The background features a white space with various colorful elements. On the left, there is a large, stylized letter 'G' composed of four segments: red at the top, yellow on the left, green at the bottom, and blue on the right. Surrounding this 'G' and scattered throughout the page are several other circles and rings in shades of teal, lime green, orange, and pink. Some of these shapes are solid, while others are dashed outlines. A thin, light blue dashed line curves across the right side of the image, passing through several of the circles.

Using Google Suite

What You'll Learn

The Basics of Google Classroom



How to Organize Your Google Drive



How to Use Google Suite OFFLINE



G Suite

How to Use & Organize Gmail



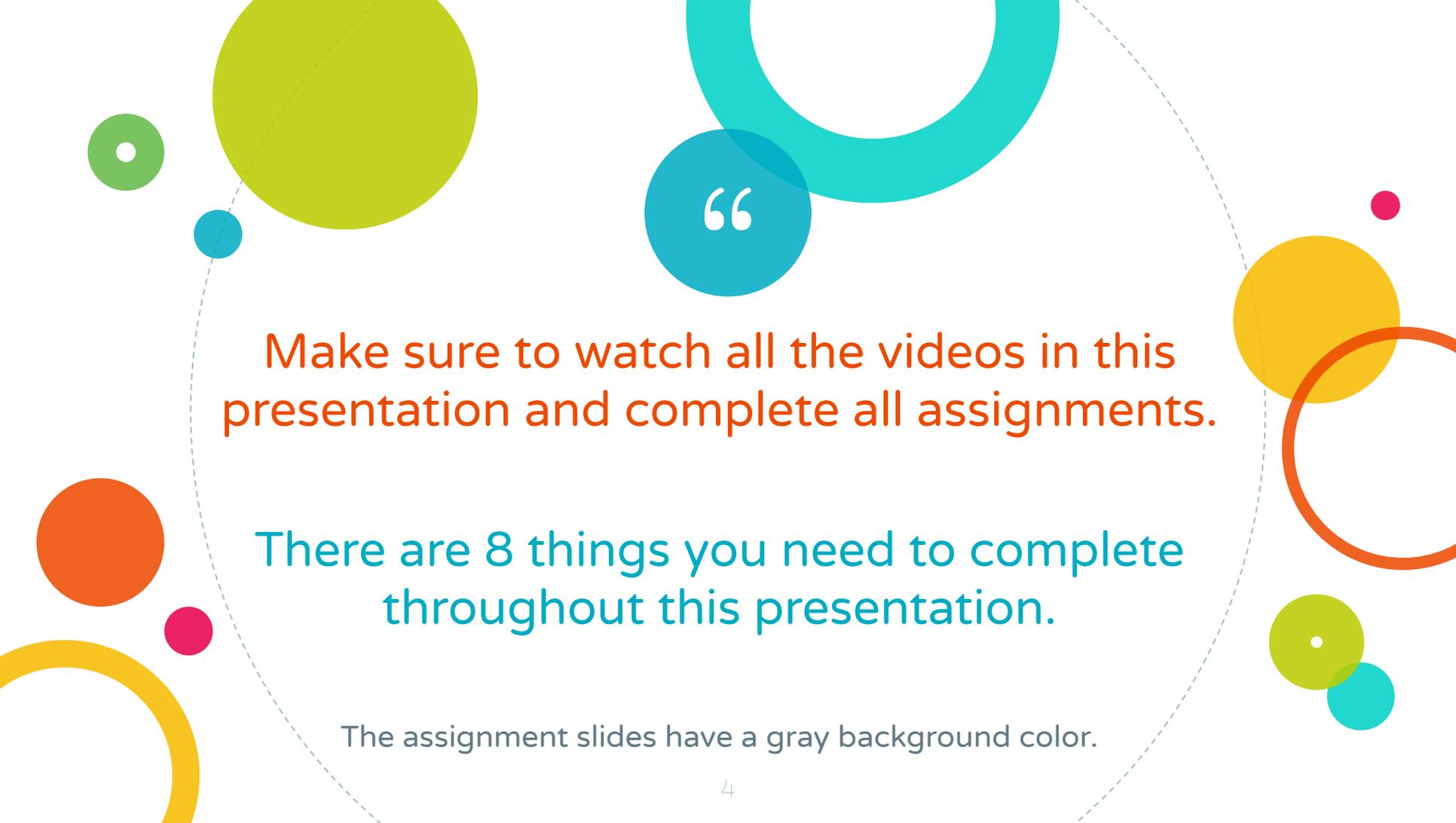
Hello!



I am Ms. Tussey :)

Can't wait to show you all about Google Suite products!

You can find me at [@ms_tusseys_business_class](#)

A decorative background featuring a large dashed light blue circle. Inside and outside this circle are various colored shapes: a large lime green circle at the top left, a large cyan ring at the top center, a large yellow circle at the top right, a large orange circle at the bottom left, and a large orange ring at the bottom right. Smaller circles in green, blue, pink, and cyan are scattered throughout.

“

Make sure to watch all the videos in this presentation and complete all assignments.

There are 8 things you need to complete throughout this presentation.

The assignment slides have a gray background color.



1



Google
Classroom

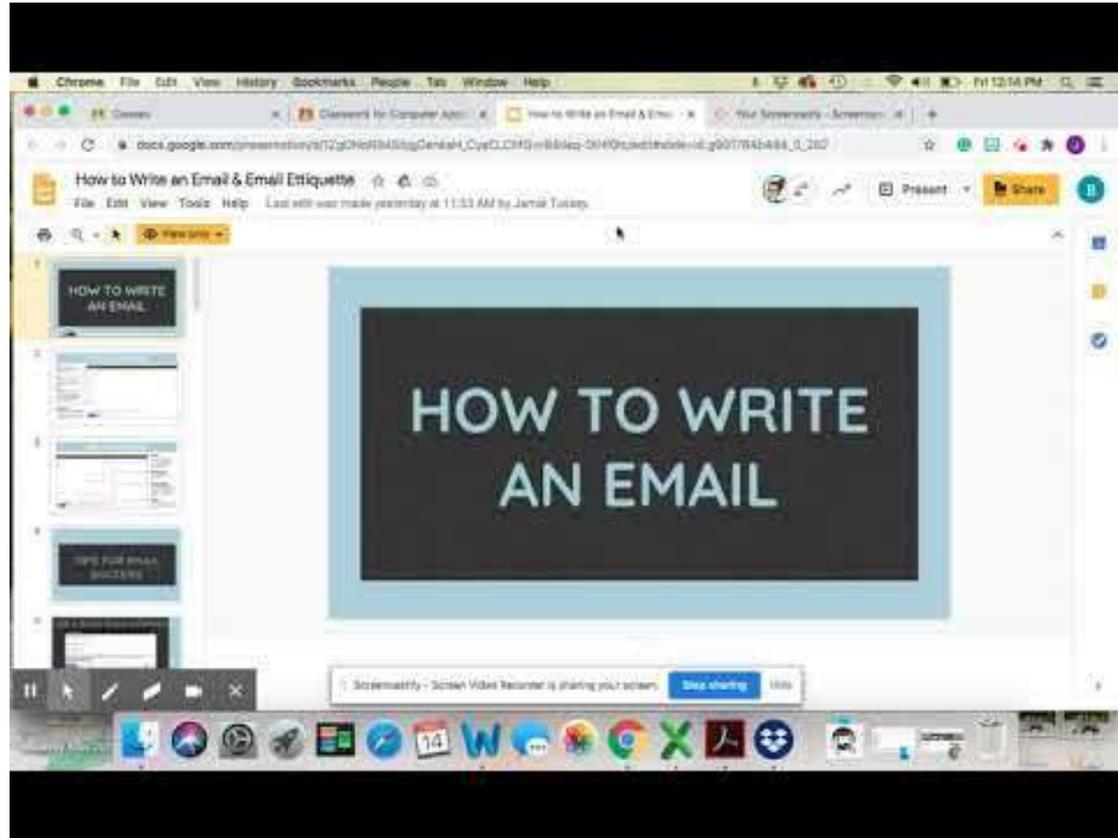
Let's get started!

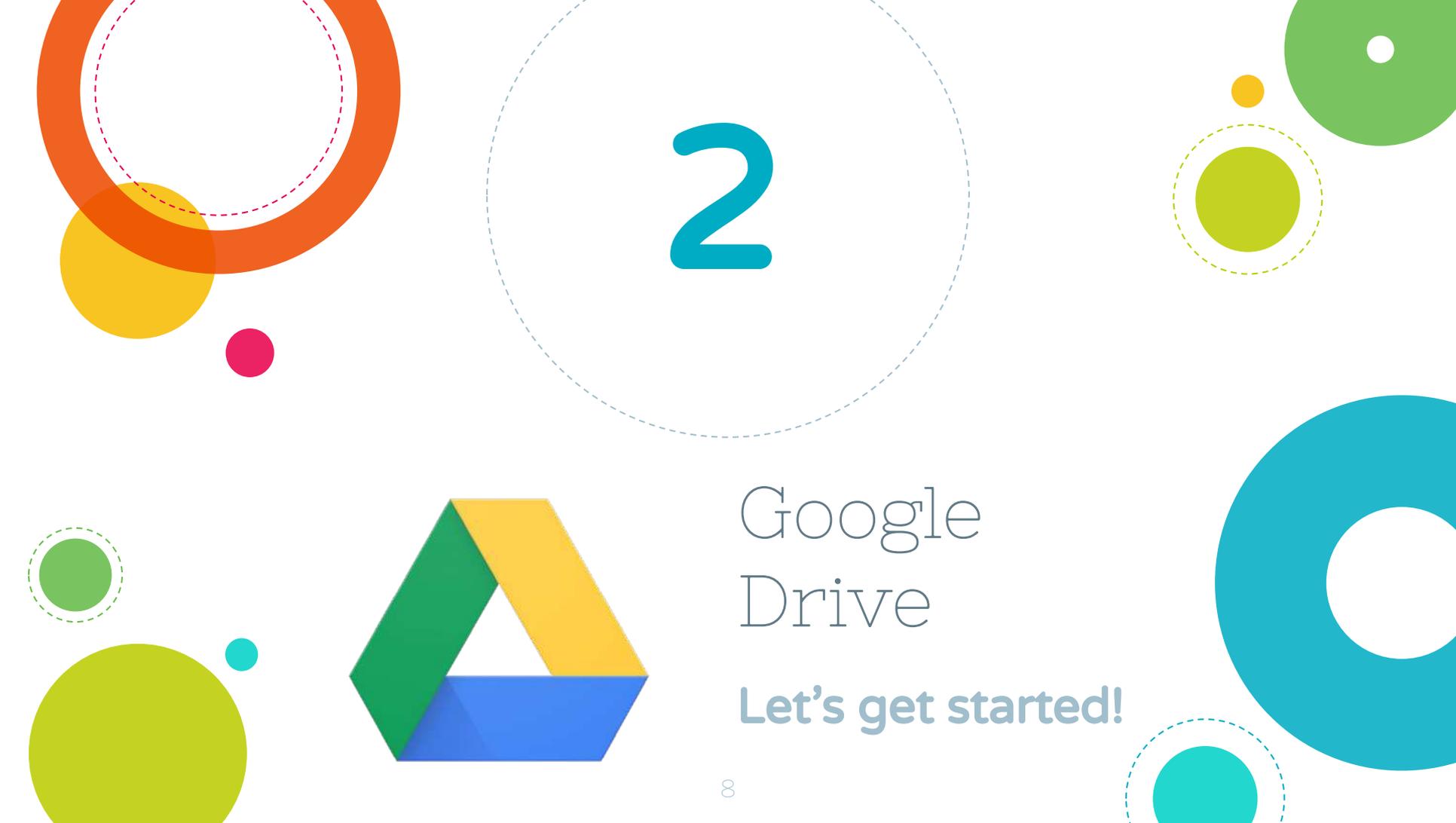
STUDENT GUIDE TO GOOGLE CLASSROOM

Student guide to Google Classroom



Ms Tussey's Intro to GOOGLE CLASSROOM



The background is white and decorated with various colorful geometric shapes. In the top left, there is a large orange ring with a dashed red inner circle, overlapping a yellow circle and a small pink circle. In the top right, there is a green circle with a white dot inside, a smaller yellow circle, and a lime green circle with a dashed yellow border. In the bottom left, there is a large lime green circle, a small cyan circle, and a dashed green circle. In the bottom right, there is a large cyan ring and a dashed cyan circle. A large, faint dashed blue circle is centered in the upper half of the page.

2



Google
Drive

Let's get started!

ORGANIZE YOUR GOOGLE DRIVE FOR SCHOOL



**ORGANIZE
YOUR
GOOGLE
DRIVE FOR
SCHOOL**

ASSIGNMENT #1

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

Folder for Old Files

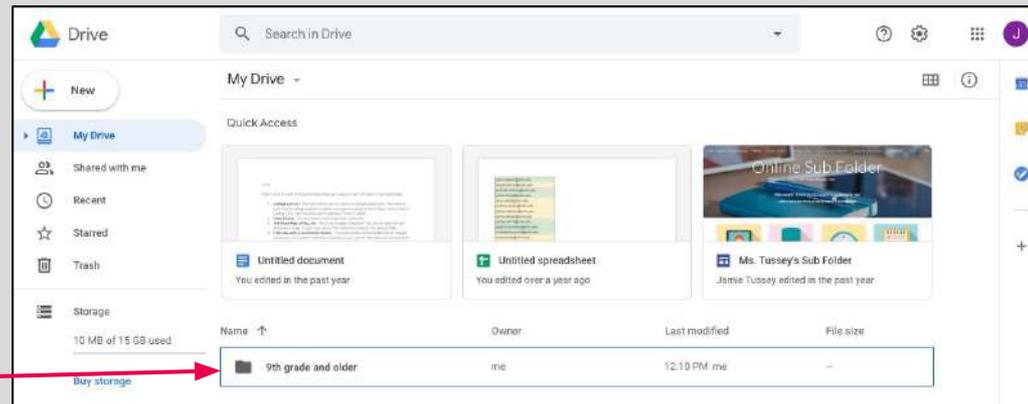
a. Create a folder and name it something regarding your previous years at school such as:

- Ⓒ 9th grade and before
- Ⓒ Old files
- Ⓒ 2019 and older

It can really be whatever you want but just needs to say what it actually is.

b. Highlight ALL of your OLD files and drag them into the folder you just created.

c. Now your drive should only be showing this one folder and no other files.



The screenshot shows the Google Drive interface. On the left sidebar, the 'My Drive' section is expanded, showing a folder named '9th grade and older'. A red arrow points from the text 'Buy storage' at the bottom left to the folder icon. The main area shows 'My Drive' with a search bar and a 'Quick Access' section containing three items: 'Untitled document', 'Untitled spreadsheet', and 'Ms. Tussey's Sub Folder'. Below this is a table of files and folders.

Name	Owner	Last modified	File size
9th grade and older	me	12:10 PM	me

ASSIGNMENT #2

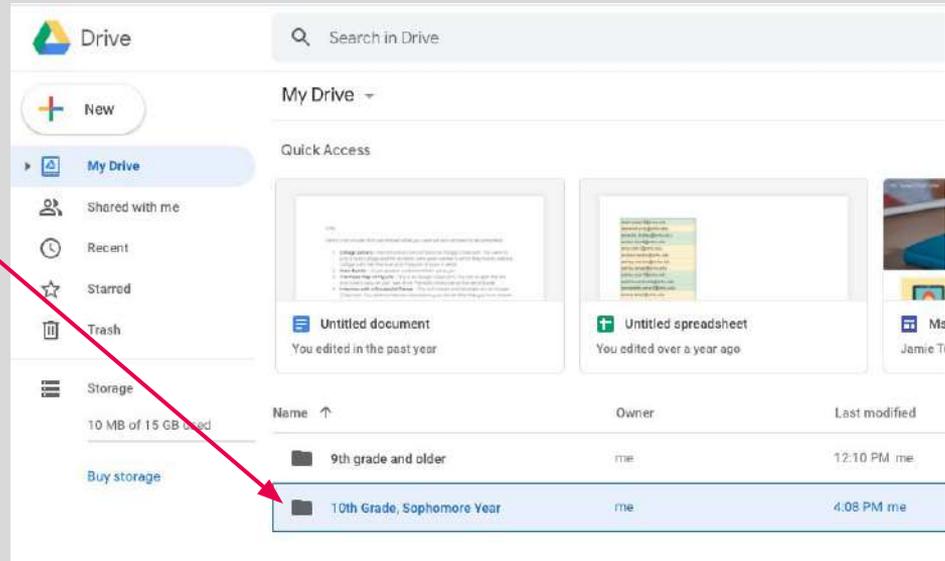
Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

New Folder

Create a NEW folder for THIS YEAR and name it the grade you're in.

Such as:

- © Sophomore
- © 10th Grade Year



ASSIGNMENT #3

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

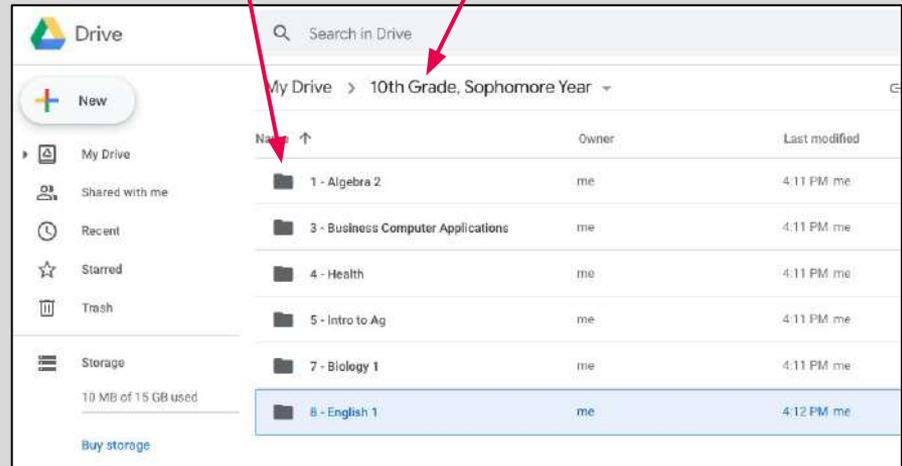
Sub Folders

- Open your NEW folder for THIS YEAR that you made in Step 2.
- Now, create subfolders for each of your classes and number them in order of your schedule. For example:

- Ⓞ 1 - Biology 1
- Ⓞ 2 - Business Computer Applications
- Ⓞ 3 - Intro to Ag

Add a folder for ALL of your classes. BE SPECIFIC with class names. For example use “Business Computer Applications” versus just naming it “Business”. Look at your schedule if you need to find the appropriate name of each class.

Note that the NEW folder that you created for this school year is OPEN before you start making your sub folders!



Saving Your Files

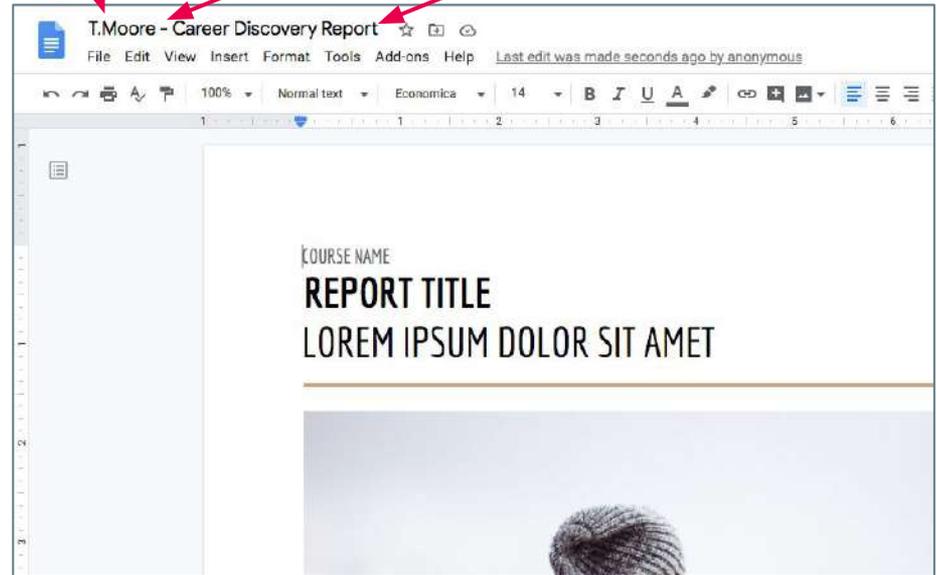
I would encourage you to do this with any assignment or file you create. It helps you to easily locate your files and denotes what the file is. However, it is **mandatory** for my class assignments to save/name your files in the way explained below. **Remember the 3 things...**

Hot
Tip

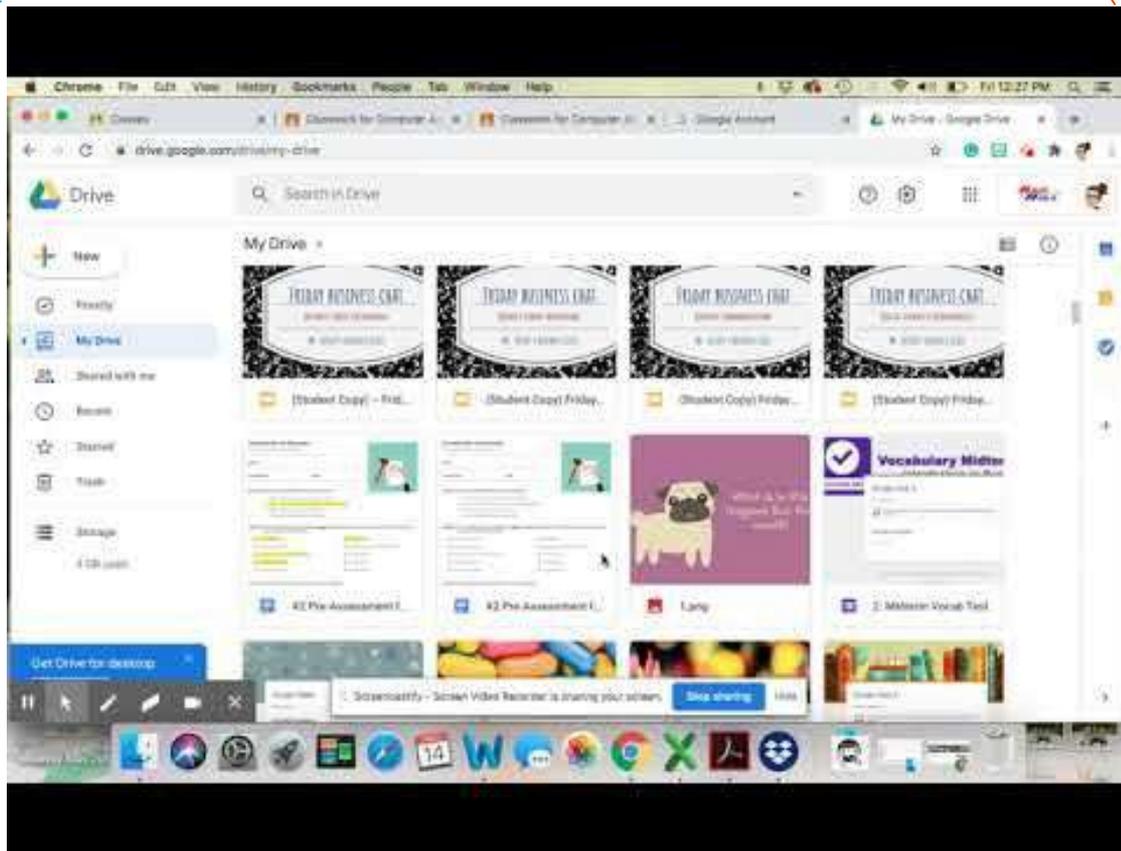
1. Your First Initial, a period,
and your last name

2. A dash

3. The Name of the
Assignment (be specific)



Ms Tussey's Intro to GOOGLE DRIVE



More Google Drive Tutorials & Resources

Printing and
Converting
Docs

All About
Google Drive

Getting
Started with
Google Drive

Creating
Google Docs
from Drive

Locked Out
of Your
Google
Account?

Uploading
Files to
Google Drive

Managing
Your Files

Sharing and
Collaborating

Organize
Files &
Folders



Think you're good to go?

[Click here to take a quiz to test \(non-graded\) your knowledge!](#)



3



G Suite

Google
Suite

Offline

Let's get started!

HOW TO USE
GOOGLE PRODUCTS OFFLINE
(with no internet service)



Google

Docs

Offline

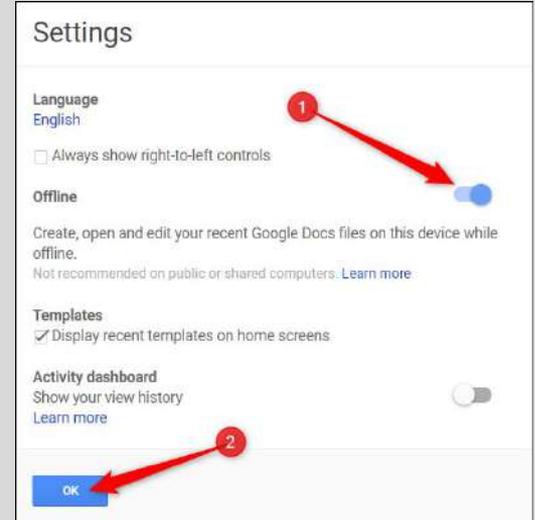
ASSIGNMENT #4

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

Practice turning a Doc into OFFLINE format

It's important to understand how to work this feature if you are ever in a situation where your internet is down and you have a deadline to meet. Or perhaps your internet service isn't that great or you don't even have it at home.

Replay the video as needed until you're able to find the appropriate areas to access this functionality.



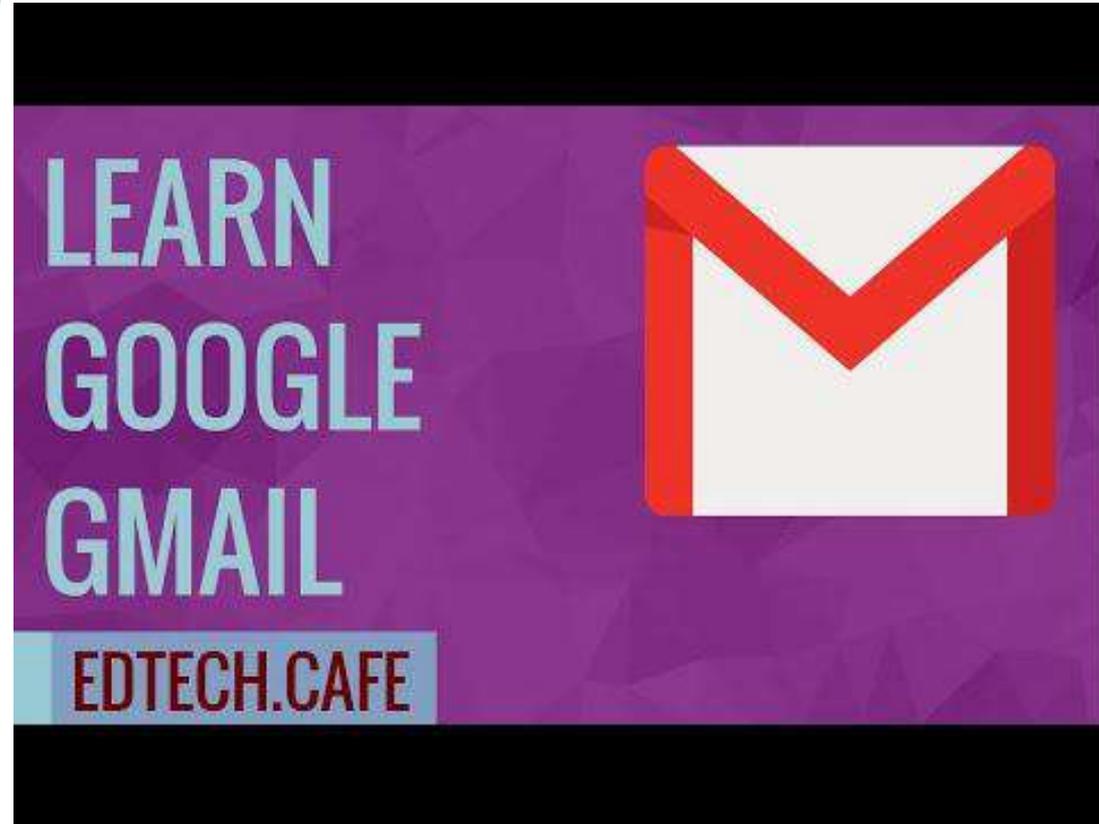
4



All Things
GMAIL

Let's get started!

LEARNING HOW TO USE GMAIL



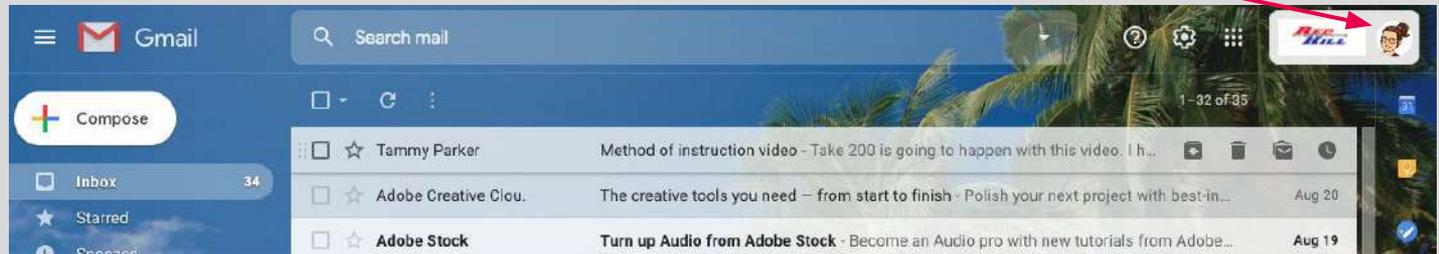
ASSIGNMENT #5

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

Upload a Profile Pic

Time on Video: 2:05 - 2:27

Upload an actual picture of you to your gmail account. You may need to either take a picture of yourself or upload one to your computer first.



ASSIGNMENT #6

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

Create a Signature

Time on Video: 2:28 - 3:17

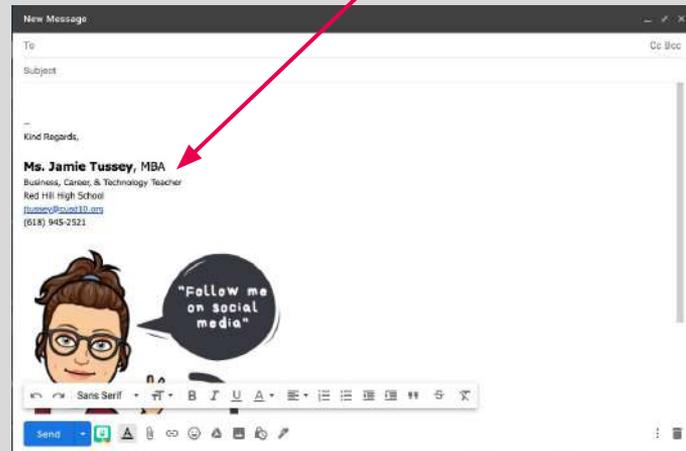
Your signature is something that's automatically placed at the bottom of your email. Think of it as closing a letter, "Sincerely, Ms. Tussey" or "Regards, Ms Tussey" or "Thanks, Ms. Tussey".

It should then be followed by identifying info or contact information. So yours might look something this:

Sincerely,

Tukker Moore

Junior Class, Red Hill High School



ASSIGNMENT #7

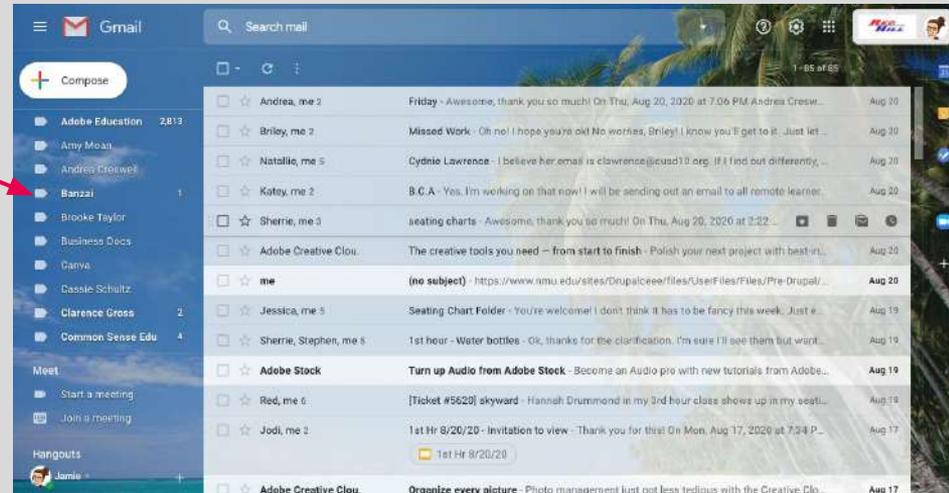
Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

3 - Create Labels

Now, I would like for you to create some labels or folders for your email. Doing this will help you organize your email inbox so it's not clutter with tons of messages.

Suggested Labels:

- ⦿ One for each class
- ⦿ One for each teacher
- ⦿ One for notifications
- ⦿ Newsletter or Announcement-type emails

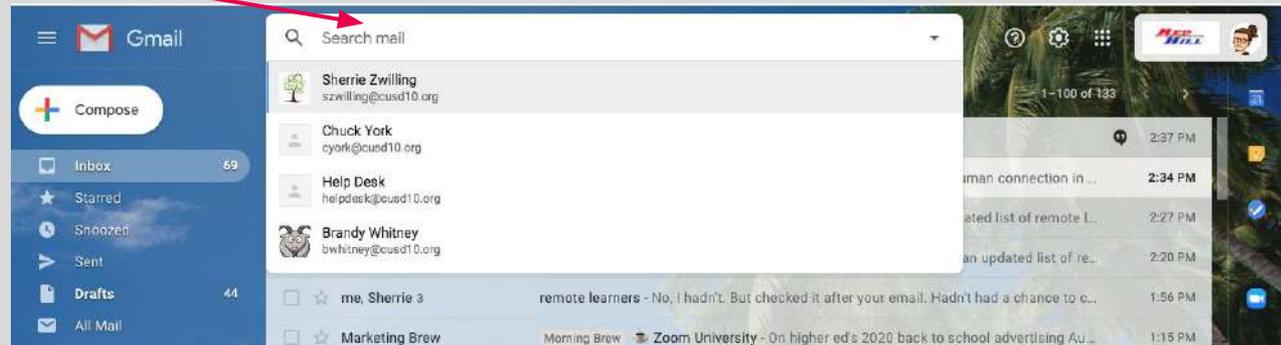


ASSIGNMENT #8

Now you're going to do some of the tasks that were completed in the video. If you are struggling, just go back to the video and watch it again and stop/start it as needed.

4 - Learn How to Search Your Emails

Practice searching for emails using the bar at the top. Think of something you were emailed last school year. Can you find it?



More Gmail Tutorials & Resources



Think you're good to go?

[Click here to take a quiz to test \(non-graded\) your knowledge!](#)



The End



I hope you learned a lot through these mini lessons. Never hesitate to ask questions!