Tips and Tricks

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Google Voice:
● A unique phone number that can be used to safely communicate with students and parents.
  ○ Text from your computer: Send text messages to up to five contacts at a time, straight from your computer’s browser.
  ○ Make voicemail as easy as email: Read transcriptions of your voicemails, add notes, download, and share voicemails.
  ○ Customize your callers’ experience: Screen calls and create personalized greetings for family, friends, or coworkers.
  ○ Pick up calls from any phone: Choose to receive calls at home, work, or on your mobile phone, based on who’s calling or when.
  ○ Talk the way you want to: Make international and conference calls, block unwanted callers, and listen in on voicemails.

How to set-up:
● You will need:
  ○ Google Account
  ○ Touch-tone phone, with a U.S. number
    ■ You’ll select a type for each phone you add to Google Voice: Mobile, Work, or Home. (Text messages will only be sent to phones listed as Mobile.)
  ○ Computer, with Internet access
  ○ Web browser: Google Chrome, Internet Explorer 8 and up, Firefox, Safari, Opera
  ○ Flash 8 and up: Visit Adobe’s Flash Player page to confirm you’ve downloaded Flash and what your version is.
  ○ Optional: Google Voice app on Android or iOS
Google Calendar:

- Uses:
  - Basic Calendar
  - Appointment scheduling (this is great for classroom presentations)
  - Student Council Calendar
    - Can be added to mobile devices
    - Use to make appointments, students can sign up for presentations
    - Schedule group events
  - Embed calendar into a website
  - Share calendar with co-workers

Google Keep:

- Take notes and make to-do list
- Accessible from mobile devices, anywhere you can access the web
- List can be shared and edited by multiple users

Google Forms:

- Many uses:
  - Student Check-in
  - Surveys
  - Evaluations/Feedback
  - Sign-Ups
  - Orders for shirts, food, etc
  - Service hour records
  - Checking out/Reservations of items/rooms
  - Homecoming/Prom nominations
  - Voting (be careful)
  - There are many many more uses
Other Fun Google Tips:

● Quizlet
● Snag-it
● Google Classroom, (a huge topic for another presentation)
● Google Draw
● Google Slides
● Google Sheets
● Google Drive
● Google Groups
● Kahoot it