Google Apps for Education in Online Classes

Clemson University

Laurie H. Sherrod

Tinyurl.com/laurietraining

Okay our agenda is we’re going to talk about some uses for Google apps for education with online classes. We’ll talk about some of the advantages of getting Google apps. We’ll talk about getting an account for Clemson users. The in’s and outs of logging in and a brief look at each app and then an overview. Now let me just mention that there is no way for me to cover all of Google apps in one hour so let me just give you a brief look at all of these topics. First of all lets talk about some ways you may use Google apps for education with online classes. One of the most powerful ways to use Google apps is its ability to share documents. If you wanted you could set up a folder in your Google documents, even though now its called your Google drive, and drag files in their and share that folder with your class. So, every time you want to submit a doc for your class to look at you can put it in that folder. You could do that with a file on your desktop as well and wa-la, your class has access to them. Additionally you could have your students share their documents with you and you could have another folder that you share with them. Another really powerful use for Google apps is for collaboration. If you’ve got a document you want to share, you want a group in your class to each be able to each add to or edit the info in that document it’s a wonderful tool. You could have multiple users edit that document simultaneously. You could see who’s done what by some color-coding on the side. If one person messes it up you can undo so it’s very nice. So again it makes a wonderful group project method whether using documents or sites or blogs or calendars there’s lots of different ways to use it for group projects. It does offer a serving or testing application. It’s not as good as blackboard but it’s very, very nice. It’s especially powerful for surveys but I’ll show you how to use it for tests as well. It’s easy to create webpage projects. It makes for a wonderful way for your students to put all their work together in a format that they could use outside of your class as well. And finally, Google + Hangouts is relatively new here at Clemson but its similar to Adobe Connect. It gives you a way that you could share your screen, your web cam, your microphone and documents with a group of other people here at Clemson. Another one of the advantages of using Google docs is more storage. Sharing is a lot easier if you’re using the clemson Google because it’s easier to find people. Their email is always just their username @g.clemson.edu. Integration of apps is another advantage. They work very nicely together. If you’re using Google mail, you could invite someone to an event and that even automatically goes in your Google calendar. If you’re using Google Documents you can embed those documents in your site. They just integrate beautifully together. The interface works similarly between the apps too. If you learn how to share in one app, then you know how to share in all the apps. So there is a lot of commonality between the apps. It’s available online all the time from anywhere. And finally there are some fantastic Mobil apps. I am using all parts of this on my android phone and my Ipad. Now, here at Clemson if you want a Clemson Google account, even if you’re already using a public Google account, I strongly recommend you go ahead and grab that clemson Google account too. To get to it you’ll just go to [www.clemson.edu/emailforwarding](http://www.clemson.edu/emailforwarding). There’s a little box right here and that say’s, “use Google apps”. If yours is unchecked, you put a check mark there and it gives you an account. All students get one when they come, but a lot of faculty and staff didn’t get one automatically but this is how you get it and its super simple. Just be sure not to uncheck the other things. Once you have got the account it will give you a temporary password. Then you’ll go to www.g.clemson.edu and you’ll put in your clemson username and the temporary password they gave you and you’ll sign in. The first time you log in its going to ask you to identify some funny letters and if you can’t identify those letters it will give you some easier letters. You just kind of have to grin and bear through that part. Once you get in you’re going to see your name in the upper right hand corner of the screen. If you click on the little arrow at the end of your corner of your name you click on the word, “account” and then “security” and you can change your password from the one they gave you to one that will be easier for you to remember. If you are use to going to a public Google account, lets say you close your browser and you see a sign in page, don’t put your clemson account in, you’ll always have to look for the green login screen that is at the URL g.clemson.edu. Now as far as browsers, you need to play with it. Some browsers work better than others but generally Google Chrome will work the best with Google applications. If you’re going in there and every time you go to google.com you’re seeing a public Google account and you’re trying to log into Google apps and its giving you problems. All you need to do is go to Google.com and sign out and then go to g.clemson.edu just to keep them separate. Another good idea is to have two different browsers. One for your Google and one for your public, just to keep them separate. All right, once you get into public or clemson Google you’re going to see a black bar at the top of your screen. Those are all the applications. Some of these are just public applications that would make no sense to be a part of our clemson apps but some of these are particular to clemson. I do want to point out that there is a “more” and then you’re going to see “even more” but most of them that you would need be under more and you’ll probably never need to go to “even more”. Okay we are now going to talk about all the individual apps that are set up to clemson. The first one is Gmail. For students this is their primary email, for faculty staff and we use outlook. I’ve found that I use this mail for personal reasons or for when I’m filling out the information for a junk mail where I don’t care to see the emails from them. One of the cool things you can do in here, if you wanted to invite your students to come to something, like a test or a class, if you’re using this for your class, you can send out an invitation and it will go in your calendars. Another cool thing in Gmail that is pretty interesting is a thing called labs. It is actually available across all of Google apps, where they’re trying experimental features and let you try them too. So there are hundreds of these things that you can install on your Google mail and some of them are pretty interesting. I’ll tell you one I always add is “inserting images”, by default with Google mail if you want to stick a picture inside the mail it will only show as an attachment but I tell you what, if you add that lab it will show up actually in the email. Another one is all the smiley faces and stuff. Contacts you can import or export from Gmail, to or from outlook. I did this, I imported outlook contacts to Gmail and I also exported Gmail contacts to outlook. You can create contact groups. “Groups” is currently one of the apps currently not turned on for Clemson. They are working on it I’m told. They were worried that people would create a group that conflicted with an email address or a user ID. So you know, maybe some class would create their group named “Laurie” which is my email address so that could be a problem. Google Phone is a really cool application and I’m hoping its still working. I know things are always changing. You do have to install this separately though by going to a regular google.com browser and searching for Google Phone, but once you install this it gives you the ability to call phones. And finally Google chat if you have need for a chat. Here’s a picture of my Google Phone and chat. If there was someone I wanted to chat with I could look under my Chat for the person I wanted to chat with. But with Google Phone, if I press the Cell Phone button with the green phone icon, I can dial someone’s number and his or her actual phone will ring. If I have a microphone and speakers I can actually talk to them. I use this all the time at home when I’ve lost my cell phone. And occasionally I’ll call my husband using this when my phone’s lost and say, “Hey, come home my phones lost”. Its free for right now, it does say something for zero dollars up there but I’ve been using that for two years now and haven’t’ been charged for it. It is free unless calling internationally. The next app I’d like to mention with you is Calendar. If you’re using Outlook Calendar, you probably want to keep that for personal purposes but this application allows you to have multiple different calendars. If you decide you want to use this with your students you could have a different calendar for a different class, a calendar for different tests and you can see them simultaneously if you’d like. You can import or export your calendars into outlook. You can share with as many users as you’d like. And finally if you maybe put a class calendar in there and you want to use a Google site to deliver materials to your class you can embed that calendar into your Google site so that they can see that calendar directly from your site. I did put a little link up on syncing between outlook and Google. I have not done that I have actually grabbed it and stuck it in there but I do not have a live sync. I usually do that in the summer when I’m doing a lot of work with a bunch of other users. Here is a picture of a calendar and you can see that I have two calendars showing at the same time.

 The next half is also relatively new here at Clemson. It is Picasa Web Albums. There has been a Picasa Web Albums for a long time. It was purchased by Google a few years ago but they have recently enabled it here at Clemson and the way that you get to it is a little strange but my recommendation is log in to your Clemson email account, open up another tab and go to picasaweb.google.com. There is a photos app that you can go into but that takes you into the wrong area in some cases depending on what you’ve got installed. Once you do that you can create folders of photos, you can upload photos into those folders, you can share those folders or you can make a slide show of those photos. There is a desktop application called Picasa. I do not like it and I do not recommend it. It basically takes over your photos just like iPhoto if you’re a mac user. So I definitely do not install that. There is a photo editor that is a part of Picasa web that’s pretty good. Yesterday we went on a wonderful tour of the Clemson athletic department and I was able to crop and edit and do all sorts of fun little things, it’s a pretty nice editor. Here is a picture of my Picasa web albums. Once you upload photos it asks you name the folder. The ones that have a little world beside them are the ones I’ve shared and made them public and the ones with the lock are private. Right now there is 5 gigs of personal storage space for Google documents and Picasa web all joined together. Another thing that’s a little confusing is that they say 25 gigs storage, but that includes your mail, your sites, your everything. And I will be shocked if they won’t increase that at some point. So here we go, drive. Drive use to be called Google documents. It is a part of their update and once you do that you’ll have 5 gigs of data. And only non-Google data will be included in those 5 gigs. You can upload word, excel or PowerPoint and convert it to a Google document or upload any other type of file and leave it in its original format but if you convert it, it gives you the ability to share it with other users where they can collaborate on it and edit it or embed it. If you do not convert it then it just stays as a backup file for you and others can only view it, they can’t edit it. You can also create word, spreadsheet, presentation form or drawing files where you can create your own files, if you don’t have office. They have tons of templates including Clemson templates so if you have a document you want your class to use you can create a template and tell them to grab this template. Most templates out there are templates I’ve created and shared with big groups here at clemson. Don’t make a template that is just for you. You can organize your files in folders. You can embed any document that is a Google document into a site. And additionally there is a thing that says do you want to install drive onto your computer and that means make a folder on your computer where you can see all your Google documents, you can drag files in and out of that folder without having to be on the web. That is also available in Mobil apps. It goes in My Documents on Windows XP. It’s a lot like drop box. This however gives you the ability to edit, collaborate, and embed in a site. In general you’re going to see the quality in a teeny bit lower because it’s going to optimize it. You have two choices, can leave it in Microsoft and it will count against your space or you can convert it to Google format and it will not count against your gigs. Okay here is what Google Drive looks like if you do the install. This is an example of a PowerPoint that I did not convert. Here is an example of a PowerPoint that I did convert so it doesn’t count for space. Now Forms is really a part of Google documents but I like to count it as a separate one because I think it is the most powerful tool that I’ve seen that’s kind of different from what you’re going to see other places. It’s a method you can use to create surveys, tests, or any other form of user input. So if you’re creating a website and you want people to contact you, or if you’re in class, I can even see this as substitute for clickers. You can say, okay open this form and answer these questions. Like for instance you’re in distant ED and you don’t have clickers, this could be a solution to that. You can ask questions of multiple choice, text, paragraph text, checkboxes, choose from a list, scale, or grid. You can distribute this form by email. You can make a link and tell everyone where the link is. You can put it on a site. You can even put it in your blackboard course. However you want it, it is just a web page to go to. Once they go to the web page, the answer shows up in a web page in your Google docs. Audience member begins to speak, “The problem is that the students have to have the Google accounts and in order to log in, and so if they’re logged into blackboard and you’re linked to blackboard then they have to log in again through their Google account to access the form so it causes confusion.” There are some pretty cool things you can do with forms, one is that you can have branching. So you ask a question and depending on how they answer that, they’ll be sent to a different section of the test. Another is if you’re using it as a test you can actually have it graded. I have an example form. You can use pretty templates and once they submit it their answers show up in a little spreadsheet and you can see exactly how they answered it. If it’s a test you can use a cool script called Flubaroo, which if you specify the right answers, it will grade the tests, and email the students their results. There are all kinds of form and spreadsheet scripts available. If you Google Flubaroo, the creator has set up a beautiful website that tells you all about it. All right, so the next topic I’m going to talk about are sites. Google Sites is the website tool. Our undergraduate students are required to as a website as part of their electronic portfolio graduation requirement. So a lot of undergraduate students are going out there and creating their own site so we do offer some classes where I will visit and help or people from E-portfolio will help students get started. So once they have one site out there, they are allowed to have multiple sites out there. They can add just one section to their site for your class or they can come up with an entire site dedicated to your class. They can add pages, text, images, documents, navigations, videos, links, colors, fonts, code, and themes; there are a ton of things they can add. Its menu driven and does not require technical background. A lot of people are using this right now. Another use is for you to maybe use this for your class. We do have our clemson sites organized by category to help us find them. Basically that’s by department. Another use might be for presenting materials for your class. Maybe you want to drag files into a folder and have a class web site where your syllabus and assignments are located. Some people are using sites to deliver content to their students. Here’s a picture of a site idea. You’ll see I have navigation across the top with drop down menus with many choices. Google Plus is the social networking piece of Google. It’s the Google equivalent of Facebook. I don’t particularly recommend you use it as a tool for your classes. Except it has one really awesome addition and that is called, Hangout. In order to create a hang out and use it with a group of students you need them to create Google Plus accounts. If you go to the site and click +You, they can create an account and then click on the Circles button and you can maybe put them all in a class circle. Then with Hangout you can share files, screens, documents, microphones, cameras, or even have them share with each other for a group project and all be able to get together. They can look at a file together and edit that file with one another. Additionally, you can record your hangout and have it directly saved to YouTube. YouTube is tied in with Google now, and if you have a public Google account, you can go out to YouTube and log in using your public Google credentials and share your credentials now but Clemson is not allowing YouTube accounts right now. I’m hoping that will happen pretty soon. But what I do if I want to record a hangout is I log in with my public Google account and friend Clemson users and then I record it. By the way you may have heard of this, but you can only have ten users that share their web cam and mic, but unlimited users can watch the hangout without interacting.

 Blogger. This is also very new here at Clemson. It’s an old tool. I’ve had blog spots for years and years but they recently enabled this at Clemson. If you under your “more” in your apps you’ll see blogger as one of your tools. Unlike other parts where you get a strange long URL, it lets you create your own URL. I made my own devoted to new things happened at Clemson. You could have your students record a blog and send you the URL or you could even tell them what to use as the URL so you’d know where to find it or you could make one for them to read. One of the other Google Apps is “Reader”. It is Clemson enabled. Groups is available at almost every other school and our school is the only one that’s not enabled it yet but for right now your contacts allows groups and its almost the same thing. “Maps” is integrated with the Clemson Apps. Translate is an app but its almost embedded in other apps. If you had a word document open and did right click, “translate” this would open up a new document and you specify what language you want and there it is. I recently reconnected with some friends in Italy and we were looking at recipes. She would send me a recipe in Italian and I would say, “translate to English” or I’d create my recipe in English and say, “translate in Italian”. And then YouTube is considered a Google app but not yet tied into Clemson yet. I’ve found one of the most awesome Google sites I’ve ever seen about using Google Apps on Ipads. All right, I mentioned earlier that Google sharing settings are the same across all Google Apps. The default is always private. The opposite end of that is public, and since all mine are training materials I usually always make mine public but you do have some other possibilities in-between the two. You can make it for only Clemson users but then they will have to have a Clemson Google account because it does require you to log in to see the resource. You can also share or allow other people to edit things. All of those are similar across all of the apps. By the way there are folders in Google Drive and if you specify that a folder is private, and then you add more files to it, they will have the same setting as the folder. As a Google Apps overview, it is free to students forever! And they are saying that once you graduate, you get to keep this, you don’t have to give it back. I think that’s wonderful and I hope its really true. It’s a powerful way to create, share, store emails, calendars, documents, forms, photos, and sites. Google Drive allows you to store files on folders on local drives. By the way you can store Google Drives on multiple devices and see the same files, it syncs it. It’s constantly changing and its configurable with your own scripts or public scripts. We do offer multiple classes on our clemson.edu/clereg page; you’ll see that we offer a lot of classes. An example is that we’ve had students embed their documents in Drive and embed in Sites. Students can create a folder and share with their professor and drop files in there. Students create a folder and share with teammates, and everyone can edit anything in there. Students are required to create a blog.

Here are some resources:

 [www.clemson.edu/~lauries](http://www.clemson.edu/~lauries)

 tinyurl.com/laurietraining

 clemsongoogleapps.blogspot.com

A very nice way to share documents is to embed your documents here on your site (tinyurl.com/laurietraining) You don’t have to have Power Point to see it, even though the slides will display in a slide show style. So, it’s a real simple way for your students to see your slides. If I actually just click on Google apps I could get to that page as well. I have other links as well but you can see that I’m just now getting started on this stuff. But it’s a real nice way to deliver or have your students develop content with you. Or I can go to My Computer on my desktop and see that there is my Google Drive where I can drag and drop files. I would encourage you to play with all of these things and feel free to contact me at Laurie@clemson.edu if you have any specific questions or if you would like help with any of your students.