



Google Educator

# Level 2 Tasks

*Last Update: January 17, 2022*



# Chrome



# Skills to Master

- Learn how to [group your tabs](#) and [pin a tab](#)
- Learn to [search by usage rights](#)
- Learn to [add and remove extensions](#)
- Learn to [use the Omnibox](#)
- Learn how to use [Bookmarks](#)
- Learn to [explore trends by region](#)
- Learn to [search on a webpage](#) and [link to text on a webpage](#)

[Learn More, Tips & Shortcuts](#)



*Using the Tab right-click features:*

1 > Bookmark a Tab.

2 > Add a Tab to a Group.

3 > Pin a Tab.

4 > While on a YouTube video, mute the audio from your Tab.



1 > Using the Advanced Search features, find a PDF on Frida Kahlo.

2 > Search for an image of Frida Kahlo that is labeled with the usage rights: 'Creative Commons licenses'.

3 > Upload both resources to Google Drive.

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

2 > Add the extension.

3 > Disable the extension.

*From the Omnibox:*

1 > Put define in front of any word to see its definition.

2 > Calculations: Enter a math equation like  $3*9123$ , or solve complex graphing equations.

3 > Timer: Enter 'Timer 2 minutes'.

Go to the [Teacher Center](#) website.

1 > Use the Find feature to find a specific word or phrase on a web page on your computer.

2 > Highlight and right click a word or phrase on a webpage to find more information.

3 > Highlight + right click a section to use the “Copy link to highlight” to send users to the part of the page you selected.





## Using Google Trends:

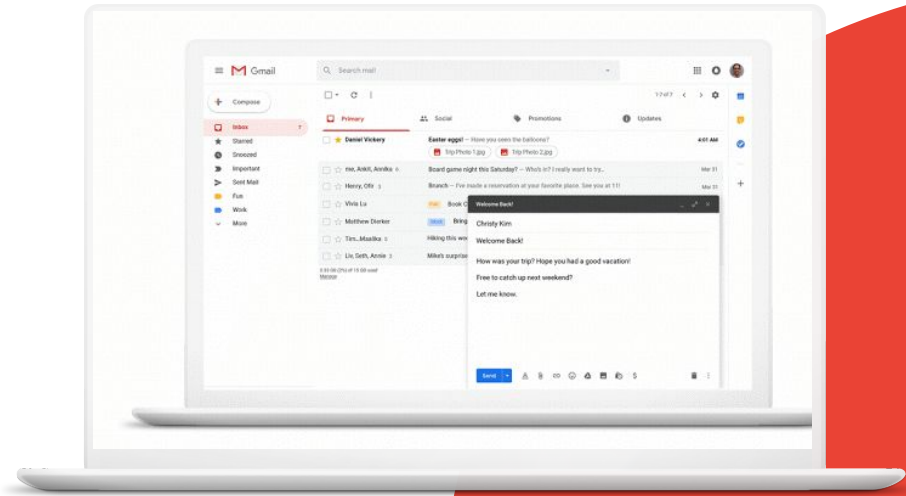
1 > Enter a search term.

2 > In the Regional interest section, click your country on the map.

*Note: Country may default to your country. If so, select a different country to test the feature.*



# Gmail



# Skills to Master

- Learn how to [create email templates](#)
- Learn how to activate advanced features like [keyboard shortcuts](#), [auto-advanced](#), and the unread message icon
- Create [rules to filter](#) your data

[Learn More](#)



1 > Save the following text as a Template and call it 'Class Trip':

*We will have a class field trip next month.  
To prepare, you will need the following...*

2 > Send a test email to yourself with the copy from the template 'Class Trip'.



Activate and learn about the following advanced features:

Gear > See all Settings > Advanced

1 > Auto-advance

2 > Unread message icon

3 > Custom keyboard shortcuts



You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

1 > Create filter with a label of your choice, mark it as read, and archive it.





# Google Chat



# Skills to Master

- Learn how to use the [different options in Google Chat](#)

[Learn More](#)



*From a Google Chat:*

1 > Share a file.

2 > Schedule a Calendar event.

3 > Assign tasks.



# Calendar



# Skills to Master

- Learn how to set up [appointment slots](#)
- Learn how to [add a Google Meet](#) to a Calendar invite

[Learn More](#)

1 > Set up 30 minute appointment slots for hosting after school tutorials.

2 > Share link with a colleague and have them select an appointment.

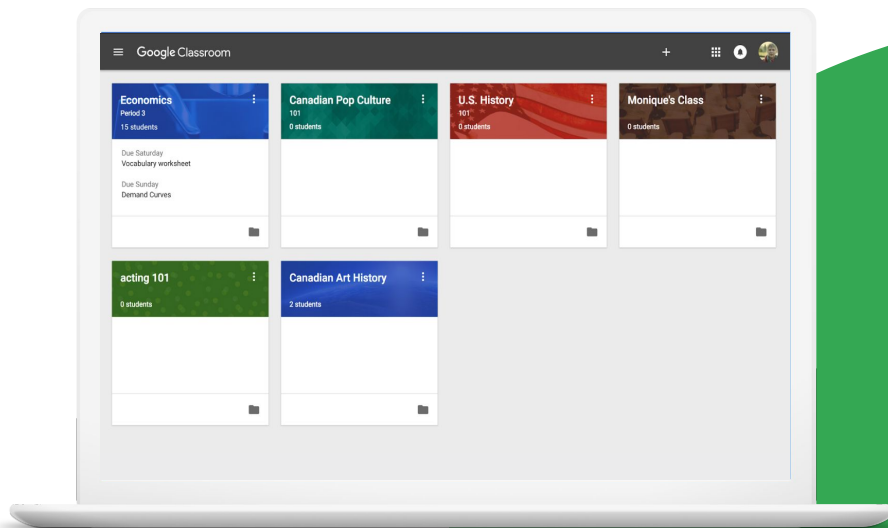


- 1 > Set up a Calendar invite.
- 2 > Add a Google Meet to the invite.
- 3 > Invite a colleague to your meeting.





# Classroom



# Skills to Master

- Learn how to [archive or delete a class](#)
- Learn how to [create and reuse rubrics](#)
- Learn how to [grade and return assignments](#)
- Learn to [add / remove email guardians](#)

[Learn More](#)



# Google Classroom provides benefits for both teachers and students.

- Saves time and paper by distributing assignments and communications in one place.
- Individualized learning for students.
- Provides a detailed report of upcoming or missing work.
- Acts as a single place to turn in all work.





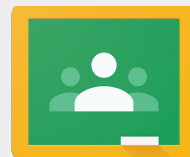
When you're done teaching a class, you can archive it. When archived, it's archived for all students and teachers in the class.

*Create or open a demo Google Classroom class.*

1 > Archive a class.

2 > View an archived class.

3 > Restore an archived class.



In Classroom, you can create, reuse, and grade with rubrics for individual assignments. You can also export rubrics to share them with other teachers.

1 > Create or access a rubric.

2 > Export a rubric.

3 > Give feedback on a rubric.



In Classroom, you can give a numeric grade, leave comment-only feedback, or do both. You can also return assignments without grades.



*You need access to student work.*

1 > Grade an assignment.

2 > Return an assignment from the Student work page.

3 > Return an assignment from the grading tool.



A teacher or school administrator can invite a guardian to receive email summaries about their student's work in class. Email summaries include:

- Missing work
- Upcoming work
- Class activity



*Your class must have at least one student and one assignment.*

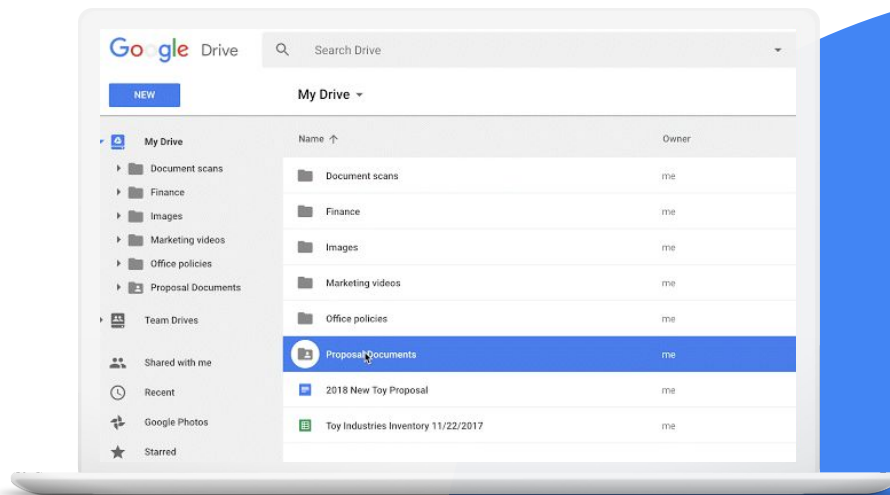
1 > Invite a guardian.

2 > Email a guardian.





# Drive



# Skills to Master

- Learn to [customize the color of your folders and shortcuts](#) to folders in Google Drive

[Learn More](#)





Shortcuts are pointers to files that are stored in another folder or in another drive, which make it easy to surface content without creating copies of files.

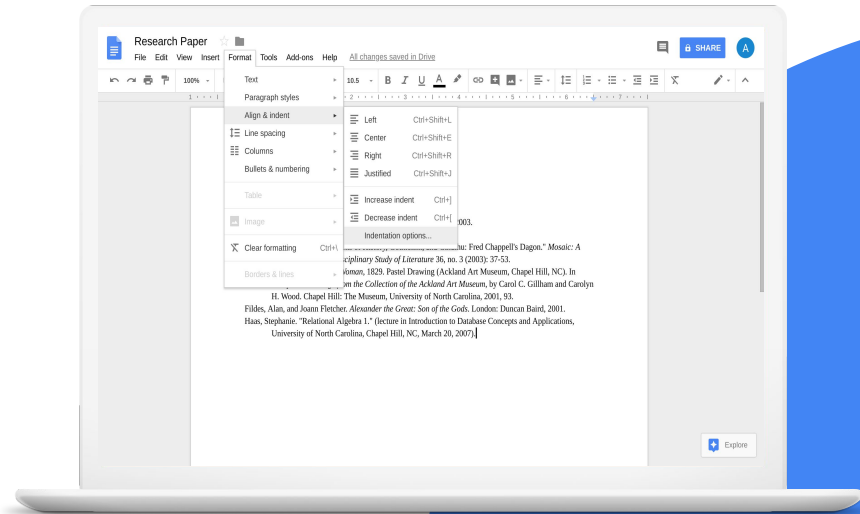
1 > Locate a folder in the 'Shared with Me' section.

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





# Docs



# Skills to Master

- Learn how to [insert and position an image](#) within text
- Learn how to [download a PDF](#)
- Learn how to [use smart chips](#)
- Learn how to use the [Explore button](#)
- Learn how to use [Translate](#) in a Doc
- Learn to [use Add-Ons](#)
- Learn to use Define and Explore

[Learn More](#)



Teachers and students can create, edit, and share class notes, reports, proposals, and checklists with **Google Docs**.

- Draft campaign speeches
- Create project proposals
- Collaborate on class notes
- Write book reports
- Edit articles
- Create a print-friendly schedule



1 > Create a Doc and title it “Frida Kahlo”.

2 > Link three items related to Frida Kahlo:

- link to a website
- link to a YouTube video
- link to an image

3 > Insert an image of Frida directly into the Doc.



4 > Select Frida's image.

5 > To change your image's layout, select an option:

- In line
- Wrap text
- Break text
- Behind text
- In front of text



6 > Add a table (3 columns and 10 rows).

7 > Add the following text to Row 1 as shown below.

Name	Questions	Comments
------	-----------	----------

8 > Highlight 'Name' and use the comment box to write a direct comment to a colleague.



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

- A person
- A file
- A calendar event





10 > Using the Explore button, search for a Frida Kahlo quote and add it to a Doc.

11 > Use Google Translate to translate your document to a language of your choice.

12 > Download your Doc as a PDF.



You can use add-ons to do more with Google Docs, Sheets, Slides, and Forms.

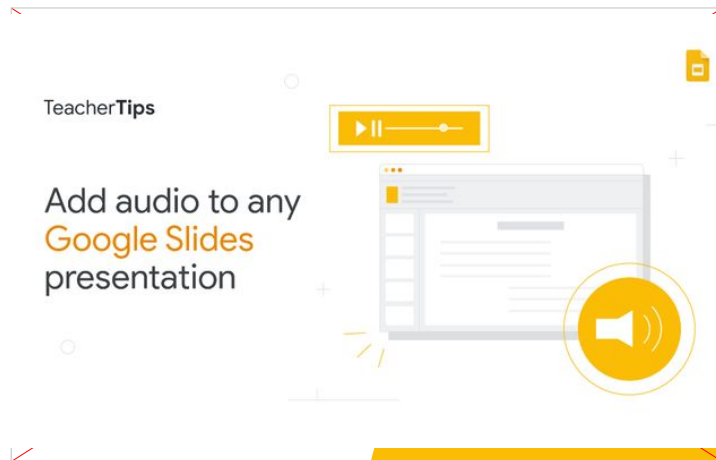
1 > Install an add-on of your choice.

2 > Uninstall an add-on.





# Slides



# Skills to Master

- Learn how to [change the theme](#)
- Learn how to [publish to the web](#)
- Learn how to [share with comment rights](#)
- Learn how to [format images](#)
- Learn how to jump to a particular slide
- Learn to [use Add-Ons](#)

[Learn More](#)



1 > On your computer, open a presentation in Google Slides.

2 > At the top, click Slide > Change theme.

3 > On the right, click the theme you want.



1 > Insert an image and select it.

2 > Click Format Options > Drop shadow

3 > Adjust the drop shadow angle, distance and transparency as you'd like.



- 1 > Click File and then Publish to the web.
- 2 > Choose publishing options as desired.
- 3 > Share your Slide with comment rights.



1 > Add three slides to your presentation.

2 > Hyperlink slide 1 to jump to slide 3 using a textbox or shape.





You can use add-ons to do more with Google Docs, Sheets, Slides, and Forms.

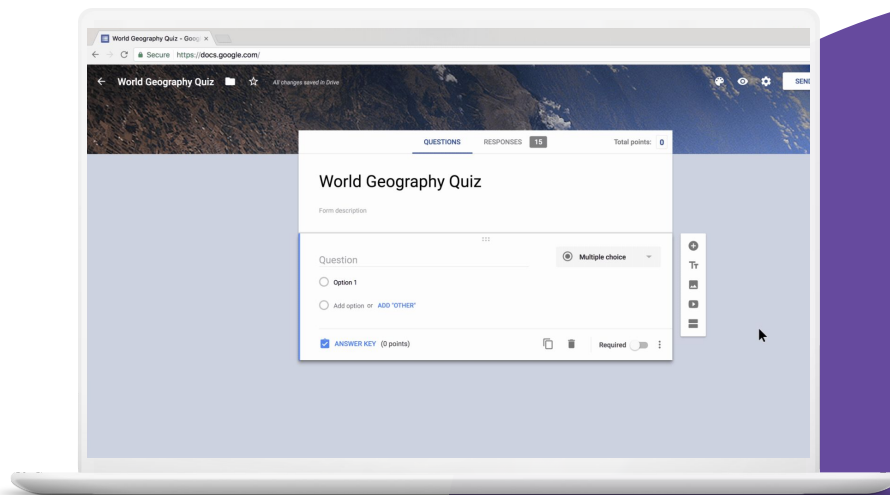
1 > Install an add-on of your choice.

2 > Uninstall an add-on.





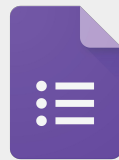
# Forms



# Skills to Master

- Learn how to use the “[go to section based on answer](#)” feature
- Learn to [use Add-Ons](#)

[Learn More](#)



1 > Create a survey Form titled 'Parent Feedback'.

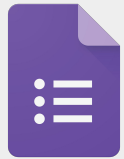
2 > Configure the Form so that it is accessible outside your domain.

3 > Configure the Form so that there can only be 1 response per person.

4 > Create a section titled “Parent Information” include the following questions:

- Parent Name
- Parent Email
- Child’s name

5 > Add a dropdown question: “Who is your child’s teacher”?



6 > Create a section titled “Child’s Information.”

7 > On question, ‘Who is your child’s teacher’ set the “go to section based on answer” to jump to the section titled “Child’s Information.”

1 > Create a Google Form titled 'Art History'.

2 > Ask three M/C questions about Frida Kahlo or your favorite artist.

3 > Enable the quiz feature for this Form. Assign correct answers and points to each question.

1 > Restrict who can fill out the Form to only students in your domain.

2 > Limit to 1 response.

3 > Send the Form to yourself and fill it out. Review the results in the Responses section of the Form.



You can use add-ons to do more with Google Docs, Sheets, Slides, and Forms.

1 > Install an add-on of your choice.

2 > Uninstall an add-on.



# Sheets

# Skills to Master

- Learn how to use [conditional formatting](#)
- Learn how to [create an in-cell drop down list](#)
- Learn how to [sort and filter data](#)
- Learn to [perform tab actions](#)
- Learn to [navigate comments](#)
- Learn to [use Add-Ons](#)

[Learn More](#)



**Google Sheets** can be used to analyze data efficiently.

- Use filters to display required data and hide unwanted data.
- Use charts to visually represent student progress.
- Use data validation to create a drop down list.



**Google Sheets** can be used to analyze data efficiently.

- Use conditional formatting to auto adjust data based on conditions set.
- Use a pivot table to display just the relevant feedback from the results.



*Make a copy of this [Sheet](#)*

1 > Using Conditional Formatting, highlight any letter grades with a 'D' or 'F' in purple.

2 > Using Conditional Formatting, highlight any scores under 70% in yellow.



1 > Open a spreadsheet in Google Sheets.

2 > Select the cell or cells where you want to create a drop-down list.

3 > Click Data and then Data validation.



4 > Next to "Criteria," choose an option:  
List from a range: Choose the cells that  
will be included in the list.

5 > List of items: Enter items, separated  
by commas and no spaces.





# Select multiple tabs in a Google Sheet and perform the following basic actions:

- delete or hide all selected tabs
- duplicate all selected tabs
- color all selected tabs



Colleagues with edit or comment rights can leave you comments in Google Sheets. Explore the following:

1 > Review comments and conversation threads in the sidebar.

2 > Apply filters to find the most relevant comments.



You can use add-ons to do more with Google Docs, Sheets, Slides, and Forms.

1 > Install an add-on of your choice.

2 > Uninstall an add-on.





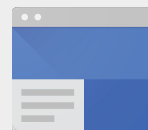
# Sites



# Skills to Master

- Learn how to [make a Google Site more accessible](#)
- Learn how to [add a video](#)
- Learn how to [add Google files, images and more.](#)

[Learn More](#)



With **Google Sites** teachers and students can:

- Create a site for all class resources, updates, and a calendar.
- Publish a digital school newspaper.
- Post useful photos and links.
- Post student polls.

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 and insert an image to your Home page. Include alt text on the image.

4 > Add your bio, a picture, and an intro video to the 'About Me' page.

5 > Import a Google Calendar to the 'Class Calendar Page'.





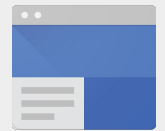
6 > On the Home page, add a link to your school website. Use informative link text.

7 > On the Home page, add a map that goes to your school.

8 > Invite a colleague as an editor.

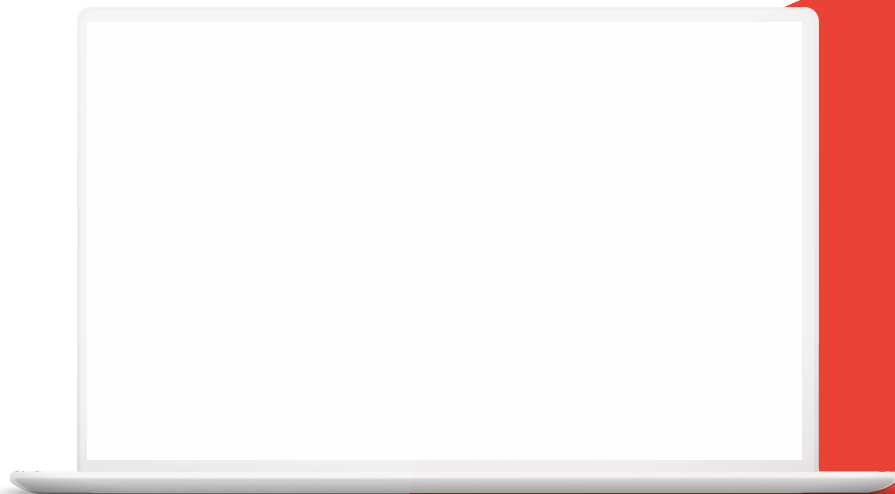
9 > Add a chart to a page.

10 > Add a document to a page.





# Google Meet



# Skills to Master

- Learn to [lock audio](#) in a Meet

[Learn More](#)

With **Google Meet**, you can arrange a Meet with a class in a different country for a question and answer discussion session.



To prevent participants from sharing their audio feed during a meeting, Hosts and Co-Hosts can lock the audio for all participants.

1 > Set the Audio Lock in a 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](#)

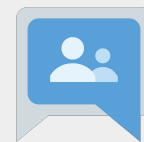
[Learn More](#)





You can use **Google Groups** to:

- Email everyone in a group with a single email address.
- Learn about a topic and join discussions.
- Learn how to interact on social websites in a partially walled community.
- Support email campaigns.
- Invite others to join and contribute to your group discussion.



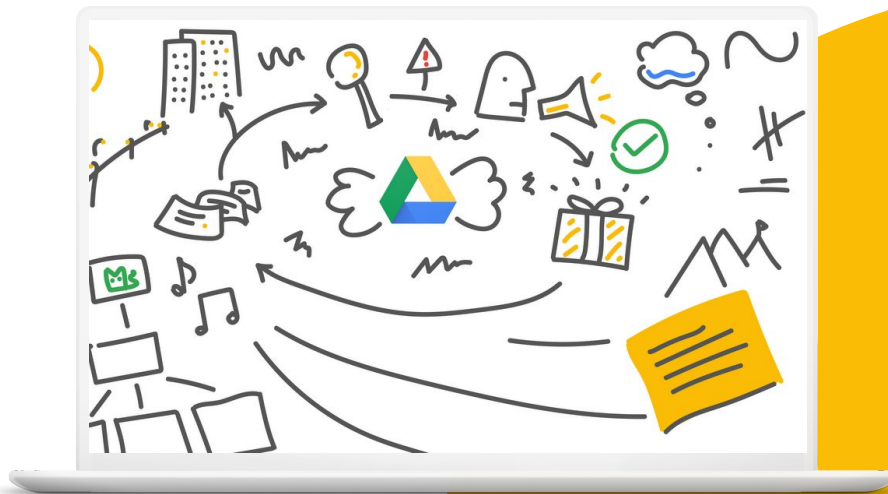
1 > Create a group.

2 > Invite a colleague to your group.





# Jamboard



# Skills to Master

- Learn how to [draw](#)
- Learn how to [insert a sticky note](#)
- Learn how to use the [marker, brush, eraser tools, and laser pointer](#)

[Learn More](#)

1 > Create or open a jam.

2 > On the toolbar, select the pen  
*To change pens, click and hold over the pen and select a marker, highlighter, or brush tool.*

3 > Draw a circle in the frame.

4 > Insert a sticky note that says: Hi!

5 > Add another sticky note in a different color that says: Hello!



# YouTube



# Skills to Master

- Learn how to [upload a video](#)
- Learn how to [add cards](#) to a video
- Learn how to [create and manage playlists](#)

[Learn More](#)





# YouTube can be a useful tool in the classroom.

- Create and edit lecture videos, tutorials, and greetings.
- Subscribe to channels of interest to easily find educational content.
- List key sections, timestamps, and links to specific times in the video in the comments section of the video to draw attention to important content.



## **YouTube** can be a useful tool in the classroom.

- Use video instruction to cover the lesson material so you can spend more time with individual students that need help.
- Have students watch a set of videos in order to prepare for an upcoming lesson.
- Give students instructional videos to watch on their own time, at their own pace, so they can ask questions about it during class.



Activate your Channel, if not already activated.

1 > Create a playlist of three video tutorials on a topic of your choice. Remember that there should be a clear goal and purpose for the video.

2 > Add a description and set your playlist as public.

3 > Send the playlist to a colleague.



1 > Upload a video to your YouTube channel.

2 > Give it a title and description.

3 > Make the video 'Private'.



4 > Click the video you'd like to edit.

5 > Click the Cards box and select the type of card you want to add. Remember that Cards must have a clear purpose and not distract the audience from the content.

6 > Change the start time for the card below the video.



4 > Click the video you'd like to edit.

5 > Click the Cards box and select the type of card you want to add.

6 > Change the start time for the card below the video.

7 > Add an optional message and teaser text about the video.





# Scholar



# Skills to Master

- Learn what [Scholar](#) is and how it's used
- Learn how to [search by author](#)
- Learn how to [search by date](#)
- Learn how to [search by related](#)

[Learn More](#)





**Google Scholar** is a useful Search tool to find academic or scholarly sources, for research purposes and citation within original work.



## **Google Scholar** can be used to:

- Find academic sources.
- Search for articles by a particular author.
- Request results within a date range.
- Correctly format citations.
- Use the "Related Articles" feature to find additional research related to specific search results.



1 > Using Search in Google Books, find a book on Frida Kahlo.

2 > Using Google Scholar, find an art history text on Frida Kahlo that was written since 2020.

3 > From the search results, find related articles on Frida Kahlo.





# Google GEO Tools



# Skills to Master

- Learn how to use My Maps
  - [Create a map](#), [Add places](#)
- Learn how to [use Street View](#)
- Learn how to [create a project](#) in Google Earth

More:

- [My Maps](#)
- [Google Earth](#)



1 > Using My Maps, create a map with locations of the seven wonders of the world.

2 > Edit the icons and colors of each pin point as desired.



- 1 > Search for a place or address in Google Maps.
- 2 > Drag Pegman to a place on the map.
- 3 > Search for a place or address in Google search.



With **Google Earth**, you can:

- Create interactive journeys to plot geographical elements.
- Have students mark the geographical locations.
- Compare the terrain and elevation between different locations.



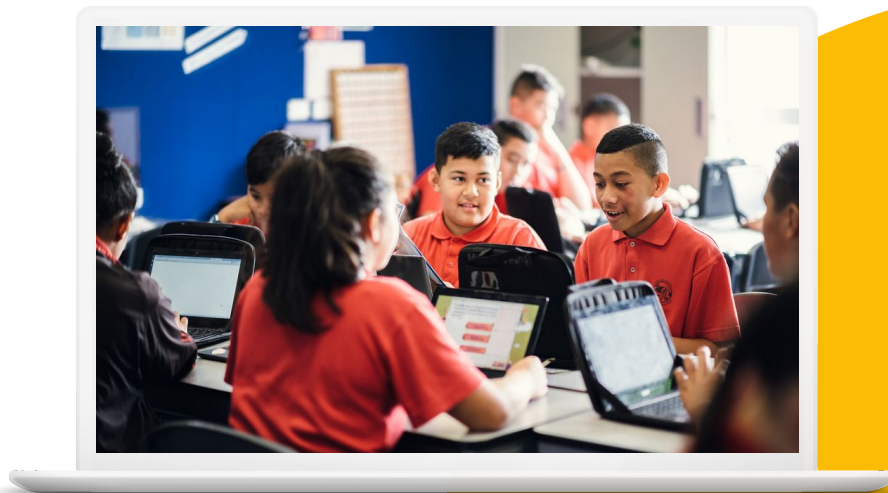
1 > On your computer, open Google Earth.

2 > On the left, click Project > New project  
> Create project.

3 > To add a title and description, click  
Edit.



# Keep



# Skills to Master

- Learn how to [create and edit a note](#)
- Learn how to [make a list](#)
- Learn how to [share with a colleague](#)
- Learn how to [set reminders](#)
- Learn how to [save a drawing as a note](#)

[Learn More](#)



1 > Create a new list and title it 'ToDo'.

2 > Add three items to the list.

3 > Share the list with a colleague.



4 > Click a note.

5 > At the bottom left, click Remind me to set a reminder.



1 > Create a new note with drawing.

2 > To start drawing, click and drag in the drawing area.

3 > To save the drawing, click Back.  
In the bottom right, click Done.





# Blogger



1 > Create a new Blog at [blogger.com](https://blogger.com)  
Title your blog My Class Adventures.

2 > Make the blog private.

3 > Create a “Welcome” post and link to  
your school website.







Google Educator

# Level 2 Tasks

**The following challenges are not in the current version of the Level 2 exam, but feel free to use these tasks cards for teaching how to use the tools.**

1 > Using [maps.google.com](https://maps.google.com) from your house to your school.

2 > Send an email to your colleague with the link to the map.