

TIPS & TRICKS

FIVE TIPS FOR USING GOOGLE APPS



COLLABORATE

- Students, colleagues, and professionals can share ideas, give feedback, produce meaningful products and more!
- Collaborate on a singular document (versus sending multiple versions back and forth via email)
- Upload and convert document files (up to 2 MB)
- Work together synchronously or asynchronously

SHARE

- Documents can be made private, public or shared with just a few people
- Google accounts aren't required for everyone to collaborate
- Information is stored in the cloud and can be accessed 24/7

USE THE TEMPLATES APP

- Free templates include teacher and student planning tools, evaluations, rubrics, newsletters and more!
- Add copies of your favorite templates to your Google Drive!

USE THE SEARCH FEATURE

- Quickly find current and older docs with the Google Doc search engine
- Search for documents by titles, authors, etc.

ORGANIZE

- Create folders to organize all of your documents
- Organize folders by topic, class, student, etc.

WANT TO GET STARTED WITH GOOGLE APPS IN YOUR CLASSROOM? Join [Powerful Learning Practice for a *two-week Google Apps 101 eCourse* where you will learn:](#)

- Learn how-to create and collaborate with Google Docs for professional and classroom use
- Evaluate how Google Docs can enhance curriculum
- Discuss pros/cons of private and public viewing of information
- Confer on value of Google Apps versus Microsoft Word, Corel Word, etc.
- Create engaging lessons and activities with Google Docs

[Click to enroll now](#)

