



Innovative Collaboration Tips and Ideas for using Google

in, with, and for CAEP Consortia



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www.otan.us
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caladulted.org
caladulted.org/TAP

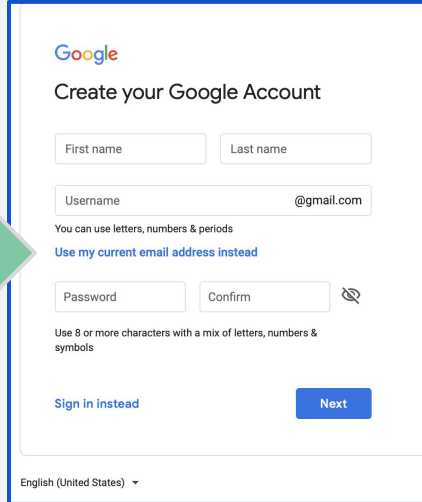
WHY SHARE and COLLABORATE?

1. **Builds trust** (inclusion)
2. **Enhances a feeling of ownership across the board** (“we” the team).
3. **Promotes creativity** (and learning)
4. **Strengthens healthy risk-taking** (“we” support)
5. **Increased project speed** (all hands on deck)
6. **Inventive ideas** (more is better!)



USE EMAIL AS GOOGLE

Collaborate using Google even without a G Suite or an @Gmail account.



The screenshot shows the Google account creation interface. At the top is the Google logo and the text 'Create your Google Account'. Below this are input fields for 'First name', 'Last name', and 'Username' (with a placeholder '@gmail.com'). A link 'Use my current email address instead' is highlighted in blue. Below the username field are 'Password' and 'Confirm' fields, with a small icon to the right of the confirm field. A note below the password fields reads: 'Use 8 or more characters with a mix of letters, numbers & symbols'. At the bottom left is a link 'Sign in instead' and at the bottom right is a blue 'Next' button. At the very bottom, there is a language selector 'English (United States)' with a dropdown arrow.

Using Chrome:

1. Open accounts.google.com
2. Create new account
3. Select “Use my current email address instead”
4. Create password (same as email is recommended)
5. All tools available EXCEPT gmail. Messages, sharing, collaborating all completed with email address input during account creation.

BEFORE YOU SHARE

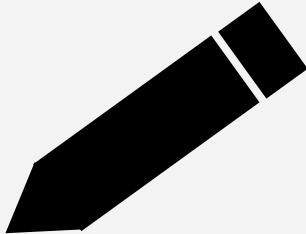
Be aware of the 2 types of Google





SHARE OPTION - EDITOR

Get help! Editors have all the same “rights” on a file as the owner unless*...



Open any file in Google Drive then:

1. Select the Share button
2. Add an editor by email address
3. Make sure the pencil (edit share) is selected
4. Send a note the item was shared.

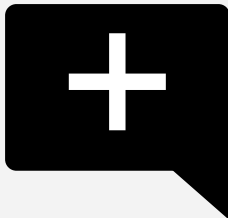
* Select the Advanced link to add or remove settings



SHARE OPTION - COMMENT

Get input on file without the content being touched.

Comments are placed to the side of Docs, Slides, and Sheets. Commenters may copy a file unless*...



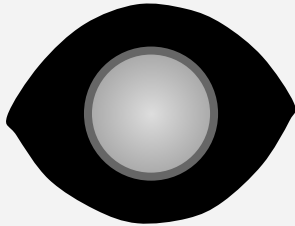
Open any file in Google Drive then:

1. Select the Share button
2. Add a commenter by email address
3. Make sure the speech bubble (comment share) is selected.
4. Send a message.

* Select the Advanced link to add or remove settings

SHARE OPTION - VIEWER

Allow view beforehand or final version. Viewers can not “touch” a file but they can make their own copy unless*...



Open any file in Google Drive then:

1. Select the Share button
2. Add a viewer by email address
3. Make sure the Eye (view share) is selected
4. Send a message.

* Select the Advanced link to add or remove settings



COMMENT and SUGGEST

Allow others to proof. Comments appear to the side, suggestions appear as strikethrough.

To Comment



1. **Open** the file
2. **Select** text within the file
3. **Select** the comment box near the Share button, OR
Select the Plus sign as it appears to the right

To Suggest (only in Docs)

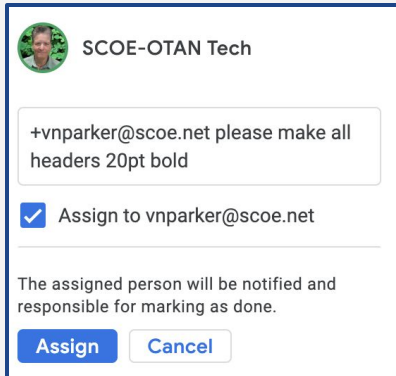


1. **Open** the file
2. **Select** Suggest mode (under the Share button)
3. **Select text - it will be struck thru**
4. Type suggested replacement text - it will appear green

More about SUGGEST AND COMMENT

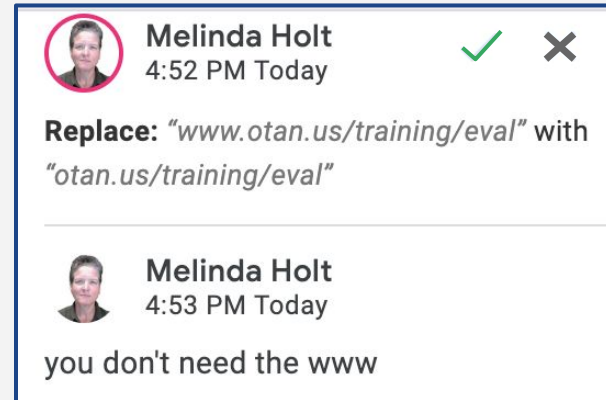
Comments appear to the right side of the file.

Comments can be “assigned” with a + before email address



A screenshot of a comment assignment dialog box. At the top left is a profile picture of a woman and the text "SCOE-OTAN Tech". Below this is a text input field containing "+vnparker@scoe.net please make all headers 20pt bold". Underneath the input field is a checked checkbox with the text "Assign to vnparker@scoe.net". At the bottom, there is a line of text: "The assigned person will be notified and responsible for marking as done." and two buttons: "Assign" and "Cancel".

Suggestions can be “accepted” or declined by any editor. Comments can be placed in addition to suggestions



A screenshot of a suggestion card. At the top left is a profile picture of a woman, the name "Melinda Holt", and the time "4:52 PM Today". To the right of the name and time are a green checkmark and a grey 'X' icon. Below this is the text "Replace: 'www.otan.us/training/eval' with 'otan.us/training/eval'". A horizontal line separates this from the bottom section, which shows the same profile picture, name "Melinda Holt", and time "4:53 PM Today", followed by the text "you don't need the www".



PREVIEW SHARE

PREVIEW allows view without “touch” or copy.

Changes to the file appear in real time to the viewer.

1. Select the Share button
2. *Select “Get shareable link” (view only) and copy the link*
3. Paste the link into a file, email, on a site, etc.
4. Delete all text from “/edit...” and replace with /preview
5. Send that link

Shareable link:

https://docs.google.com/presentation/d/1IVi8pxYjwJvAi95nLROd1L_KSmMvUocjYuhTPa6szE4/edit?usp=sharing

Preview link:

https://docs.google.com/presentation/d/1IVi8pxYjwJvAi95nLROd1L_KSmMvUocjYuhTPa6szE4/preview

FORCE COPY



FORCE COPY creates a copy for anyone that accepts the link.

All must be Signed Into a Google account and accept the copy when prompted.

1. Select the Share button
2. **Select “Get shareable link” (view only) and copy the link**
3. Paste the link into a file, email, on a site, etc.
4. Delete all text from “/edit...” and replace with /preview
5. Send the link.

Shareable link:

https://docs.google.com/presentation/d/1IVi8pxYjwJvAi95nLROd1L_KSmMvUocjYuhTPa6szE4/edit?usp=sharing

Preview link:

https://docs.google.com/presentation/d/1IVi8pxYjwJvAi95nLROd1L_KSmMvUocjYuhTPa6szE4/copy

SHEETS - PROTECT RANGE

SHEETS have the added share bene' of protecting ranges. "They" can only edit certain cells (ranges).

[DEMO](#)



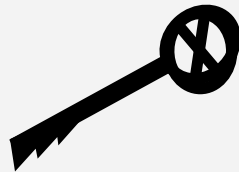
1. Create Sheet
2. Select Data / Protected Sheets and Ranges
3. Select Range to protect range of cells
4. Add shares by adding emails
5. Deselect "edit" checkbox to turn off edit mode if it is enabled.

SHEETS - PROTECT SHEET

Protect entire sheets within a workbook EXCEPT CERTAIN CELLS which, when added as ranges, allow edits by others.

DEMO

WAIT FOR THE MAGIC TO WORK! It may take a few minutes



1. Select Sheet within workbook using tabs.
2. Select Data / Protected Sheets and Ranges or right click tab and “Protect Sheet...”
3. The sheet will be editable by all editors unless checkbox is deselected.
4. Add Range within sheet by selecting “Except these cells”

Sheet is then protected from edit except those cells.



DOWNLOAD AS...

DOCS, SLIDES, SHEETS, and DRAW files can all be “Downloaded as...” other types of files including:

.DOC, .TXT, .PPT, .XLS, .CSV, .TSV, .PDF, .JPG, and .PNG

1. Open a file
2. Select File / Download as...
3. Select the file type you prefer
4. Make sure you know where it is going! (desktop? Downloads? Special folder?)



IMPORT or UPLOAD

**ANY FILE TYPE CAN BE
UPLOADED TO DRIVE.**

**If files are converted to
Google format they use NO
storage space.**

Most GSuites EDU allow
100 GB or more.

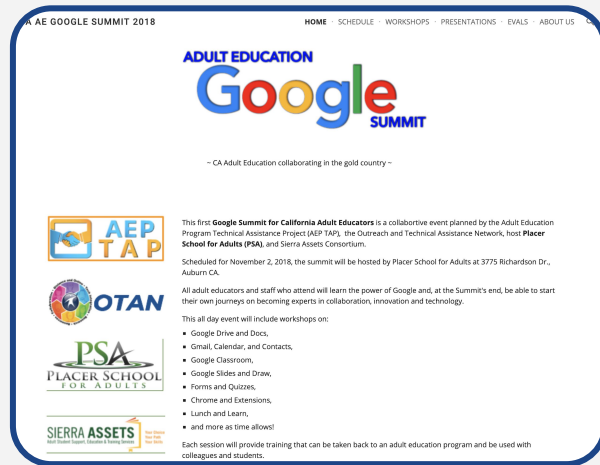
Public Google accounts are allotted
15GB.

1. Open Drive
2. Find and open settings GEAR
3. Select “Convert to Google”
4. Drag files from desktop to Drive
5. Files will be converted to Doc, Sheet or Slide.

Only office suite apps convert (Word, PPT, and Excel to Docs, Slides, and Sheets).

SHARE DATA using GOOGLE SITES

Everything on a Site is open for all to view, download, copy or input **unless**:

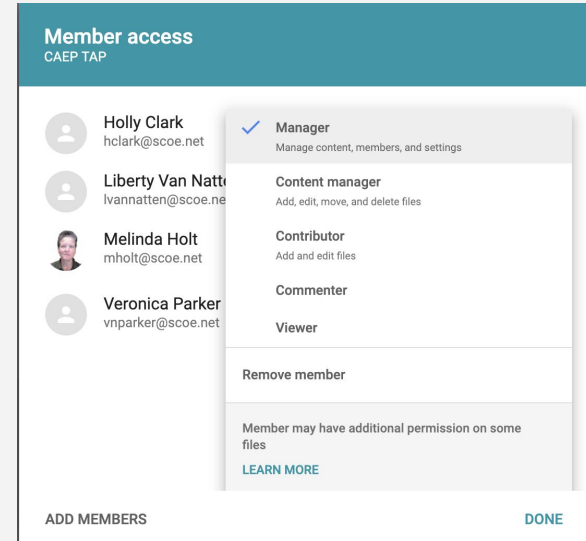


- share settings only allow specific people to view (sign in required,
- pages are hidden, (those that know can access),
- files added have their own share settings
- a public site can be linked to a “permissions only” view site.

TEAM DRIVES - CLUB ONLY

Works like My Drive but is owned by the TEAM not the individual.

Team members must be EDU and on the same domain (**id@xyzdistrict.com**)



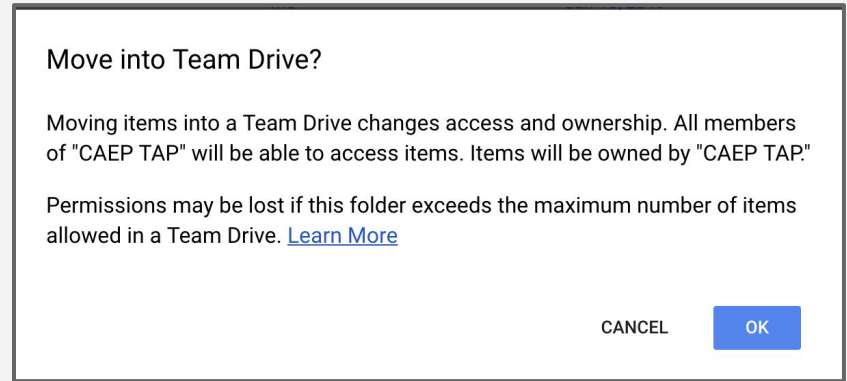
Creator of a Team can set different permissions for members which can include other Managers (the big kahunas.)



TEAM DRIVES

Have a folder on My Drive
and want to move it to
TEAM?

Drag and drop, read the big
scary message and select OK



Maximum number of items allowed in a Team Drive is 400, 000.

If you have even ½ that many files in **any** folder,
you need file intervention!

GOOGLE CLASSROOM PD!

Google Classroom can be used for more than just students.



IDEAS for Staff “classes”

New Teacher - “assignments” include those by administrator and mentor teacher (co teach).

Staff Meetings - all agenda’s and follow up for meetings

Certifications - teachers use to upload their certifications as they are earned.

CALENDAR

Shared calendars can be used for meetings, hangouts, Meet (club), and file attachments.



1. Create a New calendar
2. Add editors or viewers - the calendar will appear as one of their calendars.

OR

3. Make public for Site - all can view.

Change details to add attachments, location, guests, invitations, etc.

WANT MORE?

Hands on workshops are available from OTAN!

WIOA-funded Agencies

Contact OTAN via email at

support@otan.us

Consortium Events or non-WIOA agencies that are members of a Consortium

Submit a request directly on the site

<https://caladulthood.org/TAP>

For a list of OTAN trainings and descriptions go to

www.otan.us/training

and select Face-to-Face workshops