Google Apps for School Counselors

Michelle Catucci
School Counseling Dept. Chair, Cheshire HS
CSCA Executive Director
How familiar are your with the Google Suite?

A. I thought Google was just a search engine... Help!
B. All I know is we are a "Google School" and/or I have Gmail
C. I've been using Google Suite for awhile, but want to know more
D. I'm comfortable with Google Suite and use a variety of features
E. I'm a Google Suite master!
What Google can offer:

- Chrome Browser
  - Omnibox
  - Chrome Web Store/Google Play
- Gmail
- Google Calendar
- Google Classroom
- Google Contacts
- Google Drive
- Google Docs
- Google Forms
- Google Groups
- Google Hangouts
- Google Keep
- Google Sheets
- Google Sites
- Google Slides
- YouTube

The Google Apps For Educators training is 4 days long... but worth it! We can’t go over all of these in just an hour, so I’m going to highlight some of my most favorite tips and discoveries!
Top Tip: When in doubt, click the “Three Dots”
Chrome Browser

- The “Omnibox” = Search Bar (you don’t have to go to “www.google.com”)
- Chrome Web Store/Google Play
  - Extensions = Third party companies that “enhance” your browser experience
    - Examples: url shorteners, QR codes
  - Add Ons = Customize Google applications (“add on” more functionality)
    - Examples: mail merge, poll everywhere
  - Apps = Allows the same functionality of a phone app on your desktop
    - Examples: kami, bitmoji
Google Extensions
Google Add Ons

Built-in polling

Now all the live polling functionality you need is right there in the Google Slides menu, so you can take it live audience response system everywhere you go.

All you need is a Google Slides deck and you Poll Everywhere pull to get instant responses loaded right to your slide.
Gmail - Advanced Search
Gmail - Canned Responses
Google Calendar - Add Attachment/Link to Web
Google Calendar - Find a Time
Google Classroom

- “In domain” only (eg. only @cheshire.k12.ct.us emails can be in my classroom)
  - This is why there is not parent access and why you can’t share outside of your school district
Google Drive - Link Sharing Tips

● Folder vs. File Access
● Sharing Settings
  ○ Edit vs. View vs. Comment
  ○ Can set to expire
● Advanced Settings
  ○ Prevent editors from changing access and adding new people
  ○ Disable options to download, print, and copy for commenters and viewers
Google Drive - Starred Items
Google Docs - How to make sharing less scary...

Version History

Using /copy at the end of a link
Google Forms

Easy to collect data in an up-to-the-minute way (and forms are searchable in Drive!)
Google Groups

Types of Groups:
- Email List
- Web Forum
- Q&A Forum
- Collaborative Inbox

Levels of Permission:
- Owner
- Manager
- Member

Tip: Use bcc: when emailing groups so that other members can’t see who is in it!
Google Hangouts

Our department’s favorite way to communicate to:

- Keep a zero inbox
- Get a quick response
Google Keep

- Online/Phone app notes
  - Photos
  - Reminders
- Does not cross over to calendar
- Can have multiple lists
Google Sheets - EXPLORE

All the functionality of Excel, but super quick and easy way to get data sets and visuals!
Google Sites - Embed Folders with Public Access

This is the “School Counseling Documents” folder in my Google Drive.

Anything I add or update in that folder is updated on our website in real time!

Can also embed individual documents (that will be updated in real time, too).
Google Slides - Personalize your Presentation

Don’t like the fonts or spacing on the pre-loaded templates?

Change the master slide once and it will impact all your slides!
Google Slides - Replace Publisher/Make Posters

Click to add title

Click to add subtitle

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes

Click to add speaker notes

Click to add page setup

Click to add header

Click to add footer

Click to add theme

Click to add transition

Click to add background

Click to add layout

Click to add notes
YouTube (When you’re signed into your Google Account)

- Save videos you want to watch later (click the clock)
- Create topic driven playlists that you can share with others (click the three dots!)
- Subscribe to YouTube Channels to easily access their content

Do we need a laugh?
Q & A