STUDENT USER GUIDE

This guide is for helping Students who want to access a quick collection of useful tips and tricks for certain Learning Technology tools that will help with their education. This by no means contains all the information about these tools but it's a good starting place to familiarize yourself with some of the functions these tools can do to make your learning easier.

Zoom
- Integration
  - Gmail and Google Calendar Integration
- Audio
  - Tip #1: Spacebar to Quick Unmute
  - Tip #2: Mute Microphone upon joining meeting
  - Tip #3: Change Background Noise Suppression
  - Keyboard Shortcut Tip #1: Press Alt+A on Windows or Command+Shift+A on Mac
  - Keyboard Shortcut Tip #2: Press Alt+M on Windows or Command+Shift+M on Mac as Host
- Video
  - Tip #4: Adjust for Low Light
  - Keyboard Shortcut Tip #3: Press Alt+V on Windows or Command+Shift+V on Mac
  - Tip #5: Enter Side-by-Side Mod
  - Tip #6: Silence system notifications when sharing
  - Tip #7: Show Zoom window when sharing
  - Tip #8: Share Computer Sound on Zoom for Presentations, Videos, and Music
  - Tip #9: Play Video files directly in Zoom
  - Tip #10: Change View to Better Keep Track of the Meeting
  - Keyboard Shortcut #4: Press Alt + S on Windows or Command + Shift + S on Mac
  - Screen View
  - Keyboard Shortcut #5: Press Alt + F1 on Windows
  - Keyboard Shortcut #6: Press Alt+F2 on Windows
  - Keyboard Shortcut #7: Press Command+Shift+W on Mac to shift between Speaker View and Gallery View

Keyboard Shortcut #8: Press Alt+F on Windows or Command+Shift+F on Mac
Keyboard Shortcut #9: Press Alt on Windows or Control+Options+Command+H
Hosting
Tip #11: Automatically copy invite link
Tip #12: Change Security Controls
Tip #13: Change Participants Controls
Keyboard Shortcut #10: Press Alt+M on Windows or Command+Shift+M on Mac as host
Miscellaneous
Tip #14: Make Starting in Fullscreen Default Setting
Tip #15: Show my Connected Time
Keyboard Shortcut #11: Press Alt+Y on Windows or Command+Shift+Y on Mac
Keyboard Shortcut #12: Press Alt+Shift+T on Windows or Command+Shift+T on Mac
Mobile
Troubleshooting
Moodle
Dashboard
Tip #16: Customize your Dashboard
Tip #17: Add Blocks
Tip #18: Change which Courses are Visible in Course Overview
Tip #19: Other Useful Blocks
Profile
Tip #20: Change Timezone depending on where you live
Google Workspace
Google Drive
Tip #21: Manage and Sync Google Drive Files on your Computer
Tip #22: Managing Microsoft Office and Other Files in Google Drive
Tip #23: Using Priority & Workspaces
Google Docs
Tip #24: Add a Description to your Google Document
Tip #25: Teach Google Docs to Fix your Common Misspellings
Tip #26: Formatting your Document and Adding Table of Contents
Tip #27: Type Using your Voice in a Google Doc
Tip #28: Convert Google Doc into an Email
Tip #29: Embedding a YouTube Video in a Google Doc
Tip #30: Using Bookmarks
Tip #31: Print to PDF
Google Sheets
Tip #32: Use the Explore function
Tip #33: Import Data from One Spreadsheet without having to Copy and Paste

Tip #34: Create Heatmaps
Google Calendar
Tip #35: Have your Daily Agenda Emailed to you
Tip #36: Use the Suggested Times and Find a Time Features
Google Slides
Tip #37: Present Slides with Captions
Troubleshooting

Zoom is the primary video chatting service utilized by Carleton College. Carleton has a subscription which allows us to use Zoom for unlimited time with up to 1,000 participants. Here we have some helpful Zoom tips as well as keyboard shortcuts. If you'd like to have more information on Keyboard shortcuts go here.

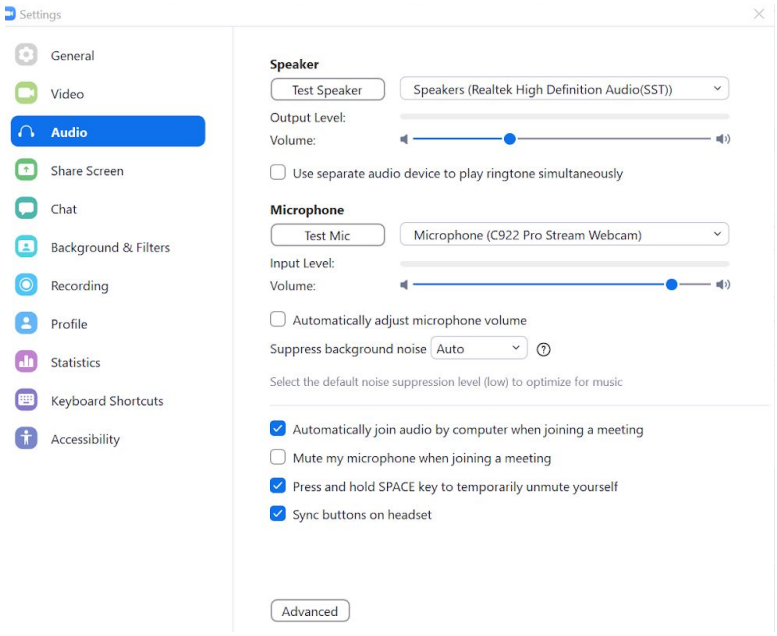
Integration

Gmail and Google Calendar Integration

To integrate Zoom with Gmail and Google Calendar, go to this link: https://workspace.google.com/marketplace/app/zoom_for_gsuite/364750910244. This will allow you to easily schedule meetings with Zoom calls and send emails in Gmail with Zoom meetings attached.

Audio

To change audio settings click the white arrow next to the Microphone and select **Audio Settings** from the dropdown menu



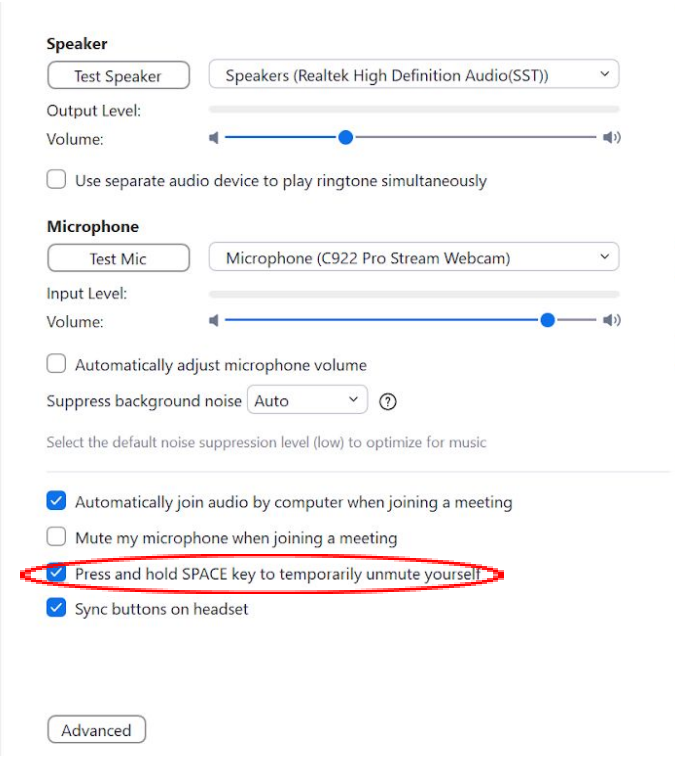
The Main Audio Settings Page

Tip #1: Spacebar to Quick Unmute

You can use the spacebar as a faster way to unmute yourself while on Zoom

Why it's useful: Sometimes you will speak in a class for a short period of time whether it is to ask a question or deliver a clarification. The Spacebar is the ideal way to do this without keeping yourself unmute permanently.

Instructions: There are a few ways to unmute yourself on Zoom. The most obvious way is click the Microphone on the Meeting Controls. Another way is to use a Keyboard Shortcut (Go to Keyboard Shortcut Tip). The third is to use the Spacebar. Go to Audio Settings and make sure **Press and hold SPACE key to temporarily unmute yourself** is checked.



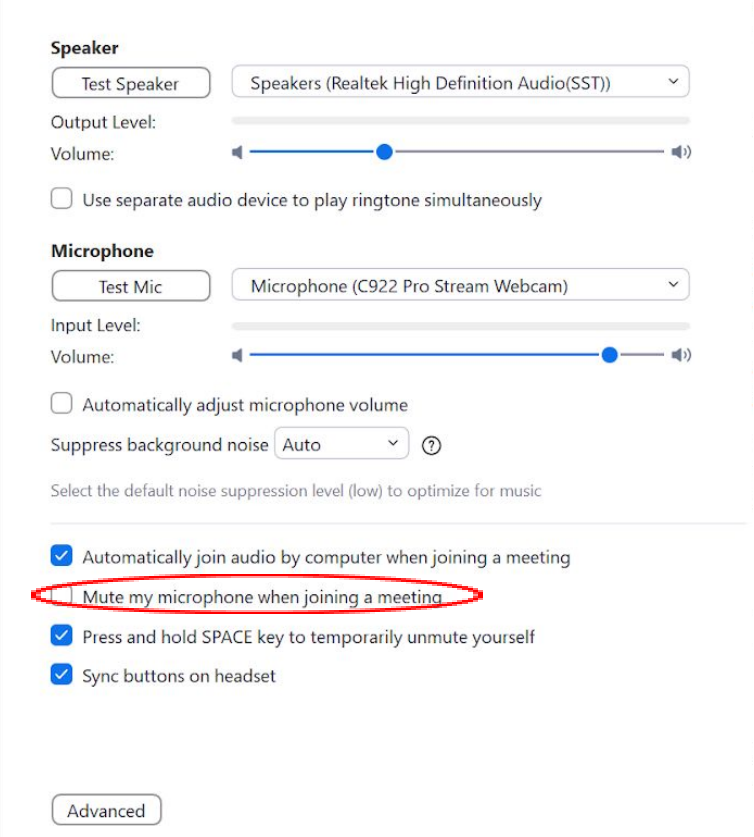
Now all you have to do is press and hold **Spacebar** to speak.

Tip #2: Mute Microphone upon joining meeting

You can preset your Zoom so that you are muted in the beginning of each meeting

Why it's useful: This tip is more based on preference but if you generally want to enter class muted until your professor calls on you, this is the setting for you.

Instructions: In audio settings check the box next to **Mute my microphone when joining a meeting**. This will make it so you now join every Zoom meeting muted by default.

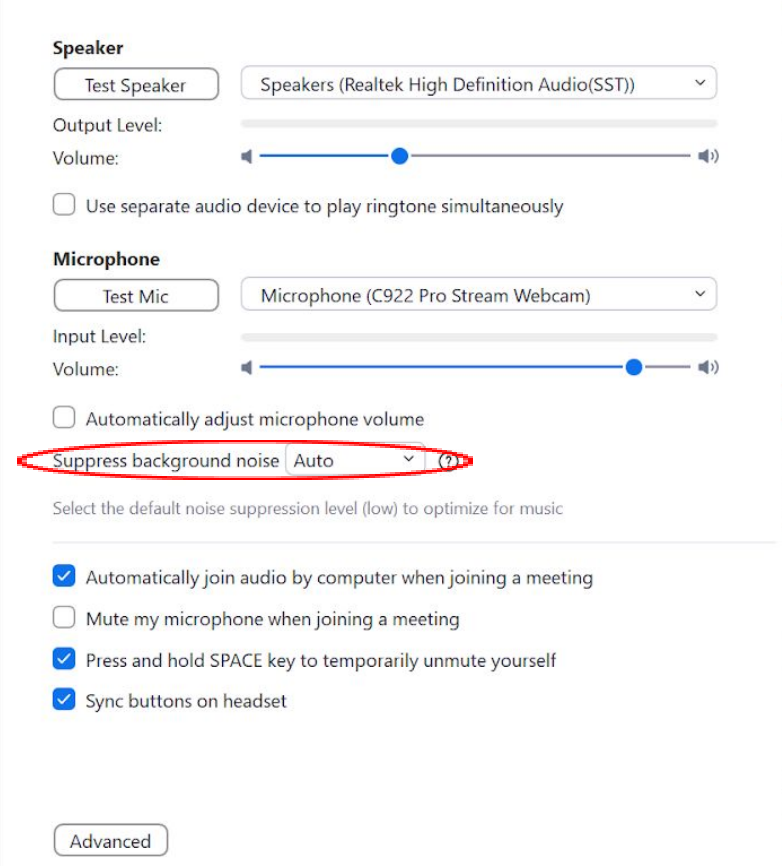


Tip #3: Change Background Noise Suppression to Play Music or Suppress Background Noises

Noise Suppression is the way and level to which Zoom suppresses background noise.

Why it's useful: Zoom suggests that you set default noise suppression to **High** to remove the sound of keyboard typing, fans, or construction. The **Low** setting is suggested to optimize the playing of music. If you intend to play music on the same device that you are using for Zoom, then you should instead share music. See SHARING SCREEN.

Instructions: In audio settings you will see **Suppress background noise** next to a box most likely reading **Auto**. You can click on the down arrow to open a dropdown menu that gives you the options of **Auto**, **High**, **Medium**, or **Low**.



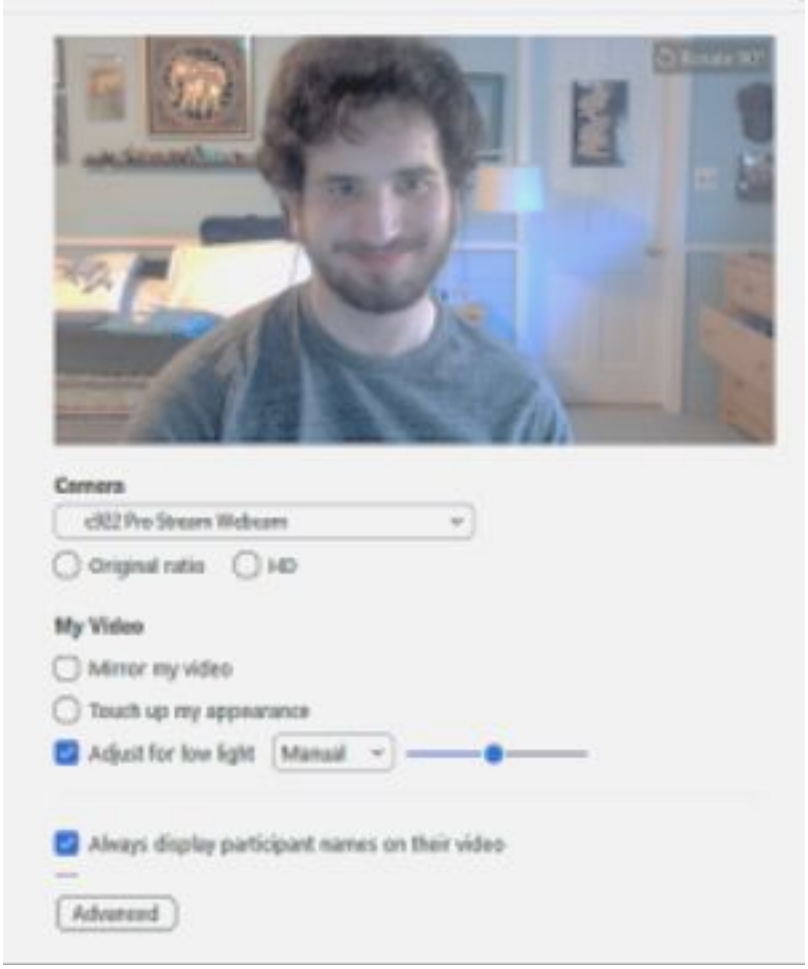
Low allows more background noise whereas **High** attempts to largely cut out background noise. **Auto** will adjust noise suppression based on what Zoom microphone picks up.

Keyboard Shortcut Tip #1: Press **Alt+A** on Windows or **Command+Shift+A** on Mac to Mute/Unmute.

Keyboard Shortcut Tip #2: Press **Alt+M** on Windows or **Command+Shift+M** on Mac as Host to mute everyone except the Host.

Video

Video covers the camera and your appearance on Zoom if you choose to use the Camera. Accessing **Video Settings** is similar to accessing Audio Settings; click the white arrow next to the button and select **Video Settings** on the dropdown menu.



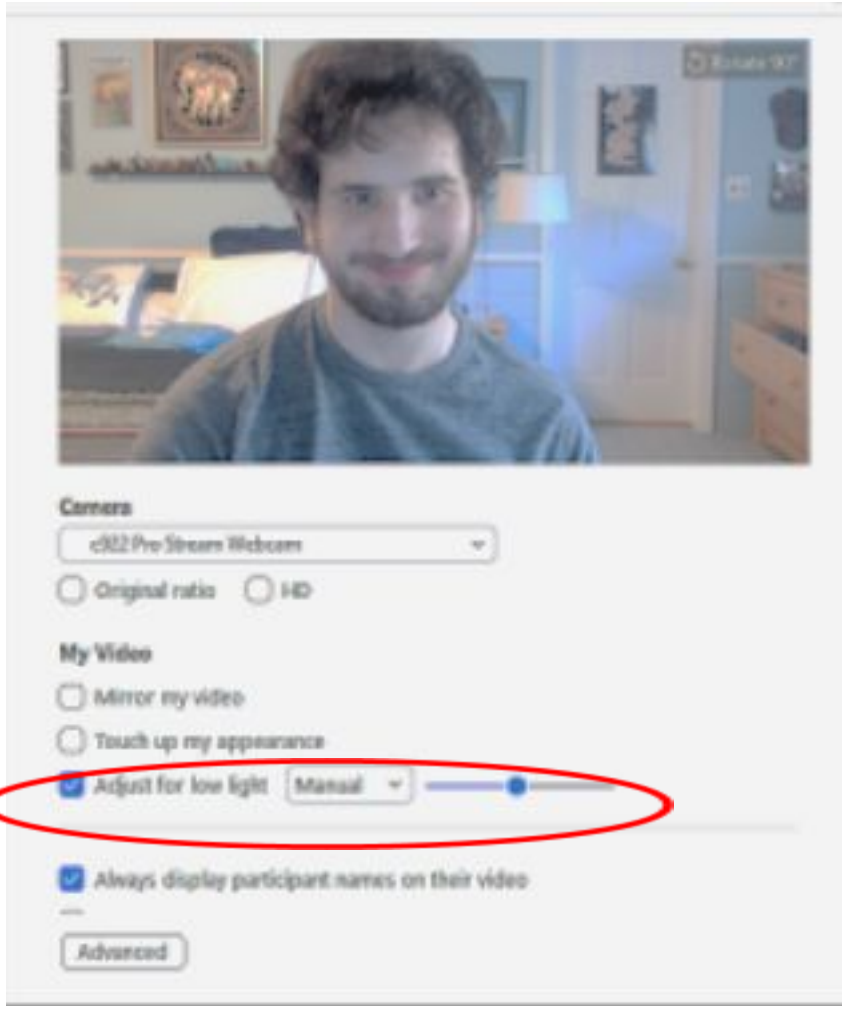
Video Settings Page

Tip #4: Adjust for Low Light to increase visibility

Zoom allows you to adjust automatically or manually your video's brightness if you have low light

Why it's useful: If you are in a dark space with few or no windows and little light this is the setting for you. While I find that **Auto** does the job fine, **Manual** is slightly better at removing shadows so if you are recording this might be the setting for you.

Instructions: In the **Video Settings** page check the box next to **Adjust for low light.** A dropdown box that reads **Auto** will appear next to it. You can choose to change **Auto** to **Manual** and a slide will appear that will allow you to adjust the brightness of your video.

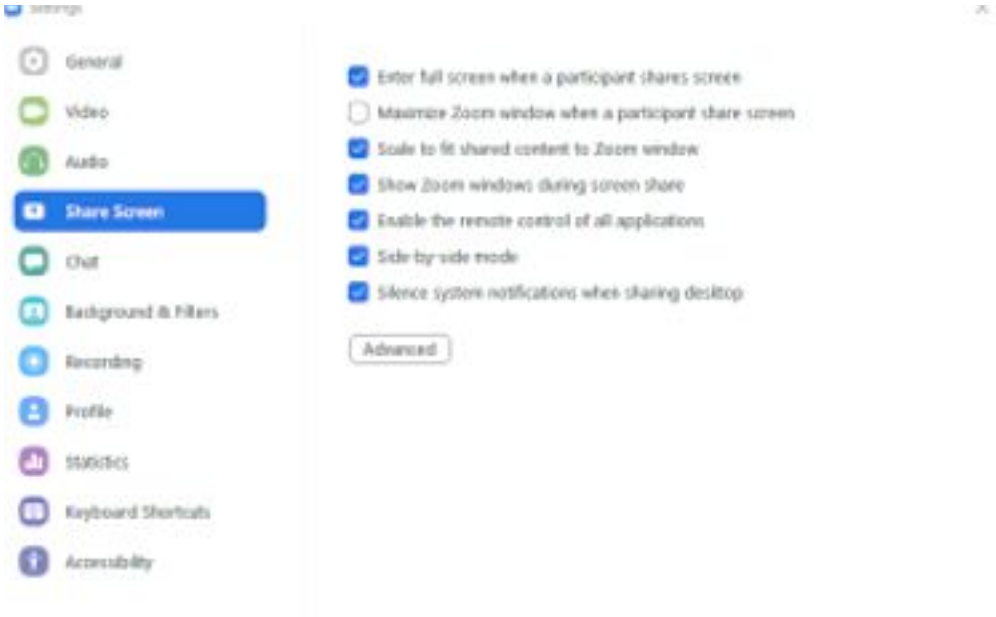


Keyboard Shortcut Tip #3: Press **Alt+V** on Windows or **Command+Shift+V** on Mac to Start/Stop Video.

Share Screen

The Share Screen covers whenever someone shares their desktop screen through Zoom

To Access the **Share Screen Settings**, first go to another settings page (either **Audio Settings or Video Settings**) then click on **Share Screen** in the Settings window. This is the **Share Screen Settings** page.



Share Screen Settings Page

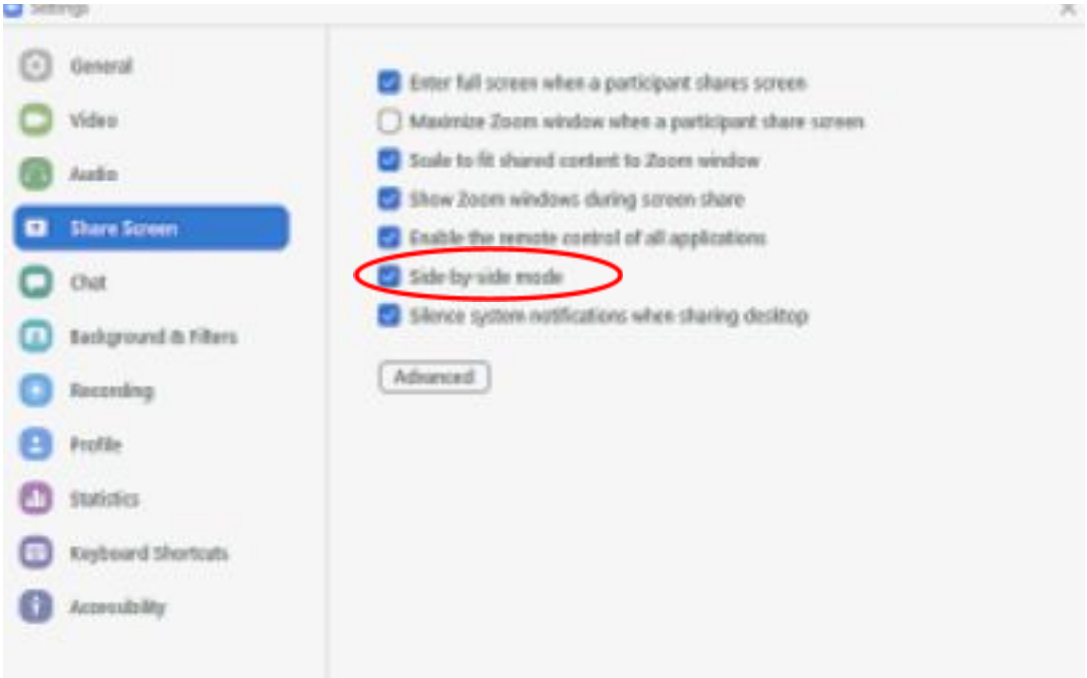
You can tell your are sharing a screen by a green border around your screen. Zoom will also display a message saying "You are screen sharing" and provide you with the option to "Stop Share"

Tip #5: Enter Side-by-Side Mode to see Share Screen Alongside Speaker or Gallery View

Side-by-side mode allows you to view the shared screen alongside either the Speaker or Gallery View.

Why it's useful: Whether someone is sharing a video, a powerpoint, or just commenting on a website, it is often important to see the person speak to get the best idea of what they are talking about. Side-by-side mode allows you to keep a visual on the expressions and movements of the person speaking while also paying attention to what they are sharing.

Instructions: Check off the box next to **Side-by-side mode** on the Share Screen settings page.

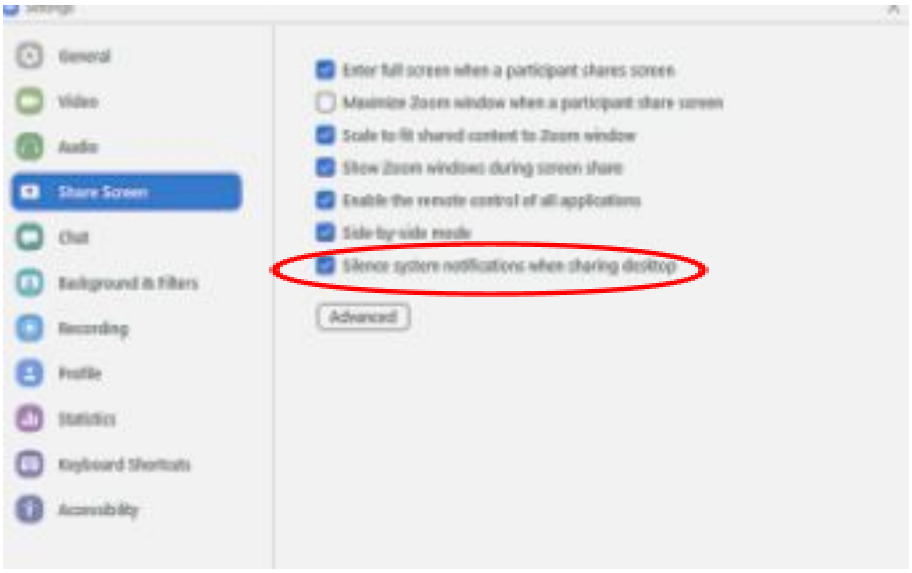


Tip #6: Silence system notifications when sharing to eliminate distractions

This setting ensures that background notifications will not make noise during screenshare.

Why it's useful: This setting is useful when presenting your screen to ensure that participants are not distracted.

Instructions: Check off the box next to **Silence system notifications when sharing desktop** in **Share Screen Settings**.

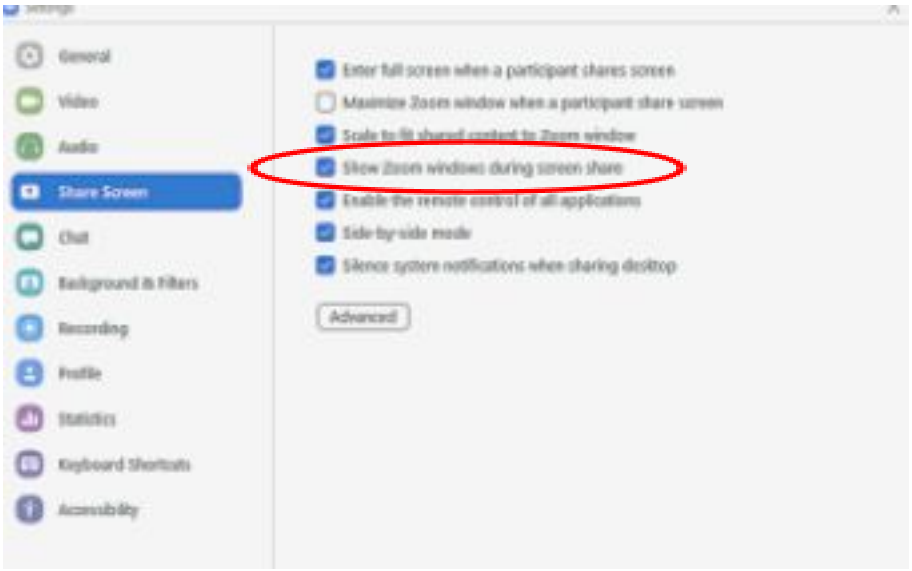


Tip #7: Show Zoom window when sharing to demonstrate something on Zoom

By default Zoom will not show your Zoom window when sharing your screen. This is to eliminate the distraction of participants viewing themselves. However, you can make Zoom windows visible upon sharing your screen with this setting.

Why it's useful: Showing Zoom windows is useful when you want to show something on Zoom or explain something about Zoom to fellow participants. It is useful to turn it off if you do not want participants to see the Zoom meeting and be distracted.

Instructions: On share screen settings, check the box next to **Show Zoom windows during screen share**. This will allow participants to see the Zoom window as you see it during screen share.



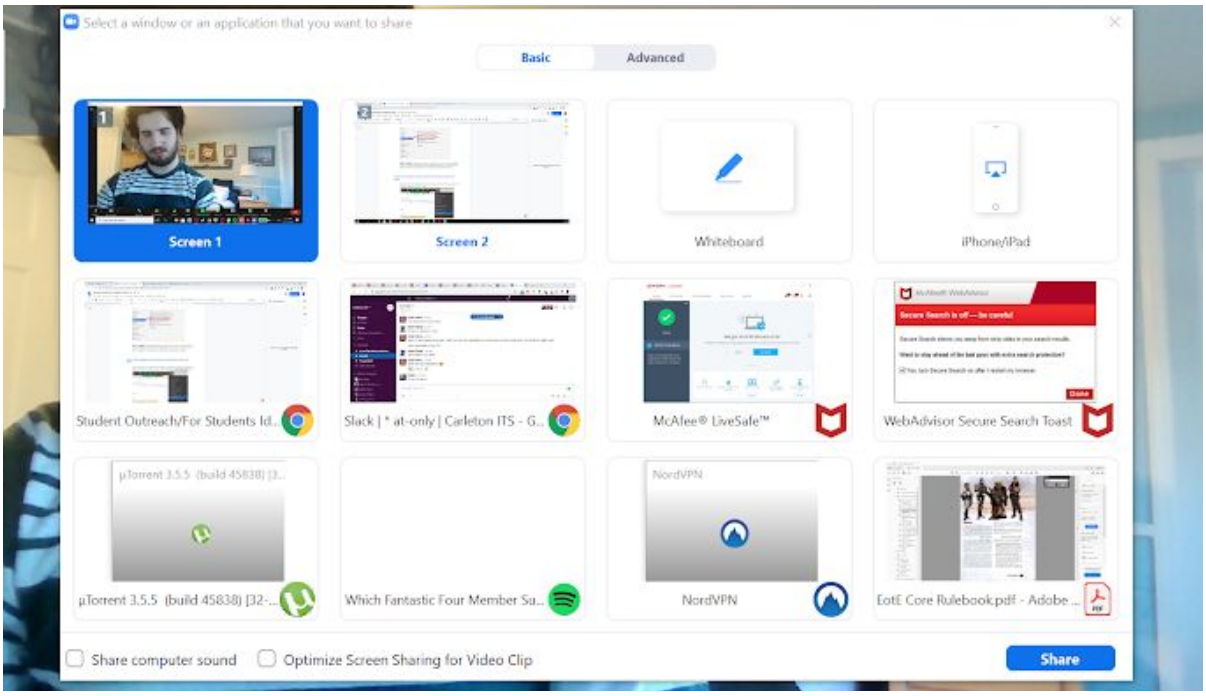
Why it's useful: Showing Zoom windows is useful when you want to show something on Zoom or explain something about Zoom to fellow participants. It is useful to turn it off if you do not want participants to see the Zoom meeting and be distracted.

Tip #8: Share Computer Sound on Zoom for Presentations, Videos, and Music

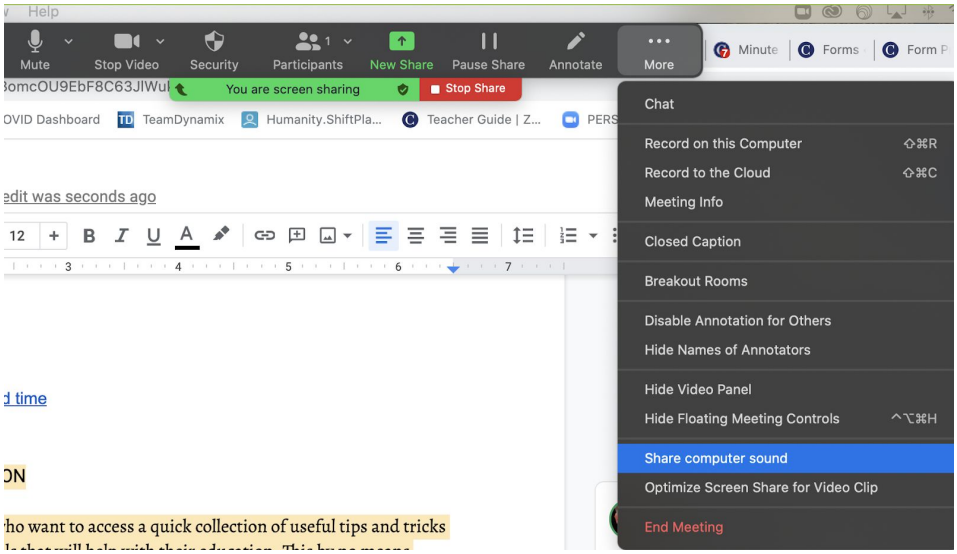
Zoom does not automatically share the sound on your computer to other participants. You change this by allowing Zoom to share computer sound during a share.

Why it's useful: This setting is very useful if you have to share a video or presentation with sound or need to explain something that involves sound.

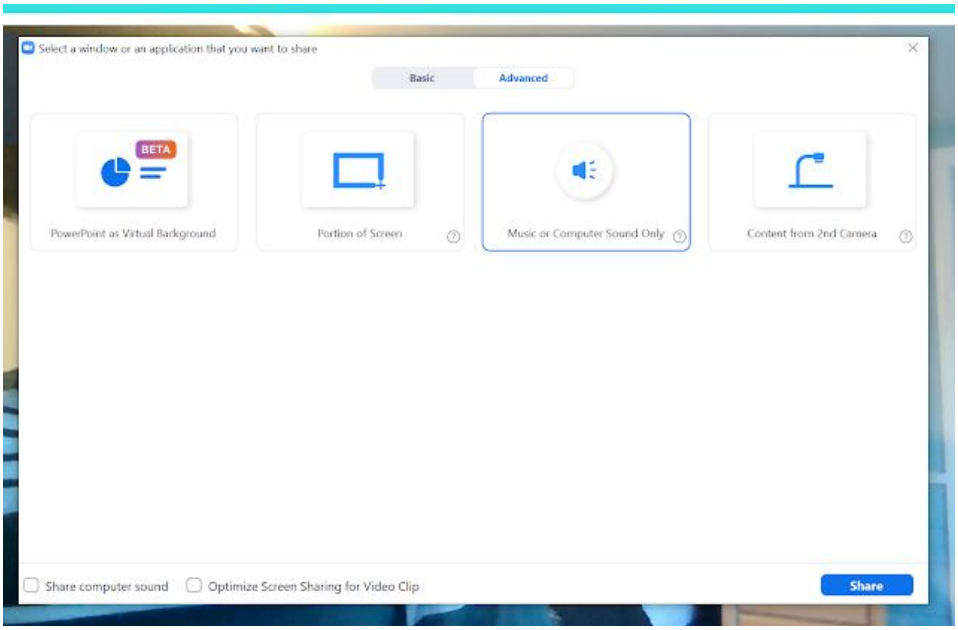
Instructions: To enable this setting, click **Share Screen** opening the Share Screen Window, check the box next to **Share computer sound**, and then click Share.



You can also enable this setting after sharing your screen by clicking on the **More** button and click **Share computer sound** on the drop down menu.



Finally, you can enable Music or Computer Sound Only Share (without a visual screen share) by clicking on the **Advanced** tab in the Share Window and then click on **Music or Computer Sound Only** and then the blue Share button. *Note*: If you intend to share music through Zoom, you should test it earlier because the sound level once shared can be very different from how it appears on your computer. Zoom is not the ideal setting for sharing music.

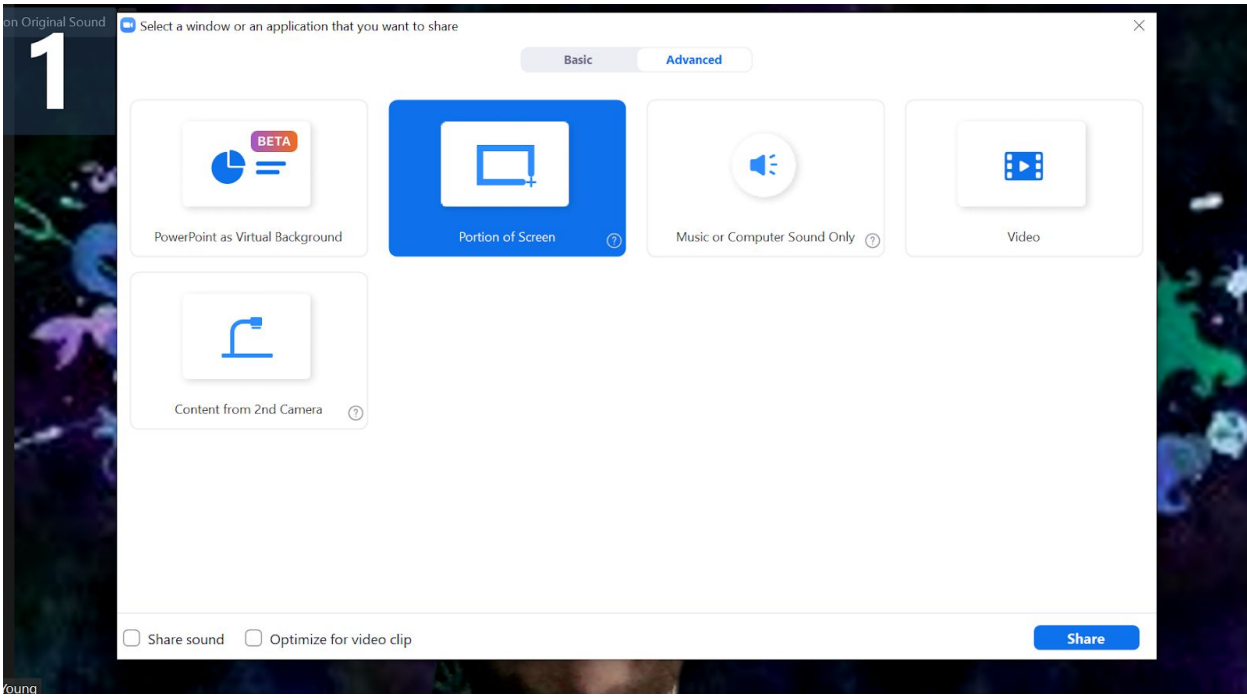


Keyboard Shortcut #4: Press **Alt + S** on Windows or **Command + Shift + S** on Mac to share screen or end share.

Tip #8: Share a Portion of your Screen to choose what people see on your Screen

You are able to share a portion of your screen with the **Portion of Screen** share option. With this feature, the people viewing the shared screen can only see what is within a customizable quadriagnal portion of your screen.

Instructions: All you have to do is go to **Share Screen** then click the **Advanced** tab and **Portion of Screen** and then **Share**.



Once you have done that a green unfilled rectangle will appear on your screen. You can drag the edges of the rectangle and convert it into a customizable size. This will be your shared screen.

Only the things within the green rectangle will appear on other's screen

Note that you can not pre-customize your portion of screen. However, Zoom will remember what size you had your portion from the last time you used this feature.

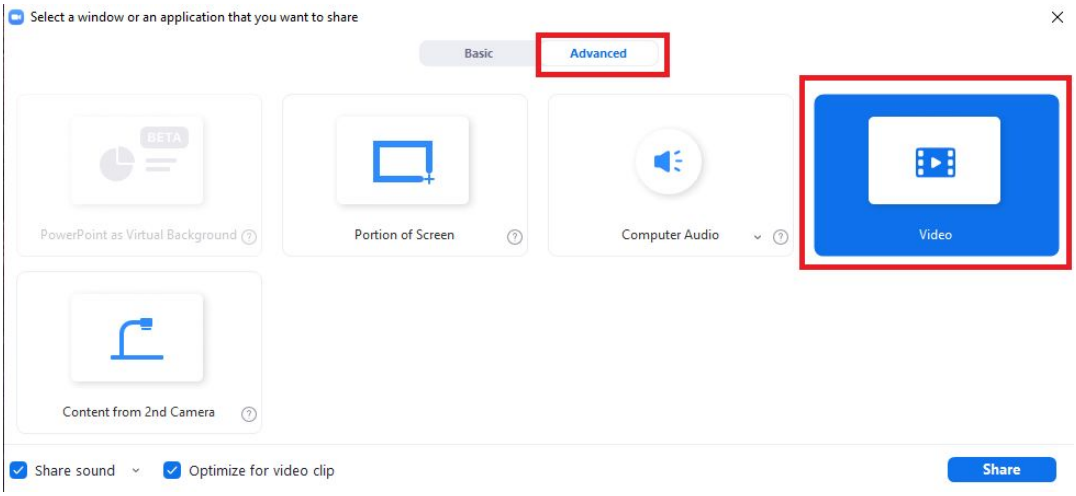
Why it's Useful: This is a useful feature if you want to hide information from others that you will later reveal. You simply keep it out of the rectangle and then later drag things into the square. If there is something you REALLY don't want someone to see, you should probably x out of it altogether before sharing.

Tip #9: Play Video files directly in Zoom to present video with better quality

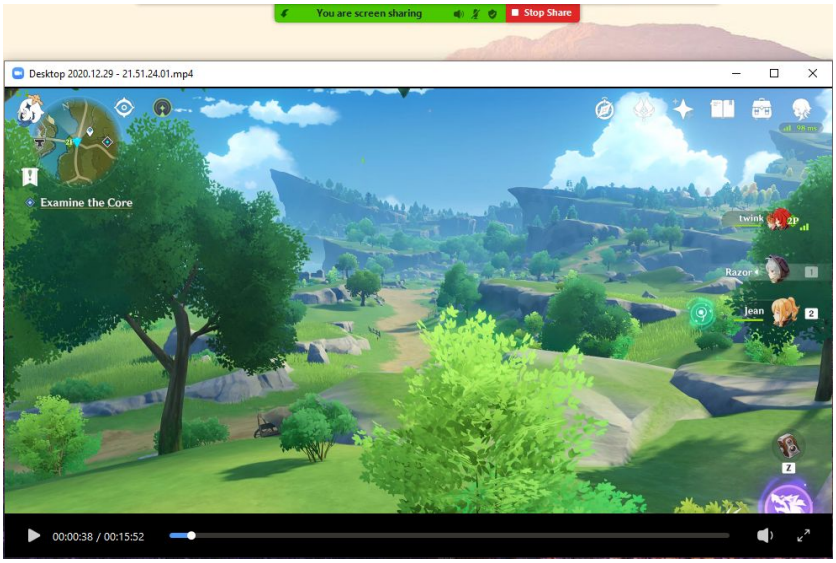
Normal Zoom screen shares work decently, but sometimes they can have high latency and low framerates. These issues can lead to overall poor quality and engagement with shared videos.

Why it's useful: Direct video sharing fixes most of the problems with old video-sharing while keeping all the controls a normal video player would have.
Disclaimer: This technique only works with video files that you have on your computer and are in .mp4 and .mov formats.

Instructions: You can enter the screen share menu on the bottom bar. Once there, you can select Advanced>Video, shown here:



Once “share” is selected, Zoom will take you to a file directory. Select your file and “open” and you will open a zoom player that looks like this:

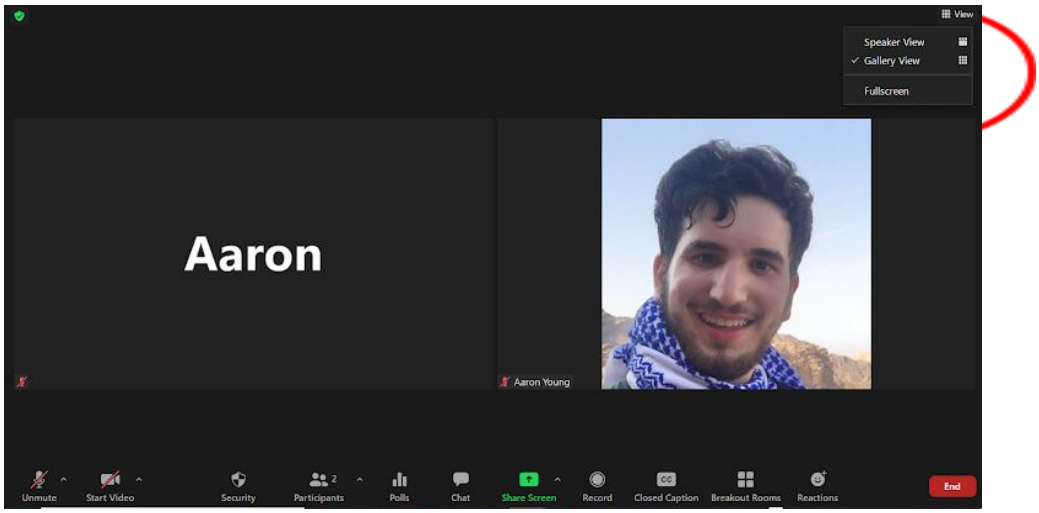


Screen View

Tip #10: Change View to Better Keep Track of the Meeting

View impacts which participants you see in your Zoom window.

To change view click on the **View** button in the top right corner of the Zoom window. This will open up a drop down menu with the options of **Speaker View** or **Gallery View** and **Fullscreen**. **Speaker View** makes it so you only view the person who is speaking at the time. **Gallery View** displays a large range of people in a grid so that you’ll see more than who is speaking. **Fullscreen** separately makes it so Zoom will take up the whole of your device’s monitor.



Keyboard Shortcut #5: Press **Alt + F1** on Windows to change to **Speaker View**

Keyboard Shortcut #6: Press **Alt+F2** on Windows to change to **Gallery View**

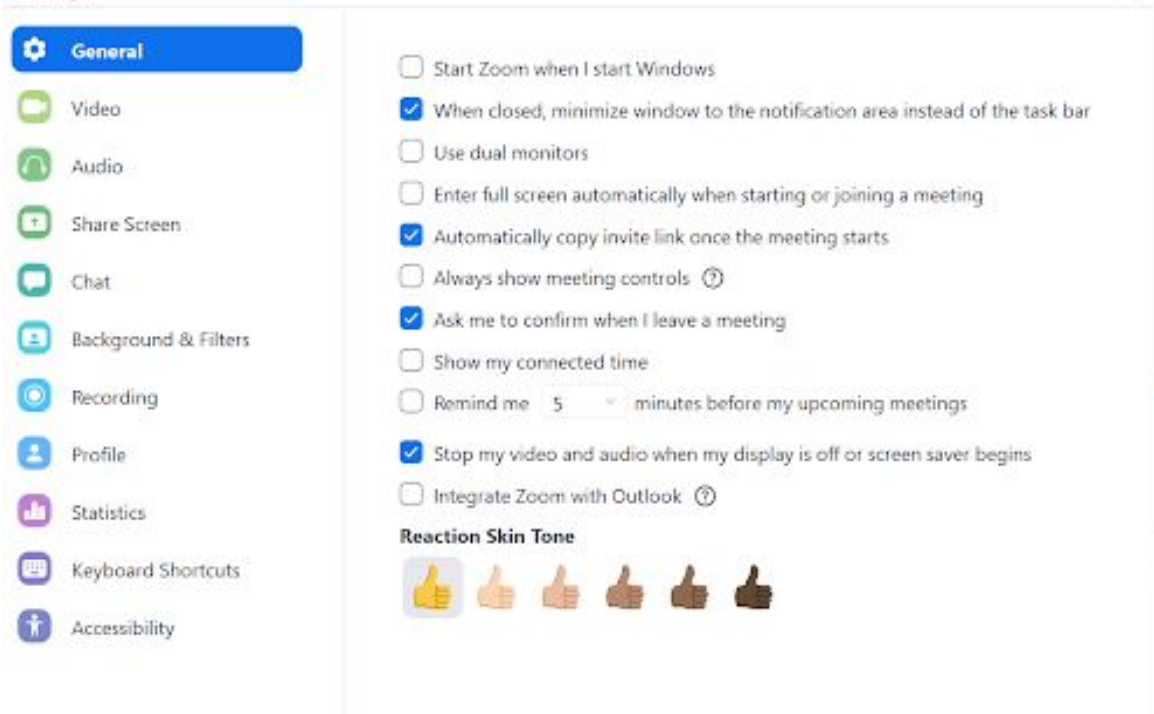
Keyboard Shortcut #7: Press **Command+Shift+W** on Mac to shift between **Speaker View** and **Gallery View**

Keyboard Shortcut #8: Press **Alt+F** on Windows or **Command+Shift+F** on Mac to enter or exit **fullscreen**

Keyboard Shortcut #9: Press **Alt** on Windows or **Control+Options+Command+H** on Mac to toggle showing the **Meeting Controls**

Hosting

These are tips for when you are hosting a meeting. Many of these tips involve settings that can be found in the **General** tab in the Zoom settings window.



General Settings

Tip #11: Automatically copy invite link to add participants faster

This setting makes it so you will automatically have the meeting link copied to the clipboard, ready for you to paste it into an email or a chat.

Why it's useful: This just gives you fast access to share the meeting link and avoid a few steps.

Instructions: Check off the box next to **Automatically copy invite link once the meeting starts** to enable this setting.

Tip #12: Change Security Controls to Make Meetings More or Less Secure

As **host**, you will have access to the **Security** meeting control

to control who can enter the meeting.

Why it's useful: Using security is important both to protect your meeting but also to better manage larger meetings. **Waiting Rooms** allow you to choose who enters the meeting and when they enter the meeting. **Locking Meetings** can prevent distractions with new people entering.

Instructions: When you click on **Security**, it will give you the options to **Lock Meeting** and **Enable Waiting Room** as well as choosing what Participants can and cannot do. **Lock Meeting** prevents more participants from joining the meeting. **Enable Waiting Room** creates a Waiting Room where you can choose to admit or not admit participants into the Zoom Meeting.

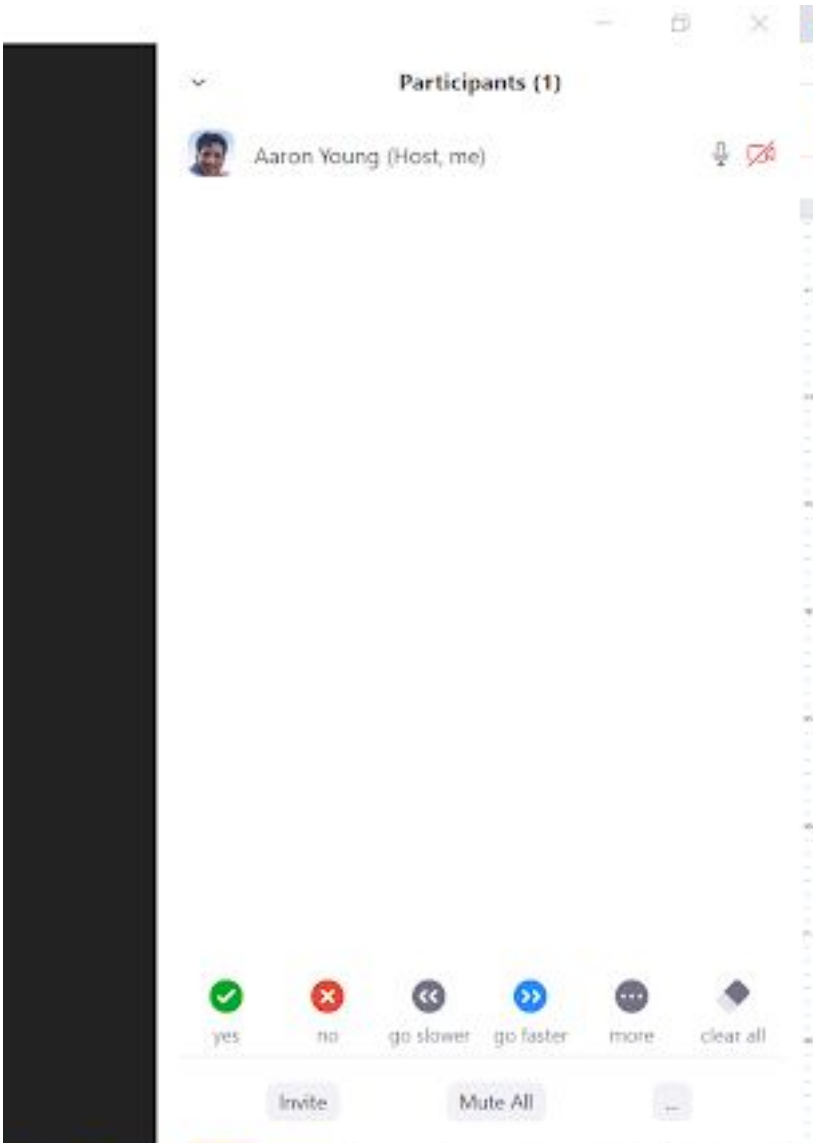
Tip #13: Change Participants Controls to Alter Participant Powers

As host, you will also have access to change some of the settings of your participants.

Why it's useful: Changing restrictions on participants allows you to alter how much power your participants have. Renaming can be useful for students who may not go by their given name or want to include pronouns. You can control whether students are able to unmute themselves if you need a fully quiet meeting room. However, if you want a more free form discussion you may want participants to be able to unmute themselves. Turning off sounds upon entering or leaving is useful in presentations and when recording. Otherwise the sounds are useful to alert the host upon changes in the meeting's participants.

Instructions: To do this click on the **Participants** meeting control

which will open up the Participants Window. Once you've opened the window click on the three dots on the bottom right corner of it and you will open up a menu. This will give you a variety of options that are useful for hosts. You can once again **Enable Waiting Room** and **Lock Meeting**. You can also allow Participants certain abilities like to **Rename** themselves and to **Unmute** themselves. If these are not checked off, you have complete power over these abilities. You can also change whether Zoom **plays a sound upon a participant entering or leaving** the meeting.

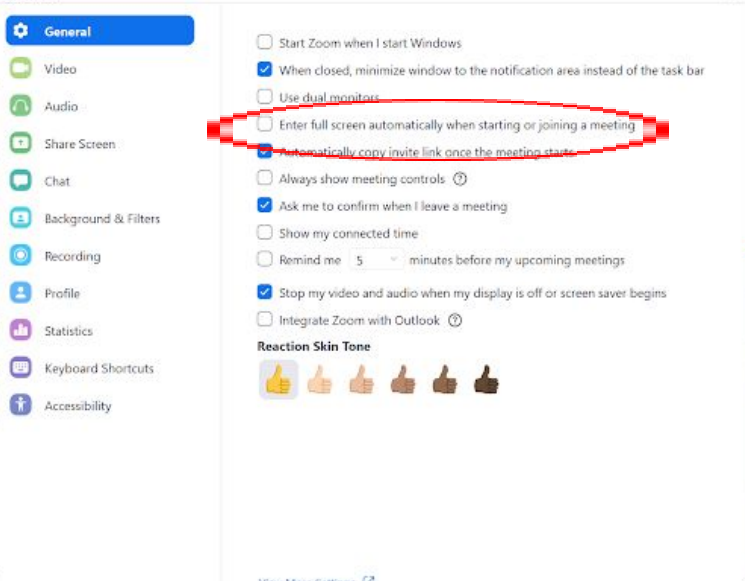


Keyboard Shortcut #10: Press **Alt+M** on Windows or **Command+Shift+M** on Mac as host to mute/unmute all participants besides the host.

Miscellaneous

Tip #14: Make Starting in Fullscreen Default Setting to Ensure Focus

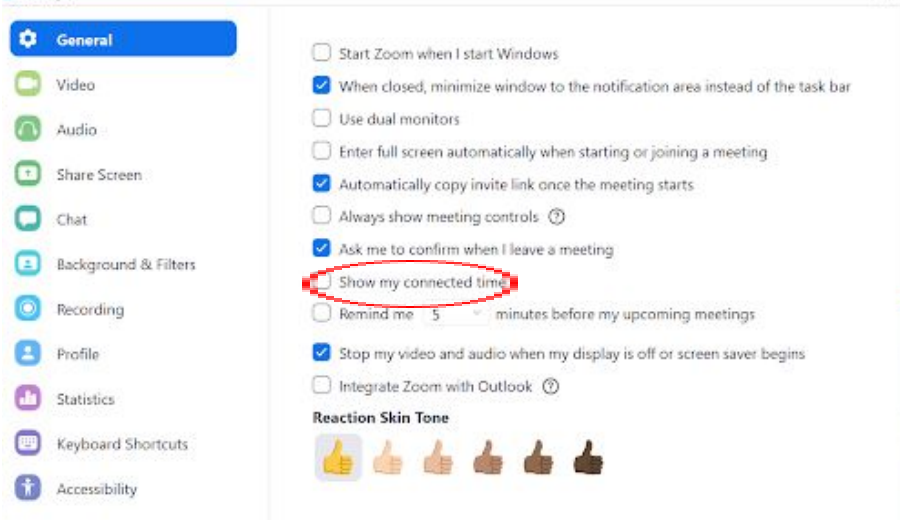
On the Zoom Settings window in General Settings, you can check off **Enter full screen automatically when starting or joining a meeting** to ensure you always begin your meetings in full screen.



Why it's useful: Entering full screen should probably be default for most classes since that helps to keep focus on the meeting, this is a useful tool to ensure that full screen is your default.

Tip #15: Show my Connected Time to Keep Track of Running Clock

Also on the general settings window, you can shoes to **Show my connected time.** Check off the box next to this option to show a running clock of how long you have been connected to the meeting.



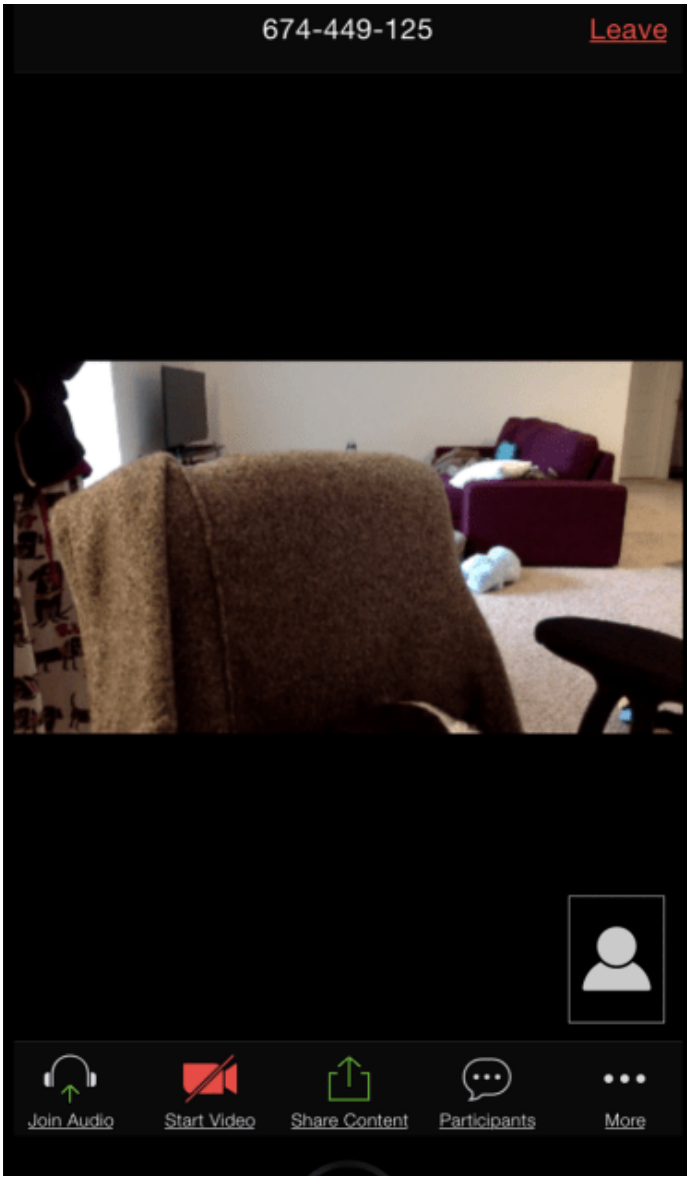
Why it's useful: If participants enter at different times, this is a good way to keep track of how long each participant has been in a meeting. It's also just useful for keeping track of time besides looking at the clock.

Keyboard Shortcut #11: Press **Alt+Y** on Windows or **Command+Shift+Y** on Mac to "raise/lower hand" to signal a question or something else.

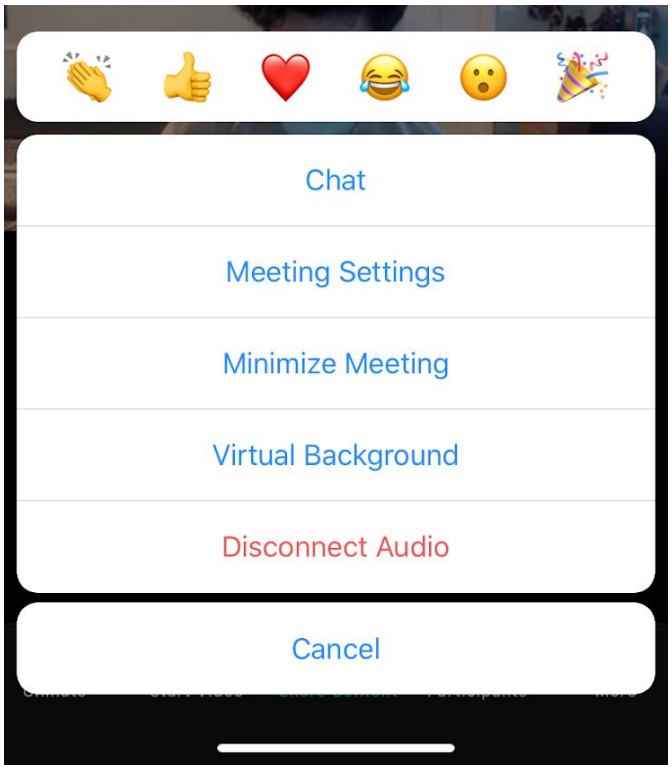
Keyboard Shortcut #12: Press **Alt+Shift+T** on Windows or **Command+Shift+T** on Mac to take a screenshot of the Zoom meeting

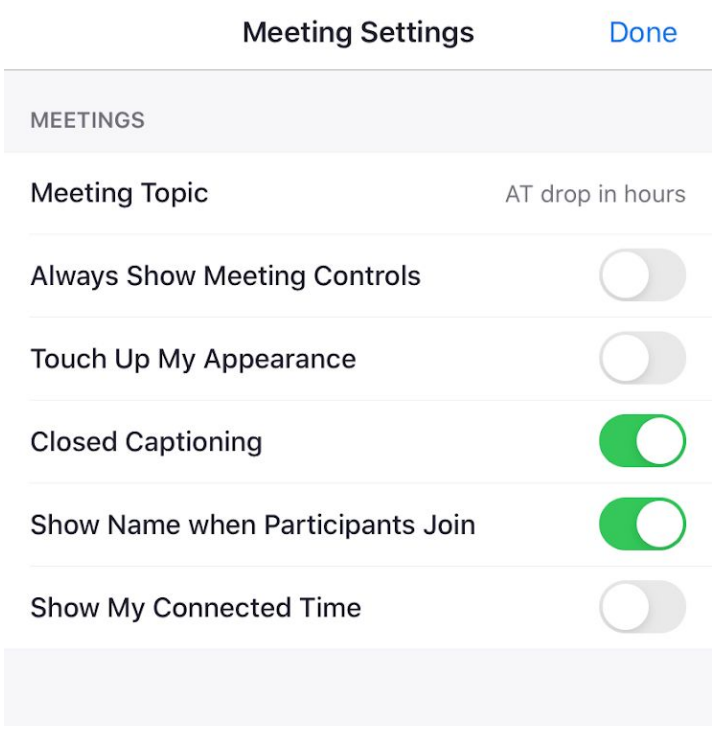
Mobile

Like most computer based applications that also have a mobile version, Zoom is generally accessible on a phone just with fewer features. The meeting controls is much more limited only including **Mute/Unmute (**If not connected to audio this will read as **Join Audio**), **Start/Stop Video, Share Content, Participants,** and **More**

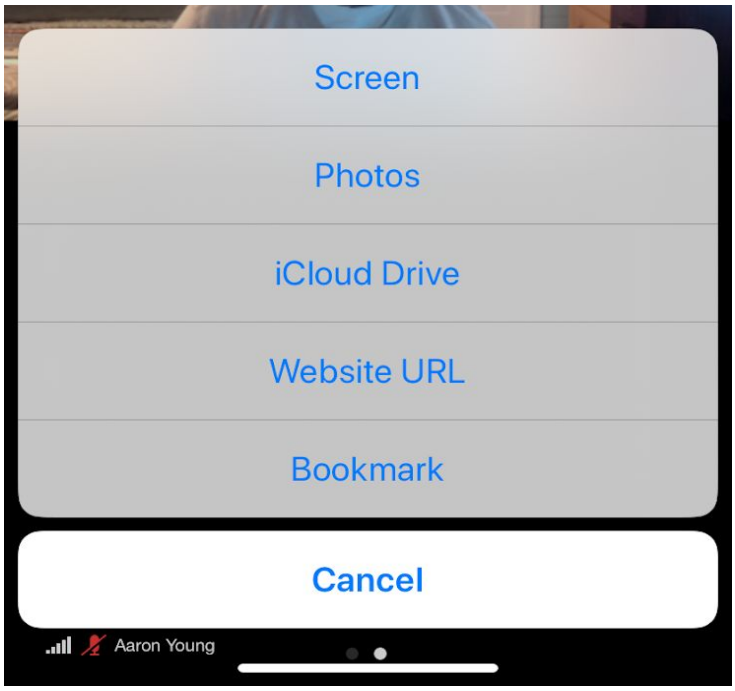


More gives you the option to access other features like the **Chat, Virtual Backgrounds**, or to disconnect your audio. Most importantly, it allows you to access the phone **Meeting Settings.**

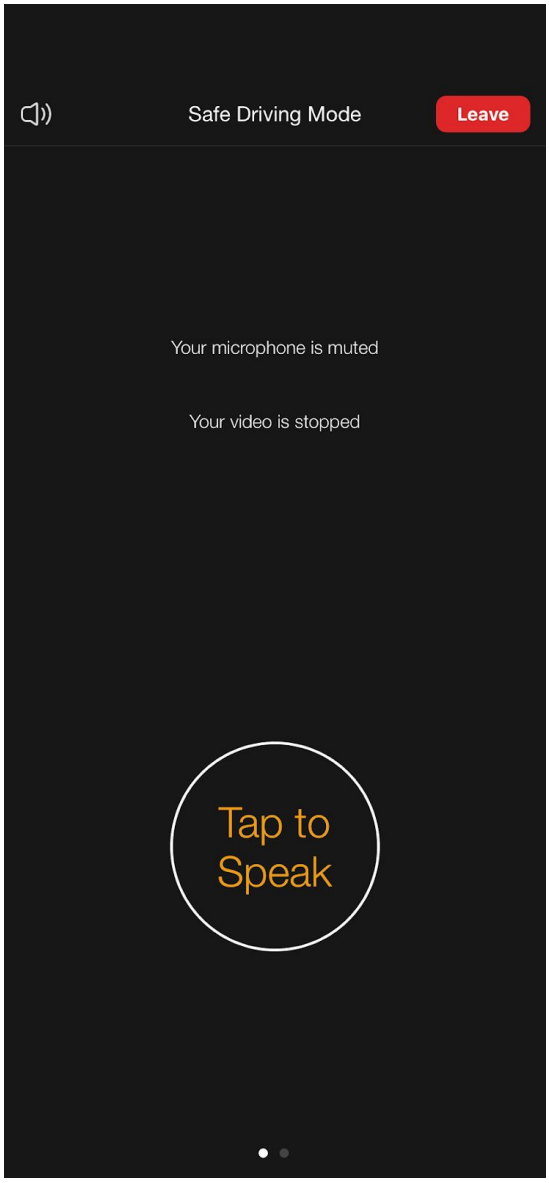




Meeting Settings features a paired down version of the General Settings from the desktop version. None of these settings are especially essential but they are good to be aware of.



The Share Content in the Mobile version functions differently from the Share Screen on the desktop version. Here you can not only share your screen but also images and files and urls.



There is also the Safe Driving Mode which if you swipe to the right disables your Video and Microphone unless you tap on the button **Tap to Speak**. This is the setting Zoom recommends for safe driving. However, do not drive while on Zoom (especially in class), as that is harder than a phone call due to the mute/unmute feature.

In addition, if you swipe to the left you can switch between screen views **Gallery View** and **Speaker View**.

Troubleshooting

Before getting support for Zoom, make sure that your Zoom is completely updated first.

If you are still having trouble with Zoom, PEPS Student Video support is the place to go to connect with Student experts in Zoom: https://apps.carleton.edu/campus/its/peps/

Moodle is a Learning Management System that most Carleton professors use to manage their courses. To learn about Moodle in more detail go to the Carleton Moodle Docs: https://docs.moodle.carleton.edu/wiki/Main_Page

Moodle is not the system of record. All courses start out hidden from students until the instructor makes it available to students. If you are concerned that you can't see your Moodle pages, contact your instructor.

Dashboard

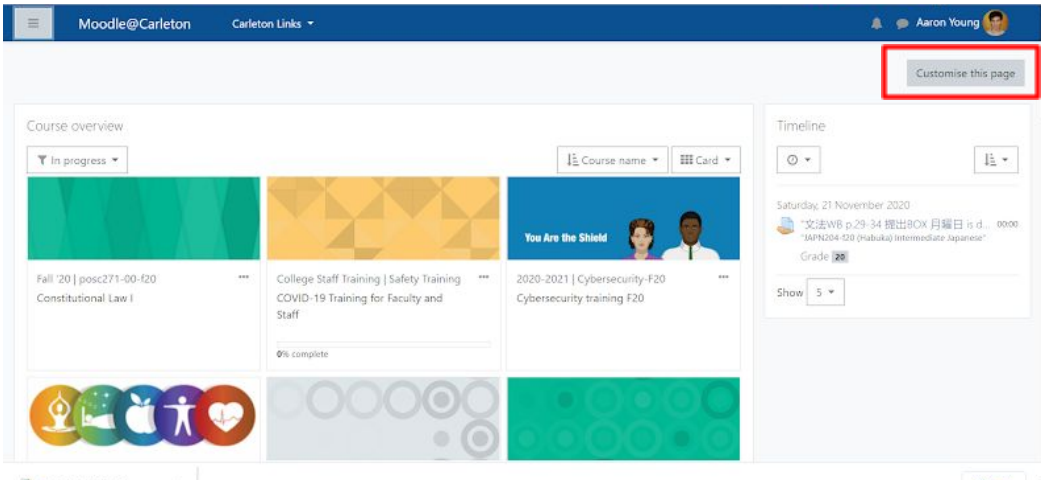
The Dashboard is the landing page of your Moodle and from where you can access your Courses.

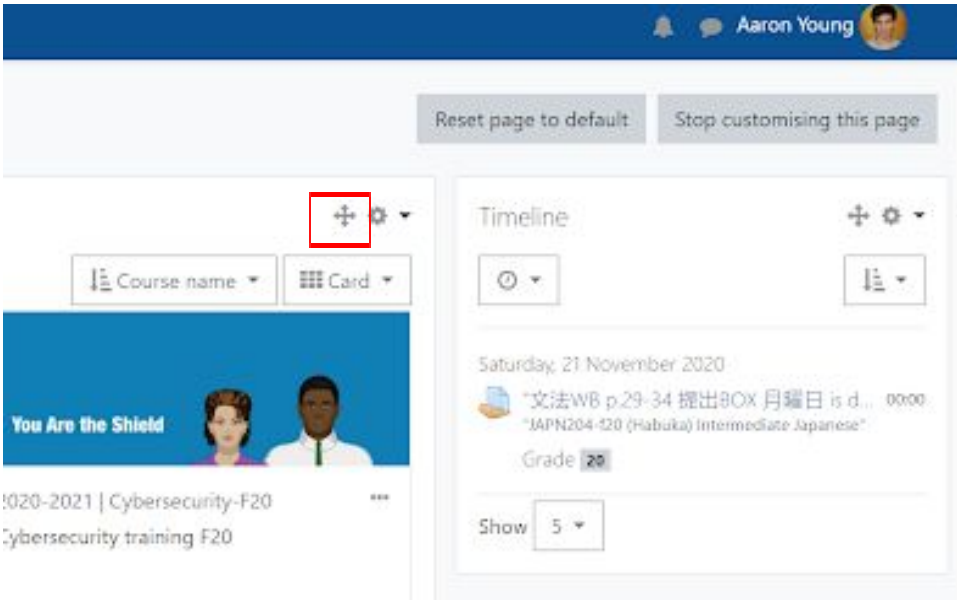
Tip #16: Customize your Dashboard to Rearrange it to your Liking

Your Moodle dashboard is divided into **Blocks.** You can customize the placement of your Blocks to rearrange it.

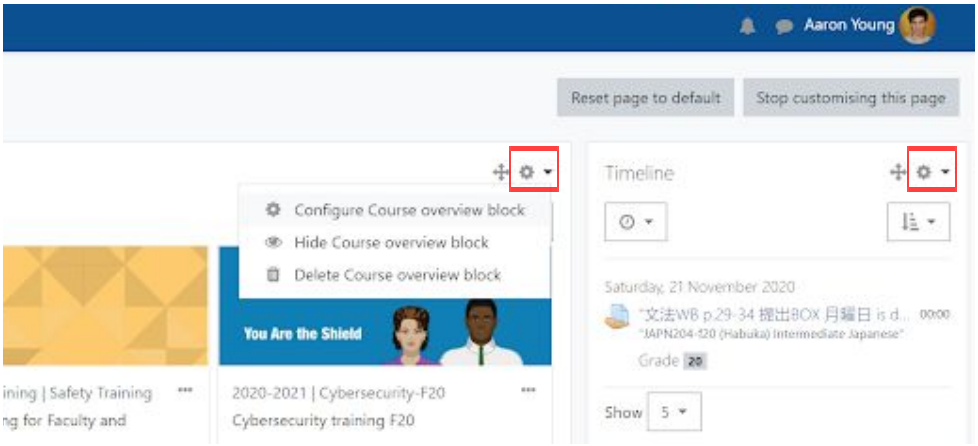
Why it's useful: Customizing your dashboard is useful to clean up your landing page and to make it easier and quicker to use.

Instructions: Customize your dashboard by clicking on **Customize this Page** in the top right corner of your dashboard.

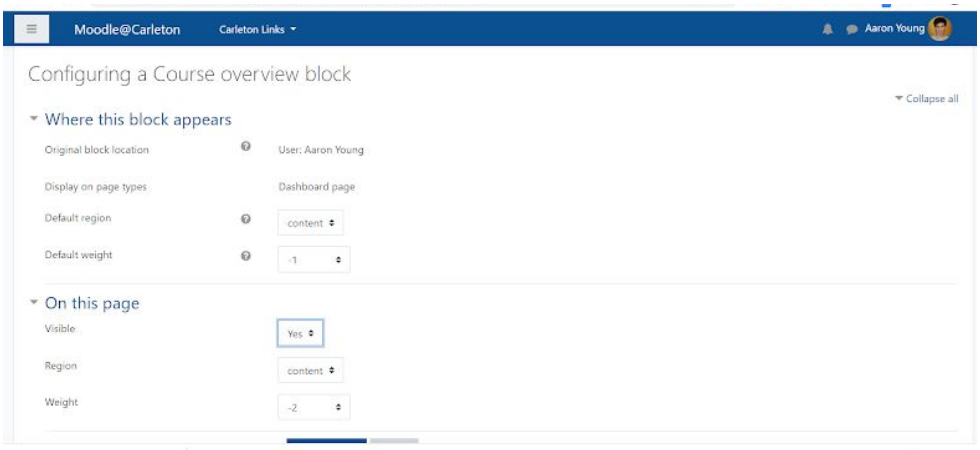




You can move around the blocks by clicking and dragging the four quadrant arrows on the top right corner of each block.



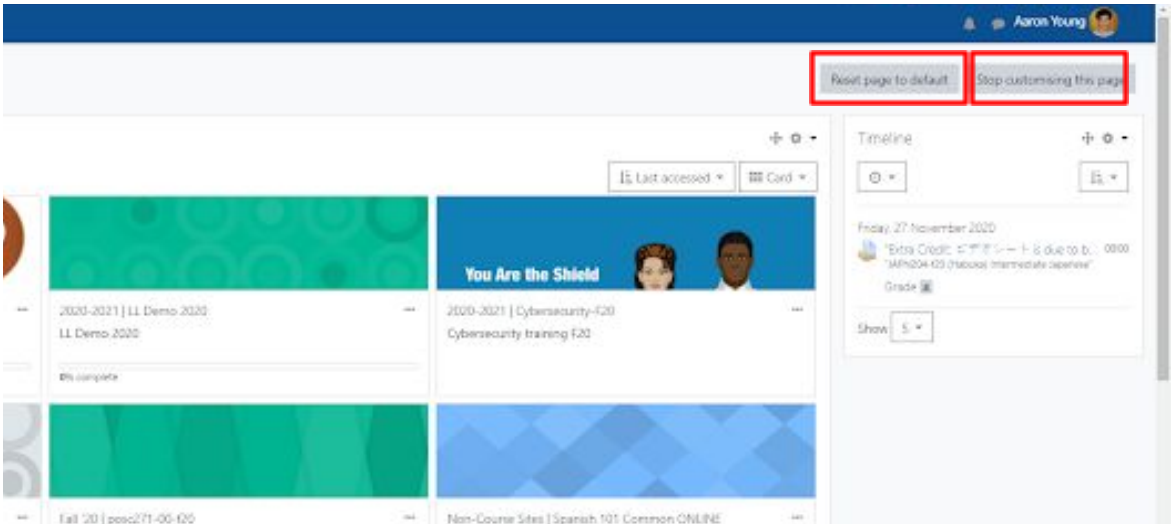
By clicking on the gear button you pull up a drop down menu that allows you to **Configure your blocks settings**, **Hide the block**, or **delete the block**.



On the Configure page you can change the "Default" settings of the block (the settings the block will be reset to) and the immediate settings. Changing the **Region** changes whether the block appears in the main center section or the content section or on the right section. **Weight** changes where in the region the block appears. It is much simpler to manually alter the block but being aware of the default settings is useful.

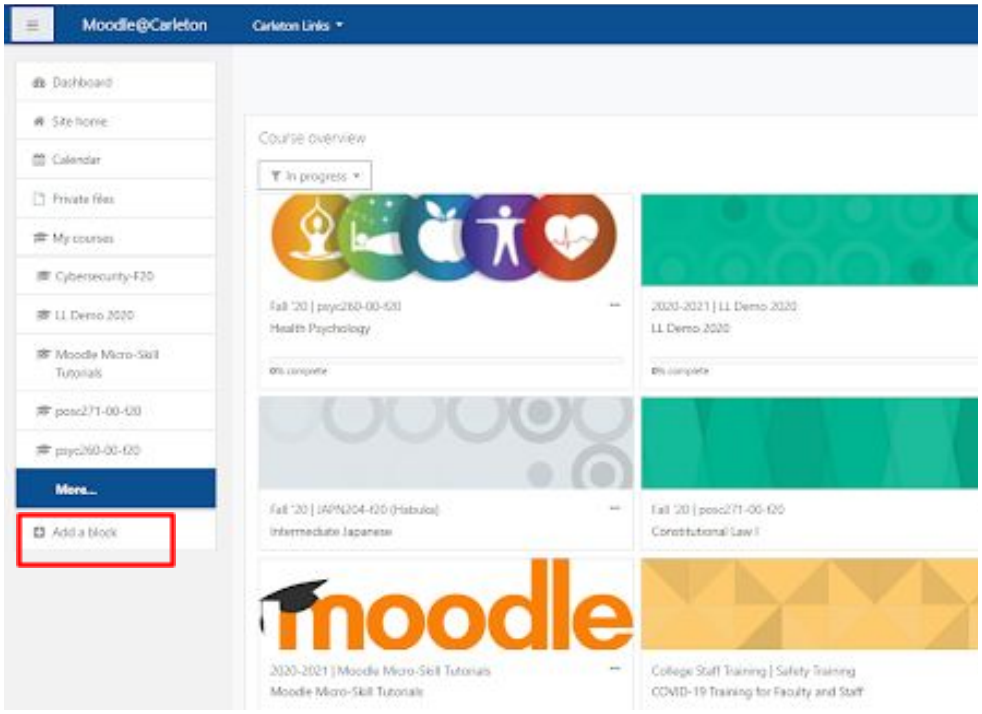
If you don't like the changes that you have made, you can click **Reset page to default** in the top right corner which will set blocks back to their default settings, whatever you have them set them as.

To end the customization of your dashboard, click **Stop customising this page,** also in the top right corner.

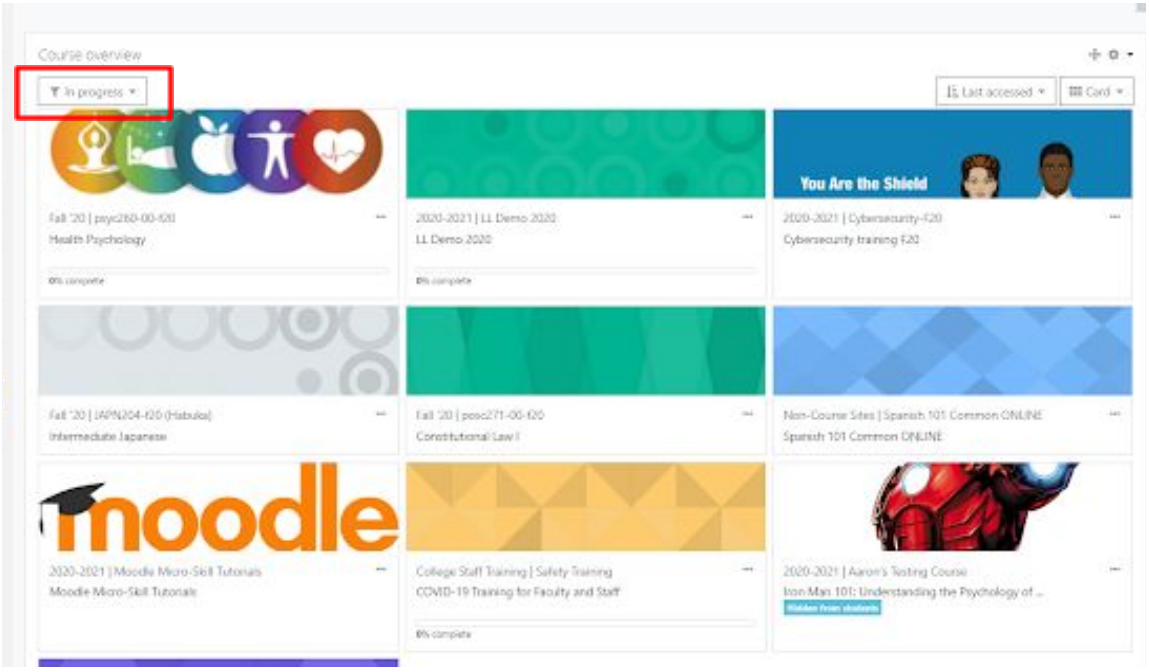


Tip #17: Add Blocks to include cool features on your page

As a Student, you also have the ability to add blocks to your dashboard. You can do this by first clicking on **Customize this page**, then make sure the left shelf is open by clicking on the three lines or shelf icon on the top left corner. Then click on the **Add a block** on the bottom left of the shelf.

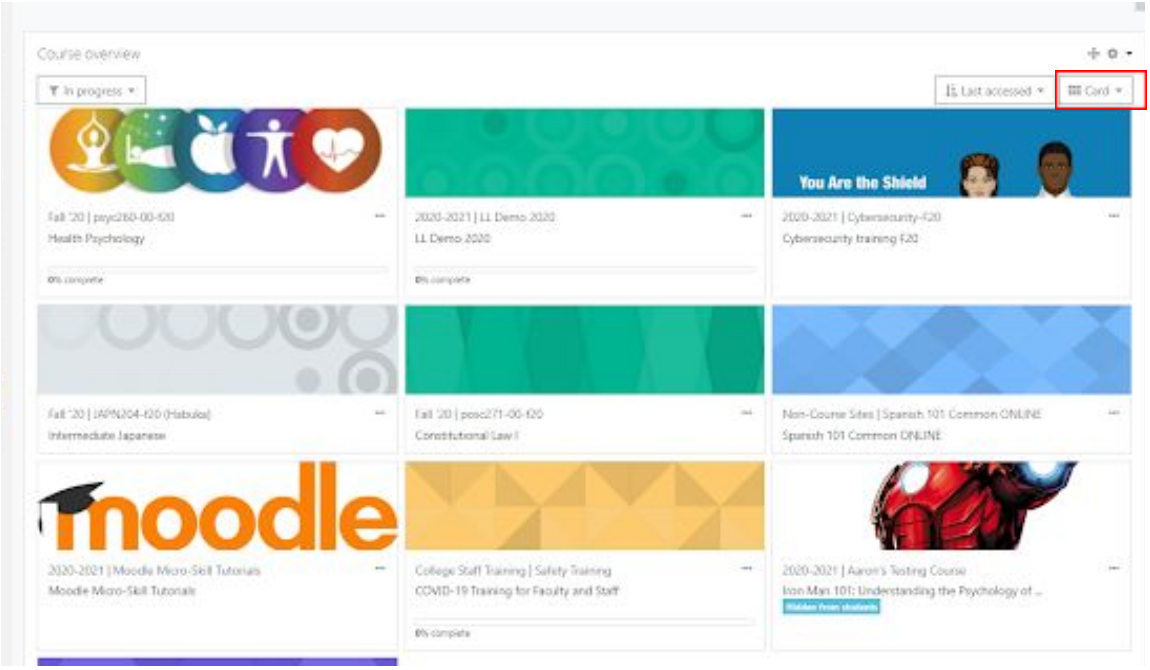


Tip #18: Change which Courses are Visible in Course Overview



You can change which courses you view by clicking the dropdown menu on the top left of the course boxes. You can switch between looking at all courses or only the courses in

progress. You can also star your courses that you want to view by clicking on the three dots next to each course and then have only courses that are starred.



You can also organize ***how*** you view courses by the two dropdown menus on the top right side of the Course overview block. In the first dropdown menu you can choose to order courses either by name or by when you have last accessed them. The second dropdown menu you can use to change what the courses look like whether it is the traditional card, a list, or a summary.

Tip #19: Other Useful Blocks

Generally, the default courses are sufficient for students' dashboards but if you want to experiment with other blocks there are a few that could be useful. They include:

-**Calendar:** The Calendar block creates a visible Calendar that keeps track of all your assignments and events as well details included with them

-**Carleton Resources:** Carleton Resources provides quick links to useful Carleton resources including Gould Library, Academic Support Services, OIIL, and SHAC

-**Completion Progress:** The Completion Progress allows you to see what assignments are due and where you are with all your courses. As opposed to the Progress Bar, your course manager does not need to have Progress bars set up in their courses to see what you need to complete next.

Profile

The Profile is where you keep your information about yourself on Moodle. You can edit parts of it to personalize your Moodle more.

To access your profile go to the top right corner of your Moodle page and click where your name is next to an image (usually of you). A dropdown menu will appear and one of the options is **Profile**. Click on that. You can further click on **edit profile** to change some of the information there.

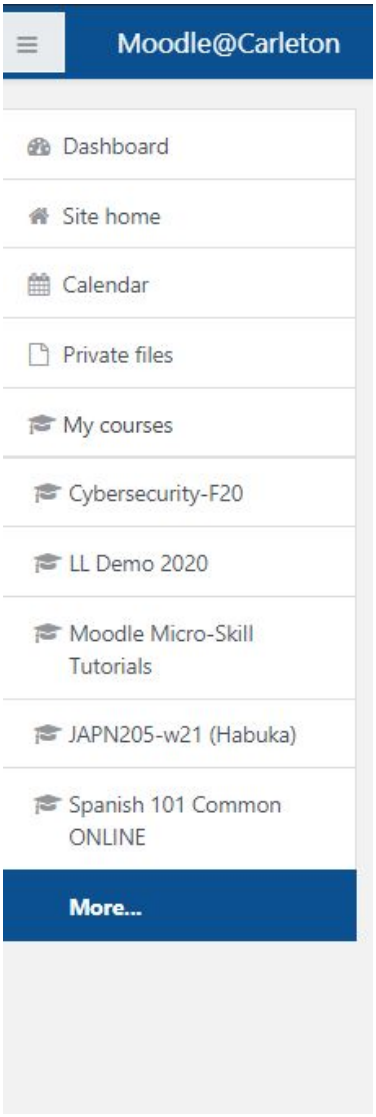
Tip #20: Change Timezone depending on where you live

The profile allows you to switch your Moodle timezone so that the clocks will appear accurate to your timezone.

Once you are editing your profile, go to Timezone under General. Select your **Timezone**. By default, your Moodle will be set in Central Time.

Sidebar

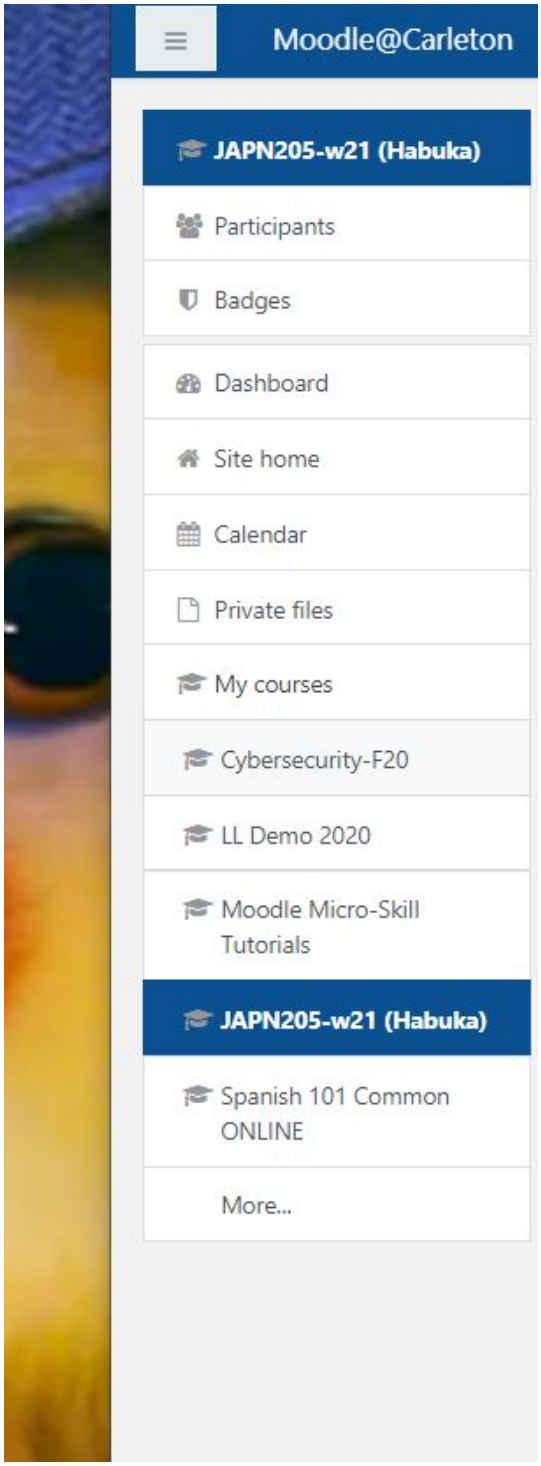
The sidebar is opened by clicking the three lines or drawer icon on the left of the screen. It provides navigation to the links accessible from the current page. On the Dashboard you will have access to all of your courses and the site home through there.



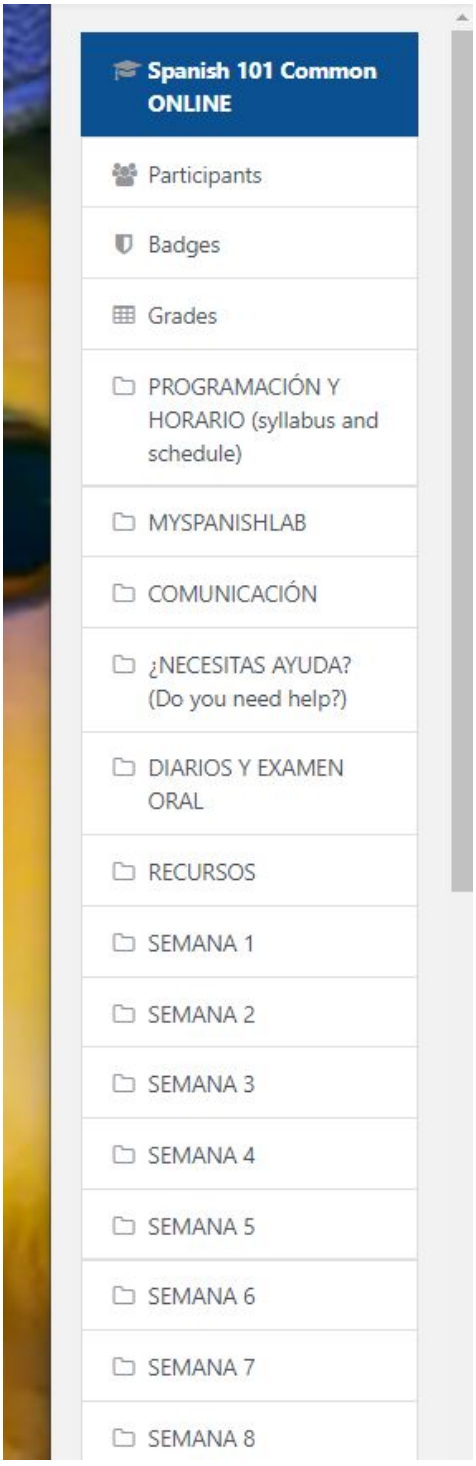
Dashboard Sidebar

On a Course Sidebar, you will have access to the page home, the participants of the course, badges, and more depending on what your professor has configured to appear. Below it the Dashboard sidebar links will still be accessible. Some sidebars have Grades available to the Students. If you do not see **Grades** on your sidebar, that is not a problem. This simply means that your professor has not made grades viewable to the

students of the course. If you still desire to see your Grades, make sure to contact your professor.



Course sidebar with Grades not shown to students



Course Sidebar with Grades shown to Students

Troubleshooting

The first thing you should try if you are having Moodle trouble is using a different browser. If this doesn't work you should try checking out the Carleton Moodle Docs: https://docs.moodle.carleton.edu/wiki/Main_Page

If you are still having trouble, you can get support from IT Support. You will see they have a specific section dedicated to solving Moodle problems. https://stolafcarleton.teamdynamix.com/TDClient/2092/Carleton/Home/

Google Workspace, formerly known as Google Suite, is a collection of cloud-based programs created by Google. Your Carleton account is affiliated with Google Workspace.

Google already has good documentation highlighting tips so here we will just point out a few and link to more lengthy explanations for them.

Google Drive

Google Drive is a file storage and synchronization service developed by Google.

Here is a list of Google Drive Keyboard Shortcuts: https://gsuitetips.com/tips/drive/some-of-the-best-keyboard-shortcuts-for-google-docs/

Tip #21: Manage and Sync Google Drive Files on your Computer

While most use Google Drive through a browser, you can install Google Drive to your computer and manage files from there as well as maintaining backup versions of files.

Why It's Useful: It's useful to keep your Google Drive files on your computer to protect your files and more easily manage them.

Link: https://support.google.com/drive/answer/2374987?hl=en

Tip #22: Managing Microsoft Office and Other Files in Google Drive

It is difficult to edit Microsoft Office, PDFs, and other types of files on Google Drive but it is not impossible to manage the versions.

Why it's Useful: Microsoft Office files are very difficult to manage versions of and it is much easier to manage through Google Drive. This way you will not lose work as easily as you can easily revert and update versions through Drive.

Link: https://gsuitetips.com/tips/drive/managing-microsoft-office-files-in-google-drive/

Tip #23: Using Priority & Workspaces to Access Files Quickly

The Priority section in Google Drive is an often overlooked feature in Google Drive but it is in fact extremely useful in finding files quickly and organizing files you have been working on together.

Why it's Useful: Priority keeps a list of documents you have often return to and remembers the times that you are more likely to return to a specific document. Workspace collects a group of files or documents that you regularly return to together. This makes it so much easier to get to your important files and documents quicker.

Link: https://gsuitetips.com/tips/drive/priority-and-workspaces-in-drive/

Google Docs

Google Docs is a word processor within its Google Drive service.

Tip #24: Add a Description to your Google Document to Better Distinguish it

You can add a description to your document with Google Docs.

Why it's Useful: This feature is very helpful when trying to search for old documents because you can search through descriptions. It is also useful when you don't remember what a document is based on the title.

Link: https://gsuitetips.com/tips/docs/add-a-description-to-your-google-docs/

Tip #25: Teach Google Docs to Fix your Common Misspellings to Save Time

You can set your Google Docs to correct certain words automatically.

Why it's Useful: If you commonly misspell certain words, this will allow Google Docs to automatically fix these for you without looking back through your work.

Link: https://gsuitetips.com/tips/docs/teach-google-docs-your-common-misspellings/

Tip #26: Formatting your Document and Adding Table of Contents to Easily Maneuver Through it

You can format text in your document and utilize that to create a table of contents in your document.

Why it's Useful: Formatting styles saves time in keeping consistent styles throughout your document. The table of contents is useful for allowing people to more easily navigate through the document.

Link: https://support.google.com/docs/answer/116338?co=GENIE.Platform%3DDesktop&hl=en

Tip #27: Type Using your Voice in a Google Doc

You can type using your voice if you cannot type or would be easier to speak rather than type.

Why it's Useful: This is useful only if it will be easier to write with your voice.

Link: https://gsuitetips.com/tips/docs/type-using-your-voice-in-google-docs/

Tip #28: Convert Google Doc into an Email

You can easily convert your Google Doc into an email attachment or email in a few steps.

Why it's Useful: This is another where there are other ways to accomplish this but it saves a few steps by just emailing it through the Google Doc.

Link: https://gsuitetips.com/tips/docs/how-to-send-a-google-doc-as-an-email-attachment/

Tip #29: Embedding a YouTube Video in a Google Doc

You cannot embed a YouTube video in a Google Doc as of now but Google does suggest certain workarounds.

Why it's Useful: This just makes it more appealing to have a Video rather than just posting a link.

Link: https://gsuitetips.com/tips/docs/embed-a-youtube-video-in-a-google-doc/

Tip #30: Using Bookmarks to Save Position in Doc

If you want to save your space in a Google Doc, you'll want to insert a **bookmark** into that space. You can insert a bookmark in an empty space or over a word or picture. Once you insert the bookmark you will have the option to **link** or **remove link**. Right click **link** and **copy link address.** This will create a link to your bookmark and my extension to the space your bookmark appears in your document.

Why it's Useful: This is useful if you are reading a long document and you need to remember where you stopped reading. It is also helpful if you are using a table of contents but want to set a heading to link to an image or a space rather than a word or phrase.

Link: https://www.bettercloud.com/monitor/the-academy/link-specific-paragraph-google-docs/

Tip #31: Saving a Google Doc and Other Webpages as a PDF

"Print to PDF" is a functionality on most browsers that allows you to save one or more pages of a website or other document as a .PDF file. This feature works for more than just Google Docs but can be often efficiently used with this program.

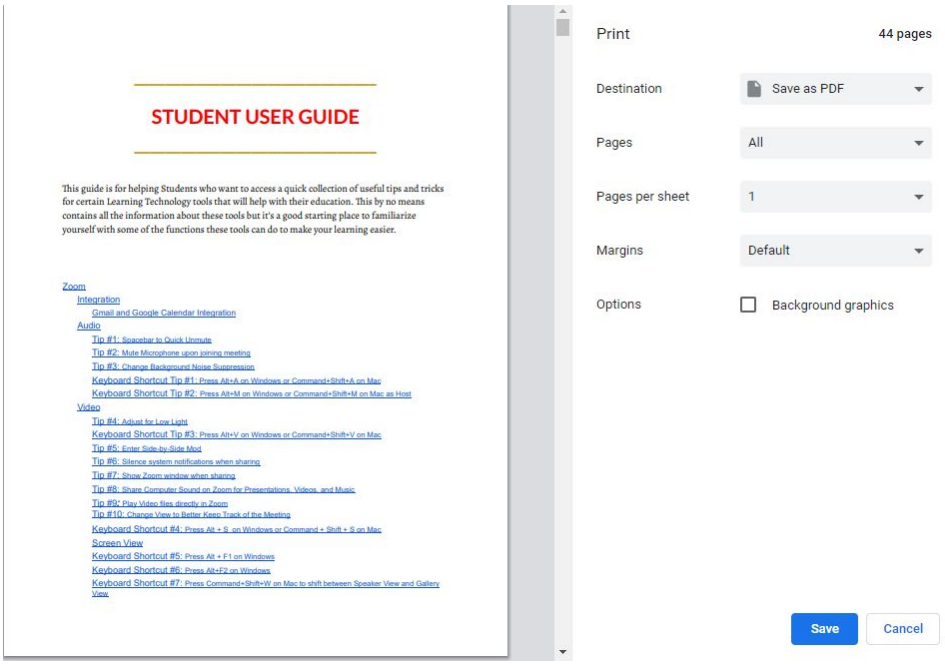
Why it's useful: "Print to PDF" allows you to save files or webpages for later in a simple and easy fashion. When writing up a Google Doc it allows you to convert it into a more "professional" format. If you are on another webpage, this allows you to convert the text you desire into a PDF that you can download and later print.

Disclaimer: Some websites will not print exactly as you would wish.

Google Docs, GoogleSlides, and GoogleSheets: Navigate to File in the top left corner and click Print.

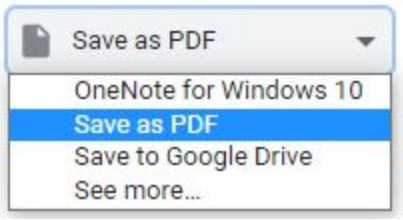
Windows: Navigate to the top right corner of your browser and click the array of three horizontal or vertical dots (•••). Alternatively, hit [control] + [P] on your keyboard.
Mac: Navigate to File>Print on the top bar of your screen.
Alternatively, hit [command] + [P] on your keyboard.

This will open a menu that looks similar to this one (Chrome, Windows):



Make certain that you have "Save as PDF" selected, and hit "Save" at the bottom.

Note: OneNote and Google Drive have the same outcome for their respective storage systems.



Google Sheets

Google Sheets is a spreadsheet program with Google's Google Drive service.

Google Sheets function list: https://support.google.com/docs/table/25273?hl=en

Tip #32: Use the Explore function to Ask Questions about your Data

The explore function on Google Sheets allows you to ask questions about your data and have it be quickly answered. It also gives suggestions for formatting, possible charts, and analysis.

Why it's Useful: The explore function isn't perfect, but when used correctly, you can quickly gain information about your data as well as giving information on how to format it more clearly. This is especially helpful when your data is extensive.

Link: https://support.google.com/docs/answer/6280499?co=GENIE.Platform%3DDesktop&hl=en

Tip #33: Import Data from One Spreadsheet without having to Copy and Paste

You are able to sync data from one spreadsheet to another without having to copy all that information over.

Why it's Useful: This is a useful tool to save some time when dealing with multiple spreadsheets

Link: https://gsuitetips.com/tips/sheets/sync-data-from-one-spreadsheet-to-another/

Tip #34: Create Heatmaps to Find Outliers in Data

You can create Heatmaps over a range, coloring the range to identify high and low values within your data. You can change what the minimum value, midpoint, and maximum value is of the Heatmap.

Why it's Useful: Heatmaps are good for bringing attention to extremes within your data to see which outliers you should focus on.

Link: https://gsuitetips.com/tips/sheets/create-heatmaps-in-google-sheets/

Google Calendar

Google Calendar is a time management and scheduling calendar service developed by Google.

Tip #35: Have your Daily Agenda Emailed to you to Begin the Day Prepared

Google Calendar has a feature that emails your day's tasks and events every morning.

Why it's Useful: If you are someone who forgets to check your Google Calendar in the morning and likes to know what is happening in the day before they happen then this is the feature for you.

Link: https://gsuitetips.com/tips/calendar/your-daily-agenda-emailed-to-you1/

Tip #36: Use the Suggested Times and Find a Time Features to Better Schedule Group Meetings

Google Calendar has two features that help you find times when everyone in the event is free.

Why it's Useful: It can take a lot of time and communication to find a time that works for everyone when scheduling a meeting. These two features make the scheduling process much easier.

Link: https://gsuitetips.com/tips/calendar/find-a-time-in-google-calendar/

Google Slides

Google Slides is a presentation program that is a part of Google's Google Drive service.

Tip #37: Present Slides with Captions to display Speakers words on Screen

Google Slides allows you to present your slides with captions. You can choose the font size and where it is positioned on the screen while presenting.

Why it's Useful: This is a very useful feature for people in need of accommodations or if you are presenting to a large audience where you'd think subtitles would be helpful.

Link: https://support.google.com/docs/answer/9109474?hl=en

Troubleshooting

The IT support can assist with many Google Workspace related problems:
https://stolafcarleton.teamdynamix.com/TDClient/2092/Carleton/Home/

Otherwise Google has good support pages that can answer a lot of questions with Google Support: https://support.google.com/?hl=en or any other Google Documentation such as Docs help: https://support.google.com/docs/?hl=en#topic=1382883