

# DOCS & SPREADSHEETS

## IN THE CLASSROOM

**ESTHER WOJCICKI**  
Palo Alto High School



*Where it is being used now:*

Journalism classes

ESL classes

English classes

Social studies classes

*Journalism programs are using Docs and Spreadsheets.*

- ✓ CAMPANILE (newspaper) 70 students
- ✓ VERDE (magazine) 35 students
- ✓ BEGINNING JOURNALISM: 160 students
- ✓ <http://voice.paly.net> (website) 30 students

## 2005 winner of two Webby Awards



the paly  
voice

### Backfence.com Palo Alto

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### News Game® - for schools

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54°F

Today is Feb. 14

Boys soccer

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### Voices

Verde  
In Focus  
Campanile  
Calliope

### Official Sites

Paly.net  
Daily Bulletin  
Digital lockers  
InClass

International Festival survives cancellation scare thanks to increased volunteer efforts

*The Campanile, News, Feb. 12*

Though a shortage of volunteers threatened to cancel Palo Alto High School's International Festival, parents and students have stepped up to push the event forward.

1 in 1700: Rahul Ramakrishnan

*The Campanile, Entertainment, Feb. 12*

**The Campanile:** So Rahul, this is 1 in 1700. So what is it like to be a junior at Palo Alto High School?

Online classes increase schedule flexibility, reduce stress

*The Campanile, Features, Feb. 12*

With pressure and stress mounting from SATs, homework and college applications, some students at Palo Alto High School have turned to receiving their education through online classes. Students take courses online in order to avoid taking traditional classes they find tedious and to reduce their homework load.



Adam Heeger

One-sided rivalry: Vikings topple Titans again

*Voice, Sports, Feb. 9*

It was sloppy, ugly and at times it was downright pathetic, but in the end, the result was the same -- The Vikings beat rival Gunn and the Vikings won at home, both extending streaks that date back to before any of the current Vikings were in high school.

- All-school rally: slam dunk, *News, Feb. 12*

### News

Adolescent lead scientists to site council, *News, Feb. 12*



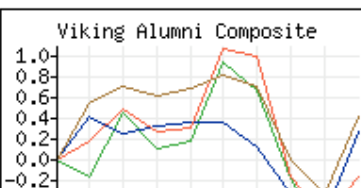
FEB. 12 Robotics

Quicktime 6.0 or higher required.  
Off-campus loading may be slow.

### MORE IN FOCUS VIDEOS

- FEB. 9 Soccer vs. Gunn
- FEB. 6 News only
- FEB. 5 News only
- More episodes

RSS



# Columbia Crown winner, National Scholastic Press Hall of Fame



The Campanile

Palo Alto Senior High School

PAID

1918

## Vikings conquer CCS

Palo Alto defeats Oak Grove 23-21, with chance at State Championship



Palo Alto Vikings defeated Oak Grove 23-21 in a thrilling game on Friday night. The Vikings, coached by Coach [Name], secured a victory that puts them in a strong position for the State Championship. The game was played at the [Location] and was a high-scoring affair. The Vikings' defense held strong in the second half, while the offense took control of the game. The final score was 23-21 in favor of the Vikings.

## Mixed community reaction to superintendent's retirement

The retirement of Superintendent [Name] has sparked a mixed reaction within the community. Some residents express concern about the future of the school district, while others welcome the change. The superintendent has served the district for many years and has been instrumental in many of its achievements. His departure is a significant event for the community.

## Student Council updates, amends flaws in constitution

The Student Council has recently updated its constitution to address several flaws and improve its operations. The new constitution includes provisions for better communication between the council and the student body. The council members are committed to serving the students and ensuring that their voices are heard in school decisions.

The updated constitution will be implemented immediately. The council will continue to work on other initiatives to enhance the student experience. The school administration supports the council's efforts to improve the school environment.

A2 • December 11, 2006

## NEWSBRIEFS

**Revised PAUSD calendar features an earlier start and eliminates Ski Week**  
The Palo Alto Unified School District Board of Education has approved a revised 2007-2008 school calendar, which moves the start of school one week earlier and eliminates the traditional week of winter break. The calendar also features other changes to better serve the community.

**Students turn out in high numbers for Fall Blood Drive to benefit patients**  
Fifty students and twenty teachers turned out for the Fall Blood Drive held at the Palo Alto High School. The drive was organized by the Palo Alto Blood Center and was a great success. The blood collected will be used to help patients in need.

**County brings alcohol suit against state**  
San Mateo County has filed a lawsuit against the State of California, claiming that the state's alcohol laws are unconstitutional. The lawsuit is part of a larger effort to challenge state regulations that the county believes are unfair to local businesses.

**City officials, community members discuss teenage drinking problem**  
A meeting was held in Palo Alto to discuss the issue of teenage drinking. City officials and community members gathered to share ideas and develop strategies to address the problem. The meeting was productive and resulted in several actionable items.

**Administration works to curb whooping cough outbreak**  
The Palo Alto Unified School District administration is working to control a whooping cough outbreak among students. They have implemented strict health protocols and are encouraging parents to get their children vaccinated.

## NEWS

### Ski and Snowboard Club to take to the slopes



The Palo Alto Ski and Snowboard Club is preparing for the upcoming winter season. The club will be holding several events, including a ski race and a snowboard competition. The club members are excited about the season and are looking forward to spending time on the slopes.

The club is also planning to offer lessons for beginners. They have hired experienced instructors who will provide a safe and fun learning environment. The club is open to students and community members who are interested in learning to ski or snowboard.

The club's events are open to all ages and skill levels. They are a great way to stay active and enjoy the winter weather. The club is a welcoming community and is looking for new members.

For more information about the club and its events, visit their website or contact the club president. The club is committed to providing a great experience for all its members.

## UPCOMING Events

**December 15: Play in a Day**  
Students and alumni write and perform plays in a day. This is a fun and creative event that allows students to showcase their writing and acting skills. The plays will be performed in the school auditorium.

**December 16-January 2: Winter Break**  
Paly students and teachers have 18 days to travel and relax. This is a great time for families to spend time together and enjoy the winter holidays.

**January 16-18: Finals**  
Final semester will end with these days of finals for all students. Students should prepare for their exams and good luck!



## Administration works to curb whooping cough outbreak

The Palo Alto Unified School District administration is working to control a whooping cough outbreak among students. They have implemented strict health protocols and are encouraging parents to get their children vaccinated. The outbreak has caused concern among the community, but the administration is confident that they can bring it under control.



## National Scholastic Press PaceMaker



news

### PAUSD superintendent retiring, search begins

The Palo Alto Unified School District Board of Education has begun searching for a replacement for Superintendent Mary Callan, who announced her resignation earlier this month.

The search for a replacement can take anywhere from four months to about nine months, according to Kathleen Ruegger, the assistant to the superintendent.

In a letter to the school board, Callan expressed her desire for a "smooth transition" for her successor. "I would need to let you [the board] know of my plans prior to 2007 so that the board would have sufficient time to find my replacement," she wrote.

Ruegger shares Callan's desire for a seamless change. "Hopefully, the board will be able to choose a replacement before the superintendent leaves so they won't need an interim," Ruegger says.

One possible way to find a replacement is to go through a consulting firm, which would recruit potential candidates, review all résumés, and narrow them down based on the district and community's criteria. The board will most likely choose this course, as it saves time and effort, Ruegger says.

### Numbers

5 Paly average score on AP Physics C (Electricity & Magnetism) test

3.5 national average score on the AP Physics C (Electricity & Magnetism) test  
*(more on p. 13)*

5.5 thousand children who die every day in Eastern and Southern Africa, according to UNICEF

450 thousand people have died in the Darfur region genocide, according to Genocide Intervention

371 amount, in dollars, of the cheapest room available for monthly rent at the Opportunity Center  
*(more on p. 20)*

### Library establishes teen section

Through the creation of a newly-opened teen section, the Palo Alto Main Library hopes to make the library more teen-friendly.

The new area was designed to appeal to teens and has new furniture, a pop-board acknowledging "Remarkable Teen Readers," and shelf space for teen movies, music and recorded books.

Palo Alto Mayor Judy Kleinsberg expressed interest in providing a space for teens in the city during a speech in the Dec. 5 opening ceremony. "We have struggled to make the library more appropriate for our youth," she said.

During the ceremony, Kleinsberg along with Paly freshman William Kern cut the symbolic ribbon.

Kern also has high hopes for the new teen section of the library.

"It's really a cool way to open up the library," Kern said. "I will definitely use it. I did not know about it [the teen section] until two days ago, but when I found out I was excited."

School Liaison Maya Spector worked with teens to bring about changes in the library and attributed the libraries' focus on teens to a shift within the community. "There was more of a focus on teens city-wide," she said.

This is also apparent in the creation of a second Teen Library Advisory Board which will begin in January. A T-LAB focused on the Main Library will hopefully help improve the area.

— Jenny McElaney  
*This story originally appeared on Voice*

8 verde magazine

Suggested use of Docs in the classroom:

- ESSAYS
- VOCABULARY WORK
- CREATIVE WRITING
- POETRY PORTFOLIOS
- ESSAY TESTS
- CLASSWORK

## *Of Mice and Men* essay

Google Docs & Spreadsheets

heywoj@gmail.com | [Docs Home](#) | [Help](#) | [Sign out](#)

**Of Mice and Men Essay** edited on October 15, 2006 4:30 PM by Jmann

[Save](#) [Save & close](#) [Discard changes](#)

[File](#) [Edit](#) [Insert](#) [Revisions](#) [Edit HTML](#)

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Undo Redo Cut Copy Paste Bold Italic Underline Text Color Background Color Link Unlink Bulleted List Numbered List Decrease Indent Increase Indent Quote Unquote Table Borders Text Color Background Color Style Change

Jessica Mann

Critical Thinking

Woj

October 10, 2006

### *Of Mice and Men*

In the book *Of Mice and Men*, by John Steinback, Lennie and George and two other migrant workers rely on dreams to improve their life. Lennie and George are two best friends who have stuck to each other for a long time. When they reach the new ranch they have to work on, they find many problems awaiting them. They have to learn how to deal with 'difficult' characters like Curley, the troublesome and bossy character and Curley's wife, the big flirt. Lennie and George also meet Slim, the skinner, Candy, the swamper, Crooks, the stable buck, and Carlson, another person who bucks barley. They are working so they can earn enough money so they can fulfill their plan, or dream. In the end, though, everything falls apart and goes astray. Three examples of characters who have dreams that never come true are Lennie, George,



# STUDENTS CAN TAKE TESTS



Google Docs & Spreadsheets

**Dulik, Gracie: Romeo and Juliet** edited on February 8, 2007 2:16 PM by Grdulik10

File Edit Insert Revisions Edit HTML

Undo Redo Cut Copy Paste Bold Italic Underline Text Color Background Color Link Unlink Bulleted List Numbered List Decrease Indent Increase Indent Quote Unquote Table Border Style Change

***Romeo and Juliet: Self-Test***

**Act I**

1. *"Your lives shall pay the forfeit of the peace."* (I.i.99)  
The prince is saying that the Montagues and Capulets will be killed if any more fights between them occur.
2. *"Let two more summers wither in their pride/Ere we think her ripe to be a bride."* (I.ii.10-11)  
Capulet tells Paris that Juliet will be ready to marry in two years.
3. *"Sups the fair Rosaline whom thou so loves."* (I.ii.90)  
Romeo is in love with Rosaline at the beginning of the play.
4. *"Well, think of marriage now..."* (I.iii.75)  
Lady Capulet encourages Juliet to marry early.
5. *"I'll look to like, if looking liking move."* (I.iii.103)  
Juliet agrees to try with Paris.
6. *"Content thee, gentle coz. Let him alone."* (I.v.74)

# ADVANTAGES OF DOCS & SPREADSHEETS

## WHY WOULD AN ENGLISH/JOURNALISM TEACHER USE IT?

1. Makes peer collaborating and editing exciting and fun.
2. Saves automatically (no more complaints about I lost my work)
3. Easy access from any Internet computer (eliminates “my computer crashed” because it is always online)
4. Teacher can monitor student work easily & offer comments & suggestions at any point in the assignment. Hard for students to tell those big fibs when you can see their revision history online.

*Students love it*, no more coaxing kids to do their writing assignments. They beg to go to the computer lab to work on a collaborative assignment with their partner.

Easy to see which student contributed what because there is a “Revisions History” and you can see who contributed.

Easy for students to publish their work online using Blogger. Just click!

Gives students an authentic audience for their work: parents, peers, friends and blogs.

Teachers can see exactly what was revised, by whom, and when

| Revision                     | Last Edited                      | Changes                                                                                                                                              |
|------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Revision 175</a> | 4 days ago by Kelley Shin        | <i>no text added</i>                                                                                                                                 |
| <a href="#">Revision 174</a> | 8 weeks ago by Kelley Shin       | and pistachios line the middle layer. The bottom layers of pastry are dipped in caramel, balancing the flavor of                                     |
| <a href="#">Revision 173</a> | 8 weeks ago by Kelley Shin       | The Lentil soup (\$4.99) is another house specialty and was different from any Lentil soup I had ever tasted, an                                     |
| <a href="#">Revision 172</a> | 8 weeks ago by Kelley Shin       | with the diced cucumbers, tomatoes, spices and Falafel. These ingredients are all wrapped up into a tortilla-like                                    |
| <a href="#">Revision 171</a> | 8 weeks ago by Kelley Shin       | therefore, adults may enjoy it more than younger children. Kan Zeman is also affordable, prices range from \$4. <a href="#">Revisions 168-171</a>    |
| <a href="#">Revision 168</a> | 2 months ago by Kelley Shin      | friendly chatter in the background. The tables are well spaced apart, but close enough that one table does not :                                     |
| <a href="#">Revision 167</a> | 2 months ago by Kelley Shin      | Delicious, authentic Mediterranean food is what you get at Kan Zeman, a small Mediterranean restaurant in do <a href="#">Revisions 164-167</a>       |
| <a href="#">Revision 164</a> | 2 months ago by Gloria Yu        | this is so cute :) Delicious, authentic Mediterranean food is what you get at Kan Zeman, a small Mediterranean <a href="#">Revisions 158-164</a>     |
| <a href="#">Revision 158</a> | 2 months ago by Kelley Shin      | A Night of Authentic Mediterranean Cuisine Delicious, authentic Mediterranean food is what you get at Kan Zer <a href="#">Revisions 153-158</a>      |
| <a href="#">Revision 153</a> | 2 months ago by Kelley Shin      | <i>no text added</i>                                                                                                                                 |
| <a href="#">Revision 152</a> | 2 months ago by Kelley Shin      | a mint leaf and unlimited refills. The tea is hot and soothing, with a sweet taste balanced by a hint of mint. The <a href="#">Revisions 150-152</a> |
| <a href="#">Revision 150</a> | 2 months ago by Kelley Shin      | n acquired taste (do you mean "an aquired taste?"), so adults may enjoy it more than younger children. When y                                        |
| <a href="#">Revision 149</a> | 2 months ago by Kelley Shin      | A Night of Authentic Mediterranean Cuisine Kan Zeman is a small Mediterranean restaurant in downtown Palo .                                          |
| <a href="#">Revision 148</a> | 2 months ago by Gloria Yu        | (do you mean "an aquired taste?"), so adults may enjoy it more than younger children. When you walk into the r <a href="#">Revisions 144-148</a>     |
| <a href="#">Revision 144</a> | 2 months ago by Scott, Elizabeth | with mint leaf and unlimited refills. The tea was is hot and soothing, with a sweet taste balanced by a hint of m <a href="#">Revisions 136-144</a>  |
| <a href="#">Revision 136</a> | 2 months ago by Scott, Elizabeth | TITLE!!!! -Scott, Elizabeth 3/5/07 6:26 AM Kan Zeman is a small Mediterranean restaurant in downtown Palo / <a href="#">Revisions 134-136</a>        |
| <a href="#">Revision 134</a> | 2 months ago by Gloria Yu        | <i>no text added</i>                                                                                                                                 |

Have students set up a **Google Account** using any email address

OR

Have them sign up for a **Gmail Account**

If district blocks email accounts, sign up for as many dummy email accounts as you need and let students use them in class.

Easiest way to get started is to take students into a computer lab and guide them through the process.



- Collaborative book reports
- Co-editing essays
- Collaborative research papers
- Group discussions about literary topics (4 students to a group)
- Vocabulary work either individual or in pairs
- Creative writing
- Poetry or writing portfolios (all saved on Docs & Spreadsheets)
- Class Blog: upload work to class blog (controlled viewers who are invited)

- ✓ Personality profiles
- ✓ Movie reviews
- ✓ Restaurant reviews
- ✓ Books reviews
- ✓ Product reviews
- ✓ Peer editing built into program
- ✓ Collaborative work on investigative stories
- ✓ Easy to publish work to webpage
- ✓ News stories: students can check each other for accuracy
- ✓ Sports: peer edit and upload stories to a Sports Blog
- ✓ Opinion: designate topic and have students collaborate
- ✓ Publish student opinion on class blog or school blog

- ✓ Editors can easily make comments online to reporters
- ✓ All students submit articles on D & S; easy to revise.
- ✓ Students also submit them in hard copy
- ✓ Editors also edit on paper as a backup
- ✓ D & S helps develop online peer editing groups
- ✓ Easy to spot errors in structure early and give immediate feedback
- ✓ Easy to save in a variety of formats
- ✓ Easy to find a student's work---just use search engine in Docs
- ✓ Easy to rename any article

**Joe Bellino and Ailish Zompa,**  
ESL teachers at Montgomery Blair High School  
are using **Google Docs**  
to help English language learners  
become critical readers and writers

*Montgomery Blair High School*

*Rockville, Maryland*

The teachers found that Google Docs had a number of advantages over NiceNet.

- **Students could insert comments into documents.**
- **Teachers could watch documents develop.**

**Teachers found peer conferencing more effective when done with Google Docs.**



# Why the ESL teachers used Docs

---

- They wanted students to have the opportunity to easily read the writing of their classmates
- They wanted students to practice using language that would help their classmates improve ideas and development
- They wanted to encourage students to improve their own ideas and development.



# Get students to change their display name so teachers can recognize the name.



Getting Started Latest Headlines Gmail - Inbox (261)

Gmail - Inbox (447) Google Docs & Spreadsheets Gmail - Inbox (447) Settings

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## Settings

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**Display name:**  
Your display name identifies you to others when collaborating.

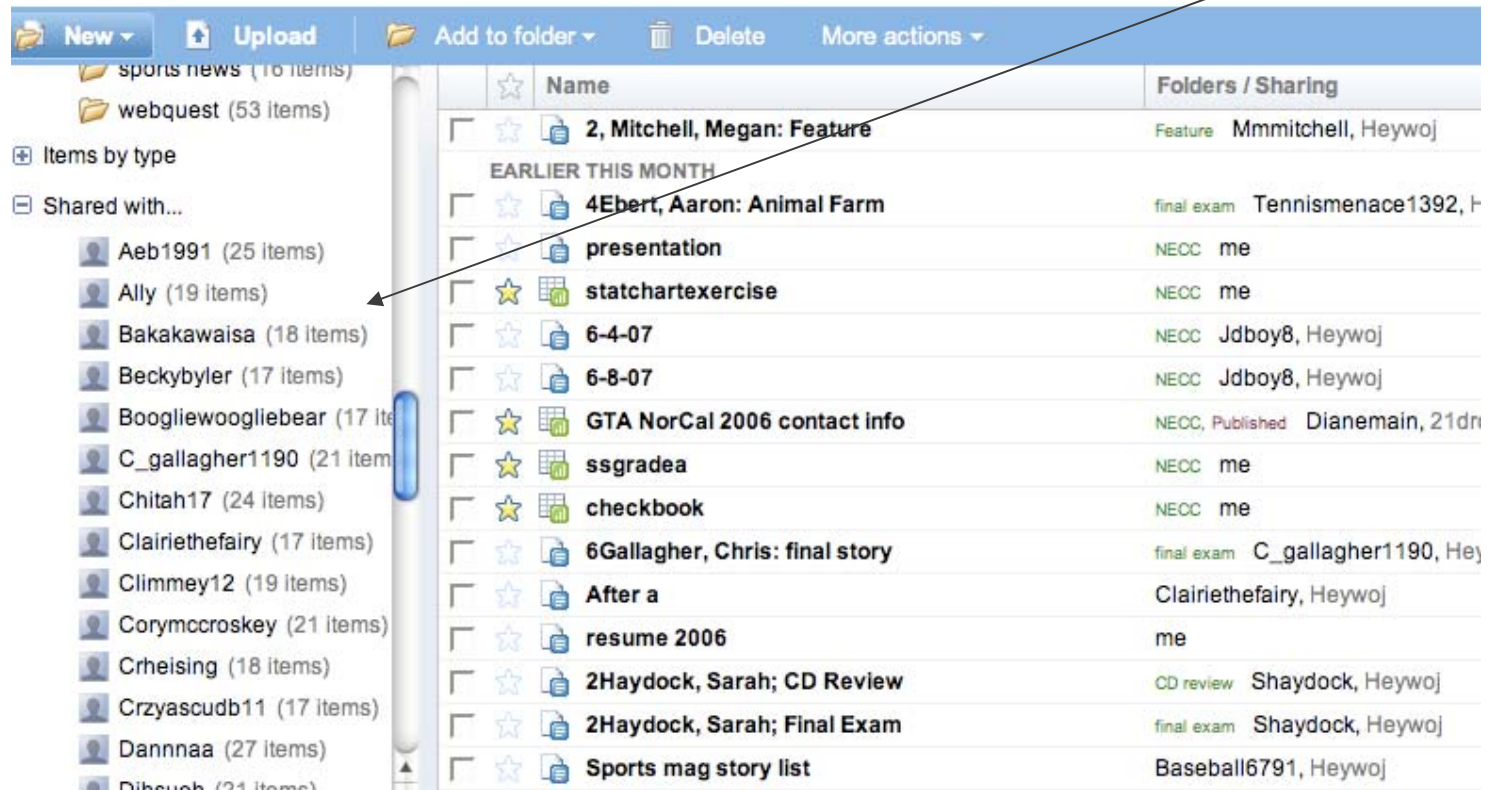
**Blog settings:**  
You must configure your blog settings before posting to your blog. [edit info...](#)

**Old Writely Documents:**  
Missing some old documents from Writely? [move old documents](#)

[« Back to Docs & Spreadsheets](#) [Save](#) [Cancel](#)

# IF YOU DON'T CHANGE THE USER NAME

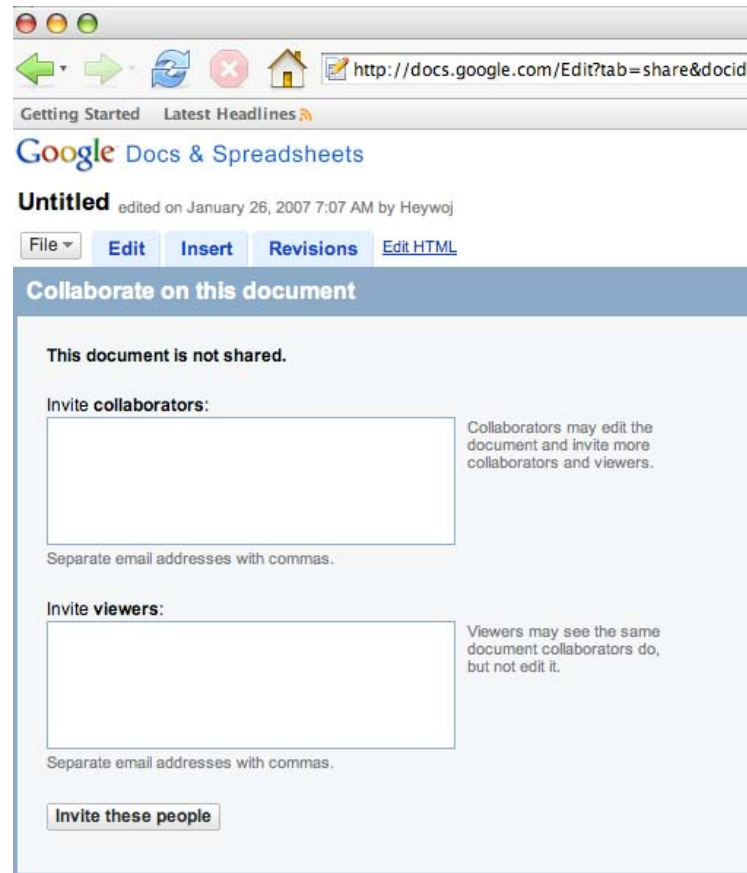
This is what your inbox will look like--



| Name                           | Folders / Sharing               |
|--------------------------------|---------------------------------|
| 2, Mitchell, Megan: Feature    | Feature Mmmitchell, Heywoj      |
| EARLIER THIS MONTH             |                                 |
| 4Ebert, Aaron: Animal Farm     | final exam Tennismenace1392, T  |
| presentation                   | NECC me                         |
| starchartexercise              | NECC me                         |
| 6-4-07                         | NECC Jdboy8, Heywoj             |
| 6-8-07                         | NECC Jdboy8, Heywoj             |
| GTA NorCal 2006 contact info   | NECC, Published Dianemain, 21dn |
| ssgradea                       | NECC me                         |
| checkbook                      | NECC me                         |
| 6Gallagher, Chris: final story | final exam C_gallagher1190, Hey |
| After a                        | Clairiethefairy, Heywoj         |
| resume 2006                    | me                              |
| 2Haydock, Sarah; CD Review     | CD review Shaydock, Heywoj      |
| 2Haydock, Sarah; Final Exam    | final exam Shaydock, Heywoj     |
| Sports mag story list          | Baseball6791, Heywoj            |

# ADDING COLLABORATORS

Collaborators email address must be added to **each document**



The screenshot shows a web browser window with the address bar displaying `http://docs.google.com/Edit?tab=share&docid`. The page title is "Google Docs & Spreadsheets". Below the title, it says "Untitled" followed by "edited on January 26, 2007 7:07 AM by Heywoj". There are tabs for "File", "Edit", "Insert", "Revisions", and "Edit HTML". The main section is titled "Collaborate on this document". It contains the message "This document is not shared." and two sections for adding collaborators and viewers. Each section has a text input field and a description of the role. At the bottom, there is a button labeled "Invite these people".

Getting Started Latest Headlines

Google Docs & Spreadsheets

Untitled edited on January 26, 2007 7:07 AM by Heywoj

File Edit Insert Revisions Edit HTML

**Collaborate on this document**

**This document is not shared.**

Invite collaborators:

Collaborators may edit the document and invite more collaborators and viewers.

Separate email addresses with commas.

Invite viewers:

Viewers may see the same document collaborators do, but not edit it.

Separate email addresses with commas.

Invite these people

# Revisions and how they look

Getting Started Latest Headlines Gmail - Inbox (261)

Gmail - Inbox (447) Google Docs & Spread... Hancock, Courtney, All... Google Docs & Spread... Harris, Zach: Personali...

Google Docs & Spreadsheets heywoj@gmail.com | Docs Home | Help | Sign out

Harris, Zach: Personality Featur... edited on February 4, 2007 11:53 AM by Zharris09

« Back to editing Close document

File Edit Insert Revisions Edit HTML Preview Print Email Collaborate Publish

Browse Revisions | Compare Two Revisions | Revision History

Revision: 6 hours ago - Zharris09 « Older Newer » Authors: Zharris09 JoshLymen Revert to this one

Select a revision below

- 6 hours ago - Zharris09
- 6 hours ago - JoshLymen
- 6 hours ago - Zharris09
- 6 hours ago - Zharris09 (2)
- 6 hours ago - Zharris09 (3)
- 6 hours ago - Zharris09 (4)
- 6 hours ago - Zharris09 (5)
- 31 hours ago - Zharris09
- 32 hours ago - Zharris09
- 2 days ago - Zharris09
- 2 days ago - Zharris09 (2)
- 2 days ago - Zharris09 (3)
- 2 days ago - Zharris09 (4)

es down on a stage as four Palo Alto teenagers hear themselves and their brand new  
instrum sp sound system. This truly is nirvana.  
— "Th was the first real major performance we've ever done," Harvey said  
— Sop and his band, The Alex Eckstien Quartet, for lack of a better name, have been playing  
togethe old play their respected instruments. While he spends most of his time at school and work,  
Harvey, and the band is his only real form of self expression.  
— "I pretty much dominates my life." Harvey exclaimed somewhat proudly  
— Fro on Marsales to De La Soul and Tupac, Harvey's life is run by music. Starting piano at 7  
and gu een taking music lessons for the greater part of his life. His band, consisting of Harvey  
(guitar), Alex Eckstein (Saxophone), Dorcey Bass (Bass), and Ben Stillerman (Piano), have been playing small gigs at  
private parties and recently a few Hurricane Katrina benefits. There main focus is playing and mastering scales, but  
Harvey says that the band does have a few original songs in the making.  
— After only playing real gigs for only a year and a half, the band was overwhelmed when they were invited to play  
the Jazz Festival. They played a half hour set accompanied by fellow Palo Alto musicians Chris Hansen, Ken Elmore, and  
Tim Churnicof.  
— "It was an experience of a lifetime. It was just so much fun." Harvey stated jovially about their performance.  
— Harvey plans to pursue music at least through college and someday hopes to create a name for himself as a  
professional guitarist. For only Sophomores, Harvey and his band are not doing to bad, and shows like the Jazz Festival  
sure don't hurt.



# Google Docs Project

Each student's editing is a different color

- Select a revision below
- 2 days ago - karina
  - 2 days ago - karina (2)
  - 2 days ago - Djhakielafasolove
  - 3 days ago - Melbin
  - 4 days ago - Kazuka2domain
  - 4 days ago - Romeroi20
  - 4 days ago - karina
  - 4 days ago - karina (2)
  - 4 days ago - Filosofito12
  - 4 days ago - Alexguz
  - 4 days ago - RG
  - 4 days ago - karina
  - 7 weeks ago - Irfankhan19852000
  - 7 weeks ago - Melbin
  - 7 weeks ago - Renerodri
  - 7 weeks ago - Renerodri (2)
  - 7 weeks ago - Melbin
  - 7 weeks ago - Renerodri
  - 7 weeks ago - Hhh

The screenshot shows a Google Docs document titled "karina" edited on March 23, 2007 at 7:49 AM. The "Revisions" tab is selected in the top menu. Below the menu, there are links for "Browse Revisions", "Compare Two Revisions", and "Revision History". A list of authors is displayed, each with a colored name tag: karina (green), Djhakielafasolove (orange), Melbin (red), Kazuka2domain (blue), Romeroi20 (purple), Filosofito12 (pink), Alexguz (light blue), RG (dark blue), Irfankhan19852000 (light green), Renerodri (dark green), Hhh (grey), Suprechris (dark grey), and Ryromero (dark grey). A dropdown menu shows "2 days ago - karina" selected. The document text reads: "Luck or Decisions... Our lives are made up of choices and luck. In my opinion a fifty percent of the people believe they are lucky, and the other fifty percent believe everything comes because of the choices they have made. In my opinion my life is made up by most of the choices that I have made and those that I haven't made yet. Luck also plays an important role in my life. Choices; we decide what to do, where, why or how. Luck; is when something happen without an explanation. In life I have to make decisions everyday but also sometimes I'm lucky to make the right decisions. Like Kahlil Gibran said once "We choose our joys and sorrows long before we experience them." What he meant was that we can make choices that might, and might not affect our future. So if we make choices that will affect our future, we are already choosing suffer in it. WE decide whether to have a good or bad future. Because luck also affects our future sometimes even if we decide to do certain things everything can change. In example if we decide to go to the park, the weather may change and everything will be ruined. In the book "The outsiders" Ponyboy was lucky to have two brothers who cared about him and also have a gang that was united. On the other hand Johnny was not that lucky because even though he had a family, his family did not care much about him."

TEACHERS can always see who revised the essay and at what time. It is listed under the “Revisions” Menu.

If **five** students work on the same project, each student's name will be listed under revisions and you can see the work that student did on the project.

Each student's revisions are in a different color--- automatically assigned by Docs

Students must list each other as ‘COLLABORATORS’ or they will not be able to work together on essays.

# Two students collaborated on this essay

A bright light shines down on a stage as four Palo Alto teenagers hear themselves and their brand new instruments flow through a crisp sound system. **This truly is nirvana.**

—**"The San Jose Jazz festival was the first real major performance we've ever done," Harvey said**

—**Sophomore Kevin Harvey and his band, The Alex Eckstien Quartet, for lack of a better name, have been playing together since before they could play their respected instruments. While he spends most of his time at school and work, Harvey's real passion is guitar, and the band is his only real form of self-expression.**

—**"I would say that music pretty much dominates my life." Harvey exclaimed somewhat proudly**

—**From Miles Davis and Winton Marsales to De La Soul and Tupac, Harvey's life is run by music. Starting piano at 7 and guitar at 8, Harvey has been taking music lessons for the greater part of his life. His band, consisting of Harvey (guitar), Alex Eckstein (Saxophone), Dorcey Bass (Bass), and Ben Stillerman (Piano), have been playing small gigs at private parties and recently a few Hurricane Katrina benefits. Their main focus is playing and mastering scales, but Harvey says that the band does have a few original songs in the making.**

—**After only playing real gigs for only a year and a half, the band was overwhelmed when they were invited to play the Jazz Festival. They played a half hour set accompanied by fellow Palo Alto musicians Chris Hansen, Ken Elmore, and Jim Churnicof.**

—**"It was an experience of a lifetime. It was just so much fun." Harvey stated jovially about their performance.**

—**Harvey plans to pursue music at least through college and someday hopes to create a name for himself as a professional guitarist. For only Sophomores, Harvey and his band are not doing too bad, and shows like the Jazz Festival are don't hurt.**

—**"Music is what I want to do in life, I love playing." Harvey said contently**

**"The San Jose Jazz festival was the first real major performance we have ever done," Harvey said**

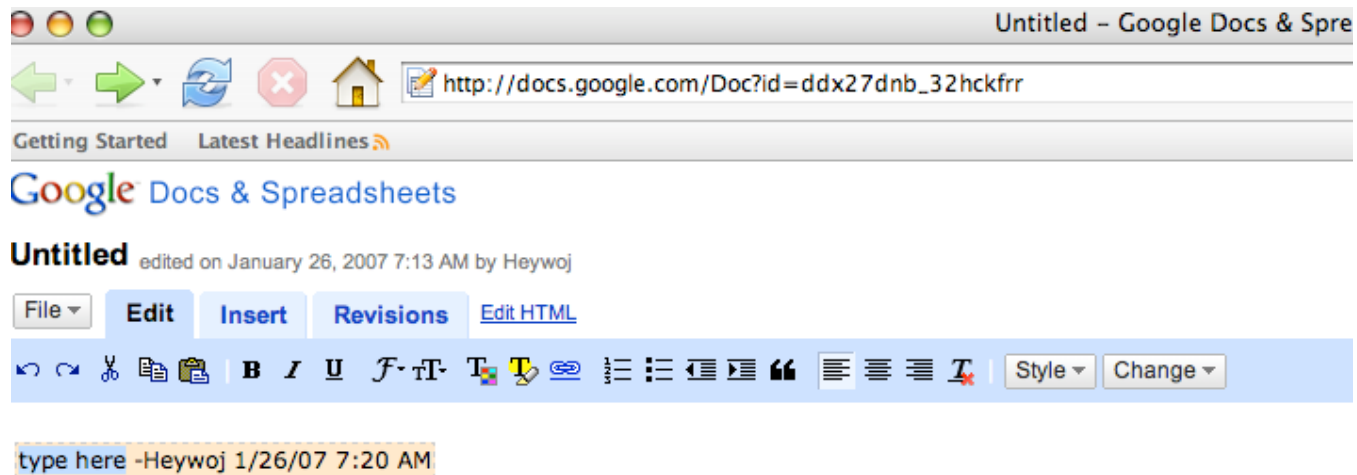
**Sophomore Kevin Harvey and his band, The Alex Eckstien Quartet have been playing together for eight years, since before any of them could actually play their instruments. While he spends most of his time at school and work, Harvey's real passion is guitar, and the band is his only real form of self-expression.**

**"I would say that music pretty much dominates my life." Harvey said.**

**From Miles Davis and Winton Marsales to De La Soul and Tupac Shakur, Harvey's life is run by music. Starting piano at seven and guitar at eight, Harvey has been taking music lessons for the greater part of his life. His band, consists of**

# INSERTING A COMMENT

Click where you want to place the comment





Collaborators can either write directly on the essay

Or

Collaborators can insert comments

Teachers should always be listed as collaborators so  
they can edit and monitor

# COMMENTS ARE EASY TO SEE



Google Docs & Spreadsheets

heywoj@gmail.com | [Docs Home](#) | [Help](#) | [Sign out](#)

**Imagine moving across the world ...** saved on February 14, 2007 7:17 AM by Heywoj

[Save](#) [Save & close](#) [Discard changes](#)

[File](#) [Edit](#) [Insert](#) [Revisions](#) [Edit HTML](#)

[Preview](#) [Print](#) [Email](#) [Collaborate](#) [Publish](#)

Jessie Duller

Adapting to a New Culture Hi Jessie,

You need at least 4 more quotes in this article. It lacks spunk primarily because there are insufficient quotes. Also, you need to rename your document this way:

LAST NAME, FIRST NAME: PERSONALITY FEATURE-Heywoj 2/14/07 7:16 AM |

Imagine moving across the world at the age of nine, leaving the world you knew behind and entering a new, unfamiliar place. Imagine the cultural shock, the language barrier, and the unfamiliar feeling of being away from home. Auster Chen came face-to-face with these challenges six years ago, when he moved from China to America. Fortunately Chen was able to adapt and he quickly began to exceed all expectations.

"It felt strange to be in another country" - Auster Chen

To change a comment, click on the comment and a menu will appear allowing you to **change the background color**, **delete the comment**, or **incorporate the text into your document**.



All comments are automatically removed from the version of the document that you preview, publish, or post.

The comments remain intact in the original Docs & Spreadsheet document, and will continue to be visible when you view the document from the "Edit" screen. .

# Students can easily post to a blog

File ▾

Edit

Insert

Revisions

[Edit HTML](#)

**Publish this document**

**This document is not yet published.**

You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

☒ Automatically re-publish when changes are made

Publish document

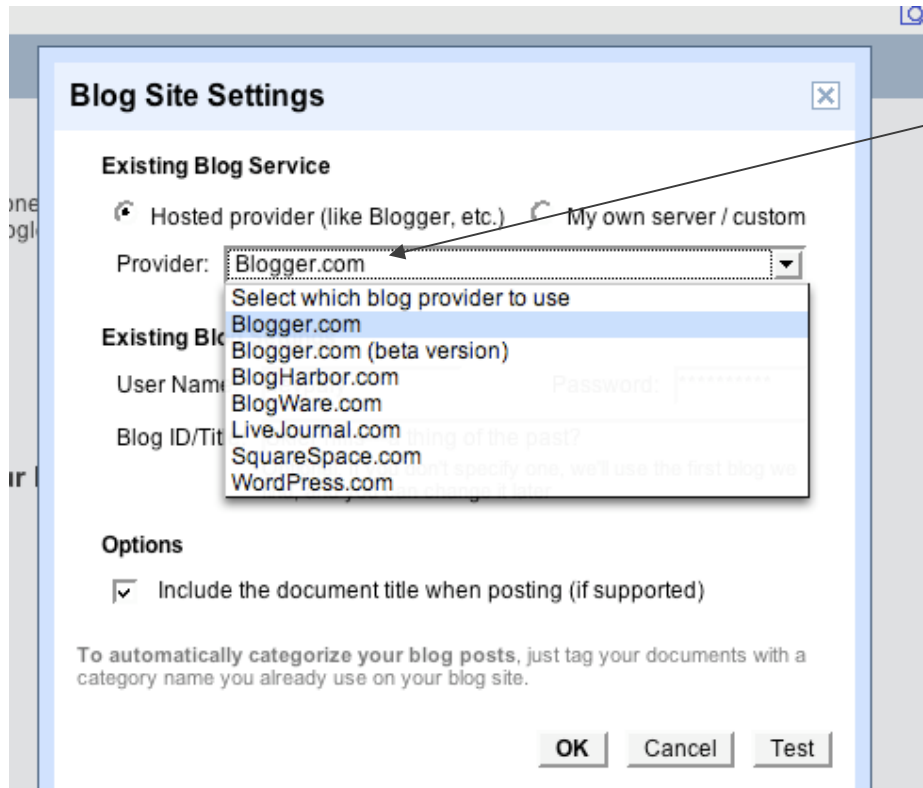
**This document has not been published to your blog.**

Post to blog

You can [change your blog site settings](#) at any time.

# Go to Blog Site Settings

Make sure that blogger.com (beta version) is selected



The screenshot shows the 'Blog Site Settings' dialog box. The 'Existing Blog Service' section has two radio buttons: 'Hosted provider (like Blogger, etc.)' (selected) and 'My own server / custom'. Below this is a 'Provider:' dropdown menu. The dropdown is open, showing a list of providers: 'Blogger.com', 'Blogger.com (beta version)', 'BlogHarbor.com', 'BlogWare.com', 'LiveJournal.com', 'SquareSpace.com', and 'WordPress.com'. 'Blogger.com (beta version)' is highlighted. An arrow points from the text 'Make sure that blogger.com (beta version) is selected' to this option. Below the dropdown are fields for 'User Name', 'Password', and 'Blog ID/Title'. The 'Options' section has a checked checkbox for 'Include the document title when posting (if supported)'. At the bottom are 'OK', 'Cancel', and 'Test' buttons.

**Blog Site Settings**

**Existing Blog Service**

☒ Hosted provider (like Blogger, etc.) ☐ My own server / custom

Provider: **Blogger.com**

Select which blog provider to use

- Blogger.com
- Blogger.com (beta version)**
- BlogHarbor.com
- BlogWare.com
- LiveJournal.com
- SquareSpace.com
- WordPress.com

**Existing Blog**

User Name: Password: \*\*\*\*\*

Blog ID/Title:

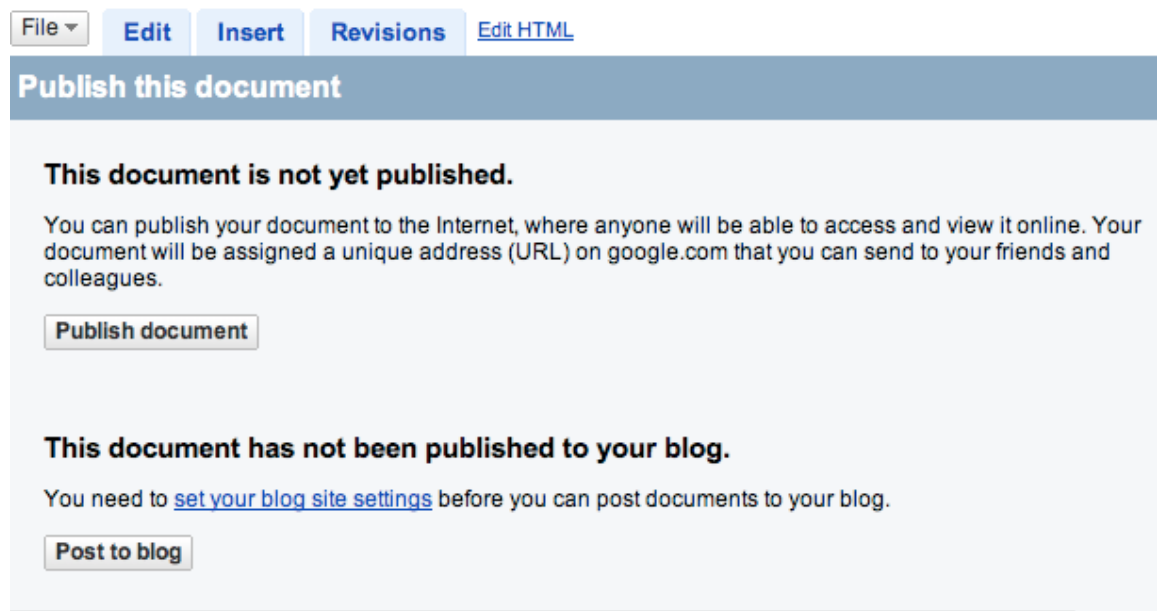
**Options**

☒ Include the document title when posting (if supported)

To automatically categorize your blog posts, just tag your documents with a category name you already use on your blog site.

OK Cancel Test

Students can publish so easily..Just click “Publish Document,” if they want a separate link to their document.



# Easy to set up a Blog

 **Blogger**<sup>TM</sup>

Haven't switched to a Google Account? [Claim your old Blogger account](#)

**Sign in to use Blogger**  
with your Google Account

Username:

Password: (?)

☐ Remember me (?)

**SIGN IN**

BLOGS UPDATED AT 8:21 PM  
[Fala também](#)

BLOGS OF NOTE  
◀ ▶ [Everest 2007](#) [more »](#)

**What's a blog?**

**TAKE A QUICK TOUR**

  
**Publish**  
thoughts

  
**Get**  
feedback

  
**Post**  
photos

  
**Go**  
mobile

A **blog** is your easy-to-use web site, where you can quickly post thoughts, interact with people, and more. All for **FREE**.

**Create a blog in 3 easy steps:**

- 1 Create an account
- 2 Name your blog
- 3 Choose a template

**CREATE YOUR BLOG NOW** 

# Example of student blog

Topic: People are rude

## It's Raining Claire and Blogs!

WEDNESDAY, APRIL 25, 2007

 **Psst : The magic word is please**

People are rude.

Just as an example, today I got hit in the head with a locker door before PE , I got tripped by someone's foot in history class , I had the joy of overhearing one side of a fight over a cell phone, and I silently got stared down when I accidentally walked in someone's way (Sorry!). Either I am unusually klutzy today or it is obvious there are no manners anymore.

To try and counteract the heinous manners that seem embedded in all of us, I propose that Paly starts an etiquette class.

For years etiquette has been taught to young children before they become teenagers. These social skills were useful in 17th century society, and as far as I'm concerned, the same basics can apply to high school today.

### About Me

Claire

 [View my complete profile](#)

### Blog Archive

▼ 2007 (1)

▼ April (1)

[Psst : The magic word is please](#)

# THIS IS WHAT IT CAN LEAD TO...!

## Student now Blogging for CNet

The screenshot shows the CNET News.com website interface. At the top is the CNET News.com logo and a search bar. Below the logo is a navigation menu with links like 'Today on CNET', 'Reviews', 'News', 'Downloads', 'Tips & Tricks', 'CNET TV', and 'Compare Prices'. A secondary menu includes 'Today on News', 'Business Tech', 'Cutting Edge', 'Access', 'Threats', 'Media 2.0', 'Markets', 'Digital Life', 'Blogs', 'Extra', 'My News', and 'RSS'. The main article is titled 'Perspective: Teen's tips for avoiding MySpace dorkiness' by Soumya Srinagesh, published on August 1, 2006. The article text discusses congressional hearings on social networking sites and mentions legislation to restrict their use in public schools. To the right of the article is an advertisement for the Infiniti M, featuring a silver car and the text 'The Infiniti M Designed to Outperform.' The bottom of the image shows a Windows taskbar with various application icons.

Log

**c|net NEWS.com**

Search:  News

[Today on CNET](#) [Reviews](#) [News](#) [Downloads](#) [Tips & Tricks](#) [CNET TV](#) [Compare Prices](#) [SPECIAL COVERAGE](#) ▶ Firefox's revamped a

[Today on News](#) [Business Tech](#) [Cutting Edge](#) [Access](#) [Threats](#) [Media 2.0](#) [Markets](#) [Digital Life](#) [Blogs](#) [Extra](#) [My News](#) [RS](#)

### Perspective: Teen's tips for avoiding MySpace dorkiness

By Soumya Srinagesh  
Published: August 1, 2006, 12:00 PM PDT  
[See all Perspectives](#)

[TalkBack](#) [E-mail](#) [Print](#) [del.icio.us](#) [Digg this](#)

**Soumya Srinagesh**  
CNET intern

**It's good to see that our congressmen have temporarily abandoned the grueling job of giving themselves raises in order to devote themselves wholeheartedly to Capitol Hill's true goal: making sure teenagers have as little fun as humanly possible.**

During a House of Representatives hearing last week, politicians discussed the strengths and flaws of social-networking sites and are [now considering legislation that would restrict the use of these sites in public schools](#).

As much as I love MySpace.com and would detest restrictions for its use, I will concede that social networks are only as strong as the people who

advertisement

**The Infiniti M**  
Designed to Outperform.

Click to Experience ▶

INFINITI



## TIPS TO MAKE THE PROGRAM EASY TO USE

# ORGANIZING STUDENT WORK

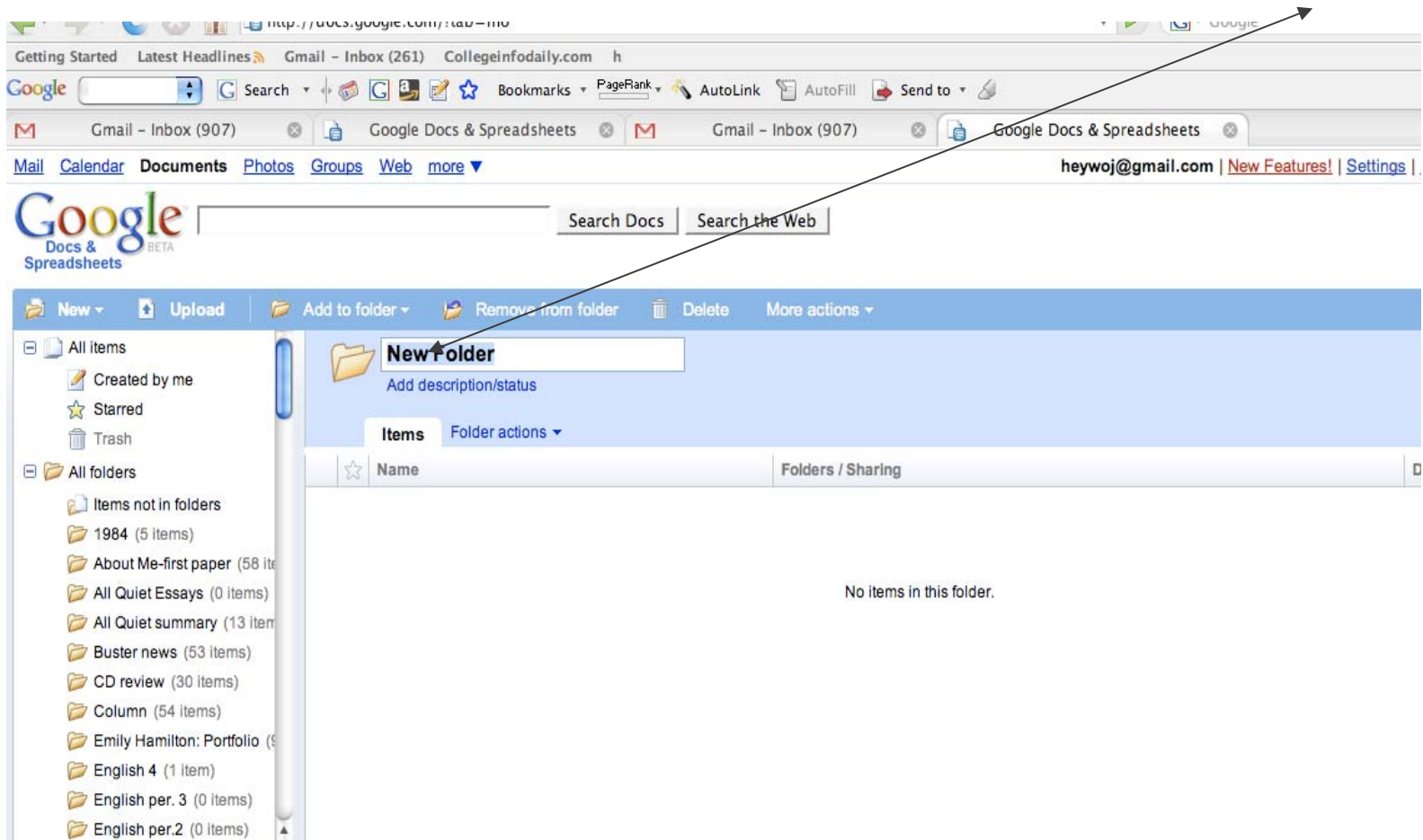
You can create a folder for each class

The screenshot shows the Google Docs web interface. At the top, there are navigation links: Mail, Calendar, Documents, Photos, Groups, Web, and more. The user's email address, heywoj@gmail, is in the top right. Below the navigation bar is the Google logo with 'Docs & Spreadsheets' and 'BETA' text. There are search boxes for 'Search Docs' and 'Search the Web'. The main area has a blue header with buttons: New, Upload, Add to folder, Delete, and More actions. The 'New' button is highlighted, and a dropdown menu is open showing options: Document, Spreadsheet, Folder, and Trash. The 'Folder' option is selected. Below the menu, there is a list of folders under 'All folders', including 'Items not in folders', '1984 (5 items)', 'About Me-first paper (58 items)', 'All Quiet Essays (0 items)', 'All Quiet summary (13 items)', 'Buster news (53 items)', 'CD review (30 items)', 'Column (54 items)', 'Emily Hamilton: Portfolio (9 items)', 'English 4 (1 item)', 'English per. 3 (0 items)', 'English per.2 (0 items)', and 'English 4004 by G...'. The main content area shows a list of documents with columns for 'Name' and 'Folders / Sharing'. The documents are organized by date: TODAY, YESTERDAY, and EARLIER THIS MONTH. An arrow points from the text 'You can create a folder for each class' to the 'Folder' option in the 'New' menu.

| Name                          | Folders / Sharing                                           |
|-------------------------------|-------------------------------------------------------------|
| <b>TODAY</b>                  |                                                             |
| document 1                    | English 4, folder 1 me                                      |
| NECC                          | me                                                          |
| 2 Stewart, Greg CD Review     | CD review Gstew91, Heywoj, J3christo, Matmo950, Oliver, F   |
| GCT Action Plan Tracker       | NECC, Published Fitzwalsh, 21drose, Aknight, Amerrick, An1! |
| <b>YESTERDAY</b>              |                                                             |
| 6Issakov, Igor:Product Review | NECC, product review Igor.issakov, Denise.hochman, Heywoj,  |
| 2, Mitchell, Megan: Feature   | Feature Mmmitchell, Heywoj                                  |
| <b>EARLIER THIS MONTH</b>     |                                                             |
| 4Ebert, Aaron: Animal Farm    | final exam Tennismenace1392, Heywoj                         |
| presentation                  | NECC me                                                     |
| statchartexercise             | NECC me                                                     |
| 6-4-07                        | NECC Jdboy8, Heywoj                                         |
| 6-8-07                        | NECC Jdboy8, Heywoj                                         |
| GTA NorCal 2006 contact info  | NECC, Published Dianemain, 21drose, An1995, Apeshet, Ba     |
| ssgradea                      | NECC me                                                     |
| checkbook                     | NECC me                                                     |

# NAME FOLDER BY CLASS NAME

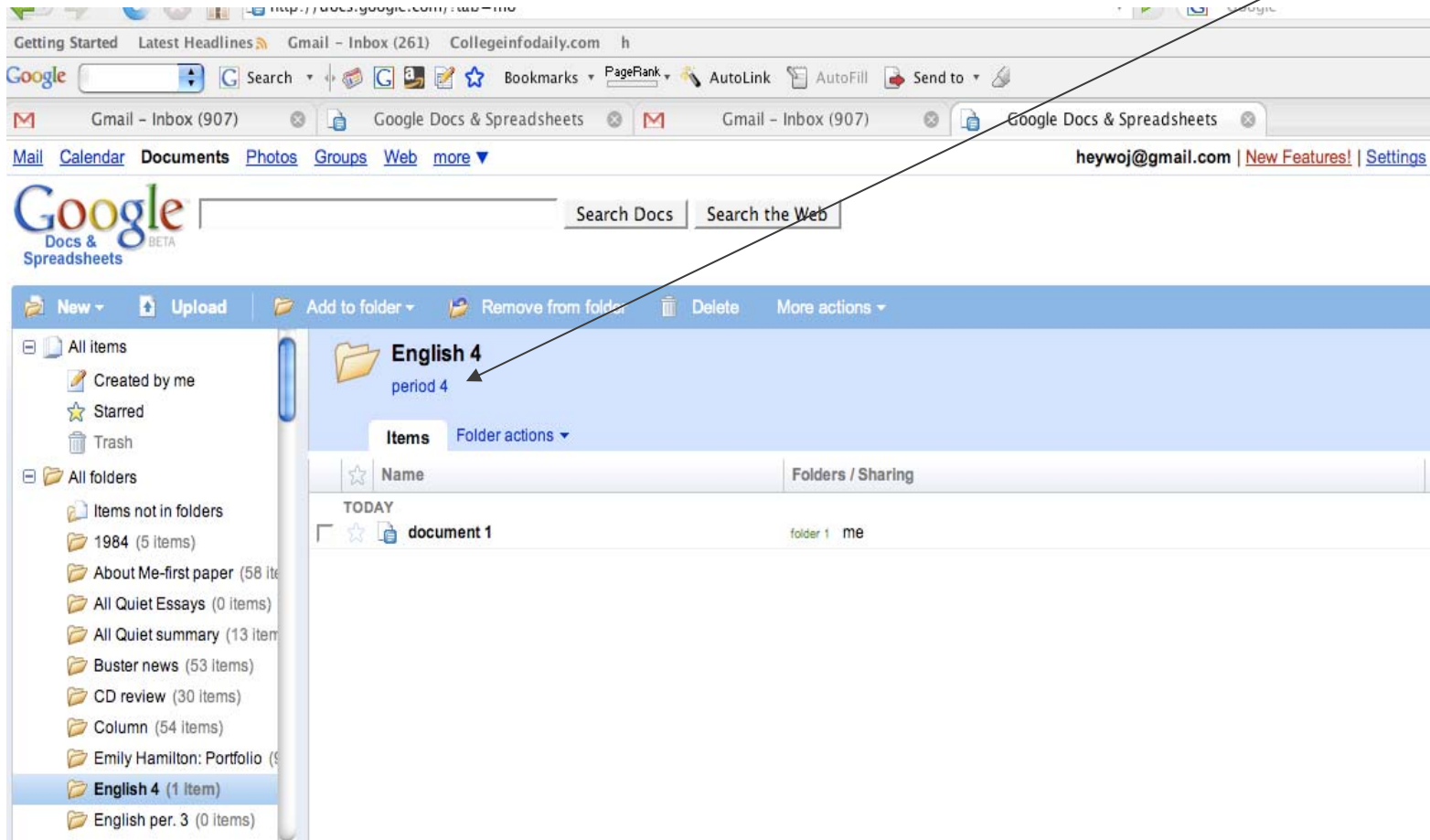
Just type in the box



# ADD DESCRIPTION UNDER NAME

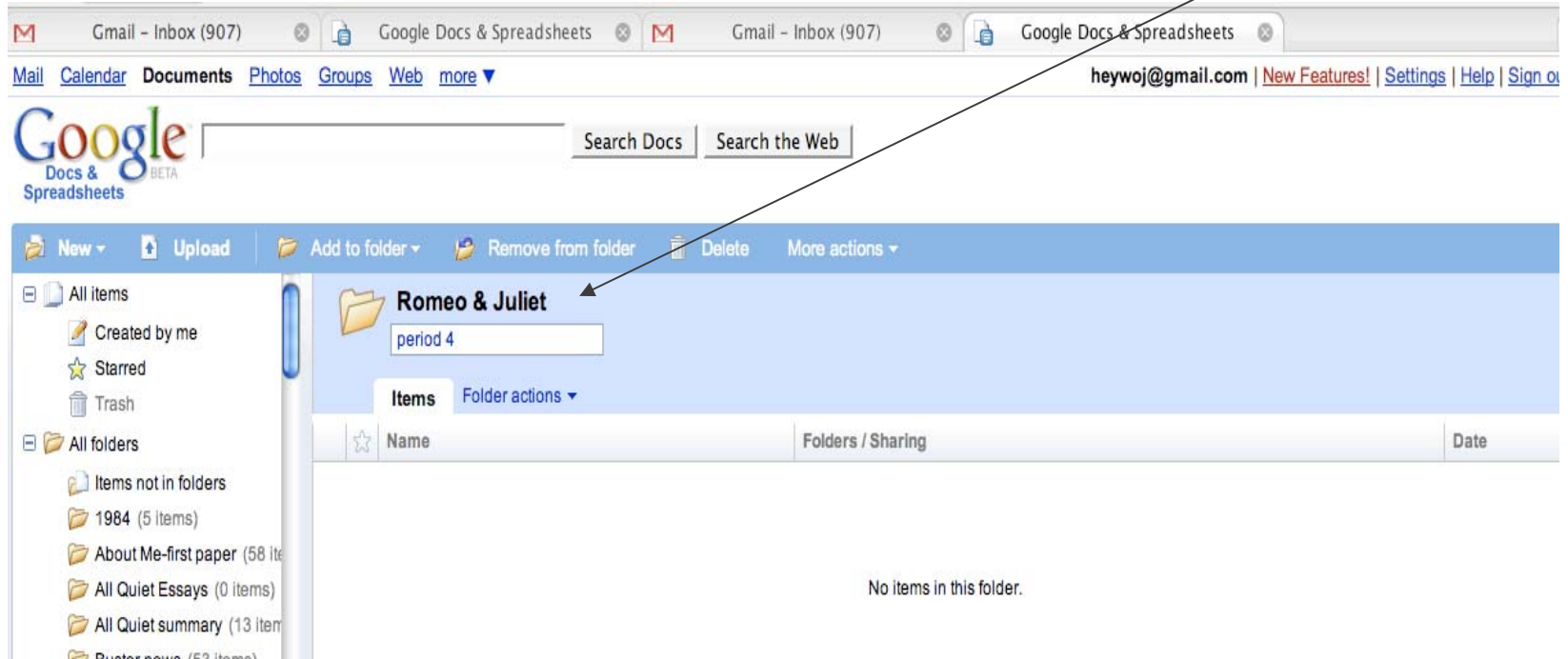


You might want to put class period



# EACH ESSAY CAN HAVE A FOLDER

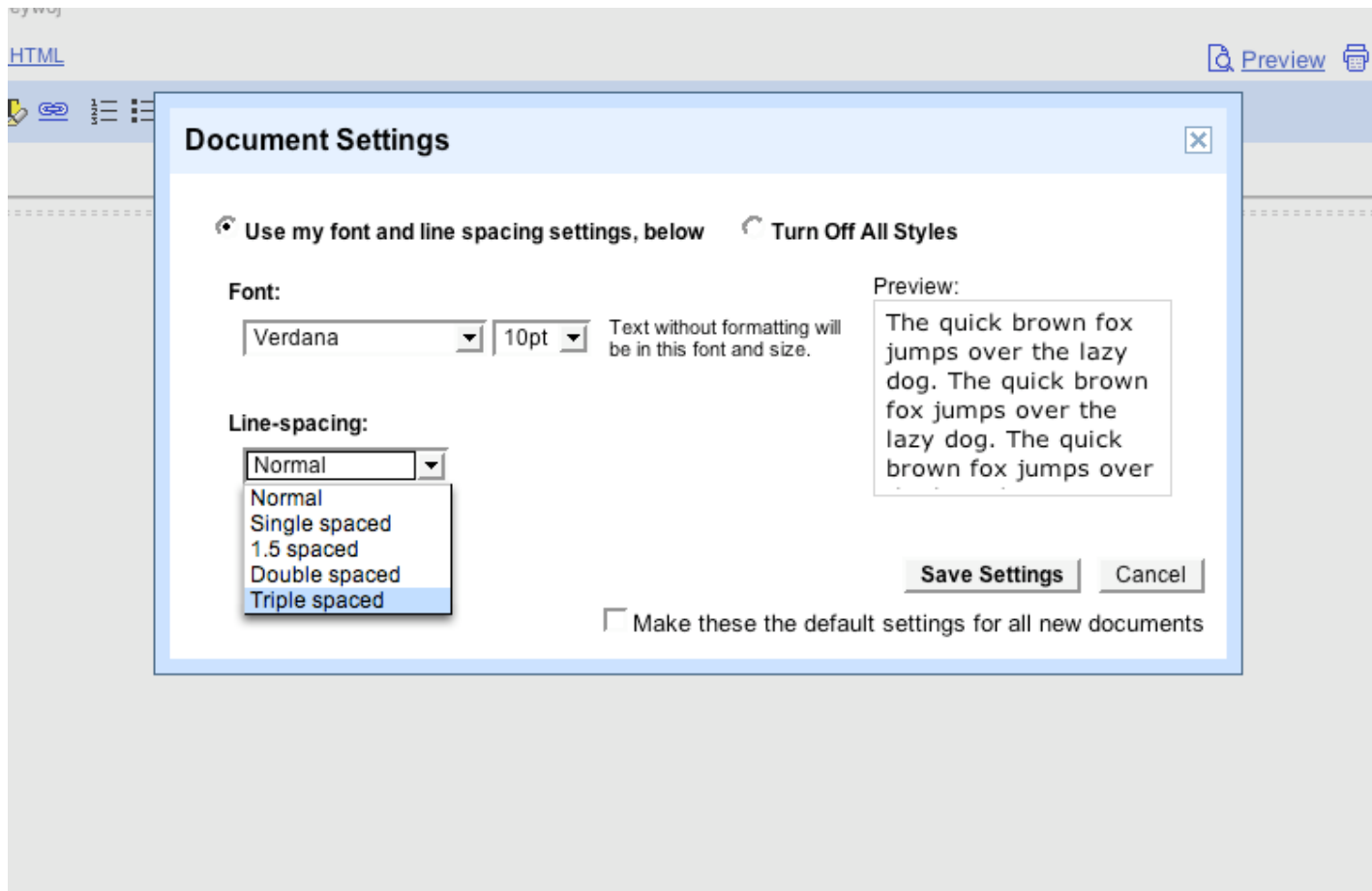
You can save each essay folder within the class folder



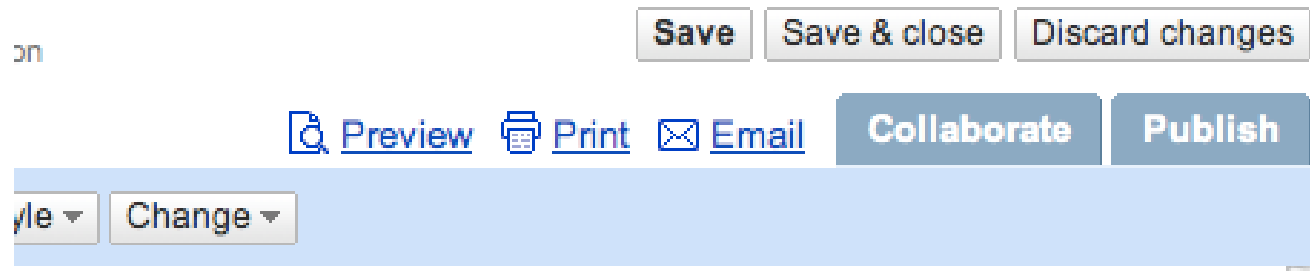
The previously available **sorting function** will return by the end of August. **Docs & Spreadsheets** team members are working hard to revise it and make it **more powerful and easier** for teachers




Students can change spacing and font



To print a document, student must select print from the tool bar menu or the document will not print properly. **Do not use print from the file menu**




# Groups: the way to communicate with the class





Search Groups [Advanced Groups Search](#) [Preferences](#)


**My groups** [Create a group...](#)

[Single-column »](#) [View: Grid, List](#)


**[theeds08](#)** - [manage](#)  
19 messages    12 new topics  
3 web views  
last 4 days


**[Campy 2006-7](#)** - [manage](#)  
10 messages    8 new topics  
26 web views  
last week

**[bjournalism6](#)** - [manage](#)  
3 messages    2 new topics  
1 web view  
last week


**[journalism3](#)** - [manage](#)  
no activity in the last week


**[criticalthinking4](#)** - [manage](#)  
1 pending task  
last week

**[bjournalism2](#)** - [manage](#)  
2 messages    2 new topics  
last week

**[journalism5](#)** - [manage](#)  
no activity in the last week

**[Google Certified Teachers](#)**  
104 messages    30 new topics  
540 web views    4 page edits  
last week

**[Campanile New York Trip](#)** - [manage](#)  
no activity in the last week

**[CampyEds07](#)** - [manage](#)  
no activity in the last week

[Manage my memberships](#)

[Add My Groups to your Google homepage](#)

= go

# Easy to set up a Group

Send students assignments, reminders, articles

heywoj@gmail



## Create a group

**1** Set up group **2** Add members

Name your group

Create a group email address

@googlegroups.com

Group web address: <http://groups.google.com/group/>

Write a group description

Letters remaining: 300

☐ This group may contain content which is only suitable for adults.

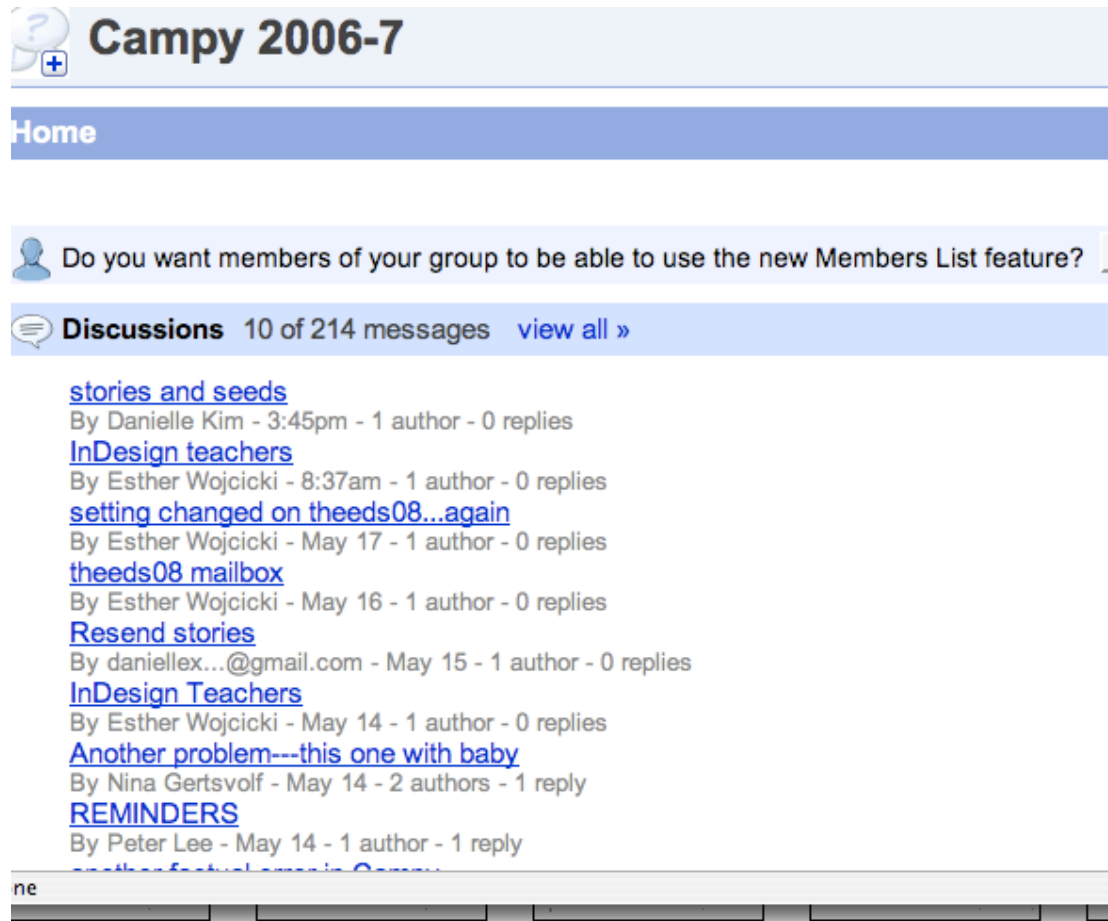
Choose an Access level

☒ Public - Anyone can read the archives. Anyone can join, but only members can post



# Example of Group Discussions

Any student in class can post



The screenshot shows a Google Groups interface for a group named "Campy 2006-7". At the top, there is a header bar with the group name and a "Home" link. Below this, there is a section for "Discussions" showing a list of messages. The first message is titled "stories and seeds" by Danielle Kim, posted at 3:45pm, with 1 author and 0 replies. The second message is titled "InDesign teachers" by Esther Wojcicki, posted at 8:37am, with 1 author and 0 replies. The third message is titled "setting changed on theeds08...again" by Esther Wojcicki, posted on May 17, with 1 author and 0 replies. The fourth message is titled "theeds08 mailbox" by Esther Wojcicki, posted on May 16, with 1 author and 0 replies. The fifth message is titled "Resend stories" by daniellex...@gmail.com, posted on May 15, with 1 author and 0 replies. The sixth message is titled "InDesign Teachers" by Esther Wojcicki, posted on May 14, with 1 author and 0 replies. The seventh message is titled "Another problem---this one with baby" by Nina Gertsvolf, posted on May 14, with 2 authors and 1 reply. The eighth message is titled "REMINDERS" by Peter Lee, posted on May 14, with 1 author and 1 reply. The interface includes a search bar at the top right and a "view all" link next to the "Discussions" header.

**Campy 2006-7**

[Home](#)

Do you want members of your group to be able to use the new Members List feature?

**Discussions** 10 of 214 messages [view all »](#)

[stories and seeds](#)  
By Danielle Kim - 3:45pm - 1 author - 0 replies

[InDesign teachers](#)  
By Esther Wojcicki - 8:37am - 1 author - 0 replies

[setting changed on theeds08...again](#)  
By Esther Wojcicki - May 17 - 1 author - 0 replies

[theeds08 mailbox](#)  
By Esther Wojcicki - May 16 - 1 author - 0 replies

[Resend stories](#)  
By daniellex...@gmail.com - May 15 - 1 author - 0 replies

[InDesign Teachers](#)  
By Esther Wojcicki - May 14 - 1 author - 0 replies

[Another problem---this one with baby](#)  
By Nina Gertsvolf - May 14 - 2 authors - 1 reply

[REMINDERS](#)  
By Peter Lee - May 14 - 1 author - 1 reply

ne

## New Features for Gmail users

- ✓ Option to open the email attachment as a Google Document
- ✓ Option to open PowerPoint presentations as a slide show



# Spreadsheet ideas

## Ideas other than math

---

### Grades

- Teachers keep track
- Students keep track

### Expenses

- \* on a trip
- \* for a party
- \* weekly expenses
- plan a trip including places to stay & prices
- plan for college expenses
- keep track of homework assignments
- keep track of class assignments
- writers: write down ideas
- friends' contact information
- colleagues contact information
- Track Group work info
- Mailing lists



# AN EXAMPLE OF SPREADSHEETS

## Checkbook exercise using Spreadsheets

checkbook Autosaved at May 20, 2007 6:02:15 PM GMT-11:00

|        |      |        |                          |          |           |           |       |        |        |           |              |
|--------|------|--------|--------------------------|----------|-----------|-----------|-------|--------|--------|-----------|--------------|
| File   |      | Edit   | Sort                     | Formulas | Revisions |           |       |        |        |           |              |
| Format |      | B      | I                        | U        | F         | T         | Align | Insert | Delete | Wrap Text | Merge across |
|        | A    | B      | C                        | D        | E         | F         | G     | H      | I      |           |              |
| 7      |      |        |                          |          |           |           |       |        |        |           |              |
| 8      |      |        | Checking Account Balance |          |           |           |       |        |        |           |              |
| 9      |      | Check  |                          |          |           |           |       |        |        |           |              |
| 10     | Date | Number | Description              | Amount   | Deposit   | Balance   |       |        |        |           |              |
| 11     | 1/1  |        | Beginning Balance----->  |          |           | \$1,000.0 |       |        |        |           |              |
| 12     | 1/2  | 451    | Mervyn's - card payment  | 100.00   |           | \$900.00  |       |        |        |           |              |
| 13     | 1/12 | 452    | CSB - tuition            | 250.00   |           | \$650.00  |       |        |        |           |              |
| 14     | 1/15 | 453    | GEB - textbooks          | 100.00   |           | \$550.00  |       |        |        |           |              |
| 15     | 1/18 | 454    | CSB - parking            | 27.50    |           | \$522.50  |       |        |        |           |              |
| 16     | 1/3  | 455    | Floyd's - pipe           | 20.21    |           | \$502.29  |       |        |        |           |              |
| 17     | 1/5  |        | DEPOSIT - weekly check   |          | 250.00    | \$752.29  |       |        |        |           |              |
| 18     | 1/5  | 456    | Mom - loan               | 1000.0   |           | (\$247.71 |       |        |        |           |              |
| 19     | 1/6  | 457    | Albertson's - groceries  | 150.51   |           | (\$398.22 |       |        |        |           |              |
| 20     | 1/7  |        | DEPOSIT - from Mom       |          | 1000.0    | \$601.78  |       |        |        |           |              |
| 21     | 1/10 | 458    | Long's - prescription    | 43.56    |           | \$558.22  |       |        |        |           |              |
| 22     | 1/12 | 459    | Bakersfield Californian  | 4.50     |           | \$553.72  |       |        |        |           |              |
| 23     | 1/12 |        | DEPOSIT - weekly check   |          | 250.00    | \$803.72  |       |        |        |           |              |
| 24     | 1/19 |        | DEPOSIT - weekly check   |          | 250.00    | \$1,053.7 |       |        |        |           |              |
| 25     | 1/20 | 460    | Broadway - coat          | 150.43   |           | \$903.29  |       |        |        |           |              |
| 26     |      |        |                          |          |           |           |       |        |        |           |              |



# ANOTHER EXAMPLE OF SPREADSHEETS



## A WAY TO KEEP GRADES

ssgradea Autosaved at May 20, 2007 6:05:51 PM GMT-11:00

Automatic

File Edit Sort Formulas Revisions

Preview Print Disc

Format B I U F T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T 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CHAT IS AVAILABLE TO SPREADSHEET  
USERS

DISCUSS IS AVAILABLE IF MULTIPLE  
USERS ARE VIEWING THE SAME  
SPREADSHEET

*Please, please..... can we work on our  
Romeo and Juliet paper today.*

— Gracie and Maya, 9th graders



## Students Love It

It changes attitudes about writing!!



Thanks for your attention



For further information contact me at

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