

Google for Teachers II

A Free Publication from FreeTech4Teachers.com

July 2010

Google Custom Search

Do you worry that your students will stumble upon unreliable or inappropriate sites? If so, create your own custom search engine.

Pages 2-10

Google Bookmarks

Learn how to create lists of useful websites and share them with your students and or colleagues.

Pages 11- 15

Google Sites

In 2010 every teacher should have his or her own online presence. Learn how to create your own website using Google Sites.

Pages 16- 23

Google Alerts

Have the latest news on your favorite topic brought to you rather than spending time searching for it. Learn how.

Page 24

Google Groups

Ever wanted to have an online discussion forum for your class? Learn how to set one up using Google Groups.

Pages 25 - 28

Google Calendar

Learn how to create a calendar of due dates and other important events that you can share on the web.

Pages 29-32

This is the follow-up guide to *Google for Teachers* which was released in March 2010 and as of July 4, 2010 has been viewed more than 50,000 times.

Who is this guide for?

This guide is for any teacher who has wondered what else he or she can do with Google other than search the web.

I'm not techy, can I still use this guide?

Absolutely! The only "techy" thing you need to be able to do to use this guide is send an email.



Before you start using this guide it is recommended that you register for a free Google Account.

Who wrote this thing? And does he have a clue?

Google for Teachers II was written by Richard Byrne. Richard is a high school social studies teacher and a Google Certified Teacher. He's clueless about some things, but using Google Tools in the classroom is not one of them. Now give him a question like "why can't I sneeze with my eyes open?" and he couldn't tell you, but he could Google that for you.

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Google Custom Search (<http://www.google.com/cse/>) allows you to create your own custom search engine. In creating your custom search engine you can specify the sites that you want Google to search when someone uses your search engine.

Applications for Education

Teachers and school librarians can have students conducting searches without worrying that they'll stumble upon inappropriate websites or other sites they don't want students to see.

Once you've created your custom search engine you can embed it into your blog or website. You can create as many custom search engines as you like. If you teach multiple subjects or multiple grade levels you may want to create a search engine for each of those classes.

Custom search engines can be modified even after you've embedded them into your blog or website. Therefore, if you find websites that you want to add your custom search engine you can do that even if your custom search engine has been installed in a blog or website.

If you don't have a blog or website that you want to install your custom search engine in, you can simply direct students to the unique url assigned to your search engine. Students can then search from that stand-alone page. Your custom search engine can also be added to your iGoogle homepage.

On the following pages you'll see the steps you to take to create your own Google Custom Search Engine. If you don't have a Google Account, it is best to create one before beginning to create your custom search engine. You can create an account by going to Google.com then clicking "sign in." Clicking "sign in" will bring you to a registration field.

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Step 1 - Go to <http://www.google.com/cse/>

Google custom search beta

With Google Custom Search, you can harness the power of Google to create a customized search experience for your own website.

- ✓ Include one or more websites, or specific webpages
- ✓ Host the search box and results on your own website
- ✓ Customize the look and feel of the results to match your site

Create a Custom Search Engine
Or, [manage your existing search engines.](#)

Custom Search for your website or blog

- Provide fast and relevant search results
- Make money with [AdSense for Search](#)
- Invite your friends and community to contribute
- Automatically search across links, bookmarks or blogrolls with [Custom Search on the fly](#)

Site Search for your business or enterprise

- Use [Google Site Search](#) for enterprise-grade support and optional ads
- Improve customer retention and conversions on your site
- Control branding and enhance results presentation via XML results
- Provide quick indexing of your website via [On-Demand indexing](#)

Custom Search Blog

[Autocompletion of queries in Custom Search](#)
May 19, 2010
One of the most requested features for Custom Search is autocompletion of queries. Today, we announced at Google I/O ...

[New Site Search features, upgrades for Adobe Creative Suite 5](#)
Apr 30, 2010
The just-released Adobe® Creative Suite 5 (CS5) now includes a new Community Help application, powered by Google Sit...

[Custom Search now available in Parallels Plesk Panel](#)
Apr 15, 2010
Website owners who use Parallels Plesk Panel to manage their hosting and website services can now

Step 2 - Enter basic information such as title, description, language. Then enter search specifics.

Google custom search **Create a Custom Search Engine**

1. Set up your search engine 2. Try it out

Basic information

Give your search engine a name and provide a brief description.

Search engine name:
for example, Real Climate Search Engine

Search engine description:
for example, Climate Science from Climate Scientists

Search engine language:

What do you want to search?

☒ Only sites I select. ☐ The entire web, but emphasize sites I select.

Select some sites

Specify a list of websites to search. You'll be able to edit this list and add more sites later. [Tips on formatting URLs.](#)

Sites to search:

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Step 3 - After entering sites and search specifications. Select “standard edition.” We’ll remove the ads in a later step.

Define your search engine

Sites to search:

<http://wikipedia.org>
<http://freetech4teachers.com>
<http://history.com>

List one URL per line.

[Learn more](#) about URL formatting.

Select an edition

Editions:

☒ **Standard edition:** Free, ads are required on results pages.

☐ **Site Search:** Starts at \$100 per year, no ads on results pages.

[Learn more](#) about each edition.

☐ I have read and agree to the [Terms of Service](#).

©2010 Google - [Google Home](#) - [About Google](#) - [Privacy Policy](#)

Select standard edition for now. We'll remove the ads later.

Step 4 - Select a layout style and test your search engine.

Google custom search [My Account](#) | [Sign out](#)

1. Set up your search engine 2. **Try it out** 3. Get the code

Choose or customize a style

[Default](#) [Bubblegum](#) [Green Sky](#) [Espresso](#) [Shiny](#) [Minimalist](#)

The Default style resembles standard Google search results.

Try your search engine

If these aren't the results you expected, you can go [back to step 1](#) and make changes.

[Want to do more? Extend the element with CSS and JavaScript or check our developer guide.](#)

©2010 Google - [Google Home](#) - [About Google](#) - [Privacy Policy](#)

Select a style and test your search engine

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Step 5 - Copy code for your search engine and place it into your blog or website. If you're using Blogger, I provide the steps for you in later pages.

Google custom search

1. Set up your search engine 2. Try it out 3. Get the code

To get code for other hosting options, adjust your settings on the [Look and feel](#) page.

Custom Search element code

Paste this code in the page where you'd like the Custom Search element to appear. **Note:** CSS hover effects require a supported doctype such as `<!DOCTYPE html>`.

```
<div id="cse" style="width: 100%;">Loading</div>
<script src="http://www.google.com/jsapi" type="text/javascript"></script>
<script type="text/javascript">
  google.load('search', '1', {language : 'en'});
  google.setOnLoadCallback(function() {
    var customSearchControl = new google.search.CustomSearchControl(
      customSearchControl.setResultSetSize(google.search.Search.FILTER
      customSearchControl.draw('cse');
    }, true);
  });
</script>
<link rel="stylesheet" href="http://www.google.com/cse/style/look/d
```

Congratulations, you've finished creating the search engine "Mr Byrne Teaches".

Next steps

Visit your search engine's control panel and customize it further in the following ways:

- Include more [sites](#).
- Change the [look and feel](#).
- Sign up to [make money](#) with Google AdSense.

Copy code and paste it into your blog or website.

In the next pages you'll learn how to remove adds from your search engine results and how to edit the list of sites your search engine searches.

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Step 6 - If you don't want to embed your search engine into a blog or website and want to use it as a stand-alone page, click the name of your search engine to get its unique url.

Google custom search

Overview

[New search engine...](#)

My search engines

Resources

- [Documentation](#)
- [Google Marker](#)
- [Blog](#)
- [Discussion group](#)
- [Support](#)
- [Terms of service](#)

Google Custom Search

Search

My search engines

Search engines I've created

Mr Byrne Teaches	control panel	statistics	delete
richardbyrne	control panel	statistics	delete
Test	control panel	statistics	delete
Mr. Byrne's Search Engine	control panel	statistics	delete
Oxford Hills Social Studies Resources	control panel	statistics	delete

Additional tools

- [Manage your email preferences](#)
- Add the Developer Gadget to your iGoogle homepage for easy access to all your Custom Search Engines.

©2008 Google - [Google Home](#) - [About Google](#) - [Privacy Policy](#)

Step 7 - Open your control panel to edit the list of sites your search engine searches.

Google custom search

Overview

[New search engine...](#)

My search engines

Resources

- [Documentation](#)
- [Google Marker](#)
- [Blog](#)
- [Discussion group](#)
- [Support](#)
- [Terms of service](#)

Google Custom Search

Search

My search engines

Search engines I've created

richardbyrne	control panel	statistics	delete
Test	control panel	statistics	delete
Mr. Byrne's Search Engine	control panel	statistics	delete
Oxford Hills Social Studies Resources	control panel	statistics	delete

Additional tools

- [Manage your email preferences](#)
- Add the Developer Gadget to your iGoogle homepage for easy access to all your Custom Search Engines.

©2008 Google - [Google Home](#) - [About Google](#) - [Privacy Policy](#)

Build Custom Search Engines

Google Custom Search allows you to create your own search engine that searches only the sites you approve.

Step 8 - Select "sites" in your control panel to edit the list of sites searched by your search engine.

[New search engine...](#)
[My search engines](#)
 Select search engine...
 Control panel
 Basics
Sites
 Indexing
 Refinements
 Promotions
 Synonyms new!
 Look and feel
 Get code
 Collaboration
 Make money
 Business account
 Advanced
 Preview
 Statistics
 Resources
 Documentation

Basic information
 Your search engine's name and description will be shown on its Google [homepage](#).
 Search engine name:
 Search engine description:
 Search engine
 Search engine
 Save Changes Cancel
 to tune your search engine results. [Learn more.](#)

Language settings
 Search engine language:
 Transliteration phonetically converts words written in one script into another. The query is converted into its phonetic equivalent in the destination script. [Learn more.](#)
 Note: This feature is not available with the Search element.
 Transliteration: ☐ On ☒ Off
 Amharic
 Arabic
 Bengali

Step 9 - Removing Ads. In control panel select "preferences" then "do not show ads."

[Statistics](#)
 Resources
 Documentation
 Google Marker
 Blog
 Discussion group
 Support
 Terms of service
 Google Custom Search
 Search

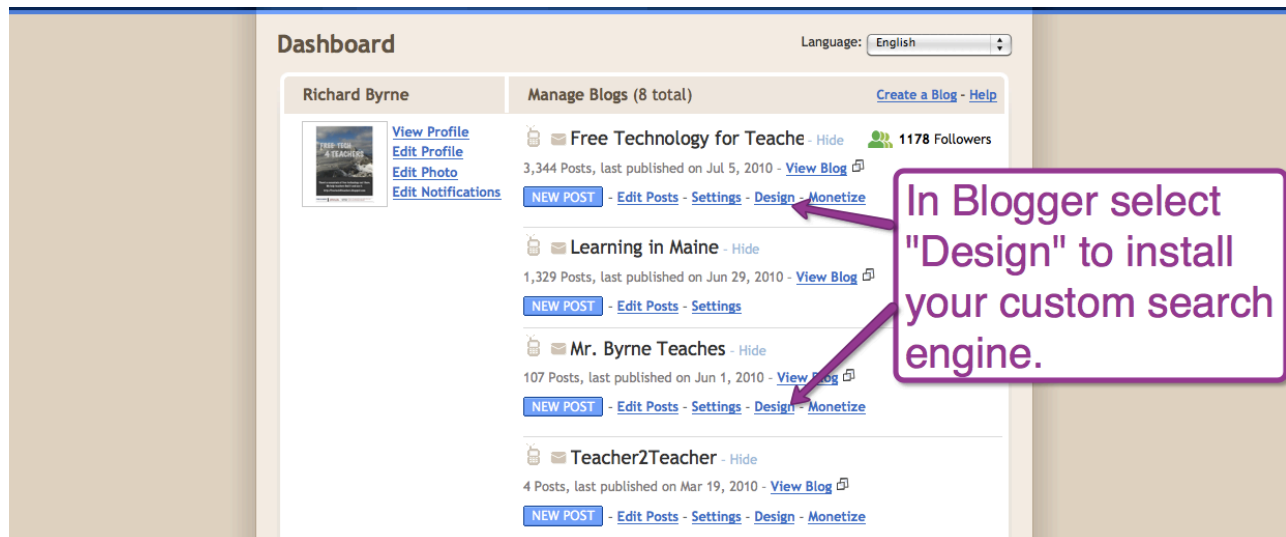
Transliteration: ☐ On ☒ Off
 Search engine encoding:
 Save Changes Cancel

Preferences
 How to search included sites: ☒ Search only included sites.
☐ Search the entire web but emphasize included sites.
 Specify whether your search engine is for a non-profit, university, or government website that should not have advertising on the results pages.
 Advertising status: ☐ Show ads on results pages.
☒ Do not show ads on results pages (for registered non-profits, universities, and government agencies only).
☐ Enable special results, such as [Subscribed Links](#) and promotions.
☐ Enable autocompletions. new!
 Note: It may take a few hours until your autocompletions become available. You should also update your JavaScript code to explicitly turn on this feature.
 Save Changes Cancel

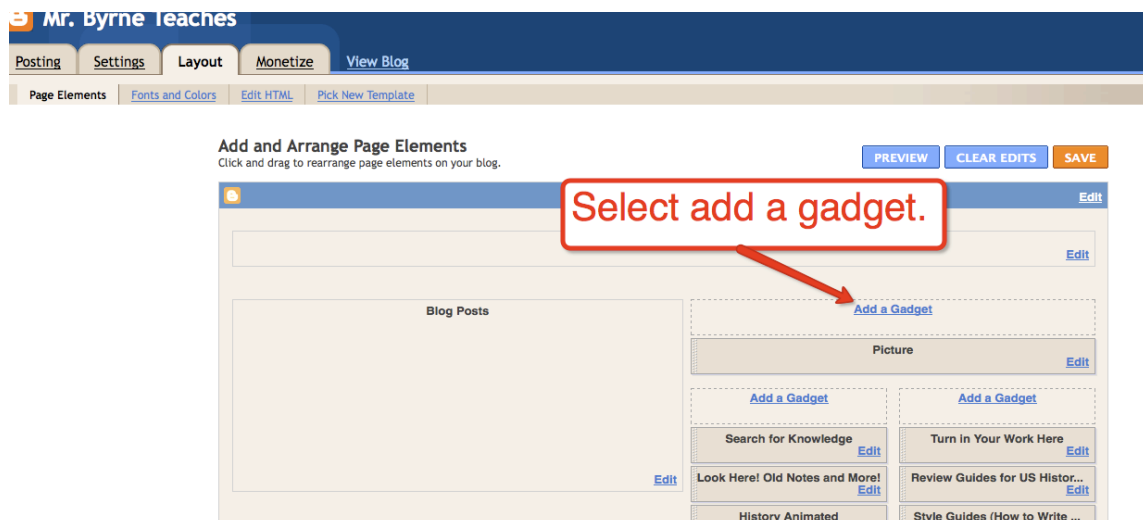
©2008 Google - [Google Home](#) - [About Google](#) - [Privacy Policy](#)

Installing your Google Custom Search Engine in your Blogger blog.

Step 1 - Select “design” option in your Blogger dashboard.
Note: you need to have administrative rights to a blog in order to do this.

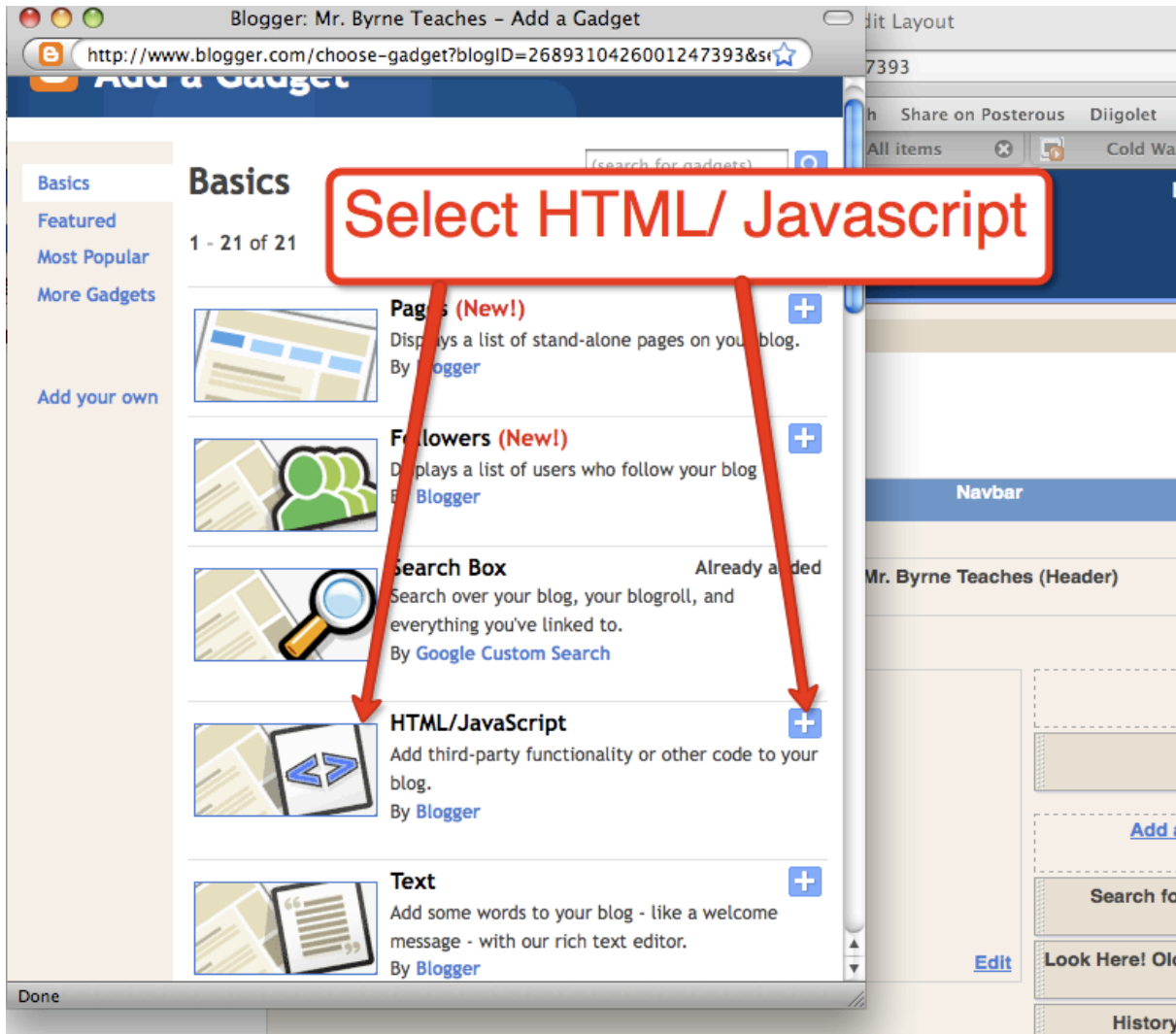


Step 2 - Select “add a gadget.”



Installing your Google Custom Search Engine in your Blogger blog.

Step 3 - Select "HTML/ Javascript gadget.



Installing your Google Custom Search Engine in your Blogger blog.

Step 4 - Paste code provided by Google then save. Your custom search engine will now appear on your blog.

The screenshot shows the Blogger 'Configure HTML/JavaScript' interface. The 'Content' field is populated with the following code:

```
<div id="cse" style="width: 100%;>Loading</div>
<script src="http://www.google.com/jsapi"
type="text/javascript"></script>
<script type="text/javascript">
  google.load('search', '1', {language : 'en'});
  google.setOnLoadCallback(function() {
    var customSearchControl = new
    google.search.CustomSearchControl( '008938291790536877961:cp
customSearchControl.setResultSetSize(google.search.Search
customSearchControl.draw('cse');
  }, true);
</script>
<link rel="stylesheet" href="http://www.google.com
/cse/style/look/default.css" type="text/css" />
```

A red box with the text "Paste code provided by Google. Then save." has two red arrows pointing to the code in the 'Content' field. The interface includes a 'Title' field, a 'Rich Text' editor toolbar, and buttons for 'BACK', 'CANCEL', and 'SAVE'. The background shows the Blogger layout editor with various gadgets like 'Navbar', 'Mr. Byrne Teaches (Header)', and 'Add a Gadget'.

Google Bookmarks

Google Bookmarks is a free social bookmarking service that you can use with your existing Google account.

Google Bookmarks (bookmarks.google.com) is similar to other social bookmarking services in that you can create private and public lists of your favorite websites. And because it's a web-based service your bookmarks are available to you anytime you're on the web, regardless of which computer you used to get on the web. An added benefit of Google Bookmarks is that it seamlessly integrates with Google search. Anytime you see a star icon next to a link in a Google search results page, click the star to add that link to your Google Bookmarks.

Applications for Education

If you have a set of websites that you would like your students and or their parents to consult for research projects, homework help, or general study, Google Bookmarks provides a way for you to share that set with them. As you come across more websites, you can simply add them to your list and everyone with access to the list will be able to see your additions. Google Bookmarks allows you to add comments to your bookmarks. When you bookmark a site and some comments so that the people reading your list can see what it is about a site that you like.

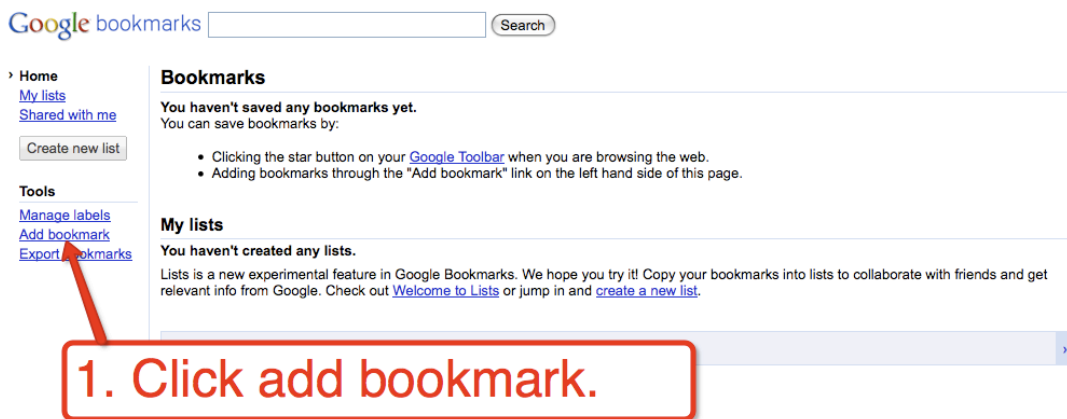
Students working on a collaborative research project can benefit from using Google Bookmarks as they can all contribute to creation of a list of resources for designing their final research paper or presentation.

In the next pages you will learn how to create a list in Google Bookmarks, how to share a list, and how Google Bookmarks integrates with Google search.

Google Bookmarks

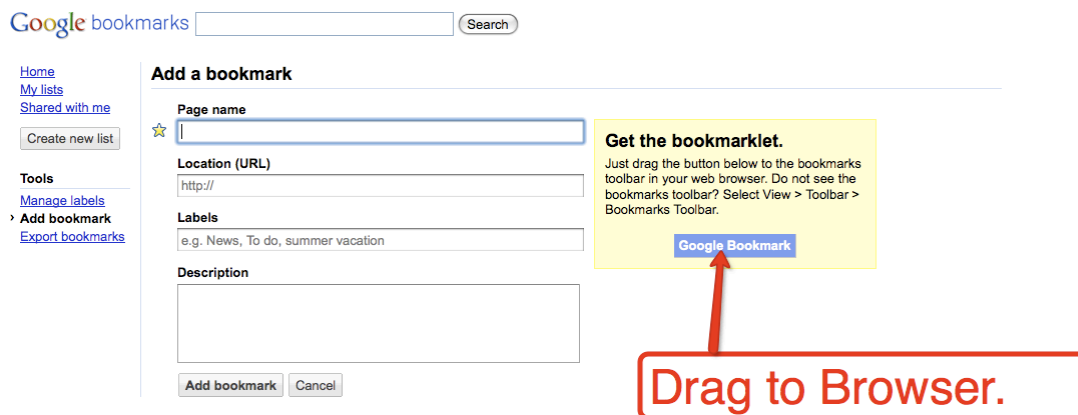
Google Bookmarks is a free social bookmarking service that you can use with your existing Google account.

Step 1 - You can start by clicking either “create new list” or “add bookmark.”



©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Help](#)
[Take our survey!](#) New!

Step 2 - Enter the url of a website. For future use, it's much easier to add links from your browser. Drag the Google Bookmarklet to your browser toolbar.

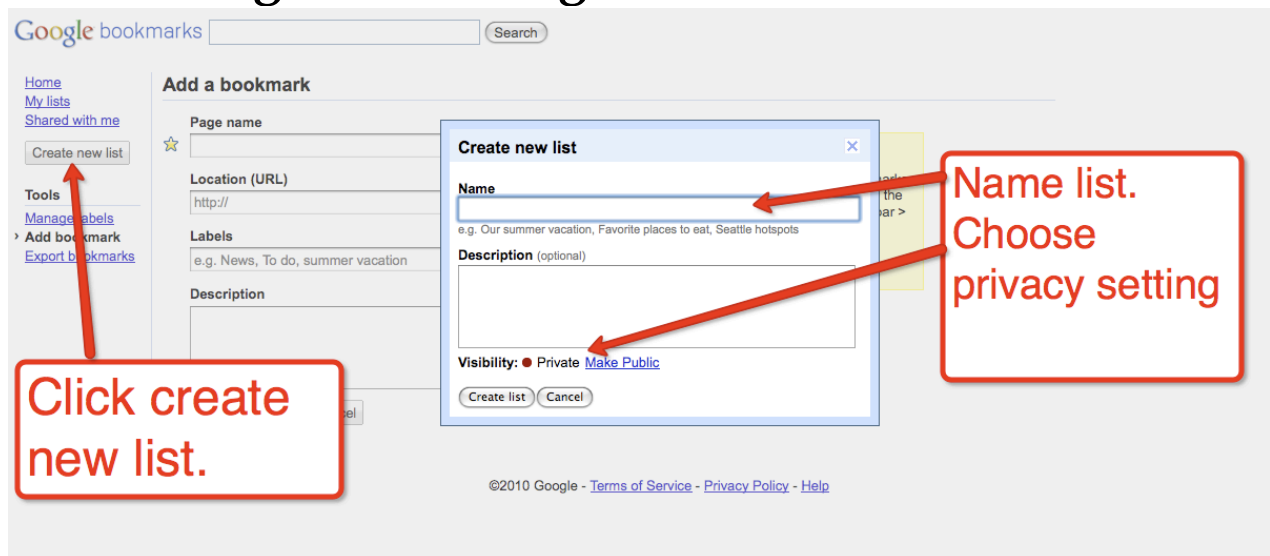


©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Help](#)

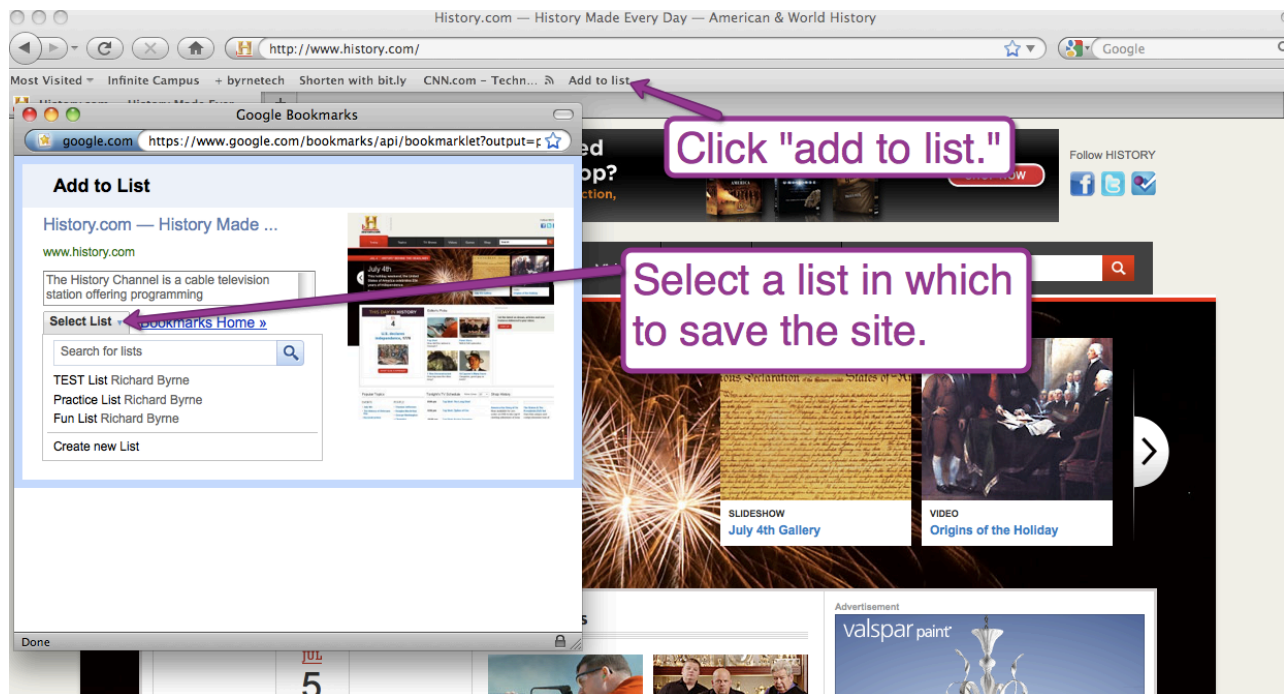
Google Bookmarks

Google Bookmarks is a free social bookmarking service that you can use with your existing Google account.

Step 3 - Creating and naming lists.



Step 4 - Add bookmarks to lists.



Google Bookmarks

Google Bookmarks is a free social bookmarking service that you can use with your existing Google account.

Step 5 - Adding bookmarks from Google search results page.

Google

july 4 1776 Search

About 2,360,000 results (0.31 seconds) Advanced search

Independence Day (United States) - Wikipedia, the free encyclopedia ☆
Most historians have concluded that the Declaration was signed nearly a month after its adoption, on August 2, 1776, and not on July 4 as is commonly ...
Background - Observance - Customs
en.wikipedia.org/.../Independence_Day_(United_States) - 6 hours ago - Cached - Similar

United States Declaration of Independence - Wikipedia, the free encyclopedia ☆
The United States Declaration of Independence is a statement adopted by the Continental Congress on July 4, 1776, which announced that the thirteen American ...
en.wikipedia.org/.../United_States_Declaration_of_Independence - 1 hour ago - Cached - Similar

4th of July - Independence Day ☆
On July 4, 1776, we claimed our independence from Britain and Democracy was born. Every day thousands leave their homeland to come to the "land of the free ...
www.usacitylink.com/usa/ - Cached - Similar

News for july 4 1776

On July 4th we celebrate liberty - 12 hours ago
The Fourth of July is one of our most important holidays. On this day we mark the birth of our nation on July 4, 1776, and celebrate the courage of those ...
ENC Today - 976 related articles »
What Did "Independence" Mean on July 4, 1776? - OpEdNews - 20 related articles »

Images for july 4 1776 - Report images

See your ad here »

Conduct a Google search. Click the star icon(s) to add sites to your Google Bookmarks account.

Step 6 - After starring items in Google search results, go to your Google Bookmarks account to sort links into lists.

Google bookmarks Search

Bookmarks Private

Select: All - None Delete Copy to list

Search for lists

Practice List Richard Byrne 11 seconds ago

TEST List Richard Byrne Mar 24, 2010

Fun List Richard Byrne Mar 24, 2010

Create new list

★ 4th of July - Independence Day - www... 11 seconds ago

★ ESPN: The Worldwide Leader in Sports - www.espn.com - edit - delete Mar 24, 2010

★ Fly Fishing in Maine - flyfishinginmaine.com - edit - delete Mar 24, 2010

★ Fourth of July is Independence Day: USA gov - www.usa.gov - edit - delete 7 seconds ago

★ Independence Day (United States) - Wikipedia, the free encyclopedia - en.wikipedia.org - edit - delete 14 seconds ago

★ The Declaration of Independence - www.ushistory.org - edit - delete 9 seconds ago

★ The Declaration of Independence - www.ushistory.org - edit - delete 8 seconds ago

★ The Official Site of the Boston Red Sox - www.redsox.mlb.com - edit - delete Mar 24, 2010

★ United States Declaration of Independence - www.wikipedia.org - edit - delete 2 minutes ago

★ Welcome to Facebook - www.facebook.com - edit - delete Mar 24, 2010

★ YouTube - The Declaration of Independence - July 4, 1776 - www.youtube.com - edit - delete 5 seconds ago

Select items to move into lists.

Google Bookmarks

Google Bookmarks is a free social bookmarking service that you can use with your existing Google account.

Step 7 - Share your list by inviting others.

Google bookmarks Practice List Public

+ Add Stuff Extras Map Satellite Terrain

Copy to list Organize Delete Back to Home

Hide map Remove Map

Practice List

Created by Richard Byrne.
Edit my profile
Last modified Mar 24, 2010
0 others are following
Following - Unfollow
Delete this list

Description Edit
Add description

Install the lists bookmarklet
Add [Add to list](#) to your bookmarks bar to add web pages from anywhere on the web.

Comment

Facebook is a social utility that connects people with friends and others who work

Step 8 - Complete the invitation form.

Google bookmarks Practice List Public

+ Add Stuff Extras Map Satellite Terrain

Copy to list Organize Delete Back to Home

Hide map Remove Map

Practice List

Created by Richard Byrne.
Edit my profile
Last modified Mar 24, 2010
0 others are following
Following - Unfollow
Delete this list

Description Edit
Add description

Install the lists bookmarklet
Add [Add to list](#) to your bookmarks bar to add web pages from anywhere on the web.

Comment

Facebook is a social utility that connects people with friends and others who work

Sharing settings

Visibility People with access

Invite people (Any email address will work)

Message:

Invite Invite without sending invitation

Invite people. Any email address will work. If the recipient doesn't have an Google account he/she will be invited to create one.

Google Sites

Google Sites makes it possible for any teacher to have his or her own website. Google Sites can also be used as a classroom wiki that is edited by students.

Google Sites (sites.google.com) is a free service that allows anyone to create his or her own website. You do not need to have any technical skills in order to build a website using Google Sites.

Applications for Education

In 2010 every teacher should have some type of blog or website through which they can communicate information to students and their parents. Google Sites makes it possible for you to build your own website.

If haven't built a website for your course(s) before here are some things to keep in mind when building your first website. An FAQ or "homework help" section enables students and their parents to quickly get answers to their questions without having to wait for your email reply. A calendar section will help keep students aware of important due dates. Posting assignment descriptors and other hand-outs on your website will dramatically decrease the number of photocopies you have to make for your students. Google Sites allows you to quickly add document files to your website. So if you already have a lot of hand-outs written, you can simply upload them to your new Google Site without having to retype them.

Creating a website with Google Sites can be a collaborative process. By giving others permission to edit your site, they can add content to make the site better. If you're on teaching team, each teacher can edit his or her own page within a team site.

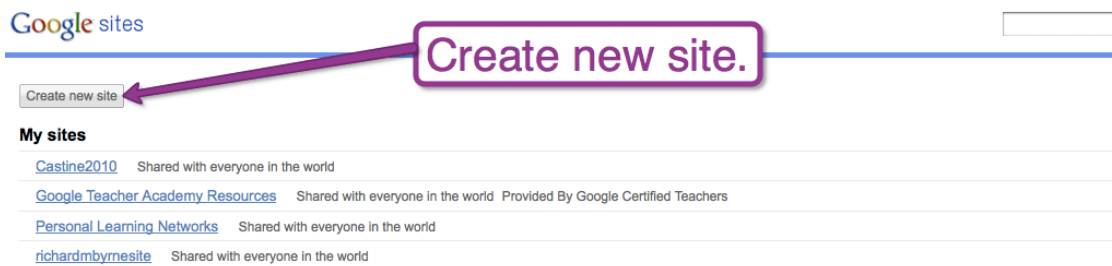
Students can use Google Sites to create a wiki about the topics they're studying in your class. Students can also use Google Sites to create a digital portfolio of the work they've created in your classroom and or as they progress through grade levels in school.

The following pages will show you how to use the basics of Google Sites.

Google Sites

If you've never created a website, follow these steps to get started.

Step 1 - Go to sites.google.com and click "create new site."



Step 2 - Select a template and name your site.

Name your Site:


Your site will be located at this URL:
<http://sites.google.com/site/>

Site URLs can only use the following characters: A-Z,a-z,0-9

☐ Choose a theme (currently: using template default)

☐ More Options

Please type the code shown.



Google Sites

If you've never created a website, follow these steps to get started.

Step 3 - Enter your site's description and select visibility setting.

The screenshot shows the 'Name your site' step in Google Sites. At the top, there are template options: Blank template, Project wiki, Classroom site, Family site, Soccer team, and a 'more' link. Below these, the 'Name your site' section has a text box containing 'Mr. Byrne'. The 'Your site will be located at this URL' section shows 'http://sites.google.com/site/mrbyrne'. A note states: 'Site URLs can only use the following characters: A-Z,a-z,0-9'. The 'Choose a theme' section is currently using the 'Template default'. The 'More Options' section is expanded, showing a 'Site description' text box with the text 'This is a site for hosting my course materials.' and a 'Share with' section with two radio buttons: 'Everyone in the world can view this site' (selected) and 'Only people I specify can view this site'. The 'Mature content' section has a checkbox for 'This site contains mature content only suitable for adults.' which is unchecked. A purple callout box with arrows pointing to the 'More Options' section, the 'Site description' text box, and the 'Share with' radio buttons contains the text: 'Under "more options" enter site description and select visibility settings.'

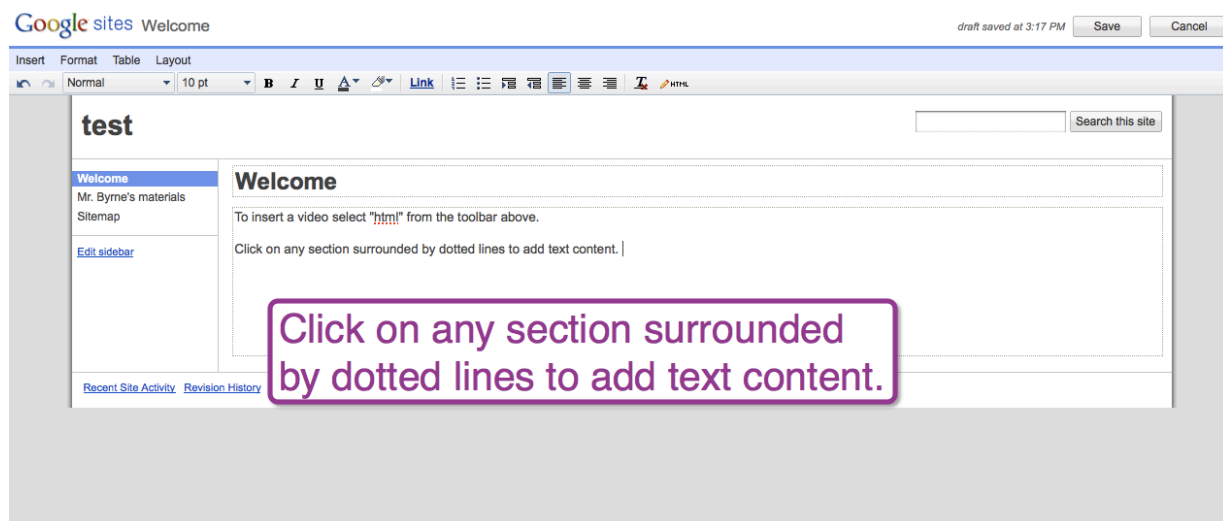
Step 4 - Select "edit page" to begin adding content to your page.

The screenshot shows the Google Sites interface for a site named 'test'. The top navigation bar includes 'Google sites', 'Welcome', and 'Updated Jul 5, 2010 3:13 PM'. On the right, there are buttons for 'Create page', 'Edit page', and 'More actions'. The 'Edit page' button is highlighted with a purple arrow pointing to it from a callout box that says 'Select edit page to begin adding content.' The main content area shows a 'Welcome' message and a sidebar with links for 'Welcome', 'Mr. Byrne's materials', 'Sitemap', and 'Edit sidebar'. The footer contains links for 'Recent Site Activity', 'Revision History', 'Terms', 'Report Abuse', 'Print page', 'Remove Access', and 'Powered by Google Sites'.

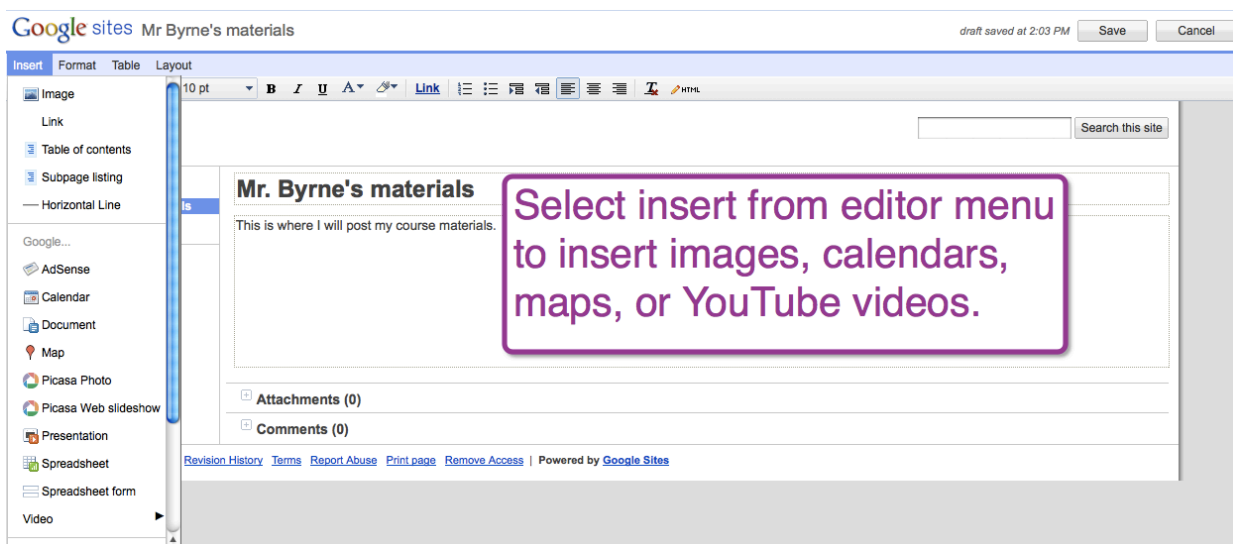
Google Sites

If you've never created a website, follow these steps to get started.

Step 5 - After clicking “edit” (step 4) click any section to begin adding text content.



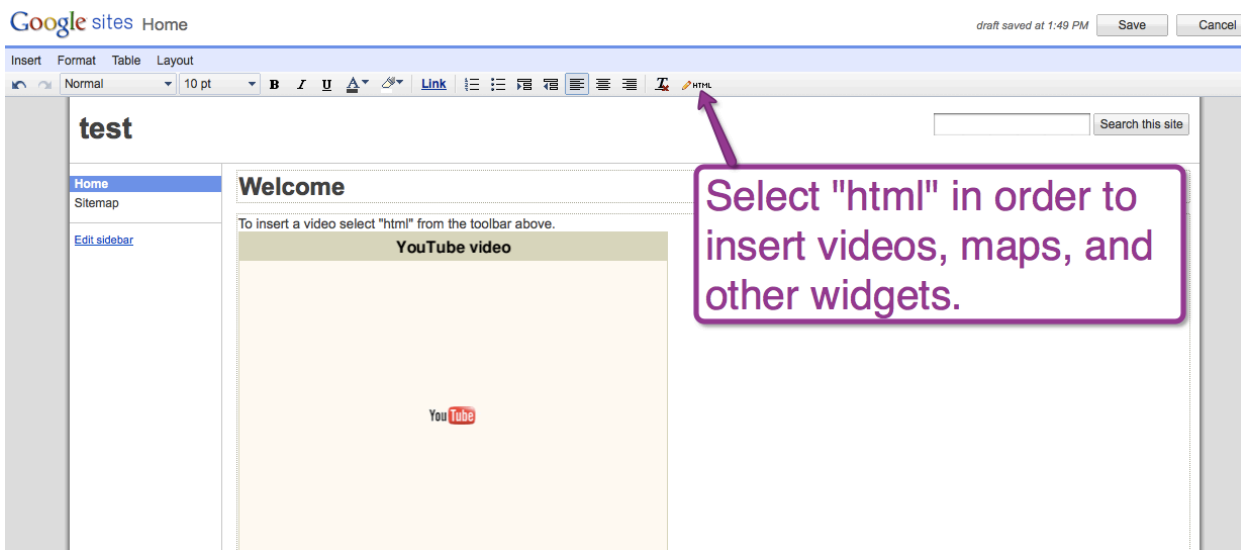
Step 6 - To add multimedia content select “insert” from editor menu. Then select the media type you want to insert.



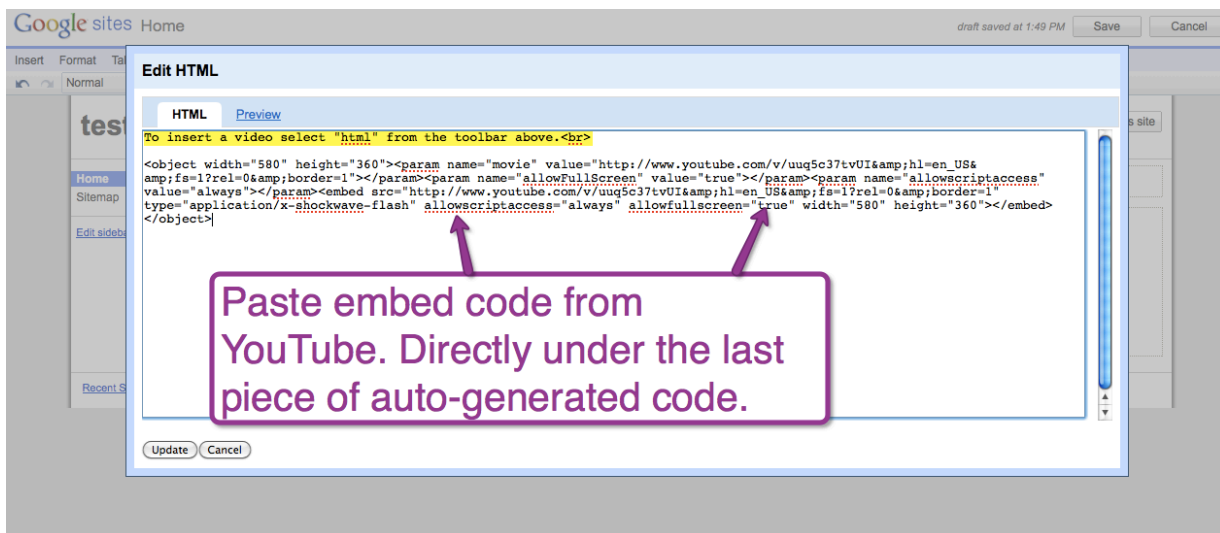
Google Sites

If you've never created a website, follow these steps to get started.

Step 6 (alternate) - An alternate way to add multimedia elements is to use the html editor.



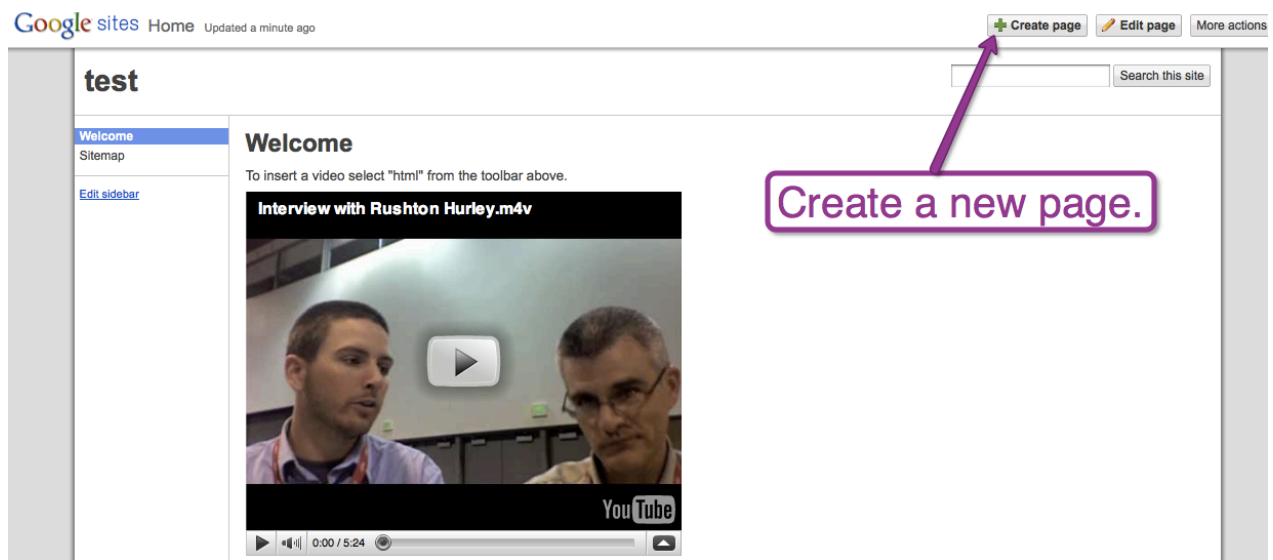
Step 6 (alternate) - Copy embed code provided by YouTube or other 3rd party video/ widget publisher.



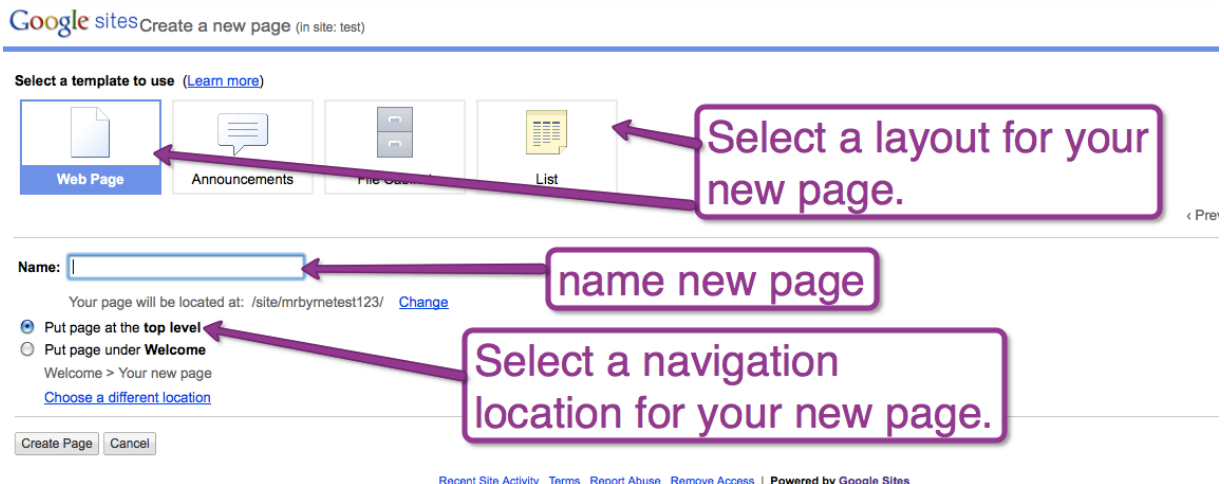
Google Sites

If you've never created a website, follow these steps to get started.

Step 7 - Adding pages. Click "create page."



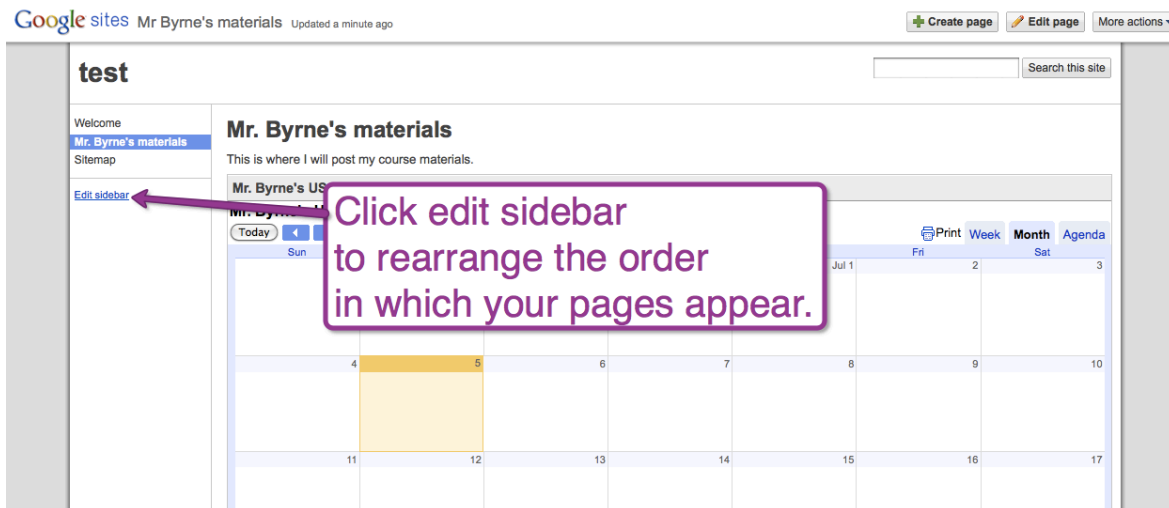
Step 8 - Select layout for new page. Name page. Specify page location.



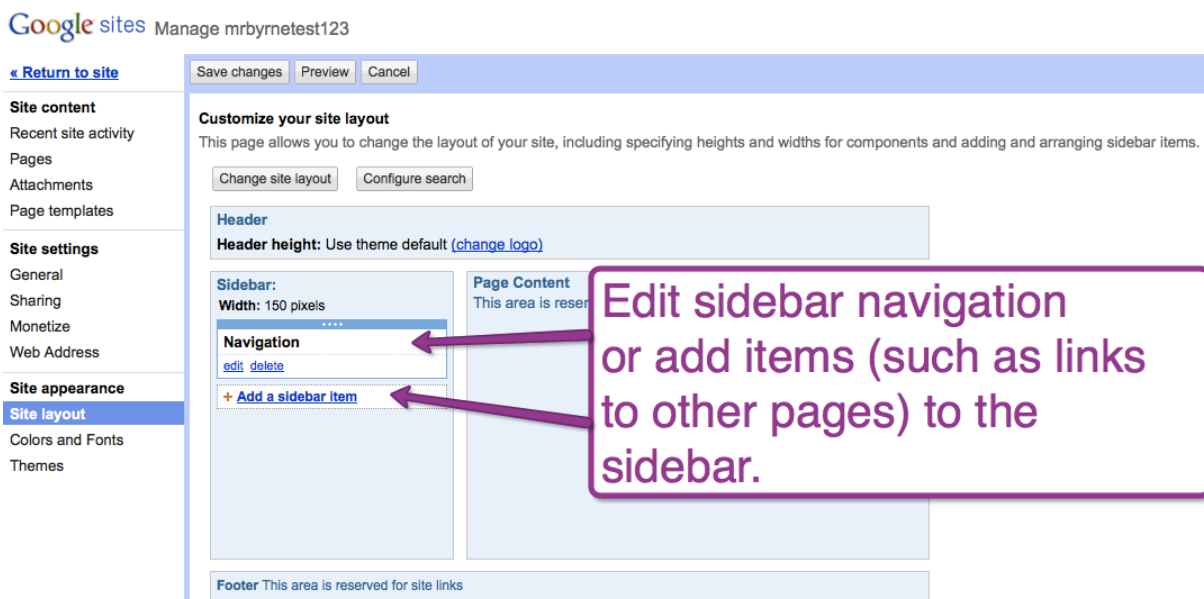
Google Sites

If you've never created a website, follow these steps to get started.

Step 9 - Edit your site's sidebar navigation. This is what visitors will use to navigate from page to page on your site.



Step 10 - Editing sidebar navigation.



Google Sites

If you've never created a website, follow these steps to get started.

Step 10 (alternate) - If you use a template from the template gallery, the “edit sidebar” link may be buried at the bottom of the page.

Some templates come with a lot of materials installed in the sidebar. For example the “classroom site” template has a stock picture of a woman with her children in the sidebar. You can change or remove that stock picture by clicking the “edit sidebar” link.

The screenshot shows a Google Site template with a blue background. On the left, there is a sidebar with several sections: "More Stuff" (containing links like "Class Announcements", "Class Calendar", "Reading List", "Useful Links", "Class Photos", and "Forms and Docs"), "Current Poll" (with a poll titled "Click Here to Take the Poll"), and "Template tips" (with links like "Learn more about working with templates", "How to change the sidebar", and "Edit sidebar"). A callout box with a purple border and text points to the "Edit sidebar" link in the footer. The footer also contains links for "Recent Site Activity", "Revision History", "Terms", "Report Abuse", "Print page", "Remove Access", and "Powered by Google Sites".

If you use a template from the template gallery. The "edit sidebar" link may be buried at the bottom of the template page.

Google Alerts

Google Alerts brings the latest news about your favorite topics to your email inbox or RSS reader.

Google Alerts (alerts.google.com) brings the latest news about your specified topics to your email inbox or RSS reader. You can create an alert for any keyword or phrase.

Applications for Education

Google Alerts can be great for keeping up with the latest developments in a current events story. Google Alerts can also be helpful for learning about new web resources for teaching your content area.

Creating Google Alerts is a very simple process. Just see the screen capture below for directions.

The screenshot shows the Google Alerts creation page. It includes a search bar, a 'Preview results' link, and several dropdown menus for 'Type', 'How often', 'Email length', and 'Deliver to'. A 'Create Alert' button is at the bottom. Four purple callout boxes with arrows point to specific fields: 'Enter a term.' points to the search bar; 'Select the type of alert trigger; news, blogs, videos, or everything' points to the 'Type' dropdown; 'Select alert frequency.' points to the 'How often' dropdown; and 'Select email or RSS delivery.' points to the 'Deliver to' dropdown. The page also features a 'Manage your alerts' link, a 'Google Alerts Help' link, a 'Terms of Use' link, a 'Privacy Policy' link, and a 'Google Home' link. A copyright notice '© 2010 Google' is at the bottom.

Pro Tip #1 - Do not use a generic term such as “math” or “science” in your alerts unless you want to be notified every time someone uses the the term “math” on a website.

Pro Tip #2 - Google Alerts can be used as a “reputation management” tool alerting you anytime someone mentions you on a website or blog.

Google Groups

Google Groups allows anyone to quickly create private or public discussion groups.

Google Groups (groups.google.com) allows anyone to quickly create private or public discussion groups. Groups can be as large or as small as you make them.

Applications for Education

Google Groups can be created by teachers to host a discussion forum for their students. A teacher can post a “question of the day” or “question of the week” for students to respond to. Teachers can also use Google Groups to post reminders of important due dates.

School administrators can use Google Groups to hold an open forum with parents, teachers, and other stakeholders. School departments can use Google Groups for sharing resources they’ve found.

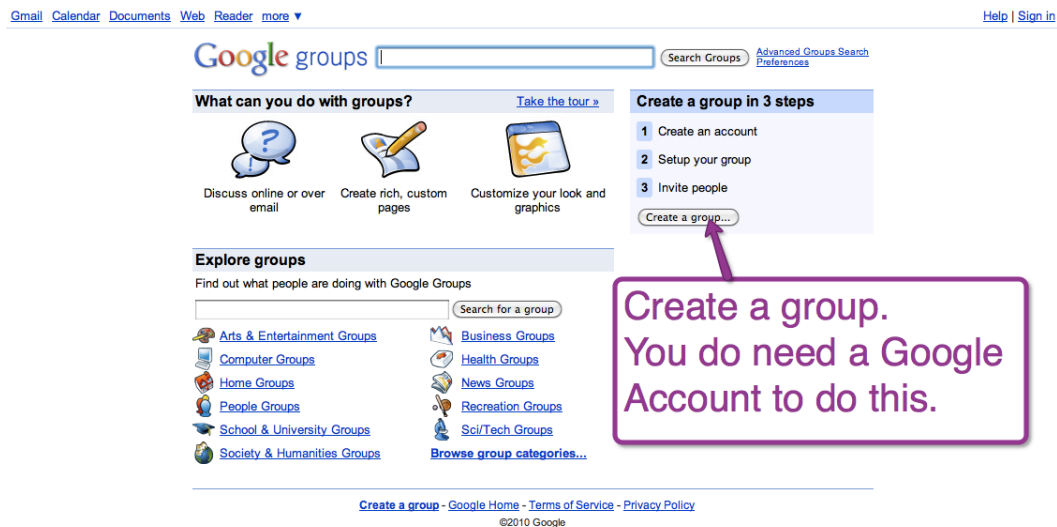
Before jumping to the directions pages, here are a couple of things to keep in mind when creating a discussion forum for K-12 students through Google Groups.

- If you’re setting up a group for use with K-12 students, the “restricted access” level allows you to make sure that only invited members can read what you and your students write.
- If all of your students have email addresses assigned by your school, the quickest way to get all of your students into the group is to add them directly rather than inviting them and waiting for them to confirm their membership in the group.

Google Groups

Google Groups allows anyone to quickly create private or public discussion groups.

Step 1 - If you don't have a Google Account, create one. Otherwise click "create a group."



Step 2 - Name your group. A unique url will be assigned to your group.

The screenshot shows the 'Create a group' form. It has two tabs: 'Set up group' (selected) and 'Add members'. The form includes the following fields and instructions:

- Name your group:** A text box containing 'Mr. Byrne's classes'. A purple callout box points to this field with the text: 'Name your group.'
- Create a group email address:** A text box containing 'mr-byrnes-classes' followed by '@googlegroups.com'. A purple callout box points to this field with the text: 'Group email and web address are made for you.'
- Group web address:** A text box showing the URL 'http://groups.google.com/group/mr-byrnes-classes'.
- Write a group description:** A large text area. A purple callout box points to this field with the text: 'Write a group description.'
- Letters remaining:** 300
- Privacy options:** A checkbox for 'This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.'
- Choose an Access level:** A radio button for 'Public - Anyone can read the archives. Anyone can join, but only members can post messages and view the members list. Only managers can create pages and upload files.'

Google Groups

Google Groups allows anyone to quickly create private or public discussion groups.

Step 3 - Select an access level for your group. Restricted is probably best for K-12 use.

Group web address: <http://groups.google.com/group/mr-byrnes-classes>

Write a group description

A discussion group for Mr. Byrnes's classes.

Letters remaining: 257

☐ This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

Choose an Access level

- ☐ Public - Anyone can read the archives. Anyone can join, but only members can post messages and view the members list. Only managers can create pages and upload files.
- ☐ Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages, view the members list, create pages and upload files.
- ☐ Restricted - People must be invited to join the group. Only members can post messages, read the archives, view the members list, create pages and upload files. Your group and its archives do not appear in public Google search results or the directory.

Create my group

Select an access level for your group. Restricted is probably the most popular choice for school settings.

[Create a group](#) - [Google Groups](#) - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#)
©2010 Google

Step 4 - Invite people to join your group.

Google groups Create a group

1 Set up group 2 Add members

Invite members by email | [Add members directly](#)

Enter email addresses of people to invite

Each person will receive an invitation to your group and must accept before they can receive messages.

Write an invitation message

Google Groups will automatically include the group's name, description, and address in the email.

[Invite members](#) [Skip this step](#)

Invite people to join your group.

[Create a group](#) - [Google Groups](#) - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#)

©2010 Google

Google Groups

Google Groups allows anyone to quickly create private or public discussion groups.

Step 4 (alternate) - Add members directly to your group without sending invitations. You must have a list of email addresses in order to make this work.

1 Set up group 2 Add members

[Invite members by email](#) | **Add members directly**

Note: Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.

Enter email addresses to add as members

Each person will immediately become a member and can start receiving messages

Write a welcome message

Google Groups will automatically include the group's name, description, and address

Email subscription options

- ☐ No email - Web-only participation
- ☒ Send email for each message and update
- ☐ One summary email a day
- ☐ One email with all activity in it

[Add members](#) [Skip this step](#)

Add members directly. If your school provides students with email, this is probably your best option for getting students into the group.

Step 5 - Start discussions and or invite more people.

The screenshot shows the Google Groups interface for a group named "Mr. Byrne's classes". The group has 2 members: "mb...@hotmail.com" (Member) and "RichardByrne (you)" (Group owner). The interface includes a search bar, a "Home" button, and a list of actions: "Start a new discussion topic", "Create some pages", "Upload some files", and "Tune your group's settings". A purple callout box points to the "Start a new discussion topic" button with the text "Start a discussion.". Another purple callout box points to the "+ invite members" button with the text "Invite more people.". The right sidebar contains links for "Home", "Discussions", "Members", "Pages", "Files", "About this group", "Edit my membership", "Group settings", "Management tasks", "Invite members", and "Group Info". The "Group Info" section shows "Members: 2", "Language: English", and "Group categories: Not categorized".

Google Calendar

Google Calendar allows you to create a calendar to share with as few or as many people as you like.

Google Calendar (calendar.google.com) allows you to create calendars to share with as few or as many people as you like. You can create multiple calendars within your single Google Account.

Applications for Education

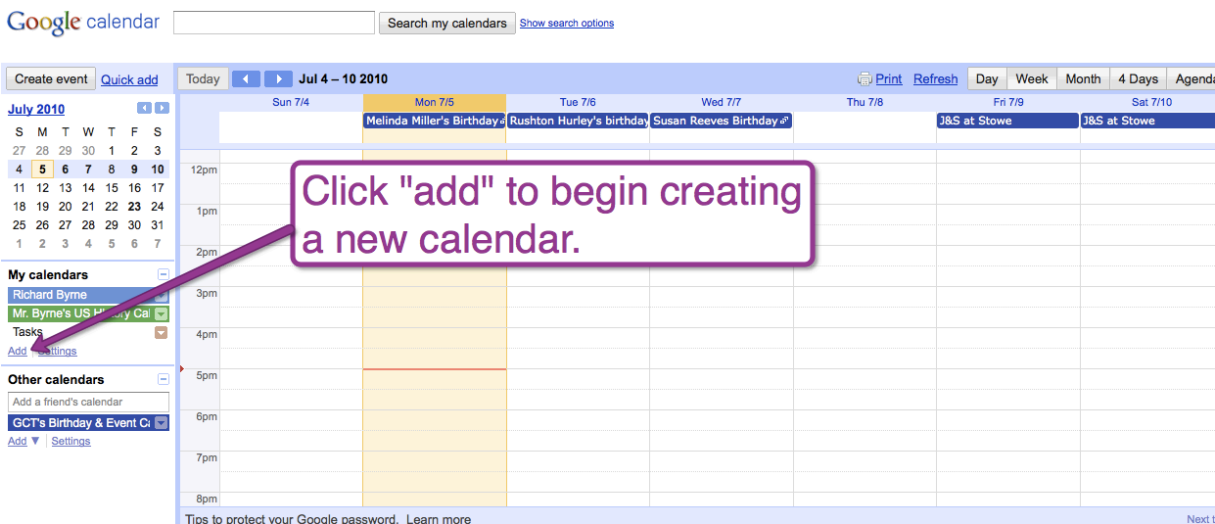
Teachers can create Google Calendars to keep students and their parents informed of important dates. Calendar events can include as much outlines of each day's lesson plan or as little as one line reading "chapter 2 due today." Teachers can create more than one calendar within their accounts. If a teacher teaches multiple courses, he or she can create a different calendar for each course.

Google Calendars can be embedded into a blog or website. If you're using Google Sites (see previous sections in this guide), Google Calendars can be added to your site in one click. If you're not using Google Sites, you can still embed your calendar into your website using the embed code provided by Google.

Google Calendar

Google Calendar allows you to create a calendar to share with as few or as many people as you like.

Step 1- Create a new calendar. Do this by locating “add” on the left side of the default blank calendar.



Step 2 - Name your calendar. Select time zone. Select visibility option.

The screenshot shows the 'Create New Calendar' form. It has three main sections: 'Calendar Details', 'Location', and 'Calendar Time Zone'.
 - In the 'Calendar Details' section, the 'Calendar Name' field is labeled 'Sample'. A purple callout box with an arrow pointing to it says 'Name calendar.'
 - In the 'Calendar Time Zone' section, the 'Country' is set to 'United States' and the 'Now select a time zone' is set to '(GMT-05:00) Eastern Time'.
 - At the bottom, there is a checkbox labeled 'Make this calendar public'. A purple callout box with an arrow pointing to it says 'Choose visibility'.

Google Calendar

Google Calendar allows you to create a calendar to share with as few or as many people as you like.

Step 3 - (optional) If you want others to collaborate on the calendar select that option now. Create calendar.

The screenshot shows the 'Create calendar' page on Google Calendar. It includes fields for 'Location' (set to USA), 'Calendar Time Zone' (set to United States and GMT-05:00 Eastern Time), and a checkbox for 'Make this calendar public'. Below this is a section for 'Share with specific people' with an input field for an email address and a dropdown for 'Permission Settings'. A purple box with an arrow points to the 'Enter email address' field with the text 'Share calendar with specific people.' Another purple box with an arrow points to the 'Create Calendar' button with the text 'Create calendar.' The bottom of the page has links for 'Back to calendar', 'Create Calendar', and 'Cancel'.

Step 4 - To find embed code or to edit settings open the calendar options menu by clicking on the arrow next to your calendar.

The screenshot shows the Google Calendar interface. On the left, there is a sidebar with 'My calendars' and 'Other calendars'. A purple box with an arrow points to the dropdown arrow next to the 'Sample' calendar in the 'My calendars' list, with the text '1. Open calendar options.' Another purple box with an arrow points to the 'Share this calendar' option in the dropdown menu, with the text '2. Select share this calendar.' The main calendar view shows a weekly layout for July 2010 with events like 'Melinda Miller's Birthday' and 'J&S at Stowe'.

Google Calendar

Google Calendar allows you to create a calendar to share with as few or as many people as you like.

Step 5 - To find embed code select “calendar details” tab.

Google calendar Search my calendars [Show search options](#)

Sample Details

Calendar Details [Customize](#) [Embed](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

Calendar Name:

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (choose a different country to see other time zones)

Now select a time zone: ☐ Display all time zones

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events.

☐ Auto-accept invitations that do not conflict.
☒ Automatically add all invitations to this calendar.
☐ Do not show invitations.

Step 6 - Copy embed code and paste it into your blog/ website's html editor. Use the “customize” link to edit the size and color of your calendar display.

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (choose a different country to see other time zones)

Now select a time zone: ☐ Display all time zones

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events.
[Learn more](#)

☐ Auto-accept invitations that do not conflict.
☒ Automatically add all invitations to this calendar.
☐ Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

[Customize the color, size, and other options](#)

Paste this code into your website.

```
<iframe src="http://www.google.com/calendar/embed?src=stbrkur6ifhatf1fpqqj2pog%40group.calendar.google.com&ctz=America/New_York" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

Calendar Address: [XML](#) [iCAL](#) [HTML](#) (Calendar ID: stbrkur6ifhatf1fpqqj2pog@group.calendar.google.com)
[Learn more](#)
[Change sharing settings](#)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

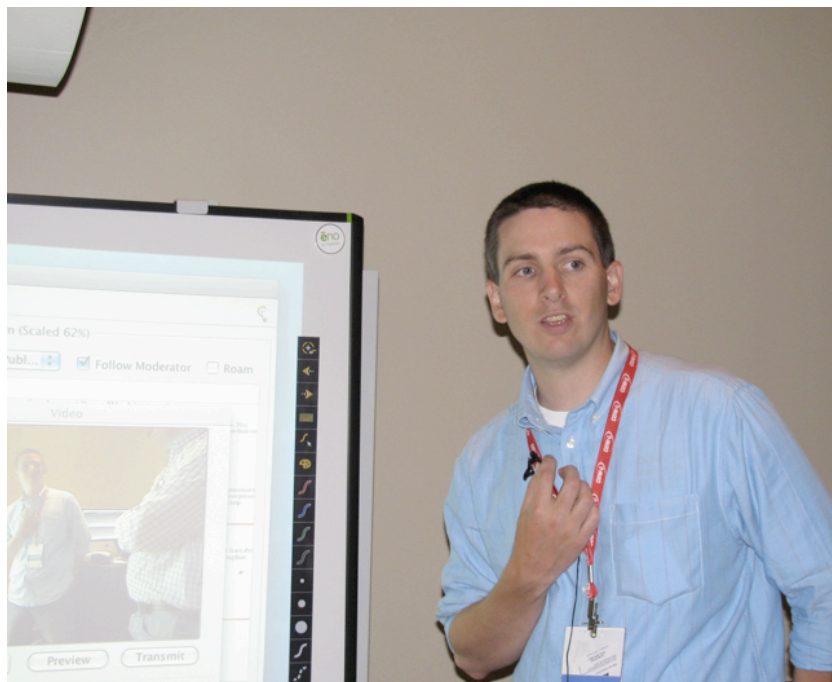
Private Address: [XML](#) [iCAL](#) [HTML](#) [Reset Private URLs](#)
[Learn more](#)

This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

[Back to calendar](#) [Save](#) [Cancel](#)

About the Author

Richard Byrne is a Google Certified Teacher, high school social studies teacher, educational technology consultant, and author of the award-winning blog [Free Technology for Teachers](http://www.freetch4teachers.com).



Need help putting this guide into practice?

Richard Byrne is available to conduct professional development workshops for your school or organization. Here is a list of some of the places he's spoken and is scheduled to speak at in 2010:

MLTI Summer Institute
 ISTE Annual Conference
 ACTEM Annual Conference
 MOREnet Instructional Technology Conference
 Connecticut Educators Technology Conference
 New Hampshire Science Teachers Association Annual Conference

Contact Richard Byrne

Email: [richardbyrne \(at\) freetch4teachers \(dot\) com](mailto:richardbyrne@freetch4teachers.com) Twitter: [@rmbyrne](https://twitter.com/rmbyrne)

Other Technology Guides for Teachers

Google for Teachers

Making Videos on the Web - A Guide for Teachers

Beyond Google - Fifteen Tips and Tools for Improving Internet Search

Google Earth Across the Curriculum

Twelve Essentials for Technology Integration

Download all five free guides at

<http://www.freetch4teachers.com/p/free-downloads.html>

Copyright and Reuse Policies: You are free to print and electronically publish this work under the following conditions. 1. Do not remove any of the links to Free Technology for Teachers. 2. Do not charge for access to this guide. 3. Do not charge for access to professional development and use this guide as a "free gift" for attending. You can however, give this guide to workshop participants provided you do not claim the work as your own or alter it in any way. 4. Do not use this guide as a part of any other print publication be it free or for sale. 5. Please contact me with any questions regarding the reuse of this guide not outlined in 1-4 preceding.