READY?
SET...
GOOGLE!

A run through everything you thought you knew and more!
OBJECTIVES

We will...

cover as many Google tools and tips as possible within the time frame allotted and
answer as many questions as possible - as long as aren’t off the beaten path too far.

You will...

learn at least 2 new things about Google tools you know and
learn about at least 1 tool you did not know existed.

All who attend to the end will be given a copy of this presentation.
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WHAT DO YOU DO with students and staff that “don’t want another email!”?

?
Create a new Google account, using a **current email address**.

All Gsuites tools are available EXCEPT GMAIL

Setup new accounts at:

accounts.google.com

A verification code is sent to the email address - it must be used to create the new account.
Google accounts created with alternate emails have ALL THE SAME TOOLS and APPS available to them as with @gmail

Side note: some CLUBs allow PUB accounts to be invited to a CLUB Classroom
WAIT - CLUB and PUB?

There are 2 types of GSUITES:

EDU is managed by a district and only those with accounts can use it - @district.edu is a CLUB

Public Google can be used by anyone - @gmail is a PUB
During a presentation, what do you do when someone is hard of hearing or deaf?
Make sure the computer you are using has microphone - either internal or external

Open a Doc

Select TOOLS / Voice Typing...

As you speak the words will appear on the Doc.

This is not an interpreter!
But, when no other options are available it does work.
Make sure the computer you are using has microphone - either internal or external

Start the presentation

Select the CC box at the bottom

As you speak the words will appear at the bottom of the slide.
Make sure the computer you are using has microphone - either internal or external

Open a Doc

Select TOOLS / Voice Typing...

As you speak the words will appear on the Doc.

Step 3: Use Voice Commands help page
NEED or WANT TO TRANSLATE AN ENTIRE FILE?

Announcement!

Monday, January 2
“Special Family Event”

All are welcome! Bring your children!
TRANSLATE.GOOGLE.COM

Select the Document tab

Upload any file from your computer including: .doc, .odf, .pdf, .ppt, .ps, .rtf, .txt, .xls

Is it a perfect translator?
Heck no! But it’s better than most!

TIP: DO NOT DRAG FILE - use the upload button
Since we are here... notice anything?
Text/Document tabs added, voices changed, History and Saved easier to find, Community added, export Saved to Sheets, star in History saves, Frequency of Use bars denotes common words or phrases, and ...?
Do you know all the variations of Sharing?

Can you change share settings all at the same time?
SHARE - No Copy

GET Shareable Link (anyone can view)

GO to Advanced Settings

SELECT “Disable options...” checkbox

Shareable link can be turned on/off within the Advanced Settings
SHARE OPTIONS

PREVIEW

- OPEN a Doc/Sheet/Slide
- COPY the Shareable Link
- PASTE the link into a message.
- REPLACE /edit#gibberish with /preview
- COPY new link and send.

MAKE COPY

- OPEN a Doc/Sheet/Slide
- COPY the Shareable Link
- PASTE the link into a message.
- REPLACE /edit#gibberish with /copy
- COPY new link and send - all will be forced to make their OWN copy.
EXAMPLES of SHARE

SHARE LINK:

https://docs.google.com/presentation/d/ALGaRthm3gimmeS0Mg0Id/edit?usp=sharing

CHANGE TO:

https://docs.google.com/presentation/d/ALGaRthm3gimmeS0Mg0Id/preview
OR
https://docs.google.com/presentation/d/ALGaRthm3gimmeS0Mg0Id/copy

Copy the entire new link and send
OR
Shorten using bit.ly or another url shortener then send

Real examples on next slide
SHARE EXAMPLES

VIEW Example - Shapes (copy allowed)

goo.gl/2PkCKY

PREVIEW Example - no copy allowed

goo.gl/CKAwZS
SHAPES and FORMAT OPTIONS

IN SLIDES and DRAW

A. Select a shape, rotate, use gold handles to manipulate.
B. Use gradients and curve tool to create.
C. Format options allows exact sizing, distance and shading.
D. Use Curve or Polyline and layer objects to create images

Why draw your own? NO copyright permissions needed AND you can manipulate as you wish. You can also Share with others!

SLIDES AND DRAW IMAGES CAN BE SEEN (not touched) HERE - https://goo.gl/2PkCKY after opening, FILE / Make a copy...
NOT ALL APPS can be installed on smart devices (except when using Chromebook). FORMS, SITES, DRAW

ALL APPS can be opened directly on a browser
Docs.google.com - keep.google.com - forms.google.com - sites.google.com - maps.google.com - classroom.google.com - translate.google.com - and all the rest!

DRIVE APPS have a quick start!
Docs.new
Slides.new
Sheets.new
Forms.new
Sites.new
JAMBOARD

LET’S JAM!

No more tape or holes in the wall

jamboard.google.com

JAMBOARD is a smartboard that uses a site.

Jamboard site can be used as a place to gather ideas without the smartboard!

“Notes” can be created and annotated by anyone - just SHARE THE LINK

Share button / then “anyone with link can edit”

CREATE IDEAS then PRINT OUT or copy the text

Never lose an idea again!!
KEEP - Scan & Audio

ONLY ON SMART PHONE OR TABLET WITH CAMERA

1. Create new Note
2. Tap Camera icon
3. Take picture of text - the image is added to the Note.
4. TITLE THE NOTE (or the magic may not work)
5. Annotate image using Chrome OR
6. “Grab” image text then add to Docs or Slides with Keep Notepad

ONLY ON DEVICE WITH DETECTED MICROPHONE

1. Create new Note
2. Tap Microphone icon
3. Speaketh!
4. Whatever is spoken or heard by the microphone is TRANSCRIBED by KEEP.
5. Audio file is an MP4

Note: Speaketh with no pauses or Keep will stop listening.
A. Map Menu for view options

B. Nav’ tools, find me, Hangman

C. Right click for more!
OPEN DRIVE and...

Highlight a folder or file in My Drive List, then tap the keyboard:

n = Rename
. = Share
z = Move
s = Star
qq = Toggle density

Find more shortcuts using the Gear
This presentation (and more!) could be a 3 hour, hands on workshop for any CA Adult Education WIOA-funded program or Consortium site.

FOR MORE INFORMATION about prerequisites and scheduling:

**WIOA funded agencies** submit a request to support@otan.us

**Consortium partners and agencies** submit a request to CAEP TAP at caladulted.org/TAP

For a list of SOME of OTAN’s PD workshops visit the training pages

www.otan.us/training