

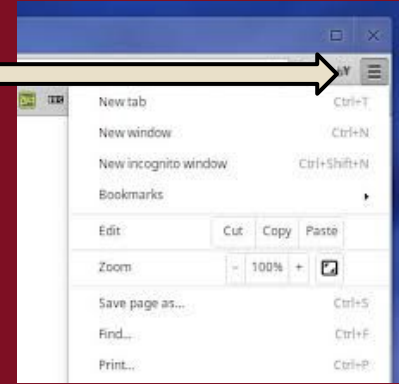
Google Chrome

Read & Write



Signing In

1. Open Google Chrome.
2. Click on the three bar icon.
3. Choose “sign in to Chrome”.
4. Log in using your BA username + @bapsonline.org
5. Password is the same as your log in password



Signing In (the second time)

When you sign in a second time, the option to “yes, link my data” will pop up.

Always choose “yes.” This links your bookmarks, history, extensions, and apps no matter what computer you are on.

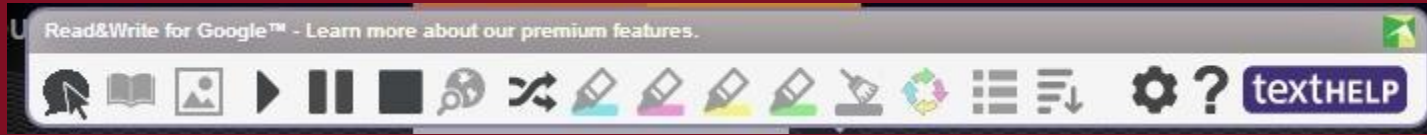
Getting Read & Write

1. Click on the three bar icon.
2. Choose “Tools”.
3. Choose “Extensions”.
4. Click on “Get More Extensions”.
5. Search “Read & Write”.
6. Click “add”.



Using Read & Write

Once Read & Write has been installed as an extension, this green icon will show up in the top right of the browser.



Sometimes it does not show up, for example on a Google Search page. It shows up when there is large amounts of text to be read.

Using Read & Write

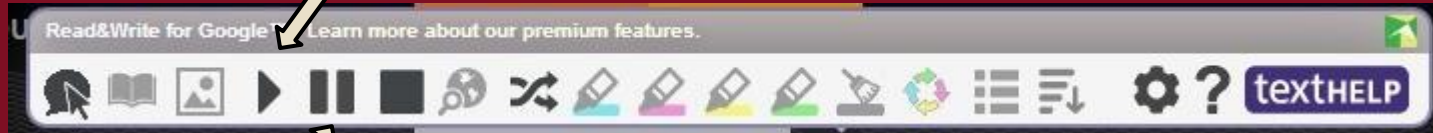
The program will read any website, image, document. There are two ways to do this:

Hover text (hold mouse over what you want read)

Play (reads the current section)

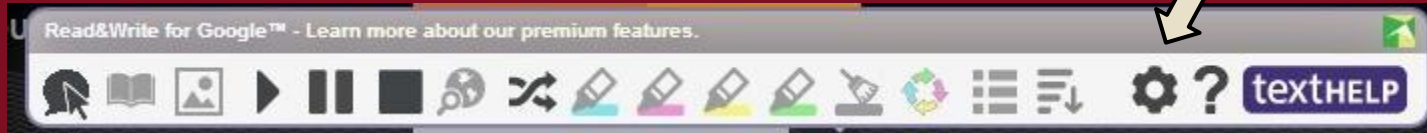
Pause

Stop



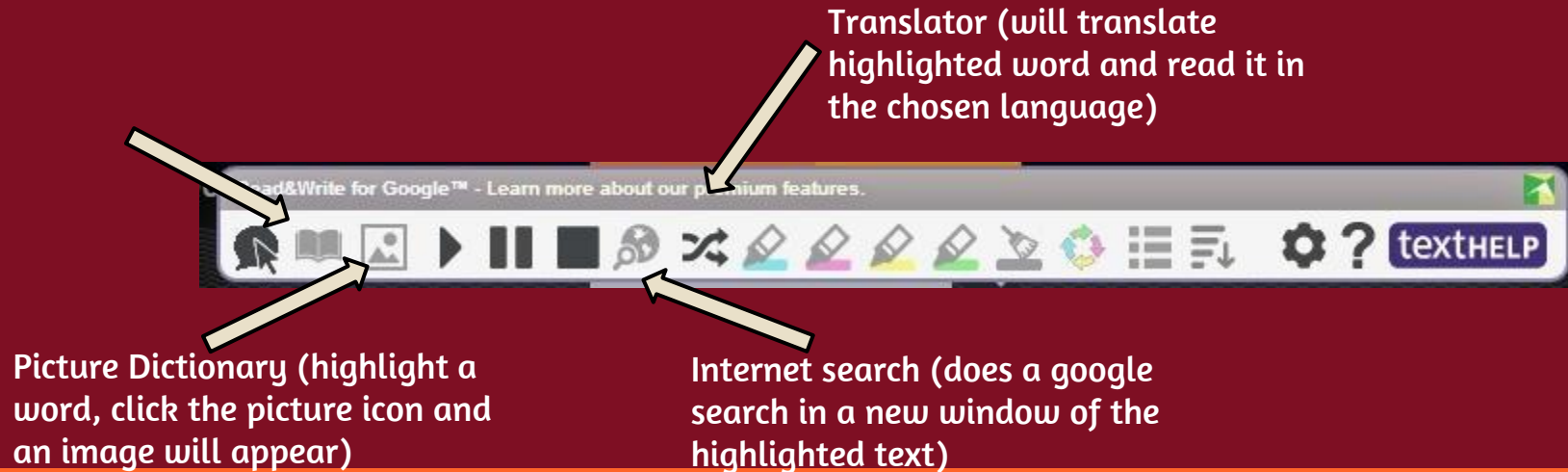
Using Read & Write

There are also options for speed, voice, and whether the reading is continuous in the settings. Students can choose the options which they prefer.



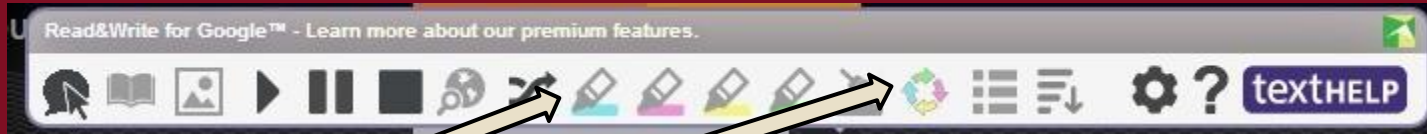
Using Read & Write

There are also handy tools in the program to enhance the student learning experience:



Using Read & Write

Highlighting tools can be used to collect information on a website, or to build vocabulary lists:



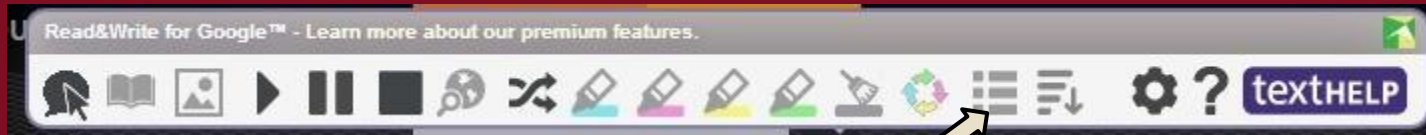
Highlight in four different colors when you're on a webpage.

Clicking here "collects" the highlights. Four different colors may be "collected" together or separately.

"Collected" highlights appear in a new document which is saved to your drive and cites the website automatically.

Using Read & Write

It is also useful for teachers wishing to create vocabulary sheets or students looking up vocabulary lists.





First highlight the words you wish to use for your vocabulary list.

Click the “vocabulary lookup” button.

It will create a customizable vocabulary document saved automatically to your Drive.

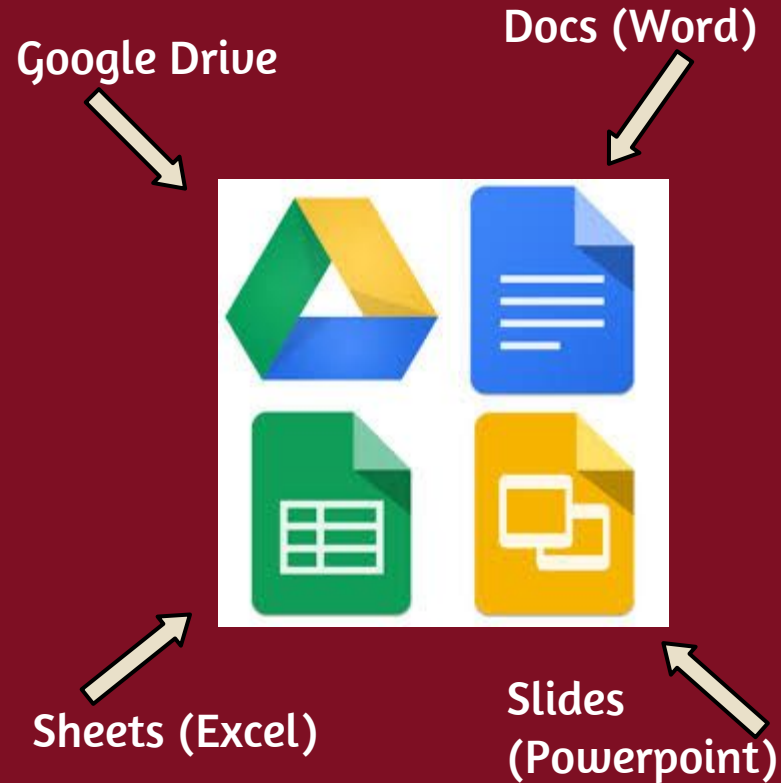
A screenshot of a vocabulary table. The table has three columns: "Word", "Definition", and "Picture". The first row contains the word "bog", its definition "a wetland in which plants grow on a layer of moss.", and a photograph of a bog. The second row contains the word "hatch", its definition "If an egg hatches, it cracks and the baby bird or animal breaks free from it", and a small illustration of a bird hatching from an egg. A white arrow points from the text above to the table.

Word	Definition	Picture
bog	a wetland in which plants grow on a layer of moss.	
hatch	If an egg hatches, it cracks and the baby bird or animal breaks free from it	

Google Drive

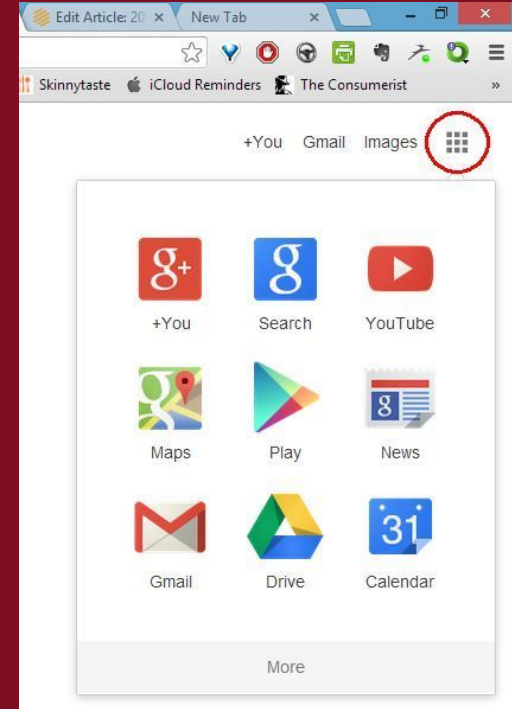
Google Drive is where you will be able to make and share documents with students and other teachers.

It is very similar to Microsoft programs, but easier to share.



Getting to Google Drive

There are several ways to get to Google Drive. The quickest is to go to www.google.com and click on the “app” button. Google Drive will be accessible from there.



Making / Sharing a Document

After getting to the Drive, choose “create” or “new” (this varies depending on your Chrome version).

Choose the type of document:

1. Docs = Word
2. Slides = Powerpoint (what I used to make this)
3. Sheets = Excel

Making / Sharing a Document

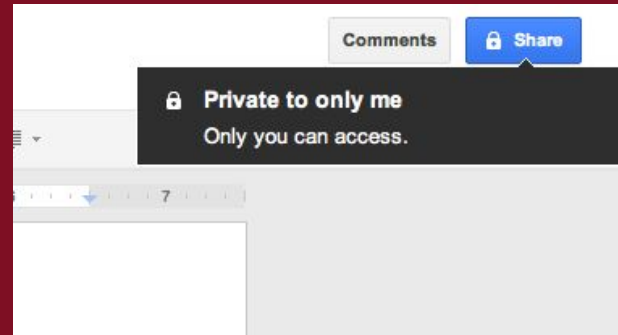
Once you have chosen, you can create the document just like you would in Office.

Chrome saves after every keystroke, but you will need to “rename” your document. Click “file” then choose “rename” to do this.

Making / Sharing a Document

Once the assignment is made, you can share it with teachers or students.

Click on “share”.

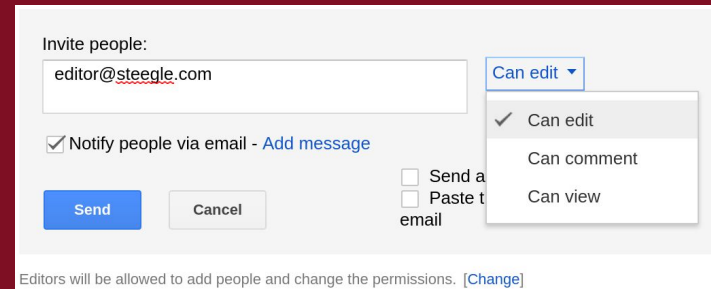


Making / Sharing a Document

You will then have the option to share with others (the first time you will need to type in their full email addresses, but it will remember them later).

There are three sharing options:

1. Can view (they can only look at it)
2. Can comment (they can make suggestions)
3. Can edit (they have full access)



Making / Sharing a Document

Examples of different share options:

1. Can view (for fluency practice, reading passages, or for them to make a copy which they can edit)
2. Can comment (great for peer editing, students share classwork with a partner)
3. Can edit (best when only shared with a few people, group projects, PLC information sharing)

Making / Sharing Documents

When you share a document with students using the “can view” option, they will take the following steps in order to edit it:

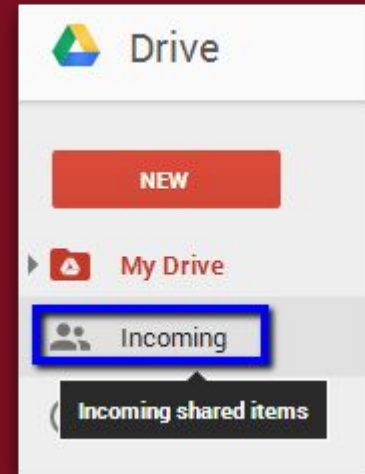
1. Open the document.
2. Choose “File”.
3. Choose “Make a copy.”
4. Rename the file, and they can edit it.
5. They will then share the new copy with you.

Making / Sharing a Document

Students may also turn in work this way. They can share the completed assignment with you.

To find assignments shared with you, choose “incoming” or “shared with me”.

You may provide feedback to them too.



Logging Out

Be sure to logout of Google Chrome, just like you would logout of email!

Click on your username in the upper right corner and choose “sign out” before logging off the computer.