Google Apps in Higher Education: For Faculty

32 Ways to Use Google Apps

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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
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 Parkins (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 class notes before a 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
#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.

Case Study: http://bit.ly/hrZVBk

Extra trip: use the "@" to tag a student or colleague in a comment!

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

Beginner Application
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!
#6: Dynamic Spreadsheets

Create a dynamic spreadsheet with the `importHTML` feature to import Census or Wikipedia data. (more functions here!)

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

After you use Google Forms for your test, have Apps Script grade for you by inserting in the spreadsheet! Thanks Flubaroo!

Advanced Application
#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](https://www.google.com/presentations) for end of year project time 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?

Google Apps for Education Online Training Center, Module 4:
Docs: http://edutraining.googleapps.com/Training-Home/module-4-docs
Forms
Data Collection and Analysis
Make grading easier and faster with [Google Forms](http://bit.ly/eV5)! 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.

Example: http://bit.ly/q06HIG
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.

Did you know that you forms can be filled out on phones?
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.
#14: Research/Lab Participant Sign-Up

Use Forms to recruit participants in research and share with colleagues or assistants to organize candidates.

Example: [http://bitly.com/dGRk69](http://bitly.com/dGRk69)
Want to learn more?

Introduction to Google Forms Webinar

Advanced Forms Webinar

Google Apps for Education Training Center, Chapter 6: Forms: http://edutraining.googleapps.com/Training-Home/module-4-docs/chapter-6
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!
Intermediate Application

#17: Appointment Slots for Office Hours

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

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.

Intermediate Application
#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

Intermediate Application
Delegate access to your mailbox for assistants to send or read messages on your behalf.
Want to learn more?

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!

Intermediate Application
Want to learn more?

Google Apps for Education Training Center, Chapter 8: http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-8
Sites
Easily create and share web pages
#26: Course 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!
Google Apps for Education Training Center: http://edutraining.googleapps.com/Training-Home/module-5-sites
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 or Android phones!

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.
Extra Ways...
In case you want even more!
Extras: Lively class discussions

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.

Extras: Google Reader for industry news and alerts
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.
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!

Have more ideas? Add or vote on Google Moderator!  http://goo.gl/TVgo8
Access the presentation:
http://bit.ly/oPi7Ov

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