



Google Docs & Forms

Facilitated by

Liza Zandonella & Tiffany Cotroneo

Newtown High School

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Creating, Uploading and Sharing Documents

To open Google Docs, select **Drive** on the menu bar of your Google Mail browser. To create a new Google Doc, click **Create** then select the type of doc you'd like to work on i.e.: **Folder, Document, Presentation, Spreadsheet, Form, Drawing**, etc. To **upload** different types of files and folders to your Drive, Click the **Upload** button, choose **Files** or **Folder**, then select the file you'd like added.

The screenshot shows the Google Drive interface. At the top is a menu bar with options: +Liza, Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, and More. Below the menu bar is a search bar with a search icon and a dropdown arrow. A callout box points to the search bar with the text: "To search for a file, just type its name in the search box, then hit the search button. You can click the down arrow on the search bar to refine your search." Below the search bar is a list of files with columns for checkboxes, stars, icons, titles, and sharing status. The files listed include "Standards Crosswalk - English", "Sunshine gifts 2012-2013", "LMC Schedule", "LMC Sign In Sheet 12-13", "Directions to Create Google Site", "TKM Website URL (Responses)", "Canine Advocates donations.docx", and "Sunshine 2012-13".

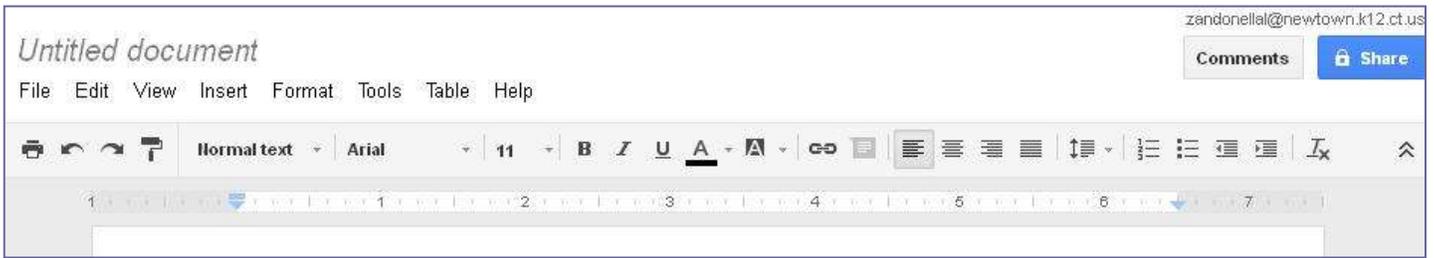
The screenshot below (the right side of My Drive – not shown in the view above) indicates that the items have been sorted by date **Last modified**. I can also choose to sort by **Title**, and **Last edited by me** (also by date). **Notifications** will appear in red, with a number indicating how many I have

The screenshot shows the Google Drive interface with the sort dropdown menu open. The menu options are: Last edited by me, Last modified (checked), Last opened by me, Title, and Quota used. The files listed below the menu are sorted by date last modified, with the first two files having red notification icons. The first file is "Standards Crosswalk - English" with a notification of 1, and the second is "Sunshine gifts 2012-2013" with a notification of 1. The third file is "LMC Schedule" with a notification of 1. The fourth file is "LMC Sign In Sheet 12-13" with a notification of 1. The fifth file is "Directions to Create Google Site" with a notification of 1. The sixth file is "TKM Website URL (Responses)" with a notification of 1. The seventh file is "Canine Advocates donations.docx" with a notification of 1. The eighth file is "Sunshine 2012-13" with a notification of 1.

received since the last time I logged on. I can easily share any items in My Drive on **Google+** by clicking on **Share**. To log off, just click the pull down arrow to the right of my ID picture.

Documents looks and functions much like other word processing programs. When opened, it creates a new document entitled **Untitled**, but you can easily rename it by clicking **File** and

Rename, or by clicking on, and typing over "Untitled document." Notice that Save is not an option under file, as Google Docs automatically saves within seconds after any edits are made to the document.



As Google Docs is Web-based, anyone with the URL (web address) of your Google Doc may **view** it if you've made the site public on the web (see below). One of Google Docs major strengths is in its potential for collaboration. You can **Share** access to your Google Docs with others, enabling them to not only view your document, but also add **Comments**, **Edit**, and **Share** the document with others.

Unless you choose otherwise, you will be the only one with access to your document. If you would like to share access, click on **Share** in the upper right hand corner as shown in the image above, (or click **File** and select **Share**), then click on **Change...**



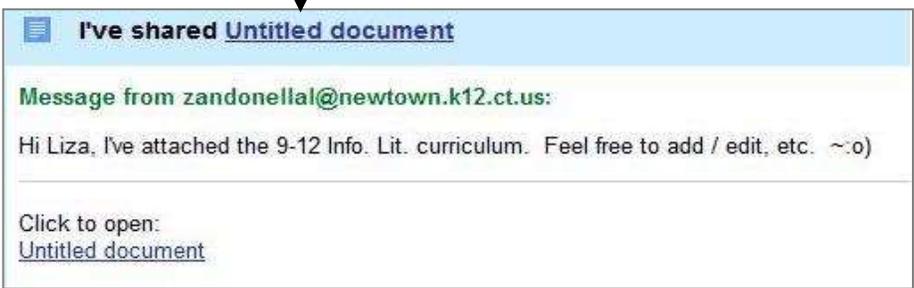
The **Share settings** window to the right offers a number of **Visibility options** from which to choose depending on your needs. As Google Docs are accessible via the web it's important to select visibility options with care.

In the screen shot to the right, I've selected **Private** this means that only people that I grant access rights to can view it, provided they sign in. To add people to whom I want to grant access, I can choose from contacts in my Gmail account or, as seen below, non-Gmail users (who will need a Google account to edit the Document). To allow others to **comment** on or **edit** your document, click the **Can edit** box.

*If you check **Notify people via email**, as seen in the screenshot to the right, people will be notified that they've been invited to edit, comment, view your document. You can personalize your notification by clicking **Add message**. To access the document, recipients just click on the hyperlinked document title.*

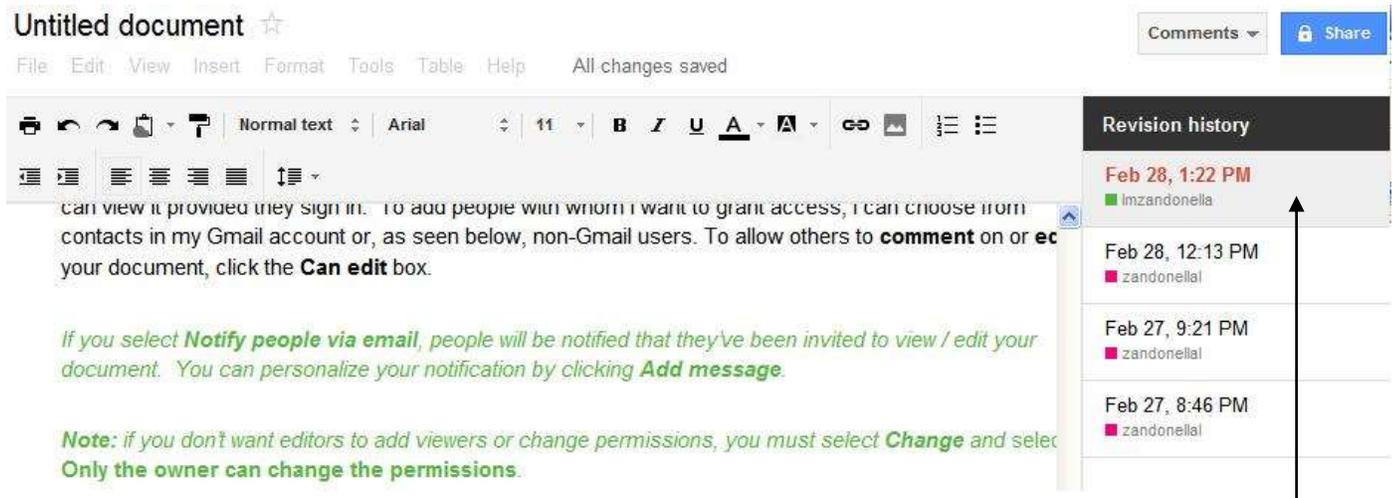


Editors will be allowed to add people and change the permissions.



Note: Editors can add viewers or change permissions. If you do not wish to allow others to do so, restrict their access to **Comment** or **View** only.

Revision History makes it easy to keep track of the edits made by the various collaborators with whom you've shared your document. You can also restore previous versions of your Google Docs. To access the various versions of your documents, click **File** on the menu bar and select **See revision history**. And the most recent version of your document will appear as shown below:



To the right of the document, the revision history appears with the most recent revision at the top. You'll notice that the date and time are included with the collaborator's name, and each collaborator is assigned a different color corresponding to the text color of their edits. If you wish to restore a previous version, click on it, and select **Restore this revision**.

If you would like to contact all of the collaborators of your document you can easily do so in one email by clicking on **File**, and **Email collaborators**. The document title will appear in the subject line and the email addresses of all of the collaborators will automatically be added in the **Recipients** field.

Organizing Your Google Drive

You can easily organize your Google Drive items in folders. To create a folder, click on **Create** and select **Folder**. Your new folder will be named "New Folder." To rename it, just click on it, type in the new name and select **OK**.

When you create a new **Folder**, it will be listed under **My Drive**.

To add an item to a folder, just click and drag it to the chosen folder.

Share
Move to
Remove
More Options

In Title view items appear arranged alphabetically by folders first, then by files numerically then alphabetically.

Sort
Display

The screenshot shows the Google Drive interface with a list of items. Annotations include:

- A box pointing to the 'My Drive' folder in the left sidebar: "When you create a new **Folder**, it will be listed under **My Drive**."
- A box pointing to the 'More Options' menu: "To add an item to a folder, just click and drag it to the chosen folder."
- A box pointing to the 'Share', 'Move to', 'Remove', and 'More Options' icons: "Share, Move to, Remove, More Options"
- A box pointing to the 'Sort' and 'Display' icons: "Sort, Display"
- A box pointing to the list view: "In Title view items appear arranged alphabetically by folders first, then by files numerically then alphabetically."
- Arrows pointing to the 'Forms' folder icon: "Indicates file type"
- Arrows pointing to the 'me' column: "Indicates **who** last modified the document and **when**"

TITLE	OWNER	LAST MODIFIED
Forms	me	Apr 12 me
Forms	me	12:05 pm me
LMC	me	Apr 12 me
Research Units	me	Apr 12 me
To Order	me	Apr 12 me
2011 final rehab directory.pdf Shared	me	10/18/11 me
2012-13 club info for website as of 10-11-12	me	10/11/12 me
4 LMC Passes Per Page.pdf Shared	me	4/24/12 me
Annotated Works Cited Research Assignment CP English I.doc	me	6/3/11 me

Adding & Responding to Comments

To add a comment to a Google Doc, place your cursor where you would like to insert a comment, then click **Insert** on the menu bar, and select **Comment**. A text box will appear with your email address and a space for you to add your comment. After you've added your remarks, click on **Comment** and your comment will be added. When a comment is added, the word to which it is added will be highlighted. To view comments made by others to your document, just click on the highlighted word and the comment will appear.

Author / Publisher *Ask yourself.*

Who is the author of the website?

- What are their **credentials**
- What makes them an **authority** of the topic?
- Is there a "**Contact**" or "About Me" link?
- Can you find more information about them?

Is the site hosted or published by an organization or corporation?

- Do they have an "**About Us**", or "Mission" link or information stating their **purpose**?

Is the site a personal webpage

- Personal web pages are usually indicated

zandonellal 7:04 PM Today
How about adding a column so that students could also use this as a checklist?
Edit Delete

zandonellal 7:08 PM Today
Should Contact and About Me be bold?

Reply to this comment...

You can choose **Resolve**, and/or add a reply to a comment.

You can also click on **Comments** in the upper right hand corner of the screen and select **Show comment stream** to view all comments made to the document. By default, Google Docs will inform you via an email notification when a comment is added to your document. To change the Notification settings, click on **Comments, Notifications**, then select **All, Replies to you**, or **None**.

Creating Forms

Forms are a great way to gather, sort and analyze data. To create a form, click on **Create** and select **Form**. Give your form a title, and then choose from a variety of colorful **Themes** which you can apply to your form. When your form's complete, **Share** it with others, via **Email** or on a website.

Page 1 of 1

Untitled form

Form Description

Question Title: Untitled Question

Help Text:

Question Type: **Multiple choice** Go to page based on answer

Option 1

Click to add option

Required question

Done

Edit, Duplicate and Delete

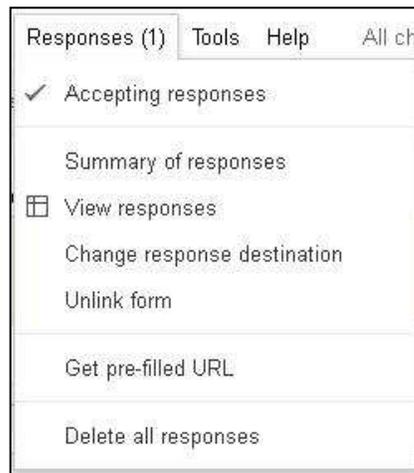
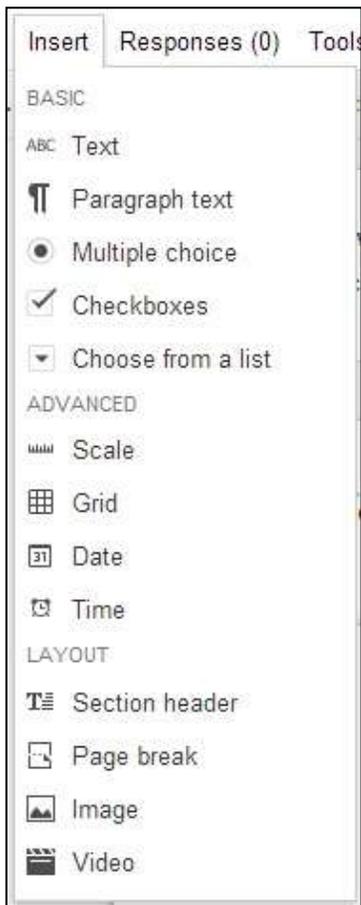
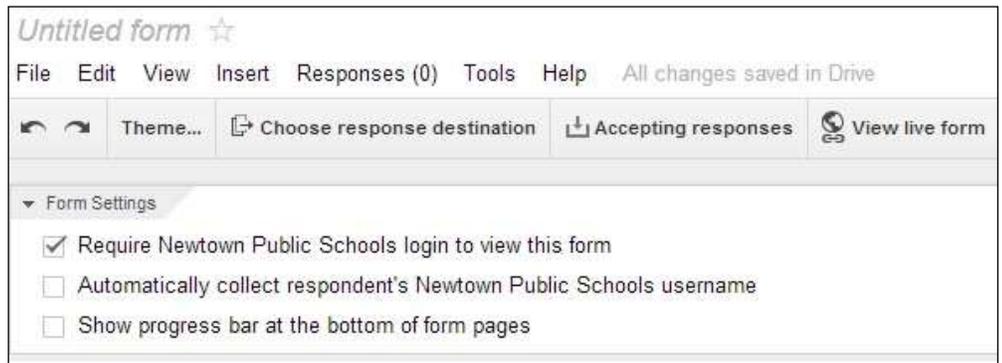
For each question you can provide a **title**, **help text** and select a **question type** from the pull down menu.

If you require an answer to the question, check the box beside **Require question**.

After your question is complete, click **Done**. You can add additional questions by clicking on Add item.

Choose response destination

offers you the choice to have your respondents information displayed on a spreadsheet for you to easily gather and analyze the collected data, or stored in Forms. **Accepting responses** can be turned off when clicked to close your form to new responses. By clicking **View live form** you can see what your form will look like to viewers online. In the screen shot above, I have selected **Require Newtown Public Schools [users] to login to view this form**. I can also choose the option below that to **Automatically collect respondent's username** and **Show progress bar at the bottom of form pages**.



You can **insert** a number of items ranging from types of questions, date and time, pages breaks, and (most recently) videos into your form as shown at the far left.

The **Responses** tab, shown to the left, offers options on whether or not your want to accept responses, and how you would like to view the responses, i.e. spreadsheet (default) or **Summary**. You can also **Change response destination**, **Unlink form**, **Get pre-filled URL** (with some fields already filled in for respondents), or **Delete all responses**.



Upon submitting their completed form, respondents will receive a **Confirmation Page** which you can easily customize as shown to the left. You can also choose, **Show link for users to submit another response**, **Publish and show a link to the results of the form**, and even **Allow responders to edit responses after submitting** their answers.

Where to Get Help

Google Drive offers easily accessible and very extensive user help. To find answers to virtually any questions you may have on the use and application of any of its modules.

To access help, select **Help** at the far right of the menu bar and a pull down menu will appear offering you access to **Forms Help**, **User Forum**, **Google+ Community** to name just a few and even access a **List of Keyboard shortcuts**.

For ideas on incorporating Google Apps in your instruction, visit the **NHS LMC Website**, Click **Teacher Resources**, **Internet Directory**, scroll down to **Google Apps** (Lessons, Tutorials, Tips & Tricks.)

