



## CUSTOMIZING GOOGLE SEARCHS FOR YOUR ASSIGNMENTS

Have you ever wished you could limit the websites your students can use to research an assignment? The most appropriate sites for your purpose may not show up on the first page of a typical Google search and it is difficult for students to sift through the variety of sites found in a typical search.

Google has offered the ability to limit searches to individual websites for a number of years. They have recently added the ability to quickly create and modify custom searches that include multiple websites or portions of them.

This is one of a number of services in the Google COOP beta. (<http://www.google.com/coop/>) **Google Custom Search** will walk you through the process of selecting the websites (or just sections of a website) that will be included in the search. It is possible to turn off ads in the search results. You can even collaborate with other teachers/experts to create a joint trusted website list.

The example at the right shows a custom search of about 20 sites related to the cities of Cleveland Heights and University Heights.

<http://www.chtu.org/chuhsearch.html...>

Search Cleveland Heights - University Heights related websites...

oxford elementary school  Search

Results 1 - 10 for oxford elementary school. (0.08 seconds)

[Cleveland Heights Historical Society - Feature Stories](#)

Did you know that **Oxford Elementary school** is home to one of the Cleveland area's finest collection of Federal Art? Thousands of students and hundreds of ...  
[www.chhistory.org/FeatureStories.php?Story=FederalArt](http://www.chhistory.org/FeatureStories.php?Story=FederalArt)

[Reaching Heights :](#)

Tara Keller, 4th Grade Teacher, **Oxford Elementary School**. BS in Education, Indiana University MS in Reading and Learning Disabilities, DePaul University ...  
[www.reachingheights.org/program-scoresforum.html](http://www.reachingheights.org/program-scoresforum.html)

[Archbishop James P.](#)

File Format: PDF/Adobe Acrobat - [View as HTML](#)

Archbishop Lyke **Elementary School After-School** Program (please note special VIRTUS ...  
**Oxford Elementary**, 939 Quilliams Road, Cleveland Heights, OH 44121 ...  
[www.jcu.edu/comser/showpdf.asp?m=0&g=0&p=0&a=0&id=67](http://www.jcu.edu/comser/showpdf.asp?m=0&g=0&p=0&a=0&id=67)

[CHTU Executive Board](#)

Monticello Middle **School**. Chief Steward, Jason Jeske; Steward, Deborah Frost. Noble **Elementary**. Steward, Ann Krapf. **Oxford Elementary School** ...  
[www.chtu.org/ExecBd.html](http://www.chtu.org/ExecBd.html)

**Featured examples in the Google Coop** include a middle school teacher's trusted sites search; and a search of sites supporting girls' interest in science, technology, engineering, and math.

### WEBSITES OF INTEREST

- [www.google.com/coop/](http://www.google.com/coop/)  
create a customized web search
- [docs.google.com](http://docs.google.com)  
collaborative word processor and spreadsheet
- [www.google.com/language\\_tools](http://www.google.com/language_tools)  
translate documents and webpages
- [chtu.org/BuyComp.html](http://chtu.org/BuyComp.html)  
sales tax exemption information

### PURCHASING A COMPUTER

Computers are more powerful and cheaper than ever. If your current computer is 5 or more years old, it is probably past time to consider a new one. Although even the cheapest new computer will far outperform your current computer, these features may be worth extra money:

- Extra RAM: 1000MB (1 Gig) minimum. Programs will run faster.
- Extra Hard Drive space: useful if you collect/create lots of images or audio files. Especially important for video editing. (or buy and external hard drive)
- DVD/CD burner. Essential for backup and sharing of large files. You probably don't need to spend money on the new HD (high-definition) formats until the format wars have ended and they get cheaper.

A few of the manufacturer websites give small discounts to educators. Compare their offers. Sometimes other discounts are better than the educators discount.

You don't have to pay tax on a home computer purchased for teaching purposes. See <http://chtu.org/BuyComp.html> for more information.

Software manufacturers often give large discounts to educators and students. Check vendors that cater to the education market including:

- [JourneyEd.com](http://JourneyEd.com)  
(they have unadvertised Ohio teacher/ Student pricing for Microsoft Office Professional — contact Steve Titchenal for details)
- [CreationEngine.com](http://CreationEngine.com)

**WORKING TOGETHER USING GOOGLE DOCS**

Google recently introduced web based versions of a word processor and spreadsheet. These allow you to work on documents at any computer with internet access. The documents can also be shared with other people as read-only or with the ability to collaborate on the content of the document.

Google Docs Word Processor includes many basic features in the Edit toolbar

including undo, redo, formatting, (font, size, color, bold, italic, numbered and unnumbered lists, indenting and justification.) The style pop-up provides additional formatting choices including full justification. The change pop-up provides the ability to bookmark sections of larger documents and restore/remove extra blank lines. Additional features can be found in the Insert toolbar including image insert (you can also copy/paste images from other web pages); links to bookmarks within the document, other documents or websites; comments; tables; separators (line or page breaks); and special characters and symbols (ë☺).

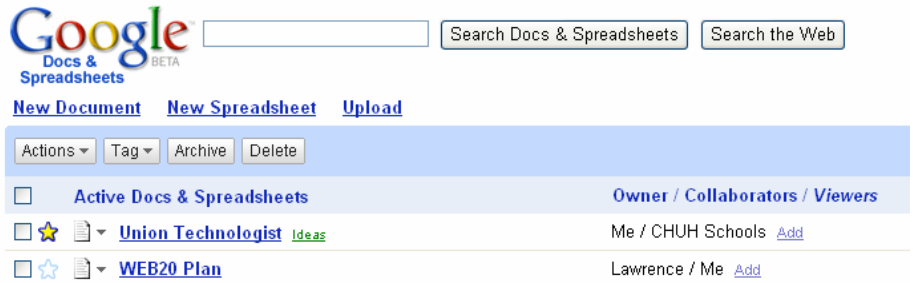
Spell checking is available with a yellow highlighted "Check spelling" link at the bottom right. Words are flagged with yellow highlighting. When you click on the flagged word, suggested corrections are displayed. You can replace it with the chosen spelling or add the word to your dictionary. The pop-up arrow allows a choice of many languages to check. (Another Google website feature allows you to translate text: [www.google.com/language\\_tools](http://www.google.com/language_tools))

I am impressed by the robustness of the collaboration even when multiple people are working at once. Changes made by one collaborator are shared almost immediately with anyone else. The only time I found a problem, was if two collaborators changed the same paragraph at almost the same time. The changes were not necessarily placed in the correct order.

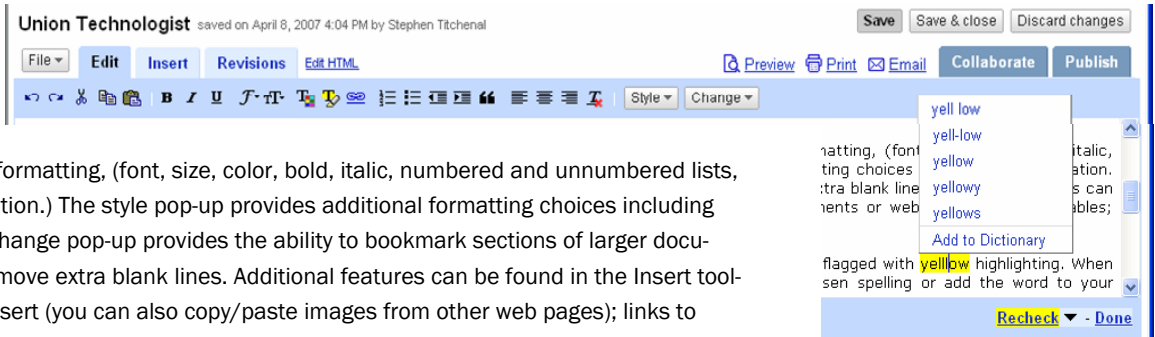
You invite people to collaborate using their e-mail address or you could put the invitation shortcut temporarily on an internal classroom/lab webpage or folder to make it easy to get to. The Google collaborators need a Google account. It is possible to create a new Gmail and Google docs account that can be shared among a small group of collaborators without having to require each of them to get their own Google account. This is useful in a classroom setting. The only drawback is that everyone you give the account password to would have full access to make changes, including to the account password. When creating a new account you provide the answer to a question that will be asked if you forget the account password. Creating a question that only you know the answer to, allows you to restore a changed password.

As long as you create the document in your private account and then share it with the group account, you will still be able to get to the document even if someone with access to the group account deletes it. Because the document history is kept, you will also be able to look at or restore older versions of the document.

To aid in finding multiple documents, you can add keyword tags and search the text of all your documents. When you are finished with the document you can share it on the web, save it as a standard Microsoft Word document, Open Office document (free Word Processing Software) or as a read-only printable pdf file for sharing with others using Acrobat Reader.



<http://docs.google.com/>



Cut	Ctrl-X	Right-clicking on text provides many Editing/Inserting choices..
Copy	Ctrl-C	
Paste	Ctrl-V	
Select All	Ctrl-A	
Insert Image...		
Insert Link...	Ctrl-K	
Insert Bookmark...		
Insert Comment	Ctrl-M	
Insert Page break		
Horizontal line		
Insert Special character...		

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