

Google Tools & Copyright

↓ video

Classroom: Centralized spot for your classes.

- make assignments → use Docs.
- announcements → forms.

Docs: Share all with others
advanced share settings: prevent others from edit, disable print

Slides: embed other tools → ext PP > use Google Drive plugin Office + flowcharts/diagrams
use templates → publish as site

Sheets: Spreadsheet app:
use add-ons to enhance:

- Split names
- Power tools
- Lucidchart
- Styles
- Data Tools

Sites: Create web sites
easy updates
gadgets: allow for rich media
drag & drop
add-ons

Drive: 5 gigs per google mail
access anywhere
• Open as PDF, not book