



Implementing Google Docs in the classroom is an easy transition from copying papers, stacking papers, finding papers under tables and desks, trying to decode student handwriting, and trying to locate the owner of the homework when the students fail to put their name on their paper – No Matter How Many Times You Remind Them!

#### Step One:

The hardest part! If your district doesn't use Google Apps for Education, you can still use Google Docs in the Classroom, you will just need to sign up the students that you would like to add.

You will need at least one day to sign up students. We recommend that you use a specified format when signing up kids with a Gmail account. Their Gmail Account is what gives them access to Google Docs and access to communication and collaboration with you and their classmates.

The Gmail Sign In could be the login that you use to get access to your network at school. Or you could create a format of your own. We recommend that you keep it specific and consistent for all students. Example: `firstname.lastname.yearofgraduation`

If you don't have Google Apps for Education at your school, you will probably want to allow students to have access to their cell phones in class. Google may verify some accounts through a one-time text message with a five digit code. (Phones are technology too, and it's ok to let the kids use them – just this once! 😊)

The registration process is pretty straightforward. Go to Google and start adding email accounts. We recommend using the computer lab and getting it all done at once, rather than using one or two Classroom Computers and taking days.

Keep track of usernames and passwords.

We passed out note cards to students. They wrote their username and password on two cards, one for them, and one for me. I created a spreadsheet in Google to share the passwords with other teachers. Because even 8<sup>th</sup> graders have a hard time remembering their password occasionally.

Step Two:

Creating Contacts. Make sure that the students add you as a contact in their Gmail account. This will make asking questions and sharing assignments easier later.

We allowed them to add other students but on their own time.

Explain that this is a school email account, it is being monitored. They are not allowed to change the password without permission and communication through school email needs to be school focused.

Step Three:

Docs.

Start with a very simple overview of what Docs is and how it works.

Within Docs there are several types of applications that can be used in the classroom.

1. **Documents**: Word Processing Software
2. **Spreadsheet**: similar to Excel, will do calculations and create graphs and charts.
3. **Presentation**: similar to PowerPoint
4. **Forms**: great for testing and fill in the blank assignment creation. Spelling tests can easily be done using forms and once you create a form, you can share it over and over.
5. **Drawing**: similar to Paint

Step Four:

Sharing.

Sharing is the basis for why Google Docs is so amazing in the classroom and why we so highly recommend using it for homework submission, collaboration, communication and ending the stacks of wasted paper in the average classroom.

Sharing a document that you create using Google Docs is simple. You share with someone in your contacts list, or add someone using the share box. You may choose to give them the right to edit or just to comment on your document.

Step Five:

The Paperless Classroom.

Google Docs is a powerful tool. Once students share their document with you, you will receive an email notifying you that the assignment has been shared. (Welcome the time and date stamp, which means no more arguing over when an assignment was turned in!)

You can grade it and comment on the assignment and the student has access to immediate feedback.

No more printing, carrying bags of homework to grade, or missing work that someone swears they turned in. You can grade or evaluate work anytime, anywhere.

Students can edit one another's work – and you can see when and who has worked on the assignment using the color coded comments that Google provides.

Questions? Comments? Concerns?

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