

Create, Collaborate and Connect

Digital Skilling with Google Workspace for Education





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Google for Education
Certified Trainer

CERTIFIED
Innovator

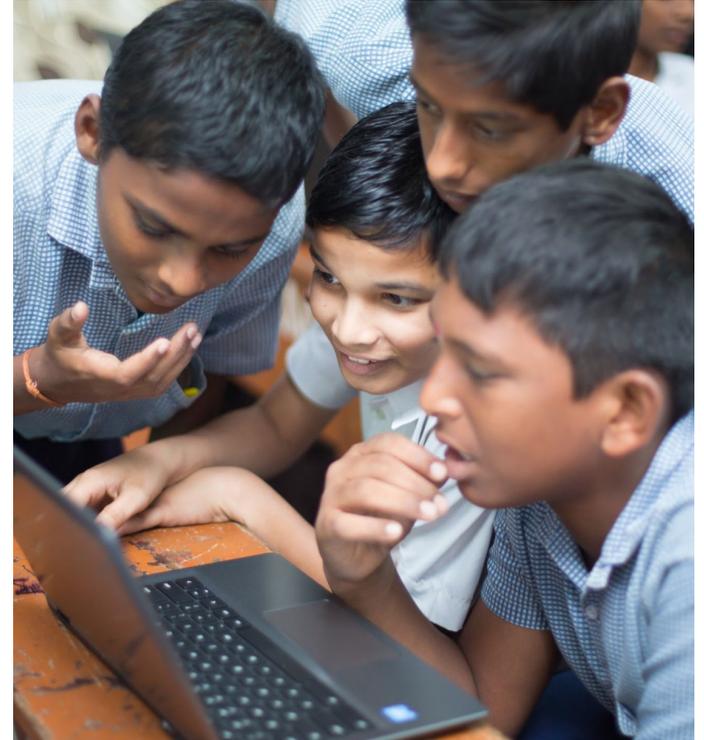
Google for Education

Create, Collaborate and Connect

Getting Started with Google Workspace for Education.

The need of the hour is...

1. **Establishing 21st Century Learners**
 - a. Using technology to enable critical thinking
 - b. Student to student collaborative learning
 - c. Connect their learning to world and develop creativity
 - d. Personalized learning for each students with adaptive assessments and engaging content
2. **Digital skilling of teachers** to become knowledge workers and deliver blended learning
3. **Ensuring continuity of education** amidst crisis (Covid, Climate related shutdowns)



Google Workspace for Education Fundamentals



Boost Collaboration

Make it easy and seamless for everyone in your school community to collaborate, communicate, and participate in real time.



Amplify Productivity

Educators can save time by creating, organizing, sharing, and grading coursework all in one place. With a single sign-on, everyone can access all of their files on any device.



Digital Learning on Secure Platform

Rely on best-in-class, multi layered security, with built-in and automated features that simplify security management.

Google Workspace for Education Fundamentals

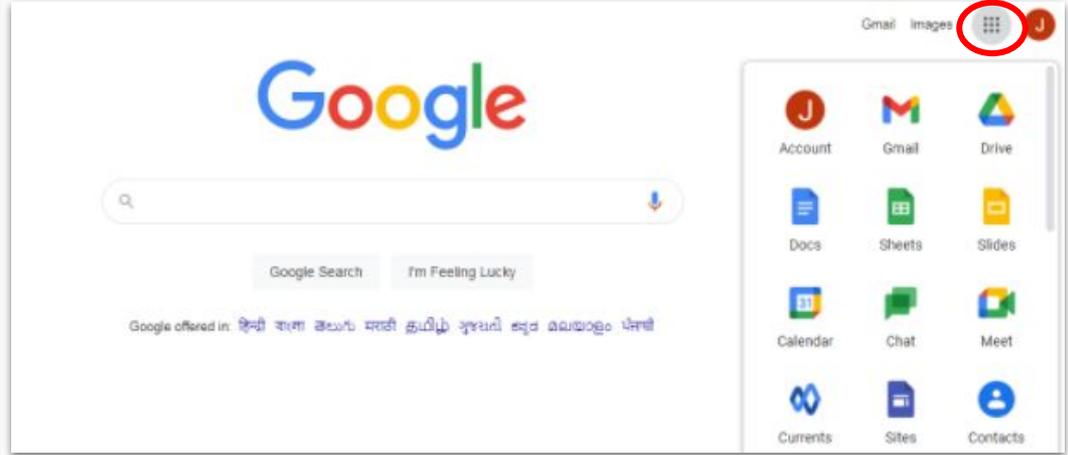
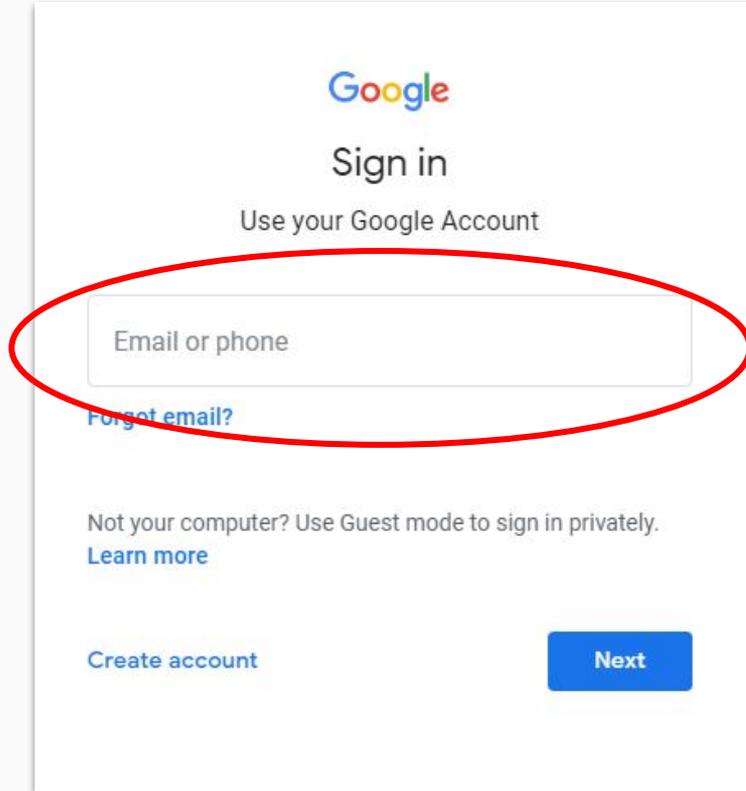
A *free* solution for all of your educational needs

- **Collaborate anywhere**
- **Manage your classroom with ease**
- **Communicate your way**

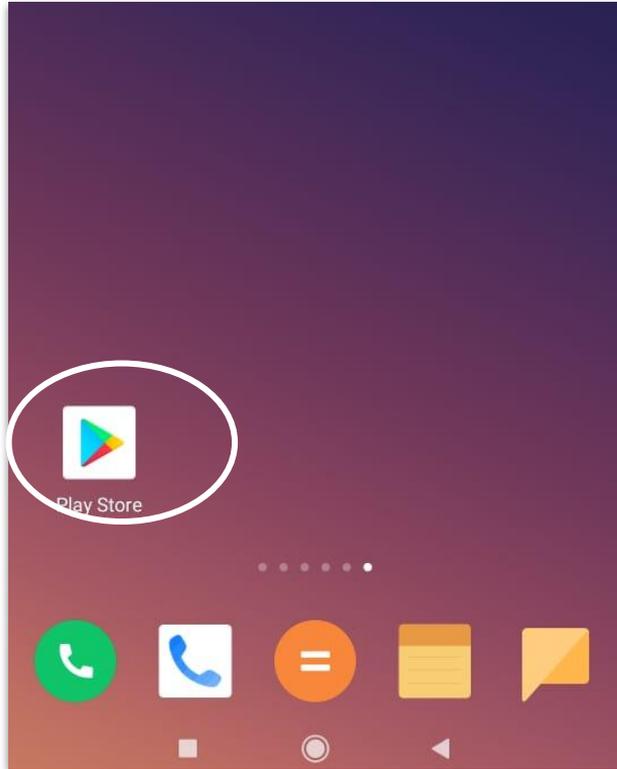
More than 170 million students and educators are using Google Workspace for Education.

	Google Drive		Google Sheets
	Google Docs		Google Classroom
	Google Slides		Google Meet
	Google Forms		

First Step: Login with GMail ID (use your domain ID)



How to download these Google tools in your mobiles?

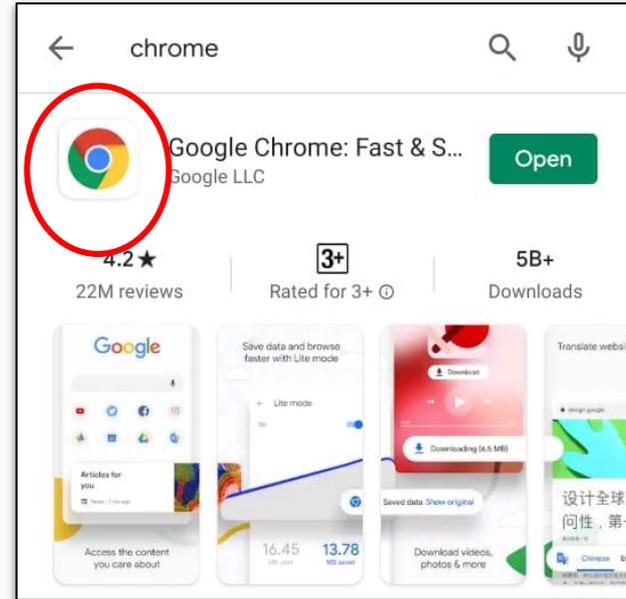


Go to Play Store or iOS App Store and you can download these free tools-

- Chrome
- Gmail
- Google Meet
- Google Drive
- Google Docs
- Google Slides
- Google Sheets
- Google Classroom

Browser for Mobile Phone

Download Chrome Browser in your mobile phone from Play Store or iOS App Store.



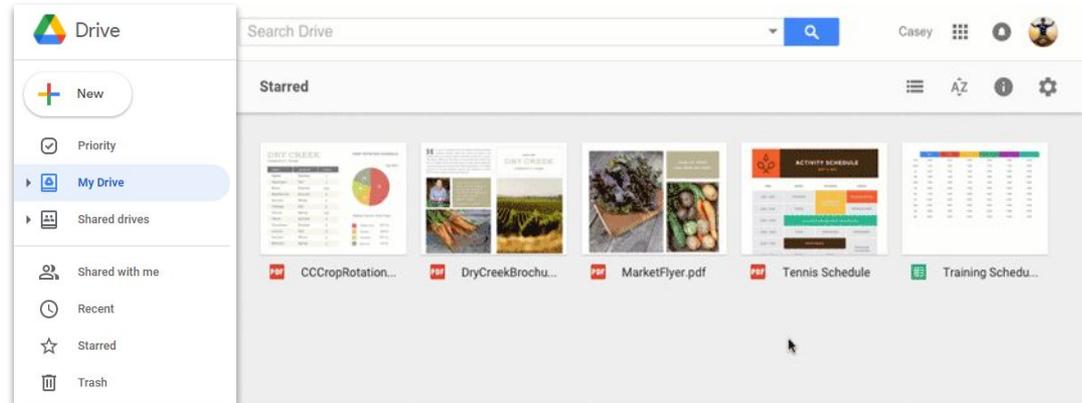


Store Documents

DRIVE is used to keep all the documents in one place.

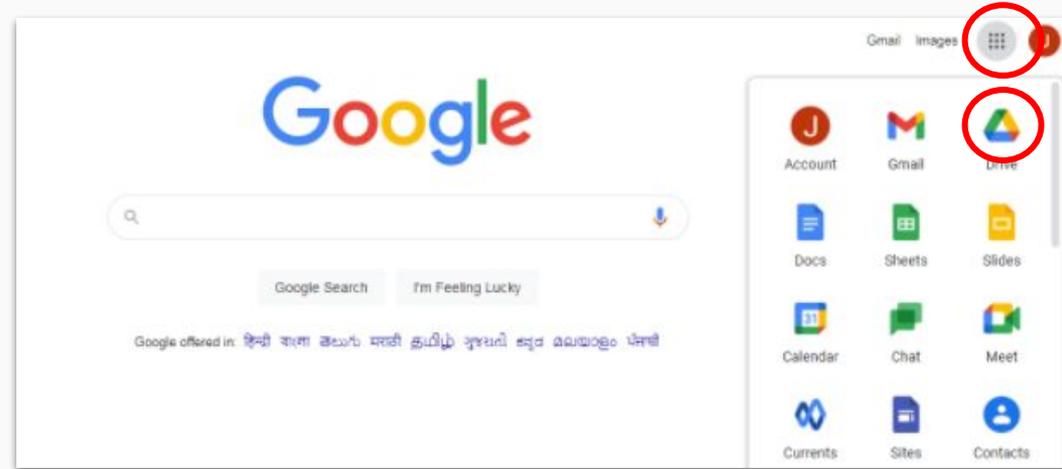
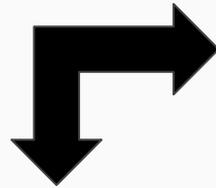
Rely on ample storage with 100 TB of pooled cloud storage shared by your organization.

You own the documents you create in your Drive and you can share (view, comment, edit rights) with others.

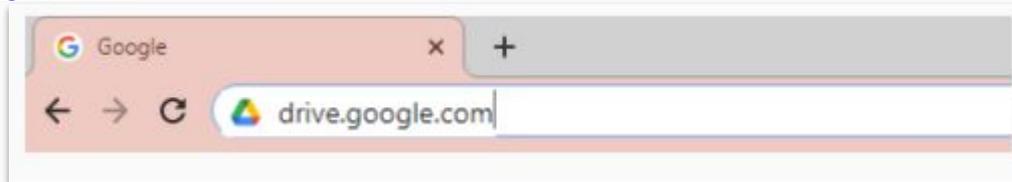


To get to Drive, follow one of these two steps-

Go to app launcher and select the drive icon



Type drive.google.com in address bar

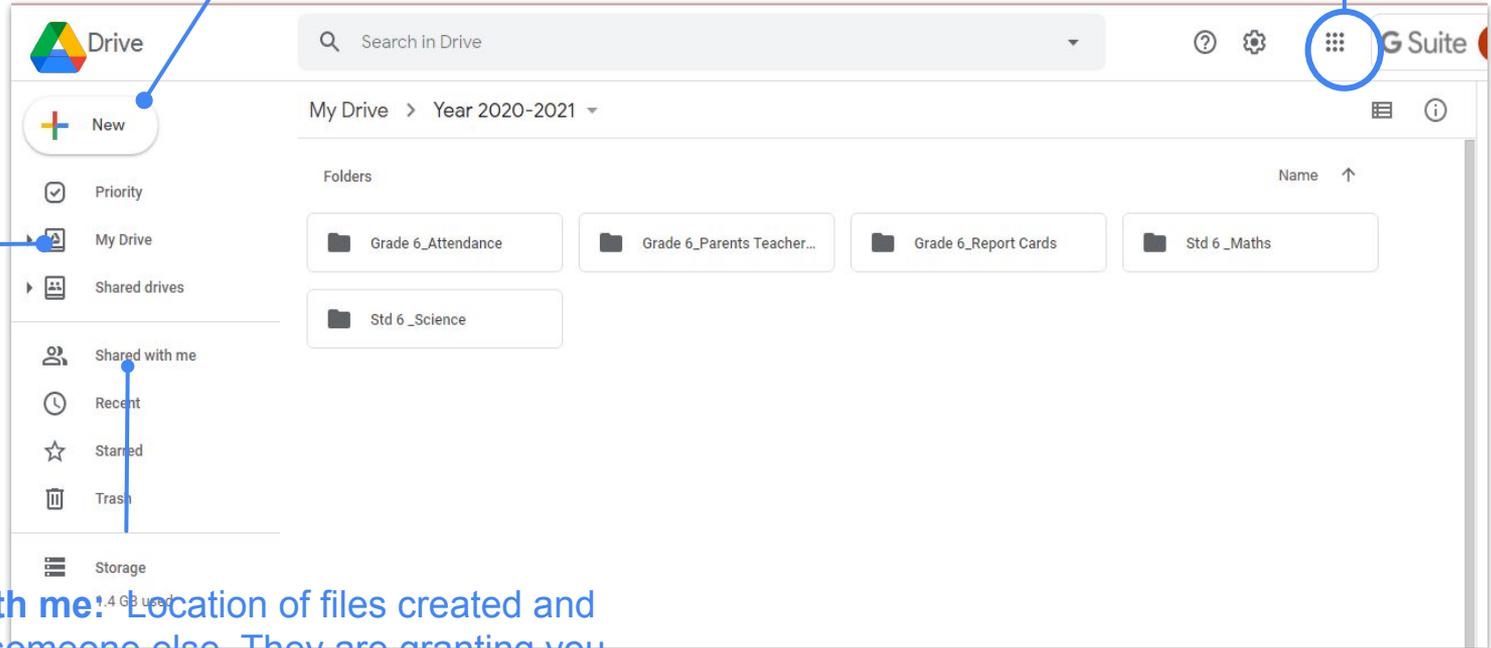




New: Create new Docs, Slides, Sheets, Forms and Drawings. You can upload files from your computer to Drive.

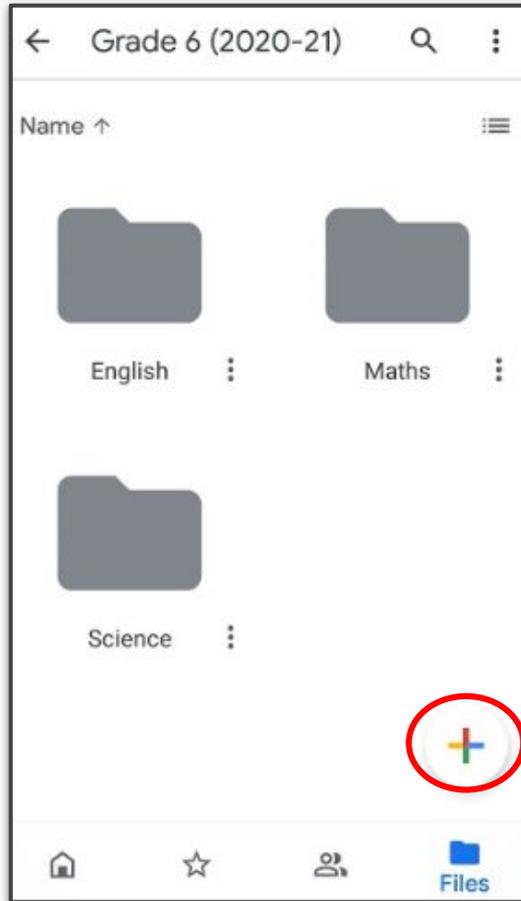
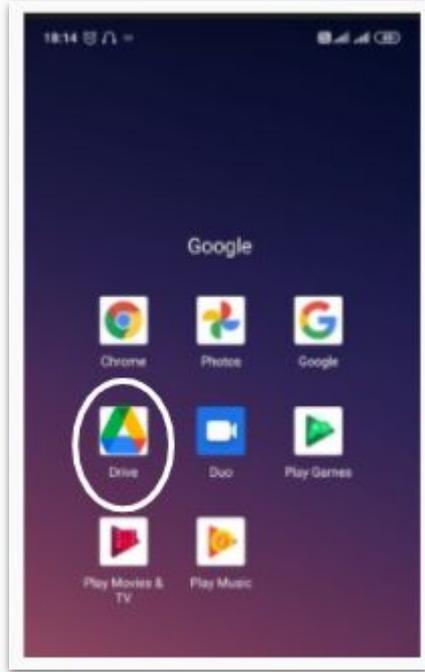
Apps Launcher

Locate your files - MyDrive

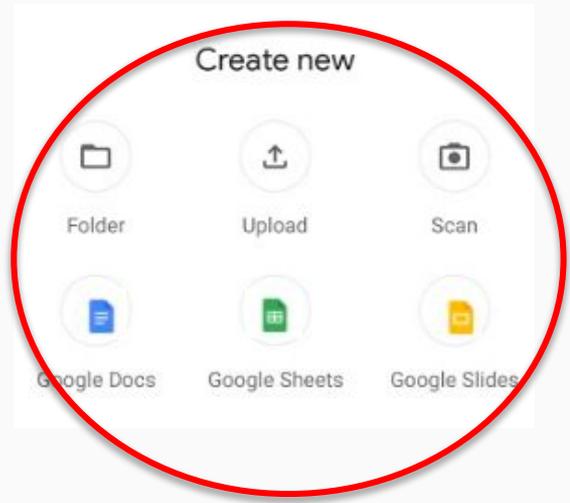


Shared with me: Location of files created and owned by someone else. They are granting you access to these files.

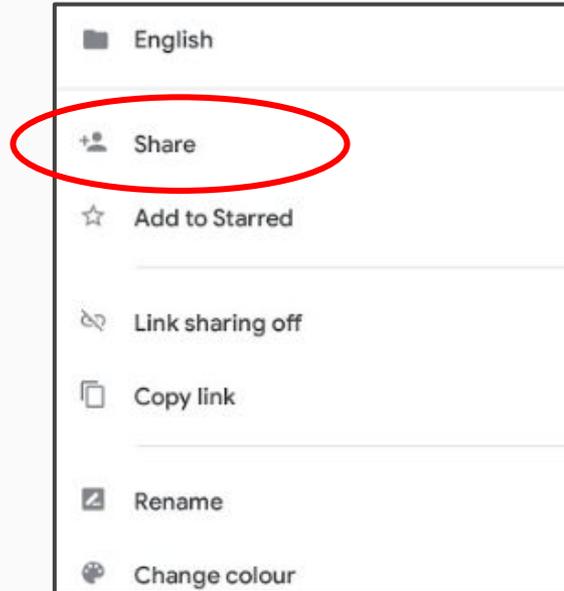
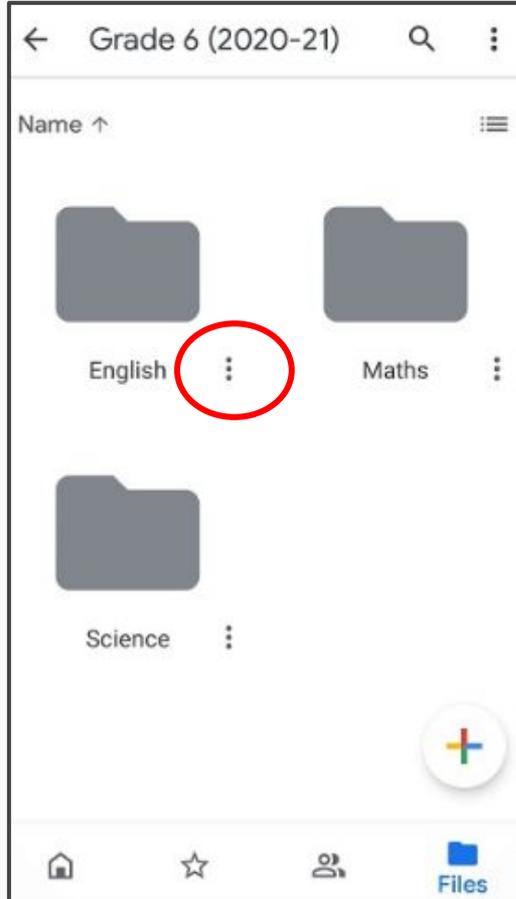
Google Drive in Mobile Phone



Create your folders in Drive and you can upload all the files also from your phone



Google Drive in Mobile Phone



To share you folder,
click on these three dots
and select share and
share your files

Types of documents that are created with Drive



Google Docs



Google Slides



Google Sheets



Google Forms



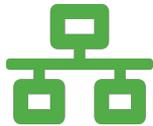
Deep Dive into Google Drive



Colour Code the Folders



Create Sub Folders and Files within the folder



Use Priority and custom Workspaces to better organize your Google Drive as your work.



“Shared with me” has collection of files shared with you. You may leave them as they are.

Thank you!