

## Supercharging your class using Google Tools with Kasey Bell

Twitter: @ShakeUpLearning <http://twitter.com/shakeuplearning>

Shake Up Learning website: <http://ShakeUpLearning.com>

Kasey's resource page for this presentation: <http://ShakeUpLearning.com/dtt>

[Cheat sheets for Google Drive, Docs, Slides, Forms, Sheets, Drawings, iOS and Chrome](#)

Kasey's ebook: [The Teacher's Guide to Google Classroom](#)

Kasey's ecourse: [Become a Google Certified Trainer](#)

### **Part 1: G Suite (formerly Google Apps), like Docs, Slides, Sheets, etc.**

**You're moving from that static classroom to dynamic classroom.** You have access to a tool that's 24-7. Learning never has to stop. A Google doc is a living document. It's dynamic (unlike the dreaded worksheet). The learning can happen throughout the year. We can come back and edit and revise and add to it.

These are the tools that are being used in the business/corporate world. Businesses have all gone Google. Universities have gone Google. We're helping prepare students for that environment.

**Google Slides can create ebooks!** (Slides might be Kasey's favorite Google App, and it is Matt's!)

- "I will use Slides for all kinds of things besides just a traditional presentation."
- File > Page setup ... > Make your slides the same size of paper (8.5"x11") or any other size.
- You can design freely! You can layer your images and put elements on the page wherever you want. (Masking, cropping, layering, etc.)
  - Insert images into slides. You can lay images on top of each other.
  - Kasey's example: Add a picture of a puppy. Add a picture of a crown and put it on the puppy. Add a text box that says "Princess" and put that on the page.
  - Use Arrange > Order, and move images forward or backward to layer.
  - Matt adds a speech bubble shape on top of a picture.
- Export your ebook into a PDF file to share with others. (Kasey created her Google Classroom ebook in Google Slides!)
- Kasey's blog post: [How to Create an eBook with Google Slides](#)
- Changing the size of the slides applies to all slides (i.e. you can't have different page sizes on different slides).

## **Google Drawings: An image creation tool, for graphic organizers, infographics, flowcharts**

- Can do layering as in Slides (above)
- Can download as a .PNG or .JPG picture file
- Collaborative, so students can work together within a file
- Can make activities interactive by turning things digital (i.e. digital manipulatives)
- Gray and white background = transparent background
- “Drawings is the unsung hero of the G Suite of applications. It does so many things you wouldn’t think of.”
- Forces us to think of new things to do in the classroom because it’s a new tool.
- Makes activities interactive by including clickable links.

## **Magnetic poetry with Google Drawings (like the little magnets of the words on the refrigerator)**

- Kasey’s post: [Collaborative Magnetic Poetry with Google Drawings](#)
- Kasey’s post: [Winter Magnetic Poetry with Google Slides](#)
- Kasey’s post: [Halloween Magnetic Poetry with Google Drawings](#)

## **Part 2: Google Classroom**

**An assignment manager for Google tools.** Answers the question “How do I get this all in one place?”

“(Google Apps before Google Classroom) In terms of managing it from the teacher’s perspective, it can be a hot mess. ... Managing assignments became kind of a headache. ... It needed to be streamlined.”

Only Google product just for education.

**When you click the question mark icon and submit feedback, the Google for Education team reads every piece of feedback.** Several updates to Google Classroom came from feedback.

“There is never a question when an assignment is due. There is never an excuse because it’s right there at the top of your stream in Google Classroom.”

“It doesn’t matter what device they have at school. They’re going to be able to turn in that work, to collaborate, to get that feedback. That has really streamlined the whole communication process for teachers and students, and I don’t want to go back!”

Google Classroom tips:

1. If you give an assignment in Classroom with a file that is a Google file type (docs, slides, sheets, etc.), you can make it one collaborative file for the entire class or **you can make a copy for every student.**

- “That make a copy button, to me, that is the magic button inside Google Classroom.”
- Add the file first. Then you’ll see a dropdown next to the file with those options.

**2. The “About tab” -- one of three main tabs at the top of Google Classroom (stream, students, about).** For resources like syllabus, class rules, long-term projects for students to go back to.

- If you put that in the stream, it can get lost, because you can have so many assignments within the year -- even within the semester. Using the About tab is a great way to post those things for kids to go back to.
- You don’t want the About tab to get too cluttered.
- You can put multiple resources for students to access in a folder and put a link to that folder in the About tab.
- One teacher put a slide presentation in his About tab and used that same file every day to do his warm-up activity. Students always knew where to go to find it.

**3. Guardian emails -- Parents can get daily or weekly summaries about missing work, upcoming assignments, announcements and questions.**

- “It gives them a little bit of a snapshot of what’s going on in the classroom.”
- Generates these emails to parents automatically. Teacher doesn’t have to do anything.

**4. Add topics to the stream -- Kind of like a tag you can add to items in your stream (assignments, announcements, etc.).**

- Can use tags for different units of study, topics within the classroom, different types of assignments
- Can sort by clicking on a topic

[Google for Education blog](#), for updates on new features and how to use G Suite in the classroom

Kasey’s ebook: [The Teacher’s Guide to Google Classroom](#)





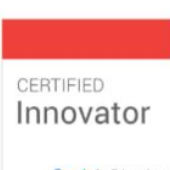
- A getting started guide for teachers, from step one
- Screenshots and directions showing exactly what to do
- Free 15-page printable student guide, showing students what it should look like for them
- Clears up how comments work (different types, discussion threads, etc.)

### **Part 3: Google certifications for educators**

Chart on next page via Kasey’s blog post, [“FREE eBook: The Complete Guide to Google Certifications”](#)

Kasey’s online course: [Become a Google Certified Trainer](#)

- 35+ Video Lessons (including the archive)
- Private Google+ Community
- The Ultimate Google Certified Trainer Planner and Check List
- VIP BONUSES!
- Tips & Tricks
- and much more!

CERTIFICATION	WHO IT'S FOR	CONTENT	EXAMS	APPLICATION
 <p>LEVEL 1 CERTIFIED Educator Google for Education</p>	<p><b>EDUCATORS</b> who can demonstrate <b>fundamental</b> integration of Google Apps in teaching and learning.</p>	<p><a href="#">Fundamentals Course</a></p>	<p><b>Level 1 Exam</b> 180 minutes \$10</p>	<p>No Application</p>
 <p>LEVEL 2 CERTIFIED Educator Google for Education</p>	<p><b>EDUCATORS</b> who can demonstrate <b>advanced</b> integration of Google Apps in teaching and learning.</p>	<p><a href="#">Advanced Course</a></p>	<p><b>Level 2 Exam</b> 180 minutes \$25</p>	<p>No Application  **You do NOT have to complete level 1 before level 2.</p>
 <p>Google Certified Administrator Google for Education</p>	<p><b>IT ADMINS</b> who can demonstrate the skills needed to manage a Google Apps domain.</p>	<p><a href="#">Administrator Fundamentals Course</a></p>	<p><b>Administrator Exam</b> 120 minutes \$100</p>	<p>No Application</p>
 <p>CERTIFIED Trainer Google for Education</p>	<p><b>TRAINERS</b> who can demonstrate proven training experience and expert knowledge of Google Apps.</p>	<p><a href="#">Trainer Learning Center</a></p>	<p><b>Trainer Skills Assessment</b> 90 minutes and 25 questions. \$15</p>	<p>Application Required  <a href="#">See more details here</a></p>
 <p>CERTIFIED Innovator Google for Education</p>	<p><b>INNOVATORS</b> who are creative thought leaders with a passion for innovative technologies, and are ambassadors for change in education.</p>	<p><a href="#">Advanced Course</a></p>	<p><b>Level 2 Exam</b> 180 minutes \$25</p>	<p>Application Required  **Accepted applicants also attend an Innovator Academy.</p>

**BONUS: Kasey and Matt are working together to launch a podcast!**

- Focus: Using Google in the classroom (news, tips, people to interview)
- Hoping to launch at the beginning of 2017
- Working with [Chris Nesi](#) of [House of EdTech podcast](#)
- Follow the [Shake Up Learning blog](#) and/or [Ditch That Textbook blog](#) for updates!