Google Workspace

SESSION 1

Getting started with Google Workspace

CLASS NOTES

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Our Teachers. Our Future.

Course content

Google Workspace

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Session 1: Getting started with Google Workspace

Class Notes

Via Afrika

Our Teachers. Our Future.

Important information

1. You can download and print the Class Notes for personal use, but you may not share them.

2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.

3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).

4. Please remember that devices and apps are updated all the time, so the device specifications, app features and icons that you see here might differ slightly depending on the device you're using and any subsequent app updates.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, you will:

- be able to explain what Google Workspace is
- understand the value of working in Google Workspace
- understand how Google Workspace works in the cloud
- know where apps can be found for different devices
- know how to download and install Google Chrome
- have created a Google Account
- know how to sign into and use a Gmail Account
- know how to sign into and use Google Calendar
- know how to sign into and use Google Drive
- be able to point out the similarities and differences between using Google Drive in a browser or on a mobile device
- know how to set files up to be accessed offline
- know how to use Google Keep for note-taking

Content of the session

This session will focus on:

- Google Workspace and how it functions
- Google Chrome installation
- Google Account creation
- Google Account settings
- Gmail
- Google Calendar
- Google Drive
- Google Keep

Overview

Welcome to Session 1 of **Google Workspace.**

This session will introduce you to Google Workspace and the apps that Google offers. You will create a Google Account, and then learn how to include Google Drive, Gmail, Google Calendar, and Google Keep in your professional life as a teacher.

An introduction to Google

Discovering Google Workspace

Google Workspace is a freemium suite of productivity and collaboration tools provided by Google.

- Gmail: A web-based email service.
- Google Drive: Cloud storage for files and documents.
- Google Calendar: An online calendar and scheduling tool.
- Google Docs: A web-based word processor.
- Google Sheets: A web-based spreadsheet tool.
- Google Slides: A web-based presentation tool.
- Google Forms: A web-based assessment and information collection tool.
- Google Keep: A useful notebook app.

Workspace is available to any individual with a Google Account. Once set up, each user has access to the full set of Google Apps that make up Workspace. Users can access their files and documents from any device via the cloud. For teachers, Google Workspace provides many benefits for lesson planning, material creation, administration, and communication.

Why use Google Workspace?

It streamlines collaborative work

Teachers can co-edit lesson plans, assignments, presentations, and more using shared Docs, Sheets, and Slides. This promotes cooperation and coordination among teachers and learners.

It simplifies administrative tasks

Administrative tasks like taking attendance, administering assessments, collecting learner work, and tracking marks can be achieved paperlessly with Google Forms, thus reducing the burden on teachers. This simplifies record-keeping and progress monitoring.

It is private and secure

All files stored in Google Workspace are secure and private. Google pledges not to scan or catalogue learner content for ads personalisation. This provides a safe online workspace for learners.

It is free

Google Workspace operates on a freemium model. There is a paid version of Google Workspace, but the free edition provides versatile teaching tools for planning, instructing, assessing and managing classes through collaboration and efficiency-enhancing applications.

The cloud

A key thing to remember about Google Workspace is that it is all cloud-based. 'Cloud-based' means that computing resources or services are offered online rather than running locally on a personal device like your computer, your smartphone, or tablet device. The remote servers are referred to as being in the 'cloud' which accounts for the name cloud-based or cloud computing. Your data is stored in the cloud, on remote servers, instead of on a local hard drive.

The benefits of cloud-based services include being able to access them from any device with an internet connection, not having to install software locally, and having data backed up remotely. You are not going to lose anything that you accidentally neglect to save.

Where will you work, exactly?

Google Workspace was developed to be used online on the internet.

All the apps run in a web browser on a computer, mobile phone, or tablet device. The advantage of this is that you are able to start a document on one device, and then work on it on another device because all changes are synchronised (we usually just say synced) in Google Drive.

Although Google Workspace is designed to work optimally in a web browser on any kind of device, you can also download and install the apps on your computer or mobile device. When you install the Workspace Apps on your computer or mobile device, you can use the apps when you are offline. When you go online again, the changes will sync for you.

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- Make notes in your PD Journal.
- What experience do you have working with Google Workspace or any other suite of productivity apps?
- What has attracted you to learn about Google Workspace?
- How comfortable are you working in the various places that Google allows you to work: On a smart device app; online on the web; or on a computer app?
- Do you think you will work more often in the app on your smart device, in the app on your computer or on the web?

Opening your Google Account

You need a Google Account to use Google Workspace Apps. We recommend that you use the Google Chrome browser to open your Google Account.

Check if you have Google Chrome on your computer by looking at the Search Bar at the bottom of your Windows screen and see if Chrome is listed. On your smartphone or tablet device, check the apps that are listed. If you do not have Google Chrome on your computer, smartphone or tablet, you can easily get it.

You can download the Google Chrome browser

1. Open your current browser.
2. Type in 'chrome browser download' in the Search Bar.
3. Select Google Chrome – Download the Fast, Secure Browser from ...
4. Click Download Chrome.
5. Your download will start automatically.
6. Open the ChromeSetup.exe file in your Downloads Folder.
7. This is a safe download, so, on the pop-up, click Install Anyway.
8. Wait for the installation to finish. Google Chrome will open automatically when it's done.

You can create a Google Account

1. Open Google Chrome.
2. Click Sign In in the top right-hand corner.
3. A pop-up will appear. Click Create Account.
4. Select For My Personal Use.
5. Enter the basic information Google requires of you. This includes your name, birthdate, etc.
6. Enter a username In the Username Field.
7. Enter and confirm your password.
8. Click Next.
9. Provide a recovery email address. This is an alternative email address, where Google can contact you if there is unusual activity on your account, or if you get locked out of your account because you forgot your password.
10. Review your account detail and click Next.
11. Read the Privacy and Terms Notification and click I Agree at the bottom of the page.
12. Congratulations, you now have a Google Account and a new Gmail email address! If you are signed into Google Chrome, you will see a Nine Dot Menu next to your profile Icon. If you click here, you will see all the apps available in Google Workspace.

You can install the Google Apps on your mobile device

1. If you have an Android device, It is possible that your device already has the Google Apps installed. Look on your device first to see if it is there.
2. If it is not on your device, or if you have a different type of device (e.g. iOS) to your App Store.
3. Download and install the Google Apps.
4. Now you can work on Google Files on your device even if you are offline. When you go online, the changes will synchronise (sync) for you.

You can download a shortcut to any of the Google Apps onto your computer

1. Launch the Chrome browser.
2. Sign-in to your Google Account.
3. Click on any Google App you would like to have on your computer.
4. Click on the Three Dot More Options Menu at the top of the screen.

5. Click Save And Share.

6. Click Create Shortcut.

7. In the pop-up that opens type in the name of the app.

8. Click the Create Button.

9. A pop-up will appear to ask if you would like to add the shortcut to your Taskbar. Select 'Yes' if you want to pin it there.

10. You will find the app on your desktop.

11. You can now work on Google Files on your computer while you are offline, and Google will sync any changes for you when you go online again.

What works where?

You may find that there are a few things that you cannot do on a smart device app that you can do online. This is normal, and part of developing your digital fluency. Not only will you know which app to use to achieve a certain goal, but you will also be able to decide if you are going to be able to achieve your goal more easily on the web or on the smartphone app.

Personalising your Google Account

There are a few settings that you should check in your Google Account before you go any further.

Google Account Home Page

You will find the following features on the Google Account Home Page.

1. Profile Button: You can sign out here if you use another person's device.

2. Nine Dot Menu: This menu gives you more options, and you will navigate to all the Google Apps by clicking on it.

3. Links to pages in your Google Account.
   • Personal Info
   • Data and Privacy
   • Security
   • People and Sharing
   • Payment and Subscriptions
   • About

We talk more about each of these features in the training videos. Be sure to follow along, and also explore these features in your own time.

Task
• Check to see if you have Google Chrome installed on your computer and/or your smartphone, or tablet device. • If you do not have it installed, download it now and install it. • If you do not already have a Google Account, create one now. • Spend some time in the settings of your Google Account. Check that you are happy with the information you are sharing with Google, and with the world. • Upload a photo of yourself for your profile.

Gmail

Your Gmail Account

Accessing your Gmail Account

You can access your Gmail Account

1. On your computer, you can access your email by opening Google Chrome. The link is in the top right corner of the page, to the left of your profile picture. Alternatively, you can click the Nine Dot Menu, and look for it there. Click either link to open Gmail.

2. When you have clicked on Gmail, Chrome will open the Google sign-in page. Remember, the sign-in details for your Google Account are the same as the details for your Gmail Account.

3. If you want to access Gmail on your smartphone or tablet device, just open the Gmail App.

Your Gmail Inbox

Let's go through some of the most important things you will find in your Gmail Inbox.

Folders
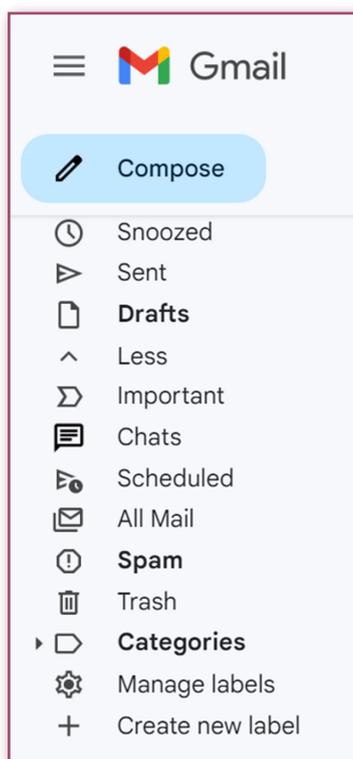
- Inbox: All new email messages you have received can be found here.
- Sent: Emails you have sent can be found here.
- Drafts: Any email you have written but not yet sent can be found here. You can go back to the email later and send it when you are ready.
- Spam: Any email that Google has identified as being spam. You need to check your Spam Folder regularly, because sometimes Google sends email that is not spam to the Spam Folder.
- Trash: All emails that you delete are sent here. Empty your Trash regularly to free up space.

Search Bar

At the top of your inbox, you will see a Search Bar, You can search for an email in your account by email address, content, and/or date.

Help, Settings and More Options

In the top right-hand corner of your Inbox, you will find some more functions.

- Question Mark Icon (Help): Click here for help.
- Cog Icon (Settings): Click here to make changes in how Gmail looks, how you can sort the email, email threading, and other settings.
- Nine Dot Menu: Use this to open another Google App. It will open in a new tab.

List of emails and space used

|			
☐ ☆	Google Play	Upcoming price increase for your Google One subscription - G
☐ ☆	Google	Security alert - Your password was changed elnaviaafrika@gm...
☐ ☆	Google Arts & Cultu.	Leave it all behind...🍂 - Make like a tree with these relaxing le...
☐ ☆	Google Arts & Cultu.	See the World Wonders like never before - Wander the world ...
☐ ☆	account-noreply	Welcome to Adobe - You recently created an AdobeID. Dear Eh...
☐ ☆	Google Arts & Cultu.	Escape to the mountains... - Find your zen with peaks and vall...
☐ ☆	Goodreads	Welcome E Reeders. Here are 3 Ways to Read More with Go...
☐ ☆	Google Accounts Team	Updating our Google Account inactivity policy - Every day G...
☐ ☆	Google One	Member benefit: Extra Google Photos editing features - Pho...
☐ ☆	Google Play	Your Google Play Order Receipt from Jan 25, 2023 - Google ...
☐ ☆	Google One	Welcome to Google One, Eharmse - Expanded storage, phone...

Terms · Privacy · Program Policies   Last account activity:

- Space: You will see how much space is used by your email in the bottom left-hand corner of your Inbox.
- Emails: This is a list of the emails you have received.

You can take a quick look at your new email
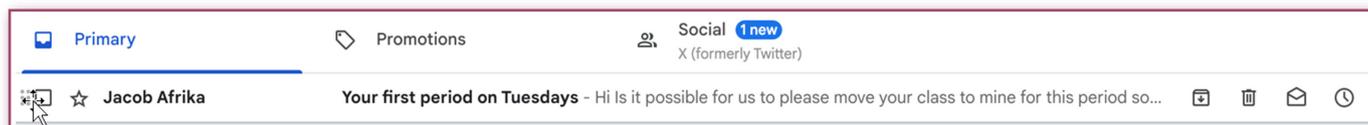
You will see the following.

1. The first few words of email.
2. Archive Icon: Save this email to your archive.
3. Bin Icon: Delete this email.
4. Mark as Read Icon: Changes the email's details from bold to normal text.
5. Snooze Icon: You can choose to look at this email later.

You can click on an email in your Inbox to read it
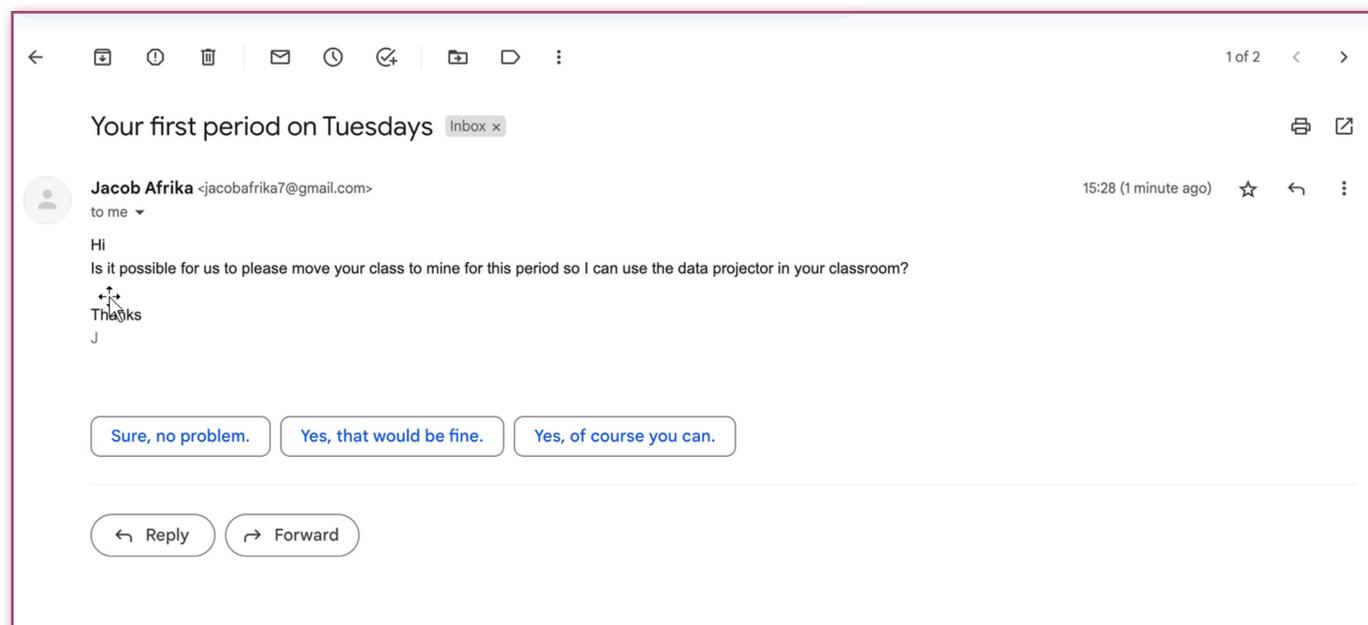
You will see the following.

1. Subject Line.
2. Sender.
3. Who received the email.
4. Message.
5. Quick Replies: These are replies that Google suggests based on what is in the email. You can click on one to use it, or you can turn suggestions off in the Settings Menu.
6. Reply Button: Click here to reply to this email. The email will go to the sender of the email.
7. Forward Button: Click here to send this email to another person.

You can create a new email message
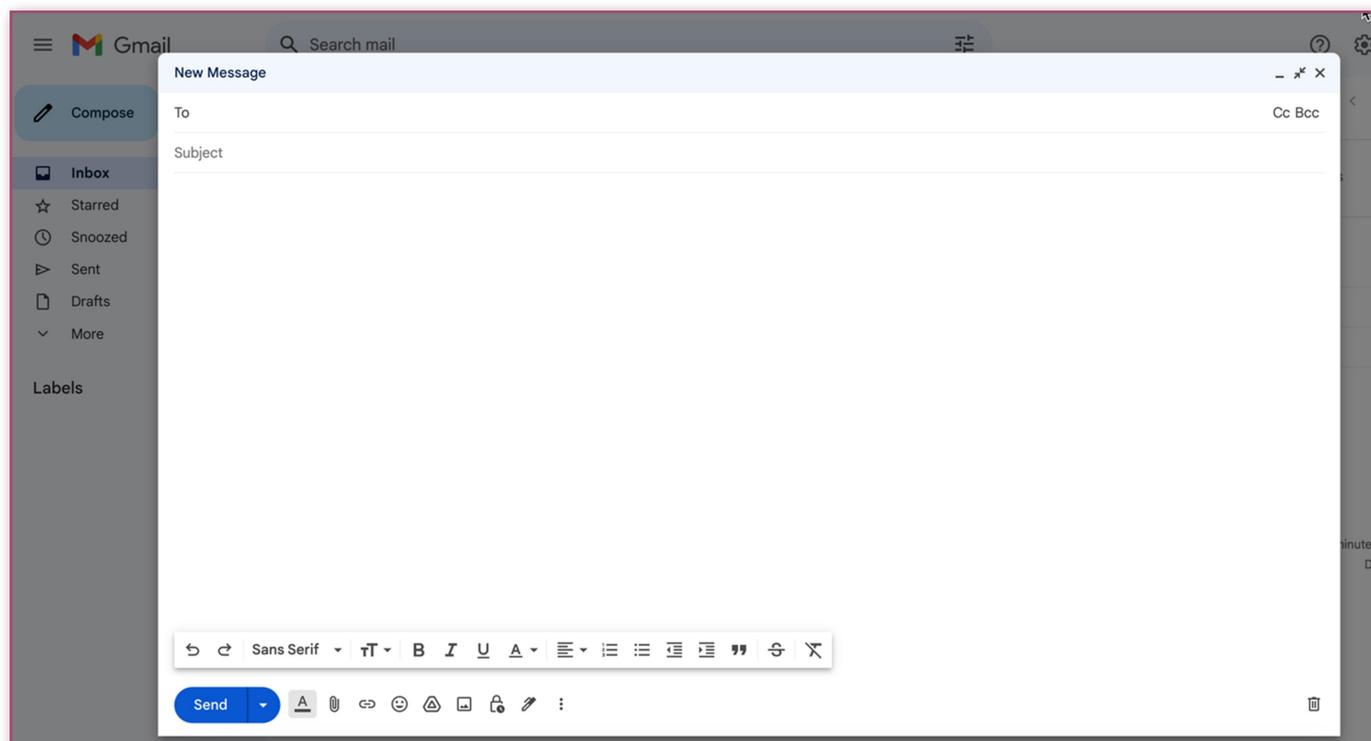
1. Click on the Pencil Icon at the top of your folder list to compose a new message. A template for your new email will appear.
2. Enter the email addresses of your recipients.
3. Subject: Write, clearly and concisely, what the email is about.
4. Message space: Write your message here. Use all the usual conventions of good writing: full sentences, punctuation, paragraphs. Start with an appropriate greeting and end appropriately.
5. At the bottom of the message space, you will see a number of tools.

- The Send Button: Make sure to only click this button once you are sure your email message is final and correct.
- Next to the Send Button, you will see an icon that will open the Formatting Toolbar: You can change the font, make text bold, italic or underlined, insert bullets and lists, indent text. Highlight the text and click on the formatting option you want.
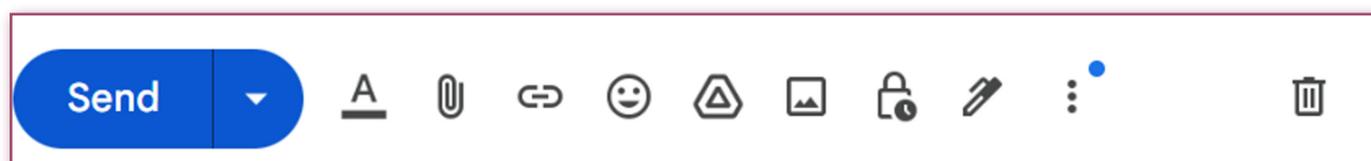- Paperclip Icon: You can attach a file on your computer or device to the email as an attachment.
- Insert Link: You can insert a link to a file or a website.
- Insert Emoji: You can use emojis in an informal email.
- Insert using Google Drive: You can attach and send a file from your Drive.

- Insert Photo: You can insert a photo from your computer or device and send it.
- Lock Icon (Confidential Mode): Indicate if the email is confidential or not.
- Signature: You can insert an electronic signature here. We will deal with that a bit later during the session.
- Three Dot Menu (More Options): Of particular use here are the Check Spelling and Label Options.
- Bin Icon: Click on this if you want to delete the message instead of sending it.

Task
• Open your Gmail Account. Remember, you will use your Google Account information to sign in.
• Create an email to share your new email address with all your colleagues.

Tips for using Gmail effectively

Email signatures

An email signature is found at the bottom of an email, after you have concluded with your name. Your email signature can give you a professional presence in email communication.

Some useful tips to keep in mind when you create a signature.

- Keep it concise. Signatures with too much text can appear cluttered and get cut off on mobile devices. Stick to the most important details.
- Update it whenever anything changes in your professional life.
- Create a separate signatures for your personal and professional emails.

Following these tips will help craft a signature that introduces you in a warm yet professional manner.

You can create an email signature
1. Click on Settings at the top of the Inbox.
2. Click on General.
3. Scroll down to Signature.
4. Click Create New.

5. Give the signature a name. You can have a professional signature and an informal signature depending on who you are emailing.
6. In the box to the right of the name of your signature, enter your details. You can use different formatting.
7. Under Signature Defaults, decide if you want to use this signature on all new email, or if you want to use another, or if you want no signature.
8. Scroll down to save changes.

You can insert a signature in an email
1. Click the Compose Button.
2. At the bottom of the email, click on Signature.
3. Decide which signature to use.

Organising your Inbox: Labels

In other email apps, you might have stored email in folders. In Gmail, you will use labels to categorise your email.

Labels are like folders, but what is useful is that you can apply several labels to an email, then later find the email by clicking any of its labels from the left panel. You can also search by label.

You can create a label
1. Click on the Plus Sign Icon next to Labels in the left-hand Toolbar.
2. Enter a label name.
3. Click Create.
4. You will find the label in the left-hand Toolbar under Labels.

You can label messages as they come into your Inbox
1. Open the message.
2. At the top, click Labels.
3. Select a label or create a new one.
4. Click Apply.
5. You can see the label at the top of the email.

Conversation View

Conversation View (also called 'threading') groups messages with the same subject into a single thread or conversation.

This makes it easier to follow discussions on a particular topic since all the replies are grouped together rather than displayed individually. Conversation View is enabled by default in Gmail because it is so useful.

Tips for using Conversation View

- Use the expand option above the conversation to collapse and expand conversations.
- Make sure the subject line accurately reflects the topic being discussed. Change it if the conversation shifts and split the conversation if necessary.
- You can split conversations into separate threads by clicking the More Options Button and then Split Conversation. This is very useful if a new conversation starts about another topic in the main conversation.
- To add or remove people from a conversation thread, click the down arrow next to Reply and choose Reply All or Forward.
- Conversations with many replies can become cluttered. Use summary replies sparingly.
- To remove a whole conversation from your Inbox, click the checkbox next to the initial email that started the thread and click Delete.

You can disable Conversation View in Gmail

If you don't like Conversation View, you can disable it.

1. Open Gmail on your desktop.
2. Click the Settings Gear Icon at the top right.
3. Scroll down to the Conversation View Section.
4. Uncheck the checkbox for Conversation View.

Email forwarding

As you know, when you receive an email you can reply to the sender, or you can forward it to someone else. There are many problems that can arise when you do this, so here are some questions to guide you.

Consider this before you forward a message

- Does this person **have to** know about this email? Avoid over-forwarding unnecessary emails.
  Only forward what needs action or awareness from the recipient. Don't clutter Inboxes with random emails.

- Am I forwarding this to the right person? Double-check recipients before forwarding. Make sure auto-complete doesn't select the wrong person, which could breach the confidentiality of sensitive learner information.

- Will I be sharing confidential information accidentally? Sometimes emails contain private information that the new recipient should not see. Check carefully.

- Am I being professional by forwarding this email? Or am I forwarding this message for reasons other than the recipient's need to know? Too often people will forward an email to someone else because they are angry with the person who sent the email and want to get them into trouble, or they want to show off.

You can set up email forwarding to send emails to another account

1. Go to Settings in the top right of your Inbox.
2. Click All Settings.
3. Click on Forwarding and POP/MAP.
4. Click Add a Forwarding Address.
5. Put the forwarding address in the Textbox and click Next.
6. Gmail will want to check that you really want to do this, so click Proceed.
7. Google will send the email address to which you want to forward emails an email to confirm that they accept this. Google gives them a code that you will fill in.
8. Email forwarding is set.

You can turn off forwarding

1. Go to the Forwarding Section.
2. Click Disable Forwarding.

You can forward only certain messages

1. Open the email you would like to forward to someone else.
2. Click on the Three Dot Menu at the top right of the email.
3. Select Forward from the drop-down menu that appears.
4. Type the recipient's email address into the To Field.
5. Type a short message to contextualise why you are forwarding the message to them.
6. Click Send.

Out of Office Replies

You can set up your email to automatically send a message to people who email you to tell them you are not able to answer their email. This demonstrates a professional approach to your work and is easy to do.

You can create an Out of Office Auto Reply

1. Click Settings.
2. Click All Settings.
3. Scroll down to the Out of Office Auto Reply Section.
4. Select Out of Office Auto Reply On.
5. Fill in the date range, subject and message.
6. At the bottom of the page, click Save Changes.
7. Remember to say when you will be able to reply, and if possible, give the person an alternative way to contact you or someone who can help them when you can't.
8. **Note:** If you have a Gmail signature, it will be shown at the bottom of your Out of Office reply.

You can turn off your Out of Office Auto Reply

1. When your Out of Office Auto Reply is on, you'll see a banner across the top of your Inbox that shows the subject of your Out of Office Response.
2. To turn off your Out of Office Response, click End Now.

Task
• Create a personal email signature, and a professional email signature.
• Send an email to a colleague and ask them to comment on your professional signature.
• Create at least three Gmail Labels that you can use in your Inbox to help you organise it.
• Ask a colleague for permission to forward emails to them.
• Create a filter to forward emails with the subject line: This is my forwarding test.
• Ask another colleague to send you an email with the subject line: This is my forwarding test.
• Check with your first colleague if they received the email.
• Remember to cancel the forwarding.

Google Calendar

Starting with Google Calendar

Google Calendar is a powerful tool for managing your schedule and appointments.

As long as you are signed into your Google Account, as with other apps in Google Workspace, you can access it from the Nine Dot Menu next to your profile name. Watch the training video giving you a tour of Google Calendar, and then apply your new skills practically.

Task

- Open your Google Calendar.
- Schedule at least one event for yourself, and one event for you and a colleague. Remember to add the colleague as a guest to the event.

Scheduling with Google Calendar

Creating events

You can create an event with the Create Button

1. Click the Create Button.
2. Select Event.
3. Add a title to the event.
4. Add the date and time of the event.
5. Add the email addresses of everyone you would like to invite to the event.
6. Add any event details by clicking on More Options.
7. Click Save.

You can create an event by clicking in Google Calendar

1. Click any time slot on the calendar that doesn't already have an event scheduled. To create a longer event, drag your cursor down the page while you're selecting the time.

2. Add a title to the event.
3. Add the email addresses of everyone you would like to invite to the event.
4. Add any event details by clicking on More Options.
5. Click Save.

Creating an Appointment Schedule

Teachers often have to schedule appointments, like, for example, a parents' evening. Google Calendar makes this easy to do. With a free personal account you can create a single booking page and accept unlimited appointments at no charge.

You can create an Appointment Schedule

1. Click the Create Button.
2. Click on Appointment Schedule.
3. Enter a title. Note that the title will be visible to anyone who has the link to your booking page.
4. Set an appointment duration by clicking the down arrow. Appointments in Google Calendar must be at least 15 minutes long.
5. Set the date and time of your appointments. To add many time slots for a single day, click Add Another Period To This Day.
6. You can select how much time to leave open between appointments and the maximum bookings that you accept per day.
7. Click Next.
8. Select a location and conference options for the appointment. This could be an in-person meeting, a phone call, or a Google Meet Video Conference.
9. Add a description that explains the purpose of the meeting. People will see the description on your booking page and in emails confirming the appointment.
10. Add fields for your attendees to fill out. They must include their name and email address. You can also request additional information, for example phone numbers.
11. For security, click Require Email Verification.
12. Set up confirmation emails and reminders for your emails.
13. Click Save.
14. In the Dialogue Box that opens, click Share.
15. Copy the link and click Done.

16. Share the link with the people with whom you want to make bookings by email. Each person who books will be able to select a time. You will get an email to confirm all bookings.

17. To see who has made an appointment, go to your calendar.

<div style="border:1px solid #c98fa8;">

Task

- Create an appointment schedule for your learners.
- Invite five of them to make a booking.
- Check the bookings in your calendar.

</div>

Google Drive

Accessing Google Drive

Google Drive is a cloud-based storage service that allows you to store files securely online and access them from anywhere from any device with an internet connection. Watch the training video giving you a tour of Google Drive, and then apply your new skills practically.

You can access Google Drive in your web browser

1. Open Google Chrome.
2. Make sure you are signed in.
3. Click the Nine Dot Menu to the left of your profile picture.
4. Search for and click on Drive.

You can download Drive for desktop

1. Sign into your account on your browser.
2. Go to the Nine Dot Menu and open Google Drive.
3. In the bottom left corner, click Get Drive For Desktop.
4. Follow the instructions to download and open Drive For Desktop.
5. You'll be directed to your browser to finish signing into your account.
6. Sign in when asked if you are sure that you downloaded the app from Google.
7. When you get the success message, close the window, and go to Google Drive.
8. You will be asked if the Google Drive App can start syncing. Click OK.
9. You can now work with the apps and your documents.

You can use Google Drive on your mobile device

If you are using an Android device, you may well find that Google Drive is already downloaded. If not, you will find it on the Google Play Store for you to download.

If you use an Apple device, go to the App Store for your download. The Huawei AppGallery will have Google Drive for your Huawei device to download.

Google Drive in the mobile app has the same features as you will find in the web app, and in the Drive For Desktop App.

There are some layout differences.

- Folders are at the bottom of the screen not on the side.
- The Plus Sign Icon to create a new file or folder is at the bottom right of the app.
- Share by clicking on the three dots next to the file or folder name.

You can enable offline access to your documents

It is possible that you will not always be connected to the internet. That could be very frustrating if you need to work on a document. To prevent this happening, all you need to do is enable offline access.

1. Open the web app.
2. Click the Settings Gear Icon.
3. In the General Section, scroll down to Offline.
4. Check the box so that you can create, open and edit your recent Google Docs, Sheets, and Slides on this device while offline.
5. When you go to your Drive For Desktop App, all your files will be accessible, even if you are offline.

Task
• Log in to your Google Drive on the web.
• Download Drive for desktop to your computer and install it.
• Download Google Drive and install it on your mobile device.

Working with Google Drive

Creating new files, uploading existing files and creating folders

You may find it useful to always start your work in Google Drive, rather than in one of the other apps in the Workspace. By doing this, you get to see what you have already created, and you can also start a new document from Google Drive.

You can open a new document from Google Drive

1. Click New.
2. From the Dialogue Box, you will see several options.
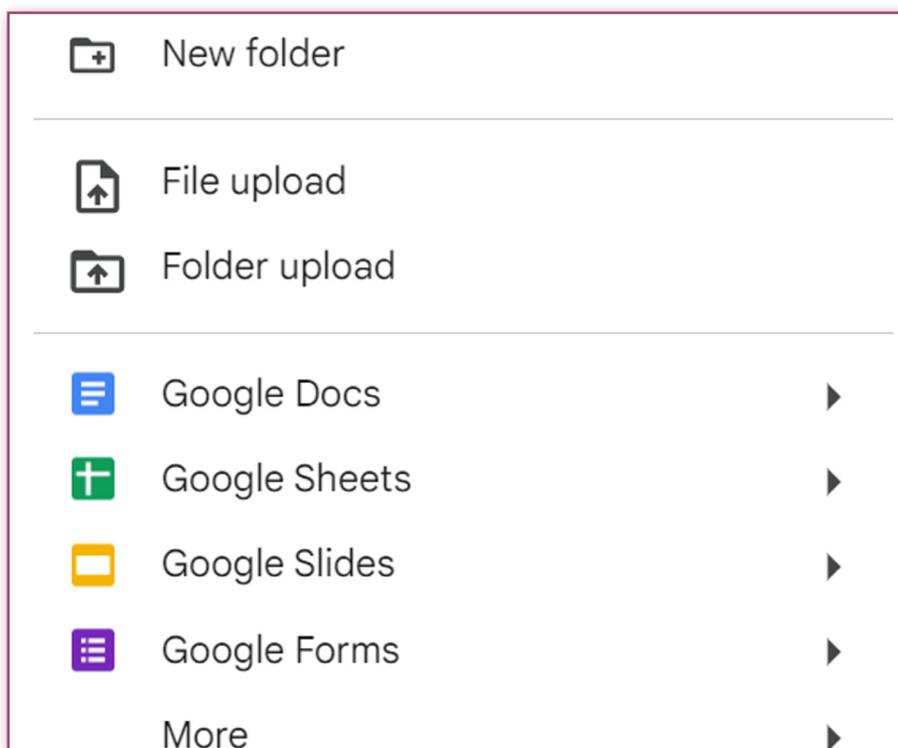
3. Click on the app where you want to create a new document (for example in Google Docs).
4. The relevant app will open in a new tab if you are working online. If you are working from your computer, it will open your browser and the new document.

You can upload files in other formats

1. You may have been working in Word, Excel and PowerPoint, or other apps, before you started working in Google Workspace.
2. You can upload existing files from other apps – for example Word, Excel or PowerPoint.
3. Click New.
4. Select File Upload and upload the existing document from your computer.
5. Goolge Drive will convert the files to the equivalent Google Format automatically.
   - Word Documents will change to Google Docs Documents.
   - Excel Workbooks will change to Google Sheets Spreadsheets.
   - PowerPoint Presentations will change to Google Slides Presentations.

You can open an existing file in Google Drive

To open an existing file double-click on it.

You can create a new folder in Google Drive

It is good practice to create folders in which you can save documents that belong with each other, and therefore have a more orderly and organised Google Drive.

1. Click New.
2. Select Create a New Folder.
3. Give the folder a name.
4. Click Create.

Sharing and collaboration

It is possible to share files and collaborate with others on documents that you create in Google Workspace. You will find the folders and files that other people have shared with you in the Shared With Me Folder.

When you double-click a file, it will open in Docs or whichever app is appropriate and you and your colleague can collaborate on the document. It is possible to collaborate in 'real time'. If you are both online at the same time, changes made by you will instantly be visible to your collaborator.

If you are not working on the document at the same time, any collaborator who was offline will see changes made by other collaborators when when they log in again.

The Activity Dashboard shows recent edits, comments, sharing, etc.

You can share a file or folder

1. Right-click on the folder or file you want to share.
2. From the Context Menu, select Share.
3. You can share directly by entering an email address, or you can copy a link that you can share by email later.
4. Decide how accessible you want to make the shared file.
   - Restricted File: This means that only the person with whom you have shared the file will be able to access it.
   - Anyone With The Link: This means that anyone with the link on the internet can view the file.
5. Decide on access level or role.
   - Viewer: Someone who can access the file but cannot change or share the file with others.
   - Commenter: Someone who can make comments and suggestions but can't change or share the file with others.
   - Editor: Someone who can make changes, accept or reject suggestions, and share the file with others.
6. You can change these levels of access later if you want to.

Task
• Create a folder in your Google Drive.
• Save any existing document that you have already created into your Google Drive Folder.
• Share the document with a colleague using the Editor Role.
• Ask them to make a few changes to the document.
• Ask them if they were able to access the folder.
• Check that they were able to access the document and to edit it.

Google Keep

What is Google Keep?

Google Keep is a note-taking service developed by Google that launched in 2013. It allows users to create, edit, organise, and search notes. It is available as a web application, mobile app for Android and iOS, and as a Chrome App. It syncs across devices, so your notes are accessible from any device where you're signed into your Google Account.

Compared to note-taking apps like Microsoft's OneNote and Evernote, Google Keep stands out with its speed, simplicity, and easy integration with other Google Apps. But those other apps offer features like notebooks, file attachments, formatting options, tables, and more effective organisation. For simple notes, Google Keep excels, but for extensive note-taking projects or complex organisation it may fall short of your needs.

The tight ties to Google Apps like Chrome, Gmail, Google Calendar make it the ideal note-taking app to use when you are working in Google Workspace.

You can install Google Keep on a mobile device

1. Go to your app store (this will be Google Play Store for Android, or the App Store for iOS devices).
2. Search for Google Keep.
3. Download and install it.
4. Now you can work on notes even if you are offline. When you go online, the changes will sync for you.

You can download a shortcut to Google Keep to your computer

1. Launch the Chrome browser.
2. Sign into your Google Account.
3. Click on Google Keep.
4. Click on the Three Dot More Options Menu at the top of the screen.
5. Click Save And Share.
6. Click Create Shortcut.
7. In the pop-up that opens, type in the name of the app.
8. Click the Create Button.

9. A pop-up will appear to ask if you would like to add the shortcut to your Taskbar. Select 'Yes' if you want to pin it there.

10. You will find the app on your desktop.

11. You can now work on Google Keep on your computer while you are offline, and Google will sync any changes for you when you go online again.

Reflection

- Make notes in your PD Journal.

- Do you currently use a note-taking app?

- If so, which one do you use? What do you think its strengths are?

- Now that you have some idea of what Google Keep is, would you consider making a change? Why do you say this?

- If you have never used a note-taking app before, would you now consider using Google Keep? Why do you say this?

Using Google Keep

The Google Keep App on a mobile device and on a laptop are very similar. We will focus on the mobile device app since you are likely to use the app most often there.

Watch the tour of Google Keep in the training video to become more familiar with the available features.

Home Page

You will find the following features on the Home Page.

1. Notes: This is where you create and view notes and checklists. Notes are displayed in a card-like format, and each note is represented by an individual card.

2. Sidebar Menu: Click to open the menu for options.

3. Search Bar: The Search Bar allows you to find specific notes quickly by entering keywords. Google Keep's search feature is powerful and can even recognise handwriting in images.

4. Change View: Clicking this icon changes the view from a list of notes to a grid.

5. Tick box: Creates a checklist-style note like a shopping list.

6. Paintbrush: Opens a note in which you can draw.

7. Microphone: Opens a note into which you can dictate anything you'd like to add.

8. Picture: Opens a note to insert a picture.

9. Plus Sign: Opens a new note.

The Sidebar Menu

You will find the following features on the Sidebar Menu.

1. Notes: Opens the notes page.

2. Reminders: Opens the reminders page.

3. Create a new label: Organise notes by adding labels or tags thus creating a more structured system for searching and finding specific notes.

4. Archive: This opens the list of archived notes.

5. Deleted: This is a list of notes you have deleted in the last seven days. After that they are deleted forever. It is better to archive an old note rather than delete it unless you are very sure you never want to access it again.

6. Settings: Here you can change the display options, change the theme you see, set the times that you will receive a reminder, and turn off sharing.

You can create a typed note

1. Click the Plus Sign on the Home Page with all the notes.

2. Insert the title of the note.

3. Type your note.

4. Use the back arrow to go back to the notes page.

You can dictate a note

1. Click the Plus Sign on the Home Page with all the notes.

2. Tap the title.

3. Tap the microphone and speak.

4. Tap to stop.

5. Tap in the Note Field and repeat.

6. Use the back arrow to go back to the notes page.

You can pin a note to make it stand out

This is useful if you are going to refer to the note often. If you do not pin it, the note will move as you add more notes.

1. Open a note.

2. Tap the Pin Icon.

3. Use the back arrow to go back to the notes page.

You can create a reminder

This is useful if you need to be reminded to do a task.

1. Open a note.
2. Tap the Bell Icon.
3. Insert a reminder using the options.
4. Use the back arrow to go back to the notes page.

You can archive a note

Notes can be archived for long-term storage while keeping them searchable. This removes clutter from your active notes view.

1. Open a note.
2. Tap the Archive Note Icon.
3. Use the back arrow to go back to the notes page.
4. Check that the note is no longer there.
5. Use the Sidebar Menu to view archived notes.

You can add a photo to a note

1. Open a note.
2. Tap the Plus Sign Icon.
3. Tap Take Photo.
4. Use the mobile device's camera to take the photo.
5. Click OK to accept the photo or Retry to take a new photo.
6. Google inserts the photo into the note.
7. Follow the same steps to add drawings etc. to a note.

You can colour-code a note

It is useful to group notes about a similar topic in a specific colour. For example, all Grade 9 notes could be yellow, and all Grade 7 notes green. This makes it easier to navigate your notes. The Palette Icon opens up options to add colours or patterns to the note and the note's background.

1. Open a note.
2. Tap the Palette Icon.
3. Choose the colour or background for the note.
4. Use the back arrow to go back to the notes page.
5. Check that the note is now colour coded.

You can format text in your note

You can format the text in a note to make it easier to read by adding headings, bold, italic or underlined text.

1. Open a note.
2. Tap the Format Text Icon.
3. Select and highlight the text you want to format by tapping on it.
4. Tap on the formatting you wish to apply.

You can send a note to others

1. Open a note.
2. Tap the Three Dot Menu in the bottom row of icons on the note.
3. Tap Send.
4. Choose whether to Copy to Google Docs or Send Via Other Apps.
5. If you choose to Send Via Other Apps, tap the option and then send the note using your chosen app.

You can have others collaborate on a note with you

1. Open a note.
2. Tap the Three Dot Menu in the bottom row of icons on the note.
3. Tap Collaborator.
4. Add the contact details of the person with whom you want to collaborate.
5. Tap Save.

You can label a note

Labels are like tags that you can add to your notes to group them by topic, project, or any other custom category you create. Labels are a great way to filter and search for specific notes later. This provides an alternative to colour-coding for categorising notes.

1. Open a note.
2. Tap the Three Dot Menu in the bottom row of icons on the note.
3. Tap Labels.
4. Enter a label name.
5. Tap Create.
6. Your list of labels will be displayed.
7. Use the back arrow to go back to the notes page.
8. Check that the note is now labelled correctly.

Task

- Download and open the Google Keep App.
- Create three notes.
  1. A personal shopping list.
  2. A note about something you need to do with one of your classes.
  3. An image you can use somewhere.
- Make your shopping note green to remind you this is a personal note. Label the other two notes appropriately.
- Now experiment with dictating a note.

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

has successfully completed the attendance and assessment requirements of:

GETTING STARTED WITH GOOGLE WORKSPACE

This training is endorsed for 5 SACE Professional Development points.

_____
Date

Christina Watson
Chief Executive Officer

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Final Assessment

1	What is one of the benefits of using Google Workspace for teachers?
a	Access to free video streaming services.
b	Secure and private storage of files.
c	Integrated social media tools.

2	Which of the following statements about Google Workspace is true?
a	Users can only access it from a personal computer.
b	Google Workspace is a standalone, offline software suite.
c	Google Workspace operates on a cloud-based model.

3	How can you download Google Docs to your computer?
a	Go to the Google Docs website and sign in.
b	Download it from the App Store.
c	Use Google Play Store for Android devices.

4	Where can you find Google Chrome if you have an Android device?
a	Google Play Store.
b	App Store.
c	Huawei's AppGallery.

5	What is the maximum amount of data storage available for free with a Google Account, including documents, photos, and emails?
a	5 GB
b	10 GB
c	15 GB

6	What is the recommended browser for working with Google Workspace?
a	Mozilla Firefox.
b	Internet Explorer.
c	Google Chrome.

	Final Assessment (continued)	
	Indicate the ONE correct response for each question.	
7	What is the purpose of the People And Sharing Section in your Google Account Settings?	
a	To manage your email preferences.	
b	To decide with whom you want to share your data.	
c	To change your password.	
8	What is one tip for creating an effective professional email signature?	
a	Include as much text as possible.	
b	Update it when necessary.	
c	Use your personal email address.	
9	What is the function of Gmail Labels?	
a	They store emails in separate folders.	
b	They categorise and group emails.	
c	They automatically delete old emails.	
10	What should you consider when forwarding emails to others?	
a	Forward all emails to keep everyone informed.	
b	Check recipients to avoid sending emails to the wrong person.	
c	Forward emails to show off your communication skills.	
11	How can you access Google Calendar when you are signed into your Google Account?	
a	From the Google Play Store.	
b	Through the Nine Dot Menu next to your profile name.	
c	By clicking the Today Button.	
12	How can you set an appointment duration in Google Calendar?	
a	By selecting the number of attendees.	
b	By clicking the Next Button.	
c	By clicking the down arrow and choosing a duration.	

	Final Assessment (continued)
Indicate the ONE correct response for each question.	
13	How can you create a new folder in Google Drive?
a	By double-clicking on an existing folder.
b	By clicking New and selecting Folder.
c	By dragging a file into Drive.
14	What roles can you assign to people when sharing a file in Google Drive?
a	Viewer, Commenter, and Editor.
b	Creator, Sharer, and Viewer.
c	Commenter, Editor, and Collaborator.
15	How can you add a collaborator to a note in Google Keep?
a	Tap the Three Dot Menu and select Send.
b	Tap the Plus Sign Icon.
c	Tap the Microphone Icon and speak.

Acknowledgements

Author/Artist and Licence/Link	Artwork name/Topic
Apple.com	App store screenshots.
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These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.