

Introduction

Day 2 (28.07.2020)

Google Services

(Ms. Shivani Sharma)

Google offers a variety of services and tools besides its basic web search. We can use these tools and services for better Teaching-Learning Process. Services included are Gmail, Google Hangouts, Google Calendar, Google Docs, Google Sheets, Google Forms, Google Slides, Google Sites, Google Contacts etc.

Google Drive

(Ms. Shivani Sharma)

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012. Google Drive allows users to store files on their servers, synchronize files across devices, and share files. Google Drive offers users 15 GB of free storage through Google One. Google Drive is a key component of G Suite, Google's monthly subscription offering for businesses and organizations. As part of select G Suite plans, Drive offers unlimited storage, advanced file audit reporting, enhanced administration controls, and greater collaboration tools for teams.

Google Docs

(Dr. Seema Sareen)

Google Docs is a word processor included as a part of a free web based software offered by google within its Google drive. It is a document editor in cloud. The application allows users to create and edit files online while collaborating with other users in real time. So multiple people can work at the same time and every change is saved automatically.. Google docs is a wonderful tool to be used in the classroom. The collaborative feature of google docs allows the students to learn to work as a team. Its an excellent tool for collaborative brainstorming as students can collaboratively contribute to a project and teachers can see through the revision history about contributions made by each student. Google docs has a feature where you can translate a document into a number of languages. There are many more features of Google docs which are useful in classroom teaching In this module some of these interesting features of Google Docs are discussed