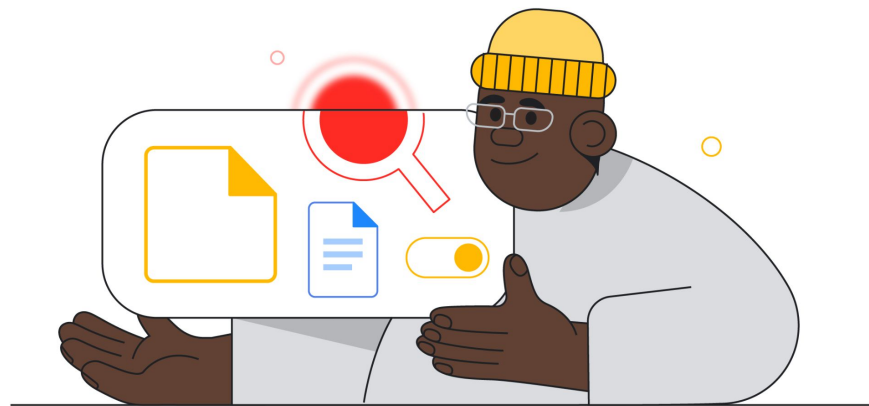


Google Certified Educator

# Level 1 task cards

*Last Update: August 7, 2025*



# Level 1 core topics



01

**Create** 

Identify Google tools and create/format within them

02

**Share** 

Determine correct method and access for sharing

03

**Communicate** 


Engage in ongoing communication with stakeholders

04

**Collaborate** 

Help students reflect on their learning and provide feedback

05

**Organize** 

Manage, gather, and analyze for improved workflows

# ISTE Standards



01

## Create

Identify Google tools and create/format within them

### Exam learning objective

**1.1 Identify which tools allow for certain tasks to be completed**

**1.2 Determine the correct method to create, distribute and collect assignments in Google Classroom**

**1.3 Determine the correct method to create and format Google Drive files**

**1.4 Determine the correct method to create and manage calendars**

**1.5 Determine the correct method to create and manage Google sites**

### ISTE Standard alignment

1.1c Feedback to Improve Practice  
1.2.b Online Interactions  
2.3.a Create Positive Experiences  
2.5.c Innovative, Equitable Learning Environments

2.5.c Innovative, Equitable Learning Environments

2.2.a Advance a Shared Vision  
2.3.c Model Safe, Legal, Ethical Practices  
3.2.d Communicate with Stakeholders  
3.3.a Empower Educators  
3.5.d Navigate Continuous Improvement

2.4.a Collaborate with Colleagues  
2.5.c Innovative, Equitable Learning Environments  
2.5.a Accommodate Learner Differences

2.5.a Accommodate Learner Differences  
2.4.c Use Collaborative Tools  
2.4.d Demonstrate Cultural Competency  
2.6.d Model and Nurture Creativity

# ISTE Standards



02

## Share

Determine correct method  
and access for sharing

### Exam learning objective

**2.1 Determine the correct access for files such  
as view, comment, and edit**

**2.2 Determine the correct method to share  
Google files for collaboration and  
communication**

### ISTE Standard alignment

1.1c Feedback to Improve Practice  
1.2.b Online Interactions  
2.3.a Create Positive Experiences  
2.5.c Innovative, Equitable Learning Environments

2.5.c Innovative, Equitable Learning Environments

# ISTE Standards



03

## Communicate

Engage in ongoing communication with stakeholders

### Exam learning objective

**3.1 Select Google tools to engage in ongoing communication with stakeholders**

**3.2 Determine the correct method to leverage Google Meet to expand learning beyond the classroom walls**

**3.3 Determine the correct method to enable accessibility features**

### ISTE Standard alignment

2.4.d Demonstrate Cultural Competency  
2.5.b Design Authentic Learning Activities  
2.5.c Innovative, Equitable Learning Environments  
2.6.b Foster Classroom Management of Tech

2.5.b Design Authentic Learning Activities  
2.6.b Foster Classroom Management of Tech

2.4.d Demonstrate Cultural Competency  
2.5.a Accommodate Learner Differences

# ISTE Standards



04

## Collaborate

Help students reflect on their learning and provide feedback

### Exam learning objective

**4.1 Determine the correct method to use Google tools to help students manage and reflect on their own learning**

**4.2 Utilize the correct method to give digital feedback and manage files in Google Drive**

### ISTE Standard alignment

2.5.b Design Authentic Learning Activities  
2.6.b Foster Classroom Management of Tech  
2.7.b Use Tech to Create Assessments  
2.7.c Use Data to Guide Progress

2.4.a Collaborate with Colleagues

# ISTE Standards



05

## Organize



Manage, gather, and analyze for improved workflows

### Exam learning objective

### ISTE Standard alignment

**5.1 Determine the correct method to manage files in Google Drive**

2.4.a Collaborate with Colleagues

**5.2 Determine the correct method to gather and analyze data**

2.6.b Foster Classroom Management of Tech

**5.3 Determine the correct method to organize and search Gmail**

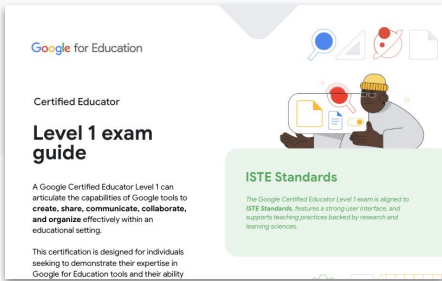
2.4.d Demonstrate Cultural Competency  
2.5.a Accommodate Learner Differences

# Getting ready

## Exam Guide

This 4-page PDF outlines the topics that may appear on the standard and renewal exams for the certifications.

[goo.gle/L1examguide](https://goo.gle/L1examguide)



## Task Cards

This will be a revamp of our existing task cards, with detailed information about how to use Google for Education tools.

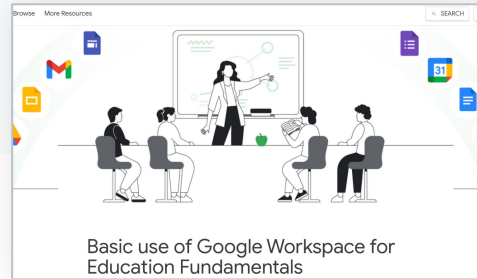
[L1 Task Cards](#)



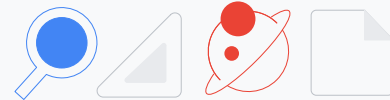
## Learning Center

Our Basic and Intermediate use of Google Workspace for Education Fundamentals courses help learners learn skills tested in the exams.

[goo.gle/learningcenter](https://goo.gle/learningcenter)

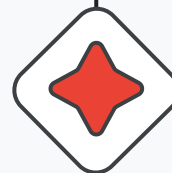






01.

# Google Classroom





# Learn how to use **Google Classroom** to collect student work and streamline instruction

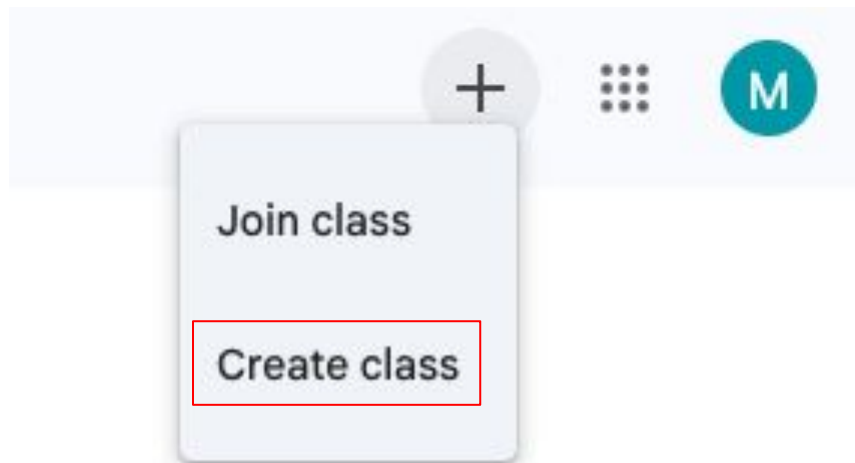
.....

## Skills checklist

- create a new class and give it the name
- post a message in the stream
- create a new assignment
- set a due date for an assignment
- make a copy of the document for each student
- attach a video from a url
- create a rubric
- provide feedback using a rubric
- create multiple assignments

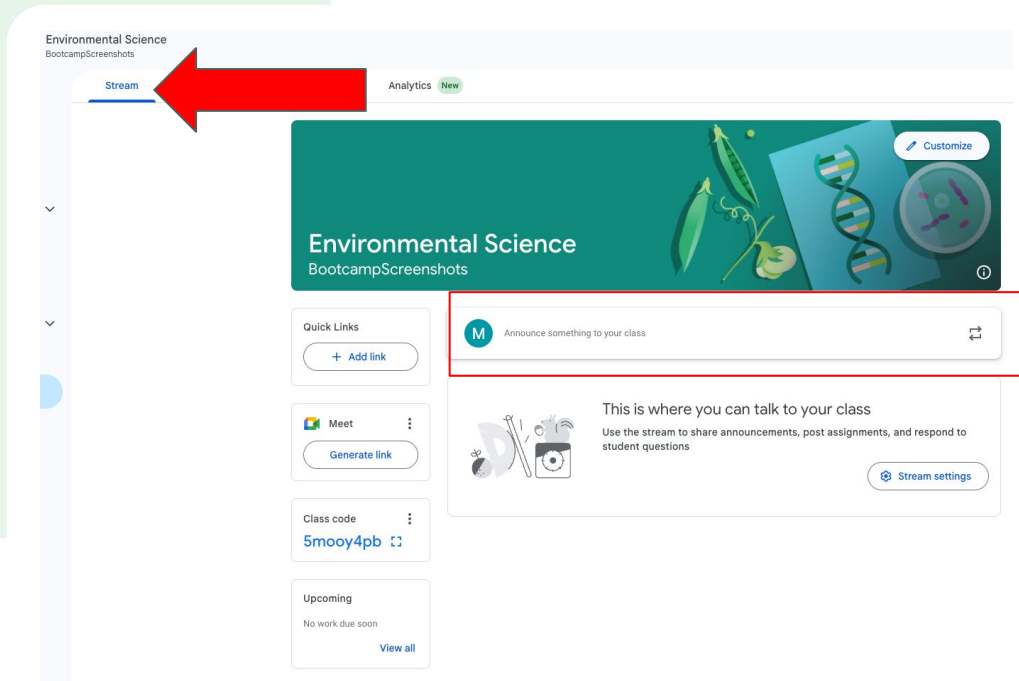
# Create and name a class

1. Go to [classroom.google.com](https://classroom.google.com)
2. Click the **+** icon in the top-right corner and select **Create class**
3. Enter the class name and optional section, subject, and room info
4. Click **Create**



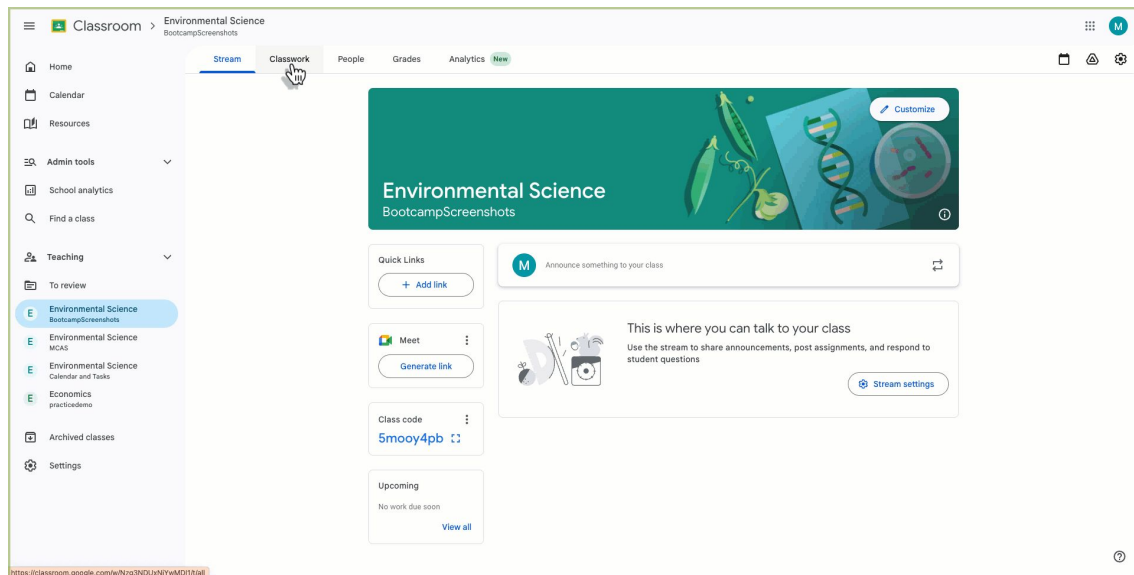
# Post a message in the Stream

1. On the Class Stream tab, click **Announce something to your class**
2. Type your message
3. Choose to post it immediately or schedule it
4. Click **Post**



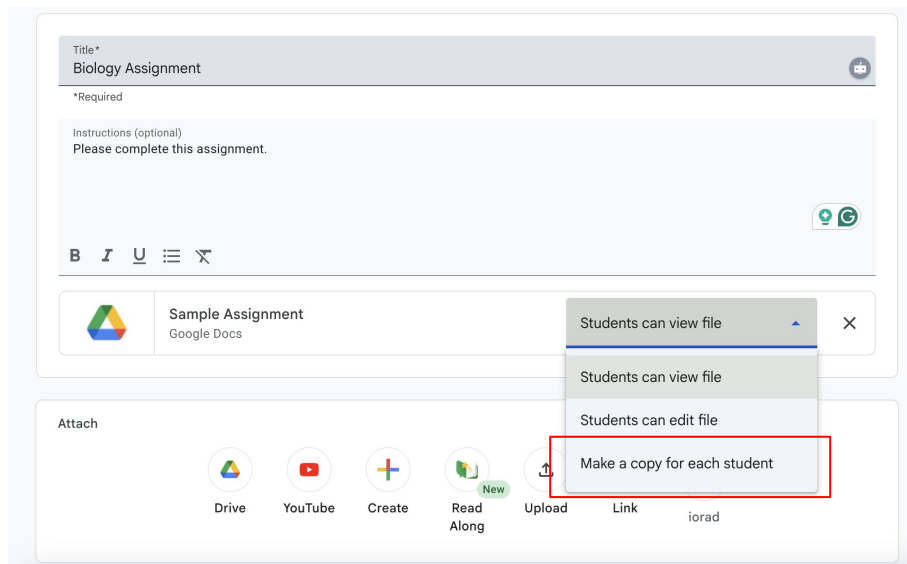
# Create an Assignment with due date

1. Click **Classwork** > **Create** > **Assignment**
2. Add a title and instructions
3. Set **Due Date, Topic, and Points** (if needed)
4. Click **Assign, Schedule, or Save Draft**



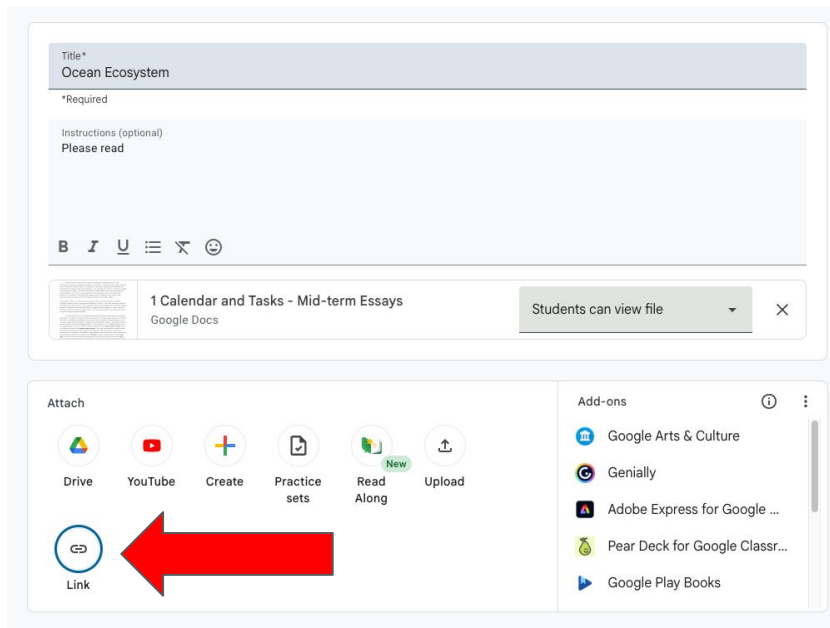
# Make a copy for each student

1. Within an assignment editor, look for Attach and click **Drive**
2. Select the document you want to attach
3. Change the dropdown from **Students can view** to **Make a copy for each student**



# Attach a video via URL




1. In the assignment editor, look for **Attach** and click **Link**
2. Paste the video URL (e.g., from YouTube)
3. Click **Add Link**





Title\*  
Ocean Ecosystem

\*Required

Instructions (optional)  
Please read


B I U   

1 Calendar and Tasks - Mid-term Essays  
Google Docs

Students can view file  

Attach

Drive YouTube Create Practice sets Read Along Upload

 Link

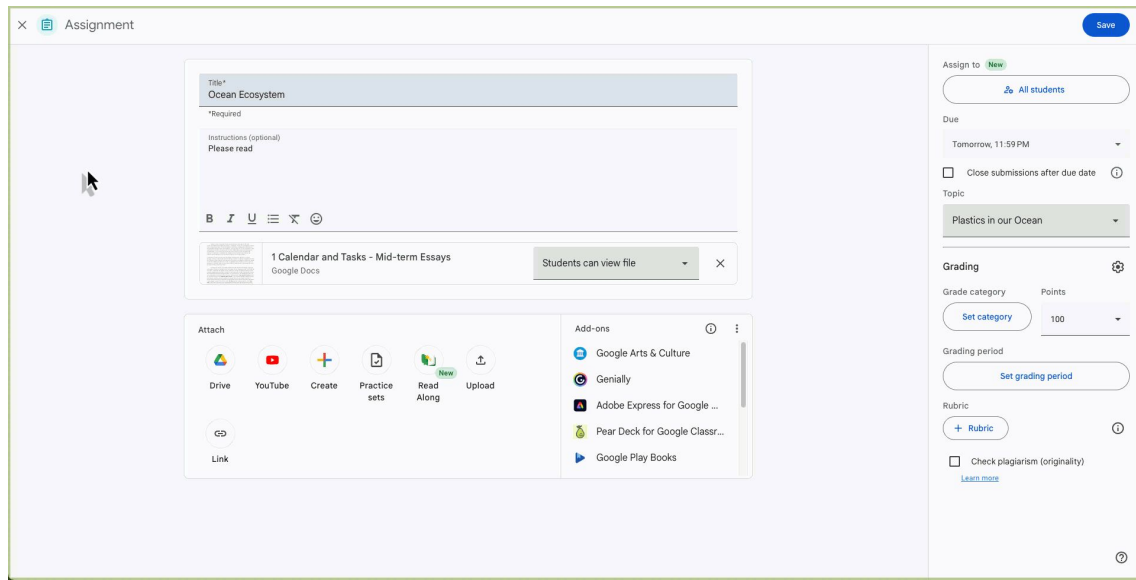
Add-ons

Google Arts & Culture  
Genially  
Adobe Express for Google ...  
Pear Deck for Google Classr...  
Google Play Books

# Add a rubric to an Assignment

1. In an assignment, click **Rubric** > **Create rubric**
2. Add criteria, descriptions, and point values
3. Click **Save**

*\*Note: Rubrics can also be added through Importing with Sheets or by using a previously created rubric.*



The screenshot shows the 'Assignment' editor in Google Classroom. The main area has a 'Title' field with 'Ocean Ecosystem', a 'Required' section, and an 'Instructions (optional)' section with the text 'Please read'. Below the instructions is a rich text editor with formatting options (B, I, U, list, link, image). There is a section for attachments, showing '1 Calendar and Tasks - Mid-term Essays' from Google Docs, with a 'Students can view file' dropdown. At the bottom, there are 'Attach' and 'Add-ons' sections. The 'Attach' section includes icons for Drive, YouTube, Create, Practice sets, Read Along, Upload, and a 'Link' button. The 'Add-ons' section lists various integrations like Google Arts & Culture, Genially, Adobe Express for Google..., Pear Deck for Google Classroom, and Google Play Books. On the right sidebar, there are settings for 'Assign to' (All students), 'Due' (Tomorrow, 11:59 PM), 'Close submissions after due date' (unchecked), 'Topic' (Plastics in our Ocean), 'Grading' (Set category, 100 points), 'Grading period' (Set grading period), and 'Rubric' (+ Rubric button). There is also a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link.



# Provide feedback with a rubric

1. Click **View assignment**.
2. On the Student work page, at the left, click a student's name.
3. Choose an option:

To expand or collapse all criteria, at the right, click **Expand criteria** or **Collapse criteria**

To expand or collapse individual criteria, next to a criterion, click **Expand** or **Collapse**

Grade

4/9

Rubric

4/9

Part of Water ...

1/3

Water Cycle D...

1/3

Water Cycle E...

2/3

Private comments

Rubric

4/9

Part of Water ...

1/3

Exceeding
3 pts

The picture certainly depicts a part of the Water Cycle. It is very apparent to the viewer.

Meeting
2 pts

The picture depicts a part of the Water Cycle. It is apparent to the viewer.

Progressing
1 pt

The picture is probably a part of the Water Cycle. There is some confusion.

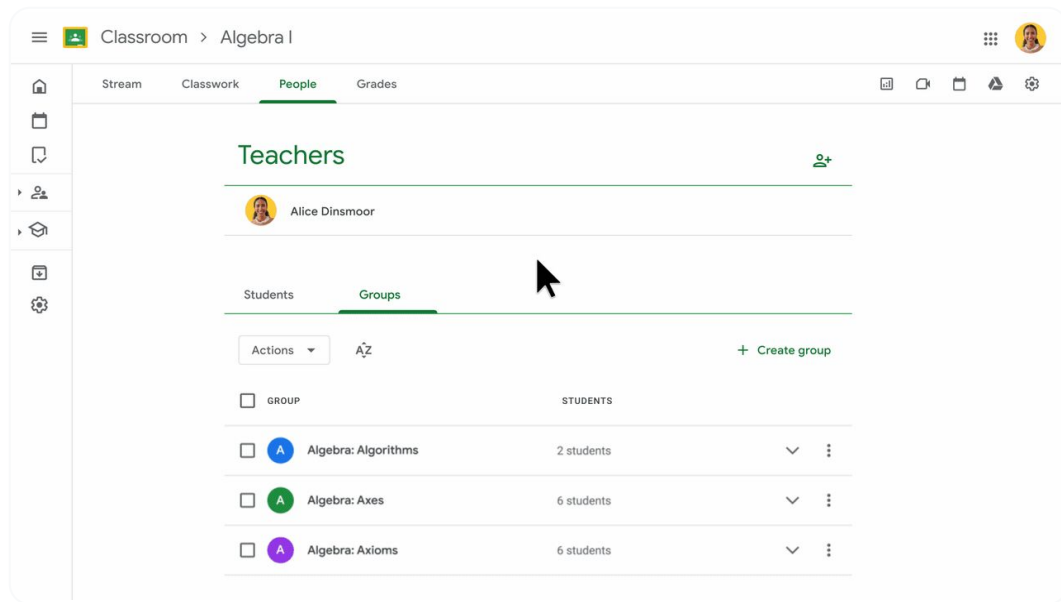
No picture.
0 pts

The student did not insert a picture.

Clear

# Differentiate assignments by student

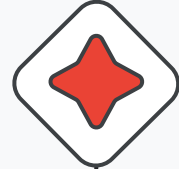
1. Create or open an assignment
2. Click the **All students** dropdown
3. Check the boxes next to the students you want to assign to
4. Finish and assign as usual





02.

# Google Drive





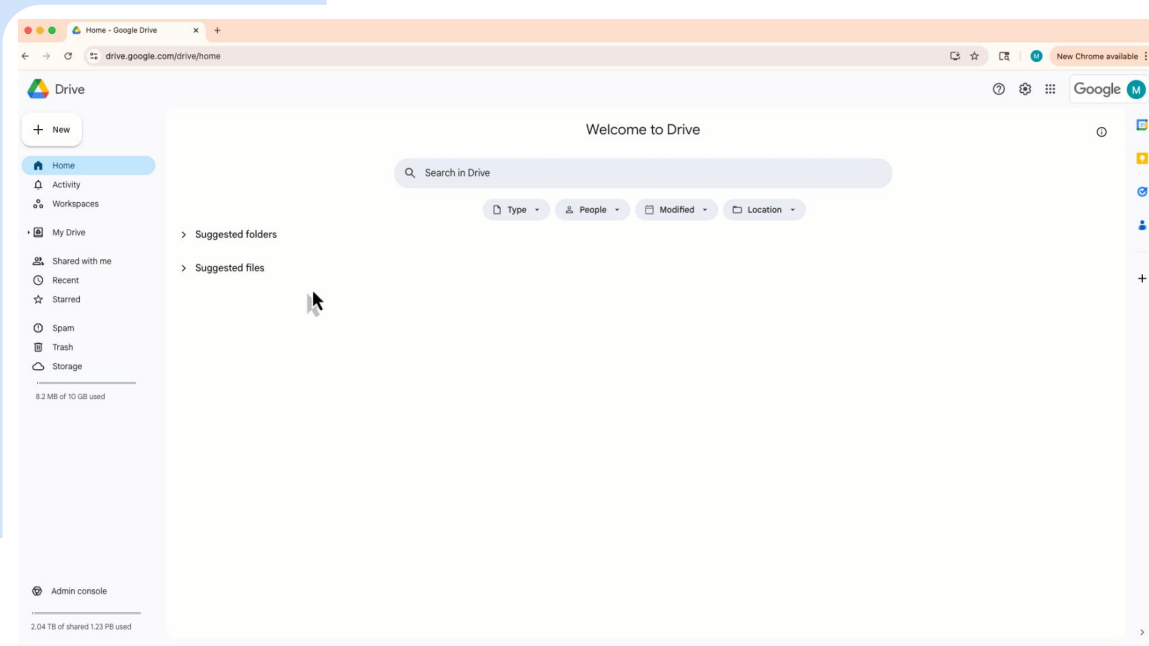
# Learn how to organize and access files in your **Google Drive**

## Skills checklist

- store different files of varying formats in one location
- create folders to upload files into folders
- add resources to a shared folder
- automatically convert files to Google Drive formats when added to Google Drive
- color code the folders to make it easier when searching for the math test answer key
- organize files via drag and drop

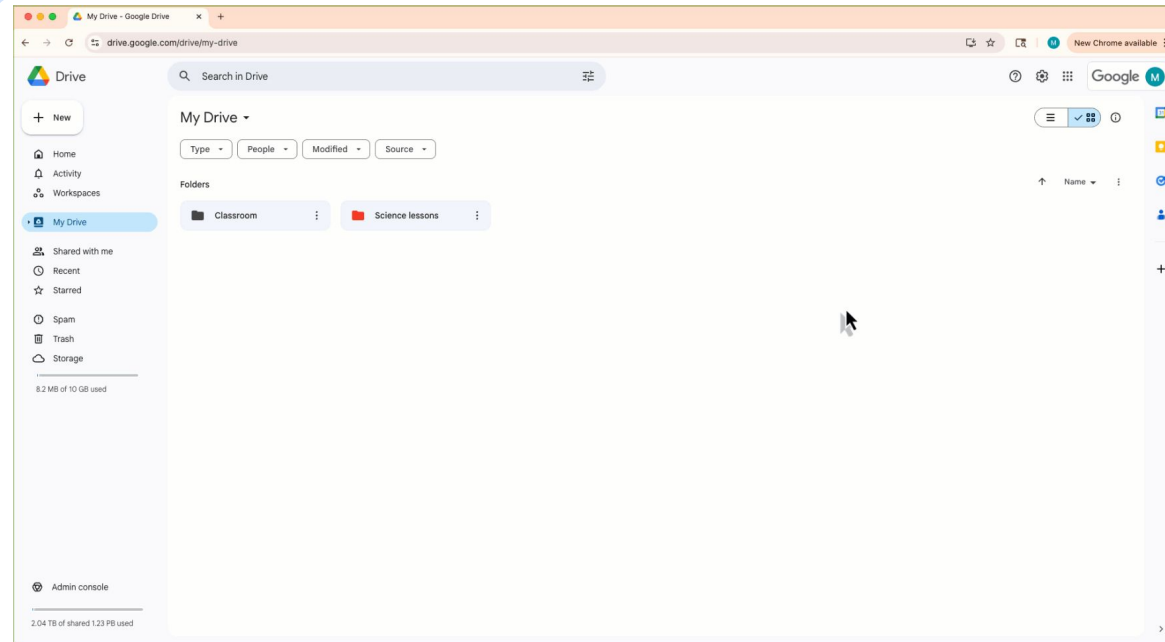
# Create and color code folders

1. Open Drive and click the **New** button.
2. Select **New Folder**, name it, and click **Create**.
3. Right-click the folder, hover over **Organize** and select the desired color.
4. Choose a color to help visually distinguish it from others.



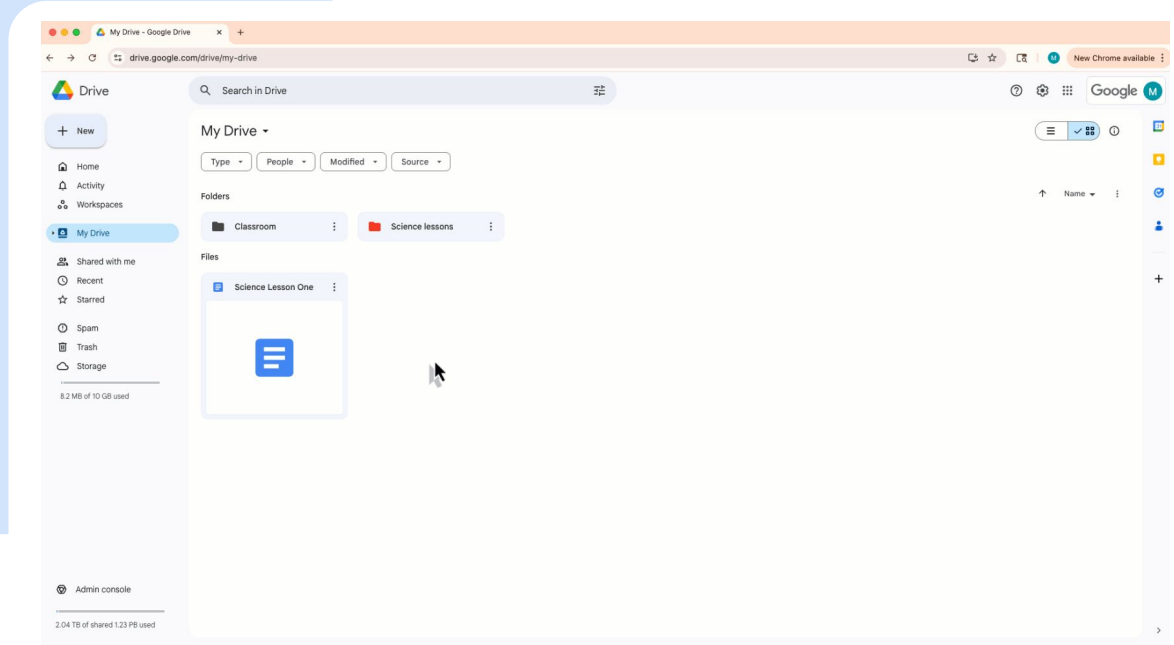
# Upload and auto convert files

1. Click the gear icon in Drive and select **Settings**.
2. Check the box next to **Convert uploads** to automatically convert files to format.
3. To upload, click **New > File upload** or **Folder upload**.
4. Select files (e.g., .docx, .pptx) to upload and they'll be converted.



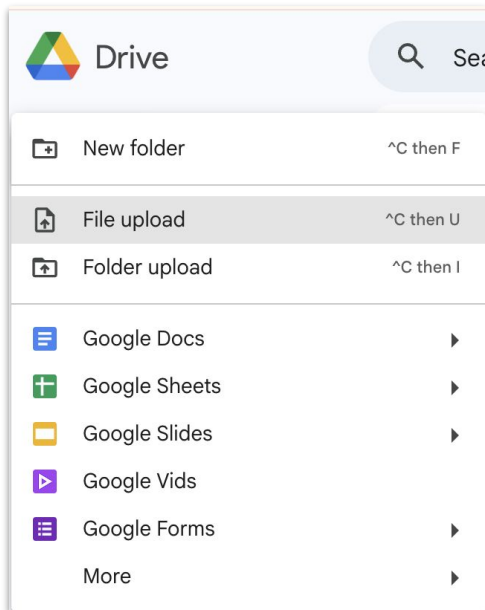
# Organize files with drag and drop

1. Open Drive in grid or list view.
2. Click and hold a file or folder.
3. Drag it to the correct folder or location.
4. Drop it in place to organize.



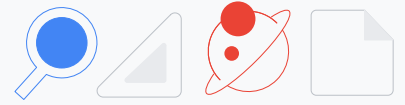
# Add resources to shared folders

1. Open the shared folder (it will have a shared icon).
2. Click **New > File Upload** or **Folder Upload** or drag-and-drop files directly into the folder.
3. Any files added will automatically inherit the folder's sharing permissions.



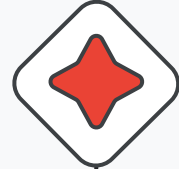
Choose File  
or Folder Upload





03.

# Google Docs





# Learn how to use, share, and manage **Google Docs**

## Skills checklist

- insert pictures using the device's webcam
- assign sharing permissions
- invite colleagues to view, comment, or edit a document
- transfer ownership of documents
- translate the document's text into a different language
- access Version history in order to recover missing information back into the doc
- find the Template gallery within a Docs document



# Learn how to use, share, and manage **Google Docs**

## Skills checklist

- change the editing mode on the document to suggesting mode
- notify people that a document has been shared with them
- require students to make a copy of the document
- access the screen reader support
- use the Chat feature
- create a new document
- add a title to the document
- share a document



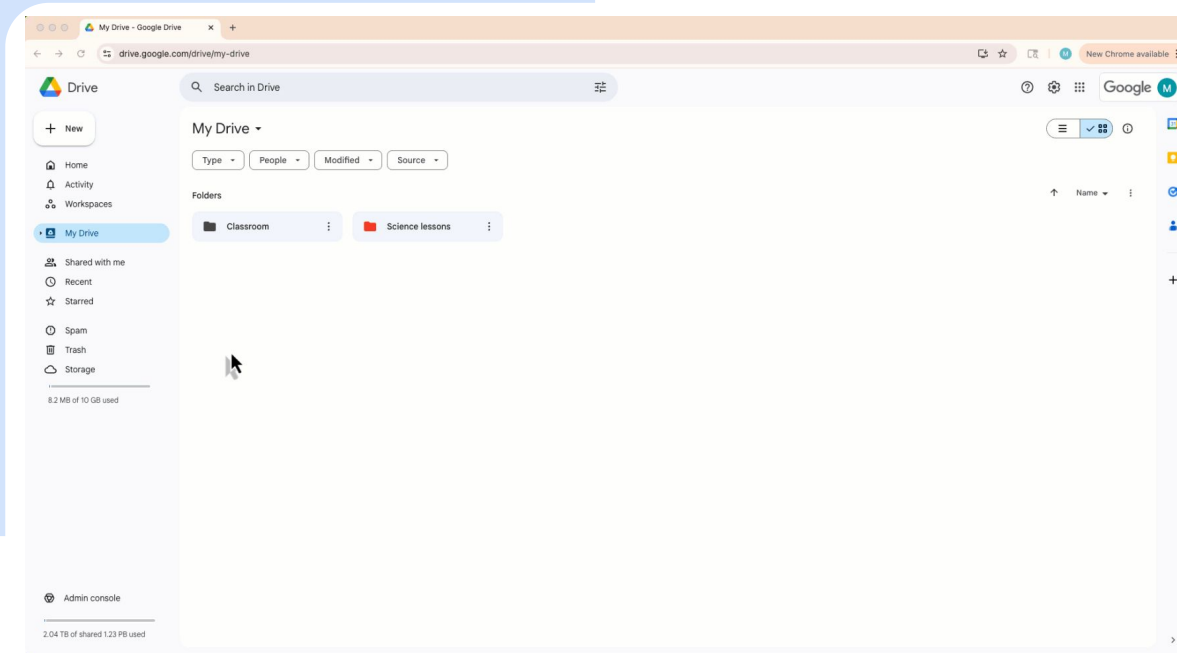
# Learn how to use, share, and manage **Google Docs**

## Skills checklist

- add comment in a document
- ensure Editors cannot change permissions and share the document
- ensure Viewers and Commenters cannot see the option to download, print, and copy

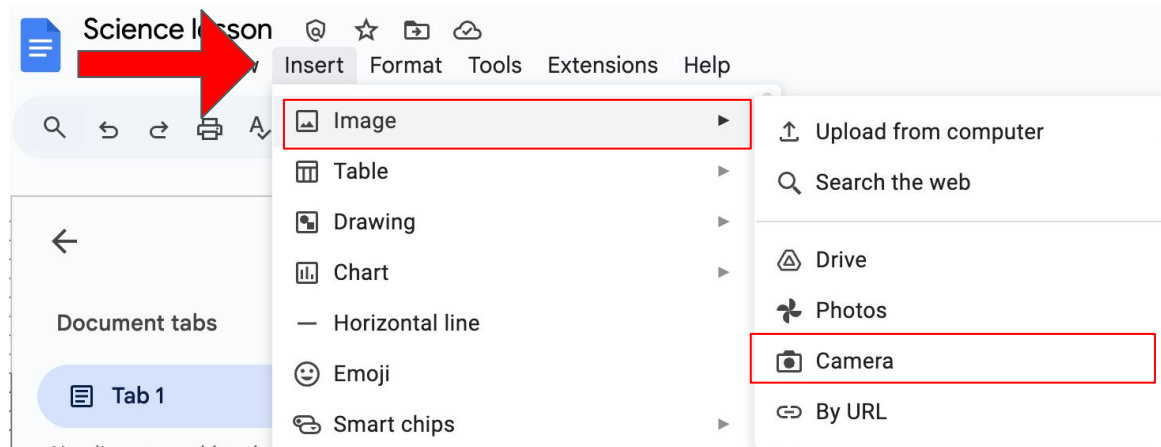
# Create a new Doc

1. Go to Drive.
2. Click **New > Google Docs > Blank document**.
3. Click into the untitled document name at the top and give it a title.



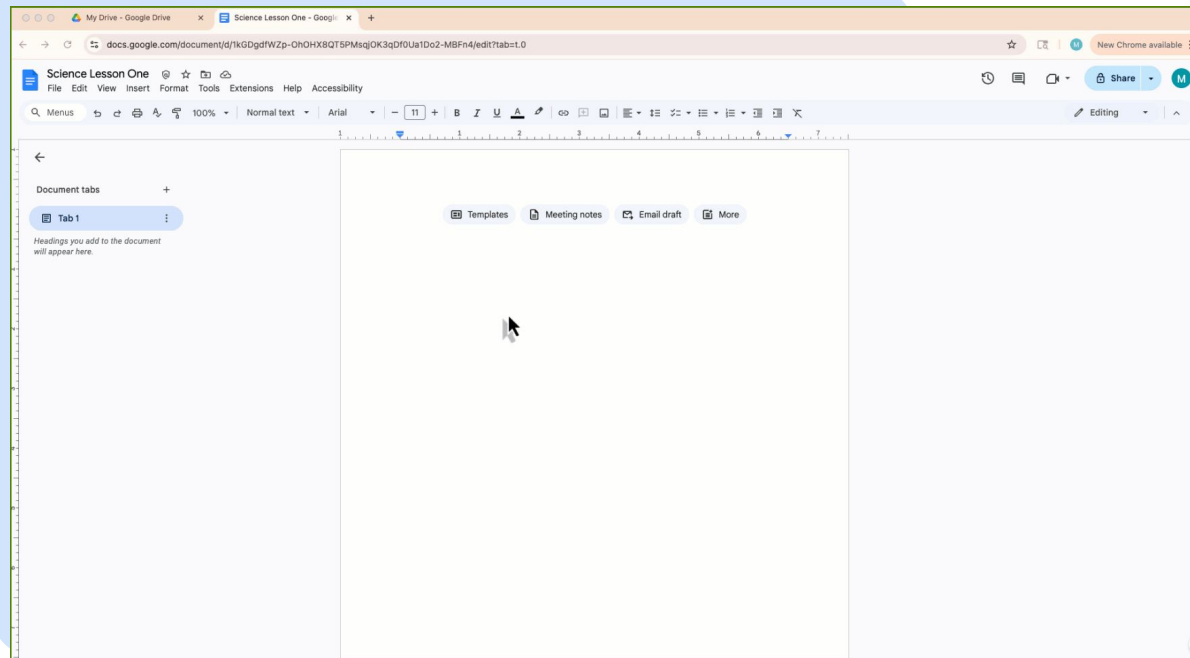
# Insert image using a webcam

1. In your Doc, click **Insert > Image > Camera**.
2. Allow access to your device's webcam if prompted.
3. Take a picture using the **Camera** feature.
4. Click **Insert** to add it to the document.



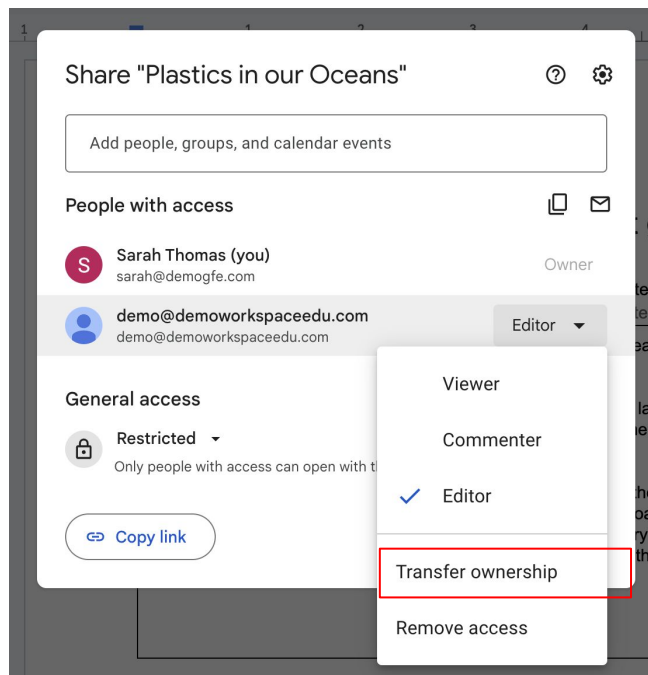
# Assign sharing permissions & invite collaborators

1. Click the **Share** button in the top right of the document.
2. Enter collaborators' email addresses.
3. Choose **Viewer**, **Commenter**, or **Editor**.
4. Leave the box checked for **Notify People**.
5. Click **Send** to notify them.



# Transfer ownership of a document

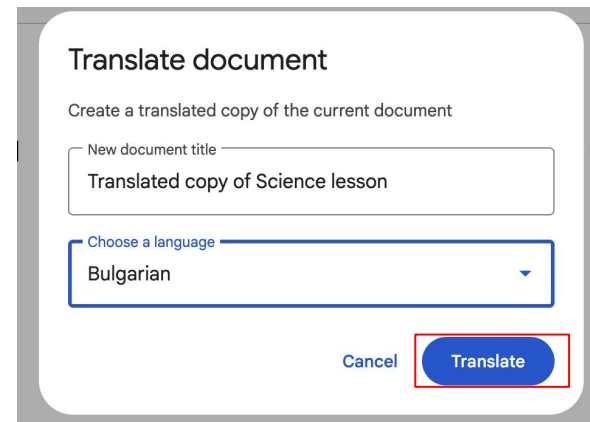
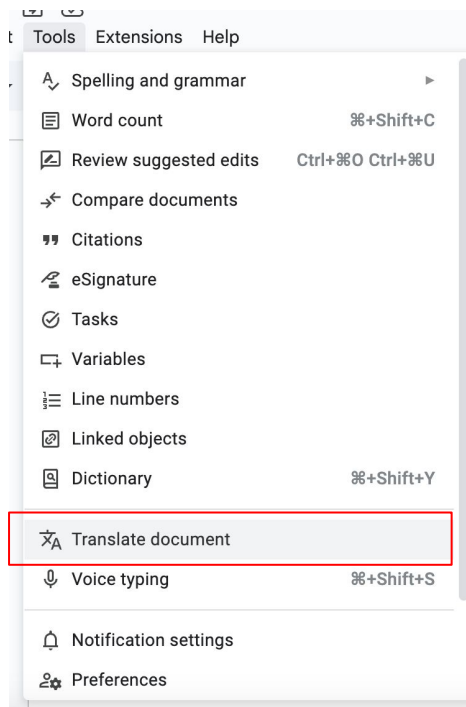
1. Click **Share**.
2. Type in the email of the person you're transferring to.
3. Click the dropdown next to their name and choose **Make owner**.
4. Click **Save changes** and confirm.





# Translate a document

1. Click **Tools > Translate document**.
2. Select the target language.
3. Name the new copy and click **Translate**.



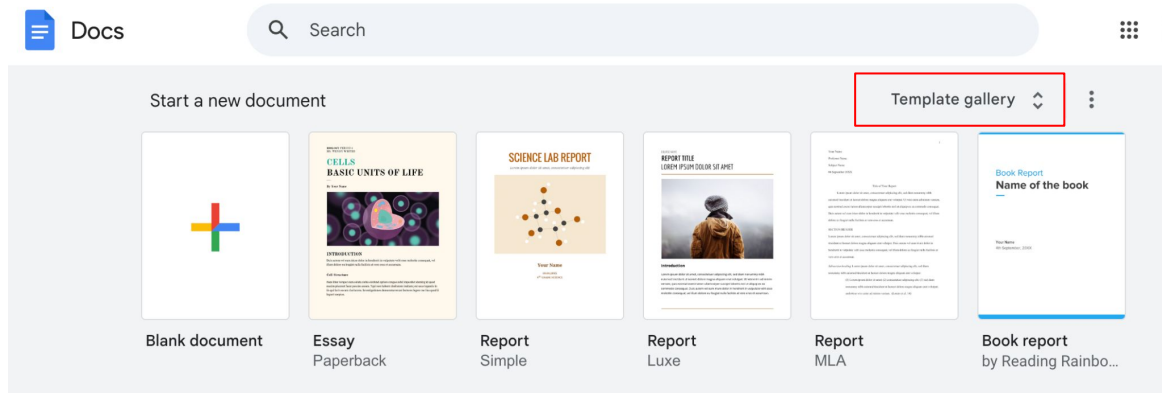
# Use Version history to recover content

1. Click **File > Version history > See version history** or go to the clock icon with the reverse arrow in the upper corner of the doc.
2. Click on a version to review the list of changes.
3. Click on a previous version and select **Restore this version** if needed.



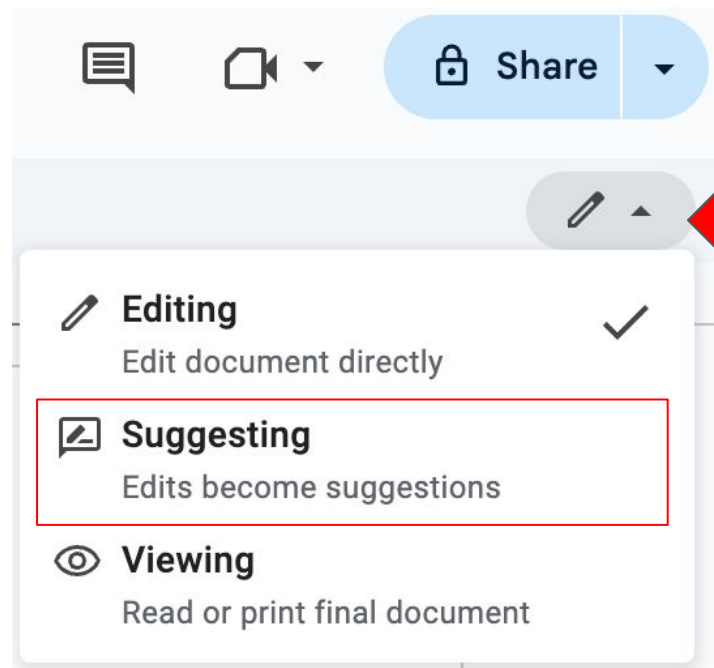
# Find the Template gallery

1. Go to Docs home at [docs.google.com](https://docs.google.com)
2. Click **Template gallery** at the top right.
3. Browse available templates (lesson plans, letters, etc.).
4. Click one to begin editing.



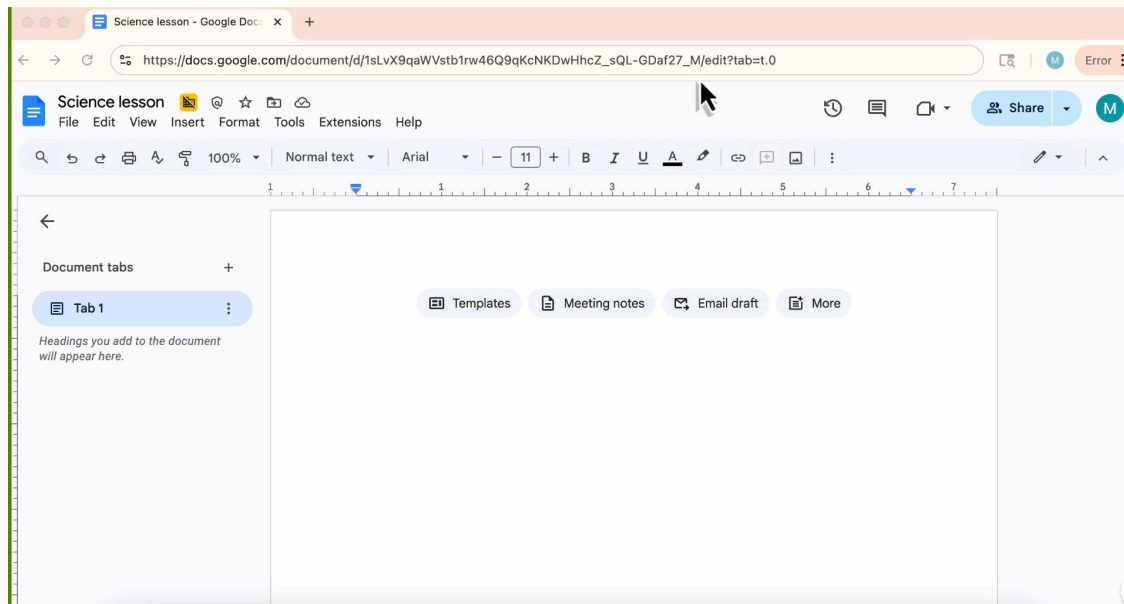
# Change to Suggesting mode

1. In the top right of a Doc, click the pencil icon.
2. Choose **Suggesting** from the dropdown.
3. Type edits, which will now appear as suggestions.



# Force a copy

1. Open the Doc.
2. Copy the shareable URL and replace [/edit](#) with [/copy](#).
3. Share the new link. Students will be prompted to make a copy.



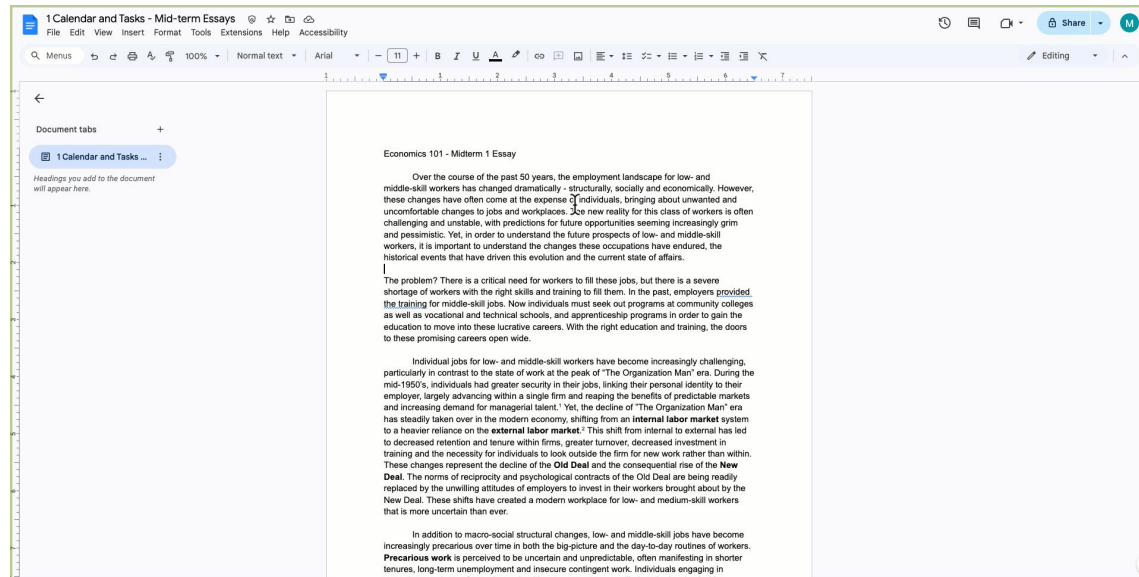
# Use Chat & commenting

## For a comment:

1. Highlight text
2. Click comment icon or **Insert > Comment**
3. Type and post.

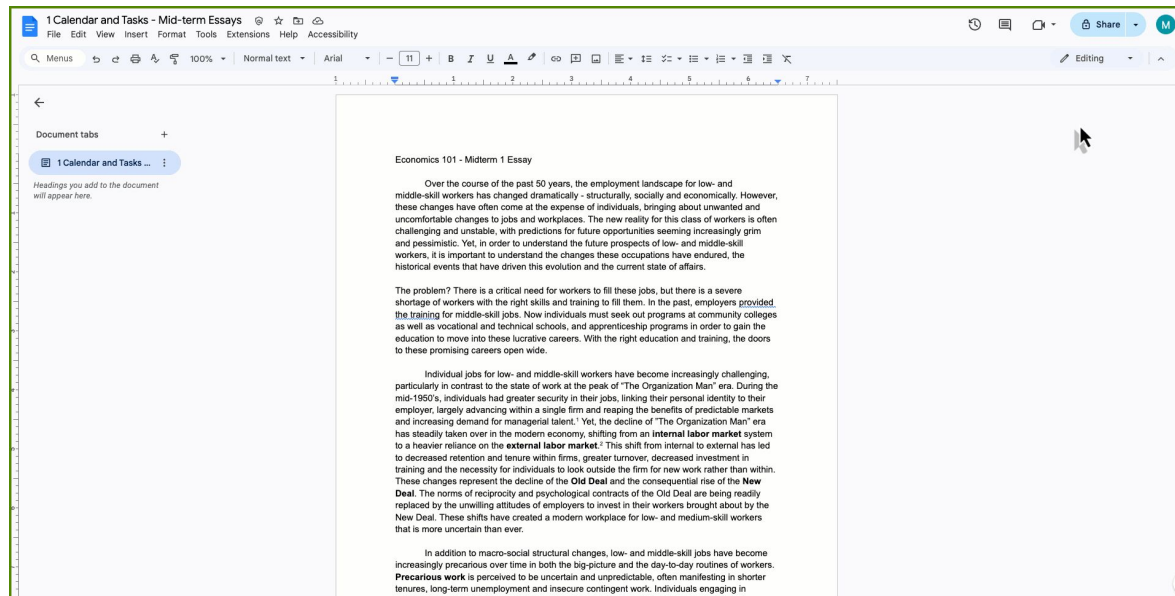
## For a Chat:

1. If multiple collaborators are viewing the Doc at once, click the chat icon to start a real-time conversation.



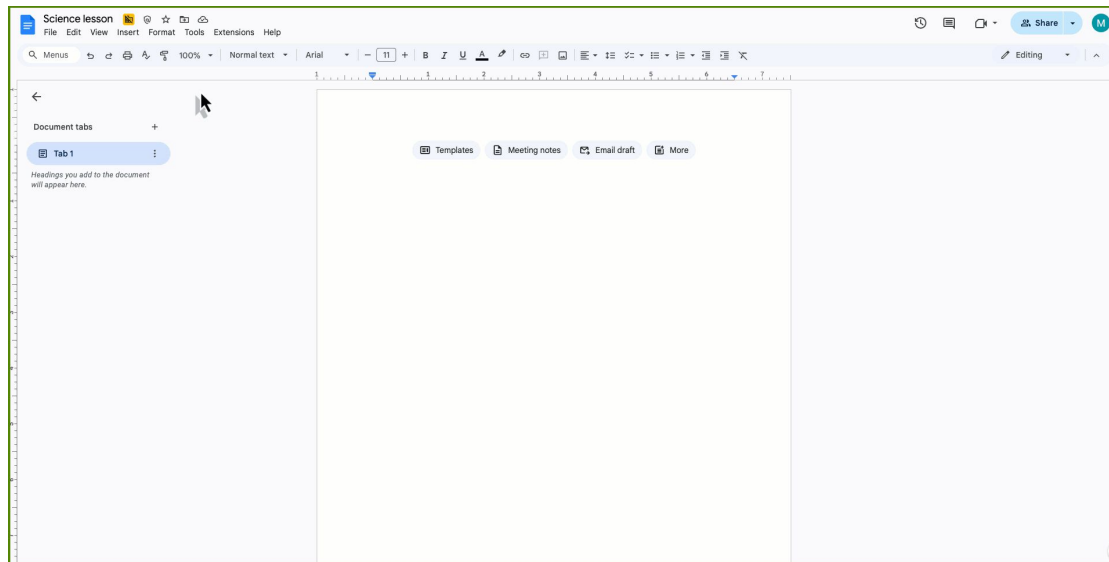
# Secure sharing permissions

1. Click **Share**.
2. Click the settings gear in the top right.
3. Uncheck: **Editors can change permissions**.
4. Uncheck: **Viewers and commenters can see the option to download, print, and copy**.

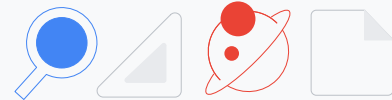


# Enable screen reader support

1. Click **Tools**
2. Select **Accessibility**
3. Check **Turn on screen reader support**
4. Click **OK**

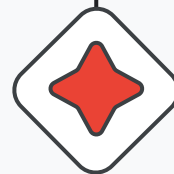






04.

# Google Slides





# Enhance your classroom experience with interactive lessons with features from Google Slides

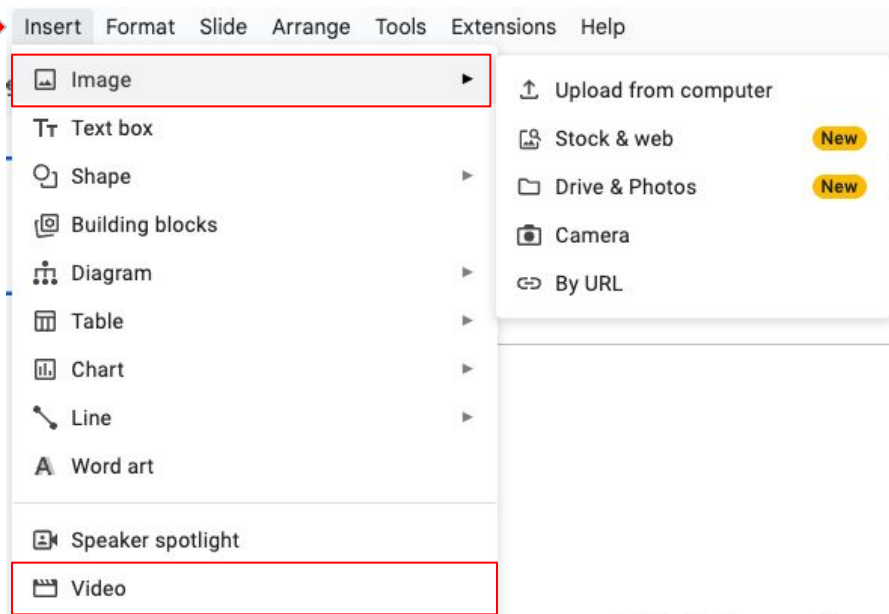
.....

## Skills checklist

- create presentations that include pictures and videos
- embed content by URL or code
- toggle captions on while in presentation mode
- add static elements in the theme
- leave feedback using the comment feature

# Create Slides with multimedia

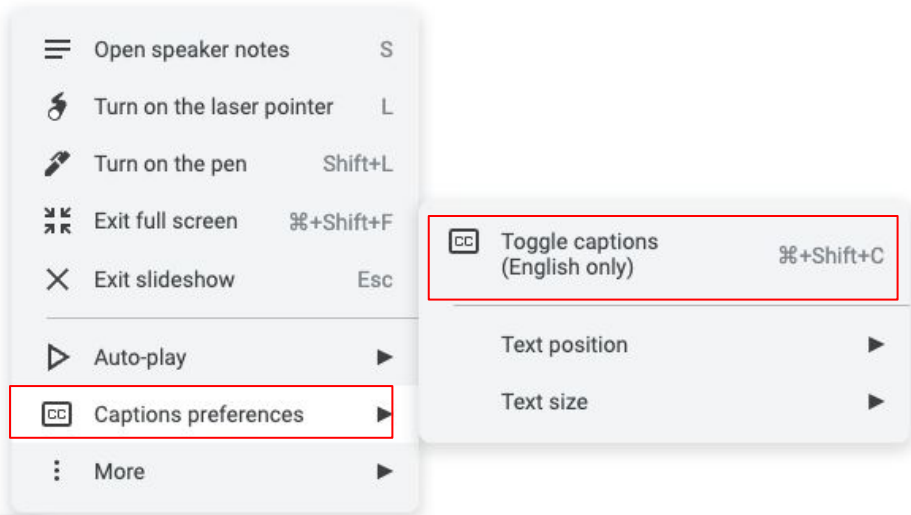
1. Go to [slides.google.com](https://slides.google.com) and click **Blank Presentation** or choose a template.
2. Click **Insert > Image** to add a picture (from your device, Drive, or the web).
3. Click **Insert > Video** to embed a video (from YouTube or Drive).
  - a. **YouTube:** Search the video or topic you're interested in or paste the URL for the video in the search bar.



# Enable captions while presenting

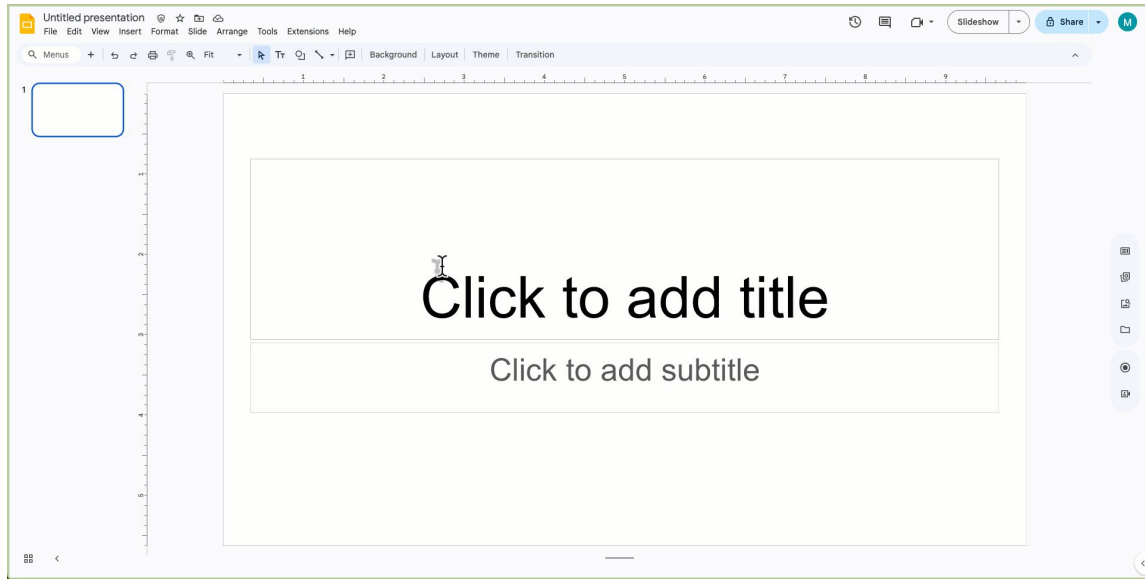
1. Click **Slideshow** in Slides
2. At the bottom-left, click the three dots
3. Hover over **Captions preferences**
4. Select **Toggle captions**
5. Captions will display live using your microphone

*Note: You may need to allow the microphone if you're using it for the first time.*



# Customize Themes with static elements

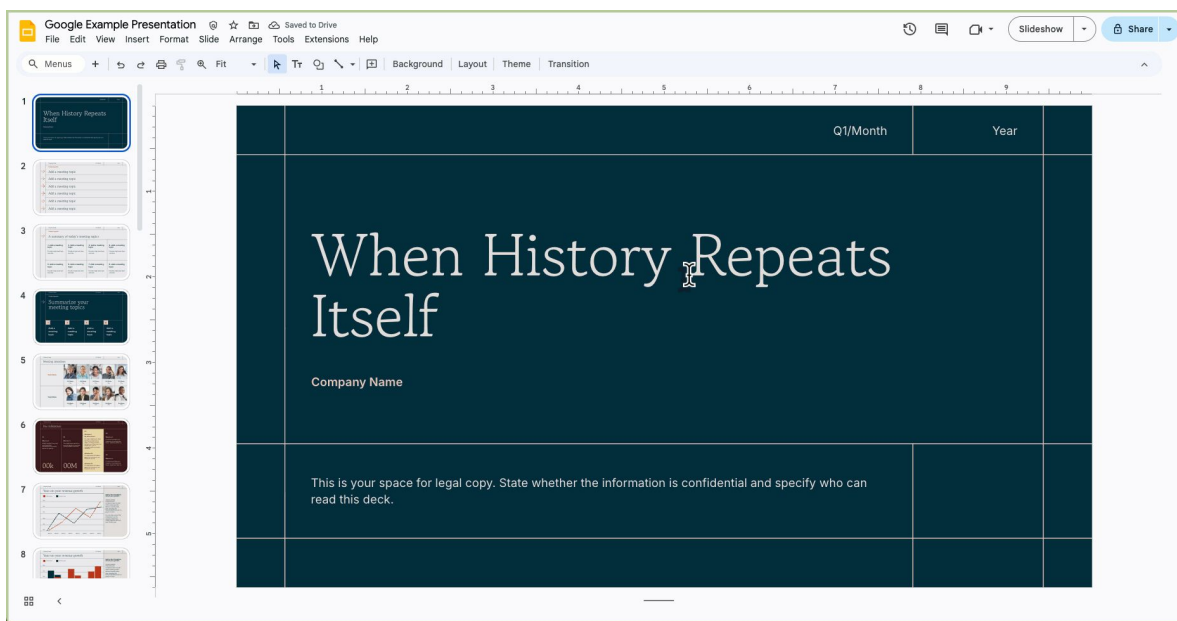
1. Click **Slide > Edit theme**.
2. Add text boxes, logos, shapes, or images to the layout.
3. Close the theme editor when done.



# Leave feedback using comments

1. Highlight an element or text.
2. Click the **Comment** button, Click on **Insert > Comment**, or right-click and choose **Comment**.
3. Type your feedback and click **Comment** to post.

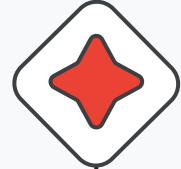
*Note: Use the @ symbol to tag someone in the comment and they will be notified.*





05.

# Google Sheets





# Organize, sort, and filter student data using **Google Sheets**

.....

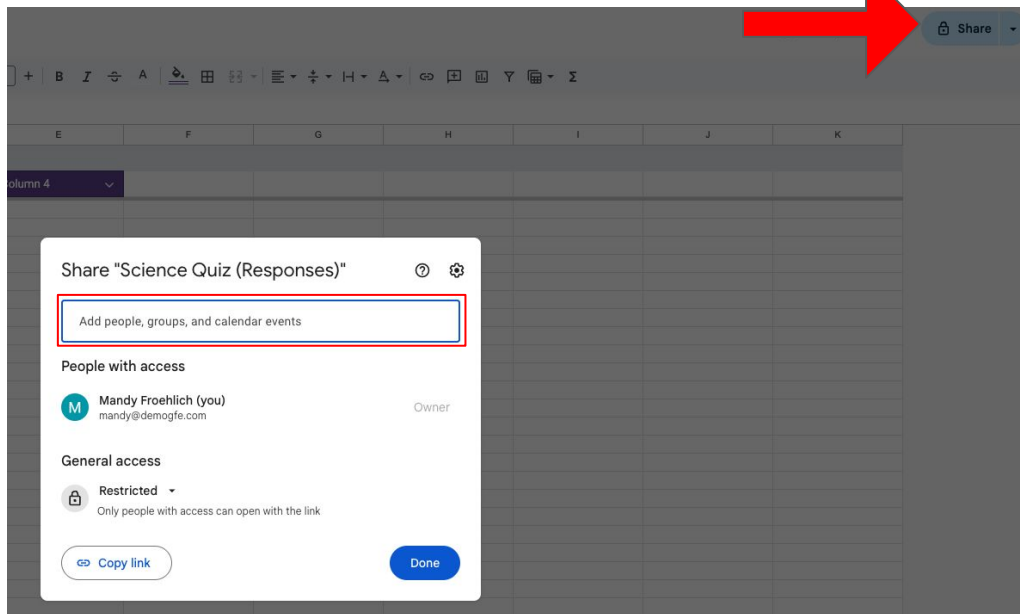
## Skills checklist

- edit in real time
- transfer ownership of documents



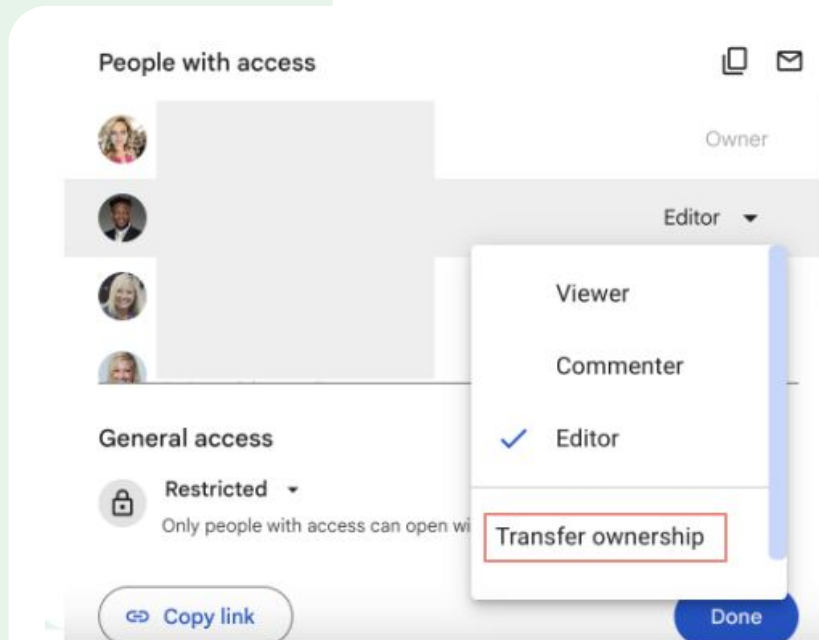
# Collaborate in Sheets

1. Open the linked Sheet
2. Click **Share** > Add collaborators with edit access
3. Collaborators can enter notes, sort data, or use formulas



# Transfer ownership of a Sheet

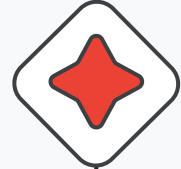
1. Click the **Share icon** and locate the email in which you'd like to transfer your ownership
2. Click the dropdown next to their name and select **Transfer Ownership**
3. Confirm the transfer





06.

# Google Chat





# Efficiently communicate with colleagues and students in real time with **Google Chat**

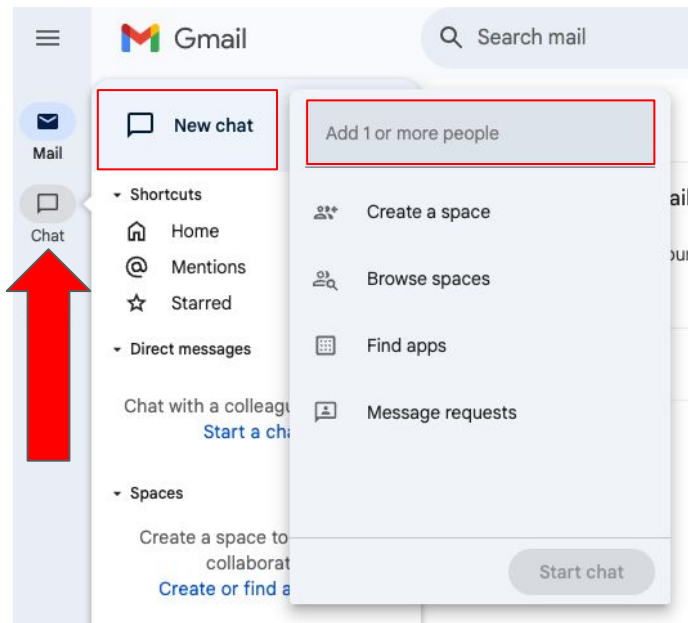
.....

## Skills checklist

- start a new chat
- create Spaces for staff to collaborate, send images and text-based messages, and share resources in real time
- communicate with students

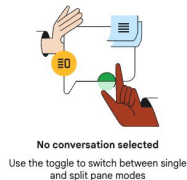
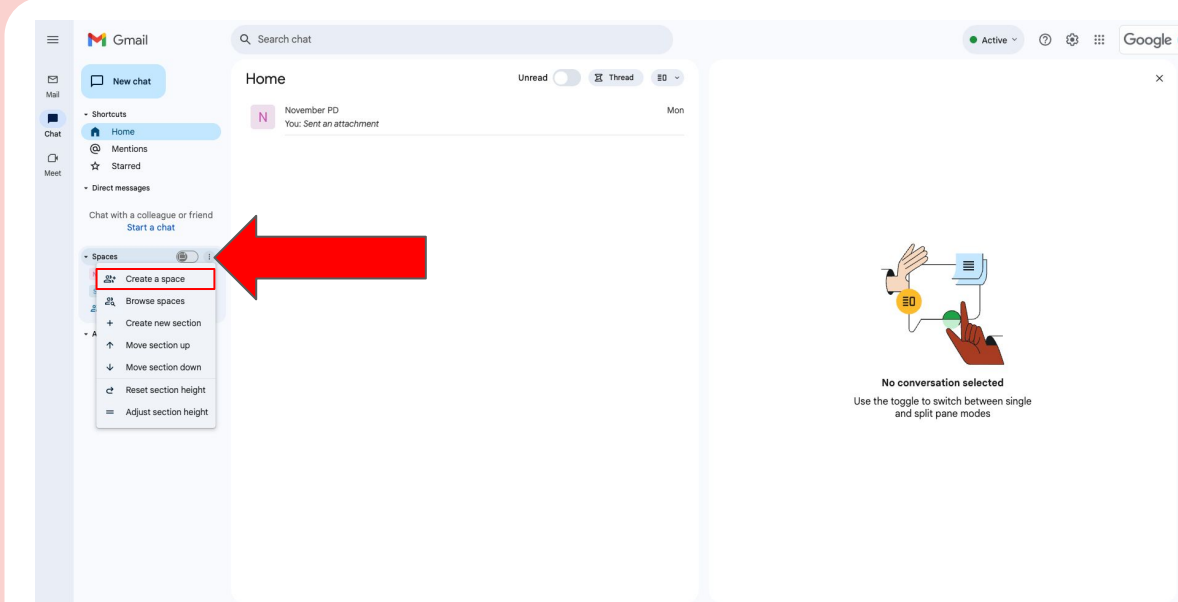
# Start a new Chat

1. Go to [chat.google.com](https://chat.google.com) or open Chat in Gmail
2. Click **New Chat**
3. Type a name or email and press **Enter** to begin messaging



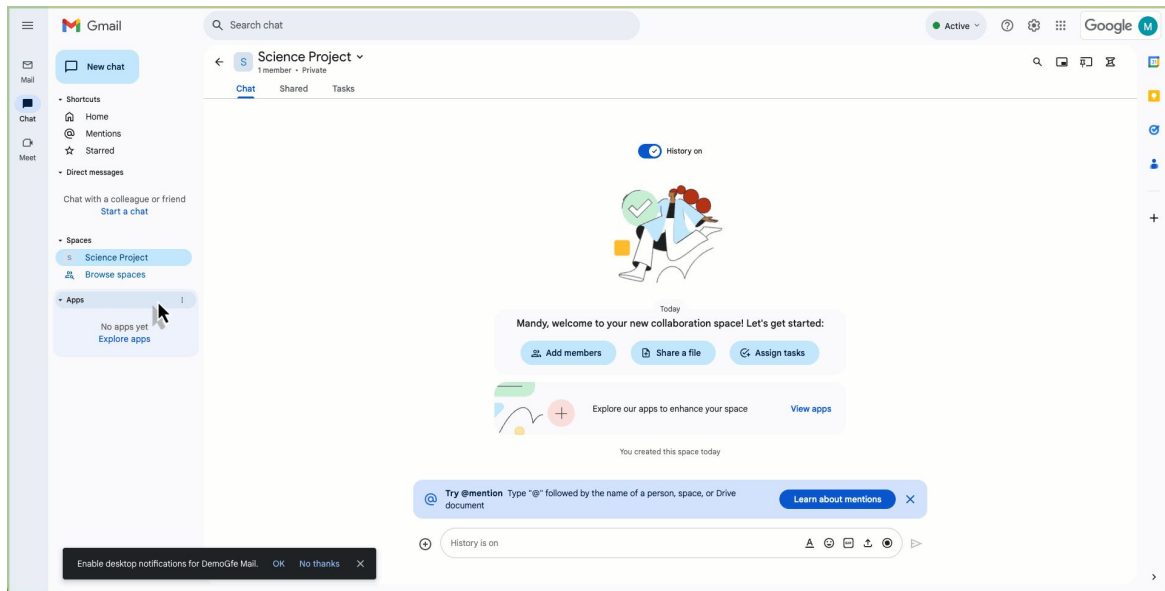
# Create a Chat Space

1. Click on the three dot menu in the corner next to Spaces
2. Select **Create Space** and give it a name
3. Add members and click **Create**



# Send messages and resources in a Space

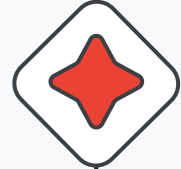
1. Type a message in the chat field
2. Use @ to tag a member of the Space
3. Click the **paperclip icon** to attach a file or link





07.

# Google Meet







# Make organizing meetings easy with **Google Meet**

## Skills checklist

- host a synchronous virtual training for guardians
- host synchronous virtual sessions for student support
- invite guest speakers into your classroom
- raise hand
- share screen via a Chrome Tab
- screen share
- record a meeting
- access chat history and Google Meet recording

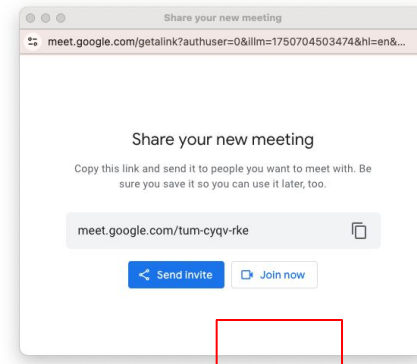
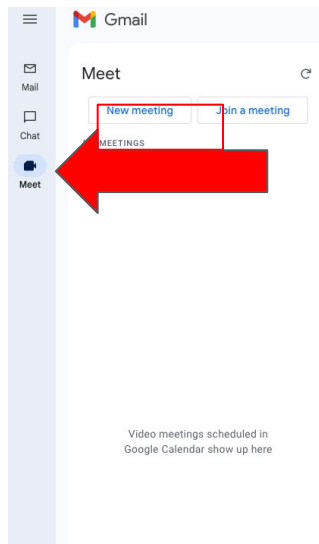
# Invite a guest to a Meet

In your Calendar event:

1. Click **Add guests**
2. Type the guest's email address and click **Save**
3. Choose to send the invitation email when prompted

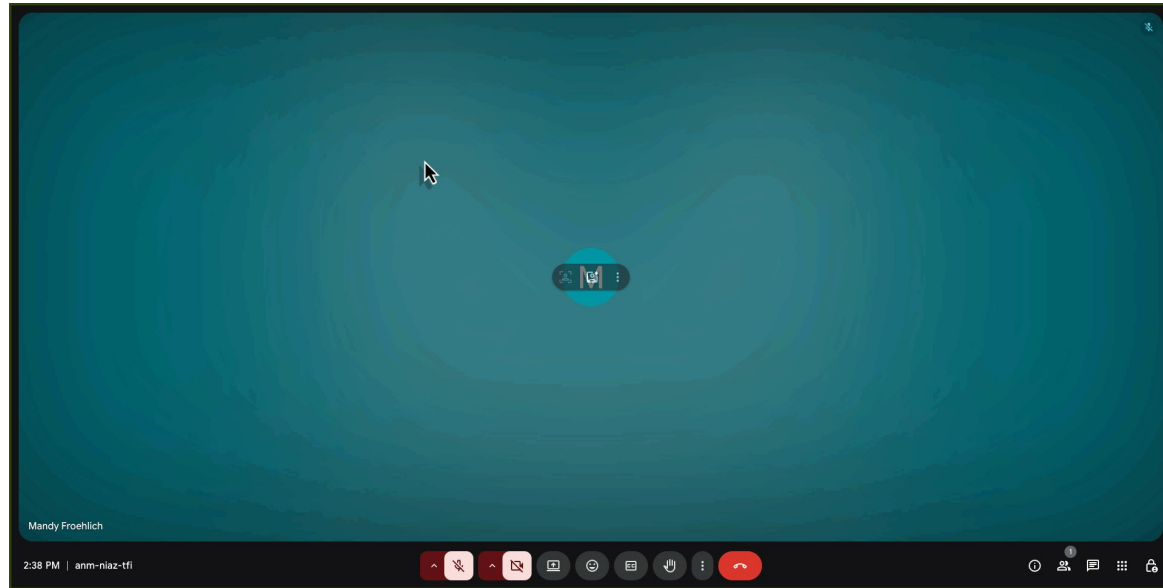
In Gmail:

1. Click on **Meet > New meeting**
2. **Send invite** or copy and paste the link to the meet in an email.



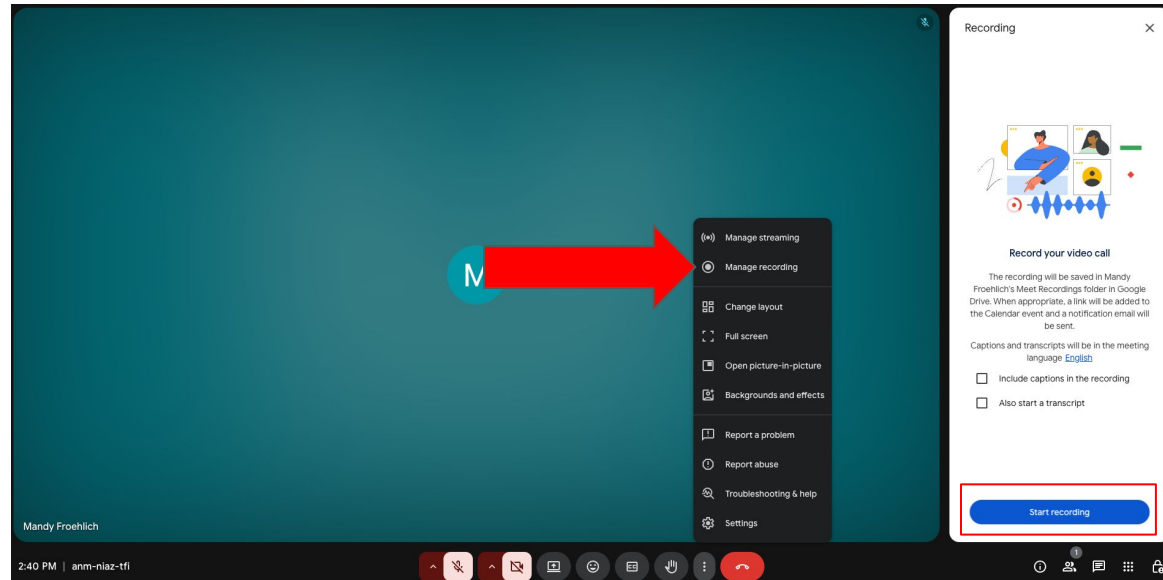
# Share screen via Chrome tab

1. In a Meet, click the **Share screen icon**
2. Select **A Chrome tab** from the options
3. Choose the tab and click **Share**



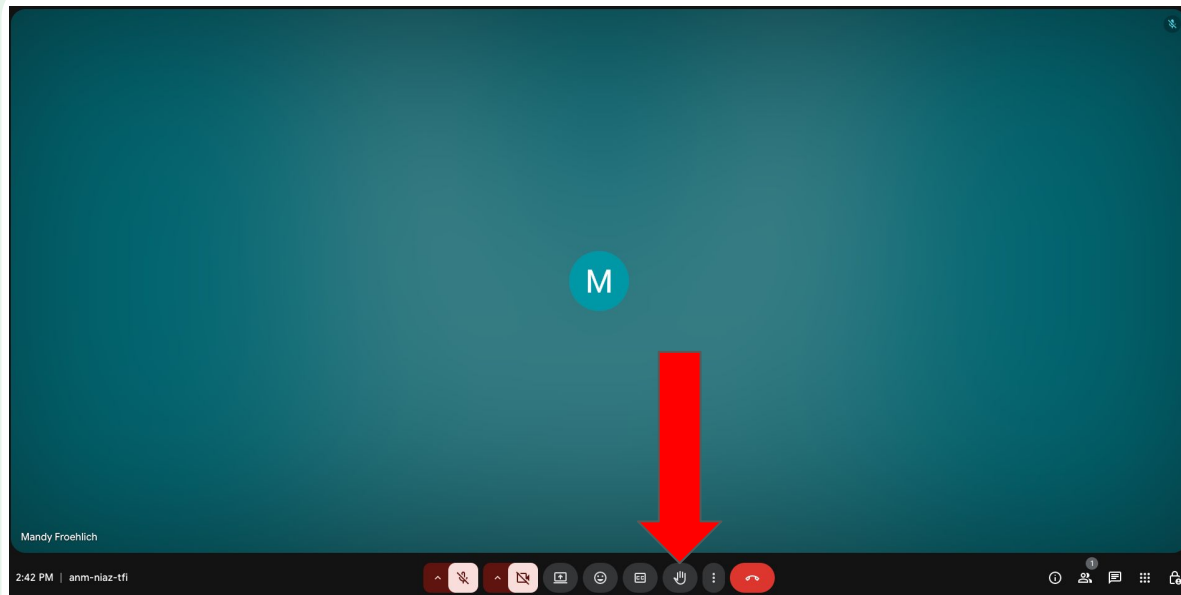
# Record a meeting

1. Click the **three-dot menu** in the Meet
2. Select **Record meeting** (participants will be asked to accept that they are being recorded)
3. Click **Stop recording** when finished



# Raise hand in a meeting

1. Join the Meet at [meet.google.com](https://meet.google.com) or from Calendar
2. Click the **Raise Hand** icon in the bottom toolbar
3. Click again to lower your hand when you're called on



# Access Chat history and recordings

1. Go to **Drive** and open the **Meet Recordings** folder
2. Click to open or share the recording file
3. Chat history will also be included in this folder but only if the Meet has been recorded.

My Drive > Meet Recordings ▾

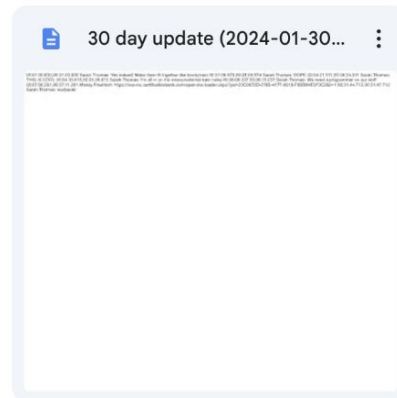
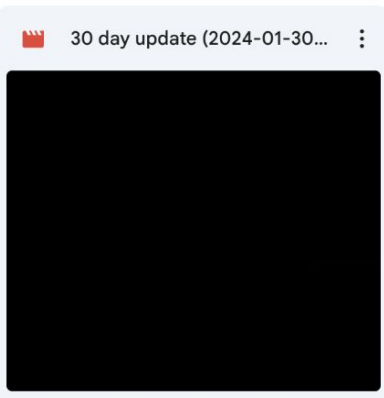
Type ▾

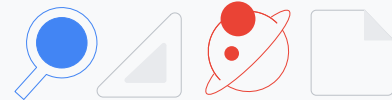
People ▾

Modified ▾

Source ▾

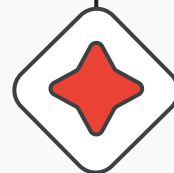
Files





08.

# Google Calendar





# Create and maintain schedules with Google Calendar

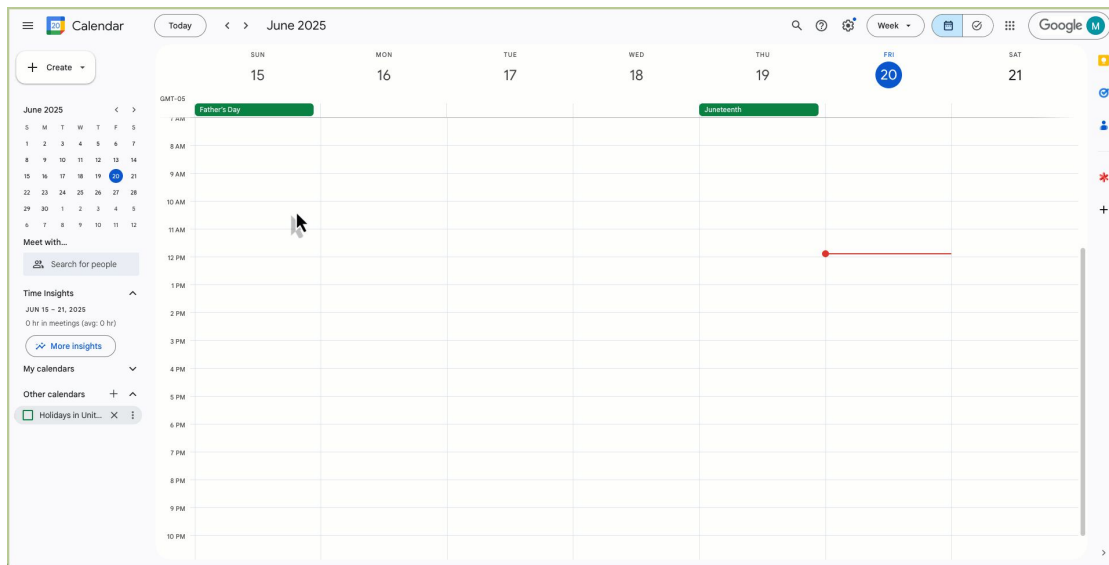
## Skills checklist

- create an event and attach a document
- enable reminders and notifications
- add a Google Meet link from the Event screen
- create new calendar
- schedule due dates
- attach a document for an upcoming event
- set up Appointment slots
- create a Task list
- set up desktop notifications
- allow participants to add guests



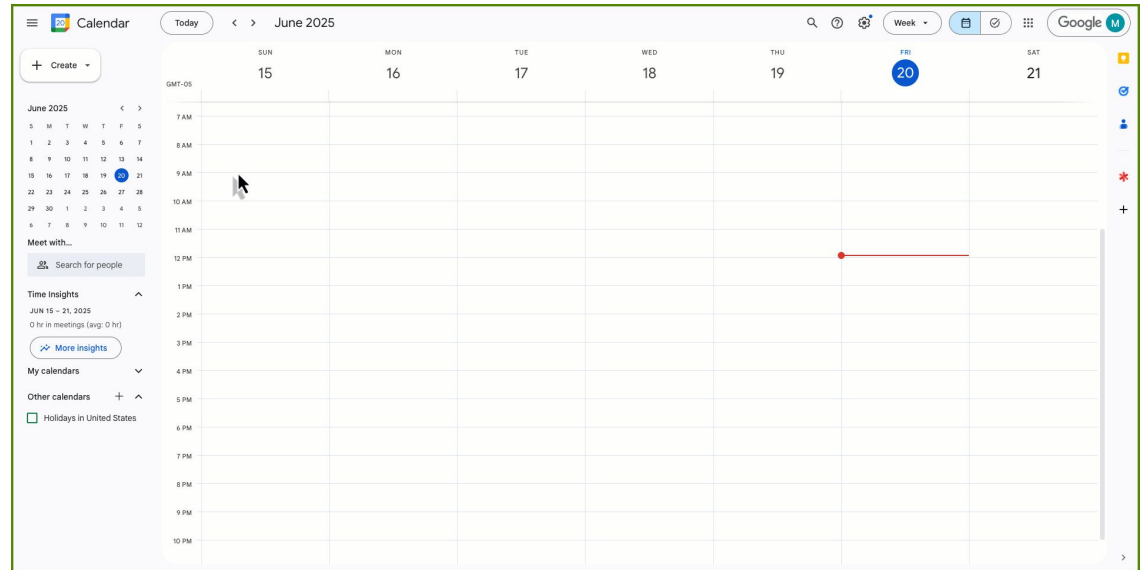
# Create an event with attachment

1. Open Calendar and click **Create > Event** or click on your desired day and time on the calendar. To see the full-screen option, click on **More Options** at the bottom.
2. Add a title and date/time.
3. In the quick-look view, “Add description or Drive Attachment,” click **Drive Attachment**.
4. In the full-screen view, click on the Drive icon in the description box..
5. Choose the desired file.
6. Click **Insert**.



# Set event reminders

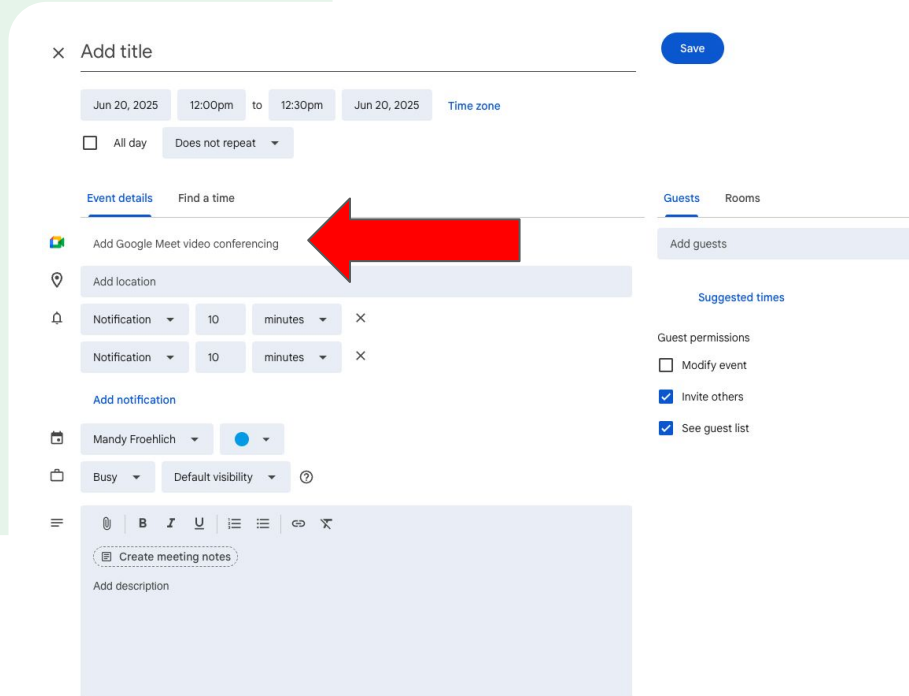
1. In the full event edit screen, scroll to **Notification**.
2. In the quick-look screen, click on the name of the calendar and then **Add Notification**.
3. Choose email or pop-up and set timing (e.g., 10 minutes before).



# Add a Meet link to an event

1. Click **Add Meet video conferencing** in the event.
2. The Meet link is added automatically for attendees

\*Note: Your administrator may have a Meet link automatically added to new events.





× Add title Save


Jun 20, 2025 12:00pm to 12:30pm Jun 20, 2025 [Time zone](#)


☐ All day [Does not repeat](#)

[Event details](#) [Find a time](#)



 Add Google Meet video conferencing



 Add location


 Notification 10 minutes X






 Notification 10 minutes X


[Add notification](#)

 Mandy Froehlich 

 Busy [Default visibility](#) 



 **B** *I* U    

 Create meeting notes

Add description

[Guests](#) [Rooms](#)

Add guests

[Suggested times](#)

Guest permissions

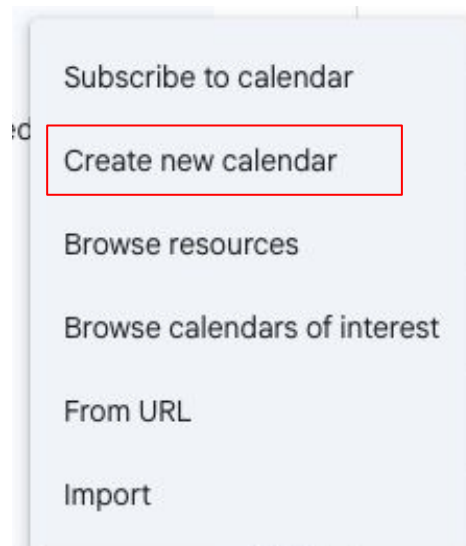
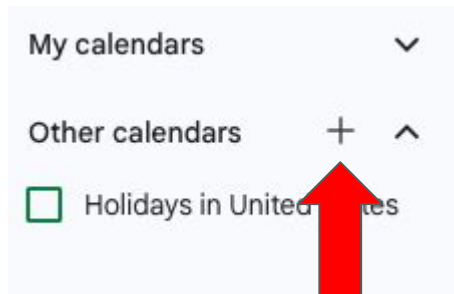
☐ Modify event

☒ Invite others

☒ See guest list

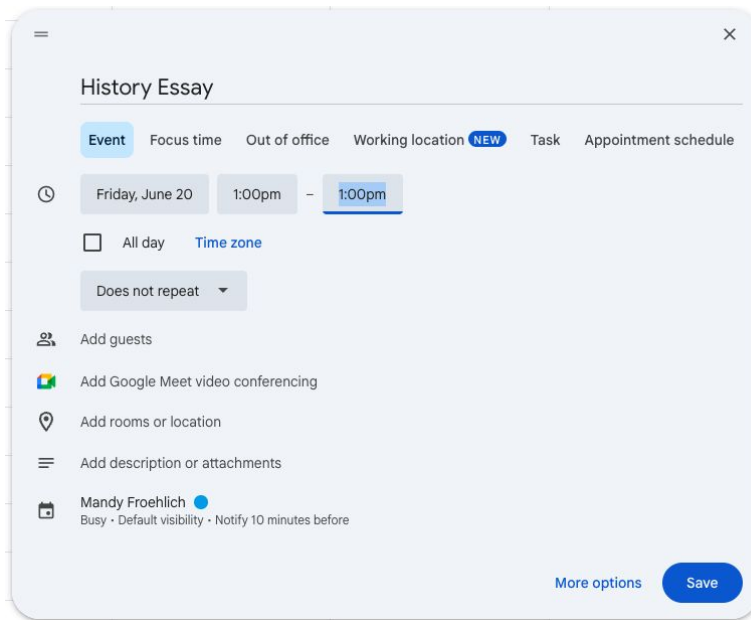
# Create a separate calendar

1. On the left panel, click + next to 'Other calendars'.
2. Select **Create new calendar**, name it, and set preferences.



# Using Calendar for due dates

1. Choose **Create > Event**
2. Enter the event title (e.g., "Math Homework - Page 32"), select a calendar (e.g., "Homework"), and set the due date and time.
3. Optionally, add a description, location, and set reminders.



The screenshot shows the 'Create Event' dialog in Google Calendar. The event title is 'History Essay'. The event type is set to 'Event'. The date and time are set to 'Friday, June 20' at '1:00pm'. The 'All day' checkbox is unchecked, and the 'Time zone' is set to 'Does not repeat'. The 'Add guests' section is empty. The 'Add Google Meet video conferencing' option is checked. The 'Add rooms or location' section is empty. The 'Add description or attachments' section is empty. The 'Mandy Froehlich' contact is listed as 'Busy' with a default visibility and a 10-minute reminder.

History Essay

Event Focus time Out of office Working location **NEW** Task Appointment schedule

Friday, June 20 1:00pm - 1:00pm

☐ All day Time zone

Does not repeat

Add guests

Add Google Meet video conferencing

Add rooms or location

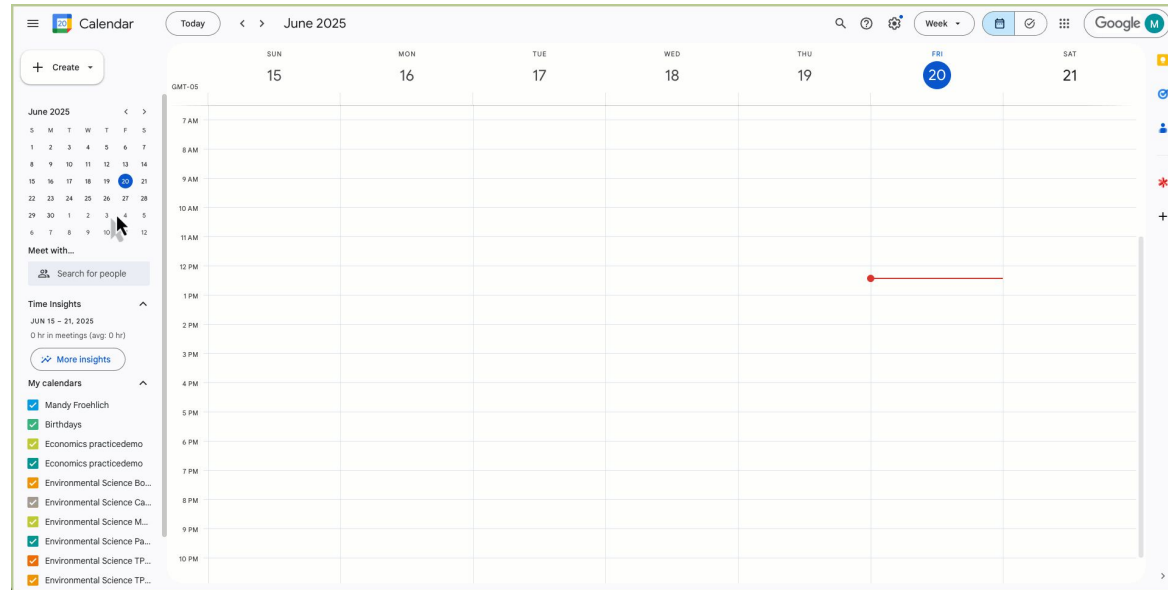
Add description or attachments

Mandy Froehlich  
Busy • Default visibility • Notify 10 minutes before

More options Save

# Set appointment slots

1. Click in the time block you want or choose **Create > Appointment Schedule**.
2. Choose your options for selections such as time slots, availability, and co-host.
3. Click **Next**.
4. Choose the rest of your desired options.
5. Click **Save**.



# Enable guest invitations

1. In the event screen, add email addresses for guests.
2. Make sure the option for **Invite Others** is checked.

×

Add title

Save

Jun 20, 2025

12:00pm

to

12:30pm

Jun 20, 2025

Time zone

☐ All day
 

Does not repeat ▾

Event details

Find a time

Add Google Meet video conferencing

Add location

Notification ▾ 10 minutes ▾ ×

Notification ▾ 10 minutes ▾ ×

Add notification

Mandy Froehlich ▾

● ▾

Busy ▾

Default visibility ▾

?

Create meeting notes

Add description

Guests

Rooms

Add guests

Suggested times

Guest permissions

☐ Modify event
 

☒ Invite others

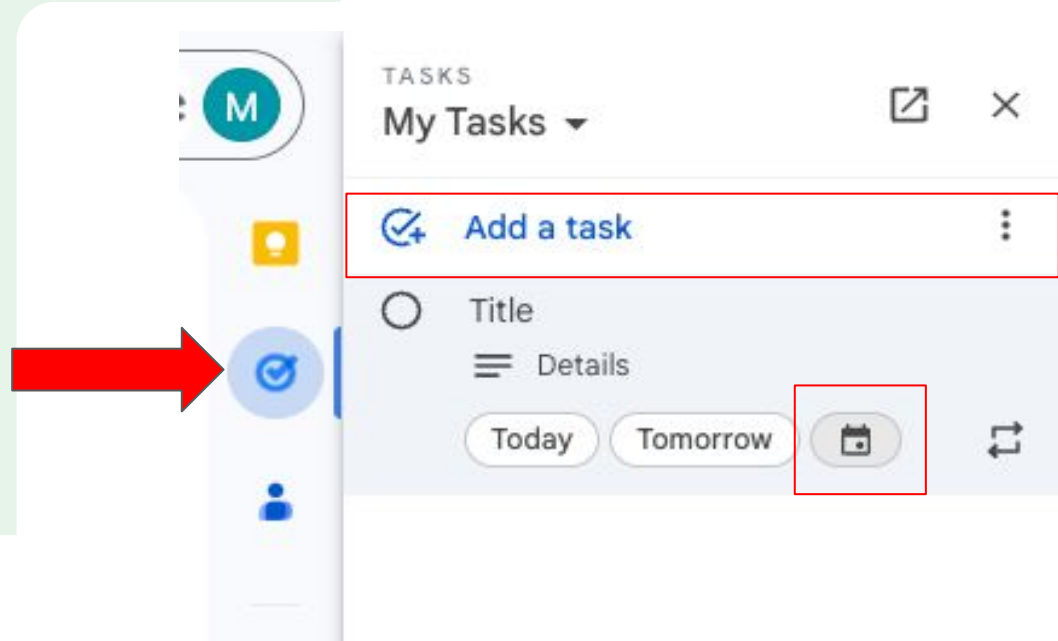
☒ See guest list

Google for Education

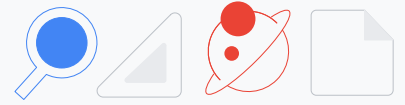
proprietary + Confidential

# Using Tasks and scheduling due dates

1. Click the **Tasks** button in the right panel or at the top next to the waffle.
2. Click on **Add a Task**.
3. To schedule a due date, click on the auto suggestions (eg. Today, Tomorrow) or the calendar at the bottom of the added task.

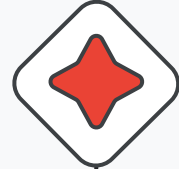






09.

# Google Sites





# Learn how to create and customize a **Google Sites** of your own

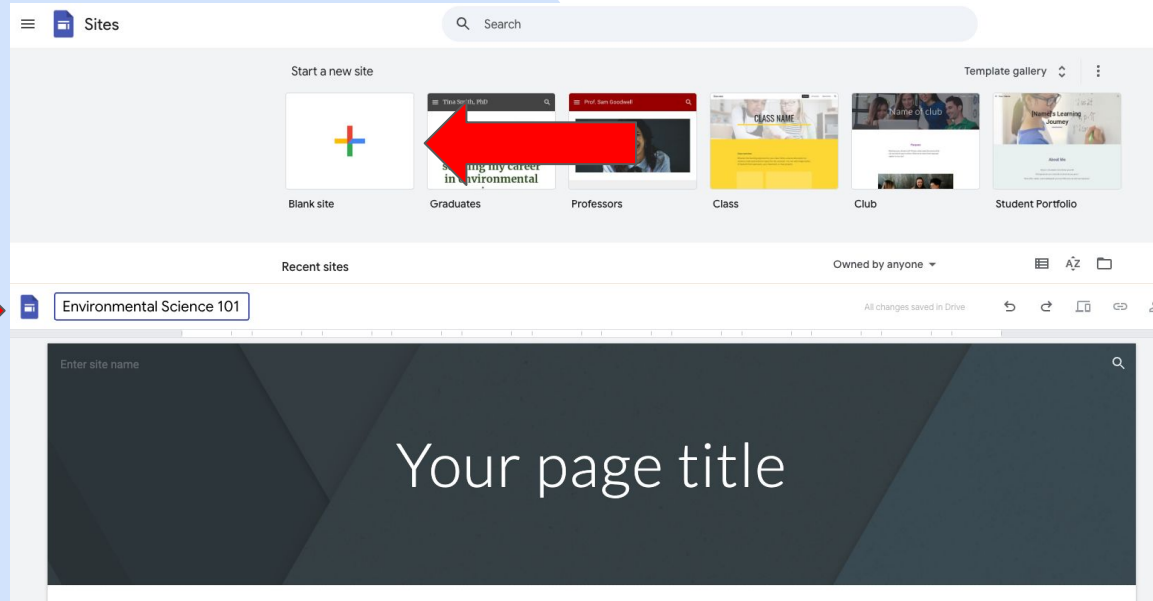
.....

## Skills checklist

- create web pages
- add a page via a link that points users to an external site
- update the font of an entire site
- link thumbnails from other webpages
- provide others edit access

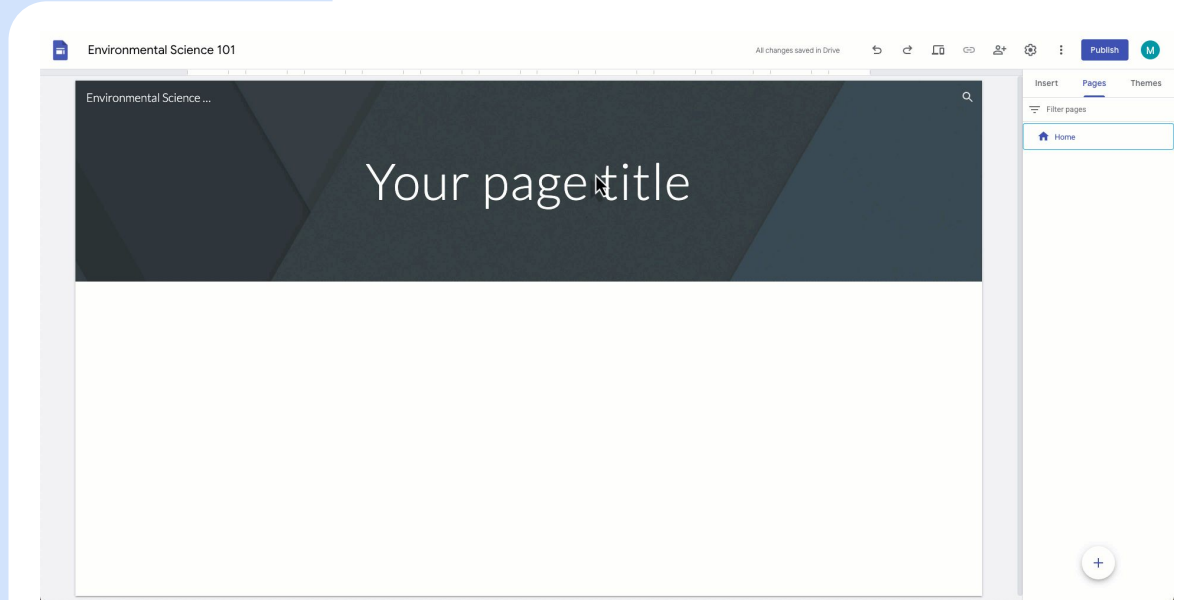
# Create a new Google Site

1. Go to [sites.google.com](https://sites.google.com)
2. Click the + button to start a new site
3. Add a title to the site at the top left



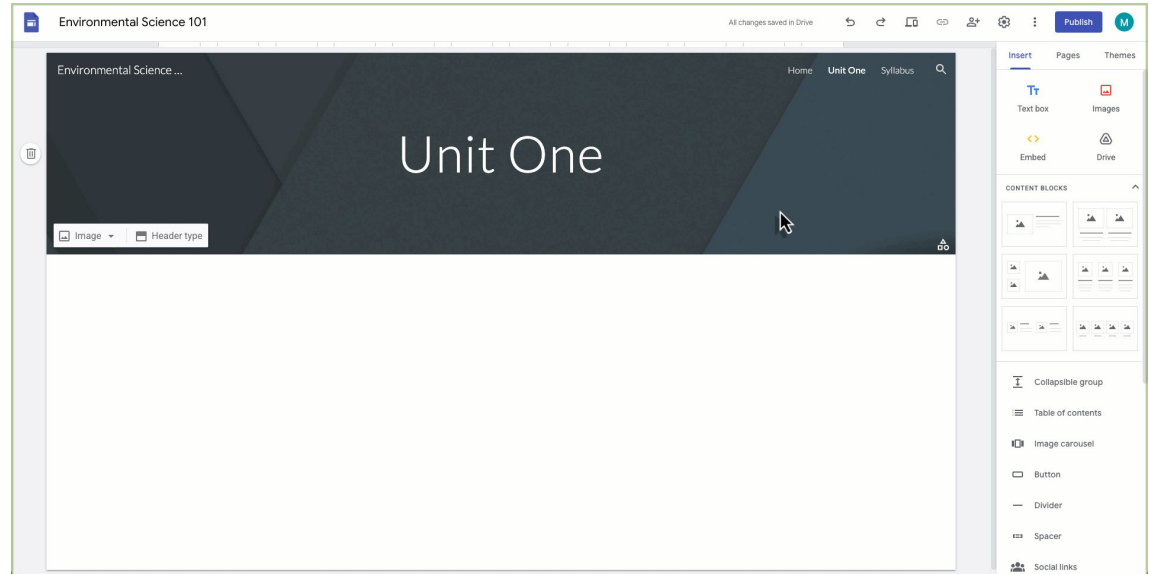
# Add pages or external links

1. Click the **Pages** tab on the right
2. Click the **+** to add a new page or link
3. If it is an external link, input the link
4. Rename and organize pages as needed with drag and drop



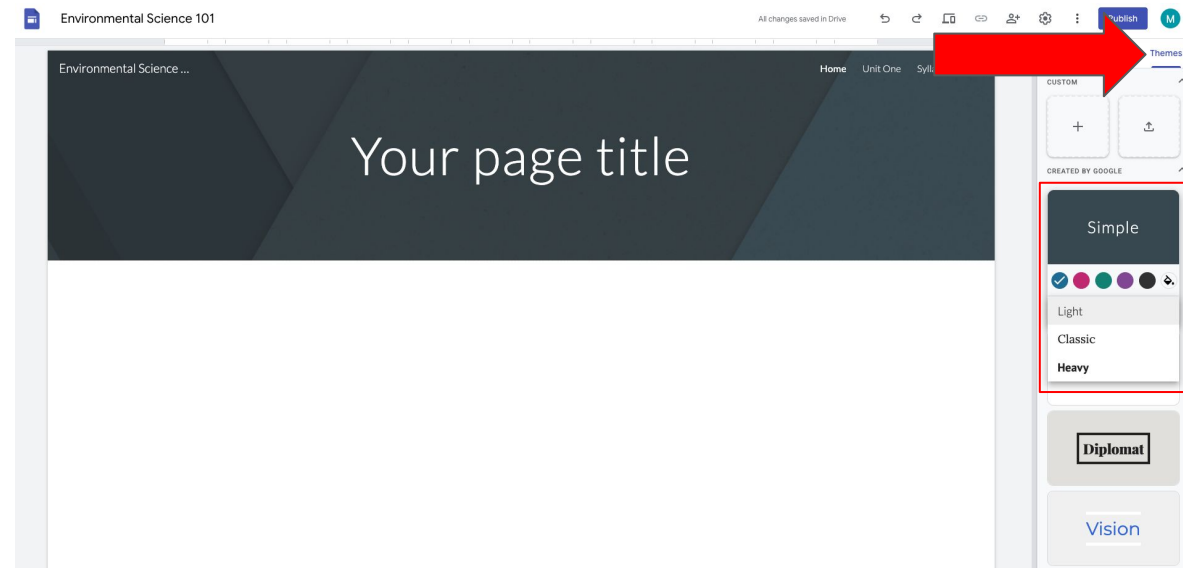
# Add content to a page & customize the layout

1. Click on the section of the page you want to edit
2. Use the **Insert** tab to add a text box, image, or embedded content
3. Drag content blocks to rearrange the layout as needed



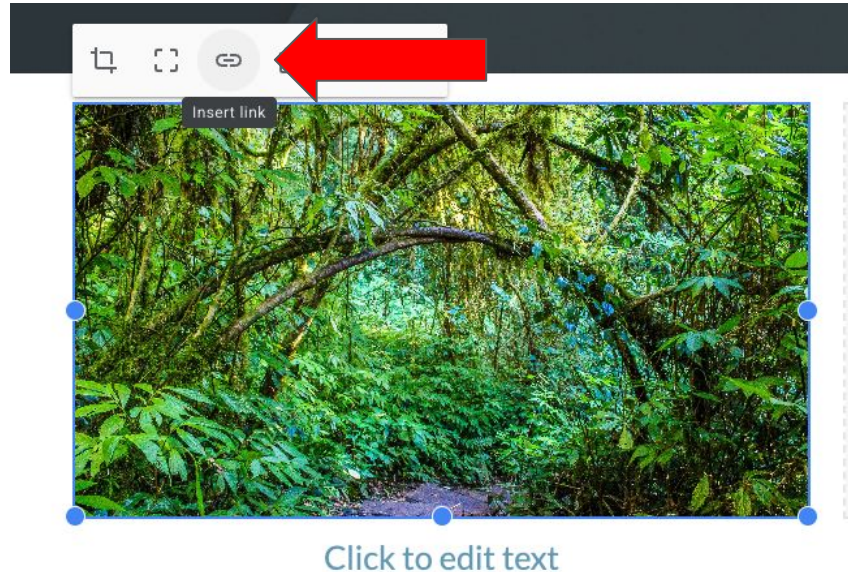
# Update site-wide font settings

1. Click the **Themes** tab on the right
2. Choose a theme and select your preferred font
3. The font will update across all pages automatically



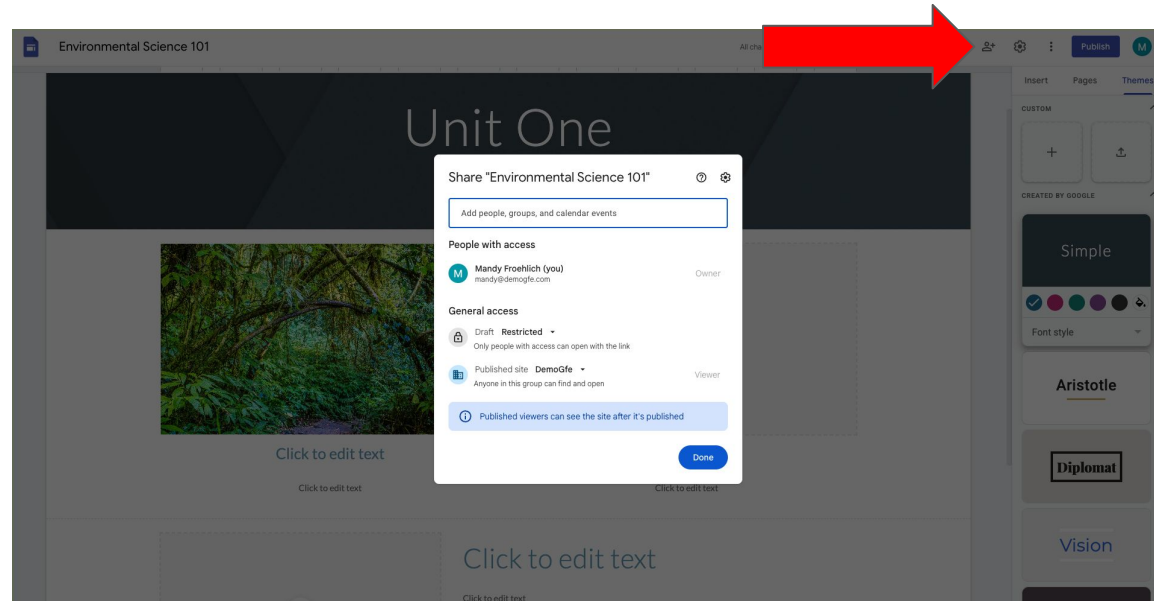
# Link thumbnails from other webpages

1. Click the **Insert** tab, then select **Upload** or **Select**
  - a. **Upload** allows you to upload from your computer
  - b. **Select** will give you several options: from Drive, via a link, Google Images, or Photos
2. Click on **Link** icon
3. Insert the desired link and click **Apply**

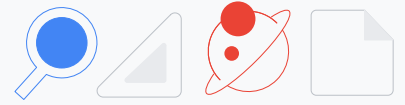


# Provide edit rights to collaborators

1. Click the **Share with others** icon
2. Add email addresses and select **Editor** permission
  - a. Published viewer will only be able to see the published view of the site
  - b. Editor will be able to edit the site
3. Click **Send** to share the site with collaborators

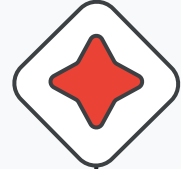






10.

Gmail





# Organize and search your Gmail

## Skills checklist

- snooze emails
- thread emails together using Conversation view
- Search for emails using search operators like “From:” “To:” or “Subject:”
- compose and send an email
- create a filter to automatically label emails from an individual
- enable Priority Inbox to help organize emails

# Snooze emails

1. Hover over the message in your inbox
2. Click the **Snooze** icon (clock)
3. Select when the email should reappear

ember...

Jun 19

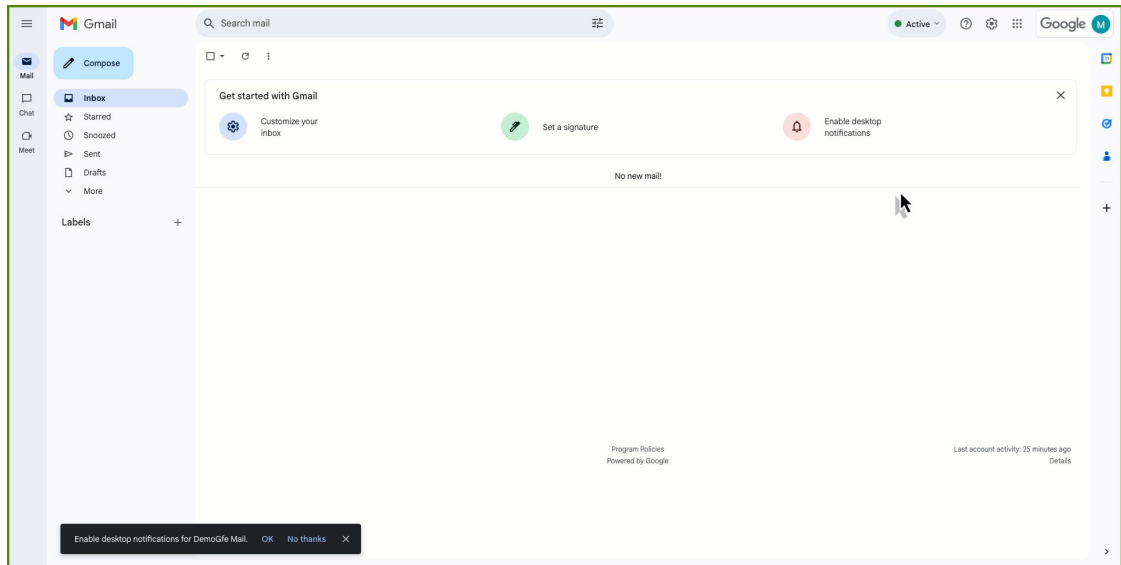


ryone,...

Jun 18

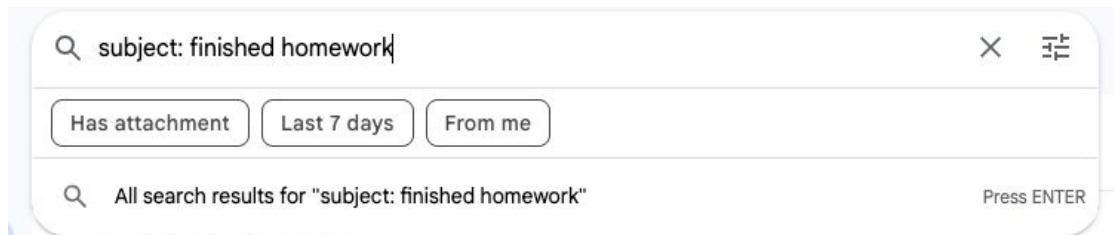
# Use Conversation view

1. Click the **gear icon** and scroll to the bottom > select **Conversation view** or select **See all settings**
2. In the **General** tab, scroll to **Conversation View**
3. Select **Conversation view on** and click **Save Changes**



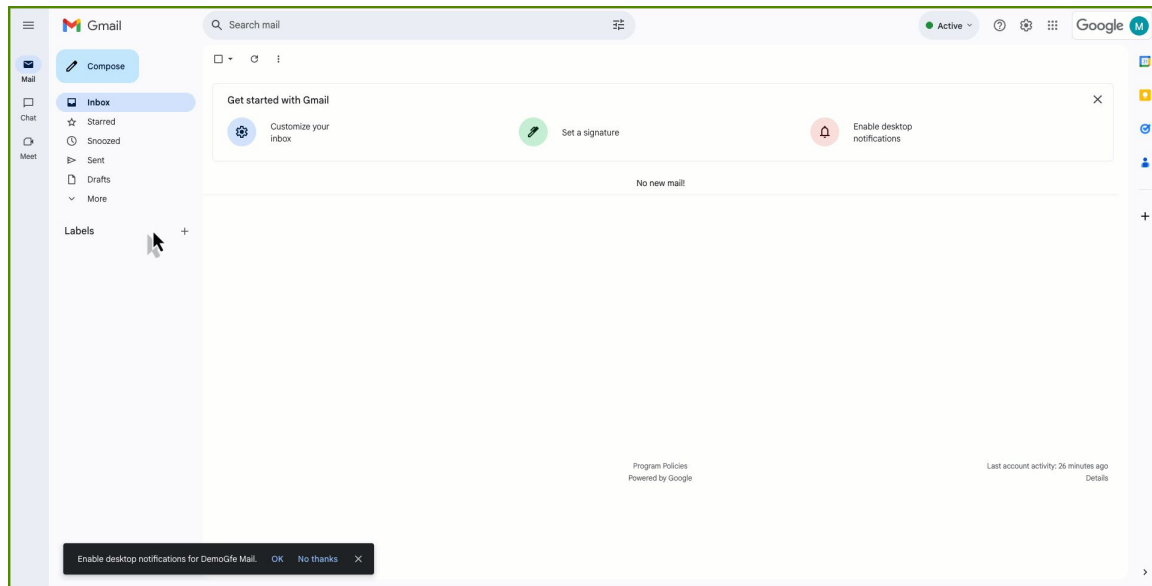
# Search using operators

1. Click in the Gmail search bar
2. Type an operator (e.g., **from:**, **subject:**, **has:attachment**)
3. Press **Enter** to view filtered results



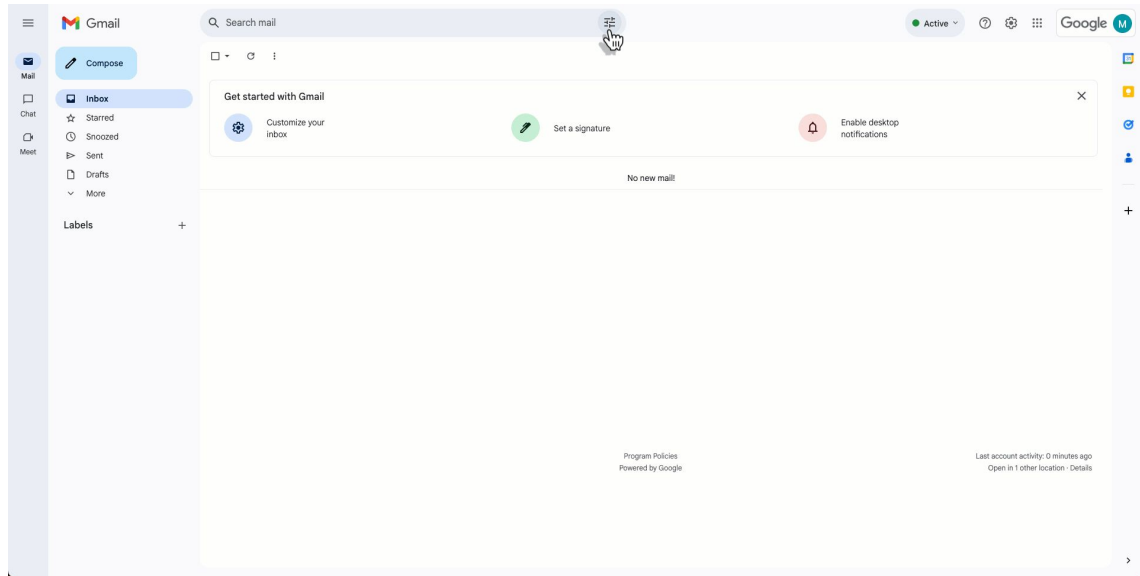
# Compose and Send an email

1. Click **Compose** in the upper-left corner
2. Add recipients, subject, and message contents
3. Click **Send**



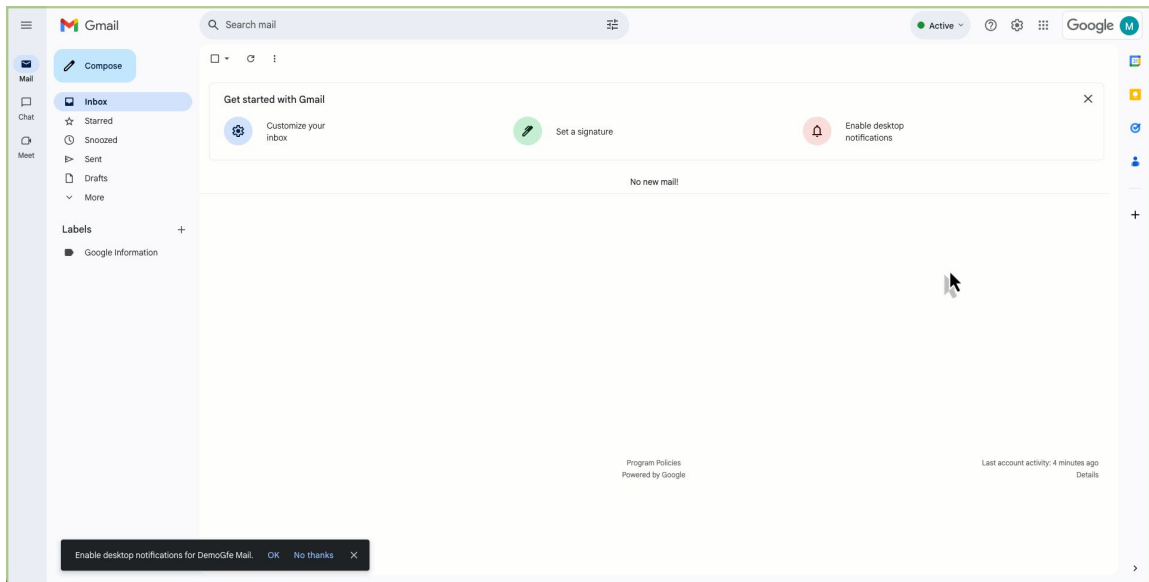
# Create a filter and apply a label

1. Click the **Search Options** icon in the search bar
2. Enter criteria (e.g., from a specific address), then click **Create filter**
3. Determine the options you'd like to apply for the filter. To apply a label, choose that option and the filter to apply.
4. Choose **Create Filter**

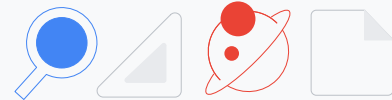


# Enable Priority Inbox

1. Click the **gear icon** and select **See all settings**
2. Go to the **Inbox** tab and choose **Priority Inbox** under Inbox type
3. Customize sections and click **Save Changes**

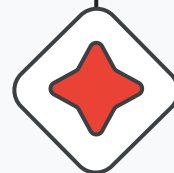






11.

# Google Forms





# Create surveys and quizzes in Google Forms

## Skills checklist

- create a self-grading quiz
- add points and release grades immediately to a self-graded quiz
- create a form
- collect verified email addresses
- add an image
- add a Multiple choice question
- add a Short answer question
- add a Dropdown question
- add a Paragraph question



# Create surveys and quizzes in Google Forms

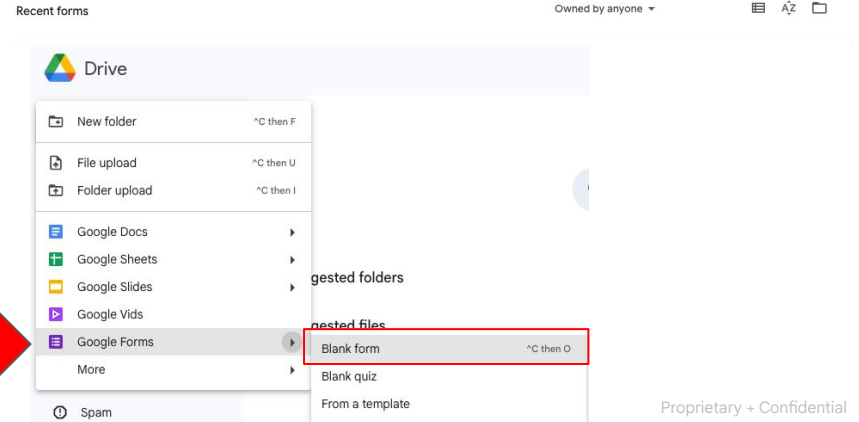
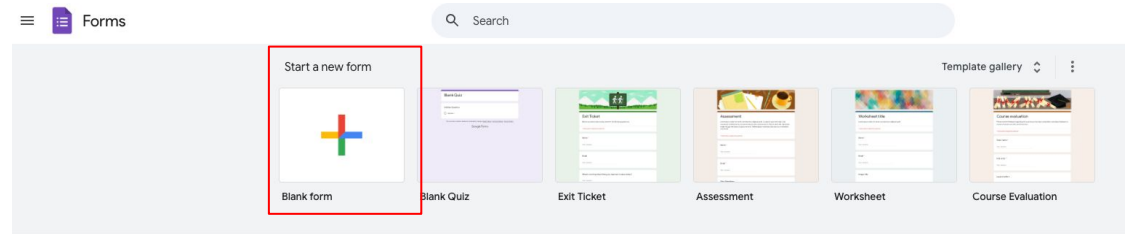
## Skills checklist

- set correct answer choices for the multiple choice questions
- send the Form via email
- add collaborators
- link to Google Sheets and create a new spreadsheet

# Create a Form

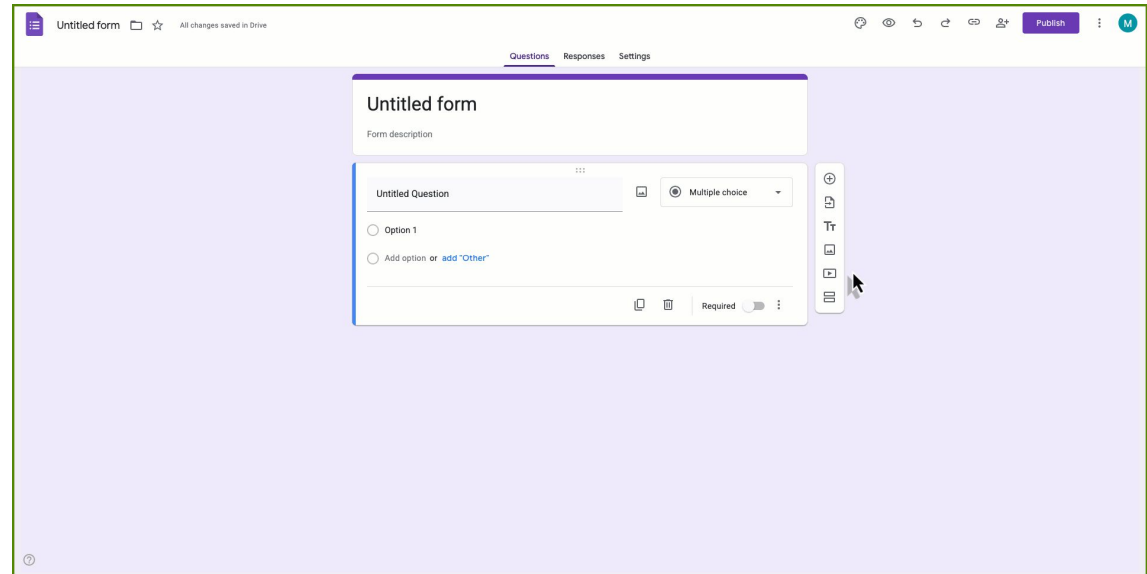
1. Go to [forms.google.com](https://forms.google.com)
2. Click the **Blank form** or choose a template
3. Title your form and add a description if needed

Alternatively, create a new form by going to Drive and clicking **New > Google Forms**.



# Add questions in multiple formats

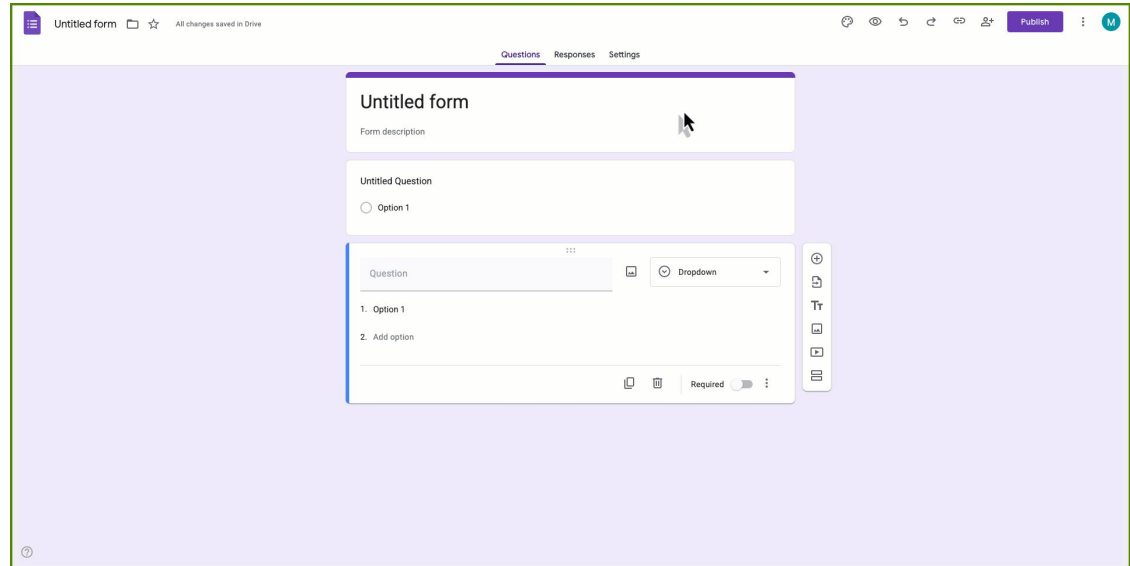
1. Use the + button to add a new question
2. Choose a question type from the dropdown (Multiple choice, Short answer, Dropdown, Paragraph)
3. Type in your question and answer choices



The screenshot shows the Google Forms editor interface. At the top, there's a header bar with "Untitled form", a star icon, and "All changes saved in Drive". Below this is a navigation bar with "Questions", "Responses", and "Settings" tabs. The main area is a light purple background. A central white box contains the form editor. At the top of this box is "Untitled form" and "Form description". Below that is a question input field labeled "Untitled Question". To the right of the input field is a dropdown menu currently set to "Multiple choice". Below the input field are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom right of the question box are icons for adding, deleting, and a "Required" toggle switch. On the right side of the main editor area, there is a vertical toolbar with icons for adding a new question, duplicating, deleting, and other actions. A mouse cursor is pointing at the "+" icon at the top of this toolbar.

# Set up a self-grading quiz

1. Click on Settings
2. Turn on **Make this a quiz**
3. To release grades immediately, choose **Immediately after each submission**
4. Go to **Responses**, choose **Verified** in the dropdown for collecting email addresses
5. Return to **Questions**, click **Answer Key** under each question
6. Set the correct answer and points



Untitled form

Form description

Untitled Question

☐ Option 1

Question

1. Option 1

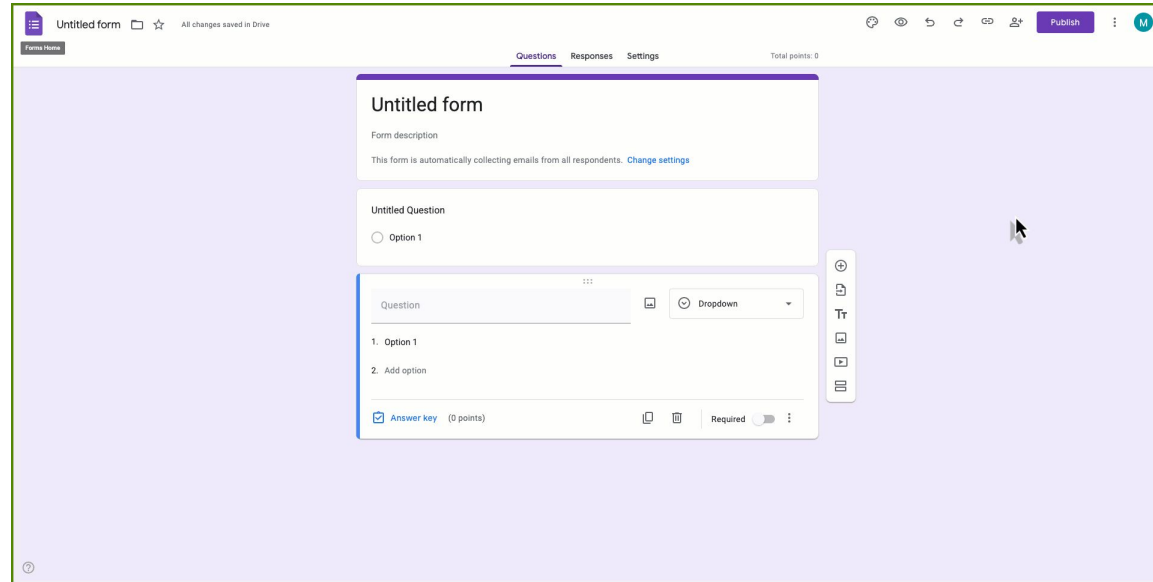
2. Add option

Required

# Add collaborators

1. Click the share icon next to Publish
2. Enter email addresses and choose Editor rights
  - a. Editor: allows users to view, comment, and make changes
  - b. Responder\*: allows users to view the form as a responder only

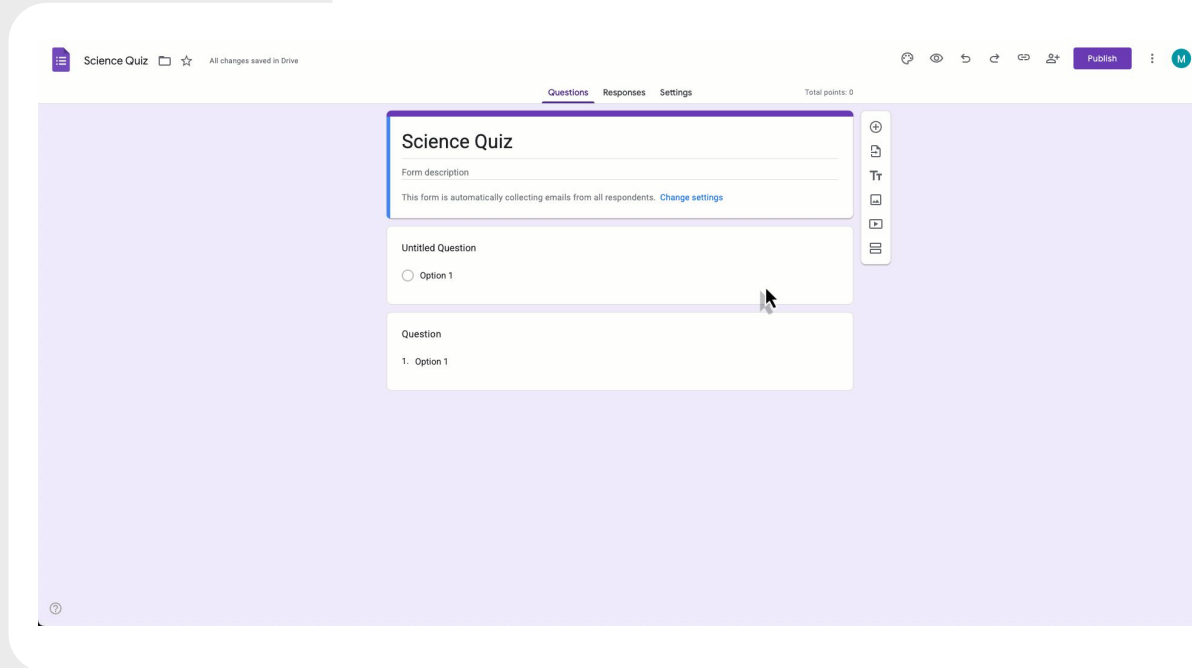
\*Note: This is also where you would share for responses via email.



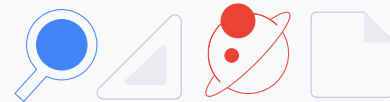
The screenshot shows the Google Forms editor interface. At the top, there's a header bar with the form title 'Untitled form', a star icon, and a status 'All changes saved in Drive'. Below this is a navigation bar with tabs for 'Questions', 'Responses', and 'Settings'. The 'Questions' tab is active, showing a list of questions. The first question is 'Untitled Question' with a single option 'Option 1'. The second question is a 'Dropdown' type with two options: 'Option 1' and 'Add option'. The 'Answer key' is set to 'Answer key (0 points)' and the 'Required' toggle is turned on. A vertical toolbar on the right side of the question list contains icons for adding questions, deleting, duplicating, and other actions. The background of the editor is a light purple color.

# Link Form Responses to Sheets

1. Click the **Responses** tab in Forms
2. Click **Link to Sheets** next to the green Sheets icon to create or select a spreadsheet

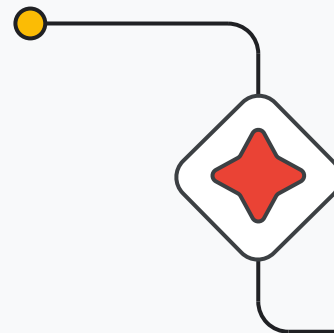






12.

# Chromebooks





# Leverage the **Chromebook** accessibility features

.....

## Skills checklist

- activate the ChromeVox built-in screen reader feature from within ChromeOS
- activate the Full screen magnifier in the ChromeOS accessibility settings

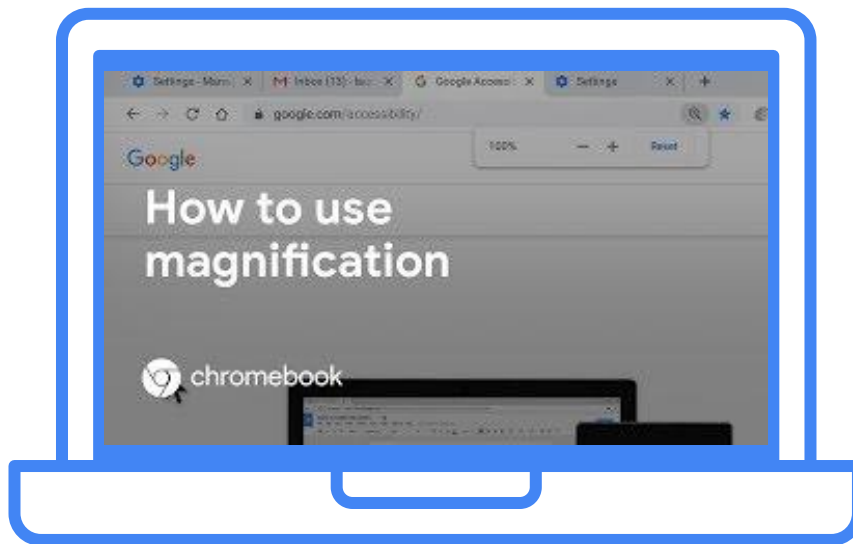
# Activate Chromevox

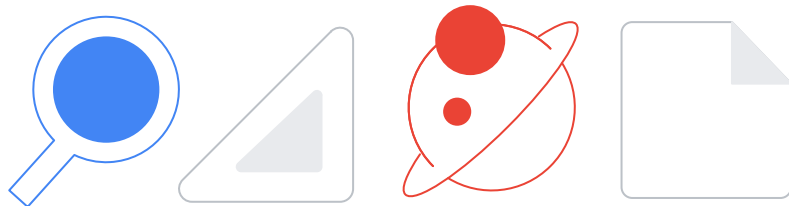
1. Press **Ctrl + Alt + Z** to toggle ChromeVox on or off.
2. ChromeVox will begin reading aloud text and interface elements.



# Activate Full-screen magnifier

1. Go to **Settings > Accessibility**.
2. Enable **Full-screen magnifier**.
3. Use **Ctrl + Search + M** to toggle it quickly.





Google Certified Educator

# Level 1 task cards

*Last Update: August 7, 2025*

