

google apps for education

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Google Docs

1. Develop/write curriculum together online
2. During policy revision processes, share documents so multiple users can edit and provide feedback
3. Review sessions before tests. Teacher is online and students who wish ask questions via doc. Review sheet for everyone!
4. These are used to publicly post board agendas, budget, minutes, and other board based information. Throw in G+ hangout and you have a remote meeting.
5. Goal setting: In Cali principals do a goal setting for the year for the Superintendent. Each district is slightly different. We used to share what we wrote with each other via email so we could share language, ideas on each goal. A G-Doc template could facilitate that kind of collaboration. Principals could fill in their ideas on each line of the goal setting doc using a different color.
6. Collaboration among teachers for lesson plans- using shared templates and a space to comment, share ideas, etc.
7. PLC documentation we use it for sign up and summarizing meetings; central template available to all
8. Agendas for all meetings to allow for all to control the topics to discuss.

Google Forms

1. Referral/intake forms for counselors and remedial support staff. Captures all the necessary information that we need and sorts into spreadsheet for tracking
2. Students lab data collection forms
3. Student video quizzes
4. Quick survey of staff, students, parents
5. We use Google forms for ongoing questions throughout the year on processes like RTI, IDM, collaboration, etc... then create a FAQ Google document that is shared with all staff. It grows throughout the year to address questions. Teachers are more apt to use since when the form is submitted their name is not attached to the question they have. They feel safe to ask any question.
6. Walk-through classroom observations, replaced paper sign out sheets, transportation requests, sub requests, leave requests AWESOME efficiency tool
7. Formative assessment, collaborative meeting notes
8. Collecting almost every form of input - specific information on student concerns, surveying staff, and more.
9. Progress monitoring for special education teachers.
10. Use in combination with Apps Script (see below) to automate formatted, merged document creation, email communications loops, calendar event creation.
11. After school program sign in/sign out form - tracks who attends and for how long, great for tracking data for grant funding for after school programs
12. We have used it for feedback data on our staff led professional development sessions.
13. Our staff members entered contact information into a simple form and then we uploaded the data into a general school gmail account. Then all the administrators synced their phones with that gmail account and have all the teacher contact info at a moment's notice which is handy and could be necessary in a crisis.

Google Spread- sheets

1. Our after-school programs have been using a shared spreadsheet for attendance and program tracking
2. Use the G-SS as a scheduler for volunteers. Teachers go to it and fill in their name to claim volunteer time.
3. Teaching Teams have spreadsheets that they share with information on students with behavioral or academic challenges to log incidents, interventions, contact with parents etc. so all teachers can easily see what is going on with certain kids in other classes.
4. Booking computer labs, logging computer problems, events going on in school, ie, teams away(insert comment with list of athletes leaving), dates outside agencies are in building, tests (so we don't have a fire drill when there are 5 tests going on), PD days etc., logging student issues with action taken, date and teacher
5. We use it among tech staff to track tech requests across campuses, date initiated, problem, date resolved, who resolved. Another use is for tech resolutions to issues. For example, today a campus tech staff discovered a shortcut in Casper Suites to speed up the imaging process on our machines. She shared on the google spreadsheet doc, and now everyone has a tool to improve performance.
6. As a teacher who teaches departmental, a "class" contact list with emails, phone, address of students which each teacher can access, update or change.
7. Possible use as a call log as well to track parent contact.
8. PD: List school, district pd on spread sheet. All Admin could share PD plan for the year on the doc. Updates seen by all. Schools could collaborate to save costs if the topic/speaker was suited to more than one campus.
9. Work out assignment to duties for staff. Open apps allow negotiation.
10. Budget: General Fund, Title 1/Fed. budget, PTA budget, MS/HS group budgets ie. Football, Cheer, Band, Choir-all could be shared and updates would be available to be seen instantly by admin.
11. PLC teams are using Excel to record their meeting logs. Allows them to see what their focus has been on and each tab is a different team so they can keep "tabs" on each others' work.
12. We use this for tracking our students assigned to detention. All principals can access it at the same time and it is updated live for the detention supervisor. We set up rows of student names and columns of dates for detention.

Google Calendar

1. Use to house resources, meeting agendas and minutes for school wide initiatives. Also to share process with our staff, district level staff and outside consultants. Meeting calendar embedded into the site.
2. Have requests for equipment, space, labs on a doc, person who assigns then places on the school calendar so those requesting can see when the rooms/materials are used, or free for request.
3. Used for booking labs, library, gym, AV, and other equipment
4. appointment slots, event calendar
5. Use calendar to send invitations to staff for IEP meetings, parent meetings, scheduled by one were many attend.
6. Post unit lesson plans and color code by grade/subject/teacher

Google Sites/ Blogger

1. Portal for sharing best practices, links to web apps and other resources, building level forms and resources
2. Teacher blog and teacher website
3. Replace your weekly staff bulletin with a blog - easy to update at anytime, from anywhere- could also have shared contributors Example: <http://brecknockhappenings.blogspot.com/>
4. Use to share progress on SW initiatives with parents and the greater community (hyperlink from school's main web-site)
5. We use them to host training materials, videos, and other resources - all at your fingertips.
6. House for hybrid course, includes calendar, forms, docs and videos
7. Student journals, credit flexibility course containers
8. Post a Google Site for Staff announcements and Student announcements.
9. Students create "News of the Week" blog containing their biggest current event of the week along with a statement of importance.

Google Talk

1. We ask TCTs (technology certified teachers) to make themselves available on G-Talk whenever they are free so other teachers can IM and get immediate tech assistance from a peer when needed.
2. Have demonstrated how our teachers can set up a Google Talk number to allow students to text questions, teachers receive as gmail, then can respond via gmail sending a text to the student.
3. Create a homework hotline for students to call into who do not have as much access.

Google +

1. Haven't tried this, but I think this would be a fantastic tool for PLC collaboration and having asynchronous conversations. Create circles specific to departments, grade levels, vertical teams, etc.
2. Have used to collaborate with other educators and recently used exclusively for all planning meetings for Edcamp Chicago.
3. Record and archive PLC meetings - good for sharing with absent member or other PLC/Admin groups

Google Reader

1. Curating & sharing professional reading through RSS
2. Create shared "bundles" of must-read blogs to share with faculty and/or families

**Google
Translate**

1. Add this plugin to your school website in communities where many parents may prefer to read announcements and class news in another language

Google Apps Script

1. Install from inside a Google Spreadsheet (Tools->Script Gallery) or Google Site (Manage Site->Apps Script->Add new script).

2. Use to automate time-intensive administrative tasks and workflows, improve Sites functionality

Examples:

a) Document Merge: **autoCrat** script - Install from Script Gallery in spreadsheet. Flexible, easy to use document merge tool that enables creation of PDF, shared Doc, and email file attachment from Google Spreadsheet or Google Form data. Lots of uses, from creating progress reports to permission slips, customized letters home, etc. More at <http://www.youpd.org/autocrat>

b) Auto-email notifications and calendaring: **formMule** script - Install from Script Gallery in spreadsheet. Flexible workflow building block that can send templated emails and auto-create calendar events from form data. Combine Google Form with VLOOKUP formula to enable form data to auto-lookup appropriate recipients to form submissions. Great way to automate per-student communications to student advisors, guidance counselors, school psychologists, etc. More at <http://www.youpd.org/formmule>

c) Add assignments to multiple section calendars: **multiCal** script. Installs in Google Site. Built for classroom teachers to use Google Calendars with students for assignment due dates. Eases the burden of having multiple sections of the same course. Script available at <http://www.youpd.org/multical>

c) Auto-grade Google Forms based quizzes and tests: **Flubaroo** script - Install from Script Gallery in spreadsheet. Very popular script written by Google engineer Dave Abouav. More at <http://www.flubaroo.com>

“Extras”

1. Engrade - Schoolwide grading, reporting, attendance system integrated into Google apps
2. Google Cloud Connect- sync your documents created in Microsoft Office with your Google docs account
3. Contacts - teachers can create student groups for the various classes/courses they teach
4. **Google Custom Search**- name search, put in sites that you would like your students to search from