Hidden Treasures in your Google Chest!
VISIT the OTAN BOOTH

Face-to-Face and Online Training
News Articles
Teaching with Technology
Teachers’ and Administrators’ Digests
Annual Technology and Distance Learning Symposium
Online Resources for Adult Education

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OTAN and AEP TAP

Project Specialist II, Technology Integrator
Workshop Coordinator
Webinar Coordinator
Tech Research

Google for Education, Certified Trainer
Google for Education, Certified Educator II
GSuites Certified Administrator
OBJECTIVE

To discover and cover the tips & tricks in your “Google Chest.”
Questions are welcome any time!
Yell if you have to!

AND REMEMBER : GOOGLE CHANGES!

“A mistake is just a learning path in different direction. It is as important as any other learning path. “
~ MeHoW ~
A **PUB** has no limitations other than those set by the individual user and Google AUP.

An **EDU CLUB** is managed by an educational entity (district). Limitations will apply based on settings of the entity (sharing, Youtube, limited email size on receipt, etc.).

**WHY IS THIS IMPORTANT?**

...next slide
SHARE OPTIONS

PUB to PUB, CLUB to CLUB & sometimes PUB to CLUB

PREVIEW

- Open a Doc/Sheet/Slide
- Copy the Shareable Link
- Paste link into a message.
- Within the link, replace /edit-gibberish with /preview
- Copy new link and send to any email address to PREVIEW ONLY.

MAKE A COPY

- Open a Doc/Sheet/Slide
- Copy the Shareable Link
- Paste link into message
- Within the link, replace /edit with /copy.
- Copy new link and send - all will be forced to make their OWN copy.
AGENDAS - SHARE LINK FIRST!

Remember - before you share, you must always set the doc to: “Anyone can view with link”
CORE APPS - some are Mobile

DOCS
docs.google.com

SLIDES
slides.google.com

SHEETS
sheets.google.com

FORMS
forms.google.com

DRAW can only be opened at drawings.google.com
USE OVERLAYS
shapes, lines and gradients

TYPE IN SHAPES

CROP IMAGES with SHAPES

I've been cropped.
I hate that.

GOLD HANDLE
Allows SHAPE RESIZE

USE GRADIENTS!

I am one of 2 inserted images in this presentation.
Need a serif that looks just right?

some cursive that looks all curly?

Add them using “More Fonts...”!

And make text whirly burly!
CHROME TAB

QUIET! please?

mitigate Brain Fades

Research MUST have tool

Bookmark All Tabs... VIDEO
KEEP

LABEL and COLOR CODE

CHECKBOX NOTES
- Spelling?
- Project list?
- Group checklist?

SHARE notes
REMIND checklists
ASSIGN due dates

ANNOTATE!
- double click
- black bar
- Pen

ADD CHROME APP
- Select website text & Save

INSTALL APP
- SCAN!
- And Audio!
- Wait, what?

USE WITH DOCS and WITH SLIDES!
USE ON MOBILE!
My oh My!
Note rhyming not included

Insert Images

GO AHEAD...
Type, voice, or use finger to “write” for translation

Camera for instant translation

Text translations OFFLINE

Phrasebook
MAPS
Distance, traffic times, bus lines
Its more than you think!

MyMaps
Layer points, plot distances, etc.
Integrate maps to other disciplines

PHOTOSPHERE EIFFEL
GOOGLE EARTH
SEE IT TO BELIEVE IT!
ARTS & CULTURE

formerly “Cultural Institute”
• Create library
• Read and write reviews
• Find books at library or purchase online
• Search for a phrase to find an unknown title *(who said, “Now what I want is Facts”)*
• Search for any part of a title, author, or text

• Familiarize students with a book by previewing
• Find related books
• Create an online classroom library
• Embed a free book in a blog, site, or wiki for easy access
### Reasons for a Teacher to have Classroom Site

1. Meet the needs of students with 24/7 access to notes, instructions, materials, assignments and Web resources.
2. Archive of a class – complete with the exact materials used
3. Helps teachers stay organized
4. Saves time! Materials instantly available
5. The Answer to “What did I miss?”
6. Engagement for students (globally too!)
7. and...

### Reasons for students to have a Personal Site

1. Easier to make connections with prospective employers, colleagues, teams, etc.
2. Shows seriousness about networking and/or employment
3. More control over online presence
4. A showcase for creative or other works
5. Practice for communication and writing
6. And...

(ALL good reasons for Teachers to have a Personal site too!)
ACCOUNT CREATION

When you create an account - use the blue link when asked to create a user ID (use another email)

An account is created for all Google tools EXCEPT a gmail.

Create an account with @yahoo.com and all email messages still go to @yahoo.com
When Sharing, collaborators will see @yahoo.com is sharing with you.

Learned/Stolen from Luz Navarrette Garcia
Session 1 at CATESOL
CORE APP TIPS AND TRICKS

Do you know your core?
CORE APPS

DOCS.GOOGLE.COM

SLIDES.GOOGLE.COM

SHEETS.GOOGLE.COM

Just added: KEEP.GOOGLE.COM
OFFLINE access is available to most core apps.

Select offline when using the app while connected.

Answer email, calendar items, open specific Docs - all offline.

When Internet is reestablished, data syncs
When using Google Tablet or Chromebook
Select “Make available offline” from more button in list of files.

When using Chrome on a computer or laptop
Sign In and install Google Docs Offline from Chrome Web Store. Once it is installed you will see “Make available offline” within the online apps at:

Docs.google.com
Slides.google.com
Sheets.google.com
DIFFERENT TYPES OF STUDY

Class Quiz

Select the button to go to the “Quiz”

Select the STAR to return here

RIGHT CLICK Video
Set START and END times

USE A FORM TO ASK QUESTIONS on VIDEO
If someone is in an audience (classroom) that does not hear well or is profoundly deaf, a presenter (teacher) has a way to communicate with them in Slides with:

1. A Slides presentation
2. A microphone that works with the computer on which you are presenting
3. And they knowledge that they are in the room so you can direct their attention to the CC on the slide.

Due to wifi capabilities and/or microphone setup, this may or may not be modeled. It does work!
Format your text (color, size, face)

Select that text

Double tap the Paint Format tool - it will turn black or bold - the tool remains ON with a copy of the format that was selected.

FORMAT as you wish then turn it off
● Assign (share) specific cells, cell ranges or sheets to specific people
● Autopopulate cell data using right handle

● TEXT Rotation
● PASTE Special: Transposed (mind blowing!)

Add-Ons
Mail Merge, Send autoreply, Remove duplicates
● formMule
● Mail Merge with Attachments
● Remove duplicates
● Remove blank rows (and more!)

ADD ONS are scripts created by “someone.” Like Apps, not all add-ons are created equally. If the add-on does not work - exact revenge! DELETE IT!
Create a TOC that lists documents, slides, etc that a student has created in class.

LINK TO OPEN!
Version History

Name versions - as changes occur, name different versions to easily access and revert if necessary.

Track Changes - by user and date

Edit (as share) and Suggest within Docs

Suggestions are much better than Comments and look different! Preview and accept all at once (Tools/ Review/ Accept) much better than COMMENTS
AFTER CREATING A FORM with all your questions
Go to very beginning
Add Section: Password
Add questions “Enter Password”
USE Data validation to match password entry.

User will not proceed to next section until they type the password correctly and it matches the data validation.
This Title is the NAME of the file viewed by owner

This Title appears on Live form

Add-Ons

Palette (color and themes)

Preview

Settings Gear Form and Quiz settings

More: Lots of different settings and preferences

Send: Email, Link to Send, Embed Code et al.

Responses

Summary of all responses, Sheet access and settings

Add questions, titles (between questions), images, video, and sections (pages)

Question Settings

Duplicate, Trash, Required, and More: Descripts and Validate

Tab that is open

Change question type

Untitled form

Form description

Untitled Question

"Question" aka: title, statement, etc.

Multiple choice

Option 1

Add option or ADD "OTHER"
A blended learning platform integrating G Suites for teachers and students.

Classroom is available to both CLUB and PUB.

Classroom is exclusive to the domain in most instances

Teachers cannot share an EDU Classroom with a PUB Student.
What are 2 ways that Americans can participate in their democracy?

A. Vote and join a civic group
B. Give an elected official your opinion on an issue and join a civic group
C. Write to a newspaper and call Senators and Representatives
D. All of these answers
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THE END! … or is it?

More information about OTAN workshops: www.otan.us/training

To schedule for a WIOA funded agency contact: support@otan.us or 916-228-2580

To schedule for an AEBG Consortium contact tap@aebg.org or 888-827-2324