



Lesson 9: Money Flow

Transcript

Welcome to the *Statistics and Risk Management Technology Application* section for **Money Flow**. In this lesson we will discuss integrating **Google Docs** into the classroom. In previous lessons we discussed how to register for a Google account. If you need assistance with creating a Google account, review the material from the Technology Application video from the Confidence Intervals unit.

So far we have discussed the Google Docs Forms and Spreadsheet features. Now, in this lesson we will discuss the Document section. To begin, from the Google home page we will need to navigate to Google Docs. Type in www.google.com, selecting **More**, and finally scrolling down to the **Even more** section. Select Google docs from the **Communicate, show & share** section.

Now that we are in Google Docs, let's create a new Document. To do this, select Create new. In the drop down menu, select Document. Remember that we can change the default title by selecting the current title. In the window begin typing the title you'd like. Finally, select OK. Now that we have a document open, we see that it resembles Microsoft Office.

A student can now begin typing a document. In the **Software Proficiency** lesson we discussed how to share a document for collaboration. The steps are the same for a document. Select the text: Private to only me. In the new window, you will see the option to Add people. You can enter in the email address of the person you would like to share the document with.

Google Docs, in addition to the real time chat offers a discussions section. This discussion can serve as a reminder for all collaborators on why various text was added, removed, or changed. There are two ways to add to this discussion. First, a student can select the text they have a question or comment about. Next, they will right click and select Comment in the drop down menu. This will produce a pop up box on the right hand side. In the text box, a student can add a comment by typing in the text box and selecting Post. The second way to add a discussion is via the Discussions button on the right hand side of the screen. It is important to note that clicking on the discussion button independently will not attach a comment to a specific section in the document.

Once the discussion box is open, you'll see all discussions that took place throughout the course of the document. Initially postings will appear and an option to add a specific comment under each is available. Students can also vote if certain discussions are resolved, need to be re-opened, deleted. Also, a URL link can be generated for a specific discussion. As you are teaching and students are creating a document, you may request to see their thought process on a certain part of the document. Students can easily generate a URL and send it to you for review. The other area of the discussion is the ability to receive email updates as a collaborator adds information to the discussion. To change these settings, select Discussions and choose Discussion notification settings in the drop down menu.

Just like in Microsoft Word, you have the ability to insert pictures, headers, footers, equations, and so on. There is also an option to generate a table. From table, select Insert table in the drop down. The next screen will ask how many rows and columns you'd like for the table. Select your mouse over the desired amount. For instance I will select two rows and columns and left click. One way to organize information would be for each team member to pick a table to write their information in. In this example, if I had four team mates, we could each select a table to add our own information. This would be useful if we each were assigned a different task for a project. Collectively we are building out one document. The application for classroom teaching truly shows that the sky is the limit.

Now that you know your way around Google Docs, there is a great resource available to teach about the concept of Cash Flow. The URL of the game is available on the Resource Handout in this Technology Application section. The website Moolanomy created a document from Google Docs that students can use for a framework. Once at their site, I can download the Cash Flow Game Worksheet. You'll see it takes me to Google Docs. I'll be able to select File → Make a copy. At this point, a copy has been placed in my own Google Docs and I can add the information as described in the game.

Now that you know about this resource, think of ways it can aid in your teaching.