



# STUDENT'S GUIDE TO G-SUITE: ADVANCE

G Suite




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## SHARE AND COLLABORATE IN MY DRIVE

After you share Google Drive files or folders, you can work on them with teammates or even people outside of your company.

### Share a file or folder with specific people and set access levels:

1. Select the file you want to share.
2. Click Share or Share .
3. Under "Share with people and groups," enter the email address you want to share with.


*Important: If you share with an email address that isn't a Google Account, they can only view the file.*

4. To change what people can do to your doc, on the right, click the Down arrow 
  - > Viewer, Commenter, or Editor.
5. Choose to notify people.

*If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email. If you don't want to notify people, uncheck the box.*

6. Click Share or Send.


**Share a link to a file or folder and set access levels:**


1. In Drive, right-click the file or folder you want to share and select Share .

In Docs, Sheets, or Slides, at the top, click Share.

Note: You can only share files that you own or have edit access to.

2. (Optional) To specify what people can do with your file when you share it, under your organization name, click Change:

To change the permission, at right, click the Down arrow  and select Viewer, Commenter, or Editor.

To allow sharing the link outside of your organization, next to your organization name, click the Down arrow  > Public.

Note: If you don't see this option, contact IT department.

3. Click Copy link.
4. Click Done.
5. Paste the link in an email, on a website, or wherever you need to share it.

## HOW TO USE GOOGLE FORMS

You can use Google Forms to create online surveys and quizzes and send them to other people.

### Step 1: Set up a new form or quiz

1. Go to [forms.google.com](https://forms.google.com).
2. Click Blank **+** .
3. A new form will open.

### Step 2: Edit your form


After you've created a form, you can add and edit up to 300 pieces of content, like questions, descriptions, images, and videos. To organize your form by topic, you can add up to 75 sections.

### Add questions, headers & sections

1. In [Google Forms](#), open a form.
2. Click Add.
3. To the right of the question title, choose the type of question you want.
4. Type the possible responses to your question. To prevent people from not answering, turn on Required.



### **Add an image or video to a question or answer**

You can add an image to a question or an answer for multiple choice or checkbox questions.

1. In Google Forms, open a form.
2. Click a question or answer.
3. To the right, click Add image .
4. Upload or choose an image.
5. Click Select.


### **Add an image or video on its own**

You can add an image or YouTube video to your form. You can't add videos to questions, but you can place them before or after a question.

1. In Google Forms, open a form.
2. To add an image, click Add image . To add a video, click Add Video .
3. Choose your image or video and click Select.

## Add a section

Sections can make your form easier to read and complete.


1. In Google Forms, open a form.
2. Click Add Section .
3. Name the new section.

## Duplicate a question, image, or section



### Questions or images

1. Click a question or image.
2. Click Duplicate (copy icon).

### Sections

1. Click a section header.
2. Click More .
3. Click Duplicate section.

## Reuse questions from previous forms

1. In Google Forms, open a form.
2. At the right, click Add question  > Import questions .
3. Click the form with the questions you want to import > Select.
4. On the right, click the box next to each question you want to add.
5. Click Import questions.

## Delete or edit items


To edit a question, header, or description, click the text you want to change.

## Delete a question, image, or section




### Questions or images

1. Click a question or image.
2. Click Delete (trash icon).



### Section

1. Click a section header.
2. Click More .
3. Click Delete section.

## Reorder a section

1. If you have more than one section, you can change the order.
2. At the top right of any section, click More  .
3. Click Move section.
4. To move a section, click Up  or Down  .

## Undo an action

1. If you want to undo a recent change:
2. At the top right of your form, click More  .
3. Click Undo  .

## Randomly order questions and answers


You can have questions and answers appear in a different order for everyone who fills out your form.

Note: Questions and answers will only be shuffled once per email address. Make sure each address is entered separately and not sent to a Google Group.




## Shuffle question order

If your questions are in a specific order, you shouldn't shuffle your questions.

1. At the top, click Settings .
2. Click Presentation.
3. Click Shuffle question order.

## Shuffle answer choices

You can shuffle answers to multiple-choice, checkbox, and drop-down questions.

1. Click the question you want to shuffle answers for.
2. In the bottom right, click More .
3. Click Shuffle option order.

### Step 3: Create & grade quizzes with Google Forms

#### Make a new quiz & answer key

1. In Google Forms, click Plus + .
2. At the top right, click Settings ⚙️ .
3. Click Quizzes > Make this a quiz.
4. Optional: To collect email addresses, click General > Collect email addresses.
5. Click Save.

#### Make an answer key, assign points & add automatic feedback

You can make an answer key on certain question types:

Short answer

Multiple choice


Checkboxes

Dropdown

Multiple choice grid

Checkbox grid

## Create an answer key

1. To add a question, click Add question .
2. Fill out your question and answers.
3. In the bottom left of the question, click Answer key.
4. Choose the answer or answers that are correct.
5. In the top right of the question, choose how many points the question is worth.


To add a written or YouTube video explanation to an answer, click Add answer feedback.

You can edit questions or answers when you click on them.

Note: You can assign points and add feedback on all question types.

## Choose what people see during and after the quiz

You can choose if people can see missed questions, correct answers, and point values.

1. In [Google Forms](#), open a quiz.
2. At the top right, click Settings .
3. Click Quizzes.
4. Under "Respondent can see," check the boxes next to the options you want.

## Grade quizzes

You can see automatic summaries for all quiz responses, including:

- Frequently missed questions
- Graphs marked with correct answers
- Average, median, and range of scores

## Grade individual responses

If you collect email addresses, you can assign points and leave feedback on individual responses. After you grade each response, save your changes.

1. In Google Forms, open a quiz.
2. At the top, click Responses.
3. Click Individual.
4. To move between individuals, click Previous < or Next > .
5. Find the question you want to grade.
  - a. In the top right, enter how many points the response earned.
  - b. Under the answer, click Add feedback.
6. Enter your feedback and click Save.
7. To save your changes, at the bottom, click Save.

### See quiz results

1. In Google Forms, open a quiz.
2. At the top, click Responses.
3. Click Summary.

### Grade question-by-question

1. In Google Forms, open a quiz.
2. At the top, click Responses.
3. Under "Responses," click Question.
4. To award points for a group of answers:

Full points: Click Mark correct ✓.

Partial points: Enter the number of points you want to award.

No points: Click Mark incorrect ✕.

5. To add written or YouTube video feedback for a question, click Add feedback.
6. To move between questions, at the top, click Previous < or Next > .
7. When you're done grading, at the bottom, click Save.

## Share results


If you collect email addresses in your form, you can send results immediately or wait until you're ready to share them.

By default:

Grades will release immediately

Email addresses won't be collected.

## Change how you release grades

1. At the top right, click Settings .
2. Click Quizzes.
3. Choose Later, after manual review.
4. Save.

## Email results after review


1. In Google Forms, open a quiz.
2. At the top, click Responses > Individual.
3. At the top right of a response with a recorded email address, click Release score.

4. Check the boxes next to the people you want to email.
5. Click Send emails and release.

#### **Step 4: Choose where to save form responses**



When you send a form, you can gather the responses inside the form or separately in Google Sheets.

#### **Choose where to store responses**

1. Open a form in [Google Forms](#).
2. In the top left under “Responses,” click Summary.
3. In the top right, click More  > Select response destination.
4. Choose an option:
  - a. Create a new spreadsheet: Creates a spreadsheet for responses in Google Sheets
  - b. Select existing spreadsheet: Choose from your existing spreadsheets in Google Sheets to store responses
5. Click Create or Select.

Tip: You can find the response spreadsheet in the [Google Sheets](#) homescreen, the Google Sheets app, or in [Google Drive](#).


### Unlink a spreadsheet from your form

1. Open a form in [Google Forms](#).
2. In the top left under "Responses," click Summary.
3. In the top right, click More  > Unlink form .
4. Click Unlink.

### Step 5: Send your form for people to fill out

When you are ready, you can [send your form to others](#) and collect their responses.

### Send your quiz to people outside of your work or school

1. In your quiz, click Settings .
2. Click General.
3. Under "Requires sign in," uncheck Restrict to [your domain] users.



## COLLABORATE IN SHEETS

### Share spreadsheets

#### Share with specific people:

1. Open the file you want to share (that you own or have edit access to).
2. Click Share.
3. Enter the email addresses or groups that you want to share with.
4. Choose what kind of access you want to give people: Editor, Commenter, or Viewer.
5. Click Send.

#### Share using a link:

1. Open the file and click Share.
2. Under Get link, click Copy link.
3. (Optional) To change permissions, click Change, then choose Viewer, Commenter, or Editor.
4. Copy and paste the link in an email or any place you want to share it.

## Add comments and assign tasks

1. In Docs, Sheets, or Slides, select the text you'd like to comment on.
2. Click Add comment (comment-plus icon).
3. Enter your comment in the box.
4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
5. (Optional) To assign the comment to a specific person, check the Assign to box.
6. Click Comment or Assign.

## Email collaborators

To follow up on a conversation that's too long for comments, email collaborators right from Sheets.

1. Click File > Email > collaborators.
2. (Optional) To remove a collaborator from the email, uncheck the box next to their name.
3. Add a subject and message.
4. (Optional) To send a copy of the email to yourself, check the Send a copy box.
5. Click Send.

## WHAT'S JAMBOARD?

Collaborate in real time with Jamboard, a 55-inch digital whiteboard that works with G Suite services.

### Work together in real time

With Jamboard, you can:

- Write and draw with the included stylus.
- Search Google and insert images or webpages.
- Drag and resize text and images with your fingers.
- Sketch a box, star, cat, or dragon. Image recognition technology converts your sketch into a polished image.
- Share your jams with collaborators. Up to 50 people can work on a jam at once.

## Work with Google Drive

- Add Google Docs, Sheets, and Slides to a jam.
- View and edit your jam files from anywhere with an internet connection. Your work saves automatically.

## Host video meetings

- Display upcoming Google Calendar events on Jamboard.
- Tap an agenda item to start a scheduled meeting.
- Present your whiteboard to people viewing remotely.

## Collaborate with any device

- Create, edit, and share jams from your phone, tablet, or computer.
- Open a jam on a nearby Jamboard from your phone or tablet.
- Connect your computer to Jamboard. Jamboard displays your screen and lets you control the computer from the board's touchscreen.
- Pick up where you left off earlier or email your jam session when you finish.