

Google Apps for Education

The Teacher's Guide to using Google Drive in the Classroom.

a resource by:

Chalkup

chalkup.co

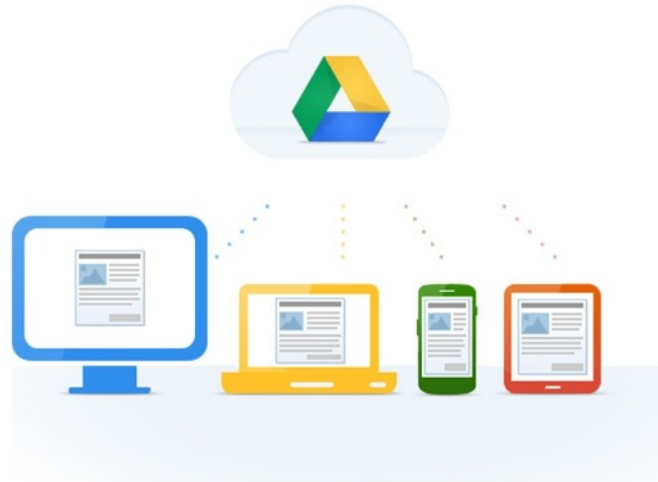
What's in this E-Book?

1. What is Google Drive anyway?
2. What makes it a good tool to use in my classroom?
3. The challenges of Google Drive in the class.
3. How can I use Google Drive for students to Turn in assignments?
4. How can I annotate to grade my students Google Drive Documents?
5. Chalkup + Google = ♥

1. What is Google Drive Anyway?

From Wikipedia:

“Google Drive is a file storage and synchronization service provided by Google, released on April 24, 2012, which enables user cloud storage, file sharing and collaborative editing.”



Google Drive, is also the host of Google Apps which includes a suite of productivity and collaboration tools. Google Drive is used by millions of people in business, education, or personal use.

You can store any type of file on Google Drive. You can keep pictures, stories, designs, drawings, recordings, videos – anything.

Your storage works with Drive, Gmail and Google+ Photos, so you can keep files, save email attachments and back-up photos directly to Drive. You can also purchase a storage plan for even more space.

Did you know that if you have a Google account, you already have access to at least 15 GB of file storage space on Google Drive? Cool, right?



2. What makes it a good tool to use in my classroom?

According to Google, there are now over 30M Google Apps for Education users. Students and teachers can receive tremendous benefits to using Google Apps in the classroom.

Teachers and students use Google Apps to collaborate on things like projects, assignments, papers, or presentations. With Google's real-time collaborative editing users can work together and at the same time on a word document, spreadsheet, or presentation.

Google Apps have opened up a whole new way to collaborate on school-work.

Some quick ways to use Drive:

- Have your students write papers using Google Docs
- Students can work in teams to collaborate on projects.
- Teachers can share worksheets with their class for their students to edit and submit for grading.

3. How can my students use Google Drive for students to Turn-in Assignments?

PROBLEM: *Google Drive wasn't actually made for education*

(Yes, we're looking at you G.A.F.E.)

To get over this problem, many Teachers have come up with increasingly complex solutions to make the process actually doable. We've seen some pretty crazy complex solutions to make sharing assignments and ultimately reviewing assignments something that is possible on Google Drive. These solutions end up being convoluted, multi-step processes that tend to leave teachers more confused than when they started.

Can't there be a better way to reconcile the efficiency of Google Drive with the education-centered nature of the classroom?

Until now: the only way to actually share a file with your class is to add them as collaborators in the drive file, or create a shared folder.

As a teacher, you probably don't have enough time to worry about:

- User permissions
- Shared folders
- Creating document naming conventions
- Constant folder management and manual organization

Chalkup ♥ Google

Creating Assignments with Google Drive and Chalkup

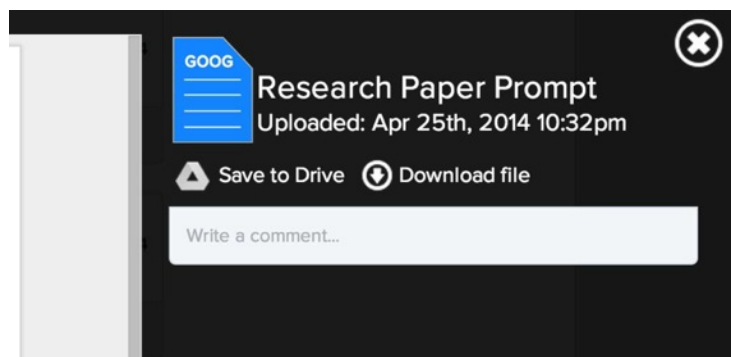
Here's how you can create and share a Google Doc with your class:

1. Create an assignment and upload a document to share.

The first thing you have to do is create an assignment for your students. When you create an assignment on Chalkup, all your students get notified about it. Then pick a file from your own Google Drive to share with your class.

2. Students save Materials to their own Drive

Once you've added your Drive file to Chalkup, it's now time for the students to start working on it! All a student needs to do to is click the "Save to Drive" link, and it will automatically save the file to their Drive, and open it for them to start editing.



3. Simple for your students to turn-in Google Drive files for grading.

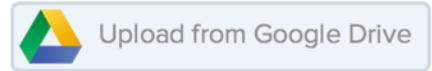
Having students use Google Drive to work on papers, and homework is great. There can be lots of great collaboration. However, when the file is ready to be turned in, what do your students do?

We've come up with a great solution, all your students have to do is choose **"Upload with Google Drive"** inside the Chalkup assignment and we do all the hard work in the background. It's magic.



+ Drag and Drop files here, or select files from your computer.

or













3. Easily grade Drive files and leave actionable feedback.

Finally! Annotate on Google Drive Documents. Google Drive is still missing real document annotations on files. The great thing about the Chalkup + Google Drive integration is that when a file is uploaded from Drive to Chalkup, teachers get to use our great **MarkUp** annotator to annotate on the student's file submissions.

The screenshot shows a Chalkup assignment interface. On the left, a document titled "Lincoln and His Political Generals" is displayed. The document content includes a header with the author's name "Claire Ross" and subject "US History". The main text discusses the book "Lincoln's Generals" by Gabor Boritt. There are two red annotations: a smiley face drawn above the title and a red box highlighting a sentence in the second paragraph. On the right, a feedback panel for "Claire Ross" is visible, showing a score of 95/100 and a feedback message from "Mr. Edison" dated May 18th, 2014. The feedback message says "Good job on this Claire. Try to work on your transitions into new topics." Below the feedback panel, there is a list of scores for other students: 100, 95/100, 85/100, 94/100, and 100.

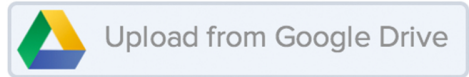
Use Chalkup's Grading features with Google Drive files

By Assignment		By Student	
Thematic Essay Due: May 9th, 2014 10:00am			
Student's Name	Date Submitted	Attached Files	/ 100
 John Moors	May 9th, 2014 9:32am		90 / 100
 Claire Ross	May 9th, 2014 9:22am		90 / 100
 Alyson Shumeyko	May 9th, 2014 10:03am LATE		94 / 100
 Christian Smith	May 9th, 2014 9:36am		85 / 100
 Stephanie Wilson	May 9th, 2014 9:37am		80 / 100

If you're using Google Drive for everything in your classes, you know that it's really difficult to actually tie a grade to a student's file. Some smart teachers have created some scripts, or use forms to collect them, but this isn't very scalable and is far too complicated! We're all about simplicity at Chalkup. So every submission has the power of our integrated online grade book.

1.

You create an assignment and upload a Material from Google Drive.



Students all get access and "Save to Drive".

2.

STUDYING, WRITING, COLLABORATING HAPPENS HERE



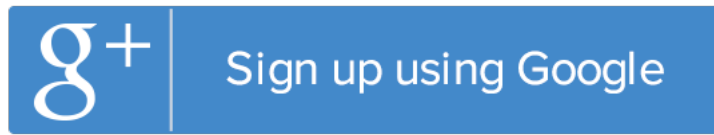
3.

Students submit their completed, amazing files for you to grade and be delighted!

You leave your students great, actionable feedback that is tied right to the document.

4.

Sign up for Chalkup and try it out for free today!



Keep up to date with Chalkup and the latest in EdTech!



Feedback? Questions?

We're here to help!

www.chalkup.co

Visit our Support Center: <http://support.chalkup.co>

Drop us a line: support@chalkupedu.com