# Using Google Keep

Google Keep is a web-based tool that allows teachers and students to create and share notes, lists, and reminders. The tool also supports adding images, voice notes (mobile devices only), and drawings. Each note resembles an online sticky note that can be customized and shared.
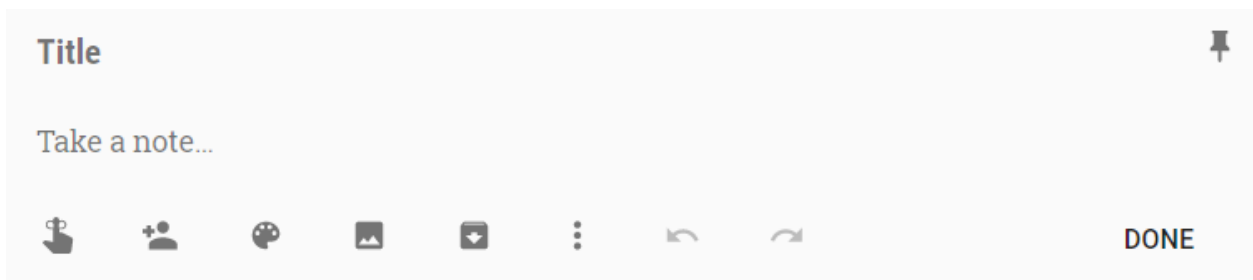
This tool can be used by students to manage projects, writing assignments, short and long term goals, research projects, homework/agenda book tasks and group projects requiring collaboration. Google Keep integrates with most Google products such as Docs, Slides, and Calendar.

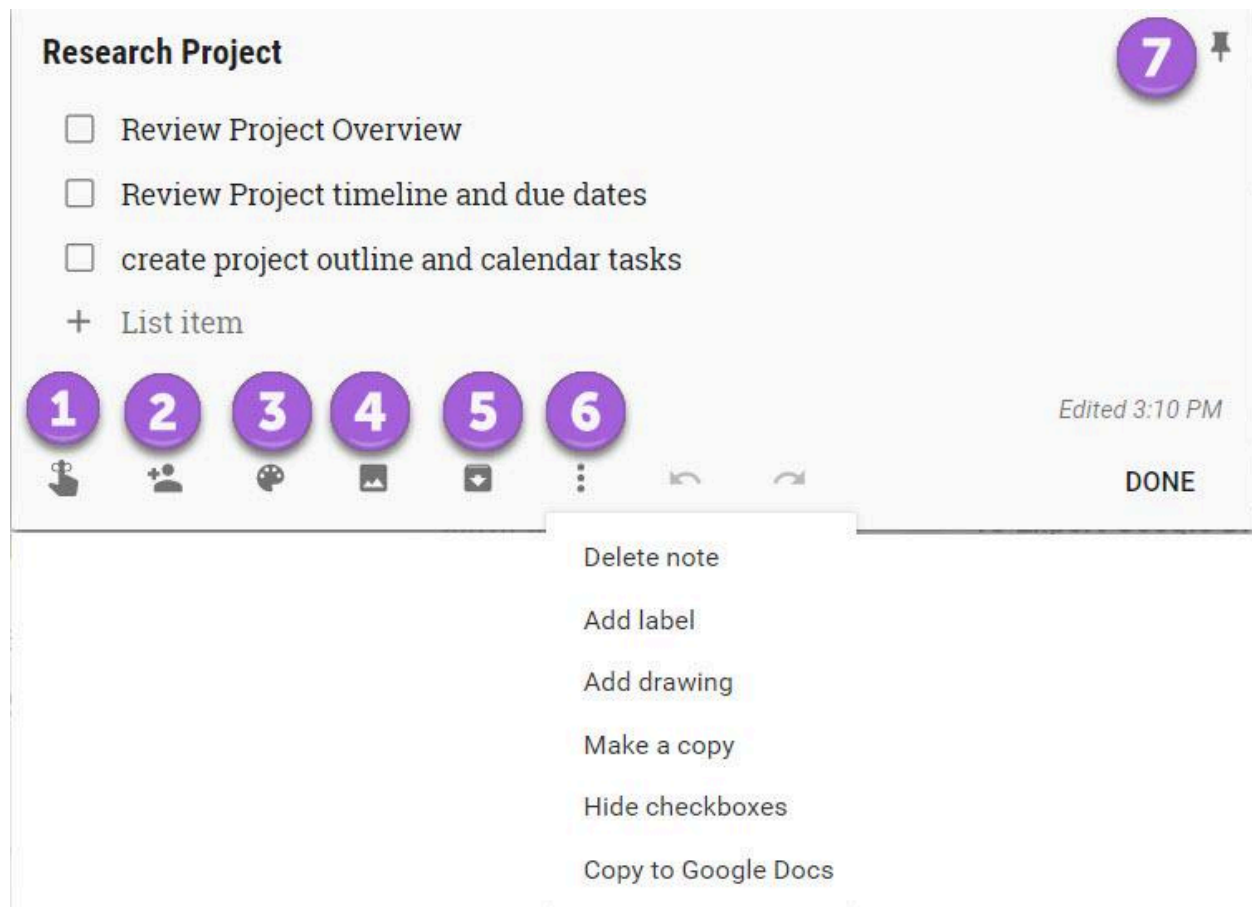## Creating a note
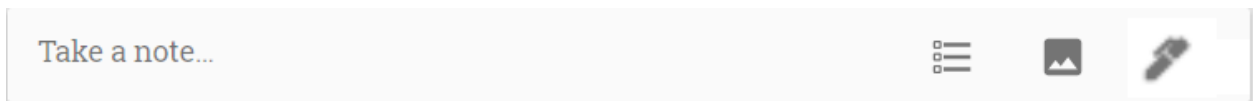
Near the top of the canvas, there is a white box indicating this is where you can, "Take a note." click in the box to start typing.

Title your note and begin typing.

Note Options

There are several ways to customize the note.

Research Project   ⑦ 📌

☐ Review Project Overview

☐ Review Project timeline and due dates

☐ create project outline and calendar tasks

+ List item

① ② ③ ④ ⑤ ⑥   Edited 3:10 PM

✋   👤⁺   🎨   🖼️   ⬇️   ⋮   ↩   ↪   **DONE**

Delete note

Add label

Add drawing

Make a copy

Hide checkboxes

Copy to Google Docs

1. <u>Reminders</u>: Create a reminder by date and time. Students can use to keep track of task due dates.
2. <u>Add Collaborators</u>: Share your notes and lists. Teachers can share a note with students outlining all the tasks to be completed for a research project.
3. <u>Change the note color</u>: The default color is white. Students can color-code their notes.
4. <u>Add an Image</u>: Add a picture or snap a photo/screenshot. A student can use to organize their notes if they take pictures of the board as part of their note capturing strategy in class.
5. Send to Archive: Send your note to the archive. This does not delete your note. It saves it to the archive to be referenced later. This feature can help keep the canvas uncluttered and organized.
6. Other Icons:
    a. Delete Notes: Deleted notes are sent to the trash can. The trash can is deleted after 7 days.
    b. Add a label: Categorize your notes with labels. You can add multiple labels to each note. With labels, students can organize the notes by subject, project and/or research type.
    c. Add a Drawing: This allows you to sketch using the drawing tools. You annotate on top of an image using the pen tool.

d. Make a Copy: Use this tool to make duplicates of your note.
e. Show/Hide Checkboxes: This feature turns a note into a list or to-do list with checkboxes
f. Copy to a Google Doc: This feature will copy the content of your note into a google doc.
7. Pin Note: Click on the pin to save the note on the top of the notes page.

Google Keep extension

With the Google Keep Chrome Extension, you can easily save anything you have researched on the web to Google Keep and have it synced across all the platforms. Take notes for additional detail and add labels to categorize your note quickly for later retrieval. Google Keep extension can save webpage links, text and images, take notes on saved content and add labels to your notes.
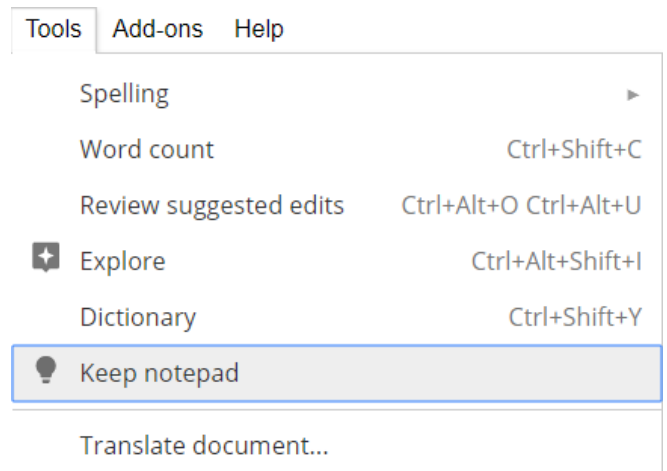
Google Docs Integration

View your Google Keep notepad in a Doc
1. Open a Google Doc
2. Go to Tools - Keep Notepad

Add a Note to a Doc
1. Open a Google Doc
2. Go to Tools - Keep Notepad
3. In the side panel, locate the note
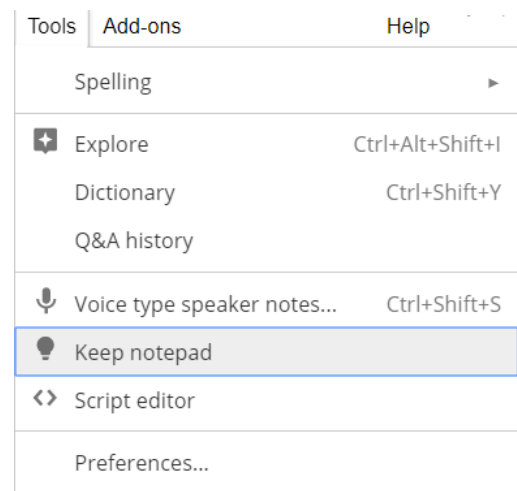4. Click and drag the note into your document

Google Slides Integration

View your Google Keep notepad in a Slide
3. Open a Google Doc
4. Go to Tools - Keep Notepad

Add a Note to a Slide
5. Open a Google Slide
6. Go to Tools - Keep Notepad
7. In the side panel, locate the note
8. Click and drag the note into your document

Google Keep also has both an iOS Mobile App & an Android Mobile App. These apps support voice notes, reminders, lists, drawings, photos, & synced access.