

Using Technology for Language Learning

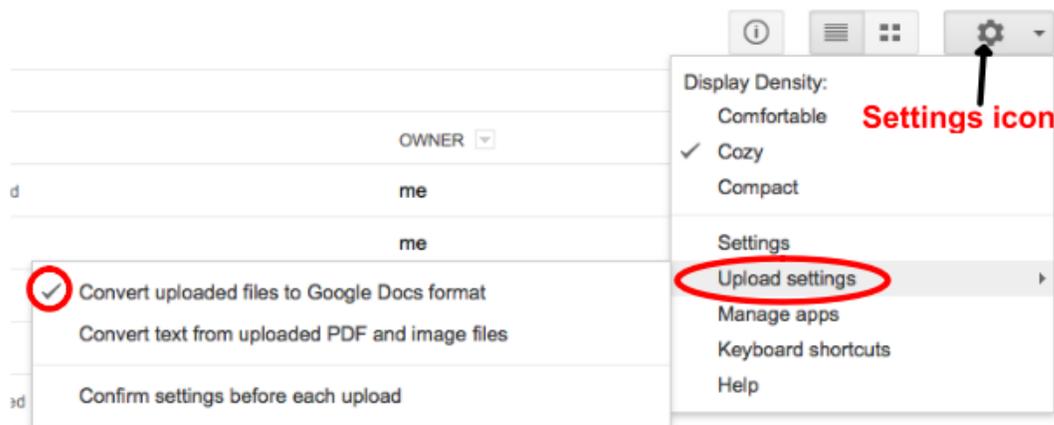
Google Is So Much More Than Email

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So you have a Google email account! Is it for work? Does your division provide it? Whether is it provided by work, or you set it up yourself, use this professional resource for more than sending messages and receiving attachments.

1. **Go digital:** Organize your files in Google Drive. Access your documents, spreadsheets, videos, presentations from anywhere with internet, from any device.
2. **Collaborate:** Choose convert to Google file under Upload Settings and you can edit any existing Word document, Excel spreadsheet or PowerPoint presentation. You can even share those files with colleagues and collaborate in real time. Choose “can edit,” “can comment” or “can view” to adjust level of access. Chat in real time while collaborating with someone



across the globe through the comment button.

3. **Stay on task:** Never miss another meeting or birthday with [Google Calendar](#). Linked with your email, you can create events and set reminders to pop up on your screen or email you hours or days ahead. Repeating events can be easily set by week or month. Send digital invitations directly from the event. Create separate color-coded calendars for personal and school events. Share with co-workers, family or superiors for effortless communication.
4. **Get “More”:** Look to the bottom of the small Google Apps launch screen. Click “More” and find a great resource in the [Google News](#). Open that app which defaults to the U.S. edition. Click the button “U.S. edition” to change to read authentic articles about other countries in the target language. Technology, sports and science reports are available in virtually any language for almost any country. This is a great way to engage students with current news based on their interests.

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5. **Raise your “Voice”:** Under “Even More” find [Google Voice](#). Set up a school phone number that connects to your email or other phone. Provide this number to your students to receive spoken assignments in the target language. Set up your Google voice number to ring on all your phones or none, all of the time or never at night. Block callers or share voicemail.
6. **Take a Virtual Field Trip:** Create virtual field trips to cities referenced in your curriculum to link the material to a real place with [Google Earth](#). Engage students with educational trip projects so they can explore what interests them then share that knowledge in the target language with the class. They can add pins with notes and images to locations to demonstrate their research in the target language.
7. **Gather information:** Use [Google forms](#) to easily gather parent and student information. Survey your colleagues or students. Easily assess students with a form, utilizing a script to autograde it. Create a form and post it on your website or send it in an email.
8. **Go with the flow:** Create a work flow plan with your students using Gmail and [Google Drive](#) to facilitate the process. Students will now have virtual storage, eliminating the need for easy-to-lose flash drives. Converting Microsoft Office files to Google files solves compatibility problems. With Google documents, students can share their work with the teacher, who can annotate and comment, giving valuable and meaningful feedback. Google Drive provides a platform for effortless digital portfolios as students prepare for college.
9. **Hang out:** With [Google Hangouts](#), you can video chat with anyone with a Google+ account. Chat with a colleague across the ocean or on the other side of the city. Connect classrooms for authentic communication.

With free resources that are universal and free of charge, Google is reliable and omnipresent.