

Google Document Add-ons

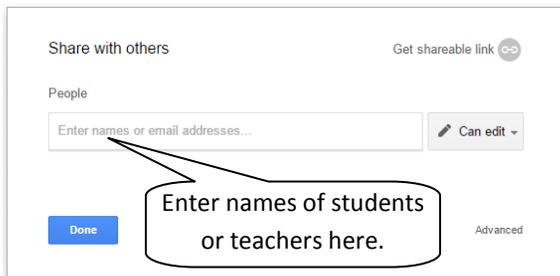
At the top of your document, select the **Add-ons** tab, then select **Get add-ons**.

- **Easy Accents** helps you type special characters from other languages (ex: ñ, é, ö).
- **EasyBib Bibliography Creator** lets you create a Works Cited list for your document using various sources. You can search for books you used, or copy/ paste URLs from web sites or quotes you inserted using the Research pane in your document (URLs are added as footnotes when using Google Document Research feature, copy/ paste them to create citations for your Works Cited).

Sharing Files in Your Drive

From within an open Google file, you can share the file using the blue share button in the upper right-hand corner of the screen.

From your Google Drive, right-click on any file's name and select the share option.



To share with other AISD users, type the name of the person(s) you want to share your file with, and their GoogleID (email) will appear. For a non-AISD profile, enter a full email address. Select whether they can **edit** the file, view and add **comments**, or **view** only.

Collaboration in Google

Share a Google Document, Presentation, Drawing, or other Google file with other users, being sure you allow them **access to edit** the file. Users can then work collaboratively on a single project file, even at the same time!

- **Tracking:** Each user will be represented with a colored **bears** cursor, so you can see where they working in the document. At the top of the screen, you will see colored icons for each user who currently has the file open.

- **Comments:** The comments button is located in the upper right-hand corner of an open file. (There may also be an “insert comment” button in your toolbar.) This tool is similar to a digital sticky note for yourself or others to review later.

Comments can be edited, deleted, or marked as resolved. If marked “resolved,” the comment will disappear from the work space but will remain as part of the file. Clicking the comments button will allow you to add comments and view all comments, even resolved comments.

- **Chat:** You can have an instant message conversation with other users you are collaborating with by using the chat icon next to a user's profile icon at the top of the screen.

Collaboration - working with others to complete a task or accomplish a goal together.

GOOGLE

Using Your AISD Google Tools

my.austinisd.org

Sign in using your AISD
User ID & Password



Type **google** into the search bar.



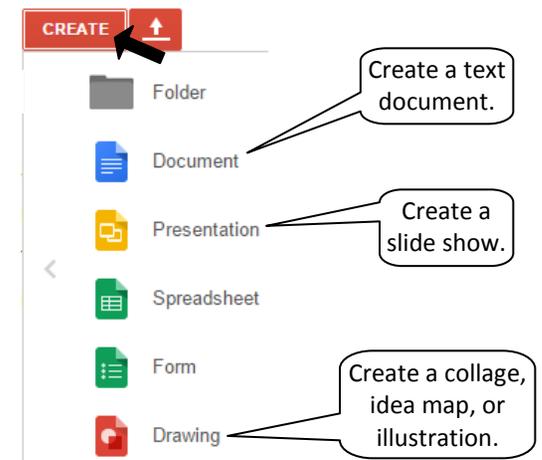
Google Drive* stores your files & allows you to create new files and share documents with others.



Google Mail allows you to send emails & files to other AISD users.

Creating Files In Google Drive:

Click the **CREATE** button, in upper left of screen.



Or “**connect more apps**” such as:

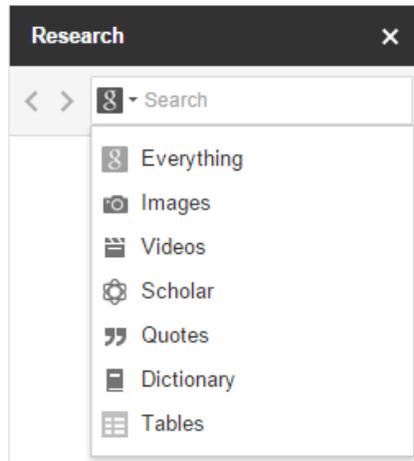
- **WeVideo** video editor
- **PowToon** presentation maker
- **Cacoo** idea map & diagram tool
- **LucidChart** diagramming tool

*When prompted, choose to use Google Drive online; you can download it on your home computer if you choose.

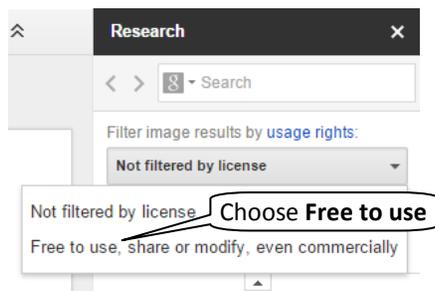
Research Embedded in Google:

At the top of your document, select the **Tools** tab, then select **Research**. The Research Pane will appear on the right of your screen.

Click in the search bar to **narrow your results by type** and enter your search term(s).



Click the caret (▾) at the bottom of the search bar to **filter results by copyright**.



In a text document, Google can create footnote citations for you or you can create a Works Cited (bibliography) using the EasyBib Add-on (see Google Document Add-ons section).

Using Embedded Search Results

- Click on a web site to open it for full-page viewing, or click **“Preview”** to get a peek at the web page.
- **Drag and drop an image** to insert it in your document. In a Google Document, the image URL will be added as a footnote automatically.
- Use **“Insert Link”** to include the full URL of a web site in your document.
***This can be helpful for making your bibliography later! Collect URLs of web pages used; see the EasyBib Add-on for inserting a Works Cited list of sources.
- Use **“Insert”** to include a quote. A URL link will automatically appear in your footnotes.
- Use **“Cite”** to add a footnote citation. Make sure your cursor is at the end of the quote, idea, or sentence containing information from the web site. A superscript number will appear in the text body with a citation in the footnotes.

Google Presentation & Google Drawing also let you use embedded research tools, but do not have a citation feature.

Footnote – information printed at the bottom of a page; often used to provide source information, additional insight or further explanation(s).

Citation – data pointing to a source of information; may briefly mention author or URL, or give full academic citation in standard format, such as MLA or APA style.

Copyright, Fair Use, & Creative Commons



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WHAT IS CREATIVE COMMONS?

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Image Search Options:

You can find images online that are available for use without copyright restriction.

google.com

Go to "Settings," select "Advanced search," select usage rights: "Free to use or share."

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Enter term(s) and select a site to browse.