Title: Google Tools for Teaching and Learning

Purpose: Professional Development for ESL Adult Education Teachers

Context: This six-hour face-to-face training unit is the only one teachers will receive as part of the Professional Development (PD) for ESL Adults teachers. This unit was created to target identified knowledge and skills gap among ESL adult teachers at WSLC. This unit covers an overview of the commonly used Google apps and Chrome extensions in the school, and introduces a new Google app (MyMaps) and a Chrome extension (InsertLearning) tool. The unit also contains an offline after-PD-follow activity to ensure the transfer of knowledge and skills in these areas.

Overview: The following storyboard represents the flow of activities for a 6-hours session divided into five parts on reviewing previous Google knowledge and skills, introducing MyMaps and InsertLearning Google tools, exchanging ideas and job-aid materials, and follow up activities and debrief. These are grouped into three major parts. The Introduction part includes a presentation of the PD goal and objectives, a group-exchange activity, and a Scavenger-Hunt activity as an assessment of previews knowledge and skills in Google tools such as Dive, Docs, Sheets, and Slides and Chrome extensions in general. The demonstration part includes two separated sessions to introduce Google/MyMaps and the InsertLearning Chrome extension. Each of these includes a presentation, group activity, individual hands-on activity, a learners-presentation of hands-on activity results, note-taking and discussions, and an assessment of the content. The debrief session includes a final group discussion, the provision of job aid and presentation materials, an evaluation of the PD unit, and instructions for an optional long-term follow activity and debrief.

Expected Outcomes: Learners will demonstrate knowledge and skills in the use of Google apps and Chrome extensions 80% of the time. Learners will be able to use the features in MyMaps to create interactive presentations 90% of the time. Learners will be able to install and use the features in InsertLearning to create interactive reading activities 90% of the time. Learners will identify ways in which these tools can be included in their lessons 90% of the time.

• Resources: PPT, computer for presentation, projector, internet access, 12-16 laptops with internet access for attendees, Google drive shared folder with job aids, handouts of instructional materials and activities, chat room for follow up activities.
• Facilities: Classroom or meeting room available for 12-15 attendees.
• Stakeholders: Facilitator: Technology Instructor for ESL Adults Educators; Audience-ESL Adult Teachers and Adult ESL School Facilitator.

Note: Green text represent new content
Title: Google Tools for teaching and Learning

Estimated Time: 6 hr.

Purpose: Professional development for ESL Adult Education Teachers

Intro
- Warm up/Google Overview
  - 20 mins.
  - Stating Goals
  - Stating Objectives
  - QA group activity prompt thoughts about knowledge and skills using Google apps and Chrome Extensions.
  - Session debrief activity to facilitate understanding of actual learners’ overall knowledge and skills.

Google/Chrome Overview
- 40 mins.
- Intro
- Scavenger Hunt Activity to promote an overview of commonly use Google tools and Chrome extension to connect learners with the unit content.
- QA/Discussion as a way to wrap up this session
- Learning Survey to assess the actual learners knowledge in this session.

Instruction/Activities/Assessments
- MyMaps/InsertLearning
- Google/MyMaps
  - 2 hrs.
  - Intro to MyMaps
  - Example lesson /Building Concept Map/ Note taking
  - Creating an interactive Map together (group)
  - Creating an Interactive Map (individual hands-on)
  - Presenting to class
  - Taking notes/questions
  - QA/Discussion
  - Learning Survey
- InsertLearning Chrome Extension
  - 2 hrs.
  - Intro to InsertLearning
  - How to install
  - How/When/What activity
  - Example Lesson/ Note taking
  - Creating an interactive reading activity (individual)
  - Presenting class
  - QA/ Discussion
  - Learning Survey

Debrief
- WrapUp/CourseEval/FollowUp
- Immediate Follow up Activity
  - 1 hr.
  - Final class QA Discussion
  - Identifying was of integrating these skills into learners’ future lessons.
  - Job Aid Folder Sharing
  - Collection of emails for sharing these files
  - Course Evaluation Survey

Long-Term Follow up Activity
- (1 Month after the PD session)
  - Testing and Uploading lessons integrating learned skills (at least 2)
  - Open Chat for QA
  - Complete a required Learning Survey at the end of the month
Course title: Google Tools for teaching and Learning
Activity Title: Introduction to the Professional Development Unit

Instructional Activity Description:
• Learners will be introduced to the PD unit goals and objectives.
• Review the unit expected outcomes.
• Learners will be given a folder with the PD agenda, presentation handout, and hands-on activity guides.
• Learners will be asked to take notes during the entire unit.
• Learners will be indicated to write any question onto a ‘Post-it’ paper posted on a wall.

Activity Deliverables/Outcomes:
• Getting to know each other. Building a cohesive group.

Resources Required:
• Trainer presentation guide
• Pocket folders containing presentation and activities materials
• A Large ‘Post-it’ paper

Notes:
• After the instructor completes a brief ‘getting to know each other’ intro, he/her will talk about the goals and objectives for this unit. He/She will also talk about the expected outcomes by the end of the unit.
• Trainer will hand out a folder containing the presentation materials.
• Trainer will indicate the importance of taking notes throughout the unit.
• Trainer will point at the large ‘Post-it’ paper available for on-going questions.

Key learning outcomes:
• Unit Goals and Objectives
• Unit expected Outcomes

Key Content Points:
• Goals, Objectives, PD unit expectations
Course title: *Google Tools for teaching and Learning*
Activity Title: *Introduction: Question and Answer Activity 1 out of 2*

### Instructional Activity Description:
An activity designed to prompt learners to think about Google apps and Chrome extension tools.
- Learners will be provided with cut-of-pre-created questions
- Learners will be prompt to ask the question to a partner and exchange the question once they finish.
- Learners will repeat this action three times.

### Activity Deliverables/Outcomes:
- Learners will identify specific skills and knowledge using Google apps and Chrome extensions.
- Learners will discuss and wonder those skills and knowledge that are not familiar to them.

### Resources Required:
- A list of questions about the use of technology, use of google apps, and chrome extensions in class instruction, printed, cut, folded, and placed inside of a jar.

### Notes:
- Trainer will indicate the question exchange activity without giving any preview of the content.
- Learners will be indicated to take a piece of paper that contains a question from a jar, find a partner and ask the question while they think about the content of it as well.
- Once they finish with their questions, they should exchange it and find another partner.
- Learners will repeat these actions three times.

### Key learning outcomes:
- Learners will identify previous knowledge and skills in the use of google apps and chrome extensions 90% of the time.
- Learners will identify any lack of knowledge and skills in those areas and will wonder why 90% of the time.

### Key Content Points:
- Google apps
- Chrome extensions
Course title: *Google Tools for teaching and Learning*
Activity Title: *Question and Answer Activity Debrief 2 out of 2*

**Instructional Activity Description:**
- Learners will come back to the group.
- Learners will be prompt to describe some of the questions they asked and the answers they remember.
- Learners will be asked to discuss their thoughts about using google apps and chrome extension.
- Learners will be remind to write any additional question on the ‘Post-it’ paper.

**Activity Deliverables/Outcomes:**
- Learners will be thinking about their own knowledge and skills using google apps and chrome extensions.
- Learners will write questions they are concern about.

**Resources Required:**
- Wrapping up activity questions showing in the PPT

**Notes:**
- After the question and answer activity is done, the instructor will direct a debrief session of this activity by asking questions about their findings, wonders, and possible questions they may have at this point. (What did you find? What did you learn? What are you wondering about? Any additional questions?)
- Learners will be remind to keep notes and write questions as they arise on the ‘Post-it’ paper.

**Key learning outcomes:**
- Learn about other’s ideas and questions
- Curiosity about the topic

**Key Content Points:**
- Google apps literacy
- Chrome extensions literacy
Course title: **Google Tools for teaching and Learning**
Activity Title: **Google and Chrome Overview: Scavenger Hunt Activity** - 1 out of 2

**Estimated Time:** 25 minutes

**Instructional Activity Description:**
*This activity is a pre-assessment of Google and Chrome knowledge and skills.*
- Learners will use the first activity handout from the given folder to complete the scavenger-hunt activity.
- Learners will need to find specific features and functions in Google Drive, Docs, Slides, and Sheets.
- Learners will need to identify and open Chrome browser and look for specific features and functions in the Translate and Dictionary pre-installed extensions.
- Learners can work individually or with a partner.

**Activity Deliverables/Outcomes:**
- Completed or partially completed Scavenger-Hunt handout.
- Learners will identify knowledge and skill gap.

**Resources Required:**
- Scavenger-Hunt handout
- Laptop with internet access for each participant
- Pre-installed Translate and Dictionary Chrome extensions

**Notes:**
- After debriefing the ‘question and answer’ activity, learners will be prompt to complete the Scavenger-Hunt activity to assess their knowledge and skills in the use of those Tools.
- Instructor will indicate this as an individual or a partner activity, but the deliverable is individual.
- Learners will be remind to keep notes and write questions as they arise on the ‘Post-it’ paper.

**Key learning outcomes:**
- Learners will assess their knowledge and skill gap in the use of google apps and chrome extensions 90% of the time.

**Key Content Points:**
- Google apps literacy
- Chrome extensions literacy
Course title: Google Tools for teaching and Learning
Activity Title: Google and Chrome Overview: Scavenger Hunt Debrief - 2 out of 2
Estimated Time: 15 minutes

Instructional Activity Description:
• Bring the group back for an activity debrief.
• Learners will present their findings.
• Discuss about encountered problems and frustrations.
• Discuss about what was new.
• Instructor will address questions.
• Learners will take few minutes to write down notes.
• Learners will take a learning assessment survey.

Activity Deliverables/Outcomes:
• Wrap up activity presentation/discussion/ feedback
• Leaning notes
• Multiple-choice learning assessment survey

Resources Required:
• Scavenger-Hunt handout results
• Note pads for note taking and questions
• Learning assessment survey handout

Key learning outcomes:
• Learners will demonstrate their knowledge and skill in the use of google apps and chrome extensions 80% of the time.

Key Content Points:
• Google apps literacy
• Chrome extensions literacy
Course title: Google Tools for teaching and Learning
Activity Title: Google MyMaps App for teaching and learning – 1 out of 4
Estimated Time: 15 minutes

Instructional Activity Description:
• Instructor will introduce Google/ MyMaps as a new presentation tool to enhance ESL teaching and students English learning.
• Instructor will show step by step where to find it, its features, and how to use them.
• Instructor will demonstrate the use of this app in a simulated lesson for ESL adults.

Activity Deliverables/Outcomes:
• Learners will learn about accessing to MyMaps app.
• Learners will learn about its basic features and how to use them as a presentation tool.
• Learners will start building a concept map/ notes/questions.

Notes:
• Instructor will connect previous conversation about Google apps to introduce Google/ MyMaps.
• Instructor will access to its site though a link provided in the PPT.
• Instructor will explain features of this app, and will show how to use them.
• Instructor will demonstrate, with simulated lesson, how learners can be engage in individual or collaborative activities using this app.
• Instructor will encourage learners to write questions on the ‘Post-it’ paper to address them at the end.

Resources Required:
• Computer, PPT, Projector, Internet
• How to use MyMaps handout
• Using MyMaps for class presentation activities example lesson plan

Key learning outcomes:
• Students will be able to find MyMaps presentation features 90% of the time by the end of this session.

Key Content Points:
• Google/ MyMapas
• How to use it/ features
• MyMaps in instruction/ collaborative learning
## Course title: Google Tools for teaching and Learning

### Activity Title: Google MyMaps: Creating Together – 2 out of 4

<table>
<thead>
<tr>
<th>Instructional Activity Description: Hands-on (group act.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor and learners will create a MyMap presentation together step by step.</td>
</tr>
<tr>
<td>- Instructor will create and share a base Map for the project and model what is needed. Learners will repeat steps in their computers.</td>
</tr>
<tr>
<td>- Instructor will scaffold learners throughout the practice.</td>
</tr>
<tr>
<td>- Instructor will lead the activity until the end.</td>
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</tbody>
</table>

### Activity Deliverables/Outcomes:
- Learners will learn how to use MyMaps features.
- Learners will work in a collaborative activity with the group while working individually.
- Learners will create a MyMap interactive presentation.

### Notes:
- Instructor will introduce Google/ MyMaps apps.
- Instructor will access to its site though a link provided in the PPT.
- Instructor will explain its features, and will show how to use them.
- Instructor will lead a group hands-on activity in how to create a MyMaps interactive and collaborative class presentation.
- Learners will be able to work individually or with a partner, but deliverables will be individual.
- Instructor will encourage learners to keep notes and questions on the ‘Post-it’ paper.

### Resources Required:
- Computer for the instructor and learners, Projector, Internet access
- How to use MyMaps features handout
- Creating an interactive MyMaps presentation handout

### Key learning outcomes:
- Students will be able to find and use MyMaps app features 90% of the time.

### Key Content Points:
- Google MyMaps
- How to use it/ features
- MyMaps in instruction/ collaborative learning
Course title:Google Tools for teaching and Learning

Activity Title:Google MyMaps: Creating Your Own Interactive Presentation—3 out of 4

Estimated Time:1 hour

Instructional Activity Description: Hands-on (individual)

- Learners will create an interactive MyMap presentation using one of the following topics: *A Day In My Life, My Last Road Trip*, or *Relocating From ____ To _____.*
- Learners will follow the specifications in the ‘Creating Your Own Interactive Presentation’ handout in the given folder.
- Learners will work alone and be assisted in basic questions as needed.
- Learners will present their final product to the class.

Activity Deliverables/Outcomes:

- Individual MyMap interactive presentations
- How to use MyMaps features
- How to give an interactive presentation using MyMaps

Notes:

- Instructor will introduce the next hands-on activity and clarify that it needs to be completed in a 30 minutes time frame.
- Instructor will indicate to continue using the previews handouts to aid in the process.
- Instructor should let them work individually and help only if it is asked.
- Learners will be able to work individually.
- Learners will present their final work to the class.
- Instructor will encourage learners to keep notes and questions on the ‘Post-it’ paper.

Resources Required:

- Computer for the instructor and learners, Projector, Internet
- How to use MyMaps features handout
- Creating an interactive MyMaps presentation handout

Key learning outcomes:

- Students will be able to find and use MyMaps app features 90% of the time.

Key Content Points:

- Google MyMaps
- How to use it/ features
- MyMaps in instruction/ collaborative learning/presentation
Course title: Google Tools for teaching and Learning
Activity Title: Google MyMaps: Wrapping Up – 4 out of 4

Instructional Activity Description: Hands-on (group act.)
- Instructor will guide a MyMaps a debrief discussion session.
- Students will share their experiences, new ideas, frustrations, and ways in which this tool can be implemented in their current class(es).
- Instructor will provide meaningful feedback on their performance and possible solutions to common problems.
- Learners will take a Learning Outcome Assessment.

Activity Deliverables/Outcomes:
- Learners will openly share insights about this session
- Learners will share new ideas
- Learning Outcome Assessment

Notes:
- Instructor will bring the group back after presentations and direct a debrief discussion session about the use of MyMaps tool.
- Instructor will answer questions and provide feedback based on observation of the learners’ performance.
- Instructor will conduct a learning outcomes assessment survey.

Resources Required:
- Instructor’s feedback notes and discussion guide
- Learning Outcomes Assessment survey

Key learning outcomes:
- Learners will be able to demonstrate understanding of the use of MyMaps tools 100% of the time

Key Content Points:
- How to use MyMaps

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Course title: Google Tools for teaching and Learning
Activity Title: Chrome Extension: InsertLearning for Teaching and Learning

Estimated Time: 15 minutes

Instructional Activity Description:
- Instructor will introduce InsertLearning (IL) Chrome Extension as a new tool.
- Instructor will show step by step where to find it, how to install it, the features of this extension, and how to use them.
- Instructor will demonstrate the use of this extension in a simulated ESL lesson for adults.

Activity Deliverables/Outcomes:
- Learn about accessing and installing InsertLearning extension in a Chrome browser
- Learn about its basic features and how to use them
- Learn about how to use this app in an ESL lesson
- Generate questions
- Start building new concept map/ notes/questions

Notes:
- Instructor will connect previous conversation about Google Chrome extensions to introduce InsertLearning.
- Instructor will access to its site and explain the features of this extension and will show how to use them.
- Instructor will demo those skills using a simulated lesson.
- Instructor will encourage learners to take notes and questions on the ‘Post-it’ paper.

Resources Required:
- Computer, PPT, Projector, Internet
- How to install and use InsertLearning handout
- Using InsertLearning lesson plan handout

Key learning outcomes:
- Learners will be recognize the steps to find, install and use InsertLearning 80% of the time.

Key Content Points:
- Google Chrome extension/ InsertLearning
- How to use it/ features
- InsertLearning in instruction
Course title: Google Tools for teaching and Learning  
Activity Title: InsertLearning (IL): Creating an interactive reading lesson together – 2 out of 4  
Estimated Time: 25 minutes

Instructional Activity Description: Hands-on (group act.)
• Instructor will drive learners through the process of finding and installing IL extension.
• Instructor will share an electronic reading passage with the group using Google Drive.
• Learners will open it and follow instructor’s steps to create an interactive reading assignment using IL.
• Instructor will scaffold learners throughout the practice.
• Instructor will lead the activity until the end.

Activity Deliverables/Outcomes:
• Learn about accessing and installing IL extension in a Chrome browser.
• Learn about its basic features and how to use them.
• Create an interactive reading assignment using IL.
• Generate questions.
• Start building new concept map, note, questions

Notes:
• Instructor will aid students in the installation of the IL extension.
• Instructor will lead a group hands-on activity in how to create an interactive reading assignment.
• Learners will be able to work individually, with a partner or as part of the group.
• Instructor will prompt peer-to-peer feedback.
• Instructor will encourage learners to take notes and questions on the ‘Post-it’ paper.

Resources Required:
• Computer for the instructor and learners, Projector, Internet access
• How to install and use IL features handout  
• Creating an interactive reading assignment handout

Key learning outcomes:
• Learners will recognize the steps to find, install and use InsertLearning 80% of the time.

Key Content Points:
• Google Chrome extension, InsertLearning
• How to use it/ features
• InsertLearning in instruction

This image was retrieved from: https://thenextweb.com/dd/2015/04/16/designing-collaboration-inside-a-new-business/
Course title: Google Tools for teaching and Learning
Activity Title: InsertLearning (IL): Creating an interactive reading lesson – 3 out of 4

Estimated Time: 50 minutes

Instructional Activity Description: Hands-on (group act.)
- Learners will create an interactive reading lesson using a passage of their choice that is adequate to their students’ English level.
- Learners will follow the specifications in the ‘Creating Your Own Interactive Reading Lesson’ handout in the given folder.
- Learners will work alone and be assisted in basic questions as needed.
- Learners will present their final result to the class.

Activity Deliverables/Outcomes:
- Learn about using IL extension to create interactive reading assignments.
- Create and deliver an interactive reading assignment using IL.
- Generate questions and notes; complete concept map.

Notes:
- Instructor will indicate the next hands-on activity and will monitor time, provide feedback and answer to possible questions.
- Learners will be able to work individually.
- Learners will be prompt to present their final product of their reading assignment to the class.
- Instructor will encourage learners to take notes and questions on the ‘Post-it’ paper.

Resources Required:
- Computer for the instructor and learners, Projector, Internet
- How to use IL features handout
- Creating an interactive reading assignment handout

Key learning outcomes:
- Learners will recognize the steps to create assignments using the InsertLearning extension 80% of the time.

Key Content Points:
- Google Chrome extension, InsertLearning
- How to use it/ features/how to create interacting reading assignments
- InsertLearning in interactive reading instruction/assignments
Course title: Google Tools for teaching and Learning
Activity Title: InsertLearning (IL): Wrapping Up – 4 out of 4
Estimated Time: 30 minutes

Instructional Activity Description: Wrapping Up IL!
• Instructor will guide a debrief discussion session.
• Students will share their experiences, new ideas, frustrations, and ways in which IL extension can be implemented in their current class(es).
• Instructor will provide meaningful feedback on their performance and possible solutions to common problems.
• Learners will take a Learning Outcome Assessment.

Activity Deliverables/Outcomes:
• Learners will openly share insights about this session.
• Learners will share new ideas.
• Learning Outcome Assessment.

Notes:
• Instructor will bring the group back after their presentations and direct a debrief discussion session about the use of the InsertLearning extension.
• Instructor will answer questions and provide feedback based on observation of the learners’ performance.
• Instructor will conduct a learning outcomes assessment survey.

Resources Required:
• Instructor’s feedback notes and discussion guide
• Learning Outcomes Assessment survey

Key learning outcomes:
• Learners will be able to demonstrate understanding of the use of InsertLearning Chrome extension 100% of the time

Key Content Points:
• Using InsertLearning in reading assignments
Instructional Activity Description:
- This final debrief session will bring all together: Instructor will ask final questions about the use of Google apps and about the new tools learned in this unit.
- Instructor will answer question that were written on the ‘Post-it’ paper and will ask if their notes helped during individual hands-on assignments.
- Instructor will ask learners to write down their emails to share a Google folder containing all handouts used during the presentation, example lesson plans, and other job aid.
- Learners will take a Course Evaluation survey
- Instructor will indicate an optional long-term follow up activity for the next month and the incentive for completing it (on the next SB).

Activity Deliverables/Outcomes:
- Course Evaluation Survey
- Engaging learners in transfer activities

Notes:
- Instructor will facilitate a debrief session by pointing out knowledge and skills learners experience throughout the unit.
- Instructor will addressing questions written on the ‘Post-it’ paper and any other that may arise.
- Facilitator will collect learners’ emails and explain what will be shared in Google Drive.
- Instructor will conduct a course evaluation survey and collect it.
- Instructor will indicate an optional long-term follow up activity and its benefits (see next slide).

Resources Required:
- Instructor debrief guide
- A paper in a clipboard for learners to write their emails
- Course Evaluation Survey
- Long-term Follow up activity directions

Key learning outcomes:
- Demonstrate skills and knowledge using Google apps and chrome extensions 80% of the time.
- Demonstrate skills and knowledge using MyMaps for interactive presentations 90% of the time.
- Demonstrate skills and knowledge using InsertLearning in interactive reading assignments 90% of the time

Key Content Points:
-None
Course title: **Google Tools for teaching and Learning**

Activity Title: **After Professional Development Long-Term Optional Follow up Activities**

**Estimated Time:** 1 month

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### Instructional Activity Description:

- This is an optional long-term follow up activity. Learners that complete it will receive a $25 dollars gift card for DD.
- Learners will be prompt to upload into a shared folder in Google Drive new ideas from prepared and tested lessons in their classrooms using MyMaps and InsertLearning tools.
- Learners will be prompt to participate in an open-chat room once a week for four weeks to ask questions, share experiences and frustrations, and seek help.
- Learners will complete an additional **learning outcomes survey** by the end of this activity.

### Activity Deliverables/Outcomes:

- Provide tools for an effective transfer of knowledge (handouts and chatroom discussions)
- Additional instructor and peer-to-peer review/support
- Additional learning assessment survey

### Resources Required:

- Google Drive Shared folder
- Chat room for discussion
- Online learning assessment survey

### Key learning outcomes:

- Demonstrate transfer of knowledge 90% of the time.
- Demonstrate application of knowledge and skills 90% of the time.

### Key Content Points:

- None

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**Notes:**

- Instructor will facilitate the continue transfer of knowledge and skills by prompting learners to use the knowledge and skills learned in this unit during the following month after PD.
- The activities designed and the motivational incentive may keep learners actively engage in the transfer and retention of skills and knowledge.
- Instructor will provide feedback during chat sessions.
- Instructor will provide an final online learning assessment survey.

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Links to some Instructional materials

• Google Tools for Teaching and Learning PPT with links:
  https://docs.google.com/presentation/d/1fpnv_7FwybEqB2yqbW-8o3rX3F_9cvwxAVHBg6p5m4A/edit?usp=sharing

• Google Tools for Teaching and Learning Doc with links:
  https://docs.google.com/document/d/1tyqDuhlyRH3jcdJAURdXzJUJ26kavaorol0lZ3oHMoA/edit?usp=sharing

• Google/MyMaps simulated activity/example
  https://drive.google.com/open?id=1N1lz3_2G4LlpOU1RTUmtTt2CKKA&usp=sharing

• InsertLearning simulation activity/example
  https://insertlearning.com/v1/share/ultlk06b4

(You need to have the InsertLearning Chrome extension installed to run it)