Treaty No.6 · ONION LAKE · CREE NATION · Territory

EDUCATION

Google Apps / Chromebook Information Handbook

Setting Up Your Chromebook

1) Open the box of your Acer Chromebook and pull out the Chromebook and charger.

2) You will need to plug in the charger to turn it on.

3) On setup you will be greeted with a welcome screen from here click "Let's go"

4) Connect to a wifi network

5) Agree to the Google Terms of Service

6) After this it'll need to update which should take 5 - 10 minutes depending on your connection speed.

7) After the chromebook finishes updating it'll bring you back to the welcome screen, click on "Let's go" again.

8) Go through the Wifi connection again afterwards then you'll be on the Sign In screen. From here use your Google Login credentials provided by your school administrator.

9) After that, you're all logged in and ready to use your Chromebook.

General Chromebook Use

1) **Using a USB on a Chromebook**
   a) Plug it into your chromebook. On the bottom right hand corner a little notification will pop up saying "Removable device detected" here click on "Open in Files app" and it'll bring you to the directory for the storage on your Chromebook.
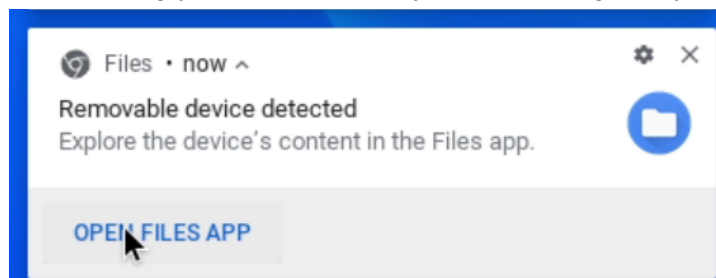

   b) *BE SURE TO EJECT YOUR USB BEFORE REMOVING IT FROM YOUR CHROMEBOOK*

To eject a USB click on the triangle next to your USB drive in the directory, It should look like this:
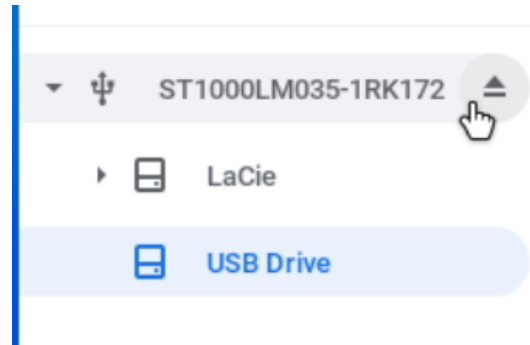
2) **Pinning Apps To Your Taskbar**
   a) After you have set up your chromebook the only app you might have at the bottom of your taskbar is Google Chrome, but that doesn't mean you don't have other apps installed on the Chromebook. More specifically you should have all of the essential Google Apps installed ready to go you just have to pin them to your taskbar.
   b) To pin them, click on the circle in the bottom left corner of your chromebook. Afterwards a small menu will come up from the taskbar, here you want to click on the arrow pointing up and this will bring up a menu of apps installed on the chromebook.
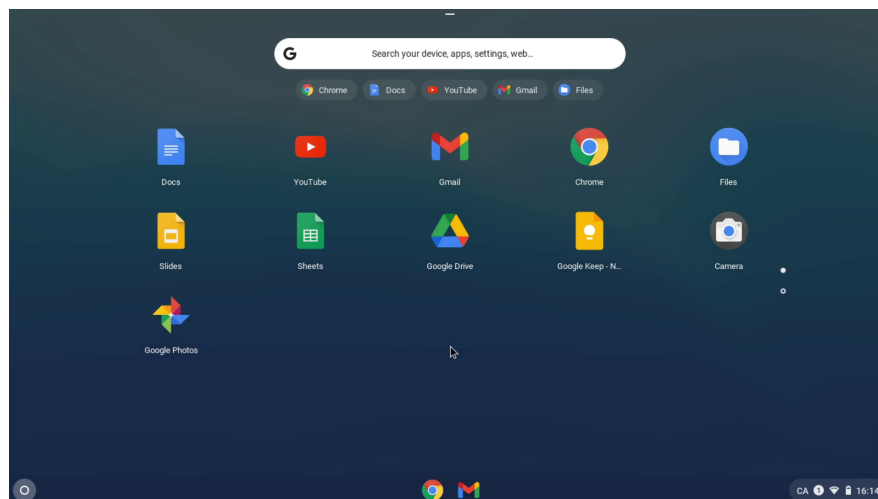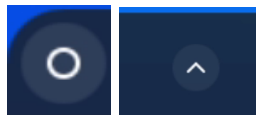
   c) To pin apps just drag them from this menu to your taskbar and release.

d) The Apps you want to pin to your taskbar are;
   i) Google Drive
   ii) Google Docs
   iii) Google Slides
   iv) Google Sheets
   v) Gmail

e) This is what your taskbar should look like after.

Google Drive

1) **Accessing Google Drive**
   a) To access Google Drive you can go to www.drive.google.com
      OR
   b) Find it in the Application Manager next to the sign in button.

   OR
   c) Download the app from the iOS/Android App store.
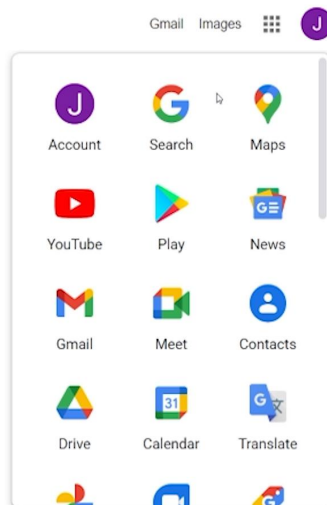
2) **Explaining Google Drive**
   a) Google Drive is a cloud based storage application hosted on Google Servers, every basic Google account comes with 15GB of storage for you to use.

3) **Upload and Creating Files**
   a) On the homepage of Drive, at the top left click on "New" and then "File Upload" or "Folder Upload". You can also just drag and drop the file or folder onto the Drive homepage and it will begin to upload by itself.
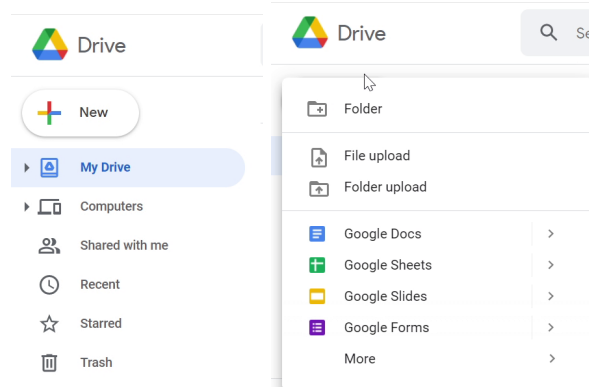
b) You can also import documents from Microsoft apps I.E. Word, Powerpoint, Excel and continue working on them in their Google counterpart.

c) If you upload a file to your drive using the same name as another file it will upload it as a revision of the file already in Google Drive. To keep both versions simply select "Keep as separate file"

4) **Sharing and Organizing Files**

a) To share a file or folder with an individual or small group of people select the file you wish to share and right click on it and then select "Share". Afterwards it'll ask who you want to share this with, here you type in all the emails you wish to share it with, and then you can select what people can do with your file.
Options Include:

   i) **Viewer:** They can only view the document.

   ii) **Commenter:** They can view the document and add comments.

   iii) **Editor:** They can view the document, add comments and make changes to the document.
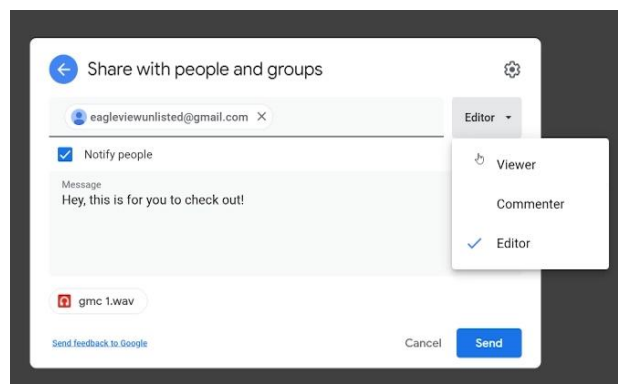
Afterwards you have the option to notify the people that you are sharing a doc with them, if you want to notify them leave the box checked. For no notification uncheck the box.

b) To publicly share a file, right click on the file you wish to share and click the "Get link" option. Under "Get link" change the option from "Restricted" to "Anyone with the link" and then copy the link and select "Done" Afterwards that link is now public and anyone who clicks on that link will be able to view the file.
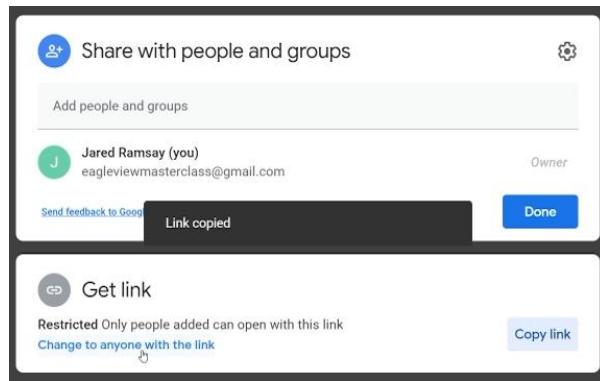
5) Deleting Files

    a) To delete a file, on the Drive homepage, select the file you wish to delete and then right click on it. Look for a little trash can and the word "Remove" click that and it'll move it to your trash can.

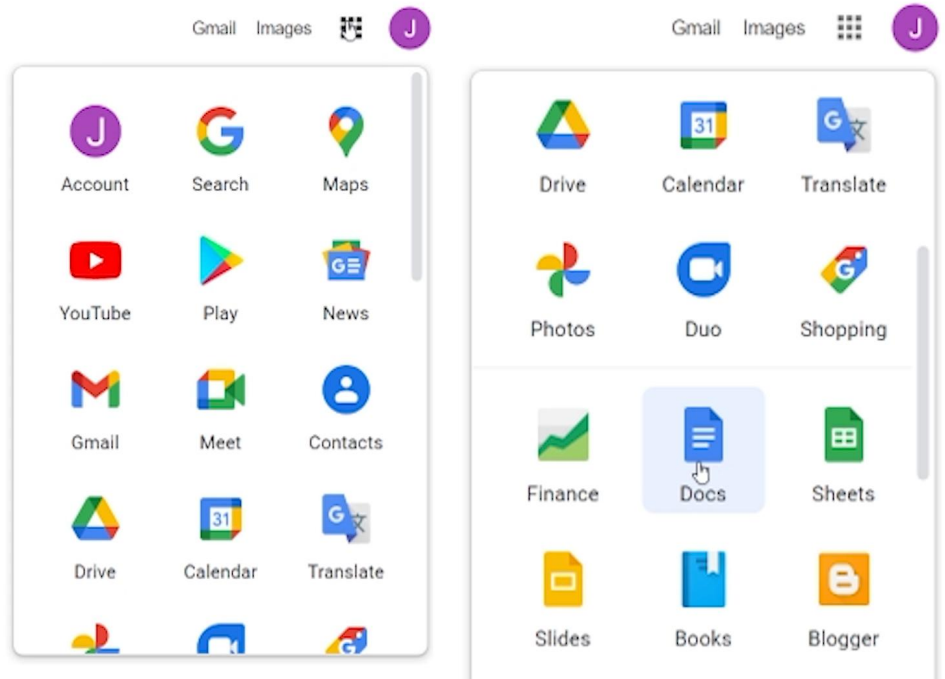   b) After you delete a file you have 30 days to restore it back to your drive.
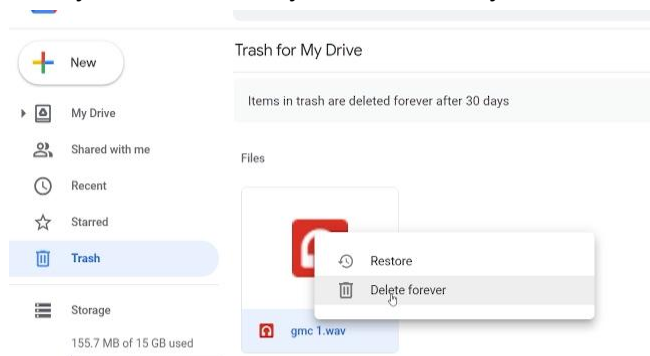
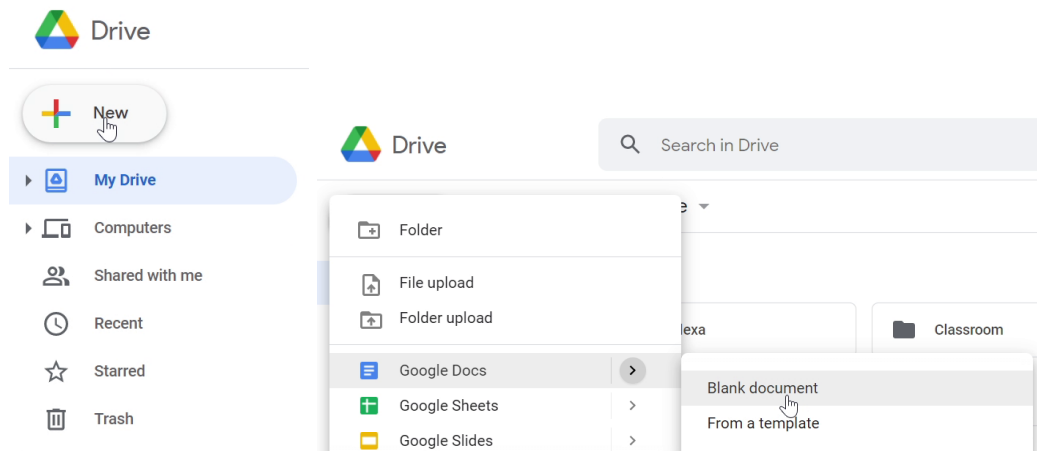   c) You also have to be the owner of a file to delete it.

Google Docs

1) Accessing Google Docs

    a) To access Google Docs, go to www.docs.google.com
        OR

    b) Find it in the Google Apps Application Manager.

OR
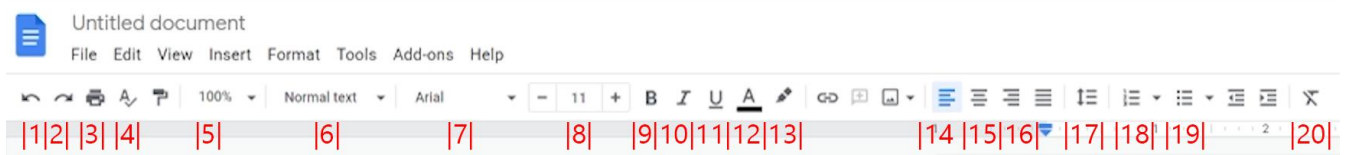
c) Click "New" in Google Drive and select "Docs".

OR

d) Download the app from the iOS/Android app store.

2) **Explaining Google Docs**

   a) Google Docs is Google's take on a word processor like Microsoft Word, If you're unsure what the use of Microsoft word is it is used to help you write out, format, manipulate, and even save a document.

3) Toolbar Explained

Untitled document
File Edit View Insert Format Tools Add-ons Help

|1|2| |3| |4| |5| |6| |7| |8| |9|10|11|12|13| |14 |15|16| |17| |18| |19| 2 |20|

a)

1. Undo	Undo the last change made.
2. Redo	Redo the last change undid.
3. Print	Brings up the Printing menu for your document.
4. Spell Check	Turns your spell check on and off.
5. Zoom	Adjust the size you see the page on your screen.
6. Text Style	Adjust different headings and title sizes.
7. Font Type	Changes the font style you type in.
8. Font Size	Change the size of the font you type in.
9. Bold	**Bold's Your Text**
10. Italicize	*Italicize's Your Text*
11. Underline	<u>Underline Your Text</u>
12. Text Color	Changes the color of your text.
13. Text Highlight	Changes the color surrounding your text.
14. Left Align	Aligns your text on the left.
15. Center Align	Aligns your text in the center.
16. Right Align	Aligns your text on the right.
17. Line Spacing	Spaces out your sentences.
18. Numbered List	1. Itemises your text with a number.
19. Bulleted List	- Itemises your test with a bullet point.
20. Clear Formatting	Clears all the formatting options listed above.

4) Exporting As A Word Document
   a) After finishing a document in Google Docs if you wish to transfer it over to a word document, go up to the top left. Click on "File" and look for "Download"
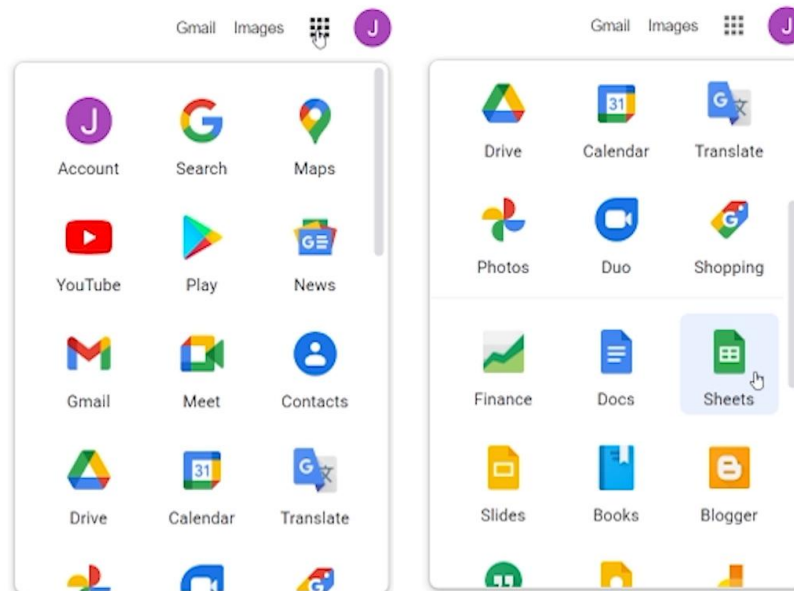
Google Sheets

1) Accessing Google Sheets

To access Google Sheets, go to www.sheets.google.com
OR
Download the app from the iOS/Android app store.
OR
Find it in the application manager on the homepage of Google.

2) Explaining Google Sheets

Google Sheets is Google's take on a spreadsheet program like Microsoft Excel, which helps you with large scale calculations as well as comes equipped with graphing tools to help you with various levels of data entry.

3) Toolbar Explained

1. Undo	Undo the last change made.
2. Redo	Redo the last change undid.
3. Print	Brings up the Printing menu for your document.
4. Zoom	Adjust the size you see the page on your screen.
5. Format as Currency	Format your cell as Currency.
6. Format as Percent	Format your cell as a Percent.
7. Decrease Decimal Place	Decrease your cell by 1 decimal place.
8. Increase Decimal Place	Increase your cell by 1 decimal place.
9. More Formats	More format options for your cell.
10. Font Style	Changes the font style you type in.
11. Font Size	Change the size of the font you type in.
12. Bold	**Bold's Your Text**
13. Italics	*Italicize's Your Text*
14. Strikethrough	~~Strikethrough Your Text~~
15. Text Colour	Changes Your Text Colour
16. Fill Colour	Fills the colour of your cell.
17. Borders	Adds a border to your cell.
18. Functions	Shows all functions available in Google Sheets.

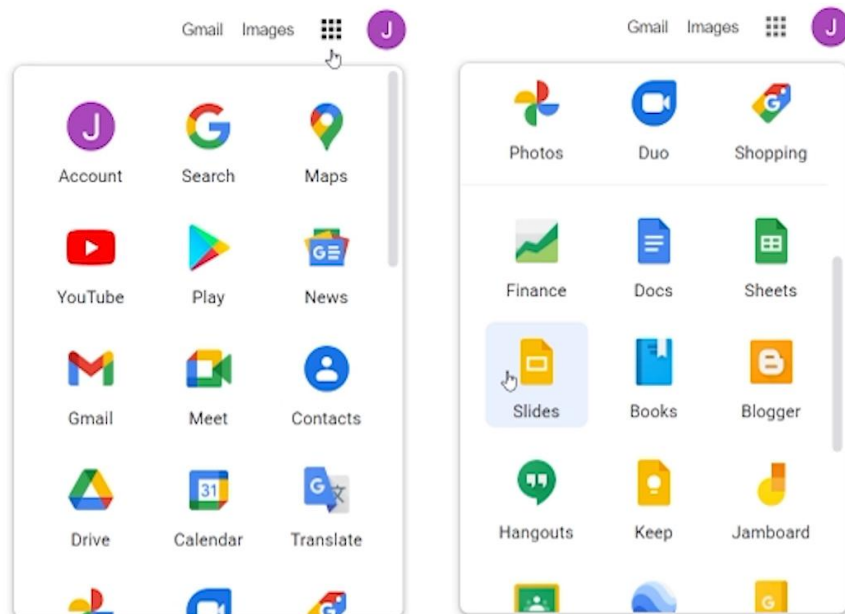### 4) Exporting As A Excel Document

To export your spreadsheet as a Microsoft Excel document go up to the top left and click on "File" then "Download" and then select "Microsoft Excel"
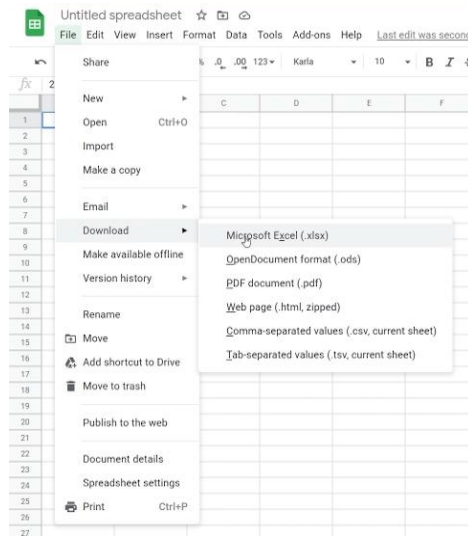

Google Slides

1) Accessing Google Slides

a) To access Google Slides, go to www.slides.google.com
   OR
b) Download the Google Slides App from the iOS/Android App Store
   OR
c) Find it in the application manager on the homepage of Google.

2) Google Slides Explained
　　a) Google Slides is Google's take on a presentation program like Microsoft Powerpoint, which is designed to help you make a presentation that is visually appealing while also delivering the point and message of your presentation clearly and concisely.

3) Toolbar Explained
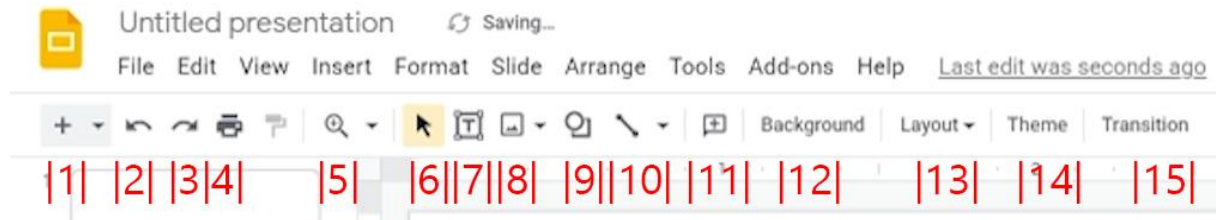
| 1. New Slide	Adds a new slide to your presentation.
2. Undo	Undo the last change made.
3. Redo	Redo the last change undid.
4. Print	Brings up the Printing menu for your presentation.
5. Zoom	Adjust the size you see the page on your screen.
6. Select Tool	Let's you select any object previously placed in the presentation.
7. Text Box	Add a text box to your presentation.
8. Insert Image	Insert images from google drive or the web.
9. Shape Tool	Add different shapes to your presentation.
10. Line Tool	Draw lines on your presentation.
11. Comment	Let's you add comments to the presentation.
12. Background	Change the background of your presentation.
13. Layout	Apply different layouts to the current slide.
14. Theme	Change the theme to the presentation
15. Transition	Apply a transition to your slide.

4) Exporting As A Power Point

    a) To export your spreadsheet as a Microsoft Excel document go up to the top left and click on "File" then "Download" and then select "Microsoft Powerpoint"
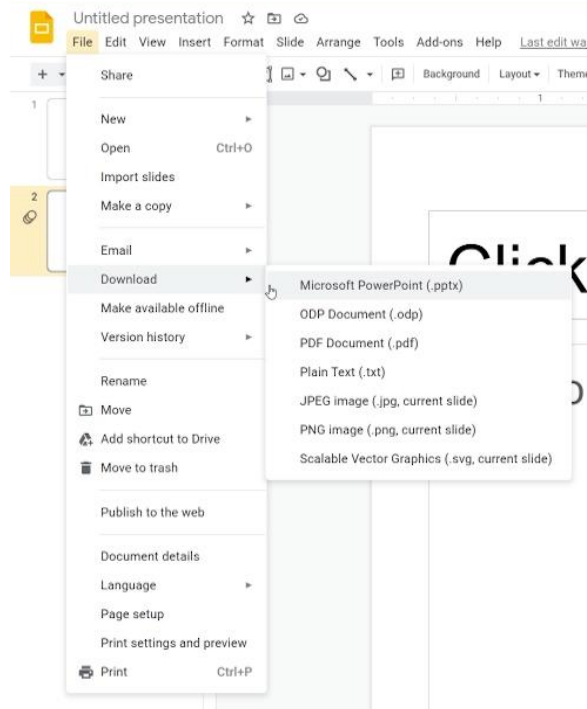
Google Classroom

1) How to Access Classroom

    a) To access Google Classroom, go to www.classroom.google.com
      OR

    b) Find it in the Application Manager next to the sign in button
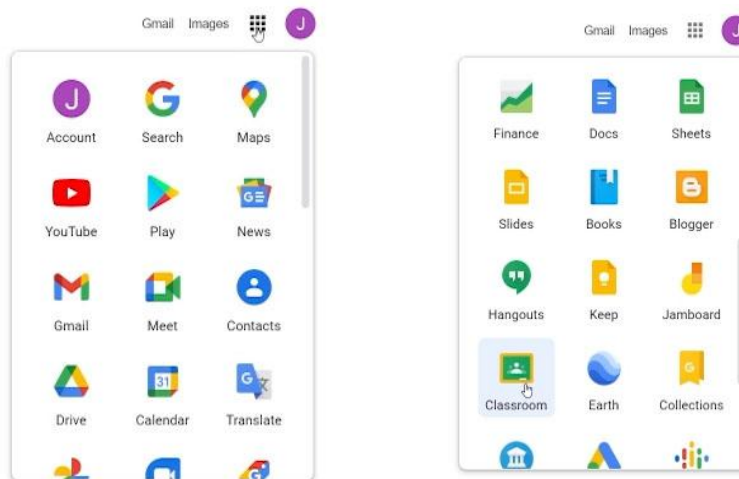
Scroll Down to find "Classroom"

OR

c) Download the app from the iOS/Android Store

2) Creating & Editing A Class

   a) On www.classroom.google.com click on the "+" symbol and select "create class"

   b) Afterwards a small menu will appear where you enter the class details.
   It should look something like this:

   c) After creating your class Google will automatically apply a theme based on the
      subject of the class, but this can easily be changed up at the top by clicking
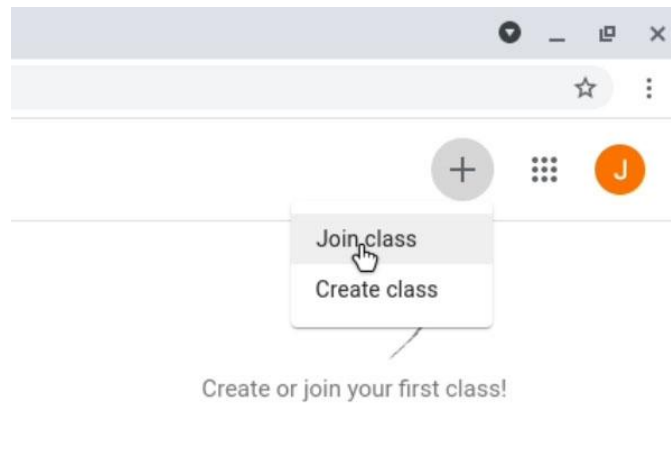   "select theme" These are only a couple of the options that will appear.
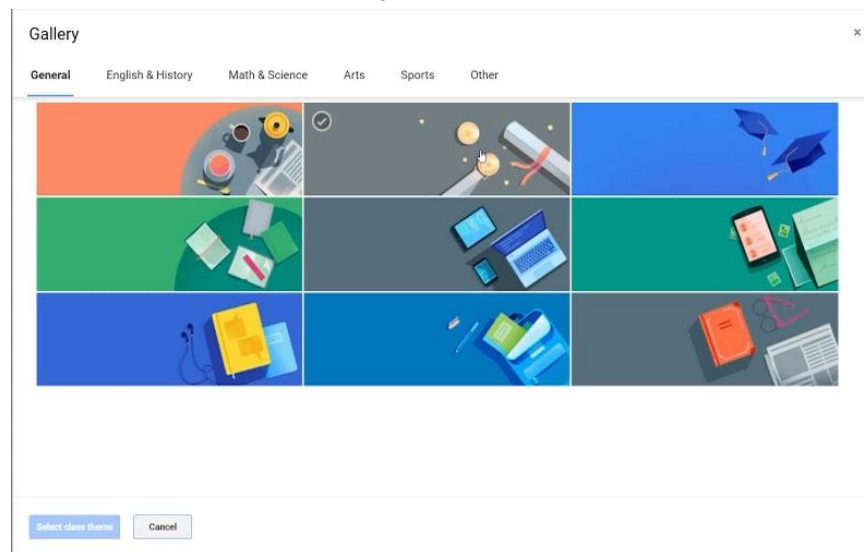
   ***The theme is visible by students and teachers but can only be changed by
   a teacher.***

3) Adding Students

    a) Students can join with the "Class Code"
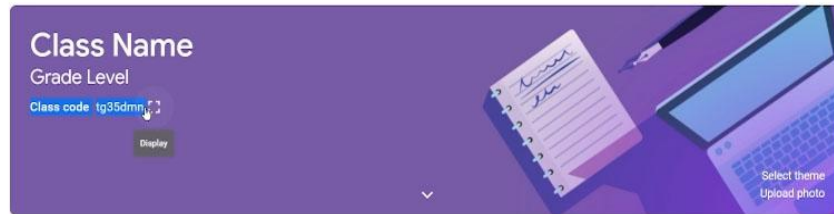
    b) By Sharing the code with your students they can log into your class by clicking on the "+" then "Join Class" and entering the class code.

c) You can also add students by inviting them through email by going over to the "people" tab, You can select "Invite Students" (icon with a person and a "+" symbol.
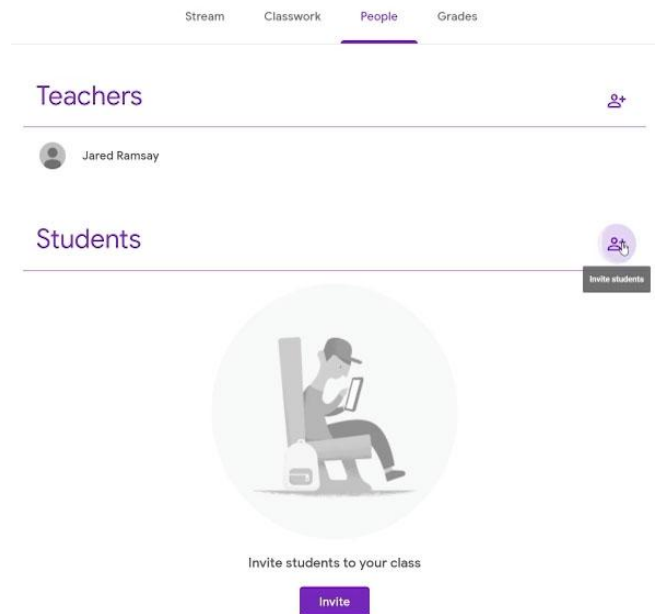
d) You might also need to reset the class code at some point, in that case on the homepage of your classroom. Go to "settings" and under General next to the class code, select the drop down for "Turned on" and click on "Reset", this will automatically generate a new code for you as well as save your new class code.
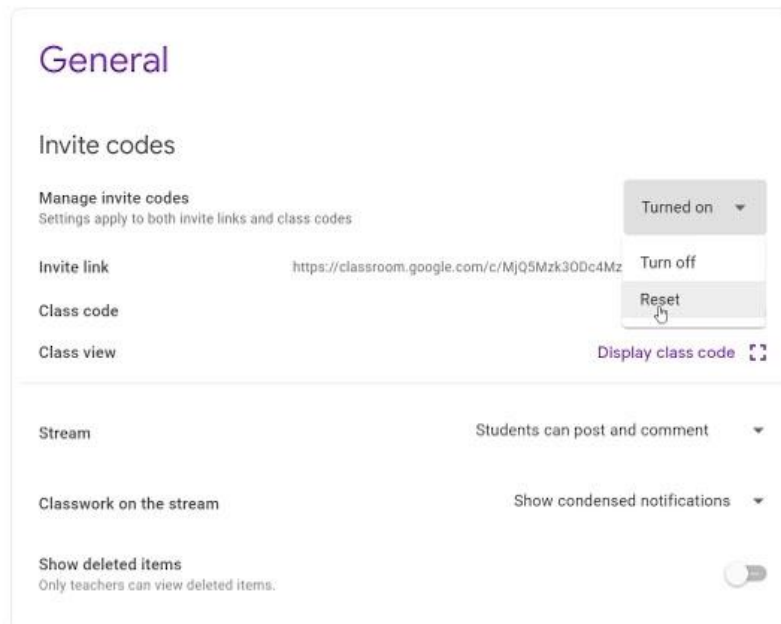
Please Note: resetting your class code will keep currently enrolled students in your class, but any future students will have to use the newly generated Class Code in order to join your class.

4) Communicating in the Stream
   a) As a Teacher, you can communicate with your class in the class stream. This way you can ensure yourself and students feel connected.
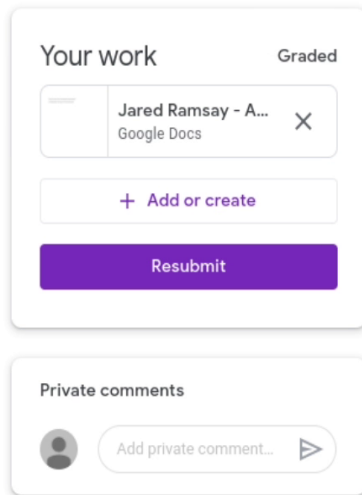   You can do so by:
   **Posting**, information or a question to your students.
   Commenting, a response to a post.
   Replying, with a response to a comment that mentions who ever made the comment.
   b) Students also have the option to send private comments to teachers about an assignment or question. In the Assignment menu


   c) You can also attach files to your posts by clicking the paper clip icon labelled "Add" and get a drop down option for what you wish to attach to your post.
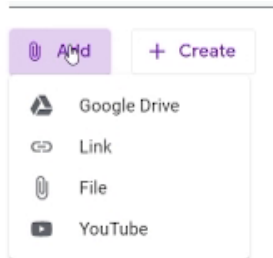

5) Adding Resources, Materials, & Assignments
   a) Adding material for students to reference and work from such as readings related to the course or a syllabus will benefit students at accelerating in your class.
   b) To do so from the homepage of your classroom click on "Classwork" up at the top, and click on "+ Create" from here a drop down will pop up giving you the options for:

i) **Assignment** - Any sort of assignment or work you wish for a student to complete. This will give you the option to add additional documents and files from your Google Drive or Computer to the assignment for students that can graded.

ii) **Quiz Assignment** - This will create a Google Forms quiz that students can complete and be graded for.

iii) **Question** - This lets you post a question for your students that they can comment and reply to.

iv) **Material** - You can use this to post class material such as PDFs, YouTube Videos, Google Docs documents, any sort of material you deem essential for students to succeed in your class.

v) **Reuse Post** - This one is helpful to remind students of any overdue assignments or any other information you wish to remind students of.
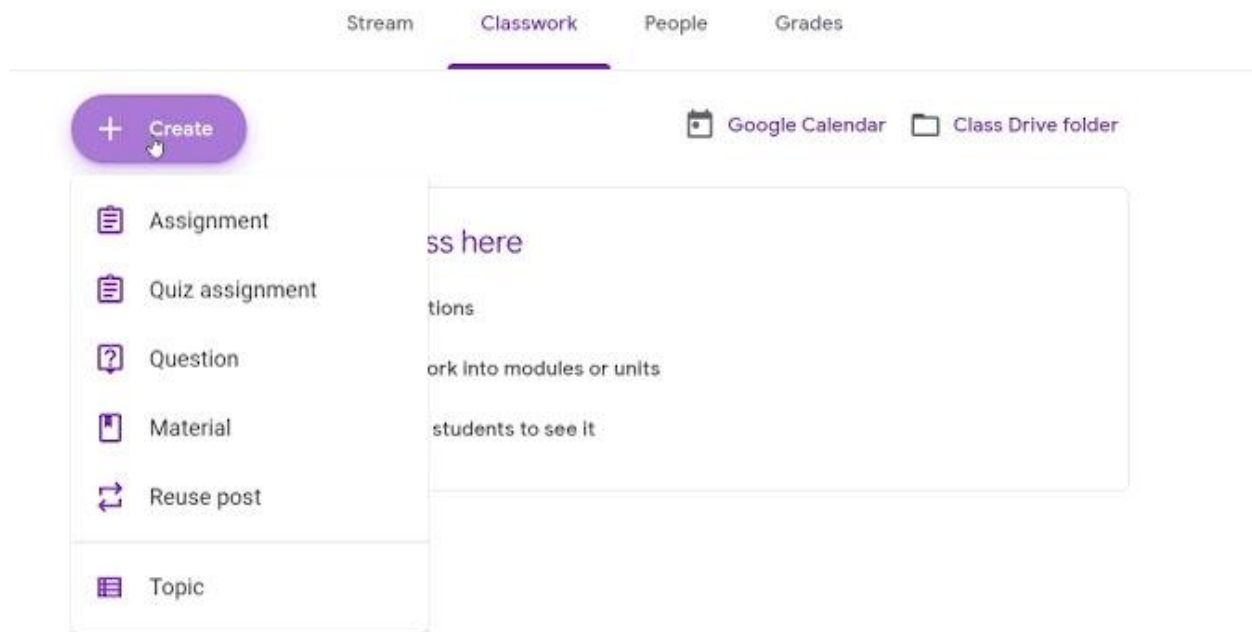

6) **Creating An Assignment**

a) When creating assignments, you can type in the title of the assignment as well as any optional instructions into the description of the assignment post.

b) If you have any materials to add you can do so by clicking the "Add" icon below the assignment.
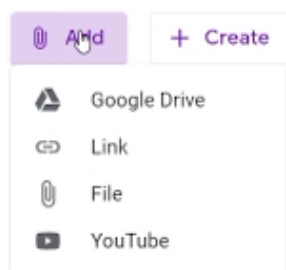
c) When uploading documents from Google Drive you can assign permissions for what students can do.
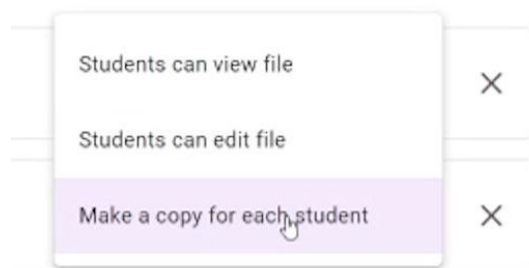
View Only: For if you want your students to be able to read the same file but not make any changes to it. (Ideal for reading material)
Edit: If you want all of your students to be able to make changes to the same file. (Ideal for students collaborating on the same project.)
Make a copy for each student: Students can make changes and turn in their assignments separately. (Ideal for most homework assignments)

d) You can also add a due date and change it as you wish. You can also pick a topic and associate it with the assignment. Topics are *kind of* like units.

e) After publishing an assignment every student (unless chosen otherwise) will receive an email notification of the assignment. Afterwards it will also be visible on the class stream and under the "classwork" tab.

f) As well, once submitted students have the option to un-submit their work if they need to make changes. They can also attach other documents to their file including links, Google Drive files, and YouTube videos.

7) **Grading & Returning Assignments**

    a) In the assignment box under "Classwork" You can see which students have submitted their work as well as who still remains.

    b) You can also select the name of the student to open their assignment. After opening their assignment you can add any comments you want by highlighting the portion of the text you wish to discuss and then right click and select "comment" type out your comment and click the blue "comment" button to publish your comment. All of your comments automatically save and the student will be able to view them as you return them their assignment.

    c) To grade the assignment, type the number of points earned from 0 - 100 and then click "Return".

    d) After returning an assignment to students, they will shortly receive an email notification telling them you have graded their assignment and returned it to them.

    e) If you return an assignment to a student without a grade they will have the option to resubmit.
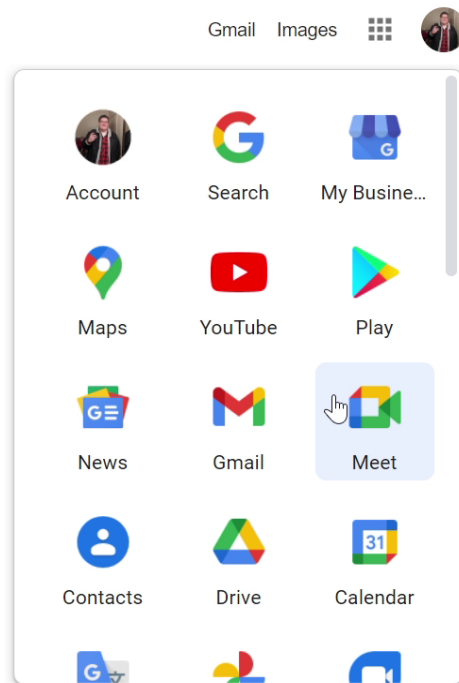
Google Meet

1) **Accessing Google Meet**

    a) To access Google Meet go to www.meet.google.com and login using your google credentials.
        OR

    b) You can also go to www.calendar.google.com click on any date and select "add Google Meet Video Conferencing" to schedule a meeting. You can also add a time as well. This will also save a link in your calendar for later.
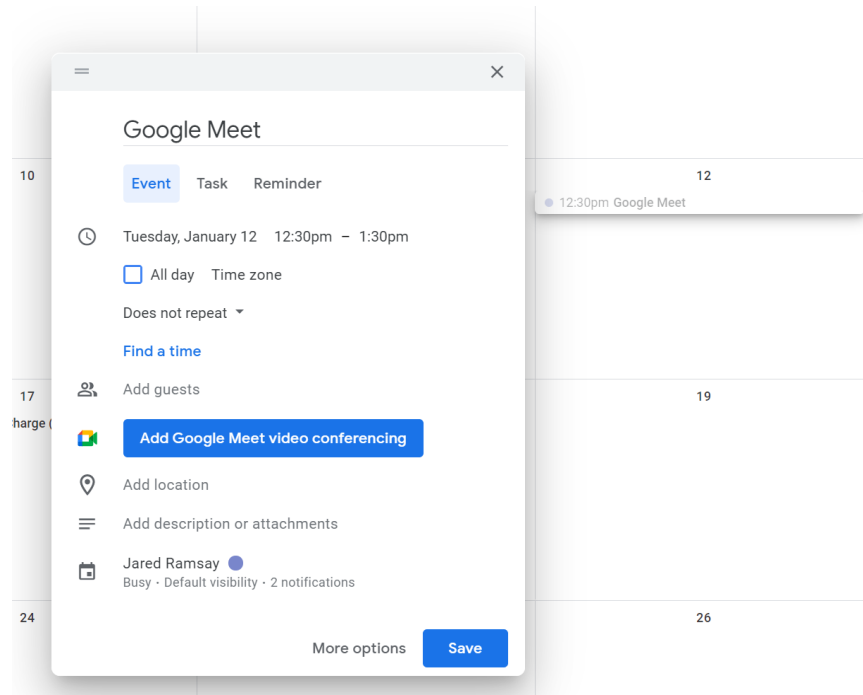
OR

c) You can Also access it from the application manager on the Google homepage.

OR
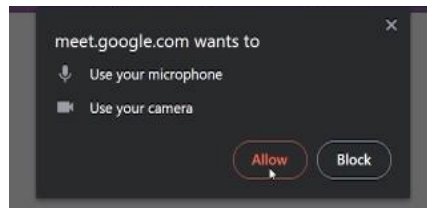
d) As well as the app on iOS/Android

2) Getting Started
   a) After Arriving at the homepage for Google Meet, you'll have the option to join a meeting or start your own.
   b) If you are joining a meeting, you can either enter the code or enter through the joining link. Otherwise You can start a meeting and send out the invite code/link.
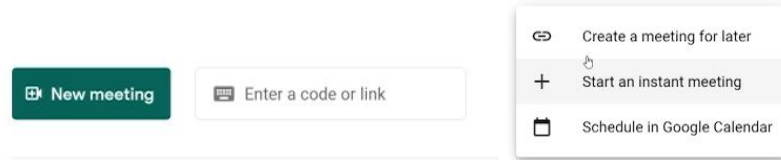
3) Camera & Sound Control
   a) When starting or joining a meet your system will be checked for functionality (Webcam, microphone) You will Also be asked for Permission to give the website access to your camera & microphone. Select "Allow" and you will be able to join after the host accepts you from the waiting room.
   b) To Mute and unmute, click on the microphone. A line across the mic means you're muted.
   c) To turn your camera on and off, click on the camera.
   d) To leave the call, click on the red phone.

4) Be A Presenter
   a) As a presenter you can display your screen to the other members of the meeting. (Anyone in the meeting has this option.)
   b) When you present you can select whether you want to display the whole screen or just a single application window.
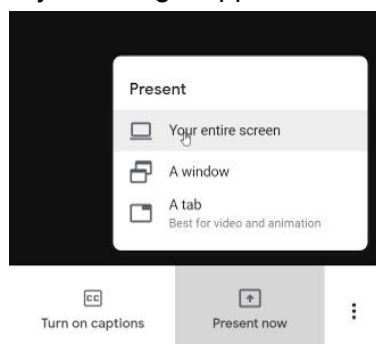
5) Adding people

    a) After Starting a meeting you'll be given the option to add people to your meet by sending them an email invite or by sharing the room code.
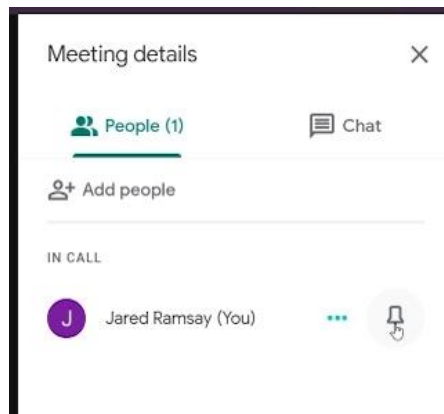

6) Additional Features

    a) **Recording a Meeting:** Click on the 3 dots in the bottom right corner of the meeting, here you can select "Record Meeting" (This feature has to be enabled by a G Suite administrator.)

    b) **Displaying Attachments:** Click on the name of the meeting in the bottom left corner where you can review the details of the meeting as well as attachments that were added when the invite was created before the meeting started.
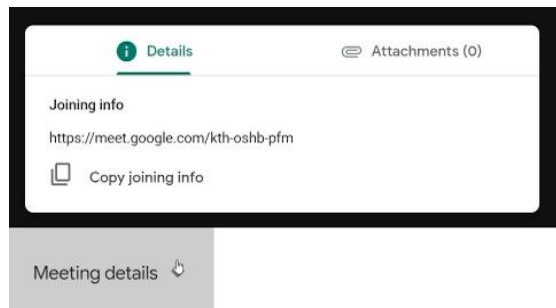
    c) **Captions:** Click on "CC" buttons to enable subtitles.

d) **Change layout:** Below "Record Meeting" you have the option to change your layout of how the screen looks including sidebar, spotlight, tiled,spotlight.
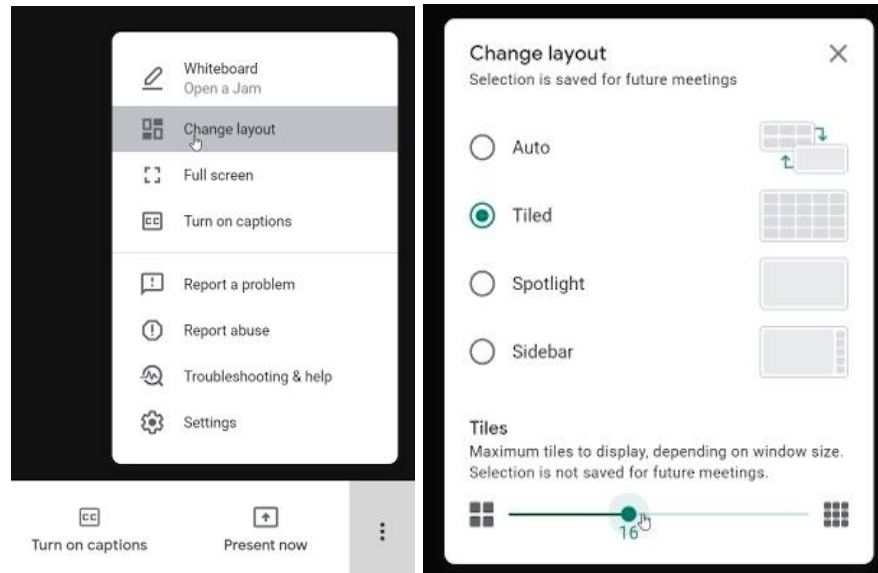

e) **Settings:** Click on Settings in the bottom right and you can change the quality of your Audio & Video as well as test to make sure it's working.

f) **Chat:** In the Upper right corner you can check and see who's in the meet as well as use the chat feature which lets you type to people in the meet.

Gmail

1) Accessing Gmail
a) To access Gmail go to www.mail.google.com
OR
b) Downloading the app from the iOS or Android App store.
OR
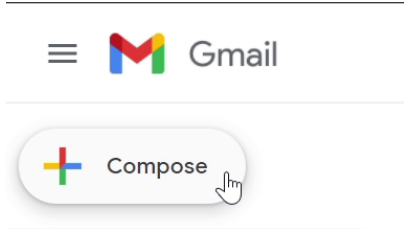c) Going to the Google homepage and selecting "gmail" from the application manager.
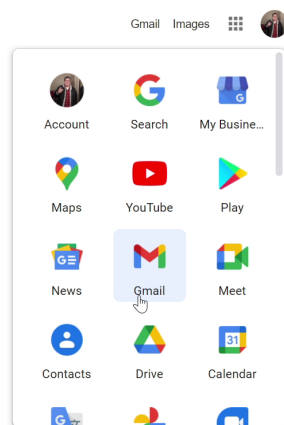
2) Navigating Your Inbox

    a) Toggle Menu Button: The toggle menu button looks like 3 lines stacked next to the Gmail Logo. This button will show/hide the main menu panel and compose button.
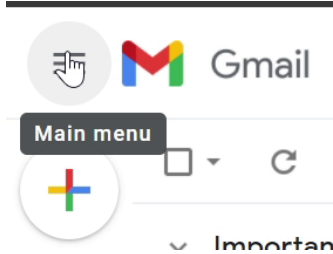
    b) Compose: This is how you create a new message. Clicking this will open the new message window.

    c) Main Menu Panel: Along the left side are "folders" The Inbox is the main folder that contains all the email messages sent to you. You will find other folders to help organize your email messages.
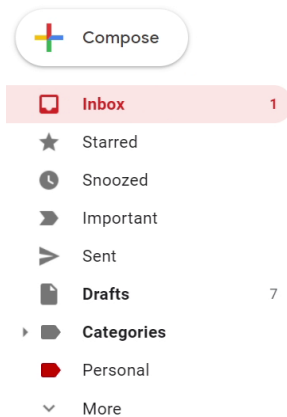
    d) Search Box: use the search box to find messages. You can search by sender, subject, or anything written in a message.

3) Starring Important Messages

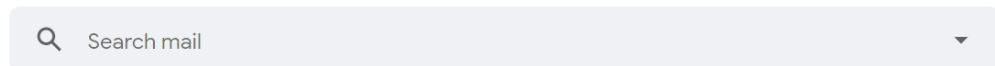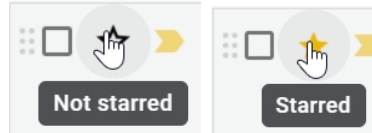   a) Starring a message tags it as important or high priority.

    b) You can find starred messages in the starred folder in the main panel.

    c) To remove a starred message just click on the star again and it will disappear in a moment.

4) Creating a Signature

    a) The Signature is a few lines of text at the bottom of emails you send. Usually containing your name, email address and other contact info.

    b) To change your signature click on the settings icon next to the application manager in the top right, then click on the see all settings button, and scroll to near the bottom to find signature settings. Click the "create new" button to add a new signature.
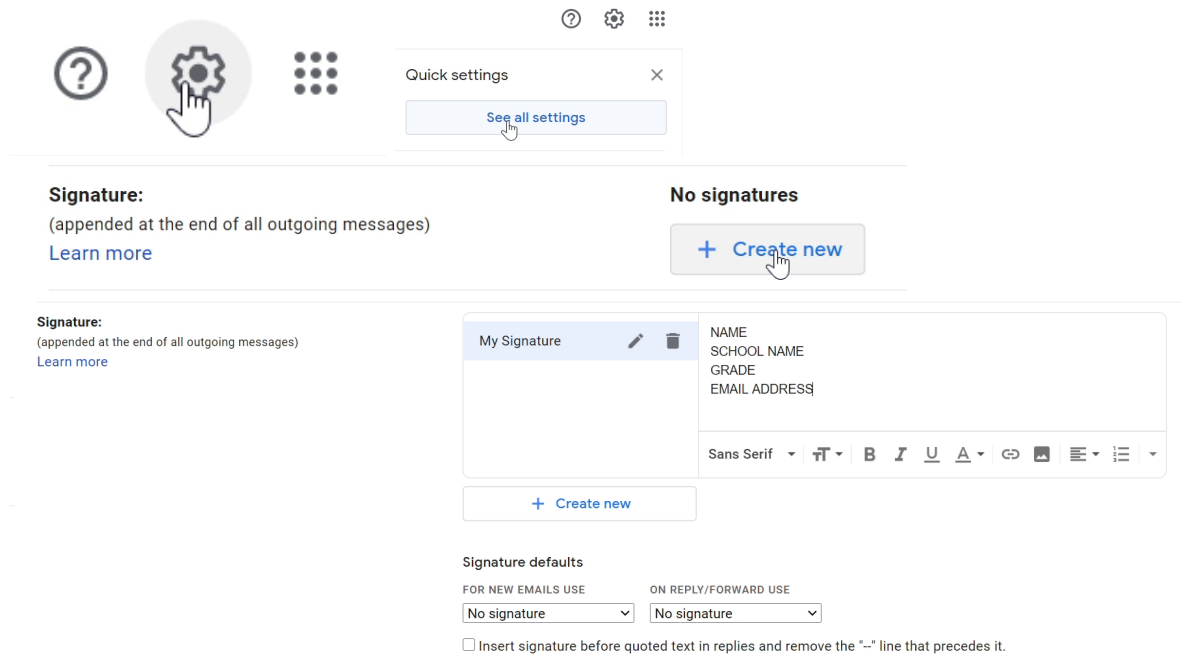
    c) Example:

        NAME
        SCHOOL NAME
        GRADE
        EMAIL ADDRESS

        After finishing your signature scroll to the bottom and click on "save settings". Your signature will be saved, and will load every time you type out an Email now.

5) Composing Messages
  a) Click "compose" to start a new message. Each of the following sections need to be filled out.
      i) **"To" Address:** The email address of the person you want to receive the message. *This section must be filled out exact otherwise the email will be redirected back to you.*
      ii) **Subject:** The subject line gives the recipient a preview of the message.
      iii) **Body:** The email body is the main part of your message. Remember to use proper grammar. Avoid *texting language* and write in complete sentences.

6) Adding an Attachment
  a) Paperclip: Let's you upload a file from your chromebook, computer, or phone.

  b) Google Drive: Let's you add something from your Google Drive account/storage.
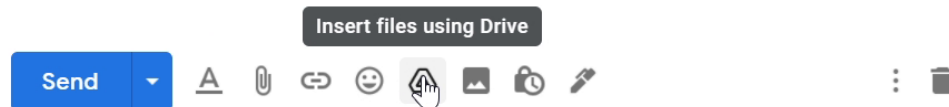
  c) Picture Icon: Let's you add images from Google Photos.
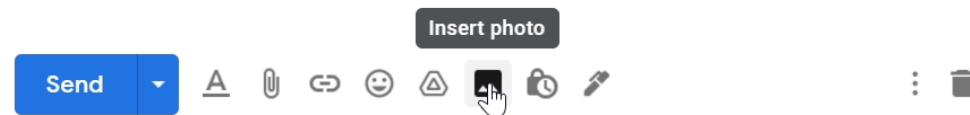
Google Forms

1. **Accessing Forms**
   a. To access Gmail go to www.forms.google.com
      OR
   b. Going to the Google homepage and selecting "forms" from the application manager.
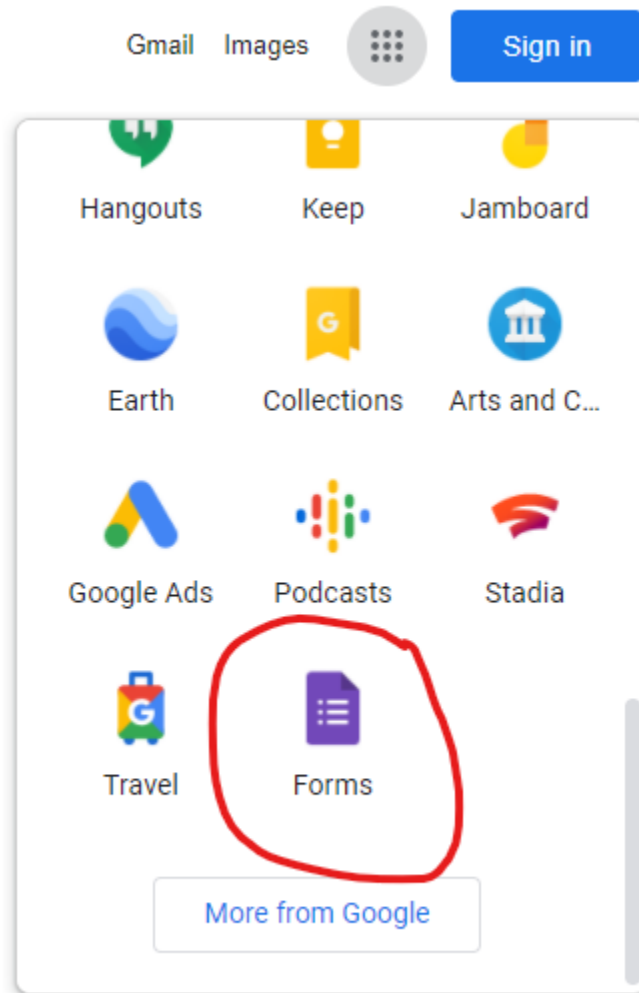
2. **Making a Form**
   Just like the other apps, on the front page you have multiple options for a starting template depending on what your intentions of the form are.

3. **Questions**
   After starting your form, you have multiple options for Questions.

   a. Short Answer
   b. Paragraph (Long Answer)
   c. Multiple Choice
   d. Checkbox
   e. Dropdown
   f. Linear Scale
   g. Multiple Choice Grid
   h. Checkbox Grid
   i. Date
   j. Time

   Each question type has its own use and when choosing which type to go with consider how much input you want from your response.

   - If you want a lot of input maybe go with Short to Long Answer.
   - If you want very specific answers to your questions maybe go with Multiple Choice or Linear Scale.
   - Multiple Answers? Go With Checkbox.

4. **Responses**
   Here you will see your responses to your form, starting with the number of total responses.

   Summary: Tells you how many responses you got of a specific question or how many chose a specific answer to your question. (Best for surveys and statistics)

   Question: Much like summary, tells you how many times you got a specific answer to your question.

   Individual: This choice is best for going through feedback and seeing what answers a specific person gave to your survey.

5. **Settings**
   Make This a Quiz: *Does exactly this, also allows you to add point values to your questions.*

   Responses Menu:
   - **Collect email addresses**: *Does exactly this, asks users to enter their email.*
   - **Send responders a copy of their response:** *Exactly this, requires "Collect Emails" to be enabled.*
   - **Allow Response Editing:** *Let responders change their response after submission.*
   - **Restrict to users in Domain and its trusted organizations:** *Only lets people with a "oledu.ca" email fill out the form.*
   - **Limit to 1 response:** *Best for if you only want people to fill out the survey once.*

Presentation Menu:
Show progress bar: *For if you want your responder to know how far into the form they are.*
Shuffle questions order: *Randomly rearranges the order of the questions (Best for quizzes)*
Confirmation message: *The message that is posted after submitting their response to the form.*
Show link to submit another response: *Best for when multiple quick responses are needed for a form. (this is what we use when returning chromebooks quickly.*
View results summary: *Let's responders see the results of the form, from everyone.*

<u>Defaults Menu:</u>
Form Defaults:
Collect Email by default is the only option.

Question Defaults:
*Make questions required by default. (This makes every question **<u>NEED</u>** an answer for the form to be submitted.*

6. **Sending & Sharing**

   When Sending your form to users click on the purple Send button in the top right of the page.

   Email: *The field will be prefilled and you just have to enter the email address and any extra information you might want to include in the message or subject line. "Include form in email" will embed the form in the email.*

   Link: *This will give you the direct link to the form, and will give you the option to shorten the link so you can share it with whoever you wish to in any sort of context.*

   Embed: *This is for if you want to embed the link on a specific page like a blog or website.*

That's everything folks!

Feel free to email: **jared.ramsay@oledu.ca** if you have any questions or feel as if an area isn't clear enough and I'll try to update it as best as I can!