

The background features a light blue gradient with a large, stylized Google logo in the center. Surrounding the logo are various icons representing Google's productivity suite: a red and white envelope icon for Gmail, a blue calendar icon with the number '31', a blue document icon for Google Docs, and a green spreadsheet icon for Google Sheets. A black pixelated mouse cursor is positioned at the bottom right, pointing towards the central logo. Thin blue lines and small white circles are scattered across the background, adding a dynamic feel.

# Dalkeith High School's Guide to Google!

# Digital Learning Team



Nicola Riddell (Acting DHT) - Strategic Lead

Jason Moncrieff (Teacher of Physics) - Technical

Rachel Shankland (Teacher of Maths) - Deployment

Diane Douglas (Teacher of English) - Inclusion



# Equipped for Learning

Midlothian Council aim to provide every school-age pupil living in Midlothian with a learning device such as an iPad or Google Chromebook as part of the Council's £10.5 million investment in digital learning.



# Equipped for Learning Programme

As part of Midlothian Council's Equipped for Learning programme, a digital device for learning is being provided to every child of school age.

This is to ensure that all young people have access to the technology they need for learning, both at school and at home.

Midlothian Council's commitment is that every young person will have access to a device for learning until they leave formal education. We may swap your child's device to provide a more up-to-date model.

# Device Roll-out

All senior pupils (S4-S6) were given their device on 11th-12th November

All BGE pupils (S1-S3) should be receiving their devices during the following provisional dates:

**Wednesday 14th and Thursday 15th December**

Pupils will not be issued with devices until the parental agreement has been signed.

# Will my child and I receive support to use the device?

Young people will be given the necessary support required during school to connect to the internet and to access cloud-based storage and learning platforms. This forms part of Midlothian Council's Digital Literacy curriculum.

Pupils will be shown short assemblies on expectations as well as input from the team during PSE lessons

The Digital Inclusion & Learning Team is hosting a series of webinars for parent/carers and young people to ensure you feel confident to support your child. Further information on these can be found on the [Equipped for Learning website](#).

# Are there restrictions on the use of the device?

The use of digital devices on school grounds is at the discretion of school staff. All young people must use their devices as directed by their teacher or any member of school staff.

The use of digital devices at home should be primarily for educational purposes. Digital devices should stay within the United Kingdom, unless permission is sought to support learning in specific circumstances.

A device management system tracks devices, identifies date and time of use, provides software updates and can be used to disable the device if it is lost or stolen.

Parental permission is needed for Additional Google Services. These include: Chrome Web Store, Google Earth, Google Maps, Google Play and Youtube. Permission is needed as these Additional Google Services may show advertisements but Google does not use any user personal information (or any information associated with a Google Account) to target advertisements.

# How is my child's safety and security protected when using the device?

All activity on the device, both in school and from any other location, is logged and catalogued by sophisticated education-specific tools.

This system is actively monitored by Midlothian Council's Digital Inclusion & Learning Team and by senior school staff.



# Google Drive



Google Drive is a cloud-based storage solution that allows pupils to save files online and access them anywhere from any smartphone, tablet, or computer.

Pupils can use Drive on their Chromebooks or mobile device to securely upload files and edit them online.

Drive also makes it easy for others to edit and collaborate on files.



Search in Drive

Folder

File upload

Folder upload

Google Docs >

Google Sheets >

Google Slides >

More >

Storage

0 bytes of 15 GB used

[Buy storage](#)



# A place for all of your files

Google Docs, Sheets, Slides, and more









Microsoft Office files and hundreds



You can drag files or folders right into Drive

# Google Drive Apps

Icon	App	Description
	Google Docs	Text Documents
	Google Sheets	Spreadsheets
	Google Slides	Presentations
	Google Forms	Surveys
	Google Drawings	Shapes, charts and diagrams
	Google Sites	Websites

# Google Docs



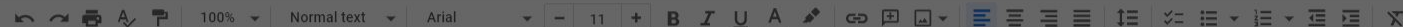
Google Docs is an online word processing application.

Google Docs allows pupils to create and edit documents online while collaborating with other users in real-time.

Google Docs supports opening and saving documents in a number of formats.



Share



2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18



Choose a poem which y

By referring to appropri  
memorable.

"Dulce et Decorum est" is  
way he portrays the atroci  
throughout the poem reco  
was deceived into by false  
tells us of the horrific cond  
talented use of language,  
young men to fight and die  
through.

In the first stanza of the  
through imagery and allite  
the war pictured the sol  
soldiers as "bent double,  
similar to compare the yo  
and crippled. It contrasts  
suggests they've seen enough of the world, that the war has aged them beyond their years.  
The writer further gives emphasis to the soldiers' exhaustion through alliteration. "Men  
marched asleep. Many had lost their boots. But limped on, Blood-shod. All went lame: all  
blind." The "m" and "l" sounds slow down the pace of the poem to reflect the sheer fatigue of  
the troops whilst plosive "b"s have a sharpness suggesting pain. The writer also conveys the  
idea that the men have become so attuned to the commotion of the battlefield that they are  
" deaf even to the harsher of the bombs that drop around them. The use of the onomatopoeic



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d.douglas@midlothian.education

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# Google Slides



Google Slides is a presentation programme.

Google Slides allows pupils to create and edit files online while collaborating with other users in real-time.



## Mise en scene

Mise en scene is the setting and props in the movie. In 'Back to the Future' at the start of the movie you can see lots of clocks which is showing us that the movie has something to do with time. You can see that the person like to collect all different types of clock as we are shown a number of different types at the start of the movie.



Click to add speaker notes



Explore

# Google Forms



Google Forms is a survey administration programme.

Google Forms allows pupils to create and edit surveys online while collaborating with other users in real-time.

The collected information can be collected into a spreadsheet.





Send

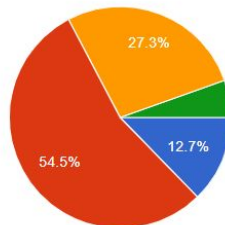


Questions

Responses **55**

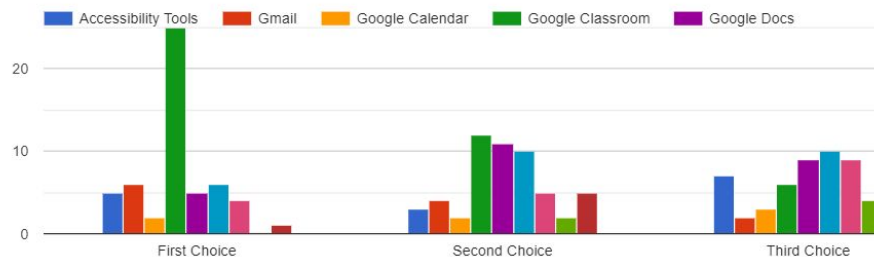
Settings

55 responses

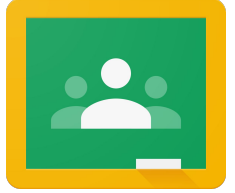


- I have used it previously and have a good understanding of what it offers
- I have been using it over the last few weeks and am beginning to develop an understanding of what it offers
- I know it's there, but I haven't had the chance to engage with it
- What exactly is Google Workspace?

Question 2: Initially, what do you feel would be the most useful app to learn about for your day to day teaching? Please choose your top 3 from the list provided.



# Google Classroom



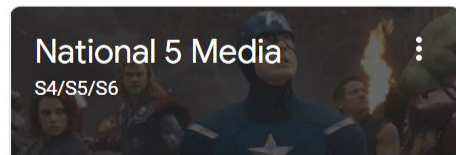
Google Classroom is a learning platform that aims to simplify creating, distributing and marking coursework.

It streamlines the process of sharing files between students and teachers.

To review Calendar

### National 5 Media

S4/S5/S6

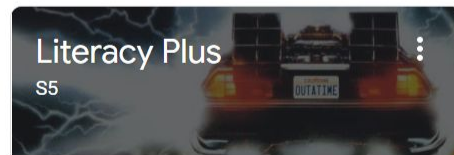


Due tomorrow

RUAE Tone Homework

### Literacy Plus

S5

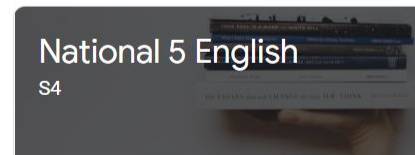


Due tomorrow

RUAE Tone Homework

### National 5 English

S4



Due tomorrow

RUAE Tone Homework


Account Gmail Drive

Classroom Docs Sheets


Slides Calendar Chat



Meet Forms Sites


 To review  Calendar

**National 5 Media** 


S4/S5/S6






 

**Literacy Plus** 

S5

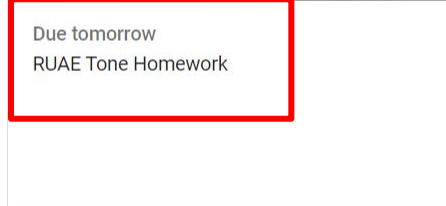




 

**National 5 English** 

S4

Due tomorrow  
RUAЕ Tone Homework





National 5 English

S4

Stream

Classwork

People

Marks



# National 5 English

## S4



Meet



Generate link

Class code



ehhktvc



Upcoming

Due tomorrow

RUAE Tone Homework

View all



Announce something to your class



Diane Douglas

Yesterday



As requested, here is an example main paragraph. To write this I had to be clear about what I was focused on - the exhaustion of the soldiers. From that, I just explained what was happening in this stanza, that they are making their way back from the battlefield, and picked out a couple of bits of evidence which I felt best emphasised the negative effect war is having on them.

Hope this helps!



Example First Main Paragr...

Google Docs





+ Create



Google Calendar



Class Drive folder

All topics

Dulce et Decorum Est

Reading for Underst...

Tally's Blood

## Dulce et Decorum Est



Dulce et Decorum Est - Writing About The P...

Posted 15 Nov



Dulce et Decorum Est - Poetry Analysis Stan...

Posted 10 Nov



Dulce et Decorum Est - Poetry Analysis Stan...

Posted 8 Nov



Dulce et Decorum Est - Lesson 3

Posted 3 Nov



Dulce et Decorum Est - Lesson 2

Posted 1 Nov



Dulce et Decorum Est - Lesson 1

Posted 28 Oct





National 5 English

S4

Stream

Classwork

People

Marks



Sort by surname ▼

Tomorrow

RUAЕ

Tone...



Findlay Gordon



Ewen Green

Handed in



Libby Haddow



Lucas Hamilton



Keira Hay



Anna Hutton

Handed in





Any questions?