Google Docs & Spreadsheets *in the Classroom*

Created by WestEd for Google

Get the tool: http://docs.google.com

What is it?

Google Docs & Spreadsheets is an easy-to-use, online word processor and spreadsheet editor that enables you to create, store, share, and collaborate on documents and spreadsheets. If you know how to use any word processor or spreadsheet program, you can easily use Google Docs & Spreadsheets. You can even import your existing documents and spreadsheets.

Why use it?

Students can use Google Docs & Spreadsheets to:
• Work on files anywhere, anytime
• Get quick feedback from multiple people
• Make the full writing process visible
• Demonstrate their mastery of editing skills
• Quickly analyze and organize data
• Easily share data sets

Instructional Ideas

Elementary: Assign "Buddy Book Reports" where two students read the same book and collaborate on their final book report in an online document.

Middle School: Partner with a class at another school, enter data from the same science experiment in a spreadsheet, and compare the results online.

High School: In Economics, students can monitor and calculate their investment portfolio in spreadsheets when playing the "Stock Market Game." Students can track specific stocks at different times of the day and share the data.

Expert Tip

Don't like the latest changes in your document? Role back to earlier versions of any document by clicking on "Revisions", select a previous version, and click the "Revert to this one" button on the far right.
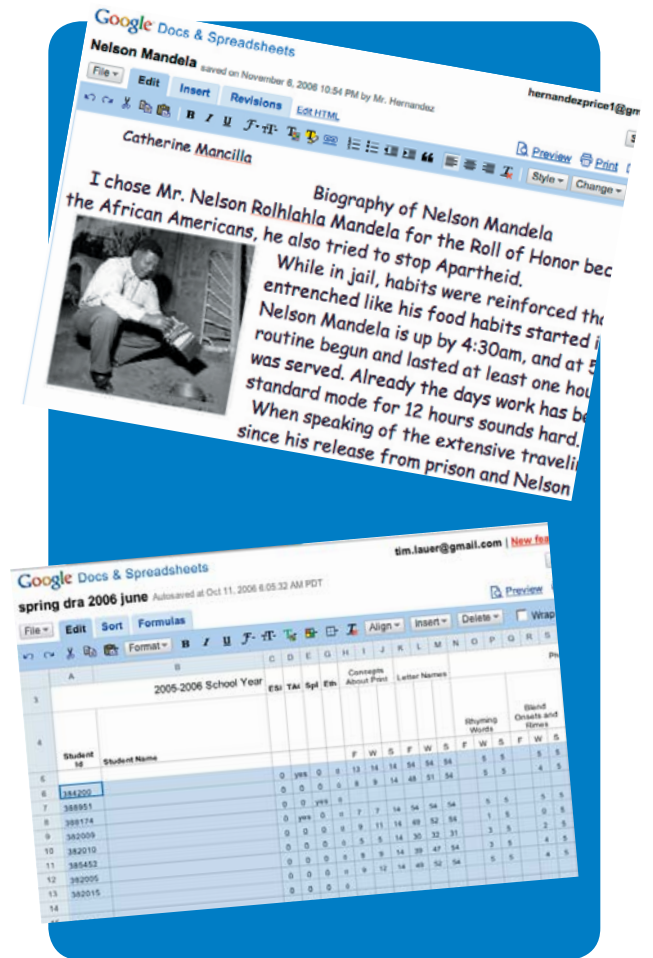
Google Docs & Spreadsheets in Action

Project: Writing Portfolios
Grade/Subject: 9-12th, Journalism
School: Palo Alto High School, CA

In one high school journalism class, every student keeps their entire writing portfolio on Google Docs & Spreadsheets. The teacher checks and verifies which assignments have been turned on a daily basis, and easily monitors student progress over time by having everything centrally located. More than just a library of files, though, students use the online environment to manage the entire writing process: share ideas, do peer editing, create revisions, and publish their final work. Best of all, the teacher can easily track the development of each writing assignment as the students work through multiple revisions. As students seamlessly work on their writing at home, school, at the library, and with their friends, there have been noticeable improvements in the quality of their writing.

Additional Resources

More Examples
Things to do with Google Docs & Spreadsheets
http://www.nycwp.org/kenstein/2006/01/26

Track Reading Achievement
http://tim.lauer.name/2006/10/11/google-spreadsheets-to-track-reading-achievement/#comment-483

Complimentary Tools
Blogger
www.blogger.com

Fathom Dynamic Data Software
http://www.keypress.com/x5656.xml