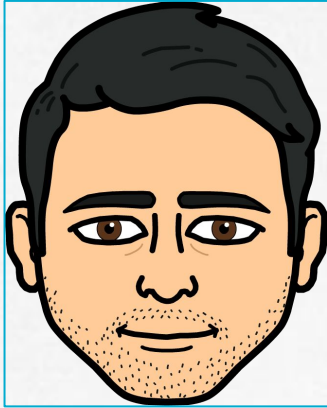


Google Research & Informational Skills



<https://goo.gl/AOtdS2>



Hello!

My name is
Christopher Jaramillo

I am here because I love to give
presentations.

You can find me at:



@PUSDlibraries



christopher.jaramillo@pusd.org

This workshop will cover:

Google Docs

- ▣ Getting Started
- ▣ Creating
- ▣ Sharing & Collaborating
- ▣ Shortcuts & Commands
- ▣ Explore Tool
- ▣ PUSD Database
- ▣ Google Search Operators
- ▣ Efficiency Tools:
- ▣ Add Ons
- ▣ Extensions

Add Ons

- ▣ Pro Writing Aid
- ▣ Easy Bib
- ▣ SAS Writing Reviser
- ▣ Word Cloud Generator
- ▣ Consistency Checker
- ▣ Google Translate
- ▣ Meinmeister

Extensions

- ▣ TurboNote
- ▣ Draftback
- ▣ Cite This for Me
- ▣ Screencastify
- ▣ Google Keep
- ▣ Google Classroom

THEY ARE KNOWN

FOR:

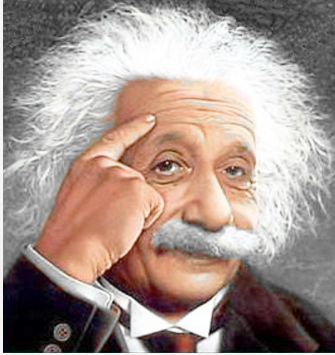
connected

communicating

collaborating

computerized





If we knew what it was we were
doing it would not be called
research, would it?

-Albert Einstein

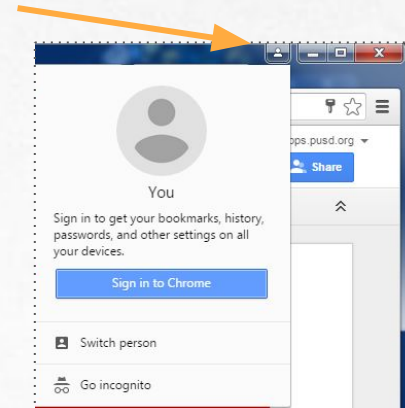
1.

Getting Started

Open Chrome



Sign-In to your Chrome browser



Take your web with you

Signing in to Chrome brings your bookmarks, history, and other settings to all your devices. Anything you update on one device instantly updates everywhere else, and your Chrome stuff is safe in case anything happens to your computer. It's your web. Take it with you.

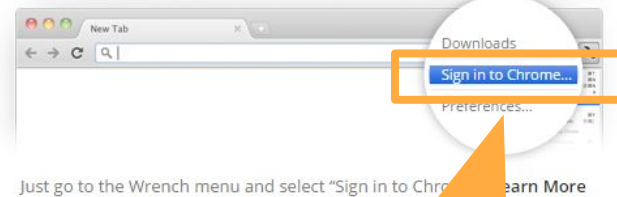
Apps



Bookmarks



Extensions



Establish your Chrome Identity

Add person

Choose a picture and name



Name:

☒ Control and view the websites this person visits from edtechari@gmail.com.
[Learn more](#)

Cancel

Add



Set up Chrome

Sign in to get your bookmarks, history, passwords, and other settings on all your devices. [Learn more](#)



Email

Password

Sign In

[Need help?](#)

[No thanks](#)

☐ Choose what to sync

One Google Account for everything Google



[Create an account](#)

Access Google Docs via
either icon:



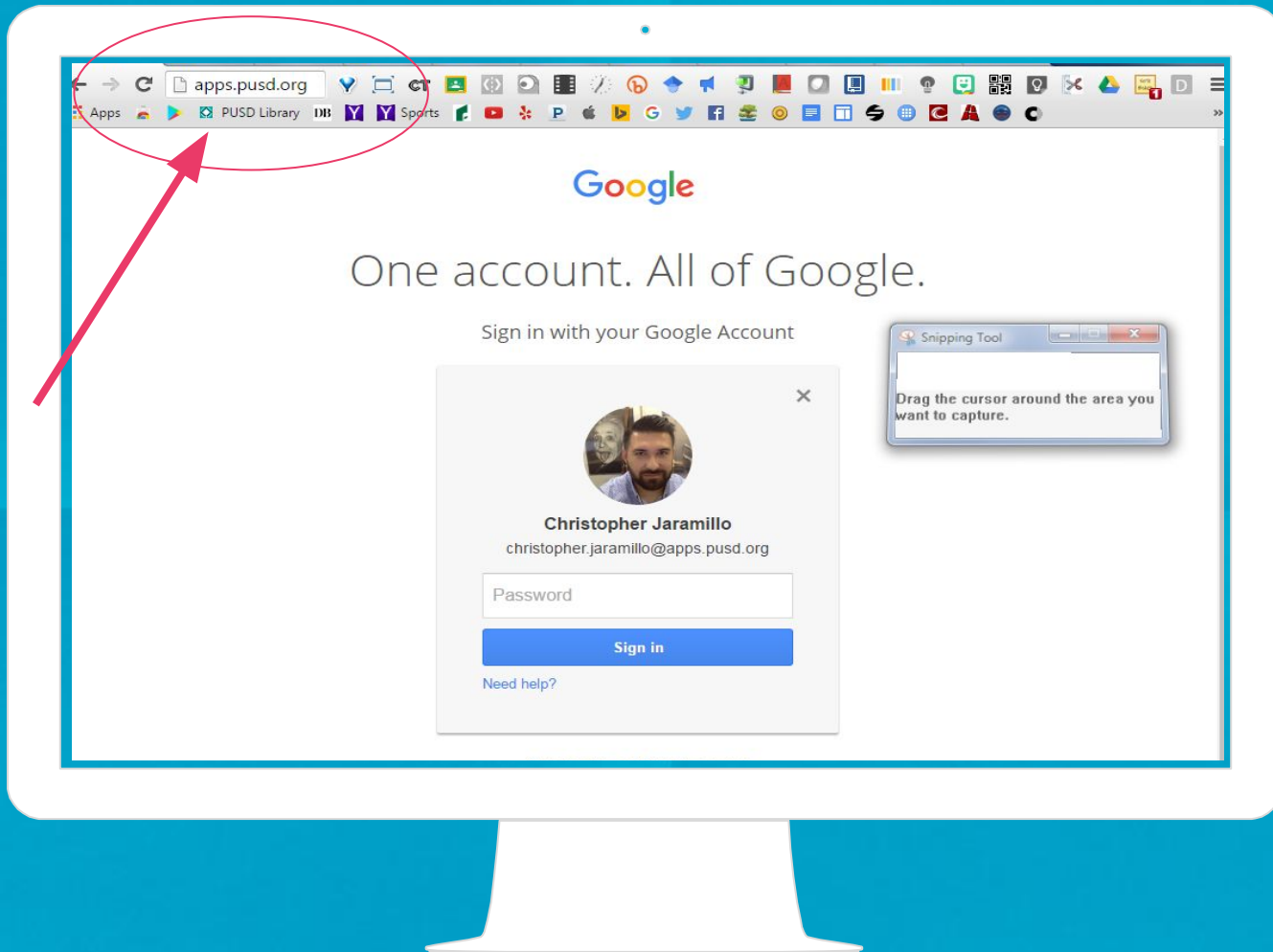
Apps Icon



Drive Icon



Don't like signing into
the Chrome browser?



OK VISIT: apps.pusd.org

Google Apps Login

Login Credentials:

UN: christopher.jaramillo@apps.pusd.org

PW: same as email password



When you visit other websites look for this

2.

Google Docs

Creating and Navigating



What is Google Docs?



Google Docs is an online word processing program, based in Google Drive.

It has many of the same functions as other major word processing tools, but with additional features to make collaboration, creation, and learning even more powerful, productive, and fun!

Google Docs - Getting Started

Creating

To create a new document, all it takes is three steps:

1. Go to Google Drive. You can access Google Drive by visiting apps.pusd.org and logging in.
2. Once logged in, you'll see a large red button on the left that says "New" – click on it, and a menu will appear.
3. Click "Google Docs" – a new tab will open automatically, and voila! – you've already made a new document.

Naming Your Document

Within the document, you can name (or rename) your document in two ways:

1. On the top left, it will say Untitled document. Click anywhere when you hover over the text, and a pop-up will appear – or,
2. From the File menu on the top left, select "Rename."

Page Setup

You can change the orientation, paper size, the color of the background (helpful if you're creating a digital flyer or announcement), or adjust the margins. (By default, they're 1".) Just go to File > Page Setup to tweak these settings.



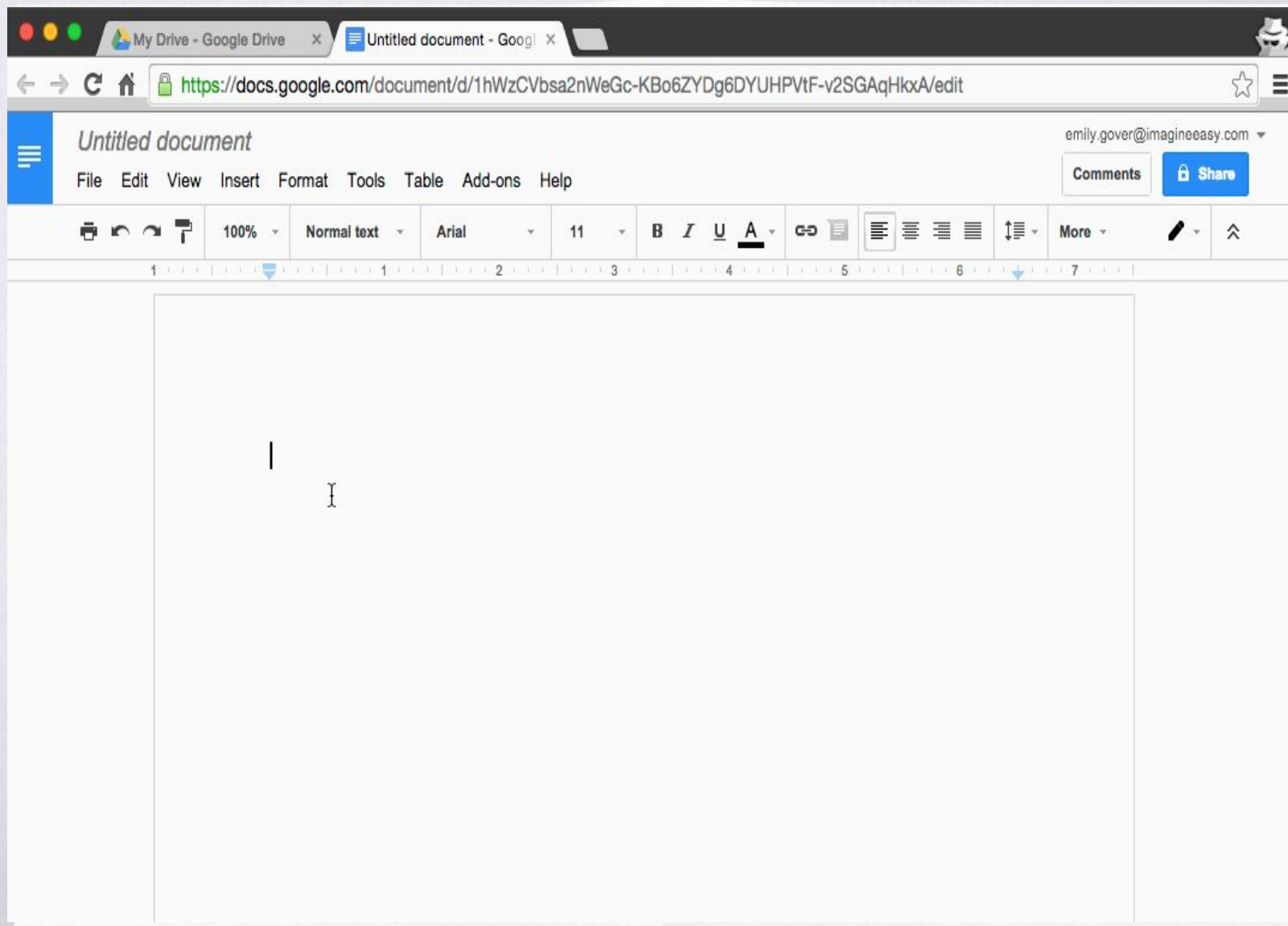
Need visuals? Follow these Gifs

Creating

The screenshot shows the Google Drive web interface. At the top, there's a browser window with the address bar showing 'https://drive.google.com/drive/my-drive'. The page header includes the 'imagine easy SOLUTIONS' logo, a search bar, and the user's email 'emily.gover@imagineeasy.com'. Below the header, the 'Drive' logo and 'My Drive' dropdown are visible. On the left sidebar, there's a 'NEW' button and a list of navigation options: 'My Drive', 'Shared with me', 'Google Photos', 'Recent', 'Starred', and 'Get Drive for Mac'. At the bottom of the sidebar, it shows '3 GB used (22%)' and a link to 'Buy more storage'. The main area displays a table of folders in 'My Drive'.

Name ↑	Owner	Last modified	File size
📁 Bibs	me	Jan 28, 2014	—
📁 IL	me	Jan 28, 2014	—
📁 Info Lit Module discussions	me	Jan 28, 2014	—
📁 PC Pics	me	Jan 28, 2014	—
📁 Photos	me	Jan 28, 2014	—
📁 Pippa	me	Jan 28, 2014	—
📁 Project Information Literacy	me	Jan 28, 2014	—
📁 RR STEM images	me	Jan 28, 2014	—

Naming Your Document



Page Setup

My Drive - Google Drive

My Summer Vacation - Google Docs

https://docs.google.com/document/d/1hWzCVbsa2nWeGc-KBo6ZYDg6DYUHPVtF-v2SGAqHkxA/edit

Gmail

Drive

Calendar

HubSpot

WordPress

WNYC

Trello

Scholar

GitHub

Twitter Chats

Education Chats

Other Bookmarks

My Summer Vacation

emily.gover@imagineeasy.com

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100%

Normal text

Arial

14

B

I

U

A

CD

More

1

2

3

4


5

6

7

This summer I traveled to lots of interesting places in the United States, including the Pacific Northwest, the Southwest, and San Francisco's Bay Area. The climate in these areas is very different from where I live in New York City.

In Seattle, we visited the Space Needle. The Space Needle is 605 feet tall and was built for the 1962 World Fair. The Space Needle is located in Seattle Center, a park that also serves as a cultural center, with museums and theaters.



Emily Gover

12:06 PM Today

✓

✕

⋮

Add:

"The Space Needle is located in Seattle Center, a park that also serves as a cultural center, with mu..."

3.

Google Docs

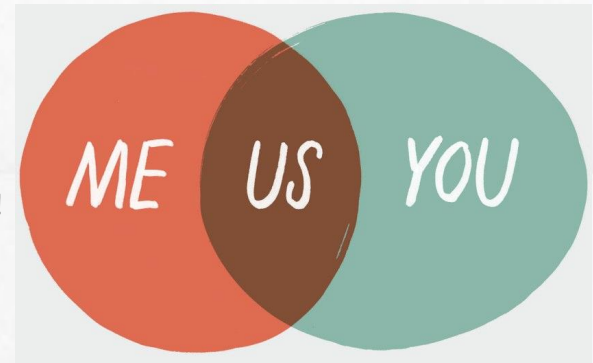
Sharing and Collaborating



Sharing and Collaborating

There are many benefits for sharing within Google Docs. For example, students can collaborate with fellow classmates on group projects. They can also share assignments with teachers, which means means **YOU** don't have to worry about losing papers anymore! Because it's all stored in the cloud, you don't have to worry about documents gobbling up space on your computer anymore!!

As a teacher, you can use Google Docs' sharing features to get feedback on your assignments from colleagues, which would increase collaborating together on a curriculum. You can also easily share department meeting or school club notes with others in just a few clicks.



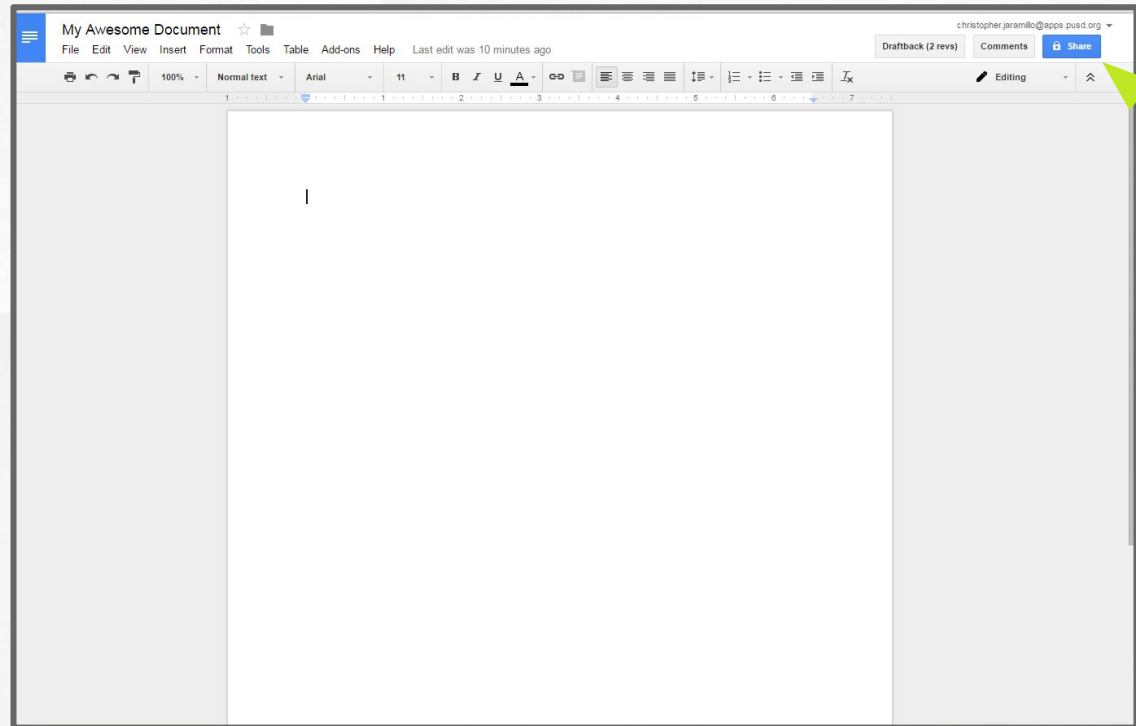
The collaboration process is easy



Google Docs - Sharing and Collaborating

Sharing

To begin collaborating, just click the “Share” button on the top right of the document, or select File > Share, and type in the email of the person you’d like to share it with. Here, I’m sharing it with my colleague, Erin. Next, you’ll select your permissions setting (which I will review in detail in just a moment), include an optional message, and click “Send.”



Sharing is Caring

The screenshot displays the Google Docs web interface. At the top, the browser's address bar shows the URL <https://docs.google.com/document/d/1hWzCVbsa2nWeGc-KBo6ZYDg6DYUHPVtF-v2SGAqHkxA/edit>. The document title is "My awesome document name!". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The toolbar contains various editing tools such as undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent. The status bar at the bottom indicates "All changes saved in Drive". The main editing area contains the text "Now I can start typing.".

My awesome document name! ☆

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

Comments Share

100% Normal text Arial 11 B I U A

Now I can start typing.

Edit, Share, Collaborate From Anywhere!!



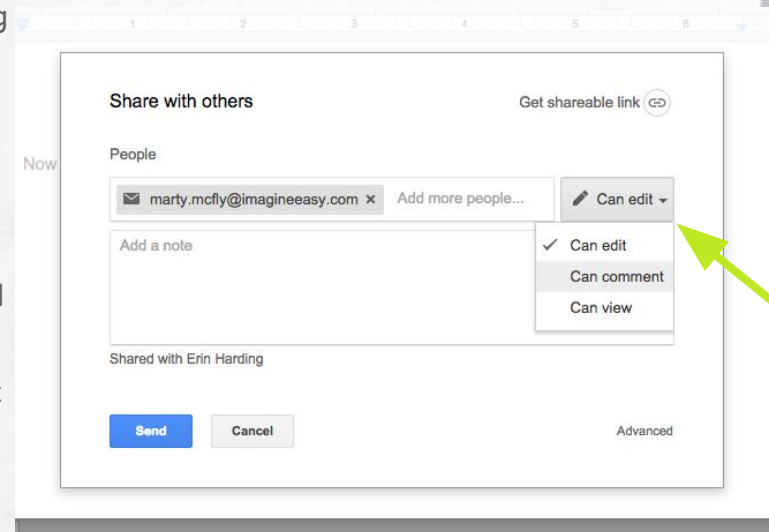
Google Docs - Sharing and Collaborating

Permission Settings

The setting **“Can view”** is for eyes only. It would give you a WYSIWYG perspective, which is great for meeting or class notes, digital flyers or announcements, or any other document you only want people to see, and see only.

The **“Can comment”** setting includes the same as above, with the ability to add comments and suggested edits to a document — we’ll review these difference on the next few slides. The “Can comment” setting is great for peer revisions.

The **“Can edit”** document provides full control over the document — viewing it, adding comments or suggested edits, as well editing directly in the document. This setting is ideal for collaborative, group projects.



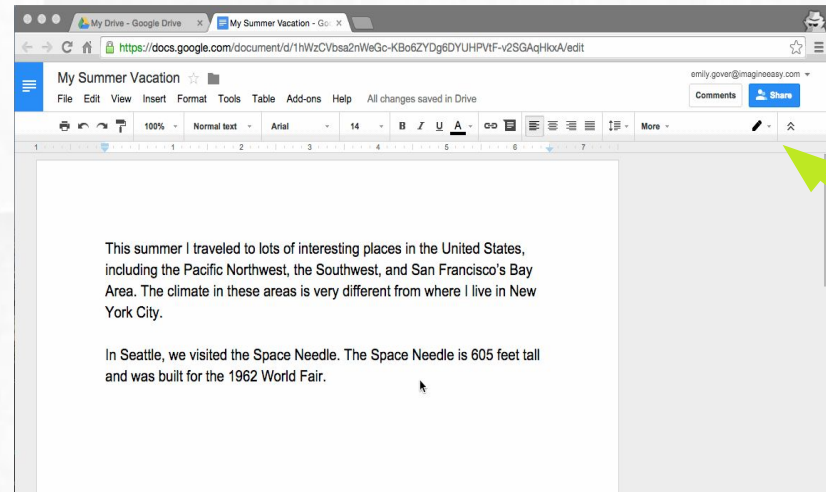
Google Docs - Sharing and Collaborating

Suggested Edits

When you switch over into suggested edits, you'll first notice that the icon on has now changed.

With the suggested editing feature, you can make changes directly in a document, but they appear in a comment on the side, as well as in a different color in the document.

With your students, suggested edits are particularly great for peer reviews, or for corrections of a first draft. If a student is struggling with something, as a teacher you can include a suggested edit as an example or model to better support them, without disrupting their entire paper. We use this feature all the time at Imagine Easy, and it's equally powerful in the classroom as it is in the office

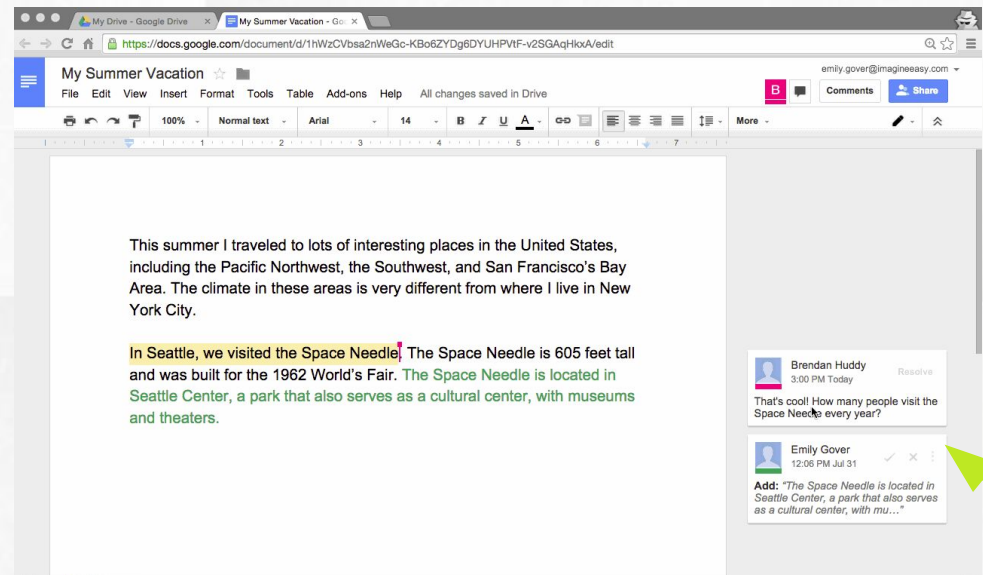


Google Docs - Sharing and Collaborating

Comments

There are two ways that you can leave a comment in a Google Doc. Start by highlighting the text, then either click the comment box icon along the top menu bar, or select the “Insert” menu and pick “Comment.”

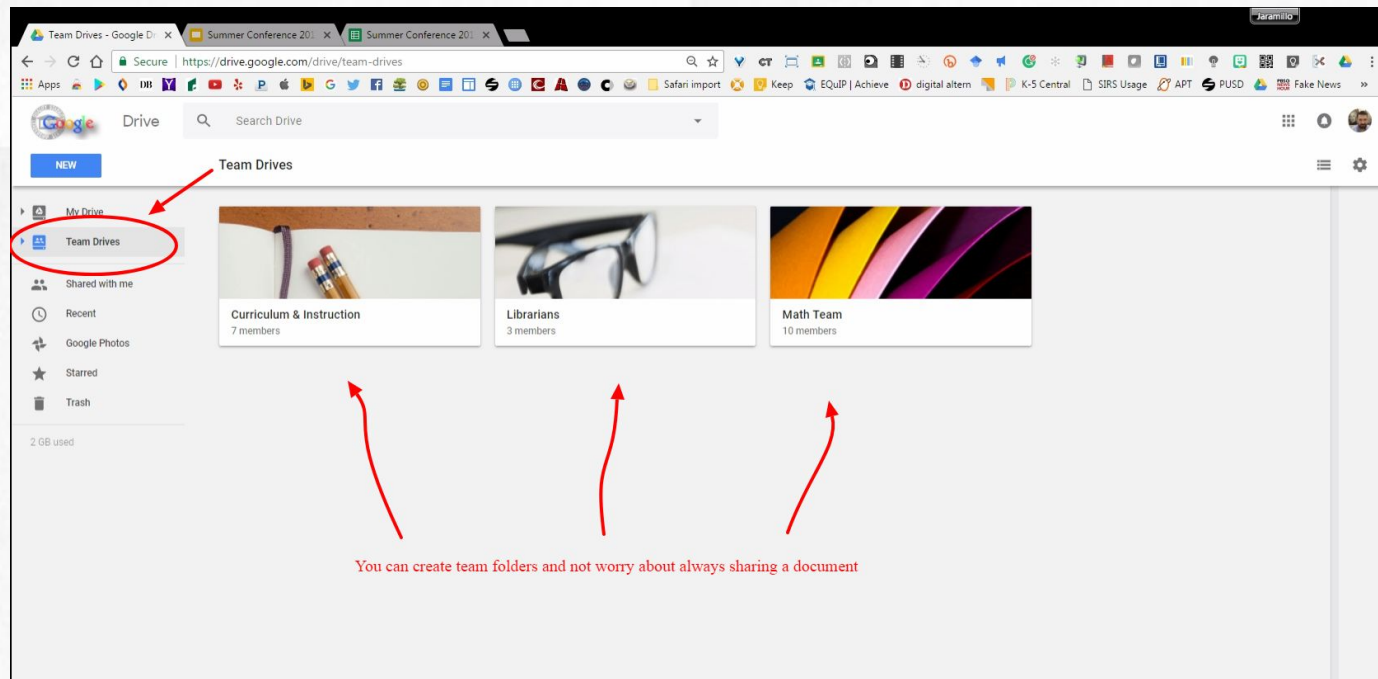
The Google Docs commenting feature is a brilliant way to provide feedback while enabling students to improve their writing independently. Commenting also supports conferencing with students—you’ll both have specific examples and points of feedback to refer to throughout the document, and the document itself can serve as a “virtual conference,” where you can discuss a student’s writing with them, back and forth, throughout an assignment.



One final note: The colored square in the top right shows that Brendan has the document open at the same time as I do. If you're not sure who is viewing the document, you can hover over the square, and their name will display.

What is a Team Drive?

Unlike files in My Drive, files in Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done.

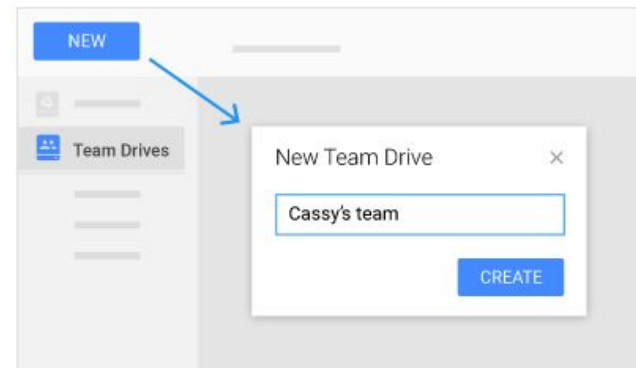


Create a Team Drive

Create a Team Drive

1. Open [Drive](#).
2. In the left navigation, click **Team Drives**.
3. At top, click **New**.
4. Enter a name.
5. Click **Create**.

Note: If you can't create a Team Drive, your admin might have turned off this feature. Contact your admin for help.



4.

Google Docs

Commands and Shortcuts



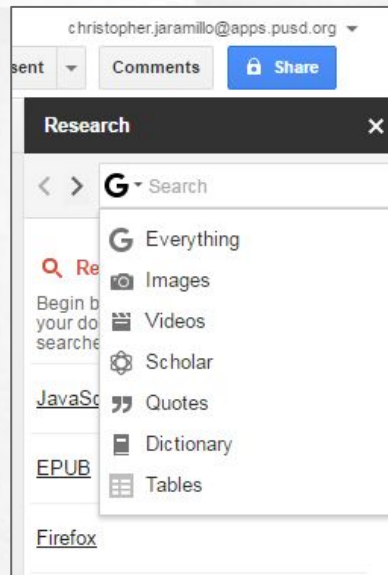
Shortcuts + Commands

<u>Hotkeys</u>	<u>Function</u>
Ctrl +/-	Increase Font
Ctrl + Alt + M	Insert Comment
Ctrl + Shft + Y	Define a word
Ctrl + C/V	Copy & Paste

5.

What happened to Google Research Tools?

Tools > Research



Google Explore

Explore



To Research



6.

Google Search Operators



Google Search Operators

What Are Google Search Operators?

Google search operators are special characters and commands (sometimes called “advanced operators”) that extend the capabilities of regular text searches. Search operators can be useful for everything from content research to technical SEO audits.

How do I use search operators?

You can enter search operators directly into the Google search box, just as you would a text search:

"google search operators" site:moz.com|



Except in special cases (such as the “in” operator), Google will return standard organic results.

Search Commands

Advanced	What you can do with it	Google this
site:	search only within a specific site	site: www.stanford.edu
filetype:	find a type of file: PDF, DOC, TXT ...	filetype: PDF
define:	find definitions for a word	define: audacity
intitle:	find words in the title of the webpage	intitle: inspirational
..	get ranges of numbers, dates, or prices	presidents 1800.. 1900
word * word	find other combinations of words between words	creative * writing
- word	search for homer, but NOT simpson	homer - simpson
"word"	find exact words—no synonyms or plurals	"peace" "freedom"
"set of words"	search for exact set of words, quotes or phrases	"I have a dream"

7.

PUSD Research Databases

elibrary & SIRS



**Access from
home:**

<http://www.proquest.com/libraries/schools/>

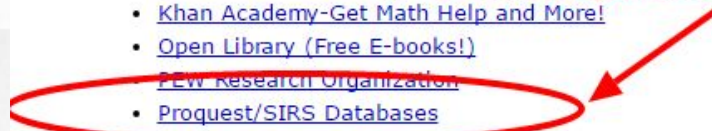
Or visit library.pusd.org



21st Century CCSS Library Tools and Databases

- [Crime Reports by Neighborhood](#)
- [Gale Virtual Reference Library](#)
- [Gap Minder- World Trends Database](#)
- [Google Ngrams](#)
- [Google Public Data Explorer](#)
- [Internet Public Library](#)
- [Khan Academy-Get Math Help and More!](#)
- [Open Library \(Free E-books!\)](#)
- [PEW Research Organization](#)
- [Proquest/SIRS Databases](#)
- [Statemaster Statistics](#)
- [The Library of Congress Projects](#)
- [World Book Online \(PW required\)](#)

Access via your library page



PUSD Database login

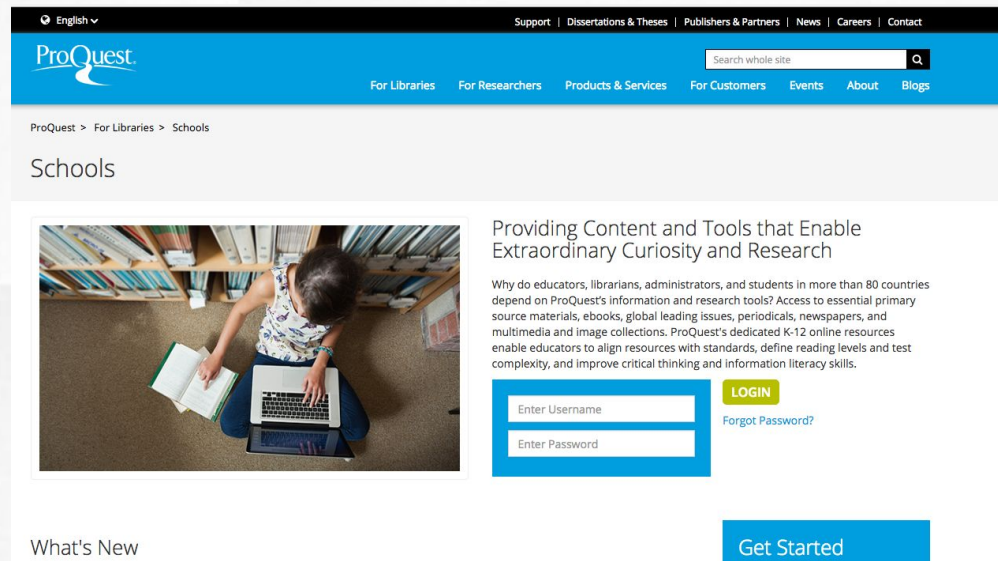
High School Username/Password

drhslibrary/panther
pomonalibrary/devil
ganeshalibrary/giant
gareylibrary/viking
villagelibrary/knight
parkwestlibrary/wizard
fremontlibrary/bulldog
palomareslibrary/panther
seeolibrary/research

Middle School Username/Password

usdlibrary/pomonausd

p



The screenshot shows the ProQuest website's 'Schools' login page. At the top, there is a navigation bar with links for Support, Dissertations & Theses, Publishers & Partners, News, Careers, and Contact. Below this is a search bar and a blue header with the ProQuest logo and links for For Libraries, For Researchers, Products & Services, For Customers, Events, About, and Blogs. The main content area is titled 'Schools' and features a large image of a student using a laptop in a library. To the right of the image is a login form with fields for 'Enter Username' and 'Enter Password', a 'LOGIN' button, and a 'Forgot Password?' link. Below the image, there is a 'What's New' section and a 'Get Started' button.

<http://www.proquest.com/libraries/schools/>

My Products

v2.08

[My Products](#) >

Welcome POMONALIBRARY ([Log out](#))

Pomona High School

eLibrary

eLibrary

Offers more than 2,000 full-text sources, with improved functionality, and a fun and easy-to-use search interface. Includes magazines, newspapers, books, television/radio transcripts, maps, pictures, and audio/video clips.

**SIRS®
Knowledge
Source®**

SIRS Knowledge Source

A comprehensive portal offering centralized access to all SIRS products which target the needs of students with best-of content selected to support research, study, and homework in key curricula subjects.

Select your product

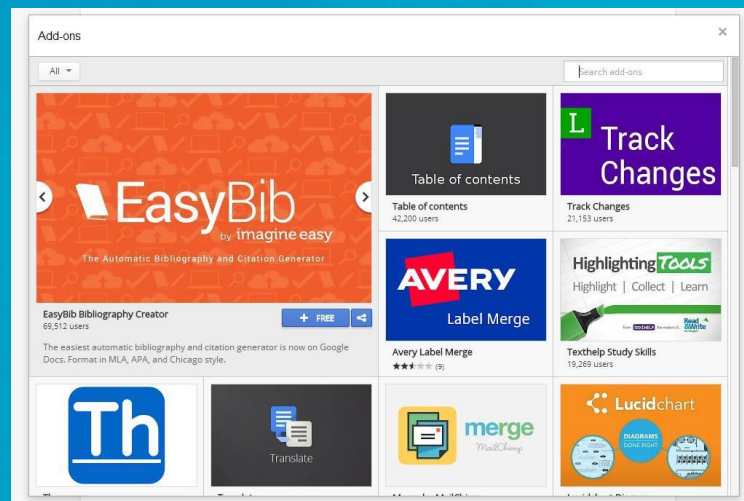
8.

Efficiency Tools

Add-Ons & Extensions

Google Doc

Add-ons



Add - Ons



Pro Writing
Aid



SAS Writing
Reviser

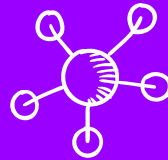


Translate &
Cloud
Generator

Add - ons



Easy Bib



Mindmeister



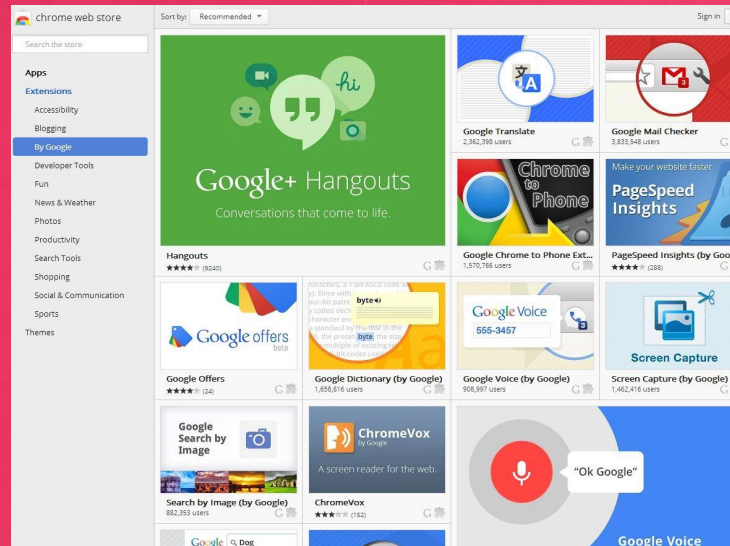
Translate &
Tag Cloud

How to Add-on?

Google Docs

- Open a document, spreadsheet, or form.
- Click Add-ons > Get add-ons.
- From the list of add-ons, browse and select the one you want to install.

Google Doc Extensions



Extensions for Google Docs



DraftBack



Turbo Note



Quick Create

Extensions



Cite This
For Me



ScreenCastify



Google
Classroom

How to get Extensions?

- You must be logged into your browser
- From the Chrome Web store select > Extensions
- From the list of extensions, browse and select the one you want to install.
- Your extension will appear in your browser

Let's review some concepts



Chrome Login

Log into Chrome to personalize your web browser w/bookmarks and extensions.



Creating/Sharing

Once you create a new document select the share button to share your doc with others.



Commenting/Editing

Insert comments for feedback and work on your doc simultaneously.



Explore Tool

Use the explore tool to browse and cite while you are constructing your research paper.



Add Ons

Use add-ons to make using google docs a breeze. Easy Bib!!!!



Extensions

These extend or enhance the functionality of your browser.



Thanks!

Any questions?

You can find me at:

@PUSDlibraries

christopher.jaramillo@pusd.org