

Google for Teachers II

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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.

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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.

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Google Groups

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

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Google Calendar

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

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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 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 Pallels Plesk Panel](#)
Apr 15, 2010
Website owners who use Pallels Plesk Panel to manage their hosting and website services can now

Site 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](#)

New! Enable [autocompletions](#) for your search engine to help your users get to the right results faster.

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. Specify if you want to search only your selected sites.

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:

Add the sites you want searched.



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](#).

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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.

Google Custom Search x

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

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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.FILTERED_CSE_RESULTS,
      customSearchControl.draw('cse'));
  }, true);
</script>
<link rel="stylesheet" href="http://www.google.com/cse/style/look/default.css">
```

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

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.

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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

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

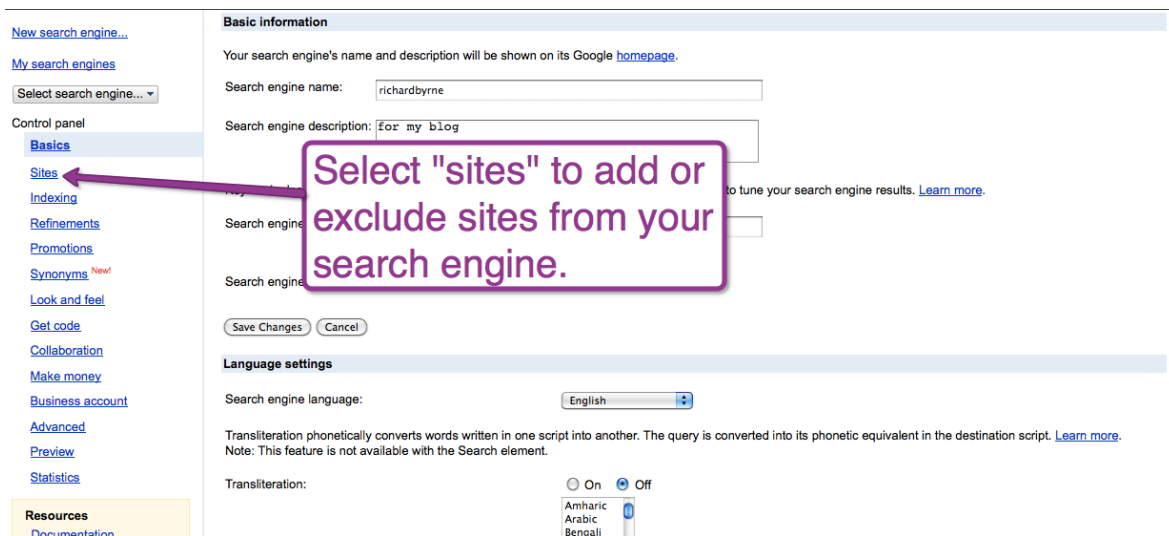
- Manage your email preferences
- Add the Developer Gadget to your iGoogle homepage for easy access to all your Custom Search Engines.

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Build Custom Search Engines

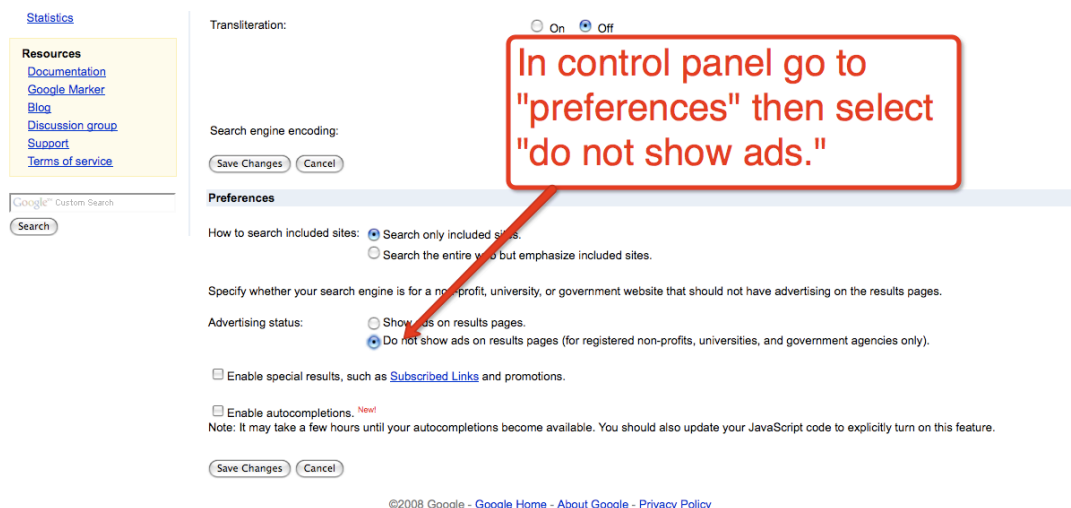
Google Custom Search allows you to create your own search engine that searches only the sites you approve.

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



The screenshot shows the Google Custom Search control panel. On the left sidebar, the 'Sites' link is highlighted in blue. A purple callout box with a white border and a purple arrow pointing to the 'Sites' link contains the text: "Select 'sites' to add or exclude sites from your search engine." The main content area shows the 'Basic information' section with fields for 'Search engine name' (richardbyrne) and 'Search engine description' (for my blog). Below this is the 'Language settings' section with a dropdown for 'Search engine language' set to 'English' and radio buttons for 'Transliteration' set to 'Off'.

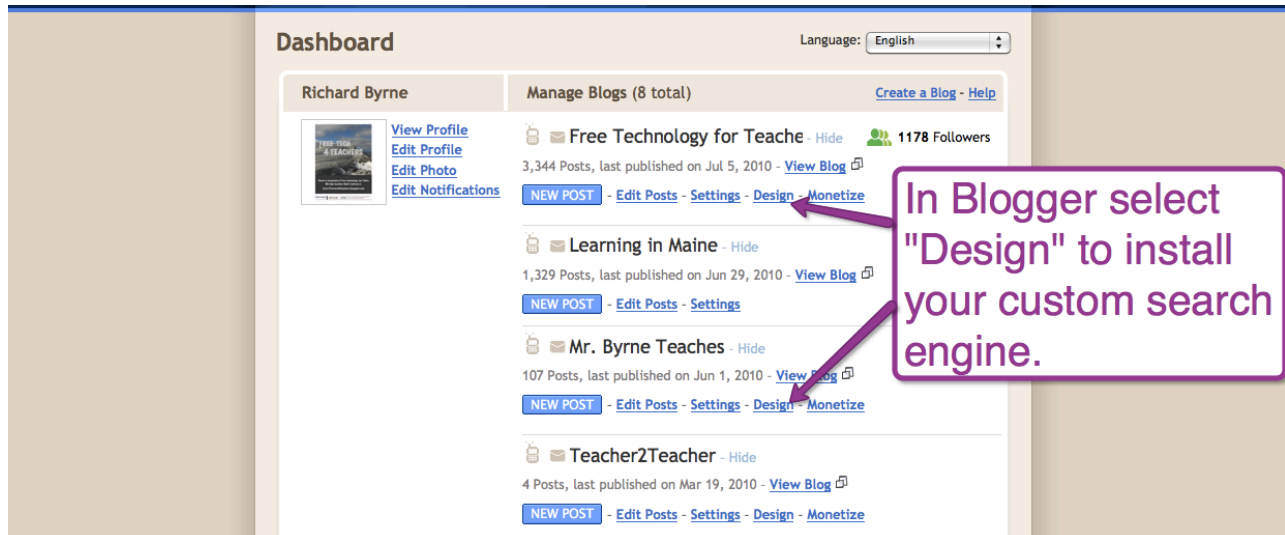
Step 9 - Removing Ads. In control panel select "preferences" then "do not show ads."



The screenshot shows the Google Custom Search control panel with the 'Preferences' section selected. A red callout box with a white border and a red arrow pointing to the 'Do not show ads on results pages' option contains the text: "In control panel go to 'preferences' then select 'do not show ads.'" The 'Preferences' section includes options for 'How to search included sites' (radio buttons for 'Search only included sites' and 'Search the entire web but emphasize included sites'), 'Advertising status' (radio buttons for 'Show ads on results pages' and 'Do not show ads on results pages'), and checkboxes for 'Enable special results' and 'Enable autocompletions'.

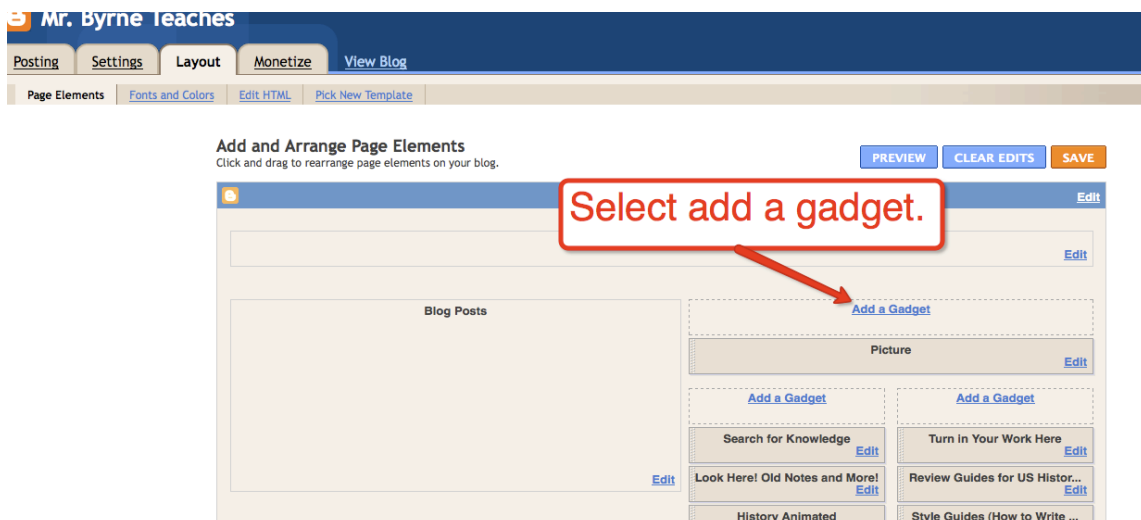
Installing your Google Custom Search Engine in your Blogger blog.

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



The screenshot shows the Blogger dashboard for Richard Byrne. The 'Design' link is highlighted in the 'Manage Blogs' section. A purple callout box with an arrow pointing to the 'Design' link contains the text: "In Blogger select 'Design' to install your custom search engine."

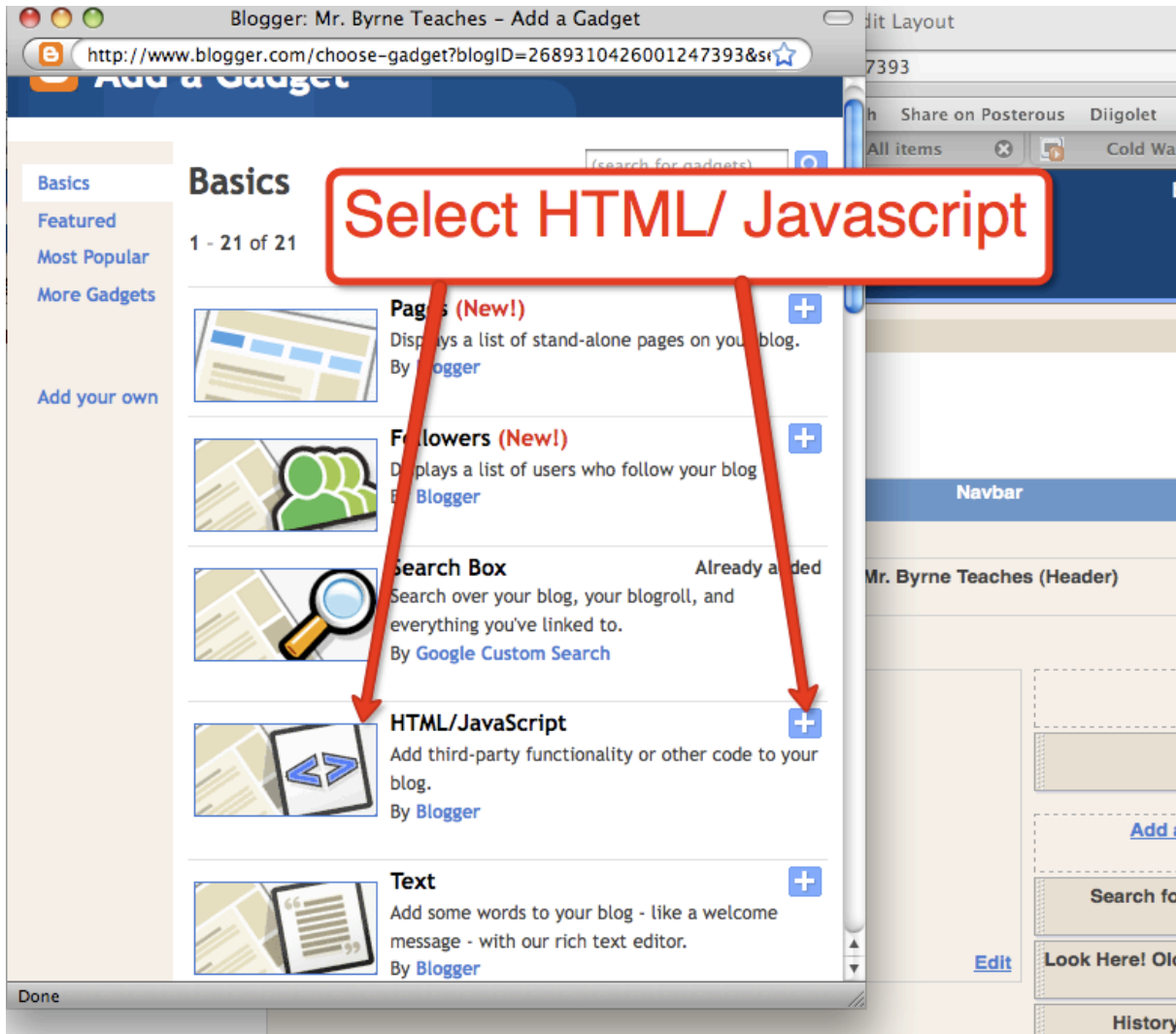
Step 2 - Select "add a gadget."



The screenshot shows the 'Add and Arrange Page Elements' interface in Blogger. The 'Add a Gadget' button is highlighted with a red box and an arrow. The interface includes tabs for 'Posting', 'Settings', 'Layout', 'Monetize', and 'View Blog'. Below the tabs are options for 'Page Elements', 'Fonts and Colors', 'Edit HTML', and 'Pick New Template'. The main area shows a 'Blog Posts' section and a 'Picture' section, both with 'Add a Gadget' buttons. Other gadgets like 'Search for Knowledge', 'Turn In Your Work Here', 'Look Here! Old Notes and More!', 'Review Guides for US Histor...', 'History Animated', and 'Style Guides (How to Write ...)' are also visible.

Installing your Google Custom Search Engine in your Blogger blog.

Step 3 - Select "HTML/ Javascript gadget.



The screenshot shows the Blogger 'Add a Gadget' interface. A red box highlights the 'HTML/JavaScript' gadget, with two red arrows pointing to its '+' button. The interface includes a search bar for gadgets, a list of gadget categories (Basics, Featured, Most Popular, More Gadgets), and a list of gadgets to add. The 'HTML/JavaScript' gadget is selected, and its description is visible: 'Add third-party functionality or other code to your blog. By Blogger'. Other gadgets shown include 'Pages (New!)', 'Followers (New!)', 'Search Box', and 'Text'.

Select HTML/ Javascript

Basics
Featured
Most Popular
More Gadgets
Add your own

Basics
1 - 21 of 21

Pages (New!)
Displays a list of stand-alone pages on your blog.
By Blogger

Followers (New!)
Displays a list of users who follow your blog.
By Blogger

Search Box Already added
Search over your blog, your blogroll, and everything you've linked to.
By Google Custom Search

HTML/JavaScript
Add third-party functionality or other code to your blog.
By Blogger

Text
Add some words to your blog - like a welcome message - with our rich text editor.
By Blogger

Done

Navbar
Mr. Byrne Teaches (Header)
Add
Search fo
Look Here! Ok
History

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 contains 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 also shows a 'Title' field, a 'Rich Text' editor toolbar, and buttons for 'BACK', 'CANCEL', and 'SAVE'. The background shows the Blogger dashboard with various gadgets like 'Search for Knowledge' and 'Turn in Your Work'.

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.”

Google bookmarks

Home
[My lists](#)
[Shared with me](#)

Tools
[Manage labels](#)
[Add bookmark](#)
[Export bookmarks](#)

Bookmarks
 You haven't saved any bookmarks yet.
 You can save bookmarks by:

- Clicking the star button on your [Google Toolbar](#) when you are browsing the web.
- Adding bookmarks through the "Add bookmark" link on the left hand side of this page.

My lists
 You haven't created any lists.
 Lists is a new experimental feature in Google Bookmarks. We hope you try it! Copy your bookmarks into lists to collaborate with friends and get relevant info from Google. Check out [Welcome to Lists](#) or jump in and [create a new list](#).

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[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.

Google bookmarks

Home
[My lists](#)
[Shared with me](#)

Tools
[Manage labels](#)
[Add bookmark](#)
[Export bookmarks](#)

Add a bookmark

Page name

Location (URL)

Labels

Description

Get the bookmarklet.
 Just drag the button below to the bookmarks toolbar in your web browser. Do not see the bookmarks toolbar? Select View > Toolbar > Bookmarks Toolbar.

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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.

Click create new list.

Name list. Choose privacy setting

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Step 4 - Add bookmarks to lists.

Click "add to list."

Select a list in which to save the site.

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 search results for "july 4 1776". The search bar shows the query and a search button. Below the search bar, there are search filters like "Everything", "News", "Images", and "More". The search results include:

- Independence Day (United States) - Wikipedia, the free encyclopedia** (star icon)
- United States Declaration of Independence - Wikipedia, the free ...** (star icon)
- 4th of July - Independence Day** (star icon)
- News for july 4 1776** (includes "On July 4th we celebrate liberty" and "What Did 'Independence' Mean on July 4, 1776?")
- Images for july 4 1776 - Report images**

A purple callout box with a white background and a purple border contains the text: "Conduct a Google search. Click the star icon(s) to add sites to your Google Bookmarks account." Three purple arrows point from this box to the star icons on the search results.

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

Google Bookmarks account interface. The page shows a list of bookmarks under the heading "Bookmarks" (Private). On the left, there are navigation options like "My lists", "Shared with me", "Public lists", "Sort by", "Title", "Date", and "Tools". The main area displays a list of bookmarked items, each with a star icon and a checkbox. A purple callout box with a white background and a purple border contains the text: "Select items to move into lists." Two purple arrows point from this box to the star icons on the bookmark items.

Bookmark Item	Time
4th of July - Independence Da - ww	11 seconds ago
ESPN: The Worldwide Leader in Spo	Mar 24, 2010
Fly Fishing In Maine - flyfishin	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 - estead.com - edit - delete	8 seconds ago
The Official Site of ... ton.redsox.mlb.com - edit - delete	Mar 24, 2010
United States Decla ... 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

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 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.

- ★ Fly Fishing In Maine - flyfishinginmaine.com - edit Mar 24, 2010 - Last edited by Richard Byrne
- ★ Welcome to Facebook - www.facebook.com - edit Mar 24, 2010
 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 Copy to list Organize Delete Back to Home

Hide map Remove Map Practice List

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.

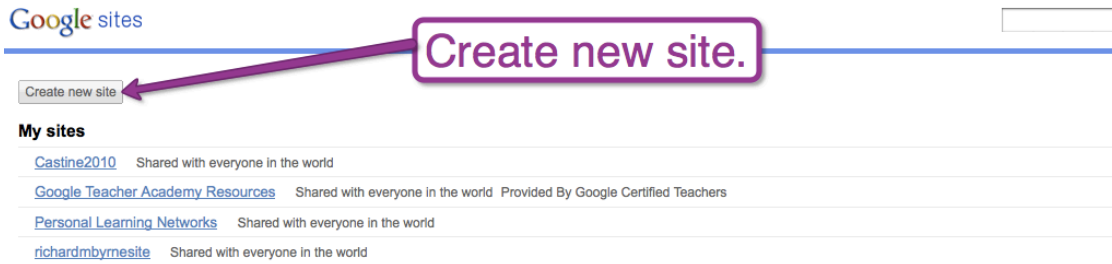
Students can use Google Sites to create a wiki about the topics they're studying in your class. Students can also use Google Sites to create a digital portfolio of the work they've created in your classroom and or as they progress through grade levels in school.

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

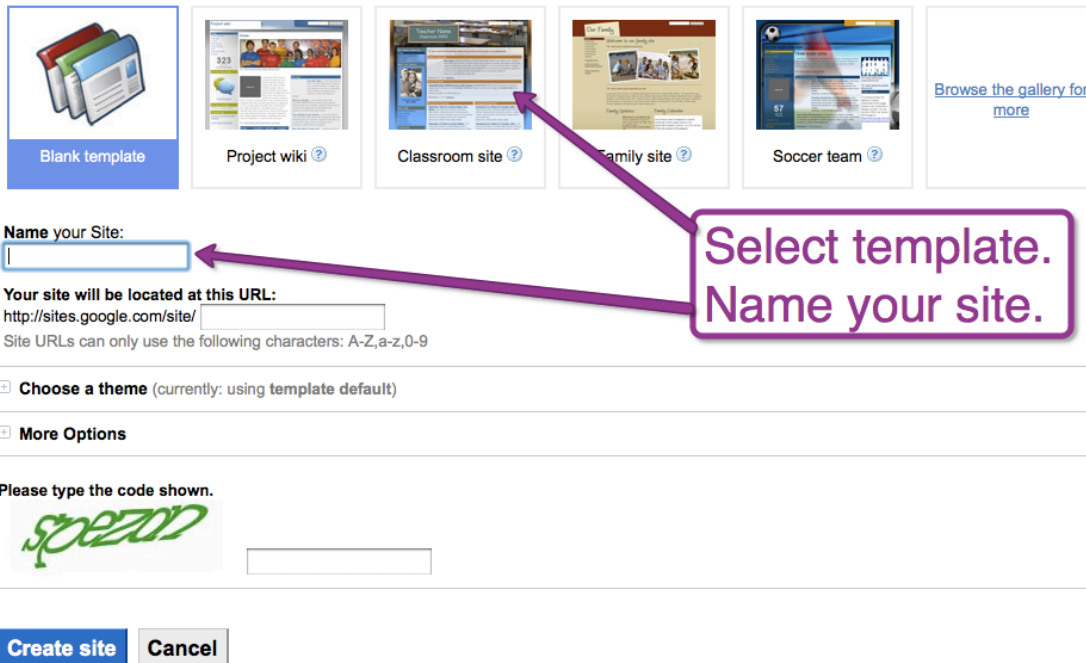
Google Sites

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.



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.

Under "more options" enter site description and select visibility settings.

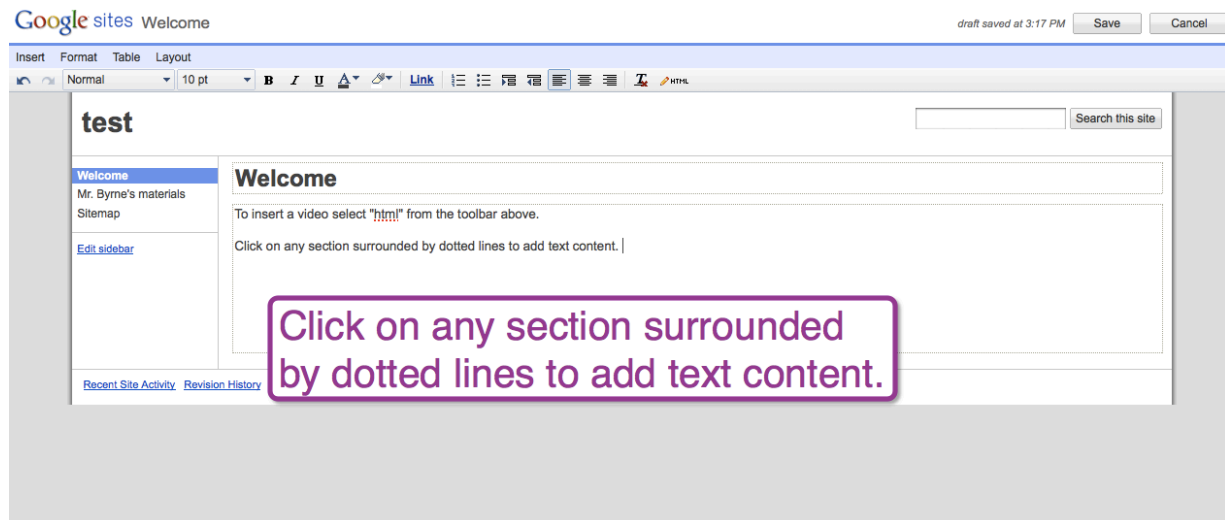
Step 4 - Select "edit page" to begin adding content to your page.

Select edit page to begin adding content.

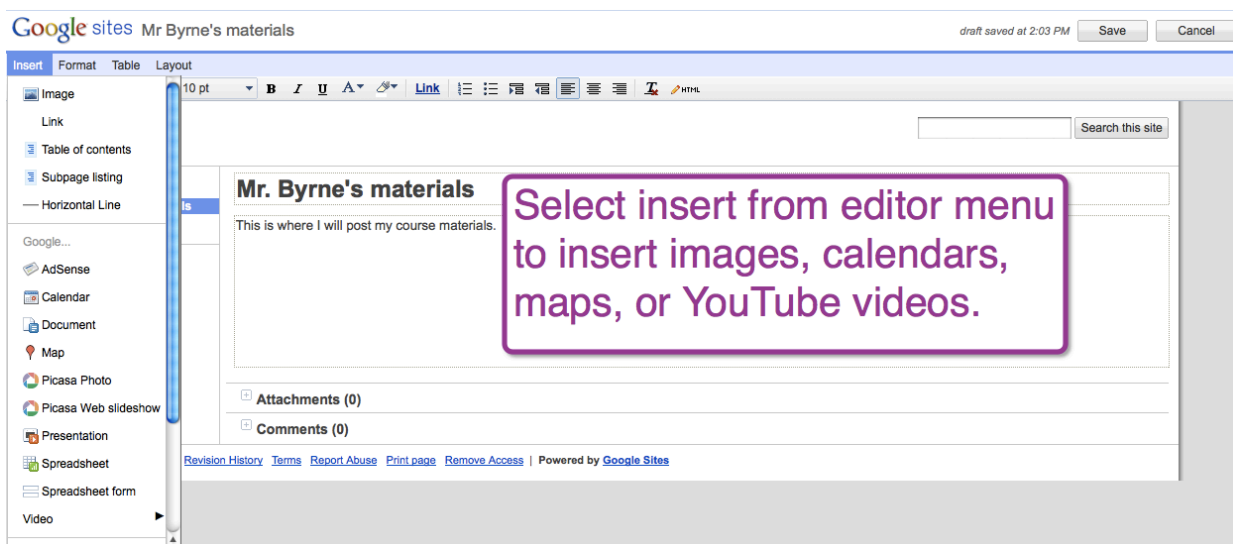
Google Sites

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.



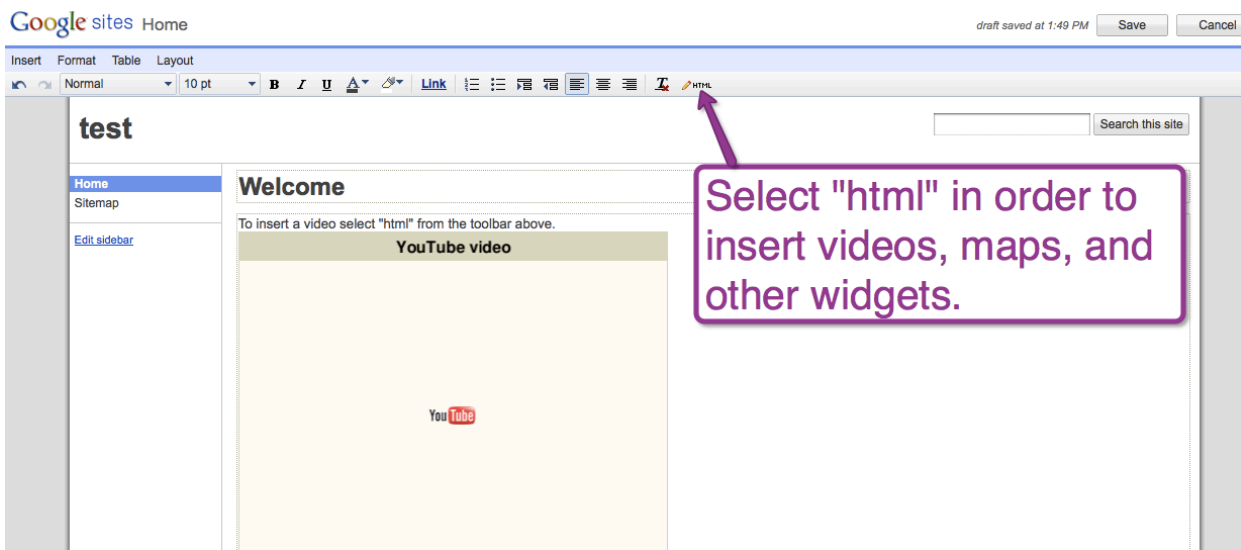
Step 6 - To add multimedia content select "insert" from editor menu. Then select the media type you want to insert.



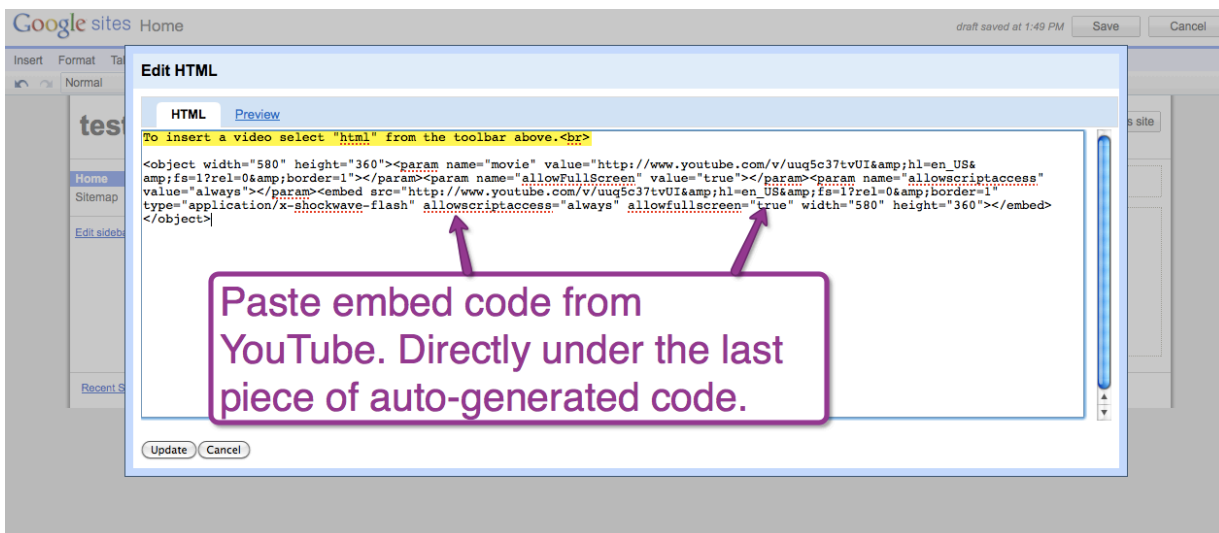
Google Sites

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.



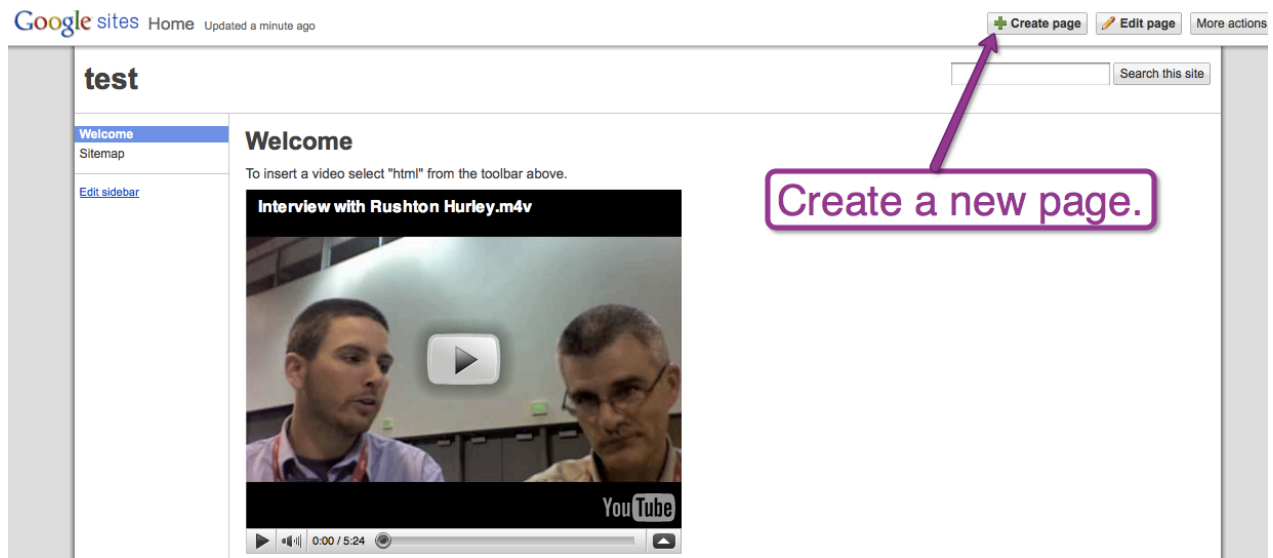
Step 6 (alternate) - Copy embed code provided by YouTube or other 3rd party video/ widget publisher.



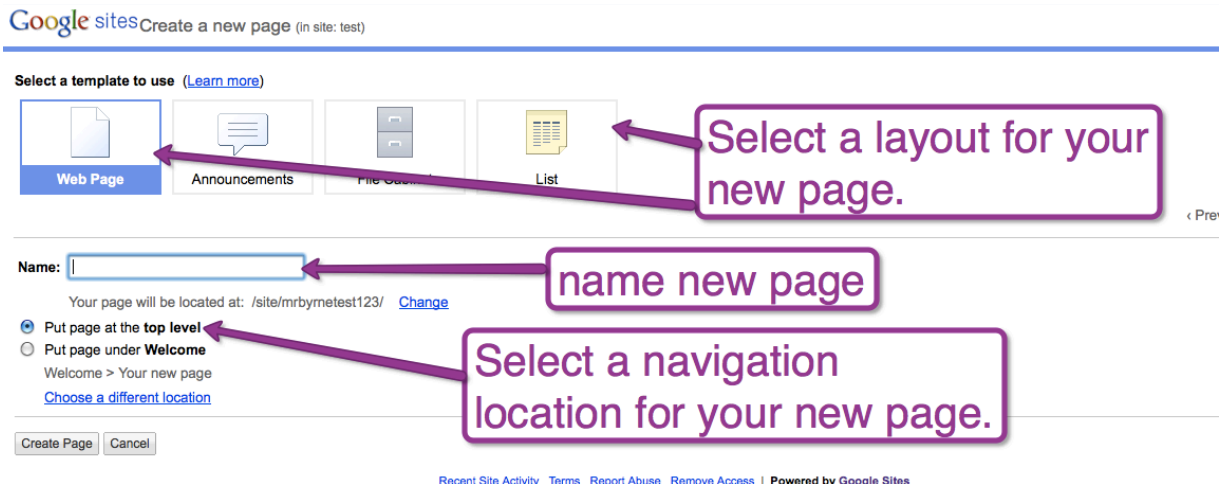
Google Sites

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

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



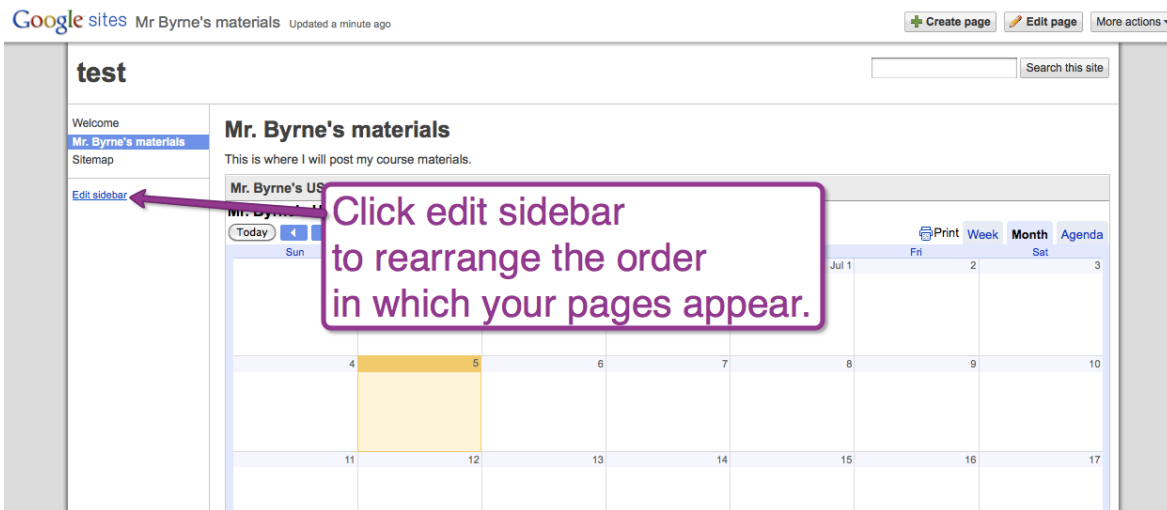
Step 8 - Select layout for new page. Name page. Specify page location.



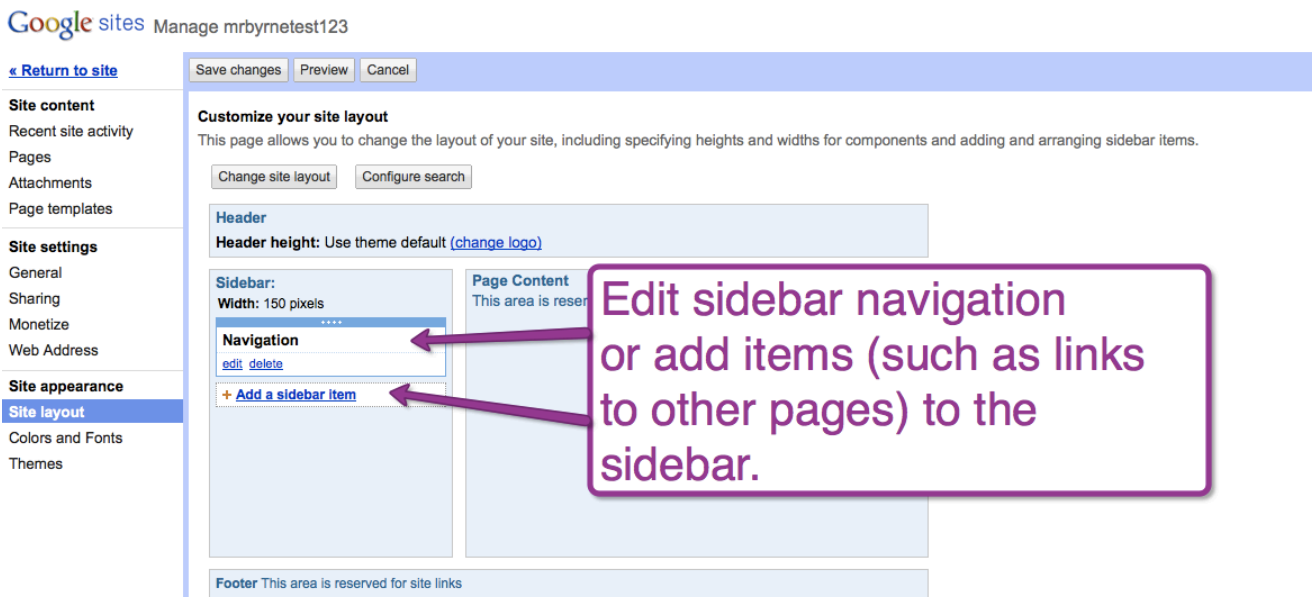
Google Sites

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.

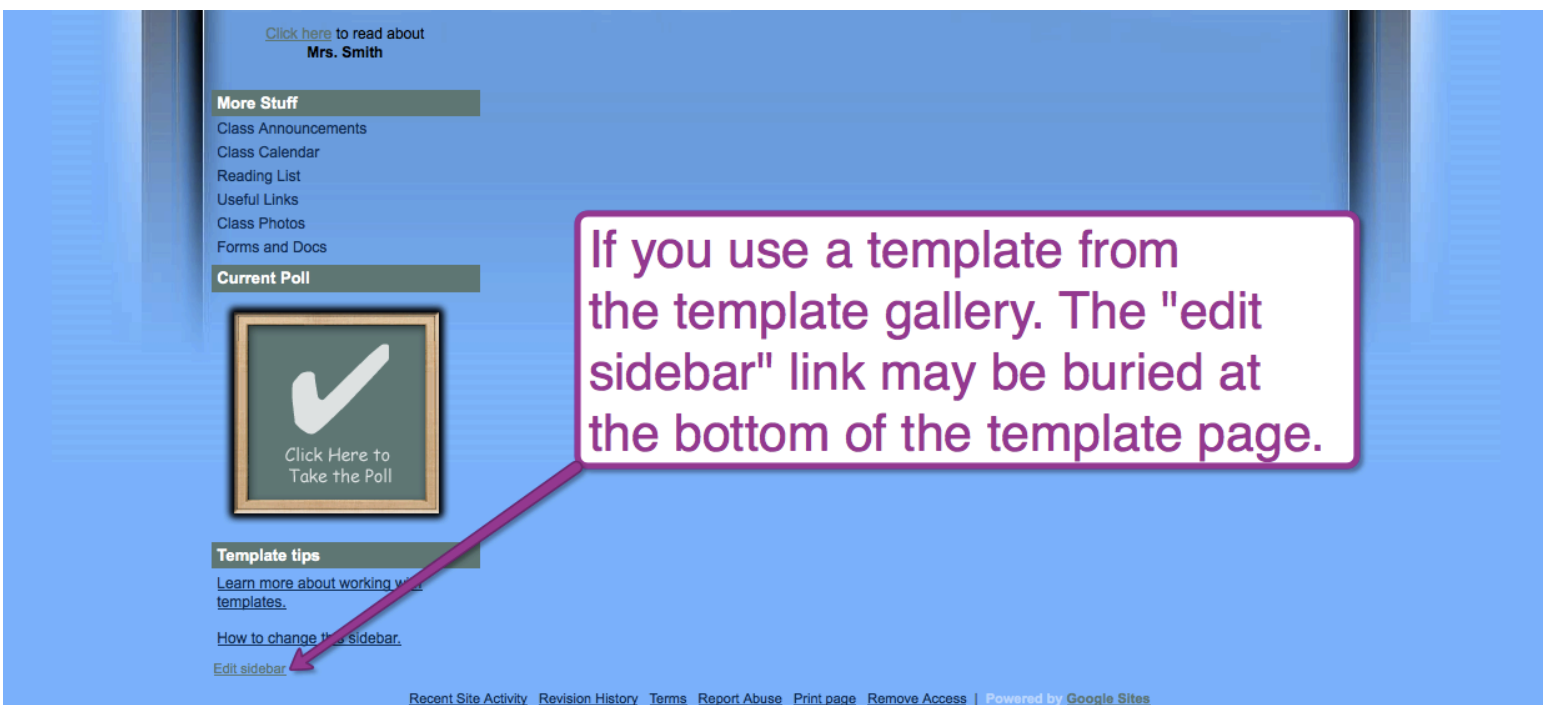


Google Sites

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 sidebar on a Google Site. At the bottom of the sidebar, the link "Edit sidebar" is highlighted with a red arrow. A callout box with a purple border contains the text: "If you use a template from the template gallery. The 'edit sidebar' link may be buried at the bottom of the template page." Other sidebar items include "More Stuff" (Class Announcements, Class Calendar, Reading List, Useful Links, Class Photos, Forms and Docs), "Current Poll" (Click Here to Take the Poll), and "Template tips" (Learn more about working with templates, How to change the sidebar).

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 interface with the following elements and callouts:

- Search terms:** A text input field with a "Preview results" link to its right. A callout box labeled "Enter a term." points to this field.
- Type:** A dropdown menu currently set to "Everything". A callout box labeled "Select the type of alert trigger; news, blogs, videos, or everything" points to this dropdown.
- How often:** A dropdown menu currently set to "once a day". A callout box labeled "Select alert frequency." points to this dropdown.
- Email length:** A dropdown menu currently set to "up to 20 results".
- Deliver to:** A dropdown menu currently set to "by email (mailto:example@gmail.com)". A callout box labeled "Select email or RSS delivery." points to this dropdown.
- Create Alert:** A button located below the "Deliver to" dropdown.
- Header:** "Google alerts beta" logo and "Monitor the Web for interesting new content".
- Footer:** "Manage your alerts - Google Alerts Help - Terms of Use - Privacy Policy - Google Home" and "© 2010 Google".

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.

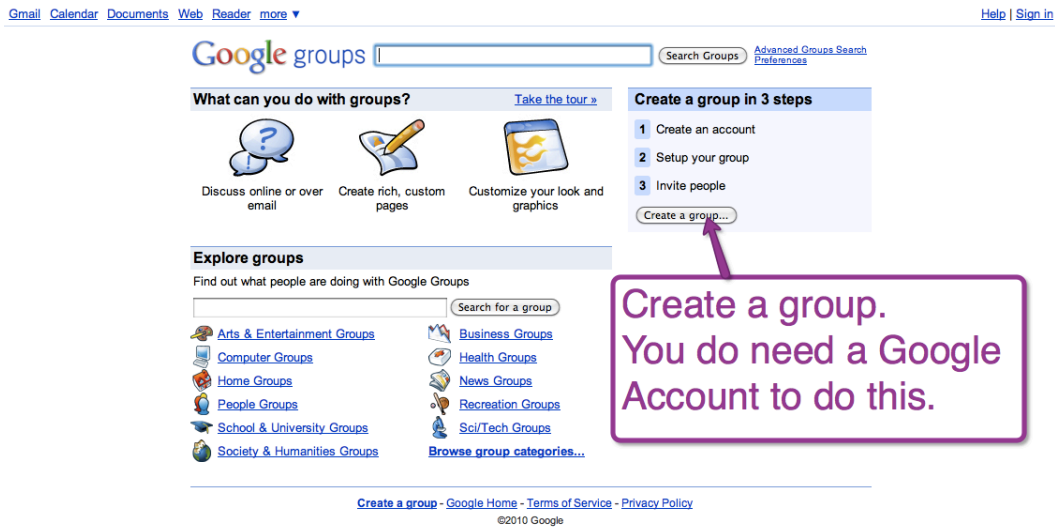
Before jumping to the directions pages, here are a couple of things to keep in mind when creating a discussion forum for K-12 students through Google Groups.

- 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.

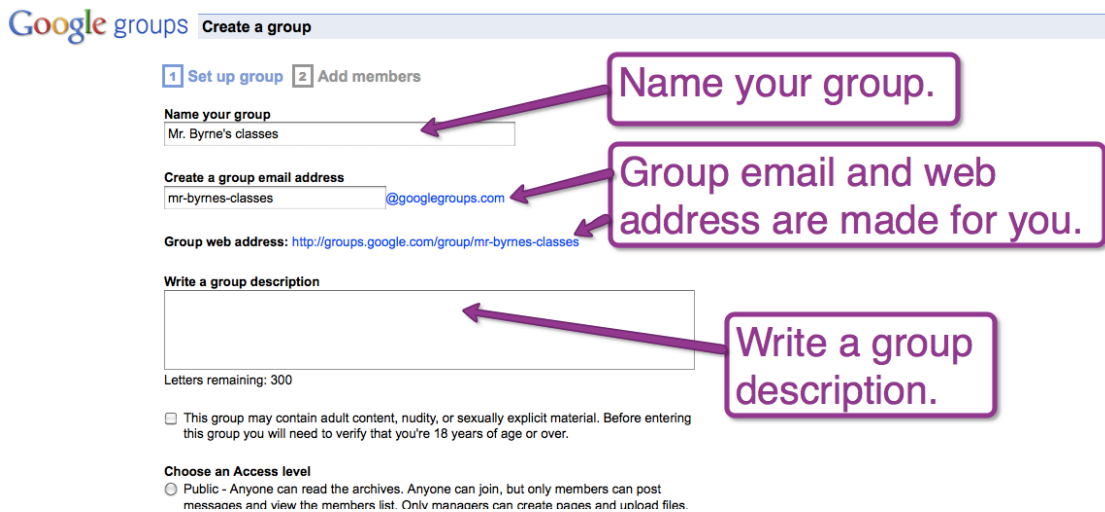
Google Groups

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.



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

Invite people to join your group.

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](#)

[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](#)

Step 5 - Start discussions and or invite more people.

Google groups

Mr. Byrne's classes

Home

Members 2 members [view all](#)

mb...@hotmail.com Member

RichardByrne (you) Group owner

Start a new discussion topic

Create some pages

Upload some files

Tune your group's settings

Report this group XML Send email to this group: mr-byrnes-classes@googlegroups.com

Search this group Search Groups

[edit welcome message]

+ invite members

Home

- Discussions
- Members
- Pages
- Files
- About this group
- Edit my membership
- Group settings
- Management tasks
- Invite members

Group info

- Members: 2
- Language: English
- Group categories: Not categorized
- [add a category](#)
- [More group info](#)

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.

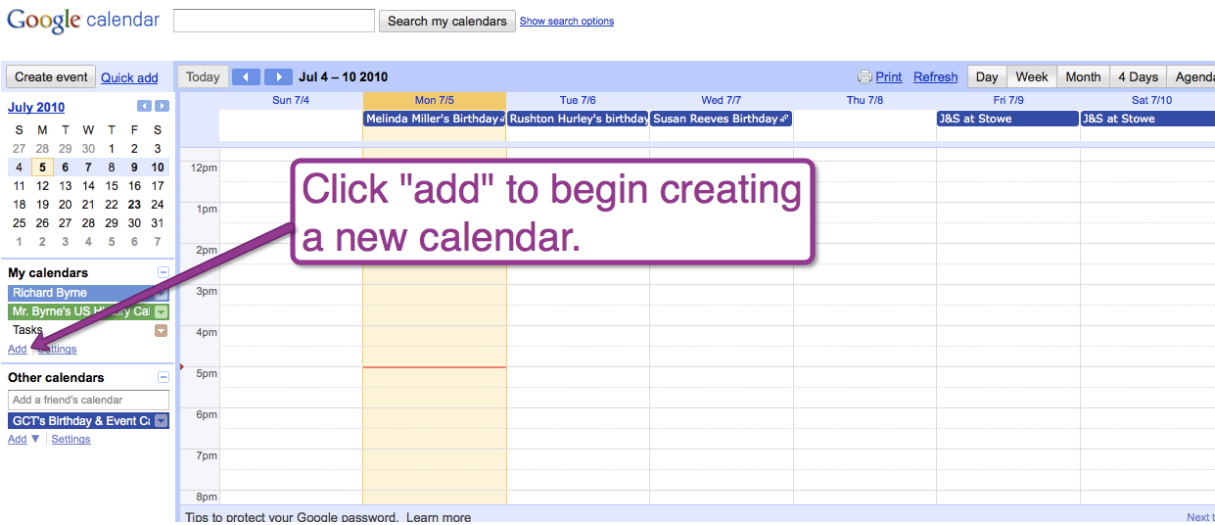
Google Calendars can be embedded into a blog or website. If you're using Google Sites (see previous sections in this guide), Google Calendars can be added to your site in one click. If you're not using Google Sites, you can still embed your calendar into your website using the embed code provided by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



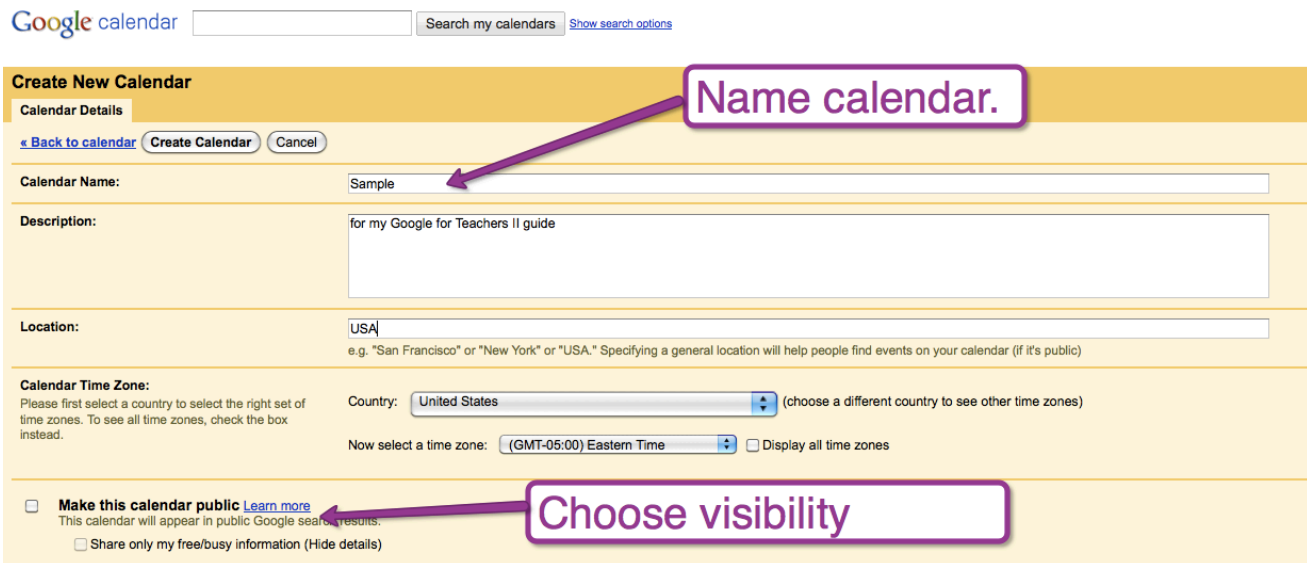
Google Calendar

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.





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

Location: USA
 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: United States (choose a different country to see other time zones)
 Now select a time zone: (GMT-05:00) Eastern Time Display all time zones

Make this calendar public [Learn more](#)
 This calendar will appear in public Google search results.
 Share only my free/busy information (Hide details)

Share with specific people

Person	Permission Settings	Remove
Enter email address	See all event details	Add Person
"Richard Byrne"	Make changes AND manage sharing	

Tip: Sharing with coworkers?
 Companies can move to Google Calendar to make sharing easier. [Learn how](#)

[Back to calendar](#) [Create Calendar](#) [Cancel](#)

Share calendar with specific people.

Create calendar.

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

Google calendar Search my calendars Show search options

July 2010

S	M	T	W	T	F
27	28	29	30	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
1	2	3	4	5	6

My calendars

- Richard Byrne
- Mr. Byrne's US History Ca
- Sample

Other calendars

- Add a friend's calendar
- GCT's Birthday & Event C

2. Select share this calendar.

1. Open calendar options.



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

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

Sample Details

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

[← Back to calendar](#)

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: (GMT-05:00) Eastern Time 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

Paste this code into your website.
[Customize the color, size, and other options](#)

```
<iframe src="http://www.google.com/calendar/embed?src=stbrkur6ifhatf1fpqqj2pcg%40group.calendar.google.com&ctz=America/New_York" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

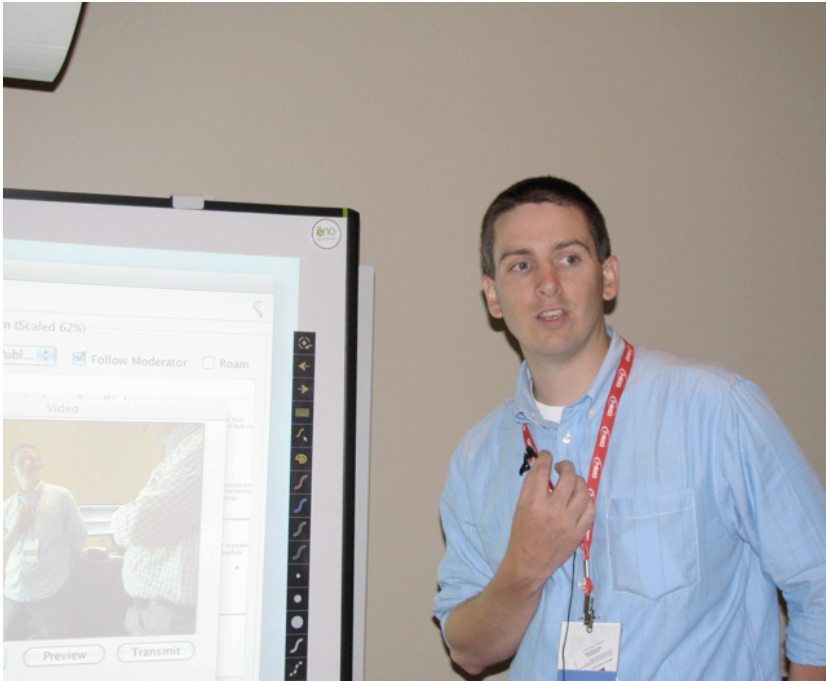
Calendar Address: [XML](#) [iCAL](#) [HTML](#) (Calendar ID: stbrkur6ifhatf1fpqqj2pcg@group.calendar.google.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

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

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.freetech4teachers.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

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