



keep.google.com

Google 'Keeps' Students Organized

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OETC 2/14/2018



- State Support Team, Region 2



- Erie, Huron, and Lorain Counties



Does your student's research look like this?



Or maybe even your desk???



One possible solution... Google Keep



Our Goal for Today

- Explore the features of Google Keep
- Look at the features of Google Keep that can assist students who struggle with organization and executive functioning skills



What is Google Keep?

keep.google.com

- Digital Sticky notes you can access from anywhere!
- Part of G Suite- integrates with Drive
- Organizational tool
- Tool to assist in research
- Tool to create visual supports for students



Access on All Platforms and Automatically Syncs Across Devices

Links to download Google Keep for a variety of platforms:

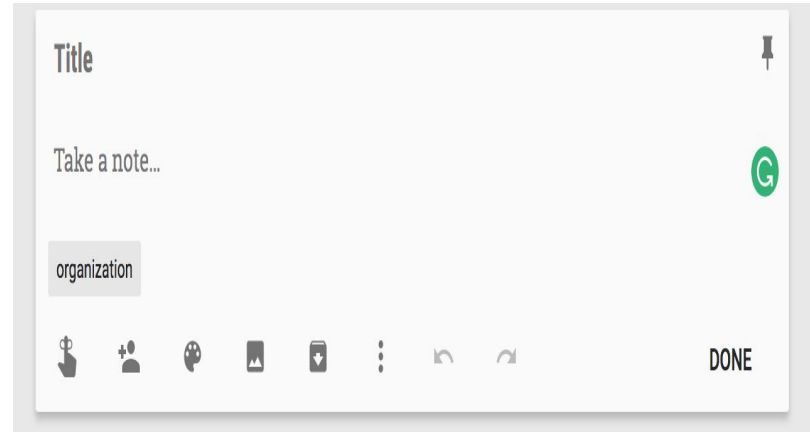
- [Google Keep iOS app](#)
- [Google Keep Android app](#)
- [Google Keep Chrome App](#)
- [Google Keep Chrome Extension](#)



**NO MORE
LOST
STICKY
NOTES!**

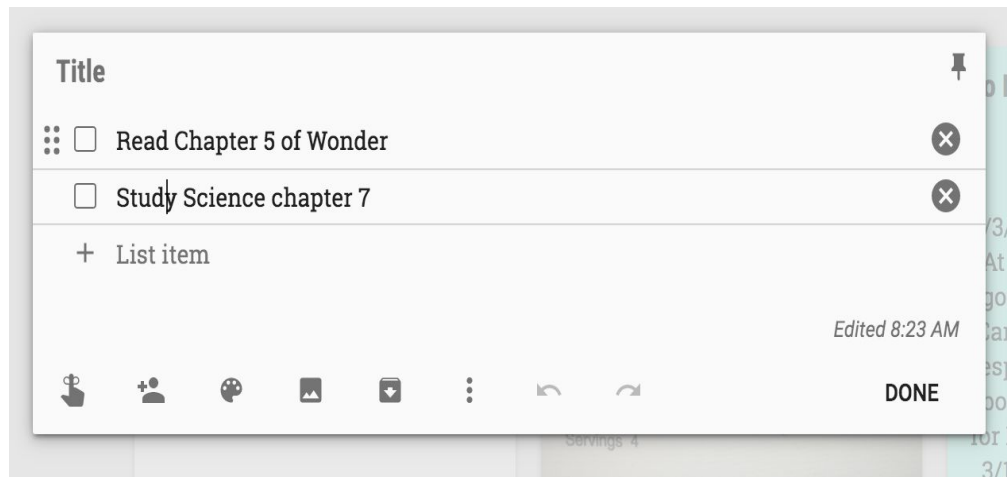
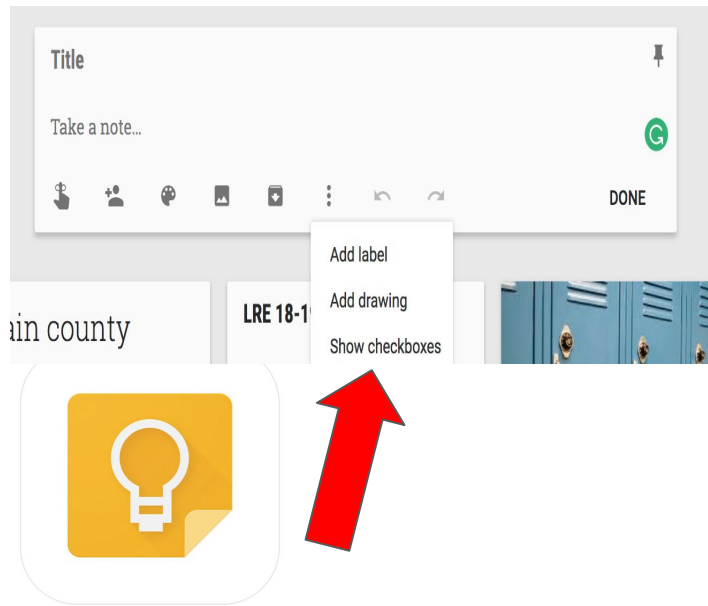
Features that Assist Students with Organization

- Add a note, give it a title
- Notes can be designed as items that are part of a task or a checklist

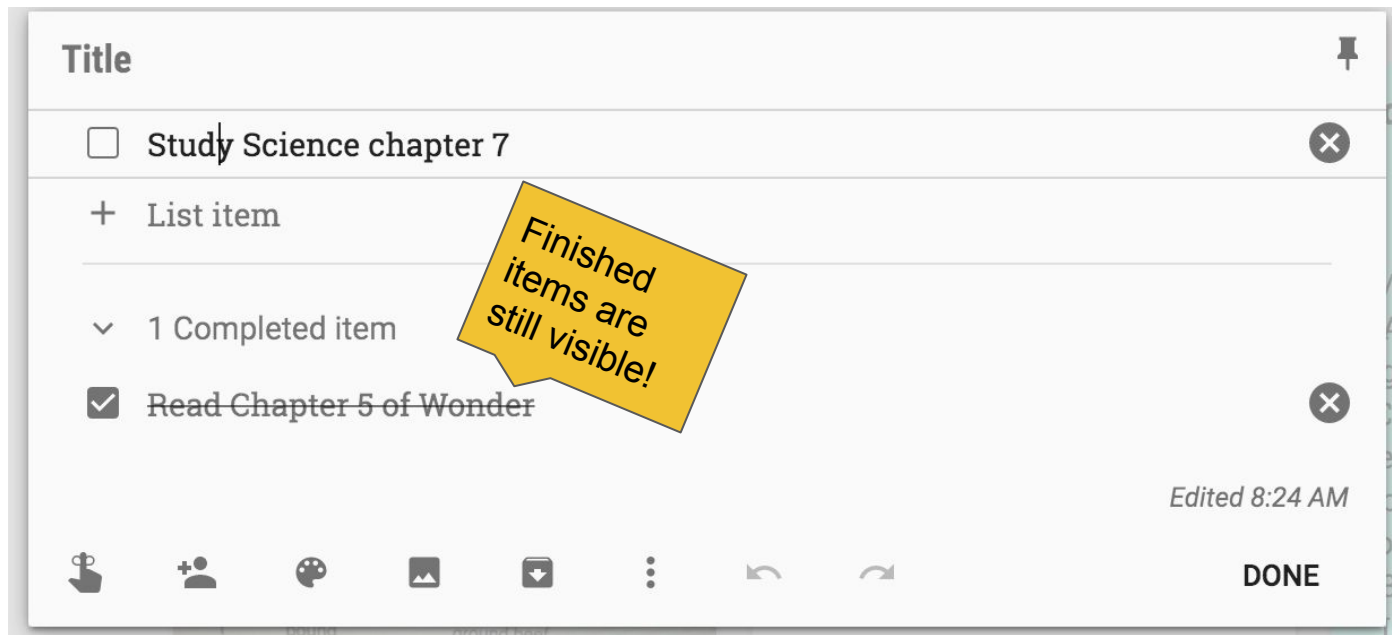


Features that Assist Students with Organization

- Create a To-Do List with or without checkboxes

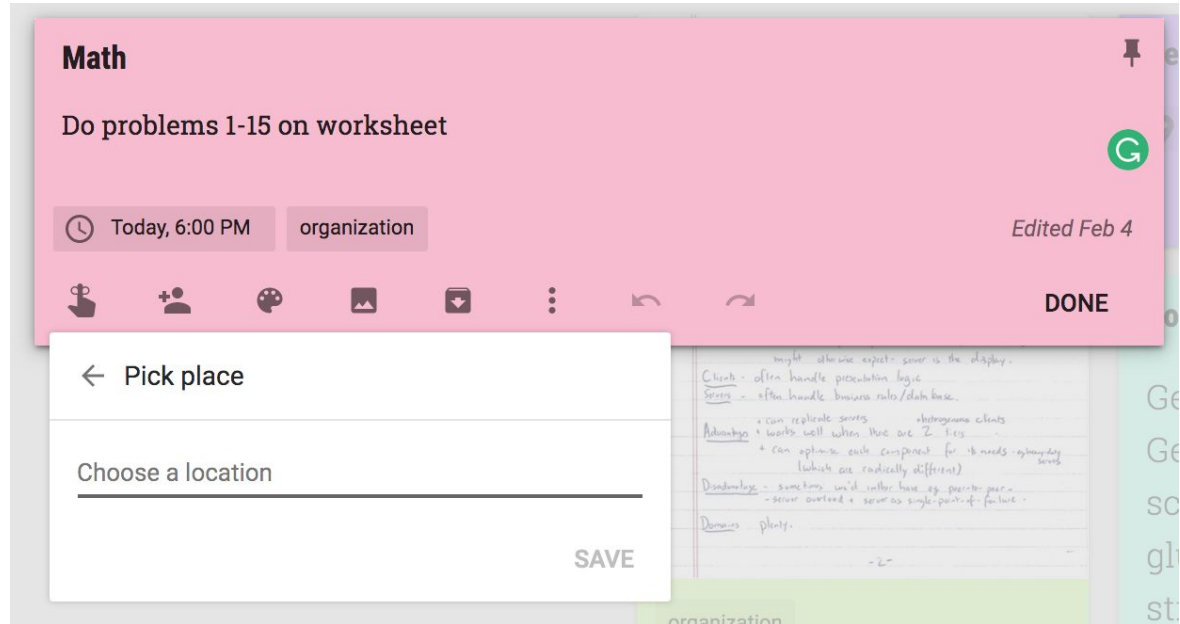


Features that Assist Students with Organization



Features that Assist Students with Organization

Keep will remind students when and even where to turn in a homework assignment or project



Features that Assist Students with Organization

Additional organizational supports:

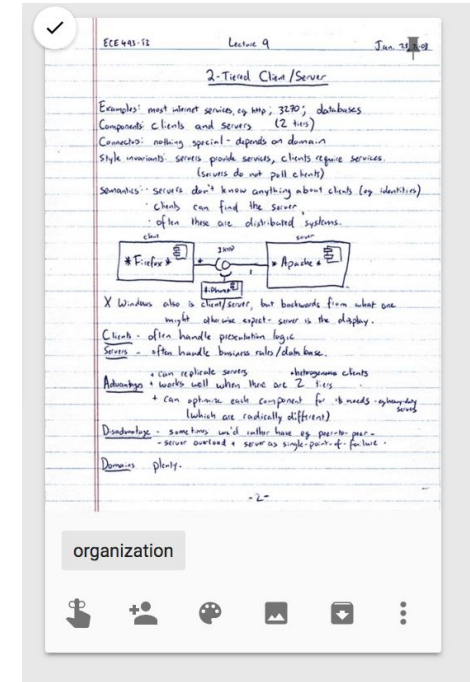
- Color code notes to organize a class or project
- Use labels to organize a class or project
- Search within notes
 - Type a keyword, phrase, label, or a collaborator's name.
 - You can also filter by color, reminders, lists, images, voice recordings, or label



Features that Assist Students with Organization

Additional organizational supports:

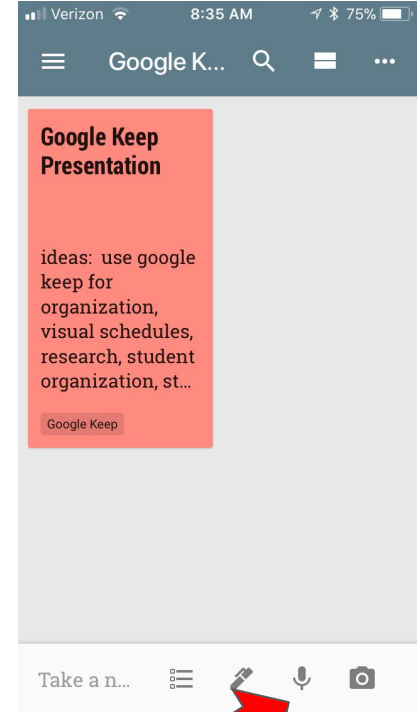
- Take pictures of class notes, send to Google Keep



Features that Assist Students with Organization

Additional organizational supports:

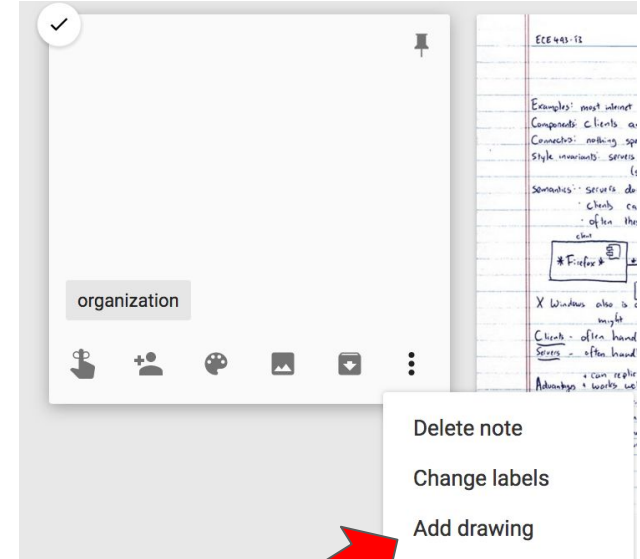
- Create voice notes on mobile devices
- Google Keep will transcribe your voice into text in the note, and it will also provide the audio clip.



Features that Assist Students with Organization

Additional organizational supports:

- Create a note that includes a drawing
- You can even draw on top of an image



Features that Assist Students with Organization

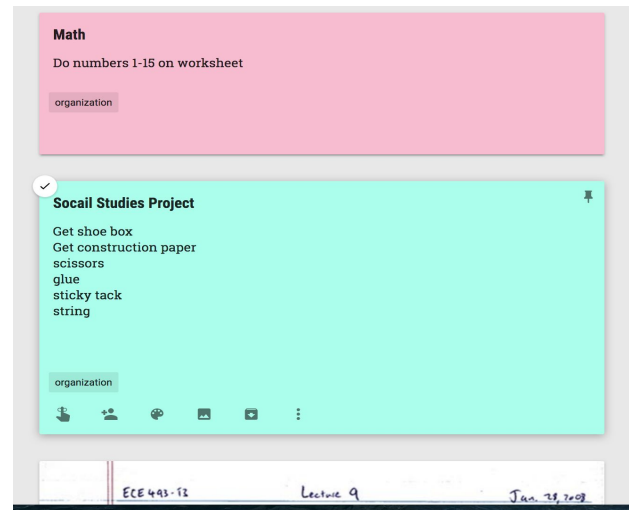
- Two ways to view notes

Grid



The Grid view displays notes as a collection of colored cards on a light gray background. On the left, there are three cards: a pink card titled 'Math' with the text 'Do numbers 1-15 on worksheet', a purple card titled 'Read Chapter 5 of Wonder', and a cyan card titled 'Social Studies Project' with a list of items: 'Get shoe box', 'Get construction paper', 'scissors', 'glue', 'sticky tack', and 'string'. To the right of these cards is a preview of a handwritten note on lined paper, which includes a title '2-Tired Old Farmer' and a list of items: 'shoe box', 'construction paper', 'scissors', 'glue', 'sticky tack', and 'string'. Below the cards and the preview are three small green cards, each labeled 'organization'.

List

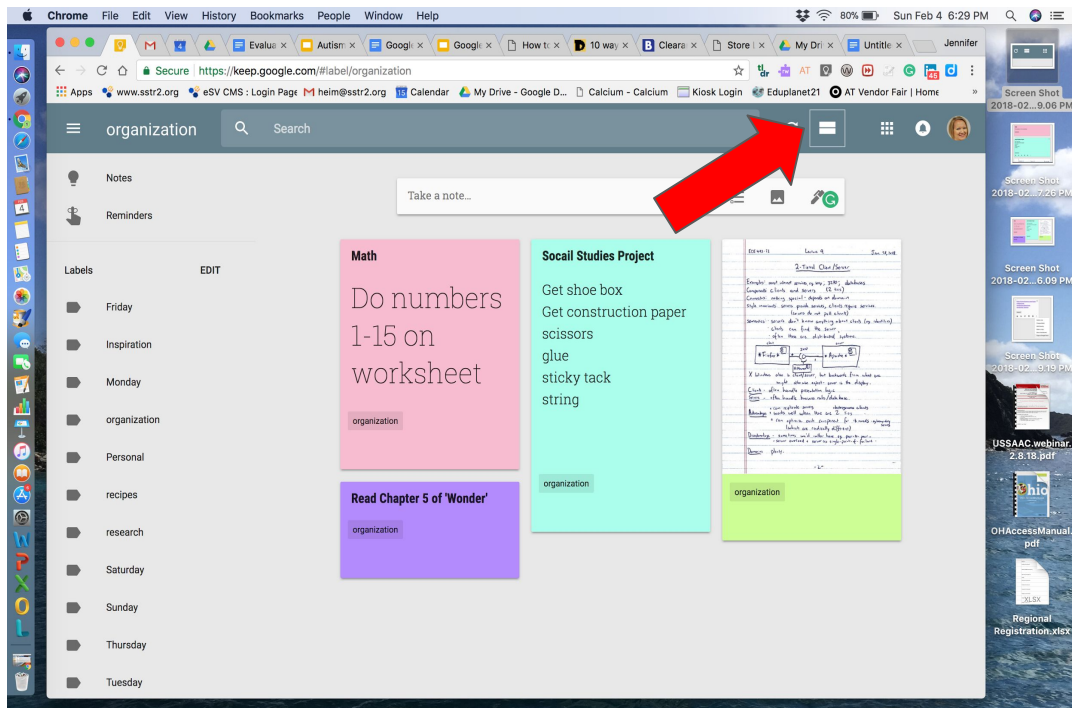


The List view displays notes as a vertical list of cards. The top card is pink and titled 'Math' with the text 'Do numbers 1-15 on worksheet'. Below it is a cyan card titled 'Social Studies Project' with a list of items: 'Get shoe box', 'Get construction paper', 'scissors', 'glue', 'sticky tack', and 'string'. Below the cyan card is a green card labeled 'organization'. At the bottom of the list is a white card with a header 'ECE 443-12' and a title 'Lecture 9'. The bottom of the screen shows a navigation bar with icons for home, search, and other functions.



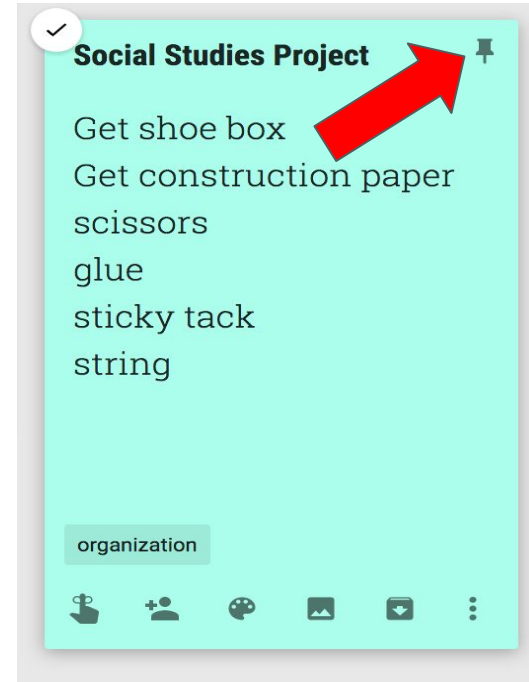
Features that Assist Students with Organization

- Toggle between the 2 views



Features that Assist Students with Organization

- Pin notes to keep them at the top



Features that Assist Students with Research

- The visual look of the notes on Google Keep helps to remind students to keep their notes short and to the point and writing in phrases.
- Students can keep organized by using colors and labels to group notes together.
- By using labels, they are able to view only the notes they want to view so they can evaluate the information they have and see what information they still need.



Features that Assist Students with Research

- The Google Keep Chrome extension makes it even easier for students to remember what website they got their information from, as it keeps the user on the website and opens up a note for them to use.
- In addition it puts a URL link from the website on the note so the user can go back at any time.
- The notes can be downloaded to a google doc so students don't have to retype the information and can use what they have to get started.



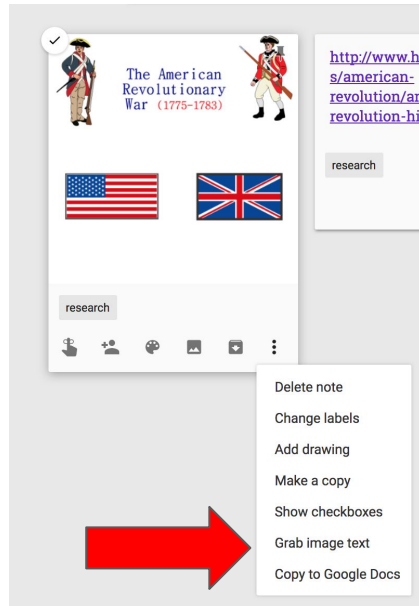
Features that Assist Students with Research

- Use Google Keep to gather sources
- Use Google Keep's Chrome Extension to save websites



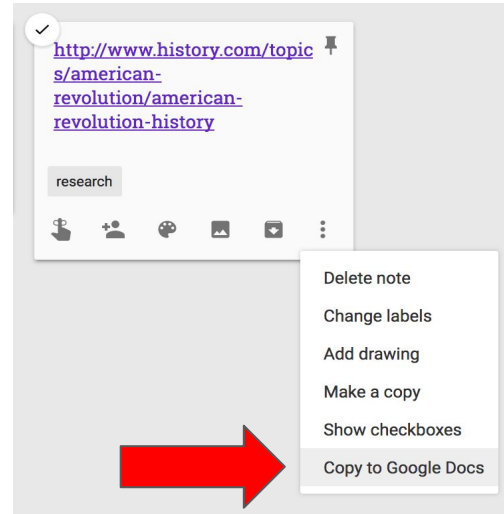
Features that Assist Students with Research

- Drag and drop images from searches into notes
- Google Keep transcribes text from images!



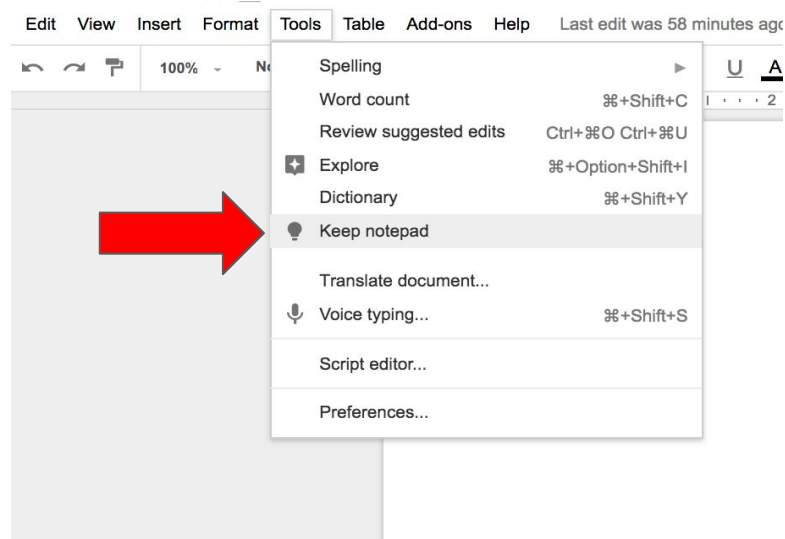
Features that Assist Students with Research

- Organize research notes, label, color-code, etc.
 - Then, use the Tool > Keep Notepad feature in Docs to see the Notes while writing in Google Docs



Features that Assist Students with Research

- Organize research notes, label, color-code, etc.
 - or move the notes into a Google Doc, Google Slides, etc.



Features that Assist Students with Research

- Collaborate with others on projects



Using Google Keep to Support Students with Autism

- New theory that holds that an underlying piece of Autism Spectrum Disorder might be an impaired ability to anticipate what might reasonably happen next.



Using Google Keep to Support Students with Autism

- Research has proven that individuals with ASD typically use their visual system as their dominant information processing mode, and because of that strength they usually possess a heightened interest in visual materials.



Using Google Keep to Support Students with Autism

- Visual Supports have been proven to be a successful strategy for students with Autism Spectrum Disorders to help them see what is coming next.



Using Google Keep to Support Students with Autism

- Google Keep is a simple tool to provide visual schedules for students with Autism.
- Keep allows for the creation of checklists that can assist a student with Autism in being more independent while moving through his/her day.



Using Google Keep to Support Students with Autism

- Using a label of 'visual schedule' would allow the student to locate the checklist easily

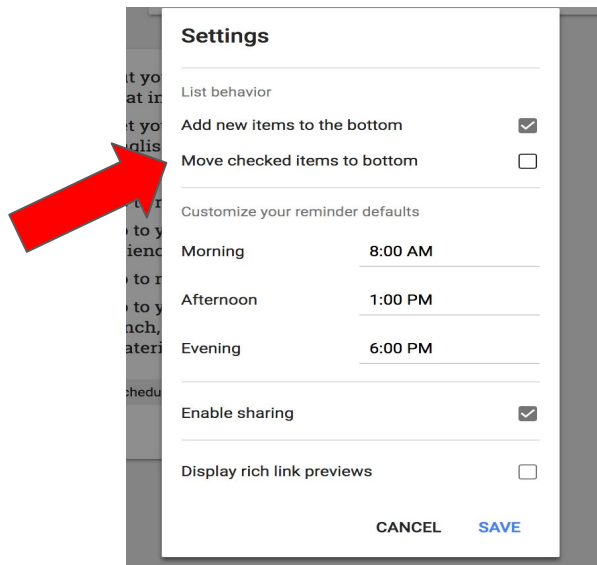


- ☐ Put your backpack and coat in your locker
- ☐ Get your materials for English and Math
- ☐ Go to room 302 for English
- ☐ Go to room 205 for Math
- ☐ Go to your locker for Science book and folder
- ☐ Go to room 207 for Science
- ☐ Go to your locker for your lunch, put Science materials away and...

Visual Schedule

Using Google Keep to Support Students with Autism

- By default, when an item is checked on in a checklist, it's moved to the bottom of the list.
- If needed by the student, this feature can be turned off in Settings.



Using Google Keep to Support Students with Autism

- If images or photos are needed by the student to understand the text, notes organized in the correct order and set to List View can be used
- Tip: Create the notes in the correct order before adding the label.



Ninja Google Keep Hacks for Teachers

BONUS
MATERIAL

- Use Google Keep for planning instruction collaboratively
 - Use the collaborator feature to assist when co-planning instruction with other teachers
- If you use a smartboard, take a picture of your notes and upload them to Google Keep to save those notes (Students can do this, too)
- Use Google Keep to save you time when grading!
 - Create a keep note with common feedback comments

Access your keep note in Google Docs

- Go to Tools > Keep notepad to open Google Keep in a sidebar.





Just so you know,
teachers / don't
"have the
summer off."
They just do
a year's worth
of work in
10 months.

UniqueTeachingResources.com

