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Online Sharing of Documents: the Mobile Office

Rebecca Sulyma
University of Massachusetts Medical School

Et al.

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Online sharing of documents: the mobile office

REBECCA SULYMA

SANJAY RAM

STEVEN HATCH

Goals

Review major cloud-based office programs

Explain basics of “cloud computing”

Provide brief introduction to how filesharing is used

Supply links for further information

Common programs used for research and research administration

Google	**Microsoft**
Docs	*Word*
Sheets	*Excel*
Slides	*PowerPoint*
	(This presentation is PowerPoint)

Google *Docs* and MS *Word*

Google *Docs* (and MS Word) are good for…

Letters

Lists

Research proposals

Manuscripts

Resumés/CVs

Also can check your spelling & grammar

Research Workshop II
February 25th through March 1st, 2019.
JFK Main Conflerence Room

Monday February 25th, 2:00 – 6:00 pm

Introduction to Workshop II:

Course objectives, pre-workshop evaluation

Patricia McQuilkin, MD, MS

University of Massachusetts Medical School

Research software and technology

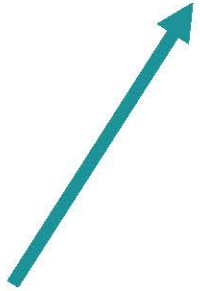
Use of Google docs, Dropbox, and other helpful technology

Steve Hatch , MD, MS

Research Workshop II

February 25th through March 1st, 2019.

JFK Main Conflerence Room



Google Calendar - Wee | google docs - Google S | Control Alt Achieve: 3 W | Best of The Big Three: D | ID - OneDrive | Google Docs

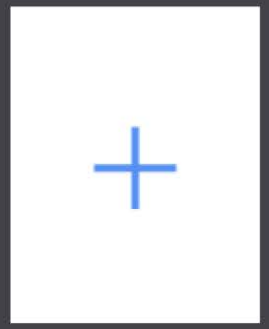
https://docs.google.com/document/u/0/

Docs

Search

Start a new document

TEMPLATE GALLERY



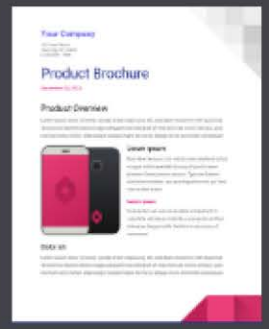
Blank

Resume
Serif

Resume
Coral

Letter
Spearmint

Project proposal
Tropic



Brochure
Geometric

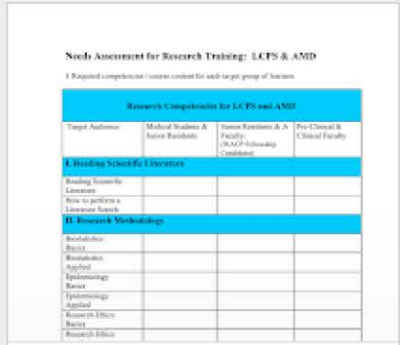
Recent documents

Owned by anyone

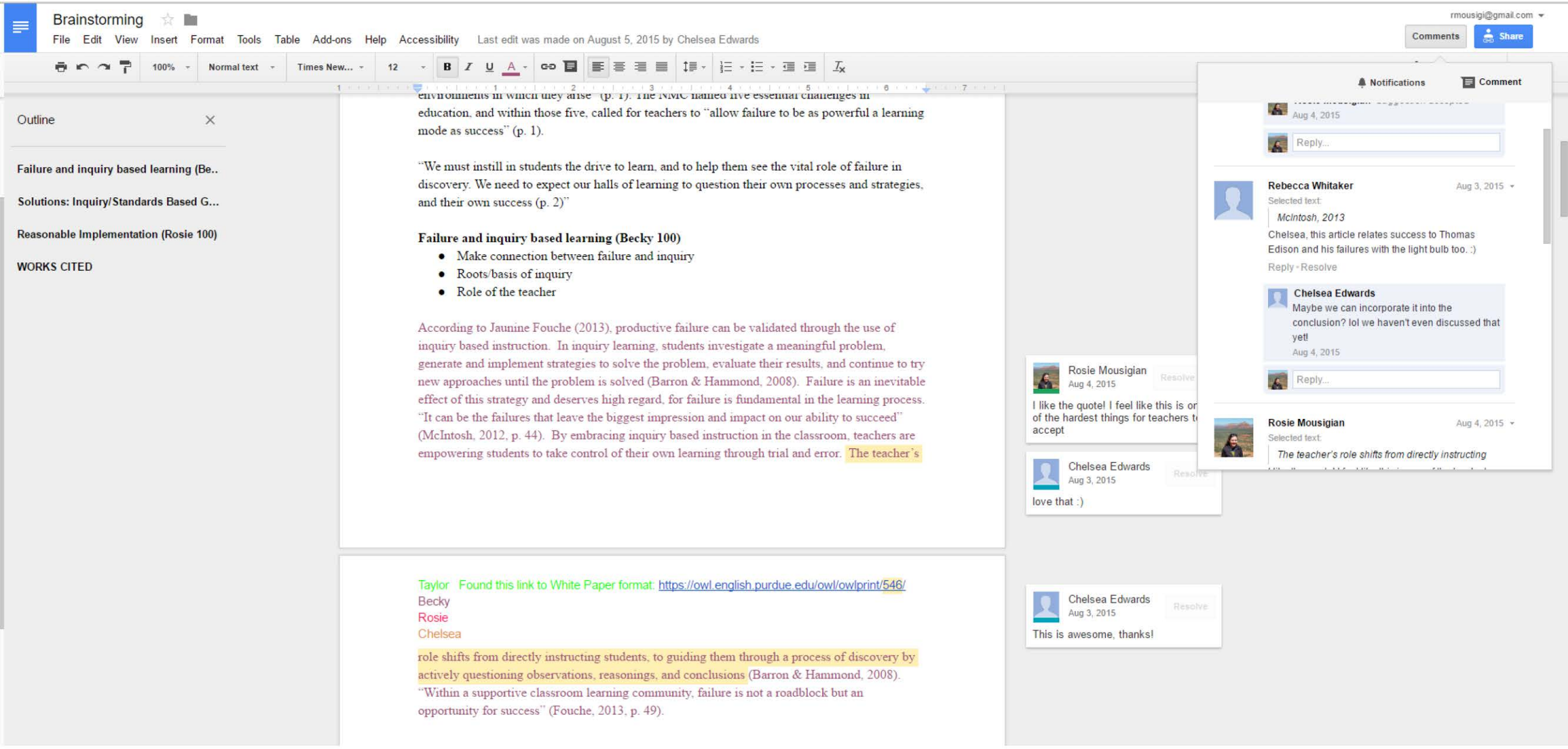
CV_harvard_format_Feb_...
Opened Jan 30, 2019

Puerto Rico Essay applica...
Opened Jan 18, 2019

Barnard summer program
Opened Jan 12, 2019



Research Needs Assess...
Opened Jul 18, 2018


Brainstorming
File Edit View Insert Format Tools Table Add-ons Help Accessibility
Last edit was made on August 5, 2015 by Chelsea Edwards
rmousigi@gmail.com
Comments
Share
Outline
Failure and inquiry based learning (Be..
Solutions: Inquiry/Standards Based G...
Reasonable Implementation (Rosie 100)
WORKS CITED
education, and within those five, called for teachers to "allow failure to be as powerful a learning mode as success" (p. 1).
"We must instill in students the drive to learn, and to help them see the vital role of failure in discovery. We need to expect our halls of learning to question their own processes and strategies, and their own success (p. 2)"
Failure and inquiry based learning (Becky 100)
Make connection between failure and inquiry
Roots/basis of inquiry
Role of the teacher
According to Jaunine Fouche (2013), productive failure can be validated through the use of inquiry based instruction. In inquiry learning, students investigate a meaningful problem, generate and implement strategies to solve the problem, evaluate their results, and continue to try new approaches until the problem is solved (Barron & Hammond, 2008). Failure is an inevitable effect of this strategy and deserves high regard, for failure is fundamental in the learning process. "It can be the failures that leave the biggest impression and impact on our ability to succeed" (McIntosh, 2012, p. 44). By embracing inquiry based instruction in the classroom, teachers are empowering students to take control of their own learning through trial and error. The teacher's
Taylor Found this link to White Paper format: https://owl.english.purdue.edu/owl/owlprint/546/
Becky
Rosie
Chelsea
role shifts from directly instructing students, to guiding them through a process of discovery by actively questioning observations, reasonings, and conclusions (Barron & Hammond, 2008). "Within a supportive classroom learning community, failure is not a roadblock but an opportunity for success" (Fouche, 2013, p. 49).
Notifications
Comment
Aug 4, 2015
Reply...
Rebecca Whitaker
Aug 3, 2015
Selected text:
McIntosh, 2013
Chelsea, this article relates success to Thomas Edison and his failures with the light bulb too. :)
Reply · Resolve
Chelsea Edwards
Maybe we can incorporate it into the conclusion? lol we haven't even discussed that yet!
Aug 4, 2015
Reply...
Rosie Mousigian
Aug 4, 2015
Resolve
I like the quote! I feel like this is or
of the hardest things for teachers t
accept
Rosie Mousigian
Aug 4, 2015
Selected text:
The teacher's role shifts from directly instructing
Chelsea Edwards
Aug 3, 2015
Resolve
love that :)
Chelsea Edwards
Aug 3, 2015
Resolve
This is awesome, thanks!

Google *Sheets* and MS *Excel*

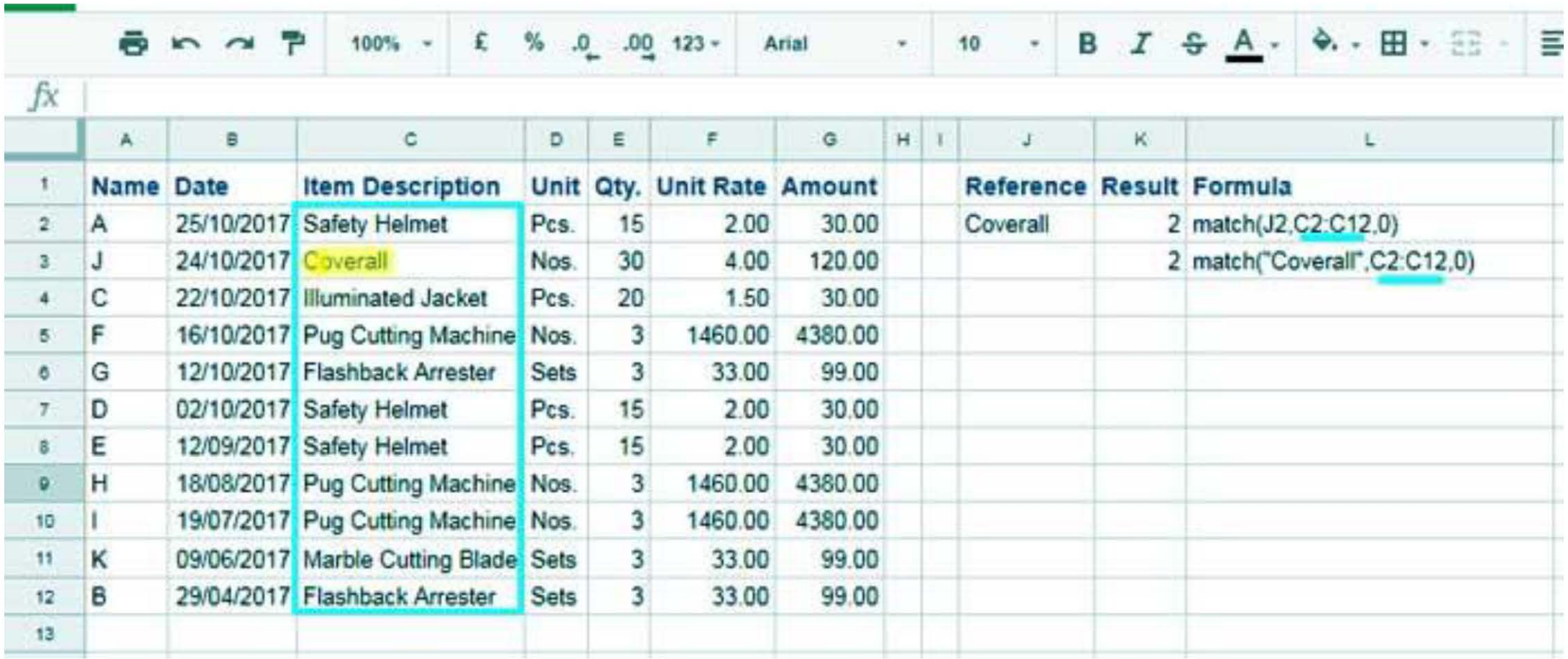
Google Sheets (and MS *Excel*) are good for…

Recording data with multiple variables

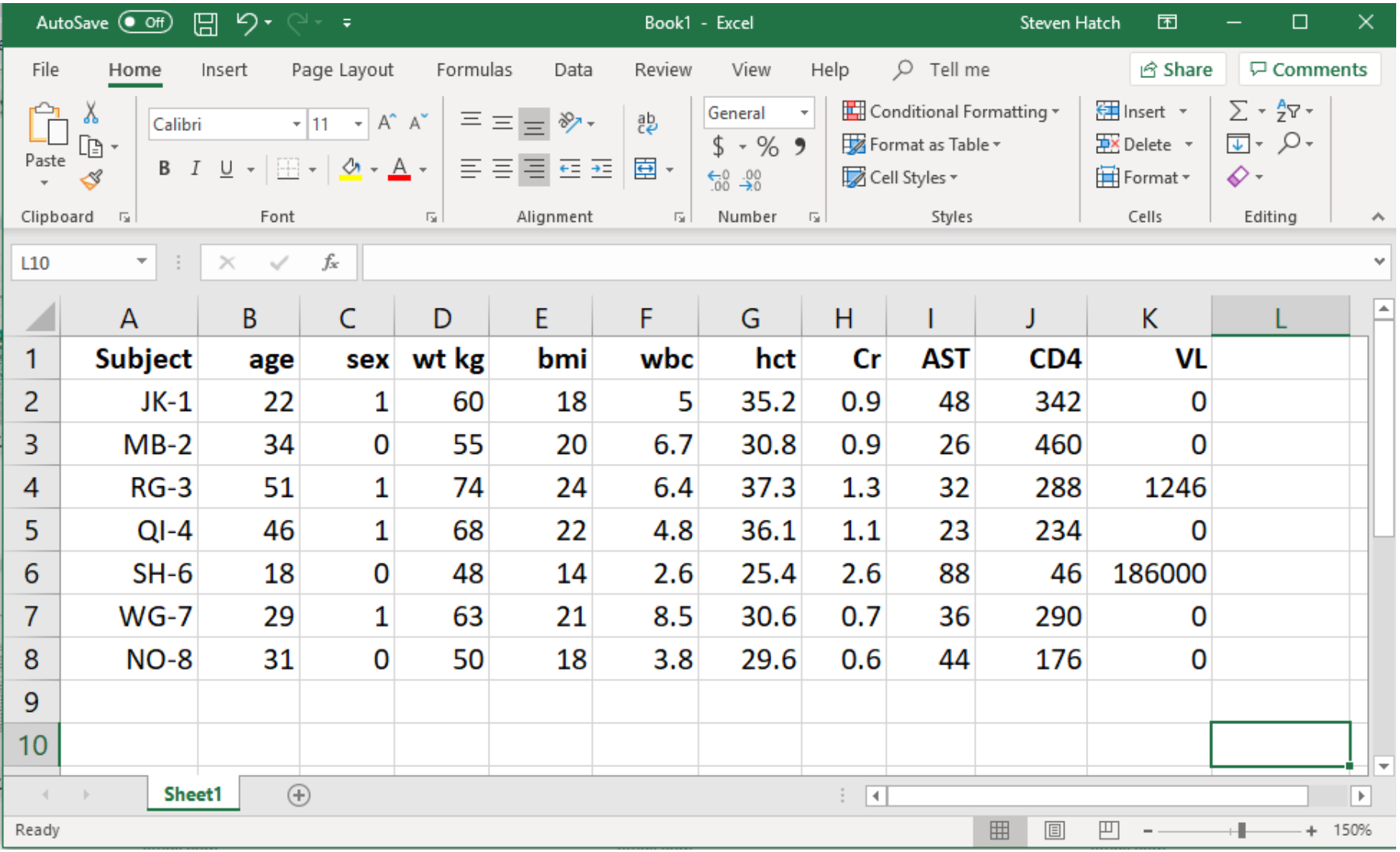
Making spreadsheets that can sort and store data

Creating budgets

Google Sheets



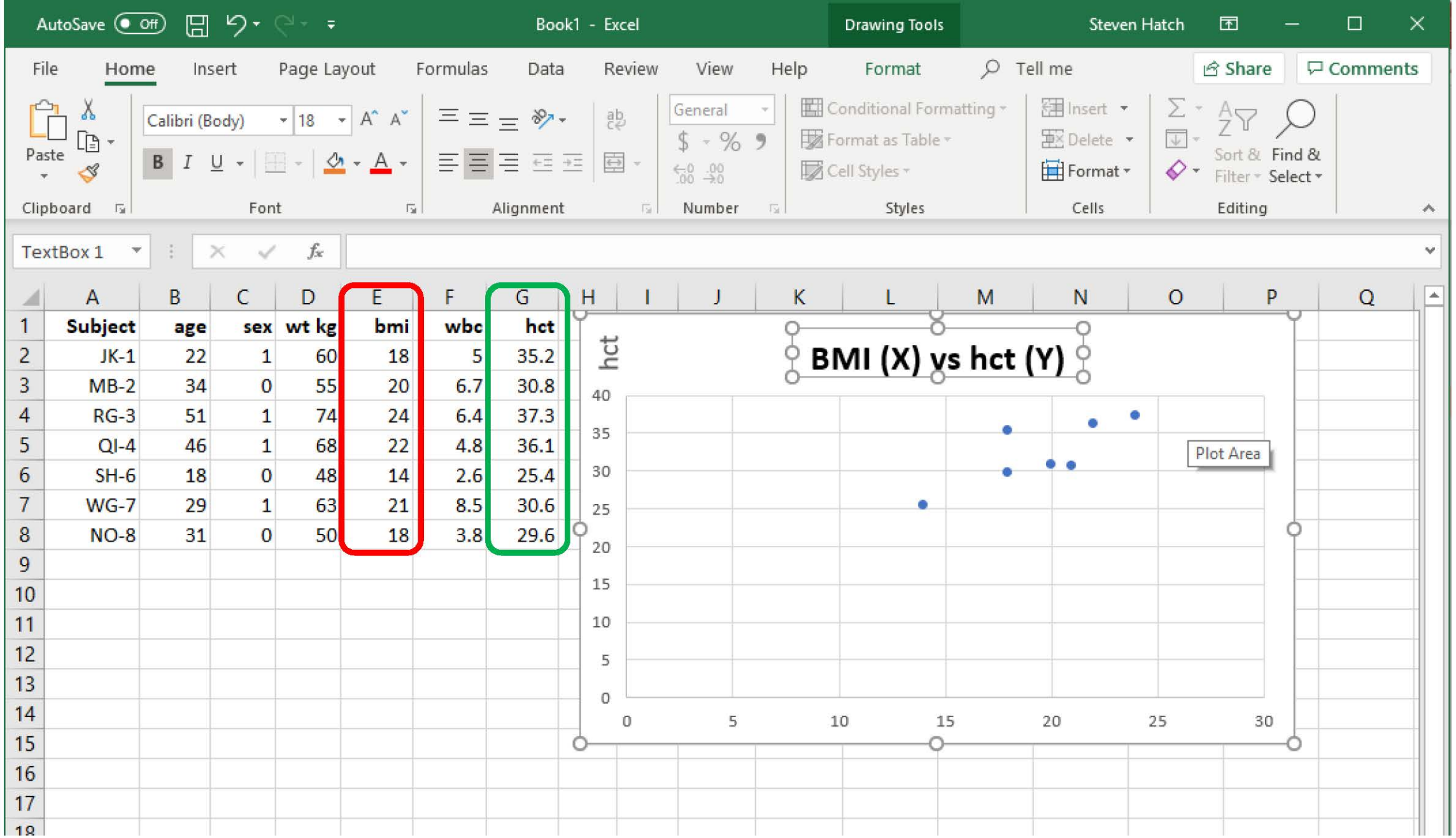
	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Date	Item Description	Unit	Qty.	Unit Rate	Amount			Reference	Result	Formula
2	A	25/10/2017	Safety Helmet	Pcs.	15	2.00	30.00			Coverall	2	match(J2,C2:C12,0)
3	J	24/10/2017	Coverall	Nos.	30	4.00	120.00				2	match("Coverall",C2:C12,0)
4	C	22/10/2017	Illuminated Jacket	Pcs.	20	1.50	30.00					
5	F	16/10/2017	Pug Cutting Machine	Nos.	3	1460.00	4380.00					
6	G	12/10/2017	Flashback Arrester	Sets	3	33.00	99.00					
7	D	02/10/2017	Safety Helmet	Pcs.	15	2.00	30.00					
8	E	12/09/2017	Safety Helmet	Pcs.	15	2.00	30.00					
9	H	18/08/2017	Pug Cutting Machine	Nos.	3	1460.00	4380.00					
10	I	19/07/2017	Pug Cutting Machine	Nos.	3	1460.00	4380.00					
11	K	09/06/2017	Marble Cutting Blade	Sets	3	33.00	99.00					
12	B	29/04/2017	Flashback Arrester	Sets	3	33.00	99.00					
13												



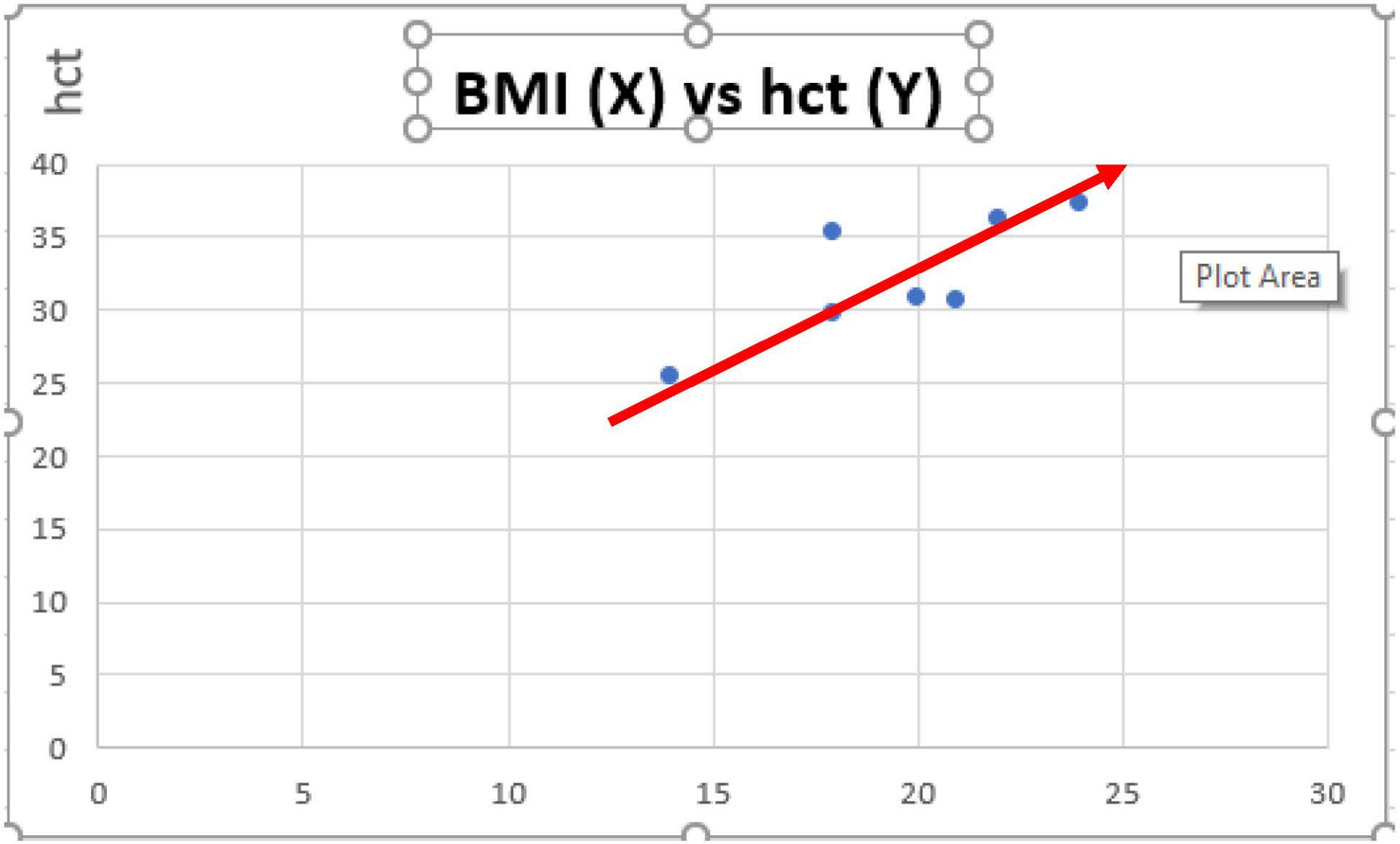
	A	B	C	D	E	F	G	H	I	J	K	L
1	**Subject**	**age**	**sex**	**wt kg**	**bmi**	**wbc**	**hct**	**Cr**	**AST**	**CD4**	**VL**	
2	JK-1	22	1	60	18	5	35.2	0.9	48	342	0	
3	MB-2	34	0	55	20	6.7	30.8	0.9	26	460	0	
4	RG-3	51	1	74	24	6.4	37.3	1.3	32	288	1246	
5	QI-4	46	1	68	22	4.8	36.1	1.1	23	234	0	
6	SH-6	18	0	48	14	2.6	25.4	2.6	88	46	186000	
7	WG-7	29	1	63	21	8.5	30.6	0.7	36	290	0	
8	NO-8	31	0	50	18	3.8	29.6	0.6	44	176	0	
9												
10												

Example: HIV clinic cohort (Excel)

From here, you can make comparisons and start to ask questions of the data



Subject	age	sex	wt kg	bmi	wbc	hct
JK-1	22	1	60	18	5	35.2
MB-2	34	0	55	20	6.7	30.8
RG-3	51	1	74	24	6.4	37.3
QI-4	46	1	68	22	4.8	36.1
SH-6	18	0	48	14	2.6	25.4
WG-7	29	1	63	21	8.5	30.6
NO-8	31	0	50	18	3.8	29.6


BMI (X) vs hct (Y)
hct
40
35
30
25
20
15
10
5
0
0
5
10
15
20
25
30
Plot Area

Google *Slides* and MS *PowerPoint*

Google *Slides* (and MS *PowerPoint*) are good for…

Giving presentations to an audience (Grand Rounds, research symposia, regional/international meetings)

Presents data *visually* (photos, movies, charts, graphics) in addition to *verbally* (text)

Google *Docs* and MS *Word* are the reverse (they emphasize text)

11 ★

12 ★

13 ★

14 ★

15 ★

16 ★

SCREEENING MAMMOGRAPHY IN WOMEN AGE 40-50 WITH 99% SENSITIVITY & SPECIFICITY

- 21.5 million women (215 thousand false positives)
- 36,000 cases invasive breast cancer (360 false negatives)
- Total positive mammograms: 251, 000 (215K + 36K)
- Positive predictive value: 36,000 / 251, 000
- Equals 14 percent

Filesharing and the Cloud

The Cloud

Your PC (or laptop) files “sit” on the hard drive, either inside or outside the computer

Your information “sits” on a computer server somewhere else, accessible by internet
Password protected (sometimes)

The cloud let you save lots of data, *and* it lets you share

Your PC (or laptop) files go to the cloud

Saved in the Cloud for further revisions

Second user accesses file on their computers and edits it

How much data do you need?

Word & Excel files are small (10-200 KB)

Pictures & graphics are small-medium (100 KB –2MB)

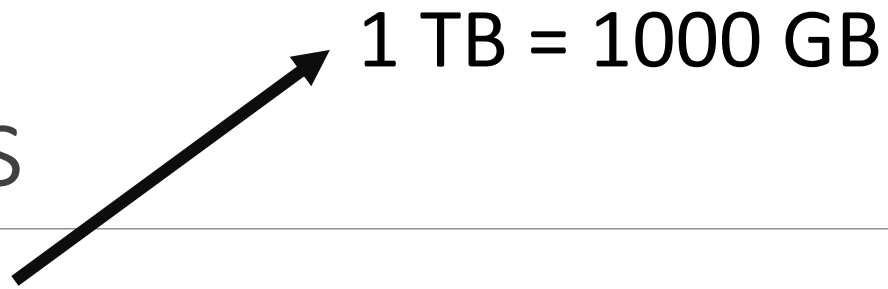
PowerPoint files are medium (1-100 MB)

Audio/Video is large (10 MB – GBs depending on length)

Currently *all* of my stored files total…

34 GB (or 3.4% of my total, as I have ***1 TB*** avail!)

What's free, what costs



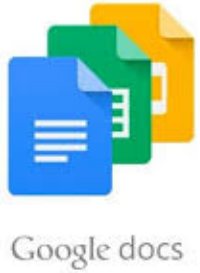
Dropbox: 2 GB free; 1 TB $10/mo

Google Docs: 15 GB free

Microsoft OneDrive: 5 GB free

Microsoft Office 365 Personal (uses OneDrive): **1 TB $6/mo**

Google Drive (https://drive.google.com/drive/u/0)



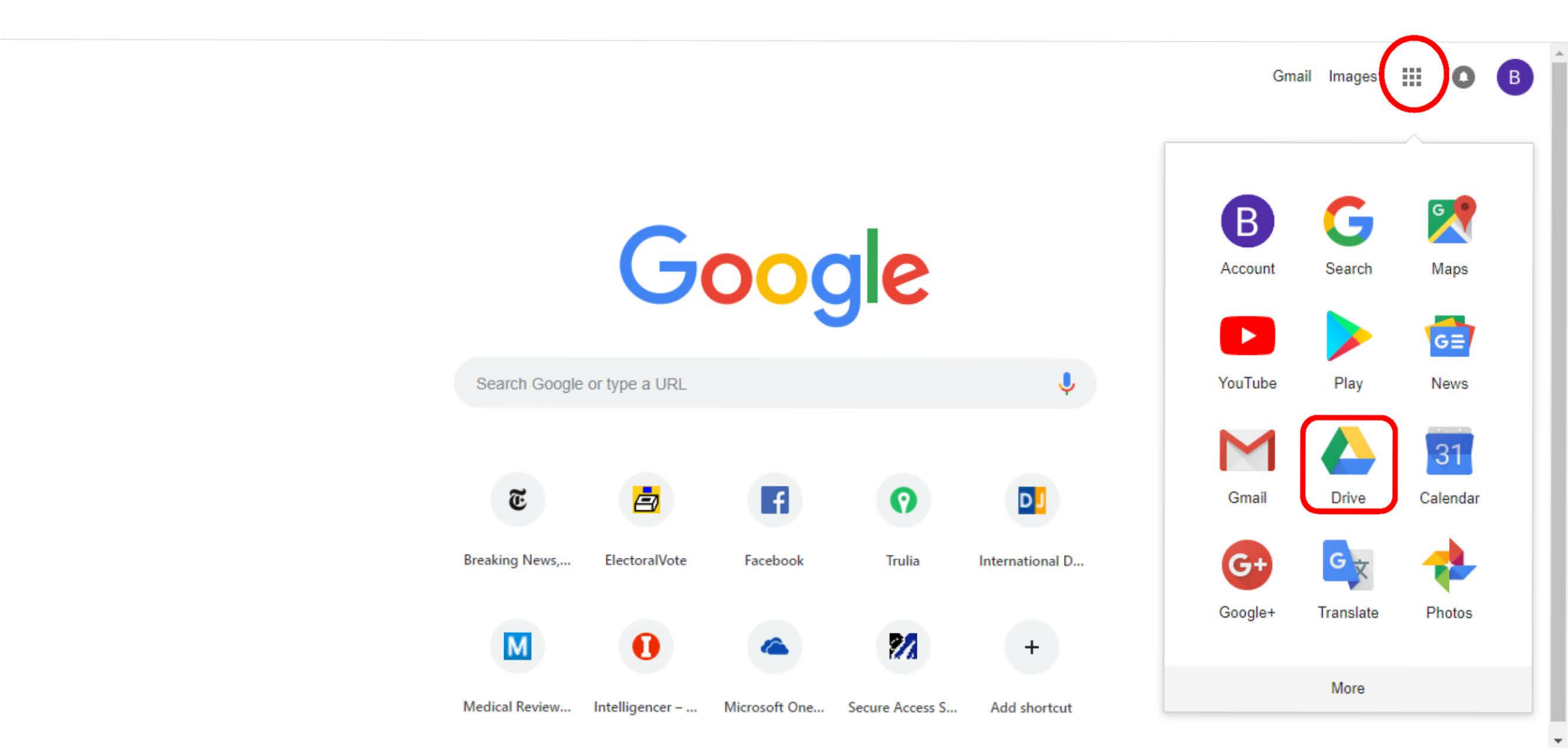
Easy group editing and in live time

Simple visuals

Best use is with *Docs*, *Files*, and *Slides*

If you have gmail account, can be easily linked

Compatible with Android phones, not iPhones


Gmail
Images
B
Google
Search Google or type a URL
Breaking News,...
ElectoralVote
Facebook
Trulia
International D...
Medical Review...
Intelligencer – ...
Microsoft One...
Secure Access S...
Add shortcut
Account
Search
Maps
YouTube
Play
News
Gmail
Drive
Calendar
Google+
Translate
Photos
More

OneDrive (https://onedrive.live.com)

Comes with Microsoft Office subscription

Uses *Word*, *Excel*, & *PowerPoint*

More versatile

Also compatible with phones (can't upload docs to iPhones)

Inbox (89) - steven.hatch420@gm | Google Calendar - Week of Marc | ID - OneDrive | Google Docs

https://onedrive.live.com/?id=CE1E6D923DE0175E%212050&cid=CE1E6D923DE0175E

OneDrive

Steven Hatch

Search everything

New | Upload | Share | Download | Move to | Copy to | Rename | Create album from folder | Embed | Sort

OneDrive

- Files
- Recent
- Photos
- Shared
- Recycle bin
- PCs

Files > ID

5	7	12	6	2
ABIM Board Review & C...	Admin Clinical	clinical images	CV	Dengue
Aug 26, 2016	Jan 23, 2015	Oct 6, 2018	Apr 29, 2015	Aug 15, 2015
10	26	18	1	6
Fellowship	Jobs	Liberia	Mother Infant Colombia	MRIoA
Feb 11, 2016	Jun 10, 2017	Jan 23, 2015	Oct 6, 2018	Apr 1, 2015
5				

34.4 GB used of 1.03 TB

Premium OneDrive

Get the OneDrive apps

Dropbox (https://dropbox.com)

Does not have “stand alone” apps

Can also be used with phones, both Android and iPhone

Links

How to use Google Docs: https://www.youtube.com/watch?v=OBh8bMC7XEU

How to use OneDrive: https://www.youtube.com/watch?v=wINl89ab-g4

Dropbox intro: https://www.youtube.com/watch?v=zjSFC6pPkyk

Review of main features of filesharing apps:
https://www.cloudwards.net/dropbox-vs-google-drive-vs-onedrive/

How to use Google Docs with Microsoft files:
https://www.controlaltachieve.com/2018/03/office-drive.html