Productivity Tools

for

All Individuals

Something Fun to do While Waiting:

Get a copy of today's presentation: http://bit.ly/GuiffLinks

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Areas of Expertise:
- Blended Learning
- Co-Teaching and Inclusion
- Data Collection and Progress Monitoring
- Differentiation
- Formative Assessment
- G-Suite
- Managing Paperwork Digitally (Reducing Work Loads)
- Productivity Tools for Students and/or Staff
- Student Engagement and Empowerment
- Technology Tools for Literacy and Math Instruction

LEVEL 1 CERTIFIED Educator — Google for Education
LEVEL 2 CERTIFIED Educator — Google for Education

What's the Difference?

Embedded Tools	Add-Ons	Extensions
Already available within each app through menus.	Added to individually to each app through the Add-on Store.	Added to the Chrome Browser through the Chrome Web Store; they work in online environments.

EMBEDDED TOOLS

Find these tools in the menu tabs while working on something.

Embedded Tool	What it does	Where to find	Docs	Slides	Sheets	Drawing
🎤 Voice type	Use your voice to type.	Tools menu or CTRL+S	X	X		
Explore	Research the web and your drive for info and drawings within an application.	Tools menu or right click on selected text	X	X		X
Personal Dictionary	Adds unique words to a personal dictionary so spell check won't "find" them.	Right click on "misspelled" word or Tools Menu	X	X	X	X
Google Keep	Take notes to access in other applications.	Tools menu or right click on selected text	X	X		X
Table of Contents	Changes type in "heading" format to clickable links	Insert menu	X			

ADD-ONS

add-on	What is does	Docs	Slides	Sheets
Calculator	Adds a pop up calculator.	X		
Tools for Docs	Changes to text, for example, all caps; convert numbers to words; sort in tables.	X		
EasyBib	Creates a bibliography.	X		
Table of Contents	Shows table of contents in a sidebar that scrolls with the document.	X		
PowerTools	Change data fields, for example, split names into columns by first/last; all caps;			X
Full Deck (Docs) Unsplash (Slides)	Allows high quality FREE public use images to be inserted.		X	
Template Gallery and Template Vault	Gives access to templates to create calendars, lists, letters, certificates, etc.	X		X

EXTENSIONS

Extension	What it does
Tab Resize	Splits your screen into multiple displays based on tabs. You can choose from 2 to 4 displays at a time.
AdBlock Plus	Blocks annoying ads on websites (sometimes over 20 adds). This is especially useful on YouTube. Some free websites require you to turn it off to proceed; I have found very few.
Save To Drive	Automatically saves a webpage to Google Drive.
Homework Tracker	Adds assignments by subject and due date. Check when finished and they disappear. Pops up even when offline.
Print Friendly and PDF	Turns web pages into print friendly versions to be printed or saved as PDFs. Users have the option to delete images and sections of text as well.
Visor	Pops a translucent colored layer over a webpage or pdf document to help with tracking while reading. User controls color and height.
QuickShare Screenshot	Quickly takes a full or partial screenshot, saves it to your Google Drive, and copies a link to your clipboard.
Block and Focus	Blocks certain websites for a set amount of time. Users can choose websites to block, amount of time, build in breaks, and choose the amount of time for breaks. Words of encouragement show if you try to go to a blocked site.
Extensity	Controls how many extensions are turned on easily.

Websites

and

Use for editing and revising suggestions. Students are more independent, and it saves teachers time. Content area teachers can expect this as well!

Choose a website and how many minutes you want to spend on it. The window will automatically close when time is up.

The website has wave sounds and you just listen and be calm for 2 minutes. If you touch the keyboard or mouse time starts over. I require my students to have their hands on the keyboard or mouse.

Calm down and focus while listening to nature sound mixes of animals, birds, water, etc. You can choose pre-made mixes or create your own.

Please follow the link to give feedback on my session!

http://bit.ly/GuiffFB