



Accrediting Commission for Schools  
Western Association of Schools and Colleges

# WASC Google Docs Chair Training

Online documents with real-time collaboration

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Google™ Docs



# Google Docs

- **Google Docs is a free, Web-based word processor, spreadsheet, presentation, and form application offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.**
- **Documents can be shared, opened, and edited by multiple users at the same time. You can keep track of changes (and of the person who made them), and even revert to an older version.**
- **For more information about Google Docs, go to [docs.google.com](https://docs.google.com).**





# WASC Templates in Google Docs

**WASC Focus on Learning, 2010 Edition**

**WASC/CDE Focus on Learning, 2011 Edition**

**WASC Focus on Learning for East Asia (EARCOS), 2009 Edition**

**WASC/Hawaii Department of Education, Joint WASC and Hawaii Department of Education Process (2006-07 Edition)**

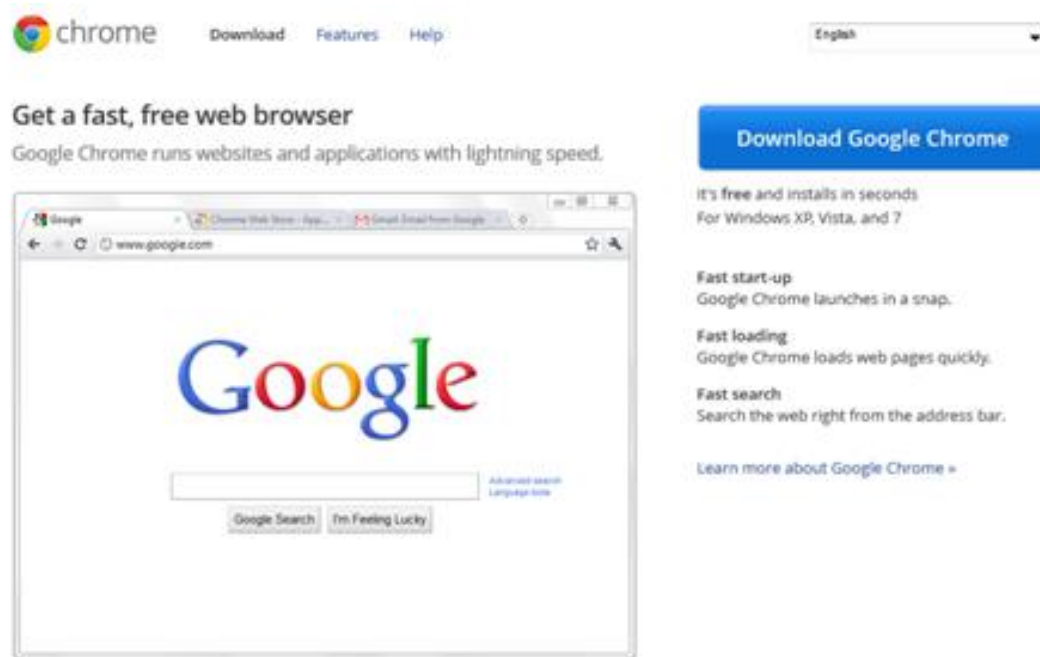
**WASC templates currently available in Google Docs:**

- **Previsit Preparation Worksheet Template**
- **Self-Study Visiting Committee Report Template**
- **WASC Documentation and Justification Statement Template**



# Web Browser Recommendation

- We recommend the use of the [Google Chrome](#) or Firefox browser to use the Google Docs templates.
- Go to [www.google.com/chrome](http://www.google.com/chrome) to download the Chrome browser.





# Google Docs Templates on WASC Website

Google Docs templates are linked on the Self-Study VC Chair page of the WASC website: WASC Visiting Committee Materials/Templates ->Self-Study VC Chair: [www.acswasc.org/vc\\_chair.htm](http://www.acswasc.org/vc_chair.htm).



## WASC/CDE Focus on Learning Joint Process, California Public Comprehensive and Charter Schools (2011 Edition)

[WASC/CDE Focus on Learning Joint Process for all California Public Schools, including California Charter Schools, 2011 Edition](#)

Note: This section contains templates, samples, and reference materials for the WASC/CDE FOL 2011 Edition process only.

### Visiting Committee Templates (Word or PowerPoint Format)

[Previsit Letter to Members: Initial Contact Letter Template](#)

[Previsit Letter to Members: Confirmation Letter Template](#)

[Previsit Preparation Worksheet Template](#) | **(NEW)** [Google Docs Template](#) Note: We recommend the use of the [Firefox](#) or [Google Chrome](#) browser to use the Google Docs templates; you may experience problems with Internet Explorer.

WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc By Cnewton

☆☆☆☆☆ 0 ratings

WASC/CDE Previsit Preparation Worksheet Template, 2011 Edition


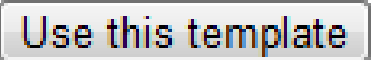
Use this template [Preview](#)

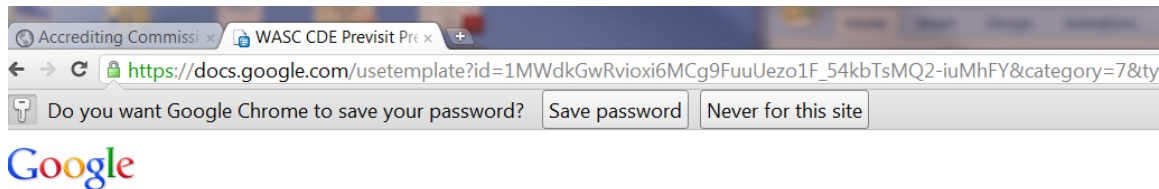
Browse template gallery



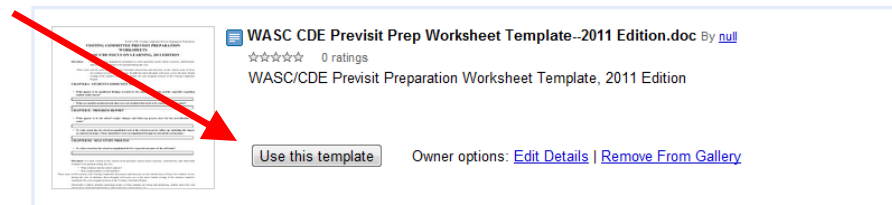


# Google Docs Procedures

- Click 
- If you are not already logged in you will be directed to a page to either sign in to Google or sign up for a new Google account. If you need to sign up you can use your current email address and you will need to create a password.
- Once you are logged in you will see this page, select 



Click the 'Use this template' button below to finish creating your new document.





# Google Docs Procedures (cont.)

- The document will open in Google Docs.
- Rename the document. Go to “File -> Rename...” and rename it with the name of the school you will be visiting.

Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc ☆

File Edit View Insert Format Tools Table Help Last edit was made 2 minutes ago by cnewton

Share...  
Publish to the web...  
See revision history  
Language  
New  
Open... Ctrl+O  
**Rename...**  
Make a copy...  
Download as  
Report abuse  
Email collaborators...  
Email as an attachment...  
Page setup...  
Print settings...  
Print Ctrl+P

WASC/CDE Visiting Committee Previsit Preparation Worksheets

**VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS  
WASC/CDE FOCUS ON LEARNING, 2011 EDITION**

**Directions:** Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decisions on the critical areas of focus for evidence review during the visit. In addition, these thoughts will assist you in the more formal writing of the tentative narrative statements for your assigned sections of the Visiting Committee Report.

**CHAPTER I: STUDENT/COMMUNITY PROFILE**

**What appear to be significant findings revealed by the student/community profile, especially regarding student achievement?**

**What are possible pertinent items that were not included that need to be explored with the school?**





# Google Docs Procedures (*cont.*)

- To add your team members, click on the “Share” icon on the upper top right side of the document.

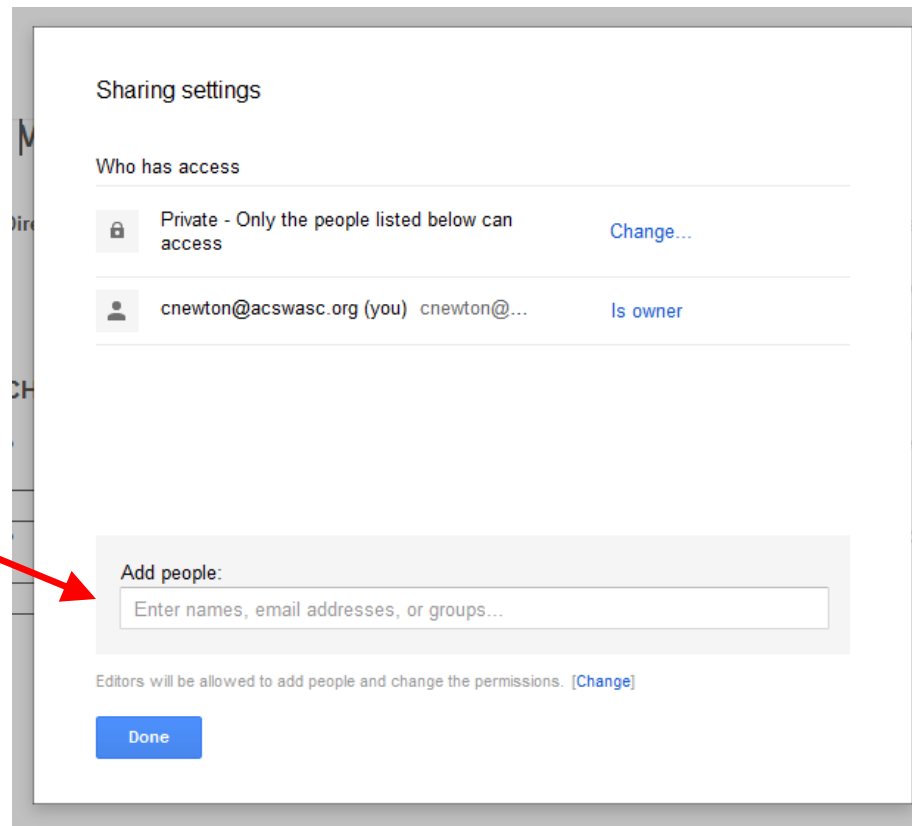
A screenshot of a Google Docs interface. At the top, a dark navigation bar shows "+You Mail Calendar Documents Photos Sites Web More" on the left and "cnewton@acswasc.org" with a gear icon on the right. Below this, the document title "Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc" is displayed with a star icon. To the right of the title are "Comments" and "Share" buttons. A red arrow points from the top right towards the "Share" button. Below the title is a menu bar with "File Edit View Insert Format Tools Table Help" and a status bar indicating "Last edit was made 4 minutes ago by cnewton". The main editing area shows a toolbar with various icons for text formatting (bold, italic, underline, color) and alignment. The document content includes a header "WASC/CDE Visiting Committee Previsit Preparation Worksheets" and a main title "VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS WASC/CDE FOCUS ON LEARNING, 2011 EDITION".





# Google Docs Procedures (*cont.*)

- Enter their email addresses in “Add people”:

A screenshot of the Google Docs sharing settings interface. The title is "Sharing settings". Under the heading "Who has access", there are two rows. The first row shows a lock icon, the text "Private - Only the people listed below can access", and a "Change..." link. The second row shows a person icon, the text "cnewton@acswasc.org (you) cnewton@...", and the text "Is owner". Below this is a section titled "Add people:" with a text input field containing the placeholder text "Enter names, email addresses, or groups...". A red arrow points from the left towards this input field. At the bottom of the sharing settings, there is a line of text: "Editors will be allowed to add people and change the permissions. [Change]" and a blue "Done" button.



# Google Docs Comment and Chat Features

- Collaborate online in real time and chat with other collaborators.

The screenshot displays the Google Docs interface for a document titled "Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edi...". The top navigation bar shows "Documents" selected, and the user profile is "cnewton@acsasc.org". A red arrow points to the "Comments" button. The document content area shows the title "WASC/CDE Visiting Committee Previsit Preparation Worksheets" and a large heading: "VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS WASC/CDE FOCUS ON LEARNING, 2011 EDITION".





# Adding a Comment in the Document

- Place your cursor or highlight the text where you'd like your comment to appear.
- From the "Insert" menu, select "Comment".
- Type your comment in the box that appears to the right of the document.

The screenshot shows a Google Docs interface. At the top, there's a navigation bar with '+You Mail Calendar Documents Photos Sites Web More' and a user profile 'cnewton@acswasc.org'. Below that, the document title is 'Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc'. The menu bar includes 'File Edit View Insert Format Tools Table Help' and a status 'All changes saved'. The toolbar shows various editing options like bold, italic, underline, and text color. The document content is centered and includes the following text: 'WASC/CDE Visiting Committee Previsit Preparation Worksheets', 'VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS', 'WASC/CDE FOCUS ON LEARNING, 2011 EDITION', 'Directions: Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit.', and 'CHAPTER I: STUDENT/COMMUNITY PROFILE'. A red arrow points from the 'Insert' menu to a comment box on the right side of the document. The comment box is titled 'cnewton' and contains a text input field with 'Comment' and 'Cancel' buttons.





# Working with Comments

- After inserting a comment, there are two main places you can work with it inside the document: within the comment or in the discussions thread, accessible from the Discussions drop-down menu in the top right of your document.
- You can reply to a comment with a new post, edit or delete a previous comment you've inserted, and resolve the discussion when you're ready to remove it from the document. Resolving a discussion removes the discussion from the document, but resolved threads will always be available under the Discussions drop-down menu.





# Google Docs Additional Features

- **Google Docs continuously saves your work, there is no “Save” button or menu item. The last updated time shows near the menu bar.**
- **Google Docs has a revision history pane that allows you to view at a glance all changes made to a document by each collaborator. Google Docs revision history lets you view and revert to earlier versions of your doc, and see which collaborators made edits to each of these versions. Select “File -> See revision history” to access.**
- **Download Google Docs to your desktop as Word, OpenOffice, RTF, PDF, HTML or zip files.**
- **Email your documents to other people as attachments.**





# Questions

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