



Google Docs in the Classroom

July 21, 2010

8:00am-10:00pm



8:00-8:30 Introduction & Showing the options

8:30-9:30 Digging into Google Docs

9:30-10:00 Explore!!!

1. What is Google Docs?
 - *Reference:* Google Docs in Plain English Video
<http://video.google.com/videoplay?docid=5270543939540408357#>

2. Adding Google Docs....
 - Into your lessons
 - Into your students assignments

- Major Focus on....

3. Create New
 - Document
 - Presentation
 - Spreadsheet

4. Sharing Documents
 - Sharing on the web
 - Sending as an attachment
 - Editors vs. Viewers

5. Organizing Documents
 - Folders
 - Starred
 - Sorting by type

- Explore!!!