

Digital Maestro
magazine

Research with Google Docs

Basic tools to
collect and organize
information

Google Keep
Google Drawings
Nimbus
Reader View
EasyBib

June 15, 2019

Supporting educators in STEM integ

digitalmaestro.org

Table of Contents

| | | | |
|------------------------------------|-----------|--------------------------------|-----------|
| Introduction | 4 | Google Docs | 32 |
| Research sources | 5 | Title Page | 32 |
| Research tools | 6 | Formatting with tables..... | 35 |
| Extensions | 7 | Headings..... | 37 |
| Google Keep | 7 | Table of Contents | 39 |
| Nimbus | 8 | Adding research images..... | 40 |
| Reader View | 9 | Citations | 42 |
| Gathering Information | 10 | Update Table of Contents | 46 |
| Listing content..... | 14 | Editing Tools | 47 |
| Gathering Images | 16 | Publishing | 49 |
| Google Maps | 18 | Publish to Web..... | 49 |
| Graphic Organizers | 22 | Publish PDF | 50 |
| Working with shapes | 23 | Publish to ePub | 51 |
| Connecting the circles | 27 | | |
| Shape padding | 30 | | |

Introduction

This issue covers the use of several Google applications to gather information. These tools include Google Keep to collect web resources. It is useful at collecting web sources and organizing those resources. There are extensions we will use to add functionality to Google Chrome. These extensions include Nimbus and Reader View. Google Docs uses add-ons to add features. We will use the EasyBib add-on to help build our citations page. We will use Google Drawings to construct a basic bubble map graphic organizer. With Google Docs comment option we will provide feedback to students on their work. There are various ways to publish our finished document. We will explore three of those options.

Research sources

There are concepts we want to assure students get during the lesson. There is information we want students to learn. There is usually a guiding question that drives the lesson. There are thousands of resources on the Internet. Researching with a search on Google may not deliver the results you want from students.

As adults, we have learned how to filter some information from the noise. Students have not learned to do this yet. There are a couple of ways to help students get to the information we want them to get. I would begin with a guided search for basic information on the topic. Talk about the sources that are relevant and why the information on the site might be valid. Is the information verifiable using other resources? Is the information from a Primary or secondary source?

This is a good time to review the use of reliable resources. Resources like the Educational Resource Information Center (ERIC). This resource is from the Government of Education. There are several other reliable sources of information. I list those for you below.

Educational Search Engines

1. Google Scholar
2. Google Books
3. Microsoft Academic
4. WorldWide Science
5. Science.gov
6. Wolfram Alpha
7. Refseek
8. Educational Resource Information Center (ERIC)
9. Virtual Learning Resource Center (VLRC)
10. iSeek
11. Research Gate
12. Bielefeld Academic Search Engine (BASE)
13. Infotopia
14. PubMed Central
15. Lexis Web

Research tools

To develop content for the document we need to gather information from a variety of sources. Not all sources have to be online. Libraries are always a good source of primary information. Primary sources are original materials used for other researches. Secondary resources are works that cite the original works. It is good to use primary sources whenever they are available. We will be using online sources in these lessons. Many online resources are not primary or secondary resources of information. I have selected two that are pretty reliable.

When doing research we need to collect and organize information. I will use Google Keep to collect and organize my research information. I published an issue on March 1, 2019, that covers the use of Google Keep in the classroom. To use Keep in our research we need to install the extension. Another tool we will use is one that takes screenshots. The tool I prefer is Nimbus. This tool is available as an extension from the Chrome Web Store.

Taking screenshots of content on the web must fall within copyright guidelines. We will be taking screens of Google Earth maps. Google has Fair Use guidelines that allow us to take images generated by Google Maps. These

images are allowed as long as they are not for commercial use. The link to the Fair Use guidelines is available below.

<https://www.google.com/permissions/geoguidelines>

Other images in these lessons will come from sites with Fair Use policies. The links to the license information are available below.

<https://www.copyright.gov/fair-use/more-info.html>

<https://creativecommons.org>

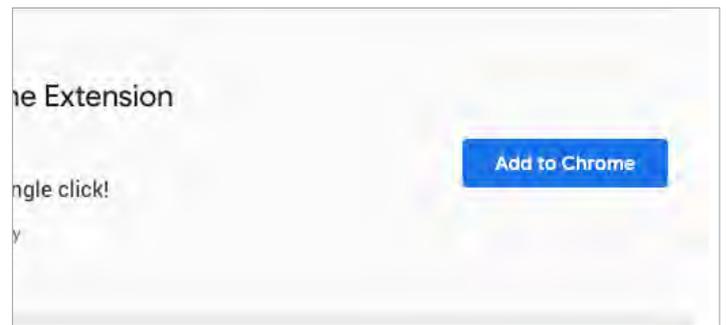
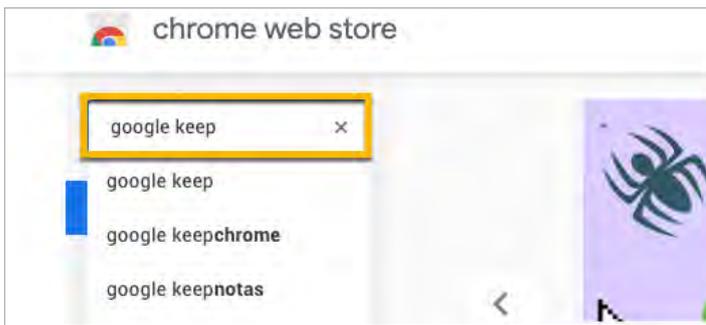
Extensions

Extensions are small applications that add functionality to an existing application. Extensions become part of the primary application like Google Chrome. They work as an extension of the application to allow the application to do more. Some extensions are already applications that lend their services to Google Chrome. Google Keep is an application that provides an extension for Google Chrome. The extension brings Keep services to Chrome. The extension allows us to remain on a web page and use the Keep application.

Google Keep

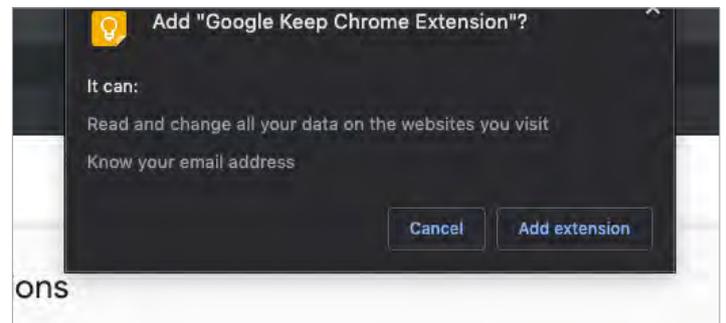
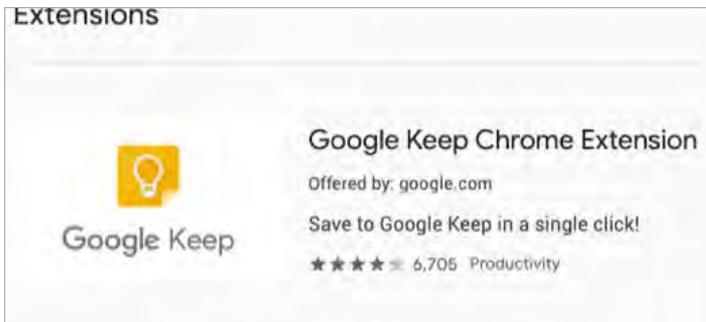
Go to the Chrome Web Store at <https://chrome.google.com/webstore>. Use the search box to search for Google Keep.

Click the Add to Chrome button to begin the installation. The installation does not need any special administrative privileges.



The extension should be the first one on the results page.

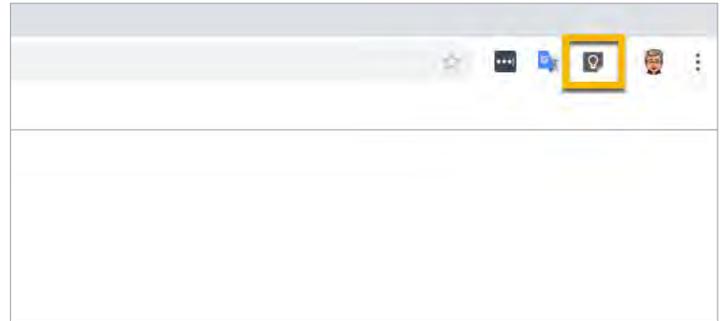
Click the add extension button to confirm.



A message will display to inform us that the extension is installed.

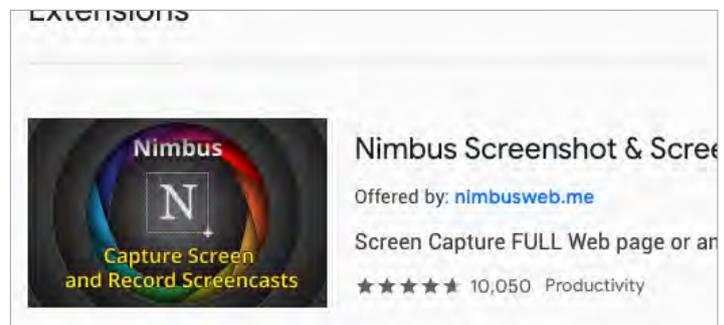
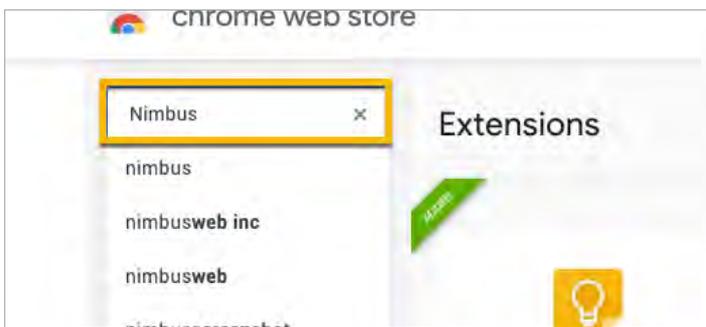


The extension appears as a lightbulb icon in the extension bar.



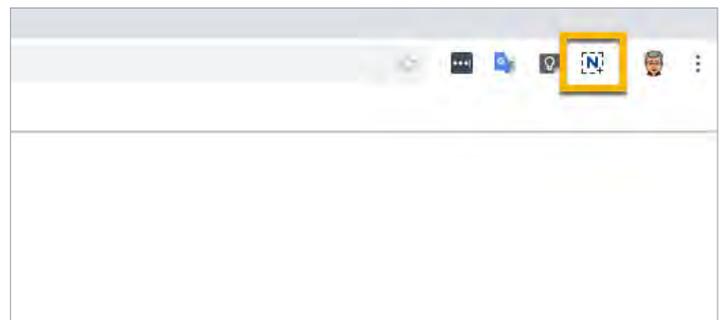
Nimbus

You should still be in the Chrome Web Store. Type Nimbus in the search box.



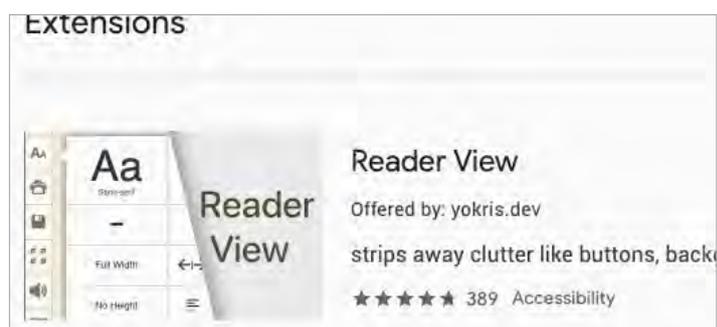
The extension appears with the letter N in a marquee box.

The Nimbus extension should be the first one on the results page. Click the Add to Chrome button and confirm the installation.



Reader View

Reader View is an extension that removes all those advertisements from a web page. It helps students focus on the content of the page. I find it useful too. Return to the Chrome Web Store main page and search for Reader View. Add the Reader View extension.



Digital Maestro Magazine

Thank you for reading these sample pages.

Purchase the full issue at...

digitalmaestro.org/shop



Digital Maestro Magazine

Supporting educators with STEM integration