



Index of Video Guides

This guide will give you 'quick links' to video guides for how to do specific things in Classroom, Meet & Google.

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Please submit any new requests via the Stream on the Digital Technologies Classroom.



Skill Up / Fill Up Schedule

Topic	Link
12.04.21 How learners can upload a photo to a google form	Have learners attach a photo or doc to a form .webm
14.05.21 Help! Solve missing menu problem	Menus not visible in docs/slides.webm
10.05.21 Using Mote for audio feedback and instructions	SKILL UP FILL UP (2021-05-10 at 04:31 GMT-7)
24.05.21 How to Archive, Delete and Copy your Google Classrooms	Archiving, Deleting and Copying Classrooms.webm

Digital ILPs & Induction

How do I	Link to guide
Assign learners a digital ILP?	https://drive.google.com/file/d/1vAmUCv_jkDa2FF-AeCsKBiQDwZK-lv49/view
Fill in a digital ILP with my learners?	https://drive.google.com/file/d/1wCovEH2c38sF_SixGJfyCkjt1beBf_xp/view
Show learners the Induction presentation (in class or on a Meet)	https://drive.google.com/file/d/11MDIXqMyvKVh9XbC4aF4ecl10McpAcSz/view
Download the induction presentation as a powerpoint	https://drive.google.com/file/d/1l6yZ6ltDu8gRcvhAYSenBHyJCg6Yx7Rt/view
Get onto the tutor intranet & download templates?	https://drive.google.com/file/d/1x4H8kDETu_nHM2r1-Q5HawApSBUZC_R5u/view

Google Meet

How do I	Link to guide
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See my learners while presenting?	https://drive.google.com/file/d/1FRNfE-eFiZJ3C03jvyQkwtWI0z93BAd8/view
Check my mic and speaker settings?	https://drive.google.com/file/d/1kRo_jSKD9LY2-7gXQQJJ98qFiUDxpYW/view
Tell learners how to get a tiled view?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/MTEyNDk0MzQ4MjE2/details
Open and close the chat pane in Meet?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/MTEyNTQ1ODUwODkz/details
Use breakout rooms in Meet?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/ODI0NTIzMDEzMDEz/details
Set up a Meet using only Classroom not through the Calendar?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/NzUwMDI2Njc1NzVa/details
Set up my Meet classes so they are always the same link? <i>BEST PRACTICE</i>	https://drive.google.com/file/d/1bWKAimsNh_hbgnFChK_nsiXDiQ1v5q35-/view
Using a Jamboard in Meet?	https://drive.google.com/file/d/1Ya0DGDTJA_g0lcZAUqgDtVbDPROQ5fD5V/view

Google Calendar

How do I	Link to guide
Set up my Meet classes so they are always the same link? <i>BEST PRACTICE</i>	https://drive.google.com/file/d/1bWKAimsNh_hbgnFChK_nsiXDiQ1v5q35-/view
Remove learners from calendar invites to move to best practice model (GDPR issue)	https://drive.google.com/file/d/1EJdHd791OAWmDic5Meup_DeHTI7nsVcu/view
Change my default guest permissions? (so learners can't see each other's email addresses)	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/MTEyMzQ0MjY5MzA3/details

Google Classroom

How do I	Link to guide
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Set up a new class?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/NzUwMDI3NDY5MTJa/details
Copy a class from an existing one?	https://drive.google.com/file/d/1xnbqjDQBAR1GLktbXuu1_ez8-K6SfOx/view
Send a link to my classroom to my learners?	https://drive.google.com/file/d/1QwBDt6bQJVEvllp0BXuOA6mZ90EiHg8C/view
Use the Classroom Stream?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/NzUwMDYwNTA2NjBa/details
Archive and delete a class?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/MTM2NTcwNTkwNjc0/details
Archive, leave or unenroll from a class? <i>Take care - when you archive you archive the class for everyone</i>	https://drive.google.com/file/d/1HmyWqkD_el8ipqLGsHmkvRfy7AfoKZlq/view
Schedule and draft materials?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/ODQ1MjMwMzM2NzZa/details
Schedule an assignment?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/NjM2OTk0MTY1NjFa/details
Set questions for learners to hand in?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/NzIxMzU0MDg4MjNa/details
Use an ePortfolio with learners?	https://drive.google.com/file/d/1OWF1YVUoT8_AG8c24Ec8G0OLkTrgx5nR/view
Leave feedback on an ePortfolio?	https://drive.google.com/file/d/1mrPjtBfnwSCH3cFJBD26lqcifqJL6f11/view
Use a Classroom Question for peer feedback/discussion?	https://drive.google.com/file/d/1CaduTD2mqWrrdopeVX55FB0OqOW1Jgxl/view
Provide a link where learners can ask the tutor a question?	https://drive.google.com/file/d/1wFmbe3_Qiqe7k0JV7ARVKHEAxjwsAfHo/view
Convert a Word document to Google Docs and attach to an assignment?	https://drive.google.com/file/d/1kfib7F97S4Famfx0CLLIqi2uBlvpFlw_/view
Turn off email notifications for some classes?	https://drive.google.com/file/d/1jg5HzbuHDjpSFxctRyUEiL-tuQkol5/view
Fix the issue of missing attachments on assignments?	https://watch.screencastify.com/v/Xt0lflrkkstZ91ir1u



Supporting Learners to Use Classroom

How do I	Link to guide
Get started? Refer learners to the intranet videos for how to : - Join a class using a code - Join a class from an email invitation - View the classroom announcements (stream) - View class materials (classwork)	https://sites.google.com/adultlearningbcc.ac.uk/bal-intranet/learn-online
Let learners practice joining a classroom, viewing materials and handing in assignments?	This is a 'follow me' webinar - the learner can follow my steps on a real classroom to practice : https://youtu.be/0UOuYhDZ7Q4
Show learners how to open, complete and hand in a Google Doc assignment?	Simple guide : https://drive.google.com/file/d/179AxXjDeRqkG58ElqXUMufGYoKtcBDYe/view?usp=sharing Complete guide : https://www.youtube.com/watch?v=N9rWfgEVAEg
Show learners how to open, complete and hand in a Google Slides assignment (such as an ePortfolio)?	https://drive.google.com/file/d/1apDWHg7wW9Ts58qIUey5TgtEeOQ96nyr/view
Show learners how to hand in a photo of their written work using their phone or tablet?	https://www.youtube.com/watch?v=fCIWMZDhRik
Show learners how to work on an assignment and hand it in on their phone?	https://drive.google.com/file/d/1hHmNbPXcAn2jYLFt6gjR7ZMPq2HLE9Z-/view?usp=sharing

Google Chrome

How do I	Link to guide
Keep my personal and BAL google accounts separate?	https://classroom.google.com/c/Njl2NDA00TI0Nzha/m/ODMwOTExNzAwMDIa/details



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Install useful extensions?	https://classroom.google.com/c/Njl2NDA0OTI0Nzha/m/MTM2NTcwNzM1OTg4/details
Install and use screencastify?	https://classroom.google.com/c/Njl2NDA0OTI0Nzha/m/NzcyNzc4OTEwMDFa/details
Slow down videos when I'm watching them?	https://classroom.google.com/c/Njl2NDA0OTI0Nzha/m/MzM2NTEzMTUwMDRa/details
Use Chrome extensions to capture learner work (Google Doc) with comments?	https://drive.google.com/file/d/1SBD5yPyZFGbA0gMmwxQmTBYCDj_JDAGE/view

Google Docs/Slides/Sheets

How do I	Link to guide
Convert a Word document to Google docs?	https://drive.google.com/file/d/1ETliDoBh0AFp3GpmvupBARhJBLUnHUIr/view
Create a Master slide in Slides?	To follow
Set my Slides to be A4 size?	https://drive.google.com/file/d/1ZZF_fxUVn66F71VM71U28dzKhaTu-BoY/view
Use Filters in Sheets?	https://drive.google.com/file/d/1SUFIUve_jh dMoU-zLOXvqDjzW6kmGOx7/view

Google Forms

How do I	Link to guide
Set a quiz for learners? NEEDS UPDATING - watch with the 'Fix it' video below to get the settings right first time.	https://drive.google.com/file/d/1ZZF_fxUVn66F71VM71U28dzKhaTu-BoY/view
Fix it, when learners are 'requesting access' to a form?	https://drive.google.com/file/d/1Wft_ehwBvh8Kf5haEMMKMVcDgaDJIR2v/view
Look at quiz responses?	https://drive.google.com/file/d/1oOpGDNfGEr3kl4LfYSmzVzCtN68_4oJJ/view
Use Forms as a communications log?	https://drive.google.com/file/d/1AQM_YY7D



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	Nyk2oQixYl6s23l_YS7wsKet/view
Send a form to learners?	https://drive.google.com/file/d/1pCowaFxAaEVDgMV4OxHZfopoBnDipM9R/view
Use Classroom and Forms together?	https://drive.google.com/file/d/18ja4QbgN4N9KtbG-8HBXSN6zCaUqGB_-/view
Reuse a question (import from one form to another)?	https://www.youtube.com/watch?v=q30MTNvhNkE
Make forms automatically collect an email address so you know which response belongs to which learner?	https://drive.google.com/file/d/1guvbRGwHRcZqBp6XQcoPySMxwSDJNhl8/view
Have form results save to a spreadsheet and get an email every time someone fills out my form?	https://drive.google.com/file/d/1qucucLEnOH4WVHdQZwWcnXSG_hU_3Nze/view
Import questions from a Google Doc	https://drive.google.com/file/d/12nNkDIIOPW1i0JY-qONB0aTHqu-g9QgZ/view
Import questions from a Google Sheet	PART 1 : https://drive.google.com/file/d/18q9YXxhJ6g-BPg5ir1keUwGqhusMpU-M/view PART 2 : https://drive.google.com/file/d/1eOeVvWMN0srWEBDKuo8BWWVM_qY0lzcP/viEW
Have learners upload a photo of written work, or attach a doc/video/ etc to a Google form	https://drive.google.com/file/d/1h_9s1cafMFIIfwhXEIICIZJLccRpgFTd/view

Jamboard

How do I	Link to guide
Use a Jamboard in a Meet?	https://drive.google.com/file/d/1D-3ggXBjegMrxaLuguKdcBe3WcmuHMPx/view
Set up a fixed background for my Jamboard?	https://drive.google.com/file/d/1k7LjTVaaY5TDTXT9-QyAHD1oaF0za/view



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Google Drive

How do I	Link to guide
Understand sharing options?	https://drive.google.com/file/d/1HI0I07iH0A03B11C9nkLEsV07ZWHhoKV/view
Organise my Drive?	https://drive.google.com/file/d/1oJsxLe_XQj_uLGQsv8-37ppQQ-lxjs3ZN/view
Create a new document / presentation / spreadsheet when I'm in my Drive?	https://drive.google.com/file/d/1l4Ep1ft0NyN_Nlvi_2y1gg0RcTlFhPvtM/view
Change sharing options?	https://drive.google.com/file/d/1Tm3y6r1wpl5PK7Of5qMDVmBDANU0PVxl/view
Understand why / when things save to the Class folder?	https://drive.google.com/file/d/1Af3mSzWFK4rMmFJukaVadROOEasn1Noc/view

Prowise

How do I	Link to guide
Convert a Prowise Presenter file into a PDF?	https://classroom.google.com/c/Njl2NDA0QTI0Nzha/m/NzU2MjE2ODI5Mzda/details
Convert a single page from Prowise Presenter into a PDF?	https://classroom.google.com/c/Njl2NDA0QTI0Nzha/m/NzU3Njc0MzgZMDIa/details

Some elements shown in the training below may not show current best practice and will show out of date technology (eg before recent Meet updates). Use with care.

The link to a recording of the original hour-long April training session is here:

<https://classroom.google.com/u/0/c/Njl2NDA0QTI0Nzha/m/NzY2NTAxOTA3NjJa/details>