



Midwest Summit

Featuring Google for Education

Shared Notes Document for: Get Organized With Google Keep with Cory Klinge

Google Keep is a powerful, collaborative note taking and task management app that will help you get organized and collaborate with others while doing so. One of Google's newest Apps for Education - Keep - is extremely flexible and easy to use. It allows users to take and share notes, create task lists, and much more in a visually appealing and functional way. Also, new mobile and web app capabilities like voice to text have opened up a whole new list of possible uses for Keep such as journaling and brainstorming/dumping. Join me for a tutorial, a rundown of application ideas, and an introduction to a couple of handy Chrome extensions and shortcuts that improve the Keep experience even more!

Tundra E/F - 9:15 AM

Level: beginner, intermediate, advanced, good for administrators, technical, higher ed

Audience: Teacher, School Leader, Technology Director, Instructional coach

Notes

Slides Carnival - collection of Google Slides Slideshows templates

Get organized across all devices

- Collaborating
- Can send to calendar if adjust phone settings
 - See Iphone notes
- Reminders - location, time
- Shopping list
- Pictures
 - Advantage over calendar
- Event planning
- Pick place
- Voice to text notes
 - Recording
 - Transcribe to text
 - Advantage over calendar
- Searchable notes
- Shareable
 - Can send as a text
 - As long as you have Keep on your phone
- Panel notes
 - Can incorporate pics, voice
 - Task lists
- <https://keep.google.com/>

Category tab

- Can help organize color scheme on notes

Popup for Keep

- Smaller window
- Convenient if you are on browser rather than using labels on Google keep

Panel View for Keep

- Automatically creates an open tab with keep.google.com

Need Google account in order to share

- If they don't have keep, it will send them a notification
- Then they can download app

Ipad

- Not as many features
- Can change view in upper right hand hamburger drop down
- Can change settings so new items appear at top or bottom

IPhone/Smartphone

- Calendar app
- Go to settings
- Apps from Google
- Google Keep turn on
- Reminders sent to calendar

Tutorials for Google Keep

- <http://www.howtogeek.com/198829/how-to-use-google-keep-for-frustration-free-note-taking/>