Hoy aprenderá a usar las herramientas de G-Suite ubicadas en el waffle:

- la primera aplicación que revisaremos será <u>G-Mail</u> para leer y enviar un correo electrónico.
- La segunda aplicación que aprenderá será su calendario de <u>Google Calendar</u>.
 a. Aprenderá cómo encontrar los próximos eventos.
- 3. La tercera aplicación que aprenderá a usar es Google Meet
- 4. La cuarta aplicación de la cual aprenderá a iniciar sesión desde su waffle G-suite es Canvas
- 5. Por último: hablaremos de cómo conectarse al internet usando un punto de acceso Kajeet o Wiff.

Encender su Chromebook e iniciar sesión.

- 1. Primero, encienda su Chromebook presionando el botón de encendido. esquina superior derecha de su Chromebook.
- 2. Ingrese su nombre de usuario que termina en @srcs.org esta es la misma información de su cuenta de Google.
 - a. Por ejemplo, mi nombre de usuario es apeck. Entonces voy a escribir mi correo electronico completo <u>apeck@srcs.org</u> y seleccionare el botón 'Siguiente'.



- 3. Ingrese su contraseña y seleccione 'siguiente'
- 4. Abra el programa Chrome desde la barra de herramientas del escritorio.



GMAIL : abrir GMAIL, leer y enviar correos electrónicos

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	Classi	oom Docs	Sheets
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Google Search	I'm Feeling Lucky	es Calendar	Meet
Creative ways to make the	most of your time at home	8	
	Site	es Contacts	

1. Seleccione el icono GMAIL por medio del wafle de la esquina superior derecha de la pantalla.

- 2. Por favor, ayude a los estudiantes a leer uno de sus correos electrónicos.
- 3. Escribir correos electrónicos / para escribir un mensaje de correo electrónico vaya a Compose (signo de más) a la izquierda.

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- 4. Por favor, solicite que los estudiantes le escriban un correo electrónico.
 - a. Deberán ingresar su correo electrónico donde dice **Para**.
 - b. Tendrán que ingresar un **tema/asunto**. En el lugar para escribir el asunto, puede escribir "Primer correo electrónico".
 - c. En el cuerpo del correo puede escribir "gracias por su ayuda".
 - d. Enviar

First Email	_ * ×
Alexander Peck (apeck@srcs.org)	
First Email Subject	
Dear Mr. Peck, Thank you for your help. Sincerely, AP	
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Google Calendar - Acceder a una reunión de Google a través del calendario

- 1. Los estudiantes pueden acceder a su Google Meet (sesiones de clase) desde el calendario.
- 2. Los estudiantes pueden ver otros eventos a los que sus maestros los invitan, desde el calendario
- 3. Ayudar a los estudiantes a navegar esta herramienta

Google Meet

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		Account	Gmail	Drive
	Google	Classroom	Docs	E Sheets
	Q. Google Search I'm Feeling Lucky	Slides	31 Calendar	Meet
	Creative ways to make the most of your time at home	Sites	Contacts	

1. Seleccione el icono de Google Meet



- 2. Seleccione la reunión programada
- Asegúrese de que el micrófono esté encendido. Se verá translúcido si está activado. Rojo si está apagado.



- 4. Asegúrese de que la cámara esté encendida. Se verá translúcido si está activado. Rojo si está apagado.
- 5. Por último, seleccione unirse ahora.



Canvas

1. Desplácese hacia la tercera sección de aplicaciones para encontrar Canvas.

2. Los estudiantes no necesitarán ingresar de nuevo su información de inicio de sesión si ya lo hicieron al iniciar sesion en el Chromebook o en la cuenta de google.

5	Dashboard	
Account	Ŧ	
Courses Courses Calendar	Alg Readiness - 40205 - POMMIER Alg Readiness - 40205 - POM 2019/2020 - San Rafael High School - Year B P D	Art 1 P - 81067 - YI Art 1 P - 81067 - YI 2010 0220 - San Rafael High School - Year
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	1	Ţ
I←	ELD 1A - 21001 - ARNDT	ELD 1B - 21055 - MACCHELLO

3. Los **mosaicos** serán etiquetados por clase. En este caso, estoy seleccionando ELD 1B.

\mathbf{v}_{i}	ELD 1B - 21055 -	MACCHELLO > Assignments		
Account	2019/2020 - San Rafael High Home	All Grading Periods Search for Assignment	SHOW BY DATE	SHOW BY TYPE
Dashboard	Announcements Pages	Overdue Assignments		
Courses	Modules Assignments	Online Lesson #2 - Impact of Water Paragraph Available until Apr 19 Due Apr 17 at 11:59pm \10pts		
Calendar	Google Drive			
Ē		 Past Assignments 		
() ()		Introduction - Pre Writing - How does water impact our daily lives? Closed Due Apr 15 at 11:59pm		
Theip		Impact of Water - Online Lesson#1 Closed Due Apr 15 at 11:59pm -/10 pts		
		SRHS - Online Learning Survey Closed Due Apr 13 at 11:59pm		
		Introduction - Get and Use Water Closed Due Apr 12 at 11:59pm -/10 pts		

- 4. Búsqueda de tareas o trabajos: en las páginas de las clases-aulas, los elementos del menú desplegable son:
 - a. Inicio
 - b. Anuncios
 - c. Páginas
 - d. Módulos
 - e. Tareas o trabajos: seleccioné la tarea/trabajo específico
 - f. Google Drive
- 5. Desafortunadamente, cada página de las clases-aulas son diferentes.
- 6. En esta página de la clase-aula, el profesor ha vinculado su trabajo a un GoogleDoc. Los estudiantes deberán:

a. Acceder al GoogleDoc (documento en google)

Share	
New ►	
Open %O	Bridges Unit#3 - Water and Community Action
Make a copy	
Download >>	Daily Question. How does water impact people's lives? How do people use water?
Email as attachment	Main Idea: People use water for bathing, drinking, and cleaning.
Make available offline	
Version history	Details:
Rename	Bathing
Add to My Drive	
Move to trash	
Publish to the web	Drinking
Email collaborators	
Descent details	Cleaning
Print %P	
	Conclusion:
	Around the world, people use water in many different ways in their lives.

b. Hacer una copia del Google Doc para que puedan escribir en el documento.c. Agregue información al GoogleDoc que ha copiado.

Share	_			
New	*			
Make a copy		Bridges Unit#3 - Water and Community Action		
Download		Daily Question: How does water impact people's lives? How do people use water?		
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		Conclusion:	-	
		Around the world, people use water in many different ways in their lives.		

d. Por último, **comparta** el documento de Google con su profesor.

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Wifi o conexión a internet

1. Video sobre cómo conectar su Hot Spot de Kajeet (ingles)

Today you will learn how to use your G-Suite tools located in the waffle:

- 1. The first app we will review will be **<u>G-Mail</u>** to read and send an email.
- The second app you will learn will be your Google Calendar.
 - a. You will learn how to find upcoming events.
- 3. The third app you will learn to use is Google Meet
- 4. The fourth app you will learn to log in to is Canvas from the your G-suite waffle
- 5. Lastly Connecting to a Kajeet Hotspot or Wifi

Turning on your Chromebook and logging in

- 1. First, turn on your Chromebook by pushing the power button at the top right corner of your Chromebook.
- 2. Enter your username with @srcs.org this is the same information as your google account.
 - a. For example, my username is apeck. I'm going to type apeck@srcs.org and select the 'Next' button.



- 3. Next, enter your password and select 'next'
- 4. Open Chrome on the desktop bar.



GMAIL - Opening GMAIL, reading, and sending Email

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Google Search I'm Feeling Lucky Slides Calendar Creative ways to make the most of your time at home Image: Creative search Image: Creative search Image: Creative search	9
Creative ways to make the most of your time at home	Meet
Sites Contacts	

- 1. Select the GMAIL icon from the waffle in the upper right-hand corner of the screen
- 2. Please help students read one of their emails.

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(+ co	mpose		□- C :	1-50 of 160 <	> 🌣 🔠
· ·			🔲 🚖 SRCS - Canvas LMS	Recent Canvas Notifications - You're signed up to receive a wee	Apr 18
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- 3. Compose emails / to write an email hit compose on the left.
- 4. Please have students write you an email
 - a. They will need to enter your email where it says **To**.
 - b. They will need to enter a **subject**. "first email" can go in the subject line.
 - c. They can write in the **body**, "thank you for your help"
 - d. Send

First Email	_ *	×
Alexander Peck (apeck@srcs.org)		
First Email Subject		
Dear Mr. Peck, Thank you for your help. Sincerely, AP		
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Google Calendar - Access A Google Meeting through Calendars

- 1. Students can access their Google Meet (class sessions) from the calendar
- 2. Students can see other events their teachers invite them to on the calendar
- 3. Support students in navigating this tool

Google Meet

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	Q	Classroom	Docs	Sheets
	Google Search I'm Feeling Lucky Creative ways to make the most of your time at home	Slides	Calendar	Meet
		Sites	Contacts	
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1. Select the Google Meet icon



2. Select the scheduled meeting



- 3. Please make sure the microphone is on. It will be translucent if it's on. Red if it's off.
- 4. Please make sure the camera is on. It will be translucent if it's on. Red if it's off.
- 5. Lastly, select join now.

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Canvas

- 1. Scroll down to the third section of apps to find Canvas
- 2. Students won't need to enter their login credentials once they have logged into their Chromebooks or once they have logged into their Google account.



3. The tiles will be labeled by class. In this case, I'm selecting ELD 1B.

nt Home	All Grading Periods Search for Assignment	SHOW BY DATE SHOW BY TY
Announcements rd Pages	Overdue Assignments	
Assignments	Online Lesson #2 - Impact of Water Paragraph Available until Apr 19 Due Apr 17 at 11:59pm -/10 pts	
Google Drive	Past Assignments	
	Introduction - Pre Writing - How does water impact our daily lives?	
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	Closed Due Arr 13 at 11:5 pm	
	Introduction - Get and Use Water Closed Due Apr 12 at 11:59pm -/10 pts	

- 4. Finding Assignments In the classroom the drop-down menu items are:
 - a. Home
 - b. Announcements
 - c. Pages
 - d. Modules
 - e. Assignments I selected Assignments
 - f. Google Drive
- 5. Unfortunately, each classroom will vary.
- 6. In this classroom, the teacher has linked their work to a GoogleDoc. Students will need to:
 - a. Access the GoogleDoc

	Share			
	New ►			
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	Download >	Daily Question: now does water impact people's lives? now do people use water?		
	Email as attachment	Main Idea. People use water for bathing, drinking, and cleaning		
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	Rename	Bathing		
47	Add to My Drive			
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-	Print %P			
		Conclusion:	-	
		Around the world, people use water in many different ways in their lives.		
		in a second se		

- b. Make a **copy** of the Google Doc so they can write on the Doc.
- c. Add information into the copied GoogleDoc

Share				
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Open	жo	Bridges Unit#3 - Water and Community Action		
Make a copy		····, ·····, ·····		
Download		Daily Question: How does water impact people's lives? How do people use water?		
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d. Lastly, **share** the google doc with their teacher.

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<mark>Wifi</mark>

1. Video on how to connect your <u>Kajeet Hot Spot</u> (Eglish)