

Cool Google Tips & Tricks

- ✓ [Find Out What Google Knows ... and Delete it!](#)
- ✓ [Google Fonts website](#)
- ✓ [12 tips for using Google Apps with young students](#)
- ✓ [List of Random Names](#)
- ✓ [To find info about your Chrome OS](#)
- ✓ [16 Ideas for Student Projects using Google Docs, Slides, & Forms](#)
- ✓ [Chromebook Apps for Digital Storytelling](#)

[Google Admin](#) ✓

[Google Calendar](#) ✓

- ✓ [How to Print Your Google Calendar](#)
- ✓ [Reminders for Google Calendar on the web](#)
- ✓ [Manage Your Personal Calendar In Sync With Your Team Calendar](#)
- ✓ [Event Mergeffdx](#)
- ✓ [5 Things to Explore in Google Calendar](#)

[Google Chrome](#) ✓

- ✓ [Better Searches. Better Results.](#)
- ✓ [Chrome Browser ... Why Use It?](#)
- ✓ [How to Back-Up Bookmarks in Chrome](#)

[Google Extensions, Add-Ons, & Apps](#) ✓

[Extensions:](#)

[Apps:](#)

[Add-Ons:](#)

[Click here](#)

[Chrome Timer Extensions](#)

[QuickShare Screenshot](#)

[Toby Extension](#)

[Chromebooks](#) ✓

- ✓ [Chromebook Shortcuts Reference Sheet](#)
- ✓ [Enroll Chrome devices](#)
- ✓ [Wipe a Chrome Device](#)
- ✓ [To find info about your Chrome OS](#)
- ✓ [5 Ways to Stop your Chromebook Slowing Down](#)
- ✓ [To find info about your Chrome OS](#)

[Google Classroom](#) ✓

[Google Classroom Cards To Get Started](#)

- ✓ [Set a Custom Grading Scale in Google Classroom](#)

- [✔Share to Classroom Extension](#)
- [✔Schedule That Assignment](#)
- [✔List ALL Your Student Files](#)
- [✔NEW! Guardian Contacts & Email options](#)
- [✔10 Google Classroom Time Savers](#)
- [✔35 Awesome Apps that Integrate with Google Classroom](#)

[Private Comment as Assignment](#)

[✔Michael Fricano II](#)

[John Sowash](#)

[Google Docs](#)

[Force Others to Make a Copy of a Document](#)

[Find the Word Count in Your Google Doc with this Keyboard Shortcut](#)

[Using bookmarks in a document](#)

[Restrict Viewing/Commenting in Docs to a Time Period](#)

[Creating a Writing Journal with Google Docs](#)

[Adding Emoji's in Google Docs](#)

[Showing the Outline in Google Docs](#)

[HyperDocs](#)

[Interactive Checklists in Google Docs](#)

[Lesson Plan Tool for Google Docs](#)

[How to Email & Download a Google Doc as a PDF or Word Doc](#)

[Email a Google Doc as a PDF/Word doc:](#)

[Download a Google Doc as a PDF/Word doc:](#)

[Use Google Docs to fill out PDF's](#)

[Use the Explore Button in Docs](#)

[Transcribe Images Into Editable Docs](#)

[Customize Docs Background](#)

[New & Improved Voice Commands](#)

[Easy Way to Color Code & Organize Ideas in a Google Doc](#)

[Google Drawing](#)

[Graphic Organizers in Google Drawings](#)

[Google Drawing Resources](#)

[5 Apps Templates to use with Kindergarteners](#)

[Google Drive](#)✔

[✔Add a Google File to Multiple Folders in Drive](#)

[✔Set the Expiration Date on Your Google Drive, Docs, Sheets & Slides](#)

[✔How to Insert Special Characters in Google Docs, Slides and Drawings](#)

[How to Password Protect Your Google Drive Documents on Your iPhone](#)

[Google Earth](#)

[Google Earth Walks](#)

[Google Forms](#)

[An Intro to Google Forms](#)
[Multiple Google Forms to One Spreadsheet Templates!](#)
[Track Survey Progress and Analyze the Results](#)
[Receive Notifications and Status Updates](#)
[Restrict Access to Google Forms with These Two Options](#)
[Where to Locate and Download Google Form Add-ons](#)
[Forms Quiz Grading Feature](#)
[Add Images to Q & A in Forms](#)
[Choose Your Own Adventure Forms](#)
[“Smarter” Question Options](#)
[Make Sequencing Questions with Google Forms](#)
[Password Protect Google Forms](#)

GMail

[Export & Edit Your Gmail Contacts in Bulk](#)

Google MyMaps

[MyMaps Helps site](#)
[20 ways Google MyMaps can enhance lessons in any class](#)
[Google's Geography Trivia Game → Smartypins](#)

Google Sheets

[“An Intro to Google Sheets”](#)
[Calculate how many days you have to work on a project](#)
[Make sure you are collecting real email addresses](#)
[Translate foreign languages](#)
[How to Rotate Text in Google Spreadsheets](#)
[To rotate your text vertically:](#)
[To customize the degree in which you want to rotate your text:](#)
[Say goodbye to duplicates \(in Sheets\)](#)
[Find Duplicates in Sheets](#)
[How to do text-to-columns in Google Spreadsheets](#)
[Creating Pixel Art Using a Google Sheets Template](#)
[Student Reading Log Template w/Sheets](#)
[Building a Table of Contents in Sheets](#)
[Create an Org Structure in Sheets](#)
[5 Apps Templates to use with Kindergarteners](#)
[How to Automatically Alternate Row/Column color in Sheets](#)
[How to Split Text into Columns](#)
[Insert Images into Sheets](#)
[Send Text Messages in Sheets](#)
[Dynamic Dropdown Menu's in Sheets](#)
[Use the Explore Button in Sheets](#)
[Merge Data into One Column](#)

[Clarify Your Charts Using Data Labels](#)

[copyDown Add-On for Sheets](#)

[Rotate text & border options in Sheets](#)

[Google Sites](#)

[The All New Google Sites \(help\)](#)

[Google Slides](#)

[An Intro to Google Slides](#)

[Activities to do with Slides](#)

[Google Slides Cheat Sheet](#)

[5 Apps Templates to use with Kindergarteners](#)

[Use the Explore Button in Slides](#)

[Free Templates for Slides](#)

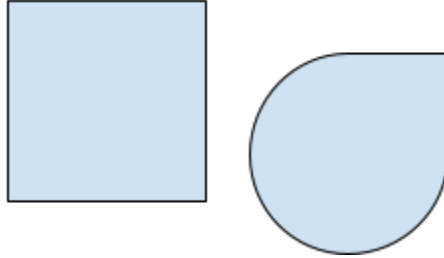
[Use your mouse as a laser pointer](#)

[Google Tour Creator](#)

✓ Find Out What Google Knows ... and Delete it! (TYCD R: Nov. 9, 21)

[Link](#)

This is a test



✓ Google [Fonts](#) website

✓ 12 tips for using Google Apps with young students

[LINK](#)

✓ List of Random Names

Generate a list of random names @ <http://listofrandomnames.com/>

✓ To find info about your Chrome OS

[LINK](#) Type chrome://system

✓ 16 Ideas for Student Projects using Google Docs, Slides, & Forms

[LINK](#)

✓ Chromebook Apps for Digital Storytelling

Check out this website → [click here](#)



Google Admin ✓



Google Calendar ✓

✓ How to Print Your Google Calendar

It only takes a few steps to print your Google Calendar. Whether you're on the go, or your cell phone battery is low, it's nice to have a hard copy of your calendar on hand. All you have to do is:

1. Go to the More dropdown in the top right.
2. Click print.
3. You'll have two options – print or save as .pdf.
4. You'll have multiple formatting options, including the orientation of the calendar (portrait or landscape).
5. You can show or not show events that you have declined.
6. You can choose black and white if you are printing in black and white, for better contrast.
7. Hit print or save as .pdf and you're done!

✓ [Reminders for Google Calendar on the web](#)

(click for the link)

✓ [Manage Your Personal Calendar In Sync With Your Team Calendar](#)

There is another way to achieve shared team visibility with less chance of confusion. It will keep everyone in sync with your personal events that they need to be aware of without all the congestion. When you make changes to the event it will be visible to everyone who needs to know without constantly sending them notifications. (click the title for the link)

✓ Event Merge

[Event Merge](#) combines the same event on multiple Google Calendars into one striped event. For instance, some of your appointments may be listed on both your personal and work calendar, which can make your calendar cluttered and distracting. With Event Merge, you can tell at a glance which separate events have been merged, making your calendar much more organized and clean.

[Click here to watch this video on YouTube.](#) ([Credit](#))

✓ 5 Things to Explore in Google Calendar

[LINK](#) - Alice Keeler with tips on Google Calendar



Google Chrome ✓

✓ Better Searches. Better Results.

This is a link to a poster you can print & display in your classroom (or post digitally) for you & your students to use when researching on the web. [Click here for the link.](#) Some nifty modifiers to type in your Google search box to refine your searches and get the best results.

✓ Chrome Browser ... Why Use It?

PDF giving 6 reasons why ... [click here](#)

✓ How to Back-Up Bookmarks in Chrome

Open Google **Chrome** and click on the Customize and Control Google **Chrome** menu > **Bookmarks** > **Bookmarks** manager (or press [CTRL] + [Shift] + [O]). Click on the Organize menu > **Export bookmarks** to HTML file: Choose a location to save the file and click on Save.

Google Extensions, Add-Ons, & Apps ✓

Extensions:

are extra features & functionality that show up to the right of your URL box.

Apps:

are like software you install

- easiest to find on your Chromebook by click on the magnifying glass on your keyboard

Add-Ons:

are from 3rd party developers that you can add on Google Docs, Sheets, & Forms to add additional functionality

- found when you are ***IN*** a Doc, Sheet, or Form - look for “Add-Ons” under your document title

[Click here](#)

for a doc that gives suggestions for & reasons why/how to use some pretty cool ones in Chrome.

Chrome Timer Extensions

[LINK](#)

QuickShare Screenshot

By Alice Keeler [LINK](#)

Save your screenshots instantly to Google Drive. A link to the screenshot is saved to your clipboard allowing you to quickly share. It will save into a folder in your Google Drive.

Toby Extension

[LINK](#) Try Toby, a Chrome extension that lets you drag and drop your tabs and organize them into neat visual lists. Toby’s interface is remarkably clean, simple, and easy to use. Here are four great features, plus an exciting new feature being released today.





Chromebook Shortcuts Reference Sheet

[\(credit\)](#)

Any items in **this purple** color are shortcuts I've added.

Google's Chromebook Help [website](#)

Ctrl+N	Open a new window
Ctrl+C	Select text to make a copy of
Ctrl+V	Paste selected text
Ctrl+X	Select text to cut (then use Ctrl+V to paste where you want it)
Ctrl+Z	To undo previous action
Click & hold on the square in the upper R corner; then slide -while holding- to the R or L, depending on your preference	To automatically create a ½ sized screen
Click, hold & drag a tab down & out of the browser	To separate the tab from your others; you can repeat the ½ sizing to have a split screen
Ctrl+Shift+N	Open a new window in incognito mode
Ctrl+Shift+ 	take a screenshot of selected area
Ctrl+ 	take a screenshot of entire screen
Ctrl+T	Open a new tab
Ctrl+O	Open a file in the browser
Ctrl+Shift+Q	Sign out of your Google Account on Chrome OS
Ctrl+W	Close the current tab
Ctrl+Shift+W	Close the current window
Highlight a word or phrase & then Ctrl+K	Inserts a hyperlink to the selected word/phrase
Ctrl+Shift+T	Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
Ctrl+1 through Ctrl+8	Go to the tab at the specified position in the window
Ctrl+9	Go to the last tab in the window
Alt+1 through Alt+8	Go to the window at the specified position
Alt+9	Go to the last window open
Ctrl+Tab	Go to the next tab in the window
Ctrl+Shift+Tab	Go to the previous tab in the window
Alt+Tab	Go to the next window you have open
Alt+Shift+Tab	Go to the previous window you have open

Click and hold the Back or Forward arrow in the browser toolbar	See your browsing history for the tab
Backspace , or press Alt and the left arrow	Go to previous page in your browsing history.
Shift+Backspace , or press Alt and the right arrow	Go to the next page in your browsing history.
Press Ctrl and click a link	Open the link in a new tab in the background
Press Ctrl+Shift and click a link	Open the link in a new tab and switch to the newly opened tab
Press Shift and click a link	Open the link in a new window
Drag a link to a tab	Open the link in the tab
Drag a link to a blank area on the tab strip	Open the link in a new tab
Type a URL in the address bar, then press Alt+Enter	Open the URL in a new tab
Press Esc while dragging a tab	Return the tab to its original position
Ctrl+Shift+L	Locks your screen

[Enroll Chrome devices](#)

This article is for [Chrome for Work and Education](#) administrators.

To enforce the policies you set in the Admin console on your Chrome devices, you need to enroll the devices in your domain. Each device you enroll adheres to the Chrome management policies you set in the Admin console until you wipe or recover the device.

Note: You must enroll a device before *any* user signs into it (including you as the administrator). If a user signs in first, your policies will not apply, and you must [wipe the device](#) to restart enrollment.


Manually enroll Chrome devices

1. Turn on the Chrome device and follow the onscreen instructions until you see the sign on screen. Don't sign in yet.
2. *Before* signing in to the Chrome device, press Ctrl+Alt+E to go to the enrollment screen.
3. Enter the username and password from your Google admin welcome letter, or the username and password for an existing Google Apps user on your account that has eligibility to enroll.
4. Note: You can control which users can enroll in your domain with the [Enrollment Permissions](#) user policy.
5. Click Enroll device. You'll receive a confirmation message that the device has been successfully enrolled.

Once enrolled, you can find the device in your Admin console by clicking Device management > Chrome devices.

Note: By default, devices are enrolled into the top-level organization for your domain. You can change where a device is enrolled with the [Device Enrollment](#) user policy.

[Wipe a Chrome Device](#)

1. Press Esc +  + Power. A yellow exclamation point (!) is displayed.
2. Press Ctrl + D to begin dev mode, then Enter. A red exclamation point is displayed.
3. Press Ctrl + D. The Chromebook deletes its local data, returning to its initial state. This takes approximately 15 minutes.
4. If [Forced re-enrollment](#) is enabled for the device, you'll see a note that developer mode is blocked. This shortens the wipe process, and still allows for re-enrollment when the device automatically reboots into verified mode.
5. When the transition completes, press the spacebar, then press Enter to return to verified mode.
6. [Enroll the Chromebook](#) before signing in to it.

To find info about your Chrome OS

[LINK](#) Type chrome://system

5 Ways to Stop your Chromebook Slowing Down

[LINK](#) → “Here are the tricks that ultimately fixed my Chromebook’s speed and made it like new again. Try them for yourself.”

To find info about your Chrome OS

[LINK](#) Type chrome://system



Google Classroom Cards To Get Started

Need an easy visual providing step-by-step instructions on the creation of Google Classroom? [Click here.](#)

✓ Set a Custom Grading Scale in Google Classroom

Google Classroom puts the default point value for assignments created at 100 points. But as we all know, not every assignment is out of 100 points. With a weighted grading system it is even more important to set correct grading scales for each and every assignment.

Today we will look at how easy it is to customize the point value for your assignments to fit your syllabus. If you forget to change the point value before assigning, don't worry! Any changes to point value will update existing grades and notify the students of the new assignment value.

[How To Video](#)

✓ Share to Classroom Extension

<http://googleforeducation.blogspot.com/2015/09/get-your-students-on-same-webpage.html>

Website explains how the extension works. Basically allows a teacher to force students (who are attached to a specific Google Classroom) to specific website instantly. The reverse is also true, a student can "push" a site back to the teacher.

✓ Schedule That Assignment

If there was any doubt as to if the Google Classroom team listens to teacher requests, today's new feature update proves that they do! Teachers have been clamoring for, and now can, scheduling Google Classroom assignments.

Check out the link below for step-by-step instructions.

http://alicekeeler.com/2016/05/03/google_classroom_schedule_assignment/

✓ List ALL Your Student Files

Alice Keeler provides 2 templates to see ALL student work done in Google Classroom. One way to separate each assignment out to its own tab; the other template (much further down in the blog) keeps all assignments on one tab which you can sort by student to see total # of assignments turned in. For the blog → [click here.](#)

✓ NEW! Guardian Contacts & Email options

Parent participation has a major impact on student learning. Today, we're launching a new feature in [Google Classroom](#) that will automatically share [summaries of student work with parents](#). Once invited by a teacher, parents and guardians can receive automated daily or weekly email summaries of student work and class announcements, making it easier to stay up-to-date on what's happening in the classroom. (For more ... [click here](#))

✓ 10 Google Classroom Time Savers

[LINK](#)

1. Find student work in Classroom by using Drive
2. Let students help by posting a question
3. Adjust notification settings (to get the right amount of email)
4. Use keyboard commands instead of the mouse
5. Open lots of student work at once with the CTRL key
6. Get notified of late student work w/a late work form
7. Get resources in Classroom quickly with the Share to Classroom extension
8. Connect other tools to Classroom quickly
9. Organize & sort your posts with topics
10. Reuse posts so you don't have to create them again from scratch

✓ 35 Awesome Apps that Integrate with Google Classroom

Did you know that Google Classroom plays well with others? Yep! Google is known for making their applications open to working with third-party applications, and Google Classroom is no exception. Are you using Google Classroom? I have put together a list of 35 Apps that Integrate with Google Classroom, making it even easier to create lessons and announcements with your favorite apps and resources. Last summer, Google opened the API for Google Classroom which means that other applications could connect or integrate more seamlessly with the platform. Translation: more goodies for you and your students! I wish everything connected to Google Classroom! But this is still a new option for developers, so it is not available through every application you use in your classroom. Expect this list of apps to grow a lot in 2016.

[LINK](#)

~~Private Comment as Assignment~~

[LINK](#)

~~For assignments posted in Google Classroom, students are able to leave the teacher a private comment. This is one of my favorite features because it gives students an opportunity to ask a question privately. Students are more likely to ask questions through a digital platform than they are in person. The private comment feature, however, does not have to be restricted to students asking questions.~~

 **Michael Fricano II**

Don't delete that classroom [LINK](#)

~~John Sowash~~

~~Free Google Classroom course~~ [LINK](#)



Force Others to Make a Copy of a Document

[\(credit\)](#)

Create your document and give it “View only” rights.

1. Click the blue “**Share**” button.
2. Click “**Copy Link**” then click “**Done**”.
3. Share this link in an email to your students. When you paste the link into the email, change the words “**edit?usp=sharing**” (or your text) at the end of the url to “**copy**”.
4. Send your email (or post it in the location where you direct people to grab the link). They will get a screen when they click the link asking them to make a copy. They will need to click “**Make a copy**”.
5. The document that opens up is their own copy (name will automatically change to be “Copy of ...”).

Find the Word Count in Your Google Doc with this Keyboard Shortcut

When it comes to editing a long document, any shortcut available is much welcomed to make you work faster. Locating your word count is an easy task to do and there are two ways to do it. The first option is to go to **Tools** in the menu bar and select **Word count**. A small window will appear that will list the amount of pages, words, characters, and characters excluding spaces. The second way to access this information is through the keyboard shortcut: Command + Shift + C (on a Mac) or CTRL + Shift + C (on a PC).

Using bookmarks in a document

Bookmarks are shortcuts to specific places within a document. They can be very useful when you need to make a table of contents, or when you want to jump from one part of a long document to another without scrolling.

Create a link to a bookmark

A bookmark is only useful when you can link to it. Here's how you can create a link to a bookmark:

1. Highlight the text you'd like to link from. You can also just click anywhere in your document to create a link there.
2. Click the Insert drop-down menu and select Link..., or click the link icon in the toolbar.
3. In the 'Edit Link' window, select the 'Bookmark' option to see the bookmarks you've created.
4. Click the bookmark you'd like to link to.
5. Click OK.

If you need to edit or remove the link, click it and the 'Go to link' window appears. In this window, you can see the bookmark you're linking to, and the Change and Remove links.

Create a bookmark in a document

To create a bookmark in your document, follow these steps:

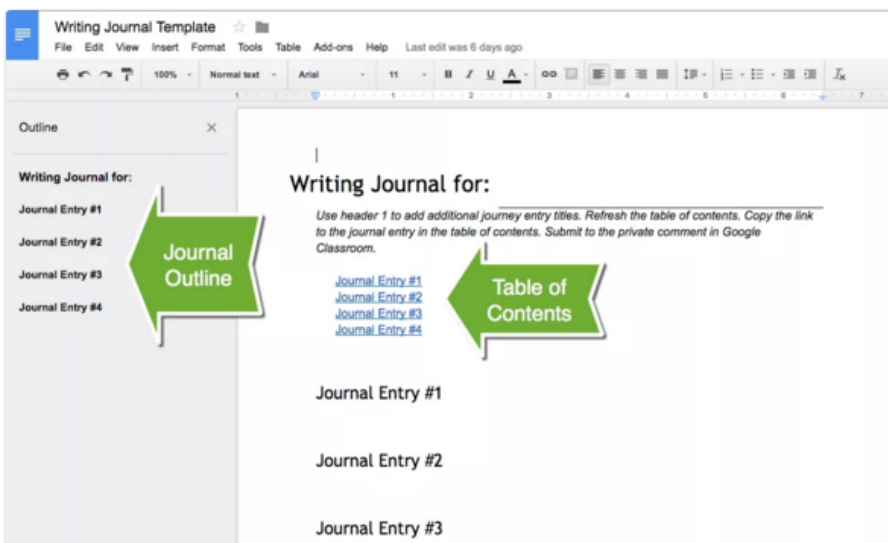
1. Click where you want to place the bookmark in your document.
2. Click the Insert drop-down menu.
3. Select Bookmark.

Restrict Viewing/Commenting in Docs to a Time Period

In the share setting, hover over a collaborator to reveal a clock icon ... choose how many days (or hours) the collaborator has access to the doc before it expires. - credit: Alice Keeler

[Creating a Writing Journal with Google Docs](#)

Taking advantage of the new outline tool in Google Docs by including headers within the document. This makes it easy to jump to the current journal entry of a student. Unlike the table of contents, the outline in the left margin of the screen updates automatically. **[This [link](#) is a template you can copy to create your own journal - once you've made a copy, customize it to fit your needs & the needs of your students].**



Adding Emoji's in Google Docs

Click on "Insert" then "Special Characters". From here you have a huge library of not just emoji's, but all kinds of special characters to add into your Google Doc. Enjoy!

Showing the Outline in Google Docs

To open the outline, click **Tools > Document outline**. The outline will open on the left.

HyperDocs

Seriously. [HyperDocs](#) = Google Docs on crack. No need to say more.

Interactive Checklists in Google Docs

First, begin by creating the checklist in Google Docs using the "**Bulleted list**" feature.

- Type out the items in the checklist, with one item per line.

- Select all the lines of items.
- Click the **down arrow** to the right of the “**Bulleted list**” icon in the top toolbar, and then choose the **checkbox option** from the pop-out menu.
- Alternately you can click “**Format**” in the top menu bar, then “**Lists**”, then “**Bulleted list**”, and then finally choose the **checkbox option**.
- This will place a checkbox at the start of each line in the list.

Now the student can mark off an items in the checklist as they complete them. This can be done by **changing a checkbox to a checkmark** at the start of any of the lines.

- **Left-click** one time on a checkbox, which will select the entire group of checkboxes.
- Now **left-click** one more time on the same checkbox, which will now just select the single checkbox you have clicked on.
- Now **right-click** on the same checkbox.
- This will pop up a window where you can **choose a new bullet** to replace the checkbox.
- Choose the **checkmark** icon.
- The empty checkbox will now be replaced with a checkbox, indicating the item has been completed.
- Repeat as needed for other checkboxes.
- [Credit](#)

Lesson Plan Tool for Google Docs

With Lesson Plan Tool for Docs enabled you can search for standards-aligned lesson plan resources within your Google Documents. To perform a search simply open the add-on then select a standard from the drop-down menu that appears on the right-hand side of your document. You can preview any of the resources that appear in the search by simply clicking on them and opening them in a new tab. When you find a resource that you like, you can click again to add it into your document. [Credit](#)

How to Email & Download a Google Doc as a PDF or Word Doc

Email a Google Doc as a PDF/Word doc:

- Head up to the **File menu** > scroll down to the “**Email as attachment**” option.
- In the “**Attach as**” dropdown menu, you’ll see that it defaults to PDF, but you can easily change this to a .docx Word document file, plain text, or a few other options if you prefer as well.
- Then just handle this like a regular email. Enter the person’s email address in the **To** field, give it a subject, and add a note if need be. You can also check the box at the bottom to send a copy to yourself.
- Then hit **Send**, and the converted file will be emailed to your recipient.

Download a Google Doc as a PDF/Word doc:

- Head back up to the **File** menu > choose the “**Download as**” item.
- You can choose a PDF or Word document in order to download the file in that format – again, you also have a few other options if any of those are of use to you.

[Click here to watch this video on YouTube.](#)

Use Google Docs to fill out PDF’s

- Move the PDF into Drive > double-click the file to preview it > click the “**Open with**” dropdown menu at the top.
- If you don’t already have DocHub installed, you need to click on “**Connect more apps.**” From here, search for DocHub and then install it. Once finished, go back to the same “**Open with**” dropdown, and this time select DocHub.

- When you open DocHub for the first time, it's going to ask permission to access your Drive. Click on Allow to proceed, and your file will open in DocHub shortly.
- The key to this app is that it allows you to draw text boxes anywhere you want on a PDF, which then just become fillable fields that you can type into as you like. You can slide these text boxes around and use the gridlines to assist you in positioning them.
- [LINK](#)

Use the Explore Button in Docs

[LINK](#)

makes researching and writing reports on the go a whole lot easier. Whether you're writing about mobile retail trends or planning your next team offsite, you'll get instant suggestions based on the content in your document

Transcribe Images Into Editable Docs

Google continues to blur the line between physical and digital. What used to only live on ink and paper can be edited right in your Drive. The OCR (Optical Character Recognition) feature in Google Drive can convert an image of a physical page of text into an editable Google Doc. I use this feature to make changes to recipes I find in cookbooks, but it can also be used for legal documents or school assignments, the possibilities are endless. [LINK](#) (Video is included)

Customize Docs Background

[LINK](#)

If you're looking to add some excitement to your Docs (and plenty of other sites), you need to check out this Chrome extension.

New & Improved Voice Commands

[LINK](#) - voice commands is already a powerful tool, but now you can change font color, highlight, insert comments, delete, and more ... just by telling Google!

Easy Way to Color Code & Organize Ideas in a Google Doc

[LINK](#) - use an add-on to highlight & organize notes in your doc



Google Drawing

Graphic Organizers in Google Drawings

[Link](#)

Graphic organizers are a powerful tools for language arts. Students can use them to plan an essay, compare and contrast characters, detail the sequence of a story, explore the meanings of a word, and much more.

There are many tools for creating and using graphic organizers, but one great option is Google Drawings. Some benefits include:

- Loads of ways to add images, shapes, connectors, text, and more
- Easy to collaborate with partners or for a whole class brainstorming activity
- Final product can be shared as is, or can be exported in several formats
- It's free!

Website contains a folder with roughly 40 templates which can be copied & kept/tailored for yourself.

Google Drawing Resources

[Link](#) Eric Curts, once again

5 Apps Templates to use with Kindergarteners

[Alice Keeler](#) shares 5 different templates ready-to go for tech skills for the littlest learners. (slides, sheets, & drawings)



Google Drive ✓

✓ Add a Google File to Multiple Folders in Drive

select doc/sheet/etc & hold down shift & z . The organization option will pop up & add to the desired folder.

[Credit](#)

✓ Set the Expiration Date on Your Google Drive, Docs, Sheets & Slides

[Click here to watch this video on YouTube](#)

Google Apps is a great tool to share many documents with both internal and external parties. In today's collaborative working world, it's natural to have many people accessing the same document, and with sharing rights, comes security concerns. When a document is shared externally, it's convenient to have certain features available that you as the owner can still control. These features include the ability to edit write and read access, and now, the ability to add an expiration date.

Over the [next two months](#), this feature will become available. As an owner or collaborator on the document, you will be able to set an expiration date for users with comment or view access only. You will not be able to add expiration dates for users that are already listed as owners or have edit access.

✓ How to Insert Special Characters in Google Docs, Slides and Drawings

[Click here to watch this video on YouTube](#)

Have you ever wanted to insert a special character but couldn't remember the name of the symbol? In Google Docs, Slides, and Drawings, here's a great way to jog your memory. In these apps, there's a trackpad you can use to draw the symbol. Sometimes all we can remember is what a symbol looks like, the names for symbols aren't always the most memorable, like the symbol ampersand. Watch the video above to learn how to use this trackpad.

~~How to Password Protect Your Google Drive Documents on Your iPhone~~

- ~~First, launch the Google Drive app from the home screen on your iPhone. This will work essentially the same way on your iPad.~~
- ~~Head to the **Settings menu** (the menu with three lines in the top-left corner) > **Passcode Lock**. Click the **slider** to turn this feature on.~~
- ~~Enter in your passcode. For extra security, we recommend making this a different passcode than what you use to unlock your phone.~~
- ~~Enter your passcode again to confirm it.~~
- ~~[credit](#)~~



Google Earth

[LINK](#) to Google Earth website

Google Earth Walks

[LINK](#) → During a Google Earth Walk, students engage in real-world problem solving as they work their way through a virtual tour on Google Earth. Each placemark offers an engaging, geotagged image as well as a compelling question, challenging students to apply what they've learned in the real world.



Google Forms

An Intro to Google Forms

by Sarah J. Kiefer [LINK](#)

Multiple Google Forms to One Spreadsheet

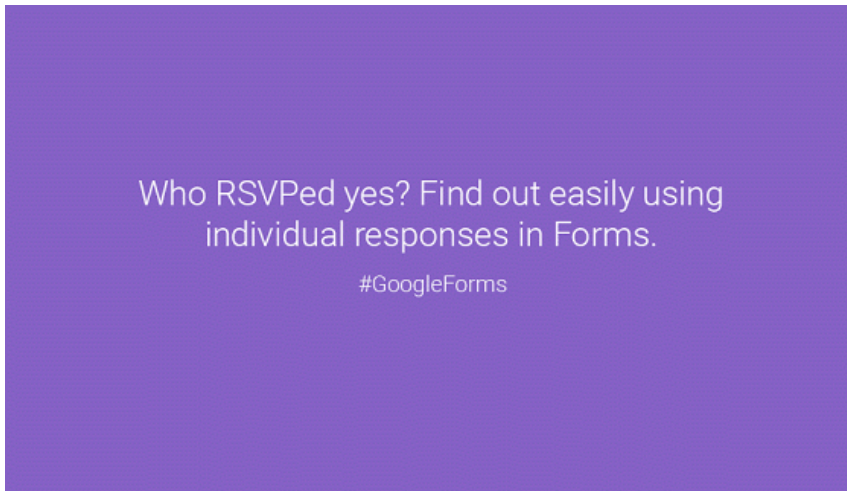
The magic of Google Forms is the ability to view all of your Form data in a spreadsheet. I use Google Forms a considerable amount in my classroom. Google Forms basically allows me to be paperless. Any data I need to collect, including student work, I utilize a Google Form. This means that I have multiple spreadsheets that I need to access when I need data. It would be nice if I could have all of my Google Forms data in one spreadsheet. (From Alice Keeler)

[Link](#)

Templates!

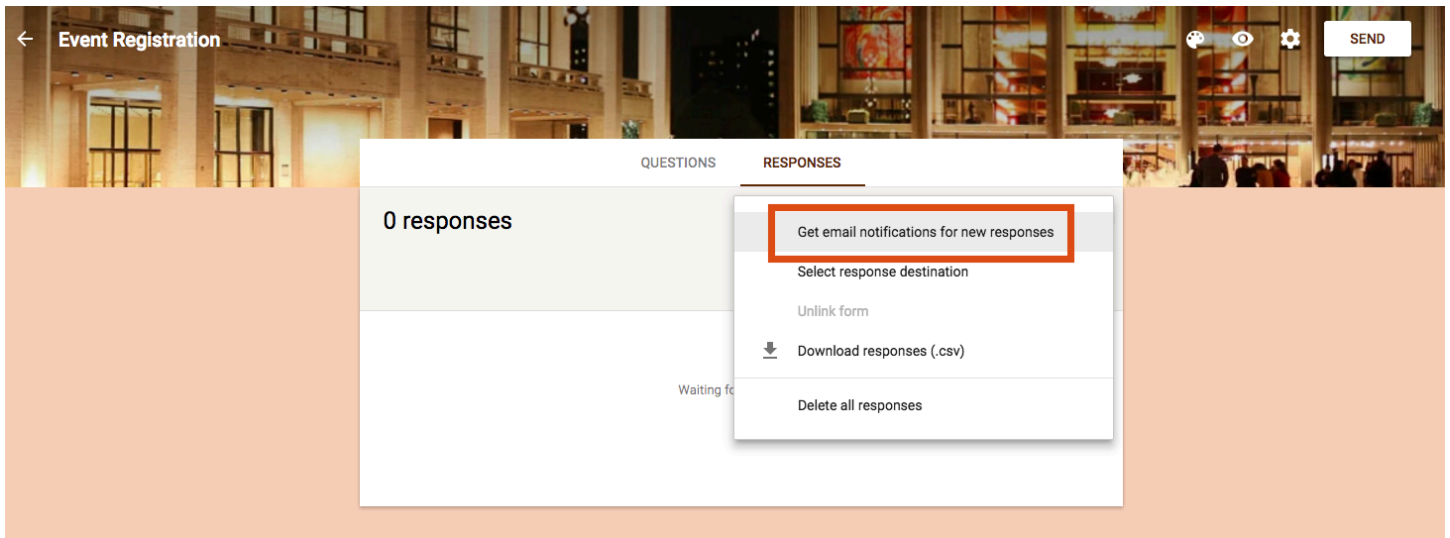
No need to start from scratch! There are now at least [20 templates](#) to choose from.

Track Survey Progress and Analyze the Results



How useful would it be to be able to see who's taken your survey and who hasn't? Now you can track a participant's progress on a form. There's even an option to send a reminder to fill out your form to those who haven't yet responded. Under the Response tab, you can see a summary of all responses, or drill down into individual responses.

Receive Notifications and Status Updates



Once you've created a form, it is easy to get distracted while you wait for answers to accumulate. Now you can request notification emails to be sent your way each time a participant completes your form. Hello, automation!

Restrict Access to Google Forms with These Two Options

[How-To Video](#)

Google Forms makes collecting information easy, but sometimes you don't want everyone to be able to fill out your form. Have you ever wanted to set restrictions on who could complete your Google Form? There are multiple ways of accomplishing this and the above video will walk you through two different options.

The first option allows you to set permissions and identify who can complete your form. Meaning, you can designate specific people you want to complete the form with the use of a student ID, for example. This is done by creating an expression in the responses spreadsheet. Once you've identified people you want to fill out your form, you can create an identification column. In the video, we've chosen to identify students through student ID numbers. After the IDs have been created and provided to the participants, you then can build a concatenate formula.

The second option is to password protect your Google Form. To do this, you will have to create two pages for your form. The first page will be a login in page where you can enable Data Validation and require an exact match. You will need to provide the password to your form participants. Once they login with the password, they will be granted access to the second page of your form where you can begin your questions.

To learn more about Google Forms, see this [list of articles](#).

Where to Locate and Download Google Form Add-ons

[Click here to watch this video on YouTube](#)

It's easy to find Chrome extensions, but what about Google Form Add-ons? Here's a quick video to help you locate Google Form Add-ons and begin downloading them.

- Create a new Google Form, or go to a Google Form you've already created.
- Once you're in Google Forms, click the **More** menu in the top right corner. Select **Add-ons**.
- A new window will appear where the Add-ons are listed. You can hover over each add-on to get a preview of what they do. To download an add-on, just click the "+ FREE" icon.

Forms Quiz Grading Feature

New → June, 2016 [Link](#)

Add Images to Q & A in Forms

[LINK](#)

If you want to insert images directly into questions or answers, you need to access your images from a different place. When you type out your question, click the image icon on the right side.

Adding images as multiple choice answers

- For example, let's say you have a question like, "Which of the following images do you think best represents our brand?" and you want your answers to all be images.
- Click into the first answer space, and then click the image icon on the right-hand side. Upload or select your image.

Choose Your Own Adventure Forms

Math style [link](#)

Social Studies - Plymouth Rock Activity [link](#)

“Smarter” Question Options

[LINK](#)

Let’s say you’re planning an all-day event at the office and need to know which day works best for your team. When you type “What days are you available next week?” Forms will intelligently determine that “Checkbox” is the ideal question type, and generate related response options that you can add one by one or all together.

Make Sequencing Questions with Google Forms

[LINK](#)

Use the directions to create a sequencing item in Google forms. How cool!!!

Password Protect Google Forms

[LINK](#) → One of the coolest features is the ability to set a password to block progress in any Form. All you need to do is create sections and add a question that requires a specific text, set of digits, or other combination to progress. Follow the steps below to start creating Password Protected Google Forms!

GMail

Export & Edit Your Gmail Contacts in Bulk

Gooru website w/video to explain how to...

[Website](#)



Google MyMaps

[MyMaps Helps site](#)

[20 ways Google MyMaps can enhance lessons in any class](#)

Maps touch practically every content area and grade level. There are 20 suggested uses for your classroom. [Click to watch a video](#)

MyMaps, a somewhat unnoticed app in the Google Apps suite, lets students create their own highly customized maps to share with others and display. (Teachers and schools can create them, too!)

YouTube → [“MyMaps: make, copy, edit pins, & get link to share”](#)

Google’s Geography Trivia Game → Smartypins

Information about it [HERE](#)

Link to play the game [HERE](#)

Video about MyMaps & Tour Creator [LINK](#)



“An Intro to Google Sheets”

by Sarah J. Kiefer [LINK](#)

Calculate how many days you have to work on a project

[\(credit\)](#)

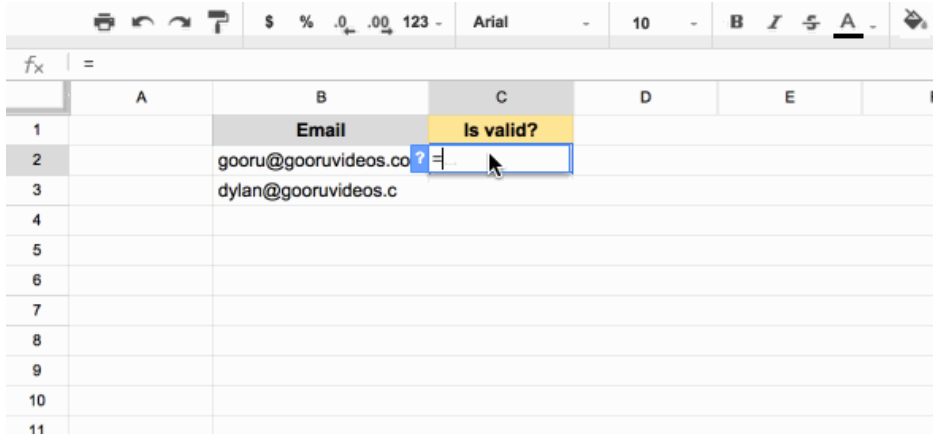
The screenshot shows a Google Sheets spreadsheet with the following data:

	A	B	C	D	E	F
1		Today	Due Date	Days until due		
2		7/31/2015	8/24/2015	=D		
3						
4						
5						
6						
7						
8						
9						
10						
11						

Using the **DATEDIF()** function you can calculate the number of days between two dates. I use this when I am assigned a due date on a project or I am trying to figure out how many days I will be out of office when planning a vacation. Just enter **DATEDIF()** and between the parentheses insert the start date, then the end date, followed by the unit of measurement (“D” for days, “M” for months, or “Y” for years) and voila!

Make sure you are collecting real email addresses

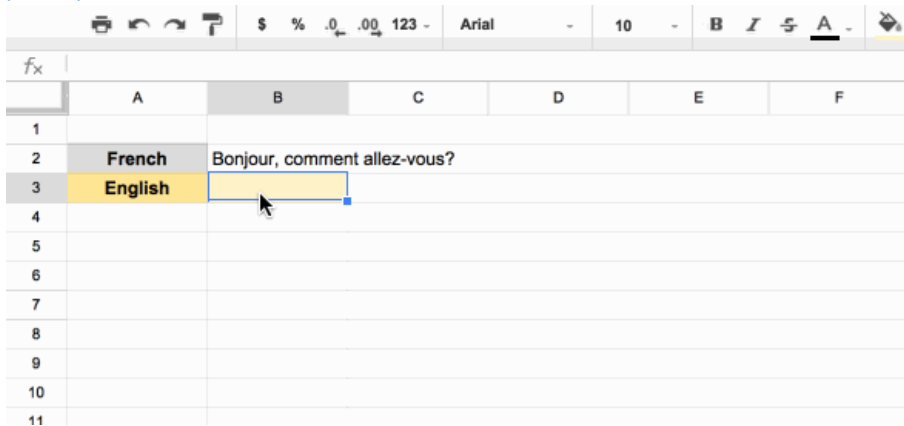
[\(credit\)](#)



If you send out forms to collect email addresses the first thing you need to check is if they are real email addresses. Depending on how many you collect, verifying each one manually can be extremely tedious. Cut out the busy work by using the **ISEMAIL()** function and inserting the email address between the parentheses.

Translate foreign languages

[\(credit\)](#)



I often receive emails or video comments from people all over the world. Not being multilingual it can be tricky to understand them all. By entering **GOOGLETRANSLATE()** and selecting the text I want to translate followed by its original language and then the language I wish to translate it into, I can use my spreadsheet as a virtual foreign language dictionary.

How to Rotate Text in Google Spreadsheets

[YouTube Video](#) [\(credit\)](#)

Fitting your text in your cells is a common challenge in a spreadsheet. There are easy fixes like adjusting the size of your columns or rows, but sometimes those adjustments can alter your spreadsheet view and the best option to make your text fit is to rotate it.

Have you ever tried searching for a rotate button in [Google Spreadsheets](#)? You won't have much luck finding an exact button, but there are workarounds you can use to rotate your text vertically and customize the degree you want to rotate your text. If you are working with a spreadsheet that stores a lot of data and requires filtering, then you may want to [insert an image instead](#). Check out the video above and read the text below to learn these workarounds for rotating text.

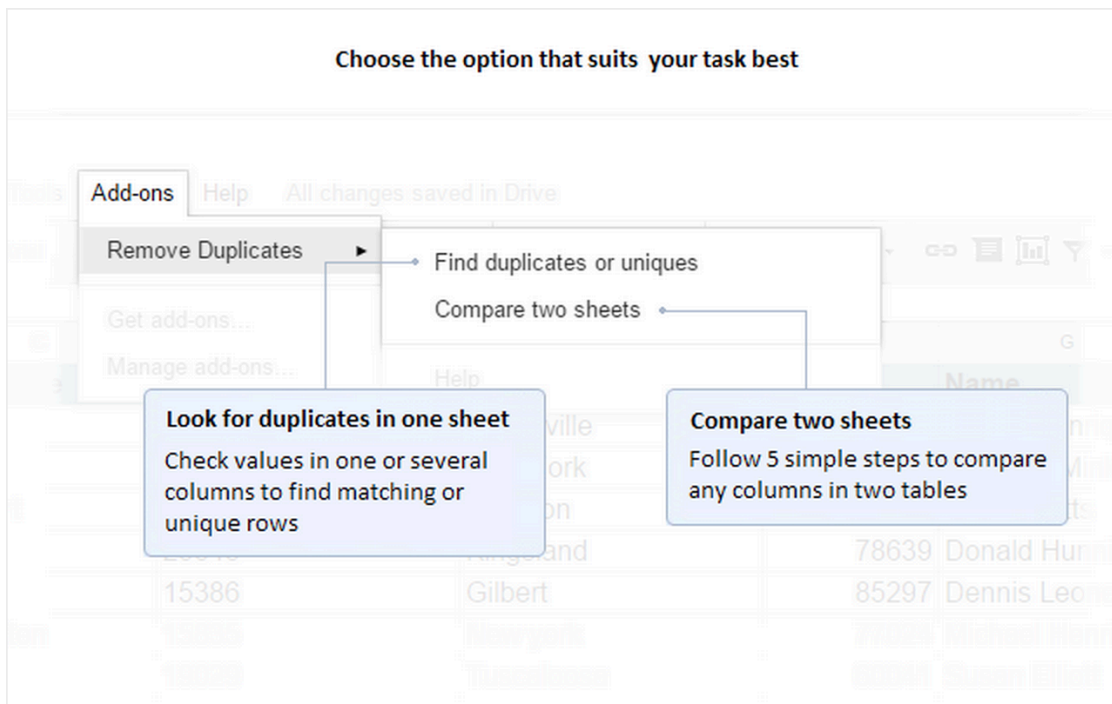
To rotate your text vertically:

- Find the text you want to rotate vertically.
- Replace the text in the cell with this formula: `=ARRAYFORMULA(CONCATENATE((MID("Text to become vertical", ROW(INDIRECT("YY1:YY"&LEN("Text to become vertical")),1)&CHAR(10))))`
- In the text between the quotation marks (Text to become vertical), replace the text you want to rotate inside those quotation marks. There are two instances in the formula.
- Hit Enter once you've typed out the text.
- Your text will display vertically.

To customize the degree in which you want to rotate your text:

- Find and copy the text you want to rotate.
- Select Insert.
- Click Drawing.
- An "Insert Drawing" window will appear.
- Select the text box icon and draw your text box.
- Paste the text you want to rotate into the text box.
- Adjust the sizing of the text box as needed.
- Hover your mouse over the top of the text box and wait until you see a plus sign "+." This symbol means that you are ready to rotate.
- Rotate the drawing to the degree that works for you.
- When you are done rotating, click Save and Close.
- Your drawing is now in your spreadsheet and you can move it around to where you need it to be.
- To make any adjustments to the text, rotation, color, or other features, select the drawing and find the drop down menu that appears once the drawing is selected.

Say goodbye to duplicates (in Sheets)



Duplicates are one of the most common issues in large spreadsheets. Finding them all and removing them can be tricky, even with the aid of formulas. **Remove Duplicates** ([website](#)) is the pain-free way to rid a Google Sheet of duplicate data in seconds.

Find Duplicates in Sheets

[Link](#) → use conditional formatting and plug in formula in conditional formatting Formula = `=countif($A:$A,A1)>1` where A is the column selected to look for duplicates.

How to do text-to-columns in Google Spreadsheets

[Click here to watch this video on YouTube](#)

Text can live in many places and thanks to copy/paste, text can be easily moved around from application to application. However, when it comes to lists and easy organization, pasting can become a little complicated. Pasting in Google Sheets can become especially difficult when you want to paste a list or text that you want to separate into different cells. The former solution to separating text was with a script, but Google announced this week that you can now [easily convert text to columns in Sheets](#) with new paste formatting options.

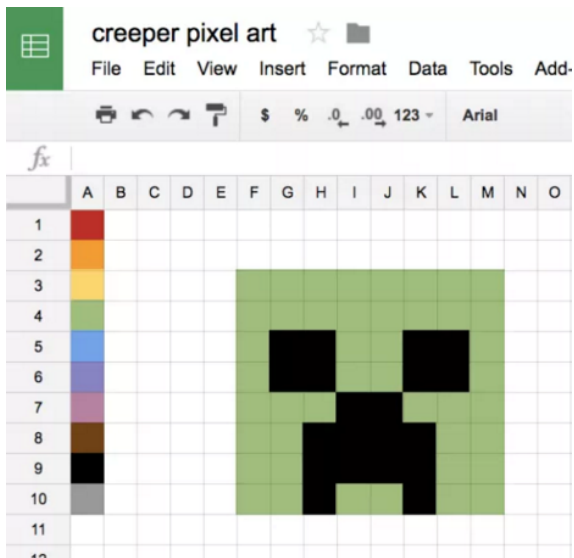
Watch the video demonstration above to learn more.

[Creating Pixel Art Using a Google Sheets Template](#)

On this [Alice Keeler](#) page, learn how to use Google Sheets to create a pretty cool drawing.

This activity is good for ALL ages. From TK to grade 12. Students can create pixel art of just about anything to

demonstrate their learning. Pixel art chemical bonds might be fun 😊 Students are not bound to the 10 colors in the conditional formatting. Review Alice's [previous blog post](#) on how to make pixel art from scratch.



Don't feel bound to stick to this color palate ... click on the purple blog posting to find out how to customize your palate.

["Conditional Formatting Pixel Art Template"](#) Ready for your use!

Student Reading Log Template w/Sheets

[Link](#)

Building a Table of Contents in Sheets

[Link](#)

Have you ever made a spreadsheet so large that you get lost in it? It is something that has happened to the best of us. While Google Sheets are a great format for recording and crunching data, they can be increasingly difficult to navigate the larger they get.

Wouldn't it be cool if you could create a table of contents that would link you to the specific tab you needed info from? Tables of contents are usually associated with books or large documents but they can also be implemented in Sheets to make finding info much quicker. Although this is not a Google feature, with this workaround you can add a table of contents to all your multi-page spreadsheets.

Create an Org Structure in Sheets

[Link](#)

Mapping out organizational structures is a time consuming process. Dragging and dropping each piece and then connecting them with the appropriate connector lines, who has time for that? That is why I use Google Sheets to automate the process.

After entering all the roles (in the correct format) in Google Sheets, you can turn them into an Org Chart with the chart creation tool. The chart will update dynamically as you modify the roles in the spreadsheet, so you don't need to worry about starting from scratch when things change.

5 Apps Templates to use with Kindergarteners

[Alice Keeler](#) shares 5 different templates ready-to go for tech skills for the littlest learners. (slides, sheets, & drawings)

How to Automatically Alternate Row/Column color in Sheets

[Link](#)

- In Google Sheets, head up to **Format** and click on **Conditional formatting**.
- Select **“Add new rule.”** Select the range using the “Apply to range” field, and then under the “Format cells if...” dropdown menu, select **“Custom formula is.”** Then, there are four basic rules you can create here to dictate how and where you’d like color applied to your sheet.
- To apply a color to all even rows, type **=ISEVEN(ROW())**. To apply the rule to odd rows, type **=ISODD(ROW())**. Click the paint bucket icon to change the color.

How to Split Text into Columns

In Google Sheets, paste your data into a column. You’ll see a little clipboard icon appear in the lower-right hand corner of your data. Click on that, and you will see the option to split the data into columns. Alternatively, if your data is already in your spreadsheet, head up to the Data menu > Split text to columns. [Click here for more](#)

Insert Images into Sheets

Using the =IMAGE Spreadsheet function allows us to insert an image inside a cell, using the image’s URL. This makes it really easy to insert images into a particular cell, and will get larger or smaller depending on the size of the cell (while maintaining the image’s aspect ratio).

There are actually several variations of this function that give you even more functionality:

- =IMAGE(“URL”) – image retains aspect ratio while increasing / decreasing the cell size
- =IMAGE(“URL”,2) – image stretches to fit all edges of the cell
- =IMAGE(“URL”,3) – image retains its original size
- =IMAGE(“URL”,4,50,50) – set the size of the image by replacing 50,50 with desired dimensions

[Click here to watch this video on YouTube.](#)

Send Text Messages in Sheets

[LINK](#)

Here’s an easy way to send out an invite or reminder for an event: Just enter in your attendees’ cell phone numbers into Google Sheets, and you can send text messages directly from Sheets. You can send them instantly or schedule them to send later. **(Only 5 Free -- MUST purchase if you want to do more)**

Dynamic Dropdown Menu’s in Sheets

[LINK](#) w/video

Sometimes when creating dropdown menus in Google Sheets we don't always know what the options should be. By using the UNIQUE function, we can create dropdown menus that automatically updated based on what users are entering. That way, we can choose items based on previous entries or add a new item that will automatically update our list.

Use the Explore Button in Sheets

[LINK](#)

help you decipher your data easily, whether you're new to spreadsheets or a formula pro. Just ask Explore – with words, not formulas – to get [answers](#) about your data

Merge Data into One Column

Alice Keeler [LINK](#)

Clarify Your Charts Using Data Labels

[LINK](#)

copyDown Add-On for Sheets

[LINK](#)

makes it possible to automate formula calculations in the same spreadsheet rows as your Google Form submissions.

Rotate text & border options in Sheets

[LINK](#)

You can now rotate text in sheets!!!! Yea! You can now rotate the text in a cell in Sheets (Format > Text rotation). This is especially useful when you need to fit long header names into thin columns, or when you simply want to fit more text on a single screen.

ALSO → You can now choose from several new border styles in Sheets, including various thicknesses and double borders, which are commonly used in financial statements like balance sheets (Toolbar > Borders > Border styles).



Google Sites

The All New Google Sites (help)

[LINK](#)



An Intro to Google Slides

[“An Intro to Google Slides”](#) by Sarah J. Kiefer

Activities to do with Slides

Eric Curts provides several activities to do with Slides. [Link](#)

Google Slides Cheat Sheet

[Shake-Up Learning sheet](#)

5 Apps Templates to use with Kindergarteners

[Alice Keeler](#) shares 5 different templates ready-to go for tech skills for the littlest learners. (slides, sheets, & drawings)

Use the Explore Button in Slides

[LINK](#)

dynamically generates design [suggestions](#), based on the content of your slide. Simply pick a recommendation and apply it with a single click – no cropping, resizing or reformatting required

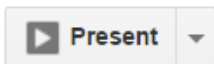
Free Templates for Slides

[Link](#)

Website → <http://www.slidescarnival.com/>

Use your mouse as a laser pointer

[Link](#) (with video)

In Google Slides, click on the  button in the top right corner and launch your presentation. Click on the laser pointer icon at the bottom of your screen.



You'll see immediately that your mouse's cursor is transformed into a laser pointer!

Google Tour Creator

Video about MyMaps & Tour Creator [LINK](#)