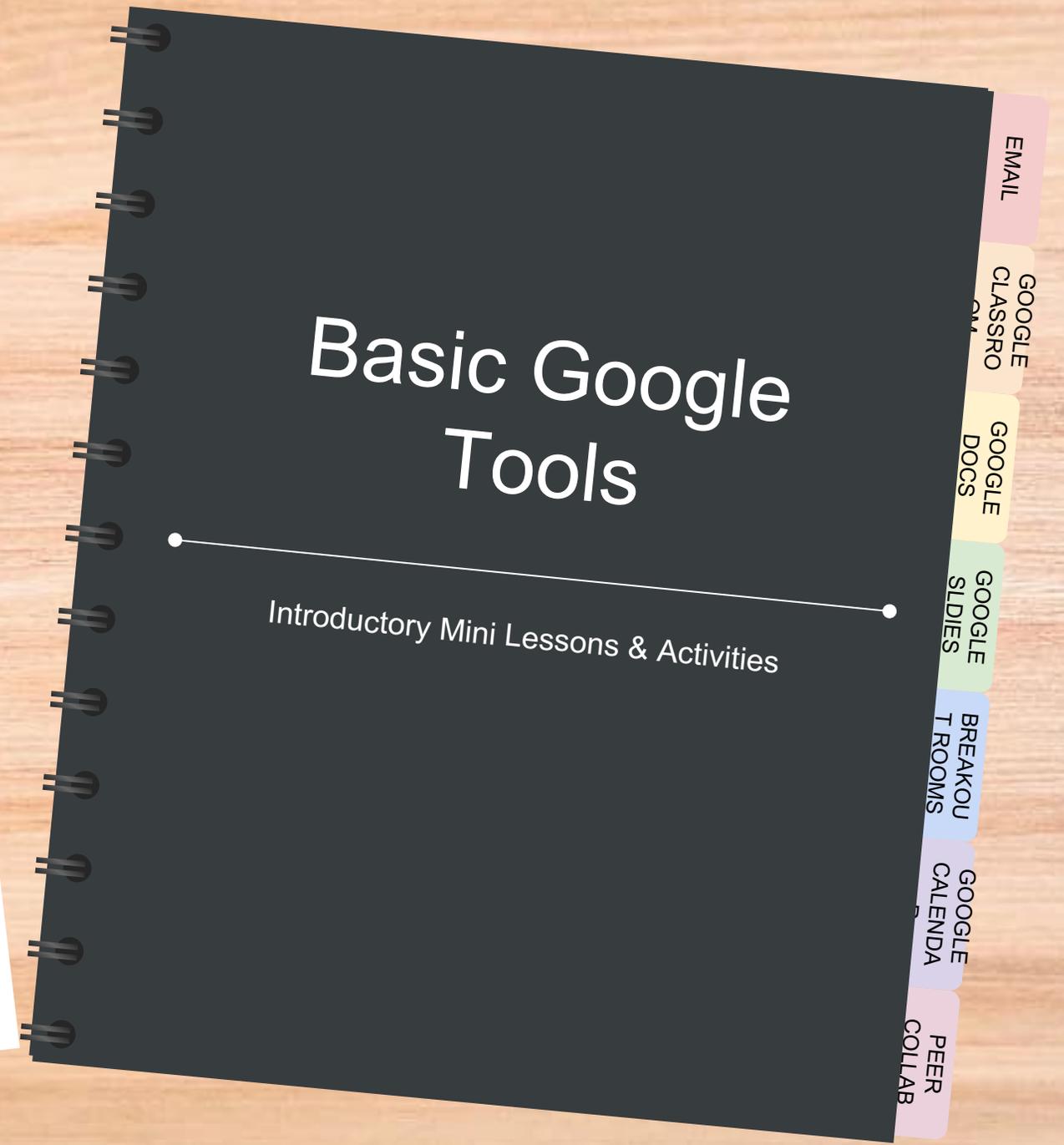


Take notes to help
you remember!



Basic Google Tools

Introductory Mini Lessons & Activities

EMAIL

GOOGLE
CLASSROOM

GOOGLE
DOCS

GOOGLE
SLIDES

BREAKOUT
ROOMS

GOOGLE
CALENDAR

PEER
COLLAB

Basic Google Tools

To ensure all students have a basic understanding of common Google tools, these mini-lessons with activities can be inserted and adapted for your classes.

Each Google Tool tab includes:

A Teacher Mini-Lesson

- Introduction of the What and When
- Walk through with suggested elements to highlight and video sample

A Student Practice

- Short activity that can be done post mini-lesson, in synchronous or asynchronous time

EMAIL | Intro

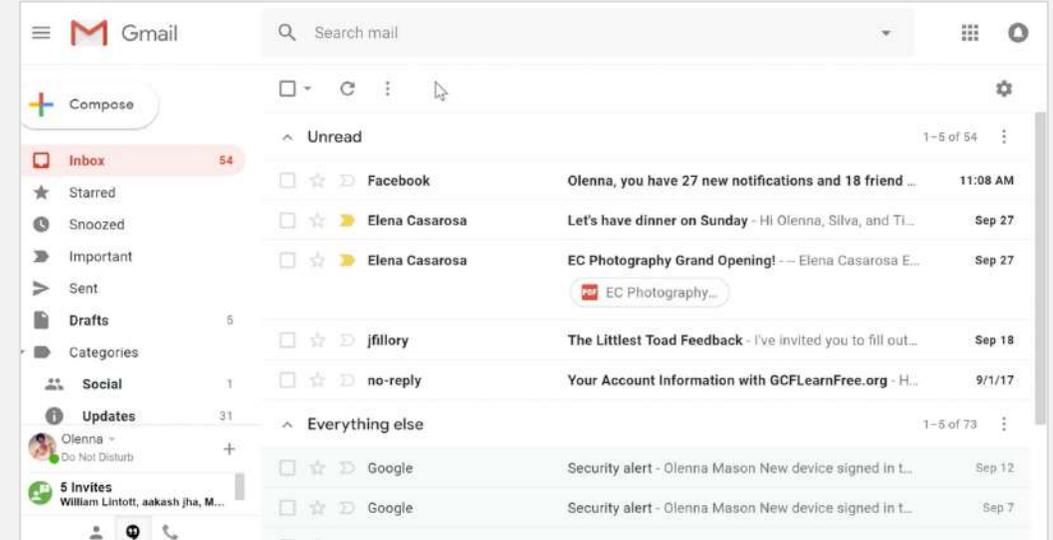
When do people use email?

Email, short for “electronic mail”, is a quick and easy way to send and receive messages with one or more people at once.

People use email to write things like:

- Business Memos or Announcements
- Formals letters
- Personal Letters
- Send attachments like documents, photos and videos

And more!



Gmail Inbox

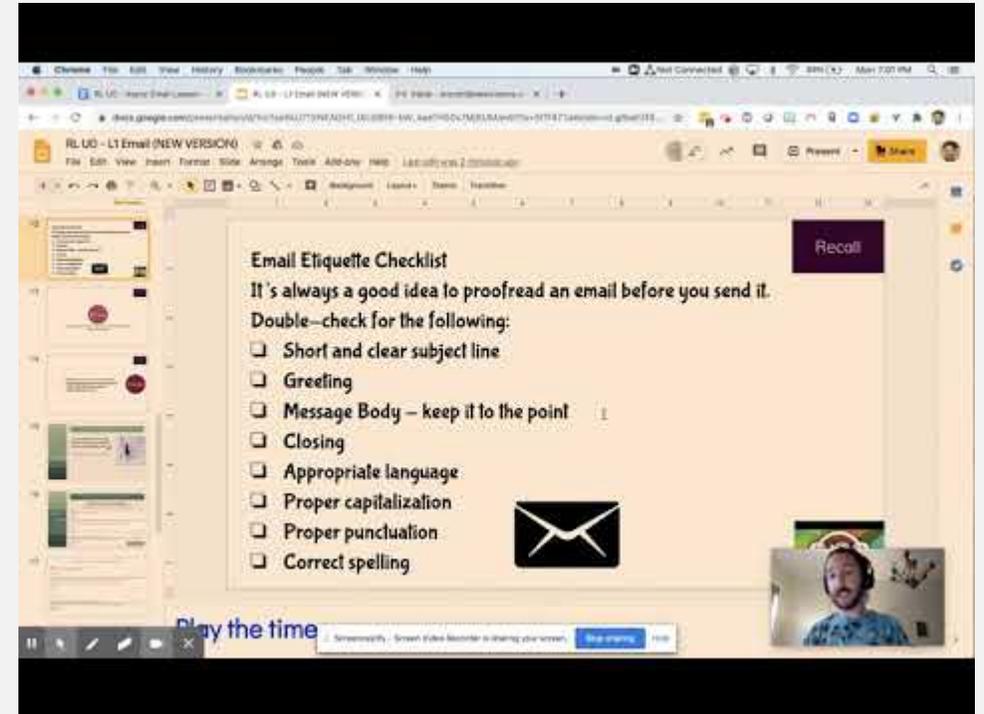
EMAIL | Walk through

Follow along as I walk you through some basics of email through Gmail.

Here are a few things you will see:

- How to login into your Gmail
- Composing an email
- Using appropriate language, capitalization, punctuation and correct spelling
- Sending an email

Then, you are going to practice using email in an activity.



[How to Email](#)

EMAIL | Practice

Now, it's your turn!

You will be using email to respond to your teacher's message in Gmail.

Login into your Gmail and look for the subject line "Mission Impossible". Read your teacher's instructions and click on the [video link in blue](#).

Your email reply should identify what you thought was the most important information in the video.



Subject line: Mission Impossible



Greetings, Agent 0,

So glad you could make contact. Your last mission was a great success and we are pleased to know that you came out clear and your cover is still in place. Well done!

CIA HQ is contacting you now because the President needs you for a highly classified, deep cover mission. This mission, should you choose to accept it, will involve attention to detail and some deep thinking. These skills will be vital to the completion of your mission.

In order to ensure your safety and success, **please do the following in this order:**

1. Watch this short video - click this link - <https://youtu.be/NuzKN7f08Is>
2. Identify the most important information in the video
3. Respond directly to this email with your chosen important information

We are depending on you to save the world with this mission, but know that you are not alone. We are standing by with back-up and a team to assist you at all times. Agent 0, get back home safely.

Sincerely,

CIA HQ

GOOGLE CLASSROOM

| Intro

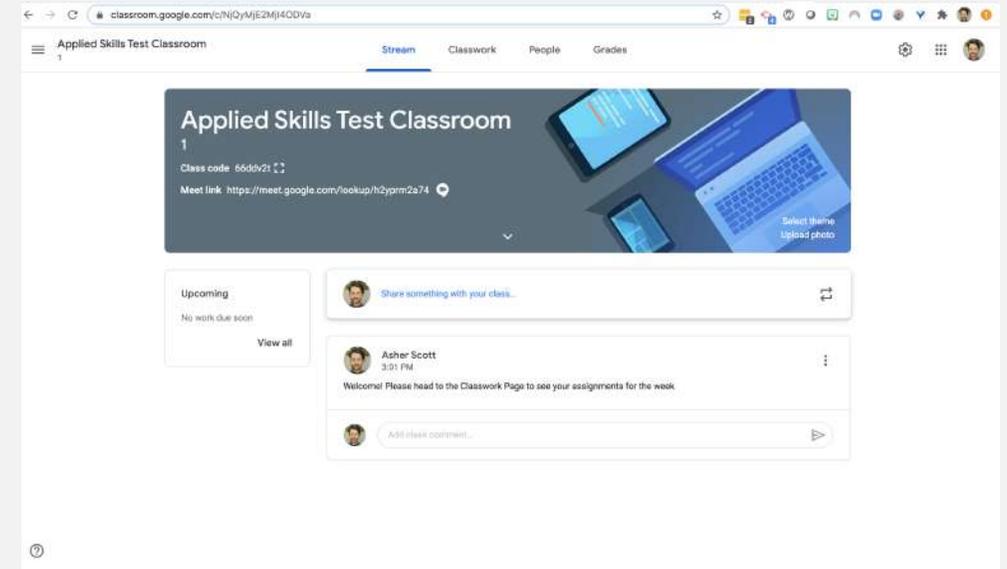
When do people use Google Classroom?

Google Classroom is a learning management system that helps teachers to distribute, collect, and grade assignments.

Students use Google Classroom to:

- Access their Classwork
- Read announcements from their teachers
- Receive feedback on their assignments from their teachers

And more!



Google Classroom

GOOGLE CLASSROOM

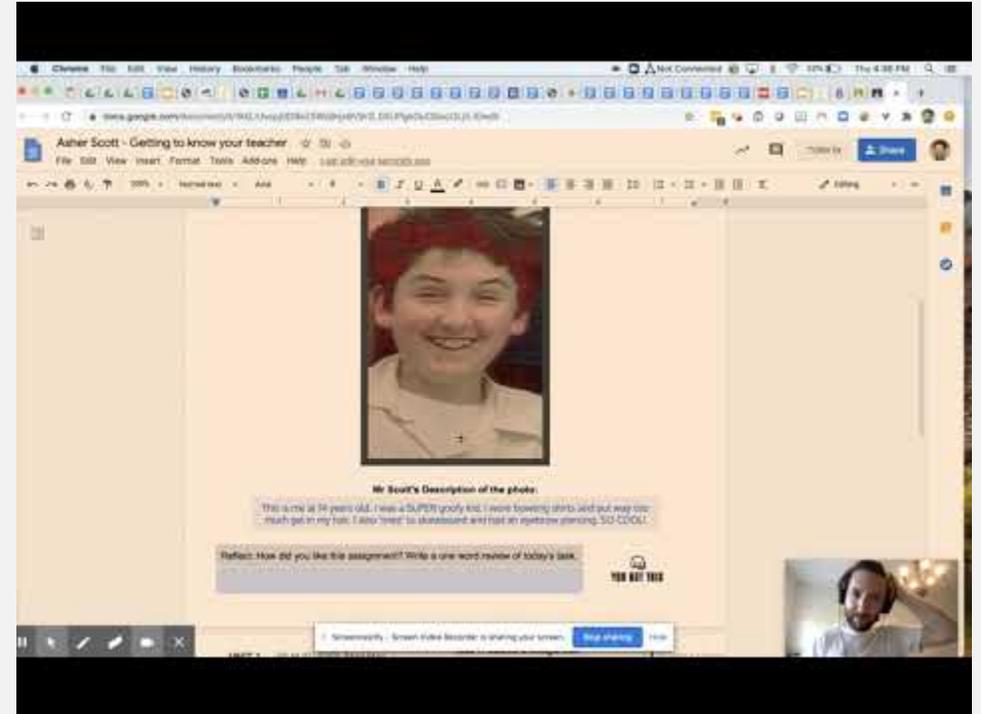
Walk through

Follow along as I walk you through some basics of Google Classroom.

Here are a few things you will see:

- How to login to your Google Classrooms
- How to access the stream
- How to access an assignment on your classwork page
- How to turn an assignment for your teacher to see

Then, you are going to practice using Google Classroom in an activity.



[How to use Google Classroom](#)

GOOGLE CLASSROOM

| Practice

Now, it's your turn!

You will be using Google Classroom to complete an assignment for your teacher.

Once you have logged into your Classroom, head to the Classwork page to see your assignment.

Write a title for the photo and a question for your teacher. Be sure to hit the 'Turn in' button when you're done!

Google Classroom Checklist

- Open a tab in your browser
- Make sure you are logged into your student account
- Click the grid on the top right to find the Classroom icon. Click the icon
- Join your Google Classroom (email your teacher if you have issues here!)
- Find the Classwork page
- Click on your assignment to access the task
- Use Spell Check when writing
- Turn in your work!

[Google Classroom Assignment Example](#)

GOOGLE DOCS | Intro

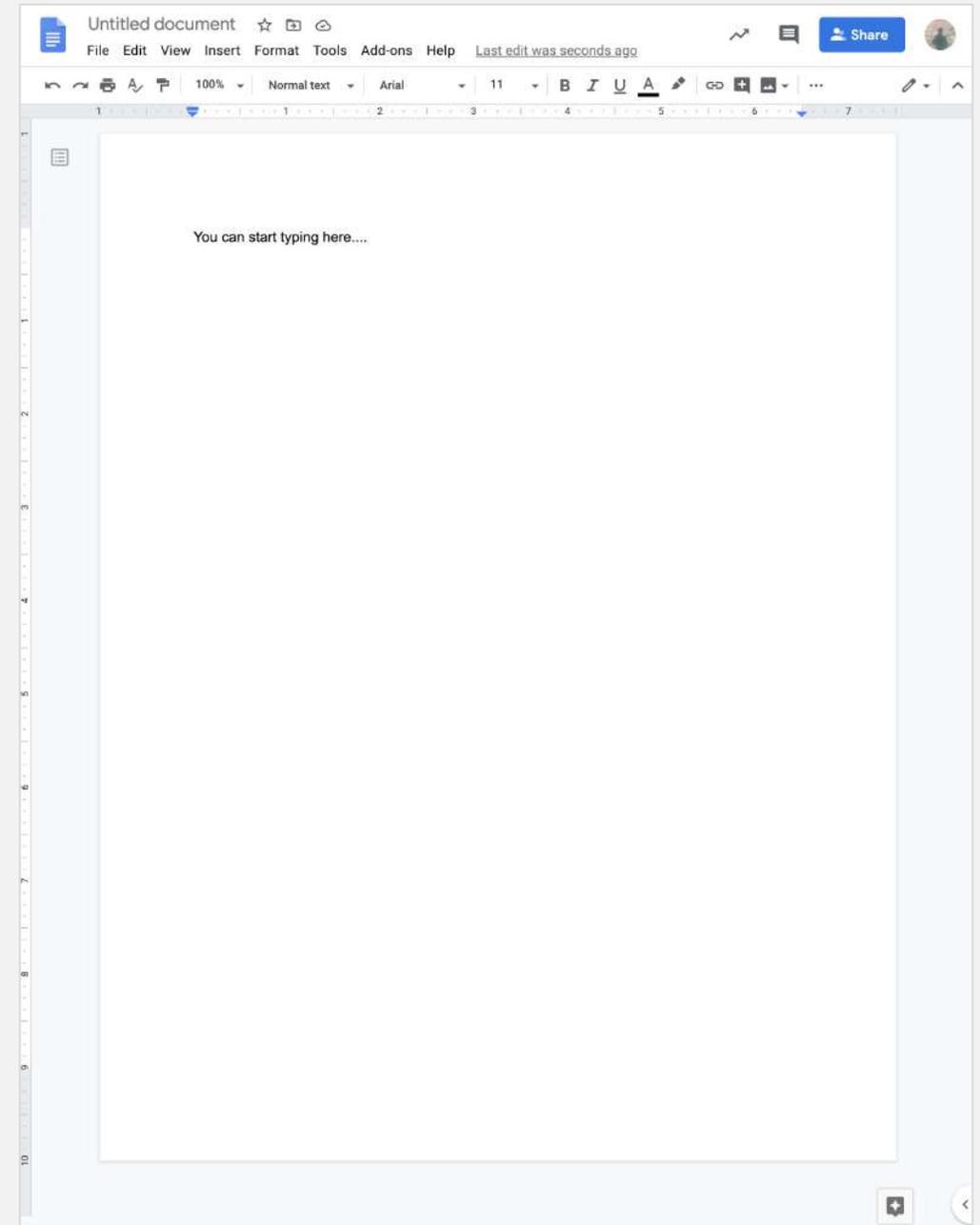
When do people use Google Docs?

Google Docs is an online word processor that lets you create and format documents and work with other people.

People use Google Docs to write things like:

- Letters
- Essays
- Lists
- Speeches
- Memos
- Articles

And more!



Google Doc

GOOGLE DOCS | Walk

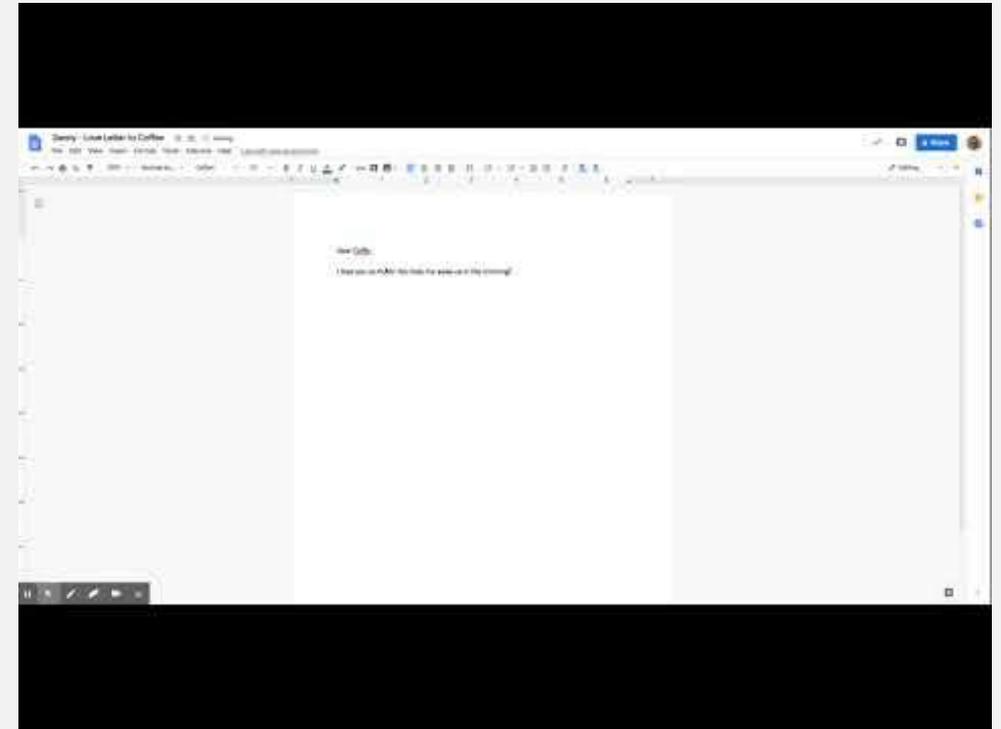
through

Follow along as I walk you through some basics of Google Docs.

Here are a few things you will see:

- How to open up Google Docs and title
- Choosing a font and font size
- Using the toolbar to highlight, bold, align what you type
- How to copy and paste text
- Using Spell Check

Then, you are going to practice using Google Docs in an activity.



[Navigating Google Docs](#)

GOOGLE DOCS |

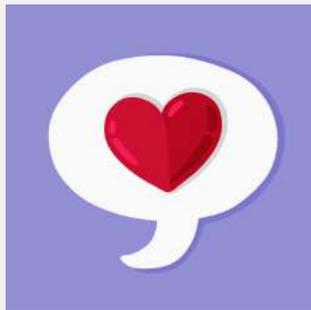
Practice

Now, it's your turn!

You will be using Google Docs to write a love message to your favorite object OR person.

In Google Classroom, go to assignments and open up "Introduction to Google Docs". It will ask you to make your own copy, click Yes.

Your love message should be 2-3 sentences and you can use the checklist to guide you.



Google Doc Love Message Checklist

- Open up the Google Doc and title it with your **Name - Love Message to__**
- Choose a non-cursive font and font size **12**.
- Address who you are writing to: "**Dear__**"
- Write your 2-3 sentence love message and end it with "**Lovingly yours, your name**"
- Use the toolbar to **bold** your opening
- Use the toolbar to **highlight** your name in the closing
- Use Spell Check

[Google Doc Love Message Example](#)

GOOGLE SLIDES |

Intro

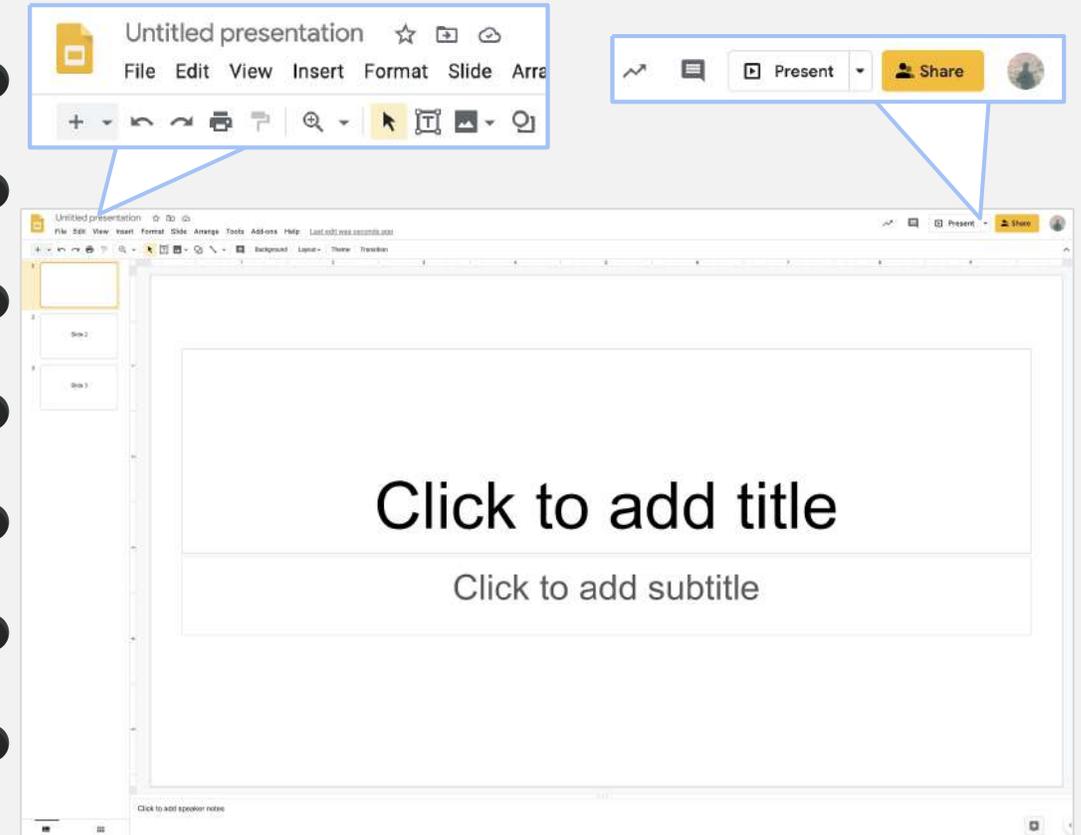
When do people use Google Slides?

Google Slides is an online presentation app that lets you create and format presentations, like this lesson, and work with other people.

People use Google Slides for:

- Teaching lessons
- Business presentations
- Art show presentations
- Speeches
- Lectures like **TED** TALKS
- Photo slideshows

And more!



Google Slide

GOOGLE SLIDES |

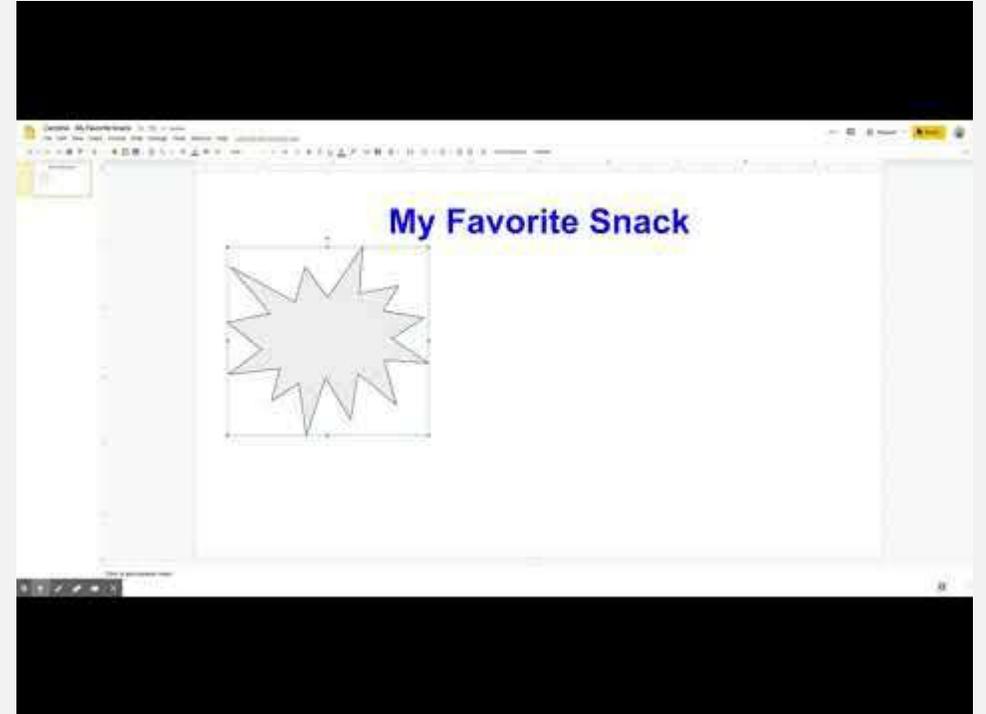
Walk through

Follow along as I walk you through some basics of Google Slides.

Here are a few things you will see:

- How to label your Google Slides
- How to create a text box
- Formatting your text with bold, colors and alignment
- Inserting shapes and images
- Select, move, delete items

Then, you are going to practice using Google Slides in an activity.



[Creating a Google Slide](#)

GOOGLE SLIDES |

Practice

Now, it's your turn!

You will be using Google Slides to create one title slide for your favorite song, album, food, book, film or tv show/character.

In Google Classroom, go to assignments and open up "Introduction to Google Slides". It will ask you to make your own copy, click Yes.

Your "Favorite__" should have at least 4 elements on the slide. Use the checklist to guide you.



Google Slides My Favorite__ Checklist

- Open up Google Slides and title it with your **Name - My Favorite__**
- Use a text box to write your favorite__
- Insert images related to your favorite__
- Change the font, font color and font size to your liking
- Insert shapes and change their size and color for pizzaz
- Have fun with it!

[Google Slides My Favorite
Example](#)

BREAKOUT ROOMS

Intro

When do people use Breakout Rooms?

Breakout rooms are sub rooms that can be created within a Zoom meeting. They are useful for splitting a large group into smaller groups.

People use Breakout Rooms for:

- Discussion
- Collaboration
- Group work
- A more personal conversation

And more!



[Breakout Rooms](#)

BREAKOUT ROOMS

Walk through

Follow along as I walk you through how to enter and begin into a Breakout Room.

Here are a few things you will see:

- Moving from a whole class meeting into a small Breakout Room with 1-4 people
- Muting your microphone until it's your turn to talk
- Using the Chat box to participate and voice your ideas
- How to show you are listening
- Warm and respectful talk

Then, you are going to practice going into a Breakout Room for a small group activity.

Breakout Room Protocol - once you are in your assigned breakout room

1. Turn on your microphone and camera
2. Smile, greet each other, ask your peers how they are doing (verbally or in the Chat)
3. Find out who is the youngest person - they will read the agenda out loud
4. Set up your ROUND ROBIN sharing and talking order alphabetically by first name
5. Complete task and reach goal
6. Be ready to be called on to share for your group



BREAKOUT ROOMS

Practice

Now, it's your turn!

You will be going into a Breakout Room get you comfortable with the protocol.

Breakout Room Goal: find out one new thing about each person in your breakout room

Would you rather...? Agenda

- Follow the Breakout Room Protocol
- For step 5, share your answer in Round Robin order for:

Would you rather have super strength or super speed?

- Decide who will be sharing another's person's "rather" when you go back into whole class mode.

Breakout Room Protocol - once you are in your assigned breakout room

1. Turn on your microphone and camera
2. Smile, greet each other, ask your peers how they are doing (verbally or in the Chat)
3. Find out who is the youngest person - they will read the agenda out loud
4. Set up your ROUND ROBIN sharing and talking order alphabetically by first name
5. Play *Would you rather have super strength or super speed?*
6. Be ready to explain your partner's **Rather** in the Chat with the whole class



*Write a "name +1" in the Chat when you highly agree with someone else's **Rather**

GOOGLE

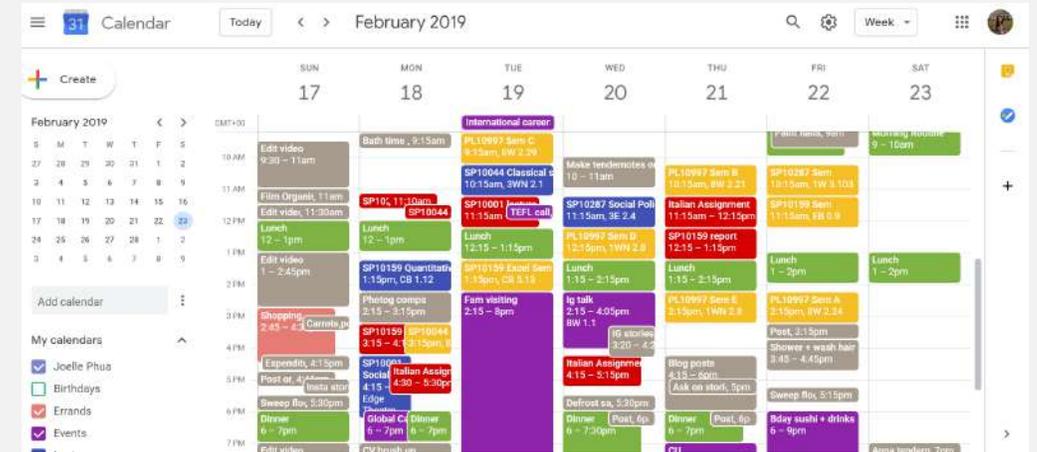
CALENDAR | Intro

Why use Google Calendar?

Google Calendar is an online calendar attached to your Gmail account.

People use Google Calendar for:

- Scheduling meetings with other people
- Setting up reminders for upcoming meetings, events or due dates - you can get reminders on your smartphone
- Organizing their time to get work done faster and avoid missing deadlines
- Planning ahead



Sample Google Calendar

GOOGLE

CALENDAR | Walk through

Follow along as I walk you through some basics of Google Calendar.

Here are a few things you will see:

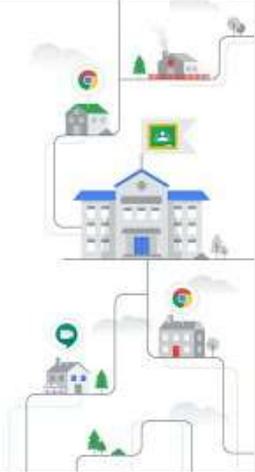
- How to schedule an event with a time frame
- How to schedule a recurring event
- How to use color to organize events
- Invite others to a Google Meet
- RSVP to events you have been invited to
- Leave an RSVP note for the event to the organizer

Tech Toolkit for
Families and Guardians

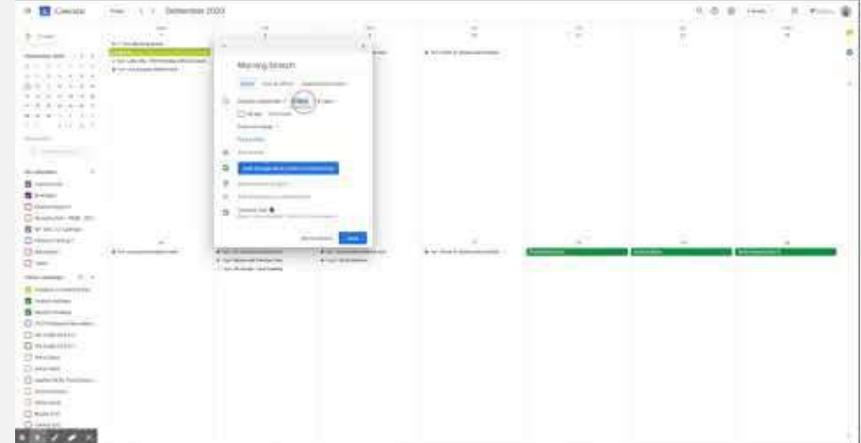
Google Calendar: Adding Events

Google for Education

GEG Global
Global Google Educator Group



How to create an event in Google Calendar



How to add a friends event in Google Calendar

GOOGLE CALENDAR | Tips



How to check and create due dates in Google Calendar



Time Blocking in Google Calendar to help you organize your life!



College student uses Google Calendar to stay organized during remote learning

PEER COLLABORATION | WHAT

What is Peer Collaboration?

Working with other people to discuss, think and create is a life skill.

People collaborate with their peers to:

- Exchange ideas to get to even better ideas
- Combine their skills and strengths to create a project, product or strategy
- Troubleshoot a problem to create solutions

And more!

Check out these famous collaborations:



Beyonce + Balmain Fashion



Serena Williams + Off White + Nike "Queen" for tennis



NASA + SPACEX



"We Are the World" Song for USA AFRICA



Steve Jobs + Ed Catmull + John Lasseter PIXAR



Andy Warhol + Jean Basquiat



Lizzo + AB6IX "Truth Hurts"

PEER

COLLABORATION | HOW

How do I Peer Collaborate?

For some classes, you will be directed to breakout rooms by your teachers. Outside of class, think about how working with your peers could help you become an independent learner.

- Partner or group homework time
- Google Doc or Slides shared with “comments” feature to ask questions
- Mid-day check in with friends to see how they are doing and have a chat
- Support group to “meet” once a week at the same time to ask and answer questions, help each other with motivation and staying on track

Ways to get started:

- Create a Zoom or Google meet in Google Calendar for group homework time
- Share a Google Doc or Slide assignment with your friends to get their opinion and feedback on how to make it better
- Ask your teacher if you can do an assignment with a partner and invite your teacher to listen or watch your “meeting”
- Create a weekly Zoom or Google meet in Google Calendar for a support group



Extras

EMAIL

GOOGLE CLASSROOM

Google Classroom

[How to check your grades](#)

GOOGLE DOCS

[How to check for upcoming due dates](#)

GOOGLE SLIDES

Google Docs

[How to use Sharing](#)

[How to Comment](#)

[How to Voice Type and Close Caption \(CC\)](#)

BREAKOUT ROOMS

Google Meet

[Do's and Don'ts](#)

[Muting](#)

GOOGLE CALENDAR

[Get into Meet through Google Classroom](#)

Breakout Rooms
(coming in October!)

PEER COLLAB