

# I have a chromebook.... NOW WHAT!?!



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# Creating Groups

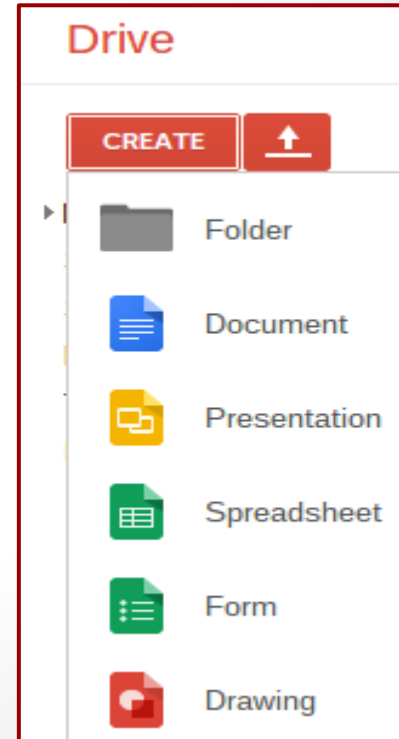
Creating groups can be used for emailing or sharing documents for your class.

Students can be in more than one group.

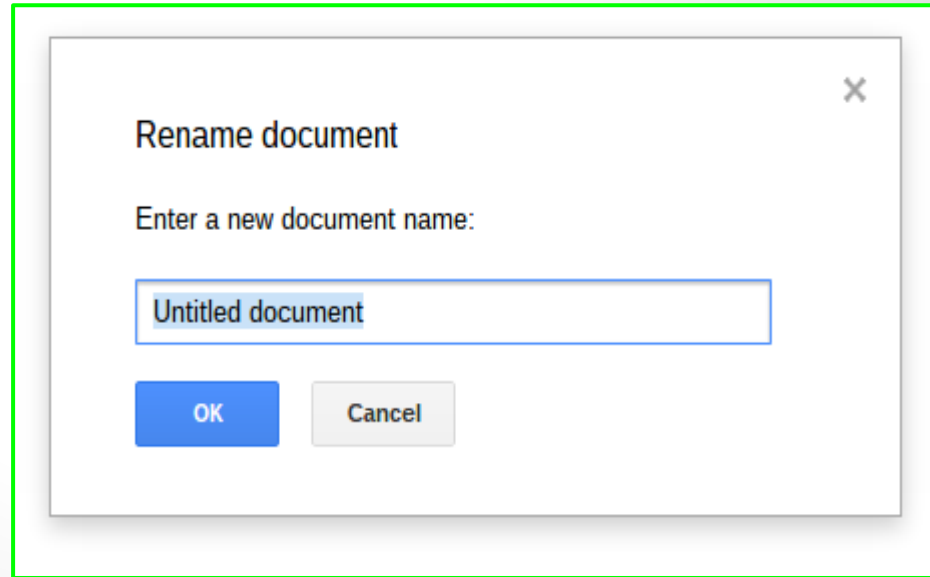
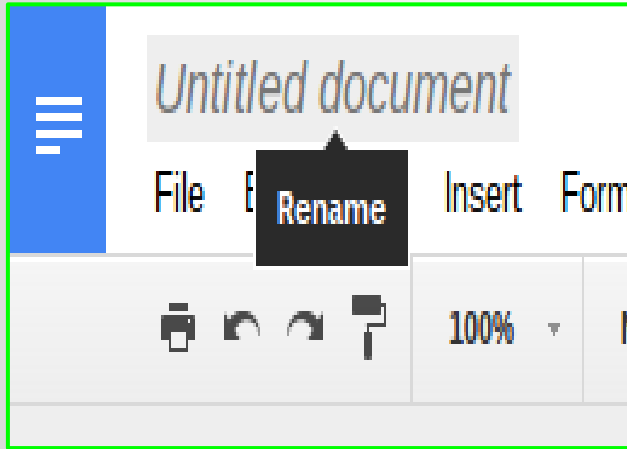
[Contact Video](#)

# Create a new Document

Step by step-



# Rename Document/ Save with New Name

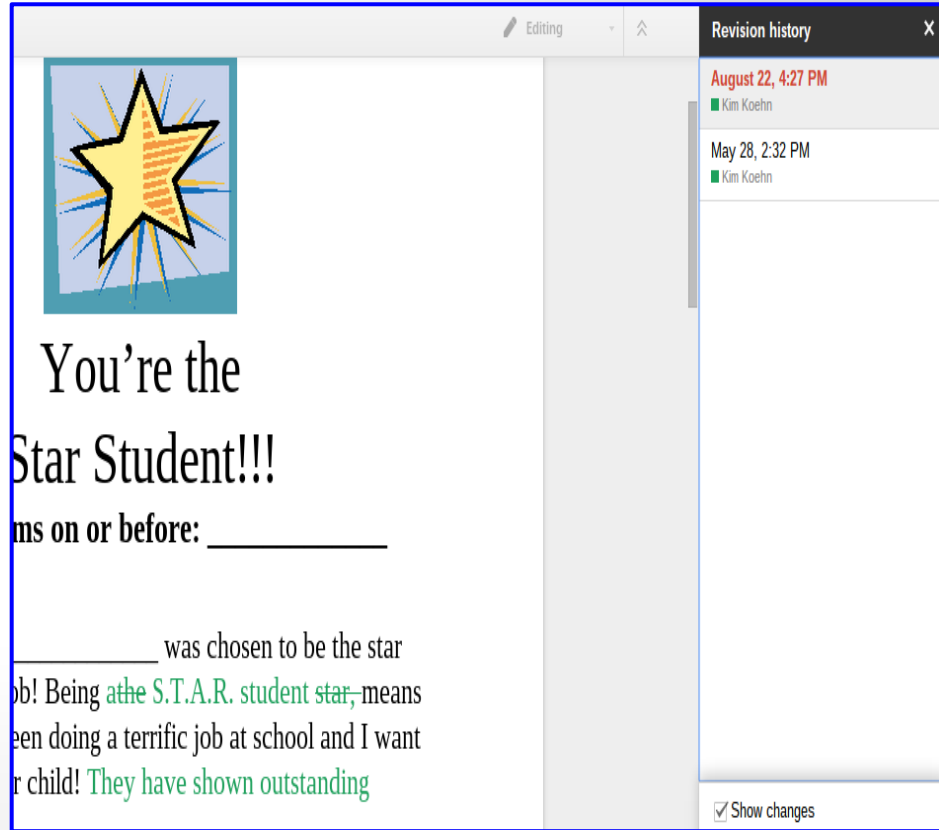
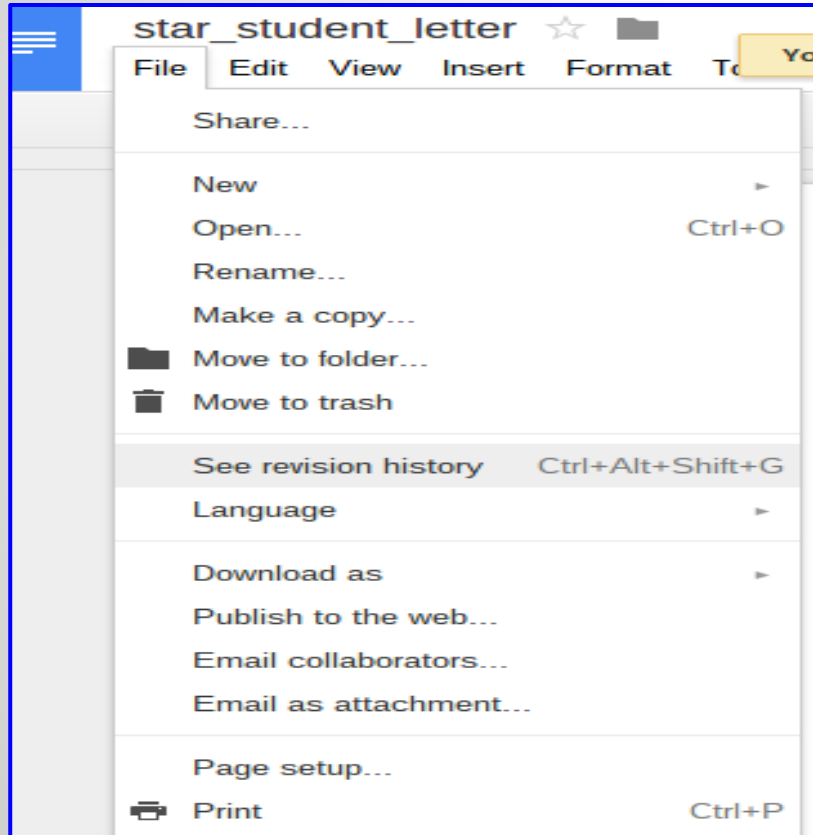


# Save an Email as as a Document

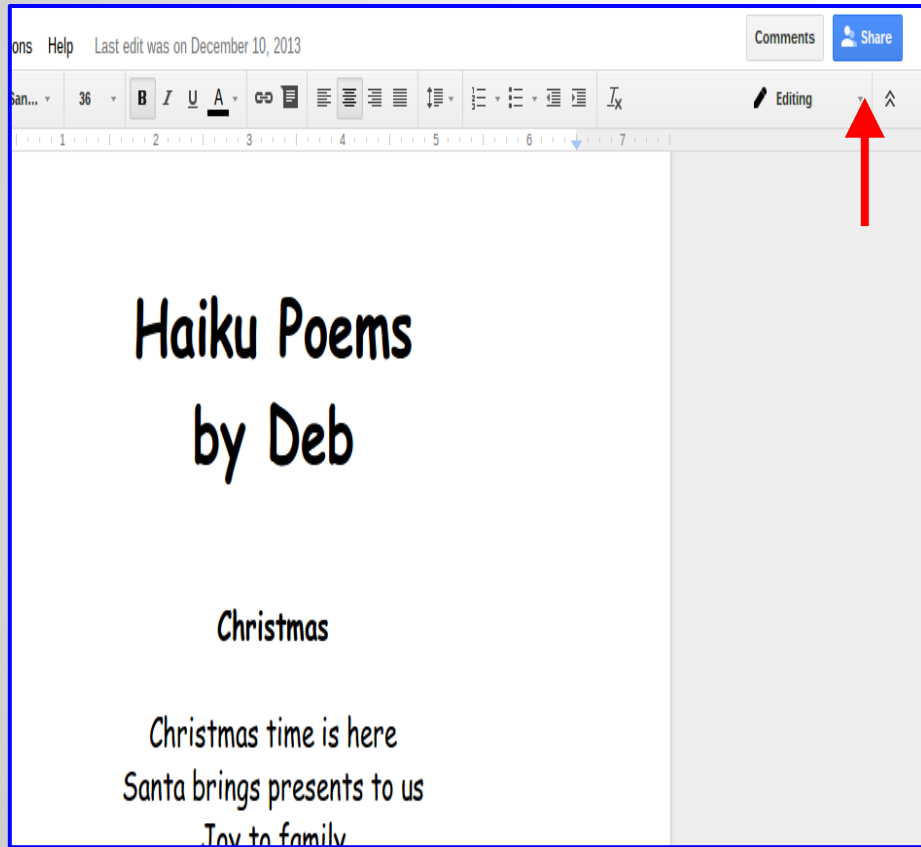
You can save an email as a document.

- This may be helpful when meeting minutes are sent through email.
- Open the document and choose Print
- When print options pop up, change the destination to google drive.

# Restore Previous Versions



# Share a Document with Group



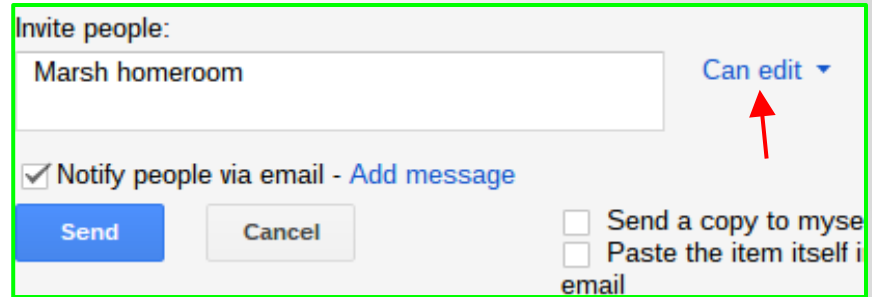
ons Help Last edit was on December 10, 2013

San... 36 B I U A [Icons] Editing

## Haiku Poems by Deb

Christmas

Christmas time is here  
Santa brings presents to us  
Joy to family



Invite people:

Marsh homeroom Can edit ▾

☒ Notify people via email - [Add message](#)

☐ Send a copy to myse  
☐ Paste the item itself i  
email

[Send](#) [Cancel](#)

- Can Edit
- Can Comment
- Can View

You do not always need to notify via email



# Share a Document with Instructions and Websites

- Create a document
- On the document, type instructions and embed the website

- Share document

**\*If you do not want students to edit original be sure to click “view only”**

Go to <http://worldbookonline.com/wb/Login?ed=wb>

Log in: school15

Password: apple23

Click student

Type in word you want to search

Pick the first article that comes up

Look at the table labeled, At A Glance

Fill out information

Click back button, look at pictures and watch a video if available.



CREATE



Folder



Document



Presentation



Spreadsheet



Form



Drawing

# Creating a Poster

- Create using “Drawing”
- Add text, using color and move text
- Insert images using the search feature

## Insert image

Upload

Take a snapshot

By URL

Google

pizza



Any type

Results shown are labeled for commercial reuse with modification. [Learn more](#)

Your albums

Google Drive

My Drive

Shared with me

Recent

Search



The image you highlighted was found by Google Image Search on this page:

[http://en.wikipedia.org/wiki/Bakino\\_stone](http://en.wikipedia.org/wiki/Bakino_stone)

Select

Cancel

Only select images that you have confirmed that you have the license to use.



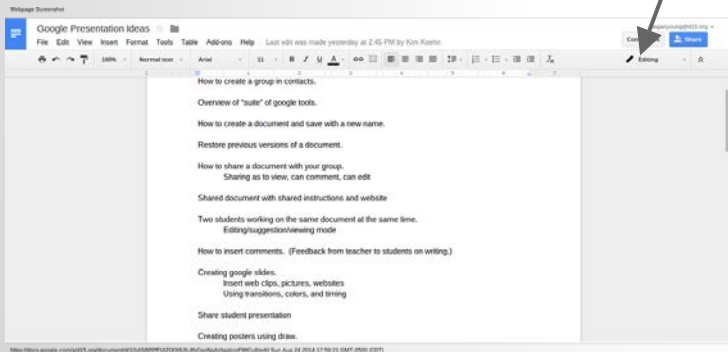


# Multi-Users on a Document

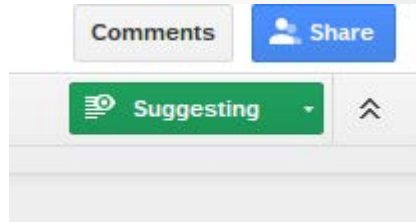
Two or more students  
can work on one  
document at the same  
time.

# Three different ways to share

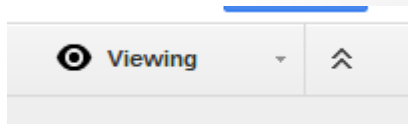
There are three ways they can work on a document.



This allows each party to make changes simultaneously.



Other users can make suggestions, but the originator of the document can accept or deny those suggestions.



Others may only view and read the document.



# Adding Comments to documents

It's Easy!

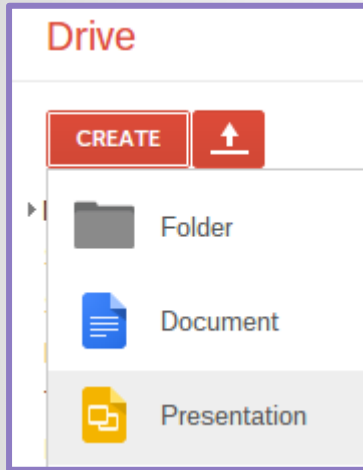
[Comment Video](#)

Use comments to  
remind yourself about  
information in a text.

Use them to  
communicate changes  
with your students.



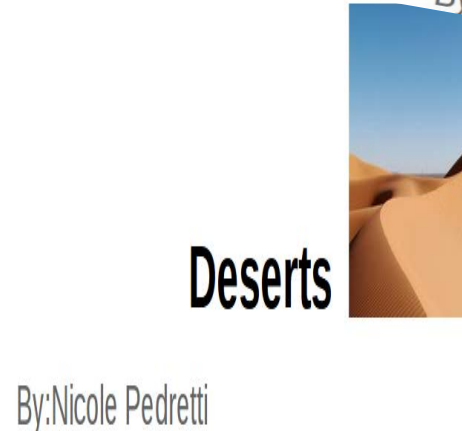
# Creating Google Slides



~Insert web clips, pictures, websites.

~Using transitions, colors, and timing.

# Samples-Student Presentations





# The wetlands

by Zach

# Define your wetland

- wetlands are places where the land is covered by shallow water. Marshes, ponds, and the edge of lakes and rivers.



# characteristics of a wetland

- frogs eat worms.
- each is are a type of worm.
- eals have a electric tails.
- otters are fast swimming animals.
- a trout is a fish that lives in wetlands.

# Otter

- my animals name is a otter.
- its from north america and south america.
- the color, skin, size it has whiskers, smooth body, shine, brown, tails, small ears.
- its home river banks.
- it eats fish, frogs and crayfish.
- its reproduce mammals.
- they can stay underwater for four min.

# plants

1. duck weed
2. cat tails

duck weed is a kind of plant that can be used for hiding spots for animals that are being hunted. A cat tail is a kind of plant that are used for fireworks.



# resources





# Don't Forget!

- \*Be sure to have students share the document with you so that it can be printed.
- \*Create folders to help organize documents.



# SymbalooEDU

It's Free!

It's Easy!

It keeps all your websites and bookmarks in  
once place!

You can link it to other social  
sites.

There is regular Symbaloo too!







<http://edu.symbaloo.com/> Thu Aug 28 2014 11:19:23 GMT-0500 (CDT)

You can search other's Symbaloos and add it to your Symbaloo home. Then you have their links too!

# Share a Symbaloo with your class!

You can share a symbaloo with your class. They can use the links on the symbaloo, but not change it!

If you want to learn how....ask me (Megan) and I'll walk you through it!





# Google “Free” App-Classroom



STREAM

STUDENTS

ABOUT

## UPCOMING ASSIGNMENTS

DUE AUG 28

Math

## CLASS CODE

Students can join the class  
with this code:

8h5n27

Share with your class...



Announcement



Assignment

ASSIGNMENT Aug 23

DUE AUG 28



## Math

Math Curse (video)

0

DONE

0

NOT DONE

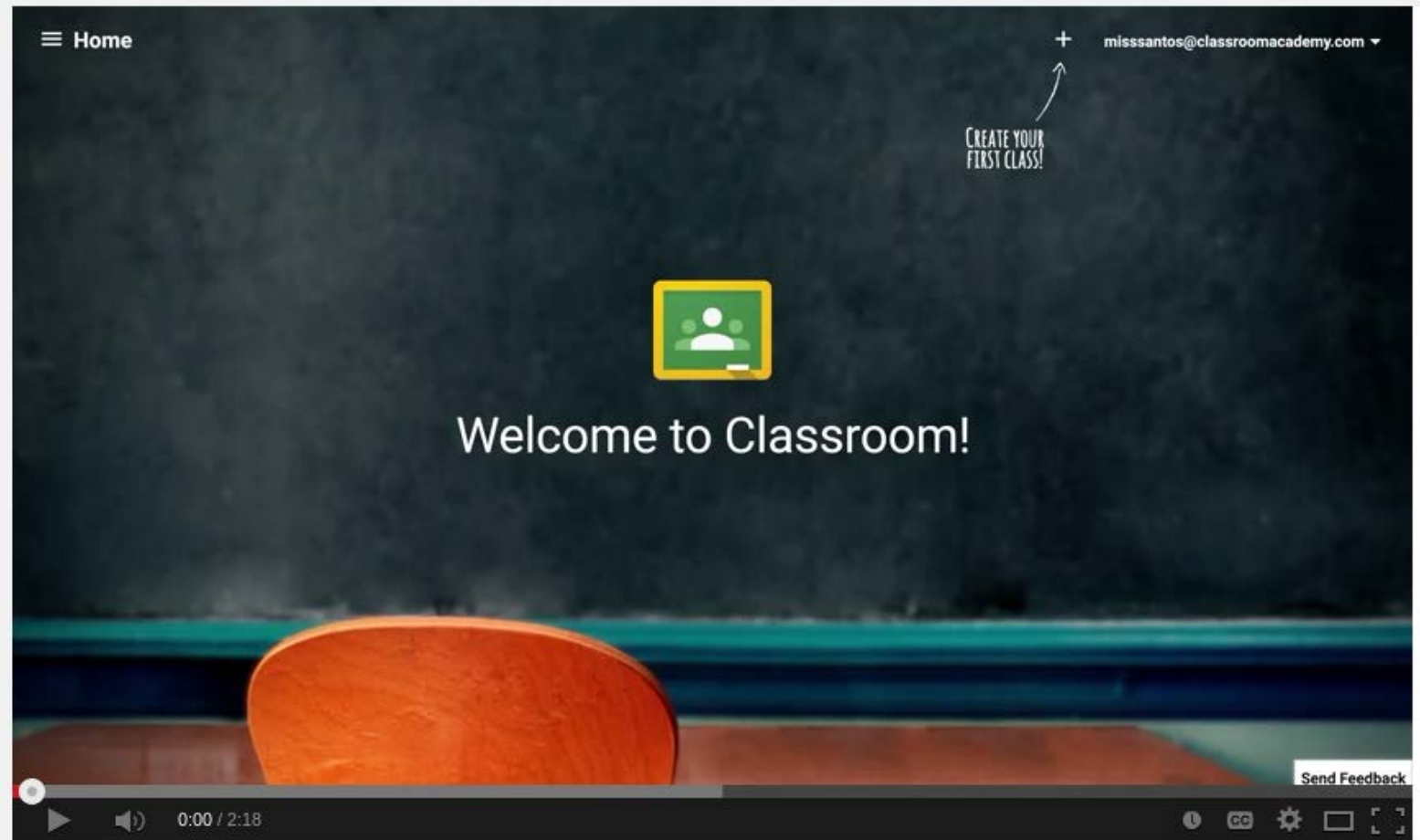


Math Curse HD 720p

YouTube video 5 minutes

Send Feedback

[http://youtu.be/K26iyyQMp\\_g](http://youtu.be/K26iyyQMp_g)



# Google Drive Cheat Sheet

makeuseof



(If you use a Mac, use Command key instead of Ctrl, and the option key for Alt)

## Selection

j	navigate to and highlight next item
k	navigate to and highlight previous item
x	toggle selection of highlighted item
Shift + a	select all
Shift + n	select none

## Create New

Shift + t	create a new text document
Shift + s	create a new spreadsheet
Shift + p	create a new presentation
Shift + d	create a new drawing
Shift + c	create a new collection

## Menus

c	display create new menu
u	display upload menu
a	display actions menu
r	display sort menu
v	display view menu

## Actions

s	star/unstar
.	share
z	organize

## Applications

/	go to search box
d	toggle details pane
?	display keyboard shortcuts

## Useful Browser Extensions

<b>Gmail Attachments To Drive</b> (Chrome)	Save Gmail attachments directly to Google Drive from the attachment list itself with a newly added Save To Drive link.
<a href="http://bit.ly/J6isN9">http://bit.ly/J6isN9</a>	

## Useful tips and tricks

1. Use the "Send To" from right-click Menu (Win):

Copy this line: `%APPDATA%/Microsoft/Windows/SendTo`, paste it into the Windows Explorer's address bar, hit **Enter**, right-click the Google Drive folder in your favorites,

# **Any Questions?**

Thank You!