



Google Keep Pathfinder 1 PD Hour

What

Explore the features of Google Keep - a note-taking and organizational tool.

Why

At the most basic level, Google Keep is a note-taking app. Users create sticky notes of information that can be color-coded and labeled for easy grouping. Notes can be pinned to the top, created as a checklist, and include links, images, and even drawings. Keep also has a search function that allows the user to quickly locate notes in the notepad. Keep can be opened as a sidebar in Google Docs, Slides, Gmail, and Calendar, giving the user immediate access to their notes. Teachers and students should consider using this tool to help get themselves organized or as a way to curate content for projects or teaching and learning activities.

How

To earn 1 PD hour and the Google Keep - Pathfinder badge:.

1. Read an overview of the features of Google Keep in this [article](#).
2. Watch one of these brief tutorials about the basics of Google Keep. They are all pretty similar, but you might find that you enjoy the presentation style of one of them better than the others. Want a cheat sheet for Google Keep? Get this [one](#) from Shake Up Learning.
 - [Google Keep - Teacher Tutorial](#) - You only need to really watch until 8:58 unless you want to learn how to make Keep headers.
 - [Google Keep for Dummies](#)
 - [5 Ways to Get More Out of Google Keep](#)
3. Explore how the [Save to Keep](#) extension works. (You shouldn't have to install it, it is already installed on your school browser.)
4. Open your own Keep Notepad and create at least 4 notes:
 - One checklist note
 - One paragraph or list style note
 - One note with an image
 - One note with a drawing
5. Use the "Save to Keep" extension and save a web source to a Keep note. Try highlighting some content from the web source to show up on your note.
6. After your notes are created:
 - Add a time/date or location reminder to one
 - Add a collaborator to one
 - Pin one note

- Add a label

7. Create a Google Doc or Google Slide and name it "Google Keep - Pathfinder" Take a screenshot of your Keep Notepad and paste it into your doc or slide.
8. Open up a blank Google Doc or Google Slide. Open your Keep Notepad from the sidebar. Select one of your notes and insert it into your Doc or Slide. ([Video Directions](#)) Take a screenshot (make sure your Keep Notepad is still open.) Paste the screenshot into your Doc or Slide.
9. [Submit](#) your slide or doc to earn your badge. Make sure you change the share settings so that I am able to view it.