

Google Certified Educator

Level 2 task cards

Last Update: December 1, 2025



Level 2 core topics



01

Create

Identify Google tools and create/format within them

02

Communicate

Engage in ongoing communication with stakeholders

03

Collaborate

Help students reflect on their learning and provide feedback

04

Organize

Manage, gather, and analyze for improved workflows

ISTE Standards



01

Create 

Identify Google tools and
create/format within them

Exam learning objective

1.01 Utilize additional functionality of GWfe to make aspects of teaching duties more efficient

1.02 Utilize Google Slides features to enhance classroom experience with interactive lessons

1.03 Implement digital tools that can enhance different personalized learning models

1.05 Utilize Google Forms and Classroom to analyze student understanding and provide personalized feedback of assessment of learning

1.06 Utilize Google Workspace for Education tools to flip or blend classroom instruction

ISTE Standard alignment

2.5.a Accommodate Learner Differences

2.6.d Model and Nurture Creativity

2.7.b Use Tech to Create Assessments

ISTE Standards



02

Communicate

Engage in ongoing communication with stakeholders

Exam learning objective

2.01 Utilize automation and personalized updates to connect with the school community more effectively

2.02 Leverage Google Workspace for Education to efficiently organize and automate communication with school community

ISTE Standard alignment

2.7.c Use Data to Guide Progress

2.6.b Foster Classroom Management of Tech

ISTE Standards



03

Collaborate

Help students reflect on their learning and provide feedback

Exam learning objective

3.01 Utilize Google Drive, Docs, and Slides to create, share, and collaborate with school community

3.02 Create opportunities for learning both in the classroom and beyond its walls with Google Meet

ISTE Standard alignment

2.4.a Collaborate with Colleagues

2.6.d Model and Nurture Creativity
2.4.c Use Collaborative Tools
2.5.c Innovative, Equitable Learning Environments
2.4.a Collaborate with Colleagues
2.5.c Innovative, Equitable Learning Environments
2.6.b Foster Classroom Management of Tech

ISTE Standards



04

Organize



Manage, gather, and analyze for improved workflows

Exam learning objective

4.01 Utilize Google Forms and Sheets to establish and effectively organize communication with school community

4.02 Assess and manage student projects to provide space for students to reflect on their learning beyond the classroom

4.03 Use GWfE tools to search, understand, and organize information

4.04 Leverage Google Sheets to visualize student data and differentiate instruction

ISTE Standard alignment

2.5.c Innovative, Equitable Learning Environments

2.6.d Model and Nurture Creativity

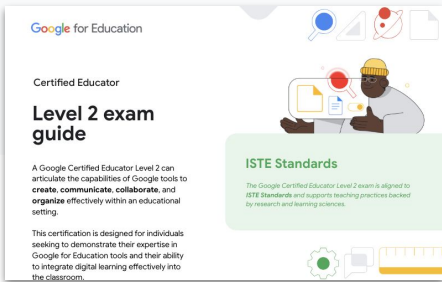
2.7.c Use Data to Guide Progress

Getting ready

Exam Guide

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

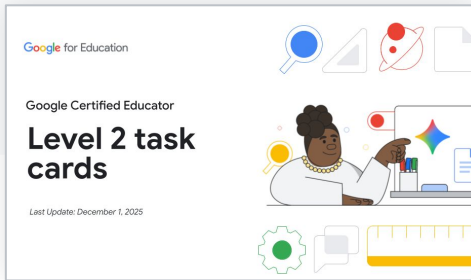
goo.gle/L2examguide →



Task Cards

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

[L2 Task Cards \(this deck\)](#) →

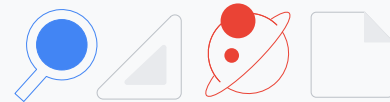


Learning Center

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

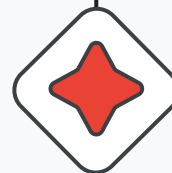
goo.gle/learningcenter →





01.

Google Docs





Learn how to use advanced features in Google Docs

Skills checklist

- create a table
- add hyperlinks
- use paragraph styles
- use the “Find and replace” feature
- search for an add-on from the Google Workspace Marketplace
- join a Google Meet from Docs
- publish a document to the web
- translate documents



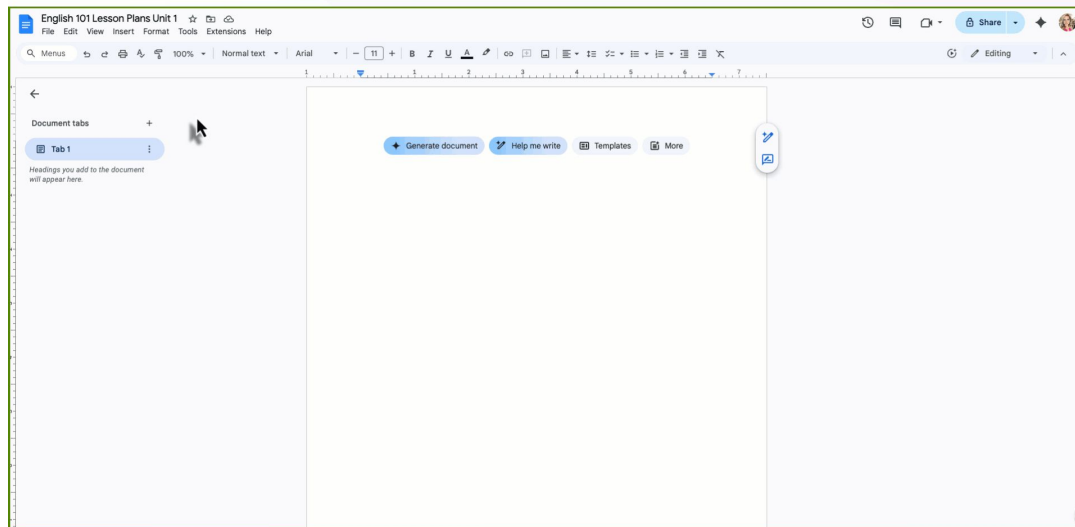
Learn how to use advanced features in Google Docs

Skills checklist

- use the Email draft option in Google Docs
- right-click on words and select Define
- access the Dictionary from the Tools menu
- use Version history to retrieve missing / deleted content

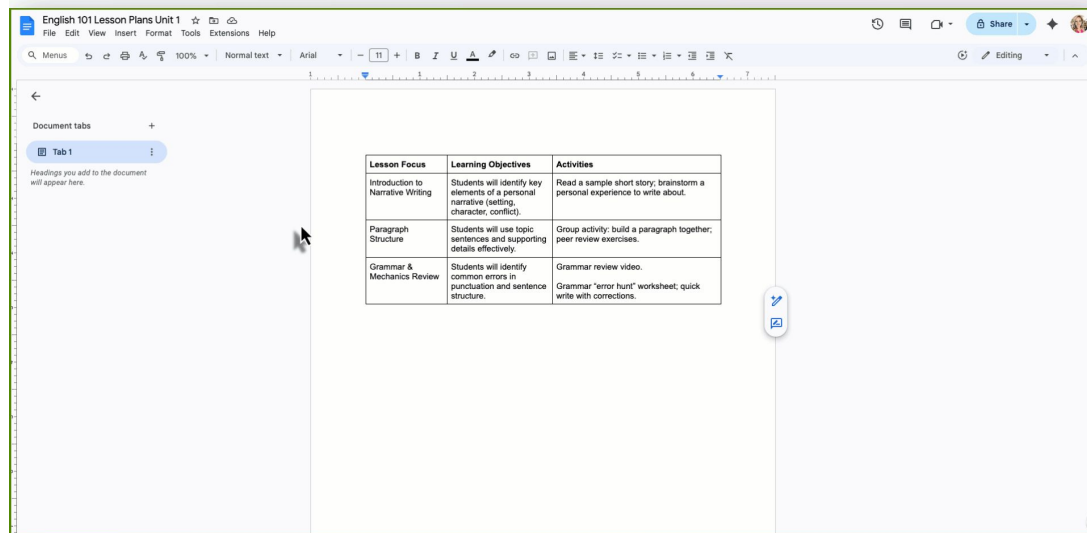
Create a table

1. Click Insert in the top menu.
2. Hover over Table.
3. Select the number of rows and columns needed.
4. Click to insert the table.



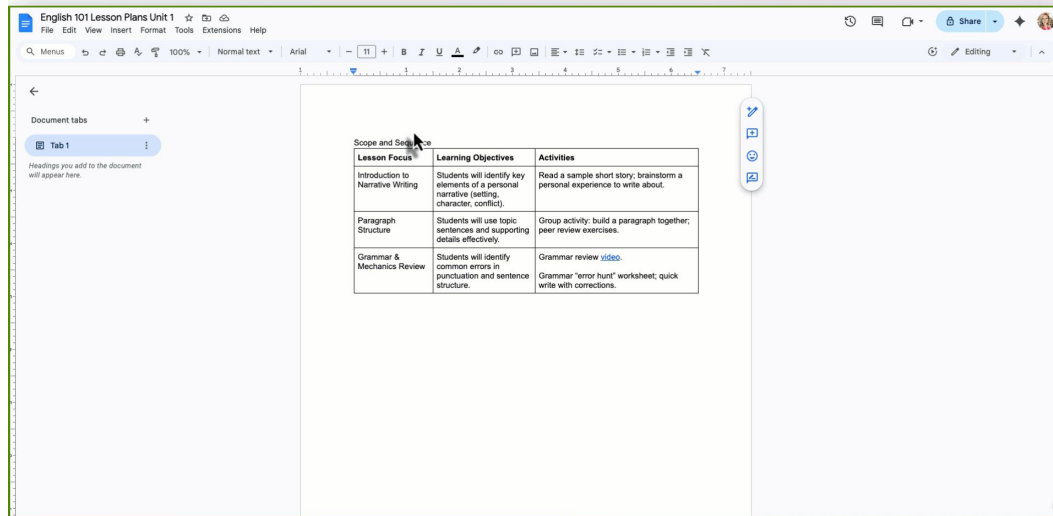
Add hyperlinks

1. Highlight the text you want to hyperlink.
2. Click Insert in the top menu.
3. Click Link.
4. Paste or type the URL.
5. Click Apply.



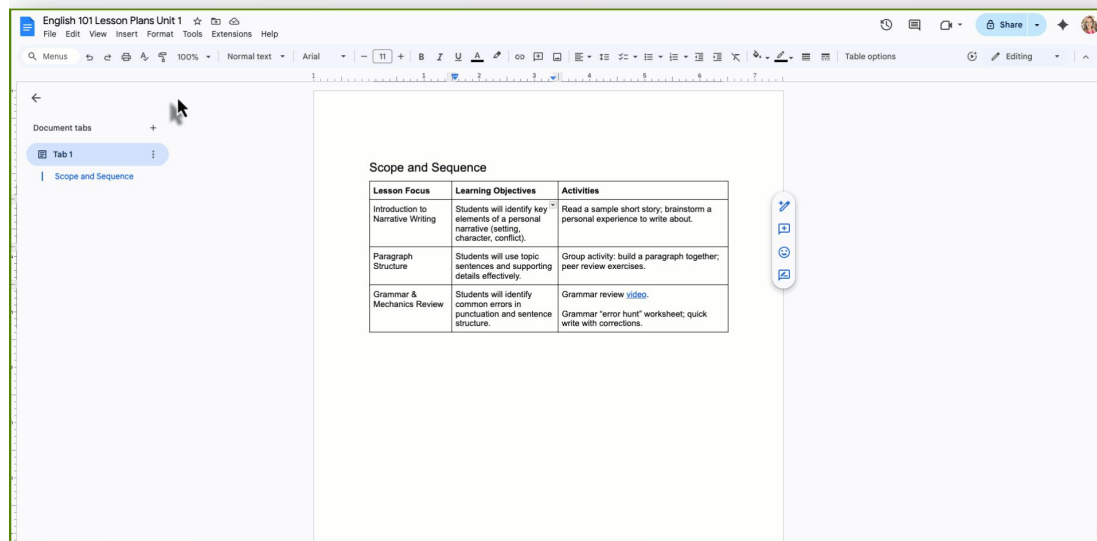
Use paragraph styles

1. Highlight the text.
2. Click the **Styles** drop-down (shows “Normal text” by default).
3. Choose a style like Heading 1, Heading 2, or Title.
4. To update styles, click the **Options** arrow and choose **Update** > to match.



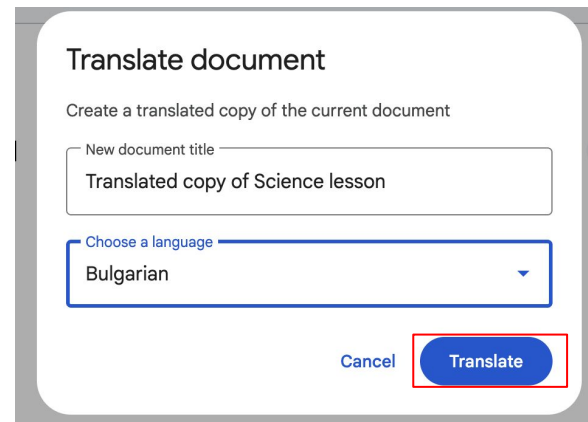
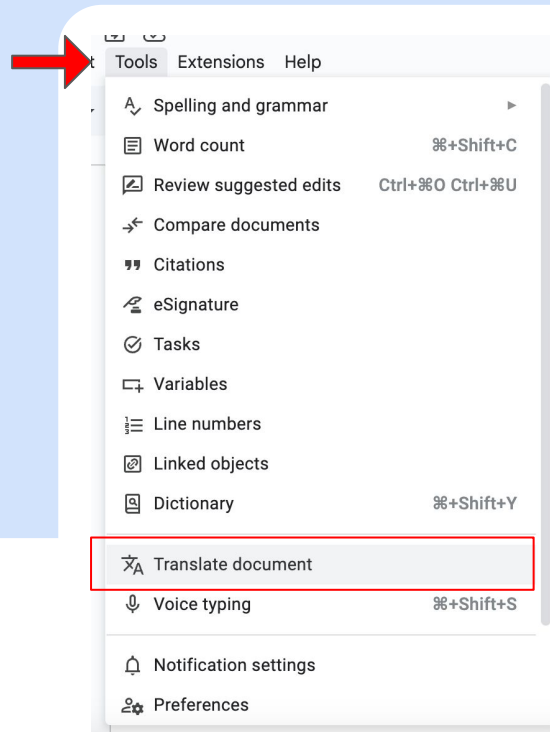
Use Find and replace

1. Click **Edit** in the top menu.
2. Select **Find and replace**.
3. Type the word or phrase to find.
4. Type the replacement word or phrase.
5. Click **Replace** or **Replace all**.



Translate a document

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



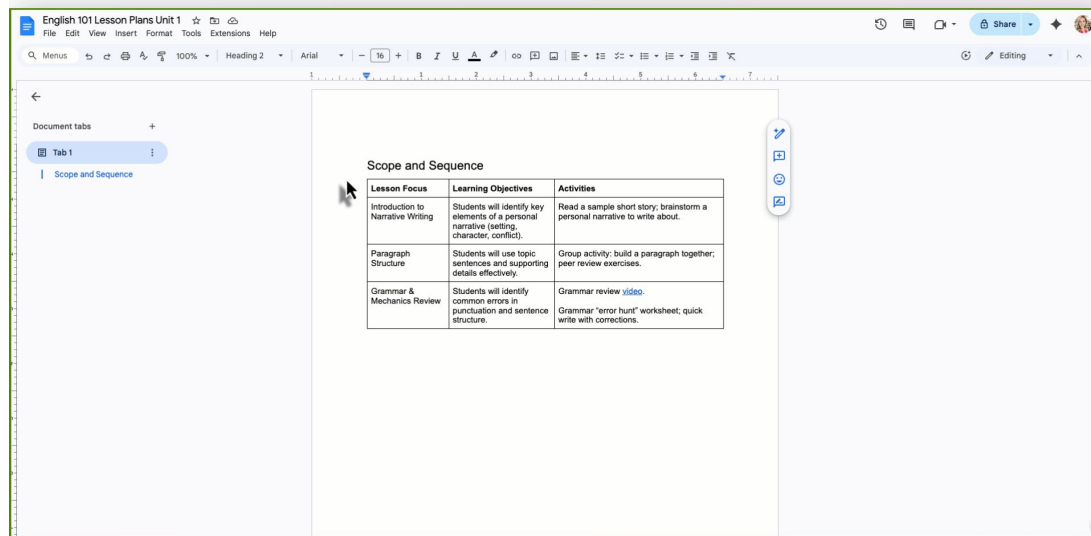
Use Version history to recover content

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.



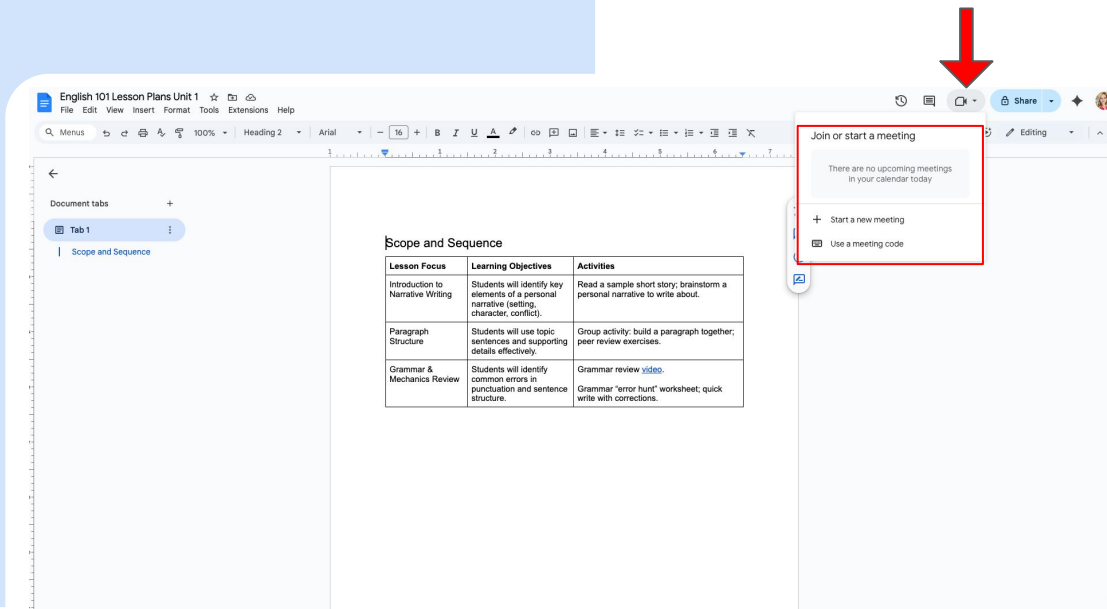
Search for Add-ons

1. Click **Extensions** in the top menu.
2. Select **Add-ons**.
3. Click **Get add-ons**.
4. Search for the add-on.
5. Select to install.



Join a Meet from Docs

1. Click the **Meet** icon in the top right corner of the Doc.
2. Choose an upcoming meeting or start a new one.
3. Click **Join** to open the meeting in a sidebar.

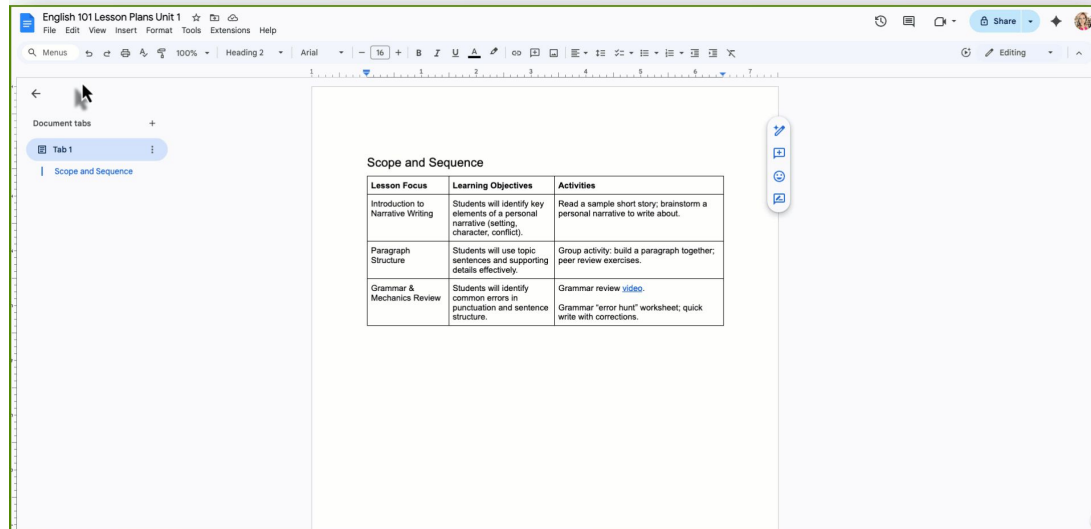


The screenshot shows a Google Docs document titled "English 101 Lesson Plans Unit 1". The document content includes a table titled "Scope and Sequence". In the top right corner, the "Meet" icon (a camera icon) is highlighted with a red arrow. A sidebar titled "Join or start a meeting" is open, showing the message "There are no upcoming meetings in your calendar today" and two options: "+ Start a new meeting" and "Use a meeting code".

Lesson Focus	Learning Objectives	Activities
Introduction to Narrative Writing	Students will identify key elements of a personal narrative (setting, character, conflict).	Read a sample short story; brainstorm a personal narrative to write about.
Paragraph Structure	Students will use topic sentences and supporting details effectively.	Group activity: build a paragraph together; peer review exercises.
Grammar & Mechanics Review	Students will identify common errors in punctuation and sentence structure.	Grammar review video . Grammar "error hunt" worksheet; quick write with corrections.

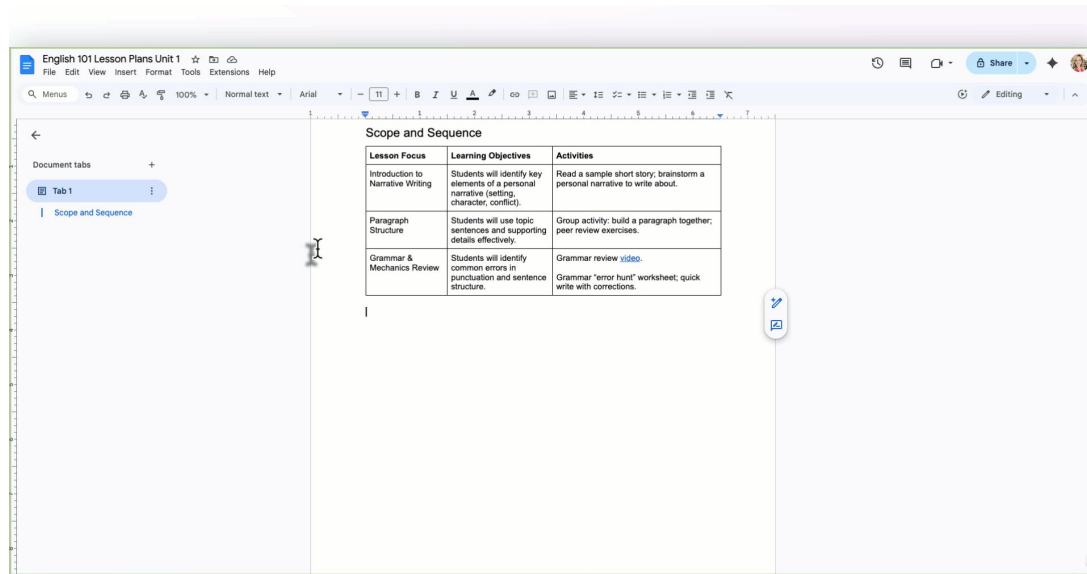
Publish a document to the web

1. Click **File** in the top menu.
2. Scroll to **Share**.
3. Click **Publish to web**.
4. Choose to publish as a link or embed.
5. Click **Publish**, then copy the link.



Use the Email Draft option in Docs

1. Click **Insert** in the top menu.
2. Hover over **Building blocks**.
3. Select **Email draft**.
4. Fill out the email template.
5. Click the Gmail icon to open it in your email.

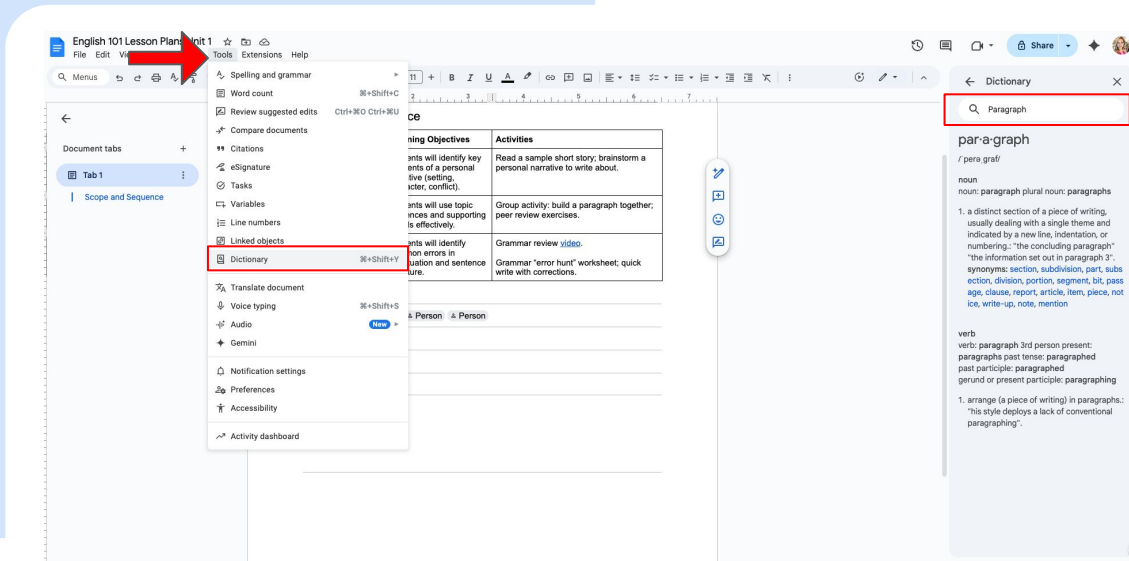


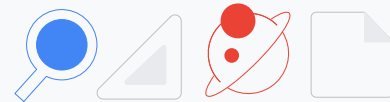
Define words and use the Dictionary

1. Right-click on any word and select **Define**.

Or

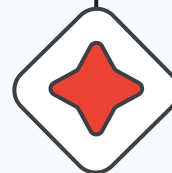
2. Click **Tools** in the top menu.
3. Select **Dictionary**.
4. Search a word in the right sidebar to see definitions.





02.

Google Forms





Create surveys and quizzes in Google Forms

Skills checklist

- create a new Google Form and title it
- add a short description to explain the purpose of the form
- add at least five different question types
- add a video and a file upload option
- include a paragraph reflection question
- add a short answer field with email validation
- add a second section and configure a question to branch to it



Create surveys and quizzes in Google Forms

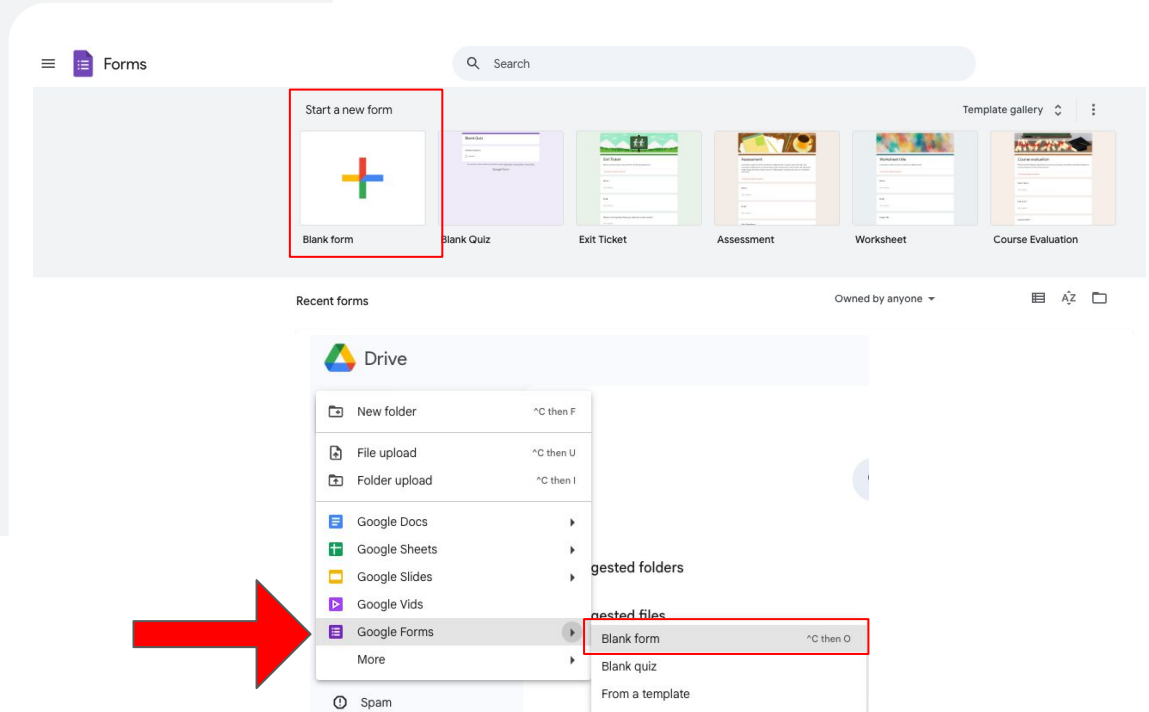
Skills checklist

- add a confirmation message that encourages students
- ensure the form is not limited to your organization
- make all essential questions required
- preview and test your form flow

Create a Google Form

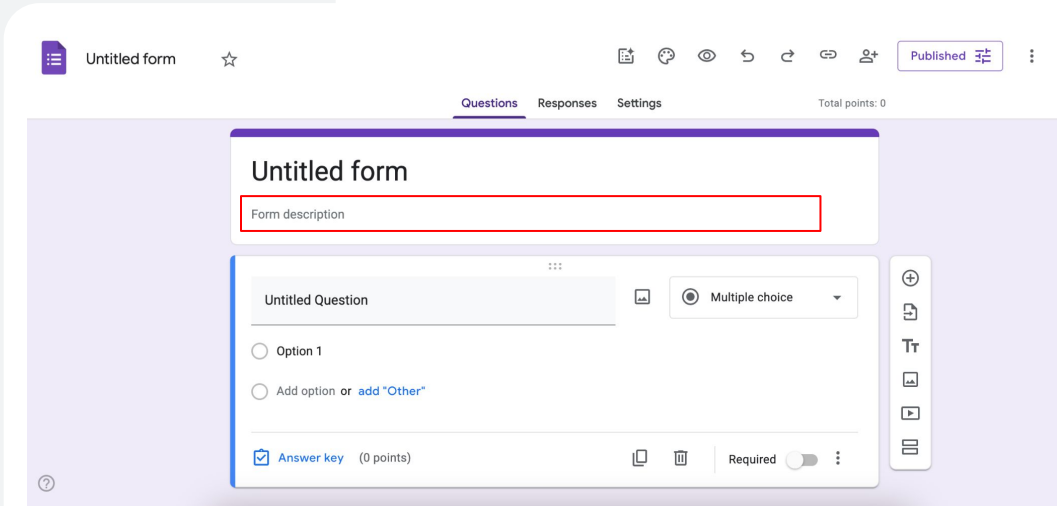
1. Go to forms.google.com
2. Click the **Blank form** or choose a template
3. Title your form and add a description if needed

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



Add a description

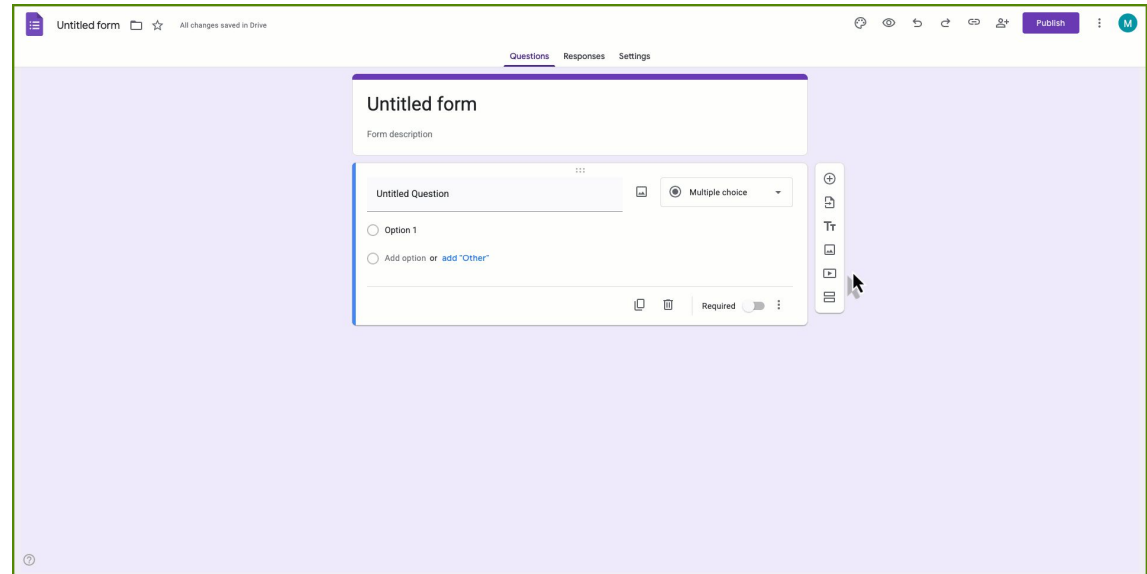
1. Click under the form title where it says **Form description**.
2. Type your short explanation or purpose for the form.



The screenshot displays the Google Forms editor interface. At the top, the form is titled 'Untitled form' with a star icon for bookmarks. Navigation tabs for 'Questions', 'Responses', and 'Settings' are visible, along with a 'Published' button and a 'Total points: 0' indicator. The main editing area shows a 'Form description' field, which is highlighted with a red rectangular box. Below this, there is an 'Untitled Question' section with a 'Multiple choice' question type. The question options include 'Option 1' and 'Add option or add "Other"'. At the bottom of the question section, there is an 'Answer key' checkbox and a 'Required' toggle switch.

Add questions in multiple formats

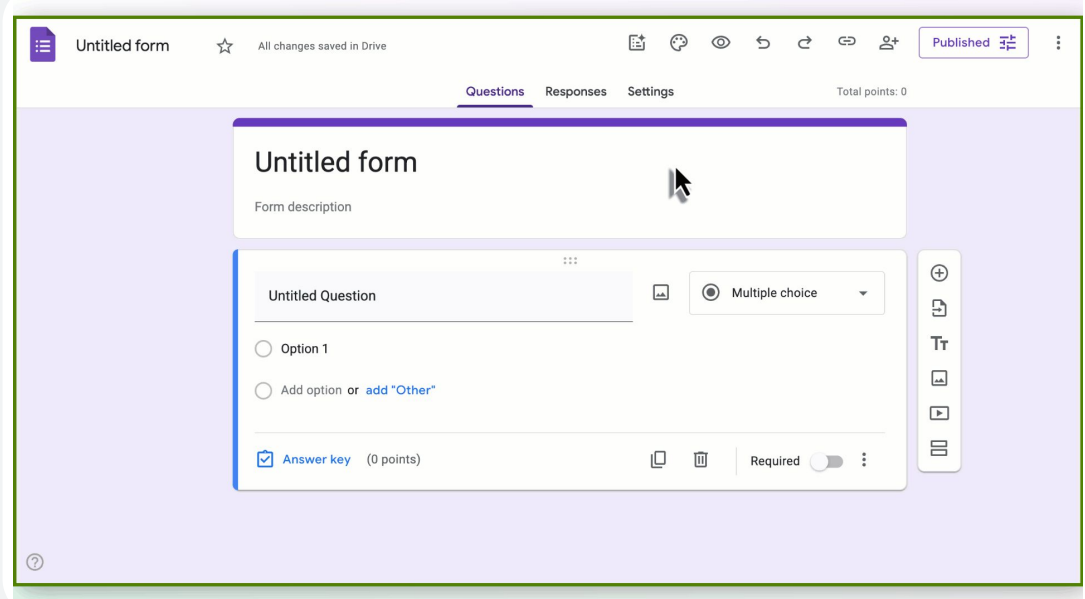
1. Use the **+** button to add a new question
2. Choose a question type from the dropdown (**Multiple choice, Short answer, Dropdown, Paragraph, etc**)
3. Type in your question and answer choices



The screenshot displays the Google Forms editor interface. At the top, there's a header bar with the text "Untitled form" and "All changes saved in Drive". Below this, there are tabs for "Questions", "Responses", and "Settings". The main area shows a question titled "Untitled Question" with a dropdown menu set to "Multiple choice". There are two radio button options: "Option 1" and "Add option or add 'Other'". A vertical toolbar on the right side contains icons for adding new questions, deleting, and other actions. A mouse cursor is pointing at the "+" icon at the top of the toolbar.

Add a File upload question

1. Click the **plus (+)** to add a new question.
2. Select **File upload** as the question type.
3. Click **Continue** to allow file uploads.
4. Set the file type and number of files allowed.



Untitled form

Form description

Untitled Question

Multiple choice

Option 1

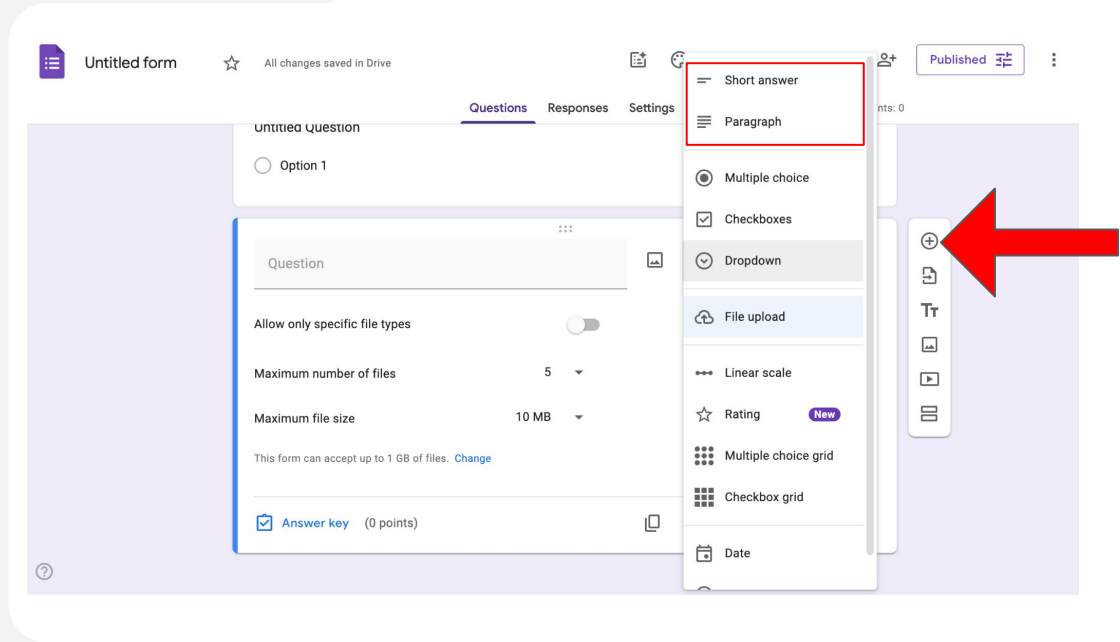
Add option or add "Other"

Answer key (0 points)

Required

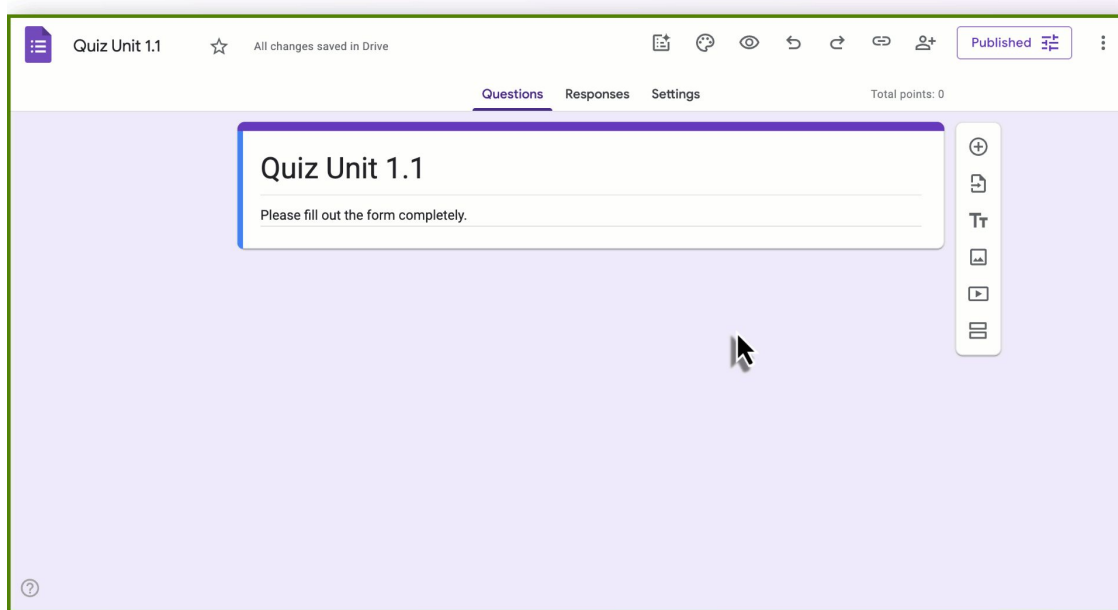
Add short and long text responses

1. Use **Short answer** for brief responses.
2. Use **Paragraph** for longer, open-ended questions.
3. Click the **plus (+)** to add and configure each.



Insert a video

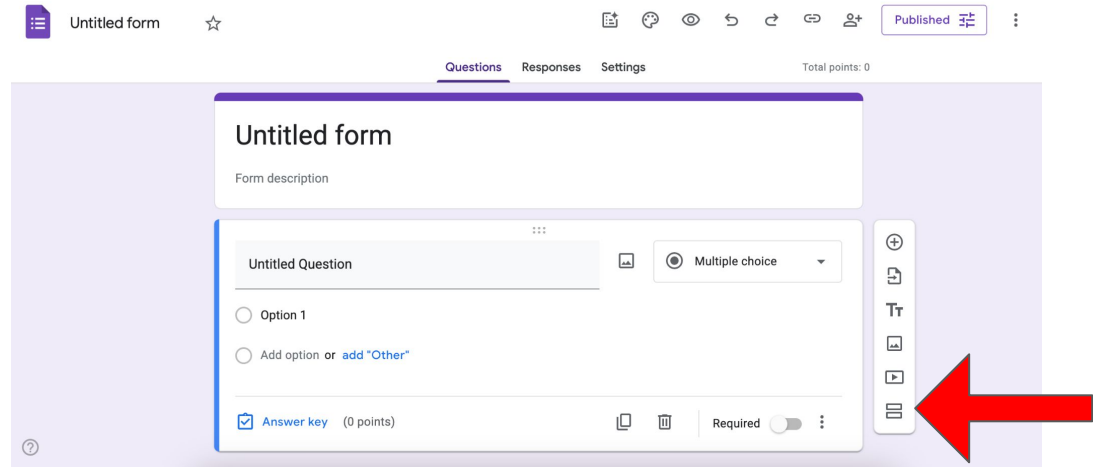
1. Click the **Add video** icon from the side toolbar.
2. Search YouTube or paste a video link.
3. Click **Select** to add the video to your form.
4. Add a title or instructions below the video.



The screenshot shows the Google Forms editor interface for a form titled "Quiz Unit 1.1". The top navigation bar includes the form title, a star icon, and the text "All changes saved in Drive". On the right side of the top bar are icons for adding questions, a palette, a preview icon, undo, redo, a link icon, a share icon, and a "Published" button. Below the top bar are tabs for "Questions", "Responses", and "Settings". The "Questions" tab is active, showing a question titled "Quiz Unit 1.1" with the instruction "Please fill out the form completely." Below the question is a large, empty text area for adding content. On the right side of the form is a vertical toolbar with icons for adding a new question, duplicating, deleting, text formatting, inserting a table, inserting a video, and a menu icon. A mouse cursor is visible over the large text area.

Add a Section

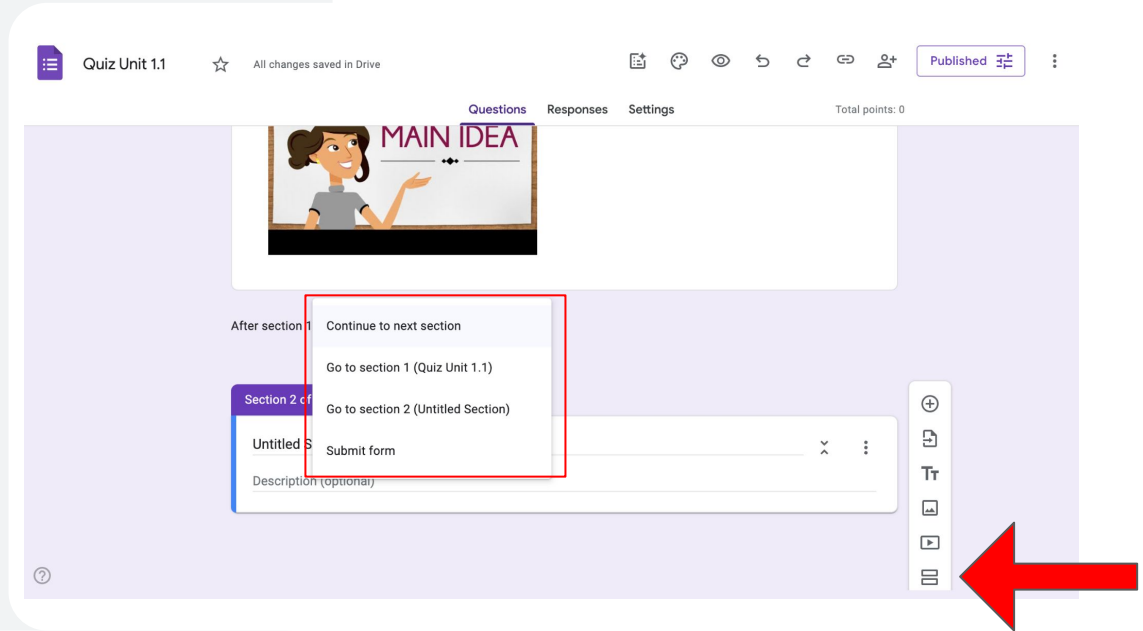
1. Click the **Add section** icon from the side toolbar.
2. Give the new section a title and optional description.
3. Drag and drop questions if needed.



The screenshot displays the Google Forms editor interface. At the top, there's a header bar with the title 'Untitled form', a star icon, and various action icons (add, edit, view, undo, redo, share, and a 'Published' button). Below this is a navigation bar with tabs for 'Questions', 'Responses', and 'Settings'. The main content area shows a form titled 'Untitled form' with a description field. Below the description is a question titled 'Untitled Question' with a 'Multiple choice' type. The question has two options: 'Option 1' and 'Add option or add "Other"'. At the bottom of the question, there's an 'Answer key' section with a checkbox and '(0 points)'. On the right side, there's a vertical toolbar with icons for adding a new section, question, text, image, video, and a section divider. A large red arrow points to the 'Add section' icon at the top of this toolbar.

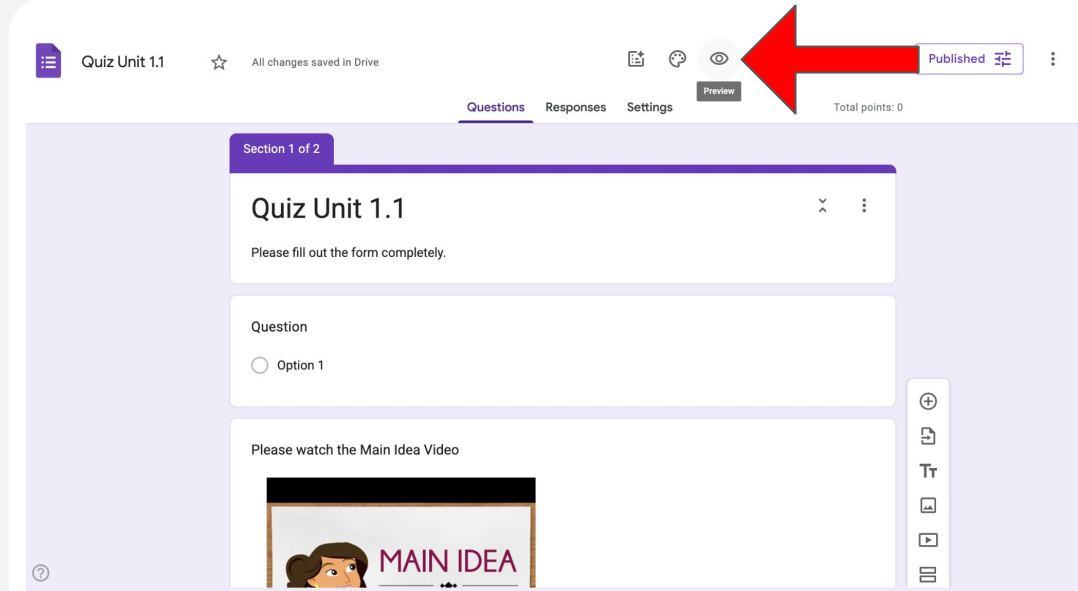
Direct users to the next section

1. Click the three dots in the lower right of the question.
2. Select **Go to section based on answer**.
3. Assign answers to go to different sections.
4. Ensure each path leads to form submission.



Direct users to Submit Form

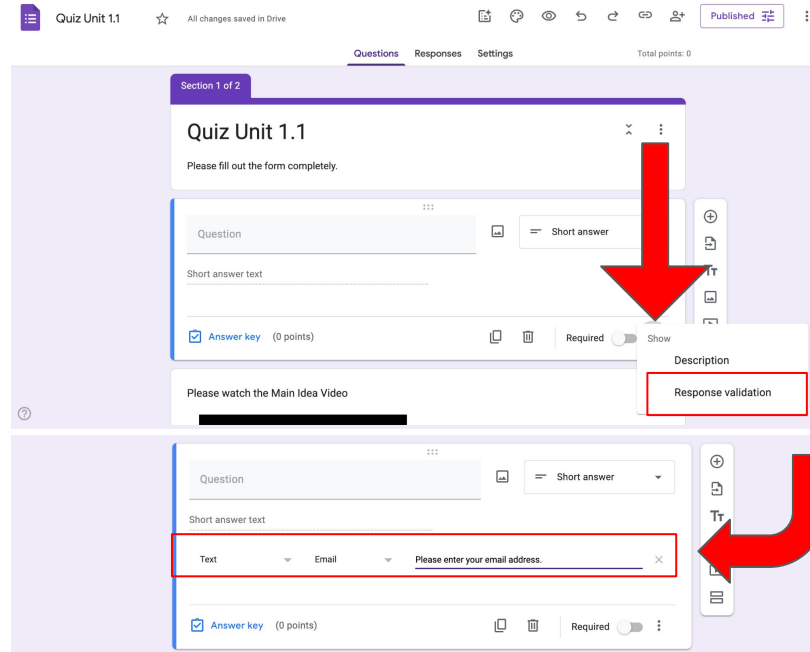
1. After the final section, make sure there are no more branches.
2. Google Forms automatically shows a **Submit** button.
3. Click **Preview** to test form flow.



The screenshot shows a Google Form titled "Quiz Unit 1.1" in the "Preview" mode. A red arrow points to the "Preview" button in the top right corner. The form content includes a section header "Quiz Unit 1.1" with the instruction "Please fill out the form completely.", a question field with a radio button option "Option 1", and a video player titled "Please watch the Main Idea Video" showing a cartoon character and the text "MAIN IDEA". The top navigation bar includes "Questions", "Responses", "Settings", and "Preview" buttons. The "Published" button is also visible.

Response validation with email

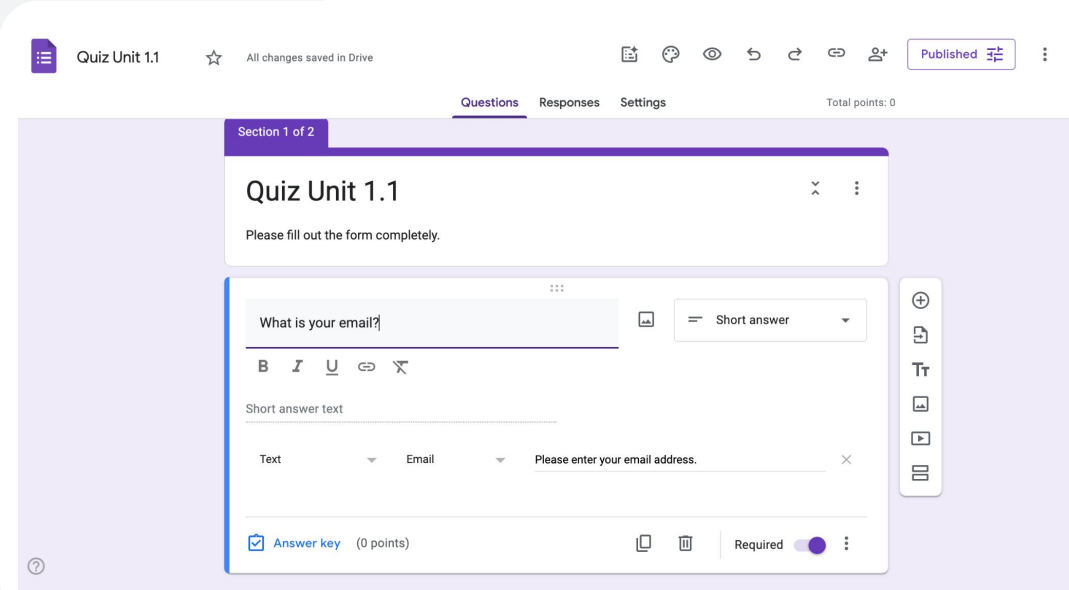
1. Click the **plus (+)** to add a **Short answer** question.
2. Click the three dots in the bottom right corner.
3. Choose **Response validation**.
4. Select **Text > Email address**.
5. Enter a custom error message.



The screenshot shows the Google Forms editor interface for a quiz titled "Quiz Unit 1.1". The "Questions" tab is selected, and the first question is a "Short answer" type. A red arrow points to the three-dot menu in the bottom right corner of the question card. A second red arrow points to the "Response validation" option in the menu. Below this, the "Text" dropdown is selected, and "Email" is chosen from the sub-menu. A custom error message, "Please enter your email address.", is entered in the text field next to the dropdown. The "Required" toggle is also visible and turned on.

Make questions required

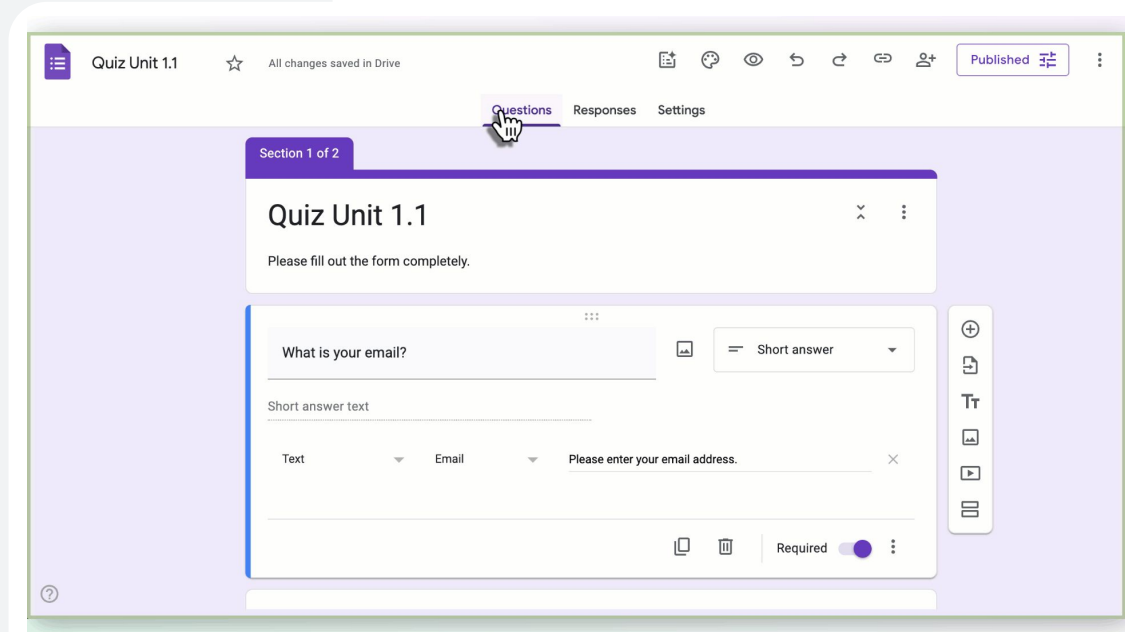
1. Click any question.
2. Toggle the **Required** switch at the bottom right.



The screenshot shows the Google Forms editor interface. At the top, the form is titled "Quiz Unit 1.1" and is marked as "Published". The "Questions" tab is selected, showing a list of questions. The first question, "What is your email?", is selected and its settings are displayed in a sidebar on the right. The question is a "Short answer" type. The settings sidebar shows the question is currently not required, as indicated by the "Required" switch being turned off. The question text is "What is your email?" and the answer type is "Short answer". The settings sidebar also shows the question is part of "Section 1 of 2" and has a "Total points: 0".

Add a confirmation message

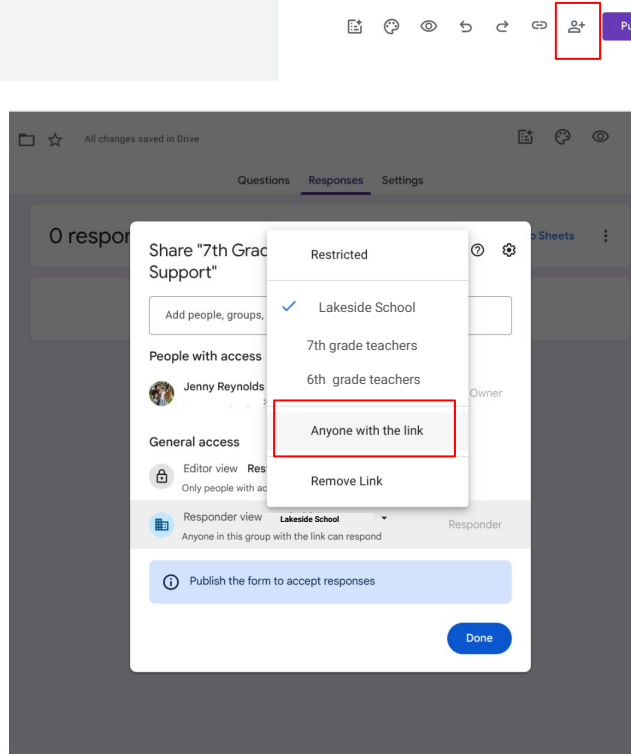
1. Click the **Settings** tab at the top of the page.
2. Go to the **Presentation** dropdown.
3. Next to Confirmation message click **Edit**.
4. Type your message in the **Confirmation message** box.
5. Click **Save**.



The screenshot shows the Google Forms editor for a form titled "Quiz Unit 1.1". At the top, there are tabs for "Questions", "Responses", and "Settings". The "Questions" tab is active, and a hand cursor is pointing at the "Settings" tab. Below the tabs, there is a section titled "Section 1 of 2" with the form title "Quiz Unit 1.1" and a instruction "Please fill out the form completely." Below this, there is a question titled "What is your email?" with a "Short answer" type. The question has a "Short answer text" field and a "Text" field. The "Text" field has a dropdown menu with "Email" selected. The "Text" field has a placeholder text "Please enter your email address." and a "Required" toggle switch is turned on.

Remove organizational restriction

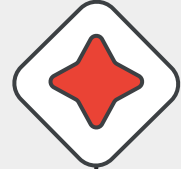
1. Click the **Share** button at the top right corner of the form
2. Click on the dropdown for **Responder View**
3. Choose **Anyone with the link**





03.

Google Slides





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

.....

Skills checklist

- embed a YouTube video directly onto the slides
- integrate additional tools via Add-ons
- set video playback to the specific time
- set video to Play (automatically)
- hyperlink slides to each other
- attach resources
- start a meeting from Slides
- enable a video to play automatically during a presentation



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

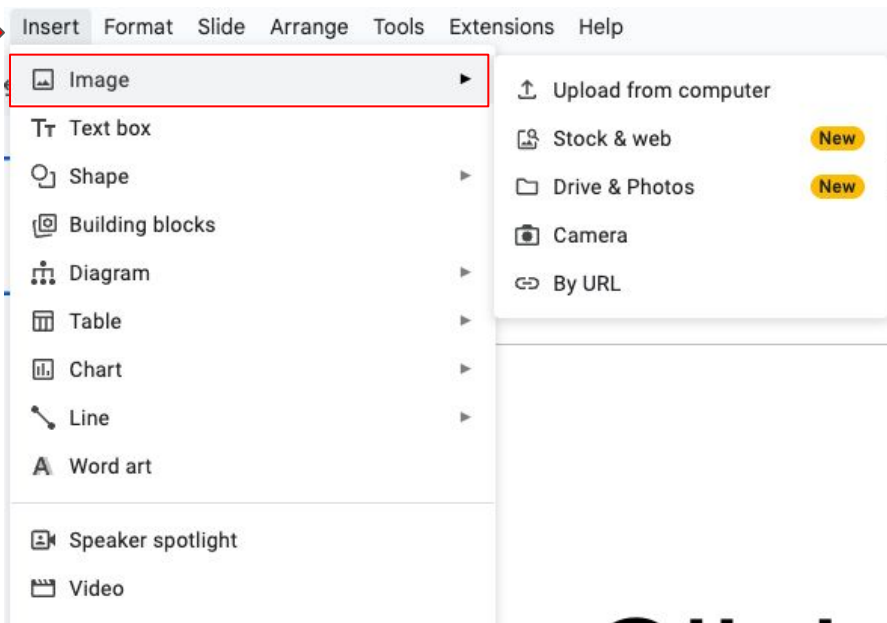
.....

Skills checklist

- create a Google Slides presentation and title the slide
- customize the title slide and make it more visually interesting by adding an images
- invite users to the presentation
- insert an image placeholder
- create different slides in the presentation to highlight certain parts of the experience and assign them to different colleagues
- add a video
- share the Slides presentation

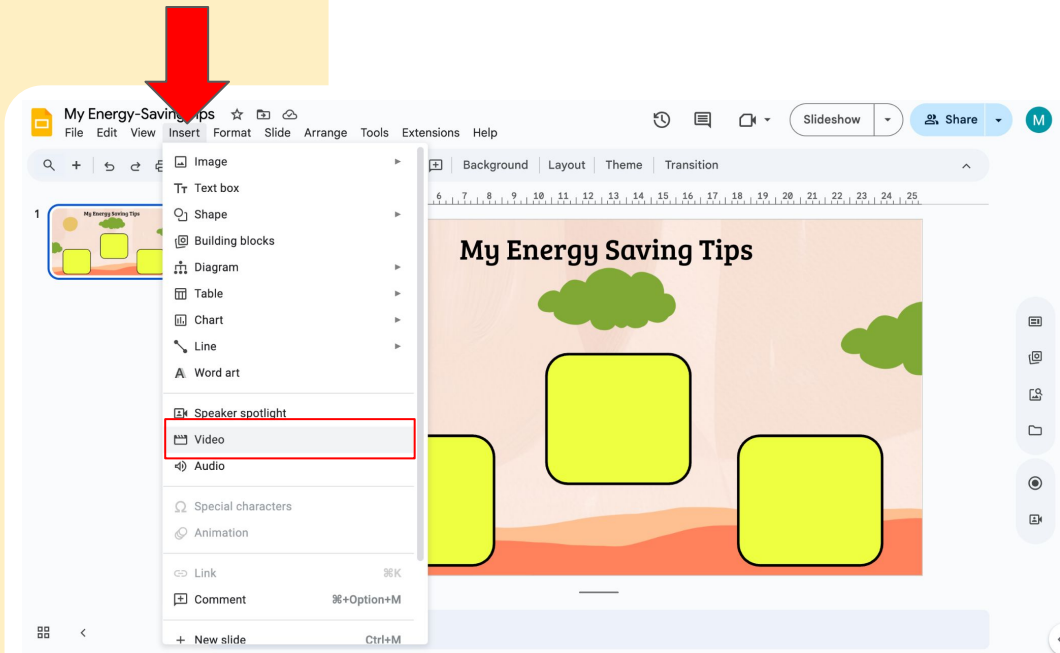
Create Slides with multimedia

1. Go to 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).



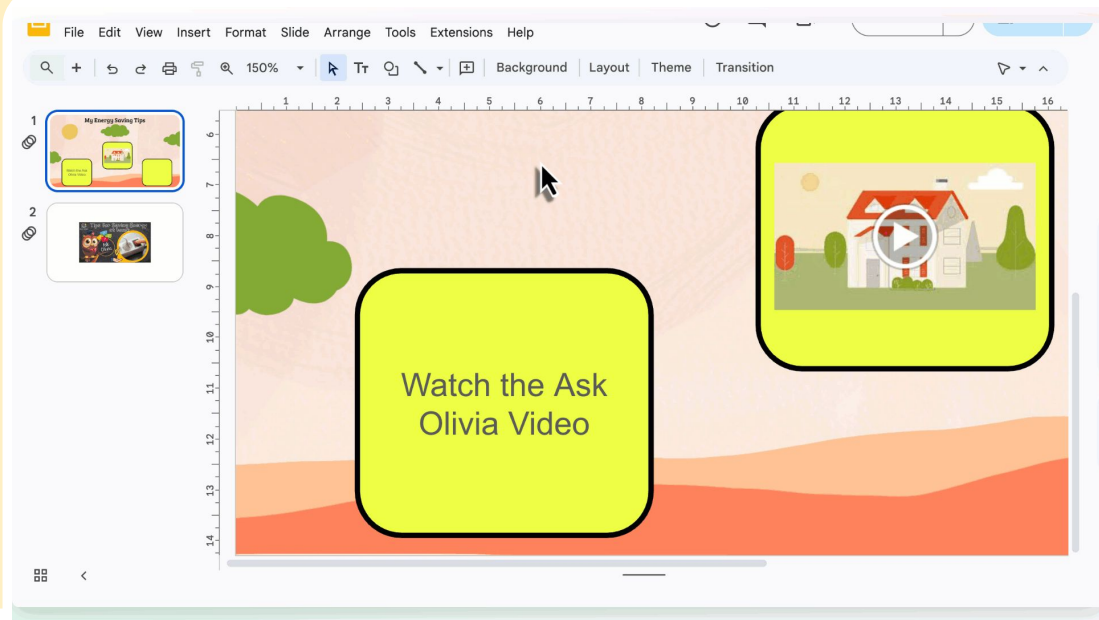
Insert a YouTube video

1. Click **Insert > Video** to embed a video (from YouTube or Drive).
2. **YouTube:** Search the video or topic you're interested in or paste the URL for the video in the search bar.



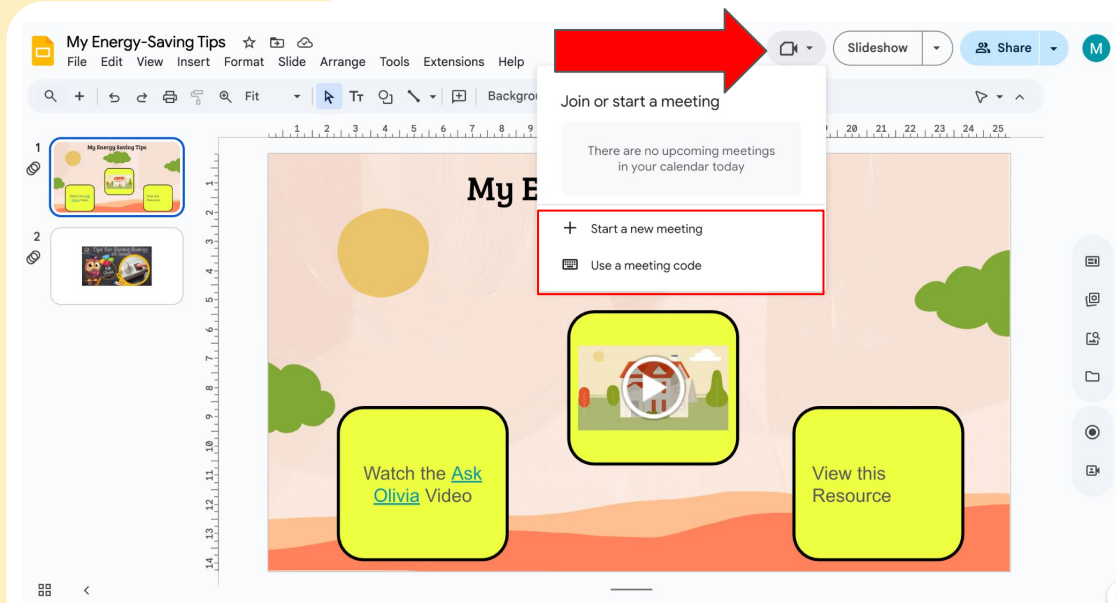
Hyperlink slides to each other

1. Click the text or shape you want to link.
2. Click **Insert > Link** or press **Ctrl+K (Cmd+K)**.
3. Click **Slides in this presentation** and choose the target slide.



Start a Meet from Slides

1. Click the **Slideshow** dropdown next to the Present button.
2. Select **Present in Google Meet**.
3. Choose a scheduled Meet or start a new one.



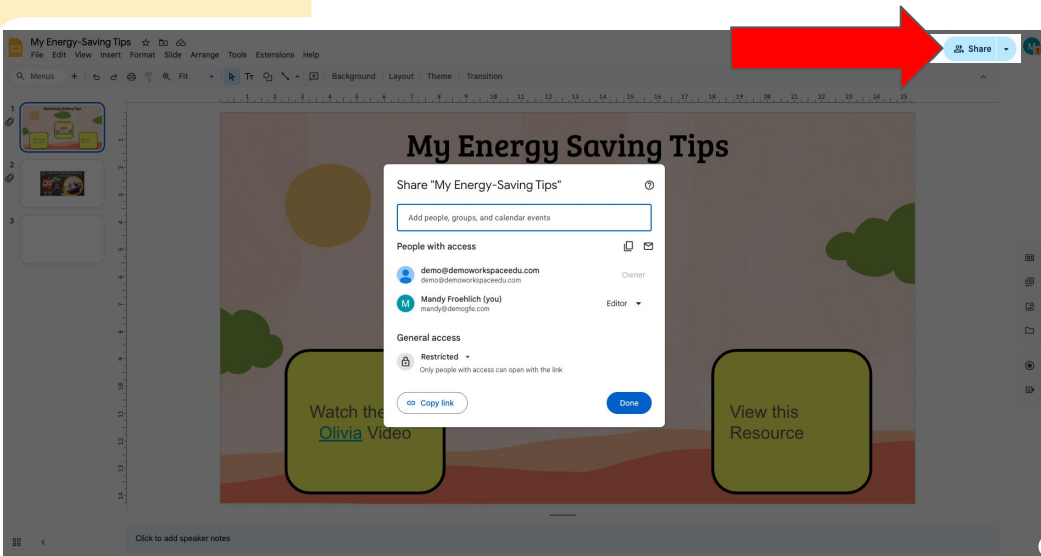
Use Add-ons in Slides

1. Click **Extensions > Add-ons > Get add-ons**.
2. Search for an Add-on.
3. Click **Install**.
4. Access it from the **Extensions** menu after installation.



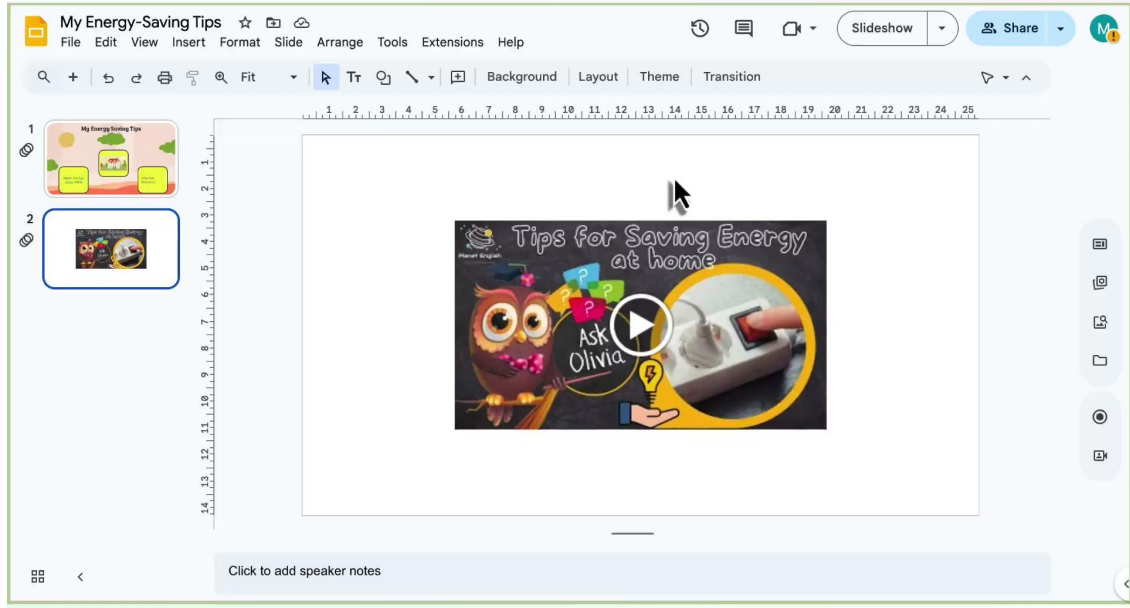
Share the presentation

1. Click the **Share** button in the top right.
2. Type in the collaborator's email or choose **Copy link**.
3. Set the permissions (Editor, Commenter, Viewer).
4. Click **Send**.



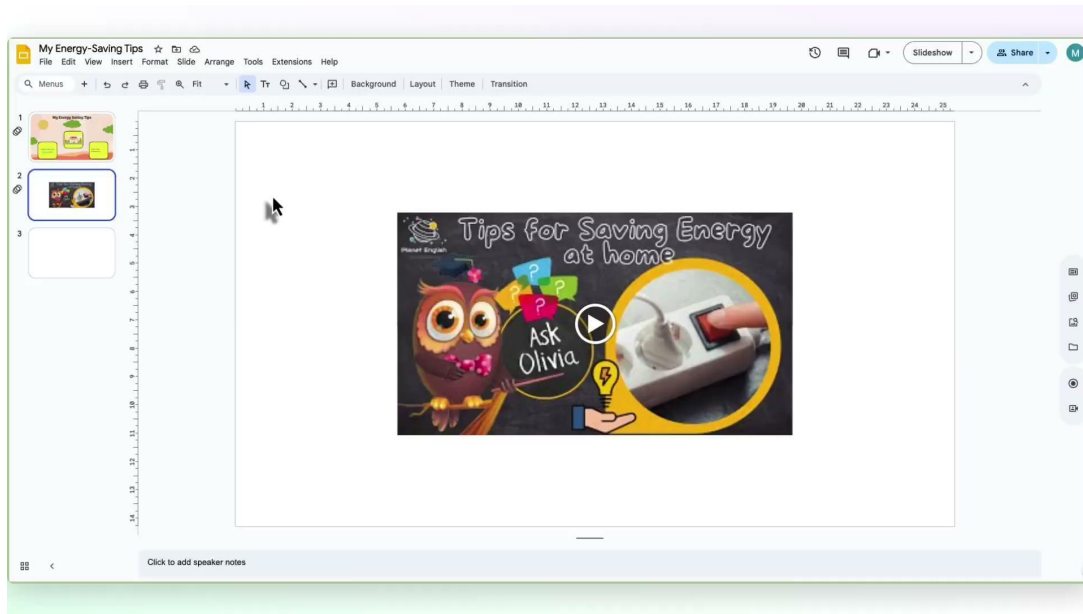
Insert an image placeholder

1. Click **Slide > Edit Theme**.
2. Click **Insert > Placeholder > Image Placeholder**.
3. Click and drag to draw the placeholder on the slide.



Use Comments to assign slides

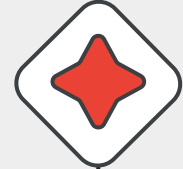
1. Highlight the slide that needs to be assigned
2. Click **Insert > Comment** or the Comment icon
3. Use the @ key and begin typing the name to assign.
4. Click on **Assign to [the name]**.
5. Add any additional comments and click **Comment**.





04.

Google Classroom





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

.....

Skills checklist

- Create a new class and give it a name
- Invite a co-teacher and 3 classmates
- Create 2 topics (e.g., “Short Story Unit” and “Assessments”)
- Create an assignment titled Reading Response #1
- Attach a file from Drive
- Set points, due date, and assign it to the correct topic
- Make the assignment ungraded
- Disable late submissions



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

.....

Skills checklist

- Post an announcement with a reminder and a Google Meet link
- Generate and make visible a Google Meet link
- View the Class Insights tab
- Access originality reports
- Add a Form from Drive to a new assignment
- Create a Quiz Assignment and add instructions
- Add a short answer question
- Add a File Upload question and allow only image files



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

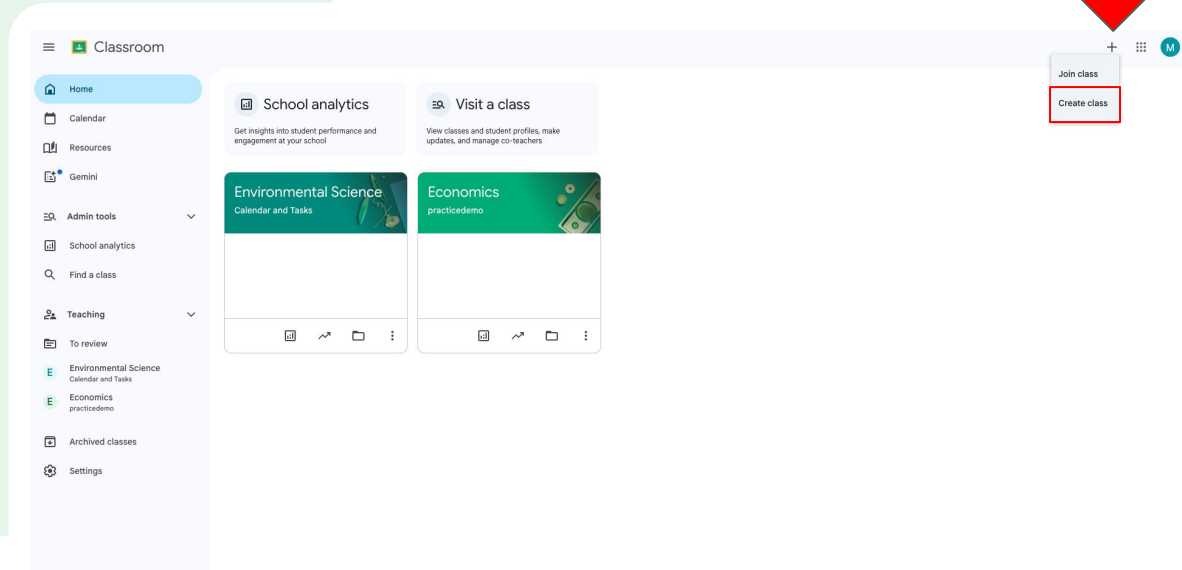
.....

Skills checklist

- Set the max number of files to 2
- Assign points to each question
- Make all questions required
- Use Grade importing
- Schedule the quiz to be released at a later time
- Create a Practice Set
- Add at least 2 resources
- Use the Extra Help feature
- Share the Practice Set with your class

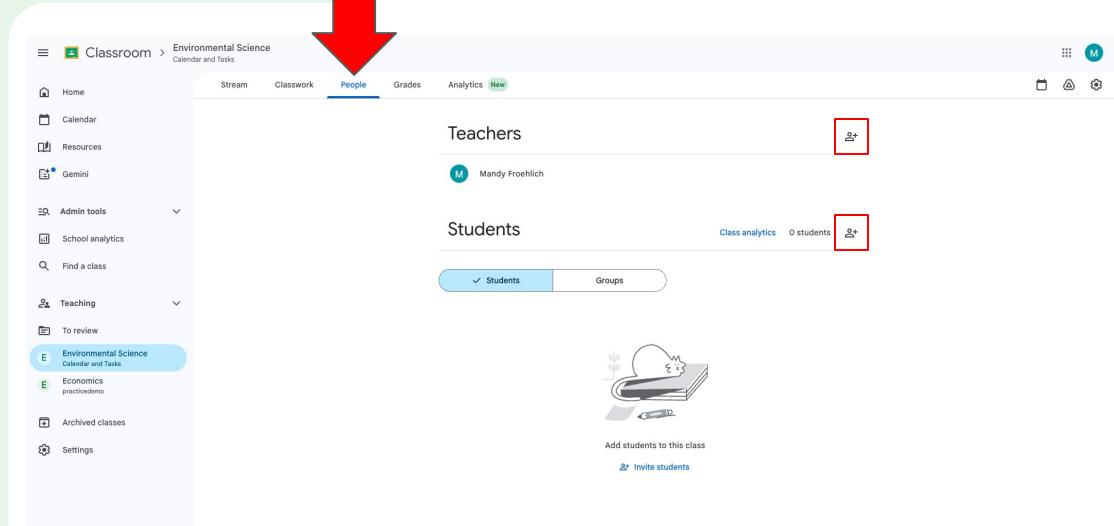
Create & name a class

1. Go to 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**



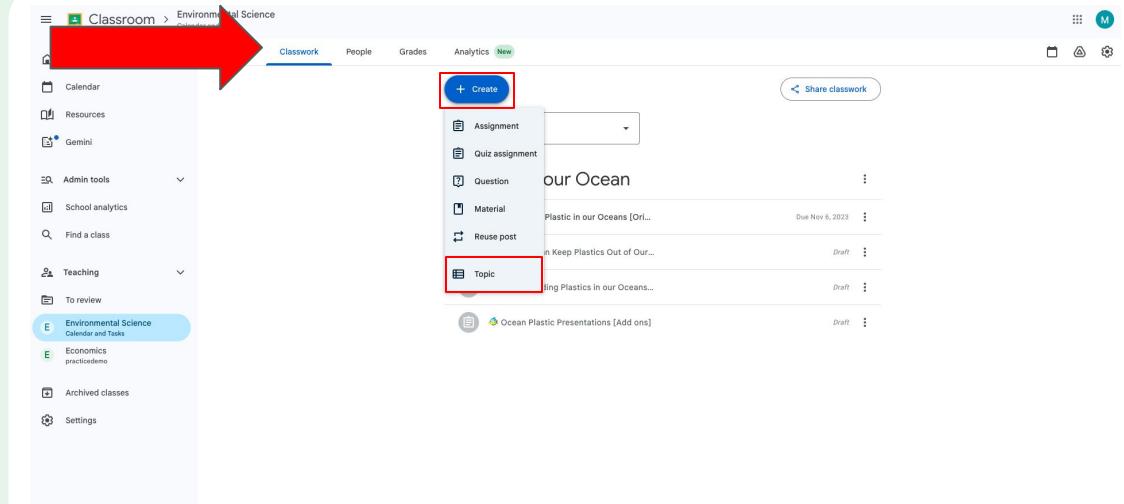
Invite co-teachers or students

1. Open your class.
2. Click the **People** tab.
3. Next to **Teachers**, click the **Invite teachers** icon.
4. Type in an email address and click **Invite**.
5. Repeat for students under the **Students** section by clicking the **Invite students** icon.



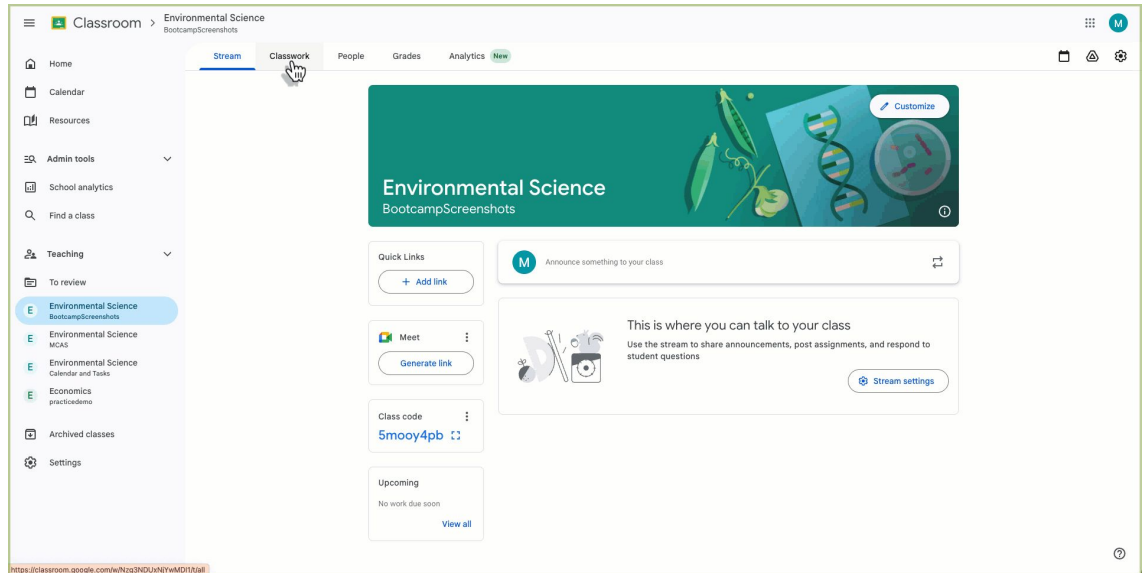
Create Topics

1. Go to the **Classwork** tab.
2. Click **+ Create** and select **Topic**.
3. Type the name of your topic and click **Add topic**.



Create an Assignment with a Due Date

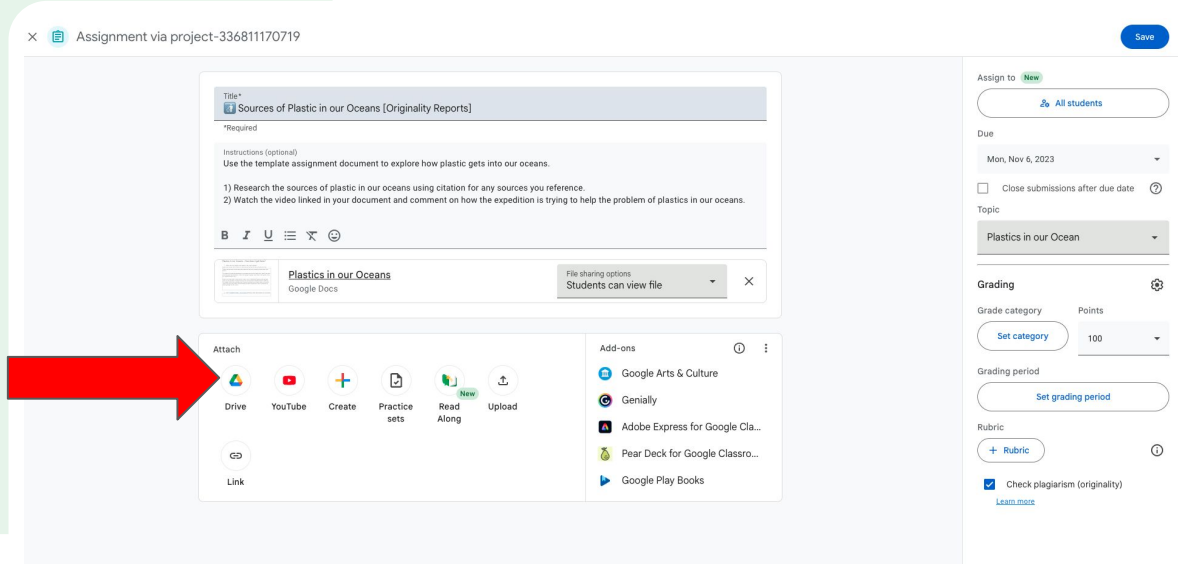
1. Click **Classwork > Create > Assignment**
2. Add a title and instructions
3. Set **Due Date, Topic, and Points** (if needed)
4. Click **Assign, Schedule, or Save Draft**



Attach a file from Drive

1. In the assignment editor, click the **Drive icon**.
2. Locate and select the file you want to attach.
3. Click **Add**.

*To attach a Drive file in the Stream, click **Announce something to your class** and then choose the **Drive icon** at the bottom of the announcement box.



The screenshot shows the Google Classroom assignment editor interface. At the top, there's a title bar with a close button and the text "Assignment via project-336811170719". Below this is a form for creating an assignment. The form has a "Title*" field with the text "Sources of Plastic in our Oceans [Originality Reports]", a "Required" checkbox, and an "Instructions (optional)" section with the text "Use the template assignment document to explore how plastic gets into our oceans." and two numbered instructions. Below the instructions is a rich text editor with various formatting options. At the bottom of the form is an "Attach" section with icons for Drive, YouTube, Create, Practice sets, Read Along, and Upload. A red arrow points to the Drive icon. To the right of the "Attach" section is an "Add-ons" section with a list of add-ons: Google Arts & Culture, Genially, Adobe Express for Google Cla..., Pear Deck for Google Classro..., and Google Play Books. On the right side of the screen is a sidebar with various settings: "Assign to" (All students), "Due" (Mon, Nov 6, 2023), "Close submissions after due date" (checkbox), "Topic" (Plastics in our Ocean), "Grading" (Grade category: Set category, Points: 100), "Grading period" (Set grading period), "Rubric" (+ Rubric), and "Check plagiarism (originality)" (checkbox).

Set Points, Due Date, & Assign a Topic

On the right sidebar of the assignment editor:

- Use the **Points** dropdown to choose the point value (or “Ungraded”).
- Click the **Due** date field and select the date.
- Under **Topic**, choose your previously created topic.

Assignment via project-336811170719 Save

Title*
Sources of Plastic in our Oceans [Originality Reports]

*Required

Instructions (optional)
Use the template assignment document to explore how plastic gets into our oceans.

1) Research the sources of plastic in our oceans using citation for any sources you reference.
2) Watch the video linked in your document and comment on how the expedition is trying to help the problem of plastics in our oceans.

B I U

Plastics in our Oceans
Google Docs

File sharing options
Students can view file

Attach

Drive YouTube Create Practice sets Read Along New Upload

GD
Link

Add-ons

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

Assign to **New**

All students

Due
Mon, Nov 6, 2023

☐ Close submissions after due date

Topic
Plastics in our Ocean

Grading

Grade category
Set category

Points
100

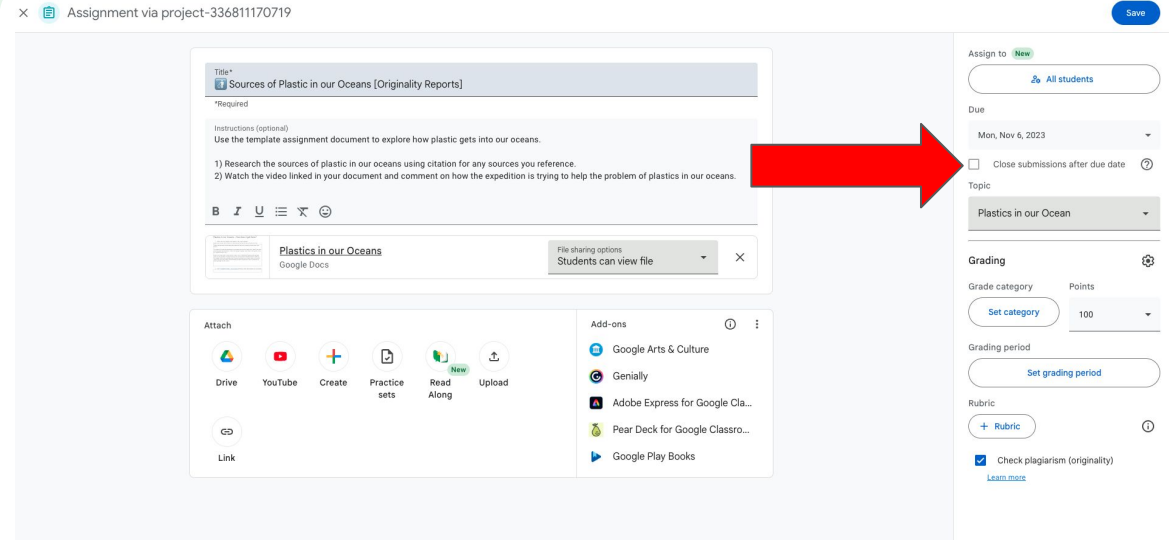
Grading period
Set grading period

Rubric
+ Rubric

☒ Check plagiarism (originality)
[Learn more](#)

Disable Late Assignments

- After setting a due date, click the three-dot menu (if available) or check assignment options.
- Toggle the setting that controls late submissions. *(Note: This may be in the admin panel or school-managed setting and not always available in Classroom UI.)*
- If available, **turn off** “Allow late submissions.”



Assignment via project-336811170719

Title*
Sources of Plastic in our Oceans [Originality Reports]

*Required

Instructions (optional)
Use the template assignment document to explore how plastic gets into our oceans.

1) Research the sources of plastic in our oceans using citation for any sources you reference.
2) Watch the video linked in your document and comment on how the expedition is trying to help the problem of plastics in our oceans.

B I U L T ☺

Plastics in our Oceans
Google Docs

File sharing options
Students can view file

Attach

Drive YouTube Create Practice sets Read Along Upload

GD Link

Add-ons

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

Assign to **New**

All students

Due
Mon, Nov 6, 2023

☐ Close submissions after due date

Topic
Plastics in our Ocean

Grading

Grade category Points
Set category 100

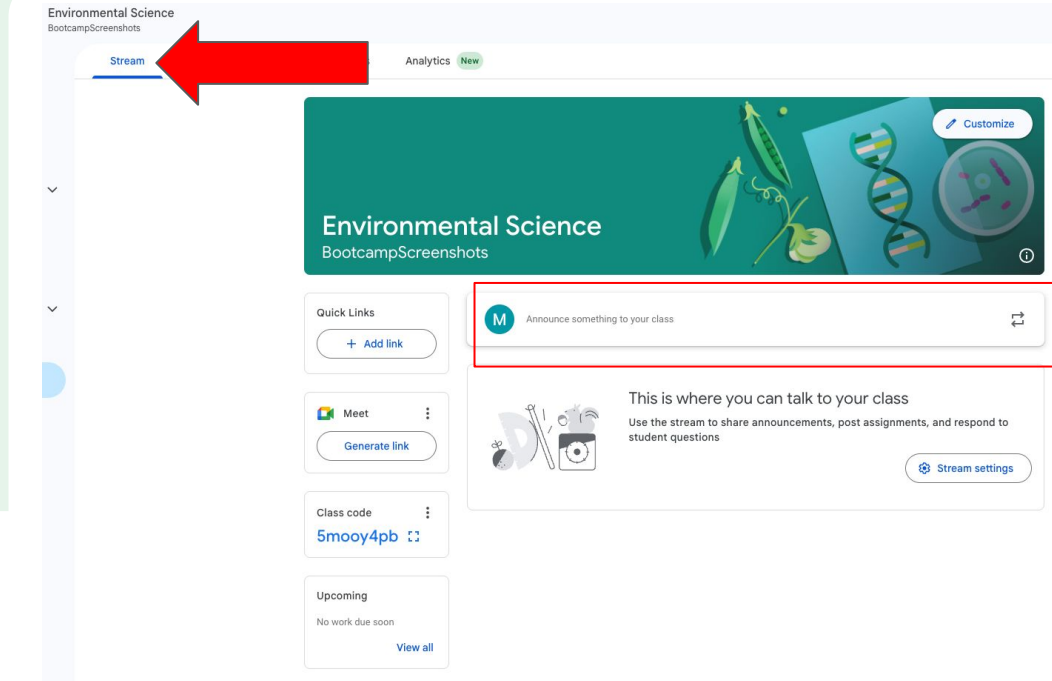
Grading period
Set grading period

Rubric
+ Rubric

☒ Check plagiarism (originality)
[Learn more](#)

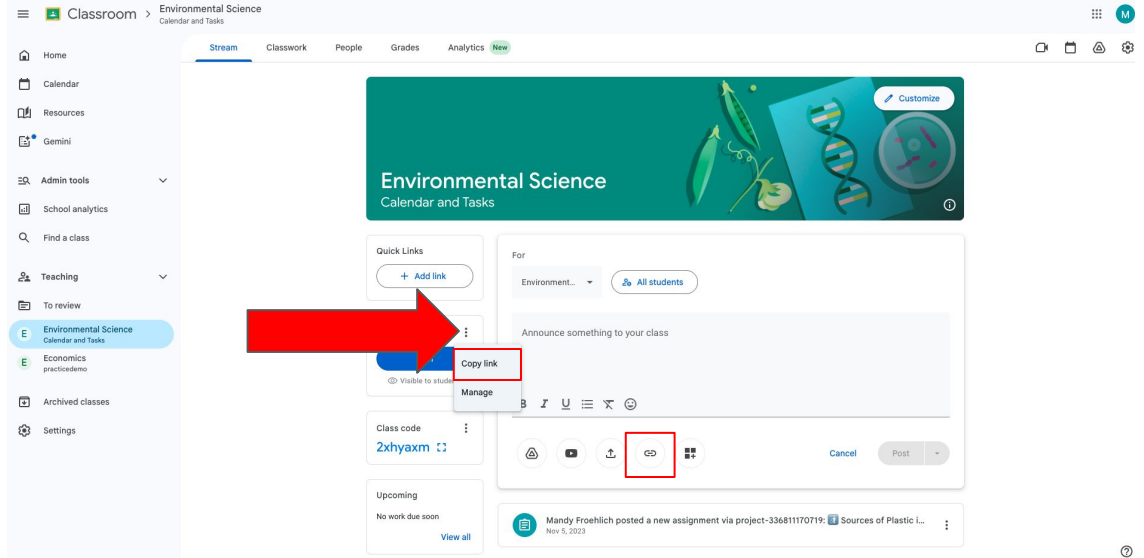
Post an Announcement

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**



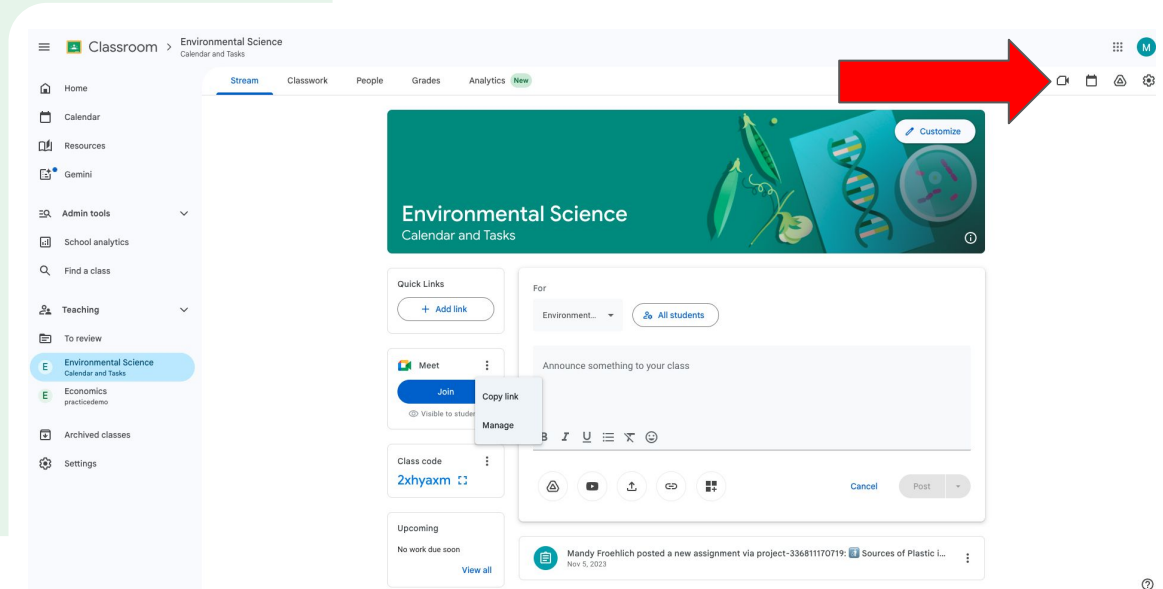
Include Meet link in Announcements

1. Click on **Generate Link** under Meet. You'll only do this the first time you use Meet.
2. Click the three dots by Meet and choose **Copy link**.
3. While typing your announcement, click the **Insert link icon** or **Add > Meet link** (if available).
4. Paste or insert the Meet link.
5. Click **Post**.



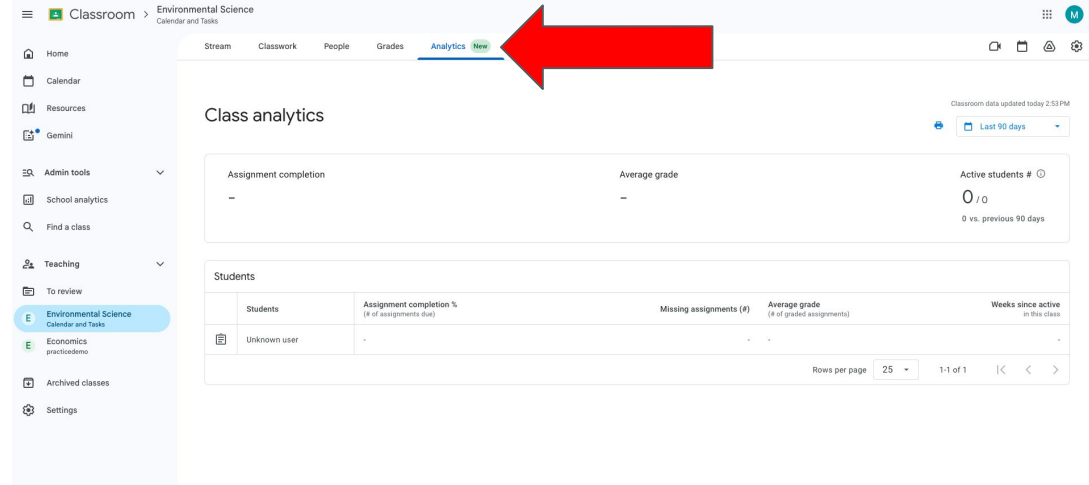
Add Meet link in the class header

1. Go to the **Class Settings** (gear icon).
2. Scroll to **General**.
3. Click **Generate Meet link**.
4. Toggle **Visible to students** to **On**.
5. Click **Save**.
6. Once this is done, the Meet icon will appear in the header.



View class Analytics

1. Go to your class.
2. Click the **Analytics** tab.
3. Explore engagement and performance data.

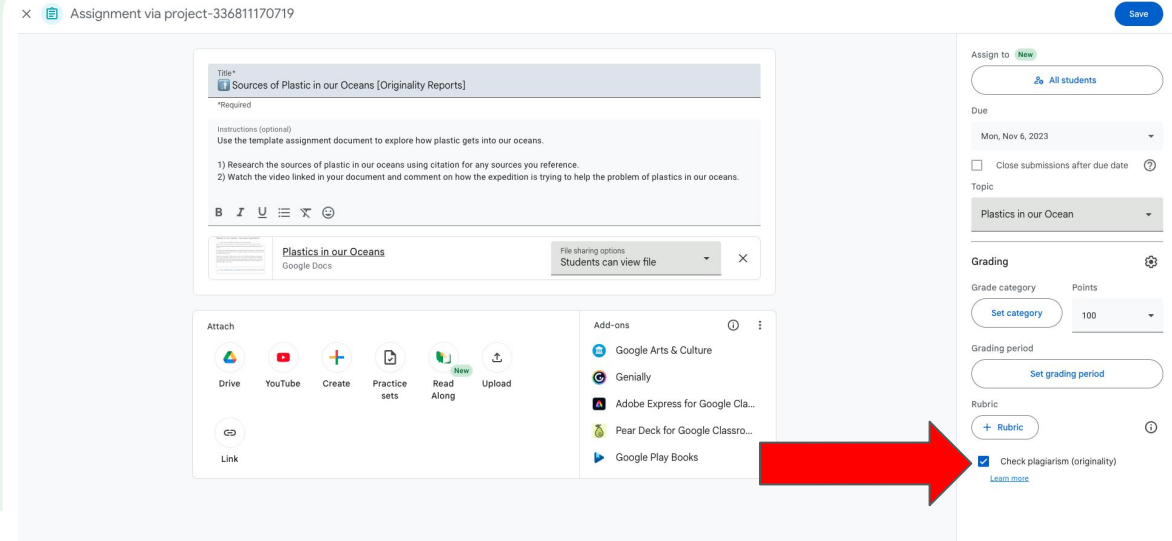


The screenshot shows the Google Classroom interface for a class named 'Environmental Science'. The left sidebar contains navigation options: Home, Calendar, Resources, Gemini, Admin tools, School analytics, Find a class, Teaching, To review, Environmental Science (selected), Economics, Archived classes, and Settings. The top navigation bar includes Stream, Classwork, People, Grades, and Analytics (highlighted with a red arrow). The main content area displays 'Class analytics' with a 'Last 90 days' filter. It shows summary statistics for Assignment completion, Average grade, and Active students. Below this is a table titled 'Students' with columns for Students, Assignment completion %, Missing assignments (#), Average grade, and Weeks since active. The table contains one row for 'Unknown user'. At the bottom right, there are controls for 'Rows per page' (set to 25) and '1-1 of 1'.

Students	Assignment completion % (# of assignments due)	Missing assignments (#)	Average grade (# of graded assignments)	Weeks since active in this class
Unknown user	-	-	-	-

Access Originality Reports

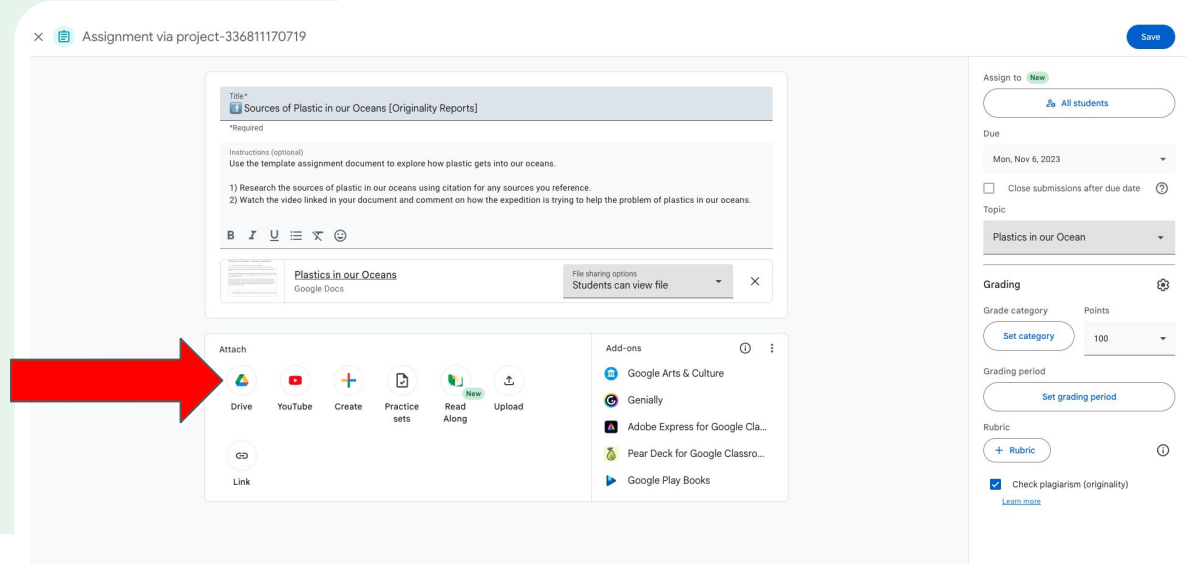
1. Open the **assignment editor**.
2. Check the **Originality reports** checkbox (if available).
3. Once a student submits work, go to the **Student Work** page.
4. Click the report icon next to the student's file to open the originality report.



The screenshot displays the Google Classroom assignment editor for an assignment titled "Sources of Plastic in our Oceans [Originality Reports]". The interface includes a title field, a required checkbox, and instructions for students to research plastic sources and watch a video. Below the instructions is a Google Docs document titled "Plastics in our Oceans" with a file sharing option set to "Students can view file". The bottom section shows attachment and add-on options. On the right sidebar, the assignment settings are visible, including the assignee ("All students"), due date ("Mon, Nov 6, 2023"), topic ("Plastics in our Ocean"), grade category ("Set category"), grading period ("Set grading period"), and rubric ("Set rubric"). A red arrow points to the "Check plagiarism (originality)" checkbox, which is currently checked.

Add a Form to a new assignment

1. In the **Classwork** tab, click **+ Create > Assignment**.
2. In the editor, click the **Drive icon**.
3. Select a Form from your Drive and click **Add**.
4. Fill in the assignment details and click **Assign**.



Assignment via project-336811170719

Save

Assign to **New**

All students

Due

Mon, Nov 6, 2023

☐ Close submissions after due date

Topic

Plastics in our Ocean

Grading

Grade category Points

Set category 100

Grading period

Set grading period

Rubric

+ Rubric

☒ Check plagiarism (originality)

[Learn more](#)

Title*

Sources of Plastic in our Oceans [Originality Reports]

*Required

Instructions (optional)

Use the template assignment document to explore how plastic gets into our oceans.

1) Research the sources of plastic in our oceans using citation for any sources you reference.

2) Watch the video linked in your document and comment on how the expedition is trying to help the problem of plastics in our oceans.

B I U L T

Plastics in our Oceans

Google Docs

File sharing options

Students can view file

Attach

Drive YouTube Create Practice sets Read Along Upload

GD

Link

Add-ons

Google Arts & Culture

Genially

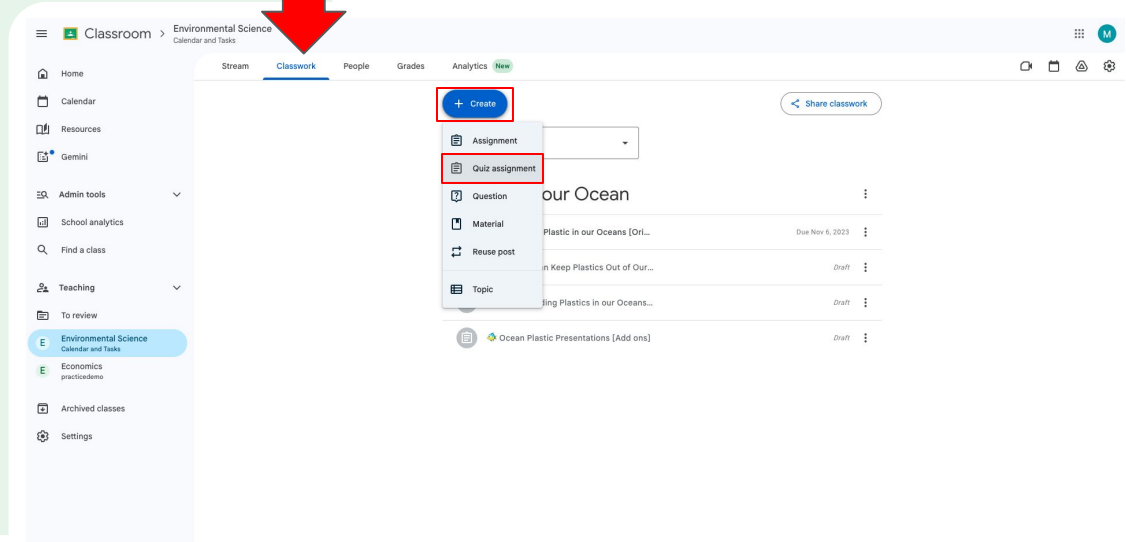
Adobe Express for Google Cla...

Pear Deck for Google Classro...

Google Play Books

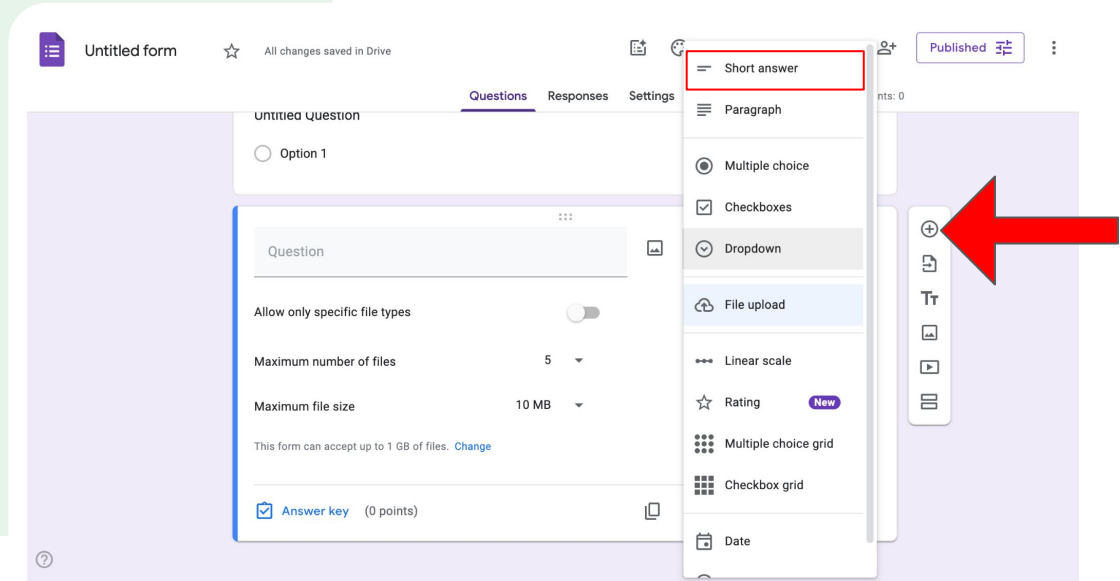
Create a Quiz Assignment

1. Go to the **Classwork** tab.
2. Click **+ Create** > **Quiz assignment**.
3. In the **Title** field, give your quiz a name.
4. In the **Instructions** box, add directions for students.



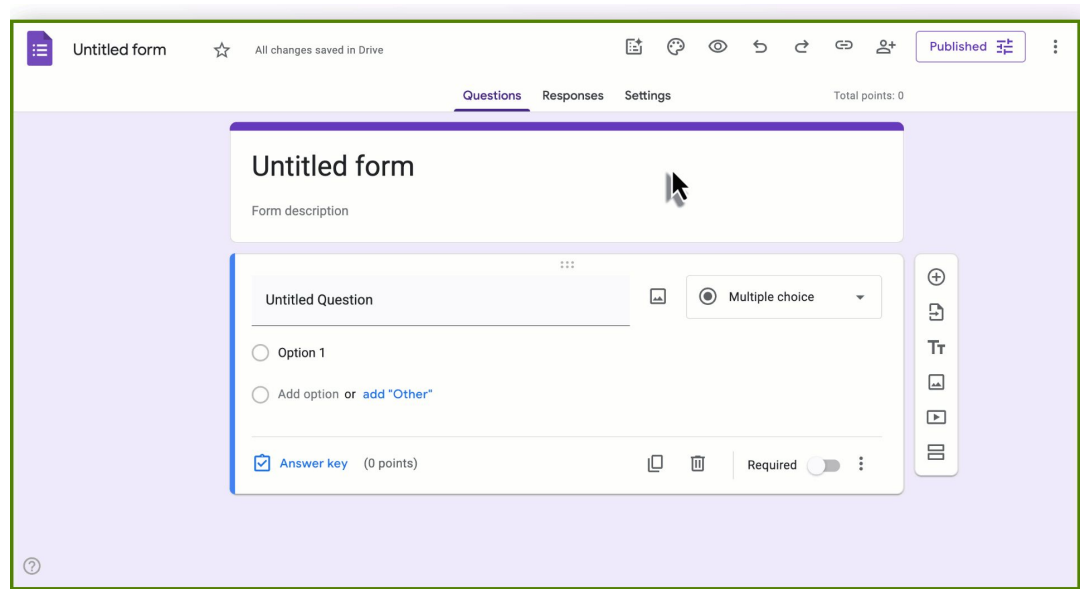
Add a Short answer question

1. In the attached Google Form that auto-generates with a Quiz assignment, click the **plus (+)** button to add a new question.
2. Change the question type to **Short answer**.
3. Enter a question prompt and mark it as **Required**.



Allow Only Images for File Upload Questions

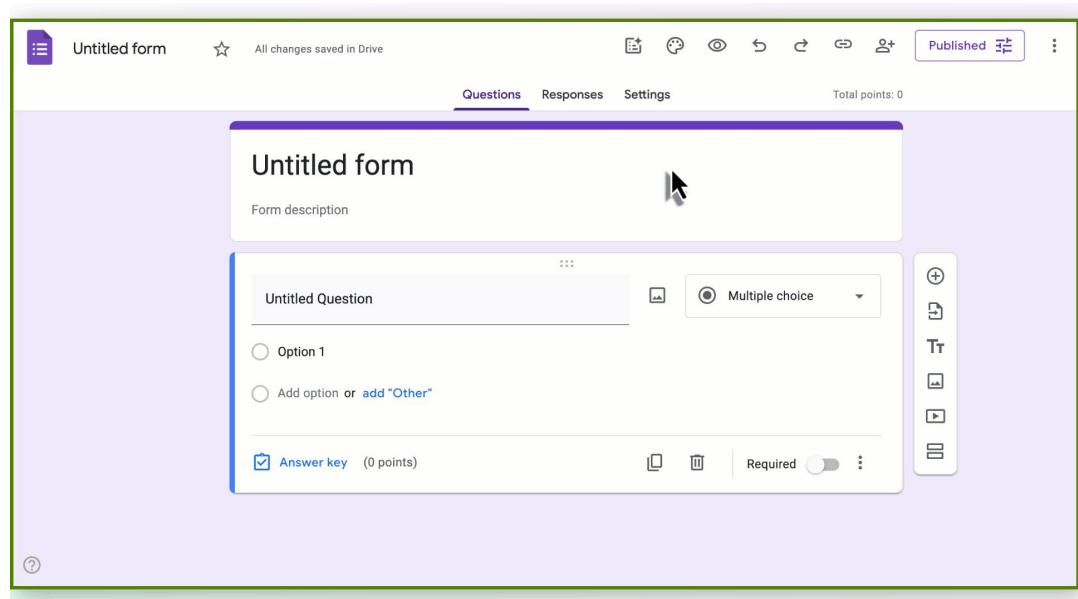
1. In the Form, click the **plus (+)** button to add another question.
2. Change the question type to **File upload**.
3. Click **Continue** if prompted.
4. Click **File type** dropdown > **Images**.
5. Limit the number of files if desired.
6. Make sure it is marked as **Required**.



The screenshot displays the Google Forms editor interface. At the top, the title 'Untitled form' is visible, along with a star icon and the text 'All changes saved in Drive'. The top navigation bar includes icons for adding questions, a help icon, a preview icon, a back arrow, a forward arrow, a share icon, and a 'Published' button. Below the navigation bar, the 'Questions' tab is selected, showing 'Total points: 0'. The main content area features a question card titled 'Untitled form' with a 'Form description' field. Below this, a question titled 'Untitled Question' is being edited. The question type is set to 'Multiple choice' (indicated by a radio button icon). The question text is 'Option 1', and there is a field for 'Add option or add "Other"'. The 'Answer key' is checked, and the question is marked as 'Required' (indicated by a toggle switch). A vertical toolbar on the right side of the question card contains icons for adding questions, deleting questions, and other editing tools.

Set a max number of files to upload

1. In the **File upload** question settings, click the **Maximum number of files** dropdown.
2. Select **2 files** from the list.



Untitled form

Form description

Untitled Question

Multiple choice

Option 1

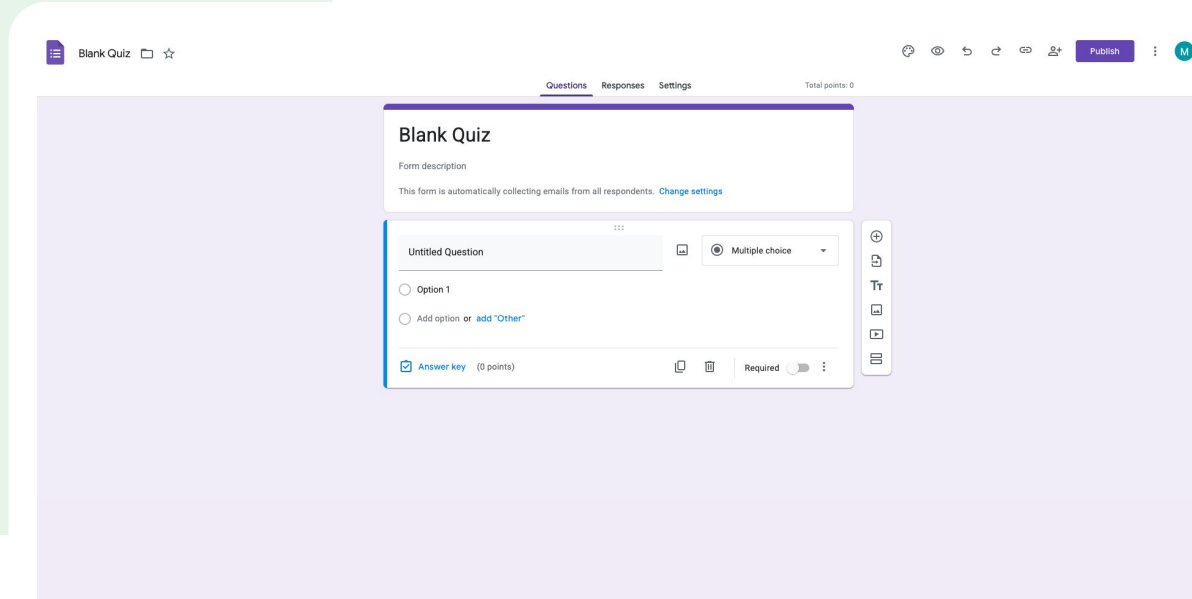
Add option or [add "Other"](#)

☒ Answer key (0 points)

Required ☐

Assign points to questions

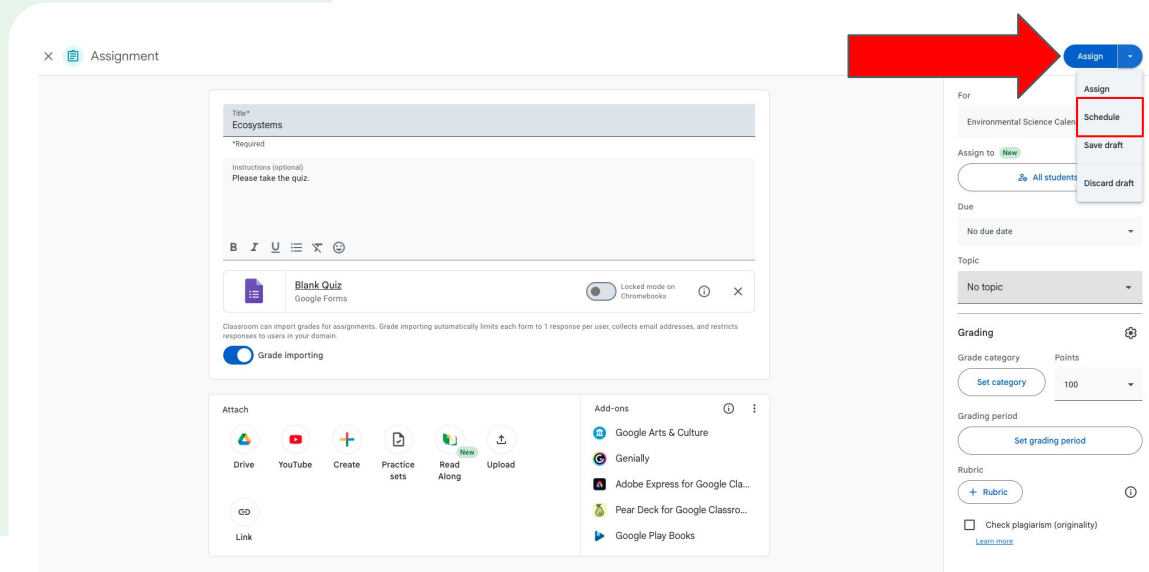
1. For each quiz question, click the **Answer Key** option.
2. Enter the number of points the question is worth.
3. Click **Done**.



The screenshot shows the 'Blank Quiz' editor in Google Classroom. At the top, there's a header with 'Blank Quiz' and a star icon. Below this, there are tabs for 'Questions', 'Responses', and 'Settings'. The 'Questions' tab is active. The main area is titled 'Blank Quiz' and contains a 'Form description' section with the text: 'This form is automatically collecting emails from all respondents. [Change settings](#)'. Below the description, there's a question editor. The question is titled 'Untitled Question' and is set to 'Multiple choice'. There are two options: 'Option 1' and 'Add option or [add "Other"](#)'. At the bottom of the question editor, there's an 'Answer key' section with a checkbox, the text 'Answer key (0 points)', and a 'Required' toggle switch. On the right side of the question editor, there's a vertical toolbar with icons for adding, deleting, and other actions.

Schedule a quiz

1. In the assignment editor, next to **Assign**, click the dropdown arrow.
2. Select **Schedule**.
3. Choose a **date and time** for the quiz to be released.
4. Click **Schedule**.

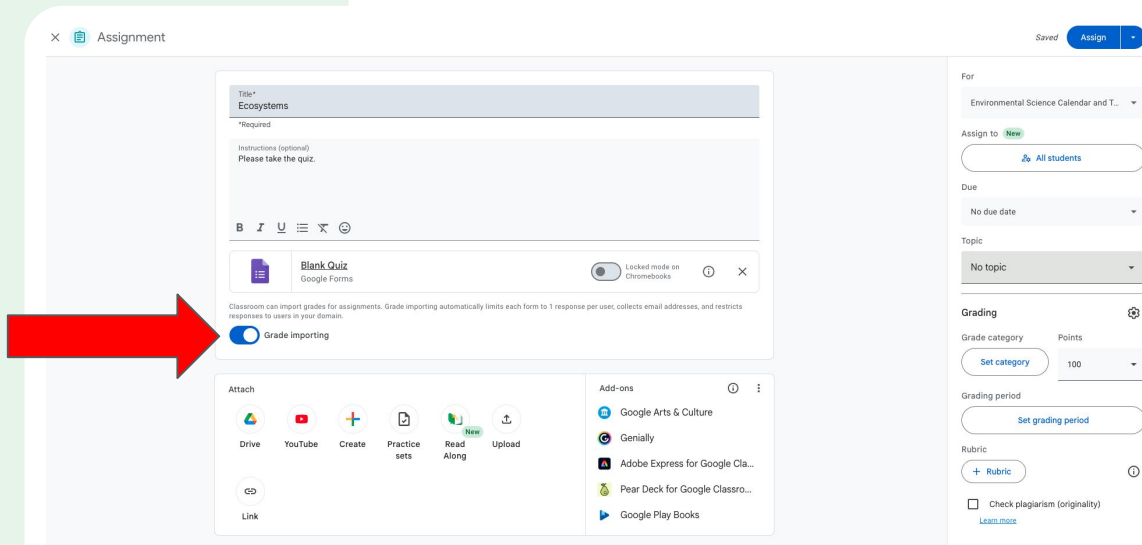


The screenshot shows the Google Classroom assignment editor interface. At the top, there's a tab labeled 'Assignment'. The main editor area has a title field with 'Ecosystems', a 'Required' toggle, and an instructions field with 'Please take the quiz.' Below this is a rich text editor with formatting options (B, I, U, etc.). A 'Blank Quiz' button with a Google Forms icon is visible, along with a 'Locked mode on Chromebooks' toggle. At the bottom, there are 'Attach' and 'Add-ons' sections. The 'Attach' section includes Drive, YouTube, Create, Practice sets, Read Along, Upload, and Link. The 'Add-ons' section lists Google Arts & Culture, Genially, Adobe Express for Google Cla..., Pear Deck for Google Classro..., and Google Play Books. On the right side, there's a sidebar with settings for 'For' (Environmental Science Cate...), 'Assign to' (New, All students), 'Due' (No due date), 'Topic' (No topic), 'Grading' (Grade category: 100, Set category, Grading period: Set grading period, Rubric: + Rubric), and a checkbox for 'Check plagiarism (originality)'.

A red arrow points to the 'Assign' button in the top right corner of the editor. The dropdown menu that appears shows the following options: Assign, Schedule (highlighted with a red box), Save draft, and Discard draft.

Grade importing

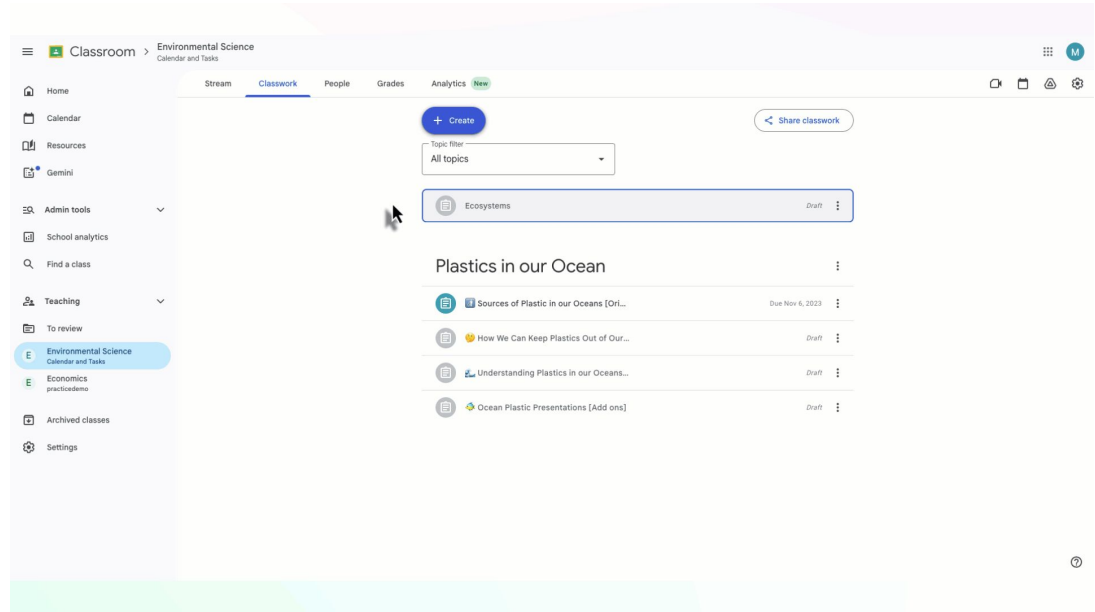
1. In the assignment editor, make sure the **Grade importing** checkbox is selected.
2. This allows scores from the Form to automatically sync into the **Grades** tab.



The screenshot shows the Google Classroom Assignment editor interface. A red arrow points to the 'Grade importing' checkbox, which is checked. The interface includes a title field with 'Ecosystems', a required checkbox, an instructions field with 'Please take the quiz.', a rich text editor, a 'Blank Quiz' button, a 'Locked mode on Chromebooks' toggle, and a 'Grade importing' checkbox. Below these are 'Attach' and 'Add-ons' sections. The 'Attach' section includes Drive, YouTube, Create, Practice sets, Read Along, and Upload. The 'Add-ons' section includes Google Arts & Culture, Genially, Adobe Express for Google Cla..., Pear Deck for Google Classro..., and Google Play Books. On the right side, there are settings for 'For' (Environmental Science Calendar and T...), 'Assign to' (All students), 'Due' (No due date), 'Topic' (No topic), 'Grading' (Set category, 100 points), 'Grading period' (Set grading period), 'Rubric' (+ Rubric), and a 'Check plagiarism (originality)' checkbox.

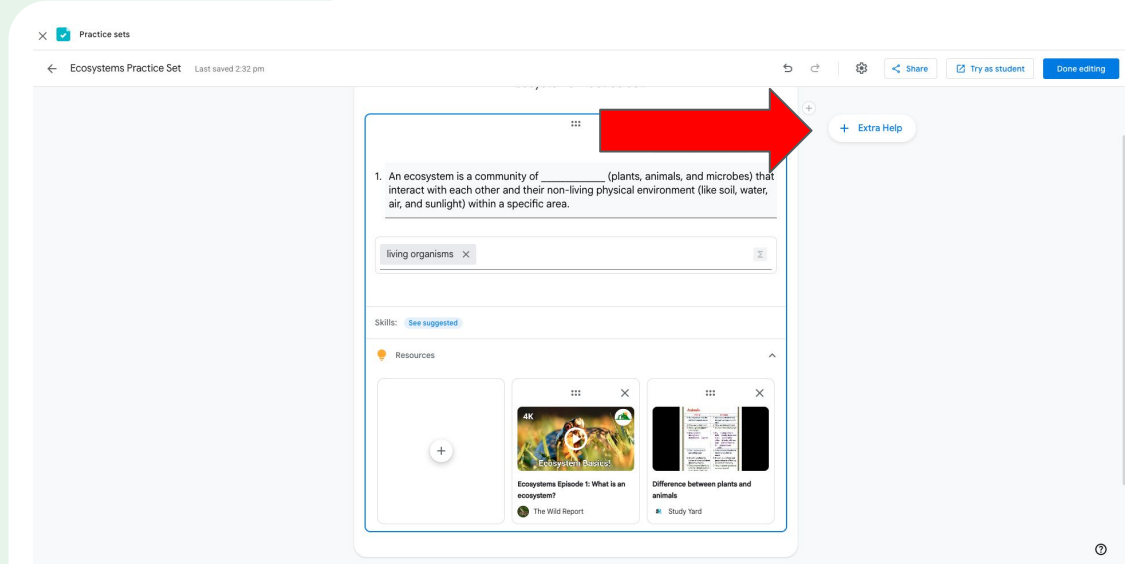
Create a Practice Set

1. In the **Classwork** tab, click **+ Create > Assignment**
2. Click on **Practice sets**.
3. In the editor, either click the **New practice set** and enter a meaningful title or choose an already created Practice set.



Add resources to Practice Sets

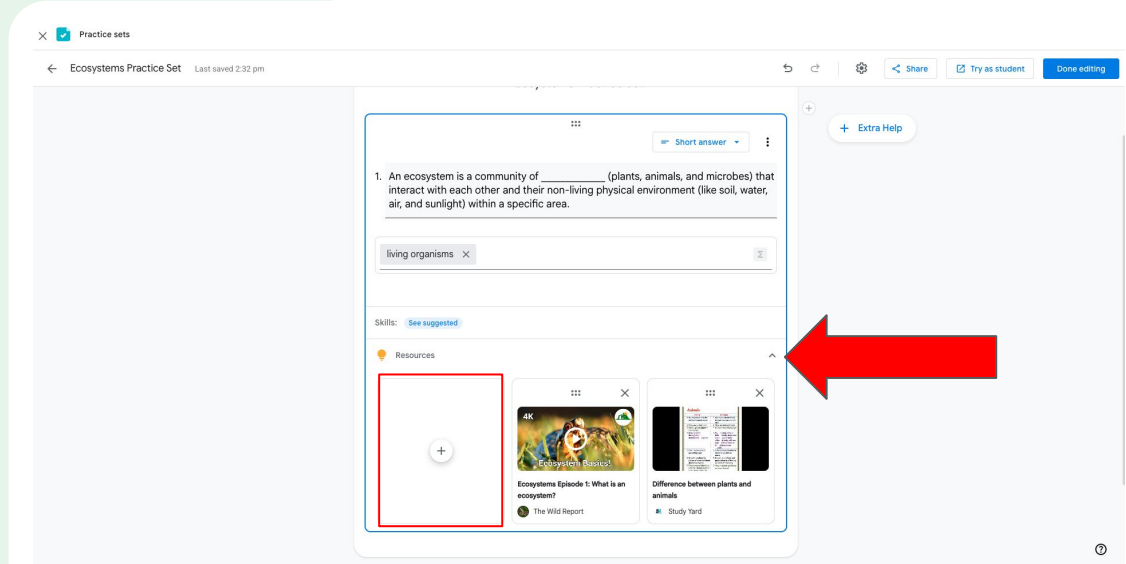
1. Click on **Extra Help** in the side column.
2. Select **YouTube video** or add a **Hint**.



The screenshot shows the Google Classroom interface for a 'Practice sets' session titled 'Ecosystems Practice Set'. The top bar includes a back arrow, the title, and a 'Last saved 2:32 pm' timestamp. On the right, there are buttons for 'Share', 'Try as student', and 'Done editing'. The main content area displays a question: '1. An ecosystem is a community of _____ (plants, animals, and microbes) that interact with each other and their non-living physical environment (like soil, water, air, and sunlight) within a specific area.' Below the question is a text input field containing 'living organisms'. Under the 'Skills' section, there is a link 'See suggested'. The 'Resources' section shows three items: a placeholder with a plus sign, a YouTube video titled 'Ecosystem Basics!', and a document titled 'Difference between plants and animals'. A red arrow points to the '+ Extra Help' button in the right-hand sidebar.

Add Resources to Practice Sets

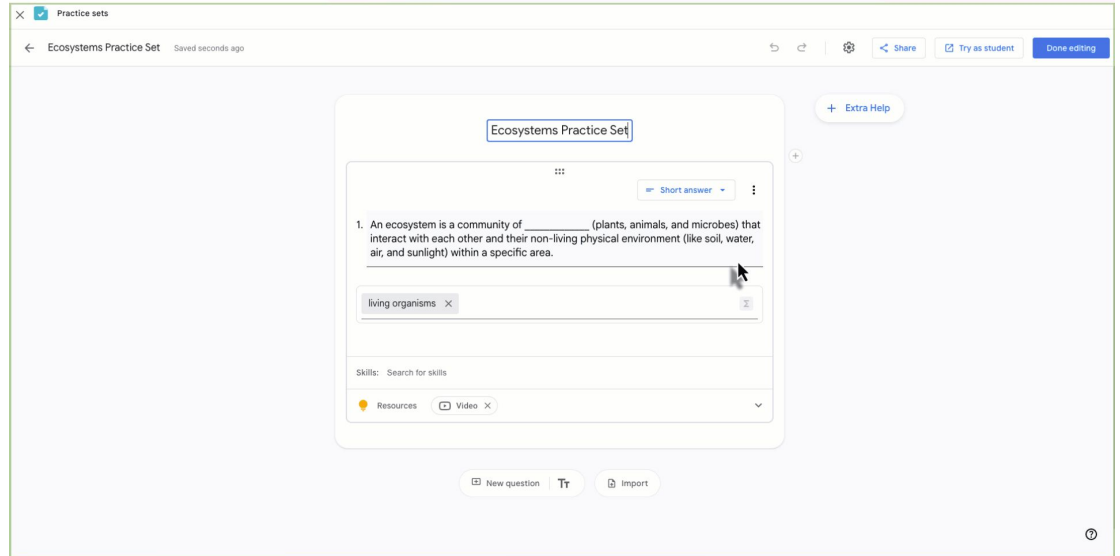
1. After writing your question in the practice set, click the **dropdown icon** next to the resources section.
2. Review the suggestions and select one to add additional support for struggling students.

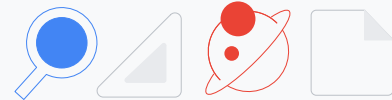


The screenshot shows the 'Practice sets' interface in Google Classroom. At the top, there's a header with 'Practice sets' and a close button. Below that, the title 'Ecosystems Practice Set' is displayed along with 'Last saved 2:32 pm'. On the right side of the header, there are buttons for 'Share', 'Try as student', and 'Done editing'. The main content area contains a question: '1. An ecosystem is a community of _____ (plants, animals, and microbes) that interact with each other and their non-living physical environment (like soil, water, air, and sunlight) within a specific area.' Below the question is a text input field with 'living organisms' entered. Underneath the input field, there's a 'Skills' section with a 'See suggested' link. The 'Resources' section is highlighted with a red box, showing a grid of resource cards. The first card is titled 'Ecosystem Basics' and features a video thumbnail. The second card is titled 'Difference between plants and animals' and features a document thumbnail. A large red arrow points to the dropdown icon (three vertical lines) in the top right corner of the resources grid.

Share the Practice Set with the Class

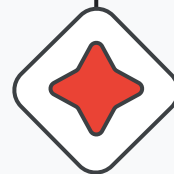
1. Once the practice set is complete by clicking on **Done Editing**, click **Attach** to attach it to the assignment.
2. Fill out the rest of the assignment details.
3. Click **Assign** to share it with students.





05.

Google Calendar





Create and maintain schedules with Google Calendar

Skills checklist

- set up appointment schedule and send the URL link
- attach documents to an event
- add a Google Meet to an event
- add buffer time between appointment scheduling / slots
- create a Google Calendar Event
- add a title to an event
- set the date and time
- attach a file located in Drive



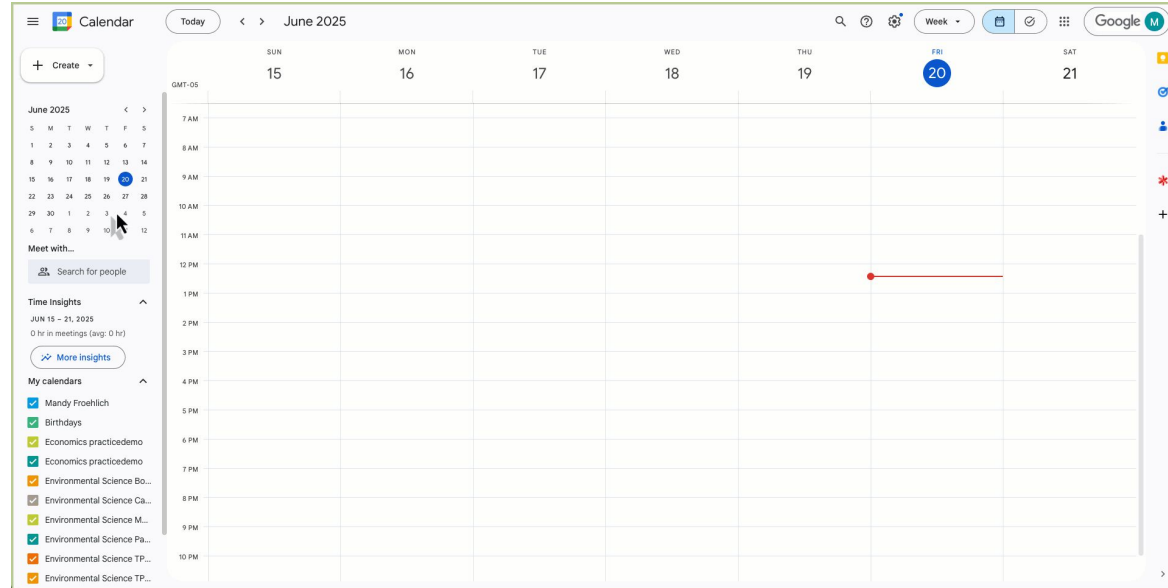
Create and maintain schedules with Google Calendar

Skills checklist

- allow guests to join with Google Meet
- enable guests to attend with live streaming
- add a location to the invite.
- set a personal Notification
- invite guests
- modify settings so that guests can not invite others and can not see other guests' emails

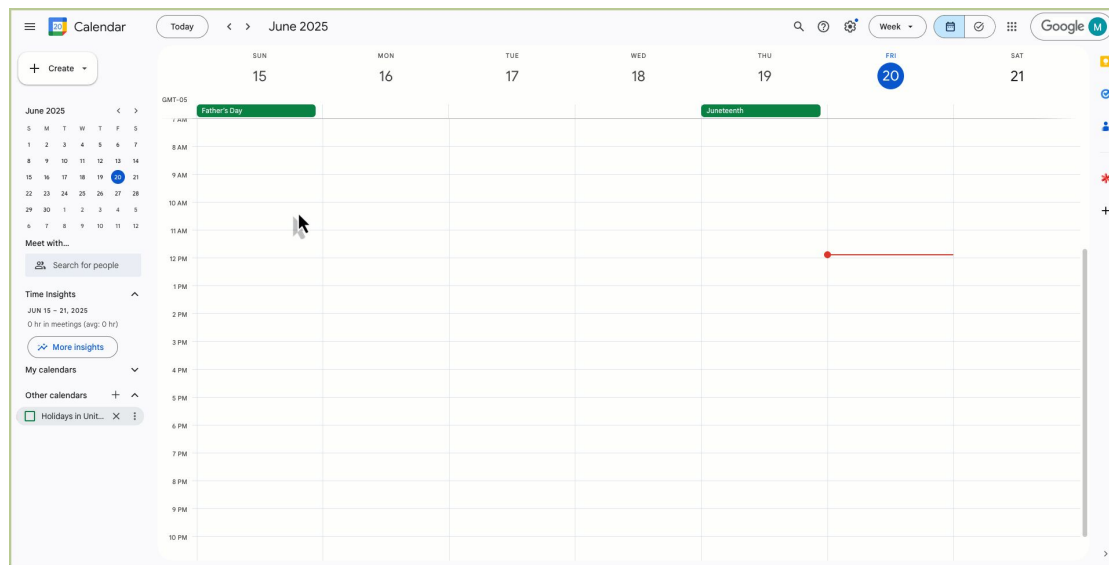
Set appointment slots

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**.
6. [Share](#) the appointment schedule.



Create an event with attachment

1. Open Calendar and click **Create > Event**. 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**.



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.

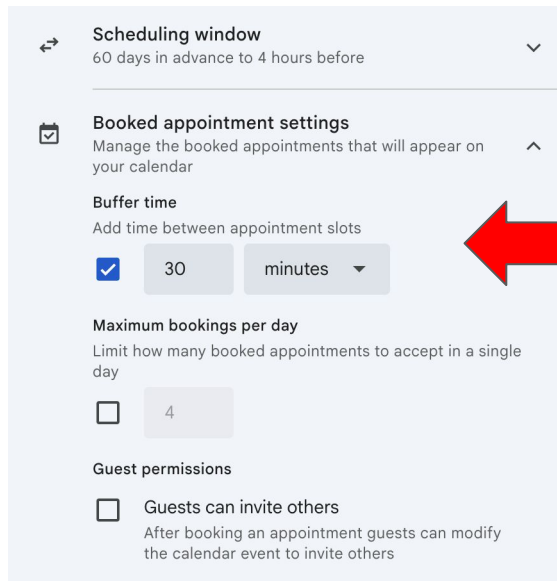
Note: Your administrator may have a Meet link automatically added to new events.

<https://calendar.google.co>

Add buffer time to appointments

1. Click an existing appointment schedule and then **Edit appointment schedule**.
2. Click **Booked appointment settings**
3. To add time between appointments:
 - a. Next to “Buffer time,” check the box.
 - b. Enter the buffer time.

[Learn more](#)



Scheduling window
60 days in advance to 4 hours before

Booked appointment settings
Manage the booked appointments that will appear on your calendar

Buffer time
Add time between appointment slots

☒ 30 minutes

Maximum bookings per day
Limit how many booked appointments to accept in a single day

☐ 4

Guest permissions

☐ Guests can invite others
After booking an appointment guests can modify the calendar event to invite others

Set a personal notification

1. On your computer, open **Google Calendar**.
2. Click the event and then **Edit** event.
3. Next to Notifications :
 - a. **To edit your notifications:** Choose if you want to receive a notification or an email. You can change how often you want to get alerts in advance.
 - b. **To add another type of notification:** Click Add notification.
 - c. **To remove a notification:** Click Remove Remove.
4. At the top, click **Save**.

×

Sync

Nov 24, 2025

3:00pm

to

3:30pm

Nov 24, 2025


Time zone


☐ All day


Does not repeat

Event details

Find a time


Add Google Meet video conferencing


Add location




Notification


10


minutes


×


Add notification



Monica Martinez













Busy


Default visibility








Create meeting notes

Add description



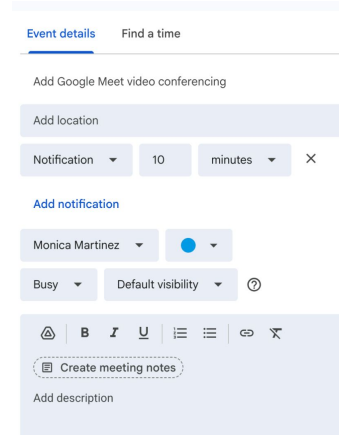


Proprietary + Confidential

Invite guests

Modify settings so that guests can not invite others and can not see other guests' emails

1. On your computer, open **Google Calendar**.
2. Click an event and then **Edit** event.
3. Add guests under the **Guests** tab.
4. At the right, under **Guest permissions**, uncheck “Invite others” and “See guest list”.
5. Click **Save**.



Event details Find a time

Add Google Meet video conferencing

Add location

Notification 10 minutes X

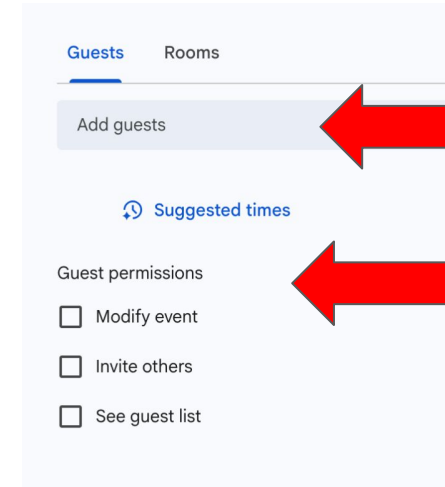
Add notification

Monica Martinez

Busy Default visibility

Create meeting notes

Add description



Guests Rooms

Add guests

Suggested times

Guest permissions

☒ Modify event

☐ Invite others

☐ See guest list

Enable guests to attend with live streaming

1. On your computer, open the **Google Calendar**.
2. Click an event and then **Edit** event.
3. Click on the (^) **View conference details** button.
4. Click **Add live stream**.

Note: To invite people to watch the live stream, save this event and create a [view-only copy](#).

[Event details](#) Find a time

[Join with Google Meet](#)

[meet.google.com/abc](#) ?

Meeting ID

[meet.google.com/abc-abc](#)

Phone Numbers

+1(123)456-7890 ?

PIN: 123 456 789 10#

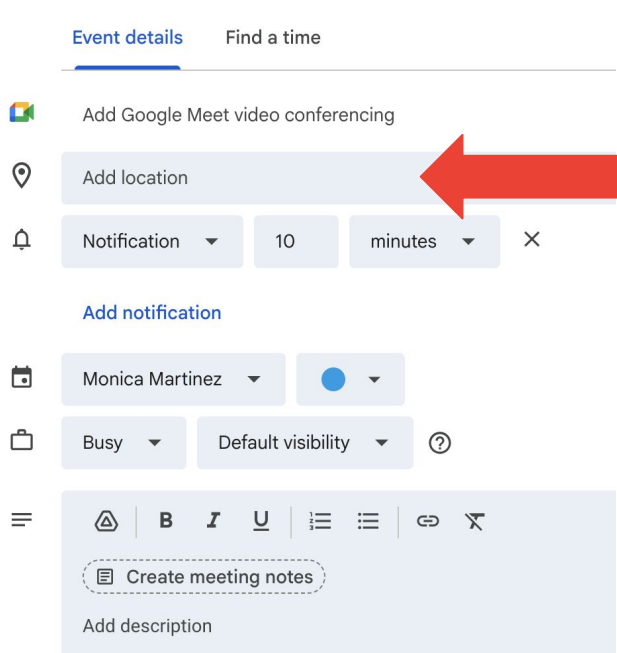
[More phone numbers](#)

[Add live stream](#)



Add a location to the invite

1. On your computer, open **Google Calendar**.
2. Click an event and then **Edit** event.
3. Under the **Event details** tab, add the address to the **Add location** section.
4. Click **Save**.



The screenshot shows the 'Event details' tab in Google Calendar. The 'Add location' field is highlighted with a red arrow. Below it are notification settings, an 'Add notification' link, and a section for the event organizer (Monica Martinez) and status (Busy). At the bottom, there is a rich text editor with icons for bold, italic, underline, bulleted list, numbered list, link, and unlink, followed by a 'Create meeting notes' button and an 'Add description' text area.

Event details Find a time

Add Google Meet video conferencing

Add location

Notification 10 minutes X

Add notification

Monica Martinez

Busy Default visibility ?

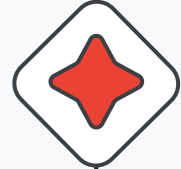
Create meeting notes

Add description



06.

Google Meet





Make organizing meetings easy with Google Meet

Skills checklist

- allow users to join by phone
- use host controls like 'Trusted'

Allow users to join by phone

In your Calendar event:

1. In the Meet or Calendar app, tap the dial-in number. Or, you can:
 - a. Dial the number shown in the Google Calendar event or meeting invitation.
 - b. Enter the PIN, followed by “#”.
2. To mute or unmute, press *6.

Tips

[Event details](#) Find a time

Join with Google Meet

[meet.google.com/abc](#) ⓘ



Meeting ID

[meet.google.com/abc-abc](#)

Phone Numbers

+1(123)456-7890 ⓘ

PIN: 123 456 789 10#

[More phone numbers](#)







[Add live stream](#)

Use host controls like 'Trusted'

Turn on [Host controls](#) when you plan a meeting:

1. In your Google Calendar, select an event.
2. Click **Settings**.
3. Open the "Host controls" tab.
4. Scroll to "**Meeting access**."
5. Choose a meeting access type:
 - a. Open
 - b. Trusted
 - c. Restricted
6. Click **Save** or, close the "Host controls" panel.

Host controls

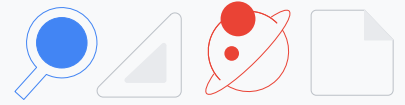
-  Waiting room
-  Meeting records
-  Guests
-  Breakout rooms
-  Security
-  Gemini

Meeting access

These settings also apply to future instances of this meeting

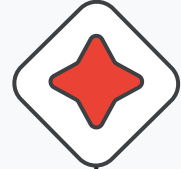
Meeting access type

- ☐ Open
No one has to ask to join. Anyone can dial in.
- ☒ Trusted
People can join without asking if they belong to your organization or are invited using their Google Account. Anyone can dial in by phone.
 - ☒ Anyone with the meeting link can ask to join
- ☐ Restricted
People can join without asking only if they're invited using their Google Account



07.

Gmail





Delegate & collaborate on Gmail

.....

Skills checklist

- grant access to your account

Grant access to your account

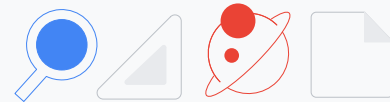
1. On your computer, open **Gmail**.
2. In the top right, click **Settings** and then **See all**.
3. Click the **Accounts and Import** or **Accounts** tab.
4. In the "Grant access to your account" section, click **Add another account**.
5. Enter the email address of the person you want to add.
6. Click **Next Step** and then **Send** email to grant access.

[Delegate & collaborate on email](#)

Google for Work

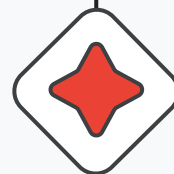


Gmail
Delegation



08.

Google Sites





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

.....

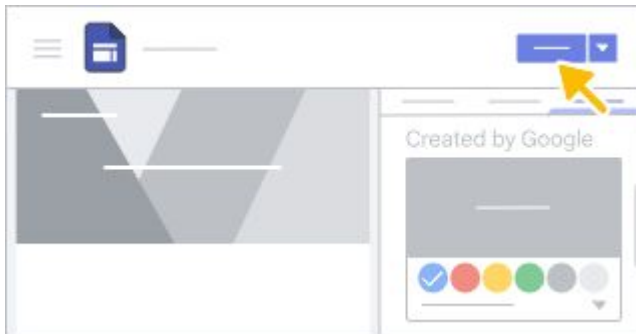
Skills checklist

- publish a website
- create a site and provide users with edit rights
- make a site Public

Publish a website

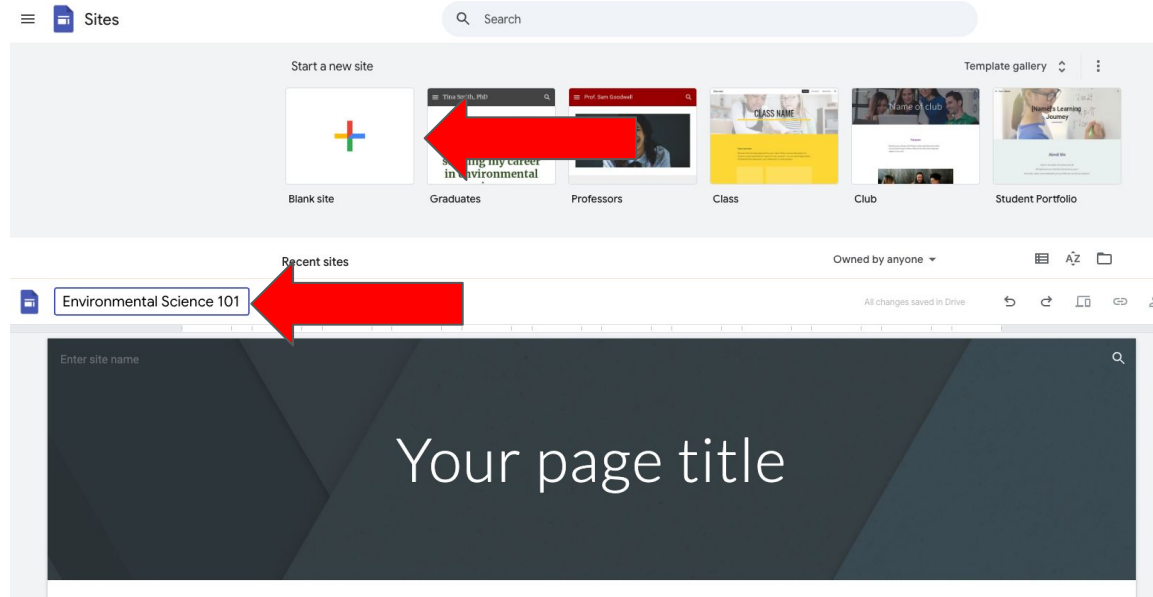
1. On a computer, open a site in Google Sites.
2. At the top, click **Publish**.
3. Under Web address, **enter a public site name** for your site's URL.
4. Click **Publish**.

[Learn more](#)



Create a new Google Site

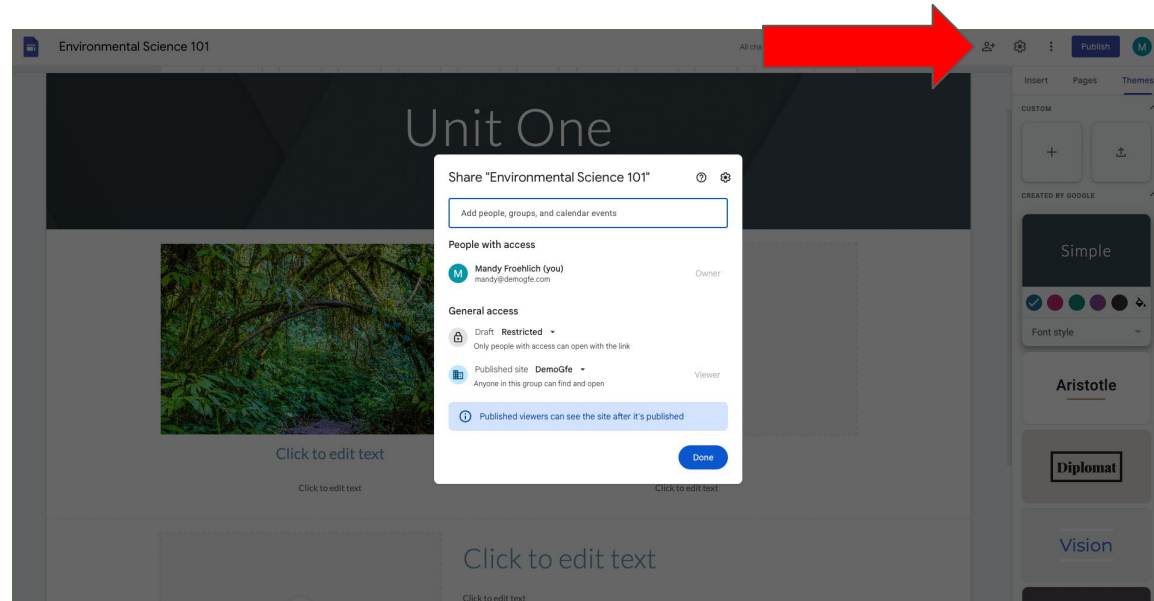
1. Go to sites.google.com
2. Click the **+** button to start a new site
3. Add a title to the site at the top left.



Provide users with edit rights

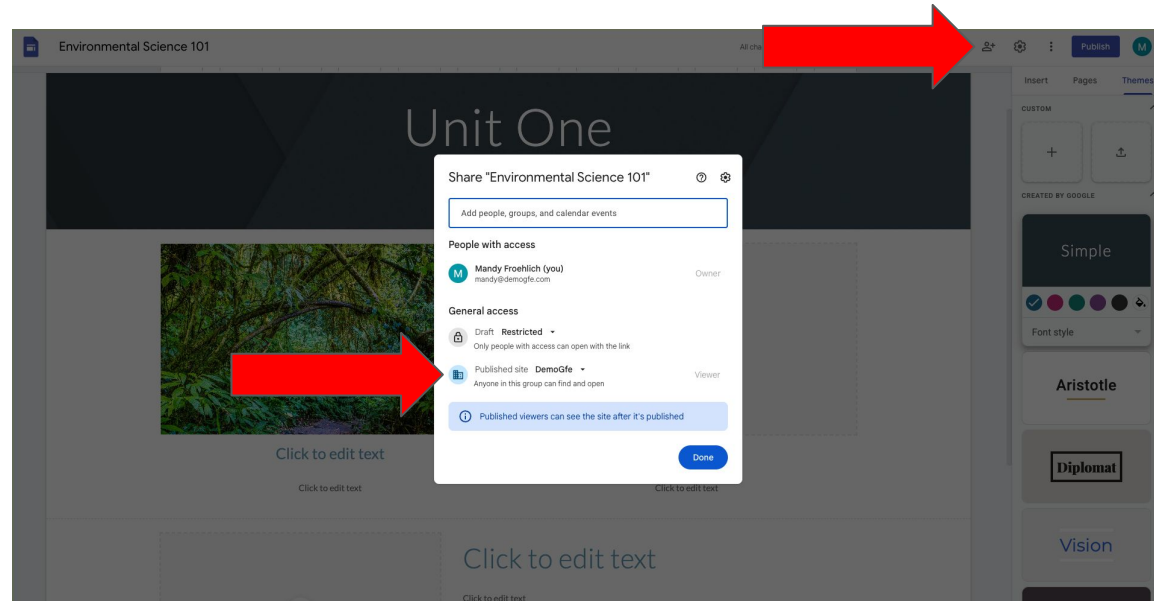
1. Click the **Share with others** icon
2. Add email addresses and select **Editor** permission
 - a. Published viewer will only be able to see the published view of the site
 - b. Editor will be able to edit the site
3. Click **Send** to share the site with collaborators

[Manage share settings](#)



Make a site public

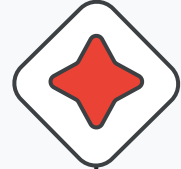
1. On a computer, open a site in Google Sites.
2. At the top, click **Share with others**.
3. Next to "Published site," from the drop-down list, select **Public**.
4. Click **Save** or **Done**.





09.

Google Sheets





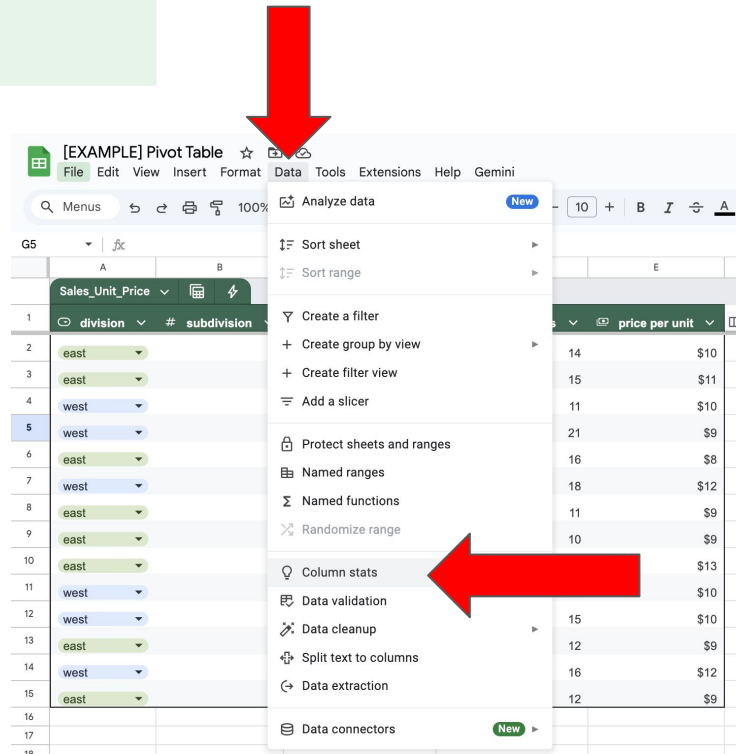
Organize, sort, and filter student data using Google Sheets

Skills checklist

- leverage column stats
- what is a pivot table
- apply conditional formatting

Leverage column stats

1. On your computer, open a spreadsheet in Google Sheets
 - a. On the top, click **Data > Column Stats**.
 - b. If you import data into a sheet and suggestions are detected, a Data cleanup notification will appear on the bottom right > click **See all**.
 - c. Once you've reviewed your suggestions, click **Review Column Stats**.
2. At the top of the sidebar, use the arrows < > to switch between columns.



What is a pivot table?

A pivot table is a powerful tool that summarizes and organizes data from selected columns and rows to help you analyze your data. Pivot tables have the ability to compare various aspects of a data set and create custom calculations. They are typically built to summarize data numerically.

For example, you might give a quiz and organize the results by grade level, class period, or another criteria. Whether by date, score, grade level, or year, you can quickly switch the inputs and axes of the data being analyzed.

[Create and use pivot tables](#)

[Customise a Pivot table](#)

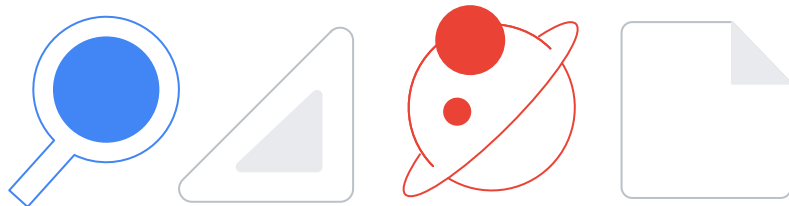
[Collaborate with Gemini in Google Sheets](#)

division	subdivision	product number	number of units	price per unit
east	1	\$1	14	\$10
east	2	\$1	15	\$11
west	1	\$1	11	\$10
west	2	\$1	21	\$9
east	3	\$1	16	\$8
west	3	\$1	18	\$12
east	4	\$1	11	\$9
east	1	\$2	10	\$9
east	2	\$2	9	\$13
west				
west				
east				
west				
east				

division	subdivision	SUM of number of units	AVERAGE of price per unit
east	1	24	\$9.50
	2	24	\$12.00
	3	28	\$8.50
	4	23	\$9.00
east Total		99	\$9.75
west	1	23	\$10.00
	2	36	\$9.50
	3	34	\$12.00
west Total		93	\$10.50
Grand Total		192	\$10.07

Apply conditional formatting

1. On your computer, open a spreadsheet in Google Sheets and select the cells you want to apply format rules to.
2. Click **Format** and then **Conditional formatting**.
3. Create a rule.
 - a. Single color: Under "Format cells if," choose the condition that you want to trigger the rule. Under "Formatting style," choose what the cell will look like when conditions are met.
 - b. Color scale: Under "Preview," select the color scale. Then, choose a minimum and maximum value, and an optional midpoint value. To choose the value category, click the **Down arrow**.
4. Click **Done**.



Google Certified Educator

Level 2 task cards

Last Update: December 1, 2025

