Google Applications

What you need to know and be able to do through Google Apps in order to be successful in this course.

By opening this document, Google Classroom made a copy for you (notice your name is in the title).

	Technology Introduction		G-Suite
	View the **Slide Deck** for a quick introduction and some helpful shortcuts.		Take this **survey** about your Google Apps comfort level. ○ You will complete the appropriate level below, based on your comfort of each App.

Sharing Permissions

🔒 **Share**

Note- Many documents you will create in this class will need the Share settings changed so "Anyone with the link - Can View". It is your responsibility to make sure you do this!!

One way around this would be to make sure you add the document to the appropriate Classroom assignment.

Go to your **Google Drive**, and click on the blue New button. Select Google Docs, and you will open a new page (you will use the Document later in this activity, so just keep it open)

In the upper right click on the blue share button, then in the lower right corner click on Advanced for additional sharing settings.

1. Click on "Change" to change the sharing permissions from private.
2. Add additional *collaborators* by typing in their email address.
3. Determine the type of permissions the collaborator will have: Edit, View or Comment.

1. When changing permissions choose "On - Anyone with the link."

	4. Prevent collaborators from making copies of the document. 5. The link to share with viewers and collaborators. Collaborators can find the document in their Google Drive under "Shared with Me" on the left hand side.	2. Default is "Can view." Use "Can edit" when you are sharing a document with a peer.
Hyperlink	When inserting a link into a Google Apps, you do **NOT** need to paste the entire link, like this: http://mvhs.vistausd.org/cms/page_view?d=x&piid=&vpid=1388849347850 (it doesn't look pretty and usually too long) Instead, type in the document, select the text you would like to link, then select the paper clip-looking button. A box, like the one to the right, will show up. You will paste your link and click "Apply". The link will now be within the text your specified, like **Website**. **Note**- Usually text that is <u>underlined</u> **and** in a different color is a link you will want to select!	Text: Website Link: http://mvhs.vistausd.org/FinancialAlg Apply
Classroom	We will be using Google Classroom often to assign work, turn in assignments, and post announcements. Watch this **video** giving you an introduction of Classroom. Since I assigned this document to you, your name is in the title. Sometimes an assignment copy will be made for you when I assign it (like this one). Other times, you will see a document with information and/or instructions for an assignment. When this happens, you will need to create your own file. The best way to do this is to create through the Classroom Assignment (see **tutorial**) so that is puts your name on it and stores the file in your Classroom folder in Drive. ANYTIME you turn in a file, you MUST have your name in the title so that I easily know who it belongs to. 1. Create a Sheet **through** Classroom (notice your name in the title?) a. Type your first name, last name, grade level, birth month, birth day, and birth year - giving each item it's own cell.	
Mail	Is your Inbox overflowing with emails? This would be a good opportunity to clean out all those old emails from last term! ➢ Open **Gmail**. ➢ Delete emails you no longer need! ➢ You can create labels to organize important emails into folders. This will also clean up your inbox a little (**Tutorial**) ○ Click the gear in the upper right, then go to settings. Under Labels, you can Create new label.	

Created by Stacy Eyton

Credit to Kevin Feramisco, Jen Giffen, and Alice Keeler for inspiration through their hyperdocs

| Slides	You will probably use Slides to organize information and present it. Watch this comedic **video** on Life after Death by PowerPoint! You can also view this **slide deck** of common mistakes. When you have finished viewing, fill out **this form**.	Sheets	Most people are unfamiliar with Sheets (or Excel). Since Sheets is all [mostly] about the numbers, we will be using it often in this course. We will do a full tutorial of this application on another day!!

For each application below, complete the Challenge for your appropriate level. Use the fill tool 🪣 to color in any box that you complete.

	Drive Google Drive	Forms	Docs	Drawing
Information:	*NEVER delete the folder in your drive called "Classroom". It is where all your Google Classroom stuff is stored!*	Forms is a great way to quickly gather information from people. The information can be viewed within the owner's form, or can be viewed in a list format on a Sheet.	On your **document from earlier**, click in the upper left to rename it: "[Last name] Financial First Document." Type something fun, unique, and completely You! You will hyperlink your document in the last row.	Open this **document**. * Note: The document will force you to make a copy. When this happens, make sure you fix the title so it also includes your LAST NAME. * You will hyperlink your drawing in the last row. Don't forget Share Settings!
Beginner:	Watch this **video** giving you a tour of Drive. Switch between list and tile view.	Create a Form in Google Drive 1. Title Form 2. Click on upper left corner to match 3. Add Questions 4. Click on Responses 5. Click on Spreadsheet icon 6. Click on the eyeball icon to preview Form	Watch the Google Docs Basics **video**. Fill the Doc with colors and images and text of things you like and enjoy in life (hobbies, friends, family, quotes, etc). Play with the formatting and design of the page, but make it look	This **video tutorial** will get you started with the basics. On your Drawing, hold down shift and draw a line or a circle.
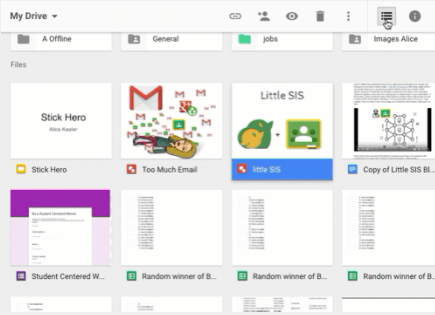
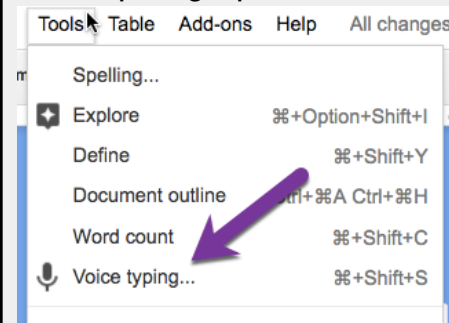|		7. Control L highlight the URL. Control C copy. Share this link.	nice, clean, and professional.	
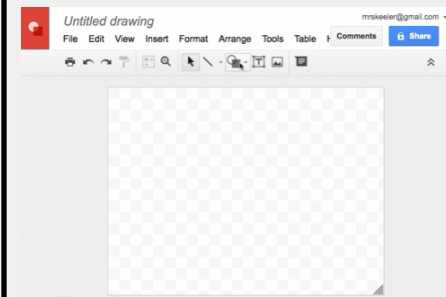
Intermediate:	Watch the Managing Files and Folders [video].
	
	After watching the video, go into your own Google Drive and organize it so that you can find files more easily. You want it to be a more productive work space for you. Do you have a lot of "untitled documents"? If so, you might want to name them and place them in appropriate folders, or create appropriate folders for them to go into.
		Use Control Shift Enter to insert questions into a Google Form.
		Add picture images to the questions.
			Use the Tools menu to enable voice typing.
			You can use these phrases to add punctuation to your text:
			   Period
			   Comma
			   Exclamation point
			   Question mark
			   New line
			   New paragraph
				Change the opacity on a fill design. Fill a shape, go to the paint can and choose your color. Go back to the paint can and choose "Custom." The slider on the right is opacity.
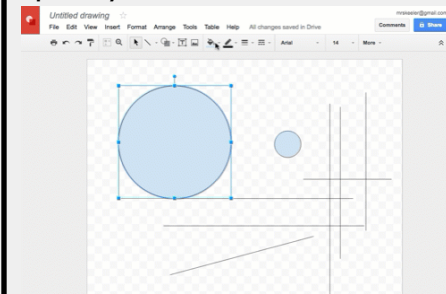
Expert:	Go to your Google Drive, and double click on your Classroom folder. At the top of the screen you should see My Drive > Classroom. Locate our class folder. Right click on our Financial Algebra folder and you'll see an option to change the color of the	• Reuse a previous Form. • Go to the Responses tab. • Check that you have a spreadsheet created. • Click on the 3 dots. • "Delete responses." • Go back to the 3 dots • "Unlink Form" • Click on the spreadsheet icon to create a new	View the **SlideDeck** about Google Docs. Complete at least **3** challenges.	Make a [Meme]! Create a meme about school. Be sure to be creative and make it "yours".

	folder. **Pick a color that stands out to you.** Note: you can ADD a document to MULTIPLE folders. Single click on a file and use Shift Z to add it to a second folder.	spreadsheet for the Form.		
🔗		[Hyperlink for your Form here]	[Hyperlink for your Doc here]	[Hyperlink for your Drawing here]

You are all done! Now all you need to do is 'turn in' this Doc to me by clicking the "Turn In" button on the top right side of the toolbar! It should now show as "DONE" on the assignment in Google Classroom!