DOCS & SPREADSHEETS IN THE CLASSROOM

ESTHER WOJCICKI
Palo Alto High School
Where it is being used now:

Journalism classes

ESL classes

English classes

Social studies classes
Journalism programs are using Docs and Spreadsheets.

✓ CAMPANILE (newspaper) 70 students
✓ VERDE (magazine) 35 students
✓ BEGINNING JOURNALISM: 160 students
✓ http://voice.paly.net (website) 30 students
2005 winner of two Webby Awards

International Festival survives cancellation scare thanks to increased volunteer efforts
The Campanile, News, Feb. 12

Though a shortage of volunteers threatened to cancel Palo Alto High School's International Festival, parents and students have stepped up to push the event forward.

1 in 1700: Rahul Ramakrishnan
The Campanile, Entertainment, Feb. 12

The Campanile: So Rahul, this is 1 in 1700. So what is it like to be a junior at Palo Alto High School?

Online classes increase schedule flexibility, reduce stress
The Campanile, Features, Feb. 12

With pressure and stress mounting from SATs, homework and college applications, some students at Palo Alto High School have turned to online classes to increase their schedule flexibility and reduce stress.

One-sided rivalry: Vikings topple Titans again
Voice, Sports, Feb. 9

It was sloppy, ugly and at times it was downright pathetic, but in the end, the result was the same -- The Vikings beat rival Gunn and the Vikings won at home, both extending streaks that date back to before any of the current Vikings were in high school.

News

• All-school rally: slam dunk, News, Feb. 12
CAMPANILE: newspaper

Columbia Crown winner, National Scholastic Press Hall of Fame
National Scholastic Press Pacemaker

PAUSD Superintendent retiring, search begins

The Palo Alto Unified School District Board of Education has begun searching for a replacement for Superintendent Ray Kalser, who announced his resignation several months ago.

The search for a replacement has come after a nationwide search that has included interviews with a number of candidates. According to Kalser, the search has been long and difficult, with the board meeting multiple times to discuss the process.

The board has selected a search firm to assist in the search process, and has also received feedback from community members.

Numbers
5
3.5
5.5
450
371

PAUSD Library establishes teen section

Through the creation of a new student-centered section, the Palo Alto Library hopes to provide a safe and welcoming space for youth.

The new area was designed to appeal to teens and has been funded by a grant from the Strategic Partnerships for Early Learning program.

Teen Library Assistant Emily Brown and Librarian Sue Nightingale spent two months working on the new section, which includes a comfortable seating area, study space, and a dedicated computer area.

Both Nightingale and Brown expressed their excitement for the new section, which they hope will provide a safe and welcoming space for teens to gather and learn.

Library establishes teen section

The Teen Library Assistant Emily Brown and Librarian Sue Nightingale

The Teen Library Assistant Emily Brown and Librarian Sue Nightingale

The Teen Library Assistant Emily Brown and Librarian Sue Nightingale
Docs & Spreadsheets in the English classroom

Suggested use of Docs in the classroom:

• ESSAYS
• VOCABULARY WORK
• CREATIVE WRITING
• POETRY PORTFOLIOS
• ESSAY TESTS
• CLASSWORK
**Of Mice and Men**

In the book *Of Mice and Men*, by John Steinbeck, Lennie and George and two other migrant workers rely on dreams to improve their life. Lennie and George are two best friends who have stuck to each other for a long time. When they reach the new ranch they have to work on, they find many problems awaiting them. They have to learn how to deal with 'difficult' characters like Curley, the troublesome and bossy character and Curley's wife, the big flirt. Lennie and George also meet Slim, the skinner, Candy, the swumper, Crooks, the stable buck, and Carlson, another person who bunks barley. They are working so they can earn enough money so they can fulfill their plan, or dream. In the end, though, everything falls apart and goes astray. Three examples of characters who have dreams that never come true are Lennie, George,
Romeo and Juliet: Self-Test

Act I
1. "Your lives shall pay the forfeit of the peace." (I.i.90)
The prince is saying that the Montagues and Capulets will be killed if any more fights between them occur.

2. "Let two more summers wither in their pride/Ere we think her ripe to be a bride." (I.ii.10-11)
Capulet tells Paris that Juliet will be ready to marry in two years.

3. "Sups the fair Rosaline whom thou so loves." (I.ii.90)
Romeo is in love with Rosaline at the beginning of the play.

4. "Well, think of marriage now..." (I.iii.75)
Lady Capulet encourages Juliet to marry early.

5. "T'Il look to like, if looking liking move." (I.iii.103)
Juliet agrees to try with Paris.

ADVANTAGES OF DOCS & SPREADSHEETS

WHY WOULD AN ENGLISH/JOURNALISM TEACHER USE IT?

1. Makes peer collaborating and editing exciting and fun.

2. Saves automatically (no more complaints about I lost my work)

3. Easy access from any Internet computer (eliminates “my computer crashed” because it is always online

4. Teacher can monitor student work easily & offer comments & suggestions at any point in the assignment. Hard for students to tell those big fibs when you can see their revision history online.
**Reasons teachers use Docs & Spreadsheets**

*Students love it*, no more coaxing kids to do their writing assignments. They beg to go to the computer lab to work on a collaborative assignment with their partner.

Easy to see which student contributed what because there is a “Revisions History” and you can see who contributed.

Easy for students to publish their work online using Blogger. Just click!

Gives students an authentic audience for their work: parents, peers, friends and blogs.
Teachers can see exactly what was revised, by whom, and when

<table>
<thead>
<tr>
<th>Revision</th>
<th>Last Edited</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision 176</td>
<td>4 days ago by Kelley Shin</td>
<td>no text added</td>
</tr>
<tr>
<td>Revision 174</td>
<td>8 weeks ago by Kelley Shin</td>
<td>and pistachios line the middle layer. The bottom layers of pastry are dipped in caramel, balancing the flavor of</td>
</tr>
<tr>
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<td>8 weeks ago by Kelley Shin</td>
<td>The Lentil soup ($4.99) is another house specialty and was different from any Lentil soup I had ever tasted, an</td>
</tr>
<tr>
<td>Revision 172</td>
<td>8 weeks ago by Kelley Shin</td>
<td>with the diced cucumbers, tomatoes, spices and Falafel. These ingredients are all wrapped up into a tortilla-like</td>
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<tr>
<td>Revision 171</td>
<td>8 weeks ago by Kelley Shin</td>
<td>therefore, adults may enjoy it more than younger children. Kan Zeman is also affordable, prices range from $4. [Revisions 168-171]</td>
</tr>
<tr>
<td>Revision 168</td>
<td>2 months ago by Kelley Shin</td>
<td>friendly chatter in the background. The tables are well spaced apart, but close enough that one table does not</td>
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<tr>
<td>Revision 167</td>
<td>2 months ago by Kelley Shin</td>
<td>Delicious, authentic Mediterranean food is what you get at Kan Zeman, a small Mediterranean restaurant in do [Revisions 164-167]</td>
</tr>
<tr>
<td>Revision 166</td>
<td>2 months ago by Gloria Yu</td>
<td>this is so cute :) Delicious, authentic Mediterranean food is what you get at Kan Zeman, a small Mediterranean [Revisions 166-164]</td>
</tr>
<tr>
<td>Revision 165</td>
<td>2 months ago by Kelley Shin</td>
<td>A Night of Authentic Mediterranean Cuisine Delicious, authentic Mediterranean food is what you get at Kan Zer [Revisions 163-165]</td>
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<tr>
<td>Revision 162</td>
<td>2 months ago by Kelley Shin</td>
<td>a mint leaf and unlimited refills. The tea is hot and soothing, with a sweet taste balanced by a hint of mint. The [Revisions 160-162]</td>
</tr>
<tr>
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<td>in acquired taste (do you mean &quot;an acquired taste&quot;), so adults may enjoy it more than younger children. When y [Revisions 158-160]</td>
</tr>
<tr>
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<td>A Night of Authentic Mediterranean Cuisine Kan Zeman is a small Mediterranean restaurant in downtown Palo [Revisions 157-159]</td>
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<td>Revision 158</td>
<td>2 months ago by Gloria Yu</td>
<td>(do you mean &quot;an acquired taste&quot;), so adults may enjoy it more than younger children. When you walk into the r [Revisions 156-158]</td>
</tr>
<tr>
<td>Revision 156</td>
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<td>with mint leaf and unlimited refills. The tea was is hot and soothing, with a sweet taste balanced by a hint of m [Revisions 154-156]</td>
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<tr>
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<td>2 months ago by Scott, Elizabeth</td>
<td>TITLE!!! -Scott, Elizabeth 3/5/07 6:26 AM Kan Zeman is a small Mediterranean restaurant in downtown Palo [Revisions 152-154]</td>
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<tr>
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<td>2 months ago by Gloria Yu</td>
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</tbody>
</table>
GETTING STARTED

Have students set up a Google Account using any email address

OR

Have them sign up for a Gmail Account

If district blocks email accounts, sign up for as many dummy email accounts as you need and let students use them in class.

Easiest way to get started is to take students into a computer lab and guide them through the process.
Assignments for English

• Collaborative book reports
• Co-editing essays
• Collaborative research papers
• Group discussions about literary topics (4 students to a group)
• Vocabulary work either individual or in pairs
• Creative writing
• Poetry or writing portfolios (all saved on Docs & Spreadsheets)
• Class Blog: upload work to class blog (controlled viewers who are invited)
Assignments for Beginning Journalism

- Personality profiles
- Movie reviews
- Restaurant reviews
- Books reviews
- Product reviews
- Peer editing built into program
- Collaborative work on investigative stories
- Easy to publish work to webpage
- News stories: students can check each other for accuracy
- Sports: peer edit and upload stories to a Sports Blog
- Opinion: designate topic and have students collaborate
- Publish student opinion on class blog or school blog
Editors can easily make comments online to reporters.

All students submit articles on D & S; easy to revise.

Students also submit them in hard copy.

Editors also edit on paper as a backup.

D & S helps develop online peer editing groups.

Easy to spot errors in structure early and give immediate feedback.

Easy to save in a variety of formats.

Easy to find a student’s work---just use search engine in Docs.

Easy to rename any article.
Joe Bellino and Ailish Zompa, ESL teachers at Montgomery Blair High School are using Google Docs to help English language learners become critical readers and writers.

Montgomery Blair High School

Rockville, Maryland
The teachers found that Google Docs had a number of advantages over NiceNet.

- Students could insert comments into documents.
- Teachers could watch documents develop.

Teachers found peer conferencing more effective when done with Google Docs.
Why the ESL teachers used Docs

• They wanted students to have the opportunity to easily read the writing of their classmates

• They wanted students to practice using language that would help their classmates improve ideas and development

• They wanted to encourage students to improve their own ideas and development.
Get students to change their display name so teachers can recognize the name.
IF YOU DON’T CHANGE THE USER NAME

This is what your inbox will look like--
Collaborators email address must be added to each document
Revisions and how they look

Harris, Zach: Personality Feature... edited on February 4, 2007 11:53 AM by Zharris09

Browse Revisions | Compare Two Revisions | Revision History

Revision: 6 hours ago - Zharris09

I was the first real major performance we've ever done," Harvey said.

"The sound system. This truly is nirvana.

Sophomore Alex Eckstein and his band, The Alex Eckstein Quartet, for lack of a better name, have been playing with their respected instruments. While he spends most of his time at school and work, the band is his only real form of self expression.

"I pretty much dominates my life," Harvey exclaimed somewhat proudly.

From Marsaies to De La Soul and Tupac, Harvey's life is run by music. Starting piano at 7 and guitar, Alex Eckstein ( Saxophone), Dorsey Bass (Bass), and Ben Stillerman (Piano), have been playing small gigs at private parties and recently a few Hurricane Katrina benefits. The main focus is playing and mastering scales, but Harvey says that the band does have a few original songs in the making.

After only playing real gigs for only a year and a half, the band was overwhelmed when they were invited to play the Jazz Festival. They played a half hour set accompanied by fellow Palo Alto musicians Chris Hansen, Ken Elmore, and Tim Churnicof.

"It was an experience of a lifetime. It was just so much fun." Harvey stated jovially about their performance.

Harvey plans to pursue music at least through college and someday hopes to create a name for himself as a professional guitarist. For only Sophomores, Harvey and his band are not doing too bad, and shows like the Jazz Festival sure don't hurt.
Google Docs Project

Each student’s editing is a different color

Select a revision below
2 days ago - karina
2 days ago - karina (2)
2 days ago - Djhakieflafasolove
3 days ago - Melbin
4 days ago - Kazuka2domain
4 days ago - RomeroR20
4 days ago - karina
4 days ago - karina (2)
4 days ago - Filosofito12
4 days ago - Alexguz
4 days ago - RG
4 days ago - karina
7 weeks ago - Irfankhan19852000
7 weeks ago - Melbin
7 weeks ago - Renerodri
7 weeks ago - Renerodri (2)
7 weeks ago - Melbin
7 weeks ago - Renerodri
7 weeks ago - Hhh

Luck or Decisions...

Our lives are made up of choices and luck. In my opinion a fifty percent of the people believe they are lucky, and the other fifty percent believe everything comes because of the choices they have made. In my opinion my life is made up by most of the choices that I have made and those that I haven’t made yet. Luck also plays an important role in my life. Choices; we decide what to do, where, why or how. Luck; is when something happen without an explanation.

In life I have to make decisions everyday but also sometimes I’m lucky to make the right decisions. Like Kahlil Gibran said once “We choose our joys and sorrows long before we experience them.” What he meant was that we can make choices that might, and might not affect our future. So if we make choices that will affect our future, we are already choosing suffer in it. We decide whether to have a good or bad future.

Because luck also affects our future sometimes even if we decide to do certain things everything can change. In example if we decide to go to the park, the weather may change and everything will be ruined. In the book “The outsiders” Ponyboy was lucky to have two brothers who cared about him and also have a gang that was united. On the other hand Johnny was not that lucky because even though he had a family his family did not care much about him.
TEACHERS can always see who revised the essay and at what time. It is listed under the “Revisions” Menu.

If five students work on the same project, each student’s name will be listed under revisions and you can see the work that student did on the project.

Each student’s revisions are in a different color---automatically assigned by Docs.

Students must list each other as ‘COLLABORATORS’ or they will not be able to work together on essays.
Two students collaborated on this essay

A bright light shines down on a stage as four Palo Alto teenagers hear themselves and their brand new instruments flow through a crisp sound system. "This truly is nirvana," Harvey said.

"The San Jose Jazz festival was the first real major performance we've ever done," Harvey said.

Sophomore Kevin Harvey and his band, The Alex Eckstien Quartet, for lack of a better name, have been playing together since before they could play their respected instruments. While he spends most of his time at school and work, Harvey's real passion is guitar, and the band is his only real form of self expression.

"I would say that music pretty much dominates my life." Harvey exclaimed somewhat proudly.

From Miles Davis and Winton Marsales to De La Soul and Tupac, Harvey's life is run by music. Starting piano at seven and guitar at eight, Harvey has been taking music lessons for the greater part of his life. His band, consisting of Harvey (guitar), Alex Eckstein (Saxophone), Derek Bass (Bass), and Ben Stillerman (Piano), have been playing small gigs at private parties and recently a few Hurricane Katrina benefits. There main focus is playing and mastering scales, but as Harvey says the band does have a few original songs in the making.

After only playing real gigs for only a year and a half, the band was overwhelmed when they were invited to play at the Jazz Festival. They played a half hour set accompanied by fellow Palo Alto musicians Chris Hansen, Ken Elmore, and Jim Churnicof.

"It was an experience of a lifetime. It was just so much fun." Harvey stated jovially about their performance.

Harvey plans to pursue music at least through college and someday hopes to create a name for himself as a professional guitarist. For only Sophomores, Harvey and his band are not doing to bad, and shows like the Jazz Festival are don't hurt.

"Music is what I want to do in life. I love playing." Harvey said contently.

"The San Jose Jazz festival was the first real major performance we have ever done," Harvey said.

Sophomore Kevin Harvey and his band, The Alex Eckstien Quartet have been playing together for eight years, since before any of them could actually play their instrumens. While he spends most of his time at school and work, Harvey's real passion is guitar, and the band is his only real form of self expression.

"I would say that music pretty much dominates my life." Harvey said.

From Miles Davis and Winton Marsales to De La Soul and Tupac Shakur, Harvey's life is run by music. Starting piano at seven and guitar at eight, Harvey has been taking music lessons for the greater part of his life. His band, consists of
INSERTING A COMMENT

Click where you want to place the comment

- Heywoj 1/25/07 7:20 AM
Collaboration Options

Collaborators can either write directly on the essay

Or

Collaborators can insert comments

Teachers should always be listed as collaborators so they can edit and monitor
Adapting to a New Culture

Hi Jessie,

You need at least 4 more quotes in this article. It lacks spunk primarily because there are insufficient quotes. Also, you need to rename your document this way: LAST NAME, FIRST NAME: PERSONALITY FEATURE-Heywoj 2/14/07 7:16 AM |

Imagine moving across the world at the age of nine, leaving the world you knew behind and entering a new, unfamiliar place. Imagine the cultural shock, the language barrier, and the unfamiliar feeling of being away from home. Auster Chen came face-to-face with these challenges six years ago, when he moved from China to America. Fortunately Chen was able to adapt and he quickly began to exceed all expectations.

"It felt strange to be in another country" - Auster Chen
To change a comment, click on the comment and a menu will appear allowing you to change the background color, delete the comment, or incorporate the text into your document.
WHAT HAPPENS TO COMMENTS?

All comments are automatically removed from the version of the document that you preview, publish, or post.

The comments remain intact in the original Docs & Spreadsheet document, and will continue to be visible when you view the document from the "Edit" screen.
Students can easily post to a blog

This document is not yet published.

You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

✔ Automatically re-publish when changes are made

Publish document

This document has not been published to your blog.

Post to blog

You can change your blog site settings at any time.
Go to Blog Site Settings

Make sure that blogger.com (beta version) is selected
Students can publish so easily. Just click “Publish Document,” if they want a separate link to their document.
Easy to set up a Blog

Create a blog in 3 easy steps:
1. Create an account
2. Name your blog
3. Choose a template

A blog is your easy-to-use web site, where you can quickly post thoughts, interact with people, and more. All for FREE.
Example of student blog

Topic: People are rude

It's Raining Claire and Blogs!

WEDNESDAY, APRIL 15, 2007

Psst: The magic word is please

People are rude.

Just as an example, today I got hit in the head with a locker door before PE, I got tripped by someone's foot in history class, I had the joy of overhearing one side of a fight over a cell phone, and I silently got stared down when I accidentally walked in someone's way (Sorry!). Either I am unusually klutzy today or it is obvious there are no manners anymore.

To try and counteract the heinous manners that seem embedded in all of us, I propose that Paly starts an etiquette class.

For years etiquette has been taught to young children before they become teenagers. These social skills were useful in 17th century society, and as far as I'm concerned, the same basics can apply to high school today.
THIS IS WHAT IT CAN LEAD TO…!

Student now Blogging for CNet

Perspective: Teen's tips for avoiding MySpace dorkiness

By Soumya Srinagesh
Published: August 1, 2006, 12:00 PM PDT
See all Perspectives

It's good to see that our congressmen have temporarily abandoned the grueling job of giving themselves raises in order to devote themselves wholeheartedly to Capitol Hill's true goal: making sure teenagers have as little fun as humanly possible.

During a House of Representatives hearing last week, politicians discussed the strengths and flaws of social-networking sites and are now considering legislation that would restrict the use of these sites in public schools.

As much as I love MySpace.com and would detest restrictions for its use, I will concede that social networks are only as strong as the people who...
TIPS FOR USING DOCS

TIPS TO MAKE THE PROGRAM EASY TO USE
You can create a folder for each class.
NAME FOLDER BY CLASS NAME

Just type in the box
ADD DESCRIPTION UNDER NAME

You might want to put class period
EACH ESSAY CAN HAVE A FOLDER

You can save each essay folder within the class folder
The previously available sorting function will return by the end of August. Docs & Spreadsheets team members are working hard to revise it and make it more powerful and easier for teachers.
Students can change spacing and font
To print a document, student must select print from the tool bar menu or the document will not print properly. **Do not use print from the file menu**
Groups: the way to communicate with the class
Easy to set up a Group

Send students assignments, reminders, articles

Create a group

1. Set up group
2. Add members

Name your group

Create a group email address

Create a group email address: @googlegroups.com

Group web address: http://groups.google.com/group/

Write a group description

Letters remaining: 300

This group may contain content which is only suitable for adults.

Choose an Access level

Public - Anyone can read the archives. Anyone can join, but only members can post
Any student in class can post
New Features for Gmail users

✓ Option to open the email attachment as a Google Document

✓ Option to open PowerPoint presentations as a slide show
Spreadsheet ideas

Ideas other than math

**Grades**
- Teachers keep track
- Students keep track

**Expenses**
- * on a trip
- * for a party
- * weekly expenses
- plan a trip including places to stay & prices
- plan for college expenses
- keep track of homework assignments
- keep track of class assignments
- writers: write down ideas
- friends' contact information
- colleagues contact information
- Track Group work info
- Mailing lists
## AN EXAMPLE OF SPREADSHEETS

Checkbook exercise using Spreadsheets

<table>
<thead>
<tr>
<th>Check</th>
<th>Date/Number</th>
<th>Description</th>
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<th>Balance</th>
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<td>(250.00)</td>
<td></td>
<td>$752.29</td>
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**Note:** The numbers in the Description column are illustrative and do not represent actual financial transactions.
ANOTHER EXAMPLE OF SPREADSHEETS

A WAY TO KEEP GRADES

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<th>Assignments</th>
<th>Quizzes</th>
<th>EXAMS</th>
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<td>4</td>
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More ideas for using Spreadsheets

Real time Data Sites

Weather information

Energy Statistics

Global Warm statistics

US Census Data

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Countries of the World

World Geospatial Data
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— Gracie and Maya, 9th graders

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