



Google

Jennifer Butler

Instructional Technology
Integration Specialist

Florence City Schools

jcbutler@florencek12.org





Table of Contents

[Drive Organization](#)

[Docs](#)

[Forms](#)

[Sheets](#)

[Calendar](#)

[Gmail](#)

[Google AI Tools](#)

[Extensions](#)

Google Drive Organization



Google Drive Organization

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



 1. 2024-2025

 2. Instructional Technology 

 3. APUSH Butler 

 4. USHI 11 Butler

 5. Lesson Plans 

 6. Peer Helpers 

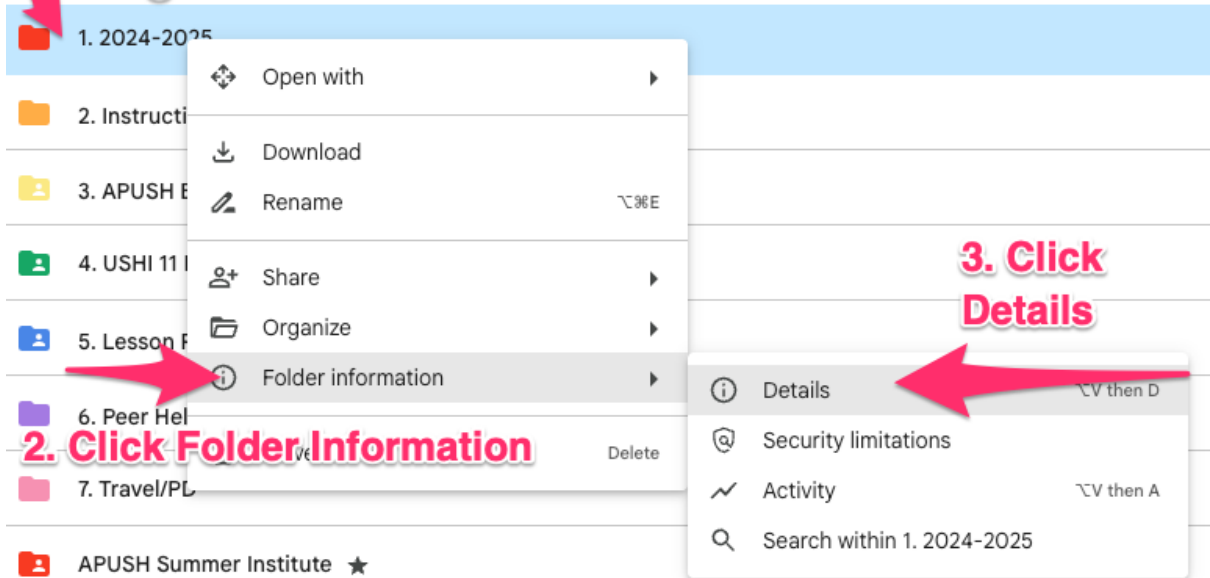
 7. Travel/PD

Google Drive Organization

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

Google Drive Organization

1. Right Click



A screenshot of the Google Drive interface showing a list of folders. The folder '1. 2024-2025' is selected and highlighted in blue. A context menu is open over it, listing options: Open with, Download, Rename, Share, Organize, Folder information, Security limitations, Activity, and Search within 1. 2024-2025. A red arrow points to the 'Folder information' option, which is highlighted in grey. A second red arrow points to the 'Details' option in the sub-menu that appears after clicking 'Folder information'.

2. Click Folder Information

3. Click Details

1. 2024-2025

Details

Activity

Manage access

Security limitations

No limitations applied

If any are applied, they will appear here

Folder details

Type

Google Drive Folder

Location

My Drive

Owner

me

Modified

Apr 7, 2025 by me

Opened

Mar 17, 2025 by me

Created

Jul 30, 2024

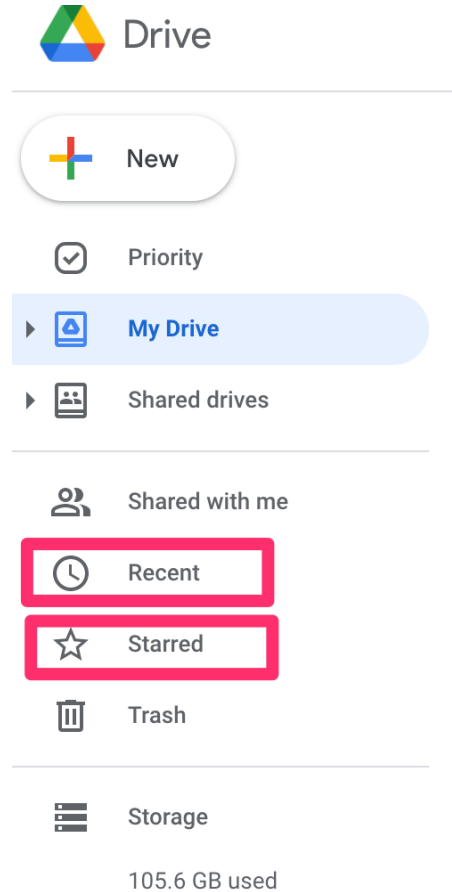
Description

Add description

0/25,000

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

-

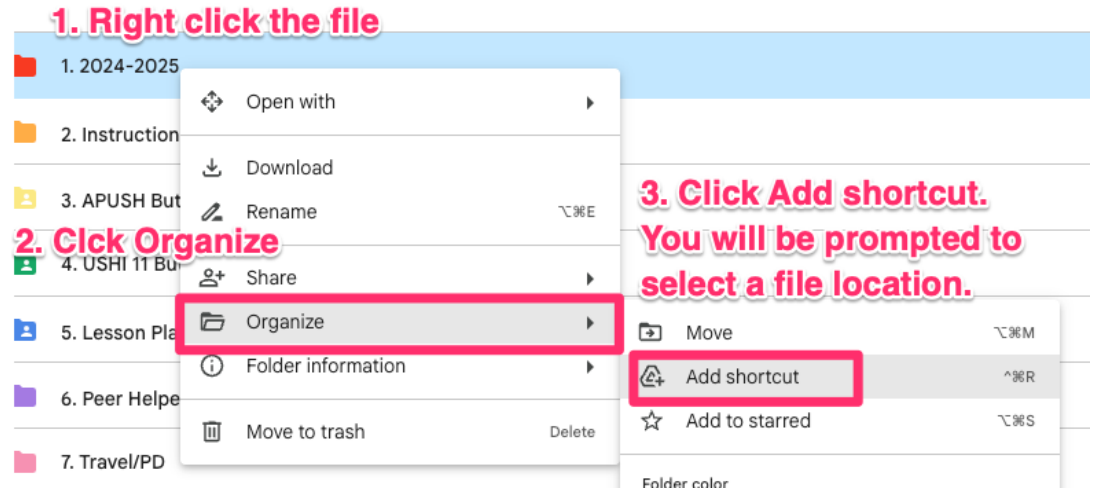
[LEARN MORE](#)

RESET

SEARCH

Add a Drive File into Multiple Folders

Sometimes it's nice to have a file in multiple folders!





Trick for Quickly Creating Docs, Sheets, etc.

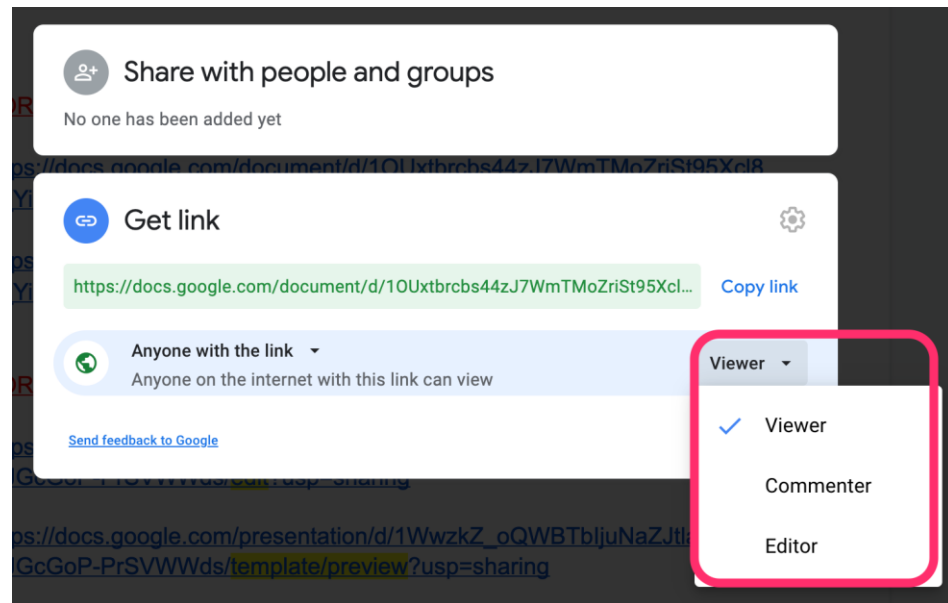
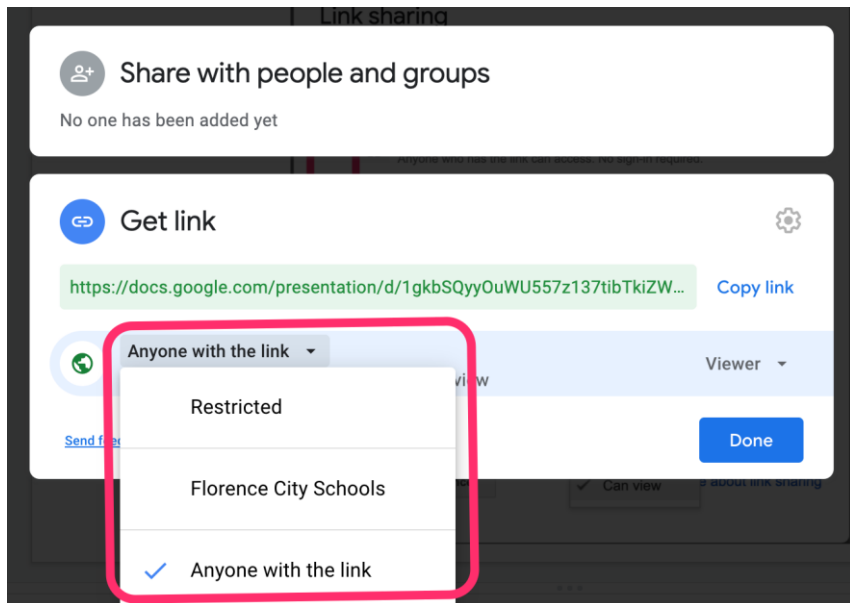
Type in “docs.new” or “sheets.new” (etc.) to quickly create a new blank google document!



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



Google Docs

Copy document

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

Make a copy



Make a Preview Appear Before Copying (Good for templates)

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

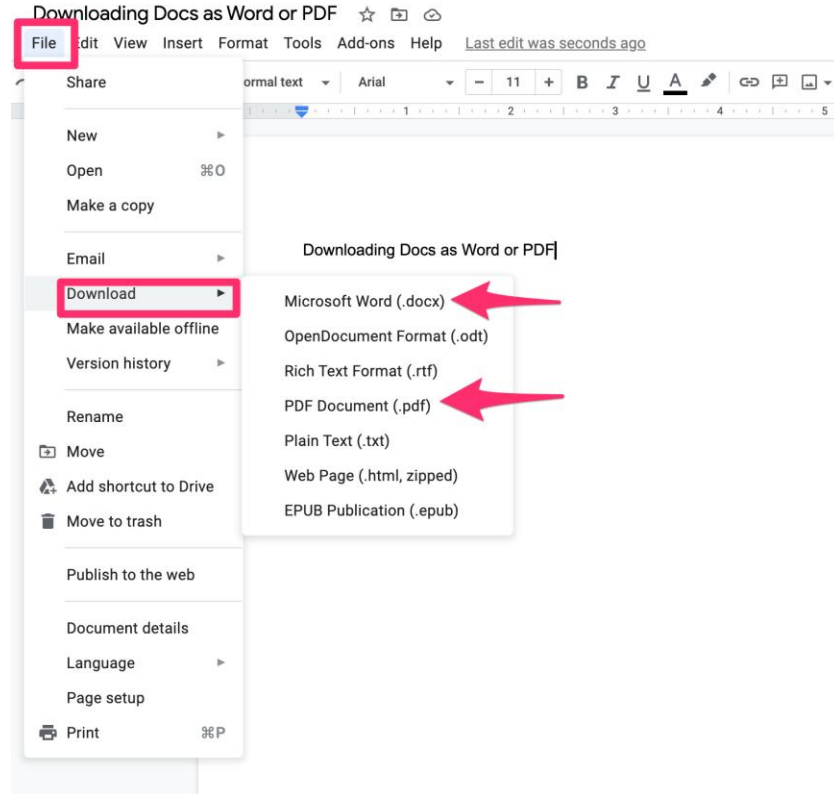
- Preferences

- 🧑 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

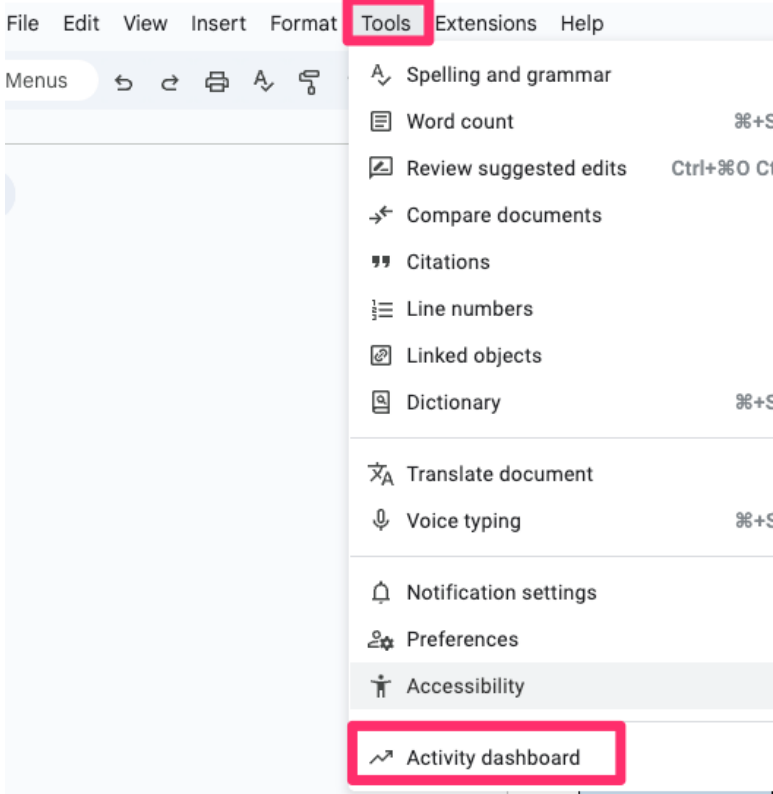
ORIGINAL URL

<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

- Gifs are now built-in!
- Insert → Image → GIFS and stickers





Google Docs

- Add-ons
 - 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
(=UNIQUE(A2:B15))
- 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 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 ▾

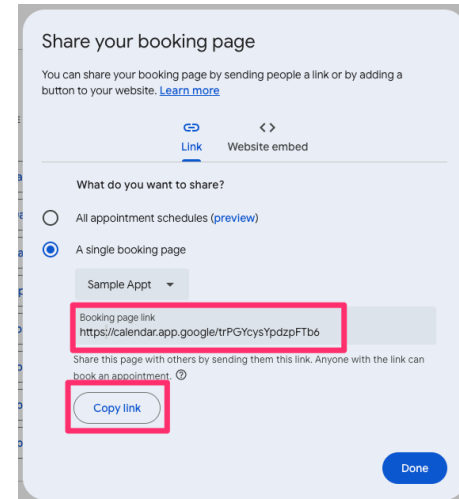
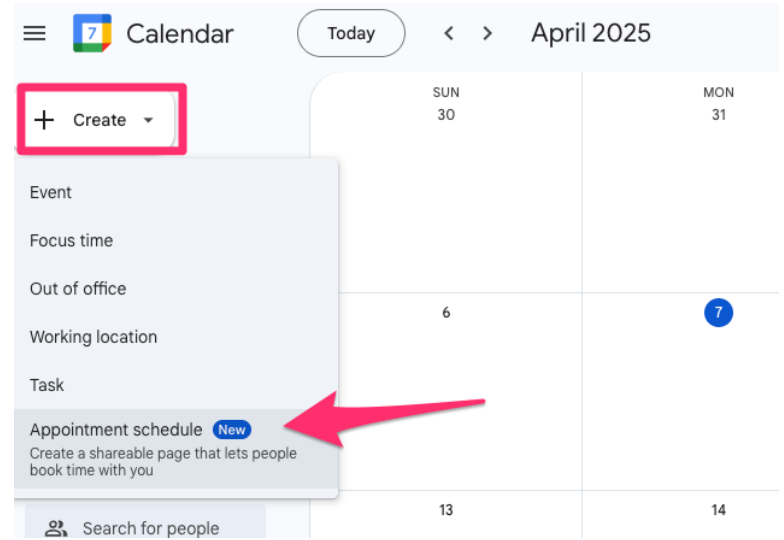
+ Add people



Google Calendar

Schedule Appointments

1. Click Create
2. Click Appointment schedule
3. Enter the details of the appointment & save.
4. To invite people to reserve a slot, Open booking page and share the booking page link.





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 AI Tools

- Notebook LM
- Gemini



Notebook LM

- AI-powered note-taking and research tool
- Upload notes, documents, links, videos
- Notebook LM will provide summaries and generate podcasts, study guides, briefing docs, etc.





Google Gemini

- Google's AI tool
- It can generate text, images, audio, video, and code
- Gems are specialized versions of Gemini - some are preloaded and/or you can design your own!



Gemini

google

EXTRA
CREDIT



Cool Chrome Extensions

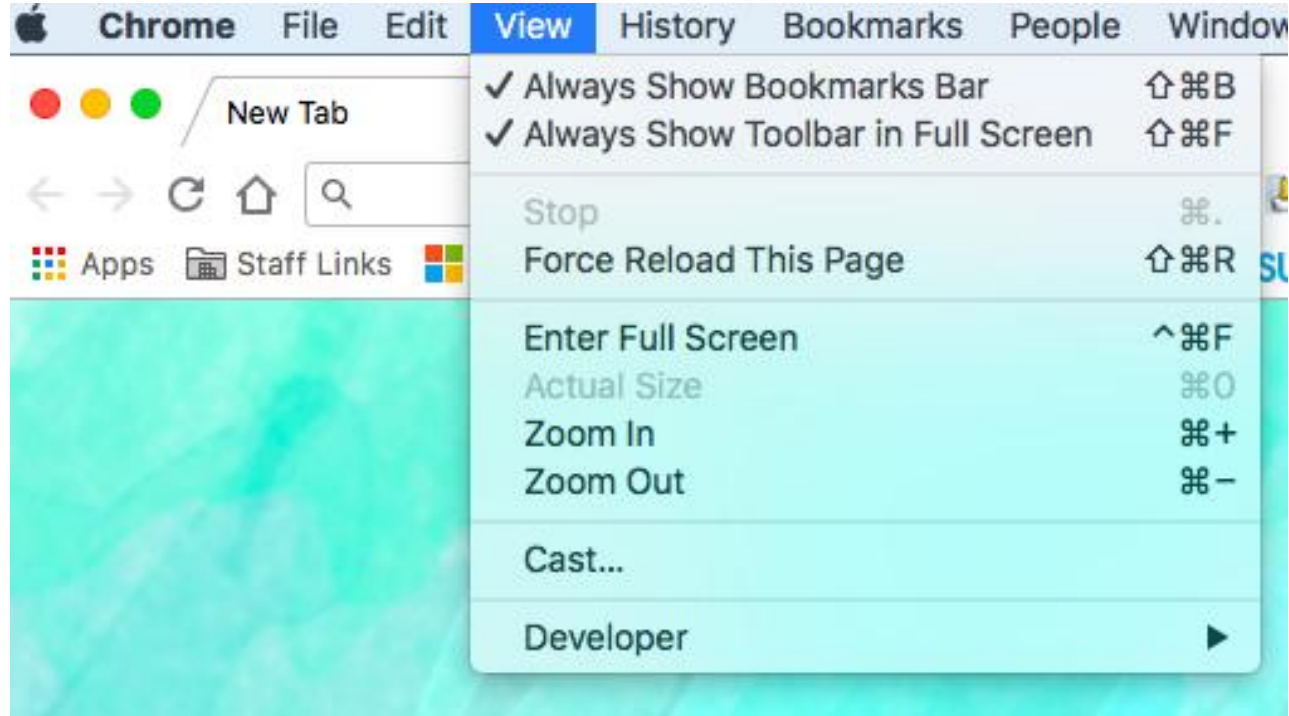




What is an extension?

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

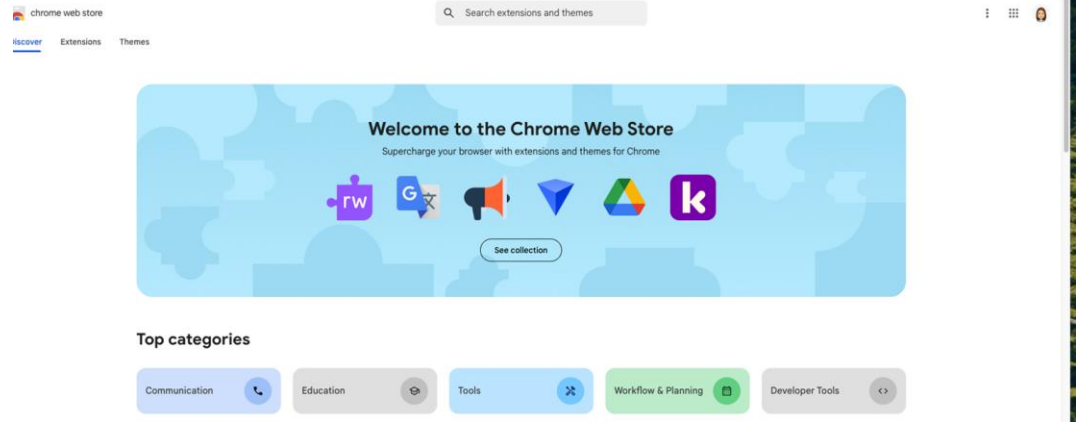




1. Click View
2. Check Always Show Bookmarks Bar
3. Check Always Show Toolbar in Full Screen

How do I get an extension?

Go to the
[Chrome Web Store](#).



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!
- Turn this
<https://chromewebstore.google.com/detail/bitly-short-links-and-qr/iabeiobmhlqpkcgjiloemdbofjbd>
[cic](#)

into this: <https://bit.ly/4iZJbBs>





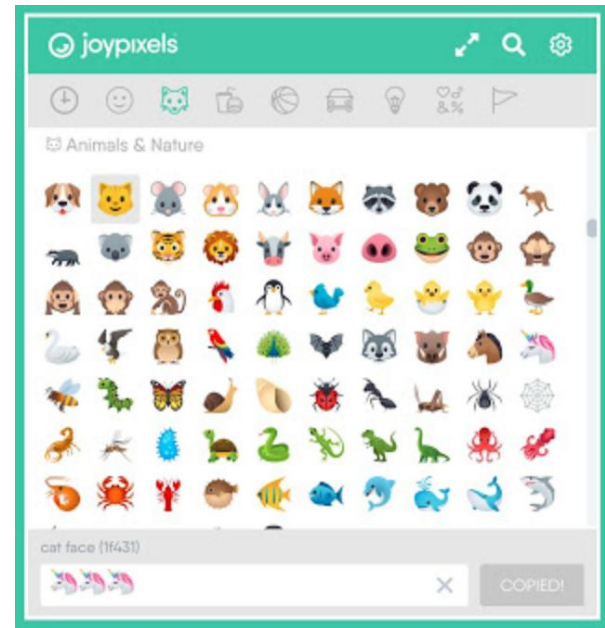
Kami

- 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

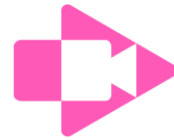
- Reduces tabs on your browser to a list on one tab
- List can be shared easily by getting the link for that one tab





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!

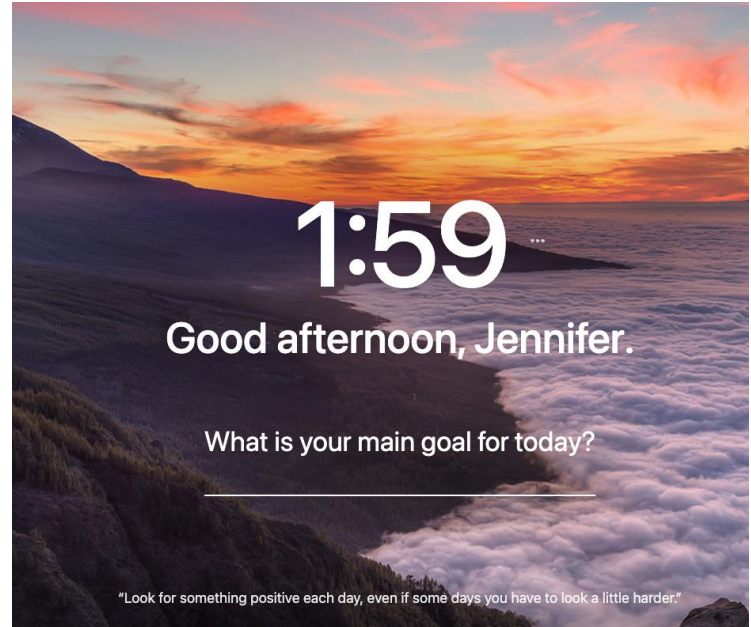


Screencastify



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

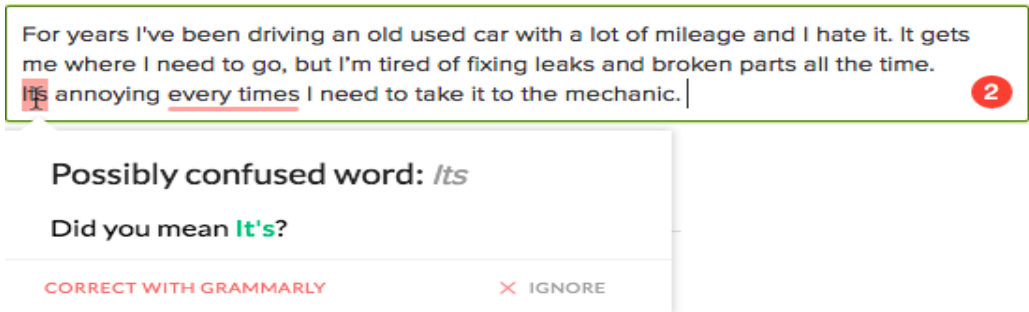
- Blocks unwanted or inappropriate ads from showing up on YouTube videos





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

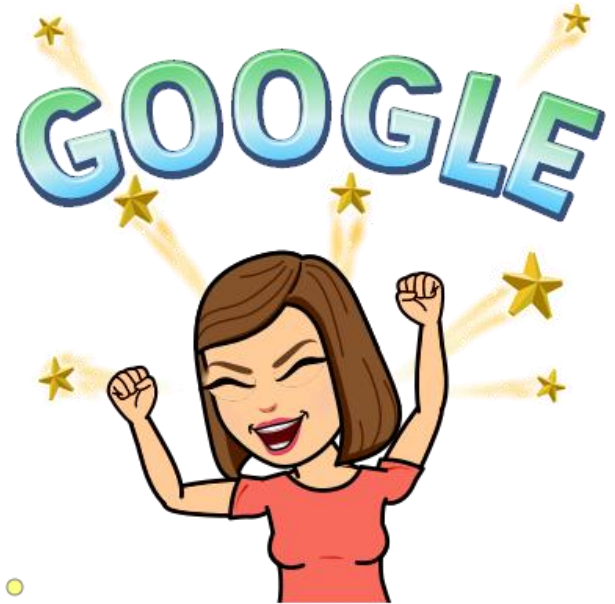
Possibly confused word: *Its*

Did you mean **It's**?

CORRECT WITH GRAMMARLY X IGNORE

Bitmoji

- Create bitmojis & install them anywhere on the web



The QR Code Extension

- Create and scan QR codes with one click!



Checker Plus for Google Calendar

See your next events, get meeting notifications, and snooze events without opening Google Calendar.



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.

