



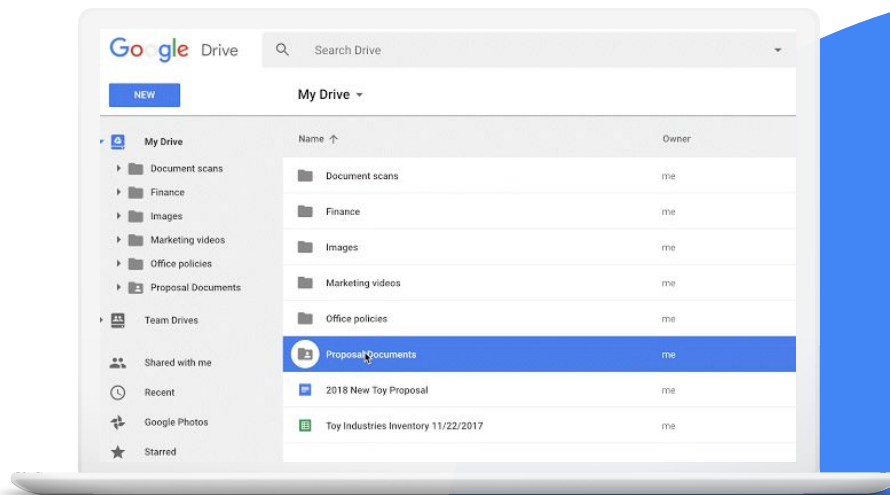
Google Educator

Level 1 Tasks

Last Update: January 17, 2022



Drive



Skills to Master

- Learn how to [organize your Drive](#)
- Learn how to [access files](#) and use [search operators](#)
- Learn what features are available in the Right-Click menu
- Learn how to [add shortcuts to Drive](#)
- Customize the [color of your folders](#) and shortcuts to folders

[Learn More](#)



1 > Create a Drive Folder titled 'My Classroom'.

2 > Add a subfolder titled 'Lessons'.

3 > Share the folder and subfolder with a colleague with edit rights to the folder.



1 > Change the subfolder color from grey to blue.

2 > Rename the subfolder 'Shared Lessons'.

3 > Mark the subfolder with a 'star'.



1 > Create a Doc and title it 'Q&A'.

2 > Add the Doc to the subfolder 'Shared Lessons'.

3 > Upload another Doc from your computer to this same folder.

1 > Remove the file you uploaded.

2 > Go to your trash and remove it permanently.



1 > Create a Sheet directly from your 'My Classroom' folder.

2 > Title the Sheet 'Finances'.

3 > Set the sharing permissions so that only you can access the Sheet even though the folder remains shared.



1 > Locate and open a file in the 'Shared with Me' section.

2 > Add a shortcut to Drive (organize it into a folder of your choice).



1 > Locate a folder in the 'Shared with Me' section.

2 > Change the color of the folder so it becomes easier to find.



Google Drive makes files easily accessible from anywhere, and can be shared with a simple link.

1 > Locate the Q&A doc.

2 > Share the link to this document with a colleague.



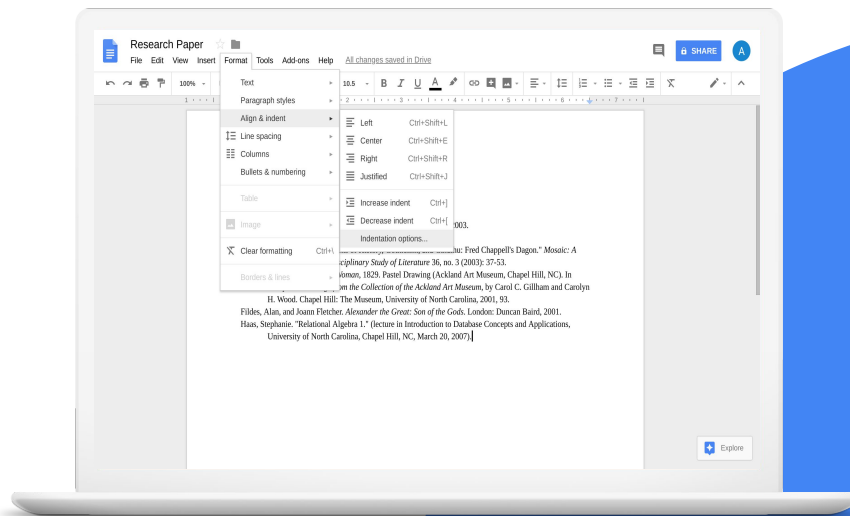
To find files in Google Drive, use search operators. Explore the following operators:

- from:
- to:
- sharedwith:
- owner:





Docs



Skills to Master

- Learn how to [share files](#)
- Learn how to [add links](#)
- Learn how to use the [Comment feature](#)
- Learn how to [@-mention people, files and meetings](#)
- [Present a doc](#) directly to Google Meet

[Learn More](#)



1 > Open your Doc titled 'Q&A'.

2 > Add the text 'Additional Reference Material'.

3 > Select the text 'Additional Reference Material' and add a comment*.



4 > Link the text 'Additional Reference Material' to the [Teacher Center](#).

5 > Use the '@' symbol to add a colleague to a comment.

6 > Change the share setting to 'Anyone with the link can edit'.



7 > Use the @ symbol to add the following to your Doc:

- A person
- A file
- A calendar event



You can add and customize bulleted lists, numbered lists and checklists in Google Docs.

1 > Add a Checklist with three items to the Doc titled 'Q&A'.

2 > Check off one item.



You can present directly to Google Meet from Google Docs.

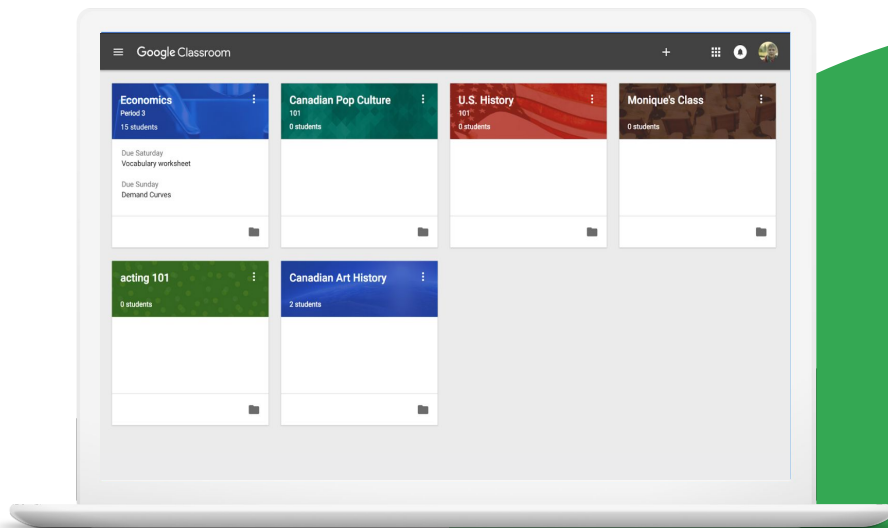
1 > Present to a meeting from a Google Doc.

Important: You must be on a Chrome browser on your computer to present Google Docs, Sheets, or Slides in Google Meet.





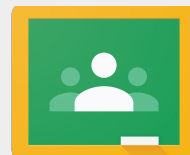
Classroom



Skills to Master

- Learn how to [create a Class](#) and invite students with an [invite link](#)
- Learn how to [access the Google Meet link](#)
- Learn how to [add items](#) to assignments
- Learn how to [customize text](#)
- Learn how to [post assignments to additional classes](#)
- Learn how to [customize the class banner](#)

[Learn More](#)



Students already familiar with a web-connected world will feel immediately at home with Google Classroom. Some benefits include:

- Students can discuss assignments in a collaborative environment
- Assignments and resources are kept organized in one place
- Students can see at a glance when assignments are due
- Students can support each other
- Teachers can grade and comment on assignments
- Students receive feedback and scores



1 > Create a new Class titled 'My Classroom' and share the class link with a colleague.

2 > Create a new assignment titled 'Daily Journal'.

3 > Add the following instructions:
What does this quote by Lao Tzu mean to you? "The journey of a thousand miles begins with one step."



4 > Apply the following text formatting:

- Bold the text: **Lao Tzu**
- Italicize the text: *“The journey of a thousand miles begins with one step.”*

5 > In the assignment, add a due date for two weeks from now, an attachment and a YouTube Video.



1 > Create a post in the Stream: *“Add your questions and comments to this classroom Q&A document.”*

2 > Add the Google Doc ‘Q&A’ from your Drive.

3 > Post it so all students can see it.



1 > Create a custom banner for your class using an image / graphic from your computer.

(optional) If you don't have an image to use, create a custom image in Google Drawings.

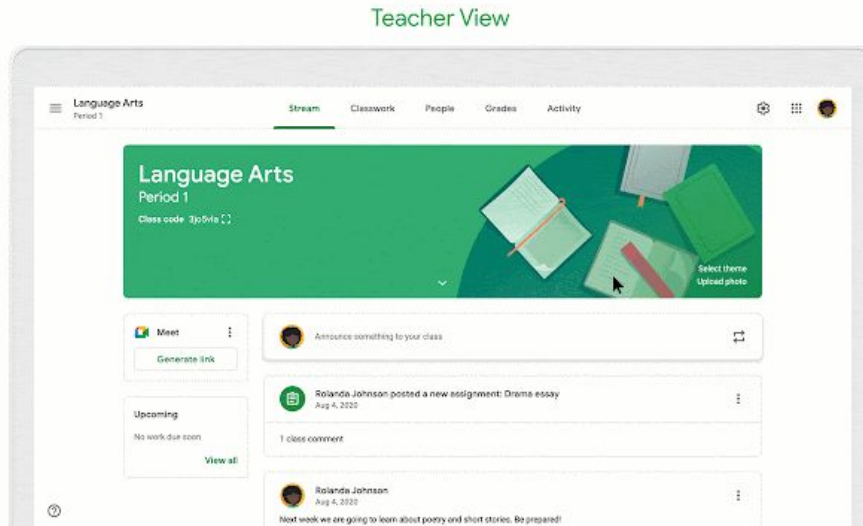


1 > Identify all the ways a student can join a video meeting in Google Classroom.

(Optional) If you have a second Google account, invite yourself as a student to join your class so you can become familiar with the student view.



Google Meet is available in Google Classroom, making it easier and more secure for teachers and students to come together. Be familiar with the [features](#).





Chrome



Skills to Master

- Learn how to [find and install extensions](#) from the Chrome webstore
- Learn how to use [Bookmarks](#)

[Learn More](#)

1 > Use the Chrome omnibox to search for resources on Earth Day.

2 > Find an article that you like and bookmark it into a new folder titled “Classroom Resources”.

3 > Use the search function in the Chrome Bookmark Manager to find the article you bookmarked.

4 > Rename the bookmark and organize it into a new folder titled 'Earth Day'.

5 > Find an image on Earth Day that has the Creative Commons license.

1 > Locate the Google Arts & Culture website. Bookmark it to your Bookmarks Bar for easy access.

2 > Edit the title, so it just shows the icon (no words).

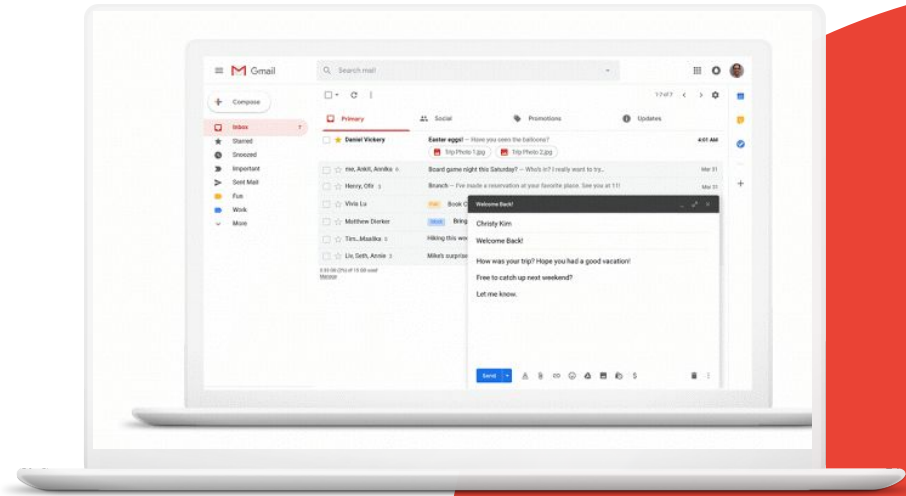
1 > Go to the Chrome Web Store and search for the extension Google Arts and Culture.

2 > Add the extension.

3 > Disable the extension.



Gmail



Skills to Master

- Learn how to use Gmail [search operators](#)
- Learn how to launch a [Google Meet](#) and [Chat](#) from Gmail

[Learn More](#)

1 > Use the Search bar in Gmail to find emails with an attachment.

2 > Use the Search bar in Gmail to find emails with a 'Star' or label.

3 > Use the Search bar in Gmail to find email from a colleague.

4 > Use the Search bar in Gmail to find emails with keywords.

5 > Create a filter that automatically adds a 'Star' to emails from someone important (i.e. your boss).



1 > Initiate a Google Meet from your Gmail.

2 > Start a chat with a colleague.





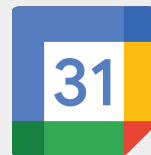
Calendar



Skills to Master

- Learn how to [create an event](#)
- Learn how to [duplicate, publish and print calendar events](#)
- Learn how to [create an event from a Gmail message](#)

[Learn More](#)



1 > Create a new Calendar called “Parent / Teacher Conference”.

2 > Create an event* titled “Office Hours”.

3 > Set it to repeat every week on Mondays from 3:30 PM - 4:00 PM.



4 > Set an email notification for 10 min before the event occurs.

5 > Attach the doc “Q&A” to your event.

6 > Add your colleague to the event and give them access to modify the event.



7 > Add a Google Meet and Save the event.

8 > Join the Meet call from the event.

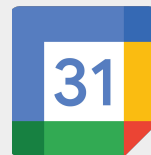
1 > Duplicate the event titled “Office Hours” and rename it “Weekend Hours”.

2 > Publish the event and share the link with a colleague.

3 > Locate the print option.

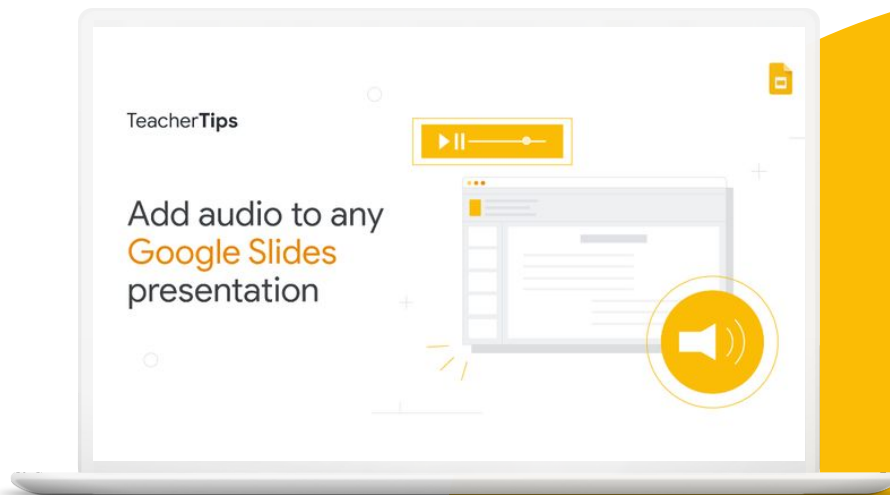
Google Calendar + Gmail

1 > Create a calendar event from a Gmail message.





Slides



Skills to Master

- Learn how to [create a slide presentation](#)
- Learn how to enhance your slides with [videos, colors and fonts](#)
- Learn how to [add comments](#)
- Learn how to [collaborate](#) on a slide deck at the same time
- [Present](#) directly to Google Meet

[Learn More](#)



1 > Create a new Slides presentation and title it 'Digital Citizenship'.

2 > On the first slide, add the title 'Internet Safety Tips'. On the second slide, add three Internet safety tips.

3 > Find and insert a YouTube video that addresses Copyright Issues (on a third slide).

4 > Add a comment on the video slide that reminds students to watch the video.

5 > Set the video to “Play Automatically”.

6 > Share the presentation with 2 or more of your colleagues with ‘edit’ rights. Ask them to edit your presentation.

7 > On Slide 1, change the font, size and color of the title.

8 > Insert an image that relates to Digital Citizenship and link to the source of the image.

9 > Change the background color of Slide 1.

10 > Add comments to the speaker notes.

11 > Copy and paste a slide.

12 > Add a video from your Google Drive.

You can present directly to Google Meet from Google Slides.

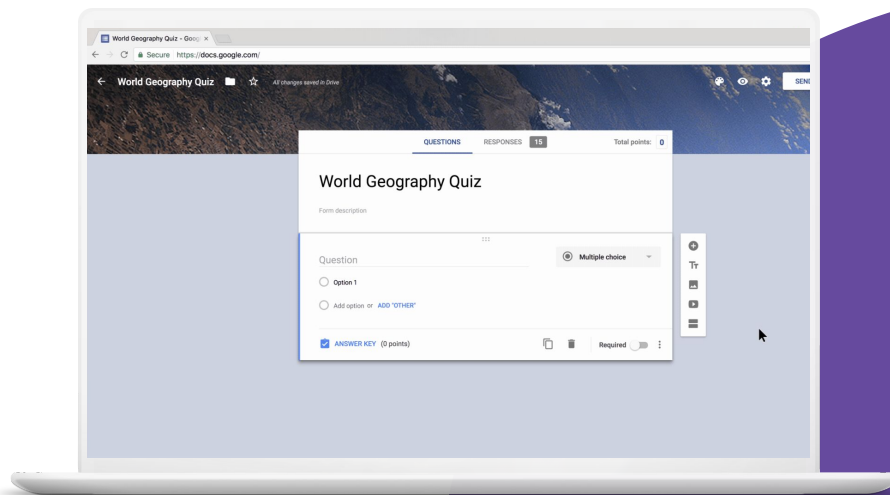
1 > Present to a meeting from a Google Slides.

Important: You must be on a Chrome browser on your computer to present Google Docs, Sheets, or Slides in Google Meet.





Forms



Skills to Master

- [Learn how to use Google Forms](#)
- Learn how to add [different question types](#)
- Learn how to [collect anonymous feedback](#)
- Learn how to [customize the design](#)
- Learn about [saved drafts](#)

[Learn More](#)



Google Forms lets you create surveys to gather student data and monitor progress. Here are some things you can do with Forms:

- Surveys for collecting group project data
- Gathering feedback on field trips
- Formative quiz checks at the end of each lesson
- Check class understanding of a topic
- Collect anonymous feedback



1 > Create a new Google Form and title it 'Class Survey'. Add it to your subfolder 'Lessons'.

2 > Create 3 questions (Multiple Choice, Drop down, and Date). Mark all questions 'Required'.

3 > Create a new section with 1 question and mark it as optional.



4 > Set up the form as follows:

- Limit to 1 Response
- Can't edit responses
- See summary charts and text responses
- Do not collect emails

5 > Change the confirmation message to: “Thank you for completing the Class Survey”.

6 > Customize your Form with the following:

- Add a header from the Themes options or upload an image from your computer.
- Select a font.
- Change the background color.

- 1 > Share your form with a colleague.
- 2 > Complete your own form once and view the responses.
- 3 > Create a Spreadsheet of Responses.



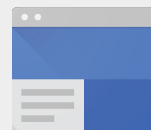
Sites



Skills to Master

- Learn how to [create a site](#)
- Learn how to [customize the look of your site](#)
- Learn how to [move the navigation menu](#) between the top and left sections of your site
- Learn how to [share](#) and [publish](#) your site

[Learn More](#)



1 > Create a New Site*, title it 'My Class Site'.

2 > Create three pages as follows:

- Class Calendar
- Student Work
- About Me

3 > Add text to your Home page. Change the font.

4 > Add your bio and a picture to the 'About Me' page.

5 > Change the background color of your 'About Me' section.



6 > Move the navigation menu to the top or left (depending on where you have it now).

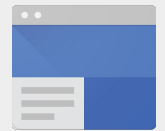
7 > Change the color of the navigation menu.

8 > On the Home page, add a link to your school website.



9 > Invite a colleague as an editor.

10 > Publish your site.





YouTube



Skills to Master

- Learn how to [create a channel](#)
- Learn how to [subscribe to a channel](#)
- Learn how to [share a video](#) with a colleague
- Learn how to [share a playlist](#)

[Learn More](#)



Activate your Channel, if not already activated.

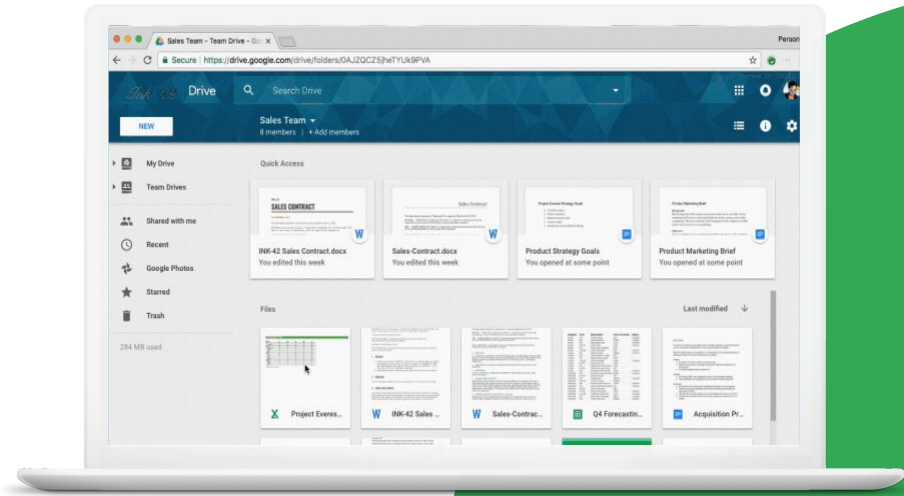
1 > Find a video tutorial about Google Classroom and send to a colleague via email.

2 > Find the Google for Education YouTube channel and 'Subscribe'.

3 > Locate and share a YouTube playlist that your students / colleagues would find useful.



Sheets



Skills to Master

- Learn how to [sort](#) and [calculate data](#)
- Learn how to use [charts](#) to analyze data
- Learn how to [protect data](#) in a sheet
- Learn how to [filter data](#) in a sheet
- [Present](#) directly to Google Meet

[Learn More](#)



Google Sheets can be used for:

- Data analysis (from a Form or an import)
- Gradebook to track student scores
- Analyze trends with charts
- Organization for projects



Make a copy of this [Sheet](#)

1 > Sort column 1 'Location' alphabetically A - Z.

2 > Calculate the average number of visitors to all 7 wonders of the world.

3 > Calculate the total number of visitors to all 7 wonders of the world.

Using the same sheet:

4 > Create a Pie chart with data from column B (annual visitors) and labels from column A (location).

5 > Add ALT text to your chart.



Using the same sheet:

6 > Share the sheet with a colleague.

7 > Set up the sheet so that “Sheet 1” is protected and can only be edited by you.

8 > Create a filter view that only changes your view of the data.



You can present directly to Google Meet from Google Sheets.

1 > Present to a meeting from a Google Sheet.

Important: You must be on a Chrome browser on your computer to present Google Docs, Sheets, or Slides in Google Meet.





Groups



Skills to Master

- Learn how to [create and manage](#) Google Groups
- Learn how to [invite people](#) to your Google Group
- Learn how to [send a group message](#)

[Learn More](#)



1 > Create a new Google Group and title it <<YourLastName>> Classroom.

2 > Choose privacy settings as you'd like.

3 > Directly add two colleagues to be members of your group.



4 > Create a new conversation that welcomes members to the Group.

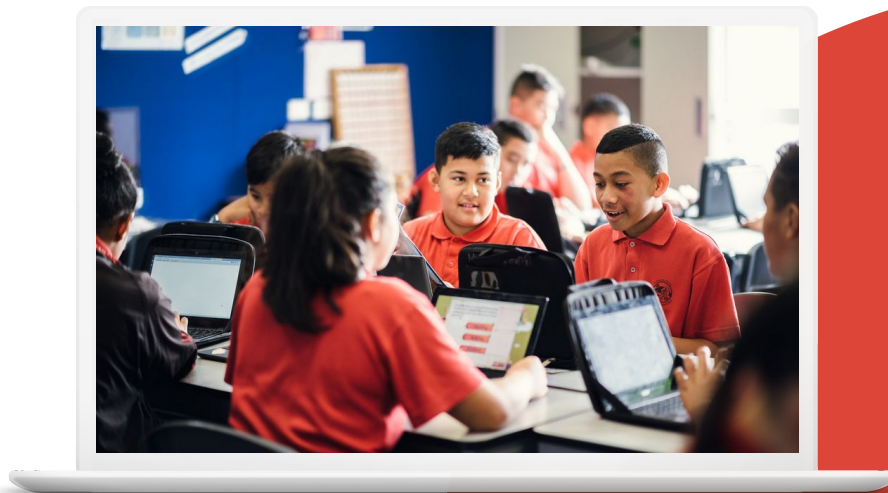
5 > Set your 'Subscription' to 'Digest'.

6 > Check 'Subscribe me to email updates when I post to a conversation'.





Drawings



Skills to Master

- Learn how to graphically design ideas

1 > Create a chart of activities you can do for Earth Day using Google Drawings.

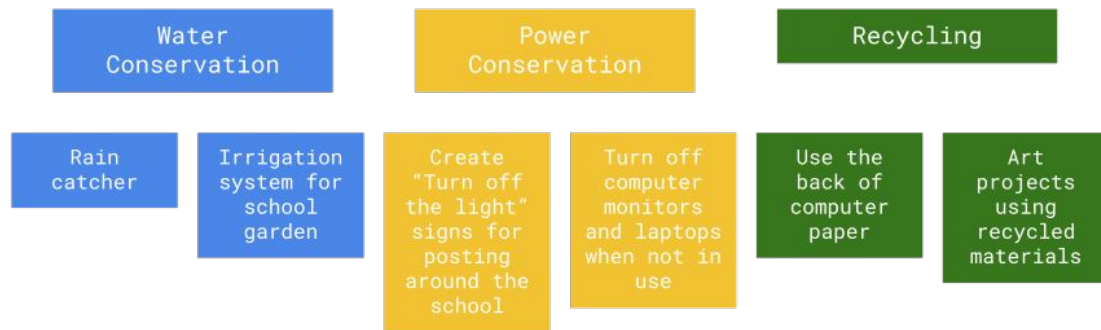
- Title it 'Earth Day'

2 > Insert 3 text boxes titled as follows:

- Water Conservation
- Power Conservation
- Recycling

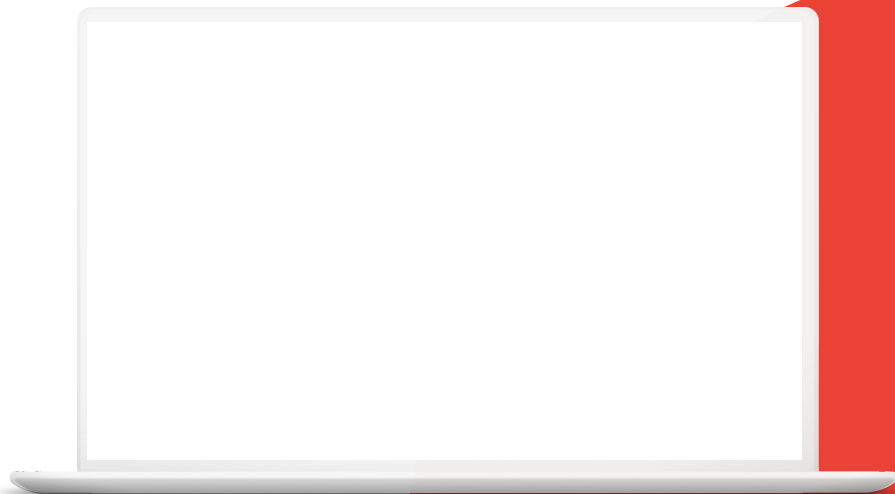


3 > Add two text boxes below each with ideas or activities your students can do.





Google Meet



Skills to Master

- Learn how to [set up a Google Meet](#) from Gmail and a Calendar event
- Learn how to access a Google Meet from your [mobile phone or tablet](#)
- Learn how to use the [screenshare](#) and [chat](#) features
- Become familiar with the [Google Meet controls](#)
- Learn how to [mute all participants](#)

[Learn More](#), [Download the Meet App](#)



Google Meet can be used to deliver instruction in a hybrid or remote environment, host guest speakers, have school club meetings, conduct parent / teacher conferences and so much more.



Benefits of **Google Meet** can include:

- extend Meet to schools, staff, and external participants
- communicate by text without disrupting the meeting
- share computer screen with the group
- join the meeting from a mobile



1 > Create a Meet from Gmail and invite two colleagues.

2 > In the Meet, do the following:

- Share your screen
- Pin a colleague or presentation
- Share a link in the chat
- Change your background
- Mute all participants
- Mute the presentation audio

1 > Create a calendar invite and include a Google Meet.

2 > Join the Meet from your computer and your mobile phone or tablet.



Become familiar with the Google Meet controls.

1 > Locate each of the Google Meet controls.

2 > Identify what each of the Google Meet controls can do.





Google Educator

Level 1 Challenges