

Guidelines for Online Booklets Using



Google Drive

Setting Up Accounts

Coach

1. Coaches, as well as students, will need a Google account to access, edit, and submit online booklets.
 - Some schools already have Google accounts set up for staff and students, whether they be Google education accounts or gmail accounts. If this is the case, NE FPS recommends using these already-established accounts, including login and passwords.
 - You may wish to speak with your technology coordinator. He or she may be able to set up staff and/or student Google accounts for you. Or, that person may have preferences on how you go about doing it at school.
2. If you do not have a Google account, go to: <https://accounts.google.com>
Click on “Add an account,” then click “Create an account.”
Google will ask you to enter your first and last name, username, password (at least 8 characters), and some additional information.
3. Some older students may already have gmail accounts. If this is the case, NE FPS recommends you use these already-established accounts. If a student (13 or older) wants to create a Google account, go through the same steps as directed in #2.
 - To create a Google account, students must be at least 13 years old.
 - If this is an issue for junior (or some middle) teams who would like to use the online booklet, please talk to your tech. coordinator who may be able to set up a Google Apps for Education through your school’s domain.
 - It may be wise to communicate with parents and let them know that their child will be using Google Docs for FPS. A simple note, email, or discussion in your parent meeting.
4. As a coach, you’ll want to keep a list of students’ Google email accounts. At a later time, you will “share” the online booklet with them through email.
 - Coaches may also wish to record students’ passwords (and keep them in a secure spot) for two circumstances: 1. If they forget their password and need you to “look it up,” or 2. A Student is misusing their account or coach has reason to believe the student’s Google activity should be monitored. [You may want to check your district’s technology use policies, if applicable.]

[Create an account](#)



Registering Your Team(s)

Coach

1. Go to <http://www.nebraskafps.org>
2. Click on “Coaches” → Registration
3. Enter your contact information and sign up your teams/individuals
NOTE: The form will ask for your school email **AND** your Google account email. Be sure to have it set up prior to registering your team(s)
4. Within 24 hours of receiving your registration, the NE FPS Office will create and share online booklet(s) with you [depending on the number of teams registered].
5. If you need additional team(s) or individual(s) added, contact the NE FPS office by email.

Registration

Use this form to register teams and individuals for GIPS, CmPS, and Scenario Writing for the 2014-15 school year.
Please register by December 31, 2014, if possible.
Your school district will be invoiced by the NE FPS Office.

* Required

NE FPS REGISTRATION 2014-15
GIPS, Scenario, CmPS

Coach Information

Coach First Name *

Coach Last Name *

School Name *

GIPS Team Registration

Formerly known as "team booklet." See more information about the scenario writing component at nebraskafps.org → "Coaches" → "Coach Central" → "GIPS"

(COST: \$150 per team)

Junior Division - GIPS Teams
(Grades 4-8) (Enter the number of teams you wish to register)

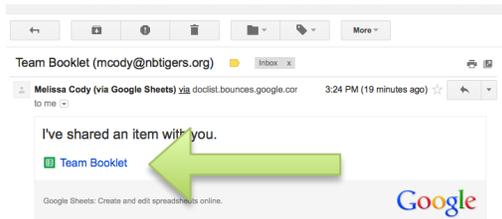
Middle Division - GIPS Teams
(Grades 7-9) (Enter the number of teams you wish to register)

Senior Division - GIPS Teams
(Grades 10-12) (Enter the number of teams you wish to register)

Accessing the Booklet

Coach

1. You will get an email (be sure to check your Google account) that says the NE FPS Office is sharing a document with you. Open the email and click on the blue file name under “I’ve shared an item with you.” See below:



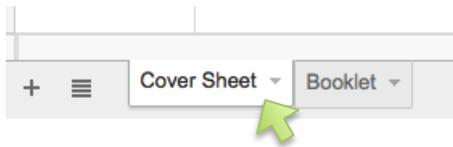
2. The online booklet will open in Google Drive. The screen should look like this:
Enter your name, your school’s name, your team’s name (ex: Kearney 9A – or something more creative), and team members. Multiple alternates are allowed.

Team Booklet

Nebraska FPS - Practice Problem #1

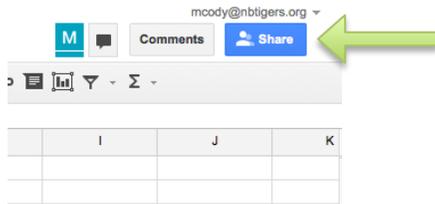
1	Topic:	Impact of Social Media
2	Deadline:	10/15/2014
3	Team Code:	(Will be completed by NE FPS Office)
4	Coach:	
5	School Name:	
6	Team Name:	
7	Team Member 1:	
8	Team Member 2:	
9	Team Member 3:	
10	Team Member 4:	
11	Alternates(s):	
12		
13		
14		

3. At the bottom of the page, there is two tabs. It will look like this:

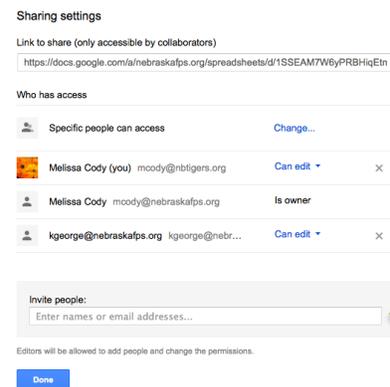


Click on the “Booklet” tab to see the online booklet that students will be editing. Coach – your job is nearly done!

4. You will see a blue “Share” button in the top right hand corner. See below:
Click on “Share.”



5. In “Sharing Settings” (see to the right →) there is an “Invite people” box. Enter the Google email accounts to any team members/students who you wish to edit this online booklet.



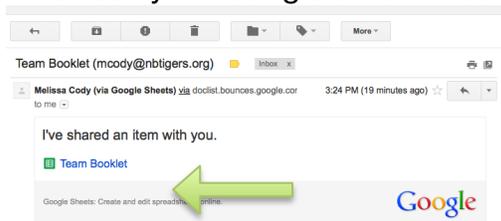
6. If you have multiple teams, you will complete this whole process for each of the additional team(s) you coach. In Step 2, you’ll want to change the team name as well as the team member names; likewise, in Step 5, you’ll want to change the email addresses to match the respective team members.

7. Remind students to check their Google email (Gmail) account. They will each get an email that says you have shared an item (their online booklet) with them.

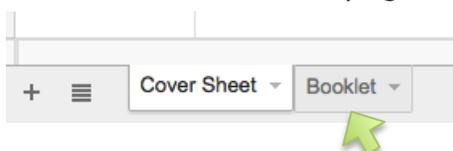
Accessing the Booklet

Students

1. Check your Google email. Your coach “shared” the online booklet with you. Click on the blue link. Your online booklet will automatically open.



2. At the bottom of the page, there is two tabs. It will look like this:



Click on the “Booklet” tab to open the online booklet.

1. Guidelines for editing the online booklet.
 - Multiple team members can (and are encouraged to) log on, access, and edit the booklet simultaneously.
 - Type only in the shaded gray boxes.
 - Do not change the font type or size.
 - Do not change the document name.
 - Do not identify your school or team members throughout your writing.
 - For practice problems #1 and #2, you are allowed to use online tools: dictionary, thesaurus, internet resources, etc.
 - You can use a calculator (online or regular) for Step 5.

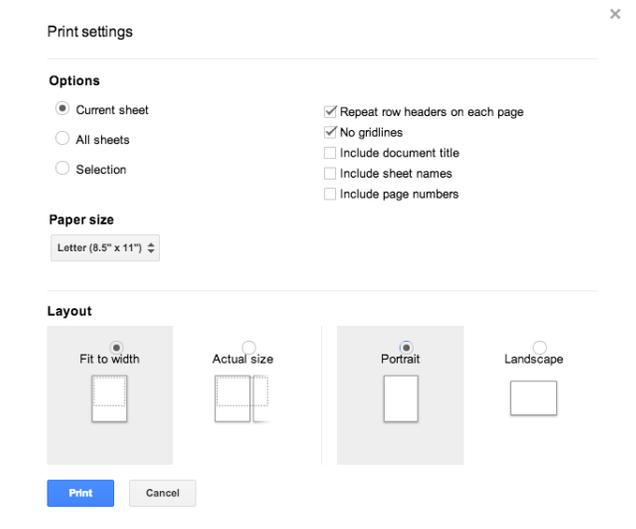
The screenshot shows a Google Docs spreadsheet titled "Team Booklet" with a star icon and a "All changes saved in Drive" notification. The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various editing tools like undo, redo, bold, italic, underline, and text color. The spreadsheet has columns A, B, and C, and rows 1 through 22. Row 1 is empty. Row 2 contains the text "STEP 1. Identify Challenges" centered in column B, and "Team Code: J" in column C. Row 3 contains a paragraph of instructions: "Thoroughly read and discuss the future scene, consider the many challenges, issues, concerns and problems related to it. Generate as many challenges as you can. Focus on 16 challenges you think are the most important. Write your 16 challenges below. Word your challenges clearly; state the challenges as possibilities; use sentence statements, not questions." Rows 4 through 16 are shaded gray and contain a list of numbers 1 through 16 in column A. Row 17 is empty. Row 18 contains a paragraph of instructions: "Based on the challenges you listed in Step 1, identify a challenge of major importance. Write your underlying problem in question form. Include a condition phrase and the words. 'In what ways might we...?' or 'How might we...?' Your". Row 19 is empty. Row 20 is empty. Row 21 is empty. Row 22 is empty. A large green arrow points from the bottom right towards the list of numbers in rows 4-16.

2. Google Drive will automatically save changes you (or any team member) makes.
3. With your coach and parent approval, you can access and edit your online booklet from home or school.

1. On the deadlines for the topic, the NE FPS Office will disable sharing for online booklets. No student or coach can edit booklets past the due date. They will, however, be able to view their booklet – just not make any changes.
2. If you wish to make a paper copy of your booklet for your own purposes (you can do this before or anytime after the booklet submission deadline).

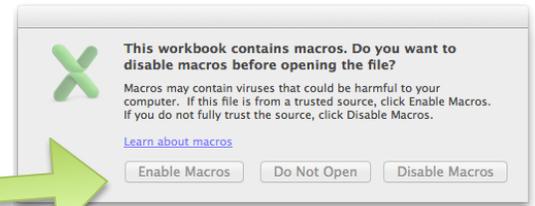
TO PRINT ONLINE BOOKLET:

- When viewing the students' completed booklet, click on "File" → "Print."
- Select "Current Sheet," "Repeat Row Headers on Each Page" and "No Gridlines"
- Layout – select "Fit to width" and "Portrait"
- Press "Print"



1. About 3 weeks after the deadline, the coach will receive feedback in the form of an evaluation from trained evaluators.

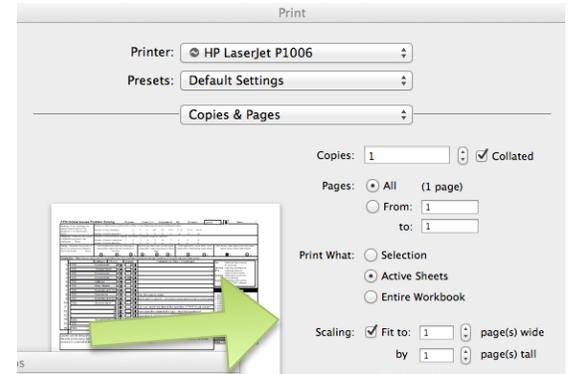
2. Coaches will receive the evaluation scoresheet and comments in an Excel document. When you open the evaluation sheet attachment (from your email), Excel will ask you to “Enable Macros.”



TO PRINT EVALUATION:

While the booklet is open in Excel,

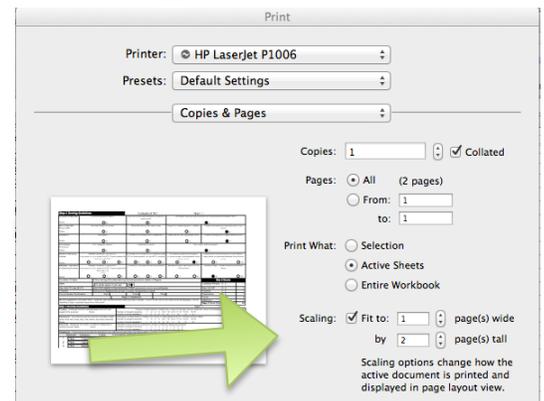
- Click “File” → “Print.” The scaling option should be selected.
- ✓ Fit to: 1 page wide by 1 page tall
- Click “Print” and the first page of the evaluation will print.



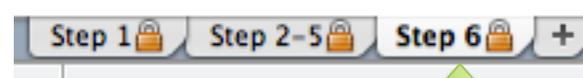
To print Steps 2-5 evaluation, click the “Step 2-5” tab on the bottom left side.



- Click “File” → “Print.” The scaling option should be selected.
- ✓ Fit to: 1 page wide by **2 pages** tall
- Click “Print” and this portion of the evaluation will print.



To print Steps 6 and overall, click the “Step 6” tab on the bottom left side.



- Click “File” → “Print.” The scaling option should be selected.
- ✓ Fit to: 1 page wide by 1 pages tall
- Click “Print” and this portion of the evaluation will print.

