



GOOGLE STUDENT CHEAT SHEET

Website Version



*Full Classroom Walkthrough
Logging in to Classroom
Viewing Assignments
Submitting an Assignment
View Docs before Turn-in
Turning in non-Google Files
Use Classroom app on tablets
Marking Assignment Complete
Make Private Comments
Submit Attached Assignment
Submit Drive Files
w/Assignment
Submit Multiple Files
Attach Files to Assignment
Create Doc Within Assignment
UnSubmit an Assignment
Locate Missing Assignments*



*Intro to Google Docs
Create a Doc
Changing Titles
Convert Word to Doc
Convert Docs to Word
PDF to Doc
How to Comment
Share a Doc in Email
Share a Doc
How to collaborate
Direct Comments
Add links to comments
Citation tools
Suggestion Mode
Voice Dictation
Add Doc to Calendar
Create To-Do List*



*Create a Sheet
Spreadsheet Vocab
Charts and Graphs
Charts in Doc/Slides
Share Sheets
Delete Rows/Columns
Freezing Rows
Changing Colors
Wrapping Text
Convert to Excel
Excel to Sheets
Aligning Text*



*Create Slides
Intro to Slides
Templates
Sharing Slide
Animations
PowerPoint to Slide
Insert and Arrange
Word Art
Linked Text
Embed a Video
Share Slides
Presentation Tips*



*Meet Etiquette
Join a Meet
Start a Meet
Calendar Link
How to Mute
Share Screen
Manage Bandwidth
Enable Grid View
Change Audio/Video
Closed Captions
Turn off Video*



HOW-TOs

*Collaborative Playlists
Make Better Videos
Channel Search
Filter Searches
Subscribe/UnSubscribe
Create Playlists
Upload to YouTube
View Modes
Low Bandwidth
Recording Mindset*

RESOURCES

*YouTube in Edu PD
YouTube Lesson Plan
Storytelling 101
Full YouTube
Walkthrough
Video Creation for
Teachers/Students
Hitting 100k Playlist*

OTHER STUFF YOU SHOULD KNOW

ONLINE LEARNING TIPS	DIGITAL CITIZENSHIP	FULL WALKTHROUGHS
How to Act in Virtual Classes Tips for Filming on your Phone 4 C's of Creativity Intro to YouTube Course Presentation Tips Set a Schedule How to Take Notes Online Don't Procrastinate Start off Strong	What is your Digital Footprint? Understanding Internet Privacy School Policies Make Good Passwords Spot a Scam Be Respectful Online Copyright and Fair Use	Google Calendar Full Walkthrough Google Docs Full Walkthrough Google Drive Tips/Tricks Google Forms Full Walkthrough Google Sheets Full Walkthrough Google Slides Tutorial Gmail Full Walkthrough Jamboard Full Walkthrough Podcasting in Education YouTube for Creators/Curators YouTube Full Walkthrough
HOW TO TEST BETTER	BACK-2-SCHOOL TIPS	IMPORTANT LINKS
Eat and Exercise Multiple Choice Tips Test Wearing You Out Learn Your Teacher Dominate Study Guides Tips for Memorizing Reading Your Options Ace Your Final Exam	Most Important Advice Go Big Early Staying Organized Don't Wear Your New Clothes Where to Sit in Class Meeting Your Teachers Cell Phones in School Get to School Early Backpack Advice Buying School Supplies	300+ Google How-Tos Leadership Advice Quote of the Day Videos Math Help Videos Math ACT Prep YouTube Channel Algebra Playlist Geometry Tutorials Washington DC Facts Explain Everything Student Slang Words