



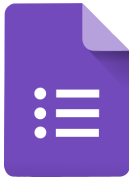




Common Used Tools in Google Classroom for CCPS Digital Learning

Tool	Icon	Description	Access Through	Help/ Tutorials
Docs		Write reports, stories, and more. Google's version of Word.	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App.	Official Google Docs Cheat Sheet
Slides		Create presentations, slide decks and more. Google's version of PowerPoint	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App	Official Google Slides Cheat Sheet
Drawings		Create drawings, pictures, and graphic organizers.	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App	Drawings Cheat Sheet
Jamboard		Sketch out ideas with this digital whiteboard	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App.	How to Write and Draw How to Insert an Image How to Copy.

				Move or Delete a Frame
Forms		Take or create surveys and quizzes	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App.	To complete the form, select the link. Form responses are not saved until the user clicks "Submit"
Sheets		Make lists and analyze data with charts. It's Google's version of Excel	<i>Laptop:</i> Classroom or Google Drive in Browser <i>iPad:</i> Classroom, Drive, App.	Official Google Sheets Cheat Sheet
Zoom		Video communication platform. Used for face-to-face virtual learning	<i>Laptop:</i> Classroom or Chrome Browser <i>iPad:</i> App.	Comprehensive Guide to Educating through Zoom