

G Suite for Education

Use this chart to help you decide which application is best for your task. Take into consideration anything that helps you organize, has text, image and video capabilities; and can link to external sites. *"Instead of giving your students a paper handout or packet, package the content in a way that makes them excited about their tasks."*

Google App	Pros	Tutorial and Resources
Google Drive 	• Store files • Share and collaborate with colleagues and students • Synchronize storage across devices • Unlimited storage with your education account	• https://support.google.com/a/users/answer/9300017?hl=en
Docs 	• Easy to start, edit and revise • Tons of font and color choices • Can embed images and add tables • Can adjust background colors • Allows students to collaborate • Revision history & Commenting feature • Has equation editor • Students can create within the doc using Google Drawings	• https://youtu.be/I0OqnlTA-zA • https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-google-docs • http://www.journeyhouse.org/uploads/8/9/6/0/8960316/jh_tech_training_lesson_1_handout_-_basics_of_google_doc.pdf
Slides 	• Can embed videos & links • Add graphic features like arrows, call-outs, shapes, lines etc. • Can change the page size/margins • Tons of fonts, colors, tables • Allows students to collaborate • Revision history & Commenting feature • Allows students to advance 1 slide at a time • Individual slides can be downloaded as image & posted other places (ie Google Classroom, Padlet) • Can be used by students in either "edit" or "present" views	• https://youtu.be/1ENtPjEp_5c • https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-google-slides
Forms 	• Assessment of student work is simple using Sheets • Can embed videos & links • In a single form, you can add instructions, images, videos, and questions • Can create "Choose Your Own Adventure" activities • Quiz mode feature allows for instant feedback	• https://youtu.be/kF5odT4ueVE • https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-google-forms

Google Classroom for Beginners 	• Adds more visual depth allowing students to explore areas • Can embed images, video, text & links • Allows students to collaborate • Students can build content on the map	• https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom • https://docs.google.com/presentation/d/1_JRrCATvJ9O8WBVZ-ICSa2MwkF8At7qVb0mPZ4P7Myk/edit?usp=sharing
Google Meet 	• Choose the date and time and then choose add conferencing • Create office hours to meet with students • Record Meet for future reference • Edit video layout during Meet • Record chat messages	• https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-google-hangouts-meet • https://youtu.be/Kb1129AsZLI • Advanced feature: Breakout rooms https://www.claycodes.org/google-meet-breakout-rooms
Google Calendar 	• Share Calendars With Others • Access Multiple Calendars in One Place • Sync Your Google Calendar Across Multiple Devices • keep track of meetings, student birthdays • Integrate calendar with Google Classroom Calendar	• https://youtu.be/EKx0lwS1Zcl • https://support.google.com/a/users/answer/9302892?hl=en
Google Drawing 	• create flowcharts, organisational charts, website wireframes, mind maps, concept maps, and other types of diagrams. • Integrates with the other Google Applications	• https://teachercenter.withgoogle.com/resources/products/details?key=ahpzfmd3ZWItZWR1LXRyYWluaW5nLWNlbmRlcnlXCxIKRWR1UHJvZHVjdBiAgIClh4WSCgw • Downloadable Drawing Templates: https://ditchthattextbook.com/15-free-google-drawings-graphic-organizers-and-how-to-make-your-own/