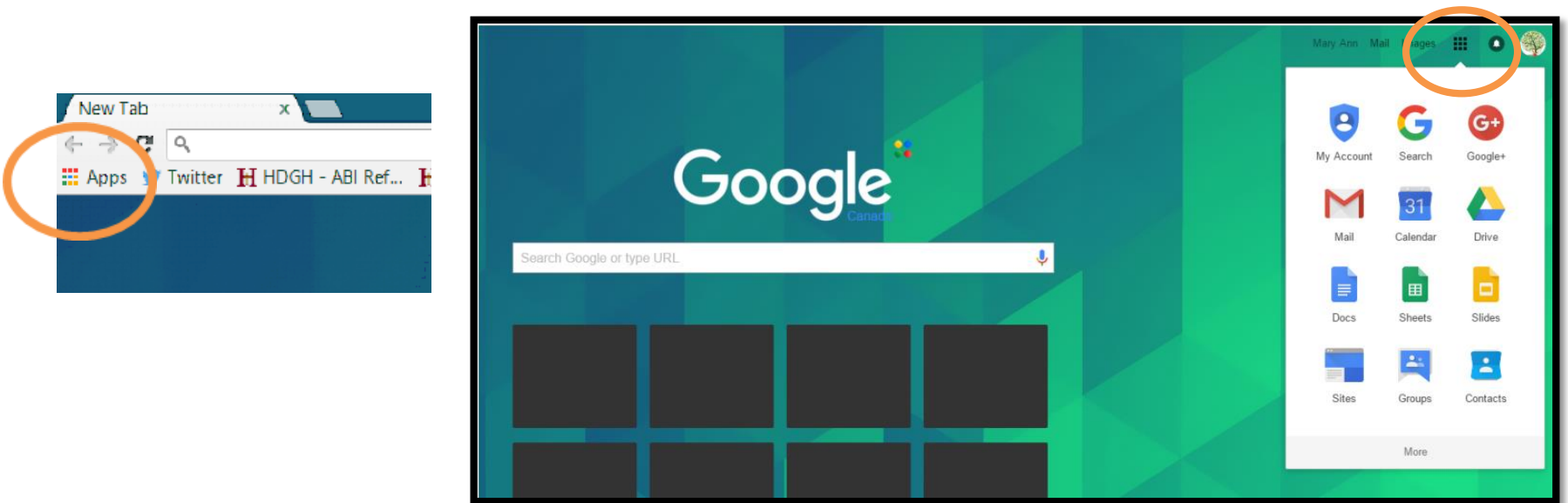


5. Click on the App Launcher or Show Apps icon to launch a Google app.



What are Google Apps?

Google Apps are programs that can be added to your Google account that only work within the Chrome browser. Once installed, the app can be accessed by pressing the “Show Apps” button that appears at the beginning of the bookmarks toolbar. The app may also appear in the App Launcher.

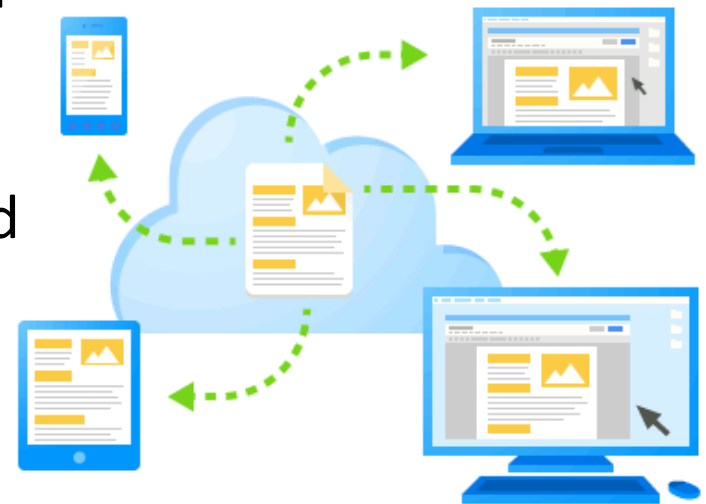


Google Apps for Education (GAFE)

Google Apps For Education (GAFE) is an enterprise level “software” solution for cloud based collaborative teaching and learning.

Applications include but are not limited to Google Drive, Google Docs, Google Sheets, Google Slides, Google Sites, Gmail and Calendar.

Many more applications in the [Google Market Place](#).



Google Apps for Education (GAFE)

- Google Apps are available on any device, anywhere, anytime.
- This means that the user's content is always accessible.
- Finally, collaboration can occur on any device, anywhere, anytime.



Why Google Apps for Education (GAPE)?

- No fee cloud access is important for literacy learners as it provides an easier computing environment to learn in. Low literacy skills generally equal low computer skills.
- Potential for communities of literacy learners to grow and for literacy providers to develop & test shared resources.
- Universal & Inclusive - Built in Accessibility provides support to learners.

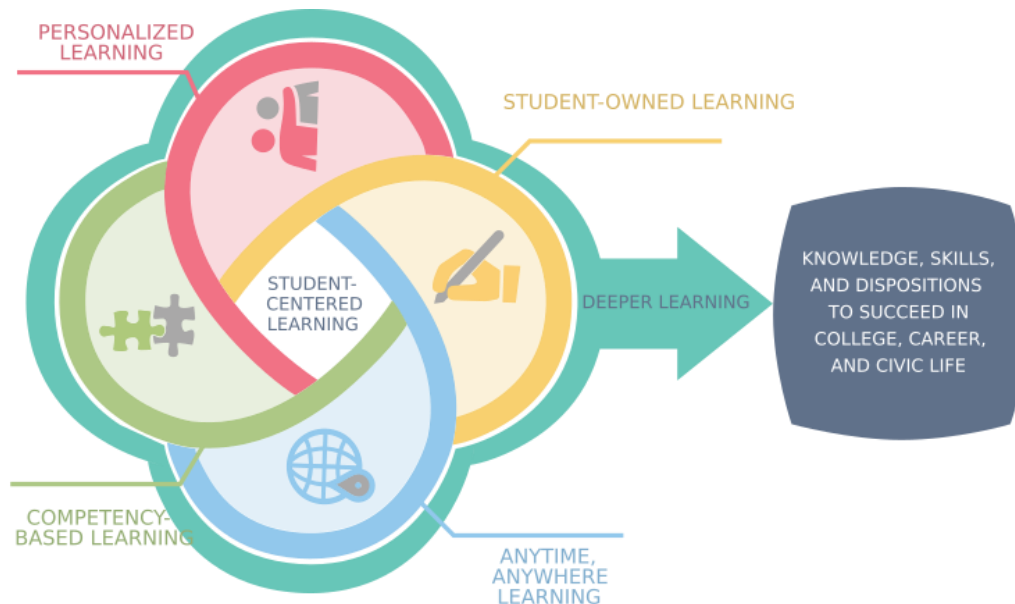


Create and collaborate



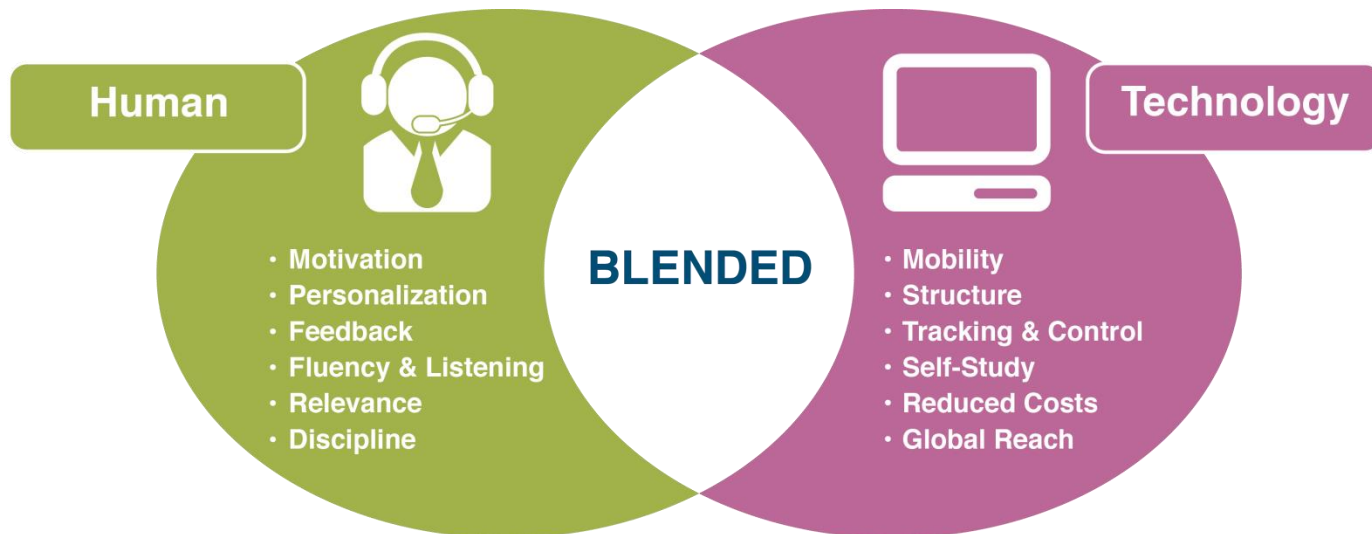
Why GAFE for Learners?

- Allows learners to author content and maintaining a portfolio of their learning.
- Provides students with an environment in which they can be authors and architects of their own learning.



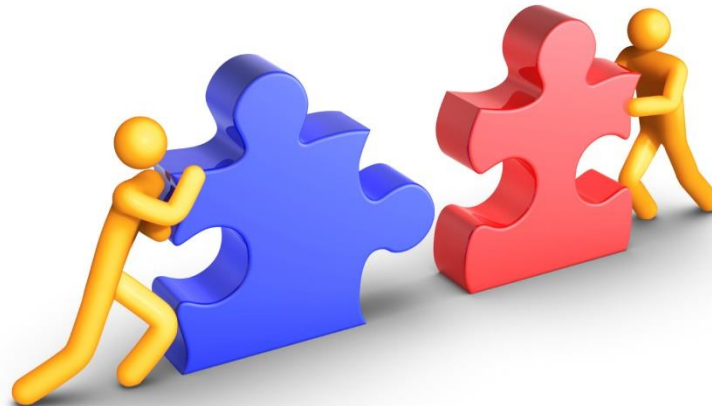
Why GAFE for Learners?

- Blended Learning:
 - Allows learners to put in more time on task, review a lesson that they found difficult to understand when it was presented the first time in class.
 - Encourages learners to construct their own understandings and knowledge.



Why GAFE for Learners?

- Students can communicate with instructors and each other using communication tools like Google hangouts, forums and email.
- Students can collaborate with others to create content using documents and blogs by gathering knowledge and sharing it in a collaborative manner.
- Students learn in an active environment where instructors encourage them to communicate with others and learn independently.






Why GAFE for Literacy Providers?

- Work collaboratively and develop and test resources with other literacy providers.
- Potential to build social network for adult literacy community harnessing power of volunteers across province.
- Provides learning opportunities for learners in more remote locations or where transportation is an issue.






Google Apps for Education

App	Name	What it Does
	Gmail	Send and receive email.
	Calendar	Schedule appointments, meetings, classes, and other events in an online calendar and set reminders.
	Google Drive	Save all of your files in Google Drive and you can access your files on any device with an Internet connection.




Google Apps for Education

App	Name	What it Does
	Docs	Create word processing documents and save them in Google Drive.
	Slides	Create and edit presentations. Edit a presentation with learners or colleagues, and share it with others effortlessly.
	Sheets	Create, update and modify spreadsheets and share the data live online.



Google Apps for Education

App	Name	What it Does
	Forms	Create forms, surveys and quizzes.



Using GAFE with Learners

- Use Calendar for scheduling assignments and for reminders.

October 2014

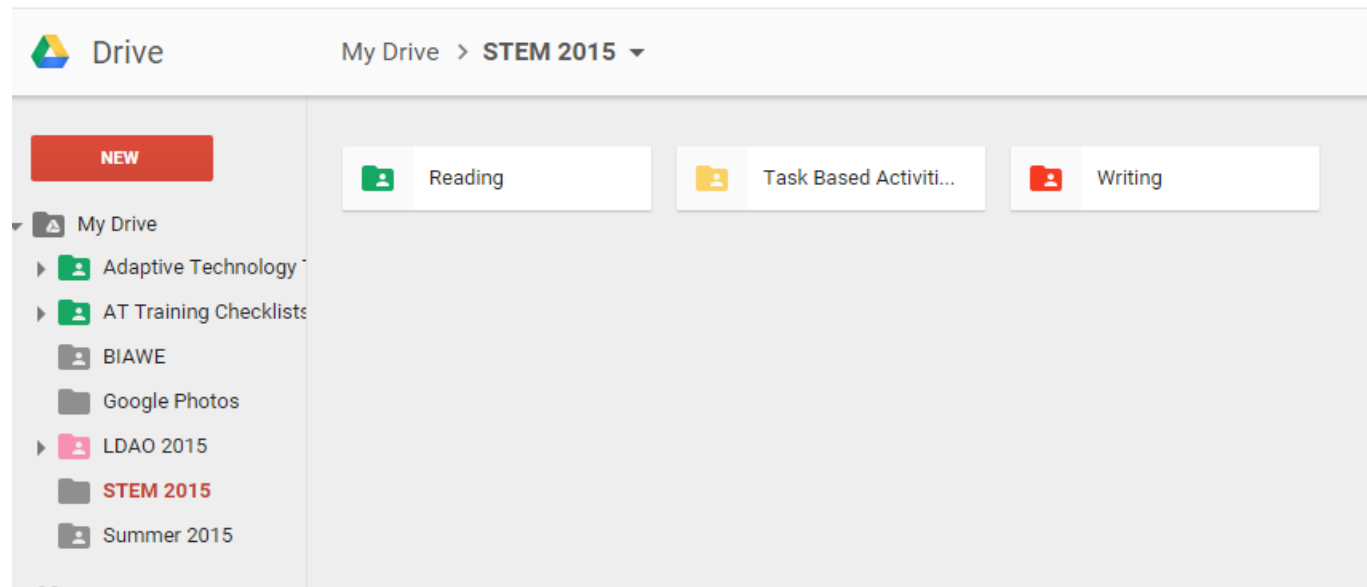
Filter month week day list Q S

	Mon	Tue	Wed	Thu	Fri
28	29	30	1	2	3
	<input checked="" type="checkbox"/> 1PM-Midterm <input checked="" type="checkbox"/> 4PM-Chapters 8-10-Reading Response <input checked="" type="checkbox"/> 6PM-Chapter 10 Worksheet		<input checked="" type="checkbox"/> 2PM-Chapter 5-Reading <input checked="" type="checkbox"/> 2PM-Chapter 5-Prompts	<input checked="" type="checkbox"/> 12PM-ASL-Lunch-Chat	<input checked="" type="checkbox"/> Lab-Report-8 <input checked="" type="checkbox"/> 2PM-Quiz-5
5	6	7	8	9	10
	Flu Shots at UMS <input checked="" type="checkbox"/> 6PM-Chapter 11 Worksheet	<input checked="" type="checkbox"/> 11AM-Project 3-Initial Review <input checked="" type="checkbox"/> 1PM-ASL-Movie-Night		<input checked="" type="checkbox"/> 11AM-Quiz-5 <input checked="" type="checkbox"/> 12PM-ASL-Lunch-Chat	<input checked="" type="checkbox"/> Lab-Report-9 4PM Col
12	13	14	15	16	17
	<input checked="" type="checkbox"/> 6PM-Meeting-for-Capstone Project <input checked="" type="checkbox"/> 6PM-Chapter 12 Worksheet	<input checked="" type="checkbox"/> 6PM-Meeting-for-Capstone Project <input checked="" type="checkbox"/> 6PM-Quiz 3	<input checked="" type="checkbox"/> 2PM-Chapter 6-Reading <input type="checkbox"/> 2PM Chapter 6 Prompts <input type="checkbox"/> 6PM Meeting for Capstone Project	<input type="checkbox"/> 12PM ASL Lunch Chat	<input type="checkbox"/> Lab Report 10 <input type="checkbox"/> 2PM Quiz 6
19	20	21	22	23	24
	<input type="checkbox"/> 6PM Chapter 13 Worksheet			<input type="checkbox"/> 11 AM Project 3 <input type="checkbox"/> 12PM ASL Lunch Chat	<input type="checkbox"/> Lab Report 11 4PM Col
26	27	28	29	30	31
	<input type="checkbox"/> 4PM Chapters 11-14 Reading Response <input type="checkbox"/> 6PM Chapter 14 Worksheet	<input type="checkbox"/> 6PM Quiz 4	<input type="checkbox"/> 2PM Chapter 7 Reading <input type="checkbox"/> 2PM Chapter 7 Prompts	<input type="checkbox"/> 11 AM Exam 3 <input type="checkbox"/> 12PM ASL Lunch Chat	<input type="checkbox"/> Lab Report 12 <input type="checkbox"/> 2PM Quiz 7 <input type="checkbox"/> 2PM Writing Assignment 3



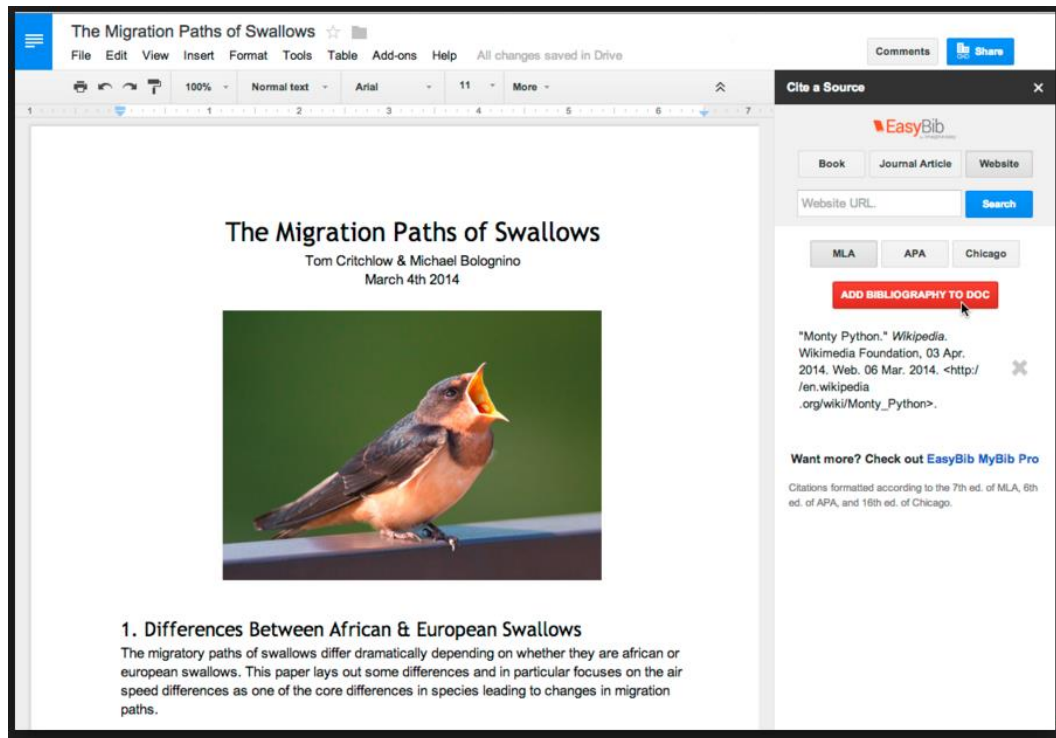
Using GAFE with Learners

- Organize files and activities in Google Drive.



Using GAFE with Learners

- Conduct on-line research and write a paragraph in google docs based on the research performed.



The screenshot shows a Google Docs interface. The document title is "The Migration Paths of Swallows" by Tom Critchlow & Michael Bolognino, dated March 4th 2014. Below the title is a photograph of a swallow bird. The document content begins with the heading "1. Differences Between African & European Swallows" and a paragraph of text. An EasyBib "Cite a Source" sidebar is open on the right, showing options for "Book", "Journal Article", and "Website". The "Website" option is selected, and a search box contains the URL "http://en.wikipedia.org/wiki/Monty_Python". A red button labeled "ADD BIBLIOGRAPHY TO DOC" is visible. Below the search box, a citation preview is shown: "Monty Python." Wikipedia. Wikimedia Foundation, 03 Apr. 2014. Web. 06 Mar. 2014. <http://en.wikipedia.org/wiki/Monty_Python>.



Using GAFE with Learners

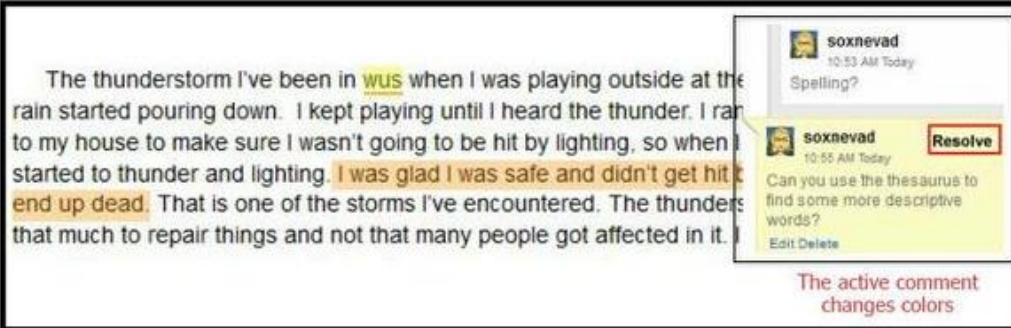
- Use Google Sheets to create a list of vocabulary words.

	A	B
1	Vocabulary Word	Definition
2	fruit	the portion of a seed plant which protects and contains the seeds and is often able to be eaten by humans and other animals
3	flower	part of a plant which produces the seed, blossom
4	stem	part of the plant that supports the leaves and flowers
5	root	part of the plant that holds the plant in place, absorbs water and minerals from the soil, and can store food
6	leaf	part of the plant that absorbs energy from the Sun and produces all of the plant's own food
7	seed	the part of a plant from which a young plant grows, containing a young plant, stored food, and a covering



Using GAFE with Learners

- Collaboratively edit learner work and provide instantaneous feedback.



The thunderstorm I've been in **wus** when I was playing outside at the rain started pouring down. I kept playing until I heard the thunder. I ran to my house to make sure I wasn't going to be hit by lighting, so when I started to thunder and lighting. **I was glad I was safe and didn't get hit and end up dead.** That is one of the storms I've encountered. The thunders that much to repair things and not that many people got affected in it.

soxnevad
10:53 AM Today
Spelling?

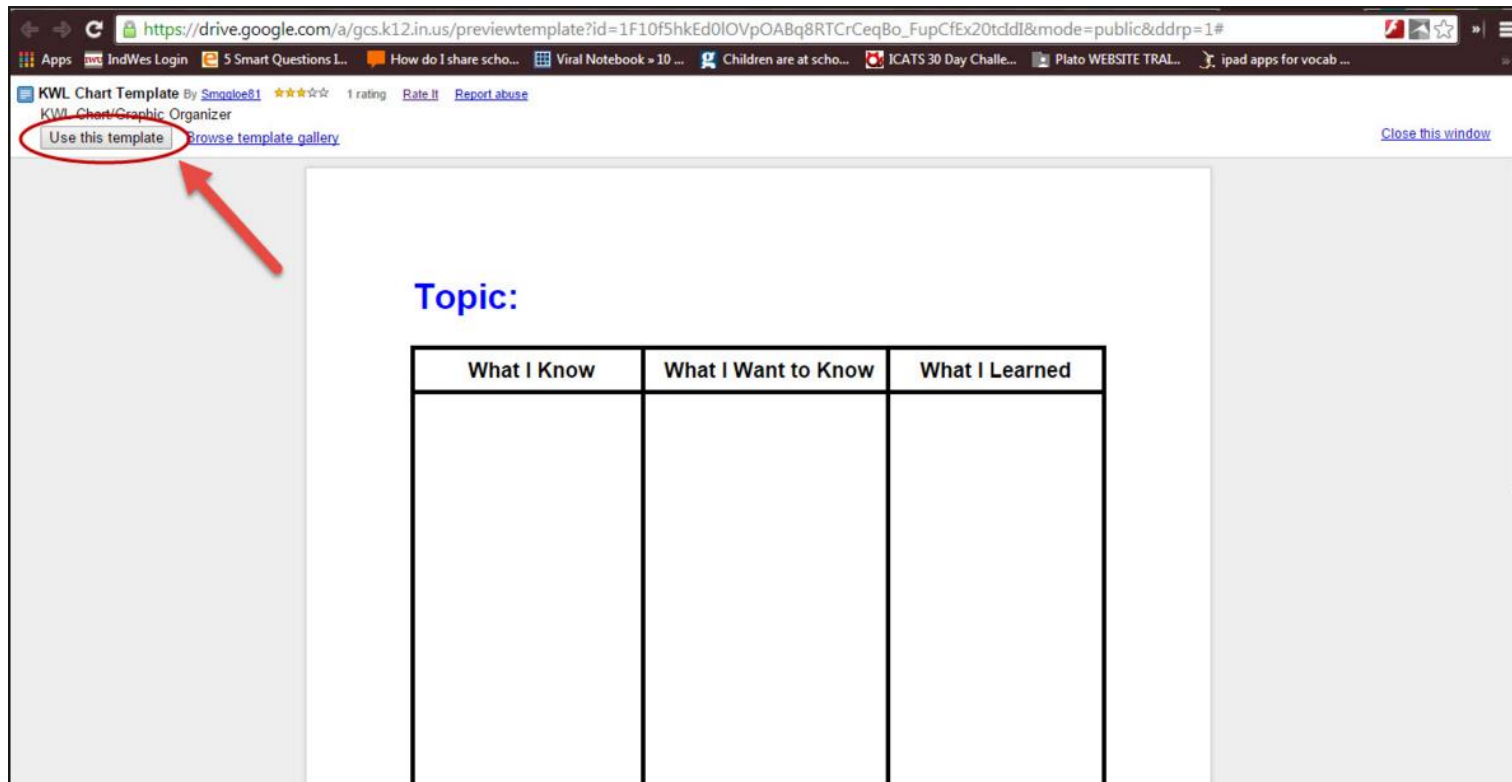
soxnevad **Resolve**
10:55 AM Today
Can you use the thesaurus to find some more descriptive words?
Edit Delete

The active comment changes colors.



Using GAFE with Learners

- Sharing outlines and templates.



The screenshot shows a Google Drive interface with a template preview. The browser address bar shows the URL: https://drive.google.com/a/gcs.k12.in.us/previewtemplate?id=1F10f5hkEd0IOVpOABq8RTCrcEqBo_FupCfEx20tcdI&mode=public&ddrp=1#. The document title is "KWL Chart Template By Smglobe81" with a 1-star rating. Below the title, there are two buttons: "Use this template" (circled in red with a red arrow pointing to it) and "Browse template gallery". The main content area displays a "Topic:" label above a table with three columns: "What I Know", "What I Want to Know", and "What I Learned".

What I Know	What I Want to Know	What I Learned



Using GAFE with Learners

- Collaborative brainstorming and writing amongst learners.

The screenshot shows a Google Docs interface. The document text includes:

st edit was made on August 26, 2015 by anonymous

This is the future for our students.
Hello, how are you?
I'm great thanks!

We are learning to use the google documents.

This is all so fascinating. I can now keep up with my own kids!
very impressive thanks
anks testing

I'm learning so much!

<https://productforums.google.com/forum/#topic/docs/IpUpTibKFB>

- Can't password protect→ Set doc to private or only share with who you want
- \
-

The comment thread on the right includes:

- Michele Tibshirani** 11:00 AM Aug 26 · Re-open ✓
Selected text:
kids
I see how this works now
Reply
- Alison Andrew** Marked as resolved
11:02 AM Aug 26
Adding a comment will re-open this
- Dan Kipfer** 11:01 AM Aug 26 · Re-open ✓
Selected text:
This is all so fascinating. I can now keep up with
Im testing out a comment.
Reply
- franka machacek** wonderful
11:01 AM Aug 26
- Alison Andrew** Marked as resolved
11:01 AM Aug 26

At the bottom, a comment from **Mary-Ann Fuduric** (11:05 AM Aug 26) is partially visible: "why would you want to add that?"



Using GAFE with Learners

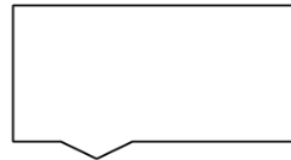
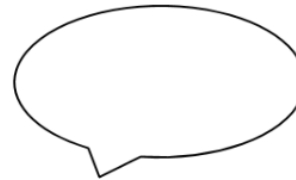
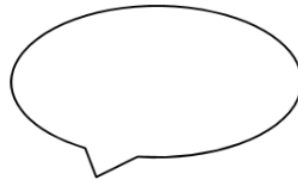
- Use google docs for reading response.

Book Title _____

Interview a Character

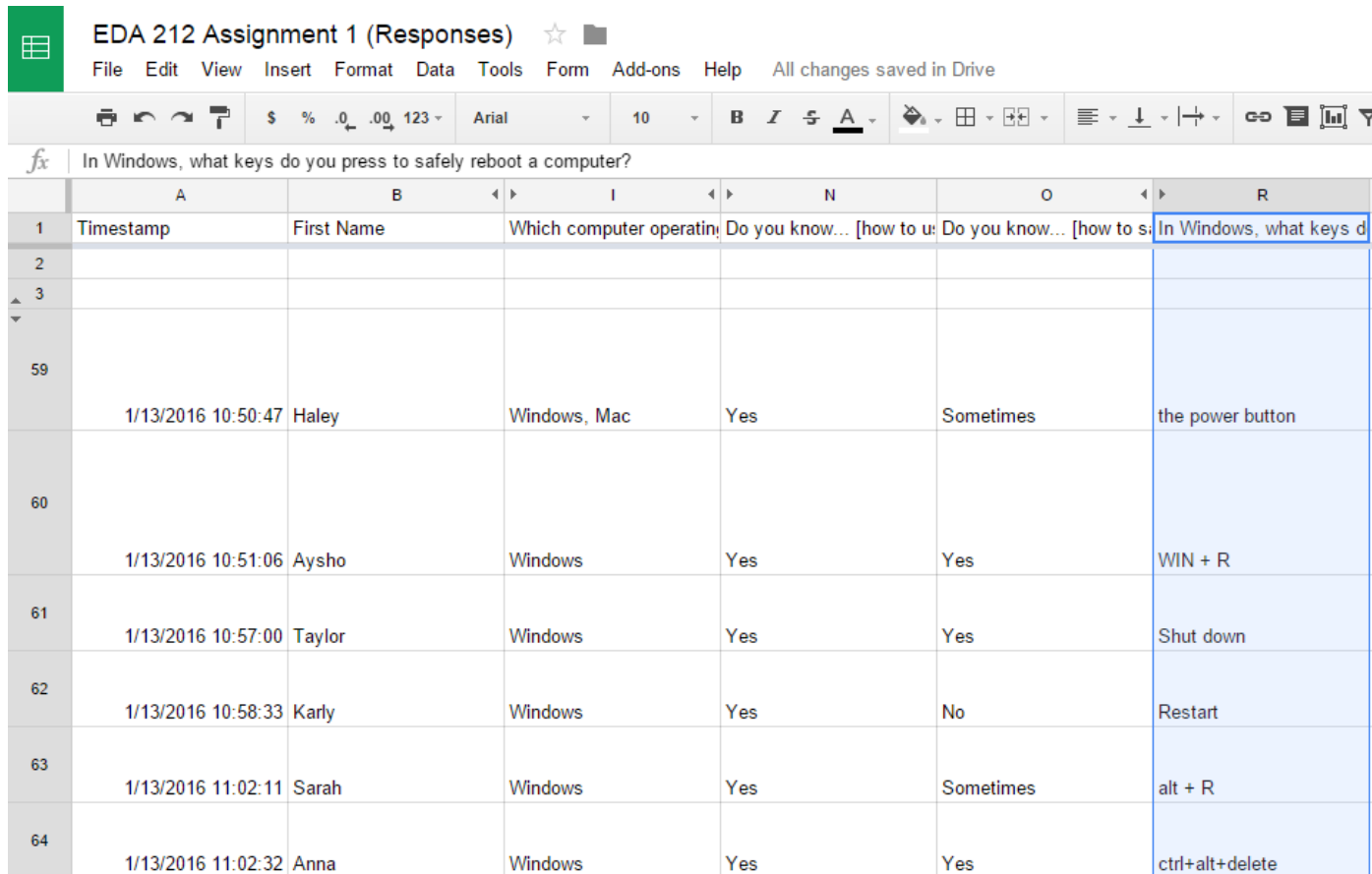


Choose a character from the book you are reading to interview. In the speech balloons on the left, write questions for that character. In the speech balloons on the right, write what you think the character might answer. You might ask why the character acted in a certain way or how the character felt at different times in the story.



Using GAFE with Learners

- Use google forms to assess for learning.



The image shows a Google Forms spreadsheet titled "EDA 212 Assignment 1 (Responses)". The spreadsheet contains a table with 7 columns and 65 rows. The columns are labeled A through R. The data in the table is as follows:

	A	B	I	N	O	R
1	Timestamp	First Name	Which computer operating system do you use?	Do you know... [how to safely reboot a computer?]	Do you know... [how to safely reboot a computer?]	In Windows, what keys do you press to safely reboot a computer?
2						
3						
59						
	1/13/2016 10:50:47	Haley	Windows, Mac	Yes	Sometimes	the power button
60						
	1/13/2016 10:51:06	Aysho	Windows	Yes	Yes	WIN + R
61						
	1/13/2016 10:57:00	Taylor	Windows	Yes	Yes	Shut down
62						
	1/13/2016 10:58:33	Karly	Windows	Yes	No	Restart
63						
	1/13/2016 11:02:11	Sarah	Windows	Yes	Sometimes	alt + R
64						
	1/13/2016 11:02:32	Anna	Windows	Yes	Yes	ctrl+alt+delete



Benefits for Literacy Providers

- Instructors can easily create documents and lesson plans from home, save them to the cloud, and then access them from the classroom when needed.
- Sharing features allows group access to the same documents.
- Google Docs has a distinctive feature that allows teachers to monitor each learner's development and improvements.



A QUICK DISCUSSION:

What kind of activities could you add to your lesson plans utilizing these tools?

Post your thoughts in the question box.







Other Tools to Help Learners

- Tools:
 - Word prediction
 - Dictionaries
 - Text to Speech extensions & apps
 - Organizational tools
 - Summarizing tools
- What the Research Shows:
 - Increase in reading speed
 - Increase in attention
 - Increased comprehension
 - Improved writing accuracy



Other Tools to Help Learners

App	Name	Function
	Read & Write	Speech to Text, Text to Speech and Word Prediction capabilities.
	VoiceNote II	Open VoiceNote II and speak into your computer (or microphone) and it will type what you are saying.
	Google Dictionary	Double click on any word while on the Internet, and a definition of the word will appear.
	Mindomo	Create a mind map (or brainstorm) of your ideas.



YOUR FEEDBACK

<http://fluidsurveys.com/s/gafe/>



UPCOMING WEBINARS

Lots of exciting things coming up soon – including webinars with special guest speakers!

<http://alphaplus.ca/en/training/webinarsgroup1/webinars-schedule.html>

