

Google Instructions: Tips to Remember

GOOGLE APPS TO DOWNLOAD

If students will be using an iPad or Iphone to work on assignments, please remember to download the below Google Apps. **These are the applications that will be used often,** and if not downloaded, the students will be able to “view” the assignment, but not edit and complete it.



DRIVE



CLASSROOM



EMAIL



DOCS



SLIDES



FORMS

AUTOMATIC SAVING & Version History

Auto- Save:

Remember, Google automatically saves work without having to hit “save.” You may exit and your progress will save where you left off.

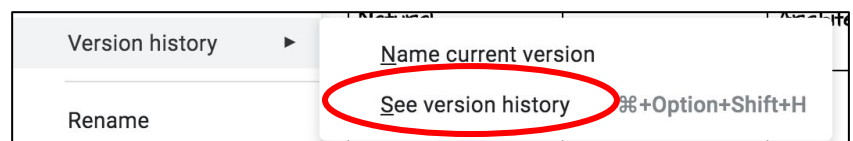
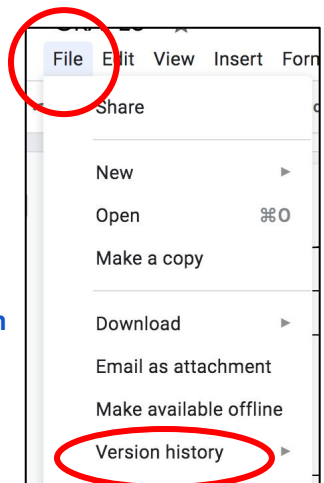
Version History:

It is very helpful to know that in case a student accidentally changes/deletes something in their Google assignment, please use the “Version History” feature. By looking at the version history, you can see what has changed or restore something to its earlier versions. See diagrams below.

1. Click, “File”

2. Click, “Version History”

3. Click, “See Version History”



4. You can, “See” or “restore” all the different versions of the document

