

## ORGANIZE YOUR GOOGLE DRIVE

To be an effective teacher, you need to stay organized. The same goes for your students. Encourage organization by creating folders and subfolders that help save time in the long run. Want to take it a step further? Color code each folder for even easier access!

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## EMBEDDING

Go to File-Publish to receive a link and the embed code for your Doc or Slide presentation. Use the embed code to publish work on a website, blog, and more for instant interactivity, including the option of real-time updates!

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## STARRING ITEMS

This is a feature that isn't used enough. When you star (located next to the title) a document, Slide, Form, etc., it will move to the Starred area located on the left-hand side of your Drive. Use this feature when you or your students haven't completed work. Now those docs will be easy to find and all in one place. Once you're finished, unstar the item so your Starred section remains organized.

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## COMMENTING

Feedback and collaboration with a device has never been more accessible. Add notes to Docs and Slides by clicking the Comment button next to the blue Share button in the top right-hand corner.

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## EXPLORE TOOL

Classroom management is a must when using technology. The Explore tool is a great way to streamline student content creation and research. Utilizing the Explore feature in Docs and Slides will allow your students to search the web and images on the same page they're working on. To use this tool, go to Tools- Explore.

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## DIGITAL PORTFOLIOS

The Google sites gives students the opportunity to create a digital portfolio to showcase all of their work throughout the year. Teachers can implement this tool as a new way to create and share classroom news to keep admin, teachers, parents and students in the loop!

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# TOP 10 G SUITE

## Tricks and Tips You MUST Know

## FORCING A COPY

Never worry about relying on a co-worker to make a copy of your work before editing again! Google allows you to share a link to your Doc that will force the recipient to make a copy before editing. Take a look at the link from your Doc, Slide, etc. and you'll notice the word edit after the "/". Erase the word edit and replace with copy. Your new link will force a copy!

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## FIELD TRIPS ON THE GO!

Field trips are increasingly challenging due to limited school budgets. Taking advantage of Google Maps will allow students to explore the world around them from right inside the classroom. Use features like Street View and Google Earth Pro. Even better, create your own custom map by clicking New-More-Google-My Maps. Tour Builder has students create their own interactive tours of buildings and locations around them.

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## REVISION HISTORY

Want to see who has made changes to a Doc and when? View a running list of students' changes with this handy feature. To review progress, just go to File- Revision History.

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## GOOGLE KEEP FOR NOTE TAKING

Google Keep is a tool that can be used for more than just your everyday "note-taking". Within Keep, you can save a site, image, record, or create a to-do list. With the option to color code and title your notes, it's never been easier to stay organized.

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