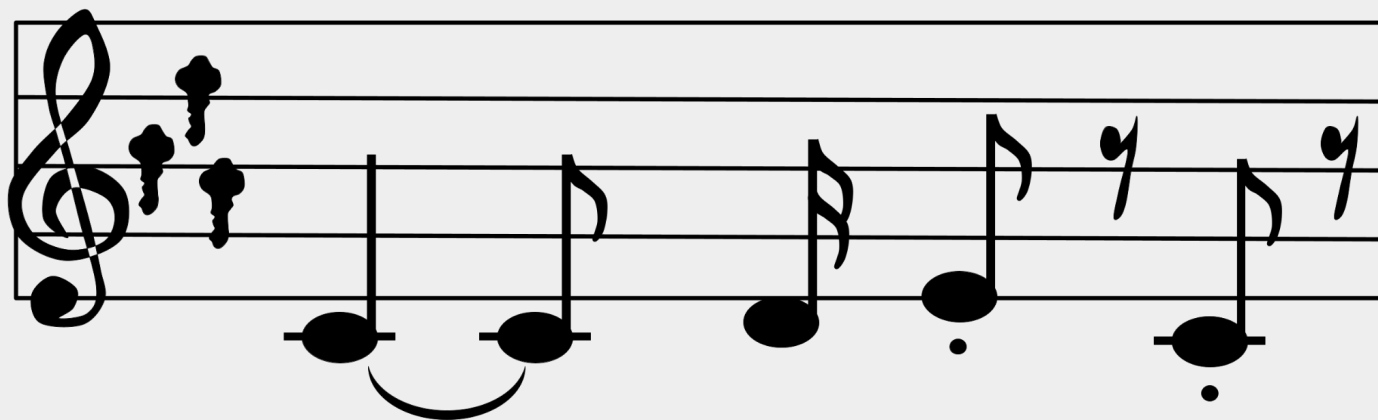


Tuning the Googles!



WHO IS THAT?



mholt@scoe.net



The Slides



Slides will be shared at the end of the prez'

You can also request a copy via email:

mholt@scoe.net

SLIDES



The screenshot shows the top navigation bar of Google Slides with icons for home, search, and a dropdown menu, followed by menu items: Background, Layout, and Theme. Below the navigation bar is a yellow notification box with a blue border. The notification text reads: "New! GIFs and stickers in Slides" followed by "Easily insert GIFs and stickers into your presentations by going to Insert image > GIFs and stickers." and a "Got it" button in the bottom right corner.

Background | Layout | Theme

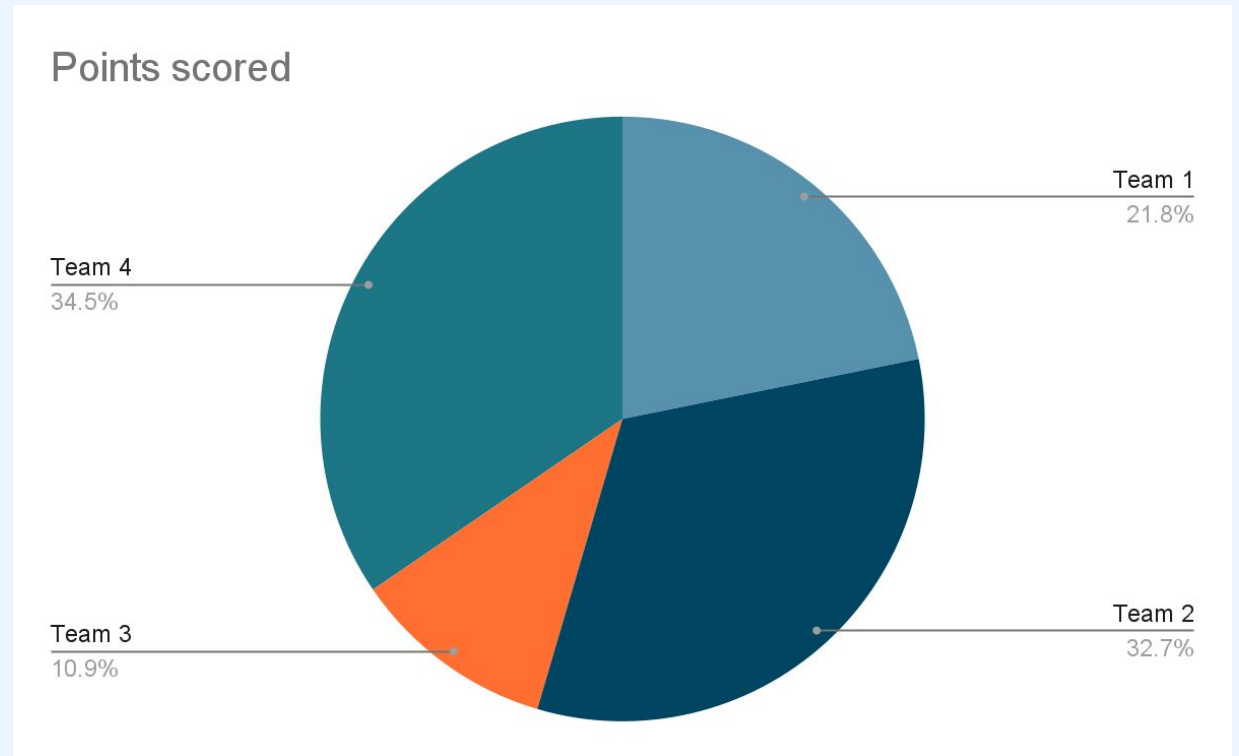
New! GIFs and stickers in Slides
Easily insert GIFs and stickers into your presentations by going to Insert image > GIFs and stickers.

Got it

Slide Charts



Automagical Sheet
created and linked





1

Vestibulum congue tempus

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.

2

Vestibulum congue tempus

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.

3

Vestibulum congue tempus

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.

BARD

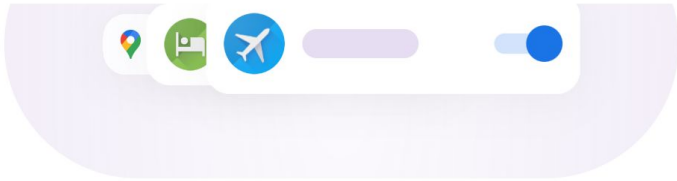


bard.google.com

Need more info?

bard.google.com/faq

Introducing Bard Extensions ×



Get more done with apps - all in one place
Bard can now respond with real-time info from Google Maps, Flights, Hotels, and YouTube, so you can get more done in one place.

Bard helps you automatically
To connect you with useful content, Bard may share parts of your conversations and other relevant info, like your location, with other services. These services may use that info for their improvement, even if you later delete your Bard activity. You can turn extensions off anytime on the [Extensions](#) page.

[Learn more in the Bard Privacy Help Hub](#)

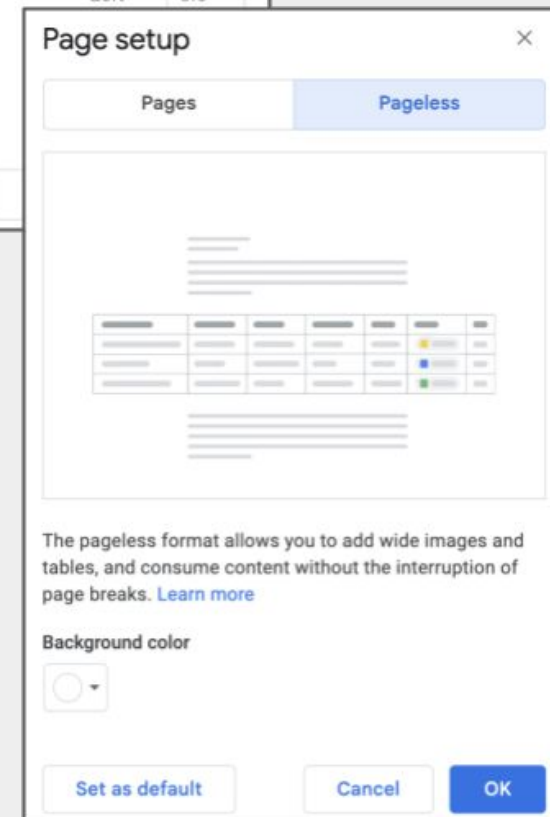
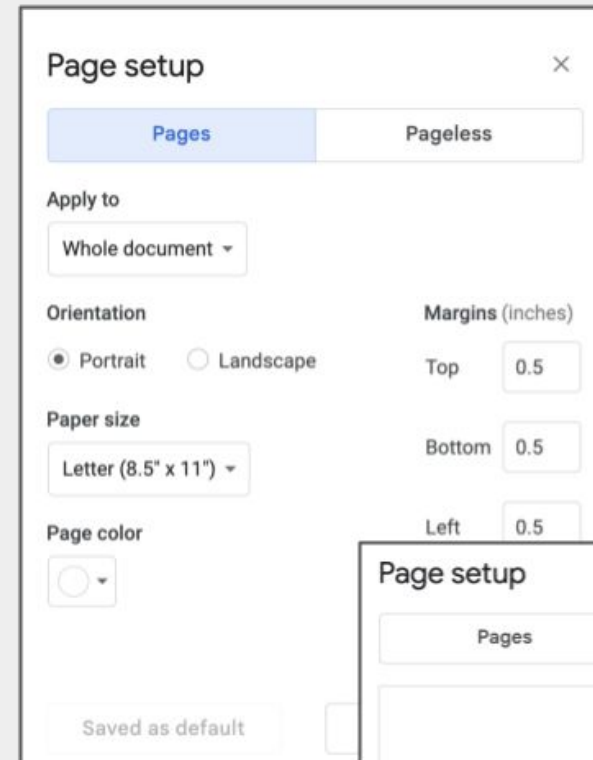
Docs - Pageless

Save paper - don't print.

Save space - go pageless!

Remove page breaks and borders using Pageless option within Page Setup.

(File / Page setup)



Docs - Dropdown list

Add dropdowns for project status, asset lists, check-outs, fill-in exercises, and more!

The student wants to learn the **basics** of using a computer.

The teacher used Google **Slides** to present to the class.

For the equation $2+3$, the answer is **Select**

- ✓ Select
- basics
- Slides
- five not four.
- six not five.

+ Add / Edit Options

EQUIPMENT CHECKOUT			
Student Name	Date	item	Due date
Winky Whotoo	2/21/23	Tablet	6/1/23
Ninjee Techee	3/27/23	Laptop	4/5/23
		Select	
		Select	

Copy / Paste AND Remove Format

After copying text from a website, PDF, or other platform, the formatting comes with it.

Remove formatting in one step. CTRL+shift+v

Note: this will remove links as well!



Chrome Share Button - Changes coming



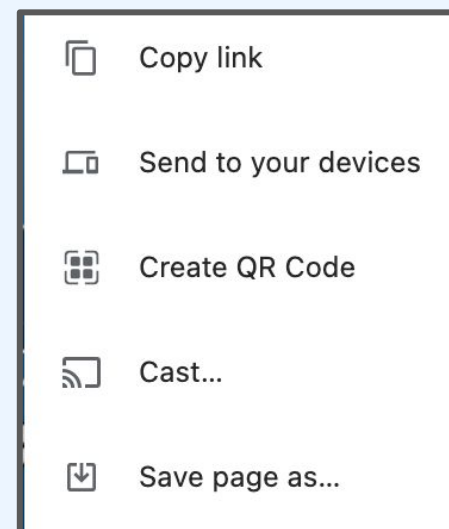
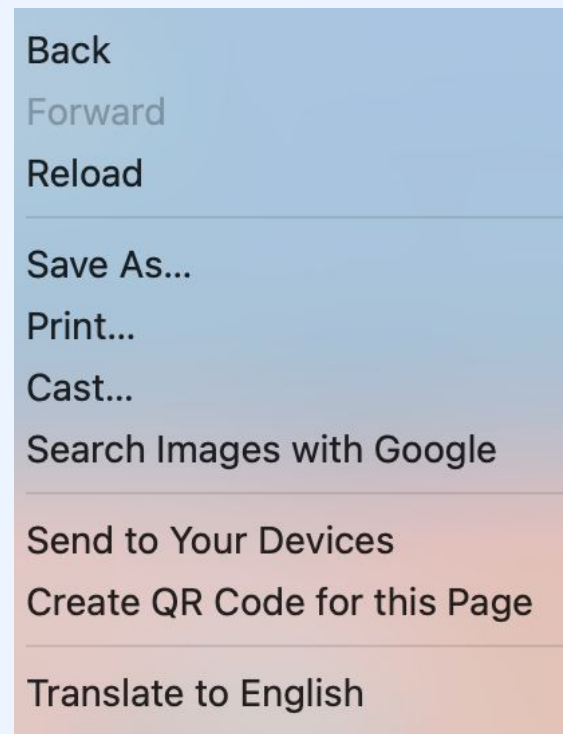
The Chrome share button is located within the address bar and allows sharing a url to your other devices, casting, and creating a QR code.

Some users have “lost” their button!

It has moved to the page that is being viewed.

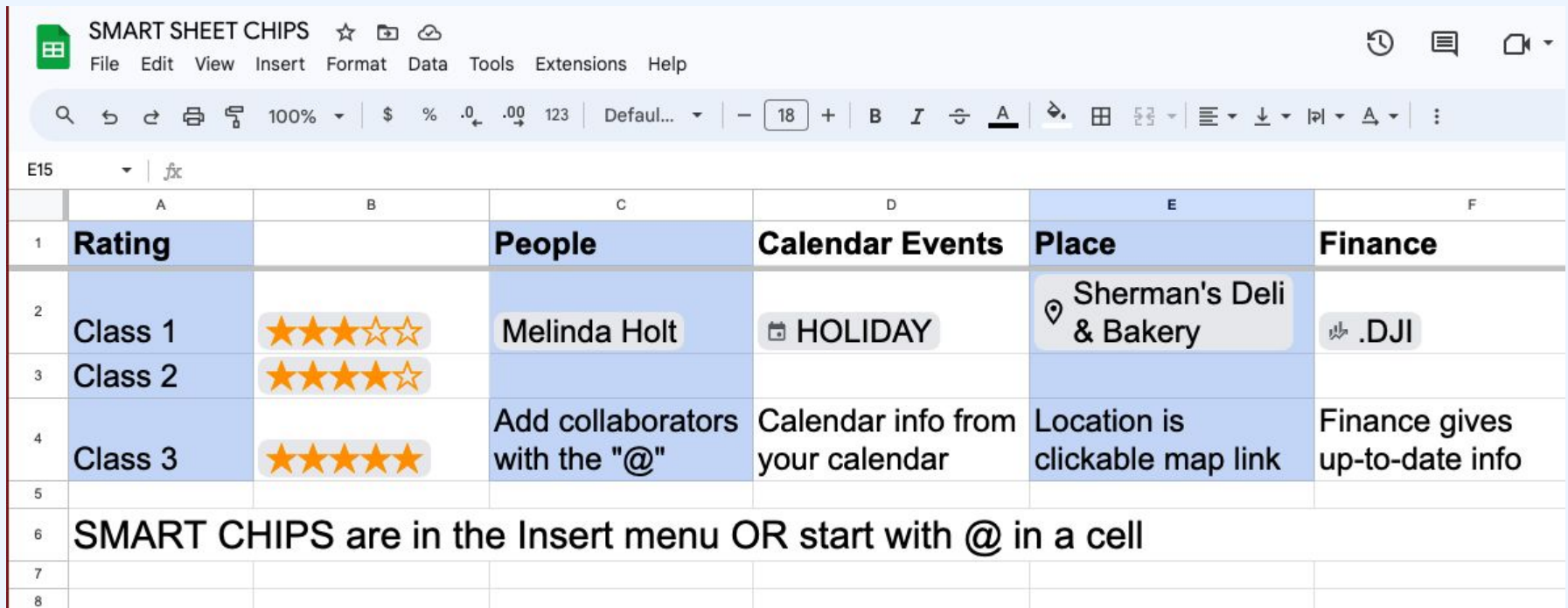
Right click on the page and all the same sharing options will appear.

The share button has less options than right clicking on a page - start right clicking!



Sheet Chips

Insert Smart Chips to add collaborators, calendar events, rating scales and more



The screenshot shows a Google Sheet interface with the following content:

	A	B	C	D	E	F
1	Rating		People	Calendar Events	Place	Finance
2	Class 1	★★★★☆	Melinda Holt	📅 HOLIDAY	📍 Sherman's Deli & Bakery	📈 .DJI
3	Class 2	★★★★☆				
4	Class 3	★★★★★	Add collaborators with the "@"	Calendar info from your calendar	Location is clickable map link	Finance gives up-to-date info
5						
6	SMART CHIPS are in the Insert menu OR start with @ in a cell					
7						
8						

REQUESTS



1. Different color browsers per account
2. Google Certification
3. Transition to Google Clsssrom - uploading assignment
- 4.

New Stuff!
(relatively)

Chrome Privacy

Turn cookies on and off as needed.

After clearing history the settings may default back – just change them

`chrome://settings/privacy`



Enhanced ad privacy in Chrome

We're launching new privacy features that give you more choice over the ads you see.

Chrome notes topics of interest based on your recent browsing history. Also, sites you visit can determine what you like. Later, sites can ask for this information to show you personalized ads. You can choose which topics and sites are used to show you ads.



To measure the performance of an ad, limited types of data are shared between sites, such as the time of day an ad was shown to you.

More about ads in Chrome



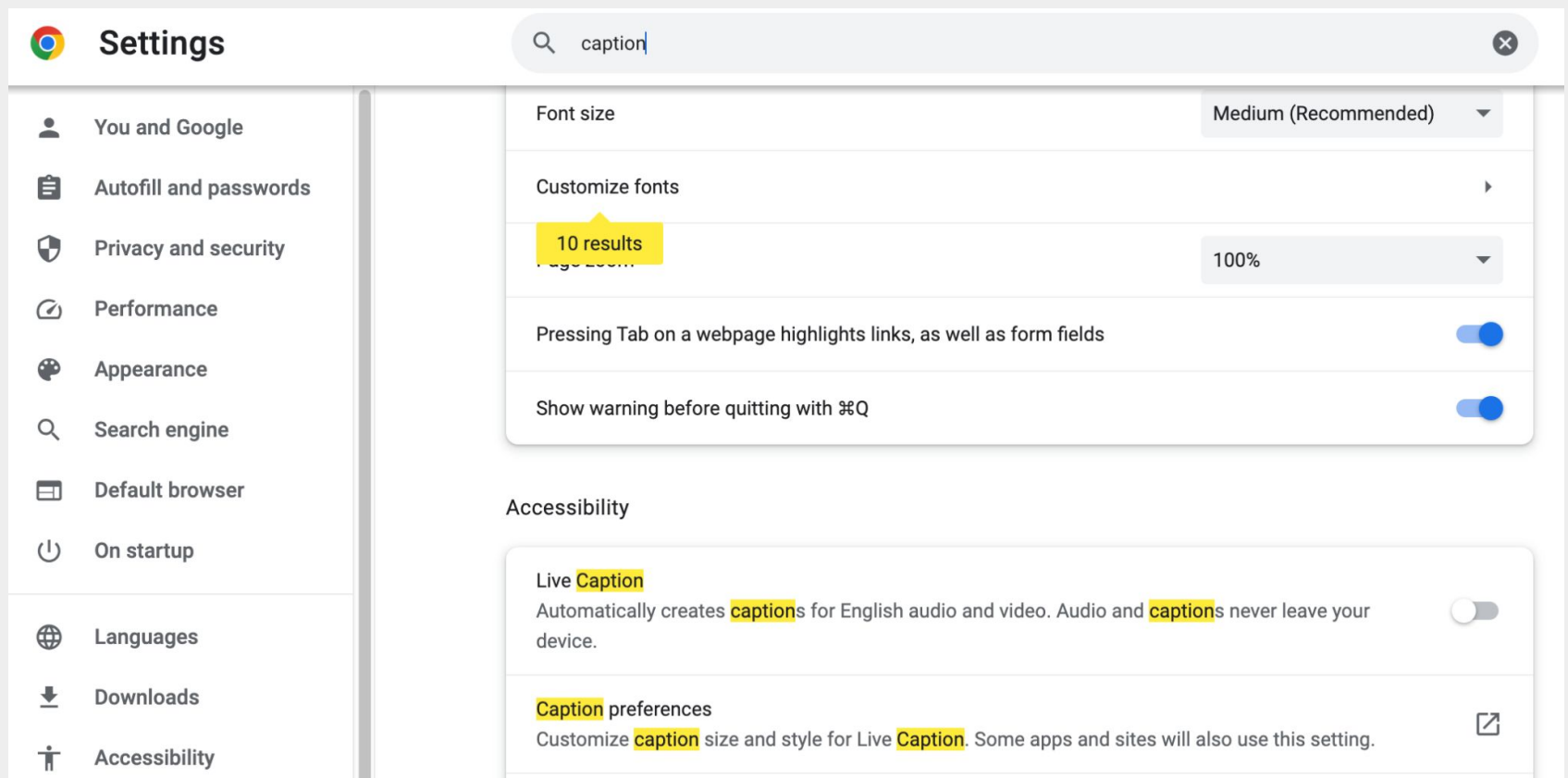
You can make changes in Chrome settings

Settings

Got it

Chrome Settings

Search for any setting or word in the search and look for the yellow highlights.



The screenshot shows the Chrome Settings application with a search bar at the top containing the text "caption". The search results are displayed in a list format. The first result is "Font size" with a dropdown menu set to "Medium (Recommended)". The second result is "Customize fonts" with a right-pointing arrow. Below these is a yellow highlight box containing the text "10 results". The third result is "Page zoom" with a dropdown menu set to "100%". The fourth result is "Pressing Tab on a webpage highlights links, as well as form fields" with a blue toggle switch. The fifth result is "Show warning before quitting with ⌘Q" with a blue toggle switch. Below the search results is a section titled "Accessibility". The first item in this section is "Live Caption" with a blue highlight on the word "Caption". The description reads: "Automatically creates captions for English audio and video. Audio and captions never leave your device." The second item is "Caption preferences" with a blue highlight on the word "Caption". The description reads: "Customize caption size and style for Live Caption. Some apps and sites will also use this setting." The left sidebar of the Settings application is visible, showing various categories like "You and Google", "Autofill and passwords", "Privacy and security", "Performance", "Appearance", "Search engine", "Default browser", "On startup", "Languages", "Downloads", and "Accessibility".

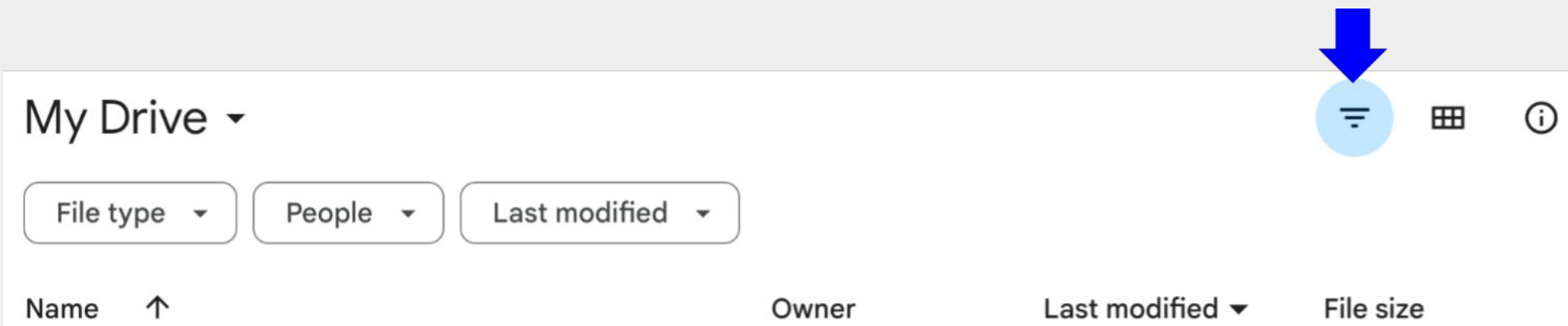
Drive Filter

Find files easier!

Some of the advanced find filters have been moved to the Drive deck.

Filters can be toggled on and off by selecting the Filter switch at the top, far right of the Drive list.

Find specific file types, people who own or are included on a share, and the ability to date-range the Last modified date.



The screenshot shows the top of the Google Drive interface. On the left, it says "My Drive" with a dropdown arrow. Below this are three filter buttons: "File type", "People", and "Last modified", each with a dropdown arrow. On the right side, there are three icons: a filter icon (three horizontal lines), a grid icon, and an information icon (i in a circle). A large blue arrow points down to the filter icon. Below the icons, there are four column headers: "Name" with an upward arrow, "Owner", "Last modified" with a downward arrow, and "File size".

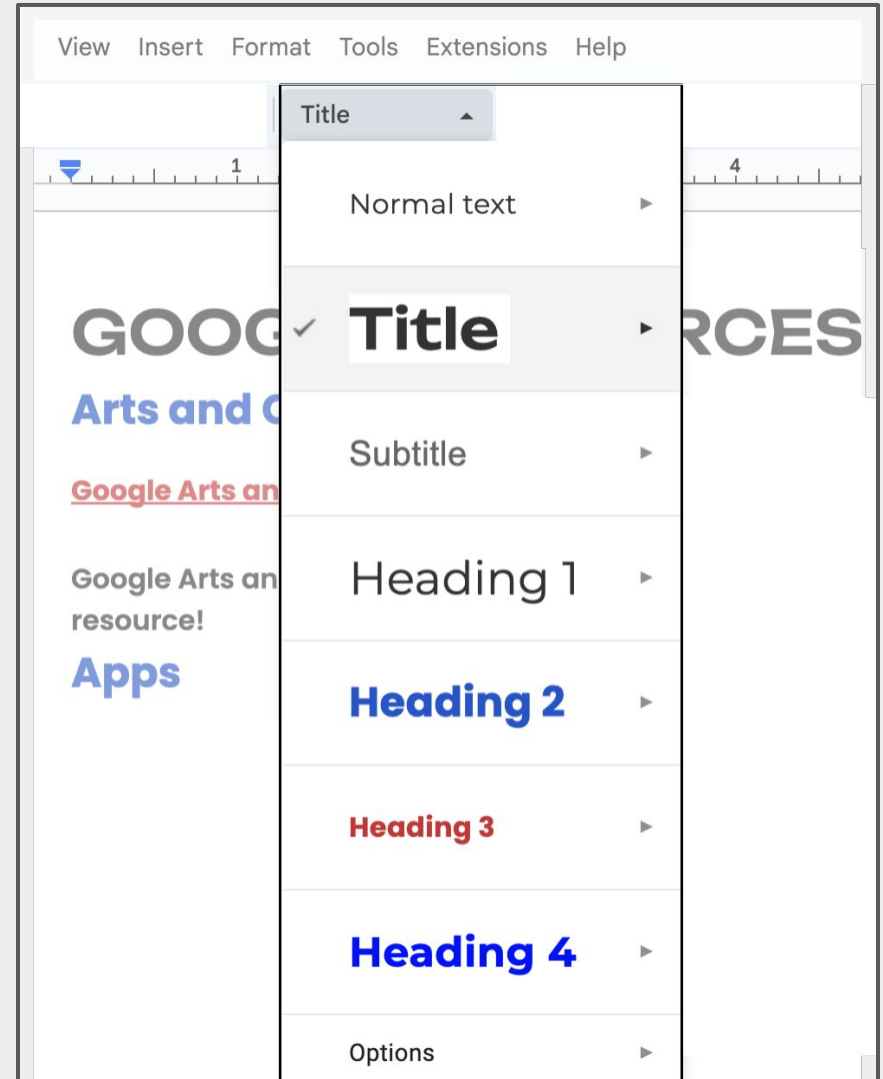
Docs - Styles

Change styles to automagically format your document.

Normal and Header styles can be set to any font face, size, or color.

Once applied all similar styles will reflect any changes.

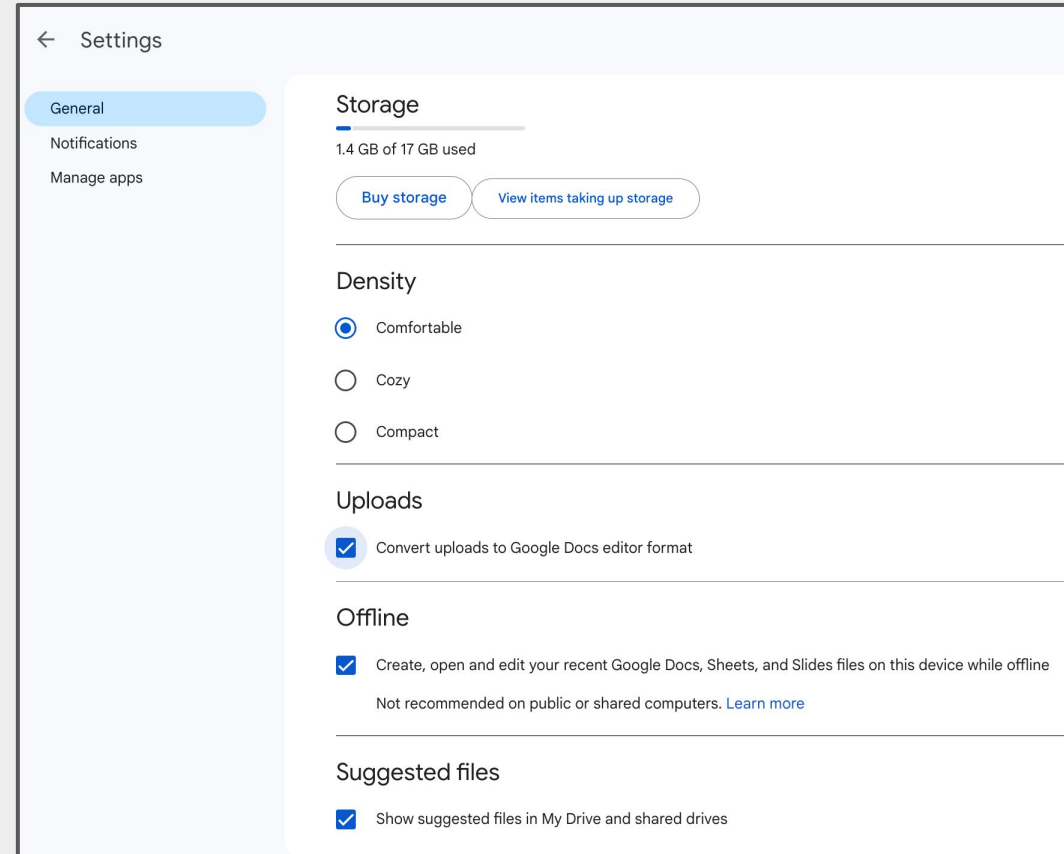
Using styles ensures accessibility too.



Drive Gear

Turn on/off:

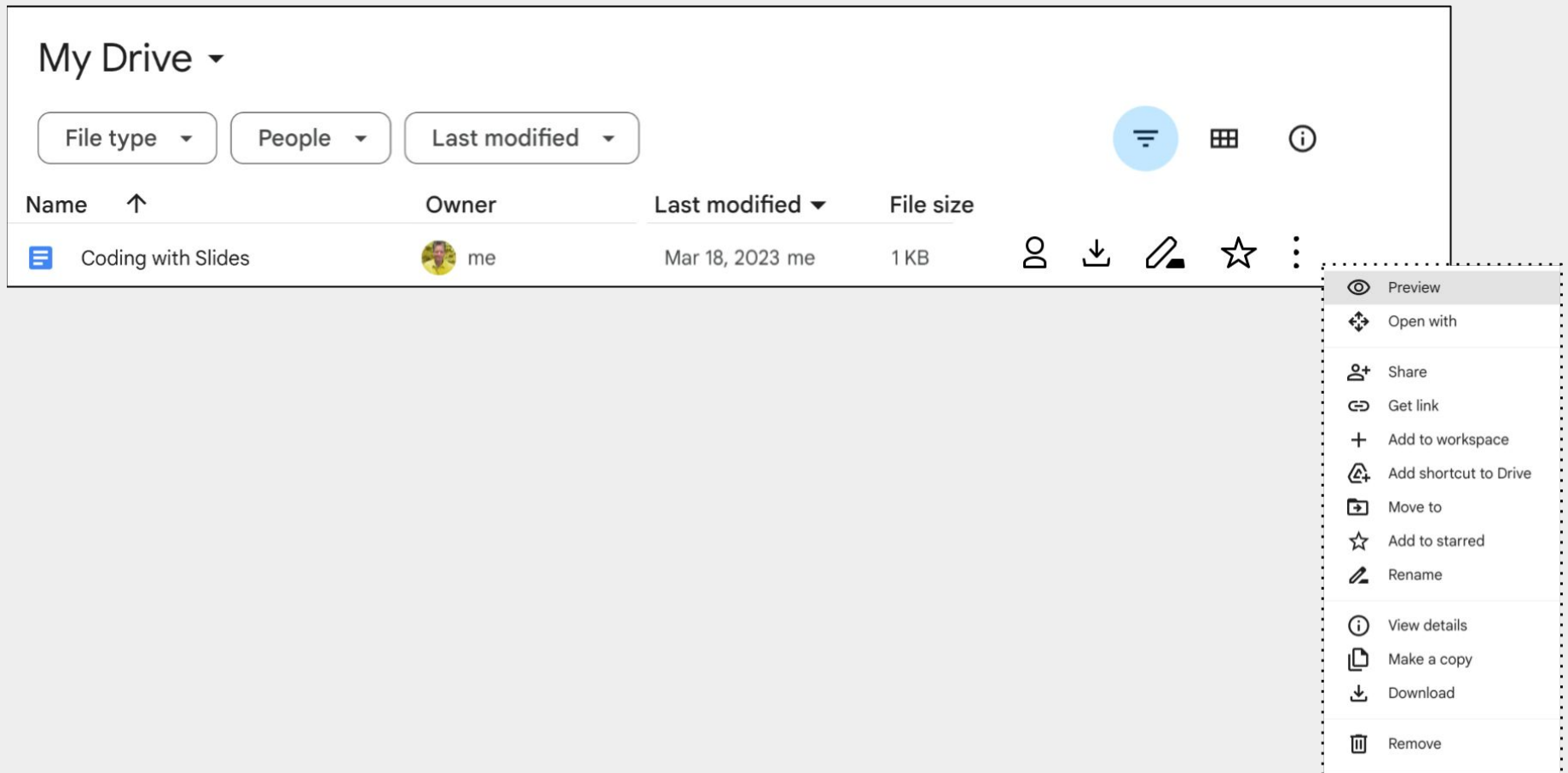
- Suggestions
- Upload conversion
- Offline access





Drive - Find and Organize

Quick tools are inline with a file or folder name.

To the right of a file's size, select Share, Download, Rename, Add to starred list, or select the Skinny Snowman (More Tools) for the same tools and more!



The screenshot shows the Google Drive interface. At the top left, it says "My Drive" with a dropdown arrow. Below this are three filter buttons: "File type", "People", and "Last modified". To the right of these are three icons: a blue circle with a white list icon, a grid icon, and an information icon. Below the filters is a table with columns: "Name", "Owner", "Last modified", and "File size". The table contains one row for a file named "Coding with Slides", owned by "me", last modified on "Mar 18, 2023", and with a size of "1 KB". To the right of the file name are five icons: a person icon, a download icon, a pencil icon, a star icon, and a vertical ellipsis icon. The vertical ellipsis icon is highlighted with a dashed border, and a context menu is open to its right. The context menu contains the following options: "Preview", "Open with", "Share", "Get link", "Add to workspace", "Add shortcut to Drive", "Move to", "Add to starred", "Rename", "View details", "Make a copy", "Download", and "Remove".

Name	Owner	Last modified	File size
 Coding with Slides	 me	Mar 18, 2023 me	1 KB

- Preview
- Open with
- Share
- Get link
- Add to workspace
- Add shortcut to Drive
- Move to
- Add to starred
- Rename
- View details
- Make a copy
- Download
- Remove

Drive - Spam

Not all files shared with us should be opened.

Vendors and other business may share a file with you that you really do not need (or want.)

Spammers and hackers share files too – and they should never be opened!

Drag files to the Spam folder under the New button and mark the file as Spam, Inappropriate, a Copyright violation, Child endangerment, or Other.

You can also Block file owners.



+ New

- ▶ My Drive
- ▶ Shared drives
- ▶ Computers
- Shared w
- Recent
- Starred
- Spam
- Trash

What are you reporting?

- Spam or fraud
E.g. Unwanted solicitation, phishing, malware, or impersonation
 - Disturbing or inappropriate content
E.g. Violence, hate speech, terrorism, harassment, bullying, threats, intimidation, or sexually explicit material
 - Copyright violation
E.g. Sharing copyrighted content without authorization
 - Child endangerment
E.g. Exploiting minors or people who appear to be minors
 - Other illegal activity
E.g. Promoting or selling illegal activities, goods, services or information
-
- Block file owners
This account won't be able to interact with you in Google Drive and certain other Google products

[Learn more](#)

[Cancel](#)

[Report](#)

Pageless - Pin Table Header

Pin table headers when using pageless format on Google Docs.

As table data scrolls by, the header stays at the top of the page.

ID	Year	Region	2017 Revenue	2018 Revenue	% Change
1	2017	East	\$80,191	\$83,115	4% ▲
2	2017	West	\$80,773	\$93,038	15% ▲
3	2017	North	\$69,707	\$75,716	27% ▲
4	2017	South	\$39,796	\$34,293	-14% ▼
5	2018	East	\$68,100	\$68,100	0% —
6	2018	West	\$98,456	\$122,714	25% ▲
7	2018	North	\$64,467	\$30,670	-64% ▼
8	2018	South	\$95,793	\$138,856	45% ▲

Segway

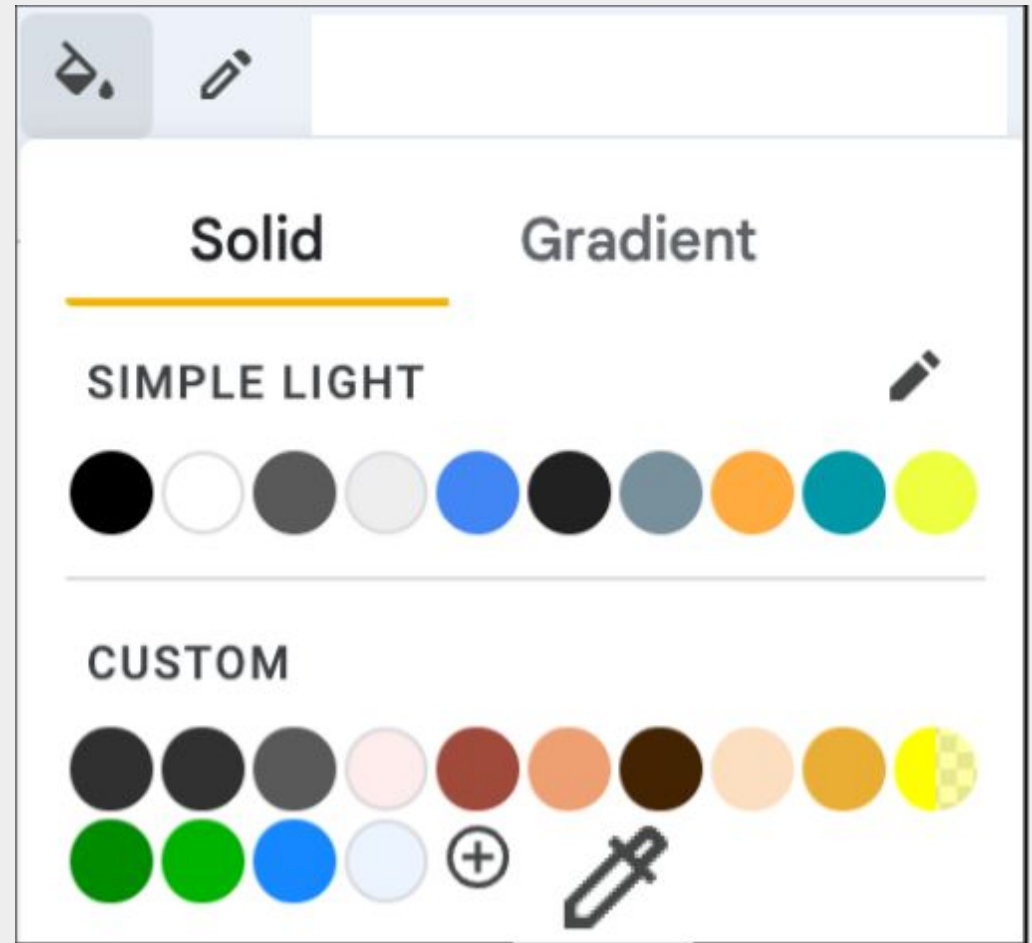
This is cool but use Sheets!

Insert the Sheet into the Doc.
The Doc updates with the Sheet.

Pick Custom Color Tool

Within the Fill or border color tools (paint bucket or line color), use the Eyedropper to select a color on the screen OR ***on a desktop.***

Available wherever color options are given.

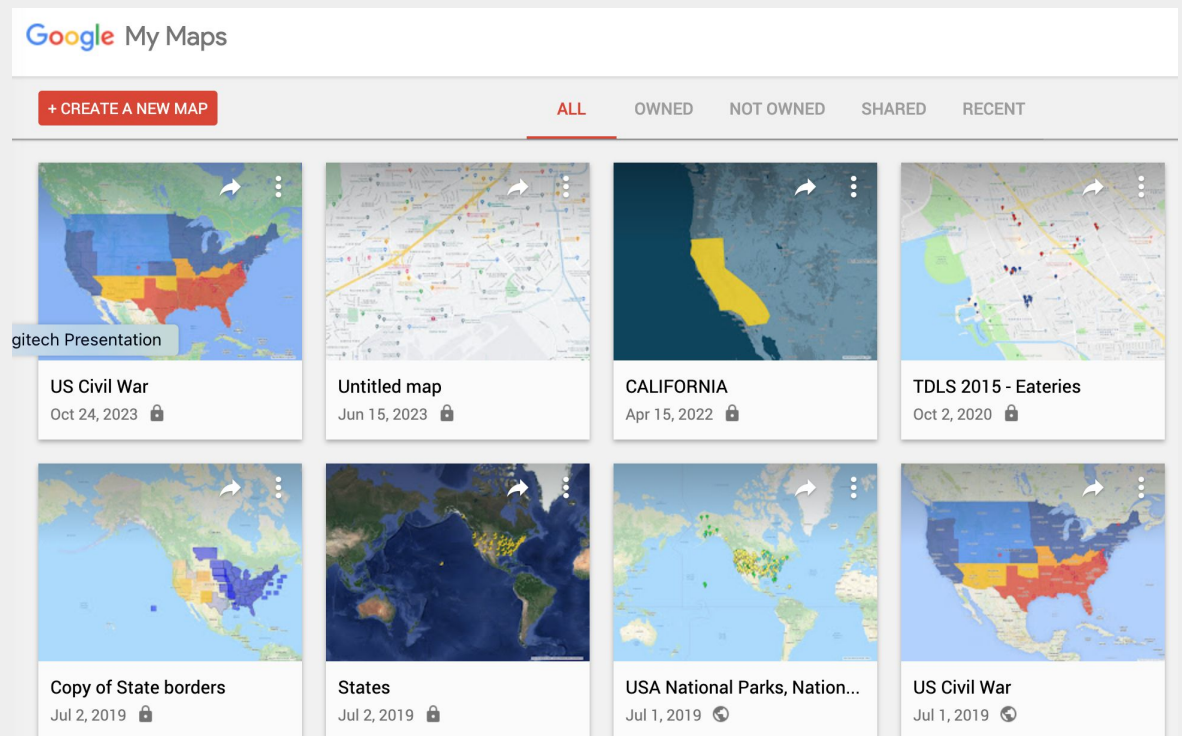


My Maps - formerly Maps Engine

Create maps for students, schools, conferences, et

Lessons can be created for math, history, and literature.

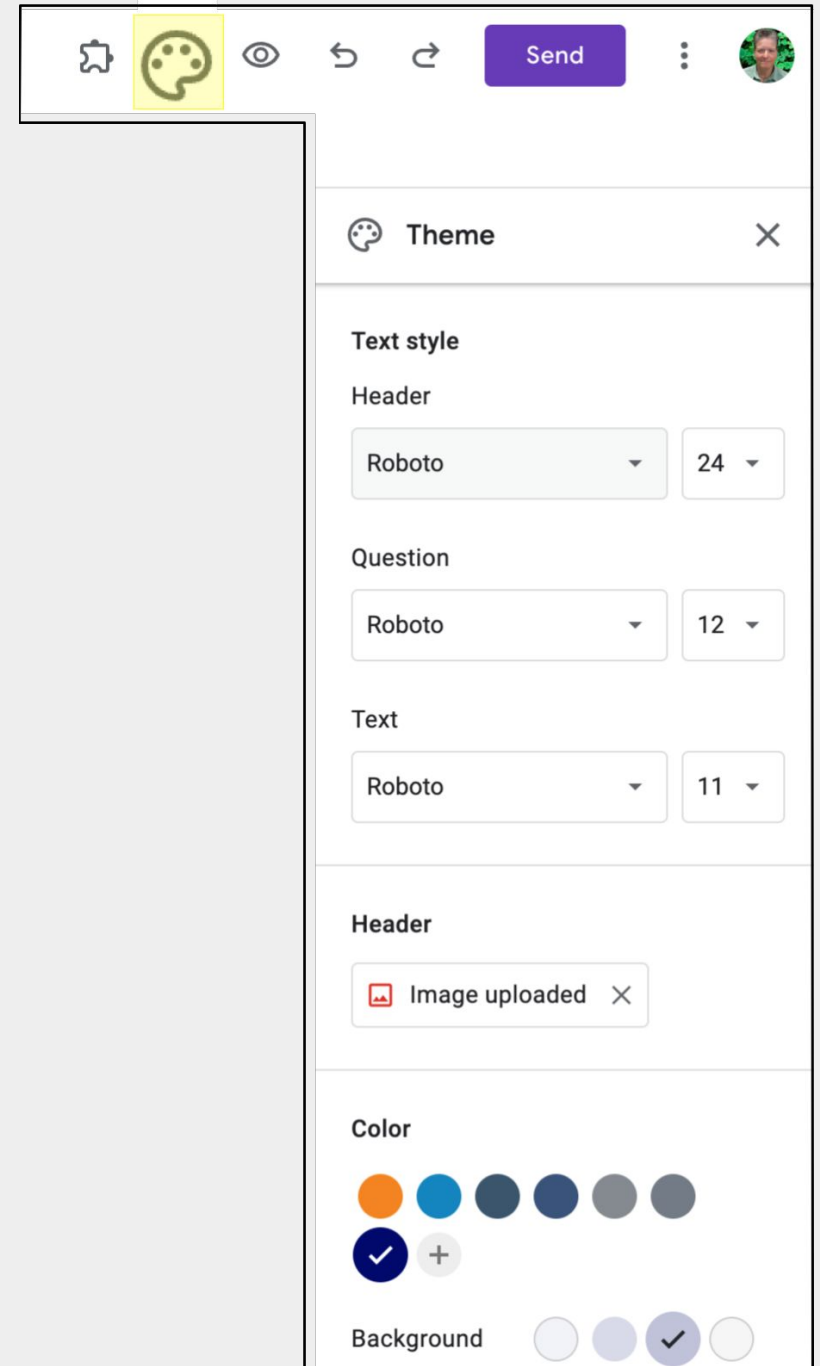
<https://www.google.com/maps/d/u/0/>



Customize Google Forms

Google Forms has added the ability to customize the header, sub-header, and body text separately throughout the form.

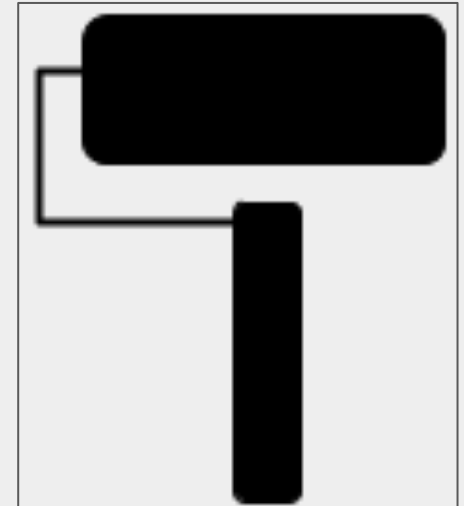
Select the themes button and add a header image, change colors, apply different fonts and sizes for accessibility.



Toggle Format tool

TO TURN ON

- Select text that is formatted the way you want multiple others to be formatted the same way
- Double-click the Paint format tool – it stays on.
- Select text in Docs, cells in Sheets, or elements in slides and the format will be applied.



TO TURN OFF

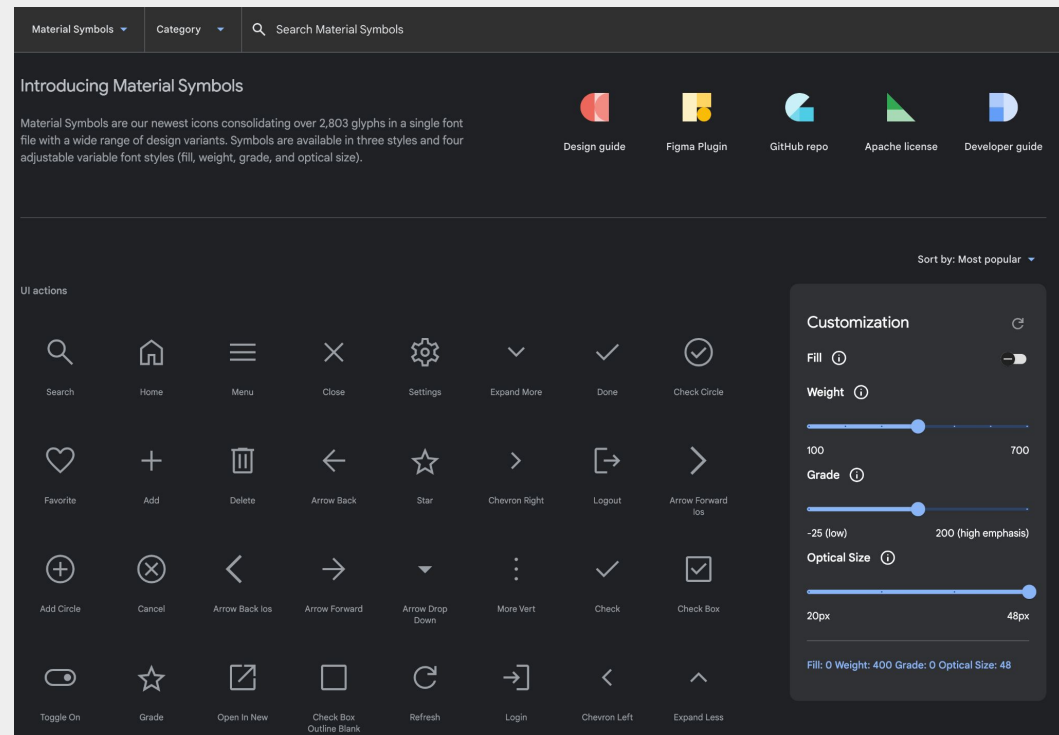
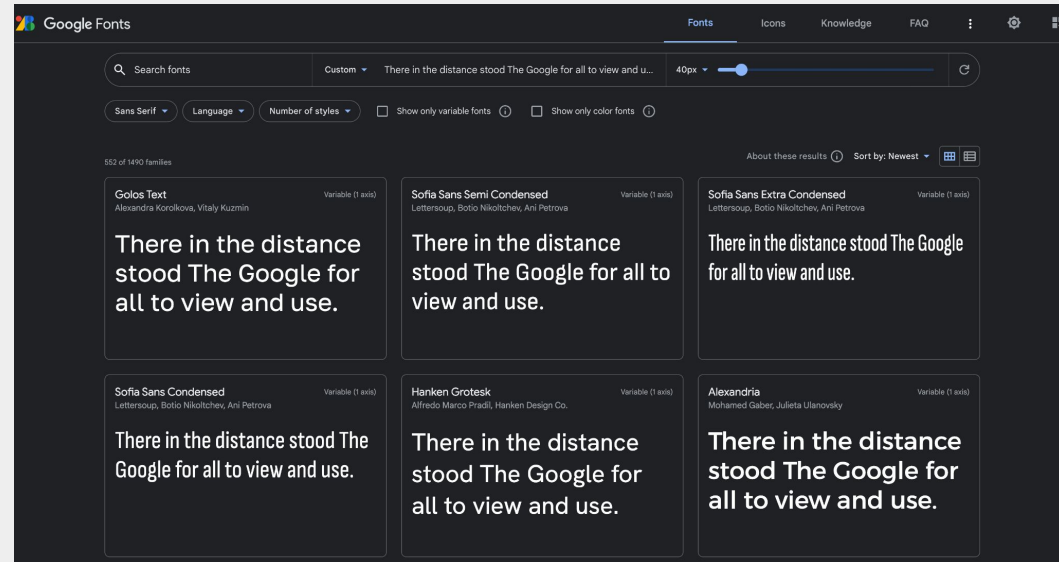
Select the Paint format tool.

View Fonts and Icons

Designed primarily for use online, there are thousands of Google Fonts available to view including different sizes and styles.

Symbols are also available in three styles and four adjustable variable font styles (fill, weight, grade, and optical size).

Downloads are available – read the online article [“How To Download and Install Google Fonts.”](#)



Docs - View Non-print Characters

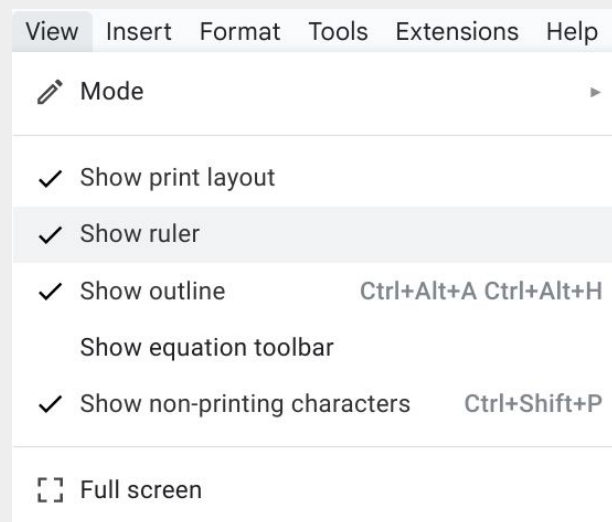
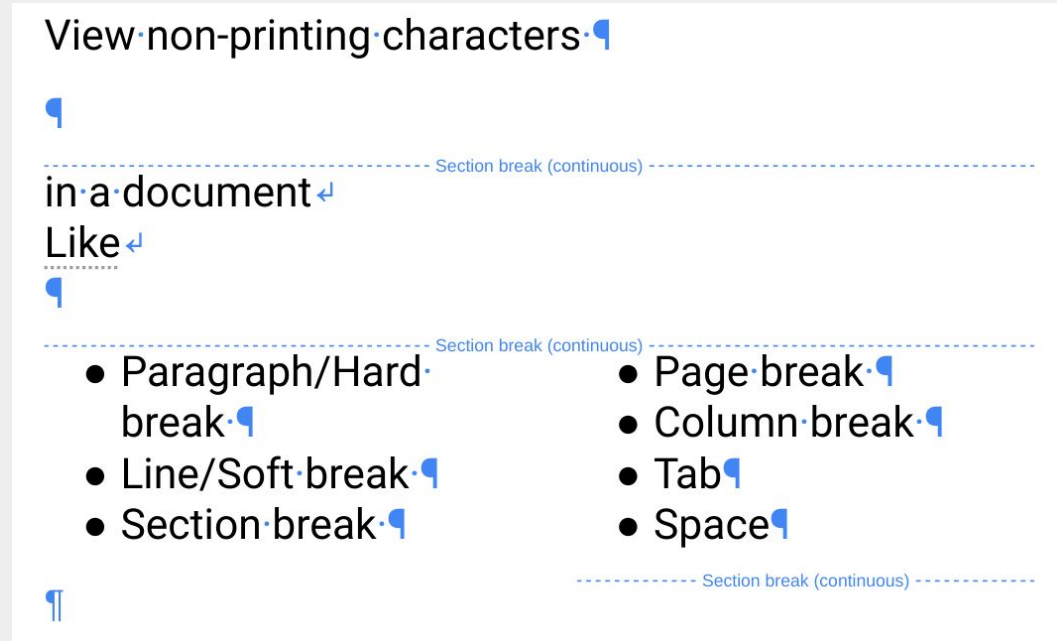
View non-printing characters in a document including:

- Paragraph/Hard break
- Line/Soft break
- Section break
- Page break
- Column break
- Tab
- Space

Select the View menu and then "Show non-printing characters" to turn on and off.

Or

Use the quick-key combo CTRL+Shift+P as an on and off switch.

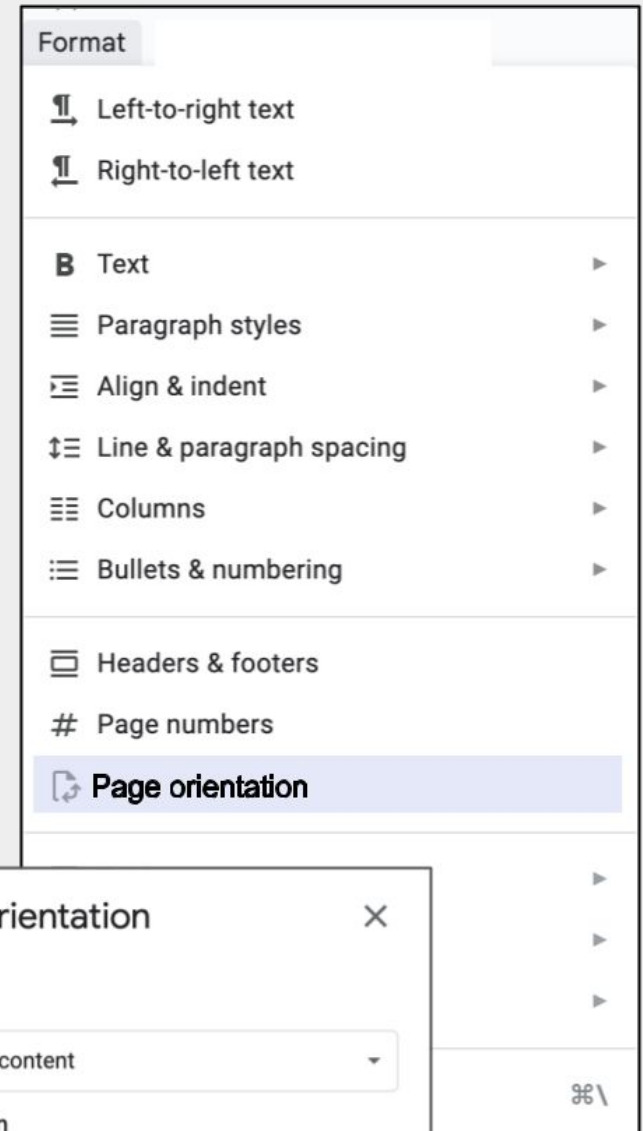


Docs: Orientation PER PAGE in Same Doc

Have a table, chart, image, or something else that will not fit on a Google Doc?

Select content and apply a landscape page orientation to it
badabing, badaboom!

The content that was selected prints as landscape and rest of the document remains in Portrait orientation.

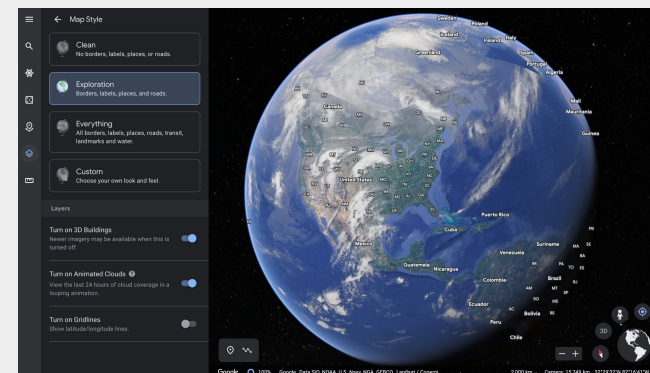
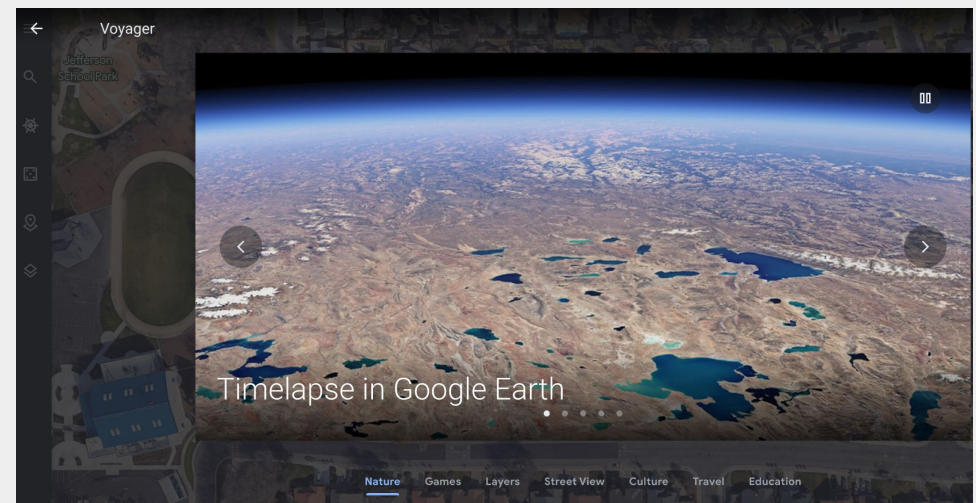


Google Earth - Lessons and More

earth.google.com

- Use Voyager for lessons
- Create Projects for classes
- Measure Distance

Additional account settings are available (save project) as well.



TRENDS



[Trends](#)

Analyze popular Google searches across regions and languages in real time.

[Google 2022 trends](#)

See what others searched for in a specific area during 2022

[Google Frietgeist](#)

Halloween costume trends per region or search

[Google Trends Lessons](#)

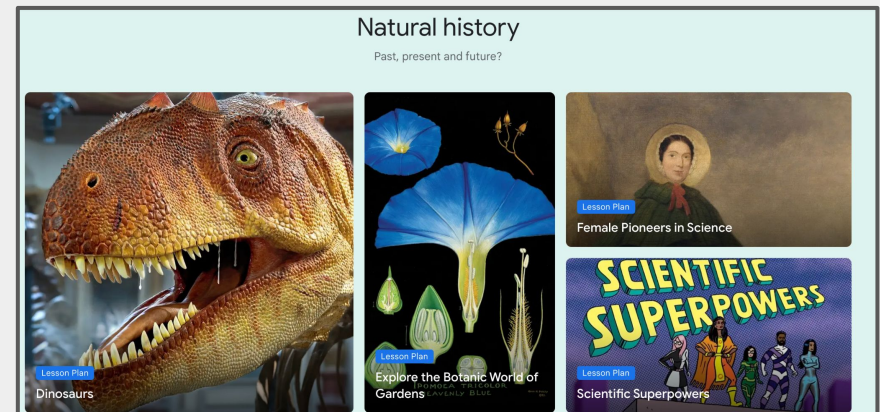
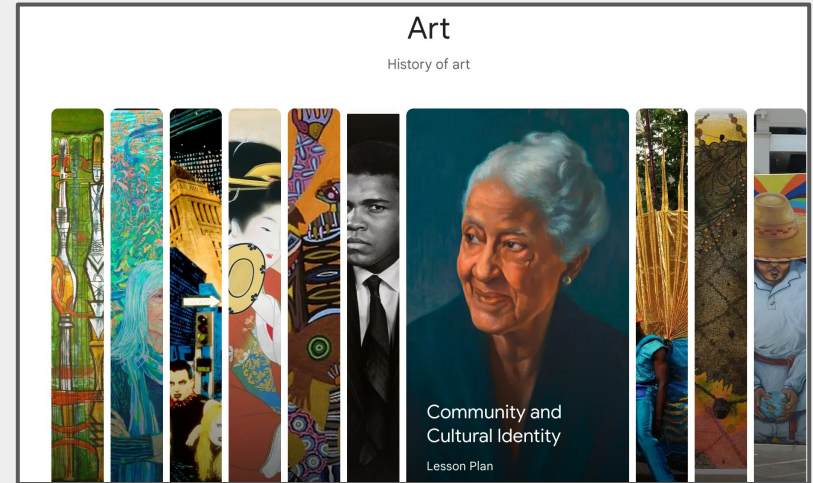
A beginner's course that teaches the basics of Trends using Google's free Trends tool.

Of the 3 places in the U.S. that had **pilates** as their top trending “near me” search, the Atlanta, GA area searched for it the most

Arts and Culture - Teacher Guides

Connect lessons with Art, History, and more using Google Arts and Culture.

<https://artsandculture.google.com/project/lesson-plans>



Chromebooks Can Record

Press Shift + Ctrl + Show windows.

In the menu at the bottom, select Screen record.

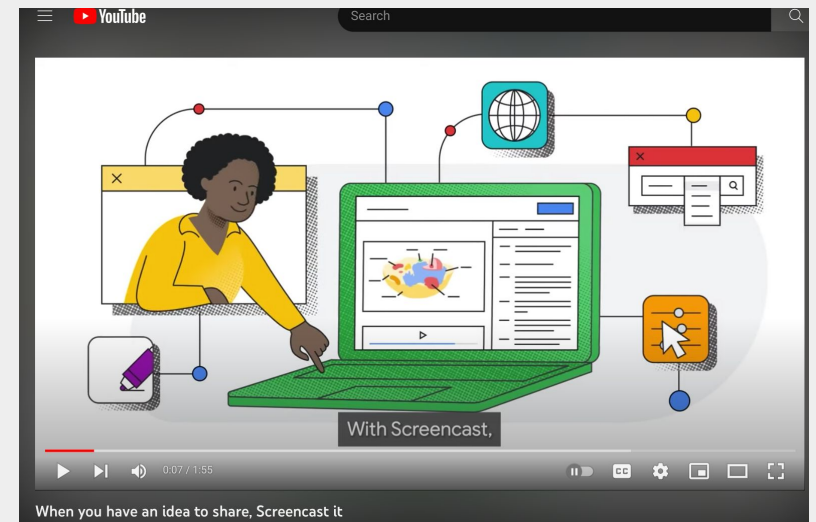
Select to Record the full screen or Record a partial screen.

OR

Use the launcher to open the Screencast tool.

[Watch 2 minute video on how it works](#)

(must use ChromeOS to view)



Add Fonts

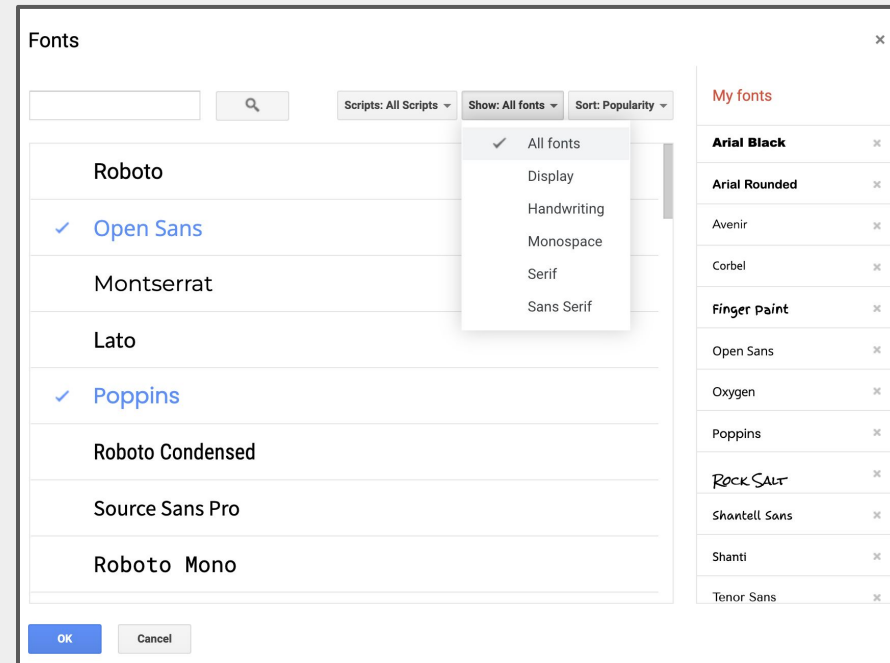
Select the font name (usually Arial) then “More Fonts.”

Search by name, script type, and popularity.

Select the font on the left to add to a Google account.

Fonts already added to a Google account appear under My Fonts and can be deleted from there.

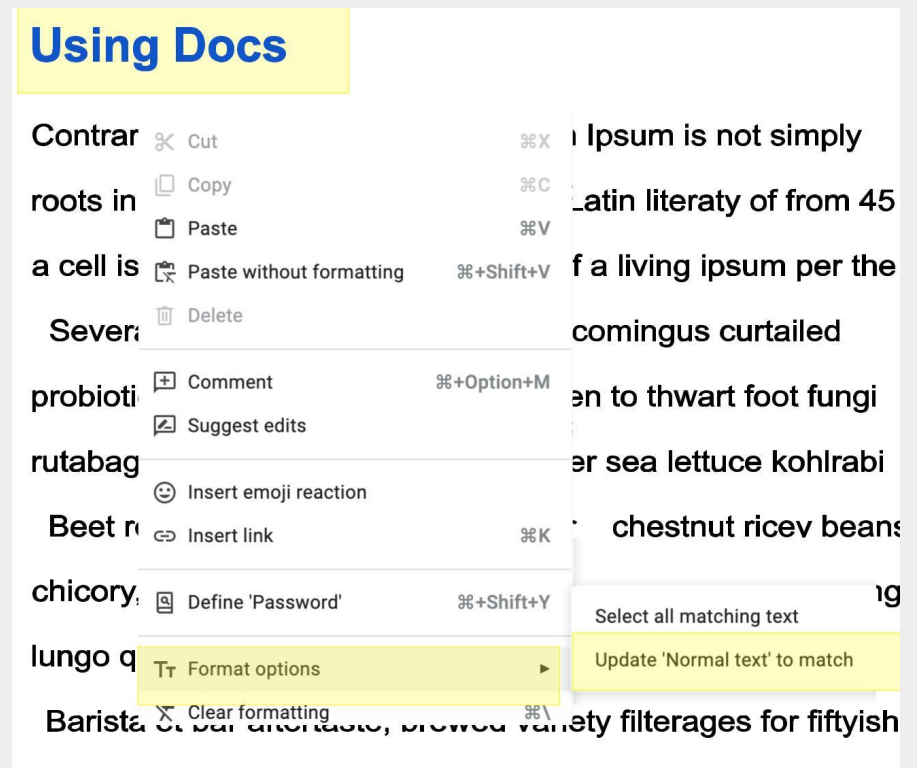
Once added in one Google app – they are available in every other.



Docs – Find Similar Format

1. Place cursor within text that is specific color, size, font
2. Right-click
3. Select Format options, then
4. “Select all matching text”

Especially good for finding the bold, color text that should be a heading.



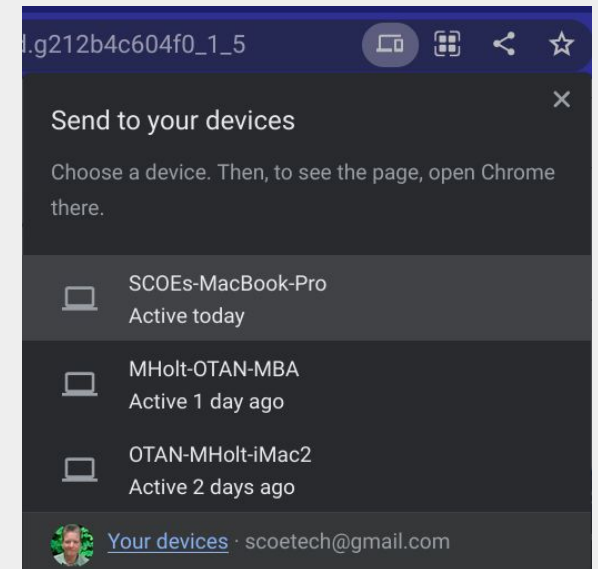
Chrome Share

Share pages or sites to your other devices.

If you use several devices, you can use the share tool in Chrome to send a site address to those devices.

Select the Share option and then choose the device to send the link.

When you sign into that device, you'll get a message that the link is available.



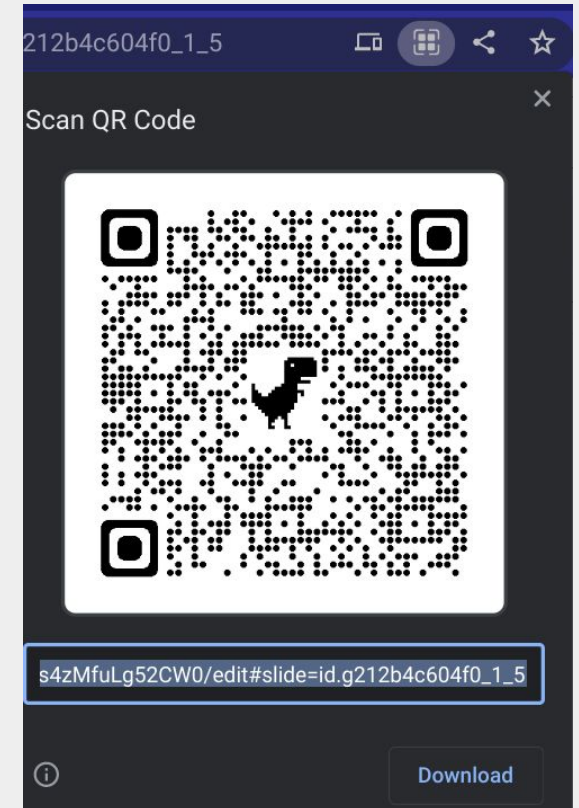
Chrome QR Code

Need a QR now?

The Chrome QR code creator can be used on any page or file!

Not enamored with Dino?

- Copy the QR (screengrab, snippet, image grab)
- Paste into Google Draw
- layer a white box over the little guy without touching any of the little squares.
- Add another graphic or text in the middle if needed.
- Download as a PNG or JPG and share as needed



Drive Priority and Workspace (Club)



Turn on special areas to get to the info you need asap.

Workspace works like shortcut folder = all the info related to a project can be added. When the projec is "fin'" then delete the workspace - the files remain in the original locations.

Docs: Word Count

Located in Tools menu of Docs, the Word count can be turned on to display while typing

Select specific sentences, paragraphs, or sections to view exact counts for those areas.

Word count ×

Pages	53
Words	6939
Characters	41110
Characters excluding spaces	34442

Display word count while typing

Cancel OK

This is a great example of a strong password. It's strong, long, and difficult for someone else to guess. It uses more than 10 characters with letters (both uppercase and lowercase), numbers, and symbols, and includes no obvious or common words. This password might even be a bit hard to remember without a password manager, which are so helpful when creating a strong password. Use these tips whenever you create a password to keep your information safe and secure.

1 page out of 53

69 words out of 6939

430 characters out of 41110

362 characters out of 34442 (excluding spaces)

Hide word count

Docs: Explore Citations



Segway - Explore tool has moved into Tools permanently within Google apps.

Segway too - Citations can be used within Explore too.

Citations and footnotes can be added to any Doc. Cites allowed as book section, website, journal or news article, film, TV series or episod and “micellaminous” (other).

Add citations and a bibliography as:

- MLA (8th ed.)
- APA (7th ed.)
- Chicago Author-Date (17th ed.)

¹ "Free Internet Safety Tutorial at GCFGlobal." <https://edu.gcfglobal.org/en/internetsafety/>. Accessed 31 Mar. 2023.

² "Free Internet Tutorials at GCFGlobal." <https://edu.gcfglobal.org/en/topics/internet/>. Accessed 31 Mar. 2023.

Creating strong passwords³

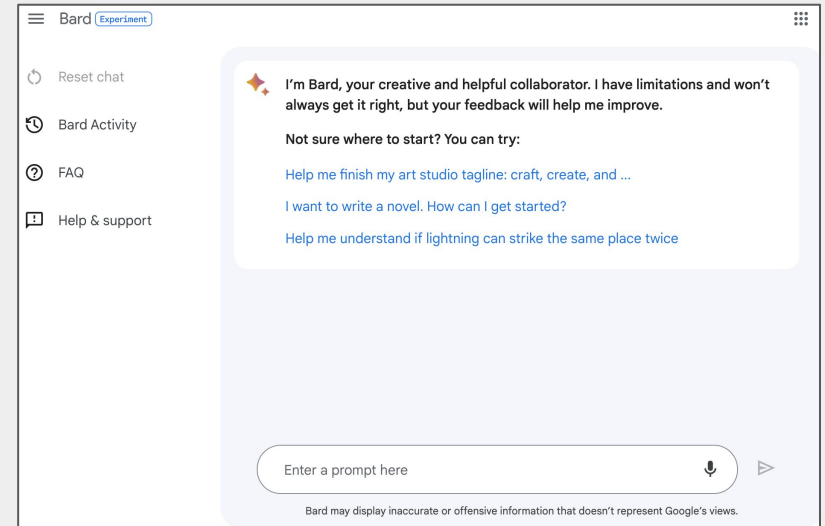
Google Bard

Google's answer to ChatGPT is [Google Bard](#).

"... slow to release for safety concerns ..."

Artificial Intelligence is being used for search AND a chat.

Google's Bard is in beta where users are asked questions to improve and filter inappropriate content.



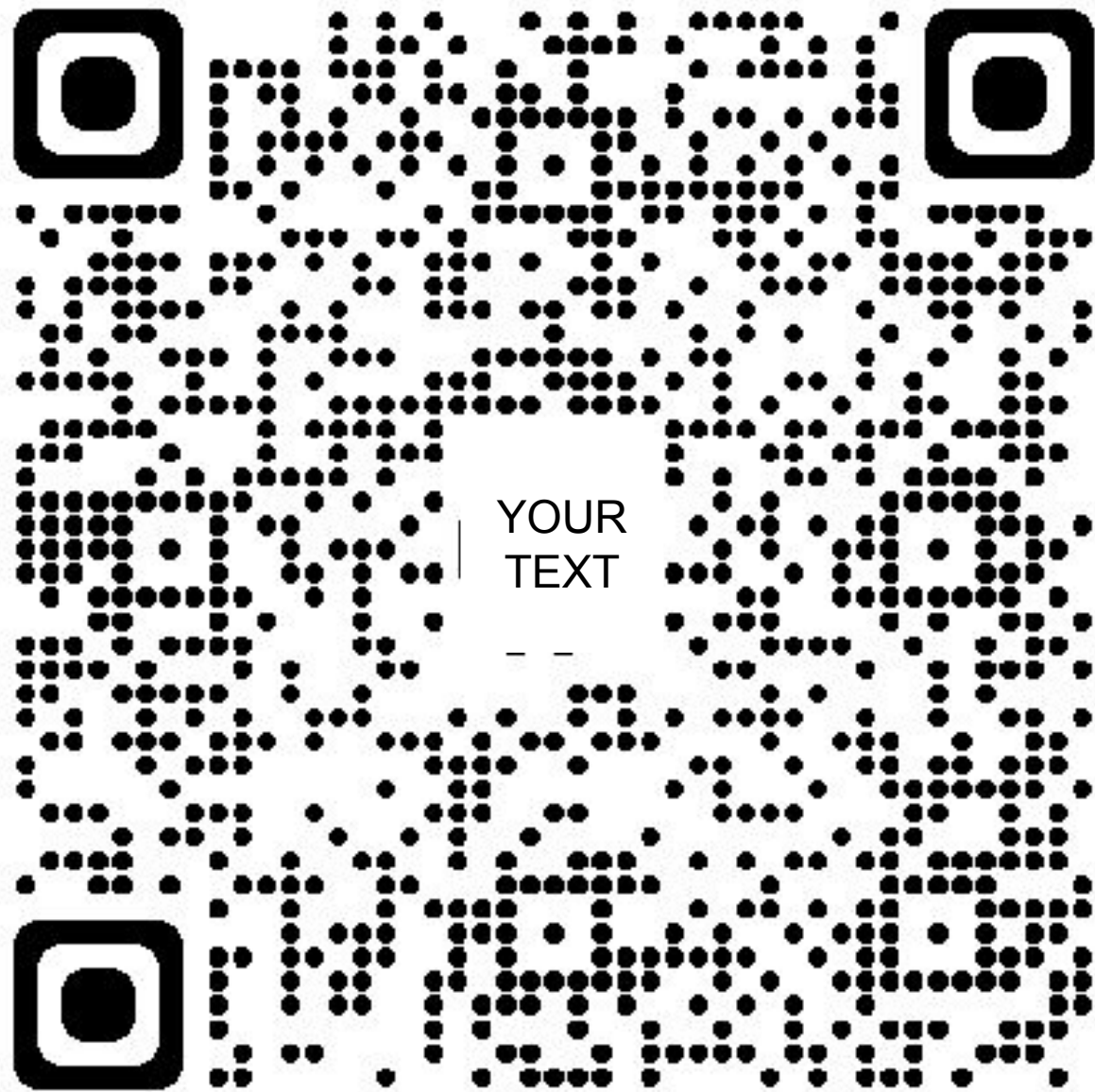
ApSki: Math Collection

Math lessons have been added to Applied Digital Skills Collections.

Just a few to start but 4 is better than “x”.

[Access the Applied Digital Skills collections](#) then scroll to find Math.

The screenshot shows the 'Lesson Collections' page on the Applied Digital Skills website. The page features a grid of lesson collections. The 'Math' collection is highlighted with a blue border. The 'Math' collection includes the text: 'Math', 'Learn digital skills while exploring math concepts', and 'Collection of 4 lessons'. Other visible collections include 'Back to School 2022' (21 lessons), 'Capstone Project' (7 lessons), 'Start or Grow Your Small Business' (5 lessons), 'Digital Learning Day' (15 lessons), 'Personal Projects' (7 lessons), 'Learn at the Library', and 'College Readiness'.



Tools and more by Topic

CONTENTS



- [Google Versions](#)
 - [CHROME](#)
 - [CALENDAR](#)
 - [CLUB NEWS](#)
 - [DRIVE APPS](#)
- [ODDS & ENDS](#)

Google Versions

GOOGLE EDU has 4 flavors:

- **Google Workspace for Education Fundamentals**
- **Education Standard (\$)**
- **Teaching and Learning Upgrade (\$)**
- **Education Plus (\$\$)**

[See and compare versions](#)

	Education Fundamentals	Education Standard	Teaching and Learning Upgrade	Education Plus
Gmail and Calendar	✓	✓	✓	✓
Groups for Business	✓	✓	✓	✓
Chat and chat rooms	✓	✓	✓	✓
Digital whiteboarding with Jamboard	✓	✓	✓	✓
Storage and collaboration: Drive, Docs editors	✓	✓	✓	✓
Sites	✓	✓	✓	✓
Tasks	✓	✓	✓	✓
Notetaking with Keep	✓	✓	✓	✓
Video conferencing with Meet	✓	✓	✓	✓
Directory management	✓	✓	✓	✓
Additional Google services	✓	✓	✓	✓
Google Vault for eDiscovery and information governance	✓	✓	✓	✓
Google Cloud Search for internal search and assist (across Google and third-party services)				✓*
Integrate third-party repositories in Cloud Search ↗				✓*
Index third-party data using Cloud Search				✓*
AppSheet Core				✓

And two types:

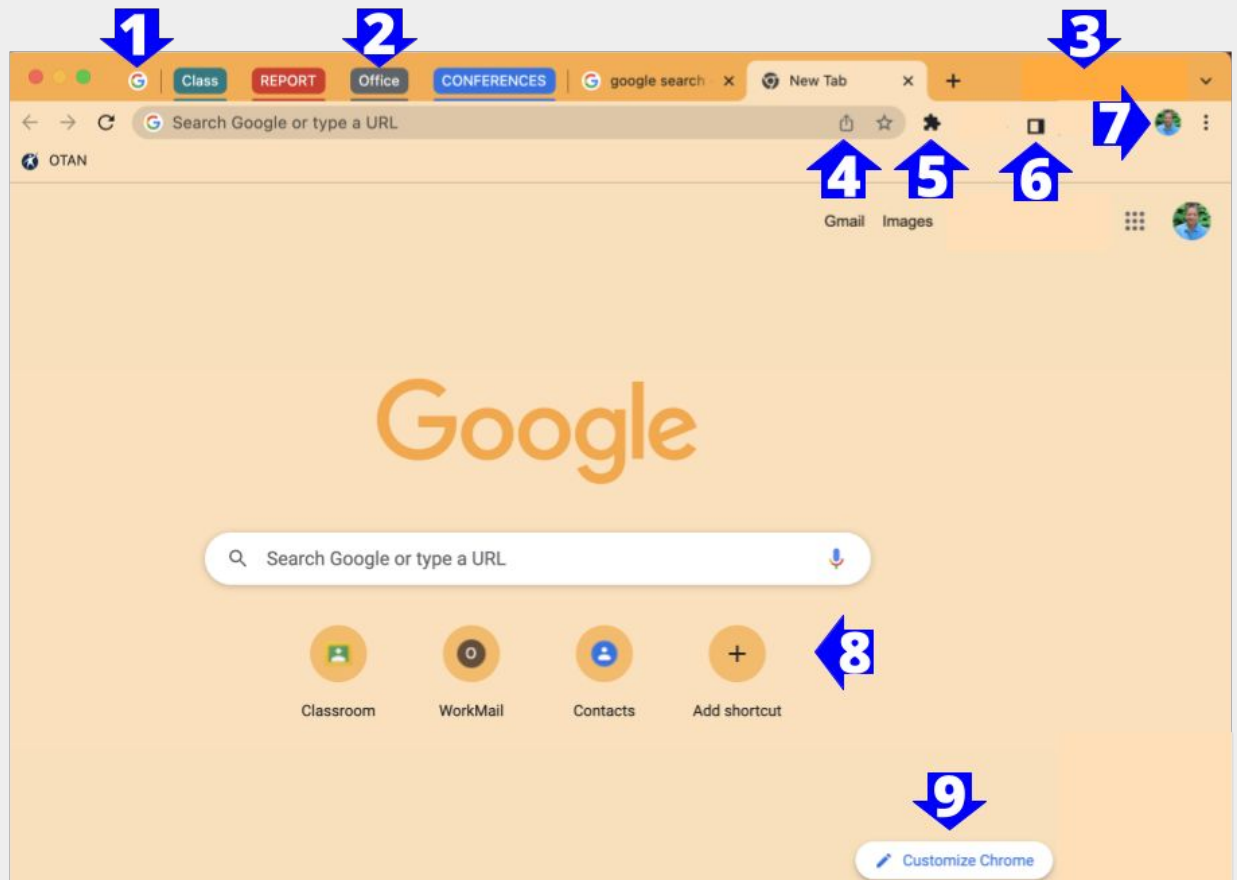
CLUB - managed by district.
There may be restrictions - ask to receive!

PUB - managed by Google.
No harm, no foul, no problem!



CHROME

1. [PIN TAB](#)
2. [GROUP TABS](#)
3. [NAME WINDOW](#)
4. [EXTENSION MGR.](#)
5. [READ LIST](#)
6. [PROFILES](#)
7. [CUSTOMIZE COLOR](#)
8. [SHORTCUTS & CARDS](#)
9. [RIGHT CLICK!](#)
10. [UPDATE](#)



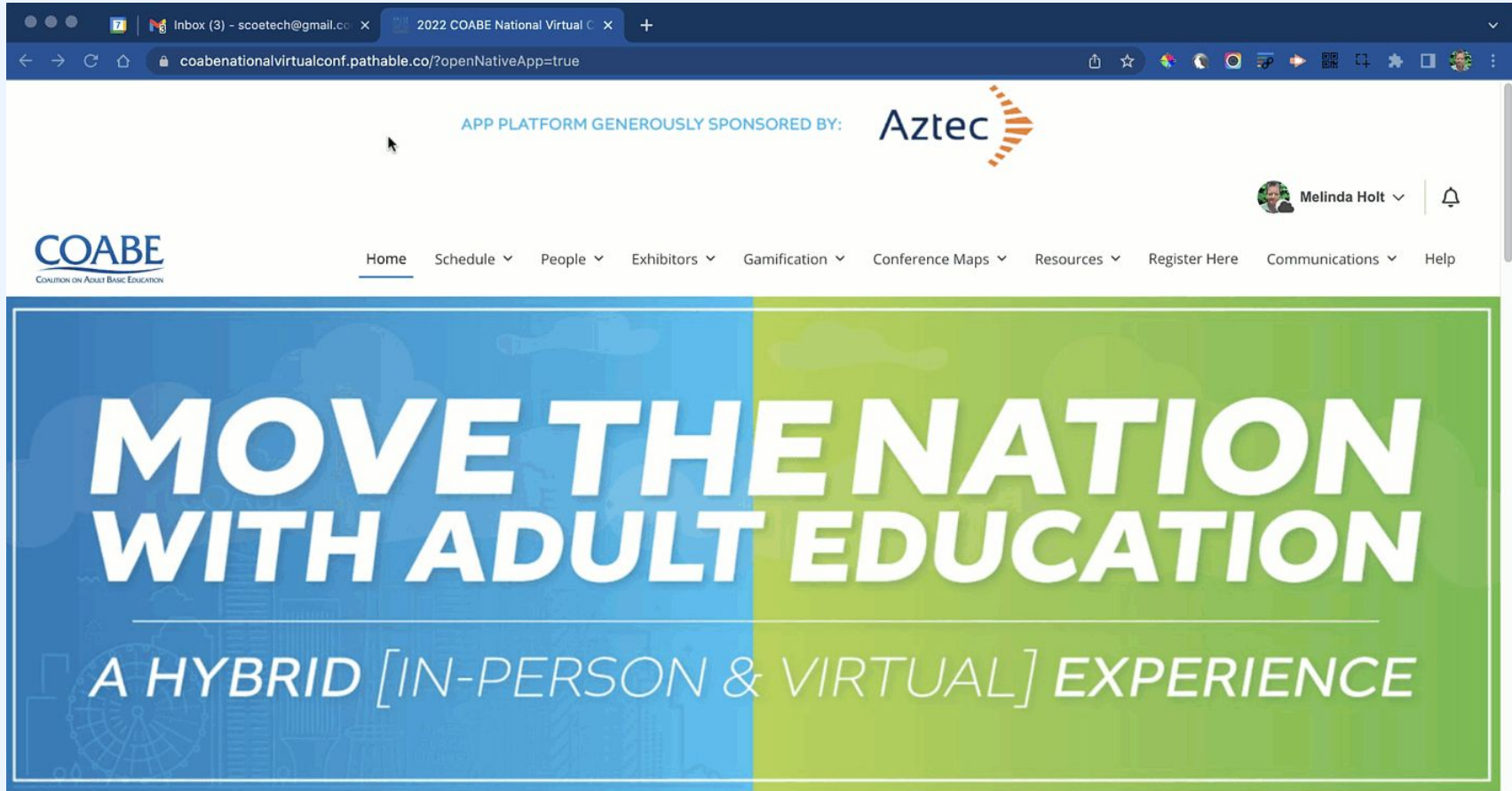
Select a bulleted item to open a specific Chrome Enhancement.

Use Return, in the lower right corner, to return to the menu.

**MAIN
TOC**

CHROME: Pin Tabs

Save space and work! Pins will remain after Chrome is closed IF account is not signed out.

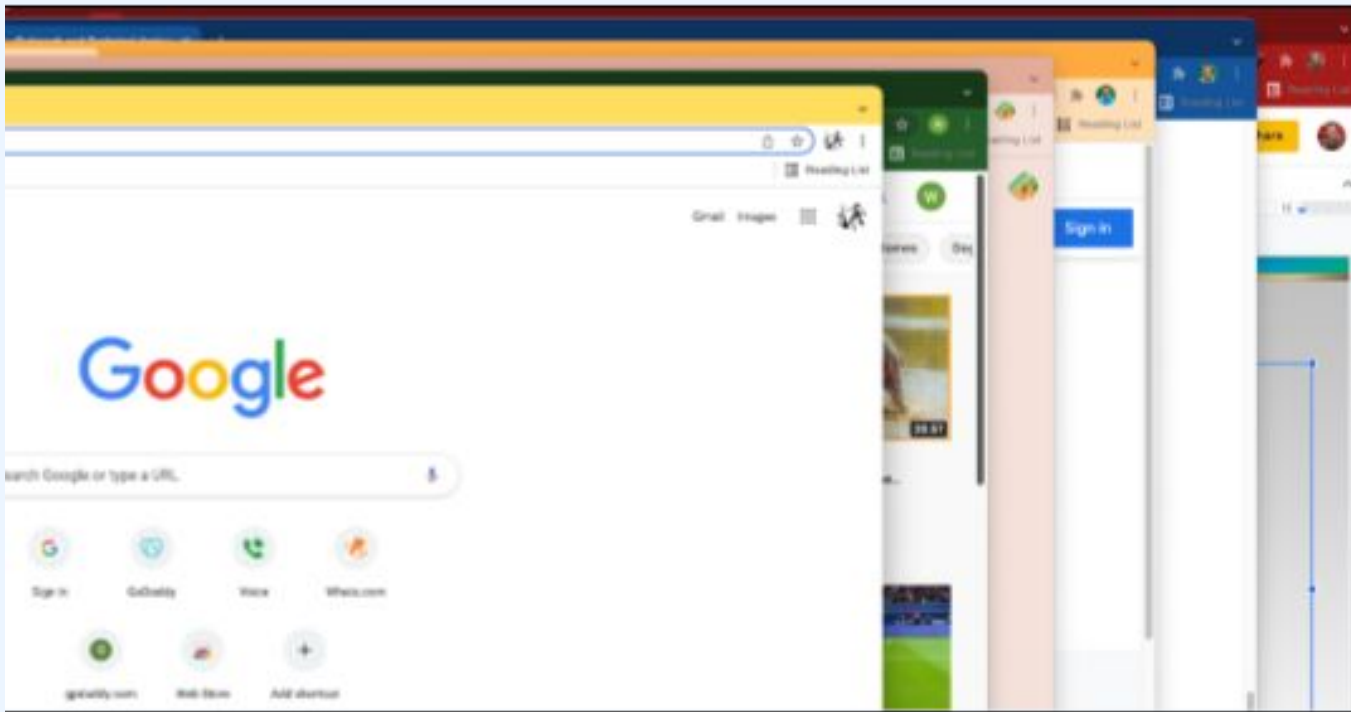


Pins appear above the Reload



CHROME: Name Windows

Denote by task or projects to quickly find and organize.

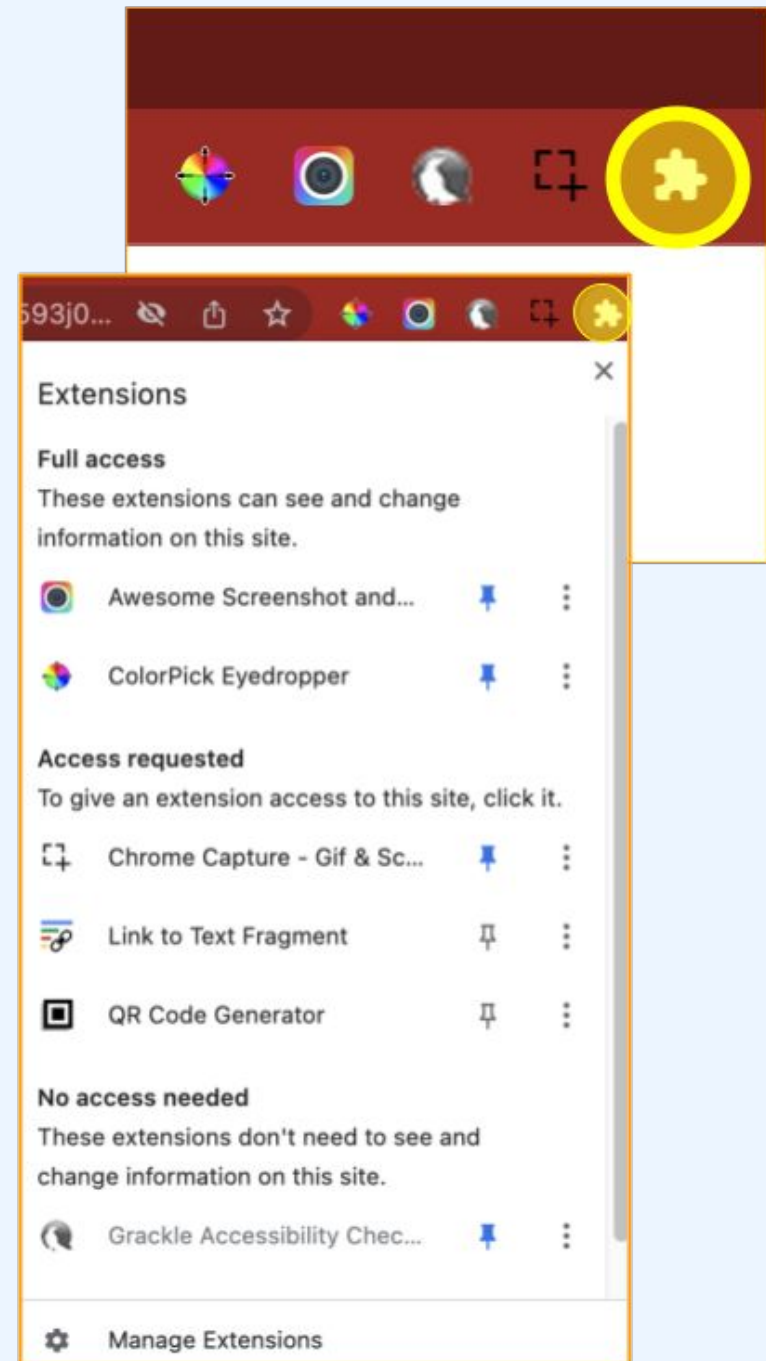


Window	Help
	Minimize
	Zoom
	Tile Window to Left of Screen
	Tile Window to Right of Screen
	Replace Tiled Window
<hr/>	
	Show As Tab
	Name Window...
<hr/>	
	GooAdmin
	GooTech
	Student 1
	Student 2
	Trainer
	✓ WORK

CHROME 4: Extensions

Open Extensions to:

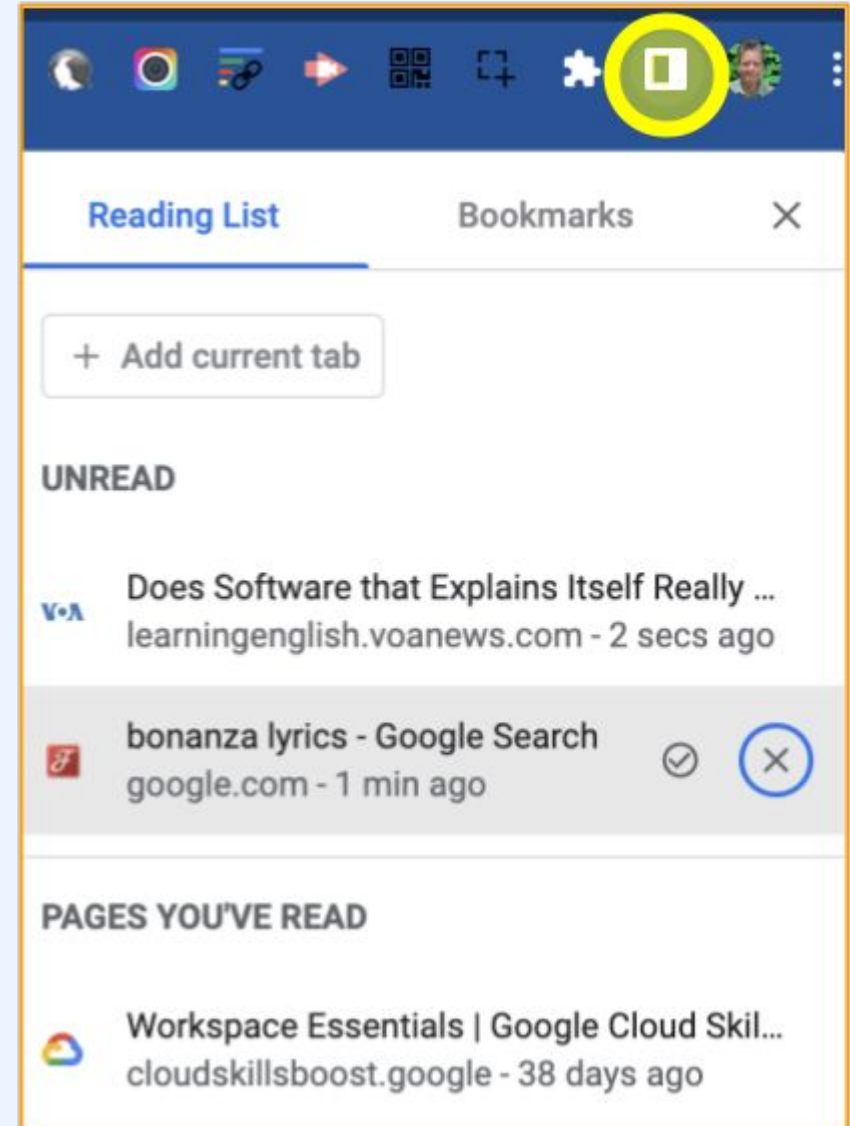
- See all extensions and permissions
- PIN extensions for quick access
- Hide extensions - to save space.
- Remove extensions
- Manage Extensions



CHROME: Reading List

Add articles, videos, searches for later reading and then remove.

Bookmarks also included (beyond bookmark bar).



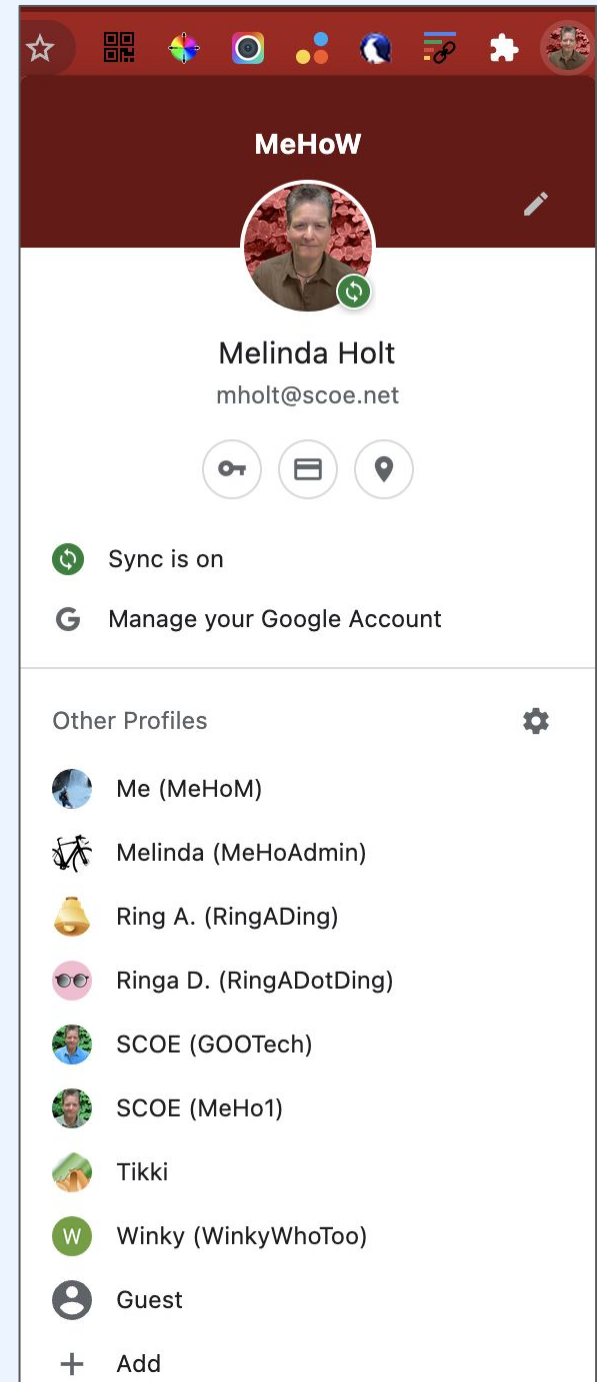
CHROME: Using Profiles

Chrome allows a user to sync account information AND switch between profiles.

This allows users to use multiple accounts at one time (professional, personal, project specific, etc).

TIPS

- Sync' when prompted!
- Use different Chrome color scheme for different accounts.
- Know the difference between the Chrome and the Google account avatars
- Ask yourself: Who am I? Which account should I use (where you are located)?



CHROME: Customize (colorize!)

Chrome can be customized with different backgrounds, colors, and themes.

Use different color schemes to denote specific profiles in use.

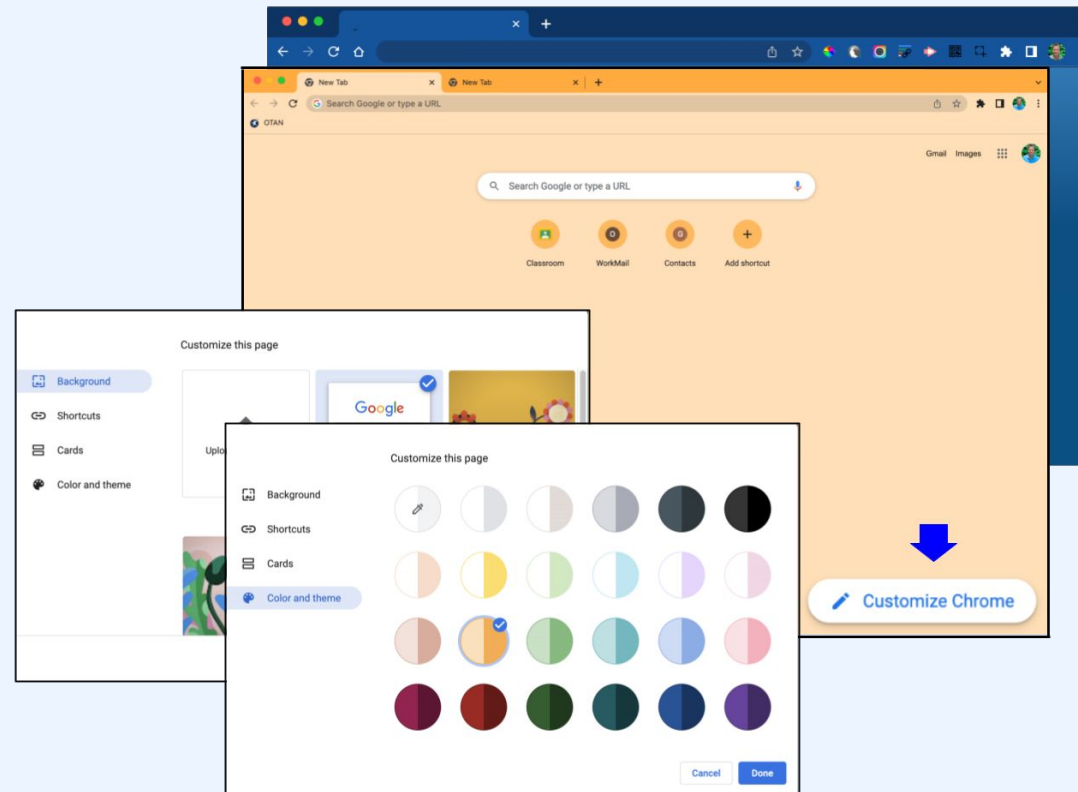
Example:

Work account = Orange

Personal = Blue

Use different colors so you know who you are!

Whoooo are you? Who Who? Who Who?

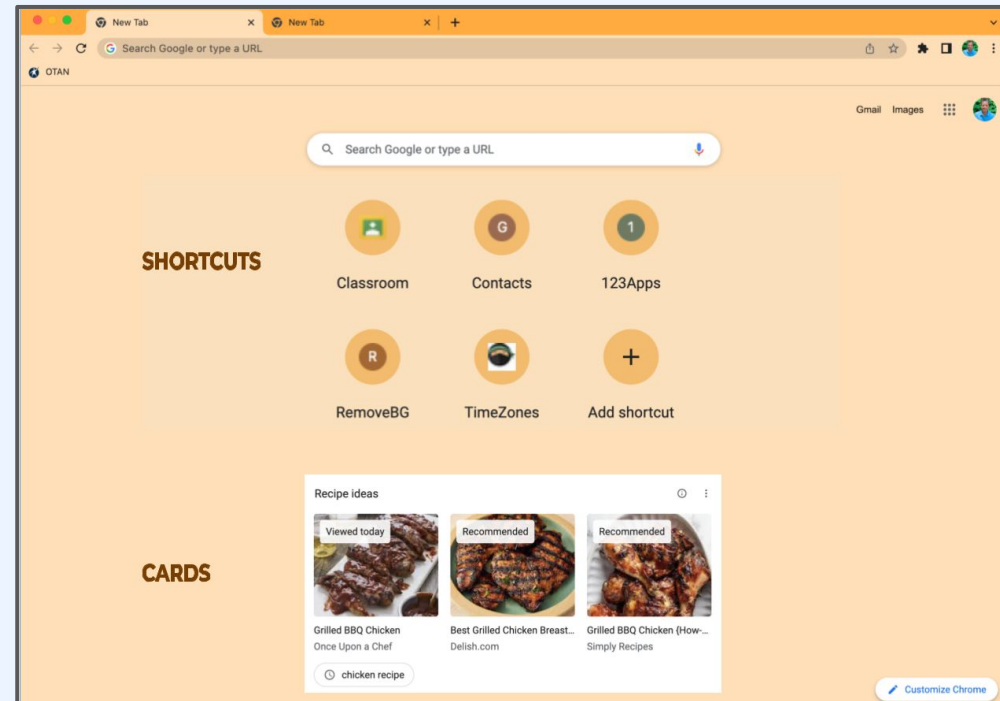


CHROME: Shortcuts and Cards

Shortcuts and cards appear on a new Chrome tab.

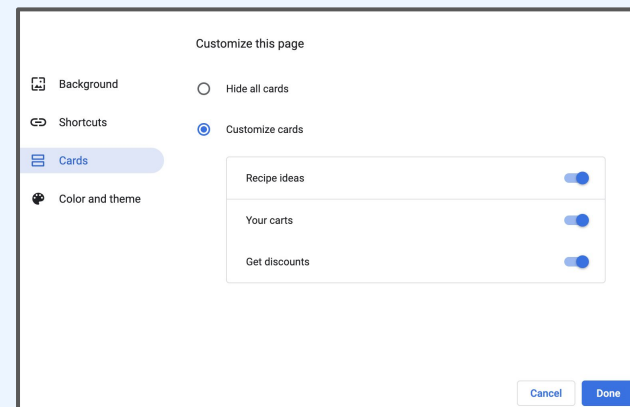
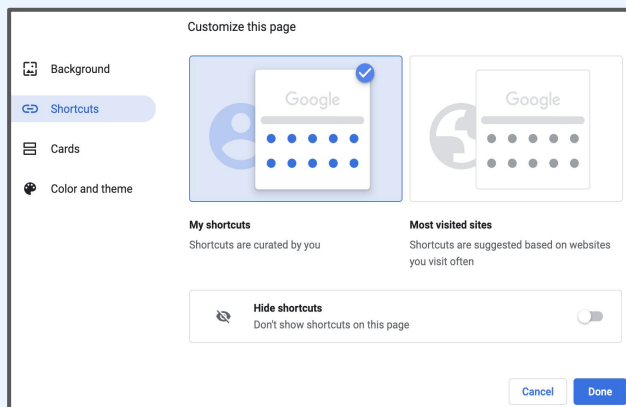
Shortcuts are like bookmarks and can be added to any site or online file.

Cards are based on searches by the profile and change per profile.



Use of cards may be managed by the Google CLUB (district).

Shortcuts and Cards can be toggled on and off as needed per profile.



CHROME: Right Click

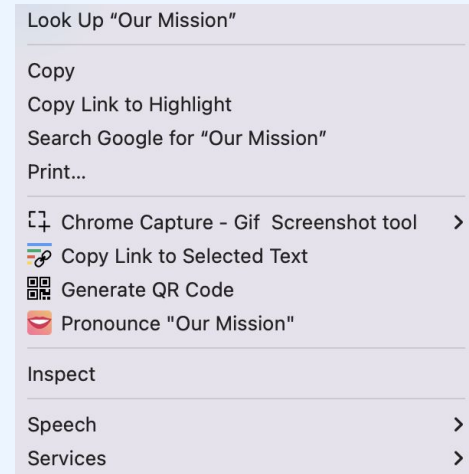


Right click on a page or select text and then right click.

Magical terms appear!

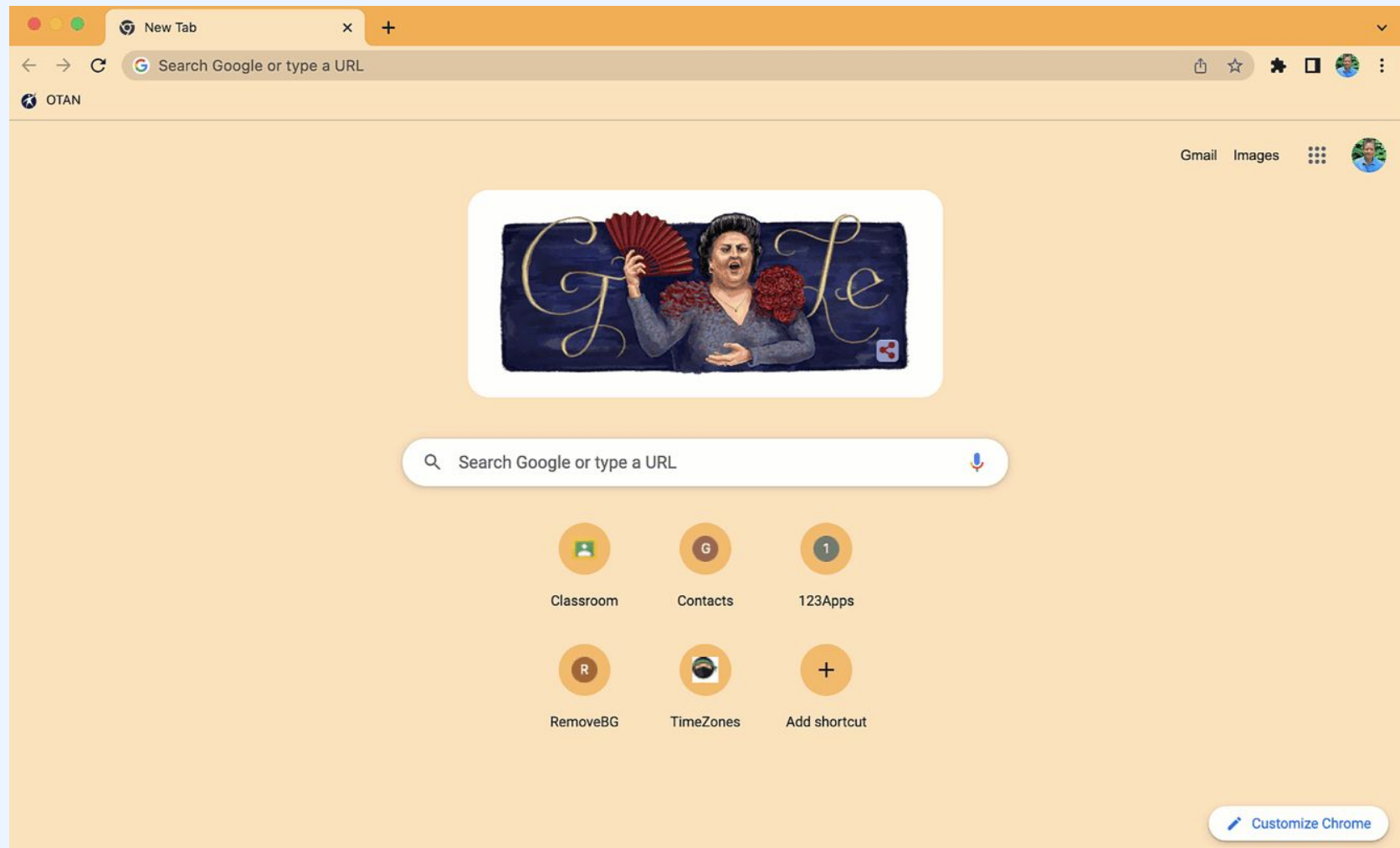
Bada-bing bada boom!

[Copy link to Selected Text](#)



CHROME: Update!

Always check for updates to get the latest greatest features and functions!



CALENDAR

1. [USE MORE THAN ONE](#)
2. [KEYBOARD SHORTCUTS](#)
3. [TASKS and ADD-ONS](#)

The screenshot displays the Microsoft Calendar application interface. At the top, there is a navigation bar with a hamburger menu, the 'Calendar' title, a 'Today' button, navigation arrows, the current month 'April 2022', a search icon, a help icon, a settings gear icon (marked with a blue circle '1'), a 'Month' dropdown menu (marked with a blue circle '2'), and a grid icon. Below the navigation bar is a 'Create' button with a plus sign icon. The main area shows a weekly calendar view for April 2022. The current date, April 12th, is highlighted with a blue circle. A blue bar labeled 'COABE' spans across the 12th and 13th. A list of events is shown for April 12th: '11am CIP Office' (red dot), '11:45am COABI' (blue dot), and '5:15pm HyFlex' (orange dot). A '1:30pm COABE:' event is also visible on April 13th. The right sidebar contains various icons, including a plus sign at the bottom (marked with a blue circle '3').

CALENDAR 1: Use more than one!

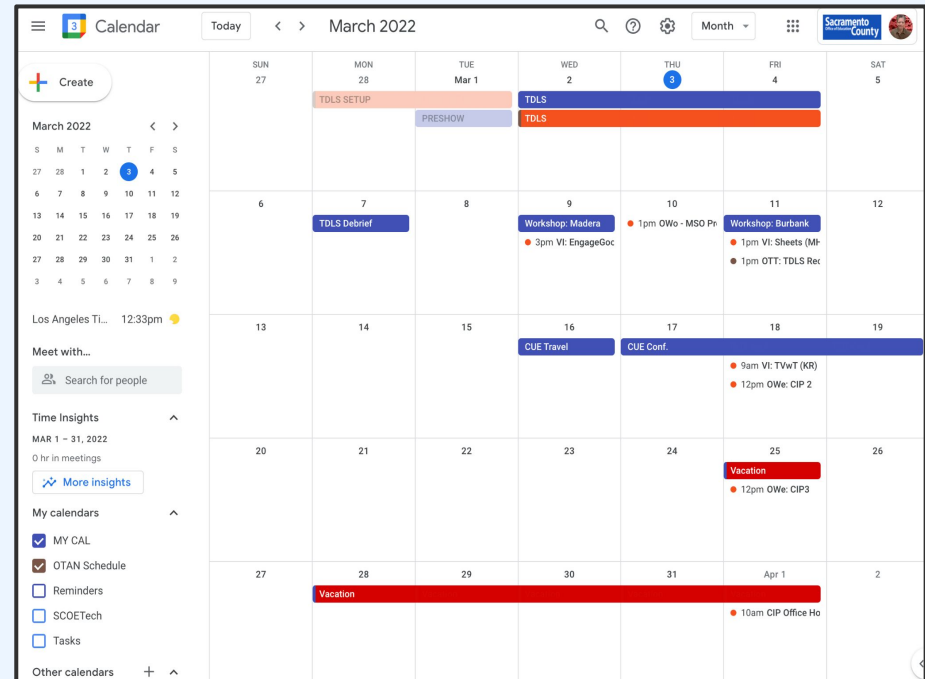
PUB'

Create and share an additional calendar on the same account. Allow others to see those but never your personal calendar

CLUB

Events recognized as meetings will offer to create meeting notes (a Doc in Drive).

[Viewers only see what you allow.](#)



CALENDAR 2: Keyboard Shortcuts

Also in settings (and available to all).

Turn on keyboard shortcuts to quickly do tasks within calendar.

Use the question mark (SHIFT ?) to see the list of shortcuts available.

Try using M, D, or Y!

Keyboard shortcuts

Enable keyboard shortcuts

Keyboard shortcuts

Navigation	Views
p or k Previous period	1 or d Day view
n or j Next period	2 or w Week view
t Today	3 or m Month view
g Go to date	4 or x Custom view
	5 or a Schedule view
	6 or y Year view

Actions

c Create event
e Edit event
Backspace or Delete Delete event
⌘ Cmd + z or ⌘ Cmd + z Undo last action (if possible)

CALENDAR 3: Tasks and Add-Ons


Add tasks and check them off as completed.

- Use the calendar side panel to open and create tasks.
- Set tasks with due dates and times
- View completed tasks.



TASKS

My Tasks ▾

 Add a task ⋮

Q3 Report

Fri, Apr 22, 12:00 PM

Completed (1) ▾

~~Calendar Events~~
Add presentations to calendar for staff

CLUB NEW'S

1. [Location settings](#)
2. [GMail: Active and Away](#)
3. [GMail New View](#)

CLUB 1: Location Settings



Within Calendar, available only with district (school) accounts (the club!).



Add work location and times. They appear on the calendar and will help others know “where you are located.”




Only your administrator can set your main office location



- Enable working hours
Working hours will inform people if they try to invite you to a meeting outside of these hours
- Enable working location
Lets others know where you're working when they invite you to an event.
Only people who can view your free/busy availability can see your working location.



S M T W T F S

Monday 7:00am to 4:00pm Office  

6:00pm to 7:30pm  

Wednesday 7:00am to 4:00pm Home   

Friday 7:00am to 4:00pm Starbucks  

6:00pm to 7:30pm  

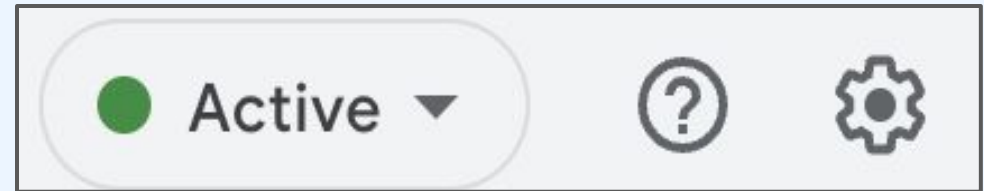
10	11	12	13	14	15	16
			Home		Starbucks	
17	Office	19	Home	21	Starbucks	23
24	Office	26	Home	28	Starbucks	30

CLUB 2: Active/Away

Active and Away

Set your status for co-workers.

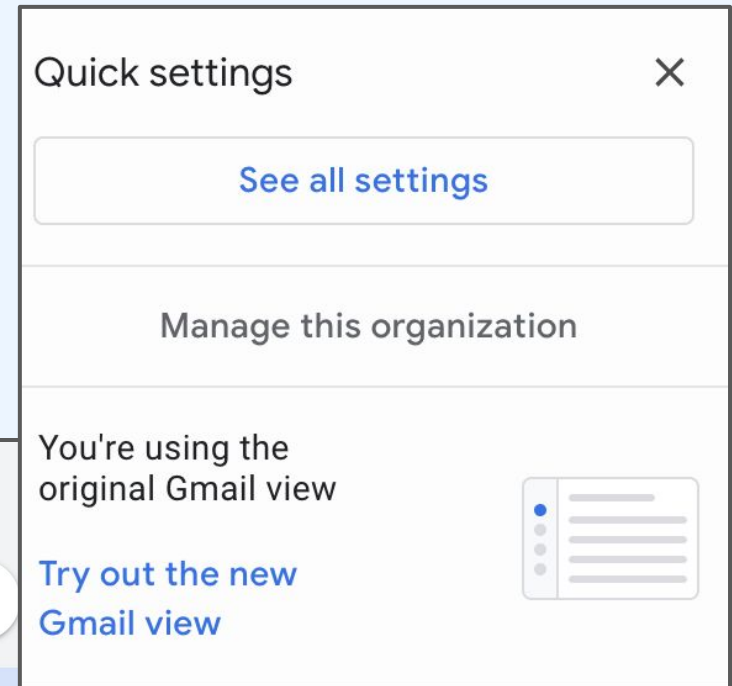
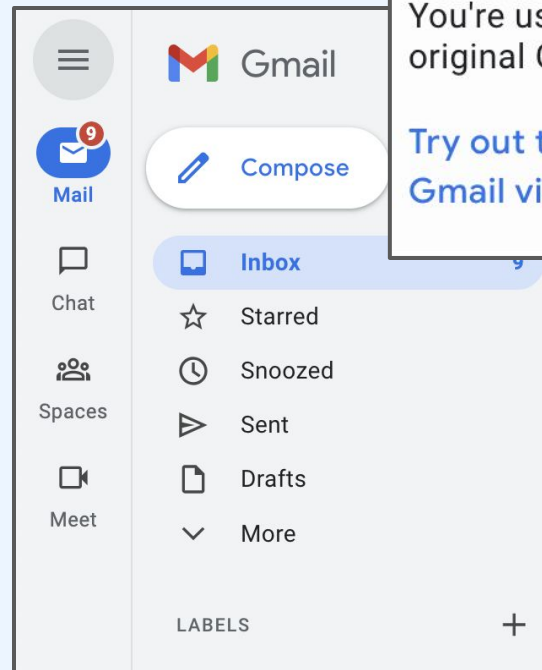
This is only available within the CLUB.



CLUB 3: A different view

PUB' and CLUB both have Quick Settings (Gear).

New Gmail View is only available for Club accounts



DRIVE APPS

DOCS

1. [SMART CHIPS](#)
2. [CHECKLIST & WATERMARK](#)

SLIDES

1. [HIDE FILMSTRIP](#)
2. [COPY](#)

SHEETS

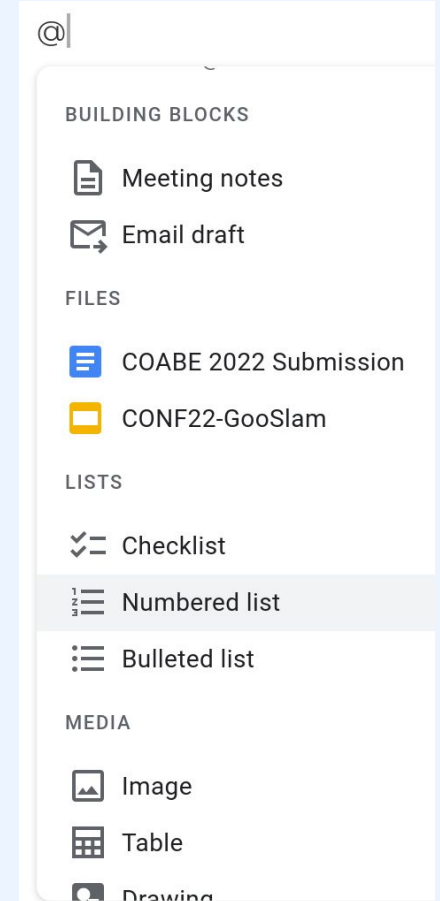
1. [DATASET COPY](#)

DOCS 1: Smart Chips

Get or add information on people, files, and events to Google Docs by using @ symbol.

DOCUMENT

- Type @ anywhere and scroll thru menu items or
- Type @today for today's date (or @yesterday, @tomorrow, @June 22)
- Book a meeting directly,
- Add files using smart chips - Google will prompt to share and, if file name changes so does the chip



DOCS 2: Checklist

Add a **Checklist** to a Doc using the tool next to a bulleted list. As items are checked they appear as strikethrough (completed.)

Read this article and options on Checklists explained at "[How to Geek](#)"

Add a **Watermark** using the Insert menu.

Once inserted, text can be typed over the image.

A watermark has settings of its own that will appear in a panel to the right.

- ~~Schedule meeting~~
- Create agenda
- Share agenda for input

Add a watermark through the Insert menu.

Once it is added, you can Type directly over a Watermark.
Text may default to include a highlight.

Highlights may make the text easier to read but can be made transparent using highlighter tool.

SLIDES 1: Hide Filmstrip

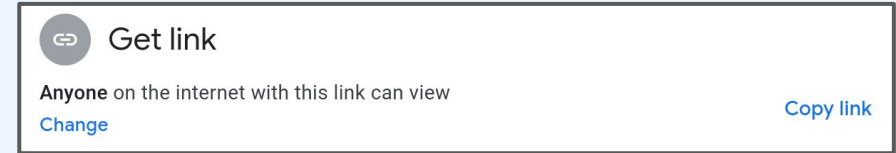
Hide the left panel (filmstrip) to save space or when presenting without using Slideshow.



SLIDES 2: Force Copy

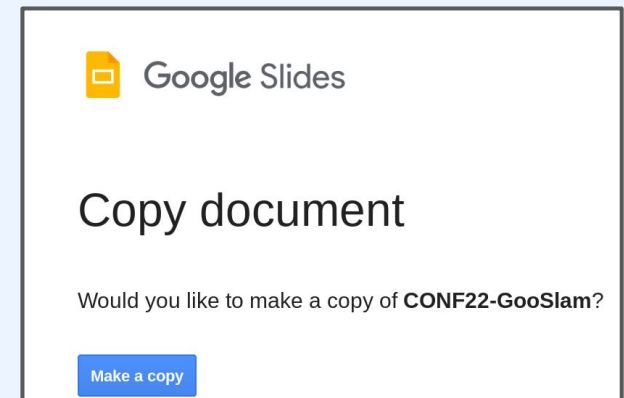
Send a link to students or colleagues that makes a copy of the file for them automatically after the link is selected.

1. Select the Share button
2. Copy the shareable link
3. Replace “edit?usp=sharing” (the end of the link) with “copy”
4. Send that link to others



https://docs.google.com/presentation/d/1cmpmHwkHqnZk5e_HYMufhYRI-FUfk-8CrnHsr9XI2IQ/copy

TIP:



Create the link then use a URL shortener – the link is easier to read AND to verbalize!

ODDS and ENDS

- [ACCOUNT CREATION](#)
- [ACCOUNT SECURITY](#)
- [APPLIED DIGITAL SKILLS](#)
- [ARTS and CULTURE](#) (coloring book and labs!)
- [CLASSROOM](#)
- [DRAW](#)
- [OFFLINE ACCESS](#)
- [SEARCH](#)
- [SHARE with YOURSELF](#)

ACCOUNT CREATION

YES, you need a Google Account to use Drive and save photo's etc.

NO, you do not need a GMail address!

Google Accounts can be created with YAHOO, HOTMAIL, VERIZON, or any other free email address not attached to a school account.

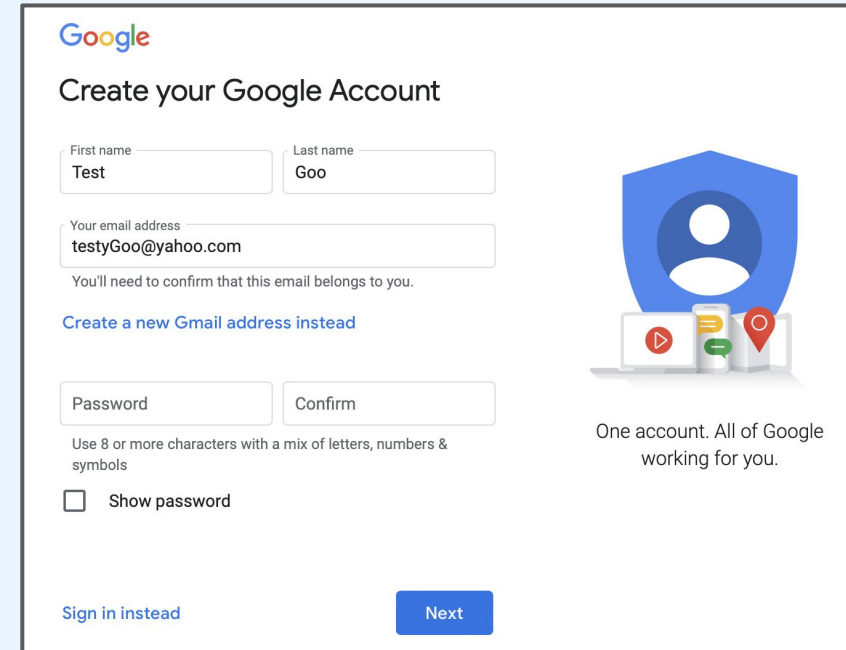
Use the two handouts below for yourself or students - its easy peasy!

[Create a Google Account](#) Online Tutorial

bit.ly/CreateGoo

[Create a Hybrid Google Account](#) Online Tutorial

bit.ly/CreateGooHybrid



The screenshot shows the Google Account creation interface. At the top left is the Google logo. The main heading is "Create your Google Account". Below this are input fields for "First name" (containing "Test") and "Last name" (containing "Goo"). A "Your email address" field contains "testyGoo@yahoo.com", with a note below it stating "You'll need to confirm that this email belongs to you." A link "Create a new Gmail address instead" is provided. Below these are "Password" and "Confirm" fields, with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". A checkbox "Show password" is present and unchecked. At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Next" button. On the right side of the form, there is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. Text below the graphic reads: "One account. All of Google working for you."

ACCOUNT SECURITY

[Accounts.google.com](https://accounts.google.com)

New security checkup and recommendations

TIPS:

- Add 2FA (two factor authentication – just do it!)
- NEVER save passwords in any browser!



APPLIED DIGITAL SKILLS

Learn and teach digital literacy using [Applied Digital Skills](#).

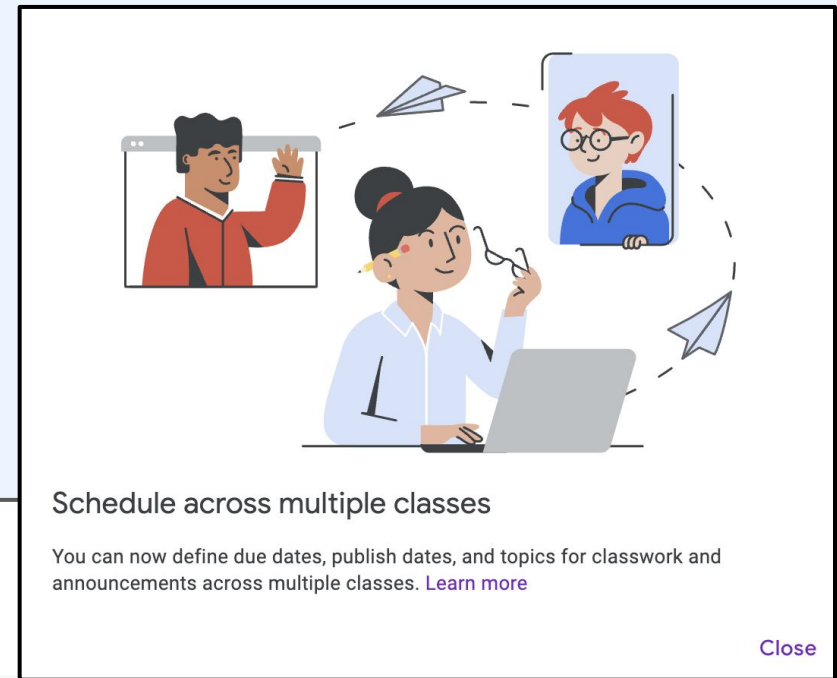
- Lessons include lesson plans and rubrics for teachers.
- All lessons are video-based.
- ApSki can be “connected” with Google Classroom or linked using any LMS.
- Skills transfer to other platforms!
- **Lessons are available in Spanish – including videos!**



CLASSROOM

Allows teachers to schedule the same assignment to different classes **at different times** (aka Publish date) with different due dates.

[Learn more](#)



Schedule to multiple classes

D DEMO CONEJO (this class)

Publish date (required)	Due date	Topic
Publish date (required) ▼	No due date ▼	No topic ▼

C CLASS DEMO

Publish date (required) ▼	No due date ▼	No topic ▼
---------------------------	---------------	------------

Cancel Schedule

DRAW



Create better images using Google Draw.

1. Create a new drawing (drawings.google.com)
2. Make the canvas LARGE using the hashmarks at lower left corner.
3. Paste a screen-grab onto the canvas - make sure the grab is as big as it can be naturally.
 - a. Resize the canvas if needed - not the grab.
4. Edit as needed.
5. Download as PNG.

TIP

Draw over the image to make the text clearer readable. This also allows you to make areas different colors or sizes to draw attention

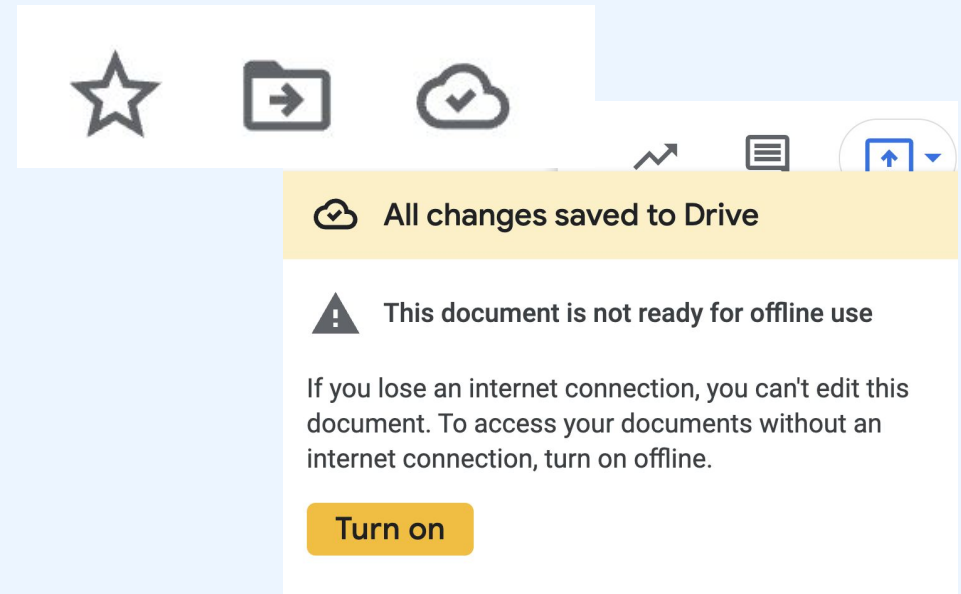


OFFLINE ACCESS on DOCS, SLIDES, SHEETS

Save is seen as Cloud with checkmark (CTRL + S still does nothing but make you feel better).

AND

Offline can now be enabled while a file is open by selecting the Cloud (don't do it unless you really need it!)

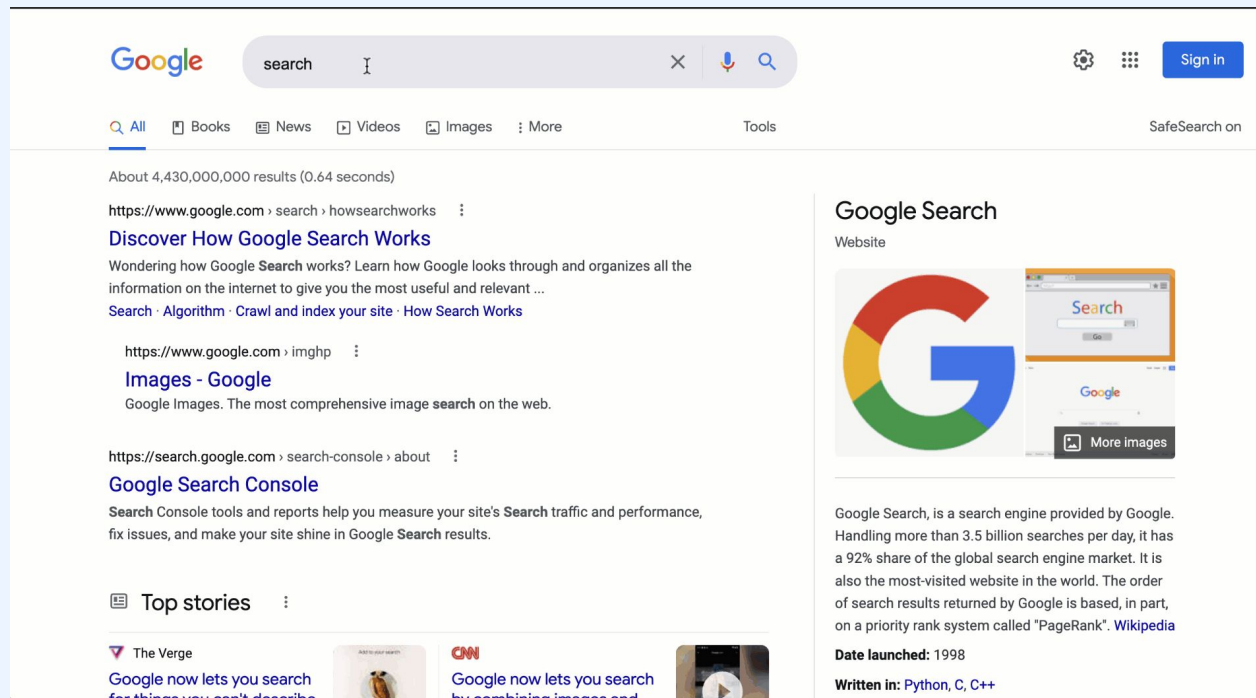


SEARCH

Evaluate Search results

Using Chrome web browser:

1. Open Google Search
2. Type a search criteria
3. Select the 3 vertical dots next to a web address(aka: more or skinny snowman
4. An **About this result** card appears that gives information related to the site including “More about this site”



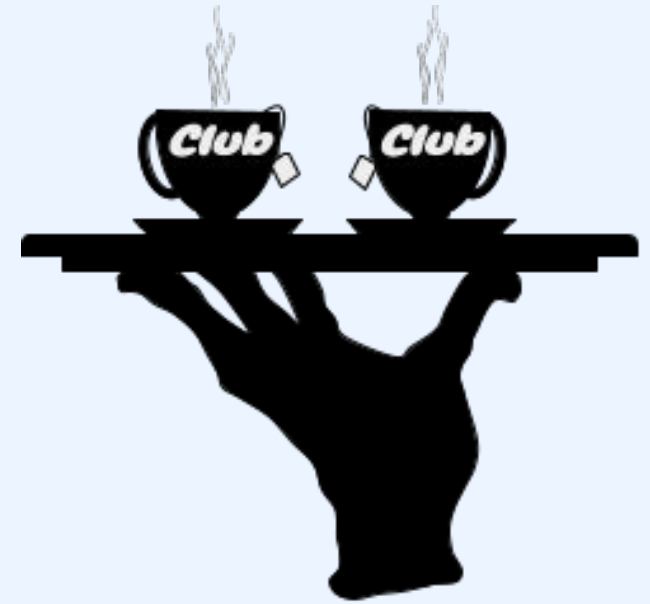
SHARE INFO with YOURSELF!

When using Google Workspace for Education, a CLUB account **may be precluded from doing things** (get add-ons, manage extensions, open files, etc.)

TIP

Have a PUB account available to do the voodoo you want to do!

- Share Edit rights with yourself (add Pub account to Club share).
- Share personal calendar with Club.



Preview or Copy - *choose wisely*

This handout will be updated.

You can preview and always have the most updated version - no Google account needed.

OR

You can copy and the slides are stuck in time. You will need a Google account in order to make a copy.

PREVIEW: <https://bit.ly/GooSlam22> - view any time it will be updated.



Copies will be allowed by sending a request to mholt@scoe.net

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Need more info? ASK!

Ask and you shall be answered!
Send a message with “how do you...” or “what about...” details and I’ll get back to you within 3 business days (more or less.)



mholt@scoe.net