Google Apps in Higher Education: For Faculty

32 Ways to Use Google Apps

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Google Apps for Education Team
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Objective

- Be able to implement Google Apps in meaningful ways in your classrooms, research, and other work to increase efficiency, collaboration and engagement.
Before Getting Started.....

Tools for Faculty

GMail  Huge inbox with search: keep and find everything.

Talk   IM and Video as easy as email.

Groups  Easily create and work in teams.

Calendar  Make sharing calendars and schedules easy.

Docs  Makes collaborating as easy as creating.

Sites  Allow faculty to manage their own sites.

Other  Consumer Apps to use for research or class engagement
Google Docs

Word Processing, Spreadsheets, Presentations
#1: Note-Taking

International University
Technology and Learning Committee Minutes

Attendees: Chris Ferdinand (chair), Jennifer Jones (President's Office), Bryan Perkins (Physics), Henry Thompkins (Sociology), Julia Ryan (Education), Theo Goldstein (ITS), Jacob Green (Student Helpdesk), Sarah Walker (Resident Advisor)

Agenda:

I Introductions
   - Name, committee title, goals

II Purpose of Committee
   - Evaluation of technology and resources
   - Current implementations, projects
   - Advocacy
   - Support for departments, initiatives
   - Anything else?

III Events Brainstorm
   - Fall and Spring semester
   - Guest talks or lectures?
   - Social event or outing?
   - Research Projects

Share out class notes before your lecture or committee meeting so everyone can really listen!

Your class or committee can access them anywhere, anytime!
#2: Project & Research Proposals

Create a **shared collection** for all your colleagues so everyone has access to the same documents from everywhere.

- presentations
- cv or resume
- meeting notes

Intermediate Application
#3: Share Feedback on Assignments

Give the red pen a rest! Instead of writing notes on papers, use **Docs discussions** to provide ongoing and simultaneous feedback on documents and avoid lag time.


Extra trip: use the "@" to tag a student or colleague in a comment!
#4. Track Attendance

Bring the sign-in sheet to the 21st century. Have students check in via Google Spreadsheets (where revision history reveals all!)

**Beginner Application**

<table>
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<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>TOTAL Missed Classes</td>
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<td>X</td>
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Sick of students asking for grades? Create a **spreadsheet** to track assignments. Assign students anonymous numbers and they will know where they stand without having to ask you!

### Intermediate Application

**Problem Set 1**

<table>
<thead>
<tr>
<th>Problem Set 1</th>
<th>Problem Set 2</th>
<th>Problem Set 3</th>
<th>Problem Set 4</th>
<th>Problem Set 5</th>
<th>Average</th>
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<td>101</td>
<td>99</td>
<td>97</td>
<td>95</td>
<td></td>
</tr>
</tbody>
</table>

**Fall Econ 101 Grades**

- **Problem Set 1**
- **Problem Set 2**
- **Problem Set 3**
- **Problem Set 4**
- **Problem Set 5**
- **Average**

[Google Confidential and Proprietary]
Create a dynamic spreadsheet with the `importHTML` feature to import Census or Wikipedia data. (more functions here!)

```excel
```

Use **Motion Charts** to visualize your data in a compelling way. Analyze up to 5 variables and engage your class or talk audience!

#8: Project Management

When managing a project with a group, use spreadsheets to track project progress, tasks, and deadlines with conditional formatting.

Extra tip: set notification rules to be notified of changes!

#9: Presentations for Lectures or Talks

**Definition: Supply and Demand**

Supply and demand is an economic model of price determination in a market. It concludes that in a competitive market, price will function to equalize the quantity demanded by consumers, and the quantity supplied by producers, resulting in an economic equilibrium of price and quantity.

Have students create [Google Presentations](#) for end of year project to go more smoothly. Streamline the presentations with a shared deck of slides and share the deck with class at the end.
Want to learn more?

Forms

Data Collection and Analysis

Make grading easier and faster with **Google Forms**!

Have students complete assessments and see answers automatically updated into a **spreadsheet**.

Tip! Change the template to make the form more exciting and see "**Summary Responses**" to view graphs.
#11: Beginning or end of semester surveys

Use Forms to collect student information or feedback at the beginning and end of courses.

Tip: **embed form on a Site or email.**

#12: In-class or talk poll

## 10 responses

### Summary
See complete responses

Who needs clickers when you can use a smartphone? Use **Forms** to quickly poll and engage class or audience on certain topics and display results to discuss.

**Please select the best answer**

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5 Billion</td>
<td>2</td>
<td>20%</td>
</tr>
<tr>
<td>$14 Billion</td>
<td>3</td>
<td>30%</td>
</tr>
<tr>
<td>$25 Billion</td>
<td>3</td>
<td>30%</td>
</tr>
<tr>
<td>$50 Million</td>
<td>1</td>
<td>10%</td>
</tr>
<tr>
<td>None of the Above</td>
<td>1</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Did you know** that you forms can be filled out on phones?

**Intermediate Application**
Use **Forms** to conduct tests or quizzes and grade answers in spreadsheet. The Timestamp is helpful for timed tests when students take them from home.
Use Forms to recruit participants in research and share with colleagues or assistants to organize candidates.

Example:
http://bitly.com/dGRk69
Want to learn more?

Google Calendar
Managing and Sharing Schedules
A few ways to use calendar...

#15: **Shared Calendars** (Class, Department, Committee, TAs)

#16: **Book Resources** (Laptop Carts, Library, Conference Rooms)

Tip! Use different colors for multiple calendars or color-code specific events!
#17: Appointment Slots for Office Hours

### Event: Appointment slots New!
- **When:** Mon, July 11, 1pm – 2pm
- **What:** Office Hours
- **Calendar:** Chris Ferdinand
- **Type:** Offer as slots of: 30 minutes

Create slots [Edit details >]

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**Instructions here!**
Delegate your calendar to your assistant or TAs so they can schedule meetings for you.
Want more?

Google Apps for Education Training Center, Module 3: Calendar:  http://edutraining.googleapps.com/Training-Home/module-3-calendar
Gmail
Communication, Task Management
#19: Manage tasks and action items

Create tasks in Gmail and add due dates to sync tasks with Calendar events all on the web! See tasks on any device, anytime.

Tip! Sort tasks by due date or email tasks to share with others.
NO MORE EMAIL! (Or less time on it...)

#20: **Labels** to store one message in multiple categories (ie for class and research)

#21: **Filters** to skip announcements or listserv blasts...

#22: Stop wasting time on search! Find any email with **power search operators**!

**Top Operators:**

- from:
- has:attachment
- in:anywhere
- after:2011/01/01
Delegate access to your mailbox for assistants to send or read messages on your behalf.
Google Apps for Education Training Center, Module 2: Calendar: [http://edutraining.googleapps.com/Training-Home/module-2-mail](http://edutraining.googleapps.com/Training-Home/module-2-mail)
Talk

Integrated IM, Voice, and Video
A few ways to use Talk...

#24: Virtual Office Hours or Meetings
#25: Invite Guest Lectures

Hold meetings with students or colleagues from other universities.

Tip! Initiate a Group IM Office Hours session by adding more contacts.

Even on a snow day!
Want to learn more?

Google Apps for Education Training Center, Chapter 8: [http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-8](http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-8)
Sites

Easily create and share web pages
Create a site for your course without any programming or HTML.

Embed a class calendar, videos, and much more.
Use Sites to create ePortfolios to showcase your work to colleagues and the community. Or, work with students on their ePortfolios too!

Example: Public Gallery Template
Put all project documents in one central place with Sites. Post documents, embed calendars, or lists.

Tip! Create a file cabinet page.

Use **Groups** for discussion or announcement lists for classes, departments, or committees. If someone new joins the class or committee than can get up to speed by going to the group web page.

Select "Abridged Email" to get discussion summaries!

Intermediate Application
Beyond the Core Suite...

Mobile, YouTube, Blogger, and more
#30: Mobile Sync and Access

Simplify your life: access everything in the classroom, home, office, or on the road with [Google Apps Sync](https://consumer.google.com/apps-sync) or Android phones!

**Supported Devices**

Intermediate Application
Use YouTube to share video demonstrations, content-approved films, record lectures, or have students post videos for projects.
Run your class with Blogger to communicate and distribute information to students. Assign students to write posts for classes! Inspire creativity, wiring, sharing, and reflection.

Econ 101

Hi Class!

Welcome to Econ 101. My name is Professor Chris Ferdinand and I'm excited for our semester this year. This seminar includes the use of Blogger, where all students will have their own blog to post thoughts on readings, class discussions, and current events. We will also post our research posters on our blogs at the end of the class to archive them. Please customize your blog as you see fit; share photos, links, videos, you name it!

Looking forward to our first meeting in the Fall. If you have any questions, please feel free to contact me at chris@internationalwildcats.org.

Have a great summer!

-Chris
Extra Ways...
In case you want even more!
Engage students with lively Q&A or discussions with **Google Moderator**. Students can read each questions reflections and vote up the responses that they like the best.

Works well for large lecture halls - get introverted students to participate!
Bring information to life with **Google Earth** in your class across many disciplines. Explore the world's seismic hotspots in realtime! ([more tutorials here](#))
Follow blogs, online articles, and other news all in one place with Google Reader. Have students track certain topics for class discussions or projects.

Intermediate Application
Upload and share pictures from department events or research with Picasa. Have students organize photos for projects in class web albums.
Shorten time on email by creating **canned responses** to send automated messages.
Have more ideas? Add or vote on Google Moderator!  http://goo.gl/TVgo8