

POWER UP



with

Google



**Jennifer Hogan, Assistant Principal
Hoover High School**

jhogan@hoover.k12.al.us

205-439-1214

Twitter: @Jennifer_Hogan

Link to today's presentation:

<https://bit.ly/PowerUpWithGoogle>

What will we be learning today?

Gmail: How to schedule, label, and filter, and how to turn an email into a calendar appointment

Google Drive: Search techniques, how to organize to make it work for you, sharing settings, force users to make a copy of files

Slides: How to use advanced features to add content including embedded videos to take your slide shows to the next level

What will we be learning today?

Sheets: How to navigate sheets, freeze and hide rows and columns, and how to sort data

Google Calendar: Make your calendar work for you by scheduling appointments, creating Google Meets, and creating a public calendar that can be shared

Forms: How to embed video into a form, how to send a form, and how to organize the responses

Apple Safari File Edit View History Bookmarks Devel



Gmail



Search mail



Compose



Primary



Inbox



Starred



Snoozed



Picup Media



UpViral

How to Schedule emails

You can schedule your emails to send at a later time. Scheduled emails may be sent a few minutes after the scheduled time.

Note:

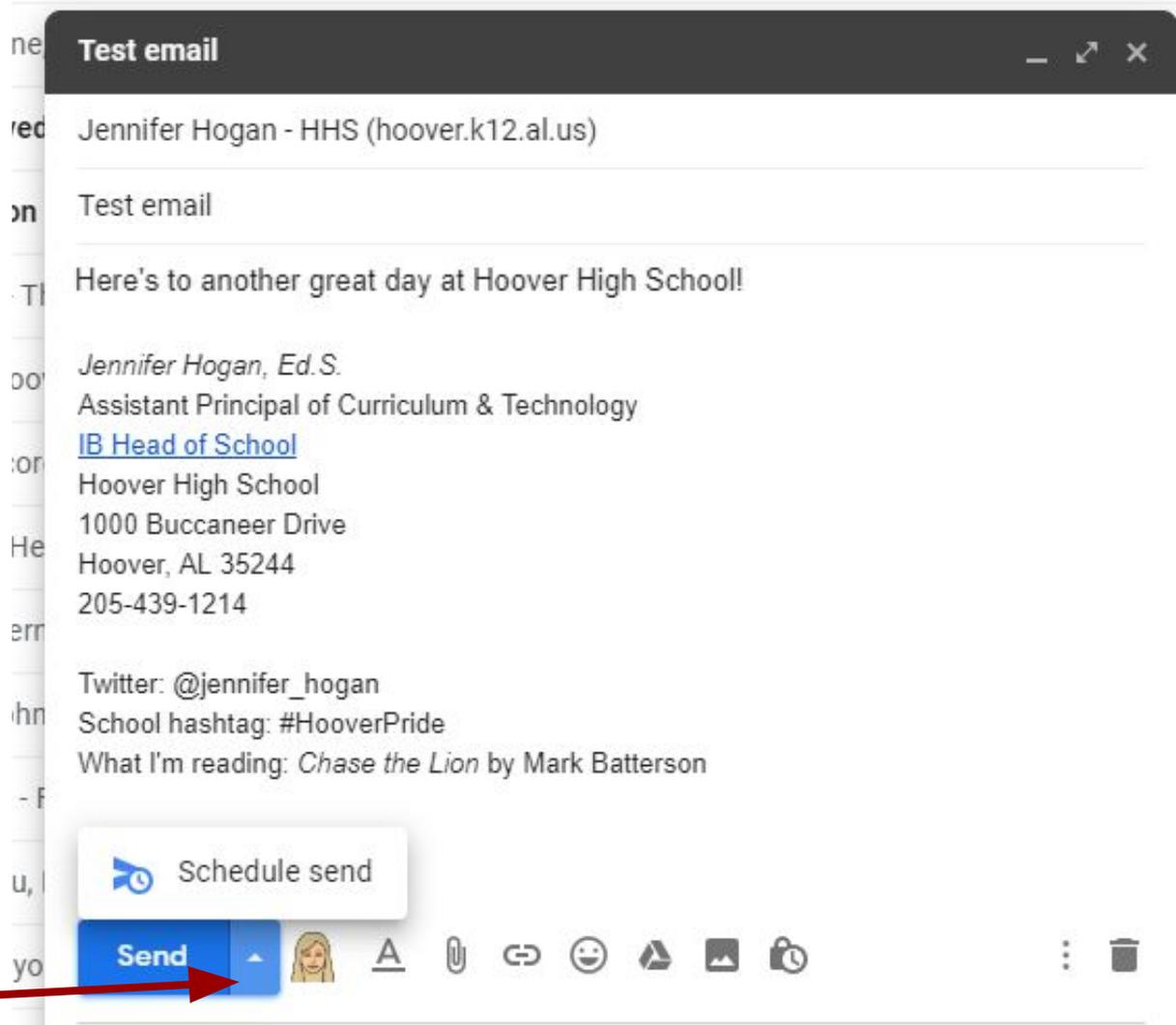
You can have up to 100 scheduled emails.

Your emails will be sent based on the timezone you schedule them in.

At the bottom left next to "Send," click the dropdown arrow .

Click Schedule send.

Note: You can have up to 100 scheduled emails. Your emails will be sent based on the timezone you schedule them in.



The screenshot shows an email composition window titled "Test email". The recipient is "Jennifer Hogan - HHS (hoover.k12.al.us)". The subject is "Test email". The body text reads: "Here's to another great day at Hoover High School!" followed by contact information for Jennifer Hogan, Ed.S., Assistant Principal of Curriculum & Technology, IB Head of School, Hoover High School, 1000 Buccaneer Drive, Hoover, AL 35244, 205-439-1214. It also includes social media links for Twitter (@jennifer_hogan) and a school hashtag (#HooverPride), and a "What I'm reading" section mentioning "Chase the Lion" by Mark Batterson. At the bottom, there is a blue "Send" button with a small white dropdown arrow to its right. A red arrow points to this dropdown arrow. A white tooltip box with a blue clock icon and the text "Schedule send" is positioned above the "Send" button. To the right of the "Send" button are icons for adding a contact, text formatting, attachments, links, emojis, images, and a lock. A vertical ellipsis and a trash icon are on the far right.

Schedule send ×
Central Standard Time

Last scheduled time	Fri, Nov 15, 7:28 AM
Tomorrow morning	Nov 15, 8:00 AM
Tomorrow afternoon	Nov 15, 1:00 PM
Monday morning	Nov 18, 8:00 AM

 Pick date & time

Choose “Pick date & time”

Enter today’s date at 11:15am

Done!



Keyboard Shortcuts

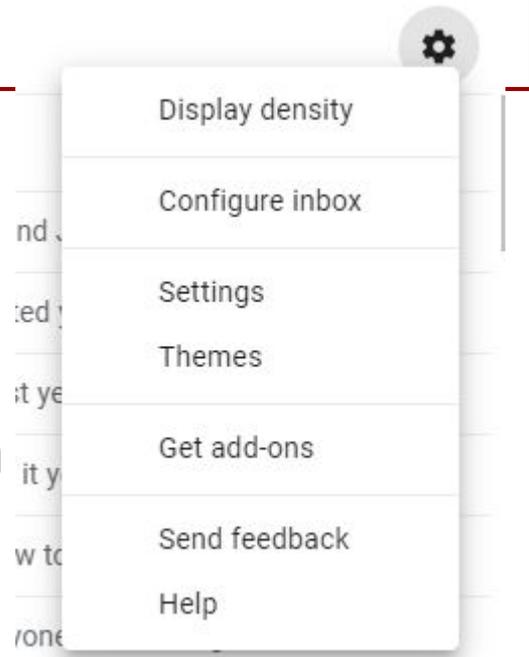
Turn on keyboard shortcuts in Settings → General → Keyboard Shortcuts.

C: Compose new email

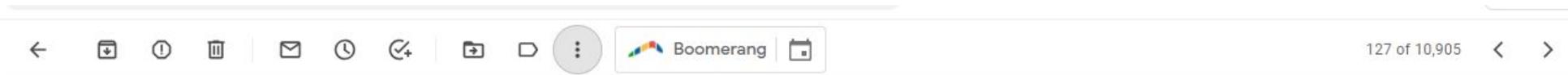
R: Reply (quickly respond, & prevents you from the embarrassing “reply all”)

Shift + u: Mark unread

To see a full list of more Gmail options and shortcuts (including a whole bunch of options grouped by function): while in the Gmail tab, hold down “Shift” + “/”



Create a calendar event from an email



Crew challenges this week - you might want to be there ▷ Inbox x

Return to Inbox? the day before ▾ **Fri, Dec 4** Confirm Add event



Susan Norris - HHS

Oct 27, 2020, 8:37 AM ☆ ↶ ⋮

to John, me, Taurus, Brad, Donna, Jennifer, Miriam, Edward, Lisa, Merrill, Ashley, Marley, Alfreda ▾

Red Ribbon Week Challenges during crew begin today and run all the way through Friday.

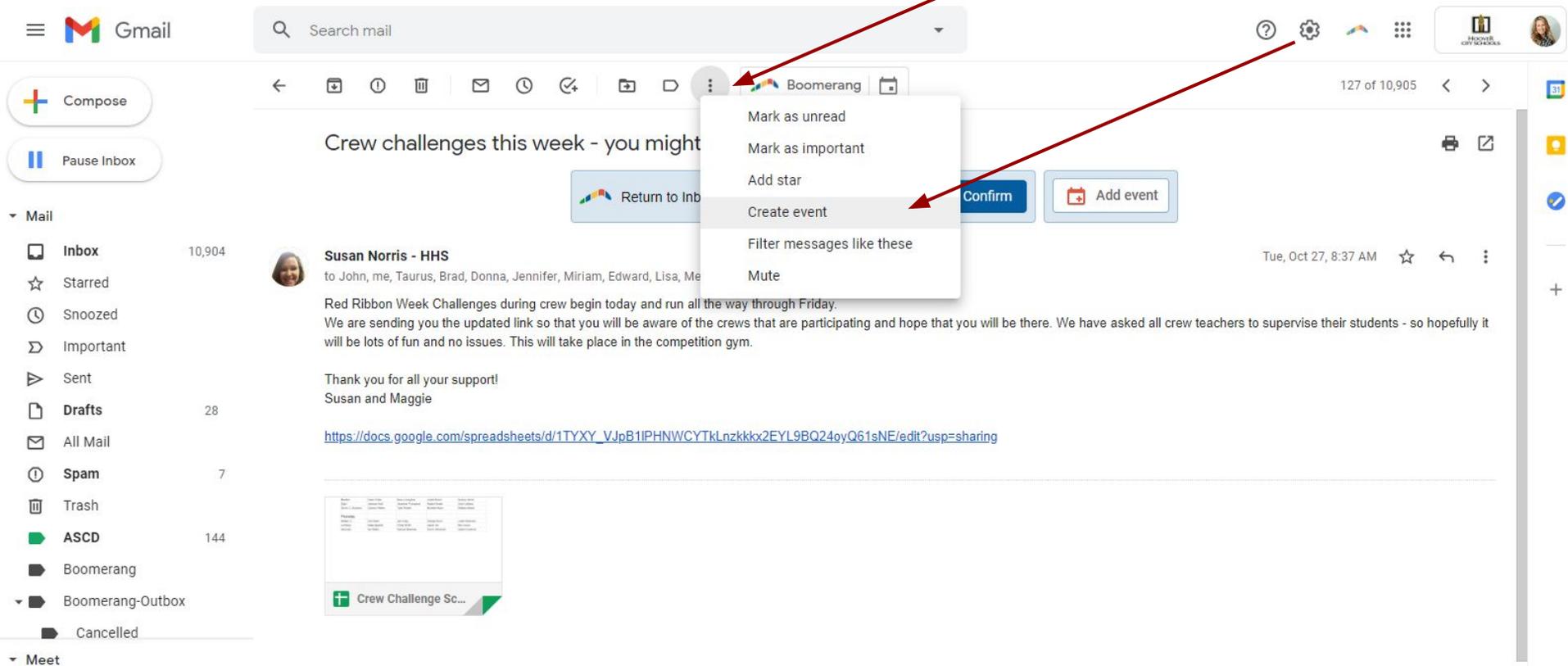
We are sending you the updated link so that you will be aware of the crews that are participating and hope that you will be there. We have asked all crew teachers to supervise their students - so hopefully it will be lots of fun and no issues. This will take place in the competition gym.

Thank you for all your support!
Susan and Maggie

https://docs.google.com/spreadsheets/d/1TYXY_VJpB1IPHNWCYTkLnzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing



Create an Event from an email



The screenshot displays the Gmail interface. On the left is the navigation sidebar with folders like Compose, Mail, and Meet. The main area shows an email from Susan Norris - HHS with the subject "Crew challenges this week - you might". A context menu is open over the email, listing actions such as "Mark as unread", "Mark as important", "Add star", "Create event", "Filter messages like these", and "Mute". A red arrow points from the top right of the image to the "Create event" option in the menu. Another red arrow points from the top right to the gear icon in the Gmail header. Below the email text, there is a "Return to Inbox" button, a "Confirm" button, and an "Add event" button. The email content includes a thank you message and a Google Docs link for a crew challenge spreadsheet.

Compose **Pause Inbox**

Mail

- Inbox 10,904
- Starred
- Snoozed
- Important
- Sent
- Drafts 28
- All Mail
- Spam 7
- Trash
- ASCD 144
- Boomerang
- Boomerang-Outbox
- Cancelled

Meet

Search mail

127 of 10,905

Crew challenges this week - you might

Return to Inbox

Confirm Add event

Susan Norris - HHS

to John, me, Taurus, Brad, Donna, Jennifer, Miriam, Edward, Lisa, Me

Red Ribbon Week Challenges during crew begin today and run all the way through Friday. We are sending you the updated link so that you will be aware of the crews that are participating and hope that you will be there. We have asked all crew teachers to supervise their students - so hopefully it will be lots of fun and no issues. This will take place in the competition gym.

Thank you for all your support!
Susan and Maggie

https://docs.google.com/spreadsheets/d/1TYXY_VJpB1PHNWCYTkLnzkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing

Crew Challenge Sc...

1 Crew challenges this week - you might want to be th

Save

2 Nov 29, 2020 12:00pm to 1:00pm Nov 29, 2020 Time zone

All day Does not repeat ▾

3 Event Details Find a Time

Add Google Meet video conferencing

4 Add location

Notification ▾ 10 minutes ▾ X

Add notification

5 Jennifer Hogan - HHS ▾ ● ▾

Busy ▾ Default visibility ▾ ?

≡ 

Red Ribbon Week Challenges during crew begin today and run all the way through Friday. We are sending you the updated link so that you will be aware of the crews that are participating and hope that you will be there. We have asked all crew teachers to supervise their students - so hopefully it will be lots of fun and no issues. This will take place in the competition gym.

Guests Rooms

6

Add guests

-  jhogan@hoover.k12.al.us Organizer
-  Ashley Doudna *
-  Alfreda Brown *
-  Edward Urban
-  Brad Hayn *
-  Donna Smiley *
-  Jennifer Box *
-  John Montgomery *
-  Lisa Bridgman *
-  Merrill Friday *
-  Miriam Moore *

× Crew challenges this week - you might want to be th

Save

Nov 29, 2020 12:00pm to 1:00pm Nov 29, 2020 Time zone

All day Does not repeat ▾

If you choose “Join with Google Meet,” a meet link will be automatically generated on all participants’ calendars.

Event Details Find a Time

Join with Google Meet

meet.google.com/yaw-ckan-wti ⓘ

Add location

Notification ▾ 10 minutes ▾ ×

Add notification

Jennifer Hogan - HHS ▾ ● ▾

Busy ▾ Default visibility ▾ ⓘ

Red Ribbon Week Challenges during crew begin today and run all the way through Friday. We are sending you the updated link so that you will be aware of the crews that are participating and hope that you will be there. We have asked all crew teachers to supervise their students - so hopefully it will be lots of fun and no issues. This will take place in the competition gym.

Guests Rooms

Add guests

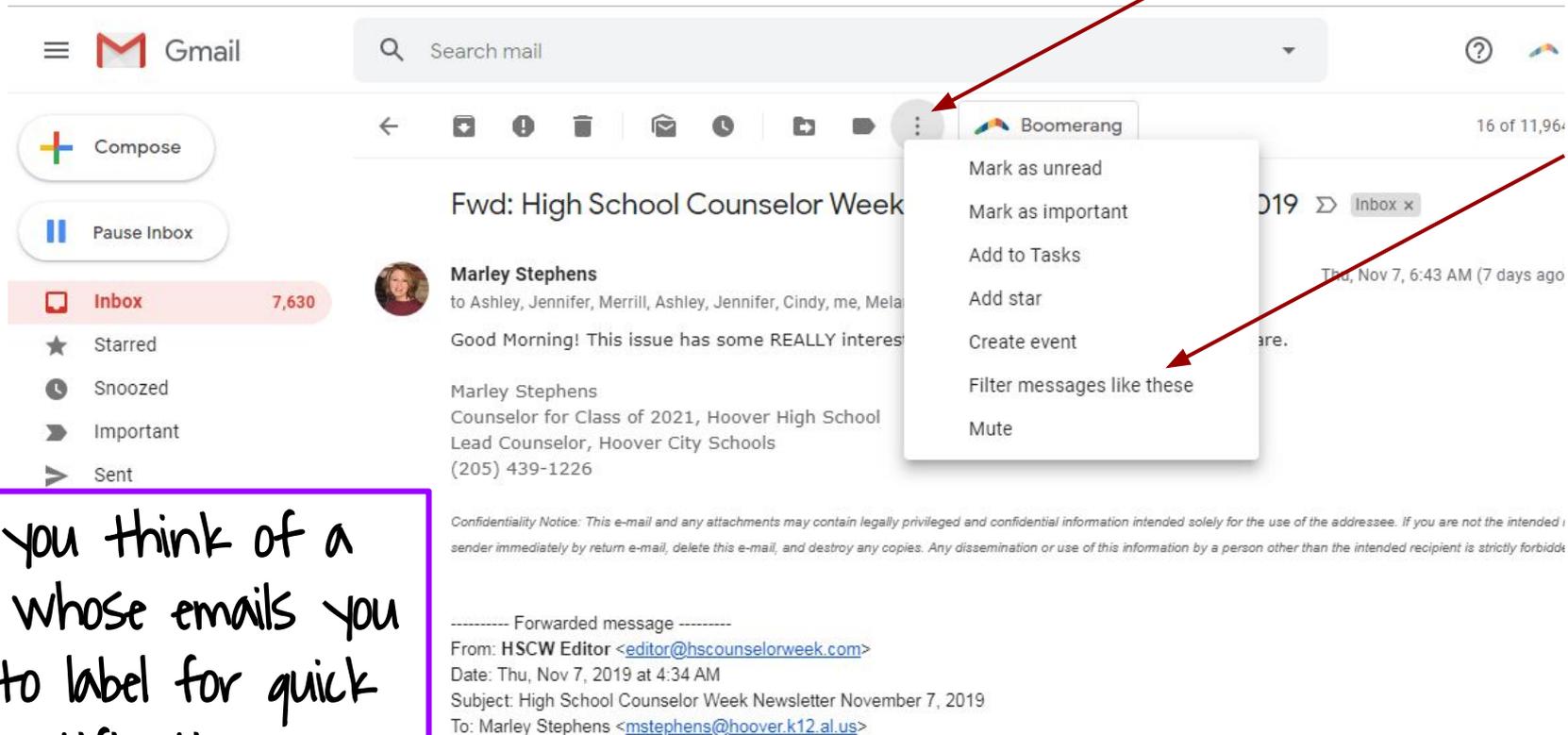
- jhogan@hoover.k12.al.us 🌙
Organizer
- Ashley Doudna *
- Alfreda Brown *
- Edward Urban 🌙
- Brad Hayn *
- Donna Smiley *
- Jennifer Box *
- John Montgomery *
- Lisa Bridgman *
- Merrill Friday *
- Miriam Moore *
- Marley Stephens 🌙

When you click on the appointment on your calendar, the link to the Google Meet is there in the appointment.

When you click the blue button, Google Meet will open in a new tab.

The screenshot shows a Google Calendar interface for October 2020. The top navigation bar includes the 'Calendar' logo, a 'Today' button, and navigation arrows. The main content area displays a list of calendar events on the left and a detailed view of a selected appointment on the right. The appointment is titled 'Crew challenges this week - you might want to be there' and is scheduled for Tuesday, October 27, from 12:00 to 1:00pm. A prominent blue button labeled 'Join with Google Meet' is visible, with a red arrow pointing to it from the text on the left. Below the button is the Google Meet link: meet.google.com/yaw-ckan-wti. The appointment details also include a description about 'Red Ribbon Week Challenges', a thank you message from Susan and Maggie, and a Google Docs link for sharing: https://docs.google.com/spreadsheets/d/1TYXY_VJpB1IPHNWCYTkLnzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing. At the bottom of the appointment view, there is a notification bell icon for '10 minutes before' and a calendar icon for 'Jennifer Hogan - HHS'.

How to organize by colored label



The screenshot shows the Gmail interface. On the left is the navigation sidebar with options like Compose, Pause Inbox, and a list of folders including Inbox (7,630), Starred, Snoozed, Important, and Sent. The main area displays an email from Marley Stephens titled 'Fwd: High School Counselor Week'. A context menu is open over the three-dot menu icon in the email header, listing actions such as 'Mark as unread', 'Mark as important', 'Add to Tasks', 'Add star', 'Create event', 'Filter messages like these' (highlighted), and 'Mute'. A red arrow points from the top right towards the three-dot menu icon, and another red arrow points from the right edge towards the 'Filter messages like these' option.

Can you think of a person whose emails you need to label for quick identification?

Create the filter in the pop-up box

from:(mstephens@hoover.k12.al.us) ×

From

To

Subject

Has the words

Doesn't have

Size

Has attachment Don't include chats

[Create filter](#)



Control what happens to selected emails in the next pop-up box



from:(mstephens@hoover.k12.al.us)

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾
- Also apply filter to matching messages.

[? Learn more](#)

[Create filter](#)

or

or

and

>Choose
Apply the label

>Choose
New label



from:(mstephens@hoover.k12.al.us)

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it [add](#)
- Delete it
- Never send it to s
- Always mark it a
- Never mark it as
- Categorize as: C
- Also apply filter t

[Learn more](#)

Choose label...

New label...

ASCD

Boomerang

Boomerang-Outbox

Boomerang-Outbox/Cancell...

Boomerang-Returned

Conversation Action Settings

Curriculum Info

Dodson

Follow up

From Hoover High School

[Create filter](#)

Marley St

ings - Hey friends! I was talking over our

**In the new pop-up box,
Create a name for the new label**

A screenshot of a 'New label' dialog box. The dialog has a title bar with 'New label' and a close button (X). The main content area contains the text 'Please enter a new label name:' followed by a text input field. Below this is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom right, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a yellow glow. On the left side of the dialog, there are some partially visible letters: 'C', 'f', 'S', 'S', 'i'.

New label ×

Please enter a new label name:

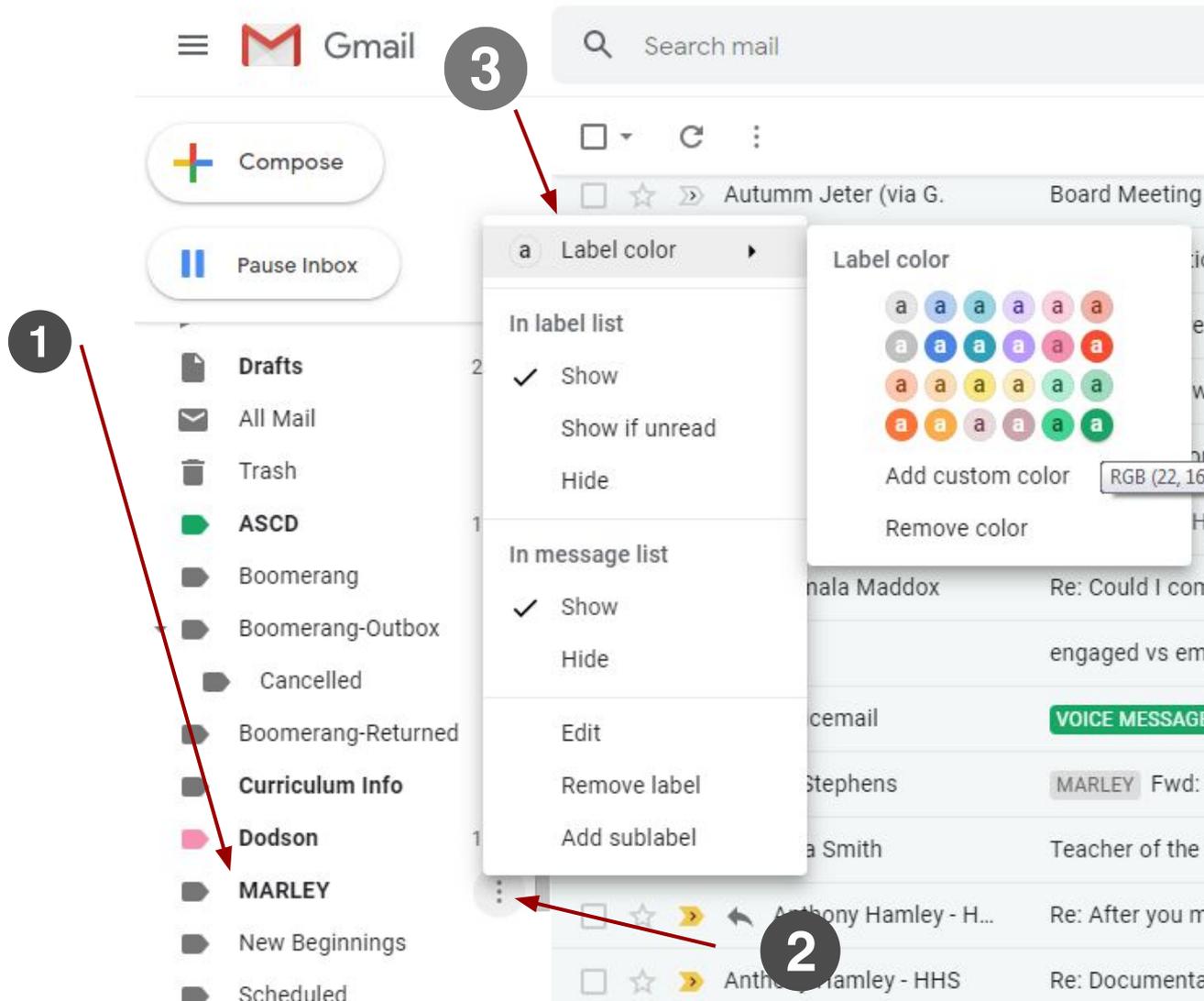
Nest label under:

Cancel **Create**



The new label will appear in the left-hand column of your email.

Select a label color for easy identification of important emails in your Inbox.



Google Drive



How to sort your Google Drive

Name 	Owner	Last modified by me	File size
 1 Beyond the Classroom Walls	me	Oct 23, 2018	—
 1 Course Selection 2019-2020 	me	7:35 PM	—
 1 PLCs	me	Jan 10, 2017	—
 1 Scantron Fall 2019	me	7:34 PM	—
 1 Technology	me	Aug 25, 2015	—
 16-17 Course Registration Forms	cbusby	—	—
 2015-2016 Administrator Resource Documents	Tera Simmons	—	—
 2016-17 Lesson Plans	me	—	—
 2017-18 Course Selection Sheets	me	Jan 24, 2017	—
 ACT Data Spring 2017	me	7:33 PM	—

How to sort your Google Drive

Name ↑	Owner	Last modified by me ▼	File size
 1 Beyond the Classroom Walls	me		
 1 Course Selection 2019-2020 ★	me		
 1 PLCs	me		
 1 Scantron Fall 2019	me	7:34 PM	—
 1 Technology	me	Aug 25, 2015	—
 16-17 Course Registration Forms	cbusby	—	—
 2015-2016 Administrator Resource Documents	Tera Simmons	—	—
 2016-17 Lesson Plans	me	—	—
 2017-18 Course Selection Sheets	me	Jan 24, 2017	—
 ACT Data Spring 2017	me	7:33 PM	—

Last modified

Last modified by me

Last opened by me

Tips to SEARCH Google Drive

1. ALWAYS press ENTER after typing in search words
2. Use unique key words that could be found in the document
3. You can search by file owner
4. Use quotation marks to find exact phrase
5. Use an advanced search if you know a specific file type



franklin baker manning



Anna Marie Manning
amanning@hoover.k12.al.us

- New Teachers Lesson Plans Mentors 2019-2020 12/11/19
- Untitled document 9/23/19
Jennifer Hogan - HHS
- Evaluation Cycle - 2019-2020 Apr 2
Jennifer Box
- Room Use 2019-2020 Apr 30
Jennifer Hogan - HHS
- 2019-20 Duty Assignments Feb 15
Brad Hayn - HHS

You edited today

You opened today

You opened today

School-level Finley Commit...
You opened today

Name ↑

- 1 Beyond the Classroom Walls
- 1 Course Selection 2020-2021
- 1 Course Selection 2021-2022
- 1 LESSON PLANS NEW Ts 2020-21
- 1 PLCs

When you DON'T hit **Enter** after typing in search words, you will only get a few results.

Search results



Name	Owner	Last modified	Size
New Teachers Lesson Plans 2019-2020	PRIDE	Sep 17, 2019 me	—
Room Use 2019-2020	me	Aug 27, 2019 me	—
2019 Homecoming Week Chaperone Sign Up	Jillian Thomas - HHS	Sep 21, 2019 Kelly Chaffin - HHS	—
Staff Changes 2019-20	bwilliamson	Aug 27, 2019 LaDonna Tedder	—
MATH E.R./Writing Lab Sign-Up [Form] (Responses)	Mary Johnson	1:53 PM Katherine Hart - HHS	—
2019-2020 HHS Master Schedule	me	Nov 5, 2019 me	—
Faculty List for Pep Rally	Taurus Felton	Sep 16, 2019 Taurus Felton	—
PLC Leaders & Meetings 2019-20	1 HHS Admin Documents	Oct 7, 2019 me	—
1st Quarter 2019 Teacher Recognition: P.R.I.D.E. (Res...	PBIS- Positive Behavior Interventi...	Oct 4, 2019 Jillian Thomas - H...	—
2019-2020 CREW Schedule for Classroom Visits	Jillian Thomas - HHS	Nov 13, 2019 Jillian Thomas - ...	—
2019-20 Duty Assignments	Brad Hayn - HHS	Oct 8, 2019 Brad Hayn - HHS	—
Evaluation Cycle - 2019-2020	Jennifer Box	Oct 25, 2019 Donna Smiley	—



New



Priority



My Drive



Shared drives



Shared with me



Recent



Starred



Trash



Storage

27.4 GB used

Type

Any

Owner

Anyone

Location

ANYWHERE



In trash



Starred

Date modified

Any time

Item name

Has the words

[LEARN MORE](#)

RESET

SEARCH

Search results



Name	Owner	Last modified	Size
 1NW Individual Student Contact.pdf 	Marley Stephens	Oct 29, 2019 Marley Stephens	805 KB
 College & Career Readiness Lesson - Junior Classro... 	Marley Stephens	Oct 14, 2019 Marley Stephens	—
 Hoover High School Counseling Department Oct. 14 ... 	Marley Stephens	Oct 13, 2019 Marley Stephens	—
 Proposed New Beginnings at Hoover High School 	Marley Stephens	May 12, 2016 kasmith	—
 Pass Fail Form.docx 	Marley Stephens	Dec 5, 2018 me	—
 Schedule Correction Form for 2019-20 (Responses) 	Marley Stephens	Aug 14, 2019 Marley Stephens	—
 HHS Schedule Error Form 2019-2020 	Marley Stephens	Aug 6, 2019 me	—
 HHS Counseling Dept 2019-2020 	Marley Stephens	Aug 9, 2019 Deborah Petersen	—
 2019-2020 Special Scheduling 	Marley Stephens	Jun 26, 2019 me	—
 Counseling Applicants for One Year Position July 20... 	Marley Stephens	Jul 16, 2019 Marley Stephens	—
 Enews Announcement for Schedules mailed/changes 	Marley Stephens	Jul 3, 2019 Marley Stephens	—
 Schedule Correction Form for 2019-20 	Marley Stephens	Jul 14, 2019 Marley Stephens	—

Q "sub folder"



Search results



Name Owner Last modified ↓ Size

Earlier this week

Sub Folder Checklist Stephanie Turner

✓ Last modified
Relevance

Earlier this year

Hoover New Teacher Program Overview 2019-2020 PRIDE Sep 9, 2019 me —

Teacher Absences and Securing a Substitute Dana Latta-HHS Jul 31, 2019 me —

HHS Scavenger Hunt New Teachers 2019.pdf Hannah Zarzour - HHS Jul 18, 2019 Hannah Zarzour - ... 322 KB

Manual.pdf HHS Teacher Drive (T drive) Apr 4, 2019 Keith Fulmer HHS 2 MB

CLASSROOM INFORMATION FOR SUBS HHS Teacher Drive (T drive) Apr 4, 2019 Keith Fulmer HHS —

Older

Haley Lesson Plans 2017-2018 Carson Haley - HHS Sep 1, 2017 Carson Haley - HHS —

Lesson Plans 2016-17 (Responses) me Aug 2, 2017 —

2016-17 Educate Alabama Evaluation Cycle Brad Hayn - HHS Jul 17, 2017 Brad Hayn - HHS —

Organize files by color

My Drive

Name ↑

Owner

Last modified by me

Name	Owner	Last modified by me
1 Course Selection 2019-2020	me	7:35 PM
1 PLCs		Jan 10, 2017
1 Scantron Fall 2019		7:34 PM
1 Technology		Aug 25, 2015
16-17 Course Registration F		-
2015-2016 Administrator Re		-
2016-17 Lesson Plans		
2017-18 Course Selection S		
ACT Data Spring 2017		
ACT Plus Writing 2014-2015		Aug 9, 2015
Admin folder 15-16		
Advisory		Aug 19, 2015

Right
Click

Pick
Color

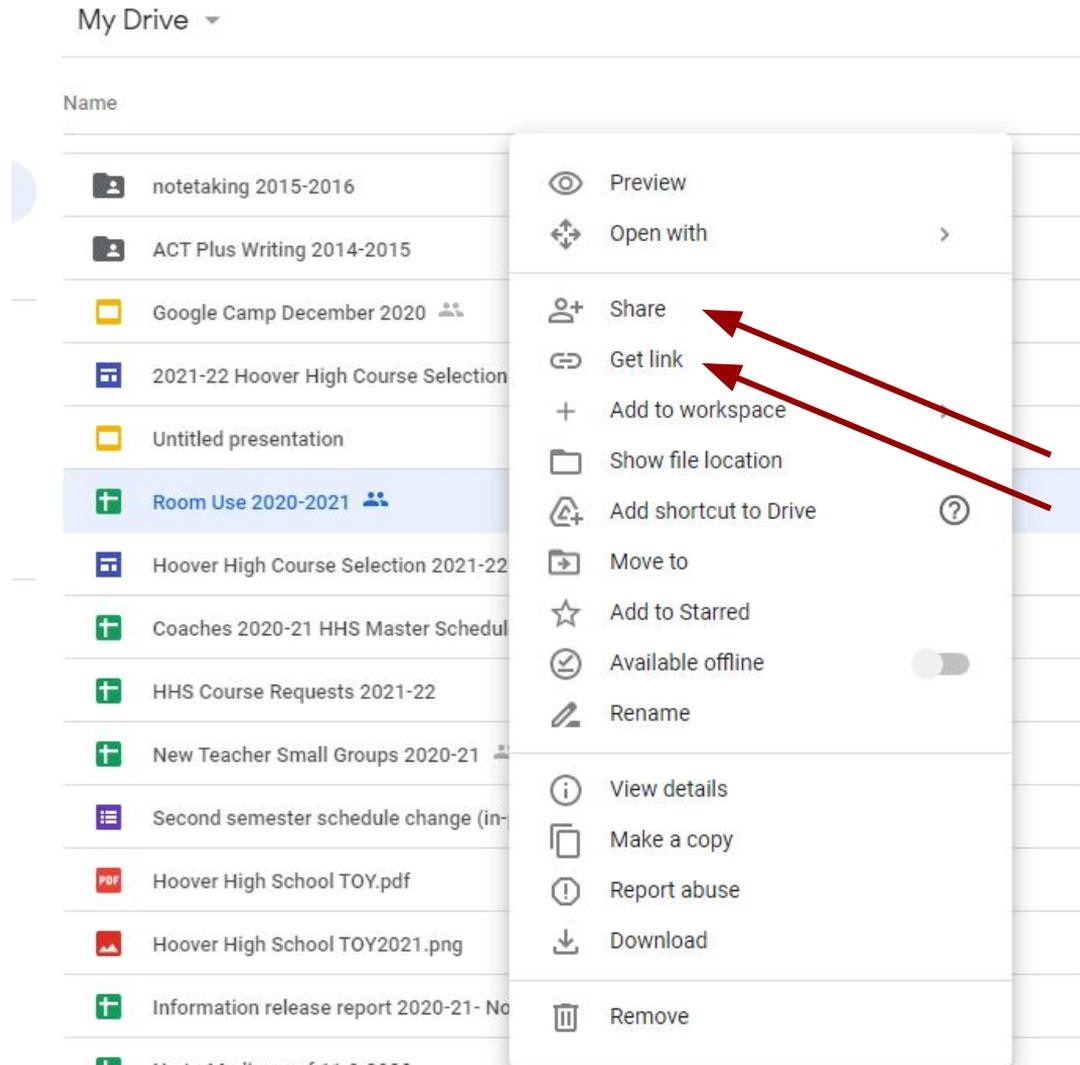
- Open with
- Share
- Get shareable link
- Move to
- Add to Starred
- Rename
- Change color
- Search within 1 Scantron Fall 2019
- View details
- Download
- Remove

A color selection palette with a grid of 24 color swatches. The bottom-left swatch is selected with a white checkmark. The colors include various shades of red, orange, yellow, green, cyan, blue, purple, pink, and grey.

Sharing from Google Drive

Right-click on a file or folder

Choose Share or Get link



The screenshot shows the Google Drive interface. At the top, it says "My Drive" with a dropdown arrow. Below that is a list of files and folders. The file "Room Use 2020-2021" is selected and highlighted in blue. A context menu is open over this file, showing various actions. Two red arrows point to the "Share" and "Get link" options in the menu.

My Drive ▾

Name

- notetaking 2015-2016
- ACT Plus Writing 2014-2015
- Google Camp December 2020 👤
- 2021-22 Hoover High Course Selection
- Untitled presentation
- Room Use 2020-2021 👤**
- Hoover High Course Selection 2021-22
- Coaches 2020-21 HHS Master Schedul
- HHS Course Requests 2021-22
- New Teacher Small Groups 2020-21 👤
- Second semester schedule change (in-
- Hoover High School TOY.pdf
- Hoover High School TOY2021.png
- Information release report 2020-21- No
- ...

Context menu options:

- Preview
- Open with >
- Share** ←
- Get link** ←
- Add to workspace
- Show file location
- Add shortcut to Drive ?
- Move to
- Add to Starred
- Available offline
- Rename
- View details
- Make a copy
- Report abuse
- Download
- Remove

Sharing with specific individuals

 Share with people and groups 

	Jennifer Hogan - HHS (you) jhogan@hoover.k12.al.us	<i>Owner</i>
	Cindy Bond cbond@hoover.k12.al.us	Viewer ▾
	Jeffrey Williams jwilliams@hoover.k12.al.us	Viewer ▾
	Jennifer Box jbox@hoover.k12.al.us	Editor ▾
	John Montgomery-HHS jmmontgomery@hoover.k12.al.us	Viewer ▾
	Taurus Felton tfelton@hoover.k12.al.us	Commenter ▾

[Send feedback to Google](#) [Done](#)

 Get link

Hoover City Schools Anyone in this group with this link can view [Copy link](#)

[Change](#)

Sharing a link (in an email or calendar event)

The screenshot shows the Google Docs sharing interface. At the top, it says "Share with people and groups" and lists shared users: "Shared with Cindy Bond, Jeffrey Williams, Jennifer Box, John Montgomery-HHS, and 1 more". Below this is the "Get link" section. A red circle with the number "1" has an arrow pointing to the "Hoover City Schools" group selection. A red circle with the number "2" has an arrow pointing to the "Copy link" button. A red circle with the number "3" has an arrow pointing to the "Viewer" dropdown menu. The link text is "https://docs.google.com/spreadsheets/d/1ZlwWga3A7aSxQU5wQHP7spH...". Other elements include a "Done" button at the bottom right, a "Send feedback to Google" link at the bottom left, and a gear icon for settings.

Share with people and groups

Shared with Cindy Bond, Jeffrey Williams, Jennifer Box, John Montgomery-HHS, and 1 more

Get link

<https://docs.google.com/spreadsheets/d/1ZlwWga3A7aSxQU5wQHP7spH...> Copy link

Hoover City Schools ▾
Anyone in this group with this link can view

Viewer ▾

[Send feedback to Google](#) Done

Sharing a link (in an email or calendar event)

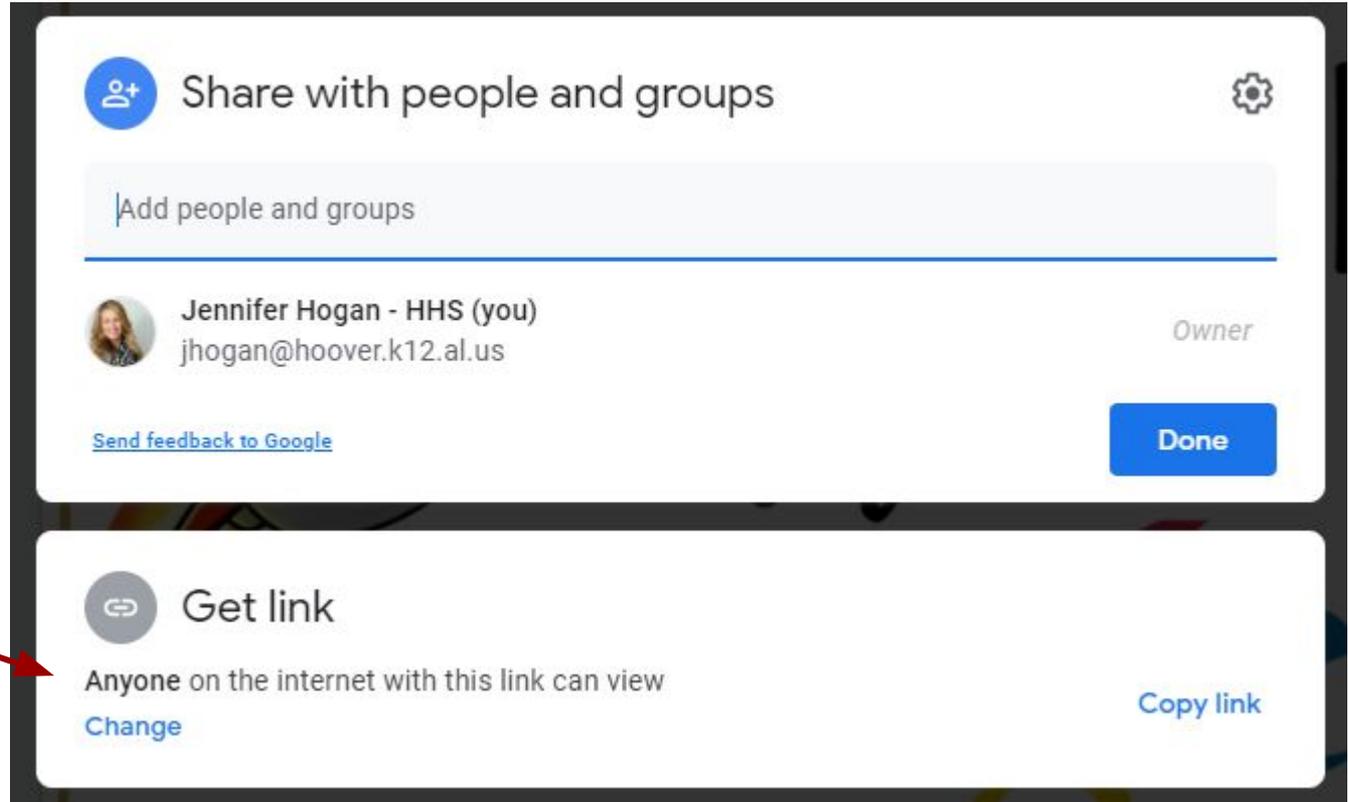


The screenshot shows the Google Docs sharing interface. The top panel, 'Share with people and groups', shows the document is shared with Cindy Bond, Jeffrey Williams, Jennifer Box, John Montgomery-HHS, and 1 more. The bottom panel, 'Get link', shows the document URL: <https://docs.google.com/spreadsheets/d/1ZlwGga3A7aSXQ05wQHP7spH...> with a 'Copy link' button. Below the URL, there are two dropdown menus: 'Hoover City Schools' and 'Viewer'. The 'Hoover City Schools' dropdown is open, showing three options: 'Restricted', 'Hoover City Schools' (which is selected with a blue checkmark), and 'Anyone with the link'. A 'Done' button is visible at the bottom right of the 'Get link' panel.

Pay attention to drop-down arrows (upside-down triangles)

How to force a copy by the recipient of a file

First, make sure the file can be accessed by anyone with the link



The screenshot shows the Google Drive sharing interface. At the top, there is a header "Share with people and groups" with a gear icon on the right. Below this is a search bar with the placeholder text "Add people and groups". A horizontal line separates this from the user information section, which includes a profile picture of Jennifer Hogan, her name "Jennifer Hogan - HHS (you)", her email "jhogan@hoover.k12.al.us", and the role "Owner". A blue "Done" button is located at the bottom right of this section. Below the user information is a link "Send feedback to Google". The bottom section of the screenshot is titled "Get link" with a link icon. It displays the sharing permission "Anyone on the internet with this link can view" and a "Change" link below it. A "Copy link" button is located at the bottom right of this section. A red arrow points from the text on the left to the "Change" link.

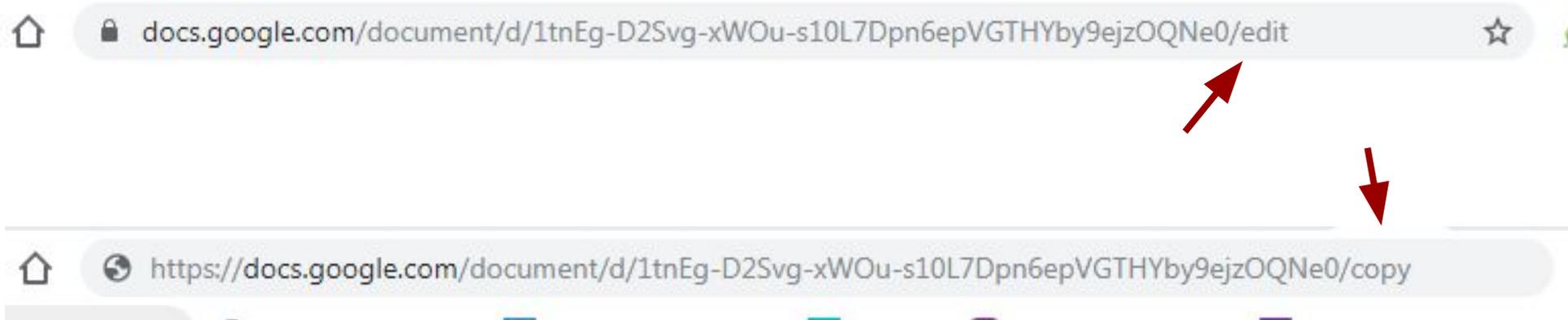
How to force a copy by the recipient of a file

Open the file that you want to share with someone, but you want them to be forced to make their own copy of the file

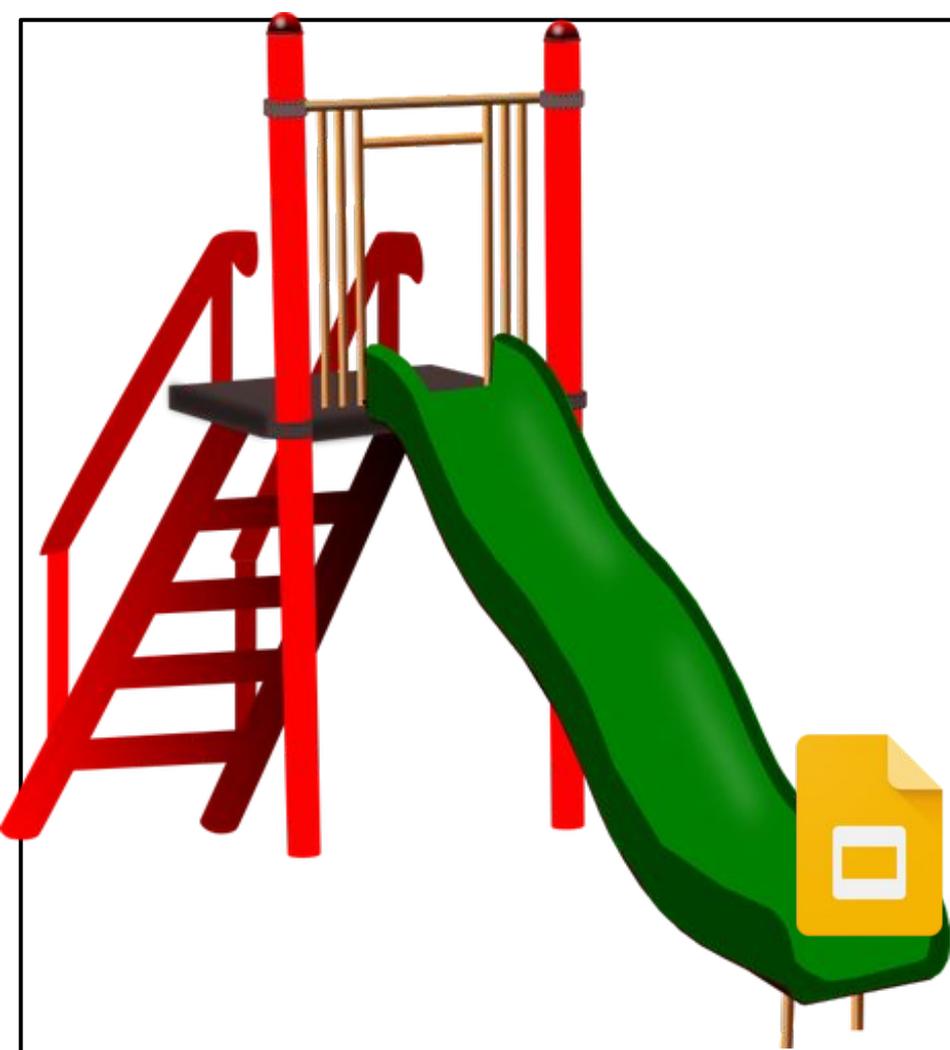
Usually, we do NOT share a Google File by copying the web address. (We use the big blue “Share” button)

To force a copy, you will make a small change in the web address then copy and paste it for the recipient to use.

What do you notice about the endings of these links?

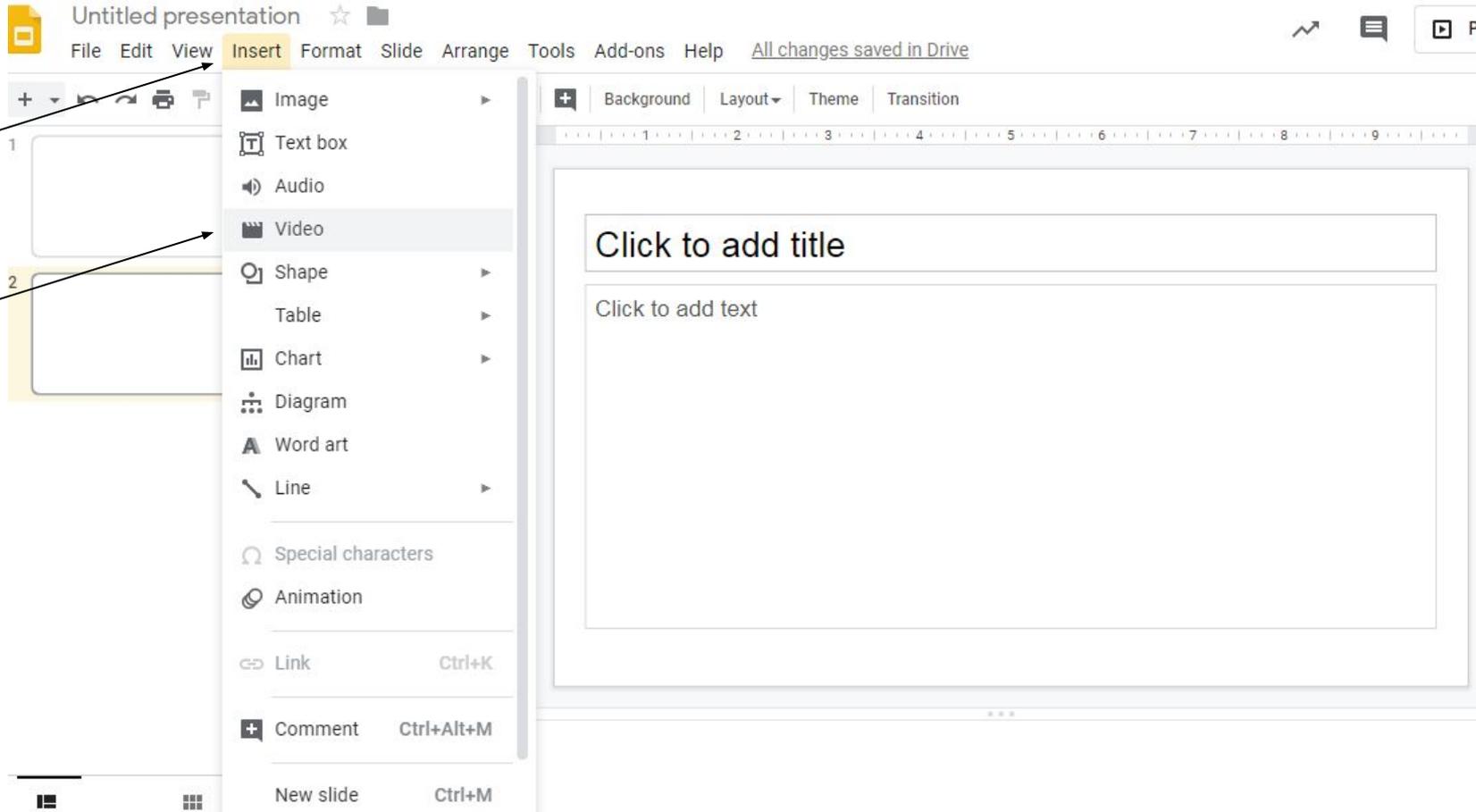


Guess which one will force the recipient to make a copy?



Google Slides

How to embed a video in Slides



Insert video



Search

By URL

Google Drive



kid president



What Happened to Kid President? | Kid President Travel Show E1

Kid President went off the air for a few years... so what happened while he was gone? And why did he stop making videos in the first place??? Hear from Brad and Robby, the team behind Kid President, about everything that has happened since the last Kid
8 min - Oct 1, 2019



Another Pep Talk From Kid President to You

The Kid President Team has a Pep Talk for you. While this may be the last Pep Talk from Robby, we're not done exploring all the ways that kids and grownups can change the world together! Keep your eyes peeled for Brad Montague's next project coming to
5 min - Nov 5, 2019



Kid President's 20 Things We Should Say More Often

Kid President believes the things we say can help make the world more awesome. Here he shares a special list of 20 things we should say more often. What would you add to it? Subscribe to SoulPancake for new videos every weekday!
4 min - Nov 21, 2013

Select

Cancel

Type
in key
words
or
URL,
then
select
video



Click to add title

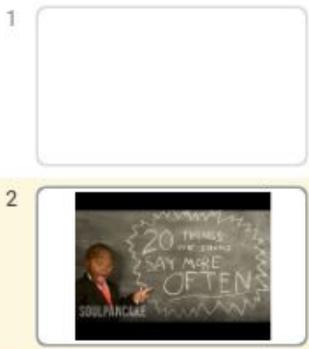
Click to add text



Click on blue squares and drag to resize video



- New slide **Ctrl+M**
- Duplicate slide
- Delete slide
- Skip slide
- Move slide ▶
- Change background
- Apply layout ▶
- Change transition
- Edit master
- Change theme



Click to add speaker notes

Background

Color

Image

Reset to theme

Add to theme

Choose image

Reset

Solid

Gradient

Transparent



THEME



CUSTOM

Click to add speaker notes



SOULPANCAKE

Insert video



Search

By URL

Google Drive



kid president



What Happened to Kid President? | Kid President Travel Show E1

Kid President went off the air for a few years... so what happened while he was gone? And why did he stop making videos in the first place??? Hear from Brad and Robby, the team behind Kid President, about everything that has happened since the last Kid
8 min - Oct 1, 2019



Another Pep Talk From Kid President to You

The Kid President Team has a Pep Talk for you. While this may be the last Pep Talk from Robby, we're not done exploring all the ways that kids and grownups can change the world together! Keep your eyes peeled for Brad Montague's next project coming to
5 min - Nov 5, 2019



Kid President's 20 Things We Should Say More Often

Kid President believes the things we say can help make the world more awesome. Here he shares a special list of 20 things we should say more often. What would you add to it? Subscribe to SoulPancake for new videos every weekday!
4 min - Nov 21, 2013

Select

Cancel

OR
choose
Google
Drive

Insert video from Google Drive

The screenshot shows the 'Insert video' dialog box in Google Meet. The dialog is titled 'Insert video' and has a close button (X) in the top right corner. Below the title bar, there are navigation tabs: 'My Drive' (selected), 'Shared drives', 'Shared with me', and 'Recent'. A search bar is located below the tabs. The main area displays a list of videos with columns for 'Name', 'Owner', and 'Last modified'. The video 'Tech Tuesday: How to Blur the Background in Google Meet.webm' is highlighted in blue. A red arrow points to the 'Select' button at the bottom left of the dialog.

Name	Owner	Last modified
Tech Tuesday: How to Blur the Background in Google Meet.webm	me	Oct 6, 2020
ats-zjpf-mgo (2020-10-05 at 12:21 GMT-7)	me	Oct 5, 2020
kkn-xogi-hog (2020-10-05		Oct 5, 2020
Tech Tuesday: Adding lab		Sep 22, 2020
Tech Tuesday: How to em		Sep 15, 2020
Untitled: Sep 15, 2020 11:		Sep 15, 2020
Educator Effectiveness Tr		Sep 14, 2020
Tech Tuesday: How to or		Sep 8, 2020

Click on the video you want to insert and click on the blue Select button

Select Cancel

Format options are available from Drive video

The image shows a Google Meet interface with a video player. A context menu is open over the video, listing various options. A red arrow points to the 'Turn on background blur' option. Another red arrow points to the 'Format options' button in the top right corner of the interface.

Format options

- Whiteboard
Open a Jam
- Record meeting
- Change layout
- Full screen
- Turn on background blur
- Turn on captions
- Settings
- Use a phone for audio
- Report a problem
- Report abuse
- Help

Format options

Video playback

TECH TUESDAY
How to Blur the Background in Google Meet
October 6, 2020

Play (on click)

Start at: 00:00 End at: 01:36

Use current time Use current time

Mute audio

> Size & Rotation

> Position

Explore

Where to get FREE Google Slides Themes

<https://www.slidescarnival.com/category/free-templates>

THIS IS YOUR
PRESENTATION
TITLE



Google Slides

THIS IS YOUR
PRESENTATION TITLE

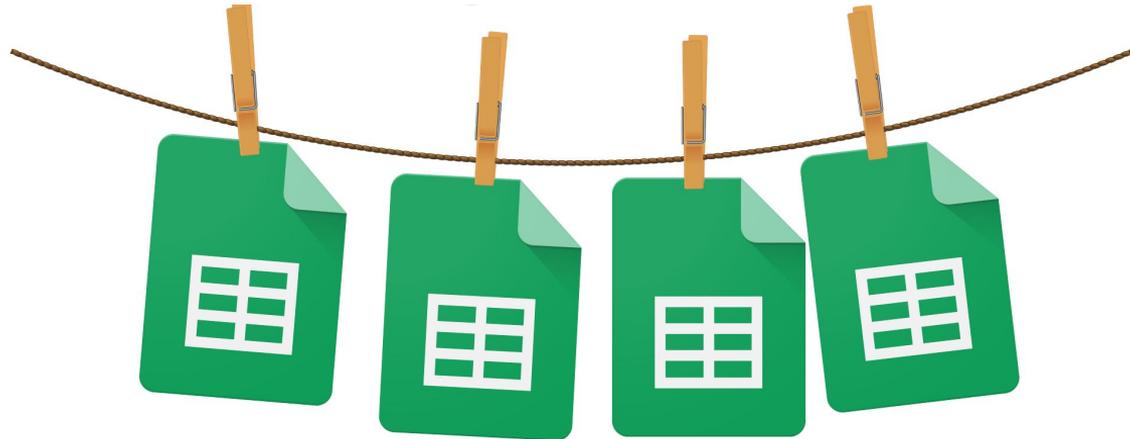


Google Sheets



Make a copy of the Google Sheets File

<http://bit.ly/googlesheets2019>





Copy of Google Sheets Workshop



File Edit View Insert Format Data Tools Form Add-ons Help Last edit was 3 minutes ago



Sleight of Hand club, Limited to the first 30 students who sign up, None, C131

	A	B	C	D	E	F
1	Timestamp	Who is your second period teacher?	What is your LAST name?	What is your FIRST name?	What is your current grade in school?	What is your first choice for clubs?
2	9/13/2017 10:55:48	KEMP	Dodd	Steve	10th	Team Up for St. Jude, All students willing to work for St. Jude's kids!(
3	9/13/2017 10:58:21	MCLEAN	Jackson	Bria	12th	American Sign Language, All Students By application, None, B113
4	9/13/2017 11:01:02	DARLING	Blake	Saachi	12th	Team Up for St. Jude, All students willing to work for St. Jude's kids!(
5	9/13/2017 11:01:09	KEMP	Gupta	Charlie	10th	Team Up for St. Jude, All students willing to work for St. Jude's kids!(
6	9/13/2017 11:03:06	HAMLIN	Garcia	Angie	9th	American Sign Language, All Students By application, None, B113
7	9/13/2017 11:10:28	WALKER	Hathcock	Brodie	9th	Zentangle, Grades 9-12, 20 students who like to doodle, None, E164
8	9/13/2017 11:11:05	UNSETH	Blake	Jeremy	9th	Zentangle, Grades 9-12, 20 students who like to doodle, None, E164
9	9/13/2017 11:16:52	JEMISON	Jackson	Sam	11th	Addiction Prevention Coalition, All Students, None, A201
10	9/13/2017 11:31:13	HAMLEY, MELISSA (Pre-	Lipscomb	Janae	9th	Philosophy Club, All Students, None, C238
11	9/13/2017 11:32:03	HOLCOMB	Garcia	Jeremy	10th	Relay for Life, Application Only, \$25 (includes Club Shirt), A209
12	9/13/2017 11:44:26	WOODRUFF	Hathcock	Megan	11th	Bookaneers, First 25 students that sign up, None, Library
13	9/13/2017 11:47:04	WILBANKS	Glass	Robert	9th	Bookaneers, First 25 students that sign up, None, Library
14	9/13/2017 11:56:35	FORD	bradford	Amelia	10th	Undivided Club, All students (All interested must apply online), None,
15	9/13/2017 11:57:09	WILHITE	castaneda	Sandra	11th	Sleight of Hand club, Limited to the first 30 students who sign up, No
16	9/13/2017 11:57:32	BUTLER	Ali	Bryson	12th	Undivided Club, All students (All interested must apply online), None,
17	9/13/2017 11:58:13	OGDEN	Bain	Allie	11th	Relay for Life, Application Only, \$25 (includes Club Shirt), A209
18	9/13/2017 11:58:51	ABRAMS	Clark	Latasha	10th	Sleight of Hand club, Limited to the first 30 students who sign up, No



Form Responses 1

Freeze rows or columns for easy navigation

2

3

The screenshot shows the Google Sheets interface with the 'Freeze' menu open. The menu options are:

- No rows
- 1 row
- 2 rows
- Up to current row (1)
- No columns
- 1 column
- 2 columns
- Up to current column (A)

Other menu items visible include: Gridlines, Protected ranges, Formula bar, Show formulas (Ctrl+), Hidden sheets (4), Zoom, and Full screen.

The spreadsheet data includes a 'Timestamp' column and a table of student information:

Timestamp						
9/13/2017	11:11:05	UNSETH	Blake	Tamyia	11th	Awaken, African American Females, B221
9/15/2017	13:07:21	CAVENDER	Bobo	Saachi	12th	Team Up for St. Jude, All students willing to work for St.
9/28/2017	8:30:26	WASSERMANN	Bobo	Jeremy	9th	Zentangle, Grades 9-12, 20 students who like to doodle
9/13/2017	11:56:35	FORD	bradford	Deshaun	10th	Bookaneers, First 25 students that sign up, None, Libra
9/19/2017	9:15:59	SLOVENSKY	Brown	Skilun	12th	Team Up for St. Jude, All students willing to work for St.
9/13/2017	13:27:48	CAVENDER	Byrd	Amelia	10th	Undivided Club, All students (All interested must apply o
9/13/2017	11:57:09	WILHITE	castaneda	Susan	12th	Acoustic Club, All students, None, G203
9/13/2017	11:57:09	WILHITE	castaneda	Michael	10th	Awaken, African American Females, B221
9/13/2017	11:57:09	WILHITE	castaneda	Sandra	11th	Sleight of Hand club, Limited to the first 30 students wh
9/13/2017	11:57:09	WILHITE	castaneda	Sandra	11th	Sleight of Hand club, Limited to the first 30 students wh

1



How to Sort

100% \$

- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste special

	A	Who is your second period teacher?
1	Timestamp	Who is your second period teacher?
2	9/13/2017 10:55:48	KEMP
3	9/13/2017 10:58:21	MCLEA
4	9/13/2017 11:01:02	DARLI
5	9/13/2017 11:01:09	KEMP
6	9/13/2017 11:03:06	HAML
7	9/13/2017 11:10:28	WALKE
8	9/13/2017 11:11:05	UNSET
9	9/13/2017 11:16:52	JEMIS
10	9/13/2017 11:31:13	HAMLE
11	9/13/2017 11:32:03	HOLCC
12	9/13/2017 11:44:26	WOOD
13	9/13/2017 11:47:04	WILBA
14	9/13/2017 11:56:35	FORD
15	9/13/2017 11:57:09	WILHT
16	9/13/2017 11:57:32	BUTLE
17	9/13/2017 11:58:13	OGDEI
18	9/13/2017 11:58:51	ABRAM

- Insert 1 left
- Insert 1 right
- Delete column
- Clear column
- Hide column
- Resize column
- Group column
- Ungroup column
- Sort sheet A → Z
- Sort sheet Z → A
- Randomize range

12 B I S

D	E	
What is your FIRST name?	What is your current grade in school?	What is your first choice for clubs?
Steve	10th	Team Up for St. Jude, All students willing to work for St. J
Bria	12th	American Sign Language, All Students By application, No
Saachi	12th	Team Up for St. Jude, All students willing to work for St. J
Charlie	10th	Team Up for St. Jude, All students willing to work for St. J
Angie	9th	American Sign Language, All Students By application, No
Brodie	9th	Zentangle, Grades 9-12, 20 students who like to doodle, I
Jeremy	9th	Zentangle, Grades 9-12, 20 students who like to doodle, I
Sam		
Janae		
Jeremy		
Megan		
Robert		
Amelia		
Sandra		
Bryson		
Allie	11th	Relay for Life, Application Only, \$25 (includes Club Shirt),
Latasha	10th	Sleight of Hand club, Limited to the first 30 students who

Highlight a column
 Right-click
 Choose "Sort sheet A -> Z"



How to Sort Multiple Columns



fx

Timestamp

	A	B	C	D	E	
1	Timestamp	Who is your second period teacher?	What is your LAST name?	What is your FIRST name?	What is your current grade in school?	What is your first choice for clubs?
2	9/13/2017 10:55:48	KEMP	Dodd	Steve	10th	Team Up for St. Jude, All students willing to work
3	9/13/2017 10:58:21	MCLEAN	Jackson	Bria	12th	American Sign Language, All Students By applica
4	9/13/2017 11:01:02	DARLING	Blake	Saachi	12th	Team Up for St. Jude, All students willing to work
5	9/13/2017 11:01:09	KEMP	Gupta	Charlie	10th	Team Up for St. Jude, All students willing to work
6	9/13/2017 11:03:06	HAMLIN	Garcia	Angie	9th	American Sign Language, All Students By applica
7	9/13/2017 11:10:28	WALKER	Hathcock	Brodie	9th	Zentangle, Grades 9-12, 20 students who like to
8	9/13/2017 11:11:05	UNSETH	Blake	Jeremy	9th	Zentangle, Grades 9-12, 20 students who like to
9	9/13/2017 11:16:52	JEMISON	Jackson	Sam	11th	Addiction Prevention Coalition, All Students, Non
10	9/13/2017 11:31:13	HAMLEY, MELISSA (Pre-	Lipscomb	Janae	9th	Philosophy Club, All Students, None, C238
11	9/13/2017 11:32:03	HOLCOMB	Garcia	Jeremy	10th	Relay for Life, Application Only, \$25 (includes Clu
12	9/13/2017 11:44:26	WOODRUFF	Hathcock	Megan	11th	Bookaneers, First 25 students that sign up, None
13	9/13/2017 11:47:04	WILBANKS	Glass	Robert	9th	Bookaneers, First 25 students that sign up, None
14	9/13/2017 11:56:35	FORD	bradford	Amelia	10th	Undivided Club, All students (All interested must
15	9/13/2017 11:57:09	WILHITE	castaneda	Sandra	11th	Sleight of Hand club, Limited to the first 30 stude
16	9/13/2017 11:57:32	BUTLER	Ali	Bryson	12th	Undivided Club, All students (All interested must
17	9/13/2017 11:58:13	OGDEN	Bain	Allie	11th	Relay for Life, Application Only, \$25 (includes Clu
18	9/13/2017 11:58:51	ABRAMS	Clark	Latasha	10th	Sleight of Hand club, Limited to the first 30 stude

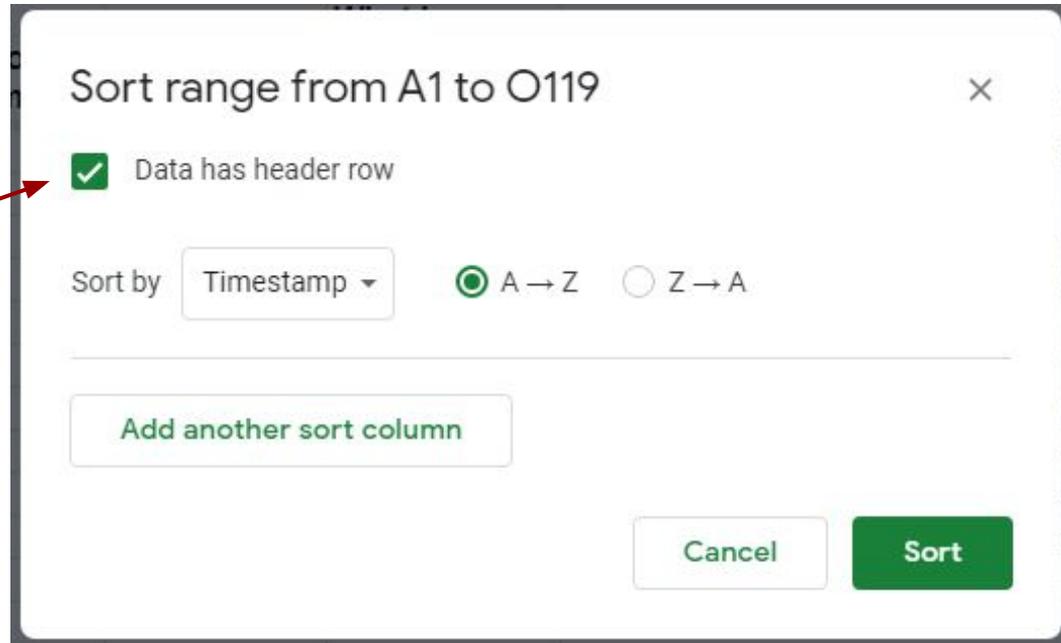
1



Form Responses 1

**We're going to sort in the following order:
First, by Second period teacher,
Then, by Last Name
Then, by First Name**

Check the box for
"Data has header row"



Sort range from A1 to O119

Data has header row

Sort by A → Z Z → A

[Add another sort column](#)

**Yours should
match this**



Sort range from A1 to O119



Data has header row

Sort by

Who is your second per... ▾

A → Z

Z → A

then by

What is your LAST name? ▾

A → Z

Z → A



then by

What is your FIRST name? ▾

A → Z

Z → A



Add another sort column

Cancel

Sort

Want to hide a column(s) or row(s)?

Simply highlight the row(s) or column(s) and right-click.

Choose Hide...

Google Sheets Workshop

File Edit View Insert Format Data Tools Form Add-ons Help [All changes saved in Drive](#)

100% \$ % .0 .00 123 Arial 12 B I S A

	A	B	C	D	E	
1	Timestamp	Who is your second period teacher?	What is your LAST name?	What is your FIRST name?	What is your current grade in school?	What is your first c
17	9/13/2017 11:58:13	OGDEN	Bain	Allie	11th	Relay for Life, Applicatio
18	9/13/2017 11:58:51	ABRAMS	Clark	Latasha	10th	Sleight of Hand club, Lin
19	9/13/2017 11:59:06	CAVENDER	Finocchiaro	Tracey	10th	Sleight of Hand club, Lin
20	9/13/2017 12:02:40	ENTREKIN	Fu	Leigh	11th	Acts of Kindness (AOK),
21	9/13/2017 12:23:18	HARDMAN	Kirschbaum	Linda	11th	SAW (Student Activism)
22	9/13/2017 12:25:07	ENTREKIN	Krishnamoorthy	Manish	11th	Rubik's Cube Club, Limi
23	9/13/2017 12:28:17	WILBANKS	Clark	Sandy	9th	SAW (Student Activism)
24	9/13/2017 12:32:38	STANLEY	Eudy	Bryan	11th	SAW (Student Activism)
25	9/13/2017 12:37:25	RUTSKY	Hale	Chanda	11th	Rubik's Cube Club, Limi
26	9/13/2017 12:37:45	CRAMER	Erwin	James	11th	Rubik's Cube Club, Limi
27	9/13/2017 12:41:40	CRAMER	Holt	Gregory	11th	SAW (Student Activism)
28	9/13/2017 12:43:52	PETERSEN	Colabrese	Casey	10th	Acts of Kindness (AOK),
29	9/13/2017 12:49:01	MCCOLLUM, DAVID (Pre	Ayers	Natalie	11th	Support Your Troops, Ju
30	9/13/2017 12:53:06	CAVENDER	Kupfer	Robbie	10th	Acts of Kindness (AOK),
31	9/13/2017 13:19:13	ZARZOUR	Berg	Tamyia	11th	Awaken, African Americ
32	9/13/2017 13:24:03	BARNES	Jacobs	Kellie	11th	Anthology Club for Crea
33	9/13/2017 13:24:25	CICERO	Dunbar	Jacob	12th	Philosophy Club, All Stu

+ ≡ Form Responses 1

Create

My calendars

- Jennifer Hogan - HHS
- Birthdays
- HHS Faculty Master Calen...
- Hogan Educator Eval 2018-...
- Montgomery Educator Eval...
- MOORE EDUCATOR EVAL 2
- Reminders
- ... ART PLC
- A107 B
- A107A
- Admin Coverage
- DEADLINES CALENDAR - H...
- Diversity Council

SUN 27	MON 28	TUE 29	WED 30	THU 31	FRI Feb 1	SAT Feb 2
Kaitlin at Centre 1:00pm 9am #peopleskills	9:15am Weekly Instru	Scantron - 9th & 10th grade reading and math 2:30pm Weekly NB up			Kaitlin at O...	
3	4	5				9
Kaitlin at Berry 1:00pmC 9am #peopleskills	Judging begins for NAS... 9:15am Weekly Instru 3:30pm PBIS Meet...	2:30pm Weekly NB...			Kaitlin at home vs Rhode Mid-Year Data Meeting	
10			13	14	15	16
		2pm District PD Day p 3 more	CLUB SCHEDULE 11:30am Finley Select	NAEP Testing Technology PD	New Teacher PD - 1st, 2r	Kaitlin at home vs Mil
17	18	19	20	21	22	23
9am #peopleskills	District PD District PD	2 more		Assistant Principals' Cor Curriculum Night Curriculum Night	Kaitlin at SAA Tournament	
24	25	26	27	28	Mar 1	2
Kaitlin at SAA Tourname 9am #peopleskills	9:15am Weekly Instru 11:30am Banner Scho	2:30pm Weekly NB up		Tennis softball soccer A Diversity PD		

Google Calendar

How to create a shareable calendar

Calendar Today < > October 2019

31 Calendar

Month

31 Create

My calendars

- Jennifer Hogan - HHS
- Birthdays
- HHS Faculty Master Calen...
- HOGAN EDUCATOR EVAL ...
- Medical Terminology 1
- Medical Terminology 2
- Montgomery Educator Eva...
- Reminders
- Tasks
- Test class

Other calendars

- A107 B
- A107A
- Admin Coverage
- CREW Teachers 2

Calendar grid showing events for October 2019:

SUN 29	MON 30	TUE Oct 1	WED 2	THU 3	FRI 4	SAT 5
9am #peopleskills	11:30 - Data Meeting	Schedule ACT recognitio 1pm Edgenuity Trainir 2:30pm Weekly New E	8:20am Imbusch obse 9:15am Landers obse	PD - Learning that Lasts	9:15 Meet with Pilkington 9:30 - Meet with Imbuscl 5 more	Conference in Tuscaloos
6 9am #peopleskills	7 11:57am Meet about 3:35pm #HooverPride	8 Meet with Boulder - 5th pe PLC Meetings 2 more	9 Geometry PLC meeting - IB PLC meeting - 3rd per 4 more	10 Curriculum & Instruction 10:30am #HooverPrid 2 more	11 Go to Wallace State - 1:4 8:15am Box/Hogan M	12 Saturday School
13 9am #peopleskills	14 8am Adolescent Ment	15 Hogan/Sherrell post-obs 11:30am Finley Lunch 2:30pm Weekly New E	16 Tornado Drill - 7th period 2:30pm How to Turn E 6:30	17 Franklin/Hogan post-obs Meet with Anna Manning	18 IB Pinning Ceremony 10am Box/Hogan Mer	19
	21 McEwan - 7th period Registration for Jeff Stat	22 Threat Assessment Trair 10am Algebra PLC me 2 more				
	28 8:15am Hogan/Ort po 10am Edgenuity Discr 11am Hogan/Hardma	29 8am Boone 1st peroc 2:30pm Weekly New E				

Click the + sign next to "Other Calendars"
Choose Create new calendar

Give the calendar a recognizable name



General

[Add calendar](#) ^

Subscribe to calendar

[Create new calendar](#)

Browse resources

Browse calendars of interest

From URL

Import & export

Settings for my calendars

- Jennifer Hogan - HHS
- Birthdays
- HHS Faculty Master Calendar

Create new calendar

Name

HOOVER TEST CALENDAR

Description

This is a demo calendar

Time zone

(GMT-06:00) Central Time - Chicago

Owner

Jennifer Hogan - HHS

Organization

Hoover City Schools

[Create calendar](#)

Who has access?

Access permissions

Make available to public

See all event details ▾

Make available for Hoover City Schools

See only free/busy (hide details) ▾

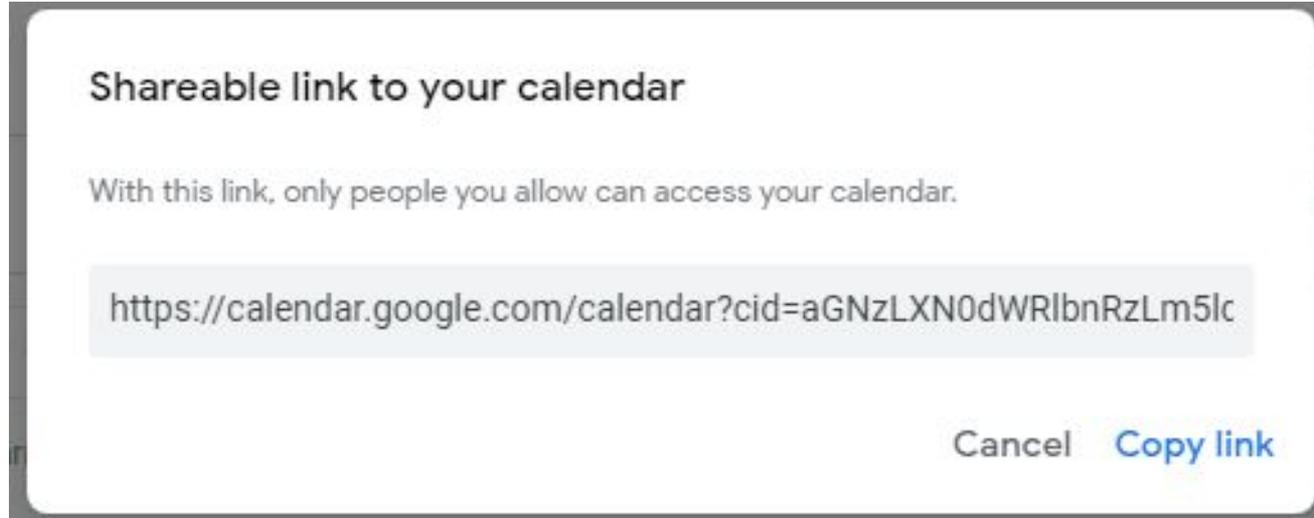
[Get shareable link](#)

Learn more about [sharing your calendar](#)



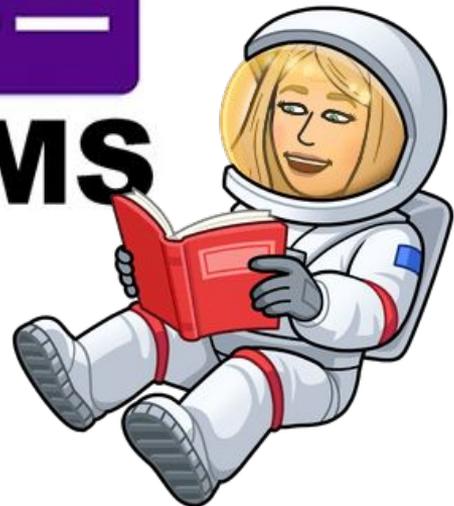
Change to “See all event details”
if sharing schoolwide calendar

Share the link! (Newsletters, emails, etc.)



Create a calendar for conference rooms,
Ask for access to administrators' calendars,
Create a master calendar for schoolwide due dates, events, PD, etc.

Google FORMS



How to embed video in a Form

← Untitled form   All changes saved in Drive

QUESTIONS WORKFLOW RESPONSES

Welcome Back to School Video

Form description

Untitled Question

Option 1



Add video

Select Video



Video search

URL



Principal's Video Message - First Quarter 2017

Video message from Don Hulin, principal of Hoover High School in Hoover, AL.

5 min - Oct 11, 2017



Principal's Quarterly Video Message to Parents - March 2017

Hoover High School principal Don Hulin gives the third quarter message to parents.

10 min - Mar 13, 2017



MTSA President's Message

MTSA President Chris Hulin reflects on the School's uniqueness and how it benefits students who want to become nurse anesthetists.

2 min - Nov 15, 2016

Select

Cancel

You can resize, align, & add text before and after video

Welcome Back to School Video

Form description

Please watch the video and answer the question below:



Get notified for every response

The screenshot shows the Google Forms interface. At the top, there is a purple header with the text "x to School Video" and "All changes saved in Drive". Below the header, there are navigation tabs: "QUESTIONS", "WORKFLOW", and "RESPONSES". The "RESPONSES" tab is selected. A dropdown menu is open over the "RESPONSES" tab, showing several options: "Get email notifications for new responses" (highlighted), "Select response destination", "Unlink form", "Download responses (.csv)", "Print all responses", and "Delete all responses".

1

2

QUESTIONS

WORKFLOW

RESPONSES

0 responses



Accepting responses



Waiting for responses

Select response destination



Create a new spreadsheet

Welcome Back to School ...

[Learn More](#)

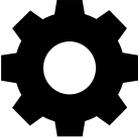
Select existing spreadsheet

CANCEL

CREATE

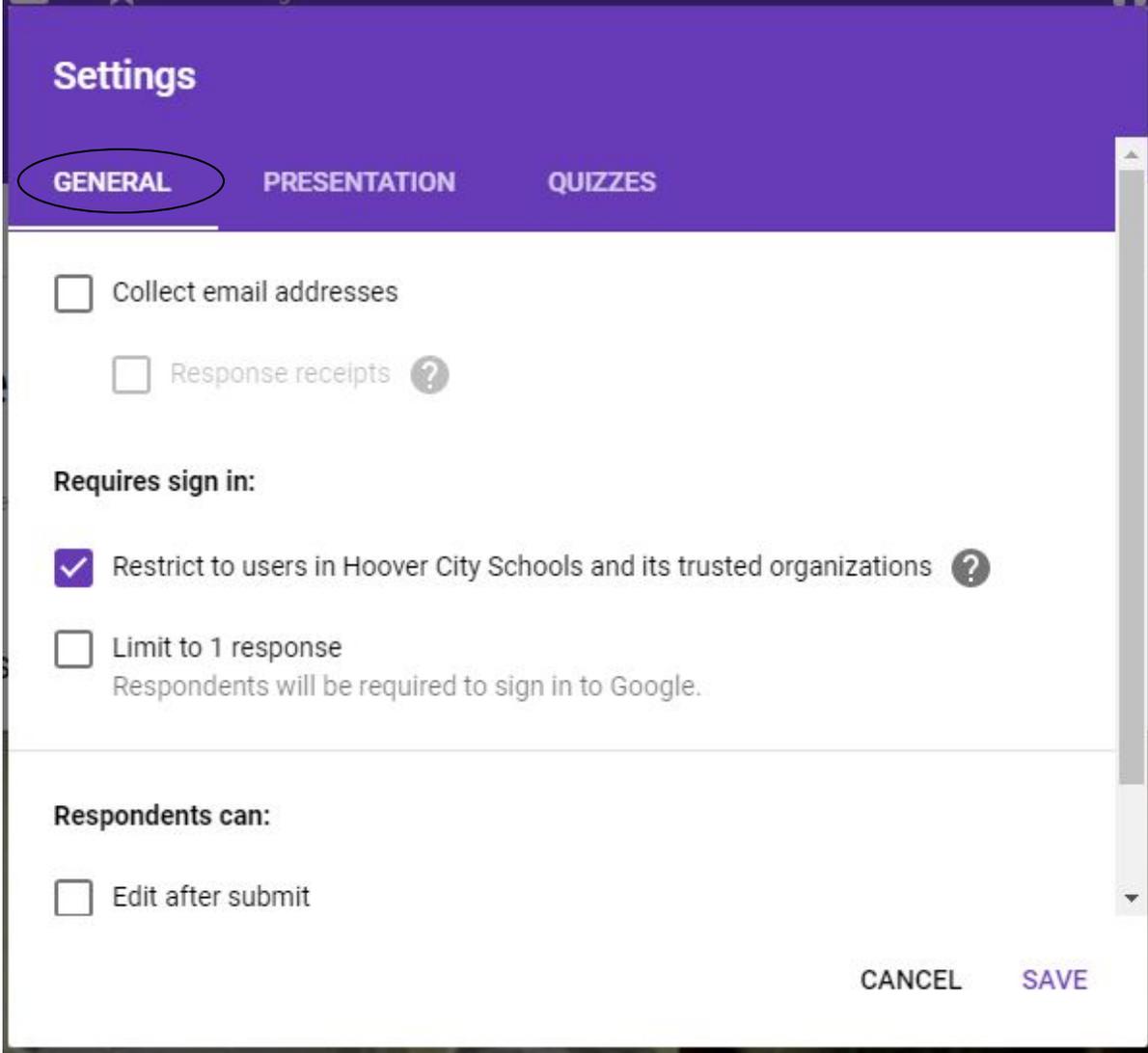
1

2

Review  **SETTINGS** prior to sending out Form.

Think about your audience and the information you need from them.

Let people edit response after submitting?



The screenshot shows the 'Settings' page for a Google Form, with the 'GENERAL' tab selected and circled. The page has a purple header with the title 'Settings' and three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. Below the header, there are several settings options:

- Collect email addresses
- Response receipts 

Requires sign in:

- Restrict to users in Hoover City Schools and its trusted organizations 
- Limit to 1 response
Respondents will be required to sign in to Google.

Respondents can:

- Edit after submit

At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

Settings

GENERAL

PRESENTATION

QUIZZES

- Show progress bar
- Shuffle question order
- Show link to submit another response

Confirmation message:

Your response has been recorded.

CANCEL

SAVE

If form can be filled out multiple times, check this box.



You can create a personalized confirmation message.



Allow respondents to upload files

The image shows a form editor interface. At the top, there is a question: "What is your favorite point made in the video?" with a "Long answer text" input field. Below this, a second question is selected: "Upload your first quarter summary reflection." The settings for this question are visible: "Allow only specific file types" is turned off, "Maximum number of files" is set to 1, and "Maximum file size" is set to 10 MB. A note at the bottom states "This form can accept up to 1 GB of files. [Change](#)".

A menu is open over the question, listing various question types: Short answer, Paragraph, Multiple choice, Checkboxes, Dropdown, File upload (highlighted), Linear scale, Multiple choice grid, Checkbox grid, Date, and Time. To the right of the question, a vertical toolbar contains icons for adding a question (+), a document, text, image, video, and a list icon.

Click Add question symbol & enter your request for information.

Next to the question, click the Down arrow and select "File upload."

Personalize Google Forms with colors, images, and fonts

The screenshot displays the Google Forms editor interface. At the top, the form title is "Welcome Back to School Video" with a folder icon and a star icon. To the right, there are icons for settings (gear), theme (palette), preview (eye), and another settings icon (gear). A red arrow points from the title text to the theme icon. Below the title, there are tabs for "QUESTIONS", "WORKFLOW", and "RESPONSES". The main content area shows the form title "Welcome Back to School Video" and a "Form description" field. Below the description, there is a question: "Please watch the video and answer the question below:" followed by a video player showing a scene from a movie with a "HOOVER" sign. On the right side, the "THEME OPTIONS" sidebar is open, showing a "HEADER" section with an "Image uploaded" notification, a "THEME COLOR" section with six color swatches (orange, yellow, grey, green, blue, purple) and a plus sign, a "BACKGROUND COLOR" section with four color swatches (white, light orange, orange, light blue) and a plus sign, and a "FONT STYLE" section with "Playful" selected.

**Thank
you!**

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