



THE GOVERNOR JOHN ENGLER

**CENTER FOR
CHARTER SCHOOLS**

CENTRAL MICHIGAN UNIVERSITY

2022 ANNUAL CONFERENCE

**Engaging Minds,
Cultivating Success**

AUGUST 23 / NOVI, MI





SECRETS

OF A DIGITALLY ORGANIZED EDUCATOR

bit.ly/3JMXjgG

LISSA BRUNAN

 @lissabrunan

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CEO, Engaging TECHniques

www.engagingTECHniques.com

Shhhhh...





HELLO

I'm

ME

Lissa



Engaging
TECHniques

CERTIFIED
Trainer

Google for Education

 @lissabrunan 



FIRST...

some housekeeping





USE TEMPLATE

Drive



THE SECRETS

OF A DIGITALLY ORGANIZED EDUCATOR





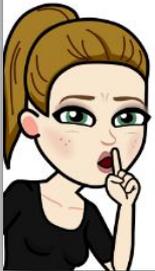






Google Classroom **Google Slides**
 classroom.google.com Presentation
 Class Code: [ggzhchv](#) bit.ly/3JMXjgG

Lissa Brunan
 @lissabrunan
 lissabrunan@gmail.com
 CEO, Engaging TECHniques
 www.engagingTECHniques.com







SECRETS OF A DIGITALLY ORGANIZED EDUCATOR

DO NOW: Join the Google Classroom

CLASSROOM.GOOGLE.COM





AGENDA

- Time Video
- Chrome
- Drive
- Gmail
- BONUS: Tasks
- BONUS: Calendar
- BONUS: Keep

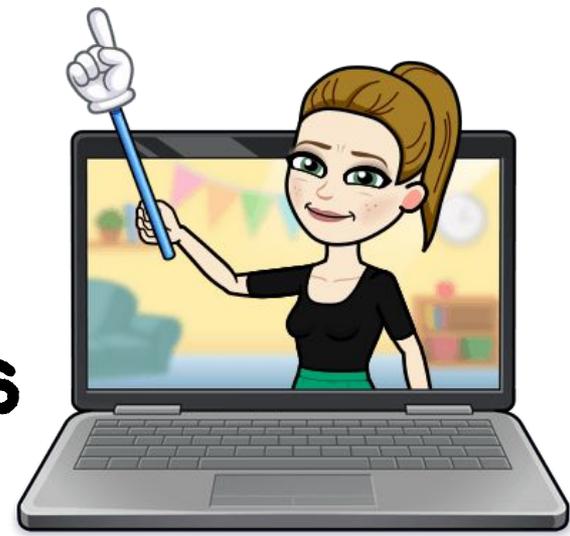
Follow up resources will be available in our Session's Google Drive Folder.



LIFETIME



helpful tips



TAB MANAGEMENT



BOOKMARKS & FOLDERS



CHROME EXTENSIONS & WEB STORE

PS. Multiple Google Accounts? Are you [DOING IT WRONG?](#)





helpful tips



TAB MANAGEMENT: RETRIEVE, PIN, GROUP, SETTINGS



BOOKMARKS & FOLDERS



CHROME EXTENSIONS & WEB STORE

PS. Multiple Google Accounts? Are you [DOING IT WRONG?](#)

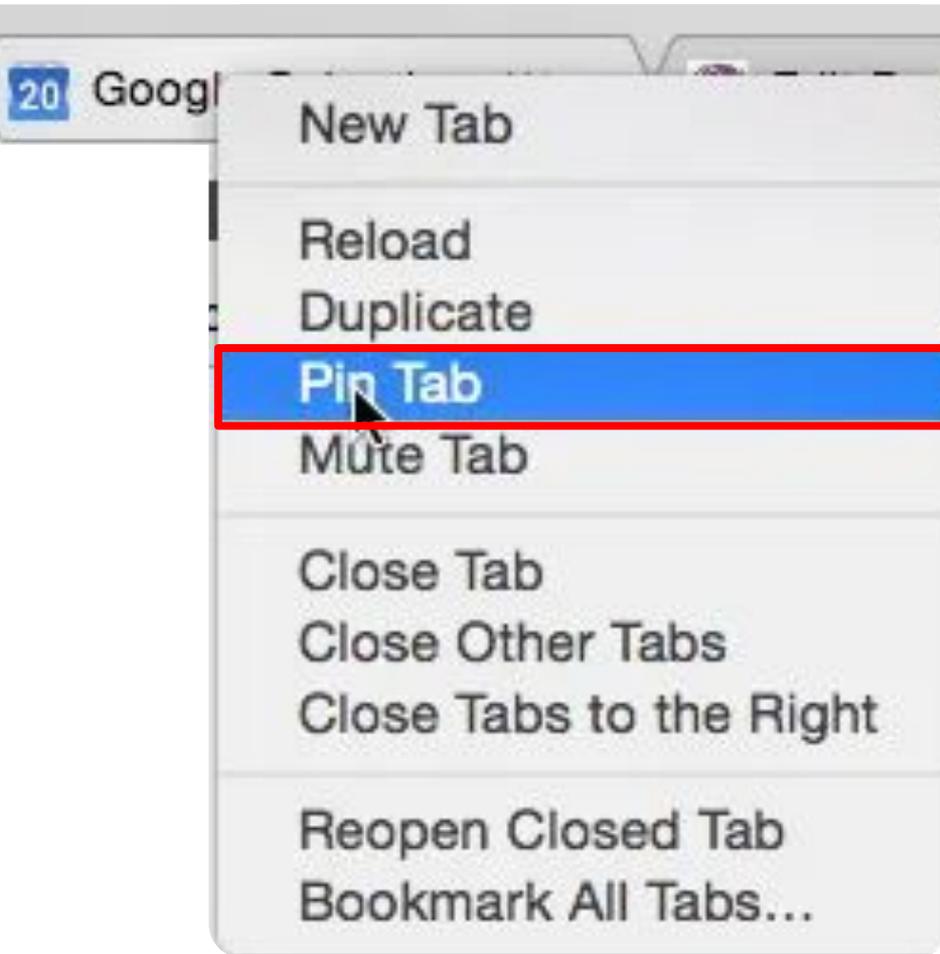




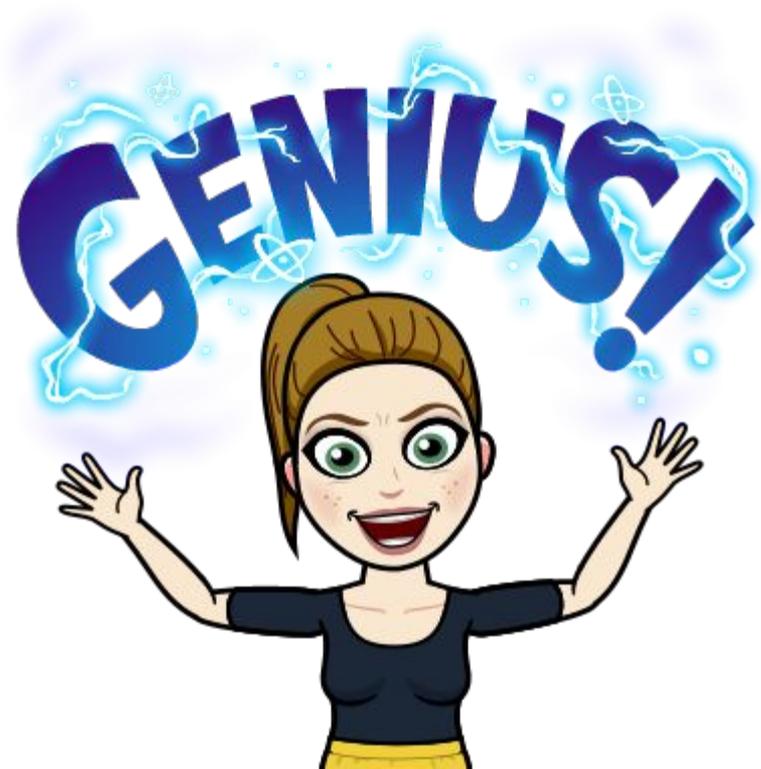
CTRL + SHIFT + T

CMMD + SHIFT + T





 **Right Click**
&
 **Pin Tab**





The Keyword | Go

- New group
- GVSU

- New tab to the right
- Add tab to reading list
- Add tab to group
- Move tab to new window
- Reload Ctrl+R
- Duplicate
- Pin
- Mute site
- Send to Lissa iPhone
- Close
- Close other tabs
- Close tabs to right

SEARCH

2021, t

earched

Name this group

- New tab in group
- Ungroup
- Close group
- Move group to new window
- Send feedback

BRING IT TOGETHER



CONTINUE



Settings

Search settings

- You and Google
- Autofill
- Privacy and security
- Appearance
- Search engine
- Default browser

On startup

On startup

- Open the New Tab page
- Continue where you left off
- Open a specific page or set of pages

A screenshot of a browser's main menu. The menu items are: New tab (Ctrl+T), New window (Ctrl+N), New Incognito window (Ctrl+Shift+N), History, Downloads (Ctrl+J), Bookmarks, Zoom (100%), Print... (Ctrl+P), Cast..., Find... (Ctrl+F), More tools, Edit, Cut, Copy, Paste, Settings (highlighted with a red box), Help, and Exit.



helpful tips



TAB MANAGEMENT: RETRIEVE, PIN, GROUP, SETTINGS



BOOKMARKS & FOLDERS



CHROME EXTENSIONS & WEB STORE

PS. Multiple Google Accounts? Are you [DOING IT WRONG?](#)





CTRL + SHIFT + B

CMMD + SHIFT + B



BOOKMARKS





earth.google.com/web/@42.98086282,-85.64515607,245.82177834a,97930.0017151d,35y@130

region
us:region
St. Ignace
Spartan
Fruitport Charter Fwp
Sullivan
Castroville
Kerr
Cedar Springs
Gowen
Sidney
Sparta
Conkley
Cooperville
Marrs
Walker
Grand Rapids
Forest Hills
Alden
Lowell Charter Township
Alto
Clarksville
Kentwood
Alaska
Caledonia
Freeport
Woodland

Grand Rapids
City in Michigan

Grand Rapids is a Michigan city on the Grand River, east of Lake Michigan. On the outskirts, the Frederik Meijer Gardens & Sculpture Park has a

More Info

Add to project

People also explore ...
Clarksville

3D

FOLDERS





helpful tips



TAB MANAGEMENT: RETRIEVE, PIN, GROUP, SETTINGS



BOOKMARKS & FOLDERS



CHROME EXTENSIONS & WEB STORE

PS. Multiple Google Accounts? Are you [DOING IT WRONG?](#)



EDU in 90:

Chrome Extensions to Save Time

Google for Education

 Cluster



Active Windows

Saved Windows

 Current Window

 Window Manager

 Extensions

 Ubuntu Pastebin

 Ultima Online

 id-Software/Quake-2: Qu

 docker-library/golang: Do

 Cluster - Window & Tab M

 Building Components | V



Available in the Chrome Web Store

Our Top Picks

[View all](#)

Chrome favorites in productivity extensions



Google Translate

Google Translate
★★★★★ 43,743



SPEEDTEST

Speedtest by Ookla
★★★★★ 2,918



printfriendly
Save Paper & Ink

Print Friendly & PDF
★★★★★ 2,221



todoist
for Chrome




Forest

Forest: stay focused, be prese...
★★★★★ 1,015



SwiftRead

SwiftRead - read faster, learn ...
★★★★★ 918



Docs Cr
for Google

Docs Creator
★★★★★ 12





chrome web store

Extension Review Challenge

Collaborative Recommendation List

NOTE: A link to access the extension is attached to the icon under the **Chrome Extension** column.

Chrome Extension	Rating (# of stars)	# of Users	Last Updated	How I could see myself using this extension...
 Custom Cursor for Chrome™ <small>Offered by https://custom-cursor.com</small>	4.7	4,000,000+	August 21, 2020	This is great for screen sharing on Zoom or in Google Meet. It allows the students to see the cursor with ease.
 GIPHY for Chrome <small>Offered by giphy.com</small>	3.5	300,000+	Jan. 14th 2021	My students LOVE Gifs, so adding personal touches of Gifs to my slides presentations, announcements, etc. gets students engaged and excited to learn
 Grammarly for Chrome <small>Offered by grammarly.com</small>	4.6	10,000,000+ users	January 8, 2021	I can use this to assist me with grammar.
 Kami for Google Chrome™ <small>Offered by kami.com</small>	4.6	10,000,000+	January 21, 2021	I would use this extension for classroom assignments and it works well with google classroom.
 ScreenCastify <small>Offered by www.screencastify.com</small>	4	10 million plus	December 18, 2020	I use Screencastify to record and edit m... videos for class. You get a five minute
 Nearlly Canvas <small>Offered by nearlly.com</small>	5 (but only 1 review)	1000+	10/18/20	This is a good way for me to use when giving instruction to the students and also for a way for students to show their work when they submit their assignments (this way they don't have to handwrite it and take a picture to submit their work).
 Smallpdf - Edit, Compress and Convert PDF <small>Offered by smallpdf.com</small>	★★★★★ 2,817	2,000,000	February 9, 2021	I've been using this tool for the last couple weeks and I love it. Easy-to-use PDF tools to Edit, Convert, Merge, Split and Compress PDF files and it is integrated with Gmail.
 ReadSpeaker <small>Offered by www.readspeaker.com</small>	3.4	10,000,000+	Feb. 22, 2021	This reads anything on the page to students with that accommodation. We use this in my school!
 Web Paint <small>Offered by web-paint.com</small>	3.5	900,000+	February 25, 2021	During my economics course I taught, I used this extension to draw on assignments to work through graph problems when teaching virtually. It was a great way to visualize demand/supply shifts.

GIMME
GIMME
GIMME





let's **DISCUSS**





helpful tips



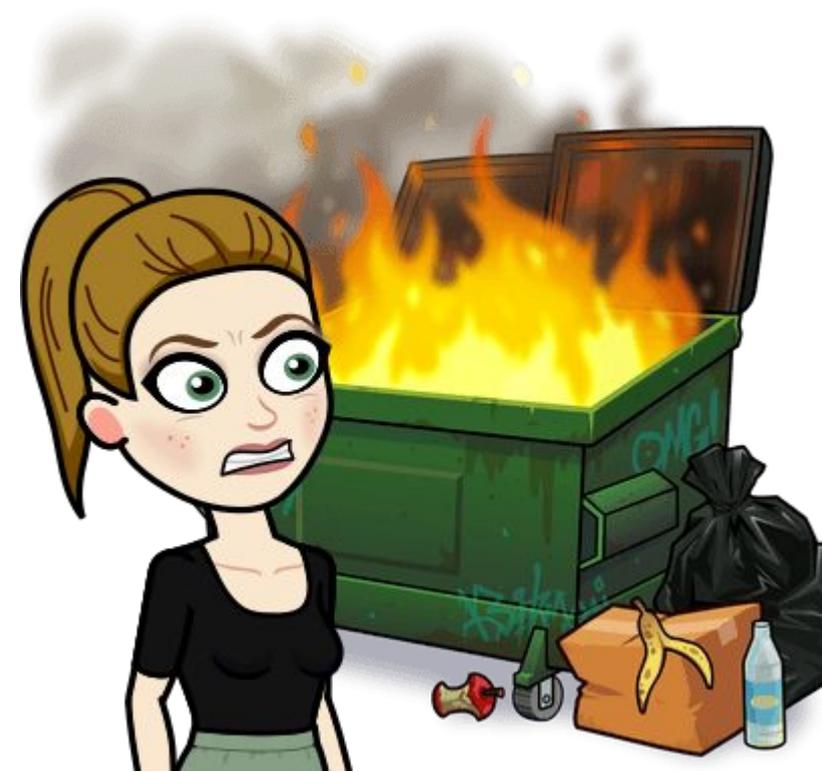
ORDER



COLOR



SHARE





helpful tips



ORDER



COLOR



SHARE





helpful tips



ORDER: EMOJI, NUMERIC, ALPHABETICAL



COLOR



SHARE



My Drive

Folders

-  ABC
-  01 ABC
-  ABC



 New

 My Drive

 Computers

 Shared with me

 Recent

 Starred

 Trash

 Storage

1 KB of 15 GB used

[Buy storage](#)



helpful tips



ORDER: EMOJI, NUMERIC, ALPHABETICAL



COLOR



SHARE



Folders

ABC

01 ABC

ABC

Open with

Share

Get link

Show folder location

Add shortcut to Drive

Move to

Add to Starred

Rename

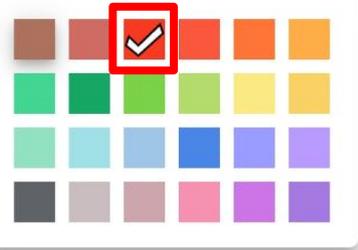
Change color

Search within 01 ABC

View details

Download

Remove



New

My Drive

Computers

Shared with me

Recent

Starred

Trash

Storage

1 KB of 15 GB used

Buy storage





helpful tips



ORDER: EMOJI, NUMERIC, ALPHABETICAL



COLOR



SHARE



My Drive ▾

Folders

New

My Drive

Computers

Shared with me

Recent

Starred

Trash

Storage

1 KB of 15 GB used

[Buy storage](#)



01 ABC

ABC

Open with >

Share

Get link

Show folder location

Add shortcut to Drive ?

Move to

Add to Starred

Rename

Change color >

Search within 01 ABC

View details

Download

Remove



Share with people and groups



Add people and groups



Engaging TECHniques (you)
engagingtechniques@gmail.com

Owner

[Send feedback to Google](#)

Done



Get link

Restricted Only people added can open with this link
[Change to anyone with the link](#)

Copy link





ABC 01 ABC ABC

Share with people and groups
No one has been added yet

Get link

<https://drive.google.com/drive/folders/1-Vo20-KCEjA3iPGnPghJ9NE2QGjv1...> [Copy link](#)

Anyone with the link ▾
Anyone on the internet with this link can view Viewer ▾

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





helpful tips



CATEGORIES



LABELS



FILTERS





helpful tips



CATEGORIES



LABELS



FILTERS



CATEGORIES



Gmail Search all conversations Active

Lissa Brunan **FW: See Watermark's solutions in action** - From: Watermark Sent: Friday, December 10, 2021 11:40:33 AM ... 11:40 AM

The Wakelet Team **'Tis the season... for the Wakelet Wrap Up!** 🎄 Celebrate the holidays with Wakelet! Deck the halls with the Wakelet Wrap Up 202... 10:01 AM

Jayme Lesperance **GVSU CSO** Secrets of a Digitally Organized Educator Session - Hi Lissa, We're looking forward to your Secrets of a Digitally Organi... Dec 8

Hudsonville Communi. Purchase Confirmation from Hudsonville Community Education - Hello Lissa Brunan, Your Hudsonville Community Education orde... Dec 2

me, Andrea Job description - Thank you for all of that. It's been really rough. I feel for our teachers and students. Nothing has been easy. Last ... Nov 30

Jon Neale I've always wanted to be a VIP! - Hey there Lissa! 🍌 VIMs - Very Important Matters Sorry to ask again - please could you spare a fe... Oct 28

Charter Schools Off. **GVSU CSO** FW: Presenter Orientation Follow-Up - Invoice link below! 🙄 From: Charter Schools Office Professional Education Prog... Oct 13

GVSU CSO Attendance and Feedback SLIDE - Thanks. I'm going to add the bitly to our Google classroom only for those that atten... Oct 13

GVSU CSO PE P...

Program Policies
Powered by Google

Last account activity: 0 minutes ago
Open to 1 other location - Details



helpful tips



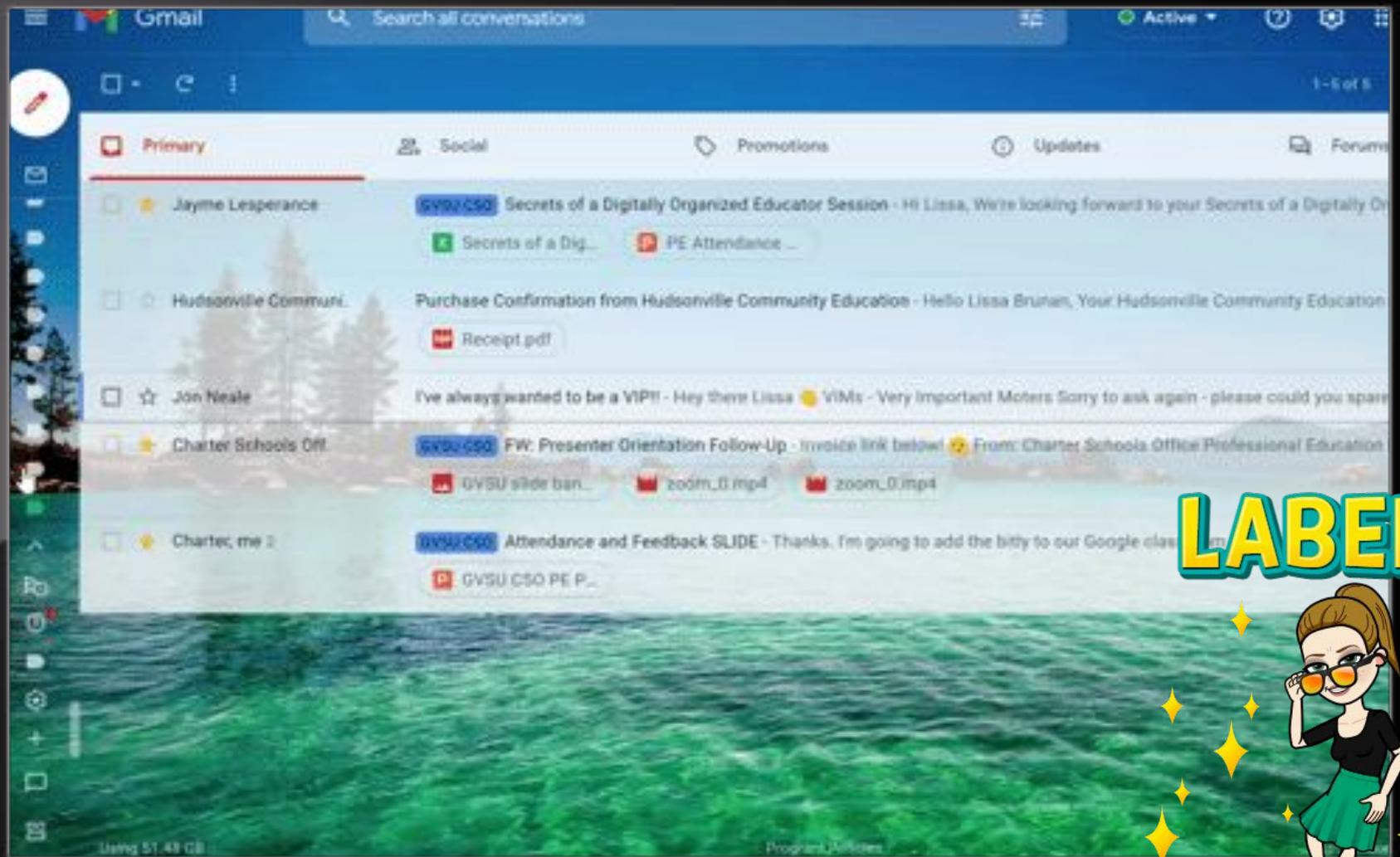
CATEGORIES



LABELS



FILTERS



LABELS





helpful tips



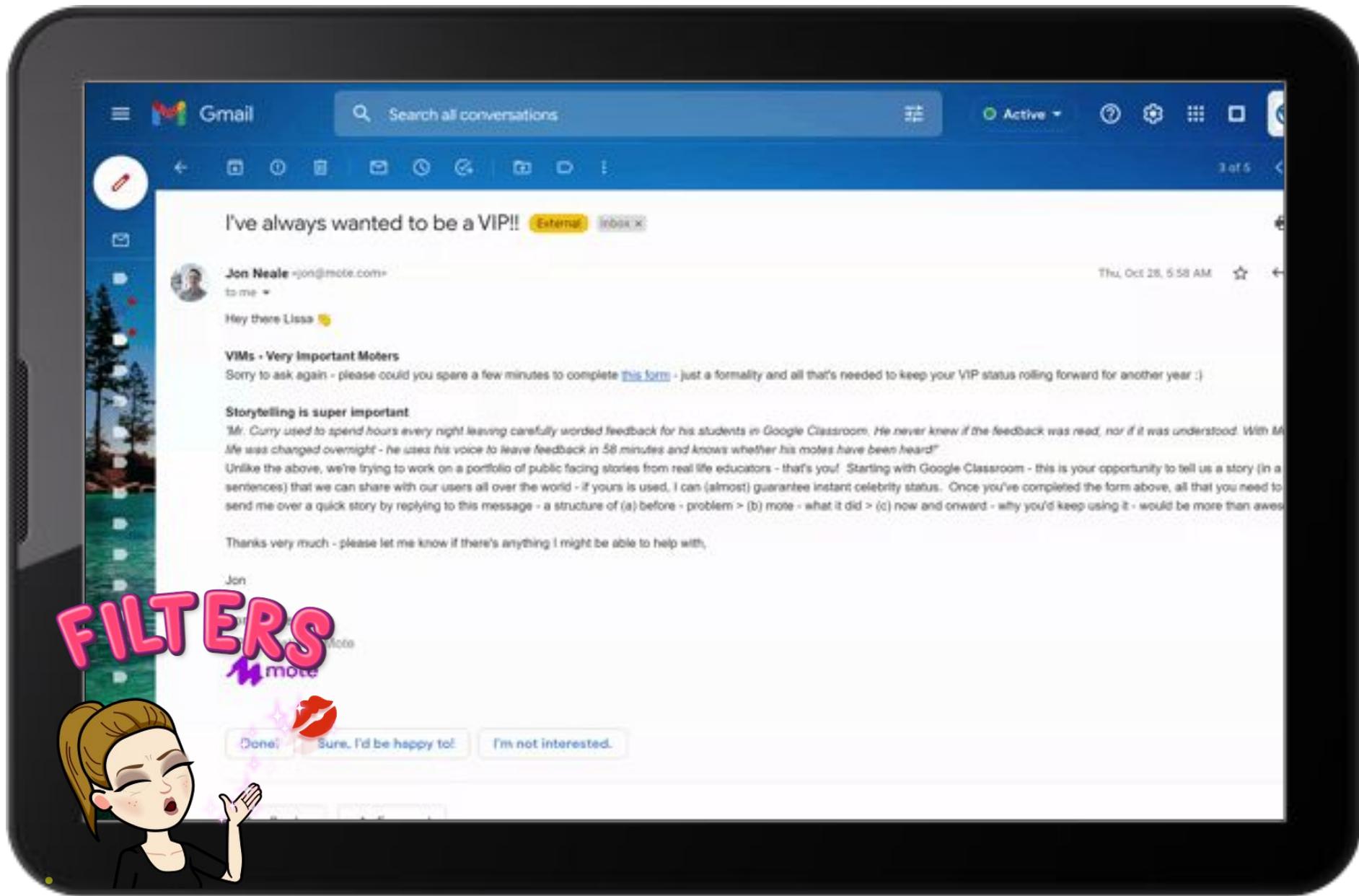
CATEGORIES



LABELS



FILTERS



I've always wanted to be a VIP!! External Inbox X

Jon Neale -jon@mote.com
to me

Thu, Oct 28, 5:58 AM

Hey there Lissa 🍌

VIMs - Very Important Meters

Sorry to ask again - please could you spare a few minutes to complete [this form](#) - just a formality and all that's needed to keep your VIP status rolling forward for another year :)

Storytelling is super important

"Mr. Curry used to spend hours every night leaving carefully worded feedback for his students in Google Classroom. He never knew if the feedback was read, nor if it was understood. With Mote life was changed overnight - he uses his voice to leave feedback in 58 minutes and knows whether his notes have been heard"

Unlike the above, we're trying to work on a portfolio of public facing stories from real life educators - that's you! Starting with Google Classroom - this is your opportunity to tell us a story (in a sentences) that we can share with our users all over the world - if yours is used, I can (almost) guarantee instant celebrity status. Once you've completed the form above, all that you need to send me over a quick story by replying to this message - a structure of (a) before - problem > (b) mote - what it did > (c) now and onward - why you'd keep using it - would be more than awesome

Thanks very much - please let me know if there's anything I might be able to help with,

Jon

FILTERS
mote



Done!

Sure, I'd be happy to!

I'm not interested.







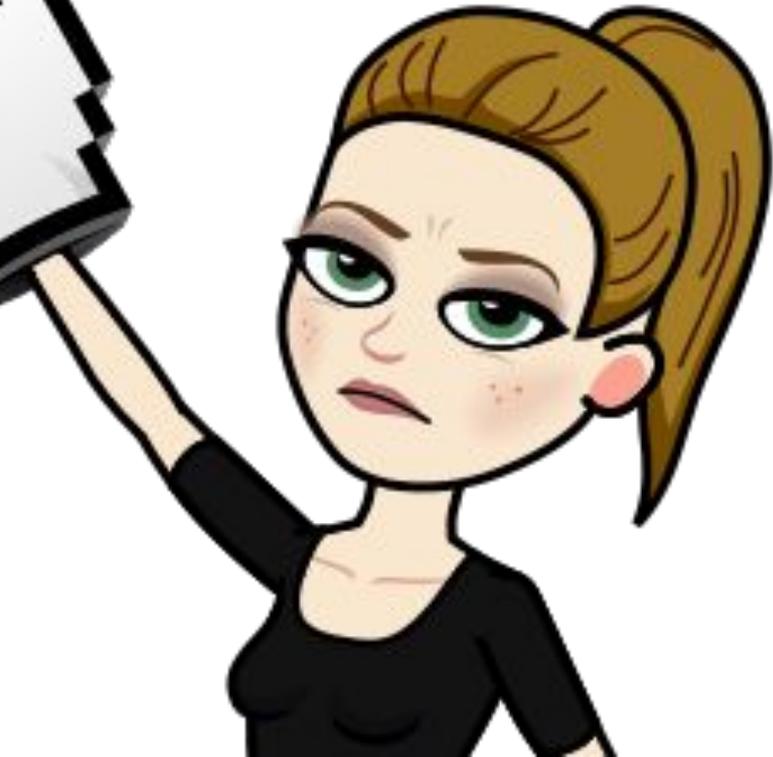
**WAIT
FOR IT...**

A cartoon illustration of a woman with brown hair in a ponytail, green eyes, and a slight smile, peeking over the top of the word "WAIT". The text "WAIT" is in large, bold, yellow 3D letters with a brown outline. Below it, the text "FOR IT..." is in large, bold, red 3D letters with a brown outline.



unsubscribe

19,573





let's DISCUSS





helpful tips



TO DO LISTS



EMAIL



CALENDAR





helpful tips



TO DO LISTS



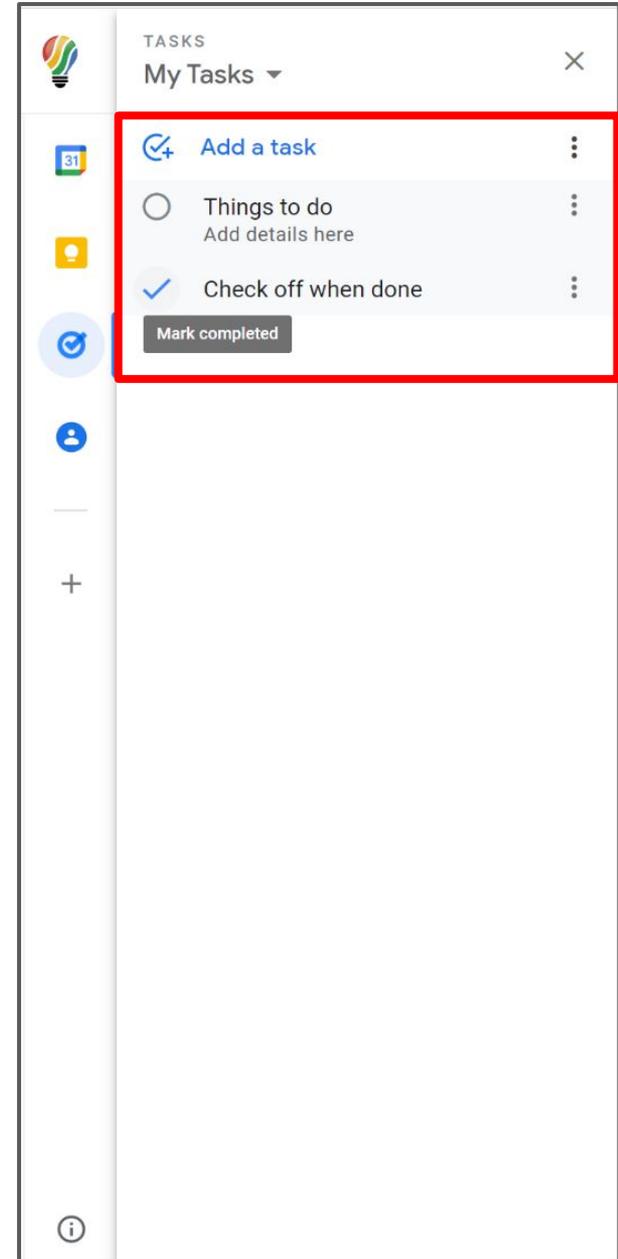
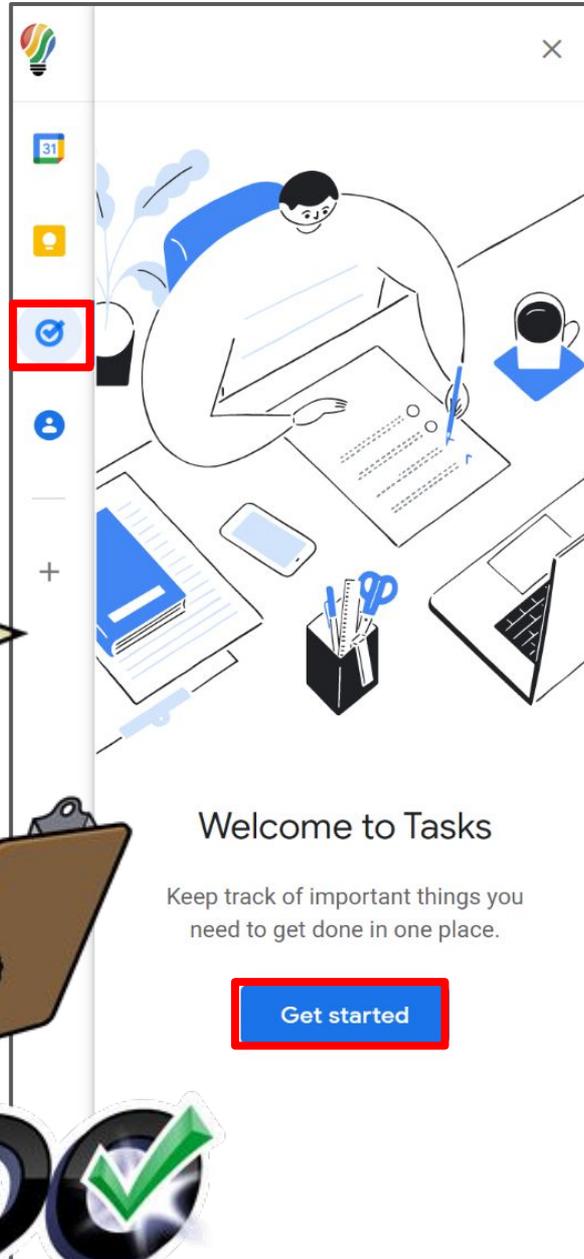
EMAIL



CALENDAR



WILL DO 





helpful tips



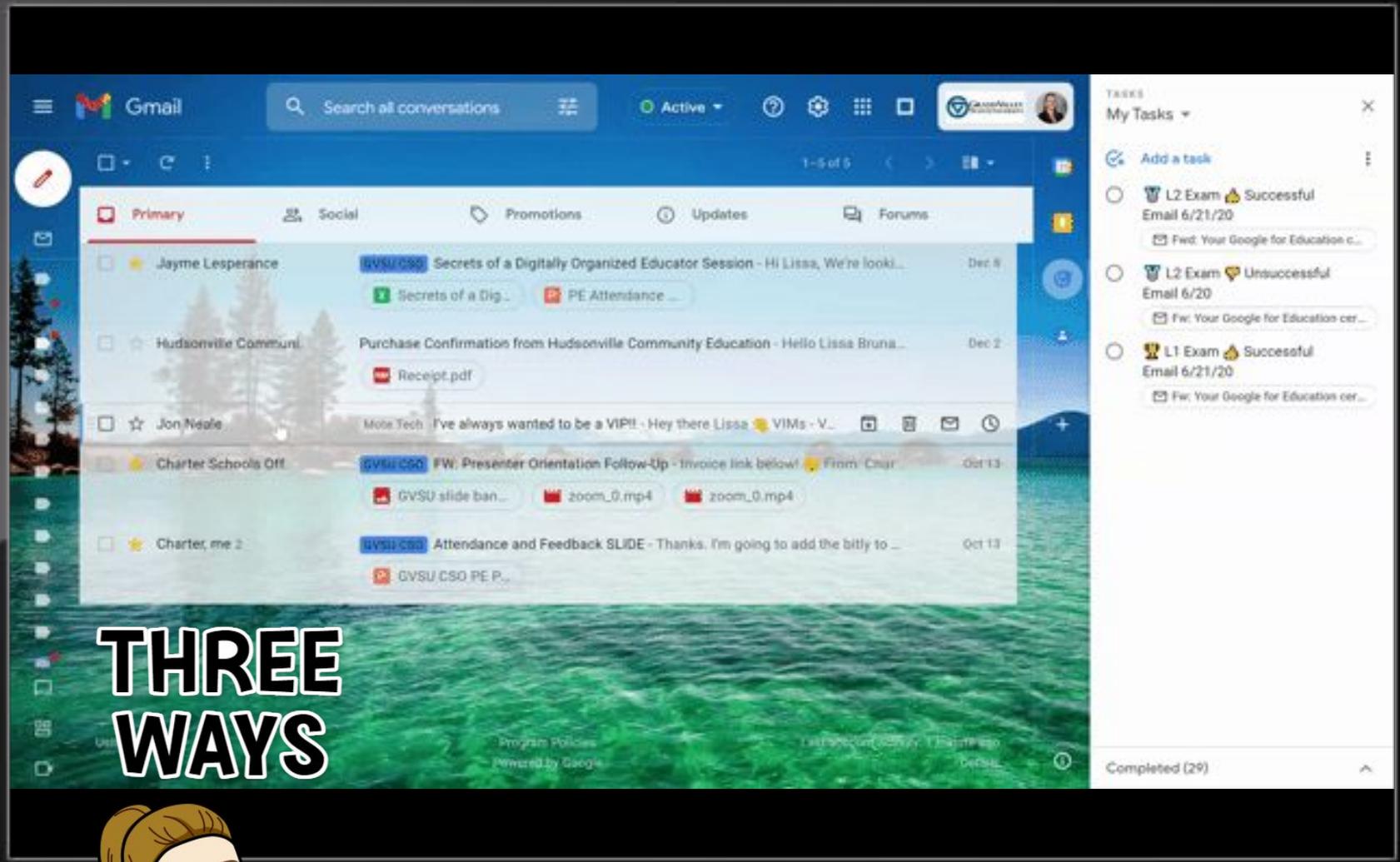
TO DO LISTS



EMAIL



CALENDAR



**THREE
WAYS**





helpful tips



TO DO LISTS



EMAIL



CALENDAR





cal.new





helpful tips



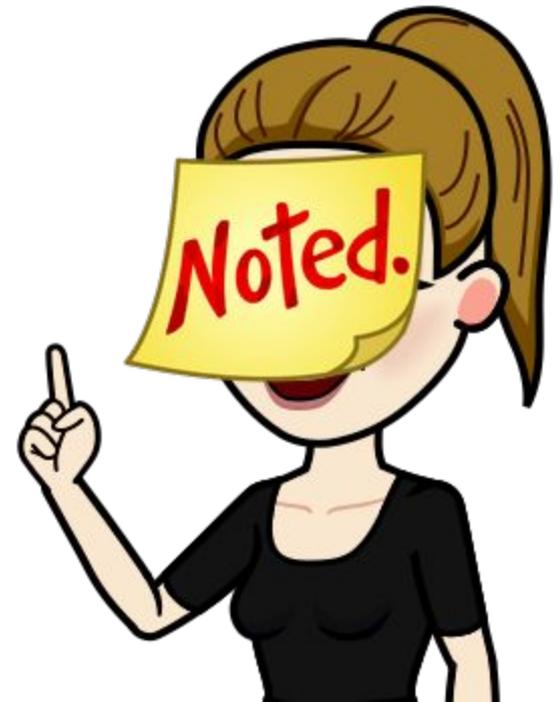
CREATE NOTE



SHARE NOTE



REMIND & ADVANCED





helpful tips



CREATE NOTE



SHARE NOTE



REMIND & ADVANCED



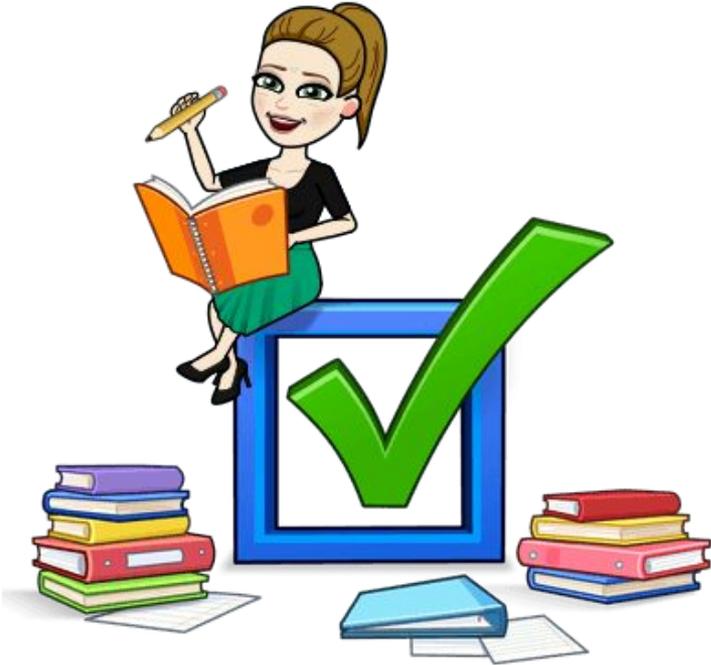
Take a note...

New list



New note with drawing

New note with image





Title 📌

Take a note...

🔔 👤 🎨 🖼️ 📁 ⋮ ↶ ↷ Close

Remind me

Collaborator

Change color

Add image

Archive

- Delete note
- Add label
- Add drawing
- Make a copy
- Show checkboxes
- Copy to Google Docs





helpful tips



CREATE NOTE



SHARE NOTE



REMIND & ADVANCED



Title 📌

Take a note...

🔔 👤+ 🎨 🖼️ 📅 ⋮ ↶ ↷

Close



Collaborator

 **Lissa Brunan** (Owner)
lissabrunan@gmail.com

 **Lissa's Family Group** +

 Person or email to share with

Cancel Save

BESTIES?





helpful tips



CREATE NOTE



SHARE NOTE



REMIND & ADVANCED



Title 📌

Take a note...

🔔 👤 🎨 🖼️ 📅 ⋮ ↶ ↷ Close



Remind me

- Reminder:
- Later today 8:00 PM
 - Tomorrow 8:00 AM
 - Next week Mon, 8:00 AM
 - Home 4582 Equestrian Dr
 - Work 201 Front Ave SW
 - 🕒 Pick date & time
 - 📍 Pick place





keep.new





.new



[cal.new](#)
[meeting.new](#)

Google Calendar

Create and send a new Google Calendar invite.



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[document.new](#)
[documents.new](#)

Google Docs

Create a new document using Google Docs.



[form.new](#)
[forms.new](#)

Google Forms

Create a new form using Google Forms.



[keep.new](#)
[note.new](#)
[notes.new](#)

Google Keep

Create a new note using Google Keep.



[meet.new](#)

Google Meet

Launch a real-time meeting from your Google Meet.



[sheets.new](#)
[spreadsheet.new](#)
[spreadsheets.new](#)

Google Sheet

Create a new spreadsheet using Google Sheet.



[site.new](#)
[sites.new](#)
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Google Sites

Build and publish a website using Google Sites.



[deck.new](#)
[presentation.new](#)
[slide.new](#)
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Google Slides

Create an online presentation using Google Slides.





[Home](#) > [Extensions](#) > Google Keep Chrome Extension



Google Keep Chrome Extension

 **Featured**

★★★★★ 7,533 | [Productivity](#) | 7,000,000+ users

 By Google





Any Questions?





Lissa Brunan

Google Certified Trainer

Engaging TECHniques

lissabrunan@gmail.com

 [@lissabrunan](https://twitter.com/lissabrunan) 

Take Care

