

Google Suite Training

G Suite - Quick Start Guide

- <https://gsuite.google.com/learning-center/products/quickstart/#!/step-1>

Gmail

- Email Signature
- Search
- Folders
- <https://gsuite.google.com/learning-center/products/gmail/#!/>

Drive

- Where all files are stored
- Unlimited storage
- Creating a folder
- <https://gsuite.google.com/learning-center/products/drive/#!/>

Docs

- Creating a new doc
- Sharing
- <https://gsuite.google.com/learning-center/products/docs/#!/>

Slides

- Creating a new slide
- Sharing
- Downloading
- <https://gsuite.google.com/learning-center/products/slides/#!/>

Forms

- Creating a new form
- How to share with others
- Results are stored in a Google Sheet
- <https://gsuite.google.com/learning-center/products/forms/#!/>

Calendar

- Creating an event
- <https://support.google.com/calendar/?hl=en#topic=3417969>

Sheets

- Creating a new sheet
- Sharing
- <https://gsuite.google.com/learning-center/products/sheets/#/>

Classroom

- Adding a course
 - Make sure to start with the last one first
- <https://support.google.com/edu/classroom/?hl=en#topic=>

Organizing Apps, Bookmarks, and Extensions

- Apps
- Bookmarks
- Extensions

Website & Facebook

- Send as a JPG or PNG file (photo)
- Send as a PDF (document)

Bookflix (Pre-K to 3rd)

- On library page
- Username & password: garriones

Epic (Elem - MS, some HS)

- Free ebooks & audiobooks for teachers & librarians
- <https://www.getepic.com/educators>