

POWER UP



*with*

Google



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

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**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

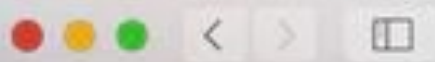
# What will we be learning today?

**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



≡ M 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:

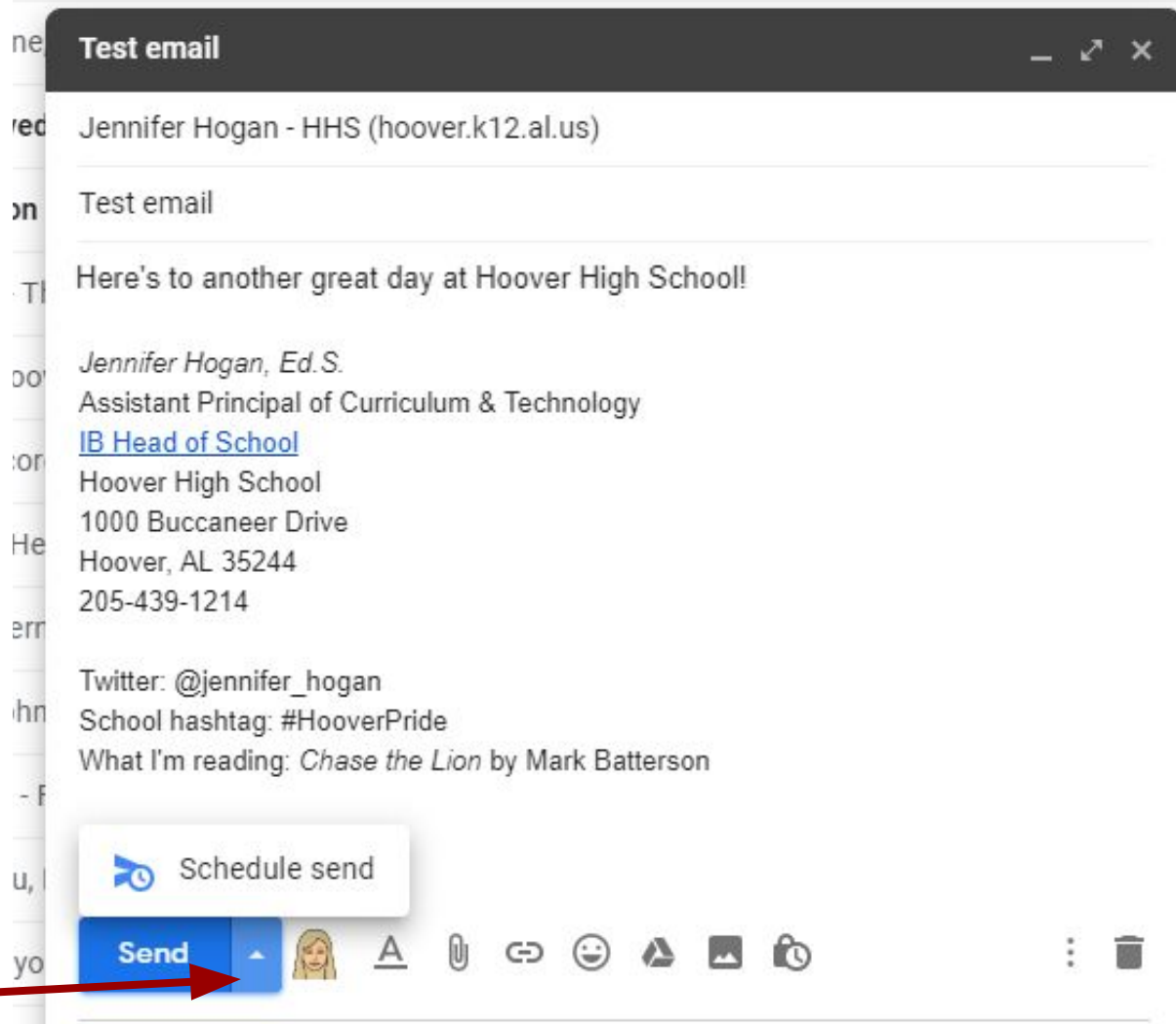
You can have up to 100 scheduled emails.

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.



Schedule send

Central Standard Time

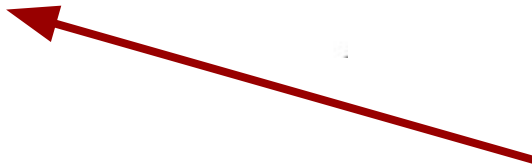
Last scheduled time	Fri, Nov 15, 7:28 AM
Tomorrow morning	Nov 15, 8:00 AM
Tomorrow afternoon	Nov 15, 1:00 PM
Monday morning	Nov 18, 8:00 AM

 Pick date & time

Choose “Pick date & time”

Enter today’s date at 11:15am

Done!





# Keyboard Shortcuts

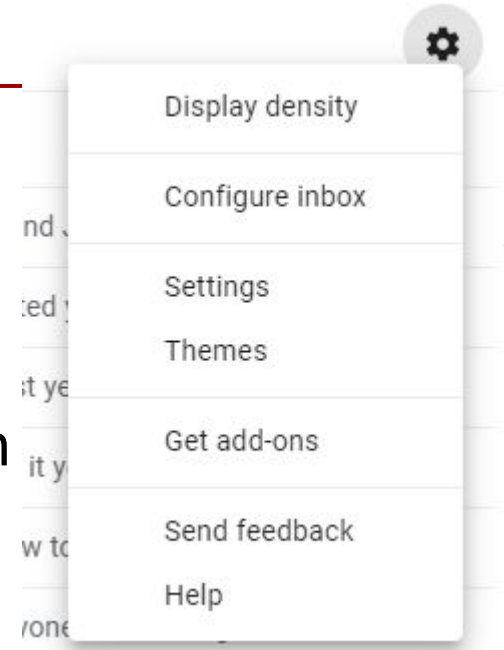
Turn on keyboard shortcuts in Settings → General → Keyboard Shortcuts.

**C:** Compose new email

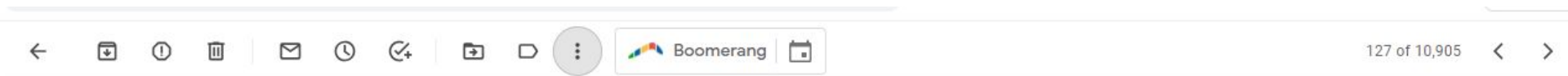
**R:** Reply (quickly respond, & prevents you from the embarrassing “reply all”)

**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](https://docs.google.com/spreadsheets/d/1TYXY_VJpB1IPHNWCYTklNzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing)



# Create an Event from an email

The screenshot shows the Gmail interface. On the left is the sidebar with folders like Mail, Inbox (10,904), Starred, Snoozed, Important, Sent, Drafts (28), All Mail, Spam (7), Trash, ASCD (144), Boomerang, Boomerang-Outbox, and Canceled. The main area displays an email from Susan Norris - HHS to John, me, Taurus, Brad, Donna, Jennifer, Miriam, Edward, Lisa, Me. The subject is "Crew challenges this week - you might". The email body mentions "Red Ribbon Week Challenges during crew begin today and run all the way through Friday." and includes a Google Docs link. A context menu is open over the email, showing options: Mark as unread, Mark as important, Add star, Create event (highlighted with a red arrow), Filter messages like these, and Mute. In the top right corner, there are icons for help, settings, and a calendar icon. A red arrow points from the calendar icon to a button labeled "Add event" in the email's header area. Other buttons in the header include "Return to Inbox", "Confirm", and "Add event".

**Compose**

**Pause Inbox**

**Mail**

**Inbox** 10,904

**Starred**

**Snoozed**

**Important**

**Sent**

**Drafts** 28

**All Mail**

**Spam** 7

**Trash**

**ASCD** 144

**Boomerang**

**Boomerang-Outbox**

**Canceled**

**Meet**

**Search mail**

**Boomerang**

**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\\_VJpB1IPHNWCYTklNzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1TYXY_VJpB1IPHNWCYTklNzkkkx2EYL9BQ24oyQ61sNE/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

Add location

Notification ▾ 10 minutes ▾ X

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.

6

[Guests](#) [Rooms](#)

Add guests



jhogan@hoover.k12.al.us



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 ▾

Event Details Find a Time

Join with Google Meet

meet.google.com/yaw-ckan-wrti ?

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.

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

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 

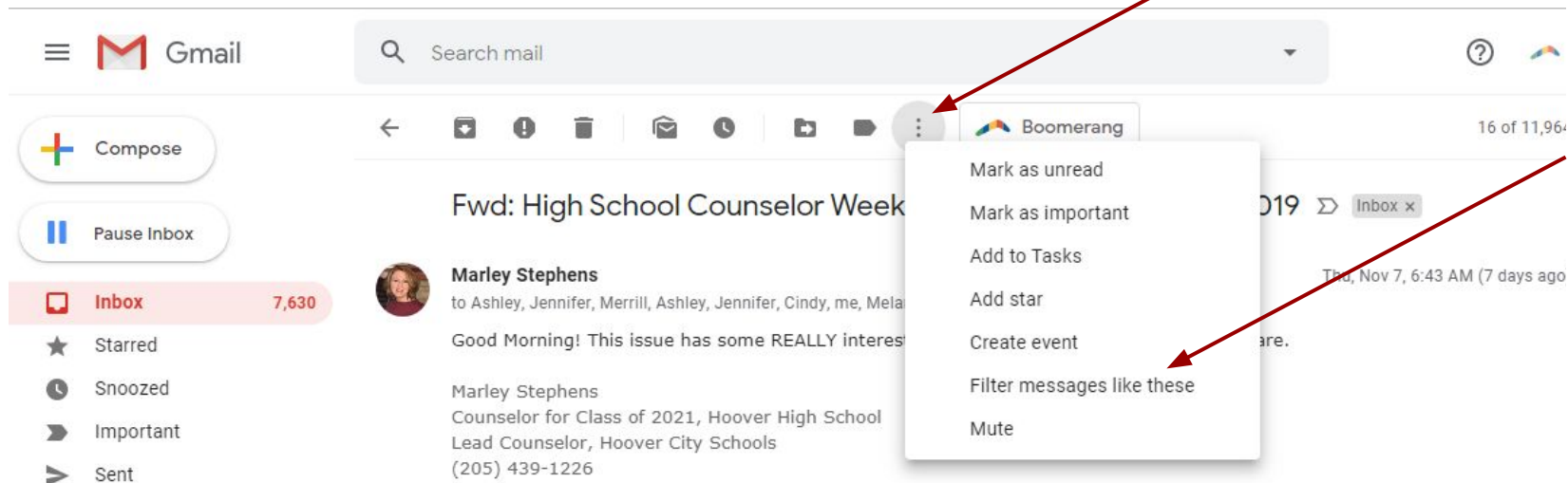
**When you click on the appointment on your calendar, the link to the Google Meet is there in the appointment.**

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

The screenshot shows a Google Calendar interface. At the top, the header includes the Google Calendar logo, the word 'Calendar', a 'Today' button, and navigation arrows for the month of 'October 2020'. On the left side, there is a sidebar with a 'Create' button and a list of calendar categories including 'IHS Summer Prote...', 'IOGAN EDUCATOR', 'reminders', 'asks', 'est class', 'r calendars', '020-2021 High Sch', '.107 B', '.107A', 'admin Coverage', 'REW Teachers 201', 'EADLINES CALENI', 'istance Learning P', 'ICS New Teachers', 'IHS Administrator I', and 'olidays in United S...'. The main area displays a calendar grid. A specific appointment is highlighted, titled 'Crew challenges this week - you might want to be there', scheduled for 'Tuesday, October 27 - 12:00 - 1:00pm'. This appointment card is open, showing a blue button labeled 'Join with Google Meet' with the URL 'meet.google.com/yaw-ckan-wti'. Below the button, the text reads: '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.' A 'Thank you for all your support! Susan and Maggie' message is also present. A Google Docs link is provided: [https://docs.google.com/spreadsheets/d/1TYXY\\_VJpB1IPHNWCYTkLnzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1TYXY_VJpB1IPHNWCYTkLnzkkkx2EYL9BQ24oyQ61sNE/edit?usp=sharing). At the bottom of the card, there is a notification bell icon with '10 minutes before' and a calendar icon with 'Jennifer Hogan - HHS'. On the right side of the calendar, a sidebar shows a list of appointments including 'Observat', 'Talk to C', 'Talk to J', '5th perio', '7:30ar', '9am A', '3pm E', and 'Observatio'.



# How to organize by colored label



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

# Create the filter in the pop-up box

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

From mstephens@hoover.k12.al.us

To

Subject


Has the words

Doesn't have

Size greater than MB

☐ Has attachment ☐ Don't include chats

Create filter Search





**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... ▾

←

or

☐

Forward it

add forwarding address

←

☐

Delete it

←

or

☐

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.

←

and

?

Learn more

Create filter

>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' pop-up 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.

New label

Please enter a new label name:

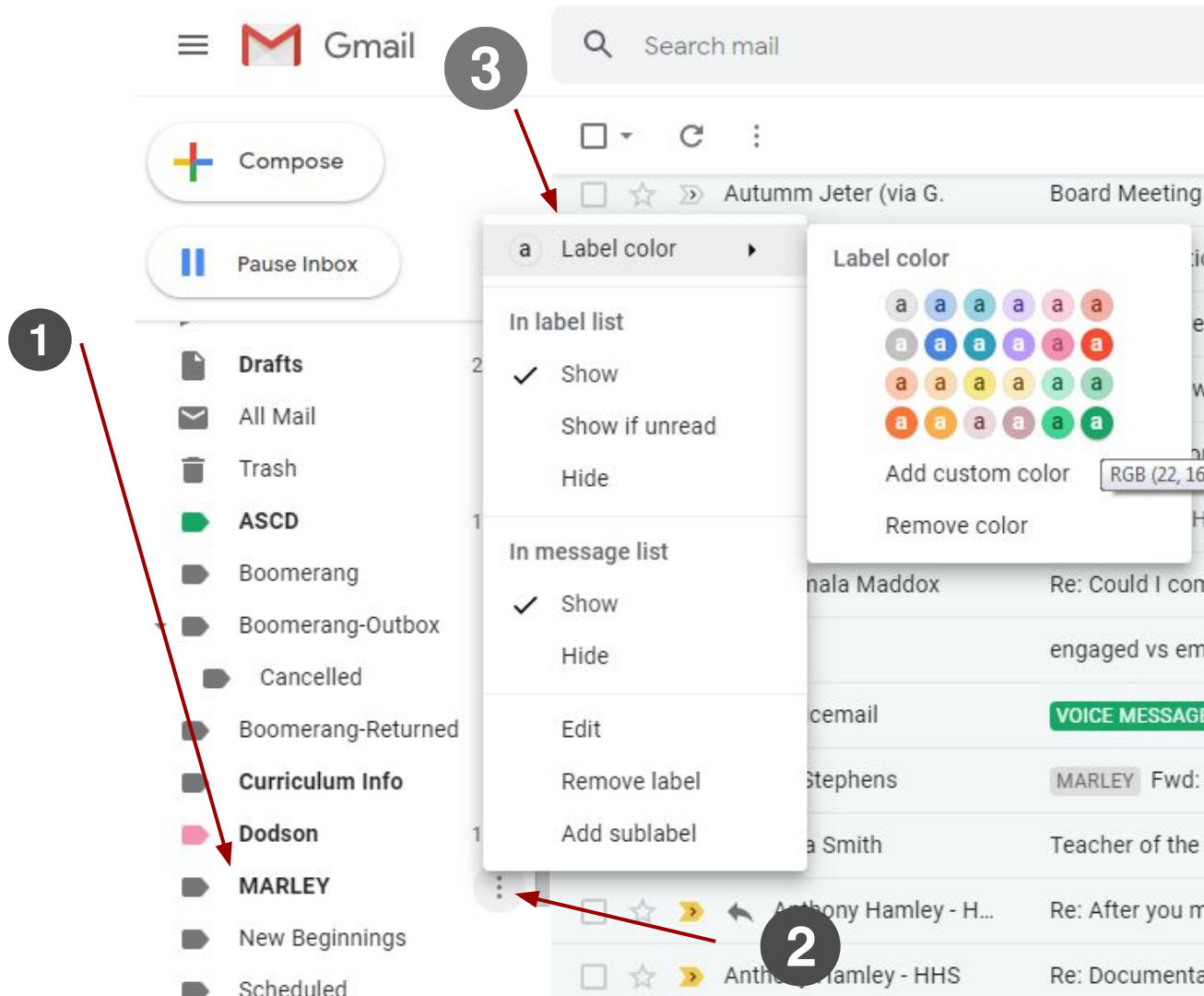
☐ Nest label under:

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	<div><div>Last modified</div><div>✓ Last modified by me</div><div>Last opened by me</div></div>	
 1 Course Selection 2019-2020 ★	me		
 1 PLCs	me		
 1 Scantron Fall 2019	me		
 1 Technology	me	7:34 PM	—
 16-17 Course Registration Forms	me	Aug 25, 2015	—
 2015-2016 Administrator Resource Documents	cbusby	—	—
 2016-17 Lesson Plans	Tera Simmons	—	—
 2016-17 Lesson Plans	me	—	—
 2017-18 Course Selection Sheets	me	Jan 24, 2017	—
 ACT Data Spring 2017	me	7:33 PM	—



## 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



Search Drive



Type

Any



Owner

Anyone



Location

ANYWHERE



In trash



Starred

Date modified

Any time



Item name

Enter a term that matches part of the file name

Has the words

Enter words found in the file

[LEARN MORE](#)

RESET

SEARCH



1 Technology

me

Aug 25, 2015





AAS:

You open

by me

## 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

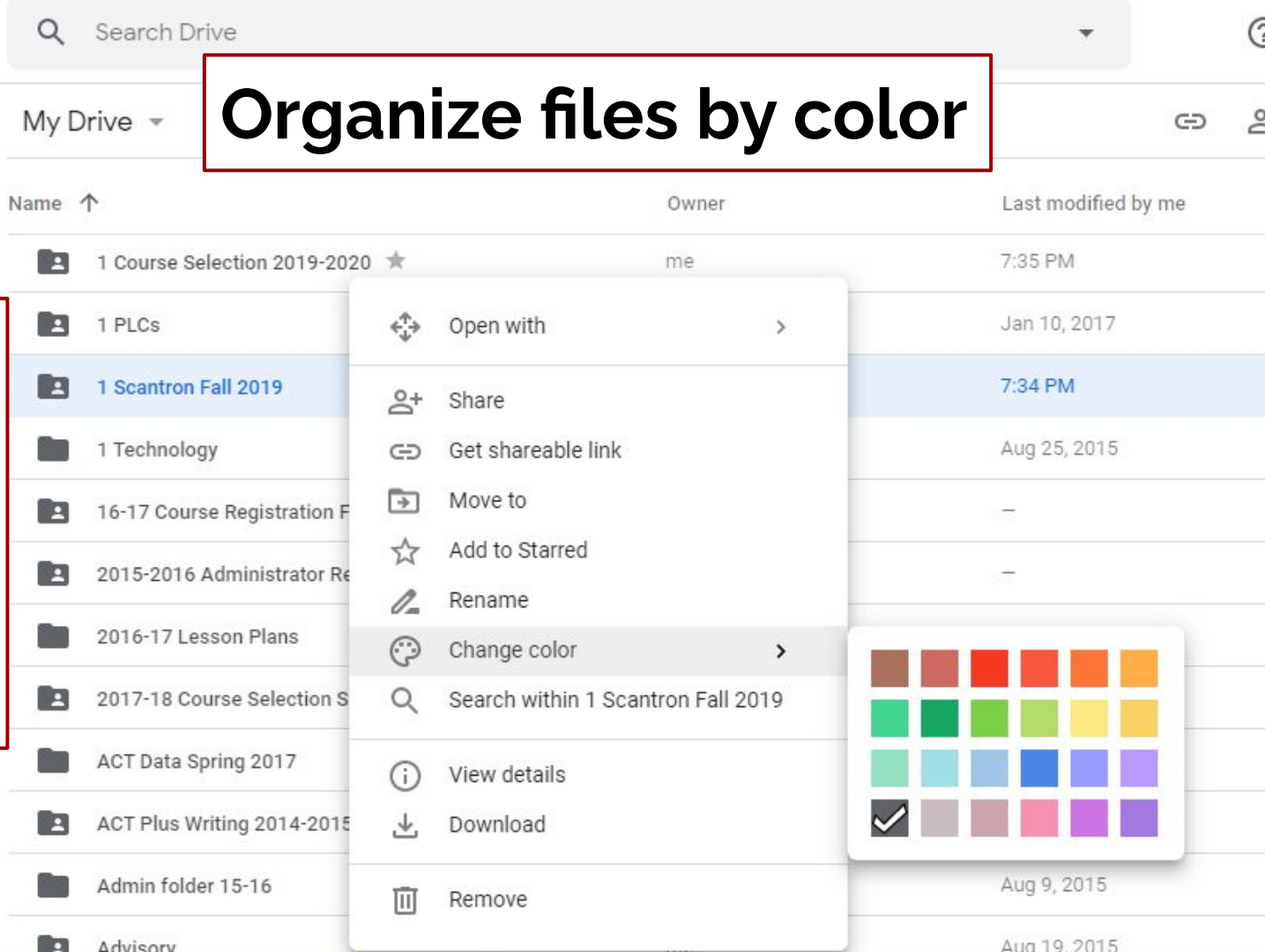
Brad Hayn - HHS

Jul 17, 2017 Brad Hayn - HHS

—

# Organize files by color

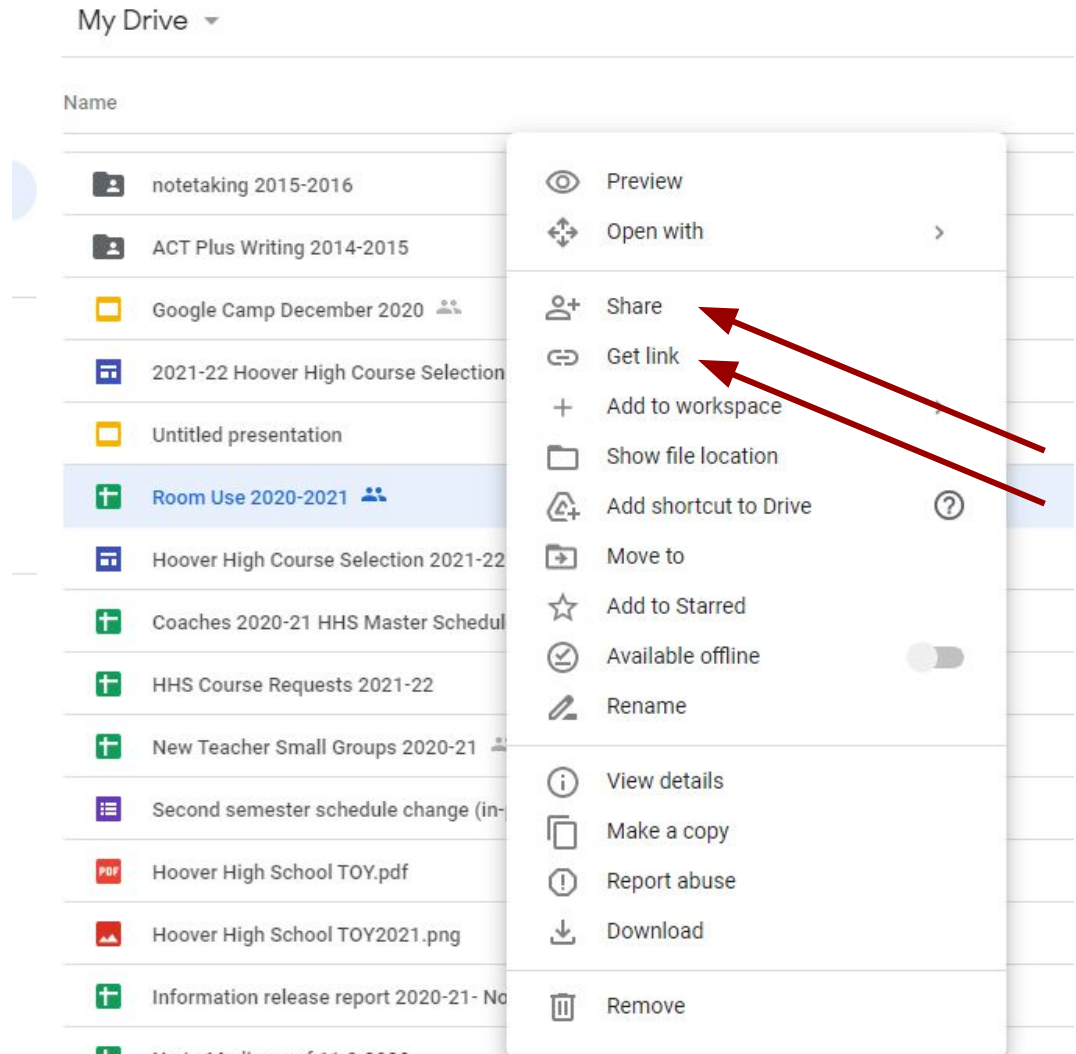
**Right  
Click  
---  
Pick  
Color**



# Sharing from Google Drive

Right-click on a file  
or folder

Choose Share or  
Get link





# Sharing with specific individuals

The screenshot shows the Google Drive sharing interface. A modal window titled "Share with people and groups" is open, displaying a list of individuals and their assigned permissions. Below this modal, a "Get link" section is visible, showing a link for "Hoover City Schools" with the permission "Anyone in this group with this link can view".

**Share with people and groups**

Add people and groups

Name	Permission
Jennifer Hogan - HHS (you) jhogan@hoover.k12.al.us	Owner
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 settings dialog. 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. It features a link icon, the text "Get link", and a gear icon. A text box contains the URL "https://docs.google.com/spreadsheets/d/1ZlwWga3A7aSXQU5wQHP7spH...". To the right of the URL is a "Copy link" button. Below the URL, there is a section for "Hoover City Schools" with a dropdown arrow, and the text "Anyone in this group with this link can view". To the right of this is a "Viewer" dropdown menu. At the bottom left is a link "Send feedback to Google", and at the bottom right is a blue "Done" button. Three red callout boxes with white numbers are present: "1" points to the "Hoover City Schools" dropdown, "2" points to the "Copy link" button, and "3" points to the "Viewer" dropdown. Gold star stickers are scattered around the interface.

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

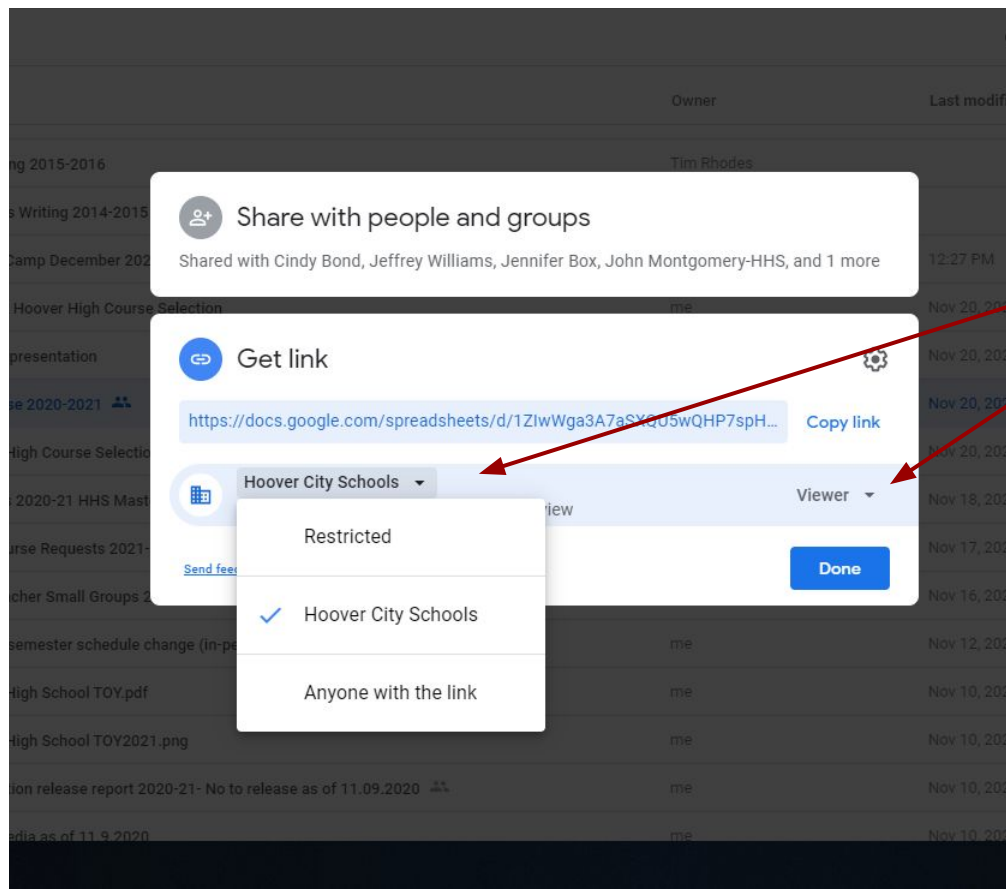
Hoover City Schools ▾

Anyone in this group with this link can view

Viewer ▾

[Send feedback to Google](#) Done

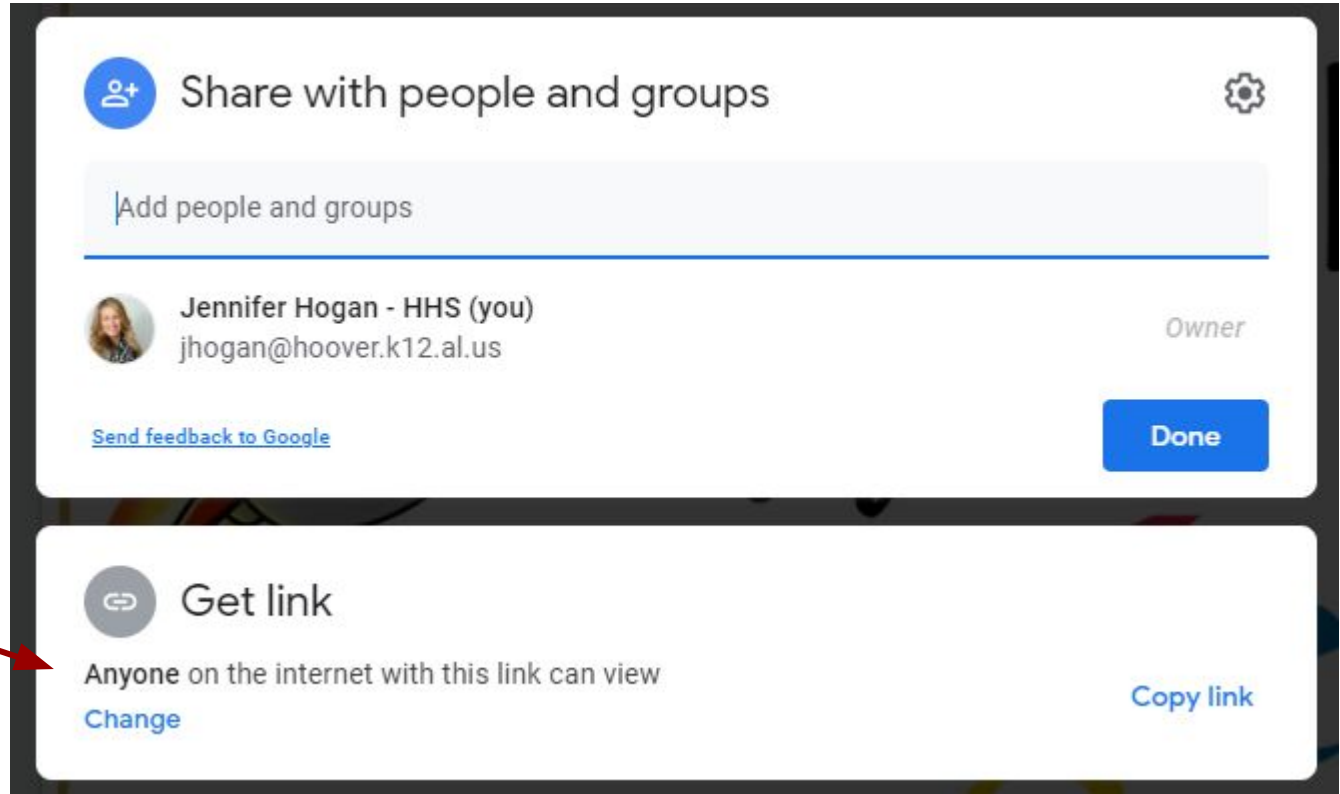
# Sharing a link (in an email or calendar event)



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



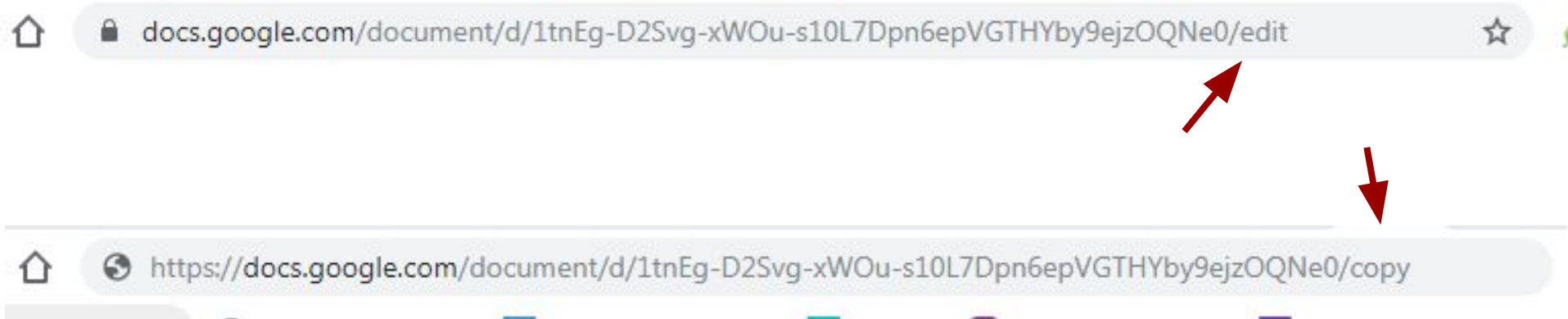
# How to force a copy by the recipient of a file

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

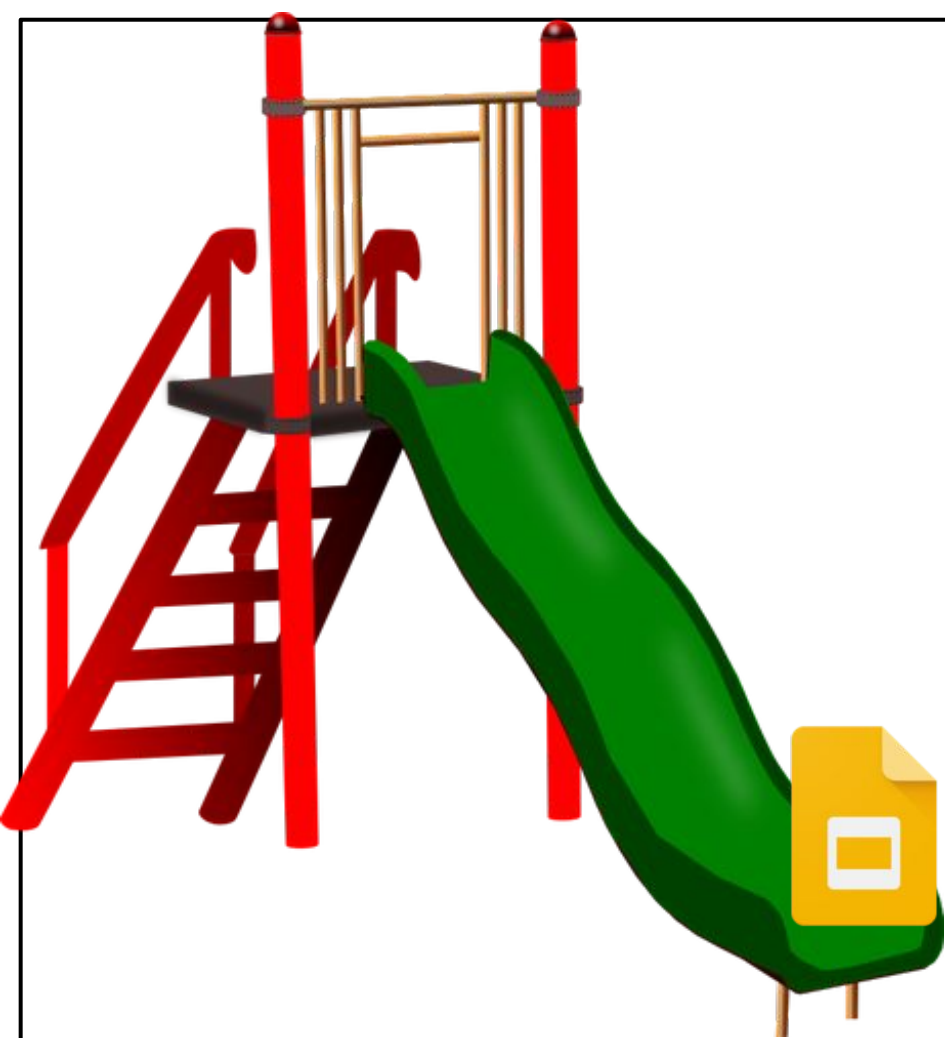
Usually, we do NOT share a Google File by copying the web address. (We use the big blue “Share” button)

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?

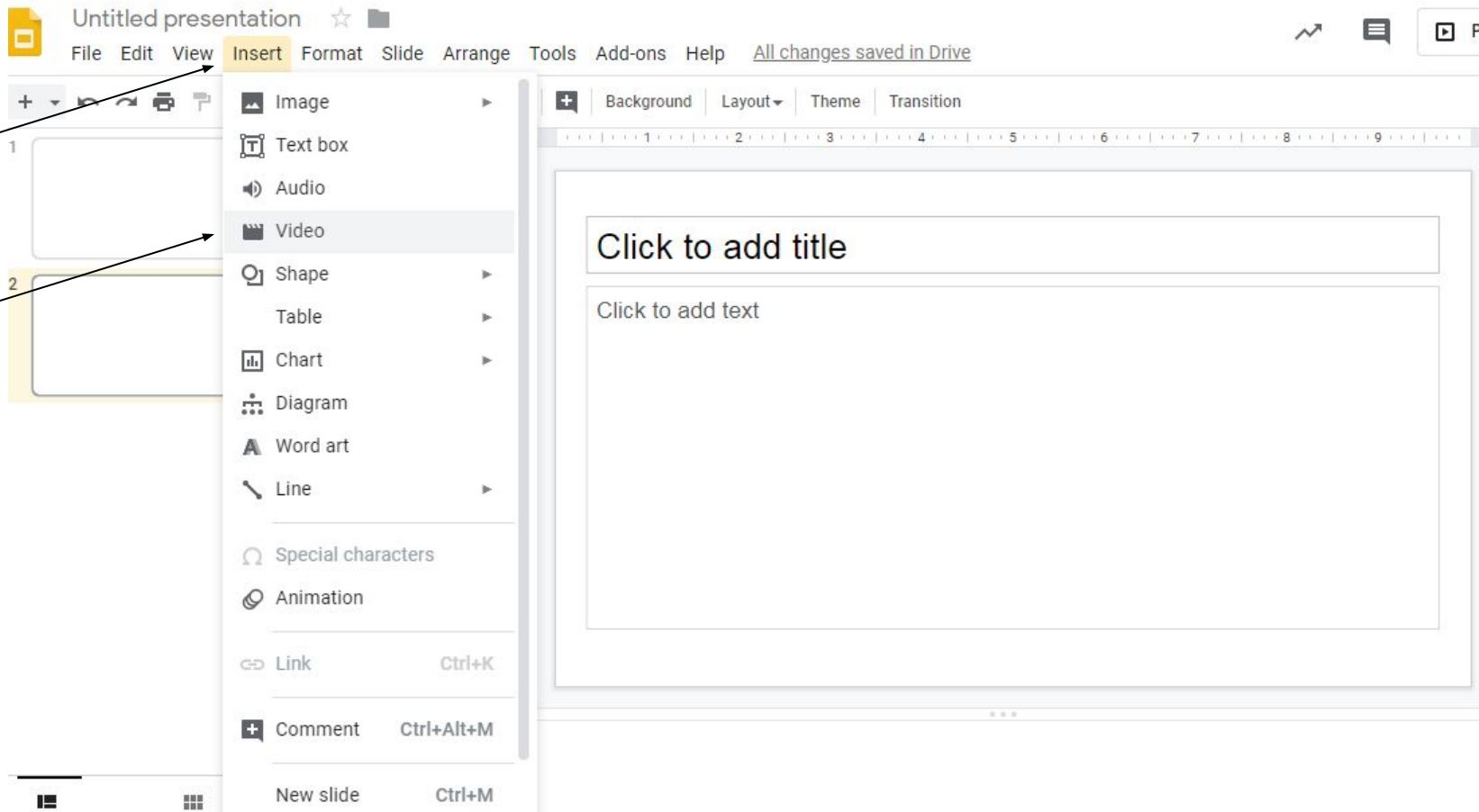


Guess which one will force the recipient to make a copy?



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 President video. 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 you. 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

Re

D

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 President video. 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 you. 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

Insert video

← My Drive Shared drives Shared with me Recent

Search

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 org		Sep 8, 2020

Select Cancel

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



# Format options are available from Drive video

The screenshot displays the Google Meet interface during a video playback. The central video player shows a woman with blonde hair and glasses. A context menu is open over the video, listing various actions: Whiteboard, Record meeting, Change layout, Full screen, Turn on background blur (highlighted with a red arrow), Turn on captions, Settings, Use a phone for audio, Report a problem, Report abuse, and Help. The top toolbar includes icons for chat, share, and other meeting controls. The left sidebar shows a gallery of video thumbnails. The right sidebar contains the 'Format options' panel, which is currently expanded to show 'Video playback' settings. A red arrow points to the 'Format options' header in the right sidebar. Below the video player, there is a 'Click to add speaker notes' button and an 'Explore' button.

Format options

Video playback

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



▶ > Slide 1 ⚡ 🗨 ⚙ Google Slides

THIS IS YOUR  
PRESENTATION TITLE



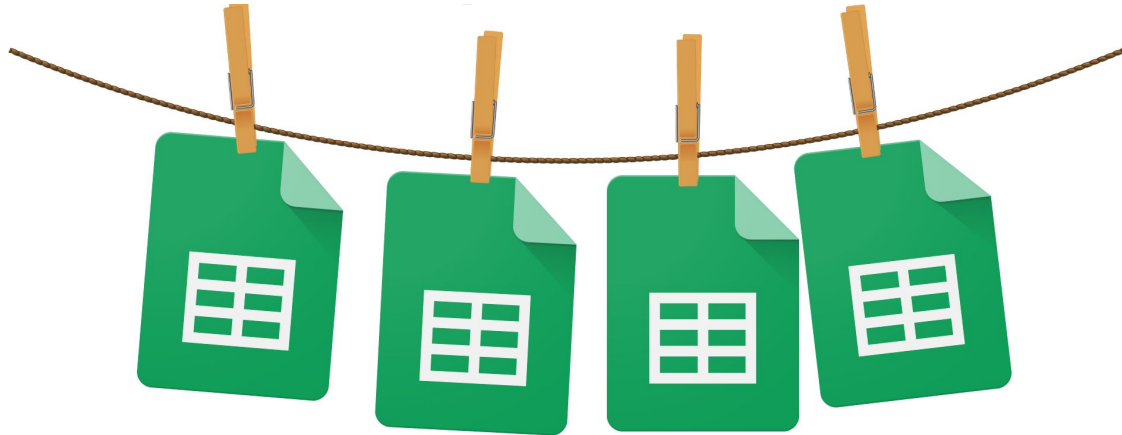


# Google Sheets



**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



fx 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

1

Google Sheets Workshop

File Edit View Insert Format Data Tools Form Add-ons Help

Freeze

- No rows
- 1 row
- 2 rows
- Up to current row (1)

Gridlines

Protected ranges

Formula bar

Show formulas Ctrl+`

Hidden sheets (4)

Zoom

Full screen

No columns

1 column

2 columns

Up to current column (A)

Timestamp					
1	Timestamp				
2	9/13/2017				
3	9/19/2017				
4	9/13/2017				
5	9/13/2017				
6	9/13/2017				
7	9/15/2017				
8	9/20/2017				
9	9/13/2017				
10	9/13/2017				
11	9/13/2017 11:11:05	UNSETH	Blake	Jeremy	
12	9/15/2017 13:07:21	CAVENDER	Bobo	Deshaun	
13	9/28/2017 8:30:26	WASSERMANN	Bobo	Skilun	
14	9/13/2017 11:56:35	FORD	bradford	Amelia	
15	9/19/2017 9:15:59	SLOVENSKY	Brown	Susan	
16	9/13/2017 13:27:48	CAVENDER	Byrd	Michael	
17	9/13/2017 11:57:09	WILHITE	castaneda	Sandra	
18	9/14/2017 9:59:00	WELCH	Gayfield	Brooks	

E	
What is your current grade in school?	What is your first choice for clubs?
12th	Undivided Club, All students (All interested must apply o
12th	Bow Hunting Club, First 60 that sign up, None, B321
12th	Support Your Troops, Juniors and Seniors ONLY- Limite
11th	Support Your Troops, Juniors and Seniors ONLY- Limite
11th	Relay for Life, Application Only, \$25 (includes Club Shir
12th	Bookaneers, First 25 students that sign up, None, Libra
12th	Team Up for St. Jude, All students willing to work for St.
11th	Awaken, African American Females, B221
12th	Team Up for St. Jude, All students willing to work for St.
9th	Zentangle, Grades 9-12, 20 students who like to doodle
10th	Bookaneers, First 25 students that sign up, None, Libra
12th	Team Up for St. Jude, All students willing to work for St.
10th	Undivided Club, All students (All interested must apply o
12th	Acoustic Club, All students, None, G203
10th	Awaken, African American Females, B221
11th	Sleight of Hand club, Limited to the first 30 students wh
12th	Awaken, African American Females, B221





100%



Cut

Copy

Paste

Paste special

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

Ctrl+X

Ctrl+C

Ctrl+V



# How to Sort



12



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



100%



\$

%

.0

.00

123



Arial



12



B



fx

Timestamp

A

B

C

D

E

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?

1

9/13/2017 10:55:48

KEMP

Dodd

Steve

10th

Team Up for St. Jude, All students willing to work

9/13/2017 10:58:21

MCLEAN

Jackson

Bria

12th

American Sign Language, All Students By applica

9/13/2017 11:01:02

DARLING

Blake

Saachi

12th

Team Up for St. Jude, All students willing to work

9/13/2017 11:01:09

KEMP

Gupta

Charlie

10th

Team Up for St. Jude, All students willing to work

9/13/2017 11:03:06

HAMLIN

Garcia

Angie

9th

American Sign Language, All Students By applica

9/13/2017 11:10:28

WALKER

Hathcock

Brodie

9th

Zentangle, Grades 9-12, 20 students who like to

9/13/2017 11:11:05

UNSETH

Blake

Jeremy

9th

Zentangle, Grades 9-12, 20 students who like to

9/13/2017 11:16:52

JEMISON

Jackson

Sam

11th

Addiction Prevention Coalition, All Students, Non

9/13/2017 11:31:13

HAMLEY, MELISSA (Pre-

Lipscomb

Janae

9th

Philosophy Club, All Students, None, C238

9/13/2017 11:32:03

HOLCOMB

Garcia

Jeremy

10th

Relay for Life, Application Only, \$25 (includes Clu

9/13/2017 11:44:26

WOODRUFF

Hathcock

Megan

11th

Bookaneers, First 25 students that sign up, None

9/13/2017 11:47:04

WILBANKS

Glass

Robert

9th

Bookaneers, First 25 students that sign up, None

9/13/2017 11:56:35

FORD

bradford

Amelia

10th

Undivided Club, All students (All interested must

9/13/2017 11:57:09

WILHITE

castaneda

Sandra

11th

Sleight of Hand club, Limited to the first 30 stude

9/13/2017 11:57:32

BUTLER

Ali

Bryson

12th

Undivided Club, All students (All interested must

9/13/2017 11:58:13

OGDEN

Bain

Allie

11th

Relay for Life, Application Only, \$25 (includes Clu

9/13/2017 11:58:51

ABRAMS

Clark

Latasha

10th

Sleight of Hand club, Limited to the first 30 stude



Form Responses 1





100% \$ % .0

fx

Timestamp

	A	B
1	Timestamp	Who is your second period teacher?
2	9/13/2017 10:55:48	KEMP
3	9/13/2017 10:58:21	MCLEAN
4	9/13/2017 11:01:02	DARLING
5	9/13/2017 11:01:09	KEMP
6	9/13/2017 11:03:06	HAMLIN
7	9/13/2017 11:10:28	WALKER
8	9/13/2017 11:11:05	UNSETH
9	9/13/2017 11:16:52	JEMISON
10	9/13/2017 11:31:13	HAMLEY, MELIS
11	9/13/2017 11:32:03	HOLCOMB
12	9/13/2017 11:44:26	WOODRUFF
13	9/13/2017 11:47:04	WILBANKS
14	9/13/2017 11:56:35	FORD
15	9/13/2017 11:57:09	WILHITE
16	9/13/2017 11:57:32	BUTLER
17	9/13/2017 11:58:13	OGDEN
18	9/13/2017 11:58:51	ABRAMS

Sort sheet by column A, A → Z

Sort sheet by column A, Z → A

Sort range by column A, A → Z

Sort range by column A, Z → A

Sort range

Create a filter

Filter views

Slicer

New

Data validation

Pivot table

Randomize range

Named ranges

Protected sheets and ranges

Split text to columns

Remove duplicates

2

I S A

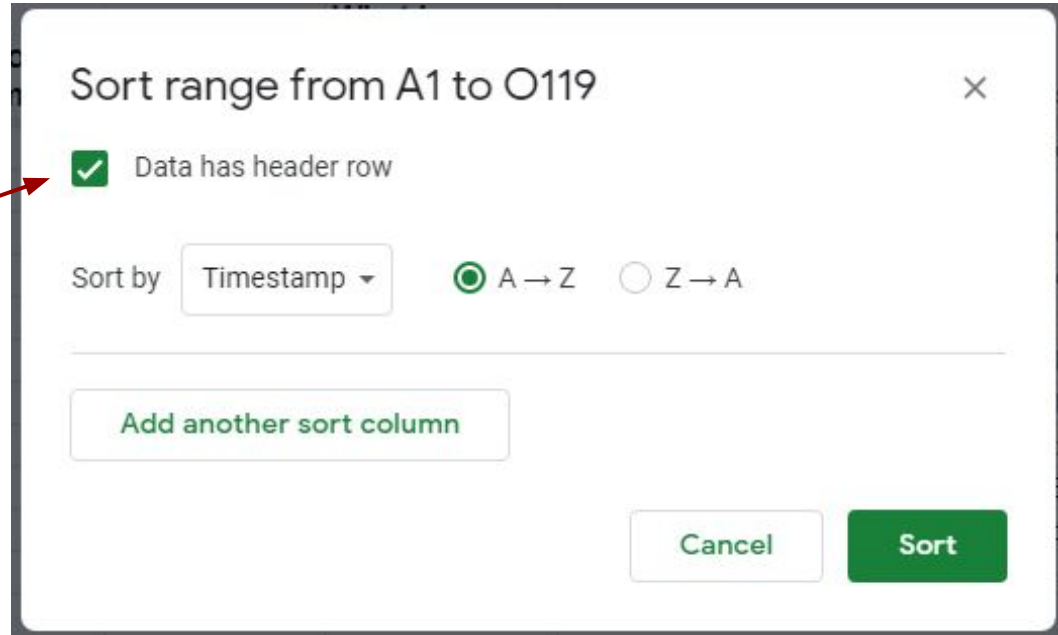
What is your current grade school?

What is your first choice for c

th	Team Up for St. Jude, All students willi
th	American Sign Language, All Students
th	Team Up for St. Jude, All students willi
th	Team Up for St. Jude, All students willi
n	American Sign Language, All Students
n	Zentangle, Grades 9-12, 20 students v
n	Zentangle, Grades 9-12, 20 students v
th	Addiction Prevention Coalition, All Stud
n	Philosophy Club, All Students, None, C
th	Relay for Life, Application Only, \$25 (ir
th	Bookaneers, First 25 students that sign
n	Bookaneers, First 25 students that sign
th	Undivided Club, All students (All intere
th	Sleight of Hand club, Limited to the fir
th	Undivided Club, All students (All intere
th	Relay for Life, Application Only, \$25 (ir
th	Sleight of Hand club, Limited to the fir

**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 Timestamp ▾ ☒ A → Z ☐ Z → A

[Add another sort column](#)

[Cancel](#) [Sort](#)



**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

	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 o
1	Timestamp					
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 m
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 m
24	9/13/2017 12:32:38	STANLEY	Eudy	Bryan	11th	SAW (Student Activism m
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 m
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 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 Meeti	2:30pm Weekly NB		Principals' Co Assessment PD	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

The screenshot shows a Google Calendar interface for October 2019. On the left, the 'My calendars' list includes 'Jennifer Hogan - HHS', 'Birthdays', 'HHS Faculty Master Calen...', 'HOGAN EDUCATOR EVAL ...', 'Medical Terminology 1', 'Medical Terminology 2', 'Montgomery Educator Eva...', 'Reminders', 'Tasks', and 'Test class'. Below this is the 'Other calendars' section, which includes 'A107 B', 'A107A', 'Admin Coverage', and 'CREW Teachers 2'. A red arrow points from the 'Browse resources' option in the 'Other calendars' dropdown menu to a text box on the right. The text box contains the following text:

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

The calendar grid shows events for the month of October 2019, with dates from Sunday, October 29 to Saturday, October 5. Events include '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', 'Conference in Tuscaloos', '6', '9am #peopleskills', '11:57am Meet about', '3:35pm #HooverPride', 'Meet with Boulder - 5th pe', 'PLC Meetings', '2 more', 'Geometry PLC meeting -', 'IB PLC meeting - 3rd per', '4 more', 'Curriculum & Instruction', '10:30am #HooverPride', '2 more', 'Go to Wallace State - 1:4', '8:15am Box/Hogan M', 'Saturday School', '13', '9am #peopleskills', '8am Adolescent Menl', 'Hogan/Sherrell post-obs', '11:30am Finley Lunch', '2:30pm Weekly New E', 'Tornado Drill - 7th period', '2:30pm How to Turn S', '6:30', 'Franklin/Hogan post-obs', 'Meet with Anna Manning', 'IB Pinning Ceremony', '10am Box/Hogan Mer', '21', 'McEwan - 7th period', 'Registration for Jeff Stat', 'Threat Assessment Trair', '10am Algebra PLC me', '2 more', '28', '8:15am Hogan/Ort po', '10am Edgenuity Disci', '11am Hogan/Hardma', '29', '8am Boone 1st perloc', '2:30pm Weekly New E', 'IB offic', '8:15'.

**Give the  
calendar a  
recognizable  
name**



## ← Settings

### 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](#)

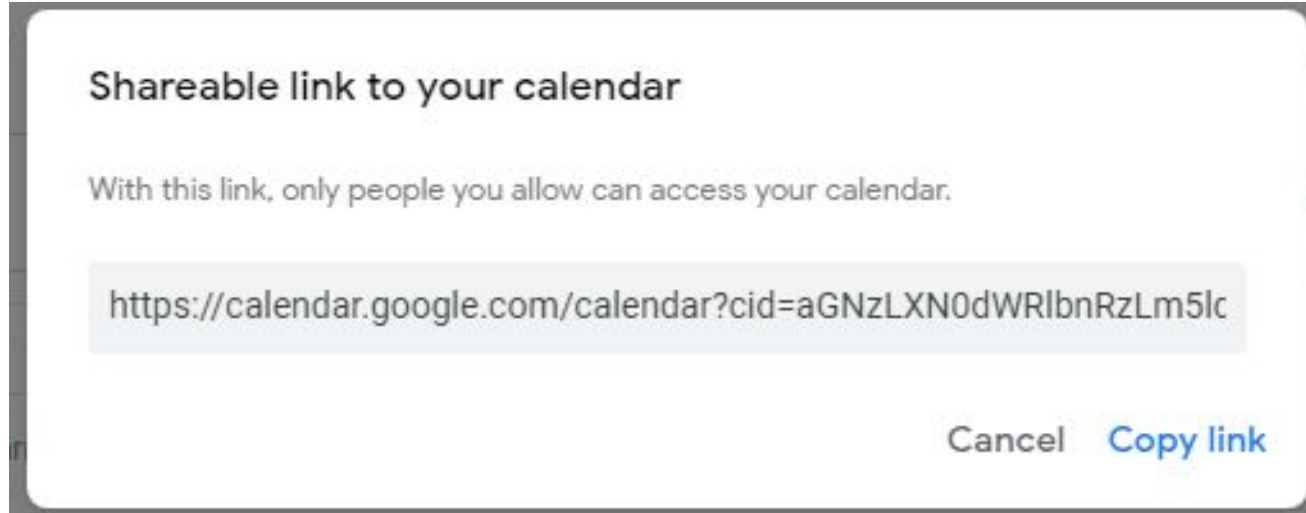
Learn more about [sharing your calendar](#)



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

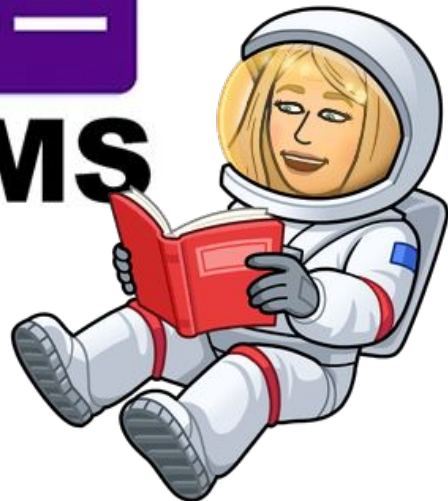


# Share the link! (Newsletters, emails, etc.)



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



SEND



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

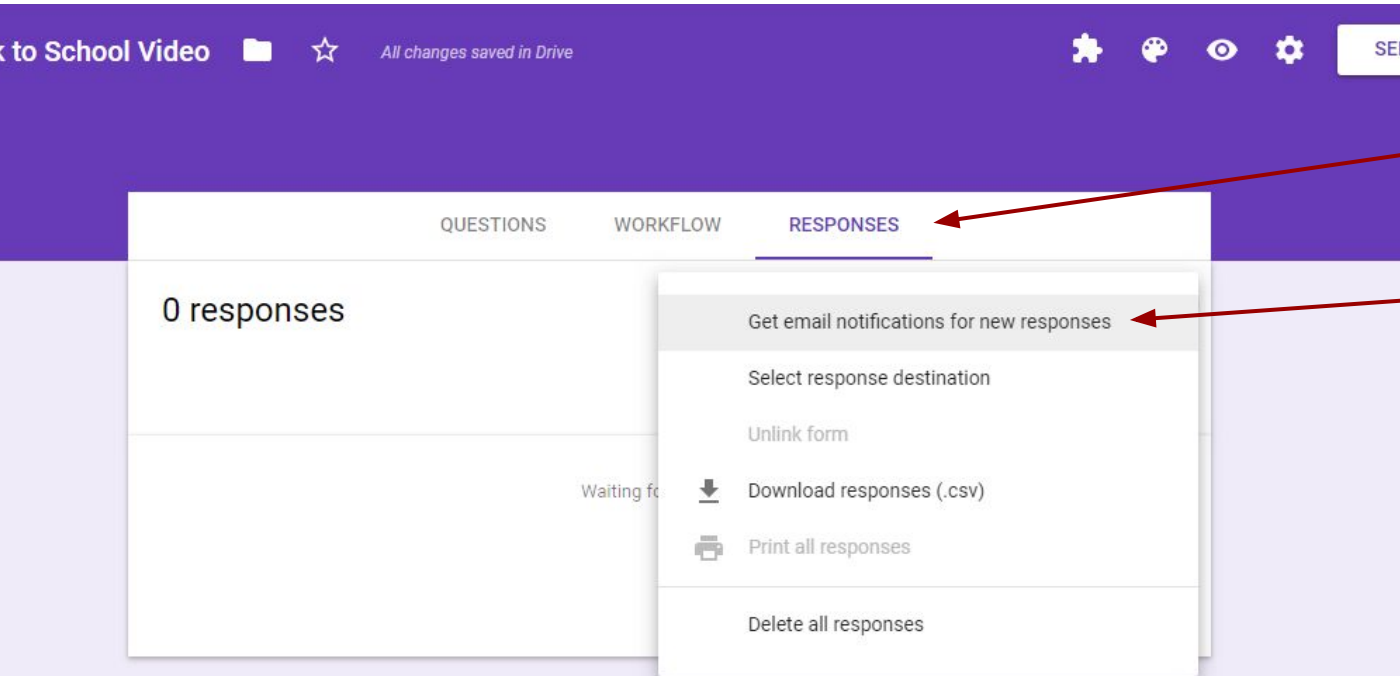
## Welcome Back to School Video

Form description

Please watch the video and answer the question below:



# Get notified for every response



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](#)

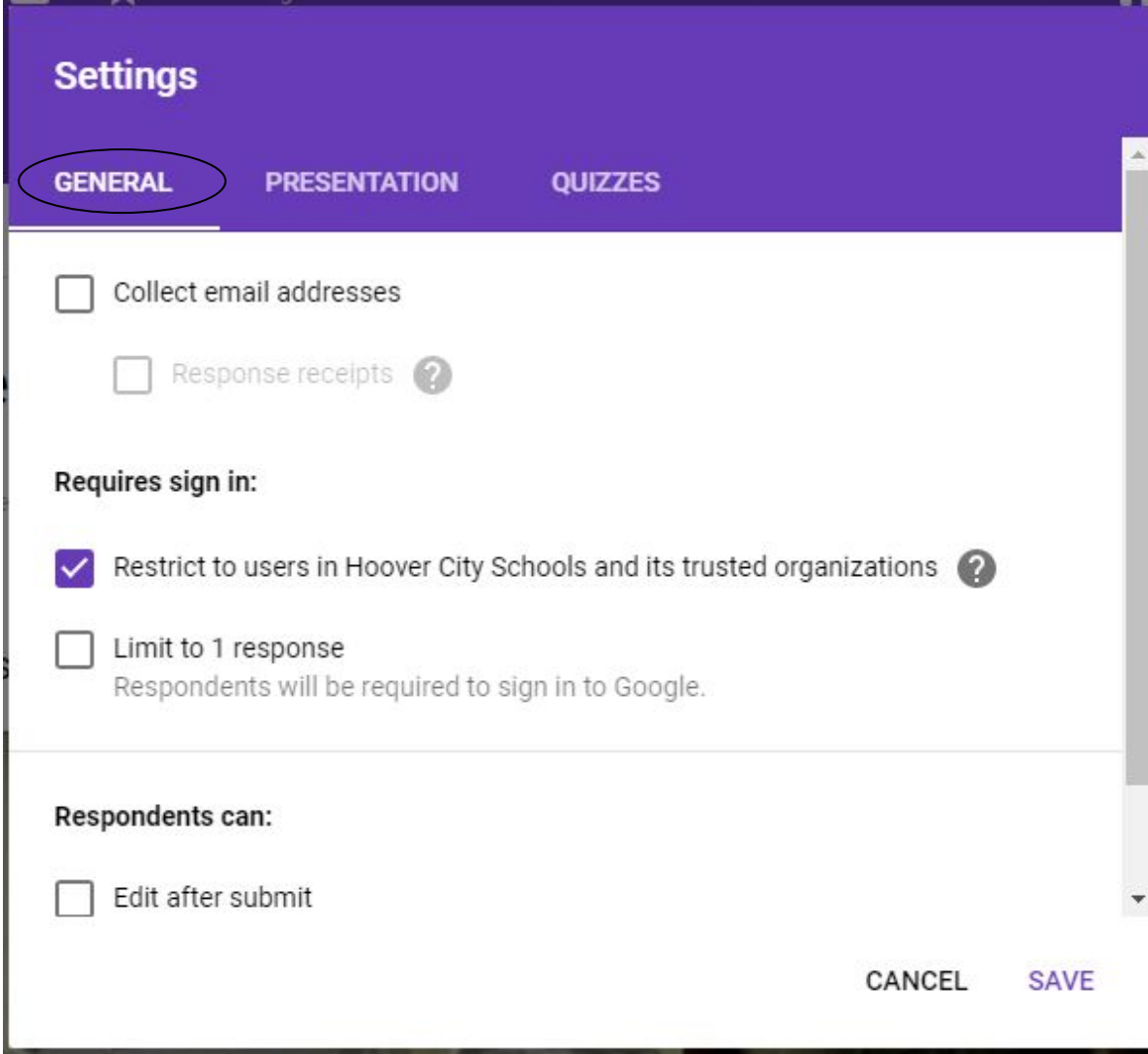


Select existing spreadsheet



CANCEL

CREATE

**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 tabs, 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'.

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

You can create a personalized confirmation message.

The image shows a 'Settings' dialog box with a purple header. The 'PRESENTATION' tab is selected and circled. Below the header, there are three unchecked checkboxes: 'Show progress bar', 'Shuffle question order', and 'Show link to submit another response'. A red arrow points from the text 'check this box' to the 'Show link to submit another response' checkbox. Below these checkboxes is a section titled 'Confirmation message:' with a text input field containing the placeholder text 'Your response has been recorded.'. A red arrow points from the text 'You can create a personalized confirmation message.' to this text input field. At the bottom right of the dialog are two buttons: 'CANCEL' and 'SAVE'.

## Settings

GENERAL **PRESENTATION** QUIZZES

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

**Confirmation message:**

CANCEL SAVE

# Allow respondents to upload files

What is your favorite point made in the video?

Long answer text

Upload your first quarter summary reflection.

Allow only specific file types ☐

Maximum number of files 1 ▼

Maximum file size 10 MB ▼

This form can accept up to 1 GB of files. [Change](#)

File upload

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

Linear scale

Multiple choice grid

Checkbox grid

Date

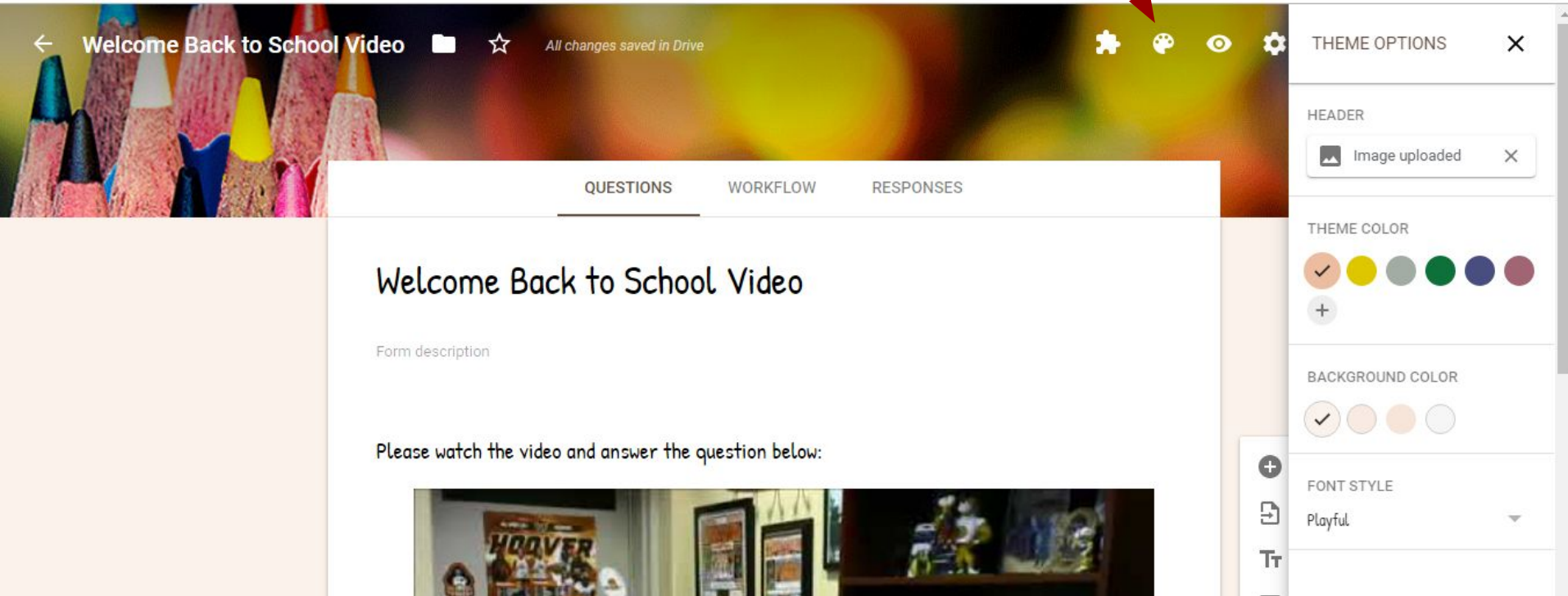
Time

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 shows a Google Form titled "Welcome Back to School Video" in the "QUESTIONS" tab. The form has a header with the title and a description: "Please watch the video and answer the question below:". Below the text is a video player showing a room with a "HOOVER" sign. A red arrow points to the theme customization icons (palette, eye, and gear) in the top right corner of the form editor.

← Welcome Back to School Video   All changes saved in Drive

⚙️ 🎨 👁️ ⚙️

THEME OPTIONS ✕

HEADER

 Image uploaded ✕

THEME COLOR

☒ ☐ ☐ ☐ ☐ ☐ ☐

+



BACKGROUND COLOR

☒ ☐ ☐ ☐

FONT STYLE

Playful ▾

+

**Thank  
you!**

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