

# Collaboration



Communications Power Tool





*Google Apps is a web-based communication package that allows you to communicate (work together) and collaborate (create and share) anywhere-anytime. It is very similar to the traditional Microsoft Word, Excel, and Power Point programs.*

*However, Google Apps will allow other users to help edit your documents in real time without having to send these documents back and forth .*

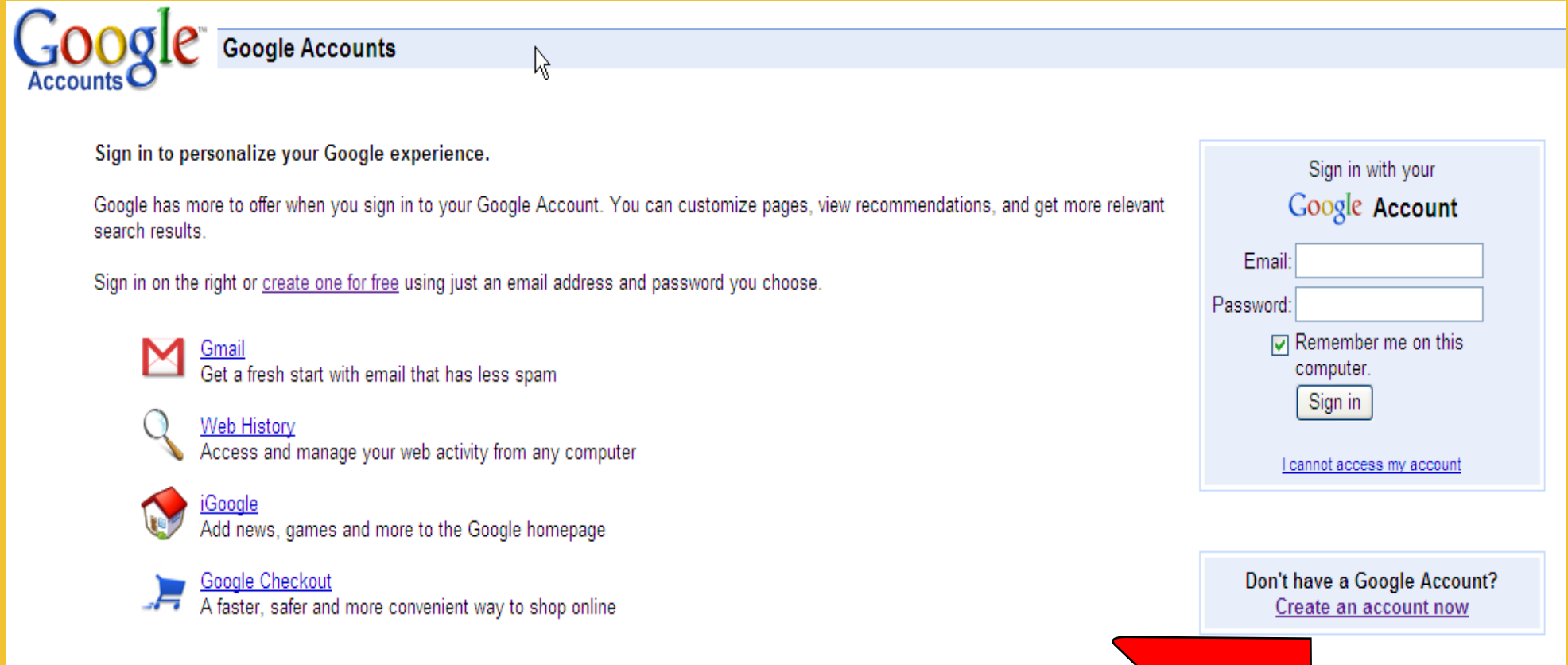


# Why Use Google Docs?

- *no hardware/software to purchase or download*
- *creates a learning community free of charge*
- *changes and edits are seen by everyone immediately*
- *available to anyone, anywhere, anytime*
- *SECURE and it automatically SAVES*
- *all needed is the internet and a web browser*
- *will help put your school like MCPS on the cutting edge of online communication and collaboration with 21st Century Skills!*

# How to Create an Account

Go to [www.google.com](http://www.google.com) Click: **Sign In**







**Google**  
Accounts

Google Accounts

Sign in to personalize your Google experience.

Google has more to offer when you sign in to your Google Account. You can customize pages, view recommendations, and get more relevant search results.

Sign in on the right or [create one for free](#) using just an email address and password you choose.

-  [Gmail](#)  
Get a fresh start with email that has less spam
-  [Web History](#)  
Access and manage your web activity from any computer
-  [iGoogle](#)  
Add news, games and more to the Google homepage
-  [Google Checkout](#)  
A faster, safer and more convenient way to shop online

Sign in with your  
**Google Account**

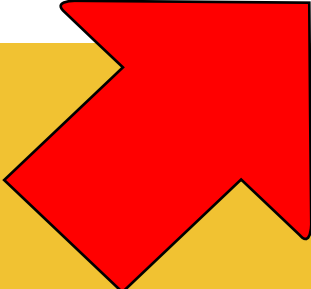
Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

Don't have a Google Account?  
[Create an account now](#)



# Google Docs Home

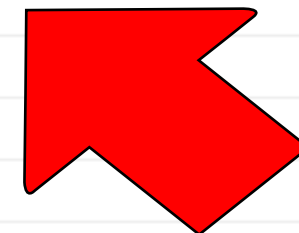
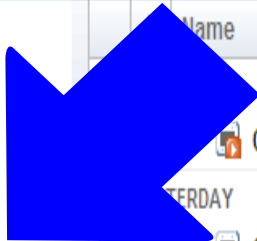


Search Docs

[Show search options](#)

New Upload Share Move to Hide Delete Rename More actions

	Name	Folders / Sharing	Date ↓
No saved searches			
<input type="checkbox"/>	Collaboration Communications Pow	Sbeck, me	9:39 am me
YESTERDAY			
<input type="checkbox"/>	GATE Classroomm Training	Sbeck, Egardner, Phester, me	Dec 4 Sbeck
EARLIER THIS WEEK			
<input type="checkbox"/>	Ways to Us	me, Sbeck	Dec 3 Sbeck
<input type="checkbox"/>	Open Office 3.0 Basics MCPS	<a href="#">Open Office</a> Sbeck, me	Dec 2 me
<input type="checkbox"/>	Google Break Through Event -Pilot Gi	Sbeck, Anewton, Cwollenberg, Econner, me, S.beck2c, Scarter, Everyone	Dec 1 Sbeck
EARLIER THIS YEAR			
<input type="checkbox"/>	21st Century Skills	Scarter, Sbeck, Anewton, me	Nov 6 Scarter
<input type="checkbox"/>	Doing More , better, faster, with few	Published Sbeck, me	Oct 28 me
<input type="checkbox"/>	Park View High School Tech Update	Econner, me	Sep 29 Econner
<input type="checkbox"/>	Untitled Presentation	me	Sep 23 me
<input type="checkbox"/>	Tech Update for Schools	Econner, Anewton, me, Scarter	Aug 16 Econner



## Alt Ed Grading Procedures

edited on November 7, 2008 1:38 PM by Stephanie Carter

Share ▾

Save

Save &amp; Close

File Edit View Insert Format Table Tools Help

New ▸

14pt ▾

**B***I*UA ▾

- Save Ctrl+S
- Save as new copy
- Rename...
- Revision history
- Delete...
- Download file as ▸
- Print settings...
- Print... Ctrl+P
- Print as webpage...
- View as webpage...

Inform the administrator when the posting window opens and closes.

Teachers can change these dates by letting Lisa Conner know in writing (e-mail is fine).

Best practices include:

1. Post the window 2 days before the end of the nine week grading period.

2. All verification sheets be turned in with at least 1 full day left for the RCR to review verification sheets and return them to teachers for corrections.

3. Refer to the attached example e-mail for reference.

4. Provide examples for turning in verification sheets.

5. Examples include:

1. Each verification sheet must be printed, signed, and dated.

1. This will help to protect the teacher and the RCR.

ii. Require that verification sheets are due with ample time for the RCR to review and return any sheets that may need corrections.

### III. Incompletes

1. Students can be given an "I" for their final average.

2. The administrator should establish guidelines for any teacher to give a student an "I" or incomplete.

i. Students should only be given an "I" if there is a valid reason for their not completing assignments.

3. Some best practices include:

i. Having the teachers complete a form by a certain due date to request an incomplete grade.

ii. Only approve requests that are legitimate.

iii. Require that all grades of "I" be corrected by the end of the nine weeks with enough time for the RCR to update the grade in Star Student.

1. The updated grade will print on the next report card.

### IV. Changing Grades

1. Students' grades can be changed in Star Student, but teachers should follow a strict policy whenever grade changes are requested.

2. Some best practices include:

i. The Administrator should be notified of all grade changes.

ii. The teacher should request the change in writing, have the request approved by administration, and give the RCR the signed, written request.

iii. The RCR should keep this on file and only change the grade AFTER receiving written documentation.

[« Back to editing the document](#)

## Share this document



### Invite people

as collaborators  as viewers

Separate email addresses with commas.

[Choose from contacts](#)

[Invite collaborators](#)

### Advanced permissions

Collaborators may invite others

Only the owner may change this

Invitations may be used by anyone

Allows mailing lists [Learn more](#)

Anyone at Mecklenburg County Public Schools may [view](#) this document at:

[http://docs.google.com/a/mcpsweb.org/Doc?id=ddqrk5jw\\_292c3rfdg8](http://docs.google.com/a/mcpsweb.org/Doc?id=ddqrk5jw_292c3rfdg8)

### This document is not shared.

[Preview document as a viewer](#)

#### Collaborators (0)

Collaborators may edit the document and invite more people.

#### Viewers (0)

Viewers may see the document but not edit it.



# Collaboration Benefits

- **PC to PC FREE Communications**
- **Collaboration can be done anywhere on a computer with a connection to the Internet**
- **Can be done at home if internet access is available to the student**
- **Saves travel time for parents and schools**
- **Teachers can meet and share ideas in extended areas and with other states and countries**





# Potential Collaboration Obstacles With Students

- **Security - No Email or Chat**
  - Permission from parents
- **Culture change**
  - Different time zones
- **Inadequate training and explanations on collaboration**
- **Technical Issues - Using Google Edu and Google Apps Team Edition**





# Collaboration Tips

- Determine that you want to use the collaboration features in Google Apps
- If students are involved set up Google Apps Accounts to eliminate email.
- Develop a plan for the students first project.
- Practice and prepare for the Introduction to Collaboration and Kickoff with the students
- Start Collaborating!!!



In your handout are several other tips on "How to be Successful with Google Collaborations in the School"



# Collaboration Demonstration

A picture (or demonstration) is worth a thousand words.



Let's Google!!!



# Collaboration Success

Photo Story with Students

Next.....

We Party to Celebrate  
Success!!

"The End is JUST the Beginning" UA Whitaker

[www.vaopenclassroom.org](http://www.vaopenclassroom.org)



# Collaboration Next Steps

- More School to School Projects
  - Classrooms collaborating on common projects
  - Teachers sharing plans and documents
- More Administration to School Projects
  - Pacing Guides
  - Daily activity journals
- More Help Desk Interaction with Schools
  - Sharing new tools and assisting teachers with Google technology
- Student After School Help - Google Tutors





Doing more, better,  
faster, everyday at  
MCPS with



Google™?

