

GSuite Advanced



Join the Classroom: rhjpdv7

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



Gmail

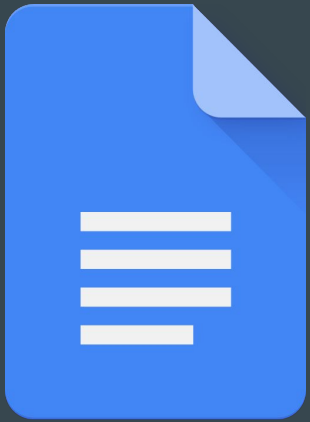


I will be able to...

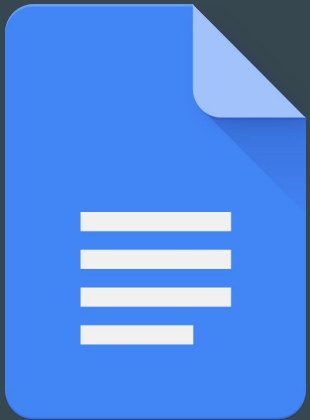
- Create personal use email groups
- Change your signature & Auto replies
- Schedule an email
- Undo sent emails
- Confidential Mode

Try it out!

- Create a personal use email group.
- Update your email signature.



Docs



I will be able to...

- Insert hyperlinks
- Insert videos and images
- Version History
- Add in materials from Google
- Drawing
- Access accessibility tools
 - Speech to Text
 - Accessibility Checker (extension)
- Comment on student work
- Voice comments with Talk and Comment extension or Vocaroo

Try it out!

- Using the test document in the Google Classroom, create a document in which you insert the following features
 - Hyperlink
 - Image from web or computer
 - Video
 - Google Drawing
 - Audio
- Use the speech to text tool and the predictive text tool to write a paragraph about your summer
- Share your document with a person in the group
- Comment on an aspect of each others documents using the talk and comment extension or Vocaroo.



Classroom



I will be able to...

- Organize materials on Classroom
- Share materials/assignments to specific students
- Reusing posts & assigning to several classrooms
- Create due dates
- Change the settings/Email Notifications
- Navigate the gradebook tab

Try it out!

- Use a Classroom that you have created, or create a Classroom for this year to complete the following
 - Create topics that you would use to organize a lesson in your class
 - Create an assignment under a topic you have created. Set a due date for it (you can change this)
 - Edit settings to your liking



Forms



I will be able to...

- Lock a quiz
- Create self grading quizzes
 - Attaching and uploading files
- Add a timer to my quiz
- Send my quiz data to a spreadsheet
 - Multiple forms to one spreadsheet

Try it out!

- Create a Google Form that you will add quiz questions to.
- Under settings, make sure it is set up as a quiz, and set it to locked mode and check off “release grade immediately after submission” *** Choose this OR Timer later***
- After you have created your questions, click on the “answer key” button under each to award points and select the correct answer (or give feedback if it is a response question)
- Use the puzzle piece “add-on” button to add Form Timer to your quiz *** Only do this if you choose not to lock***
- Once quiz is done and timer is sent, share the quiz in our Google Classroom -- take other participants quizzes
- Once people have taken your quiz, send your data to Google Sheets



Slides



I will be able to...

- Embed materials in a Slide for self pacing
- Create a [Virtual Classroom](#)
- Make presentations interactive using [PearDeck](#)
- Make a [Drag and Drop](#) activity
- Make a [Timeline](#)
- Make [Interactive Slides](#)
- Make a [Flipbook](#)

Try it out!

- Choose one activity from the options to the left
- On the Google Classroom, complete the Spiffy Slides assignment with the option that you chose.
 - You can choose to do more than one option if you would like.

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