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Google Chrome

Web browsers are used to search, display information, watch videos online, etc. Therefore, the web browser you select to use makes a difference. If you are not a user of Google Chrome, you may seriously switch after exploring its features.

Chrome is designed to be fast and responsive in every possible way. Check out Chrome's speed by watching this speed test video: http://www.google.com/chrome/intl/en/more/speed.html

Not only is Google Chrome noted for its speed, but also for its streamlined, clean and simple window with features that are easy to use:

- An address bar that sits at the top of the browser window (sometimes called the "omnibox") doubles as a search box. Simply type your search term in the address bar and press Enter to see results.
- Tabs at the top of your browser can be rearranged by dragging the tab to a different position horizontally or dragging the tab down to create another window.

Chrome is also designed to keep you safer and more secure on the web with built-in malware and phishing protection. A warning message will pop up before you visit a site that is suspected of containing malware or phishing. Chrome's security feature regularly checks for updates to ensure your browser has the latest security features and fixes.

Chrome also has the capability to give users access to their Chrome bookmarks, history, and other settings from all their computers. To learn more about signing in to Chrome and how this works, go to:


Finally, Chrome has many useful features built in, including automatic full-page translation and access to thousands of apps, extensions, and themes from the Chrome Web Store:

https://chrome.google.com/webstore/category/home

For example, at the Chrome Web Store, there is an Education category. Under this category, an extension entitled, "BioDigital Human" is available. If you are familiar with Google Body that was available from Google Labs, BioDigital Human extension is so much better.

Google Chrome can be customized in many different ways to personalize your browser, from setting it to be your default browser to setting your favorite artist’s theme.

To customize:

1. Click on the wrench on the tool bar and from the wrench menu; select Options (Preferences on a Mac) and then Basics.
2. Choose the desired settings for "On start up", 'Home page", "Toolbar", "Search" and "Default browser".
3. Click on Personal Stuff in the left pane to set other options. For example, Sign In, Users, Passwords, Autofill, Browsing Data and Themes.

**Activity One**

1. Customize your Chrome browser to meet your needs.
2. Sign in to Chrome and set up bookmarks that can be accessed from other computers.
3. Explore add-ons or extensions as desired at the following websites: 
   - [http://www.chromeextensions.org/](http://www.chromeextensions.org/)
   - [http://chrome.google.com/webstore/category/home](http://chrome.google.com/webstore/category/home) & select Category - Education.
4. Download one add-on or extension that could be used in your classroom.
5. Share your findings and how you will use this add on or extension in your classroom.

**iGoogle**

iGoogle is a personalized homepage for Google app users. A collection of applications called gadgets can be added to this page. There are lots of gadgets to choose from to organize content and provide access to activities and information from all across the Internet without leaving the iGoogle page. Here are just a few examples of things that can be done with gadgets:

- View your latest Gmail messages
- Read headlines from Google News and other top news sources
- Check out weather forecasts
- Store bookmarks for quick access to favorite sites
- Create your own gadget

To get started, a Google account is needed. Also, signing in with a Google account lets the user save their iGoogle page so that it may be accessed from any computer. Otherwise, their iGoogle page is only visible on the computer that they set it up on.

1. Go to [www.google.com](http://www.google.com) and login.
2. On Google’s homepage, click on the More dropbox arrow and then Even More. A window with all the Google products will open
3. Click on iGoogle. Note: The first time setting up a iGoogle page, a setup wizard will let help create the homepage.
4. Choose some interests and a theme, and click See your page. A personalized iGoogle page will open showing the content that was selected.
5. Move the contents of the iGoogle page by dragging the boxes around to desired location.

**To add more gadgets:**

1. Click Add Gadget, located in the left pane. This opens a window where the user can search for different gadgets.
2. Under each desired gadget, click the button that says *Add it now.*
3. Click the **Back to iGoogle home** located in the upper left side of the page to get back to the iGoogle homepage.
4. Click on the gadgets drop box to
   a. Edit settings
   b. Delete this gadget
   c. Minimize this gadget
   d. Share this gadget
   e. You might also like …
   f. About this gadget

When gadgets are added, they are by default added to the Home tab. Adding too many things to one page will load slowly and increase the chance of the browser crashing. However, the user has the option to add additional tabs to organize their iGoogle page. (e.g., one for RSS feeds, another for games, etc).

**To add a tab:**

1. Click on the drop box to right of the Home tab in the left pane.
2. Click on **Add a Tab** and key in a name.

There are several options available under the Edit tab:

- Move the content level as desired by clicking on the up and down arrows
- Remove or add gadgets
- Change the theme
- Set the layout to one, two, three or four columns
- Restore your iGoogle page to a later version
- Manually backup your iGoogle page
- Reset your iGoogle page to the original default  (Keep in mind that if you restore, you will lose your settings and your gadgets will be uninstalled!)
- Export/import Google settings

iGoogle also offers the opportunity to change the theme of the home page in another manner:

1. Click on **Change Theme**, located on the right side near the top. This opens pages where the user can select from many different themes through the More Options, Search, or categories.
2. Once a theme of choice is located, click on the X to close the window.

There may be times when a user needs to focus in on a single gadget on iGoogle. Canvas views or full page views are available for some of the most popular gadgets. For canvas view of a gadget click its title in the left navigation pane or click the maximize button on the gadget title bar.

**Activity Two**

1. Add Google Reader, To Do and another gadget of your choice to the Home tab.
2. Add at least three new tabs in addition to Home.
3. Add at least three gadgets to each tab.
4. Arrange the tabs in alphabetic order below the Home tab.
5. Change the layout to three columns.
6. Change the theme for each tab.
7. Change the setting to open links in a new tab or browser window.
8. Share one of your gadgets with another member of the class.

**Google Calendar**

With our busy lifestyles, Google Calendar is a great way to keep you on track and share events with students, their parents, family and friends. Calendar events can include as little as one line reading, or as much as a day’s lesson plan. Also, it also allows for the creation of more than one calendar.

Another nice feature is that your Google Calendars can be accessed from your phone, and they can be set to send event reminders via email or text messages to your mobile phone. Even though Google Calendar is free, keep in mind there may be some charges when using the mobile phone options. You may want to check with your provider.

**To get started using Google Calendar and add an event:**

2. Under the **Even More** tab, click on **Calendar**.
3. Click the **Create event** button in the left-hand column
4. Enter a name for the event in the event title field, choose a date and time for the event, and fill in a location in the **Where field** and other details as desired.
5. If the event is an all day event, check the **All day** check box.
6. If the event is to be repeated, click the checkbox next to **Repeat** and fill in the data needed to repeat the event.
7. If you have more than one calendar, select the proper calendar to add this event.
8. For additional information about the event, key that information in the Description box.
9. Select the event color. This option works great to distinguish the different types of events that may be added to your calendar. For example holidays may be entered in green, out of office time entered in blue, schedule busy time in red.
10. If desired, set a reminder with a Pop-Up and the desired time. Or, click on add a reminder to add the E-mail option of a reminder.
11. Click on the proper radio button to set your calendar to show me either **Available** or **Busy**.
12. Click on the proper radio button to set the Privacy of this event, Default, Public or Private.

**To share your calendar:**

1. Enter the email address of the person you wish to share your calendar with in the "Add guests" field box and click Add.
2. Continue adding email addresses for all that you want to share this event,
   - a. Select what Guests can do
   - b. Modify event
   - c. Invite others
   - d. See guest list
To create a new calendar:

1. Click on My calendars drop box in the left pane and then Create a new calendar.
2. Fill in calendar name, description if need, calendar time zone and the visibility option.
3. If you desire to share this calendar, enter their email address below Person in the Share with specific people section.
4. Select the proper rights for this individual from the Permission setting drop box.

Google Calendars can be embedded into a blog or website by using the embed code provided by Google.

1. Open up the calendar settings by clicking on My Calendars and then Settings.
2. In the left pane, click on the calendar to be embedded. This will open Calendar Details window.
3. Copy the embed code provided and then paste it into your blog/website's html editor.
4. To embed multiple calendars or change size, color or other options, click on the Customize link

**Activity Three**

1. Login to Google and set up your main calendar by adding at least two events.
2. Add an additional event that is reoccurring.
3. Share your calendar with a participant in the workshop, giving them rights to edit/add events.
4. Add an event to the calendar that you received from the individual that shared their calendar with you.

**Google News**

With all the different news sources around the world, where do you start? Google has a computer-generated news site, "Google News"(www.google.com/news). Google News collects headlines from news sources worldwide and groups similar stories together. The articles are selected and ranked by computers that evaluate how often and on what sites a story appears online.

Maybe the news sections that appear are not what you are interested in. Google News allows the user to customize to their interests.

1. Click the Personalize Google News button.
2. Choose from the Personalize Google News window that opens by moving the slider for each section from "Never show this section", "Rarely", "Occasionally", "Sometimes", "Often" to "Always".
3. Or, click on Advanced for summary and more details of the section and then click on Add this section button.
4. If desired, you can rate sections as well as click on the author name to see all sections created by that user.
5. To get local news, fill in your City, State, or Zip code in the Add a local section and click Add. The new section will appear in the left hand pane of the News window.

*Note: Google News users can subscribe to RSS or Atom feeds, and there is a special version of Google News for mobile phone users called Google Currents.*
Google Alerts

Something that may be of great interest to users of Google News is Google Alerts. Google Alerts are emails sent to you when Google finds new results -- such as web pages, newspaper articles, or blogs -- that match your search term. Actually, Google Alerts can be used to monitor anything on the Web.

1. Go to www.google.com/alerts. (Be sure that you are logged into your Google account. If you are not, when you create an alert, Google will send you a verification email to prevent spam)
2. Enter your search term(s) as you were doing a regular Google search.
3. Enter the email address to where the alerts are to be delivered.

Activity Four

1. Login to Google News and customize the page to match your news interests.
2. Add your local news.
3. Set up a Google Alert for a search term that fits the curriculum you teach.

Google Video

Google Video has millions of streaming videos. Users can search for and watch from a collection of movie clips, music videos, documentaries, personal productions and more. Until recently, users could upload their videos on the Google Video website. Now, videos that have been uploaded through YouTube and other accounts can still be accessed through the Google Video search. Note: Your Google account will enable you to upload videos to Picasa and YouTube.

To view a video:

2. Search for a video.
3. To view details about the video, click or hover the mouse over this symbol to the right of the video title.
4. Click on the video desired to view. (Keep in mind that not all videos use the same viewer so that may require a download of some type.)

Google Images

Google Images is search service that allows users to search the Web for image content. When using these images, the question about copyright nearly always comes up. This is what the Google Images website says about copyright: "The images displayed in a Google Image Search may be protected by copyright, so we can’t grant you the right to use them for any purpose other than viewing them on the web. If you’d like to use images from our image search, we suggest contacting the site’s webmaster to obtain permission. To learn how to find the webmaster of a site, please visit http://www.google.com/support/bin/answer.py?answer=9109"
**Google Earth**

Google Earth is a very powerful program that can be used in many curricular areas and with many different age levels and interests. It provides a birds-eye view of the entire globe as well as views of outer space, the moon and Mars!

**To download Google Earth:**

1. Go to [http://earth.google.com](http://earth.google.com)
2. Download Google Earth (Free) by clicking on the icon.
3. Follow the directions.

**Google Earth Toolbars**

When you first open Google Earth, a Tip of the Day window opens. You can simply close the window by clicking the Close button in the lower right corner.

Below you will find a diagram of the Google Earth Interface. Each of the features will be described in detail. The sidebar contains the Search Panel, Places Panel and Layers Panel. You will also see the Toolbar, 3-D Viewer and Navigation Tools.

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**FIGURE 4 GOOGLE EARTH INTERFACE**
**Using the Navigation Controls**

Use the controls found on the upper right corner of the 3D viewer to navigate. Hover your mouse over the controls to show them. To always or never show the Navigation Controls,

1. Click *View/Show Navigation*
2. Select *Always Never or Automatic*.

Use the Look Joystick to look around from a single vantage point.

1. Click an arrow to look in that direction or continue to hold down on the mouse button to change your view.
2. Click on the “N” to reset the view so that north is at the top of the screen.
3. Click and drag on the ring to rotate your view.

The *Move Joystick* allows you to move from one place to another. When you move you actually “grab” the earth and move it any direction you want it to go.

1. Click an arrow to move in that direction.
2. Click on the triangles to travel north, east, west or south.

By using the *Zoom Slider*, you can zoom in or out of the image in your 3D viewer.

1. To zoom in, click on the + sign or move the slider up.
2. To zoom out, click on the − sign or move the slider down.

Google Earth automatically tilts to change your viewing area to be parallel to the Earth’s surface. To turn off the automatic tilt, go to (PC: Tools/Options/Navigation/Navigation controls or Mac: GoogleEarth/Preferences/Navigation/Navigation controls.)

**Exploring the Search Panel**

By using the Search Panel you can fly to any location in the world. To do this,

1. Select the *Fly To* tab
2. Type in a destination city or address in the *Fly To* search box.
3. Click on the *Search* button.

**Setting Up a Starting Location**

To set up a starting location placemark:

1. Type the desired location in the *Fly To* search box.
2. Click the *Search* button.
3. Click on *View* and select *Make this my start location*. 
FINDING BUSINESSES NEAR DESTINATIONS

You can Find Businesses near any location. To do this,

1. Select the Find Businesses tab in the Search Panel.
2. Type the desired type of business in the What search box.
3. Type the destination in the Where search box.
4. Click on the Search button.

GETTING DRIVING DIRECTIONS

To get driving directions:

1. Click on the Directions tab in the Search Panel.
2. Type your starting location in the From search box.
3. Type your ending location in the To search box.
4. Click on the Search button.

To tour your route, click on the Play Tour button in the lower right of the Search Panel. This will bring up the Tour Controls in the lower left of your 3D Viewer. The Tour Controls are similar to the Navigation Controls. They are hidden until you move your mouse over them. You can also pause, speed up, stop and delete your tour.

To save your driving directions to your My Places folder,

1. Scroll up on the results listing until you see the top folder that contains your directions.
2. Collapse the folder by clicking on the – (PC) or the (Mac).
3. Drag and drop the folder into a folder under My Places.

To print your driving directions,

1. Click on File and then Print.
2. Select the Most Recent Driving Directions.
3. Click Print.

Google Earth prints driving directions that include images of intersections that require turns. Another way to print is to scroll to the top of the directions folder and click on Printable view. This opens Google Maps and will print the directions and map.

ACTIVITY FIVE

1. Practice navigating the earth by zooming in and out, moving around the earth, and changing your perspective.
2. Type a location in the Fly To search box. Try entering your home address or another location you would like to see. Try using a zip code or waypoints (latitude and longitude) like 28.42 N 81.58 W. By the way, what is the latitude and longitude of your home/apt.?
3. Find a business in a particular location. Try finding hotels in Denver, CO or a McDonalds in Beijing China.
4. Get driving directions from your home to somewhere you would like to visit.

Exploring the Places Panel

The **Places Panel** has a variety of preset locations to visit. You can customize your places panel to include locations of your choice by adding content to the panel.

**Taking a Google Earth Tour**

By using the **Play Tour** button you can go on a tour of places located in your places folder.

**Adding Custom Content**

There are a variety of ways to add custom content to your **Places Panel**. You can click on the **Add Content Button** or access content from a variety of locations on the web.

*Note: By clicking on the grey arrows next to the selection boxes you can expand or collapse the list.*

- An arrow facing left means the list is collapsed
- An arrow facing down means the list is expanded

To Add Content about Volcanoes,

1. Open your Internet browser (i.e. Internet Explorer, Safari, Firefox) and type [www.volcano.si.edu/world/](http://www.volcano.si.edu/world/) into the address line.
2. When you reach the website, click on the button on the left hand side that has **Google Earth Volcano Layer Placemark**.
3. Next, click on the **Download Google Earth Holocene Volcanoes Placemark**. **Note: Be sure the Open with circle is selected and Google Earth is the Program listed and click OK.**

Once you have **Volcanoes of the World** downloaded you will notice it is now listed under your **Temporary Places** category in the **Places Panel**. Use your navigation tools in the 3-D viewer to locate a Volcano icon and read the information made available to you regarding that volcano.

**Explore Content**

To add content:

1. Click on the **Add Content** Button on the upper right hand corner of the **Places Panel**. This will open your web browser to a selection of Google Earth Places.
2. Choose one of the subjects listed and click on the open icon: [Open in Google Earth](#)
3. Follow the same procedure as you did when downloading the volcanoes content.

*Note: When you download new content into your Places Panel it automatically goes into your Temporary Places file. When you exit out of Google Earth it will ask you if you want to keep your Temporary Places. You can also make it a permanent place by simply clicking and dragging it up to My Places.*
Exploring the Layers Panel

The Layers Panel in Google Earth contains a variety of geographical data that can be selected to appear in your 3D viewer. To select a particular category or sub-category, simply click in the checkbox next to the desired layer. To remove a layer, deselect the checkbox.

**Activity Six**

Explore the many layers available in Google Earth, for example:

- Rumsey Historical Maps
- Tracks4Africa
- Spotlight on Africa
- European Space Agency

*Note: Check out the new Rumsey Historical Maps in the Layers Panel under Gallery. These are all overlays. Go to http://www.davidrumsey.com to see David’s entire online map collection. Also, go to http://www.earth.google.com/rome to watch a short video on how students can view Ancient Rome in Google Earth.***

**Google Earth Tool Bar**

To show or hide the sidebar, click on the *Show or Hide Sidebar* icon.

![Google Earth Toolbar Image](image-url)
Adding Placemarks

To add a placemark,

1. Fly to the general location you wish to placemark.
2. Click on the Add Placemark icon.
3. Postion the placemark to the desired location.
4. Type the placemark name in the **Name** box.
5. Type a description.
6. Choose color, scale and opacity for the placemark by clicking on **Style Color**.
7. Click on the **View and Altitude** tabs and change as desired.
8. Click on the **Placemark** icon to choose an alternate icon.
9. Click **OK**.

To edit a placemark later,

1. Find the placemark you wish to edit.
2. Right click (PC) or Ctrl+click (Mac) on the placemark.
3. Click on **Get Info**.
4. Make changes as desired.
5. Click **OK**

Inserting a United Streaming Video Segment Link Inside a Placemark

If you have a subscription to United Streaming, you can insert a video streaming link into a placemark description.

1. Open your Internet browser and go to [http://streaming.discoveryeducation.com/](http://streaming.discoveryeducation.com/)
2. Login and find the desired video.
3. **FIRST**, select the proper media settings such as media type and player selection. (For Macs, you need to select QuickTime.)
4. Right click (PC) or Ctrl+click (Mac) on the desired Download file icon.
5. Select Copy Shortcut (PC) or Copy Link Location (Mac).
6. Navigate to the desired location on Google Earth.
7. Insert a placemark.
8. After naming your placemark, paste the URL location in the Description box by pressing Ctrl+V (PC) or Command+V (Mac).
9. Click **OK**.
10. Position the placemark on the map.
11. If a placemark has already been created, right click (PC) or Ctrl+click (Mac) on the placemark to reopen it.
12. Select **Get Info** and repeat steps 8-9.
**Ruler**

There are two ways to measure distance in Google Earth using either a line or a path. A line measures the distance between two points. A path measures the distance between multiple points connected with a straight line and measurement is calculated along the entire length of the path.

To turn on the ruler,

1. Click on the *Show and Hide Ruler* icon
2. Select either *Line* or *Path*.
3. Select the desired unit of measure.
4. Click in the 3D viewer to set the beginning point and continue clicking until the line, path or shape measures the desired region.

*Note: By default, navigation with the mouse is disabled when you use measuring mode, but you can enable it by checking the *Mouse Navigation* box. When enabled, mouse navigation works in conjunction with measuring: click and hold to add a new point, click and drag to move the earth.*

**Google Earth Websites**

- Google Earth for Educators [http://www.google.com/educators/p_earth.html](http://www.google.com/educators/p_earth.html)
- Google Earth Sightseer Monthly Newsletter [http://bbs.keyhole.com/ubb/z0302a1700/mar08.htm](http://bbs.keyhole.com/ubb/z0302a1700/mar08.htm)
**Google Reader**

Google Reader is a web-based aggregator capable of reading RSS and Atom feeds (updates). This means that Google Reader is constantly checking user selected sites and blogs for new content and bringing it to one location on Google Reader. *A Google account is needed before Google Reader can be used to subscribe to feeds.*

**To subscribe to a feed:**

1. Go to [www.reader.google.com](http://www.reader.google.com) and login to Google account.
2. In the left hand pane, click on *Add Subscription*.
3. Enter the URL of the blog or site to subscribe to in the text field.
4. Click *Add*. The feed will appear in the left pane on the Google Reader page under Subscriptions.
5. Another way to subscribe to a feed directly is by clicking on the RSS logo 📰 on the website or blog. Remember, not all sites offer RSS feeds.

**To read the feeds:**

1. Click on the feed's title in the left pane on the Google Reader page under Subscriptions. When there are new items, the feed will be bold and the number of new items will be in parenthesis behind the name of the feed. The contents of the feed will open in the primary window.
2. At the top of the page, choose to view *All items* or *New items*.
3. Other view options can be selected in the option in the top right hand corner of the main Reader window.
4. List view to browse the headlines.
5. Expanded view to return to default view where each item is already expanded.

There are links underneath items to Add star, Like, Share, Share with note, Email, Keep unread and Add tags.

![FIGURE 14 ADD A SUBSCRIPTION](image)

When tagging items, a new link will be created in sidebar to help organize items that may be needed later for a particular subject.
Google Sketch Up

Google SketchUp is a free, easy-to-learn 3D-modeling program that can be downloaded from Google. This program could be a great addition to any classroom as students can create 3D models with just a few simple tools. These models can then be shared with the world or even in Google Earth. SketchUp works on the following operating systems: Windows XP/Vista/7 & Mac OS X (10.5+).

To get started using SketchUp:

2. Follow the instructions on the download and install windows that open.
3. Once SketchUp is downloaded, it is highly recommended to go back to the Google SketchUp homepage (same url as in instruction 1) and click on the Training link in the left pane.
4. Click on the Video Tutorials link. The training videos range from basic to more advanced topics, and are best watched in the order that they are listed.

SketchUp also has lots of online guides and step-by-step projects to help users become comfortable using the tools. This is a great free program to help students understand concepts of geometry and design as they build models from scratch or use projects on the SketchUp web site. Take time to check out the Gallery on SketchUp’s homepage.

Art Project

Google’s Art Project allows viewers to virtually view some of the world's most respected art museums with either Street View technology or Artwork view. Street View technology allows the user to move around the museum’s galleries, select works of art that interest them, navigate through interactive floor plans as they explore and learn more about the museum. With Artwork View, users discover featured artworks at high resolution and can use the custom viewer to zoom into paintings. There is also an info panel that expands so users have the option to read more about an artwork, find more works by that artist and watch related You Tube videos.

To start using Google Art Project:

1. Go to http://www.googleartproject.com/ or from Google's homepage and click on More, Even More and then Labs to locate Art Project.
2. For first time users, click on Learn More to view a video entitled, "Visitor Guide, How to Use the Site".
3. When finished viewing the video, click on the Home breadcrumb to return Art Project’s homepage.
4. From the drop down menu on the homepage, select a museum and then either choose ‘Explore the museum’ or ‘View Artwork’. The window to that museum will open.
5. Select from the drop-down menus or the side info bar to navigate between artworks or move to a different museums.
YouTube – Education

Is your school blocking YouTube?

Then give YouTube for Education a try at http://www.youtube.com/education

YouTube is providing this service to schools and will redirect all YouTube links to educational content on YouTube.com/education. In addition, comments will be disabled and the displayed related videos should be only educational.

YouTube – Educate, engage, and inspire your students with video! Link to sign up here