



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