Introduction to Google Docs, Google Slides, & Kami
Google Logins K-5

- Open the Chrome Book
- Login: firstname.lastname@jpschools.org

Fun Fact: Some students have a number at the end of their name.

- Login to JPS network
- Login: firstname.lastname@jpschools.org
- Click NEXT and Enter the PW

Use a zero & then the lunch number/Clever ID

Example: 0123456

Fun Fact: All PWs are 7 digits. Some students might not need a leading zero!
Google Logins 6-12

- Open the Chrome Book
- Login: firstname.lastname@jpschools.org

- Login to JPS network
- Login: firstname.lastname@jpschools.org
- Click NEXT and Enter the PW

The pattern:
one capital letter, five lower case letters, one number, and one symbol

Example: Dhfgaha1@

Fun fact: Some students have a number at the end of their name.

Fun fact: Zeros and capital Os look similar. So do lowercase Ls and capital Is.

6-8th grade students will use the NEW PW in January. Use the student number until then.
Google Apps 101

Your Turn: Click on the Waffle in the right hand corner

Select the Google Drive Icon
Google Drive 101

On the left side, there is a menu. This menu lets you access previous files in your drive or in shared drives, and it lets you create new files.

Create new files such as: Docs, Slides, Sheets, Forms, etc.

My Drive: Houses all the files you have created. Think of it as the old school hard drive.

Your Turn: Click on My Drive.

Google Drive: Access your personal documents, sheets, and slideshows.
Google Drive 101

In My Drive, you will see folders and files.
- Click the folder to see additional files.
- Click the file to view or edit the file.

Your Turn: Click through the folders and files. Check out the Classroom Folder and view your child’s work.
Select **New** to choose from a list of new items to create.

**TIP:** Create a folder or open an existing folder before creating a file to maximize organization!
Google Drive 101

Your Turn:
- Find the Classroom Folder
- Open the Classroom Folder
- Select New
- Select Folder
- Name your Folder: Parent Training Day 3
- Select Create
Google Docs 101

**TIP:** Check your path. When it’s time to create new files, this will ensure that the file is in the correct folder.

- These files will be in the folder Parent Training Day 3 inside My Drive
- The most common files are **Google Docs and Google Slides.**
- Don't panic if the file isn't there or in the wrong place. It can always be moved!

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**Google Docs:** Similar to Word. Used for most written assignments.

**Your Turn:**
- Click New
- Select Google Doc
Ribbon: This is at the top of any file including Docs, Sheets, and Slides. The ribbon allows you to format and customize your file.
**TIP:** Every new file is untitled. Make sure to create a specific title.

There are two ways to name your file:
1. Click on Untitled Document in the **Ribbon** to make the change
   
   **Or**

2. Select File, Rename, and make the change

**Your Turn:** Name your document
Google Apps 101

Another way to create a Doc is to click the Google Doc App.

Your Turn: Click on the Waffle in the right hand corner.

Select the Google Docs Icon.
Google Apps 101

When you click the Google Doc icon, you are prompted to open a **blank document**, choose a **template**, or choose a document you most **recently** worked on.

**Your Turn:**
Select blank document
Name the Google Doc

**Recent Documents**
Google Docs 101

Make sure your file is where you want it.

Your Turn:
- Select File
- Select Move

TIP: Files can't be moved until they have a title
Google Docs 101

TIP: Folders within folders assist with organization.
- To move a document there, click on the arrow next to the folder.

TIP: The home folder will be at the top.
Ribbon: There are eight main tabs that assist with formatting and document customization.
- File
- Edit
- View
- Insert
- Format
- Tools
- Add-ons
- Help

Your Turn: Click the File Tab
While there are many features within the File tab, the ones most used include:
- Share
- Rename
- Move
- Page Setup
- Print
Google Docs 101

**Your Turn:** Click Share:
- Students can collaborate with the share button.
- Students can give edit, view, or comment access.
- All collaborators can work simultaneously.

**Tip:** Students can also share using the blue Share button at the top right of the Doc.

- Students share by adding the collaborator's full username.
- Select Done.
Google Docs 101

Edit Tab: An area to find the shortcuts for copying and pacing

View Tab: Not used often by students

Your Turn: Click the Insert Tab: This allows student to insert many items. Images and links are most often used.

TIP: The arrows bring you to more options.

Your Turn:
- Click the arrow by Image
- Select Search the Web
On the right a search engine will open

Your Turn:
- Search for any animal
- Click on the picture you like
- You will see a blue check mark
- Click Insert
- The image will appear in your Google Doc

TIP: If you selected the wrong picture, click it again to deselect.
If the pic is already in your Doc, click it and hit delete.
To adjust the size, click the pic and drag the corners

TIP: While there are other ways for students to select images, searching from the web is used most often.
Students may want to embed a weblink in their documents.

Your Turn:
- Click **Insert**
- Select **Link**
- Under **Text** type: JPS Website
- Under **Link** type: www.jpschools.org
- Select **Apply**

The **link** will appear in your Doc with a pretty title. **Click** it and it will take you to the **website**.
Google Docs 101

The Format Tab and the icons below the main 8 tabs allow you to adjust text size, color, font, spacing, and much more.

TIP: As a general rule, the icons are easier to use than the Format Tab

- **Bold the text**
- **Italicize the text**
- **Underline the text**
- **Change the Font**
- **Change the Font Size**
- **Change the Font Color**
- **Change the Background Color**
Google Docs 101

- Insert a Link
- Insert an Image
- Change the Line Spacing
- Create a Numbered List
- Create a Bulleted List
- Change the Page Justification
Google Docs 101

The **Tools Tab** features a spell check and dictionary.
- The entire document can be **translated** into another language if needed.
- Students with microphone access can also use **Voice typing**.

To type as you speak, select **Voice Typing**
- Select **Click to Speak**
- The microphone is **live** when it's **red**.
- The outer circles move as it hears your voice.

To translate, select translate document and select the **desired language**.

Select **Translate document**

New document title

- Translated copy
- Notes 1

Select **Spanish**

- Sundanese
- Swahili
- Swedish
- Tajik
- Tamil
- Telugu
- Thai
- Turkish
- Ukrainian
Google Slides 101

Your Turn:
- Go back to My Drive
- Find the Parent Training Day 3 Folder
- Open it
- Then select New
- Select Google Slides
- Name the Slide deck
- TIP: You can also create a blank Slide deck using the icon in the waffle.

Google Slides: Similar to Power Point. Used to create visual presentations called Slide Decks with images and writing.
Google Slides and Google Docs have most of the same tabs and ribbon features. This allows for easy transition from one application to the next.

- Two new tabs exclusive to Slides: Slide and Arrange
- TIP: Some tabs have additional features

To view the slide deck in full screen mode, select Present.
Google Slides 101

Slide Decks need text boxes added before any text can be added. There are premade text-box templates. Click the plus and select from a menu of templates.

Or you can insert a text-box as needed from the ribbon or from the insert tab. This allows you to customize the size and placement of the text-box on the slide deck.
In a Slide Deck, the **insert tab** will be used often. Just like in Docs, this is where students will insert **images**. Other features students will insert often include:

- Video
- Shapes
- Animation
- New Slide

Insert **YouTube Videos** or videos captured on **cameras** or **phones** that have been uploaded to My Drive.

Insert **shapes, arrows, and callouts**.

Images and text can be **animated**. And there can be special **transitions** added between slides. This is an advance feature.

Add additional slides to the slide deck.
Google Kami 101

Your Turn:
- Go back to My Drive
- Click on the Waffle and go to Google Classroom
- Open the JPS Parent Training Classroom from our previous session
- If you need to join still, click the plus, select join and enter: adepufp

Kami:
Used to annotate PDFs.

- Go to the Classwork Tab
- Select Assignment Types
- Click View Assignment
- Under Your Work, select the Getting to Know You PDF
Google Kami 101

- At the top, click on the arrow by **Open With**
- Open the PDF with **Kami**

**TIP**: If you don’t see **Open With**, click on the **hot dog** at the top right, and select **open in a new window**. Then you will see Open with.
Google Kami 101

The **Kami menu** is on the left hand side. Most features are available. If you see a padlock, that feature is not available.

**Markup:** A highlighter, various colors available

**Text Box:** Add writing. This could be filling in an answer or creating notes.

**Drawing:** Free style writing or drawing. Works best with a stylus or mouse. Various colors available.

**Shapes:** Sometimes it’s easier to use circles or squares around important text.

**Eraser:** Remove any annotation