

Google Certified Educator

Skills Checklist

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Videos curated by Nancy Lukas @nlukas

Google Training Website: https://edutrainningcenter.withgoogle.com/certification_level2

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Google Drive

- ❑ Upload, create, and share files and folders in Drive
Create- https://www.youtube.com/watch?v=s6V_h43-BIY
Upload- <https://www.youtube.com/watch?v=dmUv10JVTt0>
Share- <https://www.youtube.com/watch?v=oFE1iCPafTA&t=34s>
- ❑ How to use Drive as a lesson repository
<https://www.youtube.com/watch?v=OHcR5xjdrKc>

Google Documents

- ❑ Insert Tables in Docs <https://www.youtube.com/watch?v=dOnN8G7R0Qc>
- ❑ Insert Images in Docs <https://www.youtube.com/watch?v=GQuU5J77wtE>
- ❑ Crop and Adjust Images <https://www.youtube.com/watch?v=wEBECNICcTc>
- ❑ Create a Table of Contents <https://www.youtube.com/watch?v=HZBal2HHMdo>
- ❑ Add a Hyperlink <https://www.youtube.com/watch?v=X69PS9qMVf8>
- ❑ Insert Mathematical Equations <https://www.youtube.com/watch?v=Jto9BWQRFul>
- ❑ How to search sites, images, Scholar, definitions without leaving the doc
<https://www.youtube.com/watch?v=tlqkDZqTT10>
- ❑ Translate tool in Google Docs <https://www.youtube.com/watch?v=strffzAU35Q>
- ❑ How to Use Google Translate
https://www.youtube.com/watch?v=2YkWKLGaOCw&list=PL_iwD7O7FG7g0-c62hSxKOeG60ILX2Nse&index=16
- ❑ Alert Your Collaborators <https://www.youtube.com/watch?v=en2-MnCOW0M>
- ❑ Tag and Notify in Comments
<https://www.bettercloud.com/monitor/the-academy/now-can-assign-action-items-google-docs-sheets-slides/>
- ❑ How to use a Google Doc as a class syllabus
https://www.youtube.com/watch?annotation_id=annotation_3791489741&feature=iv&src_vid=6s_Ca02gnhA&v=plTZ7s6mnFc
- ❑ How to use a Google Doc as a Multi-Media Text Set or HyperDoc
https://www.youtube.com/watch?v=ODaAWf_yF0k

Google Sheets

- ❑ Setting up a Google Sheet <https://www.youtube.com/watch?v=QTgvX5MLPC8>
<https://www.youtube.com/watch?v=W7wOQaGbf-A&t=532s>
<https://www.youtube.com/watch?v=BJmY8SvLWbk&t=2295s>
- ❑ Creating Pivot Tables, Motion, Radar & Sparklines Charts in Google Sheets
<https://www.youtube.com/watch?v=E-4ZOeYkZ0Y>

- ❑ Create a Pivot table to analyze large data sets
<https://www.youtube.com/watch?v=9RMjQqgpla8&t=5s>
- ❑ Use Sort and Filter functions <https://www.youtube.com/watch?v=Fj9G67TsTSc>
- ❑ Use CountIF, CountIF, AveragelF functions
<https://www.youtube.com/watch?v=LQby0g5KWMo>
- ❑ Use Sum & Product function https://www.youtube.com/watch?v=pJsEyK5Ay_E
- ❑ Use Average function <https://www.youtube.com/watch?v=O5fb2Fhu66U>
- ❑ Use Unique function <https://www.youtube.com/watch?v=OpncHAXUMcU>
- ❑ Use the Filter Tool and Filter Views <https://www.youtube.com/watch?v=S40Q0XNmAEw>
- ❑ Applying Conditional Formatting to efficiently display results
https://www.youtube.com/watch?v=Wub2uL_z_Pg
- ❑ Use Sparklines <https://www.youtube.com/watch?v=6dkemVi6wIE>
- ❑ Import Data Sets and Spreadsheets https://www.youtube.com/watch?v=70TnpSc_98k

Google Forms

- ❑ Basic Information <https://www.youtube.com/watch?v=LxIfPLPI0wM>
- ❑ Use Forms to create a quiz, collect data, username
<https://www.youtube.com/watch?v=cm3KyqbaMJA>
- ❑ Choose a Form Response Destination <https://www.youtube.com/watch?v=8uTv5SEXwzg>
- ❑ Sharing and Adding to Google Classroom
<https://www.youtube.com/watch?v=VCOngcllgis>
- ❑ Go to a Page Based on an Answer in Google Forms-
<https://www.youtube.com/watch?v=xiFRwoBg79g>
- ❑ Go to a Link Based on an Answer in Google Forms-
<https://www.youtube.com/watch?v=4Oqe3FV7YVE>
- ❑ Create a Choose Your Own Adventure Google Form-
<https://www.youtube.com/watch?v=0HZsUhMsOxY>

Google Slides

- ❑ Insert Shapes, Images, and Other Objects in Slides
<https://www.youtube.com/watch?v=OAVCOjMr8EM>
- ❑ Student-Created Content Using Google Slides
<https://www.youtube.com/watch?v=edWJwFMG440>
- ❑ Use Google Slides as an Individual or Group Alternative Assessment
<https://www.youtube.com/watch?v=qg916OPTmWs>
- ❑ Interactive note-taking for students with Google Slides
<https://www.youtube.com/watch?v=edWJwFMG440>
- ❑ Hyperlinks for Choose Your Own Adventure slideshows
<https://www.youtube.com/watch?v=wzck174sRtk>

Google Classroom

- ❑ Overview <https://www.youtube.com/watch?v=VTWYf4PTLPw>
<https://www.youtube.com/watch?v=VTWYf4PTLPw>
2017 Update: <https://www.youtube.com/watch?v=LpGIU11j39w>
- ❑ The About Section-Course Materials, Class Name & Section
<https://www.youtube.com/watch?v=US5-OXcUMUo>
- ❑ Editing the look (theme) <https://www.youtube.com/watch?v=JZz5cXP5fA>
- ❑ How to manage the Classroom stream
<https://www.youtube.com/watch?v=0CK4CGjbPwc>
- ❑ How to Share to Classroom from a Mobile Device
<https://www.youtube.com/watch?v=edmaSG0itxY>
- ❑ How to set up your classes in Classroom to differentiate learning
<https://www.youtube.com/watch?v=3OdAMf4gW4Y>

Gmail

- ❑ Enable Labs in Gmail <https://www.youtube.com/watch?v=2EPGLbhUIYk>
- ❑ Recalling an Email <https://www.youtube.com/watch?v=kxVITPChKT0>
- ❑ Saving Time with Canned Responses- <https://www.youtube.com/watch?v=hs54Ev6QTD8>
- ❑ Customizing Keyboard Shortcuts to Customize Your Gmail
<https://www.youtube.com/watch?v=7KHuLEKgeU0>

Google Groups

- ❑ Basic Information <https://www.youtube.com/watch?v=retilfiWNwQ>
- ❑ Google Groups for Discussions <https://www.youtube.com/watch?v=FckHkm9j624>
- ❑ Google Groups - Web forum <https://www.youtube.com/watch?v=5PioiYjDjb8>
- ❑ Google Groups - Q&A forum <https://www.youtube.com/watch?v=XScnNAZy6lI>
- ❑ Using Google Hangouts https://www.youtube.com/watch?v=xvE_m-7xoX4
- ❑ Using Google Hangouts (Video Chat) <https://www.youtube.com/watch?v=DPZb3D0500I>
- ❑ Using Google Hangouts on Air-<https://www.youtube.com/watch?v=IGOuWbJRNTQ>
<https://www.youtube.com/watch?v=qAa4vYB7DqQ>
- ❑ Google Hangouts On Air - privacy settings
<https://www.youtube.com/watch?v=sePZuL2D2Kg>
- ❑ Ideas for Using Hangouts in schools-<https://www.youtube.com/watch?v=vYh2n-BzGUY>
- ❑ Best practices to make your Hangouts successful
<https://www.youtube.com/watch?v=zU-xX-CqPCY>
- ❑ Scheduling a Hangout through Google Calendar-
<https://www.youtube.com/watch?v=-csiwg9fRmQ>

Communities

- ❑ Basic Information <https://www.youtube.com/watch?v=FtryZl8ANvo>
- ❑ Find and Join Google+ Communities <https://www.youtube.com/watch?v=H3Qb6iDCjDI>
- ❑ Create a Google+ Community-<https://www.youtube.com/watch?v=MkwLaPJilCQ>
- ❑ Posting and commenting in Communities
https://www.youtube.com/watch?v=mkRWHuXlX_I
<https://www.youtube.com/watch?v=s-uOj0cmyrQ>

Google Calendar

- ❑ Basic Information <https://www.youtube.com/watch?v=C-G2BLFVJ-c>
- ❑ Share a Calendar <https://www.youtube.com/watch?v=SLjb9NXvMjM>
- ❑ Creating an Events Calendar <https://www.youtube.com/watch?v=gYi9S1vvpRM>
- ❑ Calendar Attachments <https://www.youtube.com/watch?v=8qRcyREJJVY>
<https://www.youtube.com/watch?v=YAiYVrk5-cc>
- ❑ Embedding a Google Calendar <https://www.youtube.com/watch?v=0btADEy7Vdk>
- ❑ Create Appointment Slots to book appointments with parents-<https://www.youtube.com/watch?v=Pq5fnWnX9OM>
- ❑ Enable Labs in Calendar https://www.youtube.com/watch?v=EX4h4xk3_aY
- ❑ Extra Functions <https://www.youtube.com/watch?v=p9-MqPnffto>
- ❑ Managing Tasks https://www.youtube.com/watch?v=dA_OGN4Sscs

Google Keep

- ❑ Classroom Applications https://www.youtube.com/watch?v=dORJwS_ciYo
- ❑ Add Google Keep Notes to Google Docs
<https://www.youtube.com/watch?v=59A8PFj-boU>

Google Sites

- ❑ Basic Overview <https://www.youtube.com/watch?v=Dm8nEq4jVJg>
- ❑ Create a Google Site <https://www.youtube.com/watch?v=g1Ynmv25MxE>
- ❑ Add pages to a Google Site <https://www.youtube.com/watch?v=Rr298D00avw>
- ❑ Add media to your site
Docs https://www.youtube.com/watch?v=rniAGnhLb_g
Calendars <https://www.youtube.com/watch?v=xoYsKbgAOiY>
- ❑ Share the site
- ❑ How Google Drive can work with Google Sites to create an online portfolio
https://edutrainingcenter.withgoogle.com/advanced_training/unit?unit=57&lesson=60
- ❑ Google Sites - student created sites <https://www.youtube.com/watch?v=JaYvsDZ0nkY>

Google Chrome

- ❑ Searching for Chrome Apps and Extensions https://www.youtube.com/watch?v=C14BPuj_hxQ
- ❑ Manage Chrome Apps and Extensions https://www.youtube.com/watch?v=oPxgnf_2ECg
- ❑ Create a private Chrome app collection https://www.youtube.com/watch?annotation_id=annotation_4112293247&feature=iv&src_vid=OpW2n6p8y3U&v=gnadc8PvPJ0
- ❑ Managing Chrome Apps <https://www.youtube.com/watch?v=37PSkNvgdHE>

Google Search

- ❑ Use A Google A Day <https://www.youtube.com/watch?v=6kNuHYyvQGg>
- ❑ Use Alternate Ways to Find Information <https://www.youtube.com/watch?v=v9yZco8bwl8>
- ❑ Searching Blogs <https://www.youtube.com/watch?v=OvYRnfoQMpQ>

YouTube

- ❑ Create and Manage a YouTube Channel, Create, Curate, and Delete Playlists <https://www.youtube.com/watch?v=41YehxZ7t4o>
- ❑ YouTube Channel - video sharing settings <https://www.youtube.com/watch?v=fViYcDDZyhk>
- ❑ Video Editing <https://www.youtube.com/watch?v=CFD5ZhXCxyE>
- ❑ Create, Customize, and Edit Annotations, Add and Edit Cards <https://www.youtube.com/watch?v=itZuoQWv2hl&t=8s>
<https://www.youtube.com/watch?v=IUMNmfQqnSA>
- ❑ Use the YouTube Editor to create interactive videos where students can be self-directed learners- <https://www.youtube.com/watch?v=CFD5ZhXCxyE>

Google+

- ❑ Create or Respond to a Google+ Poll- <https://www.youtube.com/watch?v=2BkO0E40I4Y>
- ❑ Create and Manage Google+ Events- <https://www.youtube.com/watch?v=oDo6zJwM9yo>

Add-ons

- ❑ Add-ons for Sheets https://www.youtube.com/watch?v=OtRtz_aA_W4
- ❑ Add-ons for Forms <https://www.youtube.com/watch?v=ftqyGDOpA1s>
- ❑ Add-ons for Docs <https://www.youtube.com/watch?v=Jp8zolGuTy0>
- ❑ Finding and Installing Add-Ons <https://www.youtube.com/watch?v=DiDB-z51ZPA>
- ❑ G-Mail Add-ons https://www.youtube.com/watch?v=l_vUJOCCIAk

- ❑ Send Personalized Emails (YAMM / FormMule)
<https://www.youtube.com/watch?v=8a1L93usv7A>
<https://www.youtube.com/watch?v=KhxmvoBUC68>
- ❑ Create Personalized Documents (Autocrat)
<https://www.youtube.com/watch?v=abt8sKACn8U>
- ❑ Yet Another Mail Merge to contact participants
https://www.youtube.com/watch?v=GH_fd4qS7Aw
- ❑ Doctopus to distribute group documents
<https://www.youtube.com/watch?v=xw7SuTDCxJo>
- ❑ How to assess more effectively using Add-ons

Blogger

- ❑ Using Blogger in the Classroom
<https://www.youtube.com/watch?v=n9xl1wvL7Ow>
<https://www.youtube.com/watch?v=tYCKuBcaPKA&list=PLikkULKRI3I4kYwA6IMRSKAWjo1gB3SGU>
https://www.youtube.com/watch?v=Qiz_E2ycZpU

Drawings

- ❑ Basic Description <https://www.youtube.com/watch?v=gQng2kJ-N9k>
- ❑ Paint and Create Charts and Diagrams with Google Drawings
<https://www.youtube.com/watch?v=JhArFZ5bXq0>
https://www.youtube.com/watch?v=KN_TNPDUEI8
- ❑ Google Drawing for Demonstrating Understanding bit.ly/GoogleDrawingTemplates

Google Earth

- ❑ Using Google Earth <https://www.youtube.com/watch?v=klK27I3unng>
- ❑ Google Expeditions
https://edutrainingcenter.withgoogle.com/advanced_training/unit?unit=44&lesson=64
- ❑ What Google Lit Trips are and how you can use them to inspire your students-
<https://www.youtube.com/watch?v=wzZD4jHSLAw>
<http://www.youtube.com/watch?v=ayQ0CcVwibc>
https://edutrainingcenter.withgoogle.com/advanced_training/unit?unit=44&lesson=48

Google Maps

- ❑ Basic Description <https://www.youtube.com/watch?v=LeXUKs3FrgM>
- ❑ Google Maps and directions <https://www.youtube.com/watch?v=diJEpALTgBA>
- ❑ Street View <https://www.youtube.com/watch?v=0gnDzesRFyU>

- ❑ My Maps - Create and Edit Custom Maps
<https://www.youtube.com/watch?v=IX6iQ32lsHg>
- ❑ Making Maps with Forms and Sheets <https://www.youtube.com/watch?v=GsrI8Tph1zY>
- ❑ Google Tour Builder <https://tourbuilder.withgoogle.com/>
<https://www.youtube.com/watch?v=LQWrU450c20>
- ❑ What the Google Cultural Institute is and how to use it in class
<https://edtechmagazine.com/k12/article/2016/10/3-ways-google-arts-culture-can-enrich-your-lessons>
<https://www.google.com/culturalinstitute/beta/>
- ❑ Ideas for using Maps in class <https://www.youtube.com/watch?v=s0b85yqduA>

Google Scholar

[Search Tips

Get the most out of Google Scholar with some helpful tips on searches, email alerts, citation export, and more.

Finding recent papers

Your search results are normally sorted by relevance, not by date. To find newer articles, try the following options in the left sidebar:

1. click "Since Year" to show only recently published papers, sorted by relevance;
2. click "Sort by date" to show just the new additions, sorted by date;
3. click the envelope icon to have new results periodically delivered by email.

Locating the full text of an article

Abstracts are freely available for most of the articles. Alas, reading the entire article may require a subscription. Here're a few things to try:

1. click a library link, e.g., "FindIt@Harvard", to the right of the search result;
2. click a link labeled [PDF] to the right of the search result;
3. click "All versions" under the search result and check out the alternative sources;
4. click "Related articles" or "Cited by" under the search result to explore similar articles.

If you're affiliated with a university, but don't see links such as "FindIt@Harvard", please check with your local library about the best way to access their online subscriptions. You may need to do search from a computer on campus, or to configure your browser to use a library proxy.

Getting better answers

- If you're new to the subject, it may be helpful to pick up the terminology from secondary sources. E.g., a Wikipedia article for "overweight" might suggest a Scholar search for "pediatric hyperalimentation".
 - If the search results are too specific for your needs, check out what they're citing in their "References" sections. Referenced works are often more general in nature.
 - Similarly, if the search results are too basic for you, click "Cited by" to see newer papers that referenced them. These newer papers will often be more specific.
 - Explore! There's rarely a single answer to a research question. Click "Related articles" or "Cited by" to see closely related work, or search for author's name and see what else they have written.]
- ❑ Basic Description <https://www.youtube.com/watch?v=9iYkV9YpF-I>
 - ❑ Google Scholar Search <https://www.youtube.com/watch?v=YPeBSXGa70Q>

- ❑ Searching for Relevant Publications & Advanced Scholar Searches
<https://www.youtube.com/watch?v=ZKMEGe0Rfx4>
- ❑ Creating a Personalized Google Scholar Library & Scholar Alerts (create alert)
<https://www.youtube.com/watch?v=3kQXABU73hl>
- ❑ Creating Citations (cite option) <https://www.youtube.com/watch?v=Pe9ZpjdJbU>
- ❑ Scholar within Google Docs (Research Tool)
https://www.youtube.com/watch?v=NGtWyifMX_k&t=20s

Tech Integration

- ❑ Overall Concept
https://edutrainingcenter.withgoogle.com/advanced_training/unit?unit=57&lesson=60
https://edutrainingcenter.withgoogle.com/advanced_training/unit?unit=10&lesson=12
- ❑ How to personalize learning through:
 - ❑ Project-Based Learning <https://www.youtube.com/watch?v=LMCZvGesRz8>
 - ❑ Flipped Learning https://www.youtube.com/watch?v=Ot_dKs_LRf0
 - ❑ Blended Learning <https://www.youtube.com/watch?v=paQCE58334M>
- ❑ Develop an authentic audience for student work
<https://www.youtube.com/watch?v=smTHA46FYyc>
- ❑ Multimedia Text Set <https://sites.google.com/site/bergstechsite/multimedia-text-sets>
<https://www.youtube.com/watch?v=Za4HQUbKsVE>