Google Groups Tools Tips for your   iClassroom

Google Groups
Sign-up for a Google Account https://www.google.com/accounts/NewAccount and then access Google Groups:
http://groups.google.com/

Create: Click the [**Create New Group…**] button and fill out the information for your group. Choose an access level that will meet the needs of your lesson. Click **Create my group** and add members by e-mail or skip. Next you'll be at the **Home** page:

Create a group

[1] Set up group [2] Add members

Name your group

Create a group email address
@googlegroups.com

Group web address: http://groups.google.com/group/

Write a group description

Letters remaining: 300

☐ This group may contain content which is only suitable for adults.

Choose an Access level
○ Public - Anyone can read the archives. Anyone can join, but only members can post messages, view the members list, create pages and upload files.
○ Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages, view the members list, create pages and upload files.
○ Restricted - People must be invited to join the group. Only members can post messages, read the archives, view the members list, create pages and upload files. Your group and its archives do not appear in public Google search results or the directory.

Create my group

Home
- Members 1 member view all »
- + invite members
- Digital Teacher (you) Group owner
- Invite or add **members**
- Create some **pages**
- Upload some **files**
- Tune your group's **settings**

Home
Discussions
Members
Pages
Files

About this group
Edit my membership
Group settings
Management tasks
Invite members

Group info
Members: 1 (you)
Activity: Low activity

Manage:
From your Group **Home** page, invite members, create pages, upload files or change the settings.
The right side panel also lets you manage your group.

Communicate: Click on **Discussions** and post content or comments.

Brush with History — Discussions (Topics 1 - 12 of 12): Health, World War II, Woman's Movement, Vietnam War, Terrorism, Presidents, Politics 1970s, Natural Disasters, Korean War

Edit: In Discussion post, click "**Options**" to manage your reply.

Cuban Missile Crisis — Options
1 message - Collapse all
Digital Teacher View profile — May 22, 2:47 pm
From: Digital Teacher <cheryl.davis...@gmail.com>
Date: Tue, 22 May 2007 21:47:15 -0000
Local: Tues, May 22 2007 2:47 pm
Subject: Cuban Missile Crisis
Reply | Reply to author | Forward | Print | Individual message | Show original | Remove | Report this message | Find messages by this author
Post Cuban Missile Crisis Oral Histories as a reply to this post.
Reply Reply to author Forward

Author: Click on **Pages** to create group web pages.

Share: Click on **Files** and then "Upload".

Files
View: List, Grid
+ Upload file | Rename & delete files » 3 files

Filename	Uploaded by	Size	Date uploaded
lbrush.gif	Cheryl Davis	127 Bytes	1:48pm
longbrsh.gif	Cheryl Davis	11.8 KB	2:10pm
longbrsh.jpg	Cheryl Davis	8.9 KB	2:13pm

Your group is currently using 0% of its quota - 25.4 KB of 100.0 MB.

Brush with History — Welcome — BRUSH WITH HISTORY
BRUSHwith History is a student collection of historic encounters gathered from "ordinary" people who experienced a historic event. This is a high school oral history project.
THE HISTORY
In December 1989 American Heritage Magazine began a unique series of articles called "My Brush with History." The magazine asked its readers to recall a moment in their lives when they were touched by events or forces that became a part of our historic record...

Google Docs & Speadsheets Interface

**1.** Set up Docs & Spreadsheets for your class by signing up for a Google Account.
https://www.google.com/accounts/NewAccount

Access Google Docs & Spreadsheets:
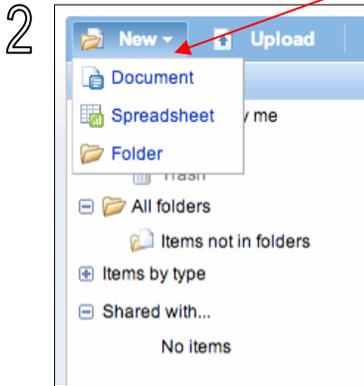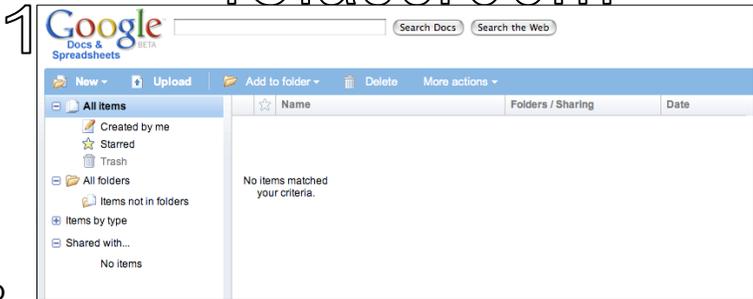http://docs.google.com/ and start to organize by creating folders.

2. Click on "New" (located on the left in the top blue bar) and then choose Folder. **3.** In the right frame, name the folder and it will appear in the left menu bar under "All folders". From the "New" menu you can also choose to create a new Document or New Spreadsheet.
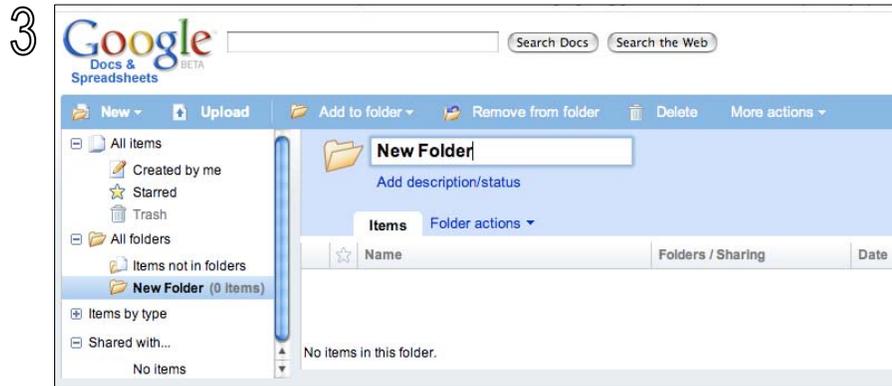
4. Edit the folder's description, rename the folder or delete the folder by clicking the folder once and choosing "Folder Actions" in the right frame. **5.** Add a Doc or Spreadsheet to the folder by checking the box next to the document and then choosing the folder from the "Add to folder" drop down menu OR drag the document into the folder in the left frame.
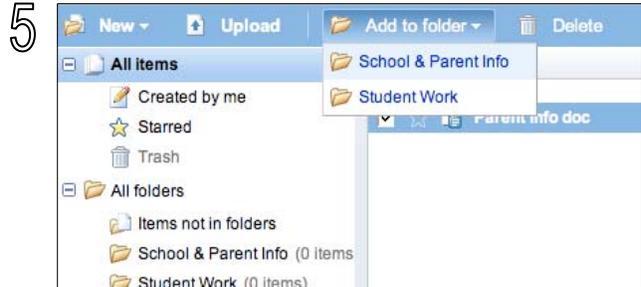
6. In the Docs & Spreadsheet interface, users can star (by clicking the star) a file. User can also see the list of users they are sharing with ("Shared with…" in the left menu). 7. Search for a specific Doc or Spreadsheet using the Search Docs button above the blue bar.

Cheryl Davis -Acalanes Union High School District
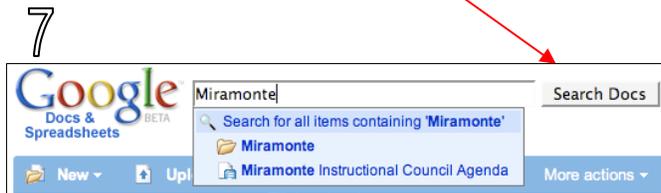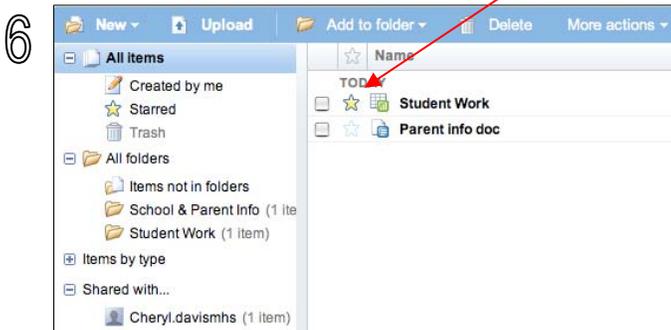
Google Docs

Sign-up for a Google Account https://www.google.com/accounts/NewAccount and then access Google Docs & Spreadsheets: http://docs.google.com/

Create: Click **New Document** and you have your first blank Google Doc. If you have a Word doc you want to import, click **Upload** instead.

o each of the text editing icons to see what they do. Docs will auto-save or you can save and close. Revisit the next time you want to edit.

Start Typing explore (roll mouse over)

to access additional editing and importing tools.

Click the INSERT tab

Share

Click the **SHARE tab** to invite collaborators (they can edit) or (they can see) to your doc. Type their e-mail addresses into choose the appropriate radio button, then click "Invite They'll receive an e-mail giving them a link to your

viewers the box and Viewers". document.

When collaborators change the document, you can revisions by clicking the **REVISIONS tab**.

see the

Clicking the **PUBLISH tab** will make your document viewing on the web by anyone. You'll get a URL once "Publish". You can also choose to "unpublish" a document.
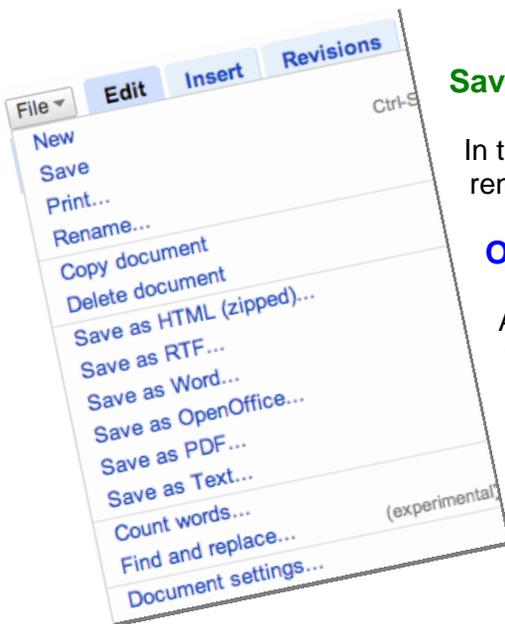
available for you choose published

Save & Edit

In the File menu you'll find many more editing features. You can Print, Save as, rename and much more from this menu.

Organize

At the top of your Google Docs & Spreadsheets screen you can click **Docs Home** to see a list of all your Docs & Spreadsheets or click **Help** for more information

Google Spreadsheets

Sign-up for a Google Account https://www.google.com/accounts/NewAccount and then access Google Docs & Spreadsheets: http://docs.google.com/

Create: Click **New Spreadsheet** and you have your first blank Google Spreadsheet. If you have a Excel doc you want to import, click **Upload** instead.
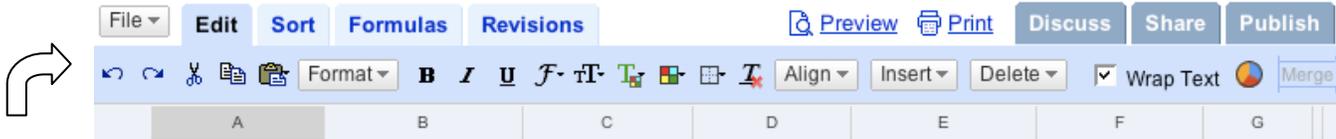
While in the **EDIT** tab, start adding data to the cells or explore (roll mouse over) each of the text editing icons to see what they do. Click the **SORT** tab to sort cell data. **ALIGN**, **INSERT** or **DELETE** cells with the drop down menus on the editing bar. Spreadsheets will auto-save or you can save and close. Revisit the next time you want to edit.

In the **FORMULAS** tab set calculations in a cell or use or search feature to populate cells by clicking on the on the far right of the editing bar:

the look-up more link

Sum   Count   Average   Min   Max   Product   more»

=GoogleLookup("United States"; "aids")

Graph
Select cells and choose the **CHART** icon (far right on the create a graphic display of data. These charts can be images by clicking on the Chart menu and choosing Image". The Chart will be downloaded to the computer included in other media.

edit bar) to saved as "Save so it can be

Share
Click the **SHARE** tab to invite collaborators (they can viewers (they can see) to your doc. Type their e-mail into the box and choose the appropriate radio button, "Invite Viewers". They'll receive an e-mail giving them document. When collaborators change a you can see the revisions by clicking the **REVISIONS**

edit) or addresses then click a link to your spreadsheet, tab.

Clicking the **PUBLISH** tab will make your document available for viewing on the web by anyone. You'll get a URL once you choose Publish. You can also choose to "unpublish" a published document. The **DISCUSS** tab will give you the ability to "chat online".

Save: In the File menu you'll find many more editing features. You can Print, Save as, rename and much more from this menu.

Organize
At the top of your Google Docs & Spreadsheets screen you can click **Docs Home** to see a list of all your Docs & Spreadsheets or click **Help** for more information.