

# GSuite for Beginners



Join the Classroom: `wuc4scb`

**Please fill out the Entry  
Ticket on Google  
Classroom**



Gmail

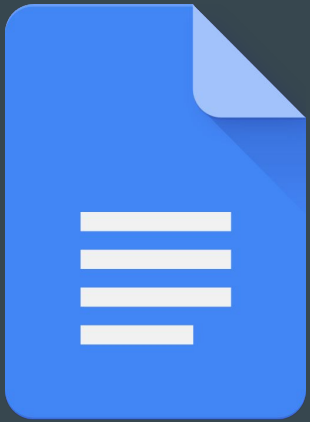


## I will be able to...

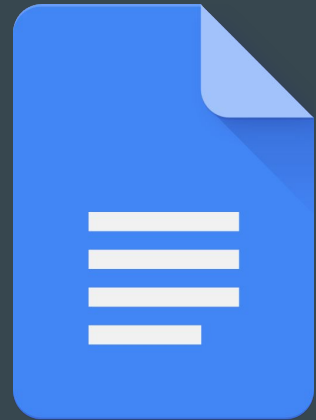
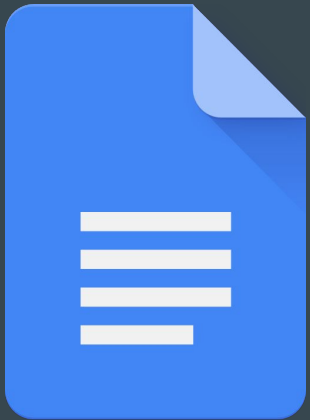
- Create and send an email
- Respond to an email
- Create and send to folder for organization
  - Filters & Labels

## Try it out!

- Send an email to one of the presenters
- Respond (Reply) to the email that this slideshow was in
- Create a folder for technology, place the email with this slideshow in it
- On Google Classroom, mark the Gmail assignment as done



Docs



## I will be able to...

- Create a Doc
- Organize my Drive
- Change the text features
  - Columns
  - Tables
- Share my Doc with others

## Try it out!

- Create a folder in Drive and name it GSuite resources
- Add the GSuite Beginner Resources document to this folder (On Classroom)
- Find a resource for any of the tools listed, and add it to the resource side (change color and/or font of your resource)
- Share document with a member of your content or grade level team



Classroom



# I will be able to...

- Create a Classroom
- Sign up students, parents, and other teachers
- Understand the difference between stream and classwork
- Create and Assign an:
  - Assignment
  - Quiz
  - Question
  - Materials
- Create and comment on announcements

# Try it out!

- Create a classroom you can use this year
- After learning about the options for signing students up, which are you going to use?  
Answer on **our** Classroom
- Create an assignment on **your** Classroom, make sure you add a document for students to edit, and another one for them to use for directions
- Create an announcement welcoming students to **your** class
- Comment on the announcement on **our** Classroom when finished





# Forms



# I will be able to...

- Create a form
  - Templates
- Create a Quiz
- Add in questions and sections
  - Sections Explained
- Understand the types of questions
  - Create matching questions
- Add in answers and feedback
- Share with students by
  - Email
  - Classroom

# Try it out!

- Create a form that you can use with one of your classes
- Add in different types of questions within the form
- If appropriate, add in feedback and answers so students can see how they did
- Share
  - Email the form to someone in this session
  - Add the form as an assignment on YOUR Classroom
  - Complete the assignment under Google Forms on OUR Classroom



Slides



# I will be able to...

- Create a Google Slide
- [Share a Google Slide](#)
- [Present a Google Slide](#)
- [Use PearDeck \(Slides Add-on\)](#)
  - [Add the add-on for Slides.](#)
- Editing Features
  - [Adding Audio](#)
  - [Adding Slides](#)
  - [Adding Text & Text Boxes](#)
  - [Animations](#)
  - [Backgrounds](#)
  - [Hyperlinks](#)
    - [Linking to Other Slides](#)

- [Change Slide Order](#)
- [Changing Fonts](#)
- [Duplicate & Delete Slides](#)
- [Text Alignment & Spacing](#)
- [Theme](#)
- [Transitions](#)

## Try it out!

- Create a Slide that you can use with one of your classes
- Create a Google Slides using the different slide options in PearDeck



Zoom



# I will be able to...

- Set-up a meeting:
  - [Online Web Browser](#)
  - [Zoom App \(Computer\)](#)
- Invite participants to join my Zoom:
  - [Email](#)
  - [Google Calendar](#)
- Use the host controls:
  - [Chat Features](#)
  - [Leaving a Zoom Call](#)
  - [Lock Meeting](#)
  - [Muting \(Specific Attendees & All\)](#)
  - [Removing Participants](#)
  - [Screen Sharing](#)
  - View
    - [Gallery View/Speaker View](#)
    - [Minimizing/Full Screen](#)
- Use breakout rooms:
  - [Setting it up](#)
  - [While in Zoom](#)
- Change my display name.
- [Create a virtual background.](#)

## Try it out!

- Schedule a Zoom Meeting.
- Invite others to join your Zoom meeting.
- Practice using the features in Zoom.

# Zoom Continued

- [Meeting Settings Overview](#)
  - [Audio](#)
  - [Host & Participant Video](#)
  - [Joining Before Host](#)
  - [Meeting ID](#)
  - [Muting Participants](#)
  - [Password](#)
  - [Recording](#)
  - [Recurring Meetings](#)
  - [Waiting Room](#)



Bitmoji





# I will be able to...

- Add the Chrome Extension
  - [Link to the Chrome Web Store](#)
- Create a Bitmoji
- Insert a Bitmoji

# Try it out!

- Create a Bitmoji using the extension for Chrome
- Add your Bitmoji to either a Doc, Slide, form, or email.
- Add your Bitmoji to the appropriate school photo on the Google Slides Found in Google Classroom.



Meets



## I will be able to...

- Create and send an invite
  - In Classroom
  - In Calender
- Basic features to run a meeting

## Try it out!

- Under your Classroom code, click “Generate Meet Link”
- In Calender, create a meeting for next week and add in “Google Meet Video Conferencing”
  - Add the presenters as your guests and send them the invite
  - Copy the link and add it as a comment on the Google Meet assignment on our Classroom.
- “Partner up” with another person in this session and test out the features

**Please fill out the Exit  
Ticket on Google  
Classroom**