Second Edition

Going Google

Powerful Tools for 21st Century Learning

Jared J. Covili

Foreword by Peter DeWitt

Unique ideas for authentic 21st century learning!

There's no denying it, 21st century skills are essential to prepare students for college and careers. How do you manage the avalanche of information and activities required to help students become skilled communicators and collaborators? Prepare your students for the modern workplace with this newly updated guide to Google's latest tech tools.

New chapters and a companion website include teacher vignettes, screencasts, step-by-step project tutorials, and classroom management and technology tips.

Beginning and veteran K–12 teachers can quickly scan to any section for detailed guidance and practical implementation strategies. You'll learn

- Which tools help you teach 21st century skills and meet the new ISTE Standards for Students
- The latest versions of Google Classroom, Google Drive, Google Chrome, Google Earth, YouTube, and more
- Five major points to consider before using each tool
- How to create quizzes, parent contract forms, student writing groups, and more
- How to use technology-related activities to facilitate creativity, promote innovation, and enhance communication skills

Includes a handy glossary of tech terms. Use this engaging skills-boosting guide to discover exactly how and why to use Google's latest tools as part of an effective teaching strategy!

"Google's presence in our nation's schools is a big one and is only going to increase. Jared Covili has put together an excellent guide—useful for those who are tech savvy and those who are not—for how teachers and students can use these tools for teaching and learning."

Larry Ferlazzo
Advice Columnist
Education Week Teacher

"Jared Covili does an excellent job diving into the intricacies of Google so everyone can get the most out of the suite of apps. If you are not 'Going Google,' you might as well just 'Ask Jeeves' for support."

Nick Provenzano
Author of *Classroom in the Cloud*
and The Nerdy Teacher Blog

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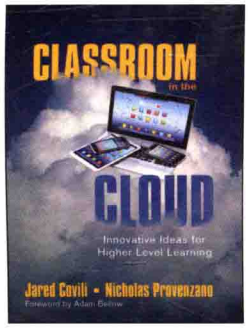

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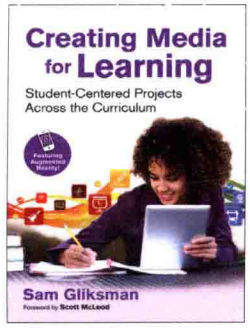

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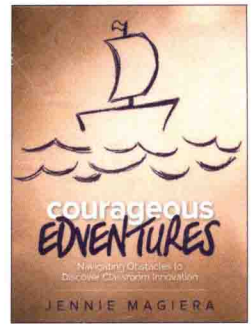

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Foreword by Peter DeWitt

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PRAISE FOR *GOING GOOGLE*

"Google's presence in our nation's schools is a big one and is only going to increase. Jared Covili has put together an excellent guide—useful for those who are tech savvy and those who are not—for how teachers and students can use these tools for teaching and learning."

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—Nick Provenzano, Author of *Classroom in the Cloud* and The Nerdy Teacher Blog

"There are few companies that have had a greater effect on education than Google. Google provides educators and learners many collaborative tools for curation, communication, and creation. These can be daunting to educators struggling to maintain relevance in an ever-evolving environment of teaching and learning. Jared Covili has created a work that provides simple instructions with authentic examples, lesson plans, and teacher-expert perspectives for each Google tool to help the reader navigate what could otherwise be an overwhelming sea of information. This is the ultimate Google Tool companion piece for Educator Relevance."

—Tom Whitby, Creator of EdChat and Author of *The Relevant Educator*

"I am not a techie. I am an educator who loves what technology can do to enhance learning for students, but I sometimes feel a bit overwhelmed by the constant creation of new apps, the modifications of existing software, and the abundance of specialized information about how to use the constantly evolving resources available to teachers. I tend to feel one step behind in moving forward in the 21st century. However, help has arrived! Jared Covili's well-written, clearly illustrated, logically laid out book, Going Google: Powerful Tools for 21st Century Learning, *is a bonanza of needed answers to questions I didn't even realize I had. Not only does he fully describe the variety of free Google tools offered for classrooms, he gives important details, shares valuable tips, and explains how they can be incorporated into the curriculum. First and foremost an educator, Covili focuses on usefulness and curriculum integration with each Google tool, and he offers several classroom projects as examples. His book sparked a new excitement in me to start making better use of these 21st Century tools. If I were an administrator, I would buy a copy for every one of my teachers."*

—Debbie Silver, EdD, Author of *Fall Down 7 Times, Get Up 8, Drumming to the Beat of Different Marchers,* and *Deliberate Optimism*

Thanks to Tara, Kennedy, Alex, and Dylan.

Google may provide answers to my questions, but you give meaning to my life.

Foreword

Before you can go Google, you have to understand why Jared Covili is the exact person needed to get you there. A few years ago I sat at a table in a crowded room at the Corwin Author Retreat in California waiting for Jared Covili's Google breakout session to begin. Sitting around me were accomplished workshop presenters, consultants, and authors, some who flawlessly use technology and others who struggle using a flip phone.

Jared began the workshop by having us sign into a game, so he could ensure 100 percent engagement among the group. As he asked the first question, you could sense that some people sitting in the room were uncomfortable about how to work the game, while others had no issue at all. Jared slowly talked to the group as they signed on one by one, and he got us to laugh at the same time he moved us to deeper thinking. Sometimes I didn't even realize I was stretching my own thinking because I felt supported as I tried some new tools.

At that moment, Jared became one of the best workshop facilitators I have ever seen. He was able to engage those who were newbies and challenge those who had a great deal of expertise. And he did it all with a very calm and approachable demeanor. The hour flew by, and every single one of us walked out with new knowledge that we could use within the very next day, and that to me is a sign of great professional development. Something teachers, leaders, and even author–consultants are surely lacking these days.

Many times we attend conference sessions or are "voluntold" to attend professional development because someone needs to be a turnkey trainer for some new mandate that the school has to abide by. We don't get to go to professional development where we learn something we didn't even know we needed, and that is why Jared is so talented at what he does. The truth is, teachers and leaders talk to students about learning new material and tools, but they themselves don't like to learn in front of their colleagues because they're afraid of looking as if they don't know enough. Jared has the ability to get participants to drop their guard and dive in.

It's hard to do with a tool like Google, because it's a tool most of us think we know already; we have been using Gmail for a few years or we have created a Google Doc or two. However, that only scratches the surface of what Google offers us no matter what role we play in the education profession. Understanding Google is like peeling back an onion. Each layer brings us to deeper learning, and many of us haven't peeled off enough layers yet. And that is where Jared Covili enters into our learning.

Going Google is a book that will help peel back many layers or our learning. Truth be told—I was one of those people before I read this book. I am not a technophile. I have my smartphone and laptop, but I thought I knew more than I did. I realized I use very few apps. Over the last couple of years I have begun flipping my professional development by creating Google Docs that are filled with all of the resources I talk about in workshops and keynotes. I flip them ahead of time, so participants can look through the resources before the event and be better prepared. That is typically where my use of Google, besides email and hangouts, ends.

While reading this book I learned more about Google Voice and Google Drive. I learned from Jared's section called Google Guru. Jared offers practical steps and screenshots to make it easier for those of us who need visuals to move forward with new learning. At the same time as he makes this book a practical read, he also relates it to ISTE standards and other standards that our students need to know to be prepared for their future—not just 21st century skills or other buzzwords but what they need to actually be prepared for their own futures. *Going Google* is a book that matches Jared's excellent workshop style. You will go deeper with your own learning, at your own pace, following the words of someone who has a great deal of knowledge on the topic, with a very approachable style. Now get reading, and go Google!

Peter DeWitt, EdD

Author–Consultant

Finding Common Ground blog (Education Week)

Preface

A few years ago, I wanted to write a book that helped teachers and students learn about tools that could help them interpret information, collaborate with colleagues, and create content. The answer came back in a word—Google.

In the past 20 years, Google has expanded its role from simply being the leader in online searching to transforming the way in which we communicate with one another. In an era when teachers are being asked to provide more information with little to no financial resources, using Google's free resources may be the best solution to help "every student succeed." And yet, many teachers have a limited idea of the various tools included in the Google library. This book will explore the wide array of Google tools from a K–12 educator's perspective, not simply focusing on how to use the tools but also answering the larger questions: Why use these tools, and how can my students accomplish 21st century learning goals if we utilize Google tools?

This book is broken down into three major areas. Each of these areas reflects a core objective from the Skills for 21st Century Learners. They are as follows: Communicating and Collaborating, Creativity and Innovation, and Critical Thinking and Problem Solving. As we explore these different pedagogical elements, you'll find that various Google tools are used to illustrate how teachers can reach these objectives.

As we discuss the various tenets of 21st century learning skills, I hope you'll find this book addresses three essential areas for K–12 teachers:

1. Which Google tools are essential for achieving 21st century learning skills?
2. How can these tools improve learning and help teachers in their everyday classroom activity?
3. What are some practical lesson plan activities teachers can use with different Google tools as part of their student-centered projects?

To help in digesting key points and features, for each of the main Google tools, you'll find the book has a highlight—Five Things to Know About—at the beginning of the chapter. Also, classroom activities and projects are separated with their own unique headings. This will make the step-by-step instructions easier to find and follow. Another, helpful feature—From a Google Guru—provides you with lesson ideas and practical experience from a variety of educators from around the world. At the end of most of the chapters, you'll find two other highlights for teachers—More Ideas for Going Google and Tips for the Google Classroom. These are quick ideas meant to further your use of the tools and provide an additional framework for classroom application. You will also find a useful glossary at the end of the book. ***Glossary terms*** in the text are denoted by boldface italics.

Buttons or menu items to select on your computer screen, such as **Save** or **Translate**, are denoted by boldface type.

Another important feature found throughout *Going Google* is the use of screen captures. These images are designed to help illustrate concepts and provide guidance for accomplishing activities. The screen captures are time sensitive, so their content won't be relevant forever, but they provide a valuable resource to help you and your students visualize different Google tools in action.

As this is the second edition of *Going Google*, you'll find that there are several new chapters that reflect the updates to the Google library of tools. Gone are tools such as iGoogle and Picasa, whereas new options including Google Photos and Google Classroom have entered the mix. Screen captures will illustrate the latest updates to the Google tools you and your students use on a daily basis. One new feature for the revision of the book is to tap into the great ideas and experience from classroom teachers and other educators. You'll find their comments for each tool near the end of the chapters. Lesson plan ideas have been selected from a variety of subject areas and are geared for a cross-section of students, representing different backgrounds, ability levels, and understandings. This second edition of *Going Google* will provide educators with the resources they need to succeed as it has the most relevant, curriculum-focused content mixed with the latest tutorials and updates and the combined experiences of educators who are truly Google gurus.

Going Google: Powerful Tools for 21st Century Learning should be seen as a handy reference to use with all the other tools in your digital teacher tool belt. I hope you'll learn some new things about the Google you thought you knew. Thanks for joining me in the journey again.

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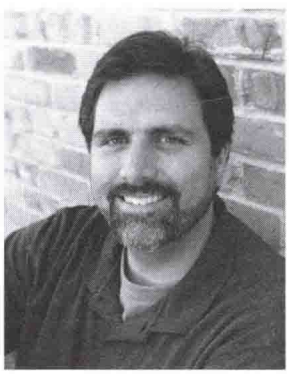

Jared J. Covili is a professional development trainer at the Utah Education Network (UEN) in Salt Lake City. Jared specializes in teaching strategies for classroom integration of technology such as social media tools, geospatial learning, and digital devices. Jared received his bachelor's degree in English and his master's degree in instructional design and educational technology from the University of Utah. His background includes four years as a secondary language arts teacher. Besides his work at UEN, Jared is involved with the Utah Coalition for Educational Technology (UCET) and served as president of the organization from 2011 to 2012. Jared also works as an adjunct faculty member in the College of Education at the University of Utah, where he teaches technology integration classes to undergraduate students. In addition to *Going Google,* Jared is also the author of *Classroom in the Cloud: Innovative Strategies for Higher Level Learning* from Corwin.

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