GOOGLE LEVEL 1 CERTIFICATION NOTES
*Know how to copy and paste (links, texts, headings) in order to save time
*Mark for review any questions you are unsure of and you can check later
*Use incognito window
*Pin tab so you won't accidentally close window
*20 Multiple Choice
*11 Scenarios with tasks (1-4 tasks in each scenario)

GOOGLE FORMS
Forms

- Under response tab - green + on upper left will create a spreadsheet
    - Timestamp
    - Score
    - problem
- MC - transferring a quiz into forms - highlight all the choice and paste
- If want to use outside of district people - go into settings - general -don't restrict to users in Science Hill.
- Limit to 1 response in settings so students don't take it multiple times.
- Embed YouTube video into a quiz with the YouTube tab and they can't get to any other site.

-can use as graded quiz or as survey
-questions can be m/c, short answer (fill in the blank), or paragraph (extended response)
-one scenario might ask you to create a quiz
-Limit to 1 response so students can only take once
-To add media you click video, search under YouTube, click select
-Can collect text, dates, and numbers with Google forms

CALENDAR
+You may be asked to create a new calendar and name it (settings and add calendar)
+Check only 1 calendar
+To add event (+create)
+To set notifications (more options)
+Always check for correct email address
+Add people to your event (Google Calendar, Click Event, Edit Event, and Guest)

- Create event - more options for setting notifications
- Add notification time first then
    - Add new notification and check email
    - Share with someone right side - add guest

To check guest availability when you create a new calendar entry, follow these steps:

1. Click Edit event details if you are not already viewing that page.
2. Click Find a time below the date and time boxes.
3. Add the guest to you event (see Add guests to a **calendar** entry)
4. Events will show up when each individual is busy.

HANGOUTS
*Students can find answers from other students before relying on teacher
*Use to give students real-time feedback, monitor conversations, share announcements
*Use to hold meetings, anytime and anywhere
*Use to connect to the world
*Drive student discussion inside and outside the classroom
*Determine optimal method to deliver training

GMAIL
-Can search by 1.keyword, 2. sender, 3. label, 4. filter by email with attachment
-To create labels –Go to settings, choose label, create new label
-Benefit of using labels—you can apply more than one to any message, you can search messages by labels, you can color code labels
-To add task to Gmail – Select email, click task on top left, select due date for task
-Benefit of using translate feature in Gmail-opens up trusted communication with families
-Gmail can work on home computer, smartphone, tablet, school computer

- Undo feature -
- Labels
- Share YouTube videos through email

- Labels - settings- labels- about half way down create new label - back to inbox
- Click on and open an email to get options at top - labels - click one you want and click apply
- Undo feature - create email - send - undo will show up on bottom left
- Tasks - on left side of screen - looks like a blue checkmark - email has to be opened
    1. Open the email
    2. Three dots - add to task or click on the blue task button
    3. Edit by pencil and name it - go to pencil and select when you want to do it
    4. Add task on the top - Create - pencil - Add date

GOOGLE GROUPS
+Collaborative Community Example: Book Groups
+groups.google.com
+To create groups-red create group tab
+Set basic permissions “anyone in the organization”
+Manage members-invite members-send invites

+Host discussions and make plans with a team or social group
+Meet people with similar hobbies, interests, or backgrounds
+Learn about a topic and join discussions on that topic
+Create Q & A forum for any topic
+Organize meetings, conferences, and social events
+4 C's= creativity, collaboration, communication, critical thinking

- Mass communication - global community
- Groups.google.com
- Check permissions to control who can join - create group - select permissions on the bottom of the page - Select anyone in the organization
- Create a group - name the group - create
- Add members - on group page select manage members -invite members - type in emails -send invite

YOUTUBE *You will be asked to make a playlist
*Create your own channel first (Click + and enter name)
*Private= only you can see, Public= everyone can see, Unlisted=only those with link can see
*Open the video and click + to add to playlist
*To share playlist
1. Go to library
2. Playlist
3. Click on playlist
4. Click on grey box
5. Click on edit box (beside profile picture)
6. Click share

- Subscribe to channels - find video and click subscribe
- Making a playlist - + next to share - have to create your own channel before you can add to playlist - create new playlist - NAME IT - Private only you can see - Public -anyone can see it. Unlisted - only those with a link can see it. - Then CREATE
    - Open video - same plus sign - Go to the playlist you just created
- Sharing a playlist - share button creates a link - See 1st two bullets
- To share the playlist - Go to the 3 lines on the left and select LIBRARY - click on the playlist you have created - Gray box on the right - far right button - then edit button next to profile picture

SHEETS
-Sheets are used to analyze data (Averages are most important)
-Sharing a sheet is same as sending
-Highlight cells you want averaged
-Test may ask to sort names alphabetically –click on header –use drop down A-Z or Z-A
-Test may ask to create a chart-highlight material and insert chart button

-Data validation= limits type of data that can be entered

- Create a New Sheet
- Average Function - put data in and then highlight the data you want the average of. Function button far right - average - do top row and then click on the average cell and click on the + and pull all the way down to do the average for all of them.
- Sort based on average - click on the header (letter at the top) - right click - sort from
- Creating a chart - highlight information and then select graph
- Moving to a sheet of it's own sheet - in the chart - 3 dots - move to own sheet
- Share just the chart sheet - on the chart sheet only - SHARE button and enter the email address.

DOCS

+Test may ask you to add comments to student work (highlight mistake +email address and then click comment OR highlight, insert, comment)

+To add a footnote –copy link, click insert, add footnote

+Test may ask you to add a chart from Google sheet

- Two ways - docs.google.com and Drive - Create
- Highlight and Add comments - Highlight portion you want to comment on - Direct Comment - + - type email address - type in comment and send
- Can also highlight and go to INSERT on the top and select comment
- Get the link also from within the SHARE tab
- To SAVE - FILE - Save As - Word, DOC, ….
- Version History - View version history - to see how quickly doc has changed - Change and reset for the next class and name it version history. - VERSION HISTORY UNDER FILE - Good on both DOCS and SLIDES

SITES

- Sites.google.com - click on new sites
- Create a google site
- When create the first site it will ask you for a web address the first time you publish - create it using a bit.ly
- You can change it with publish settings
- 3 options - insert - pages - themes
- Images will come from the Drive the test is in - You don't upload images on the test
- Inserting the image on the test use the From Drive Button
- Pages - at the bottom click on the +
- To create a subpage on a page - PAGE - Click on the three dots on that page and select subpage
- INVITING Editors - Person with the + on the top right
    - Change anyone can view the published site so parents can also view

        - Make sure to select they can edit on the test - You wouldn't want them to edit on your class website
- When you embed a YouTube video - you can select the exact portion you want them to view

SLIDES

- Two ways to add text - Text Box and Word Art
- Add comments - Highlight - Go to Insert - + followed by the email address
- If the circle in SHARE on the upper right is not green - you have to click on it to make it live
- Insert a YouTube video - go find the video and then copy the URL - INSERT - Video - Paste - With the video highlighted go to FORMAT - To tell where you want it to start and stop
- In SLIDE MENU - Edit Master - Becomes Static to kids - Anything you do in the master slide they can't edit. Add text boxes for them to enter their information into on a non master slide