

# Episode 27: Welcome Back

📅 Mon, 08/26 07:49PM ⌚ 28:15

## SUMMARY KEYWORDS

google, folders, comments, picture, template, nice, teachers, emojis, starting, googly, put, fun, google drive, writing, shanna, season, sorting, edit, googling, podcast

## SPEAKERS

Shanna Martin, Fuzz Martin



Shanna Martin

Thanks for listening to the Tech Tools for Teachers Podcast where each week we talk about a free piece of technology that you can use in your classroom. I'm your host, Shanna Martin. I'm a middle school teacher, technology coach and personalized learning coordinator for my district.



Fuzz Martin 00:35

And I'm her producer slash husband Fuzz Martin.



Shanna Martin

And is Season Two of the Tech Tools for Teachers Podcast,




Fuzz Martin 00:48


we're back.





Shanna Martin


We are back,


 Fuzz Martin 00:50  
which means that summer's over. Wow, wow, not quite over, but we're getting there.


 Shanna Martin  
kind of excited for


 Fuzz Martin 01:02  
I've got a really nice sweatshirt that I bought from work. And I'm really looking forward to wearing it. So if it could just drop below 70 for a week, that'd be cool with me.


 Shanna Martin  
I'm definitely a four seasons person I need.

 Fuzz Martin 01:17  
I'm definitely a cool season person and traveled to warmer places when it's when it's cold. I'm thinking about moving us to Nova Scotia. What do you think of that?

 Shanna Martin  
No thanks. No, thanks.

 Fuzz Martin 01:30  
No, thanks. Thank you know, get out of get out of the country for a little bit. Get some culture.

 Shanna Martin  
Oh, that would be fine. But not moving there. Yeah, we can go visit

 Fuzz Martin 01:40  
maybe the Arctic Circle. No, just above



Shanna Martin

four seasons. I don't mind a little summer. Like I like the warmth of summer, but I definitely follow. So my favorite.



Fuzz Martin 01:52

Oh, okay. Speaking of fall,



Shanna Martin

school year,



Fuzz Martin 01:58

school year, season two beginning right now.



Shanna Martin

Yeah,



Fuzz Martin 02:02

we're on. I'm excited. I've got excited. You got some plans for this year's season?



Shanna Martin

Yeah. This year's like season like this year school year, this season on the tech tools for teachers podcasts. While I will continue doing free websites, because that is my passion is finding free things to help out. Teachers. Yes, I'm going to have a few of my podcasts will be focused specifically on subjects. So while I like to keep things General, so everybody can use everything. I also think that it would be helpful, because I have in my pocket, whole bunch of websites for science teachers, and a whole bunch of websites for teachers, so and music and all kinds of stuff. So maybe some subject specific podcasts to kind of help out everyone with their little niche in which they work in.



Fuzz Martin 02:55

Absolutely. And I've got one hand in my pocket. The other ones hold my peace, sign.



Shanna Martin

Thanks a lot.



Fuzz Martin 03:02

Thank you. Appreciate it. I'll be here all weekend.



Shanna Martin

Yeah, so we're starting off season two. Yeah. With a little bit of Googly things



Fuzz Martin 03:13

Googly. Great Googly Mowgli.



Shanna Martin

I just ran a workshop, say myself and some of my staff members, we have our Google certification. And we're helping out other staff in the district. And so I was like, You know what, I'd like to do a few Google things just because it's fun. And I use it every day. By no means am I a Google expert. There are lots of people out there that know way more than me about Google. Yeah. That's why I usually don't focus on Google stuff.



Fuzz Martin 03:41

You are Google level one, right? Yeah,



Shanna Martin

I'm certified level one. Causes my little team and we're working. And we're going to work towards level two this year.



Fuzz Martin 03:50

Okay.



Shanna Martin

And all our spare time,



Fuzz Martin 03:53

those tests are legit.



Shanna Martin

They are



Fuzz Martin 03:56

like, they like keep camera on you. And you. Yeah, yeah, I love it.



Shanna Martin

And like you can use this stuff every day. Like absolutely do. I use I, you know, live and breathe Google every day. But being tested on stuff. It's a little different, because you may not go or answer things exact same way that everybody I do. It's just interesting. But I felt accomplished the first time we're going to try a second time to get certified level two. But it's stuff that we like to use. And I mean, we use a lot of things in school and in our district, and most districts are like so on the Google platform. But I know there's a lot of people that are like just Google experts, and they have so many cool ideas. So I'm just sharing a few of our little tips and tricks that we do in our little small town in Wisconsin. Yeah. And then there's actually along with some of our tips and tricks. There is some fun things I picked up over the summer that I was paying attention to and some Chrome extensions and stuff. So we're going to talk a little bit about



Fuzz Martin 04:54

today to great Google Chrome extension. So yes,



Shanna Martin

it's all it is all Google today. which is rare for me to do



Fuzz Martin 05:03

fun little fact for you. Yes, we're starting to move ourselves away. So I'm a part owner at an ad agency, we have about 90 employees. And we run we have been running. We're a Google shop. So we have googly things. We have the Google things, all our email addresses, we have Google Drive, we're starting to get more in, you know, in line with using Google because it's come a long way. It was not comparable to Microsoft Word for a while,



Shanna Martin

right? Because I was more business focused, right.



Fuzz Martin 05:46

But now Microsoft Word is going to this model where you have to pay monthly for office 365. So we have new people coming in and they get a new computer, tech computer, you can just buy a copy of Microsoft Word yet the office 365. And now pretty soon, it's starting to cost us like \$2,000 a month to have everybody on Microsoft.



Shanna Martin

So teachers get better,



Fuzz Martin 06:12

right? Yeah, yeah, it's the business. Yeah. So we are starting to move all of our documents to Google. Cool. In fact, just today, like my last meeting of the day, we were talking about, we're finally at the point where we can do our, our sheets for when we're doing estimates and things like that. We can do a minute Google Slides, presentation, export it as PDF, and everybody can work in it and collaborate. And then look at you. Yeah, so we're starting to get all googling on Googly. Nice. So this stuff has merit way outside the classroom.



Shanna Martin

Absolutely. And it's interesting that you say that, because a lot of times I feel like when kids are in, in high school classes and stuff, the business teachers like, well, you need to know word because that's where business isn't. It's true. There's a lot of buzz there. Yes, but the fact that the shift is happening, I think a lot of people that come into the work

world are super familiar with Google to

 Fuzz Martin 07:14

Yeah, we're gonna, ad agencies are a little bit more relaxed. I mean, we have dogs at work, and, you know, you got dogs at work, we get paying have cookouts and leave early for happy hour, those kinds of things. So it's different. It's different than an accounting office. Right? But who knows? You know, we're kind of its first movers, and things can kind of stem from there.

 Shanna Martin

So that's fun.

 Fuzz Martin 07:45

Let's get into it. Yeah,

 Shanna Martin

let's talk about some actual I mean, things that that were not actual. Yeah. Because the first one is so important. I've picked up the most important little Google tip and trick.

 Fuzz Martin 08:00

Jeez, yeah. Because super important.

 Shanna Martin

Yes, I taught. You taught me this. And I didn't realize how, how broad this could go. So


 Fuzz Martin 08:12


okay, if you told me a few things, after the ones that I taught you.


 Shanna Martin


So I mean, it works. So some of you, I'm sure a lot of you already know this, I just didn't


realize the scope of what I was capable of doing. So if you I mean, your Gmail,


 Fuzz Martin 08:30  
your email, your in your email, your folders,


 Shanna Martin  
your folders in your email, it's actually called your labels. So you know, I'm on your labels,


 Fuzz Martin 08:42  
folders. But

 Shanna Martin  
if you want to, on the side, Gmail account,


 Fuzz Martin 08:49  
yes.


 Shanna Martin  
And when you're typing in a new label,


 Fuzz Martin 08:52  
or a labels that looks like a folder structure, yeah,


 Shanna Martin  
they look like little arrow. Yeah, right. So you can, you know, change the label color, which everybody knows this. That's great. So if you want to edit your label, you click on edit, and you can change the name of your label. But did you know that if you go to like image pedia or any of the places where you can pull little Maltese if you're on your phone, or if you're on an iPad, or your Oh, geez already easily, you know,





 Fuzz Martin 09:16  
know how to access your emojis on your computer?


 Shanna Martin  
No,

 Fuzz Martin 09:20  
oh, my gosh, am I going to teach you something? What you want to do is you want to hit control, if you're on a Mac, yes, on a Mac. Okay, so if a PC, I don't know the answer to hit control command, and your spacebar.

 Shanna Martin  
Ah, there is what I feel like you didn't teach this to me before. I just didn't fully listen to you. So you taught me this? Yeah, you can do it because you can do it on a Mac. But I wanted to be able to do it on a Chromebook. show my kids, I think that's why should I be a shortcut? And I'm sure once I show the kids, it'll be a thing anyway. So we just ask the kids

 Fuzz Martin 10:00  
just because they know,

 Shanna Martin  
they know. So anyway, we're asking you can you can put images in your labels instead of having just the person's name. Or instead of having, like parents, you can put little like families or if you

 Fuzz Martin 10:18  
can, like copy email smiley and

 Shanna Martin  
angry. And you like your folders within folders if you want to mark them. So yeah, I've got teachers that coach sports. So today. So anyway, today, we're in a workshop and basically

our workshops when it comes to Google software, like, Hey, what do you have questions on, let's show you cool, fun, random things when we started. So I had two people into my workshop that hold over 6000 emails in their inbox. So we worked on sorting and organizing. And I like to always do the bottom of my inbox, I have fields to the picture. And I started everything, everything gets sorted as it comes into my email.



Fuzz Martin 10:58

Okay. Anyway, don't look at mine.



Shanna Martin

So we were teaching, how to put fun images and just like store your email and do stuff like that. So I knew you could do it in your email. And then I was having this conversation with one of our other Google teachers, and they're like, Oh, yeah, I didn't know you can put the same emojis in your, in your docs and in your folders. So one of our elementary teachers has dogs come in and read with her class. And so like, the dog pulled her his little dog is on the outside of it, because you run on a colors when you're sorting and organizing your folders as



Fuzz Martin 11:29

well, this as well.



Shanna Martin

And you can add other colors to there and combinations of things.



Fuzz Martin 11:34

You can also if you do that you can search by the emoji in the search box. In your Google Drive.



Shanna Martin

That's fun, because we have the conversation, say, when you sort your drive, does it put the emojis first, or does it put?



Fuzz Martin 11:51

Or do they sort? Sort of



Shanna Martin

the answer for sorting with emojis, please shoot us a message. Yeah. Or we could Google it, I'm sure. Um, anyway, so this is why like a Google things is fun. For me. I again, no expert and always learning about fun Google stuff. But emojis not only can they go on your email, they can go in your docs and in your folders when you need them to. Excellent very important to know these things.



Fuzz Martin 12:20

One little tip that I've learned two little tips. One, use the if there's a type of template that you use, maybe you have a signature on a, like a PDF form that you make or maybe do a newsletter.



Shanna Martin

Yeah, newsletter. Yeah, there's things like that. Exactly. The forum.



Fuzz Martin 12:44

Oh, yeah. Field Trip forms? Or maybe you're you want to be maybe you work for the district? Or maybe you want all right, okay. district level, maybe work on the district level at, you want to standardize some things. So this is something that we do is like, we have our like, for copywriting for something or we have a copy template or for writing proposal, we have a proposal template, we have a bunch of different templates remix, you can save templates. Now you can save them personally for you as your own account. Or you can request to your district to save something as a from the template Template Library. And then that template will be in there. So be like, maybe it's letterhead, maybe you need something with your school districts letterhead, they are creating in Google Drive. So that can if you submit a new template, yeah, we can go into that. If you're an admin, if you happen to be in the admin side, you can just create those and then put them in the template library for the Yes. And you can control access to whomever gets to us that. The other cool part is, and one of the my biggest gripes with Google Drive is the file sorting. And where files go and file structure? Yeah. And it's gotten better over the years. Yeah, it's gotten better over the years, but it had been like, everything goes into my drive. And then you gotta like the folders within your drive. Well, you're right, and then you folders within

your folders. We use a lot of shared drives now, which used to be called Team Drives, and now they change them the shared drives within the last three months. But if you go into whatever driver folder you want, go to new. And then if you go to like, let's say, Google Docs, if you hover over the arrow, it'll say create a new document, or select from template, you select from the template, it'll save the template name up, and they file name, but if you just change it to whatever you want to call it, and then it'll tell you, if you're in that folder. It'll save it into that folder. Okay, so you don't have to like go and move it or click and drag it from your resource, right? So it's automatically sorted to where you need to go. And it saves a lot of time. And then you've got that file that's already formatted in the format that you want.



Shanna Martin

Say, boom, fun looking through. Googly, man. Yeah. Yay, Google. So next great Google random Google tip. Again, I'm sure lots of people not but kind of came out like the summer where everyone's like, Hey, did you know and then I've been using all summer. So the Hey, did you know, if you take a picture on your phone, and upload it to drive a picture on your phone, let's try that again. When your hand writing notes, and you take a picture of them, if you put them in your dress, and you decide to open that picture, that PDF of the picture, and then Doc, the doc will take about a minute, and then twirls and tutorials into worlds and then magic happens. And your handwriting becomes a typed document. And yes,



Fuzz Martin 16:17

and it's very good.



Shanna Martin

It's fantastic.



Fuzz Martin 16:20


My handwriting is not good. And it can do a good job with my handwriting.





Shanna Martin


Yeah. I I'm usually very much a paperless person. But this summer, I've had to do a lot of


transfer of numbers and percentages. And while I could I do split screen sometimes I was just like, you know what, just easy right at notebook. So I was writing down all my information, my notebook, I took my pictures, and there was percentages and numbers and all kinds of stuff. And the magic of Google took all of my beautifully, not that beautiful handwritten notes. And we had them all set up in the dock. And it was amazing.


 Fuzz Martin 16:56  
So we use it all the time for thanks to you, for

 Shanna Martin  
Yes, I showed you the tip and trick at home,

 Fuzz Martin 17:03  
you did. The we do a lot of writing on whiteboards. And we do a lot of taking pictures of whiteboards. And then somebody spends a lot of time in the past, taking our whiteboard and notes and turning them into a Google notes drive or a Google Doc, we share his notes. Now, as you're saying, you upload that full that file to your Google Drive.

 Shanna Martin  
You write every folder you want to, like organize it to where you want him to go,

 Fuzz Martin 17:37  
right clicking. Yep. Click Open as doc as a Google Doc. Yep. And when you do that, like, like you said, it'll spin for a little bit.

 Shanna Martin  
And you have to be a little patient. Because if you have a lot of writing, or if it cannot quite read your writing, it takes a little more time.

 Fuzz Martin 17:52  
But it even tries to like even does the color like we like different colors? Yeah, it'll do the

different color. Yeah, when I use like,



Shanna Martin

pen like some green and purple. So yeah,



Fuzz Martin 18:01

so it's really helpful. You just and when you're taking the picture be conscious of how you're taking the picture.



Shanna Martin

I guess like make sure there's not when you're writing handwriting.



Fuzz Martin 18:11

Just write a little slower.



Shanna Martin

But yeah, it's kind of cool. So I I was reading about I was like, Oh my gosh, I'm gonna try it doesn't really work. And then did I'm like, Okay, well, great. All these things that I've been like note taking, sitting out on the deck taking notes or like, you know, doing stuff. They're all beautiful Google Docs now started the school year, and it's amazing. All screenshots and things and put them on the web page. So you guys can kind of see how to set that up. Awesome.




Fuzz Martin 18:39


Awesome.




Shanna Martin

So we have pictures. We've got a mo Geez, I mean really important things. Now the most important, especially with the goggles that you have on right now. Thank you, because we're going to keep


 Fuzz Martin 18:51  
Yes.


 Shanna Martin  
And the one that one just two little snazzy things so Google Keep


 Fuzz Martin 18:57  
Gobble,

 Shanna Martin  
gobble keep I use Google Keep a lot for podcast stuff. Okay. And for my reading groups at school. All right, which is random. But buki has dark mode, no

 Fuzz Martin 19:14  
nice. It only a Mac maybe? I don't know yet, Chrome's anywhere.

 Shanna Martin  
You even go into your settings and you switch it to dark mode. Google Keep in dark mode. So when it's 12 o'clock at night, you're like, Oh, my gosh, I want to play at night. 12 o'clock in the morning, I guess it was at night, you wouldn't, it would be like lunchtime, we wouldn't need that. Anyway. So as you're sitting there, like half asleep, I have a note. And I want to put this to my keep. And it can be dark mode, so you totally won't wake up. But that note will be in your cube. And it'll be better for your eyesight.

 Fuzz Martin 19:46  
Yeah, it will be

 Shanna Martin  
you function in dark mode all the time for everything I do. I'm so Google Keep, dark mode, and you always been able to draw and keep, because I've done it before, but it just seems nicer. Now, there's more options and stuff withdrawing. Okay, um, you can and in settings,

there's the, you can see it like lyst mode versus, like, laid out mode a little differently, but sure, but keep keep they've made some fun little updates do so good. Um, that's my keep spiel HPC bunch feel



Fuzz Martin 20:20

glockenspiel.



Shanna Martin

Um, and I want to throw out there today while I was doing my little Google training with staff that we've talked about to our builder in the past season one episode for our for our builder. And we talked about the fabulous Tricia Lewis. Oh, yeah. And today, I was having a really great conversation with a first grade teacher. These are introducing tour builders and people. And what she's going to do is take some stories that the first graders do is read aloud, okay. And then in the back part, they get like the non fiction background of their story. And she's going to put the nonfiction background information into a tour builder. So that way the kids can see like, where the story is based from where their characters travel through. And so they get a sense of like, where in the actual world it sets place. And then she's gonna put pictures from the book into it. And like, kind of the background of the story. Yeah. And I thought, What a cool way, like I was talking about how students can use tour builder, but as a teacher using that as a tool to share with your students and creative background and stuff. I thought it was a really cool idea. So tool builder can be used for so many things. And not just having students do projects and stuff. Like we talked about college tours and stuff like that, but actual, like, here's some background information. And then as a teacher, you have that setup for years to come. You know, you know, recreating recreating that. And so I thought that was pretty cool. Yeah. Nice touch. Yeah. Anyway, our last tip and trick today, oh, because I feel there's a lot of little things. It's just like fun, literally, getting back in the groove,



Fuzz Martin 22:04

working right this up on the blog post,



Shanna Martin

googling things, things, googling things, Google, googling things that are fun, and put





Fuzz Martin 22:13

Google in the ed tech directory. People are gonna be like, yeah, your reaching,



Shanna Martin

googling things. Know, we can put stuff in there. They'll be things anyway, this is an actual thing that you can actually do. All right. In your Google anything's tangible. It is a plugin.



Fuzz Martin 22:34

for Chrome.



Shanna Martin

It is the plugin Chrome, trying to process that. It is an extension Actually, that's why.



Fuzz Martin 22:44

Oh, it's an extension, okay.



Shanna Martin

Extension. It is called e-comments. Okay. Okay, so this is kind of snazzy. He comments. It's like little E dash big comments, okay, is a Chrome extension. And what it does, once you put it into your computer onto your computer, is it goes into every time you open a Google document, you have this extension put in, you can turn it on or off. So it's not always in your face, which is nice, okay. And what it does is a teacher, when you are reading through student work, it gives you all of the comments you could possibly need for commenting and editing a student paper that is written. So if someone like if a kid wrote a doc, they're writing a research paper, you can highlight the section. And then when you hover over, there's like all these little like it's divided up by like modifier is adverbs, prepositions, and then there's punctuation, spelling, rules, comments, title, comments, nouns, verbs, so it gives you all the breakdown for grammar. Yeah. And it's set by standard, and it's divided up like 366. 909 12, is like set up by grade level. And then you hover over the standards. And then you click on it, and it drops it in as a comment. It tells you how it should be edited, and then gives you examples of how to edit like, just example sentences of what it should look like. But what's super cool, like not only does it give you the one thing I was a little leery of like, Oh, they can't comments. And as teachers, they're awesome for saving

time. But sometimes it's not quite meeting what you needed to, you can click on it, hover over it, and you can edit them,



Fuzz Martin 24:35

Oh, cool.



Shanna Martin

And then if you've edited it, you don't like it, you can revert back to the original, that's nice. So you're able to then put your own comments and, and they can be specific, like standard specific comments with your own thoughts in there, too. And then on top of all of that, if you scroll all the way down to the bottom, you could add your own categories. You could import information, export information, and like switch up different sets. So if you're switching up grade levels of comments, you can change it right in the document. So you've all of these options to edit student work with specific examples, and like actual background definitions and all this kind of stuff. Then,



Fuzz Martin 25:17

yeah,



Shanna Martin

you have the option if you want to, there's a little camera or a microphone, you can put audio comments. So if you have kids with modifications, or if they're struggling, or if they need a boost from you, you can put a video comment and be like, Hey, this is an amazing paper and they can actually see your face and then the like your video comment is locked into that document.




Fuzz Martin 25:38


That's cool. That's really cool.




Shanna Martin


Yeah, it's all free.


 Fuzz Martin 25:41  
Nice.

 Shanna Martin  
Yeah. You just download the extension and put it under


 Fuzz Martin 25:45  
So it's called E dash comments,


 Shanna Martin  
E dash comments. And they're amazing. And what a time saver when you're editing Reapers. And I think it's cool that you can edit and then videotape yourself to like, Hey, this is amazing, great job on your project. Like how cool is that? So I don't know. I thought it was really sweet.

 Fuzz Martin 26:09  
That is pretty sweet.

 Shanna Martin  
So those are my Googly things.

 Fuzz Martin 26:12  
Nice Googly things, Shanna,

 Shanna Martin  
googling things.

 Fuzz Martin 26:16  
I got yawny it right there for a second. You did? Well, it's 1030 at night. We're recording this is true, because the little one took a little bit too long to get to bed tonight.



Shanna Martin

She got up three times. Yeah. Because well, because she saw the microphones out. That's why



Fuzz Martin 26:33

right. She knew she's like oh man. Season two, right?



Shanna Martin

Time for me to stay awake.



Fuzz Martin 26:40

Oh, man. Season Two. I'm all in.



Shanna Martin

Nice. Yay.



Fuzz Martin 26:46

We did it. Episode One, season two,



Shanna Martin

season two. Thanks for tuning in. This has been, the tech tools for teachers podcast. If you ever have any questions, you can find me on Twitter @smartinwi and if you want to get more information on the links to the technology discussed in the episode. You can visit smart in wi.com. You can hear me you can hear me on Twitter. Try again.



Fuzz Martin 27:08

Yeah, we could



Shanna Martin

tweet on Twitter. You know, or Facebook. New episodes each week. Thanks for listening, Go educate and innovate.



Fuzz Martin 27:25

This is the disclaimer. The ideas and opinions expressed on this podcast and this smartinwi website are those of the author, Shanna Martin, and not of her employer. Prior to using any of the technologies discussing this podcast please consult with your employer regulations. This podcast offers no guarantee that these tools will work for you as described but hope they do and we will catch you again next week.



Shanna Martin

Adios,



Fuzz Martin 27:52

adios and enjoy first weeks of school.