









Google G-suite Guide



	<p>Google Classroom is where teachers can set up virtual classes with their pupils. Classwork can be posted in here along with revision materials and useful links.</p>		<p>Searching with Google is simple. Just go onto the main Google page and type what you want to know about in the search bar then click 'enter'. Click on one of the links to go to a website on that subject.</p>
	<p>Slides is similar to PowerPoint which allows you to create presentations with text and images etc. This information can be presented to an audience.</p>		<p>Sheets is a spreadsheet programme, allowing users to create, save and edit spreadsheets and create charts to display information.</p>
	<p>Docs is similar to Word which allows you to create word documents - insert text, tables, images etc.</p>		<p>Google Drive lets you save docs, slides, sheets and other files. The files will automatically save as you're working on them.</p>
	<p>Forms is a survey app which allows teachers to find out how a pupil feels about a certain topic/course or allows you to create check in tests/set homework through the use of questions. You can make these self marking to ensure pupils receive instant feedback.</p>		<p>Google Jamboard is a digital whiteboard - you can write, draw, insert pictures/webpages from Google or add post it notes for reminders. This can easily be shared with others for a collaborative task.</p>