NAVIGATING GOOGLE SUITE APPS FOR EDUCATION AS A:
Baldwin Student
WHAT APPS ARE AVAILABLE IN THE GOOGLE SUITE FOR EDUCATION?

CLICK ON A TITLE TO GO DIRECTLY TO THE SECTION

GOOGLE APPS

1. Logging In
2. Gmail
3. Google Drive
4. Google Classroom
5. Google Docs
6. Google Slides
7. Google Sheets
8. Google Calendar
9. Google Meet
10. Google Forms
11. Contact BWN IT
1. LOGGING IN TO GMAIL AND OTHER APPS

✓ Login to your Baldwin Gmail Account at: https://gmail.com

✓ Click on the Sign In button on the upper right hand corner of the browser window.

✓ Type in your Baldwin account email address (ex. email@baldwin-school.org) and click “Next.”

✓ Type in your password and click “Next.”

✓ If you cannot remember your password or have trouble logging in, please contact the Baldwin IT Department at: helpdesk@baldwin-school.org to request password reset.

➡ Please provide your complete email address, full name, current grade, and name of your homeroom teacher.

✓ For optimal use, please use Google Chrome Safari, Firefox, Edge, or Internet Explorer.
2. GMAIL

Section 1: Create and send email
1.1 Create and send email
1.2 See new email
1.3 Reply to email
1.4 Change recipients or subjects
1.5 Save and print attachments
1.6 Email without an internet connection
1.7 Turn your vacation responder on or off

Section 2: Organize your inbox
2.1 Switch to labels from folders
2.2 Create labels
2.3 Apply labels
2.4 Add filters
2.5 Star important email
2.6 Snooze email
2.7 Archive or delete email

Section 3: Find email
3.1 Search your inbox
3.2 Narrow your search

Section 4: Create signatures
4.1 Create a signature
4.2 Add a signature to an email
4.3 Edit a signature
4.4 Delete a signature

Section 5: Start a video meeting and send messages
5.1 Start and join video meetings
5.2 Use Chat in Gmail
5.3 Change your status in Gmail

Section 6: Use other tools
6.1 Open your Google Calendar and events
6.2 Open notes in Google Keep
6.3 Open your to-do lists in Google Tasks
6.4 Get add-ons
3. GOOGLE DRIVE

Section 1: Upload and store files in Drive
1.1 Upload files to Drive on the web
1.2 Store files on your desktop
1.3 Upload files from your phone or tablet

Section 2: Access your files in Drive
2.1 Check your sync status
2.2 Access your files from any device
2.3 Access your files offline

Section 3: View and update files in Drive
3.1 Preview and download stored files on the web
3.2 Open your files
3.3 Update Drive files
3.4 Delete your files
3.5 Restore deleted files

Section 4: Organize and search in Drive
4.1 Create folders
4.2 Move files to folders
4.3 Access files quickly
4.4 Star important files and folders
4.5 Search and sort your files and folders

Section 5: Access your calendar, notes, and tasks
5.1 Open your Google Calendar and events
5.2 Open notes in Google Keep
5.3 Open your to-do lists in Google Tasks
5.4 Get add-ons

Section 6: Share and collaborate in My Drive
6.1 Share files and set access levels and visibility
6.2 View Drive activity and file details
6.3 Collaborate with Google Docs editors
0:00 / 0:10  How To: Create a document in Google Drive

0:00 / 0:11  How To: Get quick access to your files in Google Drive

0:00 / 0:26  How To: Star important files in Google Drive

0:00 / 0:27  How To: Share files externally in Google Drive

0:00 / 0:26  How To: Use advanced search in Google Drive

0:00 / 0:17  How To: Get notified when a file is shared with you in Google Drive

0:00 / 0:27  How To: Permanently delete files from Google Drive

0:00 / 0:23  How To: Make someone else the owner of your file in Google Drive
4. GOOGLE CLASSROOM

Section 1: Create, join, and organize your classes
1.1 Join a class as a student
1.2 Join a video meeting for education
1.3 See your class information
1.4 View due dates and events in a calendar
1.5 Reorder your class cards

Section 2: Create, turn in, and track assignments
2.1 See your work for a class
2.2 Work with a doc assigned to you
2.3 Answer a question
2.4 Write notes on your work
2.5 Add a webpage to an assignment
2.6 Check your work with rubrics
2.7 Run an originality report on your work
2.8 Turn in an assignment
2.9 Open your Google Drive folder as a student

Section 3: Communicate with your class
4.1 Post to the class stream
4.2 Email your teacher or classmates
4.3 Share a webpage with your teacher
4.4 Share content from a mobile device
5. GOOGLE DOCS

Section 1: Create or import files
1.1 Create a new file
1.2 Import and convert existing files

Section 2: Edit and format a document
2.1 Add and edit text
2.2 Customize your document
2.3 Add pictures, links, tables, and more
2.4 Create page columns

Section 3: Share and collaborate on files
3.1 Share documents
3.2 Unshare documents
3.3 Add comments and replies
3.4 Suggest edits
3.5 Chat with people directly

Section 4: Print and download documents
4.1 Print your document
4.2 Download versions in other formats
4.3 Make a copy in Docs
4.4 Email a copy as an attachment

Section 5: Access your calendar, notes, and tasks
5.1 Open your Google Calendar and events
5.2 Open notes in Google Keep
5.3 Open your to-do lists in Google Tasks
5.4 Get add-ons
0:00 / 0:19  How To: Use find and replace in Google Docs

How To: Turn on comment notifications in Google Docs

0:00 / 0:20  How To: Restore a past version in Google Docs

0:00 / 0:19  How To: Translate a Google Doc

0:00 / 0:25  How To: Correct grammar in Google Docs

0:00 / 0:29  How To: Undo an action in Google Docs

0:00 / 0:15  How To: Adjust margins in Google Docs

0:00 / 0:13  How To: Preview links in Google Docs

0:00 / 0:28  How To: Use office files in Google Docs

0:00 / 0:17  How To: Email collaborators from Google Docs

0:00 / 0:12  How To: Open a link in Google Docs

0:00 / 0:14  How To: Remove formatting in Google Docs

0:00 / 0:33  How To: Access template gallery in Google Docs

0:00 / 0:34  How To: Use advanced header and footer settings in Google Docs
6. GOOGLE SLIDES

Section 1: Create or import files
1.1 Create a new file
1.2 Import and convert existing files

Section 2: Add content to your presentation
2.1 Choose a theme and layout
2.2 Add and edit content
2.3 Customize your slides
2.4 Create and arrange slides

Section 3: Share and collaborate on files
3.1 Share presentations
3.2 Unshare presentations
3.3 Add comments and replies
3.4 Chat with people directly

Section 4: Print and download files
4.1 Print your file
4.2 Download versions in other formats
4.3 Make a copy
4.4 Email a copy as an attachment

Section 5: Access your calendar, notes, and tasks
5.1 Open your Google Calendar and events
5.2 Open notes in Google Keep
5.3 Open your to-do lists in Google Tasks
5.4 Get add-ons

Section 6: Present a presentation
6.1 Present your slides
SLIDES - HOW TO’S VIDEOS

0:00 / 0:12  How To: Add a video in Google Slides

0:00 / 0:10  How To: Skip slides in Google Slides

0:00 / 0:30  How To: Edit a master slide in Google Slides

0:00 / 0:20  How To: Copy selected slides in Google Slides

0:00 / 0:15  How To: Align objects in Google Slides

0:00 / 0:10  How To: View presenter notes in Google Slides

0:00 / 0:14  How To: Leave a comment in Google Slides
7. GOOGLE SHEETS

Section 1: Create or import files
1.1 Create a new file
1.2 Import and convert existing files

Section 2: Add content to your spreadsheet
2.1 Enter and edit your data
2.2 Customize your spreadsheet
2.3 Work with rows, columns, and cells
2.4 Work with multiple sheets

Section 3: Share and collaborate on files
3.1 Share files in Drive, Docs, Sheets, or Slides
3.2 Unshare files in Drive, Docs, Sheets, or Slides
3.3 Add comments and replies in Drive, Docs, Sheets, or Slides
3.4 Suggest edits in Docs
3.5 Chat with people directly in Docs, Sheets, or Slides

Section 4: Print and download files
4.1 Print your file
4.2 Download versions in other formats
4.3 Make a copy
4.4 Email a copy as an attachment

Section 5: Access your calendar, notes, and tasks
5.1 Open your Google Calendar and events
5.2 Open notes in Google Keep
5.3 Open your to-do lists in Google Tasks
5.4 Get add-ons
**SHEETS - HOW TO'S VIDEOS**

0:00 / 0:14  **How To: Format numbers in Google Sheets**

0:00 / 0:17  **How To: Get notified in Google Sheets**

0:00 / 0:15  **How To: Center text in Google Sheets**

0:00 / 0:12  **How To: Move a column in Google Sheets**

0:00 / 0:35  **How To: Add images to Google Sheets**

0:00 / 0:21  **How To: Use themes in Google Sheets**

0:00 / 0:23  **How To: Add checkboxes in Google Sheets**

0:00 / 0:19  **How To: Create a pie chart in Google Sheets**

0:01 / 0:23  **How To: Add the current date in Google Sheets**

0:00 / 0:15  **How To: Trim whitespace in Google Sheets**

0:00 / 0:17  **How To: Remove duplicates in Google Sheets**

0:00 / 0:46  **How To: Add add-ons in Google Sheets**

0:00 / 0:26  **How To: Create a drop down list in Google Sheets**

0:00 / 0:16  **How To: Move a row in Google Sheets**

0:00 / 0:20  **How To: Sort & filter data in Google Sheets**

0:00 / 0:16  **How To: Format cells into currency in Google Sheets**

0:00 / 0:18  **How To: Randomize a range in Google Sheets**

0:00 / 0:13  **How To: Add the current date in Google Sheets**

0:03 / 0:18  **How to: Format a decimal point in Google Sheets**

0:00 / 0:15  **How To: Trim whitespace in Google Sheets**

0:00 / 0:17  **How To: Remove duplicates in Google Sheets**
8. GOOGLE CALENDAR

Section 1: Schedule events
1.1 Create an event
1.2 Add guests
1.3 Add rooms, location, or conferencing
1.4 Add an event description and attachments
1.5 Choose an event color, calendar, and default visibility
1.6 Set up notifications
1.7 Save events

Section 2: Respond to and manage events
2.1 Reply to an invitation
2.2 Update an existing event
2.3 Check guest attendance
2.4 Delete an event
2.5 Restore a deleted event

Section 3: Create reminders in Calendar
3.1 View reminders
3.2 Create a personal reminder
3.3 Change a personal reminder
3.4 Complete or remove a personal reminder

Section 4: Share and view calendars
4.1 Share your calendar
4.2 View other people's calendars
4.3 Create a shared calendar
4.4 Import and export events and calendars
4.5 Delete a calendar
4.6 Add out-of-office dates to your calendar

Section 5: Customize your calendar
5.1 Manage event notifications
5.2 Choose your calendar view
5.3 Change your calendar’s look

Section 6: Access your notes, and tasks
6.1 Open notes in Google Keep
6.2 Open your to-do lists in Google Tasks
6.3 Get add-ons
How To: Create an event in Google Calendar

How To: Export your calendars from Google Calendar

How To: Add task in Google Calendar

How To: Go to day view in Google Calendar

How To: Attach files to a Google Calendar invite

How To: Change an event color in Google Calendar

How To: Add alternative calendars in Google Calendar

How To: Add appointment slots in Google Calendar

How To: Time block your calendar on Google Calendar

How To: Create a recurring event in Google Calendar

How To: Create or add video meeting from Google Calendar
9. GOOGLE MEET

Level 1: Start and join video meetings
Learn these basics to get started with Google Meet.

1.1 Start a video meeting
Learn the different ways to start a video meeting, from Meet or Gmail, on the web and on your phone.

1.2 Join a video meeting
Learn the different ways to join a video meeting, such as from a Calendar invite, meeting link, or conference room.

1.3 Add people to a meeting
Learn the different ways to add people to a video meeting, such as from a Calendar invite, Meet, or a phone.

Level 2: Collaborate in video meetings
Now that you know the basics, learn how to improve the way you collaborate with your team in Meet.

2.1 Customize video meetings
- Change screen layouts in a meeting
- Pin, mute, or remove meeting participants
- Use captions in a video meeting
- Use a phone for audio in a video meeting

2.2 Share resources in a video meeting
- View meeting details and attachments
- Send chat messages to video meeting participants
- Present during a video meeting

2.3 Broadcast video meetings to a larger group
- Record a meeting
- Live stream a video meeting

Level 3: Learn productivity tips for Meet
These productivity guides can help you combine G Suite products to work faster and better.

- Plan and hold meetings from anywhere
- Set up your remote workspace
- Hold large remote events
- 10 G Suite tips for video conferencing
- Use Meet keyboard shortcuts
- 10 G Suite tips to work with remote teams
- 10 G Suite tips for great presentations
- 10 G Suite tips to onboard new team members
- 10 G Suite tips to improve communication
- 10 G Suite tips for brainstorming
- 10 G Suite tips to go paperless

Download Google Meet quick start (PDF)
0:00 / 0:23  How To: Change the layout in Google Meet

0:00 / 0:16  How To: Join a Google Meet video call from Calendar on mobile

0:00 / 0:17  How To: Present your screen in Google Meet

0:00 / 0:41  How To: Share Google Meet URL

0:00 / 0:17  How To: Adjust the quality of a call

0:00 / 0:21  How To: Chat in Google Meet
10. GOOGLE FORMS

Section 1: Create your form
1.1 Create a new form
1.2 Add questions
1.3 Edit questions

Section 2: Choose settings and preview your form
2.1 Choose form settings
2.2 Preview your form

Section 3: Send your form
3.1 Send your form
3.2 Pause or stop response collection

Section 4: Analyze form responses
4.1 See responses in Forms
4.2 See responses in Sheets
4.3 Download responses as a CSV files

Section 5: Print a form
5.1 Print a form and responses

Section 1: Create a quiz
1.1 Create a new quiz or convert a form
1.2 Add questions
1.3 Collect email addresses and names
1.4 Specify correct answers and points
1.5 Add feedback to answers

Section 2: Send a quiz
2.1 Control who can respond
2.2 Send a quiz

Section 3: Grade a quiz
3.1 Grade by response
3.2 Grade by respondent

Section 4: Send quiz results
4.1 Customize quiz results
4.2 Choose when to send results
4.3 Send results by email

Section 5: Print a quiz
5.1 Print questions or responses
0:01 / 0:25  How To: Create a Form and see responses in a Sheet

0:00 / 0:19  How To: Make questions mandatory in Google Forms
CONTACT THE BALDWIN IT DEPARTMENT:

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For any questions, please send us an email at:

helpdesk@baldwin-school.org