



Teach Students to *Keep* Organized with Google Keep

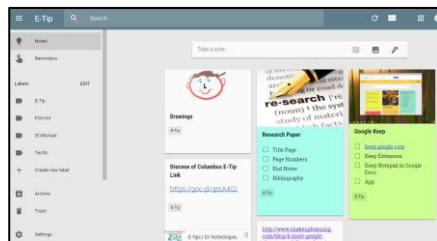
According to the International Society for Technology in Education (ISTE), in order to be successful, students need to “articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.”¹ As teachers, we need to help students develop these skills, but teaching goal setting behavior is not easy. If you are a Google for Education school, you have a free resource available to help you: Google Keep.

- To Do Lists and Time Management
 - Daily tasks
 - Assignments and deadlines
 - Learning Goals
 - Lists can be shared for group projects
 - Rubrics or editing check lists (Like COPS)
- Research
 - Track websites for Bibliography or to come back to later.
 - Create note cards
- More than just lists: Take notes, insert pictures, drawings, voice messages ²

How-To Use Google Keep :

There are several ways to use Google Keep:

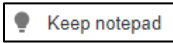
- keep.google.com
 - Go to Chrome and type in keep.google.com

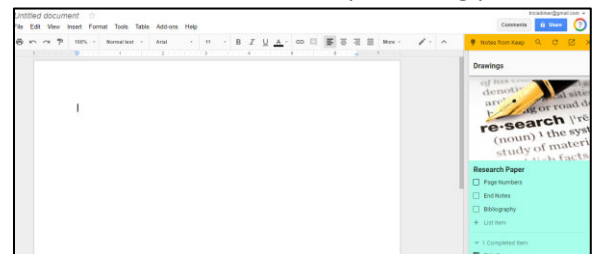


- **Google Keep Chrome Extension**



- The icon for Google Keep stays to the right of the address bar in Google Chrome
- To quickly save a website to Google Keep, just click the icon when you are on the website

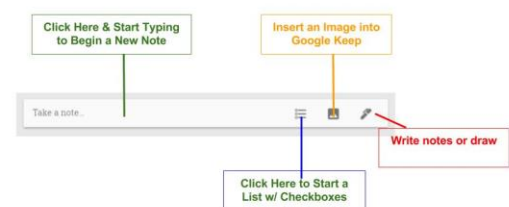
- You can add notes, too
- **Keep Notepad** in Google Docs or Slides
 - Go to Tools, Keep Notepad 
 - Open an editing checklist and mark off items as you complete them
 - Open your “note cards” and drag items (pictures or text) right into your document
 - Teachers—use this for dragging and dropping comments into students’ work or adding “stickers” to their work by inserting pictures!



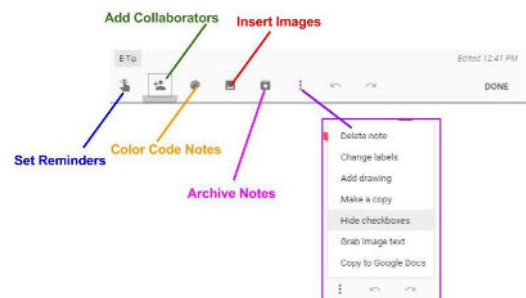
- **Keep App** on your phone, tablet, or other mobile device (Apple or Android)

How-To Create Notes:

- Create a Note

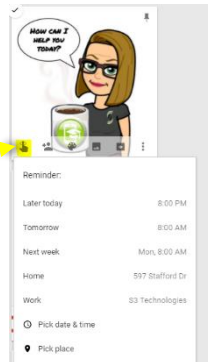


- Explore the many customization options at the bottom of the note:





- Use **Labels** to organize your notes
- Set a **Reminder** for a certain time or when you reach a certain location!



Find more E-Tips at <https://goo.gl/qPn7bN>

Sources:

¹ "ISTE Standards for Students." ISTE | Standards For Students. N.p., n.d. Web. 16 Nov. 2017. <https://www.iste.org/standards/for-students>

² Bell, Kasey, and About Kasey Bell Kasey Bell Is an Award-winning Digital Learning Consultant, Speaker and Blogger with a Passion for Technology and Learning. Kasey Offers Engaging Staff Development for All Levels of Educators, Specializing in Training, Pr. "15 Ways for Students to Use Google Keep [infographic]." Shake Up Learning. Shake Up Learning, 30 Mar. 2017. Web. 16 Nov. 2017. <http://www.shakeuplearning.com/blog/15-ways-students-use-google-keep-infographic/>

Other Helpful Resources:

- Google Edu in 90 YouTube: <https://www.youtube.com/watch?v=vDtwugUZigE>
- <https://www.pinterest.com/ShakeUpLearning/google-keep/>
- <http://www.shakeuplearning.com/google-keep/>
- <http://ditchthattextbook.com/2017/03/10/meet-google-keep-and-6-ways-it-can-help-schools/>
- Podcast: <http://googleteachertribe.com/keeping-up-with-google-keep-gtt011>
- Curtis, Eric. "Using Google Keep for Grading Comments in Docs." Control Alt Achieve. N.p., 01 Jan. 1970. Web. 16 Nov. 2017. <http://www.controlaltachieve.com/2017/03/keep-grading-comments.html>