Google Proficiency Checklist

The essential skills indicated in the Google Apps for Education Overview should be mastered in order to be proficient (not expert) with the Google Apps for Education program. These are prerequisite skills for all other workshops.

Apps for Education Overview
Drive
Docs
Sheets
Slides
Forms
Classroom
Gmail
Calendar

Official Google Apps Learning Center

Brewster Central School District

Google Apps for Education Overview - One Hour

Task - Participants will become familiar with the following elements of Google Apps:	Mastered
I am comfortable logging into my BCSD Google Apps account.	
I am comfortable with the resources available through the grid/app launcher.	
I am comfortable creating a new document.	
I know how to name a new document.	
I am comfortable sharing a document.	
I am comfortable sharing a folder.	
I am comfortable selecting from the three types of sharing permission for individuals:view, comment, edit.	
I am comfortable with the overarching share permissions (i.e. specific people, anyone in the district with the link, anyone with the link, public on the web)	
I am comfortable collaborating on a shared document (i.e. click on person's avatar to see where they are in the document)	
I can locate Google Online training tools.	

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Google Drive: Detailed Workshop - Two Hours	
Task - Participants will become familiar with the following elements of Google Drive:	Mastered
My Drive.	
Shared with me	
Recent	
Starred	
Google Photos	
Toggle between *List* and *Grid* view	
Different sorting options	
View Details and *Activity Details*	
Create a new folder	
Rename a folder	
Share a folder	
Get a sharable link	
Manage the permissions on sharing and sharable link	
Move a folder	
Delete a folder	
Change the color of a folder	
Add star to a file or folder	
Search for a file by file *Type, Opens with,* and *Ownership*	
File transfer settings	
Upload documents from a traditional H Drive or My Document	
Upload folders from a traditional H Drive or My Document	
Convert Microsoft Office files to GAFE files	
Manage your Drive Files	

Google Docs: Detailed Workshop - Two Hours	

Task - Participants will become familiar with the following elements of Google Docs:	Mastered
Create a new Doc	
Add a title to the Doc	
Rename the title of a Doc	
Change text font, color, formatting	
Page Set-up	
Adjust margins	
Create a bulleted list and numbered list	
Align text	
Adjust paragraph line spacing	
Insert a table	
Access table properties in a doc	
Insert a special character	
Link a word to an external website	
Insert a *Bookmark*	
Link a word to an internal *Bookmark*	
Insert page numbers	
Identify the different view modes (Editing, Suggestion, or Viewing)	
Create a table of contents	
Use the Research tool to find an image to insert into a document and properly cite it	
Comment on a Doc	
View comment history on a Doc	
Chat within a Doc	
Utilize Voice Typing	
Review revision history	

Google Sheets: Detailed Workshop - Two Hours

Task - Participants will become familiar with the following elements of Google Sheets:	Mastered
Create a new spreadsheet	
Add a title to the spreadsheet	
Rename the title of the spreadsheet	
Explore the spreadsheets interface	
Select a range of cells	
Cut, Copy, and Paste cell content	
Drag and drop cell contents	
Use the fill handle to auto populate cells	
Modify the column and row width manually and auto-size	
Insert and delete and row and column	
Move a row and column	
Enable text wrapping	
Merge the cell contents	
Freeze row and column	
Change the font size, color, and type	
Change the text alignment within a cell	
Change the cell borders	
Change the cell background	
Explain the different text and number formatting options	
Add a new Sheet	
Rename a Sheet	
Protect a Sheet	

Apply conditional formatting	
Filters and Functions	
Conditional Formatting	
Insert Charts	
Insert options: Drawings	

Google Slides: Detailed Workshop - Two Hours

Task - Participants will become familiar with the following elements of Google Slides:	Mastered
Create a new Slides presentation	
Add a title to the Slides presentation	
Rename the title of Slides presentation	
Explore the different slide formatting options	
Change the background of a slide	
Change the theme of the slides	
Insert pictures, videos, and word art	
Search for pictures and videos in Slides	
Add transitions to the slides	
Change the slide order	
Show/Launch a Slides presentation	
Comment on a slide	
Chat within the Slides presentation	
Share the Slides presentation with specific collaborators	
Share the presentation so that only people in the organization can access/find	
Adjust the sharing visibility setting to be viewable by the world	
Email the collaborators from the Slides presentation	
Locate the revision history of the Slides presentation	
Email Slides presentation as an attachment	
Download Slides Presentation as a different file type	
Insert Presenter Notes	

Forms (new version) - Two Hours

Task - Participants will become familiar with the following elements of Google Forms:	Mastered
Create a new Form	
Title the Form	
Title and add a question	
Be familiar with the different types of questions	
Make the question "required"	
Duplicate a question	
Add an image and video to a question	
Reorder questions	
Change the theme of a Form	
Explore the setting options for the Form	
Add collaborator to the Form	
Send the Form as a link	
Send the Form in an email	
Open the Form to individuals outside the Brewster domain	
Analyze responses	
Create a Spreadsheet of responses	

Google Classroom - Two Hours	
Task - Participants will become familiar with the following elements of Google Classroom:	Mastered
Create a new class	
Change the theme or picture for the class	
Invite a co-teacher	
Add student manually	
Have students enroll themselves with the Class Code	
Change Post and Comment access for students	
Access the compiled calendar for Classroom assignments	
Understand the operation of the stream	
Create an Question	
Create an Assignment with a due date	
Create an Announcement	
Associate media or attachments with a Question/Assignment/Announcement	
On an associated Doc, Make a copy for each student	
Post a Question/Assignment/Announcement to multiple classes	
Grade a Question/Assignment and leave a Private Comment	
Locate your Classroom folder in Drive	
Understand the role of Classroom as a Learning Management System	

Gmail - Two Hours

Task - Participants will become familiar with the following elements of Gmail:	Mastered
Accessing Gmail through the App Launcher	
Toggle between: Mail, Contacts, and Tasks	
Alter view settings from: Comfortable, Cozy, Compact	
Access and modify all settings	
Add an automatic signature to your messages	
Compose a message	
Modify text formatting	
Modify your importance indicator	
Star a message and then access Starred messages	
Print your message	
Open a message in a new window	
Translate a message	
Recognize and modify labels	
Create labels and nested labels	
Apply the advanced search settings	
Create new groups	

Google Calendar - One Hours	

Task - Participants will become familiar with the following elements of Google Calendar:	Mastered
Accessing a personal calendar.	
Toggle between calendar views: D, W, M, 4, A	
Calendar settings.	
Creating a new calendar.	
Calendar settings including details and notifications.	
Sharing a calendar including settings and embedding.	
Calendar notifications.	
Adding calendars from other owners.	
Managing viewable calendars.	
Editing calendar colors.	
Embed a calendar on an external website.	
Create Appointment: Details, Repeat, Add guests	
Utilize Find a time	
Interface with the school resource calendar	
Set Appointment slots	
Quick add with recurring events	
Printing calendars and events	
Create an event on this calendar	
Move or copy an event to a different calendar	

Calendar Resources: Intro, Basic, Advanced