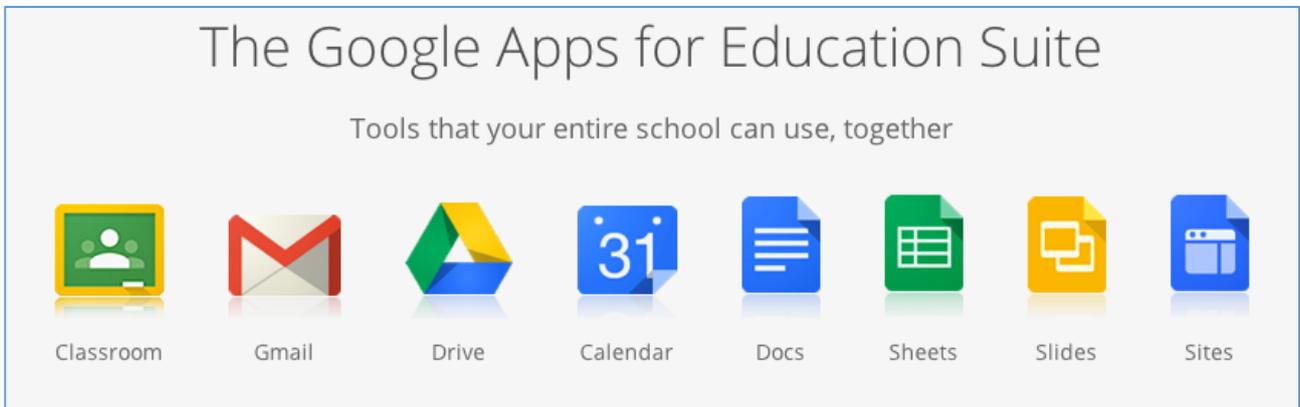


Po Leung Kuk Ma Kam Ming College
Google for Education in PLKMKMC
User Manual for students

Chapter 1: Key features of Google for Education in PLKMKMC



You are recommended to use “Chrome” when you use “Google for Education”. Chrome is the best compatible Browser.

- 1 URL of Website: <https://www.google.com> (see figure 1.1)

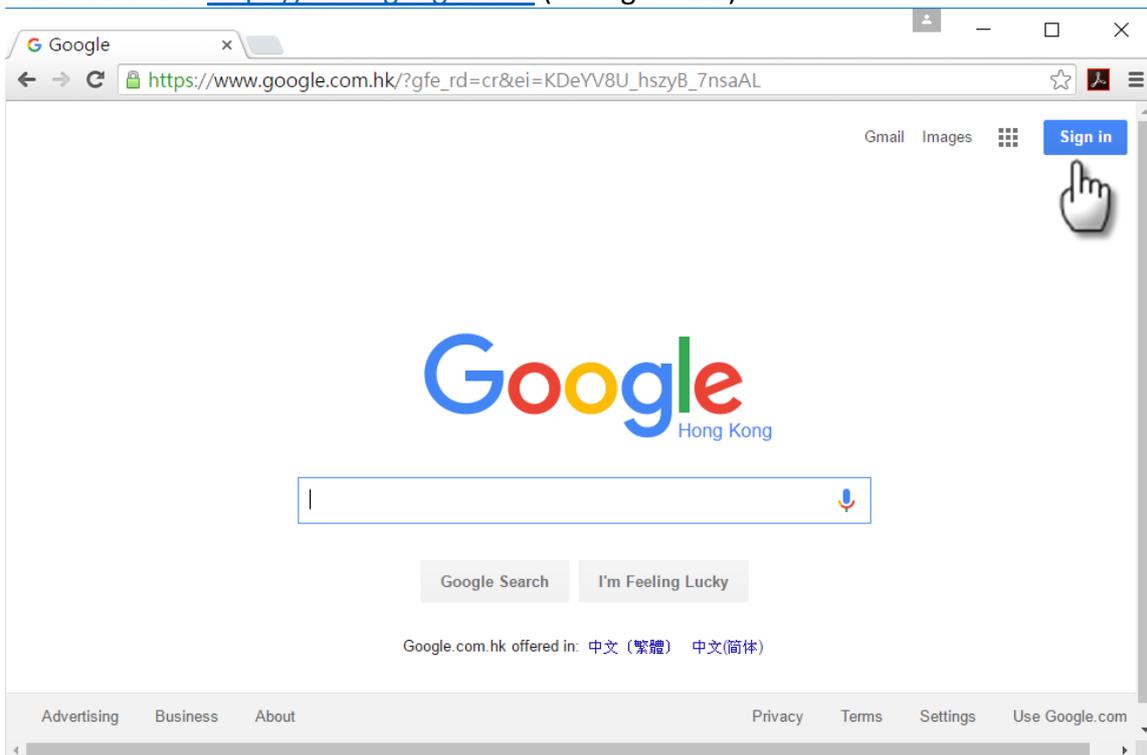


Figure 1.1

- 2 Your username: YourStudentNumber@plkmmkmc.edu.hk
 - 2.1 Each student has a unique student number, which is printed on your student card. The student number consists of 7 digits.
 - 2.2 The left-most 4 digits is your year of admission. For example, your student number will begin with 2017 if you were admitted in 2017.
 - 2.3 The reminding 3 digits is a unique number for students at that year. It started from 001, 002... and so on.

- 2.4 Thus, your student number would be something like this: 2017XXX. (Example: 2017123)
- 2.5 plkmkmc.edu.hk is the domain name of **Po Leung Kuk Ma Kam Ming College**, which is an **education** organization in **Hong Kong**.

3 Your default password: 12345678 (pay attention to figure 1.2).

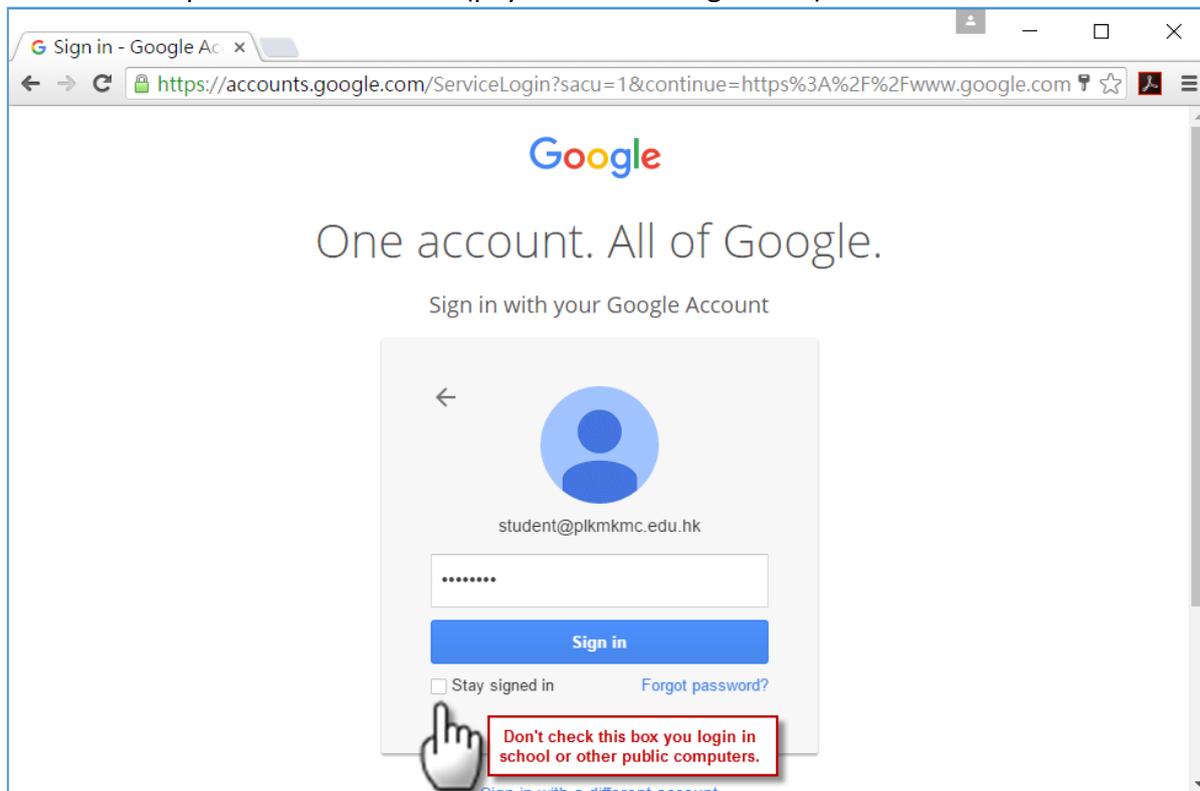


Figure 1.2

4 If you can login successfully, you see the school logo at the top left corner (see figure 1.3).

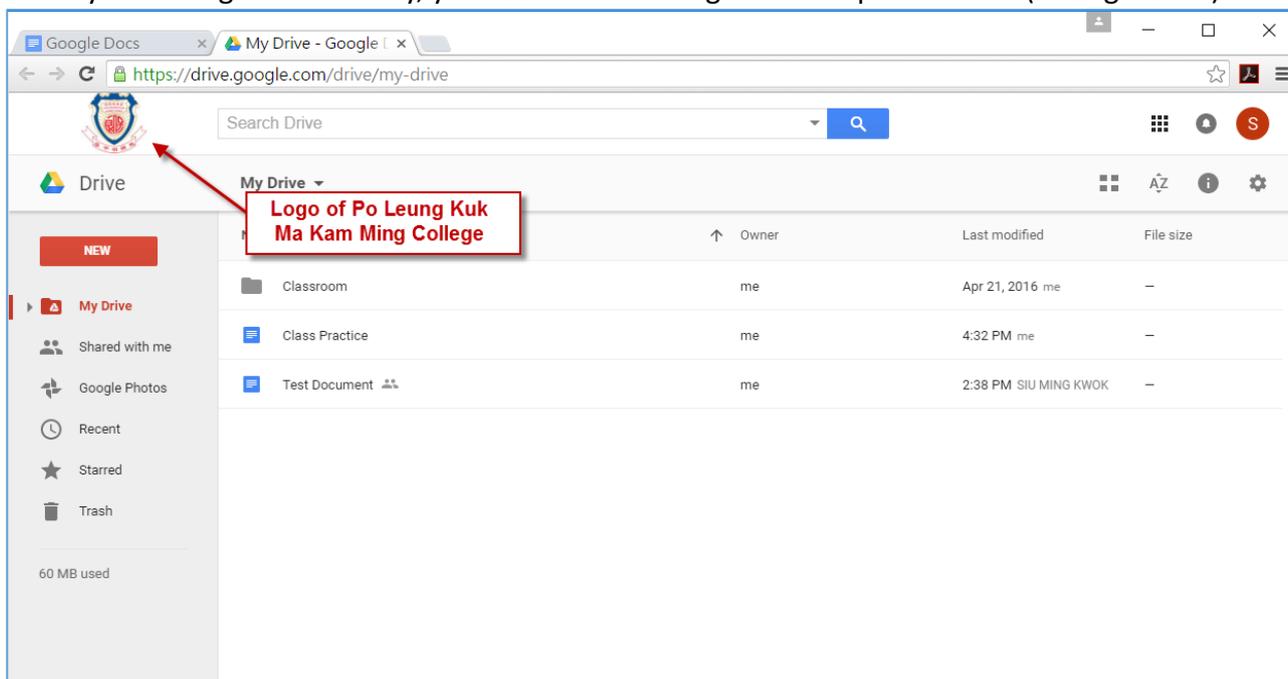


Figure 1.3

- 5 Your email address is your user account (YourStudentNumber@plkmkmc.edu.hk).
- 6 Your email address is your identity in Google for Education. You need it to communicate and

collaborate with your schoolmates.

- You must sign out “Google for Education” (see figure 1.4).** Even though you had shut down the computer, your “Google for Education” is still active in your browser (such as Chrome) if you haven’t sign out.

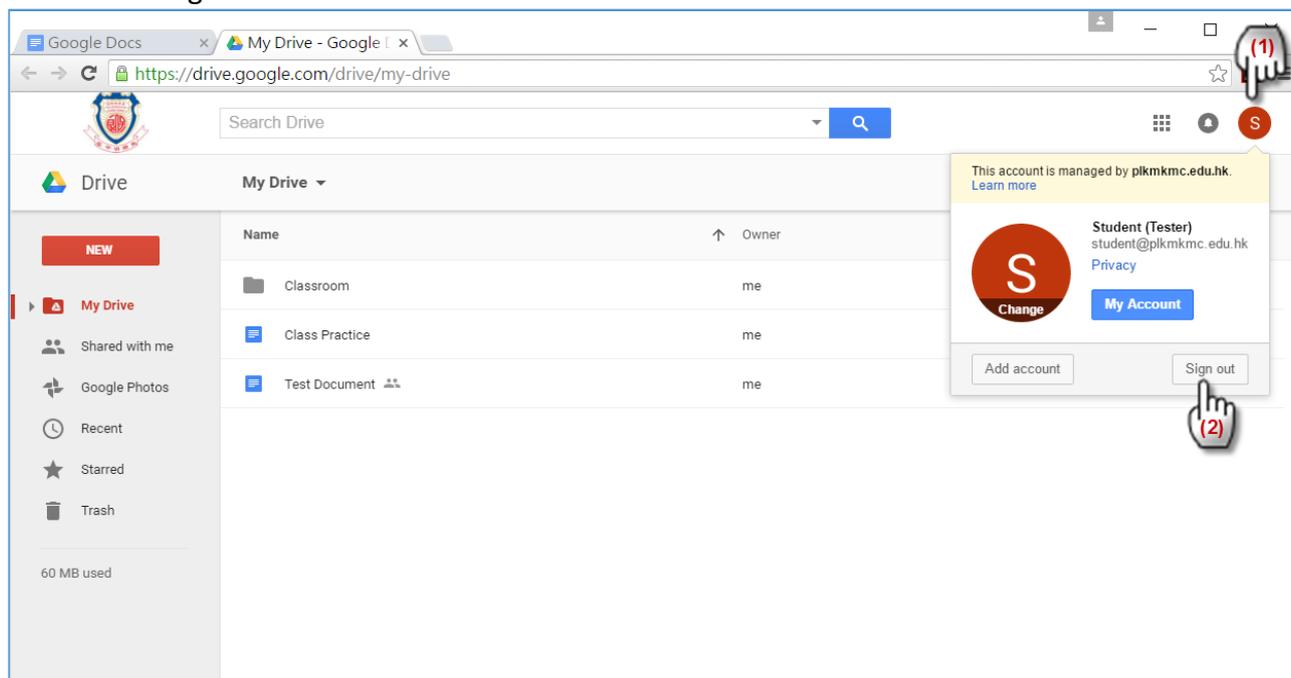


Figure 1.4

- Your account in “Google for Education” when be deleted and all files in your Google Drive will be deleted after your graduation or departure.

Chapter 2: Procedure of changing password

- Procedure of changing password:

- 1.1 Click “Google APPS  > My Account  Sign-in & Security” section, select “Signing to Google” (see figure 2.1).
- 1.3 Follow the steps (figure 2.2 to figure 2.4) so as to change your password.

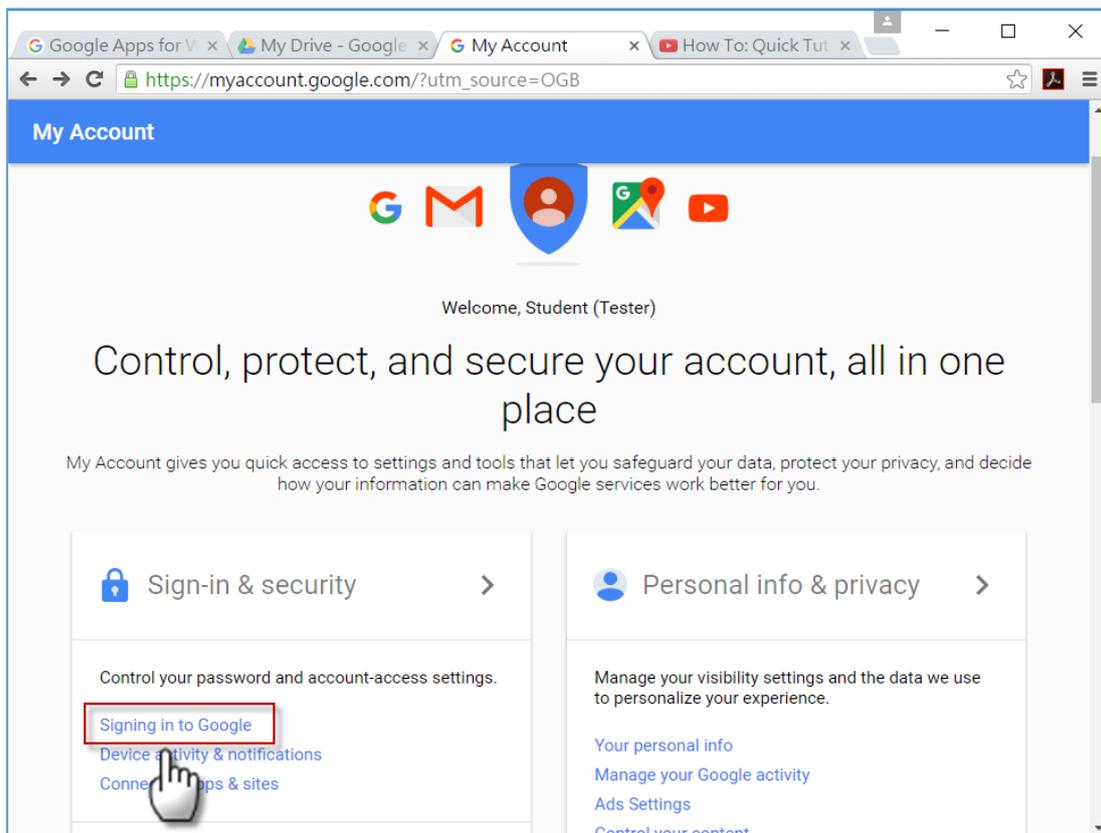


Figure 2.1

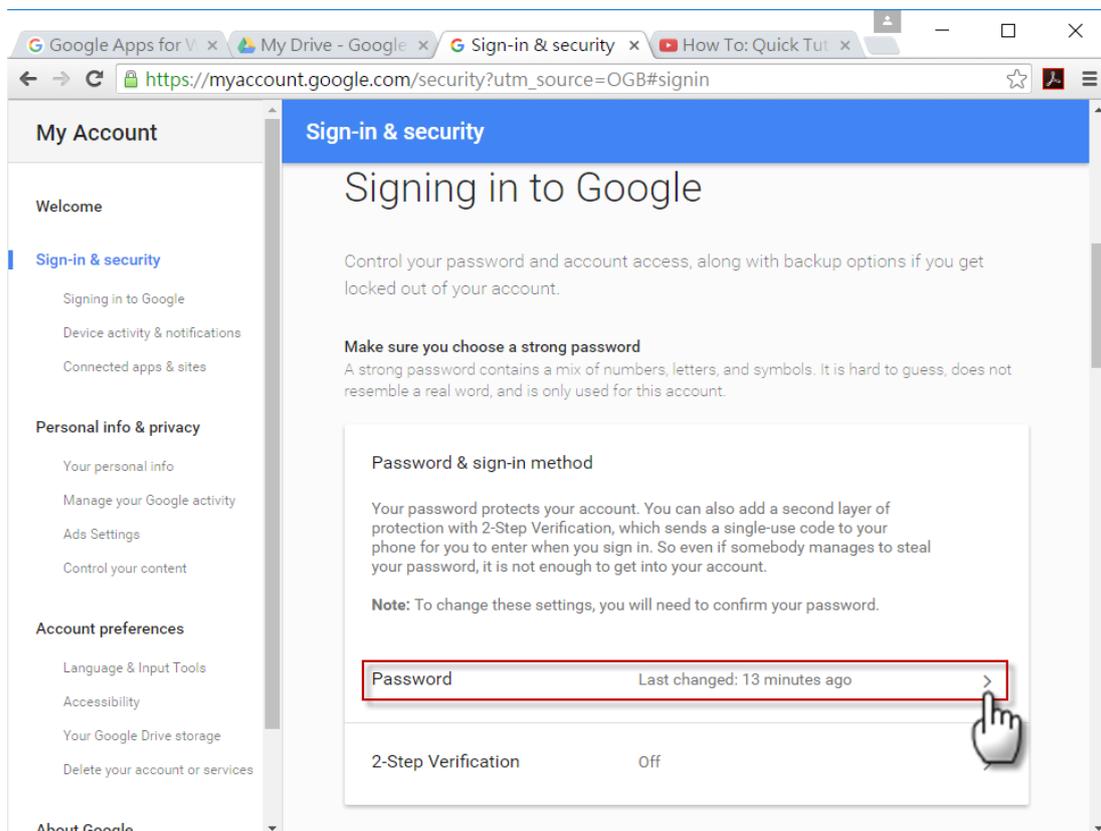


Figure 2.2

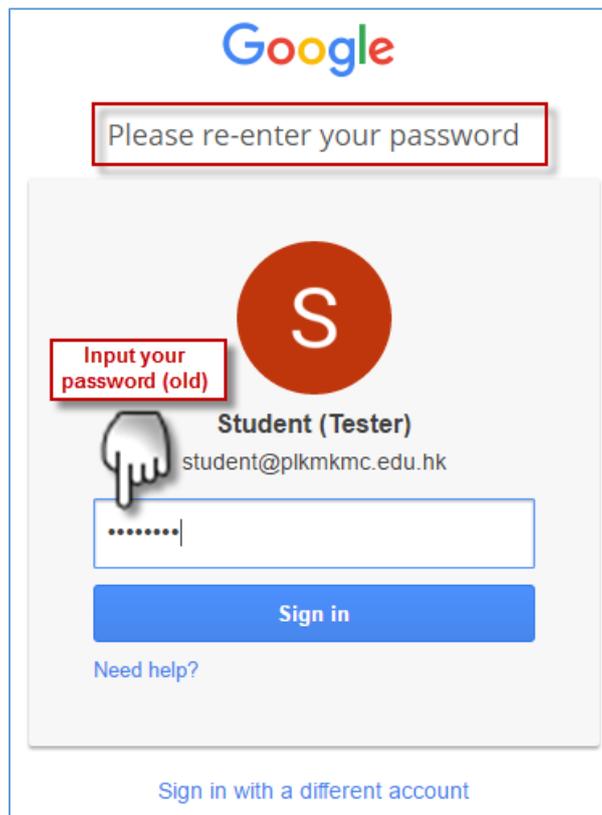


Figure 2.3

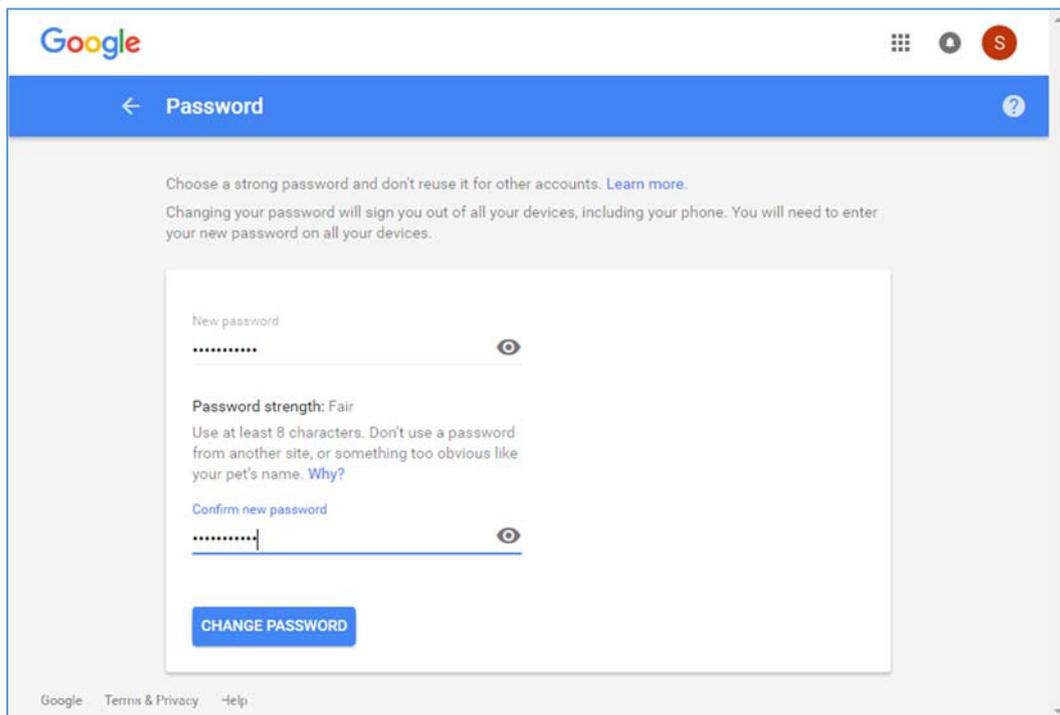


Figure 2.4

Chapter 3: Grouping of students

- 1 You are required to form a group of maximum 4 students. A group of 2 to 3 students was recommended. Each group should have a group leader. Some of you will be the groupmates
-

of your teacher. You will work with your groupmates in the coming lessons of this module.

- 2 Decide your group name. Write down the email addresses of your group members. The first student will be the group leader.

Name of your group:		
	Name of student	Email address
1		
2		
3		
4		

Chapter 4: Popular APPS in Google for Education

- 1 Reminder:
 - 1.1 Your email address is your user account (YourStudentNumber@plkmkmc.edu.hk).
 - 1.2 Your email address is your identity in Google for Education. You need it to communicate and collaborate with your schoolmates.
- 2 APPS is the short form of **A**pplication **S**oftware.



- 3 Gmail is the most important APPS. You need Gmail to contact your schoolmates and teachers. All Google APPS, such as Google Drive, Google Slides, Google Docs, will send electronic mail to the Gmail system as notification (see figure 4.1).

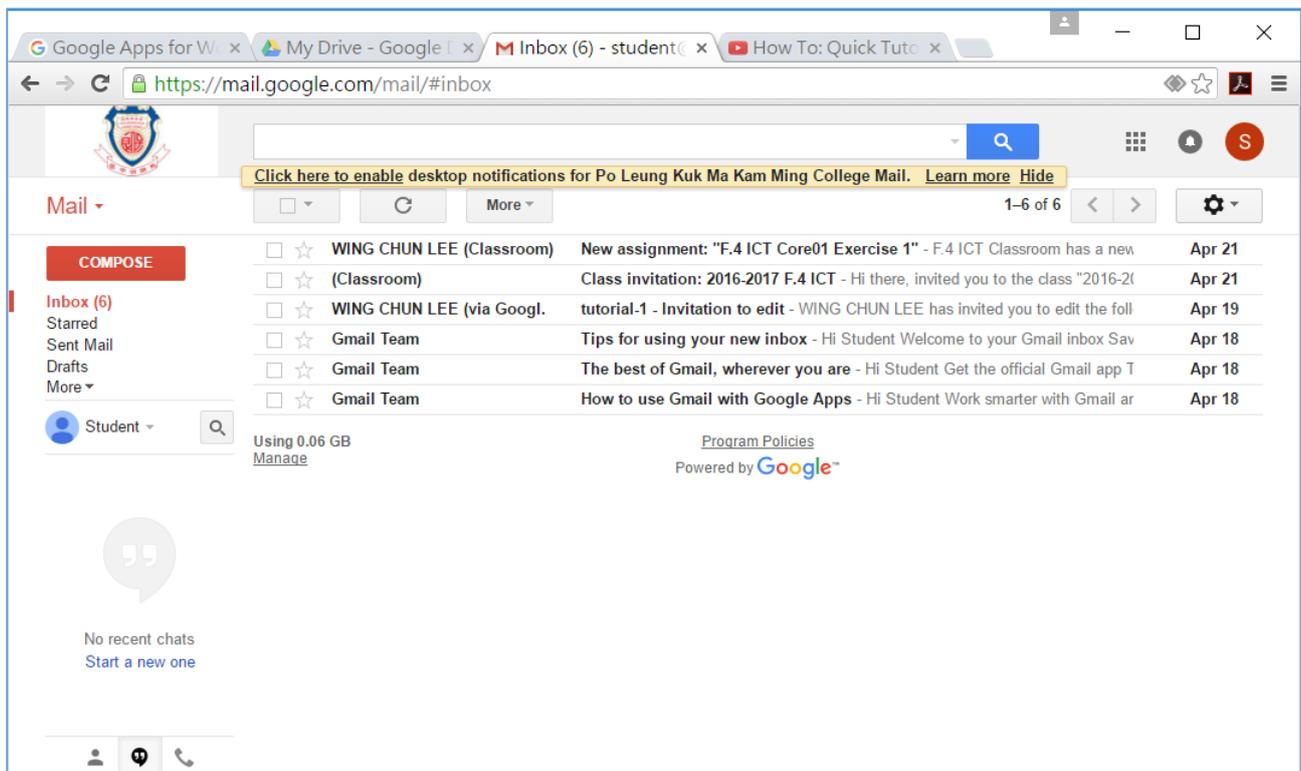


Figure 4.1



- 4 In “Google for Education in PLKMKMC”, your Google Drive has unlimited storage capacity. You can share files or folders with your schoolmates and teachers. All files created by Google APPS will be stored in Google Drive.
- 4.1 You can upload a single file or a folder from local computer to Google Drive. You can also download file or folder into your local computer.
 - 4.2 If you download a folder from Google Drive, all files and sub-folders will be added into a ZIP file and downloaded to your local computer (see figure 4.2).
 - 4.3 Click the little  in the top right corner to scan through the Activity stream to see what people have been up to, like when a file was shared, and with who (see figure 4.3).
 - 4.4 Reminder: Your account in “Google for Education” when be deleted and all files in your Google Drive will be deleted after your graduation or departure.

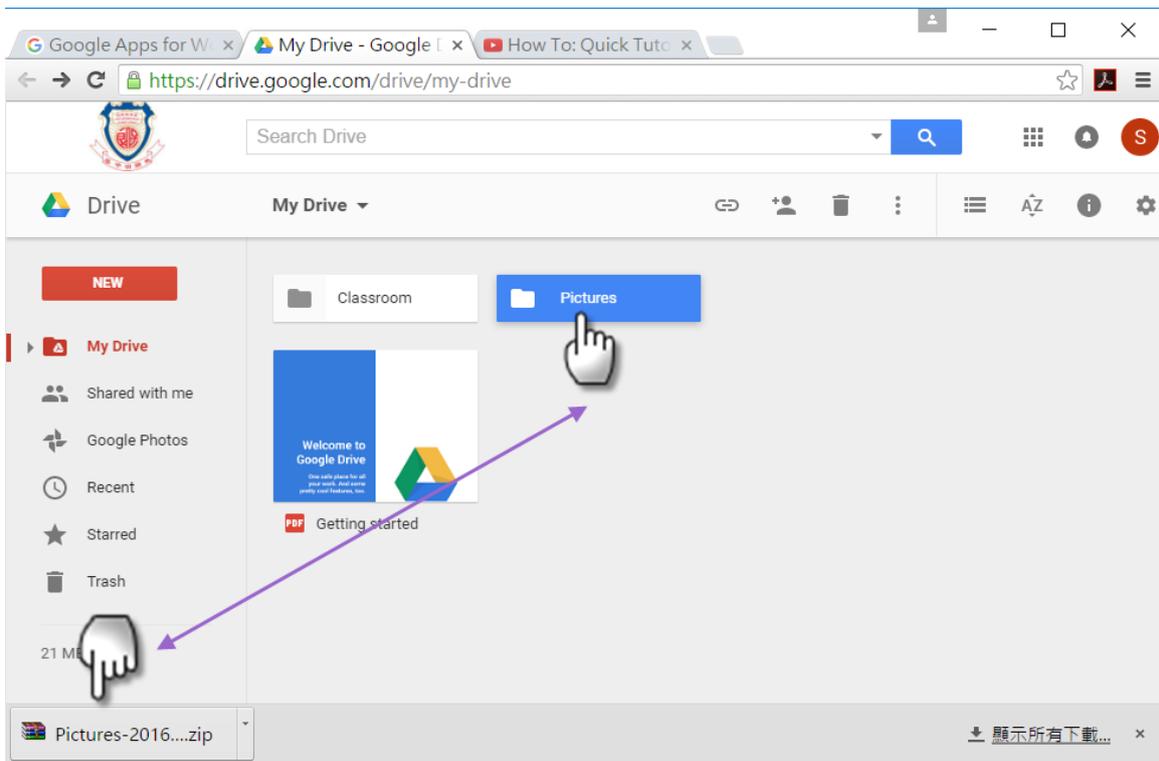


Figure 4.2

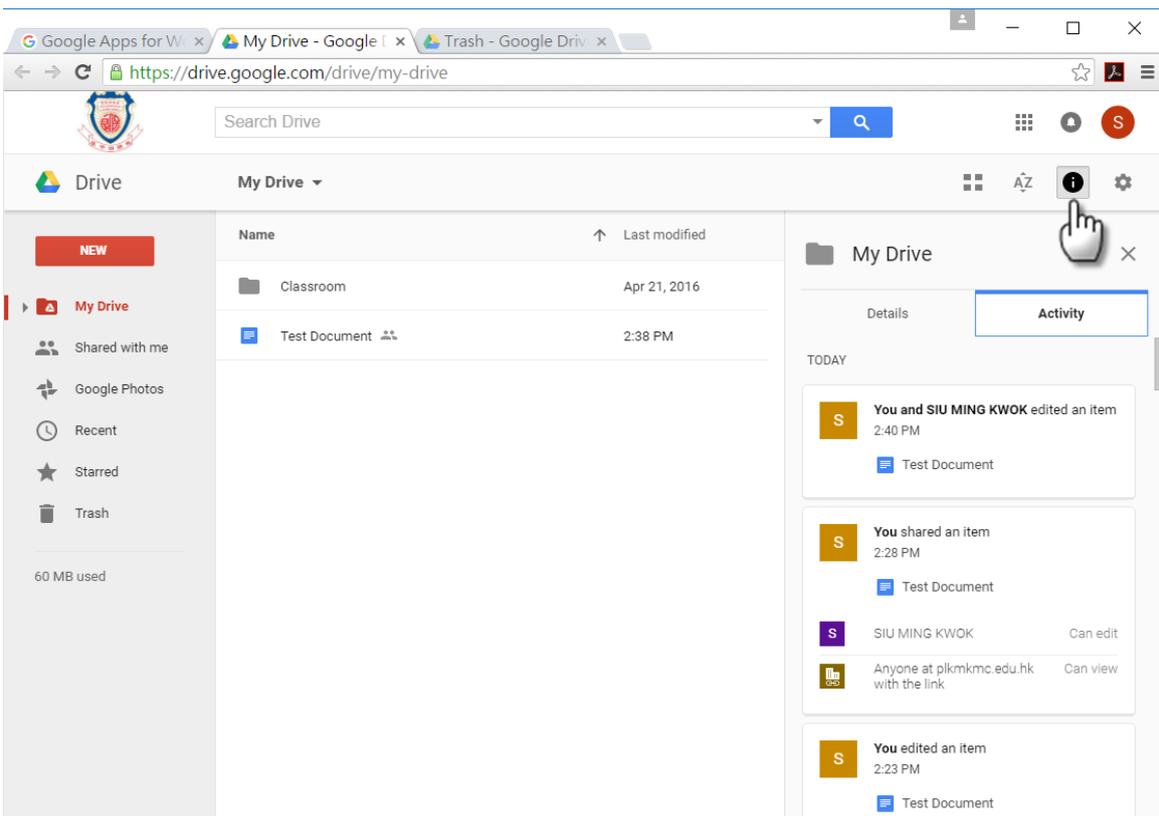


Figure 4.3



- 5 **Docs** Google Docs is similar to MS Word. It provides most word processing functions and it uses “Cloud Computing” technology. However, some advance features of MS Word, such as Mail Merge, cannot be performed in Google Docs. Documents created by Google Docs will be stored in Google Drive. You can collaborate with your groupmates to accomplish a document.



- 6 **Slides** Google Slides is similar to MS Power Point. It allows you to work with your teammates to design a slide show. It also uses “Cloud Computing” technology. Presentation files created by Google Slides will be stored in Google Drive.



- 7 **Sheets** Google Sheets is similar to MS Excel. It allows you to work with your teammates to accomplish a worksheet. It also uses “Cloud Computing” technology. However, some advance features, such as Pivot Table, were not provided. Workbook files created by Google Sheets will be stored in Google Drive.



- 8 **Forms** Google Form enable you to design an electronic questionnaire. Then, you can distribute the electronic questionnaire via e-mail and collect the response from your target group. Google Form will plot the statistical charts for you. The raw data was stored in worksheet format. You can open the worksheet by Google Sheets or download the workbook into local computer so as to use MS Excel further process the raw data.
- 8.1 Google Form is a useful tool for your IES in Liberal Studies.

Chapter 5: Class Practices of Google Drive and Google Docs

- 1 Watch the tutorial video <K:\computer\F1\Google for Education Tutorial Video\01 Google Drive & Docs Tutorial.mp4>.
- 2 Key features of Google Drive:
 - 2.1 Upload file
 - 2.2 Upload folder
 - 2.3 Download file
 - 2.4 Download folder
 - 2.5 Share file with groupmate
 - 2.6 Share folder with groupmate
 - 2.7 Use “View Details 

P.9

3 Key features of Google Docs:

- 3.1 Once you have given the document title, Google Docs will automatically save your work in Google Drive. Thus, you don't have the "Save" button.
- 3.2 Revision history, Restore revision.
- 3.3 Share with others.
- 3.4 Finish a report with your groupmates at the same time.
- 3.5 You know who have made changes to your document (see figure 5.1).

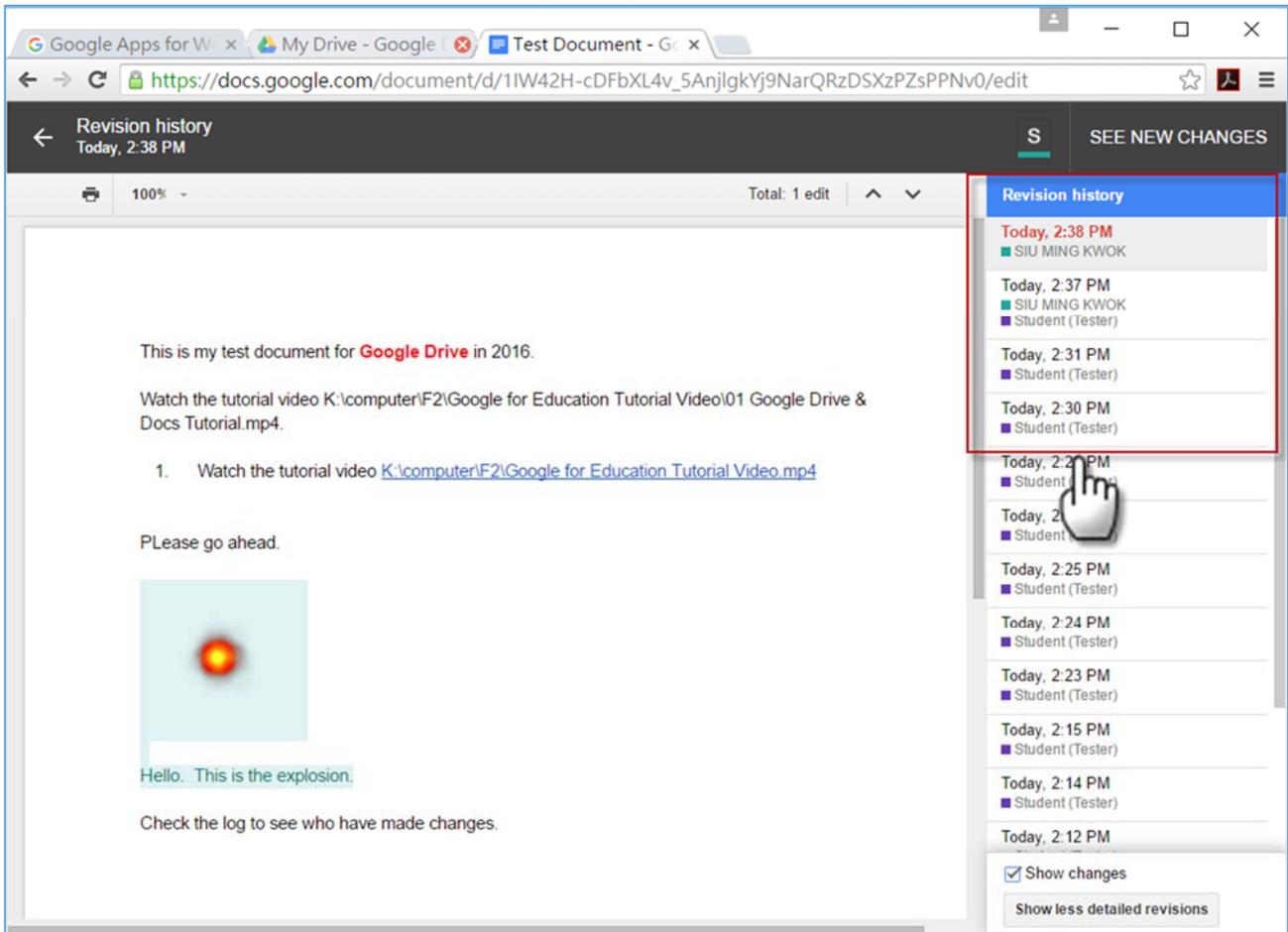


Figure 5.1

- 3.6 Email as attachment (in PDF or MS Word Format).
- 3.7 Convert uploaded files to Google Docs editor format (see figure 5.2).

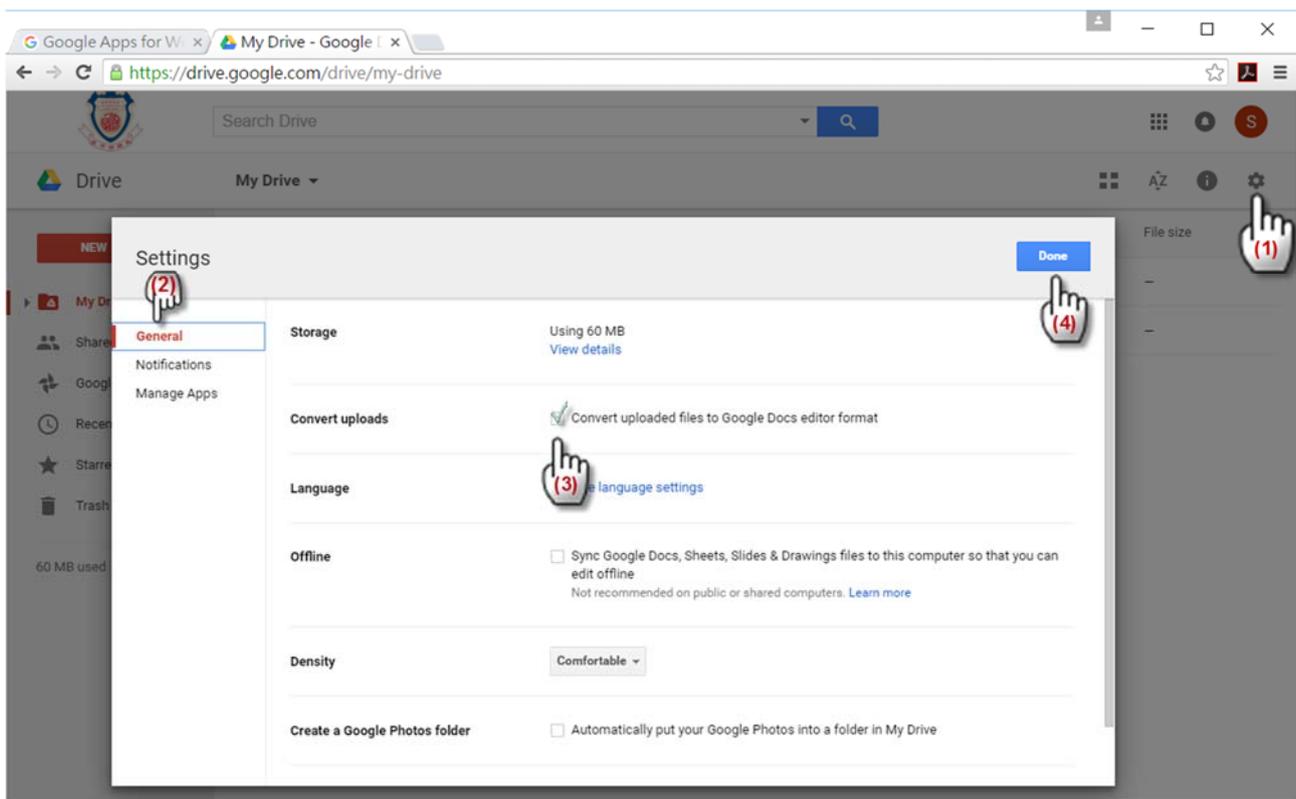


Figure 5.2

- 4 Classwork: Group leader should create and share a document with all group members. (You are reminded that you must give the document title “Class Practice”). All group members should check Gmail and open the document, which is shared by group leader. Let’s work together to finish a document.
 - 4.1 Since this is your first task of collaborate writing using Google Docs, you are recommended to assign different color of text for each group members:
 - 4.1.1 Group leader may use “Purple” color.
 - 4.1.2 Group member 2 may use “Red Berry” color
 - 4.1.3 Group member 3 may use “Dark Green” color
 - 4.1.4 Group member 4 may use “Orange” color.
 - 4.2 Each member should finish one part of the document.
 - 4.3 You need cooperate to complete the drawing (see Figure 5.3).
 - 4.4 Remember to insert the page number to the center of page footer.
 - 4.5 You can find the picture in the following location: <K:\computer\F1\dialog.jpg>
 - 4.6 Having finished the document, You should download and convert the Google Docs file into MS Word Format.

ClassPractice of Google Docs.docx

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

student@pklm.c.edu.hk

Comments Share

200% Normal text Times New... 12

Po Leung Kuk Ma Kam Ming College
F.1 Computer Literacy
Class Practice of using Google Docs and Google Drive

Name of Group Leader:	
Group member 2:	
Group member 3:	
Group member 4:	

Dialogue Writing

Group Leader: Good morning, name of group members.
 Group member 2: Good morning, name of group leader.
 Member 2: Where are you going?
 Leader: I am going to a doctor.
 Member 2: In what connection?
 Leader: I don't feel well these days.
 Member 2: What's the matter?
 Leader: I have always got a headache. I never feel fresh.
 Member 2: Do you take exercise?
 Leader: No. I don't find time. You know I am busy in my studies. I study all the time.
 Member 2: Do take some rest.

Member 3: Hello doctor! Can you spare me a few minutes?
 Member 4: Certainly! Come in and sit down. Well, tell me how you are suffering?
 Member 3: I seem to be generally out of sorts. I have no appetite for my food, and yet I am always suffering from indigestion.
 Member 4: Are you troubled with headaches?
 Member 3: Yes, I am. And what is worse I cannot sleep at night.

P.1

Insert the page number in the center of the footer.

Figure 5.3 (Page 1 of "Class Practice")

ClassPractice of Google Docs.docx

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

student@pknimc.edu.ik

Comments Share

Editing

Member 4: What sort of exercise do you take in the evening?

Member 3: I am afraid I don't take any. I feel so tired when I get home that I simply want to sit down, or go to bed.

Member 4: I see. Well, you are evidently run down, and need a rest and change. All your troubles are signs of nervous exhaustion. I will give you a nerve tonic but the main thing is rest. If you do as I say, you will soon be all right.

Online resource of English Conversation:
https://www.youtube.com/watch?v=IhOt_fxGOcw



Location of picture: K:\computer\F1\dialog.jpg

P.2

Figure 5.4 (Page 2 of "Class Practice")

Chapter 6: Class Practices of Google Slides

- 1 You can watch the tutorial video: <K:\computer\F1\Google for Education Tutorial Video\02 Google Slides - 5 Cool Tricks.mp4>
- 2 Key features:
 - 2.1 Search pictures directly using "Google search" in "Insert Image" dialog box (see figure 6.1).

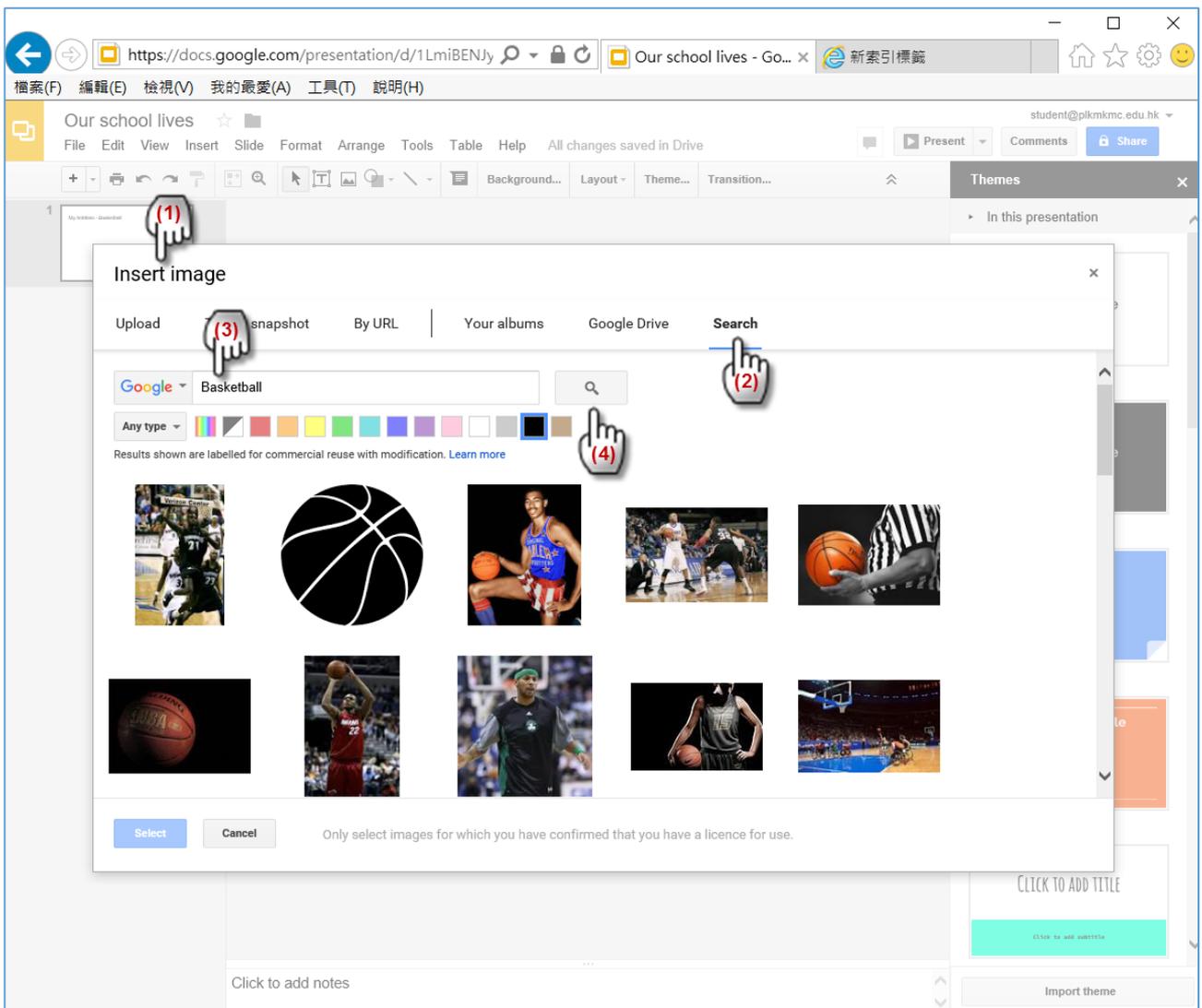


Figure 6.1

2.2 Masking an image (crop image) based on a particular shape.

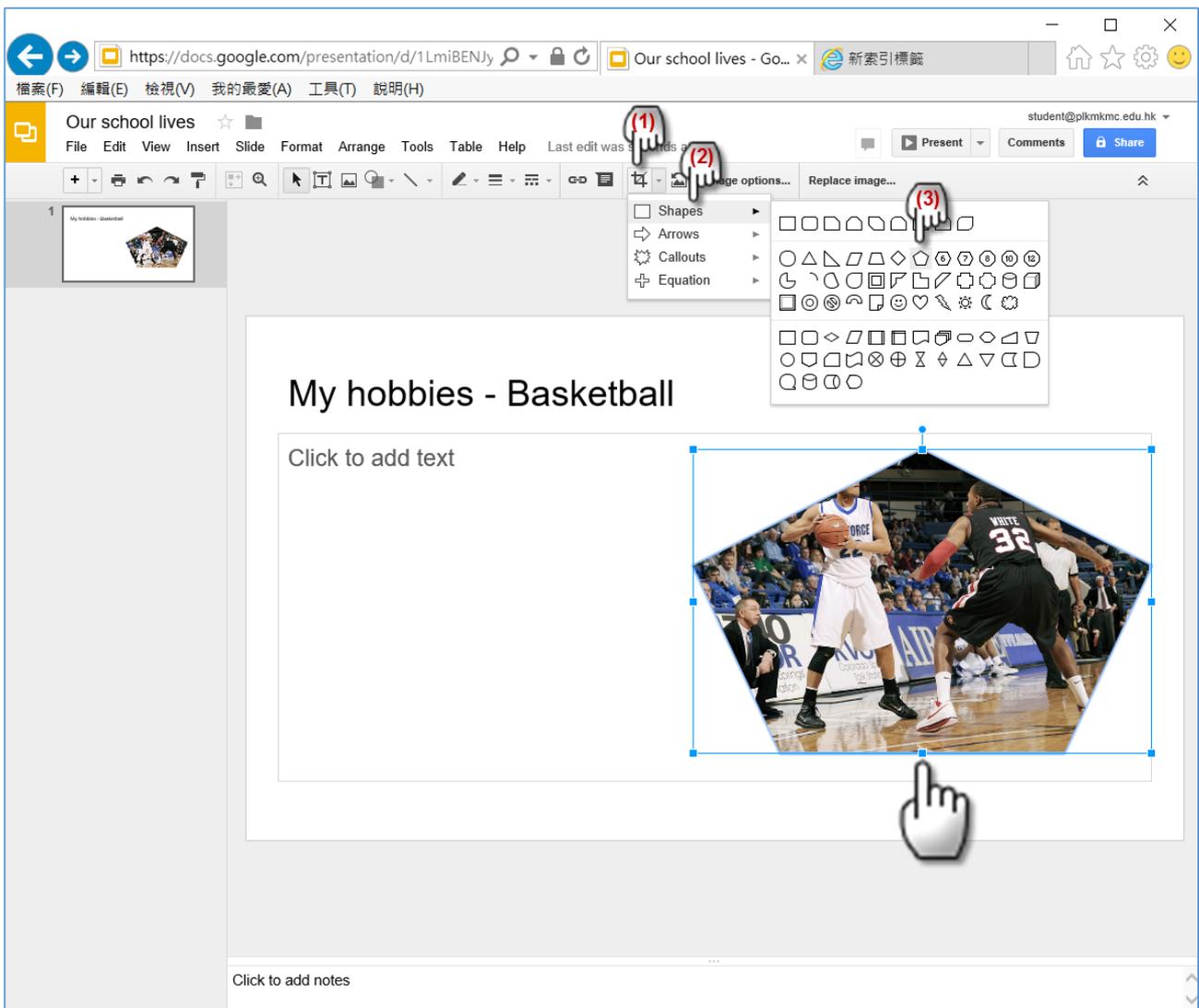


Figure 6.2

- 2.3 Show the presentation in the extended screen and show the speaker note in home screen.
- 2.4 Embed another Google Slide Show in a Website or Blog post.
- 3 Classwork: Group leader should create and share a presentation file with all group members. (You are reminded that you must give the presentation title “Our school lives”). All group members should check Gmail and open the presentation file, which is shared by group leader. Let’s work together to make a slide show.
 - 3.1 Topic of your slide show: Our school lives.
 - 3.2 The first slides should show the names of all group members.
 - 3.3 Each student should make 3 slides. If your group has 3 members, your presentation should have at least 10 slides (1+3x3 slides). If your group has 4 members, your presentation should have at least 13 slides (1+4x3 slides).
 - 3.4 Your slides should have the following elements:
 - 3.4.1 You can use the theme provided by Google Slides.
 - 3.4.2 Your own background design.
 - 3.4.3 Bullet points about your school lives in F.1.
 - 3.4.4 Clipart or images. You can find the images from K:\school photo or search the image from Internet.
 - 3.4.5 Appropriate transition effect.

- 3.4.6 Appropriate animation effect.
- 3.4.7 Appropriate hyperlink.
- 3.5 If you have finished the presentation file. Group leader should share it to your subject teacher. The email address of your subject teacher is _____.

Chapter 7: Class Practices of Google Forms

- 1 This is an individual exercise. Having finished your Google Form, send it to your group members to collect their response.
- 2 Watch the tutorial video "[K:\computer\F1\Google for Education Tutorial Video\03 Google Forms Tutorial.mp4](#)".
- 3 Let's follow the instructions in the tutorial video to design a Google Form.
- 4 Remember to give a title for your Google Form (Sample see figure 7.1).

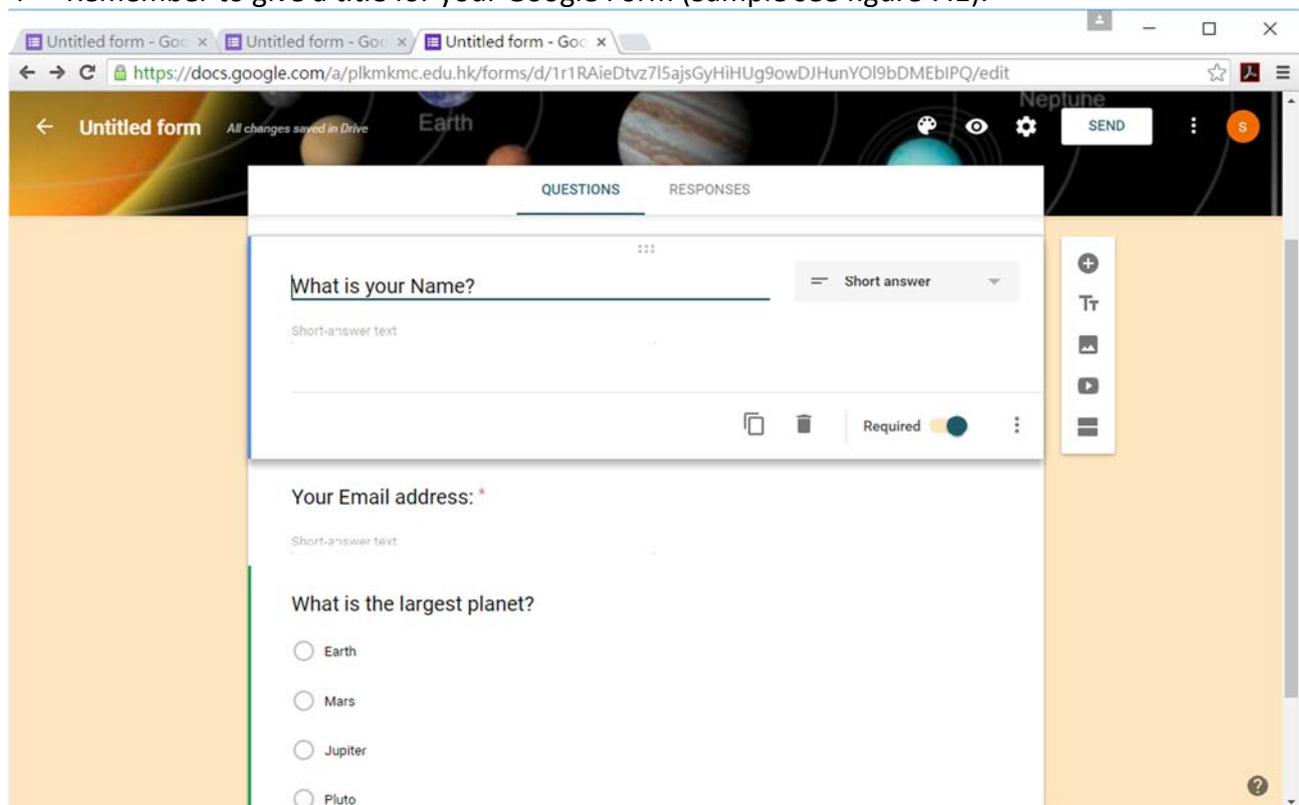


Figure 7.1

- 5 Pay attention to the "Setting" before sending your Google Form:
 - 5.1 Collect email address?
 - 5.2 Restrict to Po Leung Kuk Ma Kam Ming College users?
 - 5.3 Limit to 1 response?
 - 5.4 Make this a quiz?
- 6 Check Gmail and answer the Google Forms prepared by your group members.
- 7 Check the Responses from your group members.