

## Digital Skills

Log In

Navigate Google Drive

Navigate email---and how to act

Make individual copies of work

Share work

How to go to a new line

When not to enter for a new line

Insert photos

Insert clip art

Change text

Insert text box

Google doc comments

How to highlight

How to select an object

How to change a slide background

How to take a photo of something to send to me (either insert or email).

APPS:

Google Slides

Google Forms

Google Docs--comments

Edpuzzle---remember to explain that I can see when they don't finish a video or how much they have seen and why fast forward is not an option.

Quizizz--that they do not have to log into their google account or give out information

Google Meet or Zoom--I'm not sure which will be used by my district. Whatever program--etiquette needs to be discussed

Google Classroom:

The difference between class and private comments

How to set notifications for comments

Marking an assignment as done and why it's important

Why marking an assignment as done doesn't fool your teacher :)