

# Google Docs *in the Classroom*

Created by CUE and WestEd for Google

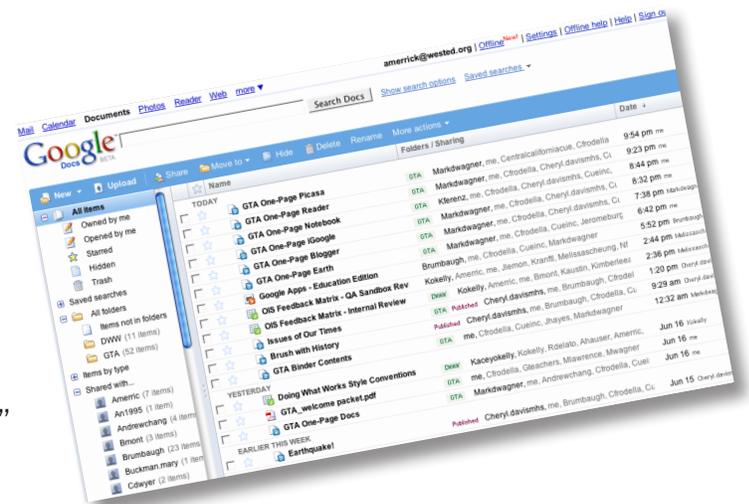


Get the tool: <http://docs.google.com>



## What is it?

Google Docs is a free online word processor, spreadsheet, and presentation editor that allows you to create, store, share, and collaborate on documents with others. If you know how to use other word processors, spreadsheets, and presentation programs, you can easily use Google Docs. Instead of emailing files back and forth between collaborators, Google Docs allows people to work on a single version of a document together online. The chat feature on presentations makes it possible to create a “permeable classroom” by bringing experts into a lesson to interact with students online. You can also create web-based surveys to collect information from students, teachers, or parents.



## Why use it?

Students can use Google Docs to:

- Work on their files from any computer—all they need is an internet connection.
- Get instant feedback on their work from multiple collaborators and their teacher.
- Publish their papers and presentations on the web for an authentic audience.

Teachers can use Google Docs to:

- Provide timely feedback to students at any point during the writing process.
- Collaborate with colleagues on shared materials and assessment data.
- Publish handouts and presentations online for students and parents.

## Expert Tip



Don't like the latest changes in your document? Role back to earlier versions of any document by clicking on “File” > “Revision History.” Then click on a previous version, and click “Revert to this one.”

## Instructional Ideas

**Elementary.** Students can complete a book report on school computers. Teachers can then upload completed reports into Google Docs to share with colleagues or publish for parents.

**Middle School.** Partner with a class at another school, enter data from the same science experiment in a spreadsheet, and compare the results online.

**High School.** In Economics, students can monitor and calculate their investment portfolio in spreadsheets when playing the “Stock Market Game.” Students can track specific stocks at different times of the day and share the data.

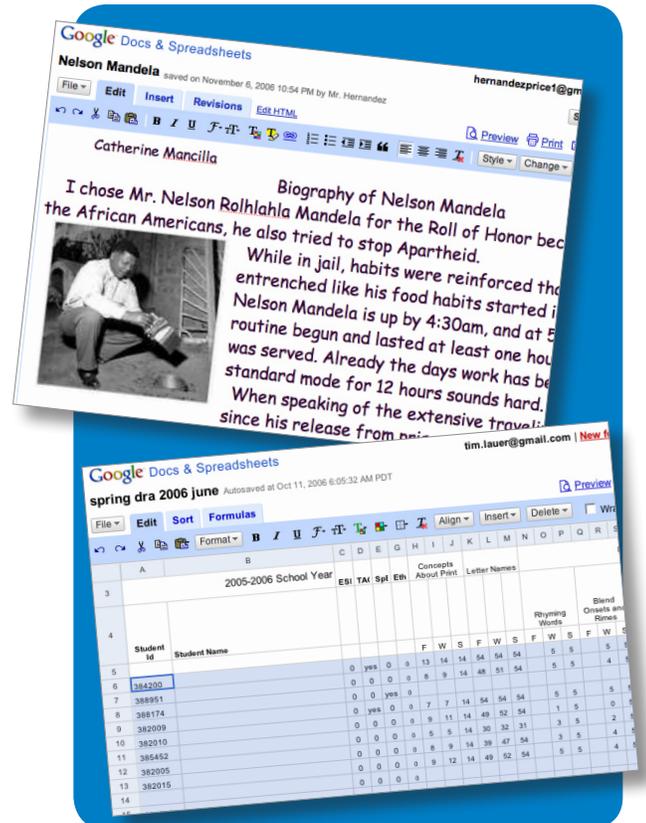
## Google Docs in Action

**Project:** Writing Portfolios

**Grade/Subject:** 9-12th, Journalism

**School:** Palo Alto High School, CA

In one high school journalism class, every student keeps their entire writing portfolio on Google Docs. The teacher checks and verifies which assignments have been turned on a daily basis, and easily monitors student progress over time by having everything centrally located. More than just a library of files, though, students use the online environment to manage the entire writing process: share ideas, do peer editing, create revisions, and publish their final work. Best of all, the teacher can easily track the development of each writing assignment as the students work through multiple revisions. As students seamlessly work on their writing at home, school, at the library, and with their friends, there have been noticeable improvements in the quality of their writing.



## Additional Resources

### More Examples

Google Docs in Plain English Video: <http://www.youtube.com/watch?v=eRqUE6IHTEA>

Using Google Docs in the Classroom: Simple as ABC: [http://docs.google.com/View?docid=dcdn7mjg\\_72nh25vq](http://docs.google.com/View?docid=dcdn7mjg_72nh25vq)

Google Docs page on the Google for Educators site: [http://www.google.com/educators/p\\_docs.htm](http://www.google.com/educators/p_docs.htm)

Weekly Reader Collaborative Writing Project <http://www.google.com/educators/weeklyreader.html>

### Complementary Tools

- Blogger
- Google Sites
- iGoogle
- YouTube

*In order to comply with federal law and the Google Terms of Service, students need to be over 13 years of age to use any product which requires a Google Account.*

*Students may participate in product use if the account is owned by a parent or teacher and that parent or teacher is present when the product is being used.*

<http://www.google.com/educators>