



Tech Tips and Tricks

Google Classroom, Seesaw



Google Classroom

Adding an assignment from Google Drive?

Make the right choices as you create assignments, as these can not be changed after assigned without deleting and starting over!

Make a Copy for Each Student

Students can view file

All students view the same file. Use for handouts, syllabus, reading assignments, etc.

All students can edit the same file. Use for sign ups, collaboration, etc.

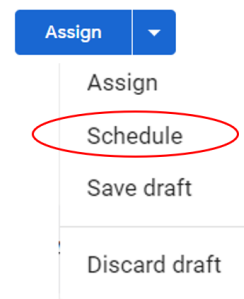
Students can edit file

Make a copy for each student

All students get their own copy. Creates a common naming convention in your drive. Perfect for assignments that will be turned in! Use for worksheets, homework, slide presentations, etc.

Schedule Assignment to Post Later

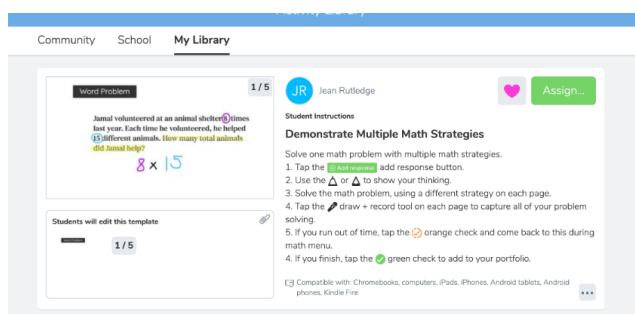
1. Create New Assignment
2. Next to Assign, click Down arrow. Schedule.
3. Next to the date, click Down arrow and select date and time.
4. Click Schedule.
The assignment will automatically post at the scheduled date and time.



Seesaw

Seesaw Icon Shortcuts

Seesaw icons are a great tool for posting instructions for students in Activities. You can use shortcuts to create Seesaw icons in your activity instructions. Once you tap the preview button, the icons will appear.



Icon	Text Shortcut	Icon	Text Shortcut	Icon	Text Shortcut
	:seesaw:		:label:		:move:
	:add:		:mic:		:pencil:
	:photo:		:3dots:		:pen:
	:video:		:background:		:highlighter:
	:drawing:		:shapes:		:glowpen:
	:upload:		:caption:		:eraser:



Tech Tips and Tricks

Zoom and Google Meet



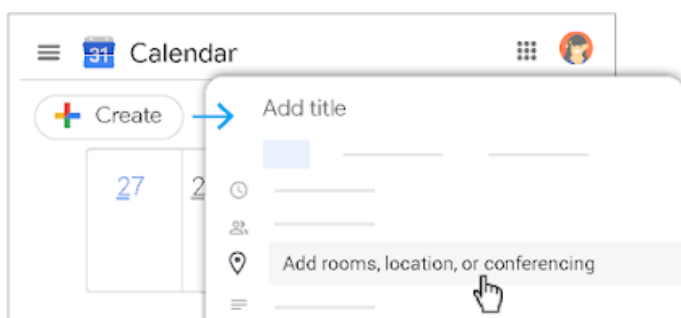
Zoom

- To enhance the security on all Zoom for Education accounts, meeting **passwords** and **waiting rooms** are turned on by default to protect your privacy. Waiting Rooms allow host to control when participants are allowed to enter the meeting.
- When you are in a Zoom meeting and are muted, **press and hold** the spacebar when you want to talk and you are temporarily unmuted.

Google Meet

Schedule a meeting from Calendar

1. In Google Calendar, click Create
2. Add your event details and guests
3. Click Add conferencing
4. Click Save



Chrome Extension: Google Meet Grid View

Google Meet Grid View allows you to see everyone in the meeting, no matter how many people there are.



Google Meet Grid View

