ASSORTED GOOGLE APPS FOR CREATING AND LEARNING E-CONTENT FOR HIGHER EDUCATION

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ABSTRACT

Google Apps for Education is in my view, a serious contender to be the solid foundation underpinning any school's use of technology.While nothing is ever 'free' in education, GAFE comes pretty close from a user perspective. Google bill the product as 'free Web-based email, calendar & documents for collaborative study anytime, anywhere.' With unlimited free storage given to each user, it is difficult to argue. They do impose a limit of 5Tb on individual file size. For reference, that's a 600-hour long video file, so you'll probably be able to squeeze under that ceiling. Google's commercial model is based on advertising, but no advertisement or user data collection take place within GAFE, following recent court cases in the US. Google have gone to great and public lengths to reiterate how they don't snoop on data in GAFE domains. It's free to education, some would argue, because Google want students to continue to use their services as adults. All technology companies exist to make money; it seems that Google's model of doing so has yet to reach the stage at which it is accepted without suspicion. Google Drive which is a user's online storage, integrated into the Google Calendar and Mail. Drive serves as an excellent example of how cloud-based storage can help the learning process, allowing the user to Access files anytime on any device with an Internet connection, Work offline with documents, Share files/ documents with others and collaborate in real time ,Share folders with students and receive and feedback on assignments, Save/ export a document in a variety of formats including those used by MS Office, Work with other Google Apps to provide a platform for forms, surveys, projects andSave to Google Drive with two taps of an icon or clicks of a mouse.

Keyword: -*Google, Google Apps, Application*

1. INTRODUCTION

Google is an American multinational technology company specializing in Internet-related services and products that include online advertising technologies, search, cloud computing, software, and hardware.Google is a search engine that started development in 1996 by Sergey Brin and Larry Page as a research project at Stanford University to find files on the Internet. Larry and Sergey later decided the name of their search engine needed to change and decide upon Google, which is inspired from the term googol.The domain google.com was later registered on September 15, 1997, and the company incorporated on September 4, 1998.

1.1 How to open Google

You can open Google by visiting http://www.google.com/.

2. WHAT IS AN APP?

The word "app" is an abbreviation for application. An app is a piece of software. It can run on the internet, on your computer, or on your phone or any other electronic device. The word "app" is a more modern usage, but this is really the same thing as a software program. In modern use, most people refer to apps as applications or software programs that run specifically on phones or other mobile devices.This is probably the most common way to discuss apps. The Google Play store, for example (which sells movies, e-books, and music in addition to

software), has a section on apps and "My apps." Amazon has a section called Appstore for Android. Apple has an App Store for iOS devices. However, these are all just mobile apps.

While it's easy to think of apps as packaged software programs that you download and then execute, apps can also exist entirely on the web as websites that run scripted software entirely within a browser window, such as when you use Google web search. In this context, Google the search engine is an app.

Google Drive, for example, is an online app that you can use from any computer without downloading anything. However, if you have a desktop computer, you can download the Google Drive app and make it easier to sync your computer desktop files with your online files. Drag a file into your the Google Drive folder residing on your computer desktop, and it will upload to Google Drive's virtual storage in the background.

Google refers to their online services as apps, but they also sell a specific suite of services known as Google Apps for Work. Google has an application hosting service called Google App Engine, which is part of the Google Cloud Platform.

3. POPULAR GOOGLE APPS

Google Apps

3.1 Gmail

Gmail is one of the world's most popular email services, and there's a good reason for it. Gmail makes emailing, chatting, and archiving your mail and conversations very easy and convenient. But if you've just created a Gmail account, then you may be overwhelmed by all of the options in front of you. If you want to learn how to use Gmail and start chatting and emailing your friends and contacts, just follow these steps.

- Sending an Email: click compose button
- Type the email address of the person you'd like to email.
- Enter a subject.
- Write your message.
- Send an attachment (optional).
- Insert additional information to the email like link,photo,emoticon and change the format.
- click on send button

You can organize your replies into conversations. Within Gmail, each message you SEND is grouped with all the responses you RECEIVE. As you receive more responses, the threaded conversation grows and keeps track of it all in chronological order.Themes allow you to customize the look and feel of your Gmail account. Get creative and choose one of the colored or artistic THEMES for your Gmail page. In the upper right hand side of your Gmail page choose Settings / Themes and pick the one that suits you.Gmail uses labels to help you organize with more flexibility. A conversation can have several labels, so you're not forced to choose one particular folder for messages. You can also create filters to automatically manage incoming mail. Starring

messages is another way you can organize your inbox.You can use Google SEARCH within Gmail to find the exact message you want - no matter when it was sent or received. Don't sort your mail - SEARCH!

3.2 Google Drive

Google drive is a Google product that is used to share files with ease. To use Google drive, you need to have a Gmail account that you will use to log in. Then create documents such as word documents, spreadsheets etc. You can easily collaborate on projects with other workers using Google drive. Sign into the Google Drive website with your Google account and Add files to your drive.

3.3 Google Calendar

A calendar is a system of organizing days for social, religious, commercial or administrative purposes. This is done by giving names to periods of time, typically days, weeks, months, and years .A calendar can also mean a list of planned events.

3.4 Google Docs

Google Docs is a free Web-based application in which documents and spreadsheets can be created, edited and stored online. Files can be accessed from any computer with an Internet connection and a full-featured Web browser. Google Docs is a part of a comprehensive package of online applications offered by and associated with Google. Users of Google Docs can import, create, edit and update documents and spreadsheets in various fonts and file formats, combining text with formulas, lists, tables and images. Google Docs is compatible with most presentation software and word processor applications. Work can be published as a Web page or as a print-ready manuscript.Google Docs is an online word processor that lets you create and format documents and work with other people.

Step 1: Create a document

Open the Docs home screen at docs.google.com.In the top left, under "Start a new document," click New Add. This will create and open your new document.You can also create new documents from the URL docs.google.com/create.

Step 2: Edit and format

You can add and edit text, paragraphs, spacing, and more in a document.Edit and format a document,Add a title, heading, or table of contents

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

3.5 Google Sheets

Google Spreadsheets is a Web-based application that allows users to create, update and modify spreadsheets and share the data live online. The Ajax-based program is compatible with Microsoft Excel and CSV (comma-separated values) files. Spreadsheets can also be saved as HTML. Google's product offers typical spreadsheet features, such as the ability to add, delete and sort rows and columns. The application also enables multiple, geographically dispersed users to collaborate on a spreadsheet in real time and chat through a built-in instant messaging program. Users can upload spreadsheets directly from their computers.

3.6 Google Slides

Google Slides is a presentation editor in the Google Docs and Drive productivity suite. Google Slides are presented in a linear fashion, where slides appear in order (unless links or other transitions are added). It affords real time collaboration between editors as well as different options for sharing the presentations. Because the presentations are in the cloud and associated with a Google account, users and owners of Google Slides can access them at any computer without having to carry around a flash drive. Additionally, a revision history is kept, which allows editors to access any version of the presentation in the past and also keeps a log of who made which edits. Lastly, Google Slides can be converted to different formats (such as PowerPoint or PDF) and are also able to edit PowerPoint presentation

3.7 Google Forms

Google Forms is a tool that is part of Google Drive for creating surveys, tests, or web input forms. Google forms allow anyone to create an easy to use web form, tie it to a spreadsheet where you can track results and post it on the web without having to know programming. You can also choose from many predesigned form templates.There is no need to sign in to respond to a form. Anyone can respond. They can access the form from an email message or from a link to the automatically generated web page.Responses are automatically added to a Google Spreadsheet.

3.8 Google Sites

Google Sites is a structured wiki- and Web page-creation tool offered by Google as part of the G Suite productivity suite. The goal of Google Sites is for anyone to be able to create a team-oriented site where multiple people can collaborate and share files.

3.9 Google Classroom

Google Classroom is a blended learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way. It was introduced as a feature of Google Apps for Education following its public release on August 12, 2014. On June 29, 2015, Google announced a Classroom API and a share button for websites, allowing school administrators and developers to further harness Google Classroom.Google Classroom ties Google's many services together to help educational institutions go to a paperless system. Assignment creation and distribution is accomplished through Google Drive while Gmail is used to provide classroom communication. Students can be invited to classrooms through the institution's database, through a private code that can then be added in the student interface or automatically imported from a School Information Management System. Google Classroom integrates with students and teachers. Each class created with Google Classroom creates a separate folder in the respective Google service where the student can submit work to be graded by a teacher. Communication through Gmail allows teachers to make announcements and ask questions to their students in each of their classes. Teachers can add students directly from the Google Apps directory or can provide a code that can be entered for access to the class by students.In contrast to Google's regular services, Google Classroom does not show any ads in its interface for students, faculty, and teachers, and user data is not scanned or used for advertising purposes.

Assignments

Assignments are stored and graded on Google's suite of productivity applications that allow collaboration between the teacher and the student or student to student. Instead of sharing documents that reside on the student's Google Drive with the teacher, files are hosted on the student's Drive and then submitted for grading. Students can also choose to attach additional documents from his or her drive to the assignment.

Grading

Google Classroom supports many different grading schemes. Teachers have the option to attach files to the assignment which students can view, edit, or get an individual copy. Students can create files and then attach them to the assignment if a copy of a file wasn't created by the teacher. Teachers have the option to monitor the progress of each student on the assignment where they can make comments and edit. Turned in assignments can be graded by the teacher and returned with comments to allow the student to revise the assignment and turn back in. Once graded, assignments can only be edited by the teacher unless the teacher turns the assignment back in.Applications and add-ons such as Flubaroo can also assist with Google Classroom grading.

Communication

Announcements can be posted by teachers to the class stream which can be commented on by students allowing for two-way communication between the teacher and students. Gmail also provides email options for teachers to send emails to one or more students in the Google Classroom interface.

Time-cost

Teachers can add students by giving students a code to join the class, leaving the teacher more time to teach. Teachers that manage multiple classes can reuse existing announcements, assignments, or questions from another class. Teachers can also share posts across multiple classes and archive classes for future classes. Students' work, assignments, questions, grades, comments can all be organized by one or all classes, or sorted by what needs reviewing.

Archive course

Classroom allows instructors to archive courses at the end of a term or year. When a course is archived, it is removed from the homepage and placed in the Archived Classes area to help teachers keep their current classes organized. When a course is archived, teachers and students can view it, but won't be able to make any changes to it until it is restored.

3.10 GoogleHangouts

Google Hangouts is a communication platform developed by Google which includes instant messaging, video chat, SMS and VOIP features. It replaces three messaging products that Google had implemented concurrently within its services, including Google Talk, Google+ Messenger (formerly: Huddle), and Hangouts, a video chat system present within Google+. Hangouts allows conversations between two or more users. The service can be accessed online through the Gmail or Google+ websites, or through mobile apps available for Android and iOS (which were distributed as a successor to their existing Google Talk apps).

Chat histories are saved online, allowing them to be synced between devices.

Photos can be shared during conversations, which are automatically uploaded into a private Google+ album. Users can also now use color emoji symbols in their messages.

3.11 Other Google products and services

The following are the different services which we are using for our convince.

Blogger - View and create your own blog.

Google+ - Google social networking site.

Google AdSense - A service that pays website publishers or blog developers to show advertisements on their site.

Google AdWords - Service that enables users to pay to advertise on the Google search engine and other websites using Google AdSense.

Google Alerts - Create alert text messages sent to an e-mail address each day or as it happens of web searches, news searches, etc.

Google Analytics - Google Analytics allows anyone with their own domain to monitor and create reports of visitors to their website.

Google App Engine - A service that provides users the ability to create scalable web services that use Google's resources.

Google Books - Another fantastic service from Google that contains hundreds of thousands of books that can be searched.

Google Chrome - The most popular desktop Internet browser.

Google Custom Search Engine (CSE) - Service that allows you to create your own custom Google Search engine.

Google Fonts - A collection of thousands of fonts that can be used on your web page.

Google Groups - Google's bulletin board with millions of users and postings.

Google Images - Google search that allows you to search for images instead of text.

Google Maps - A great feature that enables users to search for directions from one location to another, search for local businesses, and more.

Google Moon - In celebration of the first Moon landing, Google created this page that has a map of our Moon as well as each of the moon landings.

Google News - Great news site automatically generated using the results of news sites queried by Google.

Google Play Music- A service that allows users to stream, download, and upload music to a person library as well as create and listen to radio stations. It is usable across multiple devices. Additionally, Google Play Music unlimited song streaming for a monthly fee.

Google Sites - A service that enables users to create and share websites.

Google Street View - Another great service that allows anyone to drive down the streets around the world.

Google SMS - Enables users to send text messages over their mobile using SMS to get quick answers such as driving directions, movie show times, local business listing, etc.

Google Toolbar - For Microsoft Windows Internet Explorer and Firefox users, this software add-on enables users using these browsers to have access to the Google search and other Google features any time the browser window is open.

Google Translator - Translate a foreign language web page or text into your language.

Google Trends - List of the 100 most active search queries and comparison of what people are searching for on Google.

Google URL Shortener - Service to shorten long URLs.

Google Video - Search for online videos hosted by Google as well as transcript text of videos and TV shows.

Google Voice - Use Google search over the phone using your voice.

Google Wallet - A payment service developed by Google that allows people to send and receive money from other people.

YouTube - Video service that allows users to freely upload videos and view others videos.

4. CONCLUSION

G Suite for Education is a core suite of productivity applications that Google offers to schools and educational institutions for FREE. These communication and collaboration apps include Gmail, Calendar, Drive, Docs and Sites, and a G Suite for Education account unlocks access to dozens of other collaborative tools supported by Google. All of these applications exist completely online (or in the cloud), meaning that all creations can be accessed from any device with an Internet connection. Once a school decides to adopt G Suite for Education, they can register their school domain (web address), and administer all teacher and student accounts from an administrative dashboard.

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