



*Irish  
Science  
Teachers'  
Association*  
eolóirí  
na hÉireann



# A teacher's guide to using



**ISTA National CPD Programme 2020**

**Sponsored by  
Lennox Laboratory Supplies**

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This handbook has been produced for members of  
the Irish Science Teachers' Association.

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## Table of Contents

1. Google Classroom	4
1.1 Setting up a Class Group: adding students/assigning a code for students to sign up.	4
1.2 Stream section: communicating with students, uploading material etc.	6
1.3 Classwork section: assigning work, organising topics and its different features.	8
2. Google Forms	9
2.1 Creating a Form/Quiz.	9
2.2 Setting up your Quiz.	14
2.3 Auto-Correcting Quiz	15
2.4 Sending the quiz to students	15
2.5 Correcting a quiz	16
2.6 Inserting questions from exam papers.	17
3. Google Drive:	18
3.1 Features of Google Drive	18
3.2 Opening Google Drive	18
3.3 Starting with Google Drive	19
3.4 Customizing Your Drive	19
3.5 Sharing a File	21
3.6 Finding a file within your Google Drive	21
3.7 Transferring files to Google Drive	21
3.8 Creating new files within Google Drive	22
4. Google Meet	23
4.1 Getting Started	23
4.2 Starting a Hangout/Meet Session	24
4.3 Presenting your screen/content	25
4.4 Moderating users on Google Classroom	25
5. Google Docs/Sheets/Slides	26
5.1 Features of Google Docs/Sheets/Slides	26
5.2 Creating new docs/sheets/slides	26
5.3 Features of Google Docs	27
5.4 Google Slides	29
5.5 Google Sheets Introduction	31
5.6 Creating a new Google Sheet	32

6. Google Groups	34
6.1 Why use a Google Group?	34
6.2 Creating a Google Group for staff/Subject Department/student groups.	34
6.3 Communicating with others in a Google Group.	38
6.4 Managing a Google Group.	39
7. Google Sites	42
7.1 Creating a Google Site (subject site/school club site etc.)	42
7.2 Design features	44
7.3 Publishing the Site	47

# 1. Google Classroom

## 1.1 Setting up a Class Group: adding students/assigning a code for students to sign up.

If the school is using Google Classroom you may already have a school email address for accessing school emails. If the school uses Gmail for their emails we recommend that you use the school email address for logging into google classroom and creating a class.

1. Open your web browser mentioned in above and search for “Google Classroom”. Click on the option that matches the image below.

classroom.google.com ▾

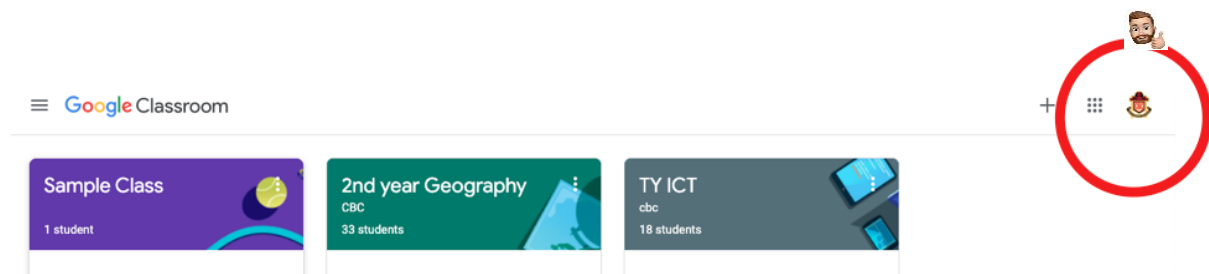
### Google Classroom

Sign in. Use your **Google Account**. Email or phone. Forgot email? Type the text you hear or see.

Not your computer? Use a private browsing window to sign in.

2. If you are unsure of step one you can also search the link: <https://classroom.google.com/>
3. You may be asked at this stage to login. If you have already logged into your email you may already be logged in.

If you think you may have logged in already you can check this by clicking the little circle on the top right of the screen. If you are already logged in you will see your google profile image and when you click on this you will see your email address.



If you have not logged in you will see a blue “sign in” box shown across. On the top right of the screen. If you click the box it will bring up the sign in box for you to sign in.



### To setup up a class:

1. Click on the “+” located on the top right of the screen.
2. When you pick this, you will have the option to “Join a Class” or “Create a Class”
3. Click “Create a Class” a window will appear on your screen that will ask you for a number of details relating to the class that you are creating.

**Note:** You will need to complete this step for each class. e.g. you will need to create a class for 5th Year Biology and 2nd Year Science separately.

4. You do not need to fill in each section but it is advisable to make sure that the students are aware that it is your class e.g. 2nd Year Science (Mr Murphy). There may be a number of second year science classes and this avoids confusion.
5. Once you have some details in you will be able to click the “create” button down the bottom right of the window.



The screenshot shows a 'Create class' form with four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. The 'Class name' field is currently empty. At the bottom right, there are 'Cancel' and 'Create' buttons.

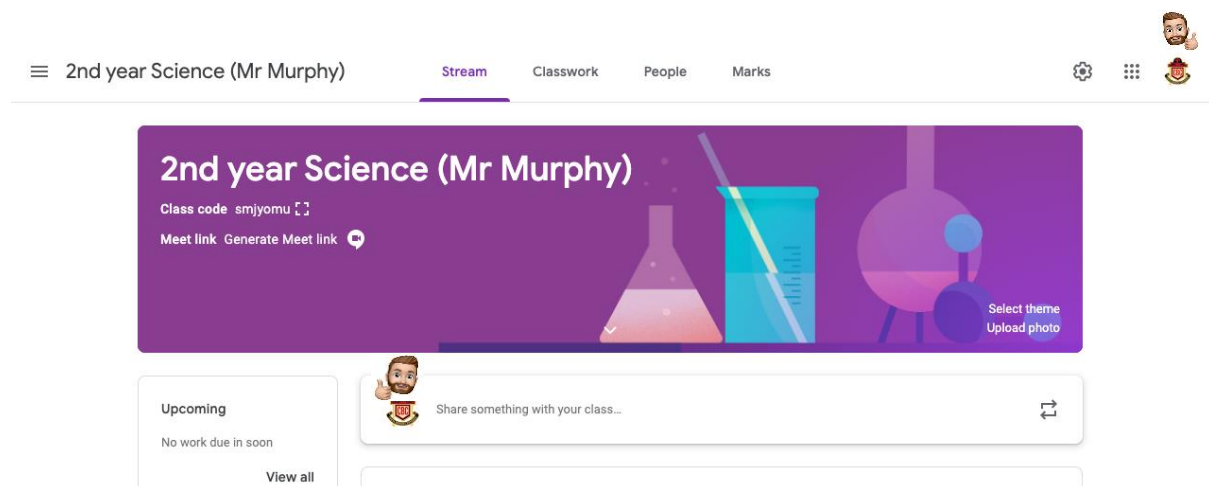


The screenshot shows the 'Create class' form with the following details filled in: 'Class name (required)' is '2nd year Science (Mr Murphy)', 'Section' is empty, 'Subject' is 'Science', and 'Room' is empty. At the bottom right, there are 'Cancel' and 'Create' buttons.

### To share a class code:

The “Class Code” is a unique code that is linked to the specific class. There will be a unique code for each class to ensure that only students in your class can access the content in the class. The “Class Code” will be 8 characters long and can be a picture of letters and numbers.

Once you complete the steps above you will be taken directly to the class you created above it will look like the screenshot below.



The screenshot shows the class page for '2nd year Science (Mr Murphy)'. The page has a purple header with the class name and a class code 'smjyomu' highlighted in a green box. Below the header, there are options for 'Meet link' and 'Generate Meet link'. The main content area has a 'Share something with your class...' prompt. On the left, there is an 'Upcoming' section showing 'No work due in soon' and a 'View all' link. On the right, there are icons for 'Select theme' and 'Upload photo'.

You will see a unique code located underneath the class name (highlighted in green box) In the case of the above sample class the code is smjyomu.

The class code is unique and specific to the particular class for each class you will have a different unique code. This avoid students entering the wrong class and ensures that only your students are in your class.

This code can be shared with students in the class or depending on the school they may choose to circulate these codes in a different manner.

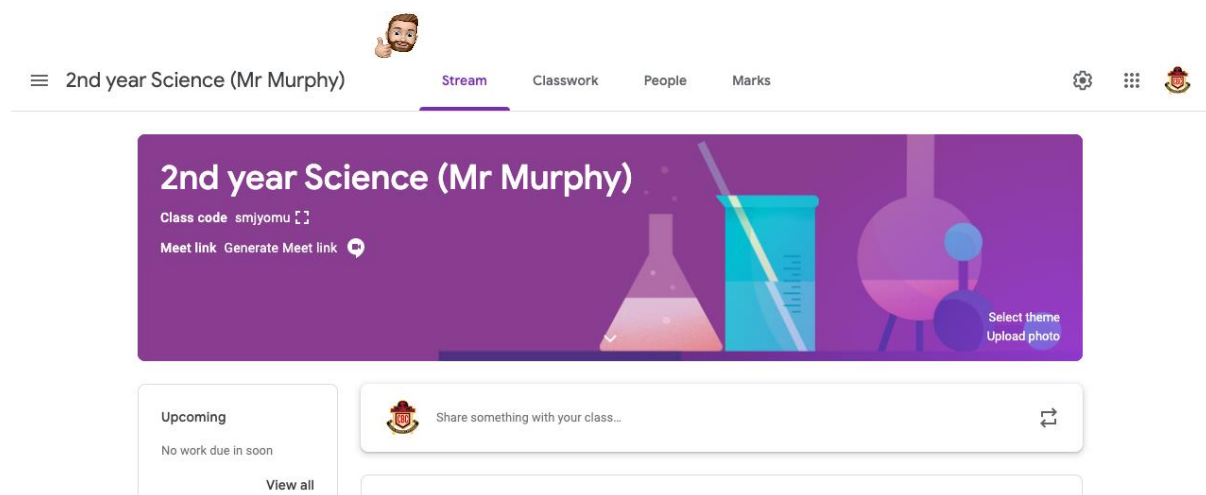
## 1.2 Stream section: communicating with students, uploading material etc.

Google classroom allows a variety of communication between teachers and students. The amount of communication is controlled by the teacher.



You as the “Teacher” can control the level of interaction that the students can have on google classroom.

To do this simply click settings cog which is located at the top right of the screen. (See Below - Green Box)



When you click the setting cog a new page will open.

At this point you will see all the information relating to the class such as the class name and subject, you can change this information here if you need to.

If you scroll down you will see a title called “General”.

Under the title of “*General*” you will see a box similar to the screenshot below.

**General**

Class code: smjyomu

Stream: Students can post and comment

Classwork on the stream: Show condensed notifications

Show deleted items: Only teachers can view deleted items.

Classroom now supports Meet. Learn more. Generate Meet link

Visible to students:

This is the unique class code mentioned in 3.3. If you wish to change this code or restrict entry with the code you can do it here.

The "stream" is the place where you will post content. You can control whether students can post and comment on the stream. This is a personal preference for ultimate security the best setting to have here is - "Only Teachers can post and comment"

Google Meets is an online platform for online classes. If you are running live classes online you can enable this switch which will make it easier for students to access the online classes.

**\*\* In order for these changes to become effective you must press save up on the top right of the screen.**

Class settings

**Class details**

Class name (required): 2nd year Science (Mr Murphy)

Class description

Section

Room

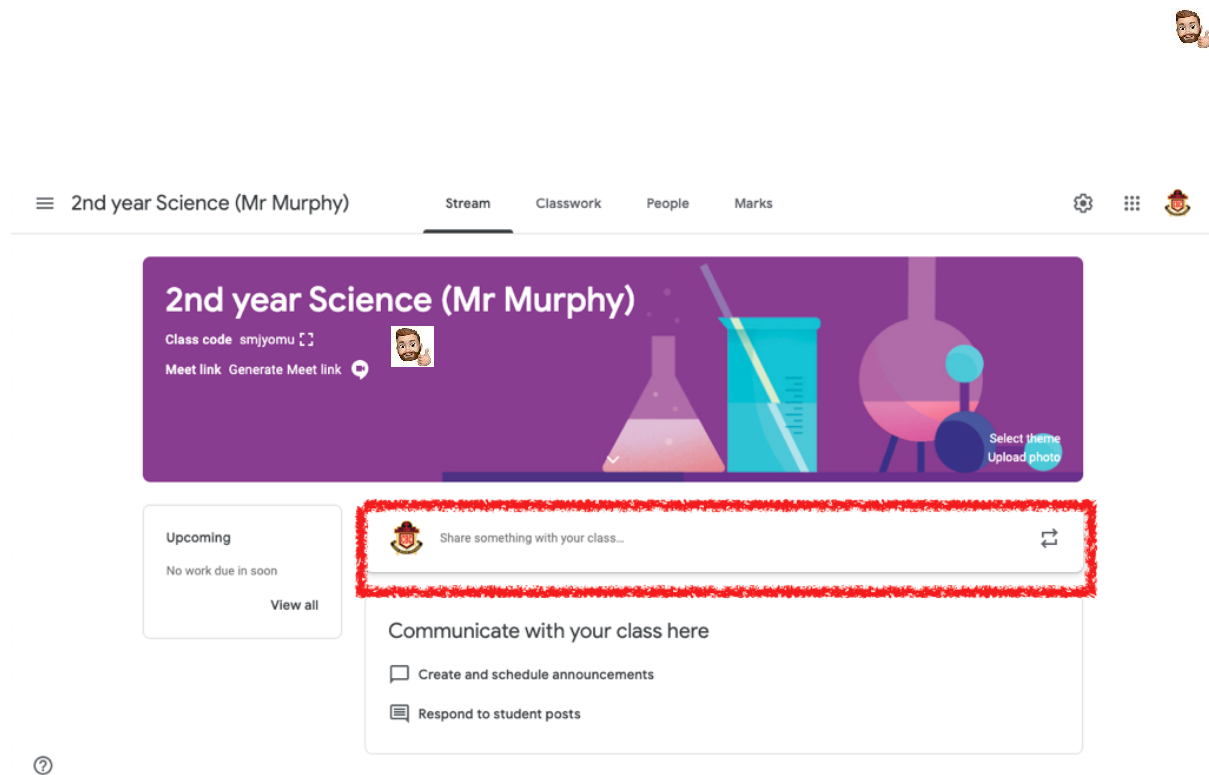
Subject: Science

Save

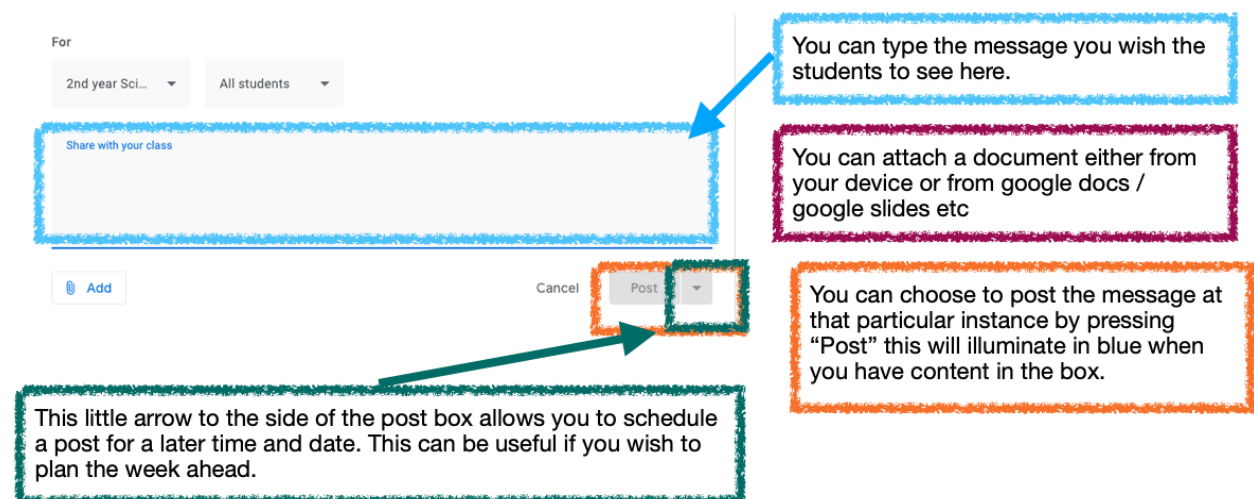
### 1.3 Classwork section: assigning work, organising topics and its different features.

#### How do I upload teaching materials?

On the homepage of google classroom you will be able to see a text box as highlighted below in red.



When you click on this box you will be able to type in a message that will appear on the student's homepage for your class.



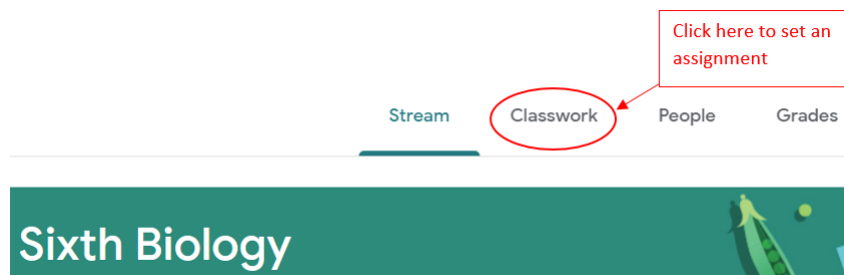


## 2. Google Forms

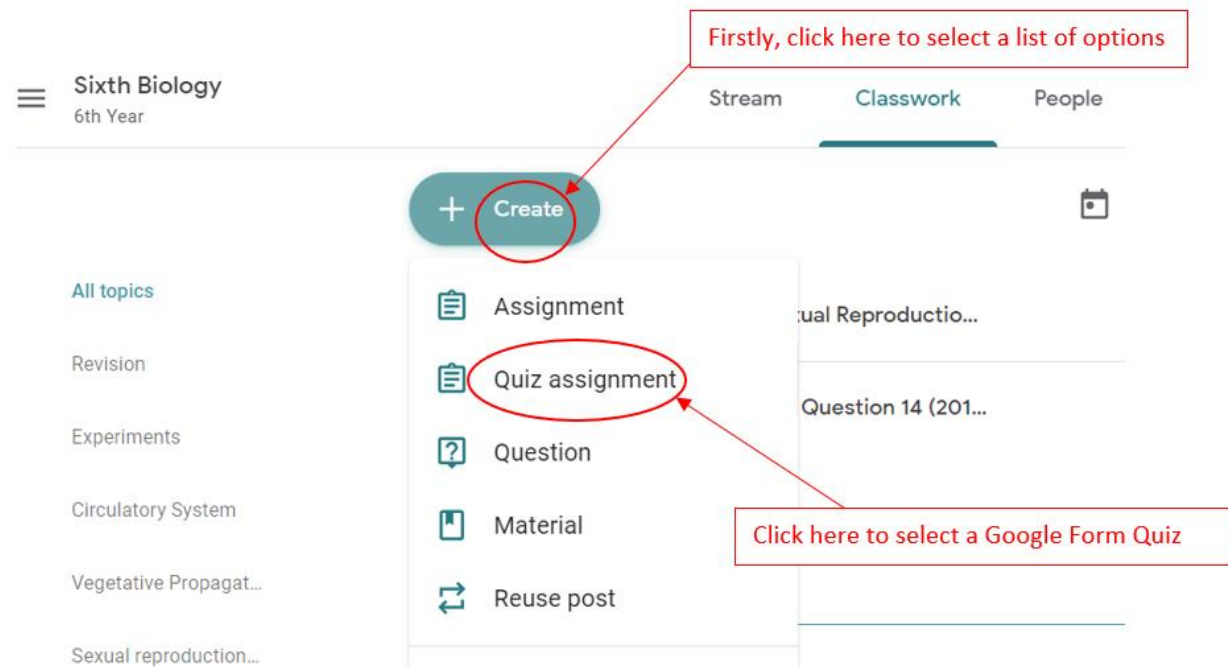
Google Forms can be used in a number of ways to create assignments for your class. There are a number of features on Google Forms that will allow you to tailor your quiz to your need whether that be to create a self-correcting multiple-choice quiz or to create an assignment using past Mock and State Examination Papers. The creation of both of these styles of assessment is outlined below.

### 2.1 Creating a Form/Quiz.

A Google Form (which allows you to create a quiz) can easily be accessed from within Google Classroom by clicking on the **Classwork** tab at the top of your class home screen.

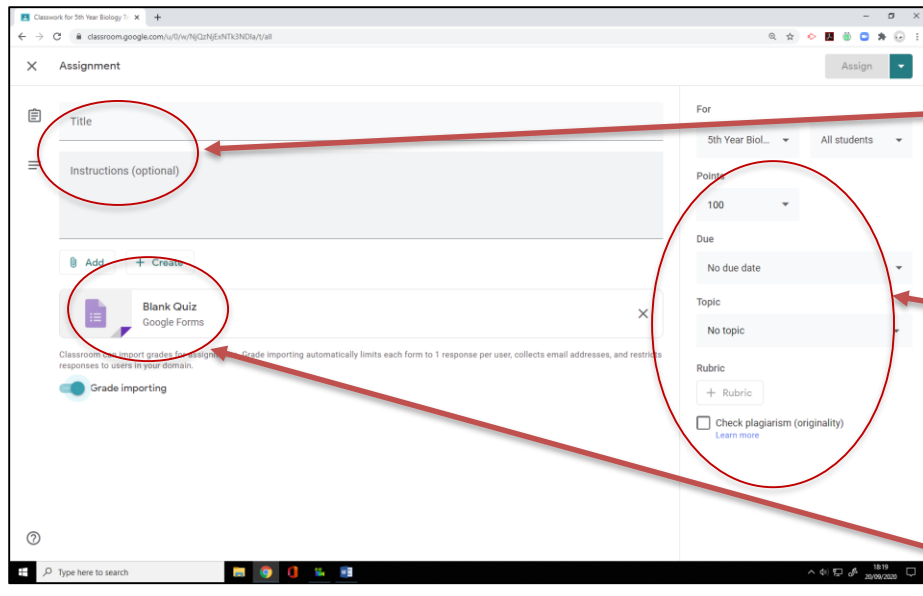


Then click on **Create** and select **Quiz Assignment**.



A new page will appear allowing you to give the new quiz a title and enter instructions for the students if you wish. On the right-hand side of the screen you will find settings that will allow you to control when the assignment is due etc. We will look at these shortly. Firstly, to begin

creating your Google Forms quiz click on the tab called Blank Quiz. This will open a new window in Google Forms.



The screenshot shows the 'Assignment' creation page in Google Classroom. On the left, there are fields for 'Title' and 'Instructions (optional)'. Below these is a 'Blank Quiz Google Forms' button. On the right, there are settings for 'For' (5th Year Biol...), 'Points' (100), 'Due' (No due date), 'Topic' (No topic), and 'Rubric' (+ Rubric). A 'Check plagiarism (originality)' checkbox is also present. Three red callout boxes with arrows point to these elements: the top-left box points to the 'Title' field, the middle-right box points to the 'Due' and 'Topic' settings, and the bottom-right box points to the 'Blank Quiz Google Forms' button.

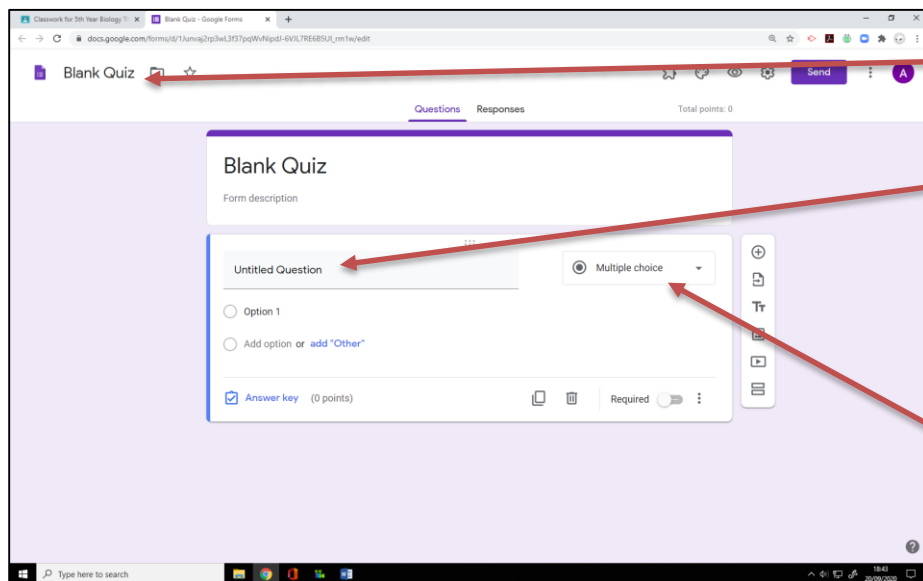
Allows you to enter a title and instructions.

General settings for the assignment.

Click here to proceed to design your Quiz.

You will need to give the quiz a name. Do this by clicking on Blank Quiz on the top left-hand corner of the window and writing the quiz's new name. Once you press enter this will also adjust the other title on the top of the quiz page.

To create a question, click on the space called Untitled Question and type your question.



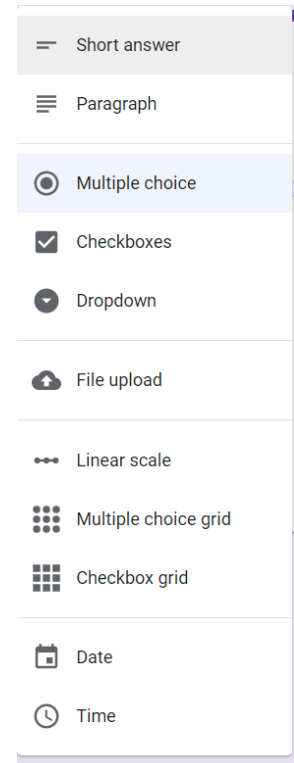
The screenshot shows the 'Blank Quiz' editor in Google Forms. At the top left, the title 'Blank Quiz' is displayed. Below it is a 'Form description' field. The main area contains an 'Untitled Question' field with a 'Multiple choice' dropdown menu. Below the question field are options for 'Option 1', 'Add option or add "Other"', and 'Answer key (0 points)'. A 'Required' checkbox is also visible. Three red callout boxes with arrows point to these elements: the top-right box points to the 'Blank Quiz' title, the middle-right box points to the 'Untitled Question' field, and the bottom-right box points to the 'Multiple choice' dropdown menu.

Name your Quiz here.

Click here to type your first question.

Click here to select the type of response required.

You can design the type of response required by clicking on the box beside it that says Multiple Choice. Multiple Choice is the default type of response. The types of response (or type of question) available to you are listed in the diagram shown.



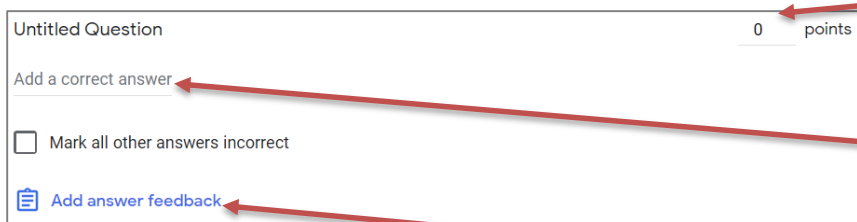
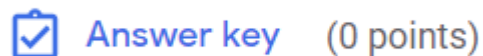
The next steps required to complete the design of your question depend on the type of question you select.

For the purpose of these notes we will look at

- Short Answer
- Paragraph
- Multiple Choice
- Check Boxes
- Multiple choice grid

### Short Answer

Selecting Short answer will permit short responses only. Further tools for this type of question can be accessed by clicking on the blue Answer Key shown underneath the response space. By clicking here, you can type a list of correct responses (this option can be used for the autocorrect facility, we will look at that later). You can also assign the points value for the question.



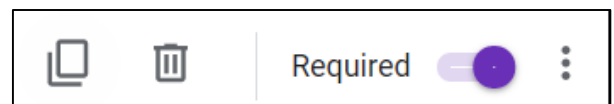
The points value of the question is assigned here.

Click here to type a correct response.

Click here to type feedback for the student that will be sent when they are graded.

Clicking done afterwards will save the new settings.

You can also make the question mandatory by clicking the Required button shown in the diagram. Other settings can be explored using the three-dot icon.

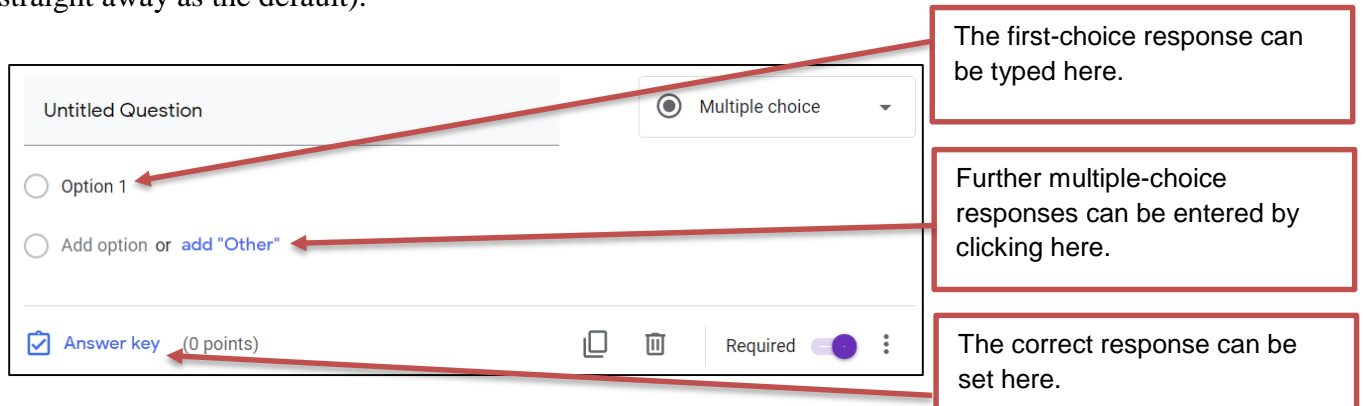


### Paragraph

This option facilitates a longer response. The same settings as above can be used (with the exception that you cannot type predetermined correct responses... paragraph questions therefore cannot be autocorrected). Points for the question can be assigned as above.

## Multiple choice

The options in the diagram below appear when the Multiple-choice option is selected (or is used straight away as the default).



The screenshot shows the configuration interface for a Multiple choice question. At the top, there is a title field labeled "Untitled Question" and a dropdown menu set to "Multiple choice". Below this, there are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom, there is an "Answer key" section with a checkmark icon, a field for "(0 points)", a "Required" toggle switch, and a menu icon. Three red callout boxes with arrows point to specific elements: the first points to the "Option 1" radio button, the second points to the "Add option or add 'Other'" text, and the third points to the "Answer key" section.

The first-choice response can be typed here.

Further multiple-choice responses can be entered by clicking here.

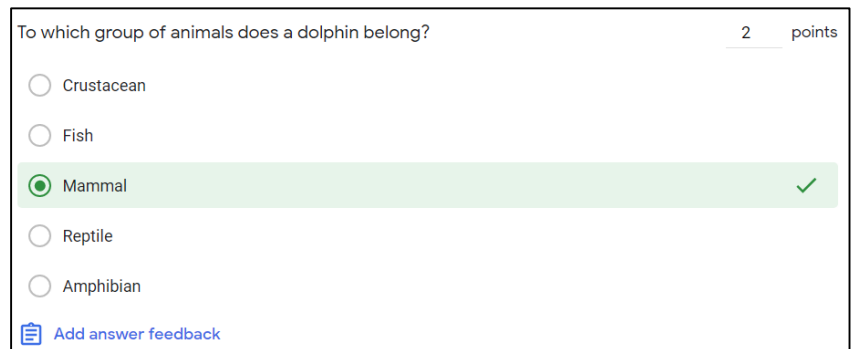
The correct response can be set here.

As you can see the same settings are available. This time however we need to enter the options a student can select from for their response. We do this by replacing Option 1 with the first possible response. To add another possible response for our Multiple-choice question we can click on [add "Other"](#), type our answer and continue with a third option if desired etc.

To let Google Forms know what the correct answer is we click on [Answer key](#).

The correct answer is then simply selected by clicking on it. The points value for the question can also be set and answer feedback can be entered here if desired.

Once again [Done](#) must be selected to save all the settings.



The screenshot shows a completed Multiple choice question in Google Forms. The question is "To which group of animals does a dolphin belong?" and is worth 2 points. The options are: Crustacean, Fish, Mammal, Reptile, and Amphibian. The "Mammal" option is selected, indicated by a green circle and a green checkmark. At the bottom, there is a link to "Add answer feedback".

## Check Boxes

Check box questions allow students to select from a list by checking the box beside a response. What makes the Check box question different is that a number of boxes can be selected. You can set the correct responses by clicking on [Answer key](#) and selecting the correct responses in a similar way to the Multiple-choice questions above (more than one can be selected). Points value for the question can also be set here as in the previous question types. It is worth noting that when a self-correcting quiz is being designed a student will receive no marks here if the combination of responses isn't exactly correct.

## Multiple choice grid

This option allows you to set a grid requiring several responses for a question. The points value you assign will be assigned to every correct response.

The questions are placed in the column on the left called **Rows** and the response choices are placed in the column on the right called **Columns**. For example, the question designed here...

Rows	Columns
1. Bear	<input checked="" type="checkbox"/> Crustacean
2. Sardine	<input checked="" type="checkbox"/> Fish
3. Iguana	<input type="checkbox"/> Mammal
4. Frog	<input type="checkbox"/> Reptile
5. Crab	<input type="checkbox"/> Amphibian
6. Add row	<input type="checkbox"/> Add column

The mail question is typed here.

The selection of questions is typed here.

The multiple-choice response options are typed here.

... will produce what the students see below.

	Crustacean	Fish	Mammal	Reptile	Amphibian
Bear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sardine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Iguana	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Frog	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In a multiple-choice grid students can only select one response for each question.

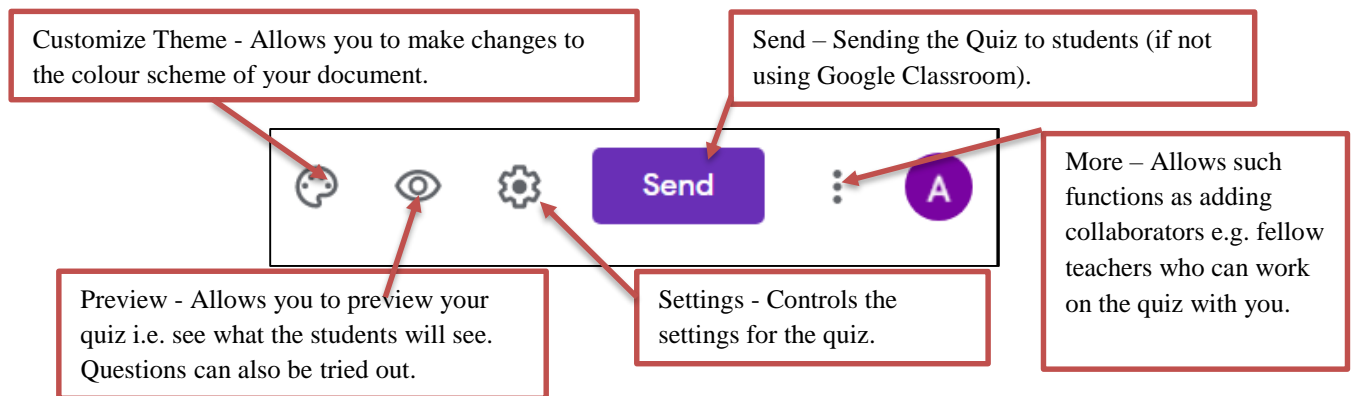
Teachers must click on [Answer key](#) as before to set the correct responses in Google Forms.

## Checkbox grid

The checkbox grid is designed in a similar manner to the Multiple-choice grid above. The main difference is that students can select a number of boxes per question. If the student does not select the correct boxes as set by the teacher for each row they will receive no marks for that row.

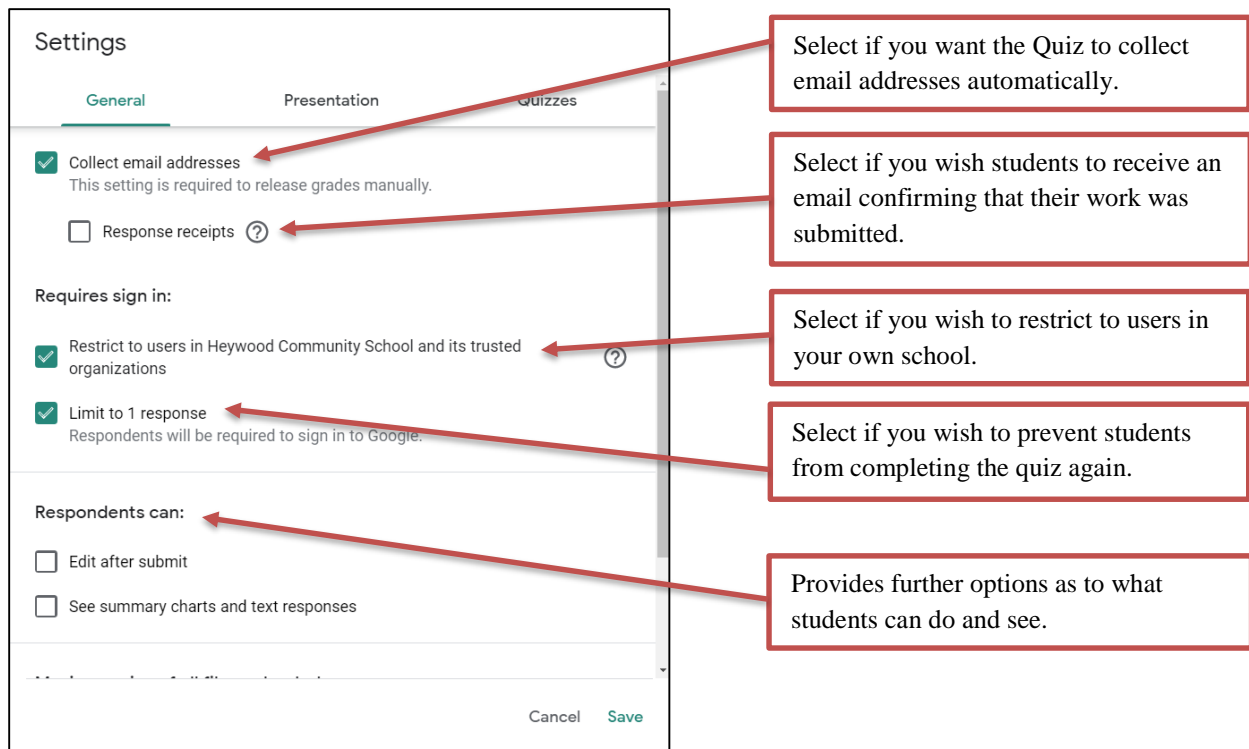
## 2.2 Setting up your Quiz.

Once your test is designed it is time to examine the settings. On the top right-hand corner of Google Forms, you will find the following icons. Their functions are briefly listed below.



When you open the Settings Option, you will see the following options:

### General Tab



## Presentation Tab

Settings

General **Presentation** Quizzes

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Your response has been recorded.

Cancel Save

Creates a bar allowing students to see to show how far in the quiz they are.

Randomly arranges questions – handy to prevent student sharing multiple choice responses e.g. the answer to Q 2 is (b) doesn't work!

Allows the quiz to be repeated.

Here you can enter the message students will see at the end.

## Quizzes Tab

Settings

General Presentation **Quizzes**

Make this a quiz  
Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks

Respondents aren't allowed to open tabs or other applications while taking this quiz. This feature is only available to schools using managed Chromebooks. [Learn more](#)

Turn on locked mode

Release grade:

Immediately after each submission

Later, after manual review  
Turns on email collection

Respondent can see:

Missed questions (?)

Cancel Save

Allows you to assign a number of points to each question Also allows for the design of a self-correcting quiz (see below).

If the quiz is auto-correcting this option allows you to release the grade to students as soon as they complete the quiz or to wait until you have reviewed the work.

Allows further control over what the students can see.

Make sure you click save before leaving the Settings window.

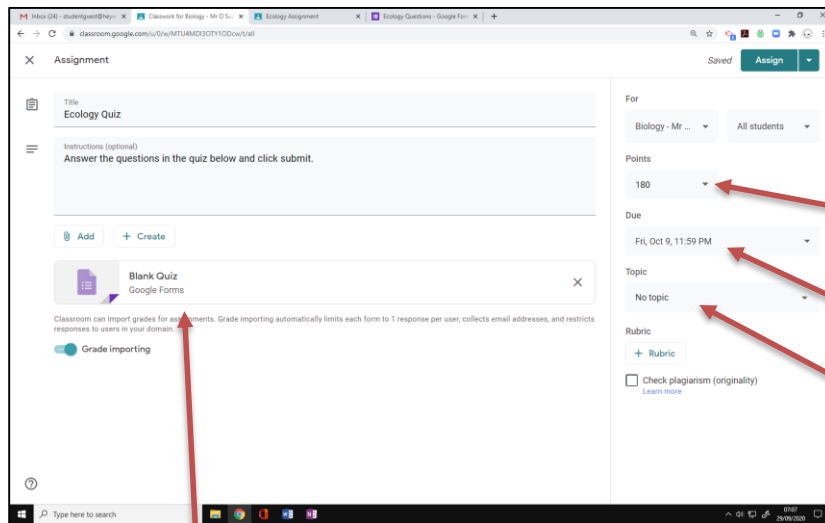
### 2.3 Auto-Correcting Quiz

This option is excellent for Multiple Choice questions. As shown in the diagram immediately above the option to 'Make this a quiz' provides the opportunity to make the quiz an auto-correcting one. The Google Form can be set to correct itself.

This is most suited to Multiple Choice Questions. Short answer questions can also be used, but efforts must be made to predict the type of response students give... if they misspell words, write numbers in letter form or basically any other type of response you haven't predicted the auto-correct function will mark the response as incorrect. If using the auto-correct function it is better to stay with Multiple Choice only or to select '**Later, after manual review**' under **Release grade** in the diagram above. The quiz can then be corrected manually (see section 2.5 below).

## 2.4 Sending the quiz to students

A great feature of Google Forms is that every change that you make is automatically saved. When you are finished designing your quiz simply go back to Google Classroom to set your deadline and send to students in your class.



Click Assign to assign it to students. By clicking on the downward arrow, you can set a date and time to assign.

Total number of points for the quiz can be written here.

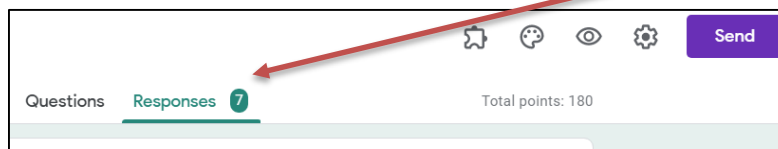
Select a due date here.

Assigning a Topic will place your quiz within the relevant topic in students' classwork.

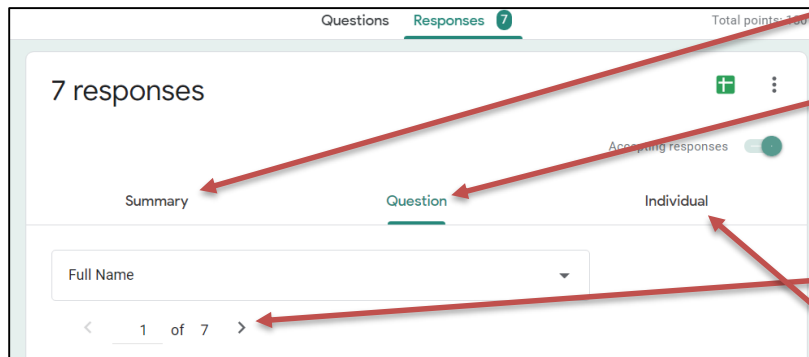
Do not worry if the title of your Google Form quiz does not appear here... it will once the quiz is assigned to students.

## 2.5 Correcting a quiz

When a quiz has been completed teachers can access the responses by clicking on the Responses tab on the top of the Google Form screen. The total number of responses can be seen here.



Once opened the options for correcting the Google Form responses are visible. This is one of the more excellent features of Google Forms.



Summary - Statistics on the responses are presented.

Question - All the responses for a single question can be corrected together using this tab... very useful! Questions can be toggled through using the arrows indicated.

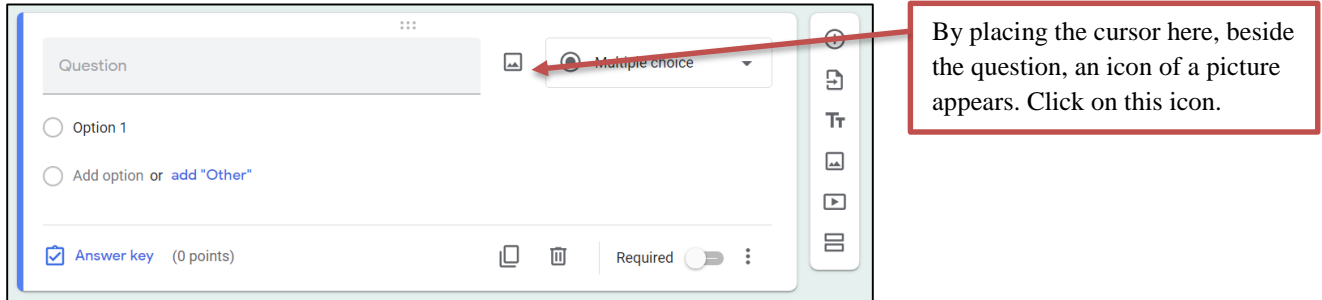
Individual - Each individual's responses can be viewed here.



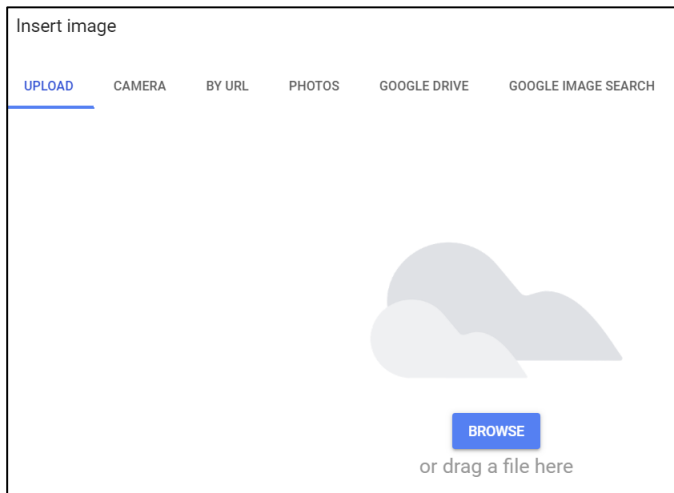
## 2.6 Inserting questions from exam papers.

As an option for Blended Learning during the pandemic it may prove very useful to prescribe past paper questions to students using Google Forms. As you are aware the State Examinations Papers and Marking Schemes are available to all on at [www.examinations.ie](http://www.examinations.ie) Alternatively, Mock examinations papers, to which students do not have access, can be used by registering on the website of such companies as the Dublin Examining Board or ExamCraft.

When designing questions for your quiz a view such as the one below is visible.



The window below appears, allowing you to upload a picture, from a number of possible sources.



To get a snapshot of the question you desire open the Exam paper from the State Examinations website. Use the **Screen Clipping** tool in Microsoft OneNote will allow you to easily create a picture of the question you wish to use. Microsoft (if installed) will be accessible from the computer's main menu.

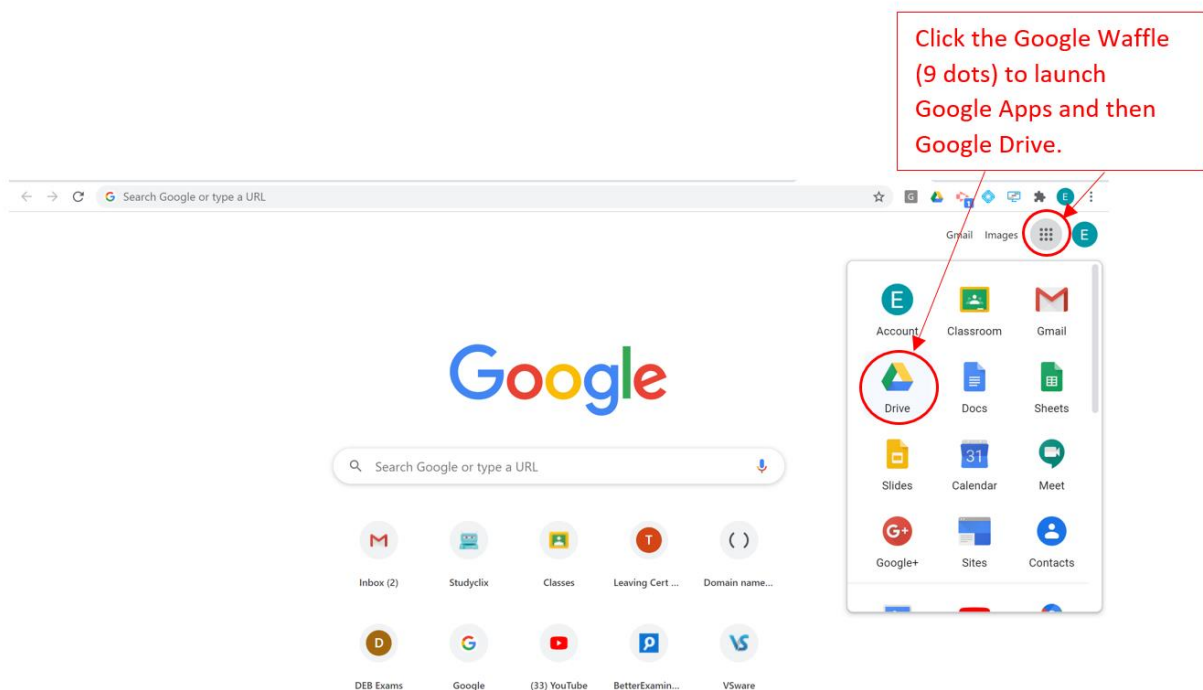
Once you have taken a screen clipping of your question right click it in Microsoft OneNote. Save as a picture in your pictures folder. This can now be accessed from Google Forms and inserted into the quiz. If desired the Marking Scheme can also be selected and copied into the Answer Key to provide feedback when the quiz is submitted by students.

### 3. Google Drive:

#### 3.1 Features of Google Drive

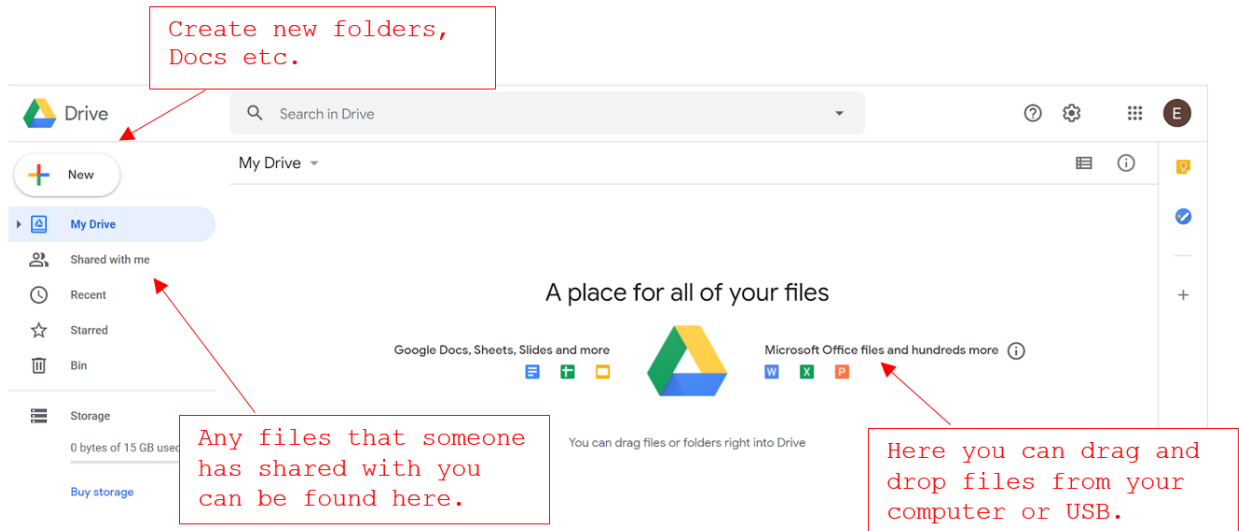
- **Data Storage:** Standard Google accounts have up to 15 GB of free storage but Google for Education users have unlimited storage.
- **Access Anywhere:** With Google Drive there is no need for USB storage devices, files can be accessed from any computer/device that has internet.
- **Collaboration:** Chosen files can be shared with other people/groups and allow them to edit/view/comment on the files shared. Invitations can be sent in a swift manner with the original user controlling the access of others.
- **Compatible with all Files:** Google Drive isn't just restricted to Google files, it can store any file type such as Microsoft Office files and PDFs with the option to convert file formats.

#### 3.2 Opening Google Drive

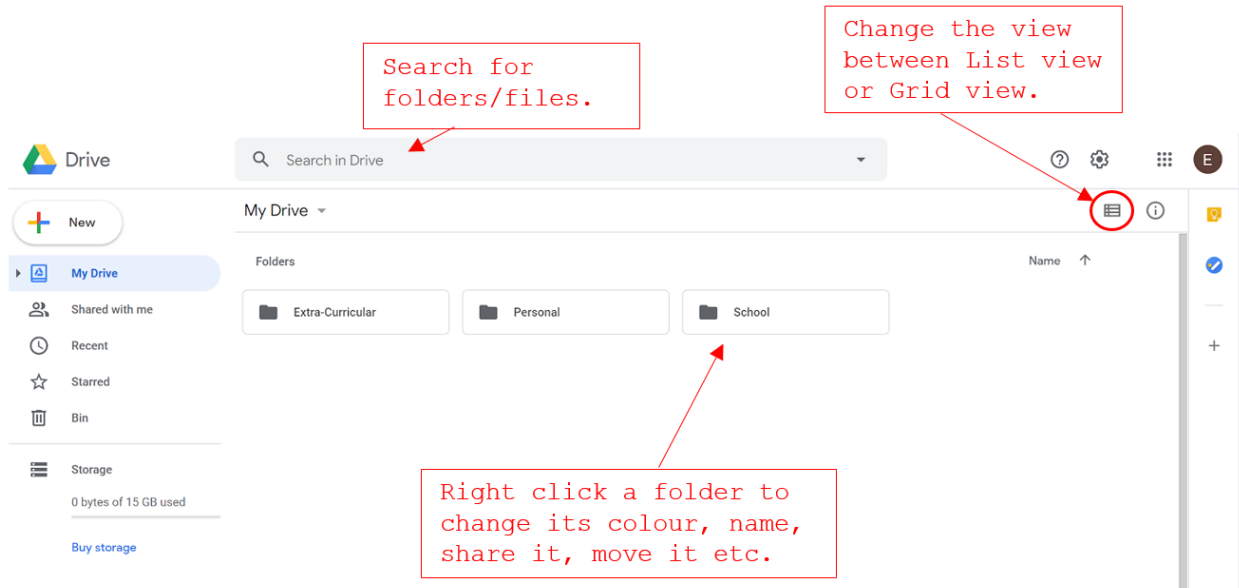


Google Drive can also be launched by searching “Google Drive” in the Google Search Engine or also using the URL: <https://drive.google.com/drive/u/0/my-drive>.

### 3.3 Starting with Google Drive



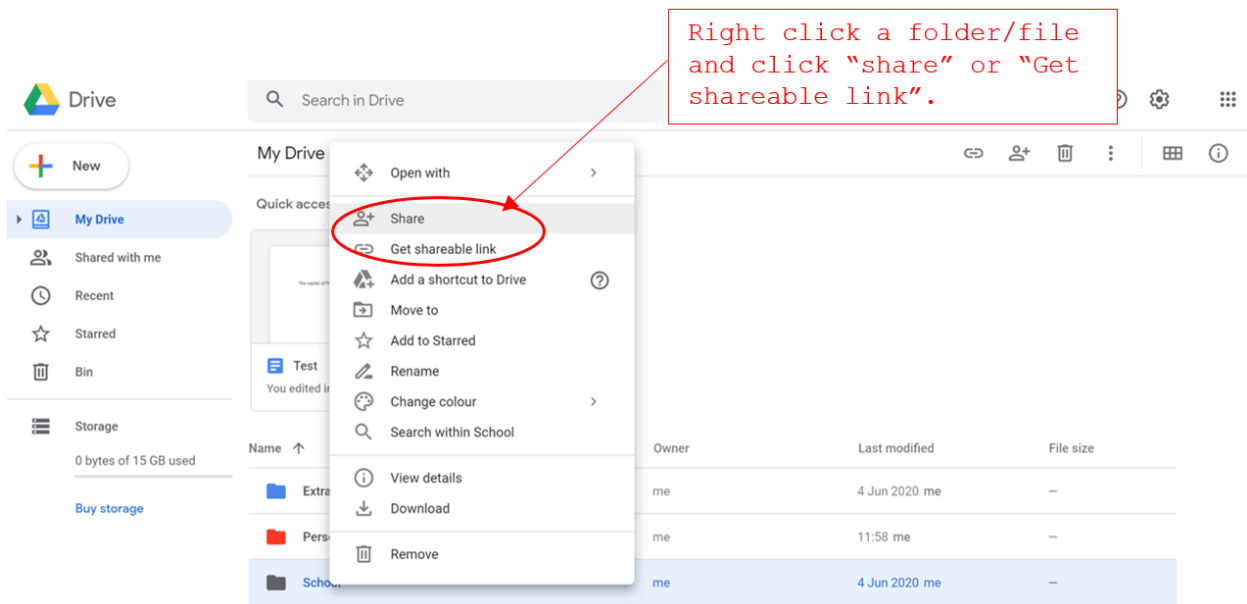
### 3.4 Customizing Your Drive



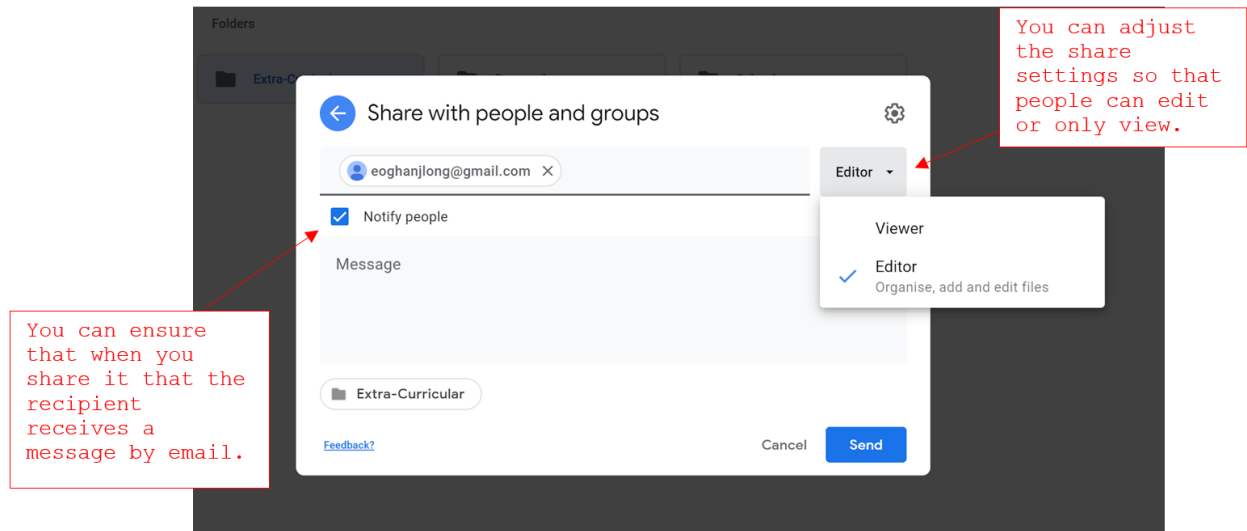
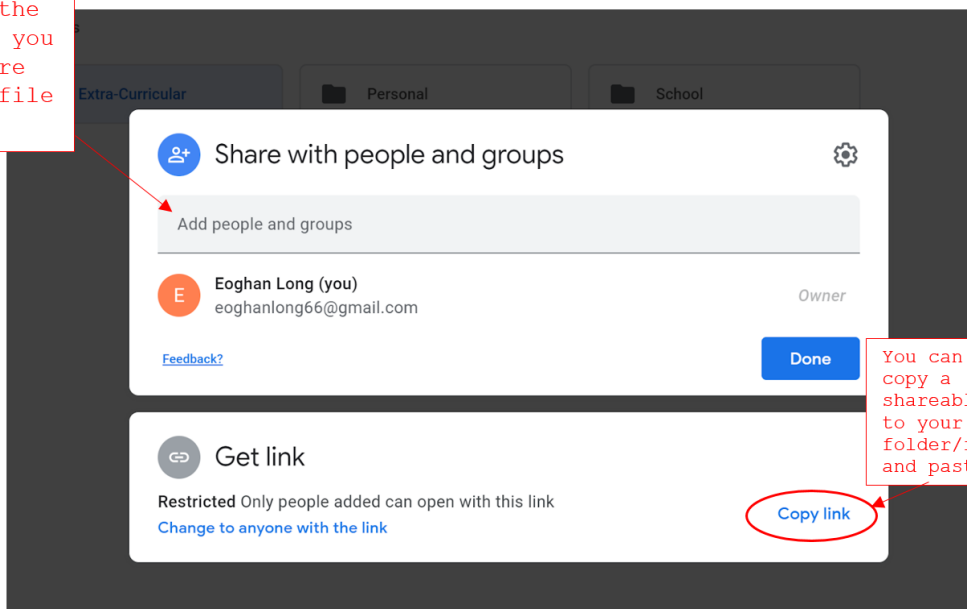
### 3.5 Sharing a File

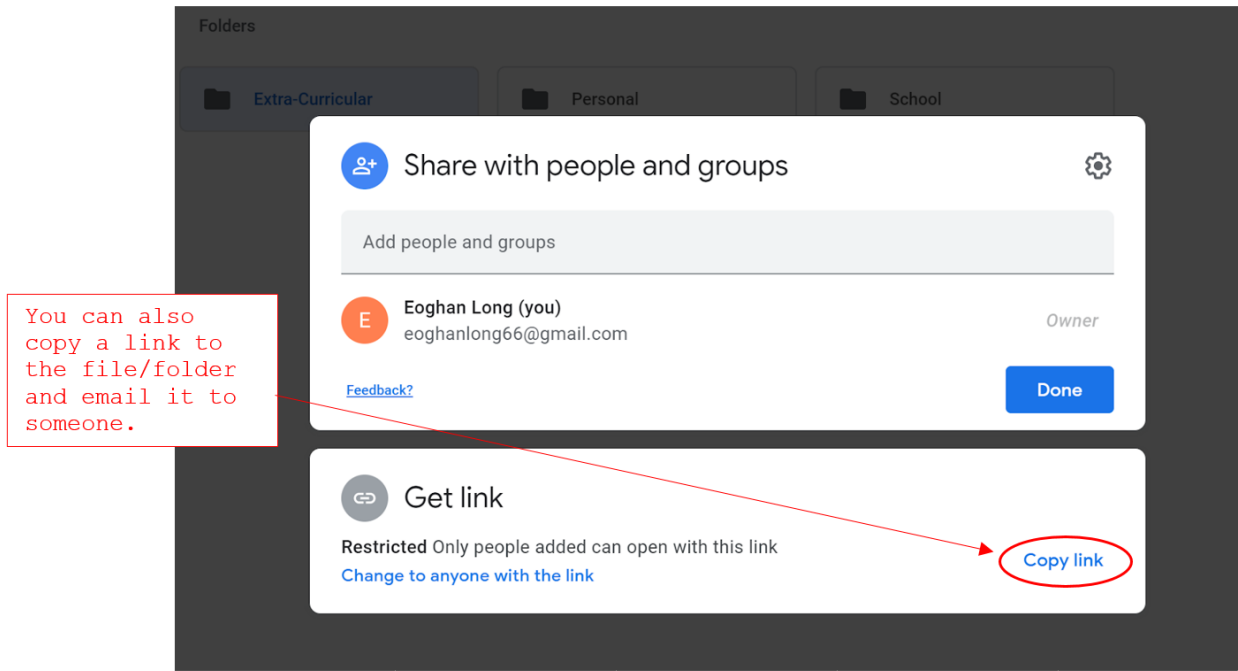
When sharing files in Google Drive be aware of the share settings and the access permission that you allow. You can allow people to just view a file or edit it. It is important to note that when you add a file to a folder then its sharing settings will be that of the folder that it is in.

For example, if you have a folder that is shared with a class group then every file that you add to that folder from now on can be accessed by the class group. This saves time so that you don't have to share every file going forward but it may be beneficial to have a separate folder for files that you don't want to share.



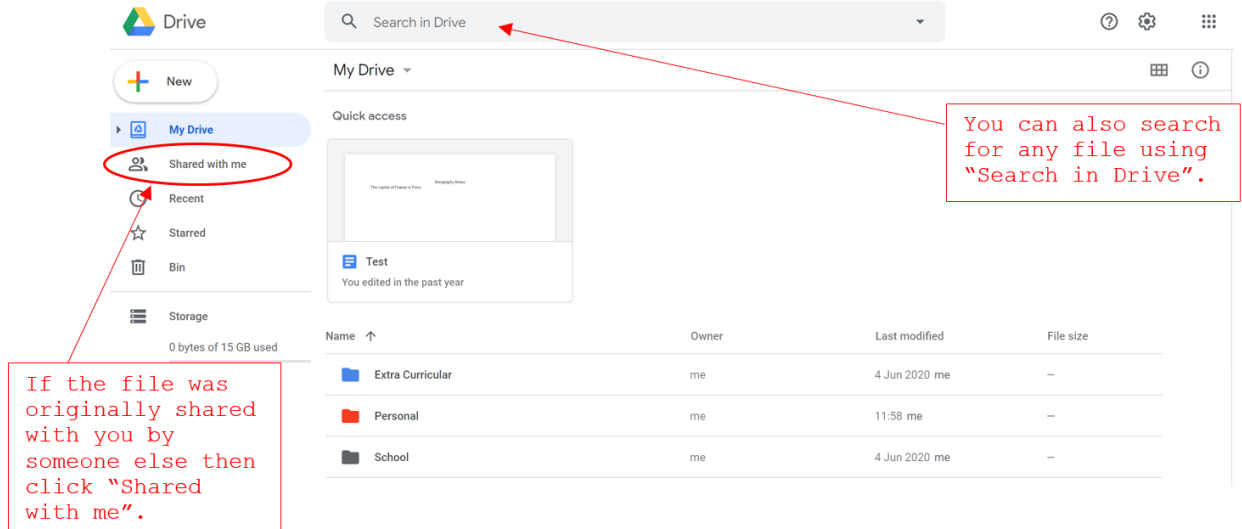
Type the email address of the person that you want to share the folder/file with.





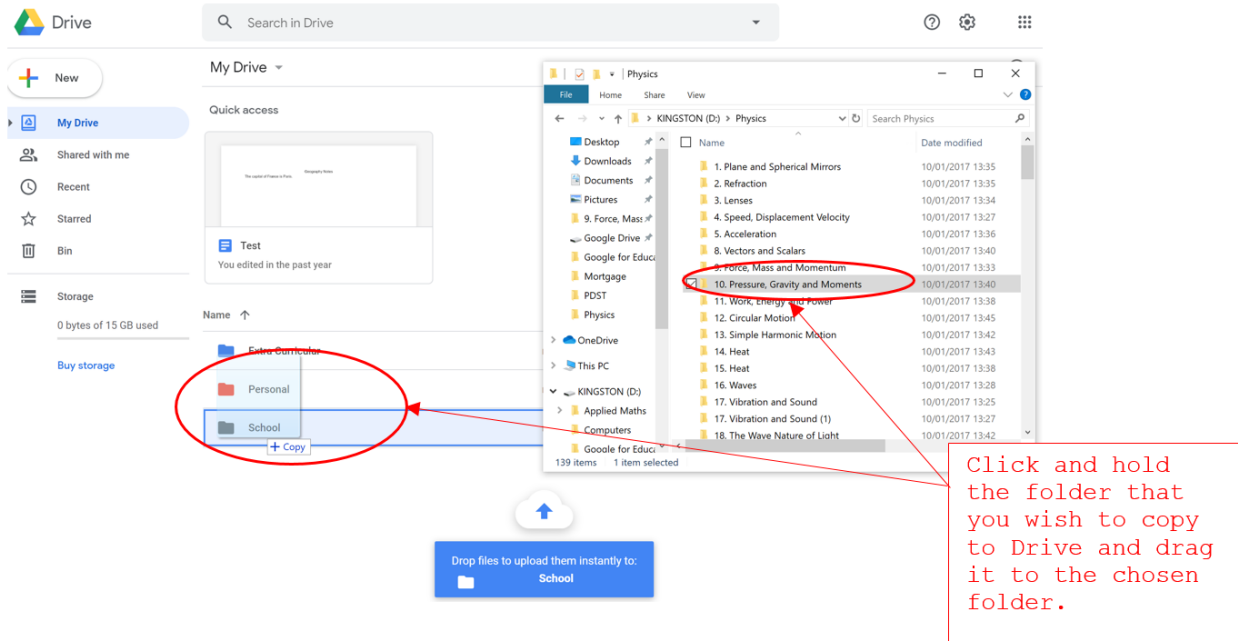
When sharing a link with someone you can adjust the settings so that anyone with the link can either view or edit the file.

### 3.6 Finding a file within your Google Drive



### 3.7 Transferring files to Google Drive

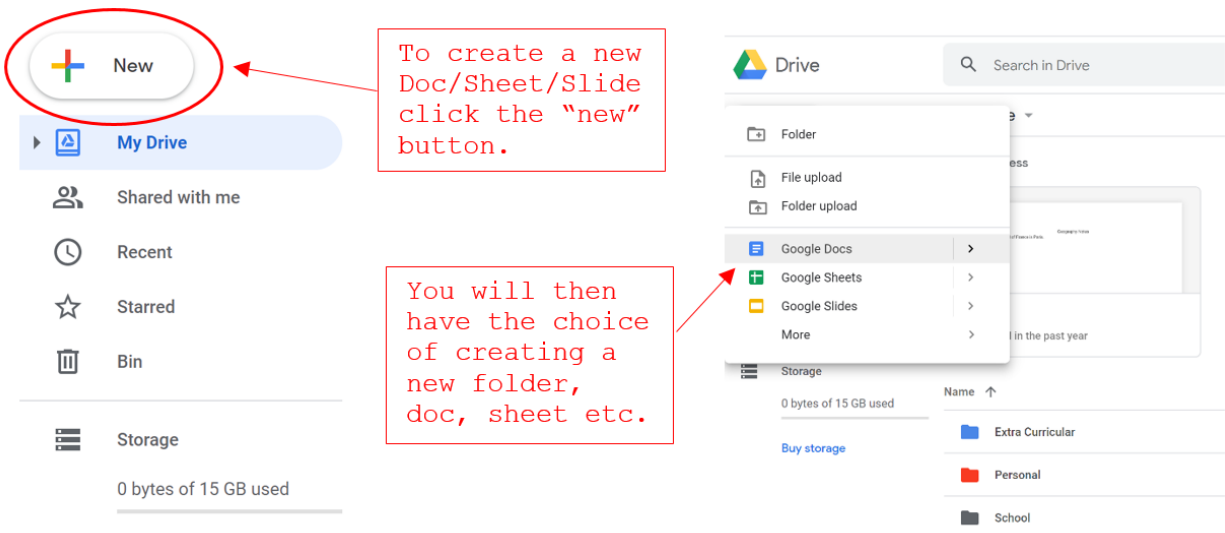
If you are transferring files from your USB/Computer then the simplest way is to drag and drop to your chosen folder.



You can copy multiple files/folders at once and uploading speeds depend on file size and broadband speed.

### 3.8 Creating new files within Google Drive

Google Drive can be the best place to create a new file as you can organise the files to your preference. If it is to be in a specific folder then you can open that folder and then click “new”.

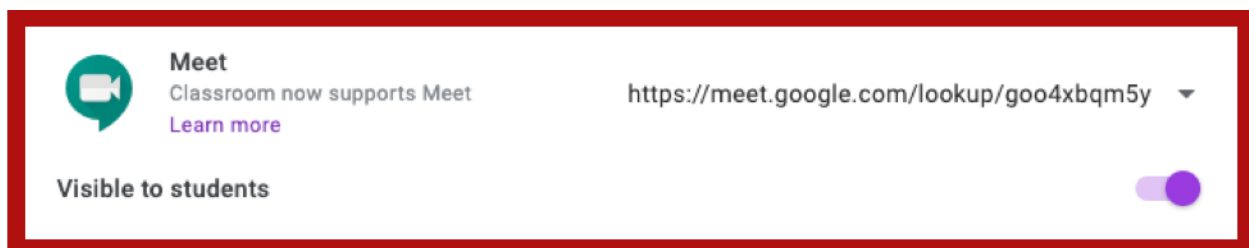


## 4. Google Meet

### 4.1 Getting Started

#### Setting Up Your Device

- Find a quiet room with a strong Internet signal - Close to the router (internet box)
  - If you are showing a PowerPoint a laptop is the best piece of technology to use
  - Open one Internet tab (Google Chrome / Firefox / Safari)
  - Open the software that you are using to present (keynote / PowerPoint / Kahoot), this is only necessary if you intend to show content on your screen.
  - On the internet tab open google hangout at the following address:  
<https://hangouts.google.com/>
  - **You may need to allow the website to access the webcam and microphone at this stage please accept - you can undo at a later stage 3.1**
- 
- Students will receive a letter of acceptable use highlighting the requirement to log in using their school email.
  - If you are using the google classroom already there is now a built-in function to facilitate easy access to the google hangout.
  - To access google hangout via google classroom - log into google classroom using your school email.
  - At the top right of the google hangout screen there is a cog for settings. (shown across)
  - Scroll down the page and under the heading of **general** there will be a box which will allow you to create a link for google hangout / meet. **Google hangout and Google Meet are the same thing.**
  - Under that heading turn on the switch which will generate a code. (picture below)



- The unique code for the class in this particular class:  
<https://meet.google.com/lookup/goo4xbqm5y> the students will be able to see this code at the top of their google hangout page.

## 4.2 Starting a Hangout/Meet Session

### For the Students:

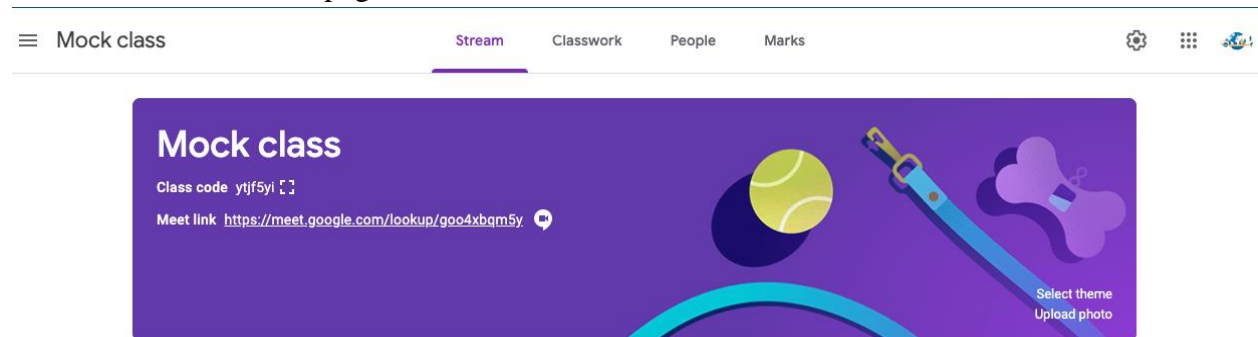
- The night before, inform students of the time of the class and the link to the classroom.
- The students should also be reminded in the message that they need to log in using their School emails. A message example might be something like:

*Tomorrow's class will start at 12:20. Please ensure to use your School emails as failure to do so will result in you not being allowed to enter the session. Please ensure that you are in a quiet room, with limited distractions and have a pen and paper ready to take notes.*

- Leave 5 mins at the start of the class just to allow the students to have a chance to sort any of their own connectivity issues.

### For the Teachers:

- The link that was created above is the unique code for that class. You will have a unique code for each class. Just be careful that the link you are following is for that class.
- Copy that link into your browser (google chrome / safari / Firefox etc).
- You can also access the link by clicking on the link which can be seen on the google classroom home page.



### Starting the Session

- When you click on the link in above you will be taken to a website that resemble the screen below. This is the home screen
- This is the home screen now, at this point the students cannot see you or hear you.
- This is a good opportunity to test the camera and microphone.
- The three horizontal dots on the left-hand side (turquoise) will move when you are talking.
- At this point you can disable the Camera.
- To Disable the camera, click on the camera logo on the screen. (Seen Across)
- The icon will go red and you will not be able to see your face.

### Joining Call

- Click the join now button it is in green.
- You will get a message about the name of the meeting etc you can ignore all of this by pressing the x at the top of that information pane.



## 4.3 Presenting your screen/content

### PowerPoint / Kahoot / Keynote / Quizlet

- Teachers will have the option to present the content that is on their screens during the class.
- *If you are doing this it is advisable that you ensure that all personal items are removed from the screen, you should not have vsware/email/photos open etc. It may also be advisable to ensure that the desktop background is appropriate.*
- Down the bottom right of the screen there is a panel, on the right-hand side of that panel is a button that says **Present Now.**
- When you get this option, you will get an option to display the full screen on a window. It is recommended that you only show a window as it prevents students from being able to see other things on the screen.
- When you get this option, you will get an option to display the full screen on a window. It is recommended that you only show a window as it prevents students from being able to see other things on the screen.
- When you click the button across, highlighted in yellow a new window will open at the top, this box will show you all the different windows that you have open.
- At this point you can choose the window you want to display to the students. In the case of this I am going to choose enote (mac version of PowerPoint). Seen Below. Once you select the window press Share down the bottom right.

## 4.4 Moderating users on Google Classroom

### Muting Students' microphone

- Students who are making distracting noises or who have failed to mute their microphone.
- To remove students, click the people icon on the top right of the screen.
- This will bring up all the students in the class.
- Select the student you wish to mute and press the microphone under their name.
- A new window will appear asking if you are sure you want to mute the person. Select Mute.

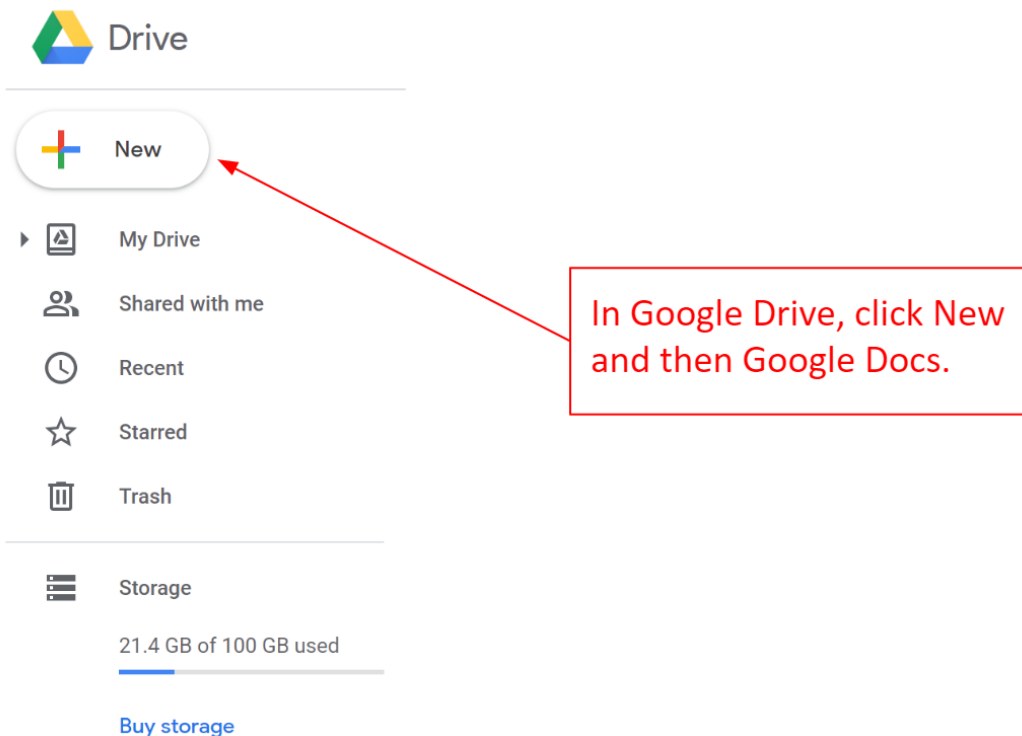
## 5. Google Docs/Sheets/Slides

### 5.1 Features of Google Docs/Sheets/Slides

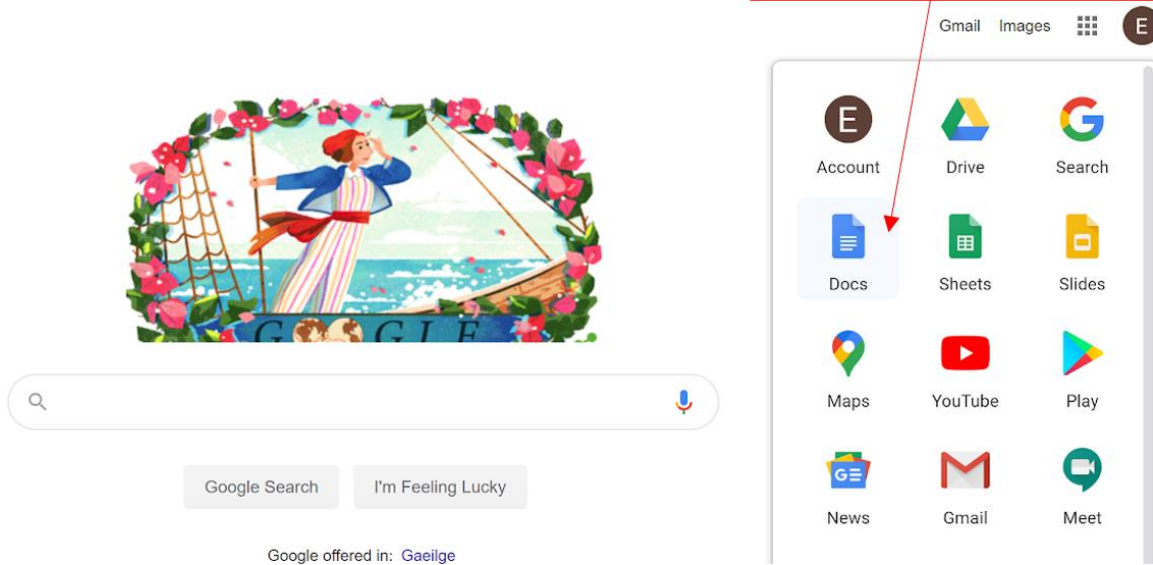
- Any work that is done in Google Docs/Sheets/Slides is automatically saved online.
- Files can be accessed anytime, from any device and from any location.
- Collaborating with others has never been easier as you can "share" a file and up to 50 people can edit a Google doc.
- One of the most advanced features of Google Docs is the Hyperdoc feature where a teacher can create links to videos (or other multimedia).

### 5.2 Creating new docs/sheets/slides

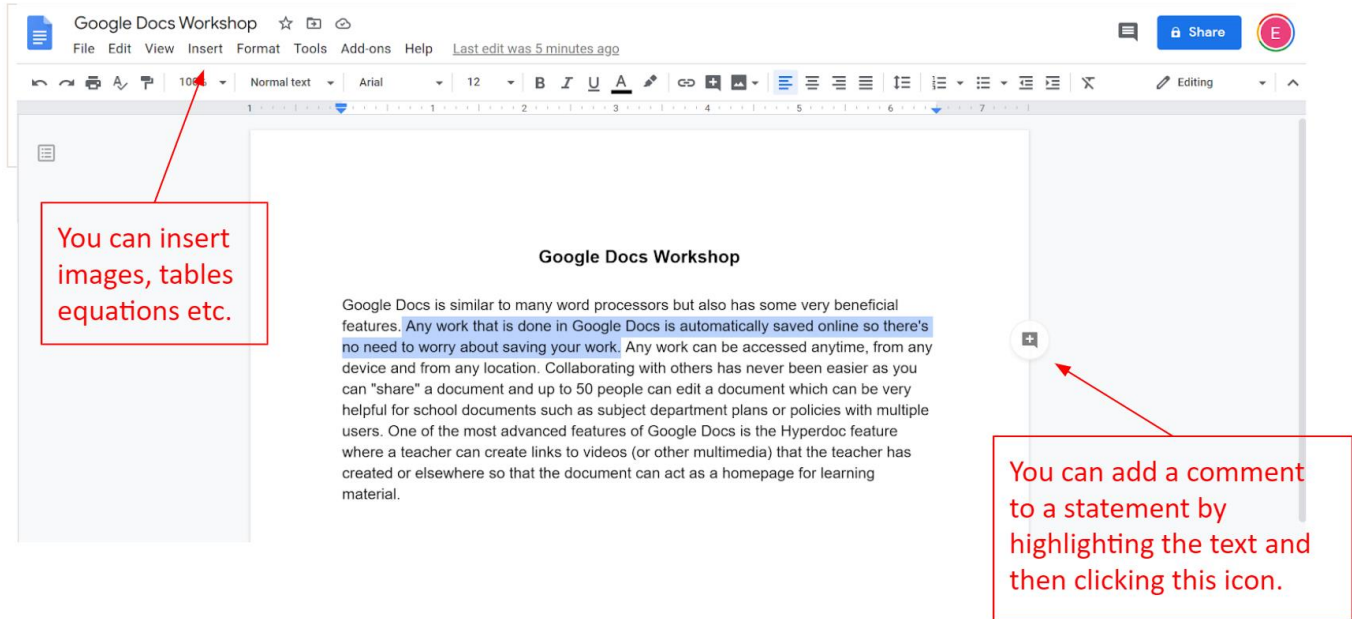
Docs/Sheets/Slides can be created from a number of different places. You can create a new file from within Google Drive and it will automatically be located in the folder that it was created in. A new file can also be created from the Google homepage by clicking on the Google Waffle (9 dots) button at the top right-hand side of the screen.



You can also create a new doc/sheet/slide from the Google homepage.



### 5.3 Features of Google Docs

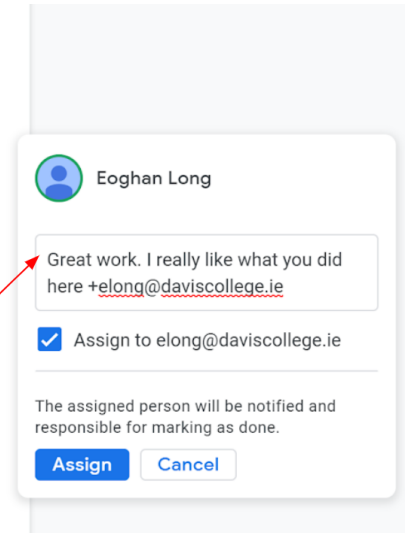


Adding comments to the doc is a great way to offer feedback to students or other collaborators. It also allows you to communicate with other people who are working within the document.

## Google Docs Workshop

Google Docs is similar to many word processors but also has some very beneficial features. Any work that is done in Google Docs is automatically saved online so there's no need to worry about saving your work. Any work can be accessed anytime, from any device and from any location. Collaborating with others has never been easier as you can "share" a document and up to 50 people can edit a document which can be very helpful for school documents such as subject department plans or policies with multiple users. One of the most advanced features of Google Docs is the Hyperdoc feature where a teacher can create links to videos (or other multimedia) that the teacher has created or elsewhere so that the document can act as a homepage for learning material.

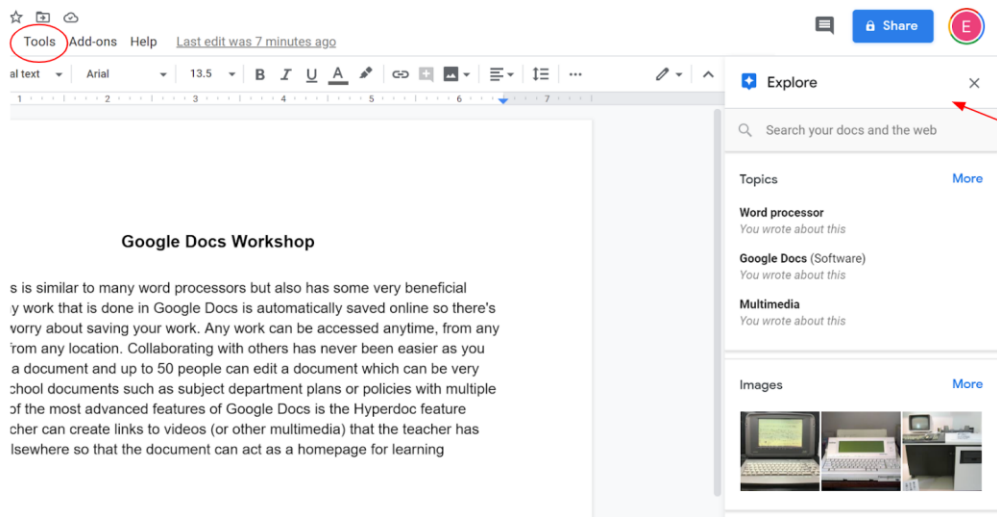
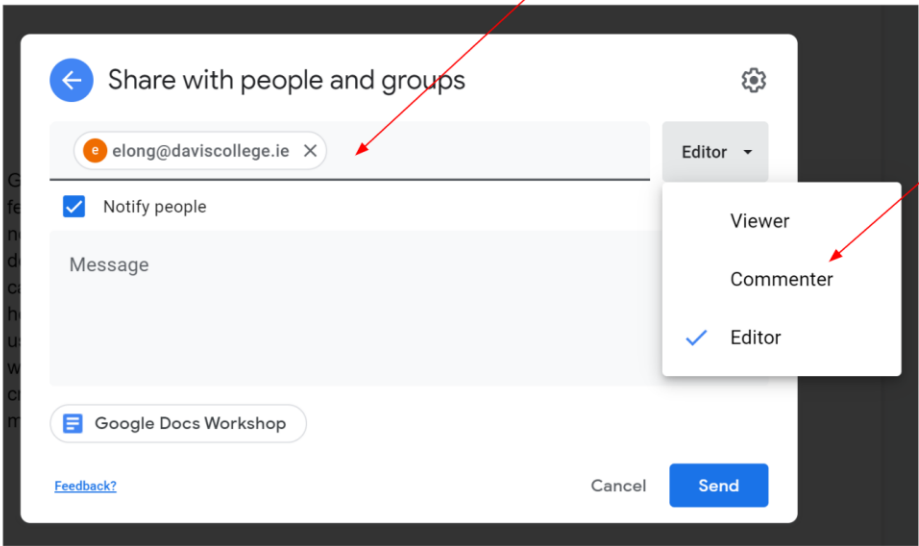
When you click the comment button, you type the comment and then you can notify the person by typing "+their email" and then "Assign".



Like other Google products you can share the doc with other users allowing you to work on one single file with multiple people and all changes will save automatically.

Type the email of the person(s) that you want to share the Doc with.

Adjust the sharing settings to what you want the user to be able to do.



The Explore feature in "Tools" allows you to search the internet from within your Doc and insert images, references etc.

The Voice Typing feature in "Tools" allows Google Docs to type as you speak.

**Google Docs Workshop**

Google Docs is similar to many word processors but also has some very beneficial features. Any work that is done in Google Docs is automatically saved online so there's no need to worry about saving your work. Any work can be accessed anytime, from any device and from any location. Collaborating with others has never been easier as you can "share" a document and up to 50 people can edit a document which can be very helpful for school documents such as subject department plans or policies with multiple users. One of the most advanced features of Google Docs is the Hyperdoc feature where a teacher can create links to videos (or other multimedia) that the teacher has created or elsewhere so that the document can act as a homepage for learning material.

### 5.4 Google Slides

Google Slides is very like Microsoft PowerPoint with similar functionality.

Some simple to use features are inserting videos from a built in YouTube feature or images straight from Google images.

**Insert video**

Search By URL Google Drive

YouTube Plate Tectonics

- PLATE TECTONICS**  
There's a continent called Pangaea? Well, there once was. Hundreds of millions of years ago, Earth looked completely different from how it does today. All of the land was packed into a single supercontinent. Geologist Alfred Wegener theorized that this giant landmass split into chunks and slowly drifted apart. Rejected at first by 7 min - Aug 24, 2017
- Plate Tectonics**  
Mr. Andersen describes how plate tectonics shapes our planet. Continental and oceanic platers are contrasted and major plate boundaries are discussed. Intro Music Attribution Title: I4dsong\_Loop\_main.wav Artist: CosmicD Link to sound: http://www.freesound.org/people/CosmicD/sounds/72556/ Creative Commons Attribution 9 min - May 22, 2011
- Plate Tectonics Theory Lesson**  
A middle school lesson on plate tectonics theory for grades 6-8. #KAtalentsearch 9 min - Jul 31, 2016
- Plate Tectonics Explained**  
How do plate tectonics REALLY work? Please support us on Patreon at: http://www.patreon.com/minuteearth And subscribe! - http://www.youtube.com/user/minuteearth?sub\_confirmation=1 Thanks to our Patreon patrons: - @AntoineCoeur - saiar tel - @TodayIFoundOut1 - @82abhiash 5 min - Jan 13, 2015

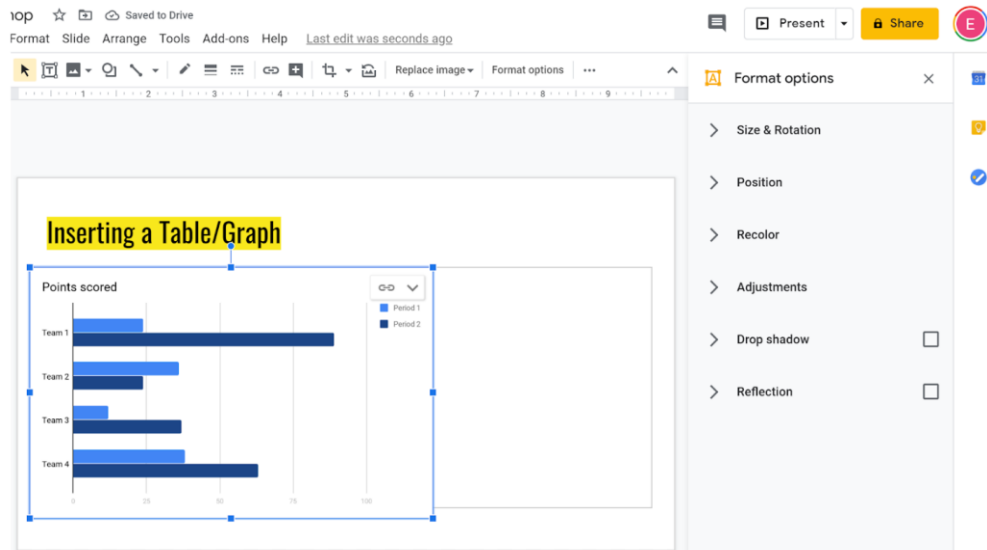
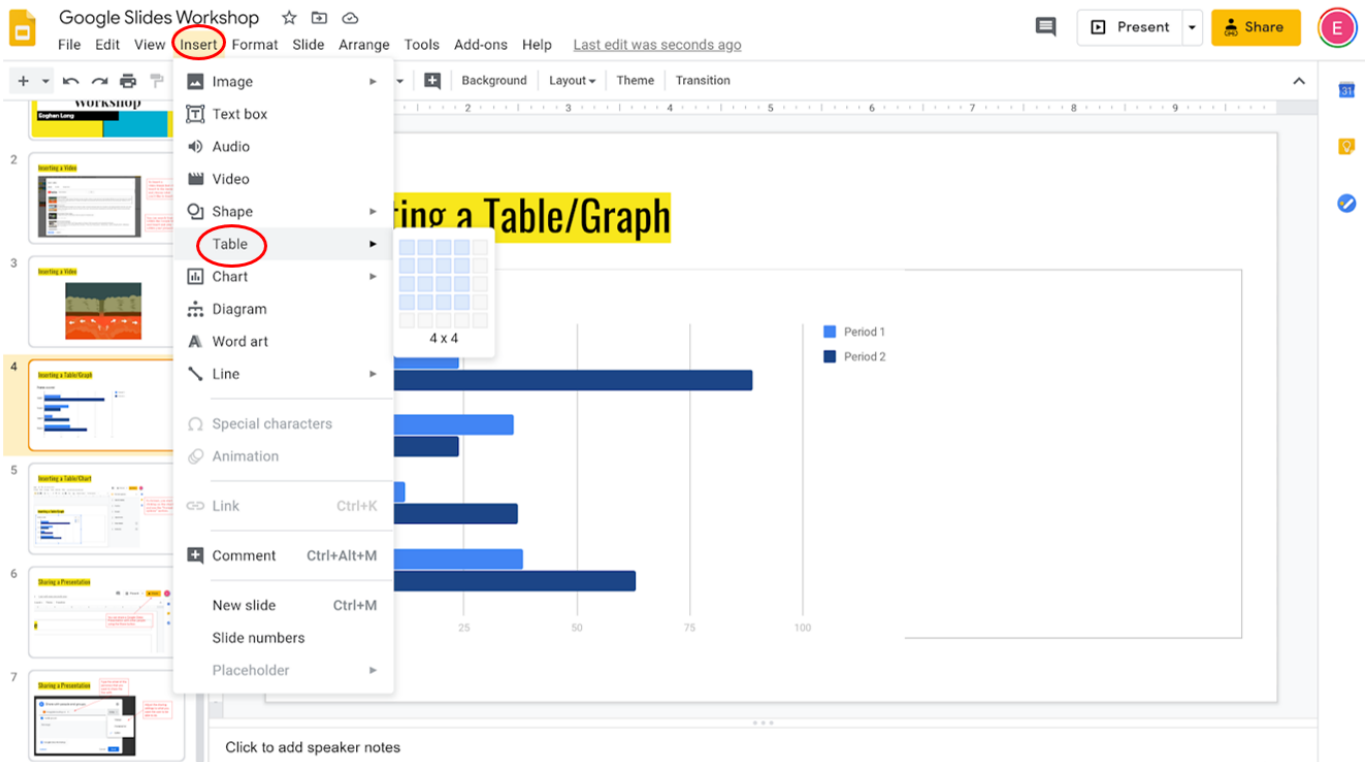
Select Cancel

Click to add speaker notes

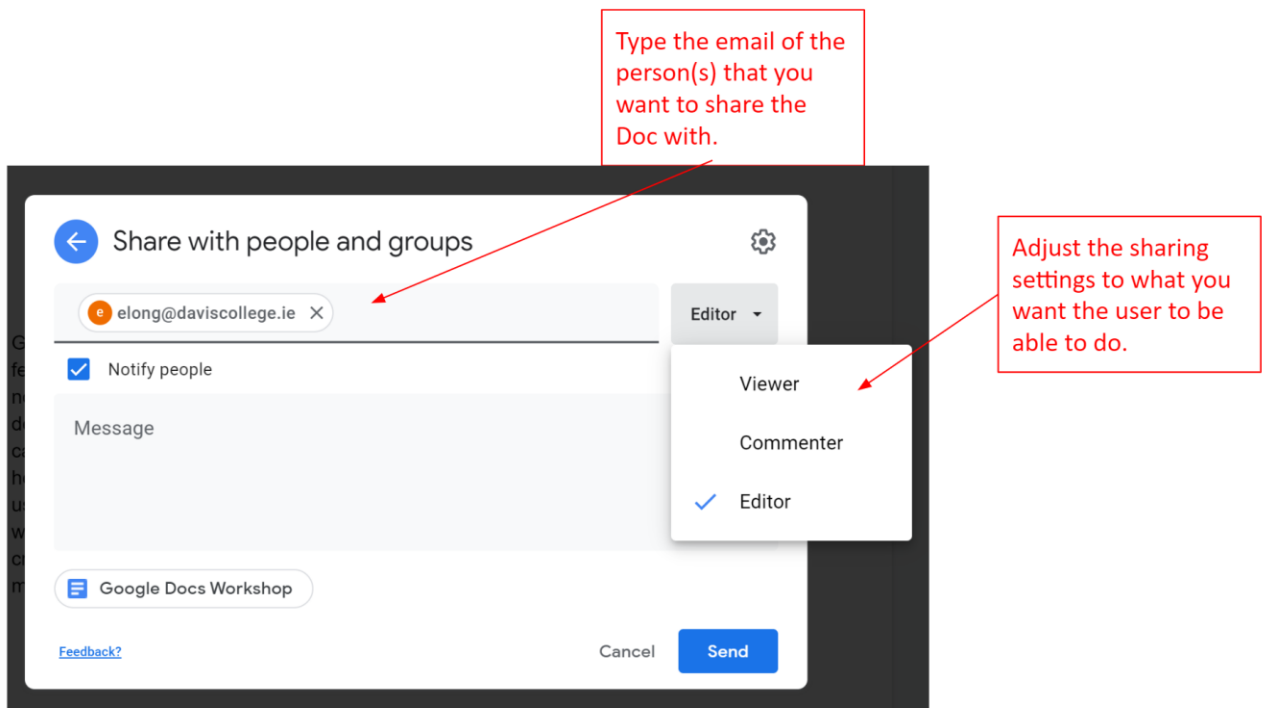
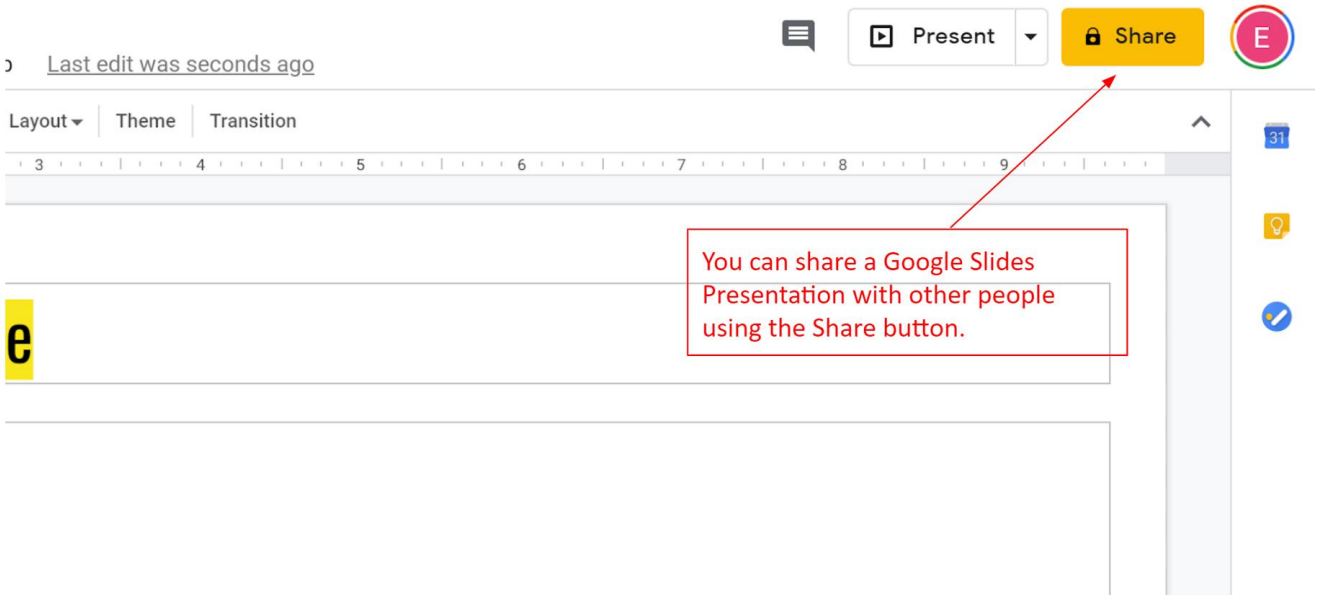
To insert a video/image just click insert in the menu bar and choose what you'd like to insert.

You can search Youtube within the Google Slide and insert and play it within your presentation

Like PowerPoint it is quite simple to create a table or graph with simple formatting options.



Sharing a file is the same as sharing in other Google products using the "Share" button.



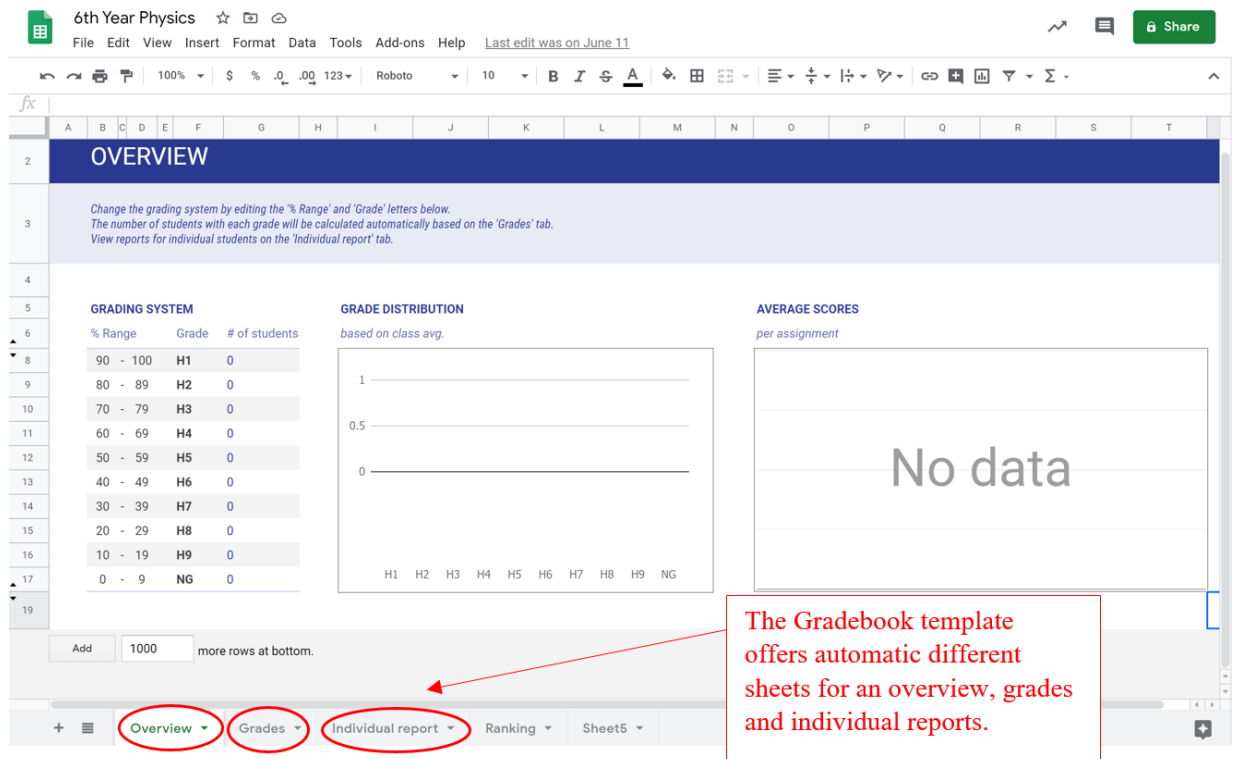
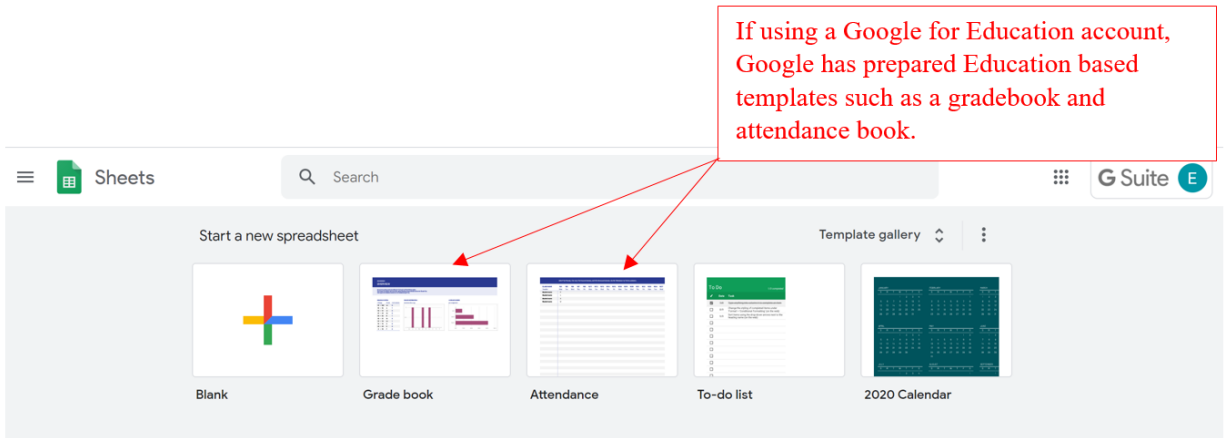
## 5.5 Google Sheets Introduction

Google Sheets is Google's equivalent to Microsoft Excel. While it may not be as powerful for heavy work such as running Macros etc. it is a very useful tool and will satisfy 95% of people's needs for spreadsheets. It operates on a similar grid view and formulae work is very like Microsoft Excel.

Its advantages compared to Microsoft Excel is its online feature where a file can be accessed from any device anywhere as long as there is internet available. All files can be shared with other users promoting very easy collaboration. All work is saved automatically meaning that you never have to worry about using your work.

## 5.6 Creating a new Google Sheet

When opening a new Google Sheet, you have the option of a blank spreadsheet or some education-based templates.



The attendance template allows you to record and monitor attendance of students and format the sheet to your preference. It also allows you to share the file with other users who might like to monitor the attendance (Year Heads, Management etc.)





		9/4	9/5	9/6	9/7	9/8	9/11	9/12	9/13	9/14	9/15	9/18	9/19	9/20	9/21	9/22	9/25	9/26	9/27	9/28	9/29	Late	Excus absen
		Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	L	E
1		Enter P for Present, L for Late, E for Excused absence, and U for Unexcused absence. Use the 'Attendance key' tab to customize.																					
2	CLASS NAME																						
3	Teacher																						
4	Student name	P																				0	0
5	Student name	L																				1	0
6	Student name	E																				0	1
7	Student name	U																				0	0
8																						0	0

**ATTENDANCE KEY**

P Present

L Late

E Excused absence

U Unexcused absence

## 6. Google Groups

### 6.1 Why use a Google Group?

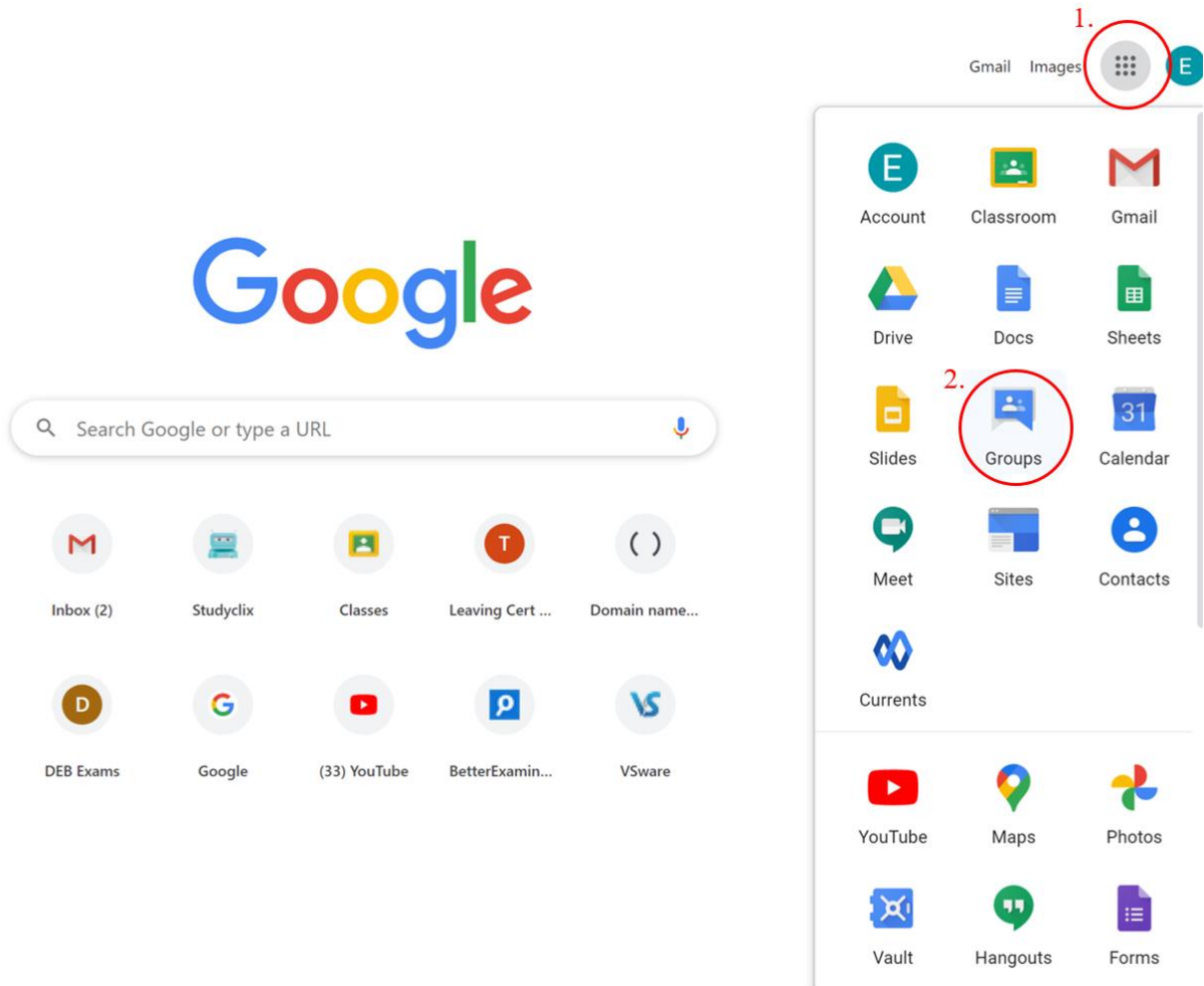
Google Groups is an excellent way of communicating with multiple people. Whether it be a group of students, fellow staff or a committee, Google Groups allows you to invite a group to an event or share a file with a large number of people by sending a single email to the group. You can also create an online forum to discuss certain topics or answer questions about an issue.

**Note:** It is important to remember that you can join a Google Group with a non-Gmail account but to access the group web interface you have to have a Google account.

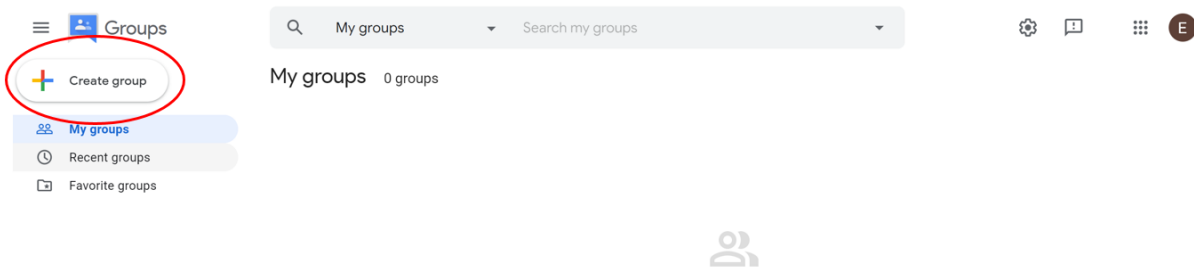
Group Type	Description	Example Uses
Email List	Email list groups are mailing lists. Create a new email address so anyone in your organisation can send messages to everyone in your group at once.	Send messages, share files or invite group members to meetings.
Web Forum	Create a Group on a particular subject that anyone in your organisation can join.	Online communities for people in your organisation with similar interests, expertise, or work functions.
Collaborative Inbox	Members of a group can receive and respond to email requests using a common address such as <a href="mailto:members@ista.ie">members@ista.ie</a> . Assign incoming members to group members, track status and categorize posts so they're easy to find later.	For teams that use email to process registrations and other sign ups.

### 6.2 Creating a Google Group for staff/Subject Department/student groups.

To create a new Google Group firstly go to the Google homepage and click the Google Waffle (9 dots) icon and choose Groups.

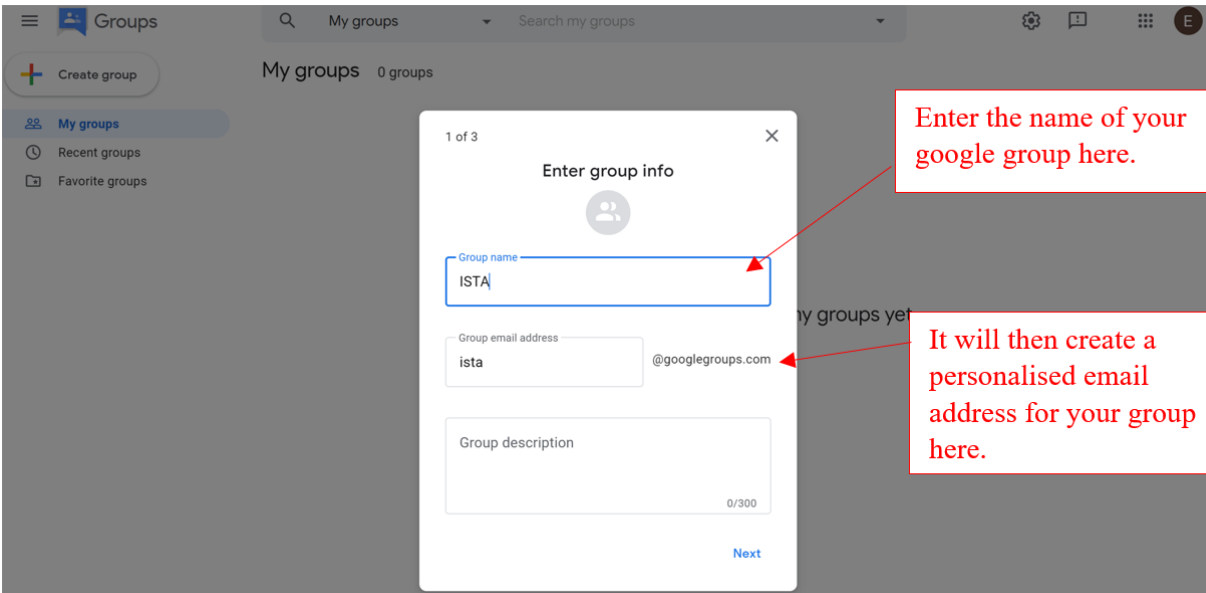


The Google Groups page will open and you will be presented with a number of options. To create a new group, click the “Create group” button.

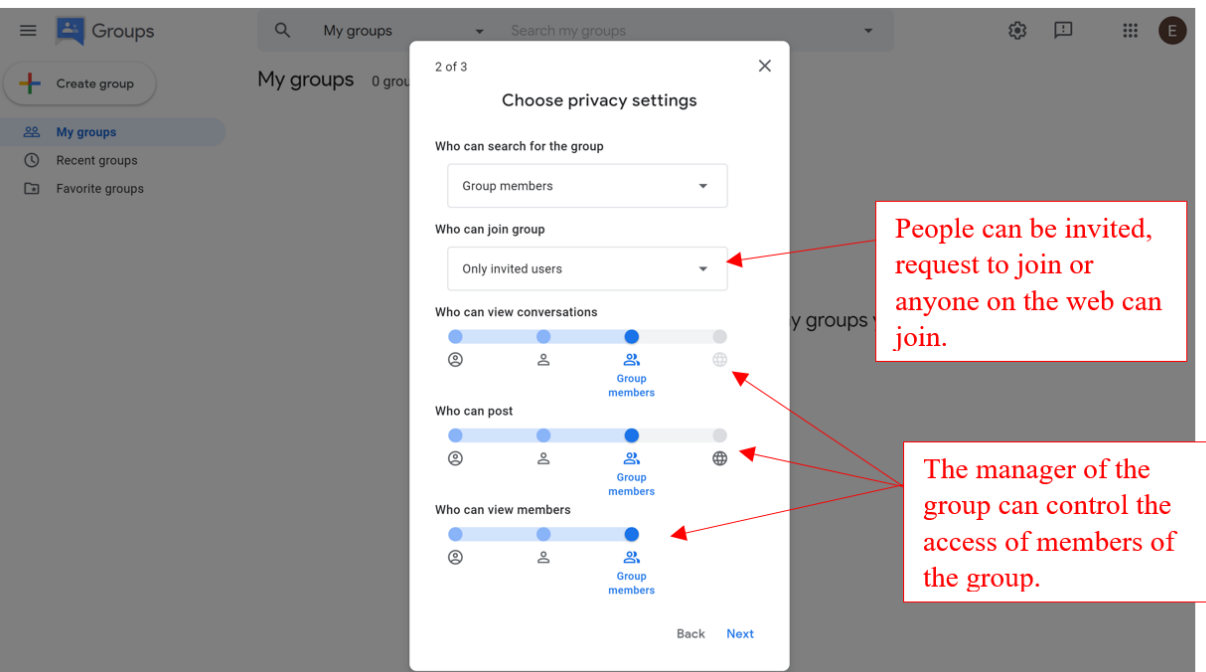


You are not a member of any groups yet

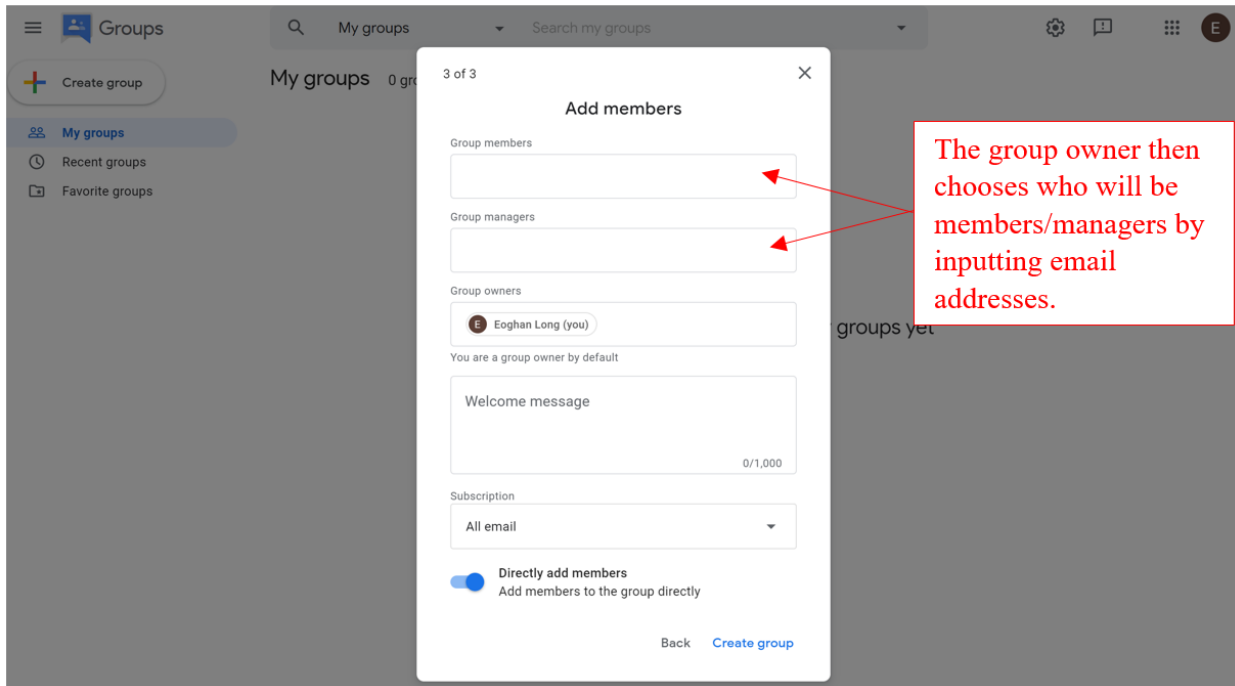
You will then be asked to give your new group a name and it will automatically create a personalised email address for your group.



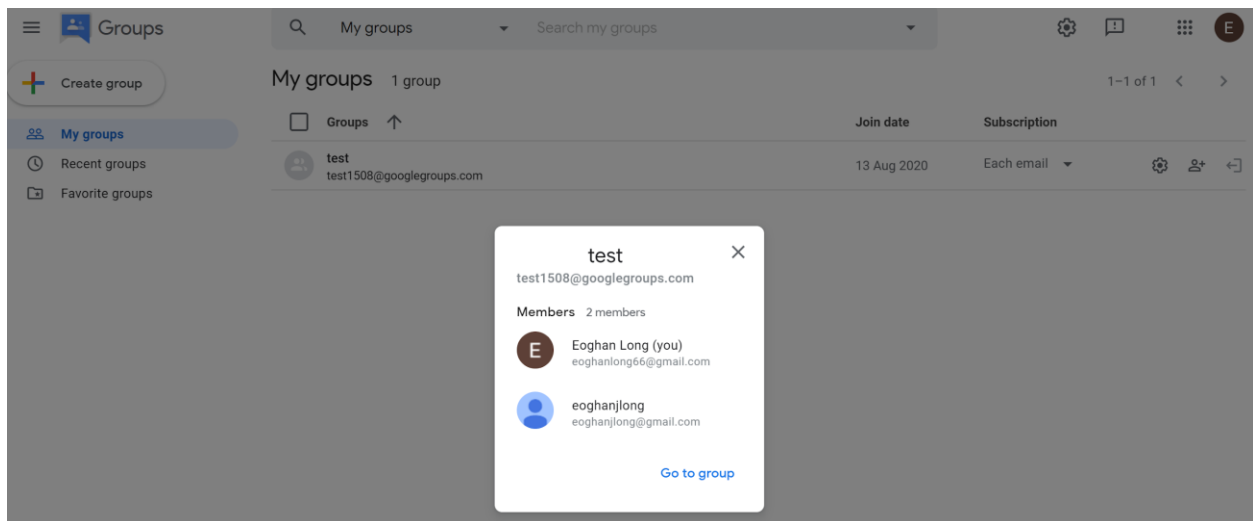
You will then be asked to choose the privacy settings of the group such as how members can join the group (invited only, request to join or anyone on the web can join). The Manager of the group can also control the access that members of the group have.



The final stage of creating a new Google group involves adding members and managers. This can be done by typing in their email address in the chosen section. You can also type a welcome message that they will all receive when they are added.

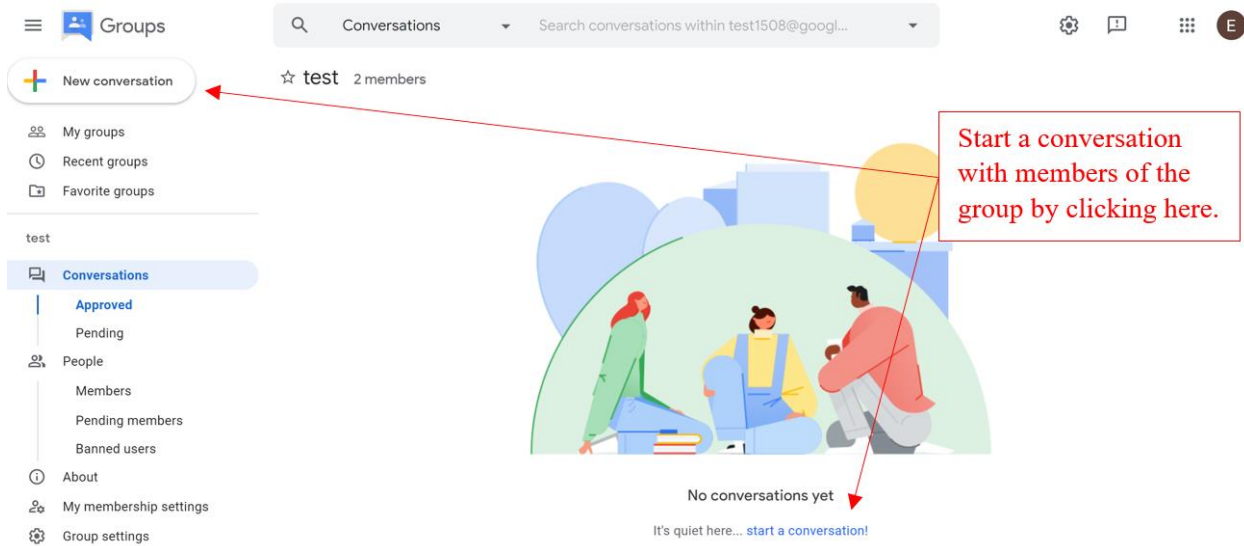


You will then receive confirmation of the created group and the option to “Go to group”.

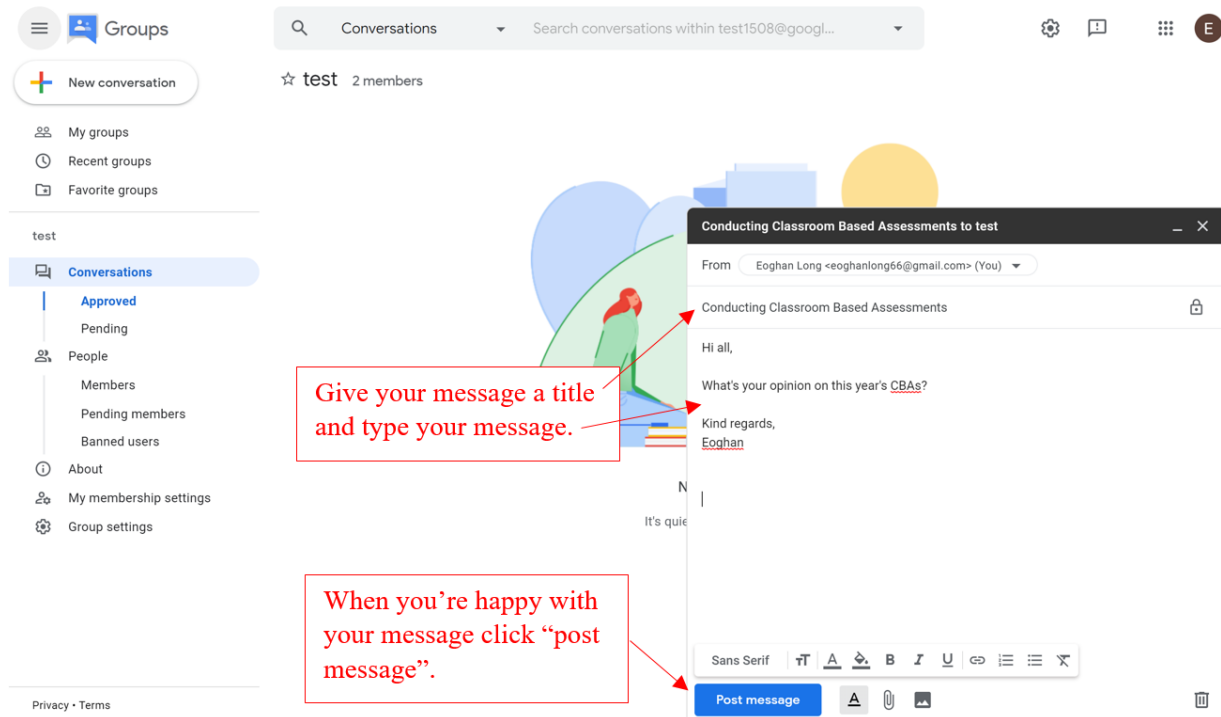


Now that your Google group is set up it's time to start a conversation with other members. To start a conversation with others simply click the “New conversation” button.

## 6.3 Communicating with others in a Google Group.

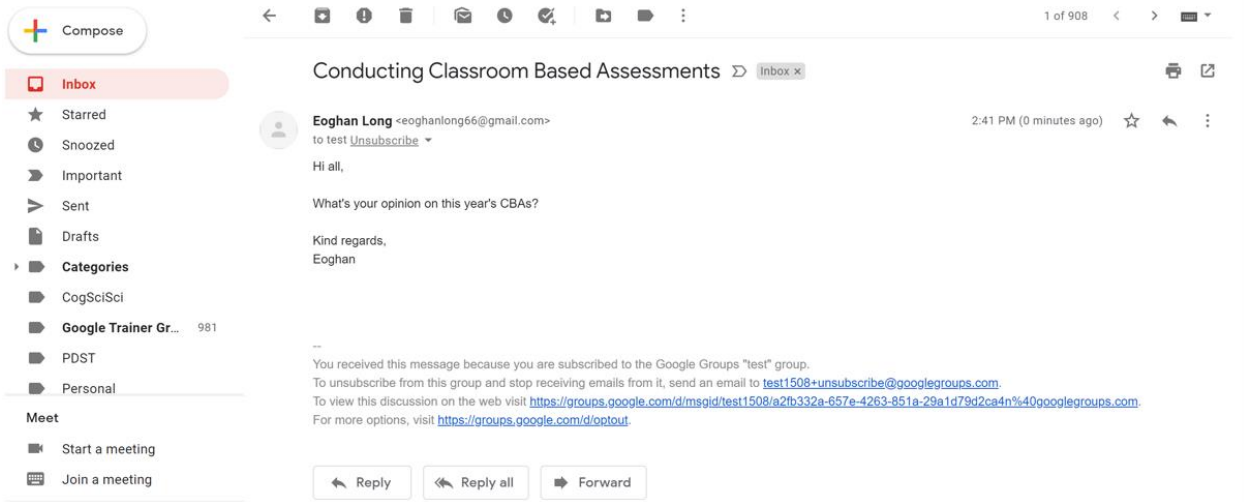


After you click “New conversation” a window will open where you will have the option to type a subject to your conversation and type a message.



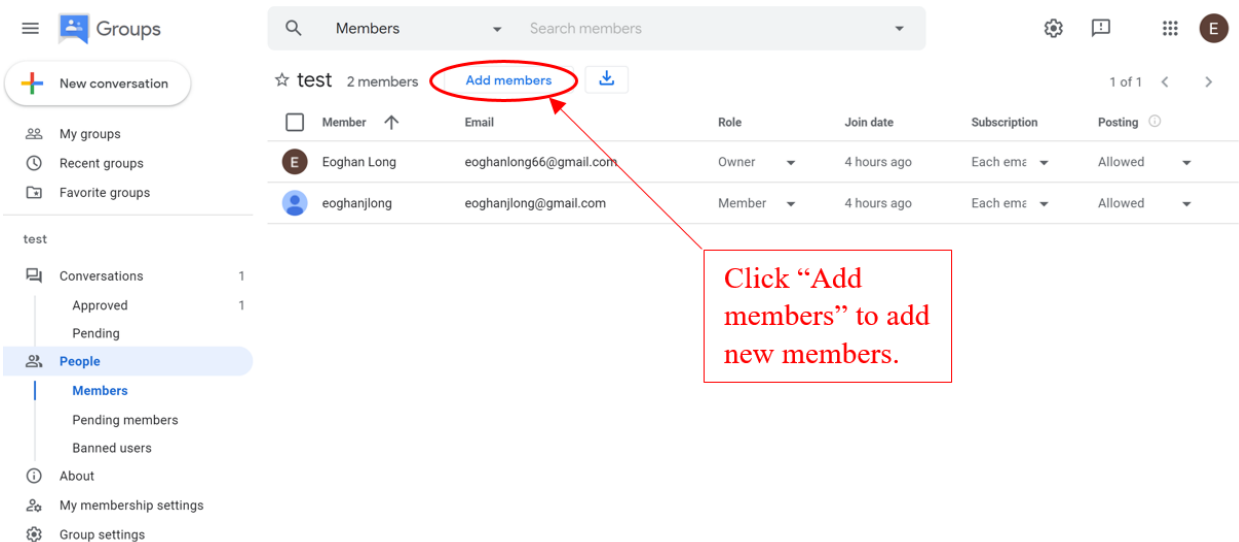
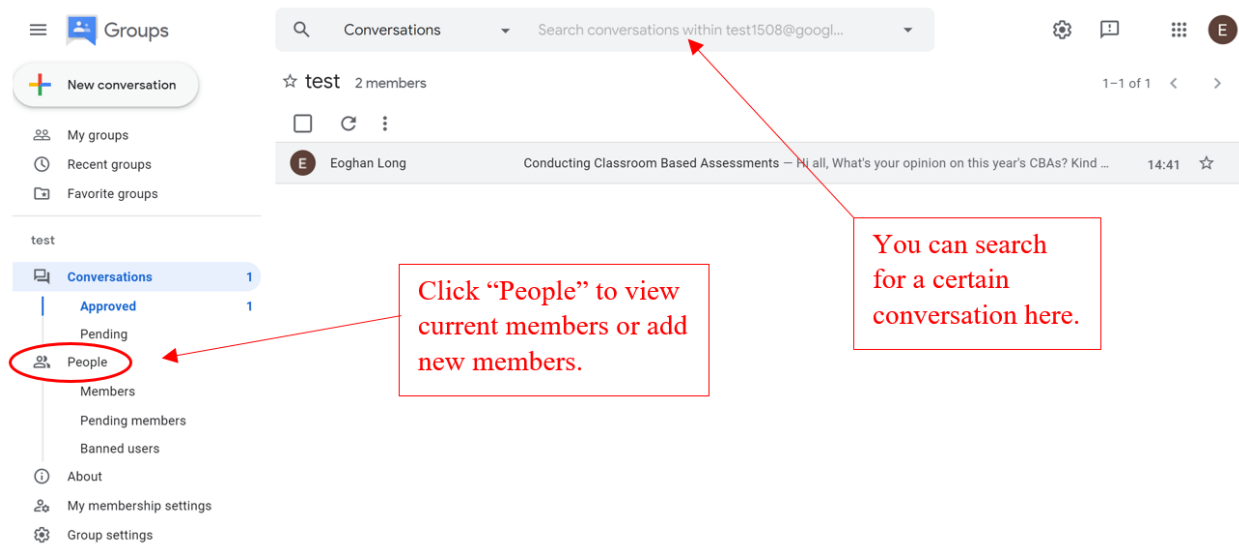
After you have posted your message all members of the group will receive an email to their email account with the message that you sent. You can also start a conversation straight from your email account without the need to log into Google groups by emailing the Google groups designated email and all members will receive the message.

Below are what recipients will receive when a message is sent. Any recipient can click reply and their reply will be sent to all members.

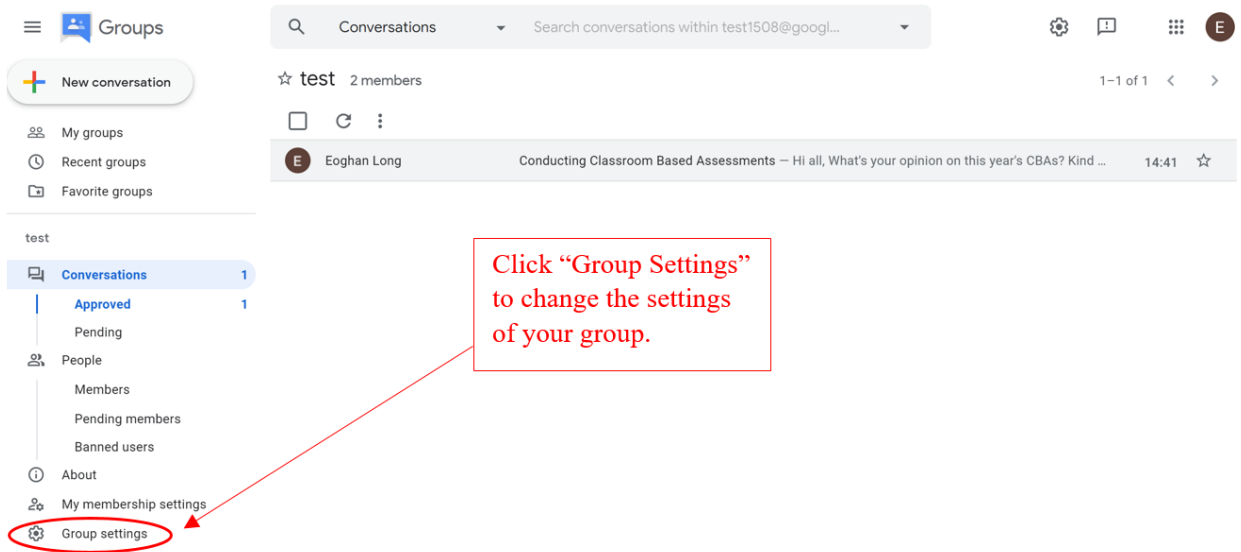


## 6.4 Managing a Google Group.

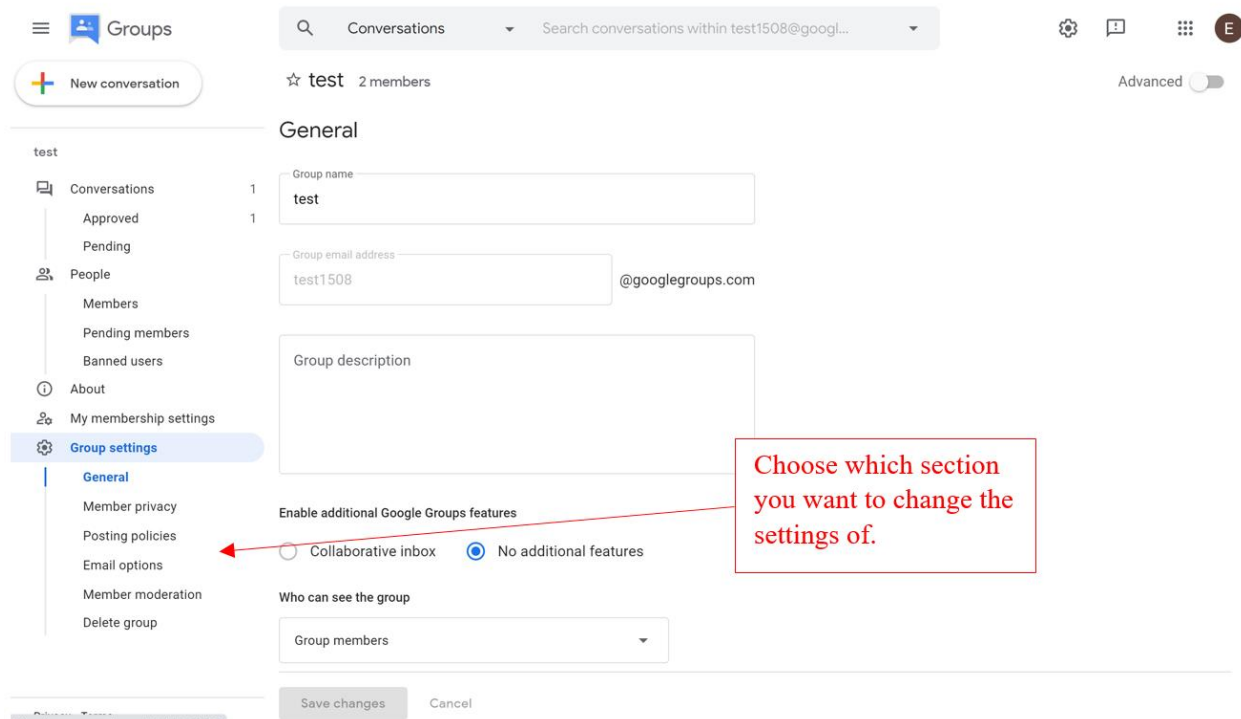
Managing your Google group is very important if you want to add/remove members as time goes on. The options on the left of the screen cover everything you need. The people section allows you to view who's in the group and also add/remove members.



If you wish to change the settings of your group such as members' posting rights or who can moderate the group etc. then click group settings at the bottom.



Here you have the option to change the settings of different aspects of your group such as group name, posting rights, who can add new members (owner, manager or any existing member).





New conversation

Advanced

- test
- Conversations
  - Approved
  - Pending
- People
  - Members
  - Pending members
  - Banned users
- About
- My membership settings
- Group settings**
  - General
  - Member privacy
  - Posting policies
  - Email options
  - Member moderation**
  - Delete group

☆ test 2 members

- Include the standard Groups footer
- Include a custom footer

1 -  
1 To unsubscribe from this group, send email to test1508+unsubscribe@googlegroups.com  
View this message at https://groups.google.com/a/googlegroups.com/d/msg/test1508/topic-id/message-id

### Group email language

Use this language for system-generated information such as notifications and email footers

English

You can also add a custom footer to each message within your group.

### Member moderation

#### Who can manage members

Group managers

#### Who can adjust roles

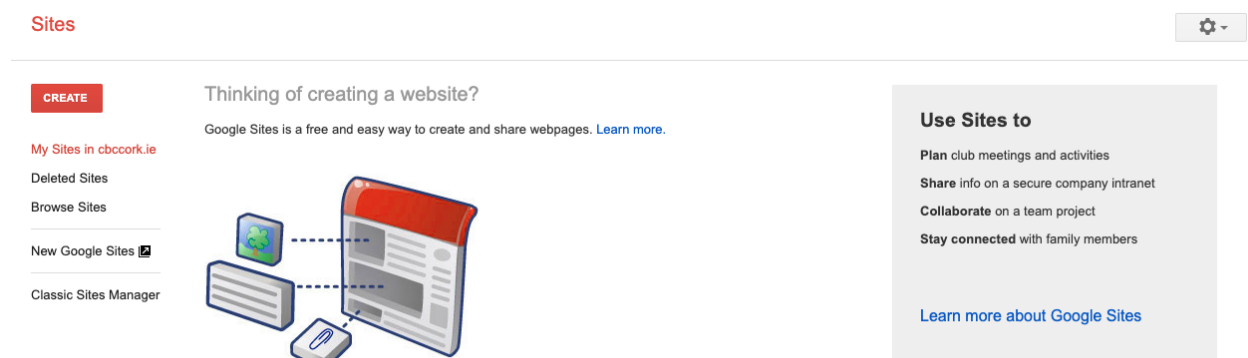
Group managers

## 7. Google Sites

Google Sites is a website building platform from Google.

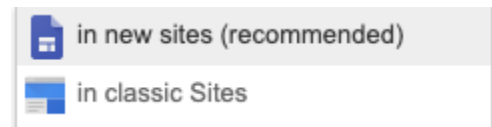
### 7.1 Creating a Google Site (subject site/school club site etc.)

In the “Waffle” on the top right corner select “Sites”, this will take you to the Google sites home page which will look similar to the screenshot below.



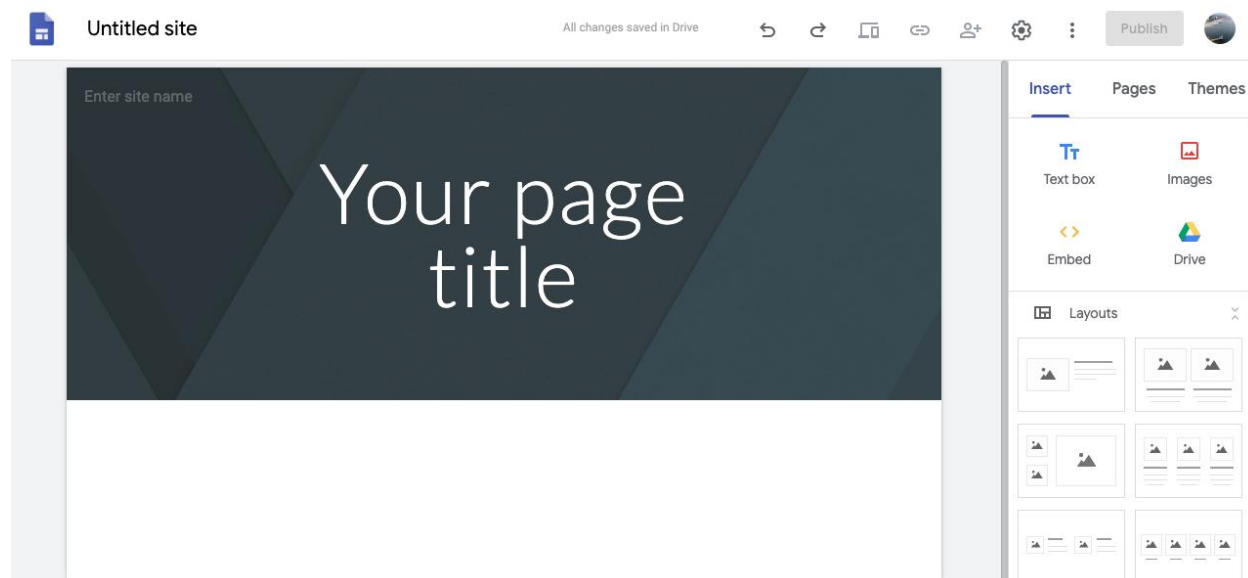
Google sites can be used by teachers and students to present content.

To start, click “Create” that is located in a red box on the top left corner. When you click on “Create” you will be given two options (Shown across). If you are familiar with google sites you may choose to use the “Classic Site” builder however the easiest option for building website and the most user friendly is the “New sites” option.

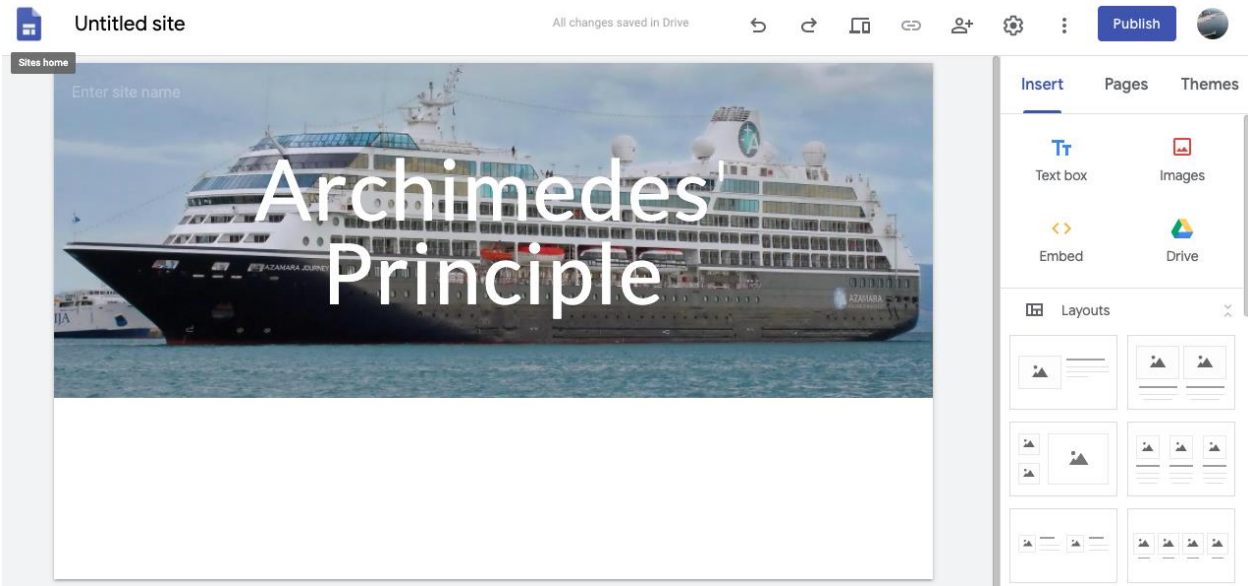


### Name your Website

The first thing you will need to do is create a suitable name for the website. To do this click on the “Untitled Site” which is located on the top left.

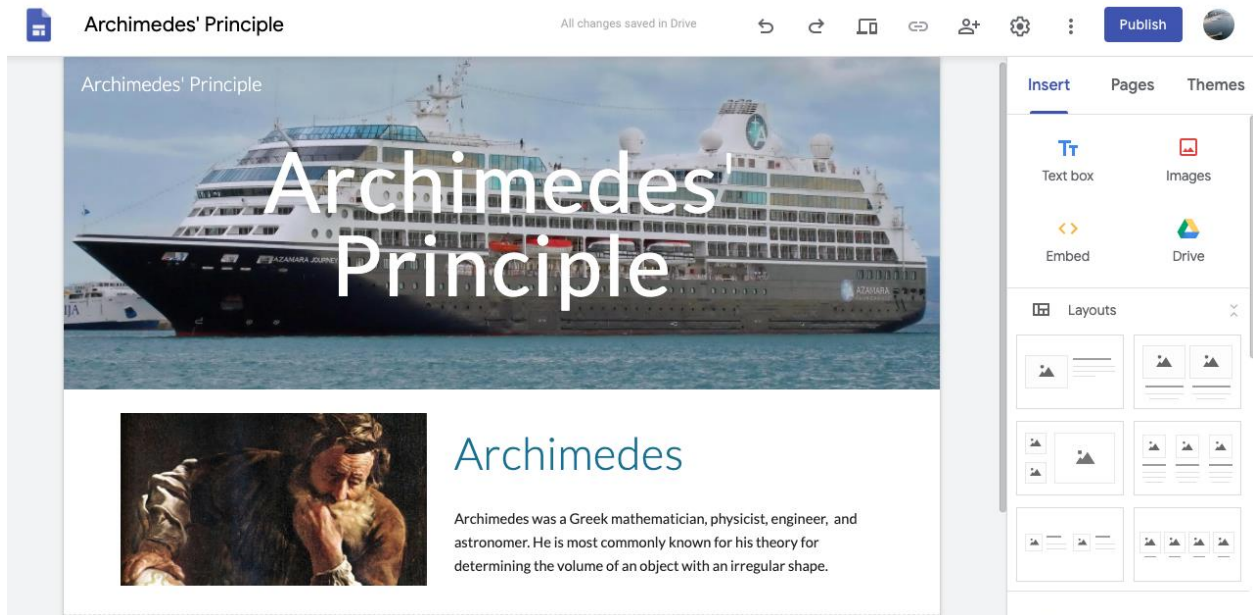


You can add a title to the page by clicking on the “Your Page Title” you can add in images from the internet / google drive / personal images. A sample can be seen below.



To add content to the webpage you can select any of the template from the bottom right of the screen under the heading of “Layouts”. You can choose several images / or image/text combinations.

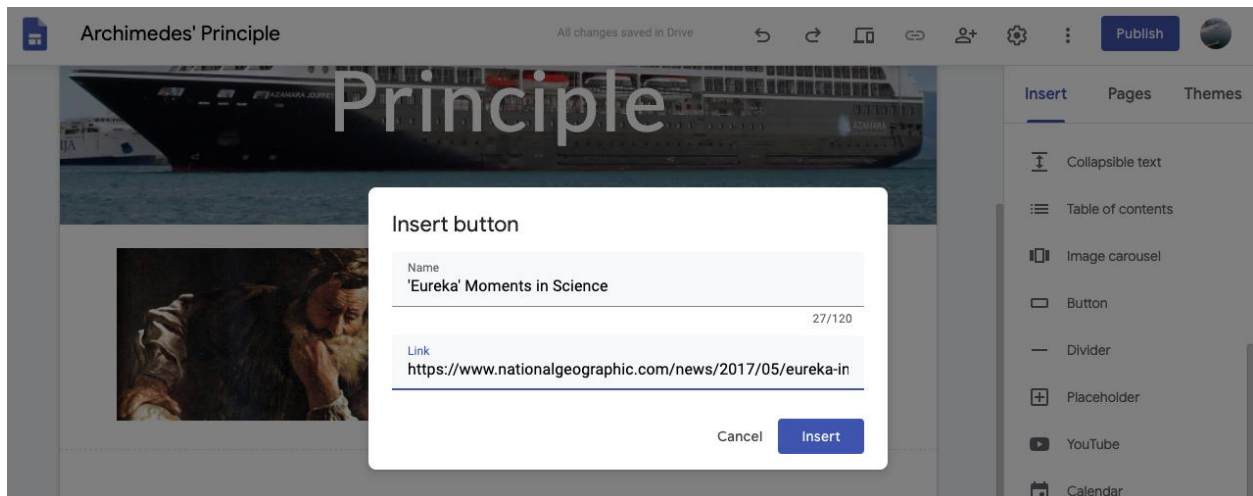
To add a layout feature you can click on the option or you can drag and drop it into place. Using the drag and drop feature can be useful when you have several different tiles.



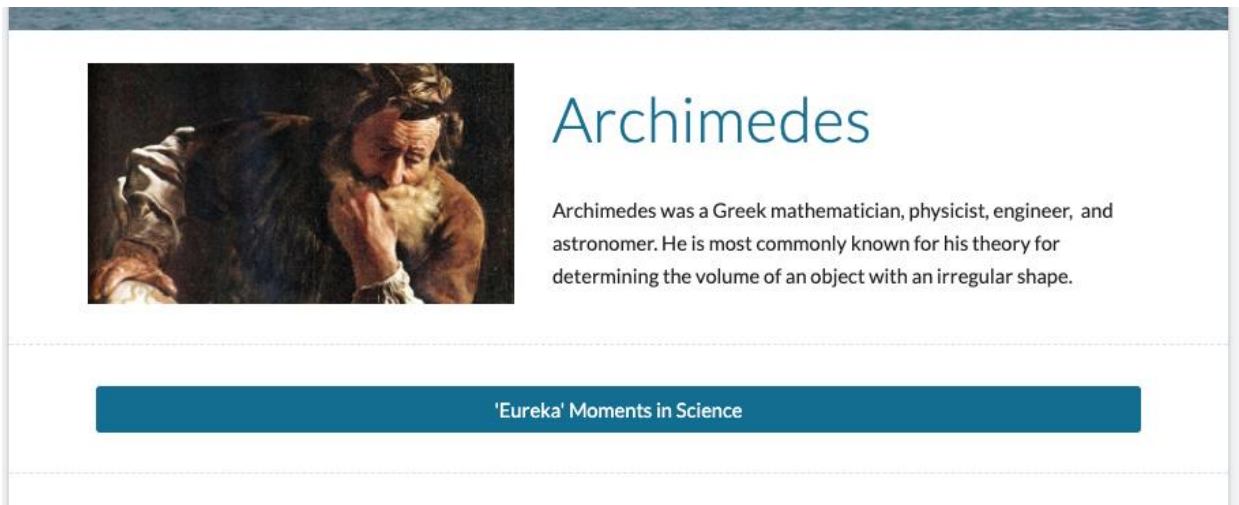
## 7.2 Design features

### Adding link (button) to another Website

On the right-hand side panel you can scroll down and find “Button”, when you click that it will bring up a window that will ask you to select the word that will appear on the button. You will also have to insert the link to the website. Once you have done this you will need to click “Insert”.

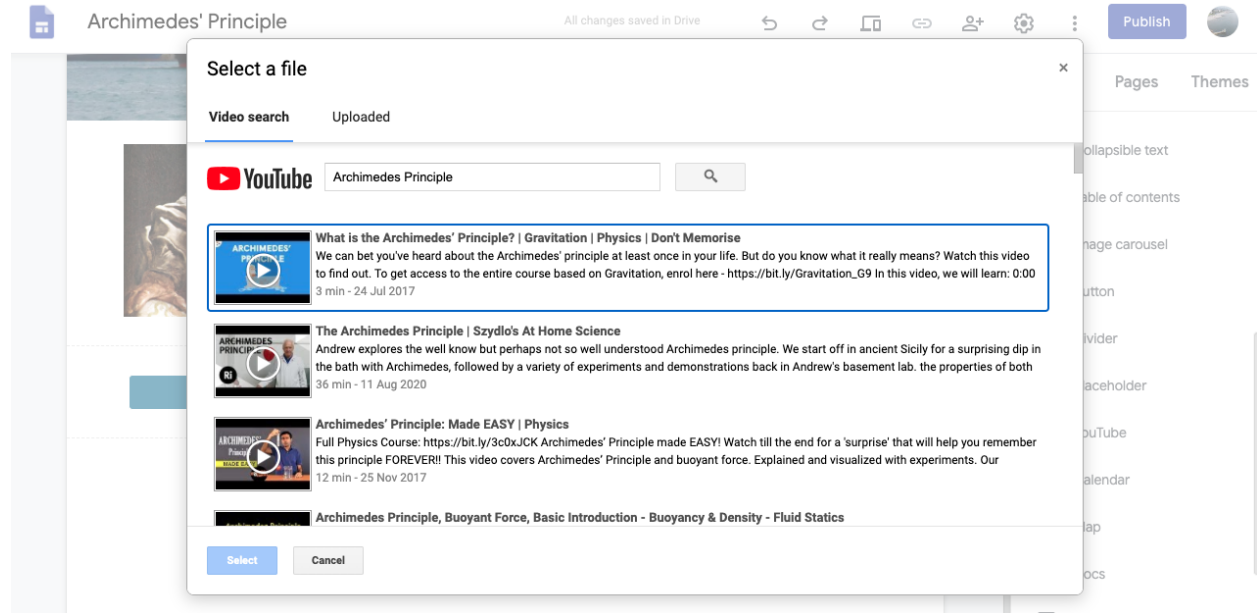


### Result

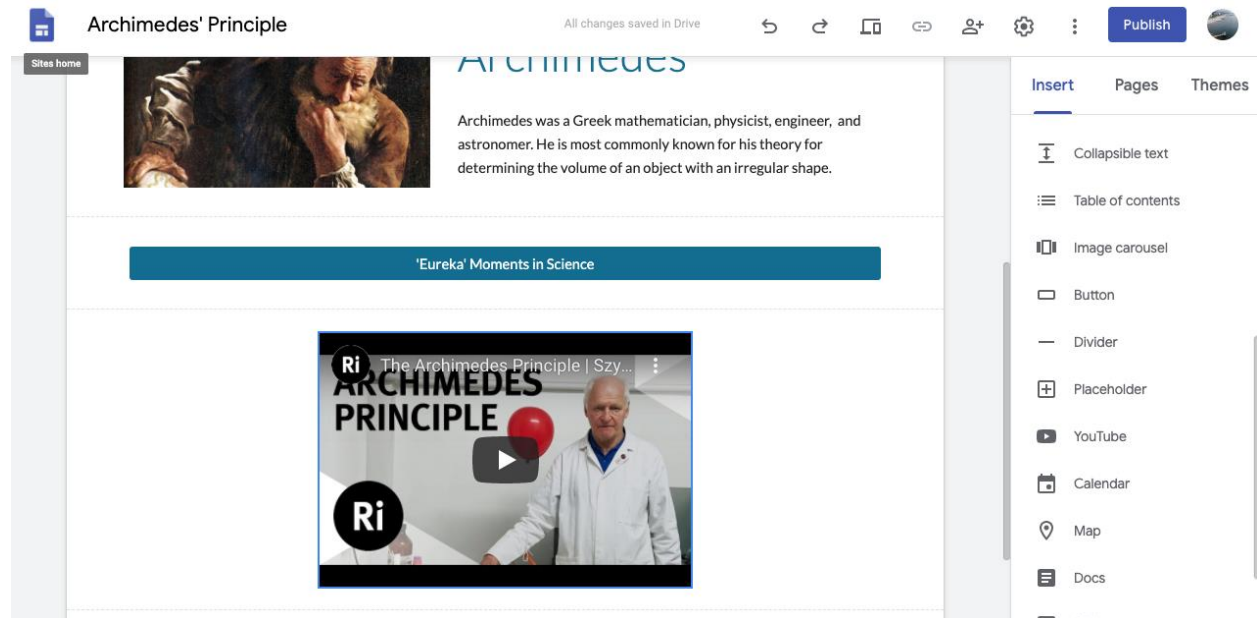


## Adding a YouTube video

On the right-hand side panel, you can scroll down and find “YouTube”. When you click this, you will have to find the video that you wish to add from YouTube. (Be sure to watch the video before you post it on your website).

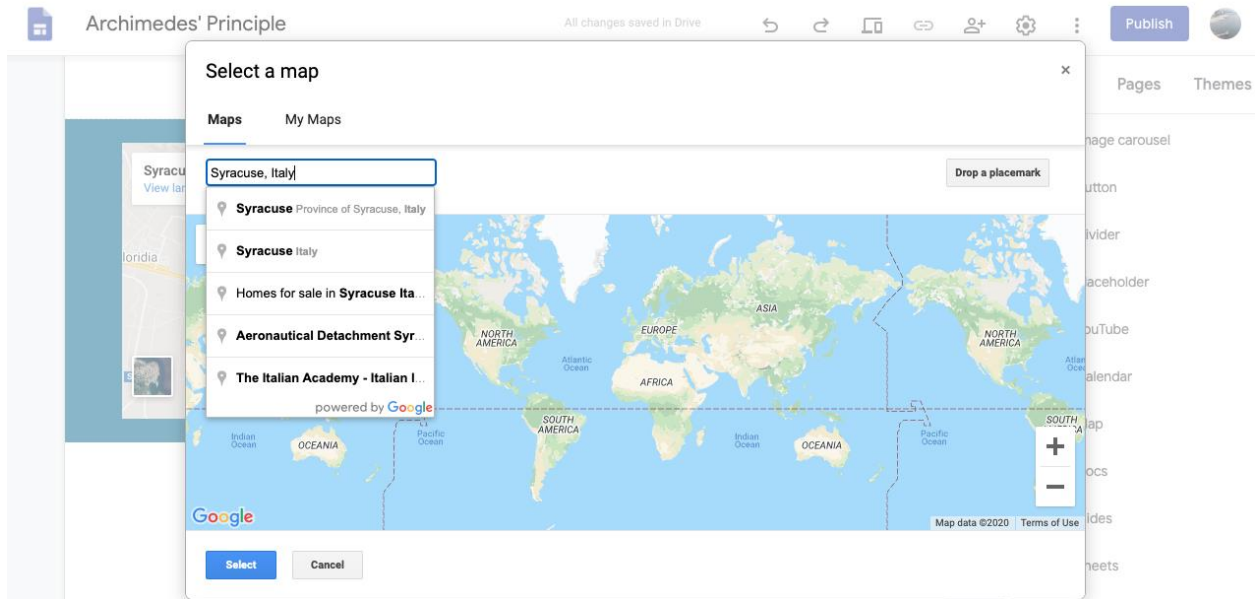


You can adjust the size and positioning of the window that will show the video.

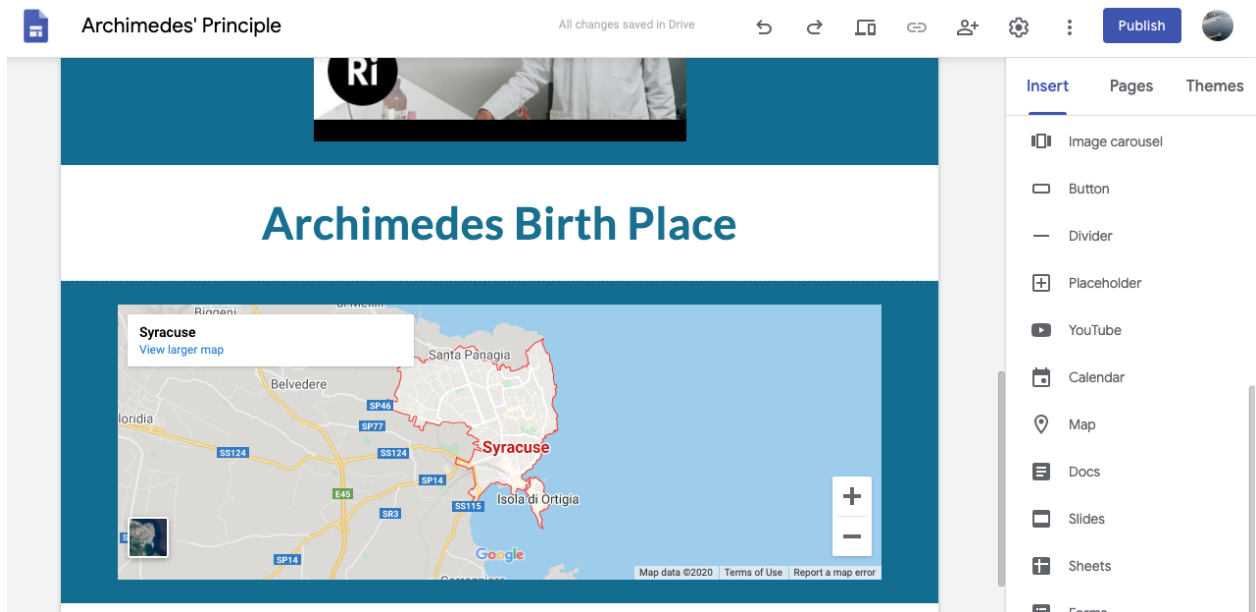


## Adding a link to Google Maps

On the right-hand side panel, you can scroll down and find “Maps”. You can then enter the name of the place that you wish to display on the map.



Once you have found the place on the map you can press “Select” on the bottom left of the panel. The result of this appears below.



## 7.3 Publishing the Site

To Publish the site, you need to click the “Publish” button that’s on the top right of the screen. At this point you can name your website and you will get the URL for accessing the website.

A few points to note:

- You want the website name to be descriptive and explain what is contained in the website.
- You want the name to be short so that it is easily accessible.
- Avoid spaces as you cannot have a URL that contains a space

