

<https://bit.ly/AASB0google>



Google

Jennifer Butler Instructional Partner, Florence High School

jcbutler@florencek12.org





Table of Contents

[Drive Organization](#)

[Docs](#)

[Forms](#)

[Sheets](#)

[Calendar](#)

[Gmail](#)

[Extensions](#)

Google Drive Organization



Google Drive Organization

- Naming Conventions
 - Short, simple, consistent
- Folders
 - Number
 - Color code
 - Emojis
 - Windows+Space
 - Command+Control+Space
 - Create a new folder for each school year



 1. 2020-2021  

 2. 2019-2020

 3. Benchmark Tests

 4. ACT 

 5. Differentiated Instruction

 6. Academic Leader Meetings

 7. FCS IP Shared  

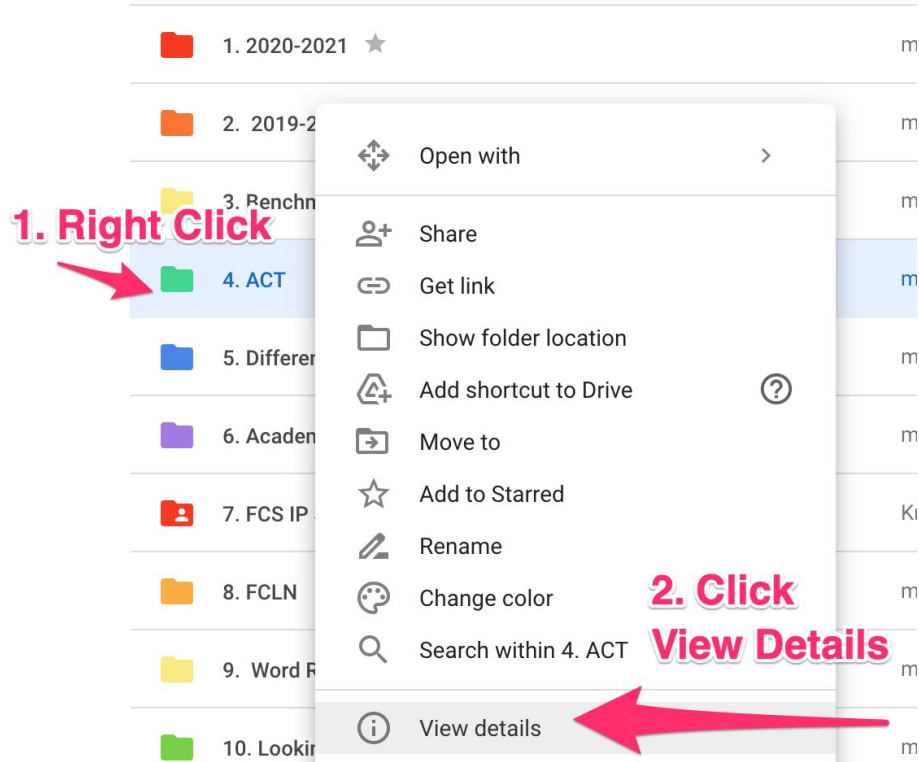
 8. FCLN

Google Drive Organization



- Add even more information to files & folders
- Right click on file or folder, click details, and click edit button
- This allows you to add a note to yourself & makes the file more searchable

Google Drive Organization



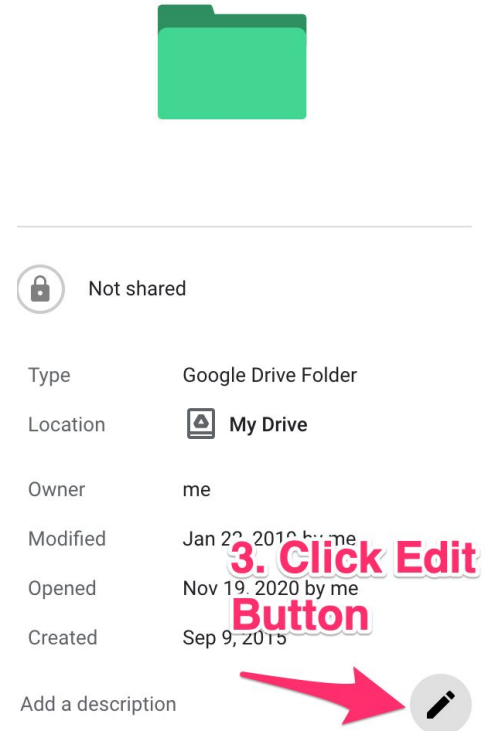
1. Right Click

- 1. 2020-2021
- 2. 2019-20
- 3. Renchn
- 4. ACT
- 5. Differen
- 6. Acaden
- 7. FCS IP
- 8. FCLN
- 9. Word F
- 10. Lookir

2. Click View Details

Context menu options:

- Open with
- Share
- Get link
- Show folder location
- Add shortcut to Drive
- Move to
- Add to Starred
- Rename
- Change color
- Search within 4. ACT
- View details



3. Click Edit Button

Not shared

Type: Google Drive Folder

Location: My Drive

Owner: me

Modified: Jan 22, 2019 by me

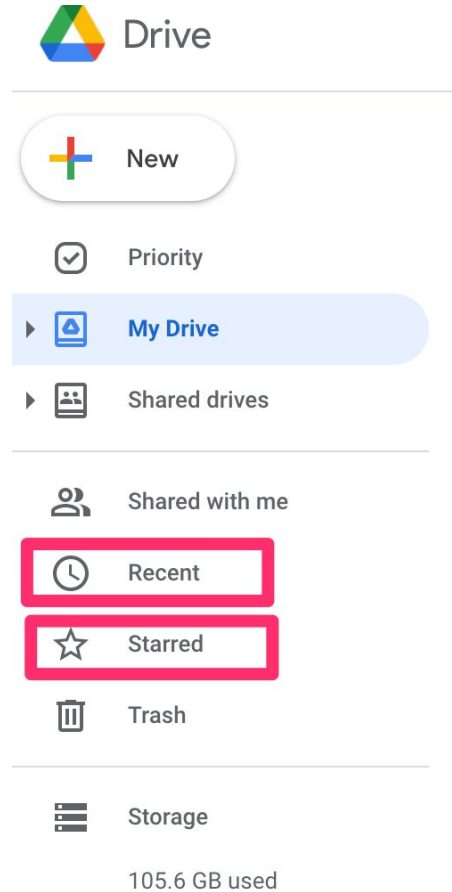
Opened: Nov 19, 2020 by me

Created: Sep 9, 2015

Add a description

Google Drive Organization

- Search Google Drive & Advanced Search features
- Star Favorites
- Recent



Search Drive



Type

Any



Owner

Anyone

Location

ANYWHERE

In trash

Starred

Date modified

Any time

Item name

Enter a term that matches part of the file name

Has the words

Enter words found in the file

Shared with

Enter a name or email address...

Follow up

-

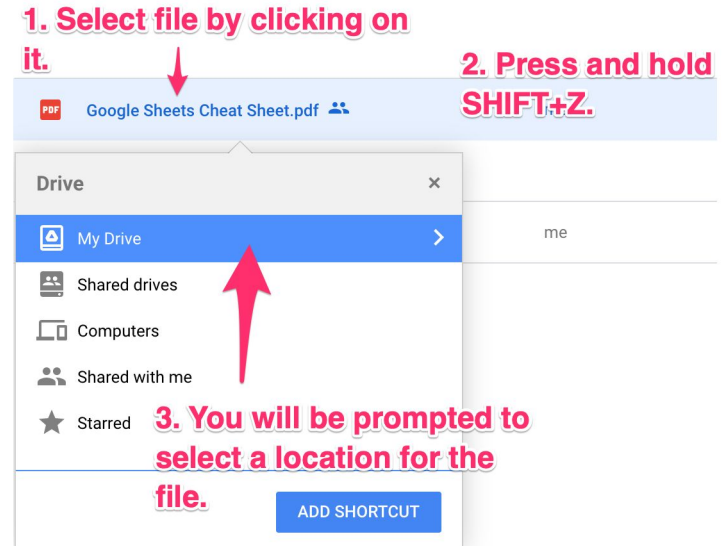
[LEARN MORE](#)

RESET

SEARCH

Add a Drive File into Multiple Folders

Sometimes it would be nice to have a file in multiple folders! To do this, select the file and press Shift+Z.





Trick for Quickly Creating Docs, Sheets, etc.

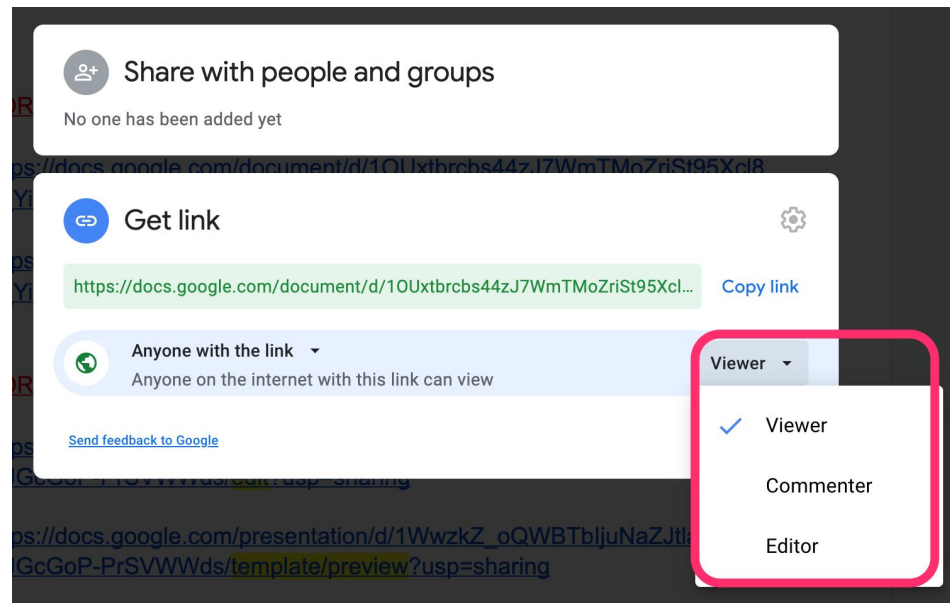
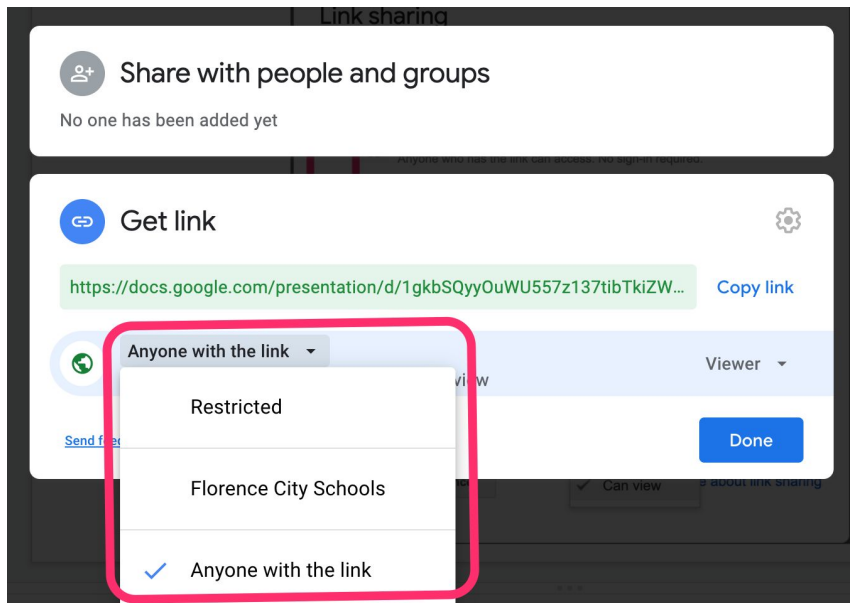
Type in “docs.new” or “sheets.new” (etc.) to quickly create a new blank google document!



Google Docs

- Text documents
- Saves automatically!
- Share and collaborate in real time
- Voice type!
- Adding Hyperlinks
- Force copy
- Make a preview appear before copying





Force Viewers to Make a Copy

ORIGINAL URL https://docs.google.com/document/d/1OUxtbrcbs44zJ7WmTMoZriSt95Xcl8Y_YiFMBKjIPj0/edit?usp=sharing

NEW MODIFIED URL https://docs.google.com/document/d/1OUxtbrcbs44zJ7WmTMoZriSt95Xcl8Y_YiFMBKjIPj0/copy?usp=sharing



Copy document

Would you like to make a copy of **Force Copy, Preview, PDF Examples?**

Make a copy



Make a Preview Appear Before Copying

ORIGINAL URL

https://docs.google.com/presentation/d/1WwzkZ_oQWBTbljuNaZJtlaUFOznIJGcGoP-PrSVWWds/edit?usp=sharing

NEW MODIFIED
URL

https://docs.google.com/presentation/d/1WwzkZ_oQWBTbljuNaZJtlaUFOznIJGcGoP-PrSVWWds/template/preview?usp=sharing



- Spelling and grammar
- Word count ⌘+Shift+C
- Review suggested edits Ctrl+⌘O Ctrl+⌘U
- Compare documents [New](#)
- Explore ⌘+Option+Shift+I
- Linked objects
- Dictionary ⌘+Shift+Y

- Translate document
- Voice typing** ⌘+Shift+S

- Script editor

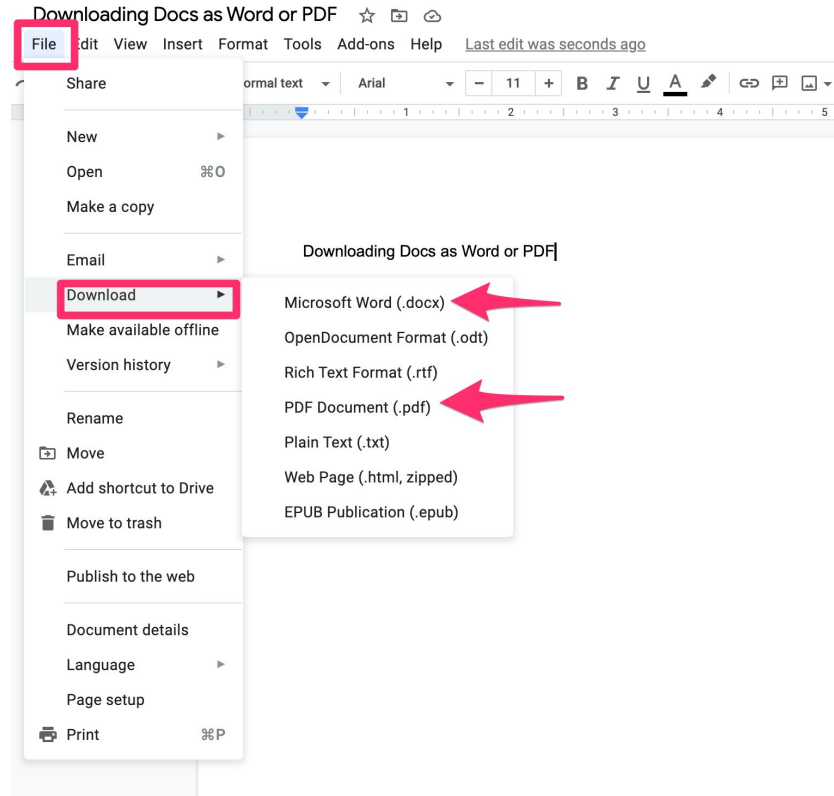
- Preferences

- Accessibility settings

- Activity dashboard



Exporting Docs as Word or PDF documents



Forcing Others to View a Doc as a PDF

- Replace **edit** with **export/pdf**
- This works for Docs, Slides, Sheets, etc.
- Hyperlinks are still active on PDF export

Force Others to View a Doc as a PDF

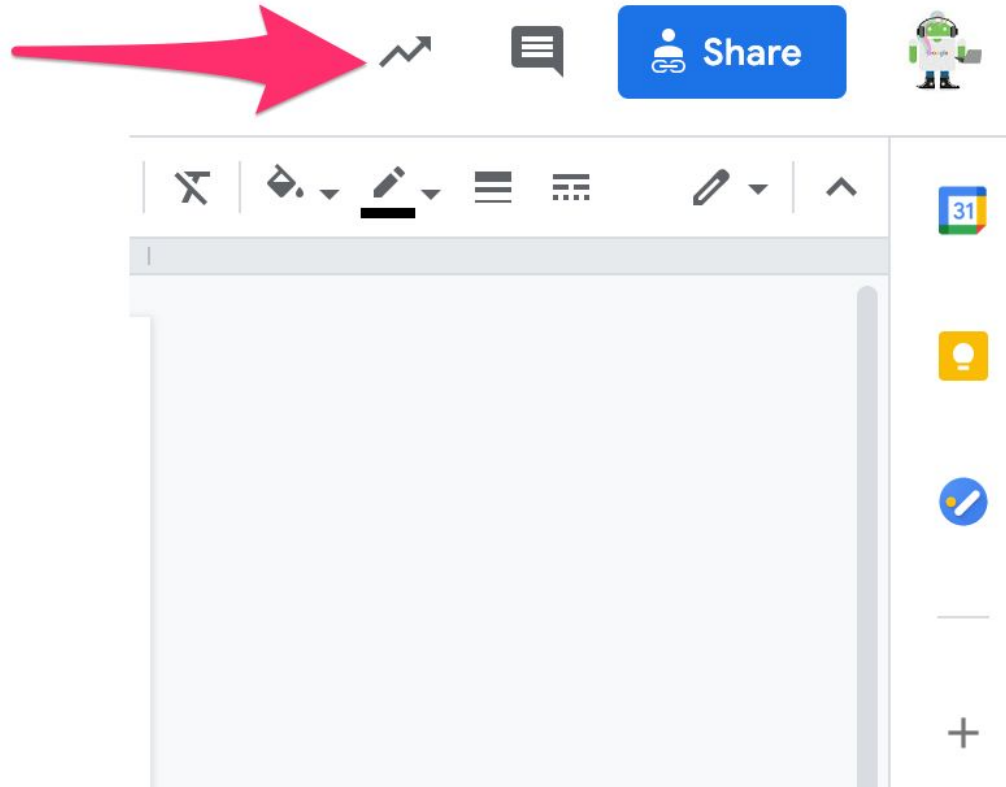
ORIGINAL URL

<https://docs.google.com/document/d/1JlbOrzqqGQ7K4yLnR3CS3f8Dj3LcevQa-ITv6UhW0Qk/edit?usp=sharing>

NEW MODIFIED
URL

<https://docs.google.com/document/d/1JlbOrzqqGQ7K4yLnR3CS3f8Dj3LcevQa-ITv6UhW0Qk/export/pdf?usp=sharing>

See Who Has Viewed Your Document



Insert GIFs

- Go to <https://images.google.com> and type in [subject] gif. Example: dog gif
- Copy the image address (be sure to get the long address beginning with http://, not a shortened address)
- In document/slide, click Insert - Image - By URL
- Paste the address
- Click select to insert the image



Google Docs

- Add-ons
 - Doc Tools
 - Word Cloud Generator



Google Forms

- Use forms to quickly gather lots of information
- Settings
- Header
- Preview
- Types of Responses (mc, text, scale, etc.)
- Sections
- Summary of Responses
- Create Spreadsheet
- Send form (email, embed, QR)



Google Forms

- Secure forms by concatenating data!
- Use when you want to limit responses to a specific group.
- Click [HERE](#) for an example



Google Sheets

[Click here for a sheet to copy and practice on along with me!](#)

SOME OF THE GROOVIER THINGS:

- insert note in cell
- freeze rows
- auto resize (double click arrow)
- uniform column resize
- multiple column resize
- text direction
- Command/arrow



Google Sheets

[Click here for a sheet to copy and practice on along with me!](#)

SOME OF THE GROOVIER THINGS:

- format numbers for dates
- unique formula (no repeats)
- drag down/copy series
- data validation for dropdown
- sum and copy down column formula
- Functions Sheet
- Keyboard Shortcuts
- Notifications



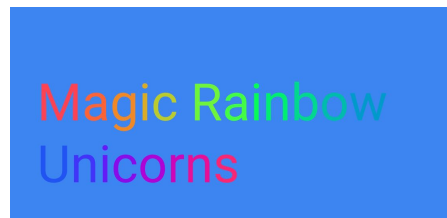
Google Slides

- Toolbar
- Background
- Borders & fonts
- Download as PDF
- Animate (a quickie)
- Arrange and Align
- Shapes and masking



Google Slides

- Magic Rainbow Unicorn
 - Applies rainbow colors to selected text with a click
- Slides Translator
 - Translate text boxes



Unicornio arcoiris mágico Aplica colores del arco iris al texto seleccionado con un clic
Traductor de diapositivas Traducir cuadros de texto



Google Calendar

- Create calendars (you may consider using a generic school email)
- Share with coworkers & with community
- Set recurring meetings
- Out of office
- Send invites

December 2018

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sun 25	Mon 26	Tue 27
		Choir - Trip to Disney
2 Jenny Loves Me Ozb	3	4 11:45am Special Ed De 7pm FMS Band Concer
9	10 Benchmark Testing K-12	11 IEP Meeting - 2 more
		18 Break
		25 Christmas Break

Add a coworker's calendar

My calendars

- Jennifer Butler
- Birthdays
- Reminders
- Tasks

Other calendars

- Assessment Calendar
- FHS Calendar

New calendar

Browse resources

Browse calendars of interest

From URL

Import



Google Calendar

← Settings



General

Add calendar ▾

Import & export

Settings for my calendars

● Jennifer Butler

● Birthdays

● **CLAS Practice Calendar** ▸

Calendar settings

Auto-accept invitations

Access permissions

Share with specific people

Event notifications

All-day event notifications

General notifications

Integrate calendar

Auto-accept invitations

Automatically add all invitations to this calendar ▾

Calendars for resources can auto-accept invitations. [Learn more about auto-accept invitations](#)

Access permissions

Make available to public See all event details ▾

Make available for Florence City Schools See all event details ▾

[Get shareable link](#)

Learn more about [sharing your calendar](#)

Share with specific people

 jcbutler@florencck12.org Make changes and manage sharing ▾

[+ Add people](#)



Google Calendar

Schedule Appointments

1. Click on the date you want to set the appointment slots for.
2. In the event box, click "Appointment slots"
3. Enter the details of the appointment.
4. To invite people to reserve a slot, click on "This calendar's appointment page" and copy that link to send to others.
5. Note: invited people must have a google account to sign up for appointment slots



Google Calendar

×

Add title

Event Out of office **Appointment slots**

🕒 Dec 8, 2019 12:00am – 12:00am Dec 9, 2019

Slots with duration ▾ 30 minutes

📅 ● CLAS Practice Calendar ▾

More options Save

2
c
ti
lc
9
a
6



Google Calendar

× Appointment Practice

Save

Dec 8, 2019 12:00am to 12:00am Dec 9, 2019 Time zone

Slots with duration 30 minutes Does not repeat

Event Details Find a Time

Guests

Add location

Add guests

CLAS Practice Calendar

[This calendar's appointment page](#)

📎 **B** *I* U ☰ ☷ 🔗 ✕

Add description






Google Calendar





- Get things done using Google Tasks!
- In calendar, click on the Tasks icon on the right side of the screen.
- Click +Add Task to add something to your list and click Edit to assign a date and time.
- The best part? Mark tasks off as you complete them!

24	25
✓ Session 5 Case Brief	✓ Presentation 2
✓ Session 5 Case Stud	✓ Tort Liability Assignr
✓ Session 6 Case Brief	

Tort Liability Assignment

 Wednesday, November 25

 My Tasks

Mark complete

google

The image shows the word "google" written in a red, cursive, hand-drawn font. The two 'o's are replaced by hearts. Each heart is divided into four colored sections: blue at the top, yellow at the bottom left, green at the bottom right, and a small white triangle in the center. The 'g's have long, swirling descenders.

EXTRA
CREDIT



Cool Chrome Extensions

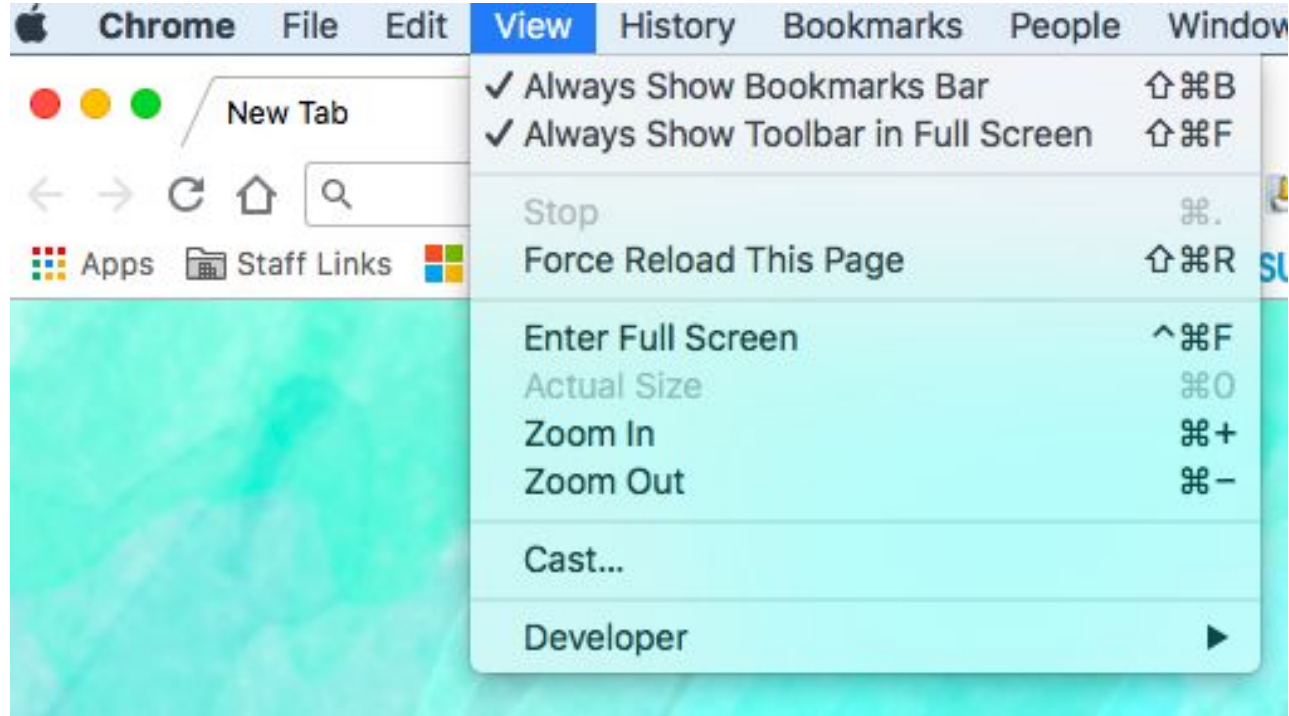




What is an extension?

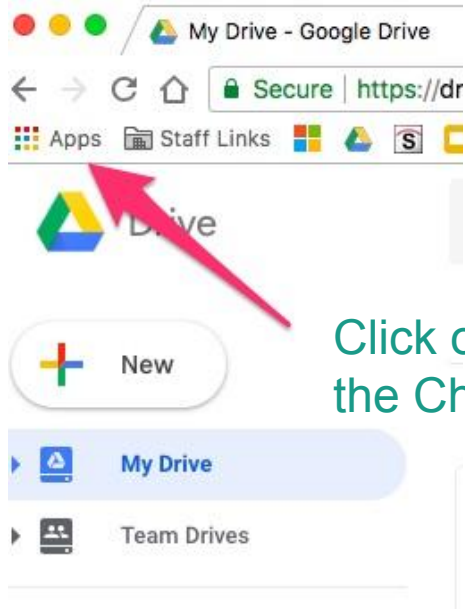
- An extension is a small program that enhances the Chrome browser
- Once installed, you can see them to the right of the address bar





1. Click View
2. Check Always Show Bookmarks Bar
3. Check Always Show Toolbar in Full Screen

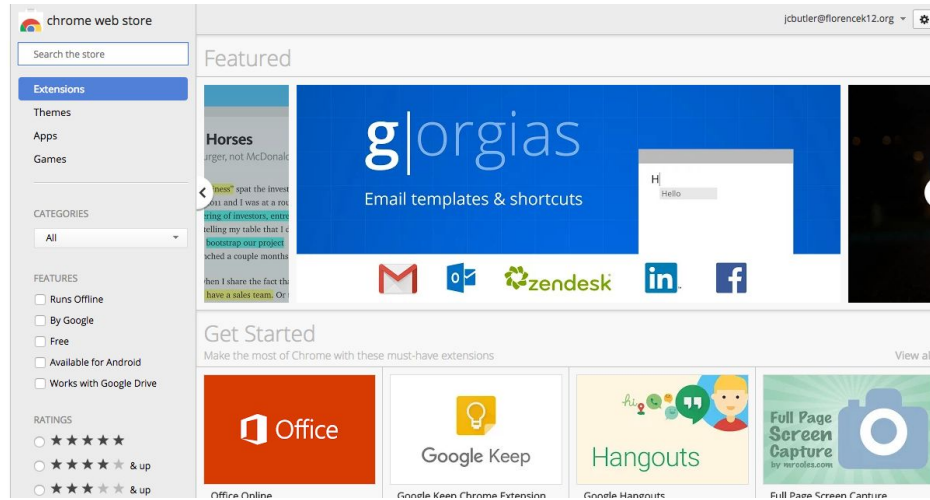
How do I get an extension?



Click on the “Apps” dots to go to the Chrome Web Store.



Chrome Web Store



The screenshot shows the Chrome Web Store interface. On the left is a sidebar with a search bar, navigation tabs for 'Extensions', 'Themes', 'Apps', and 'Games', and filter sections for 'CATEGORIES' (set to 'All'), 'FEATURES' (with checkboxes for 'Runs Offline', 'By Google', 'Free', 'Available for Android', and 'Works with Google Drive'), and 'RATINGS' (with radio buttons for '5 stars', '4 stars & up', and '3 stars & up'). The main content area is titled 'Featured' and displays a large banner for 'g|orgias' with the text 'Email templates & shortcuts'. Below the banner are social media icons for Gmail, Outlook, Zendesk, LinkedIn, and Facebook. Underneath is a 'Get Started' section with the text 'Make the most of Chrome with these must-have extensions' and a 'View all' link. This section contains four extension cards: 'Office Online', 'Google Keep Chrome Extension', 'Google Hangouts', and 'Full Page Screen Capture by herodotus.com'.

Black Menu for Google

- Black Menu gives you quick, easy access to the world of Google through a drop-down menu without ever leaving the tab you are working in.
- Eliminate toggling between lots of open tabs



Save to Google Drive

- Save web content or screen capture directly to Google Drive.





Bit.ly

- Shorten & customize links!



bitly



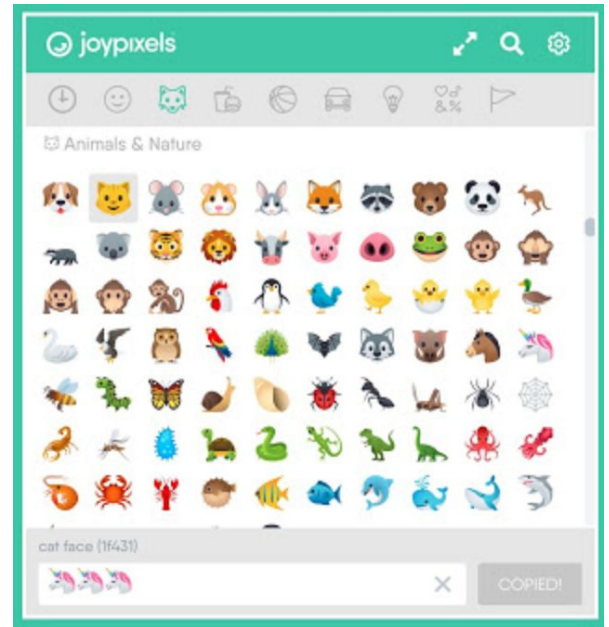
Kami

- Write, draw, type, annotate, comment, augment, and enhance any document, including PDFs!



Emoji Keyboard 😊

- Simply click an emoji from the extension panel to automatically insert emoji into just about any website, including FB, Twitter, Instagram, and more!
- OR, you can use keyboard shortcuts! On a windows computer, press the Windows button & the period button at the same time. On a Mac, press Control, Command, and Spacebar at the same time.





One Tab

- Reduces tabs on your browser to a list on one tab
- List can be shared easily by getting the link for that one tab





ScreenCastify

- User friendly video screen capture
- Record one tab or your entire desktop
- Saves directly to Google Drive
- Free version allows 50 videos per month!



Tab Scissors & Tab Glue

- Split screen with one click
- Glue tabs back together with one click

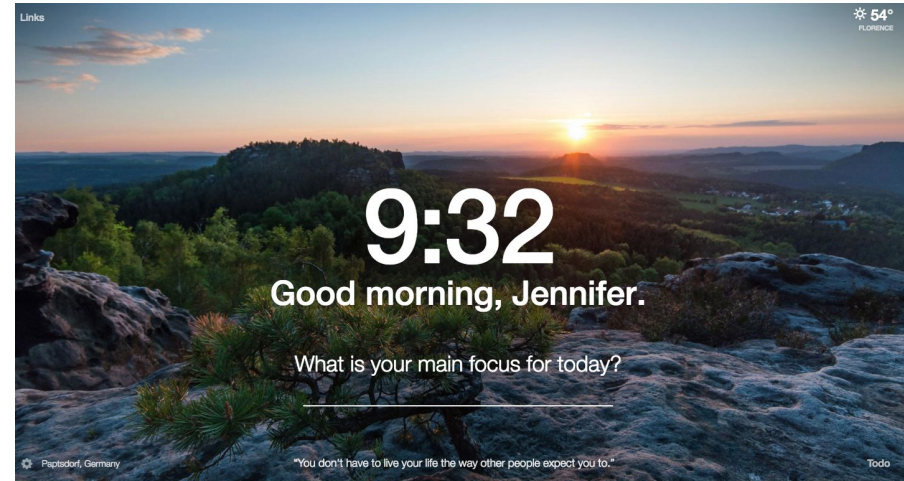


Tab Scissors & Tab Glue



Momentum

- Turns the New Tab Page into your personal dashboard.
- Delivers a personalized greeting, an inspirational quote for the day, a to-do widget, weather report and a quick links widget for your favorite websites.



Ad Block

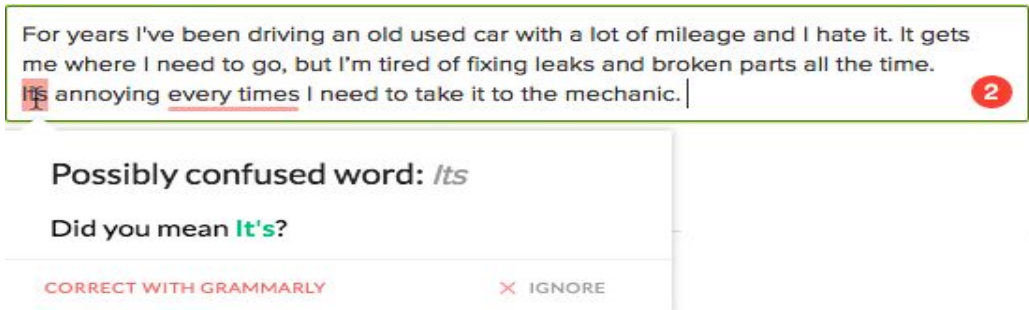
- Blocks unwanted or inappropriate ads from showing up on YouTube videos





Grammarly

- Free grammar checker
- Works anywhere on the web - Facebook, Twitter, Gmail, etc.
- Marks mistakes with red lines - hover over to see suggestions



For years I've been driving an old used car with a lot of mileage and I hate it. It gets me where I need to go, but I'm tired of fixing leaks and broken parts all the time. **It's** annoying every times I need to take it to the mechanic. | 2

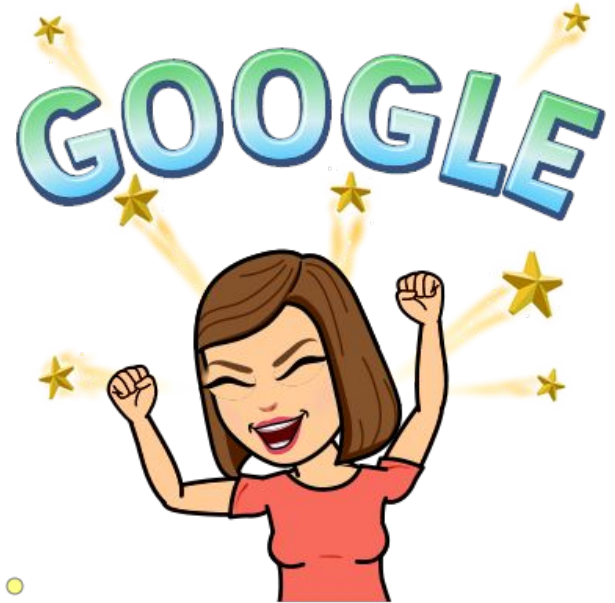
Possibly confused word: *Its*

Did you mean **It's**?

[CORRECT WITH GRAMMARLY](#) [X IGNORE](#)

Bitmoji

- Create bitmojis & install them anywhere on the web





Floating Player

Watch videos while you
browse the internet!



The QR Code Extension

- Create and scan QR codes with one click!



Google Calendar Extension

A button on your browser toolbar that you can easily click to see upcoming from Google Calendar, without ever leaving your page. Access any map locations or attached documents in one click.



Honey

Automatically find and apply coupon codes when you shop online!

Click on the Honey button during checkout and Honey will automatically apply coupon codes to your shopping cart.

