GCE Level 1

Practice Tasks

This Slide Deck provides Tasks for practicing G Suite for Education Apps in preparation for the Google Certified Educator Level 1 Exam.

These tasks are not intended to teach the how-to.

These will not provide the full training needed to be successful with the exam.

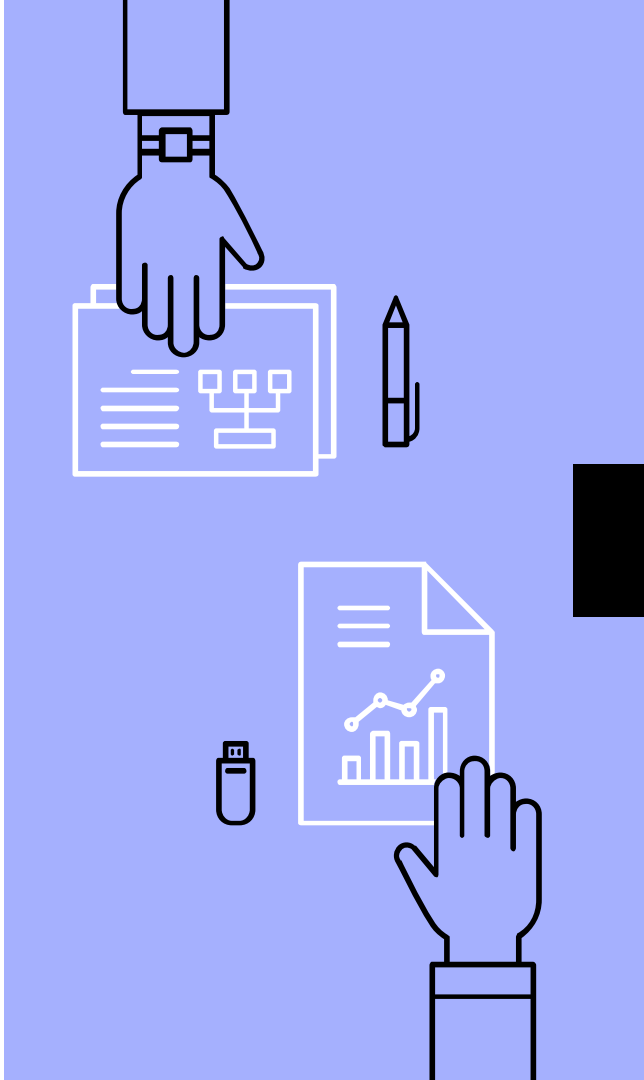
Visit the Google for Education Teacher Center for the full training and then use these Tasks that simulate the activities you will be asked to complete on the exam.

Before beginning the Tasks, you may want to create a GCE Level 1 folder in your Google Drive. When asked to “Make a Copy” for most of the tasks, copy to your GCE Level 1 folder for easier access later on.

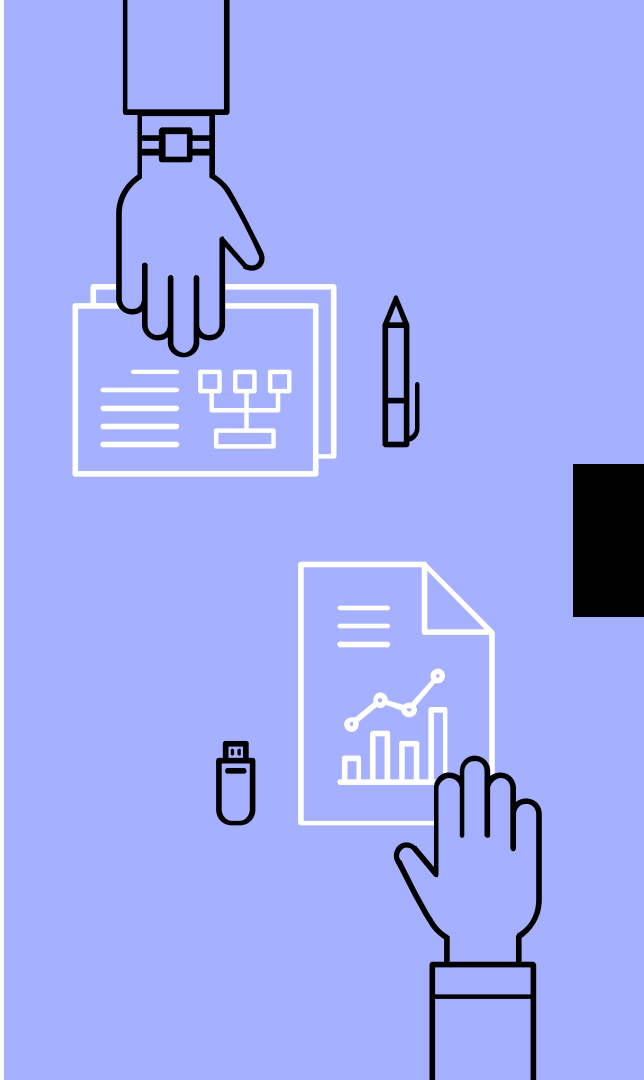
Tasks

Depending on your level of proficiency, you may choose to complete some, all, or none of the tasks. These were created to compliment the information presented in the GSuite for Education Teacher Center for the Fundamentals Training.

The exam covers more than the application of the G Suite for Education apps, so it is not recommended to skip the information in the Teacher Center.

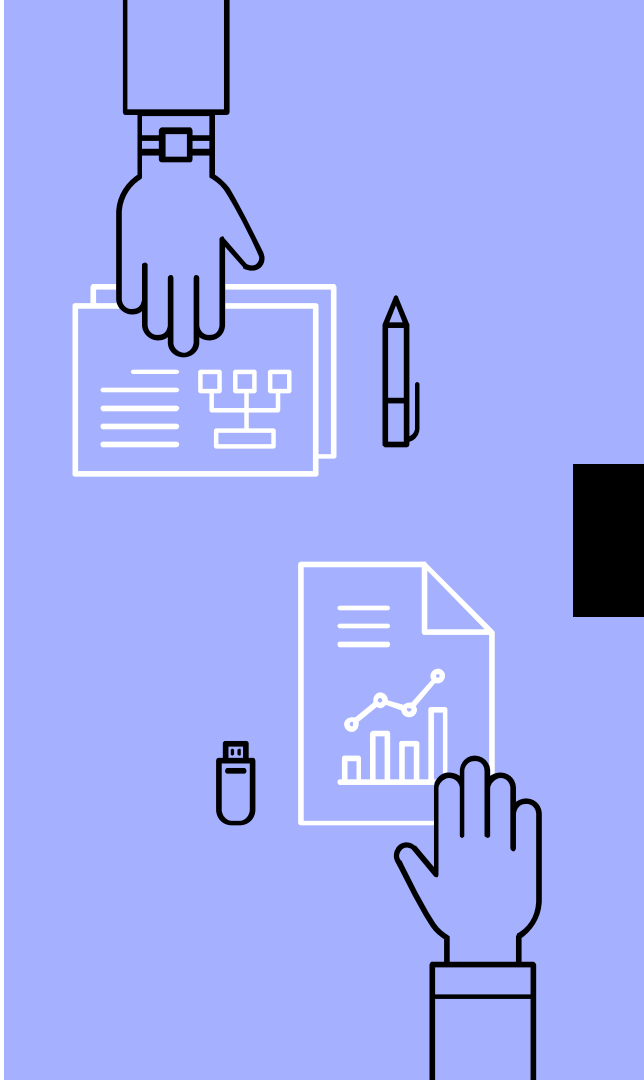


Google Docs



Skills Addressed:

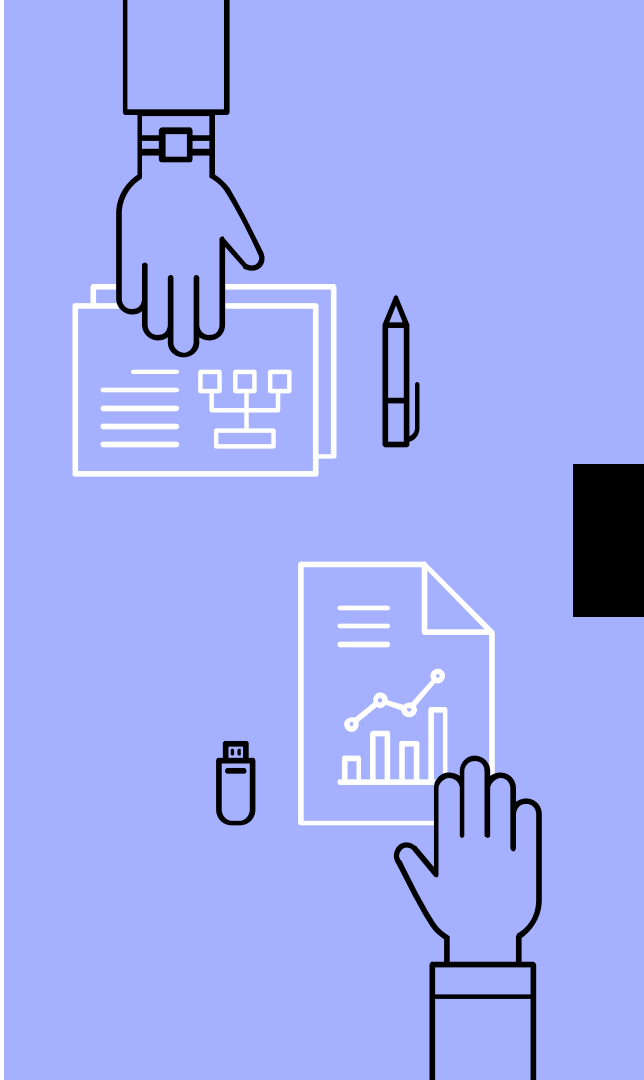
- Page Setup
- Explore Tool
- Insert Picture
- Citing
- Tag and Assign Action Items
- Header/Footer
- Version History
- Sharing



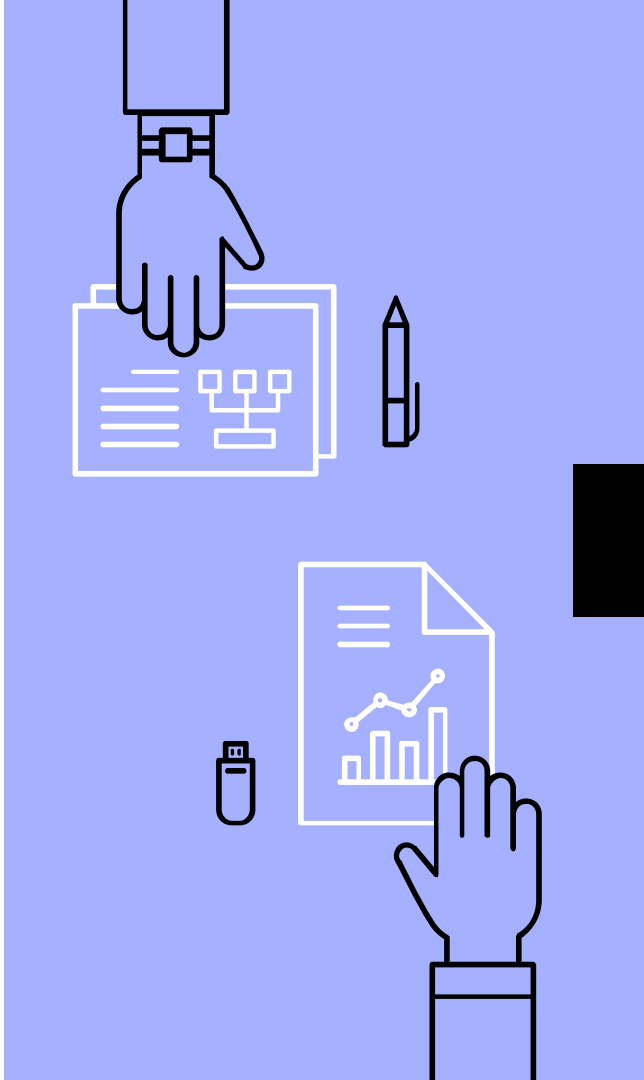
Click the link below to get a “Force Copy” of the Google Doc Task. This will automatically save it to your Google Drive.

Add to your GCE Level 1 folder!

Google Docs Task

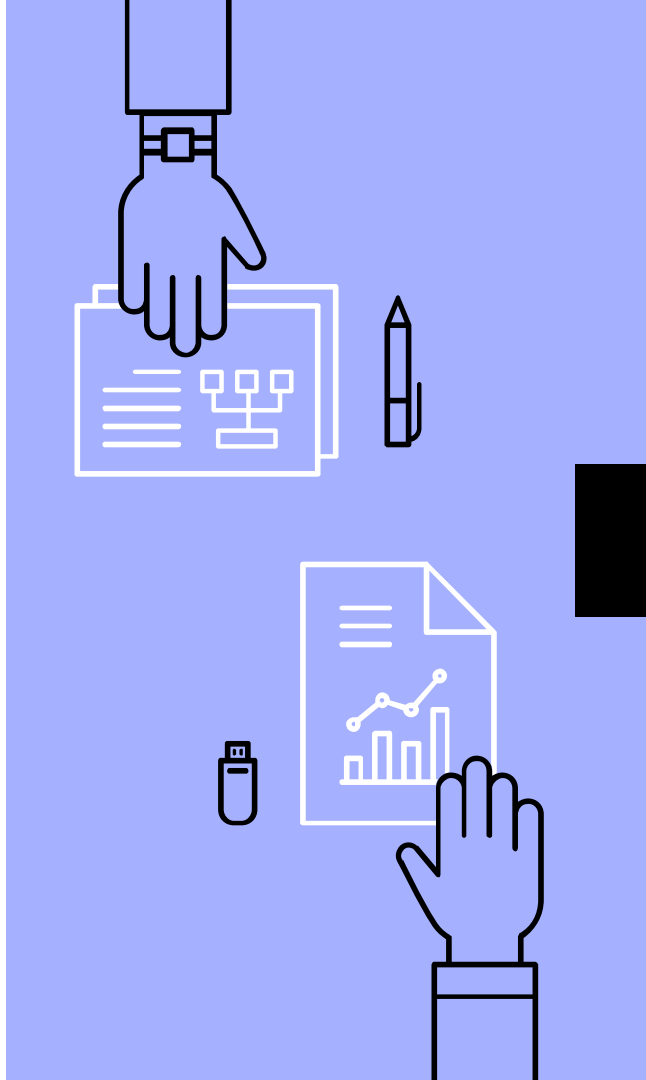


Google Slides



Skills Addressed:

- Create new Google Slide presentation
- Add images and videos
- Insert and arrange text shapes and lines
- Create linked text for engaged learning
- Add comments
- Share



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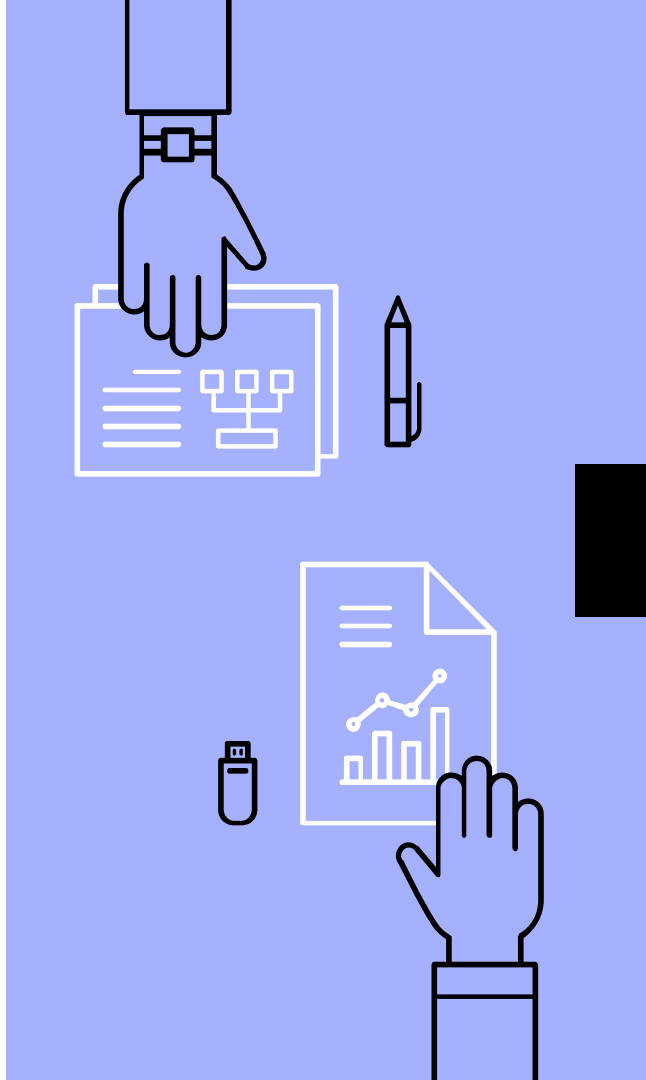
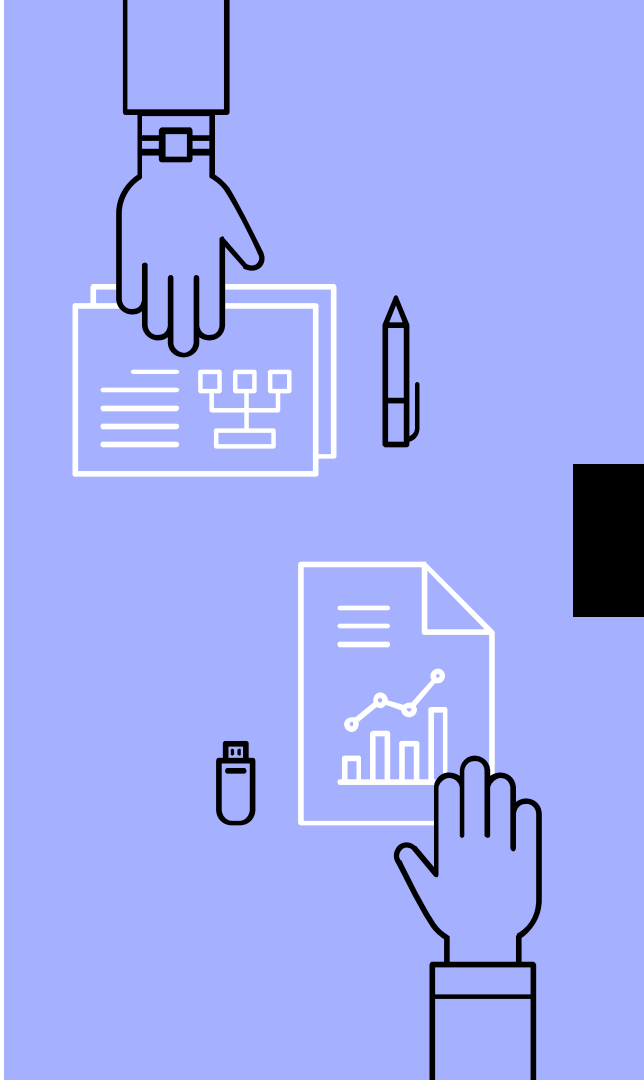
Google Slides Task

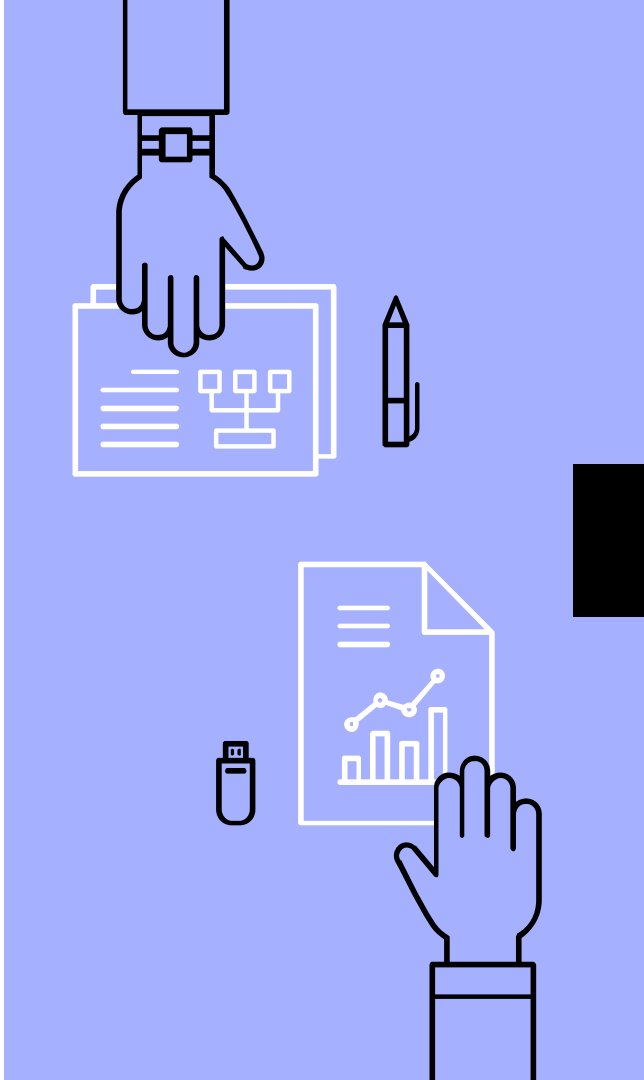


Google Calendar



Skills Addressed:

- Create new Calendar
- Create events
- Change settings within events
- Invite people to events
- Add attachments/docs to events
- Notify people of events



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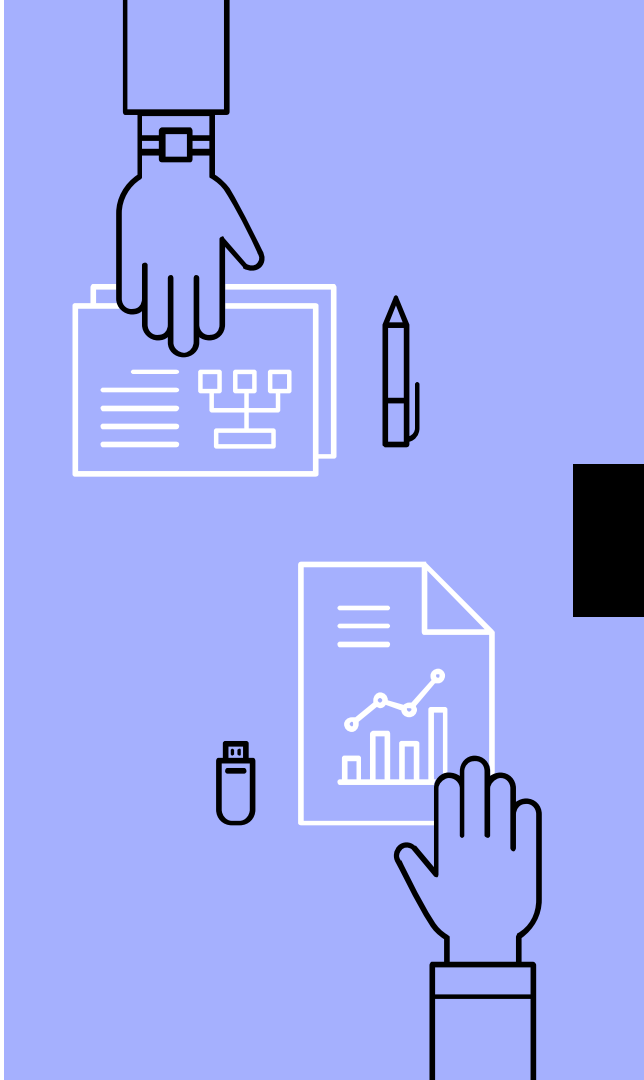
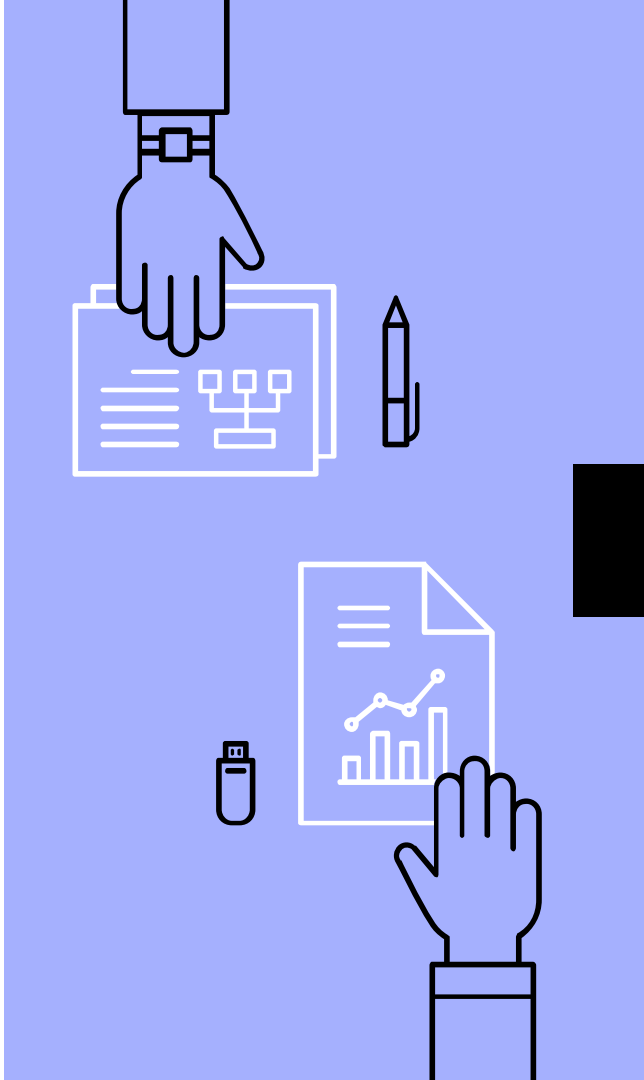
Google Calendar Task

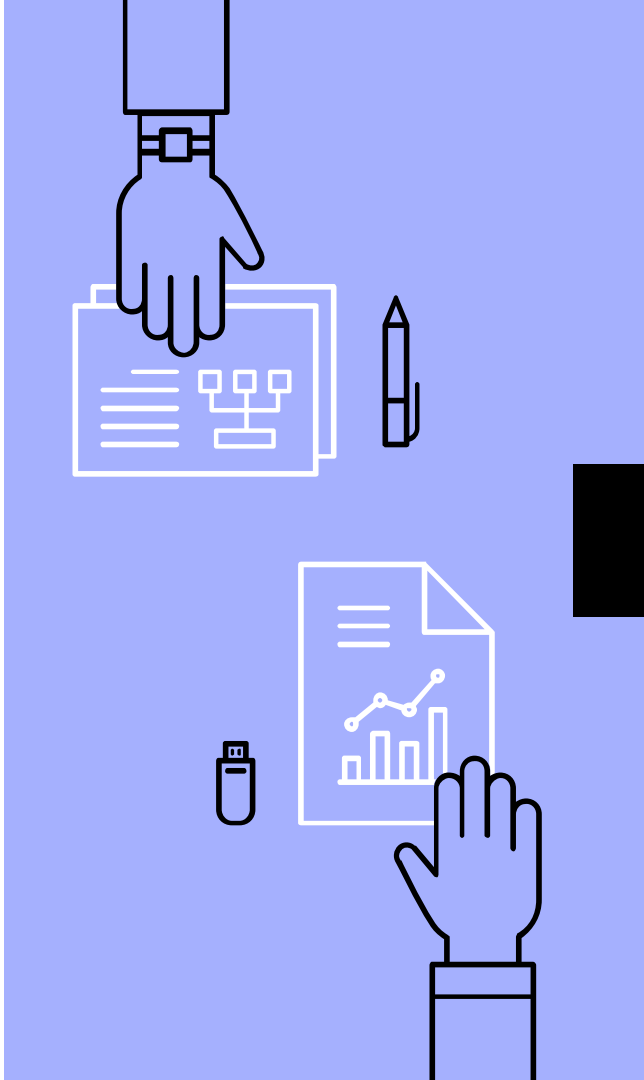


YouTube



Skills Addressed:

- Access Youtube
- Create a Channel (some may already have a channel)
- Create a playlist
- Subscribe to content
- Change the sharing settings
- Share playlists via email or link.



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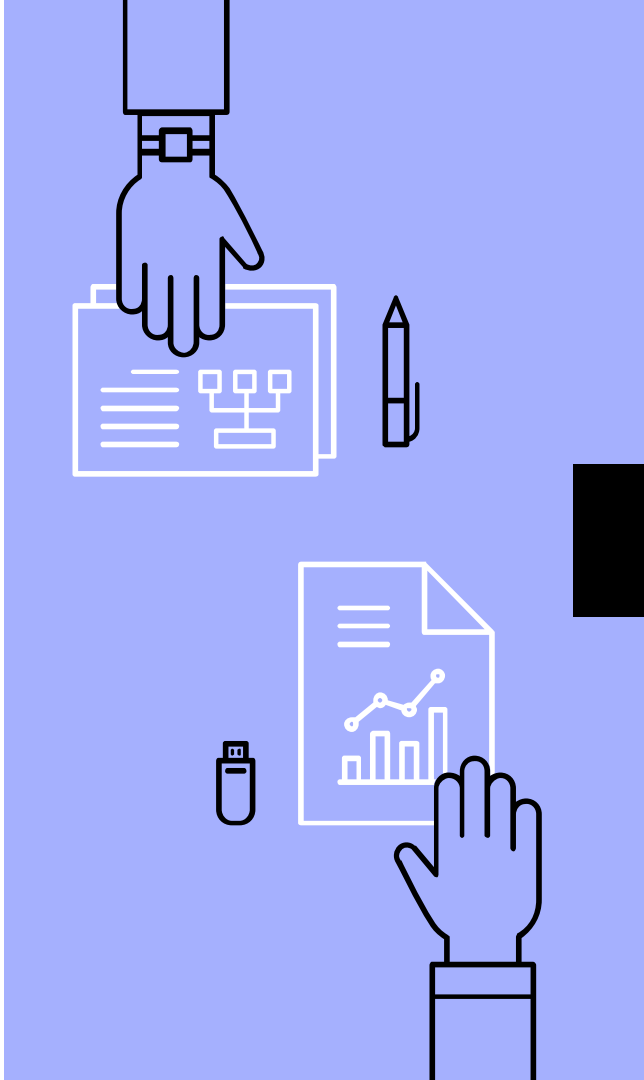
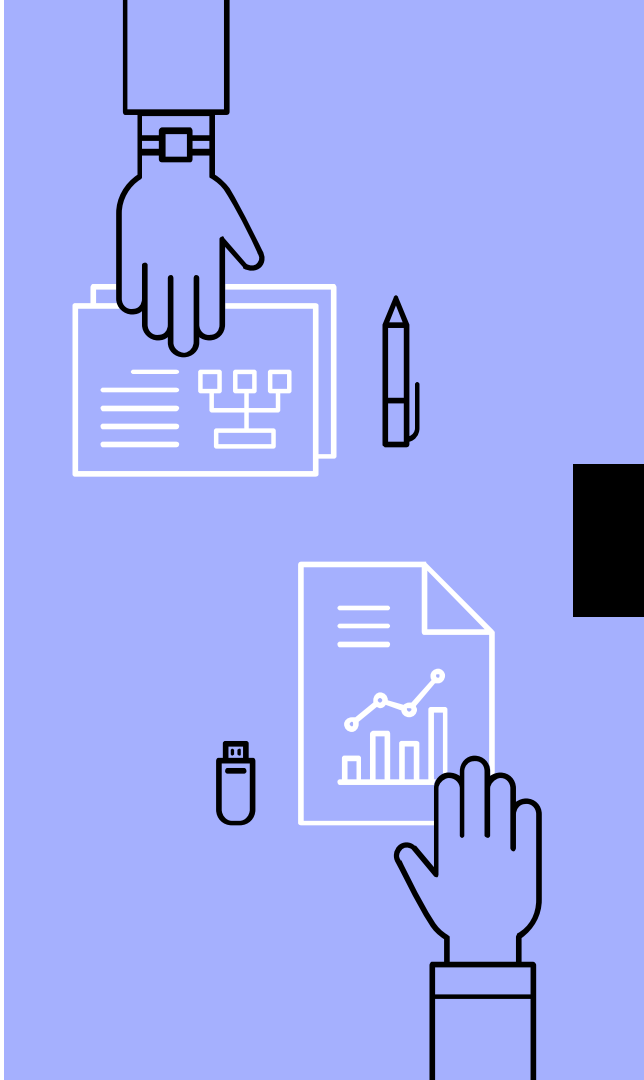
YouTube Task

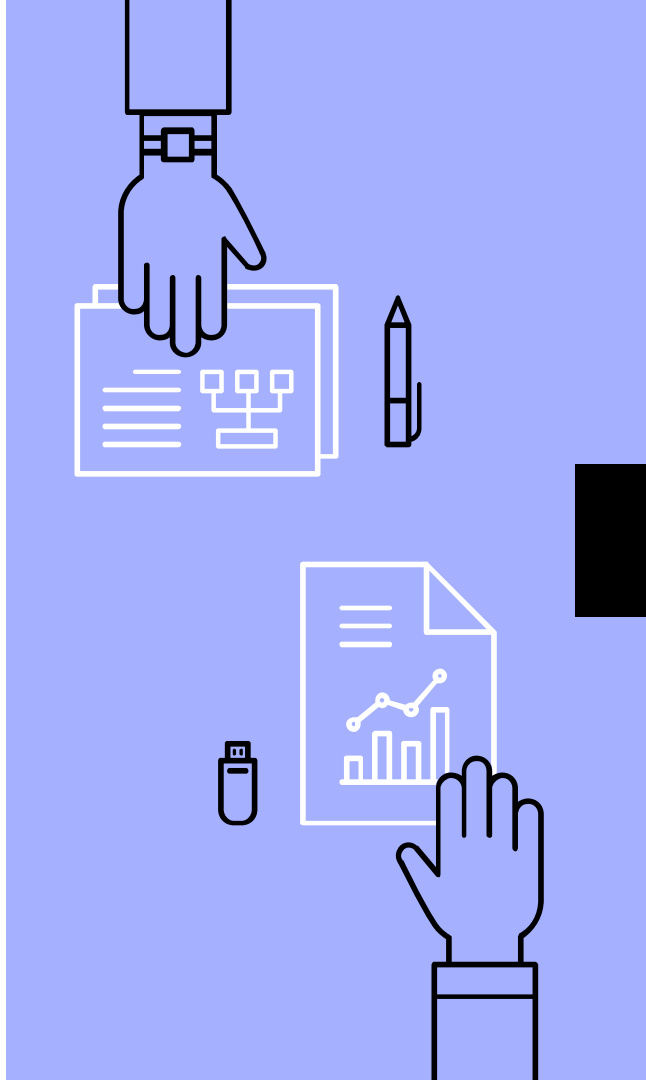


Google Classroom



Skills Addressed:

- Create a new Google Classroom
- Invite students
- Create/post assignments
- Add attachments/docs to assignments
- Change settings within assignments
- Add collaborators to your class.



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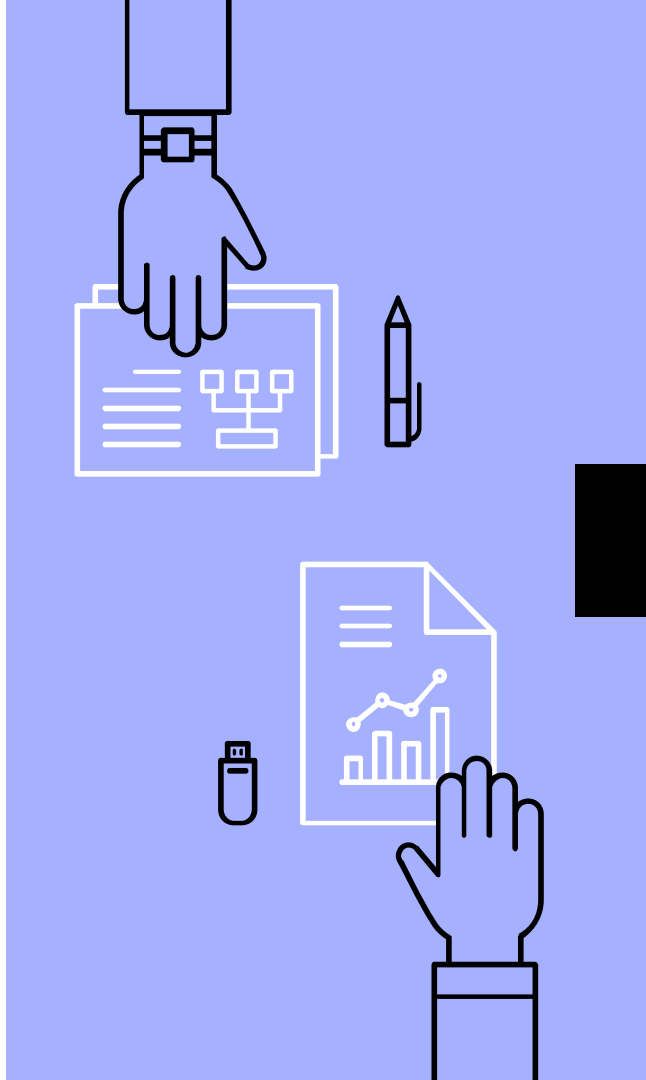
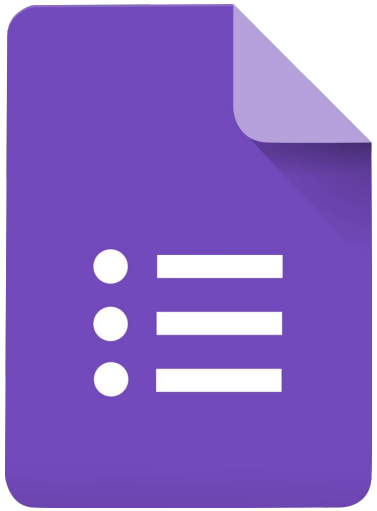
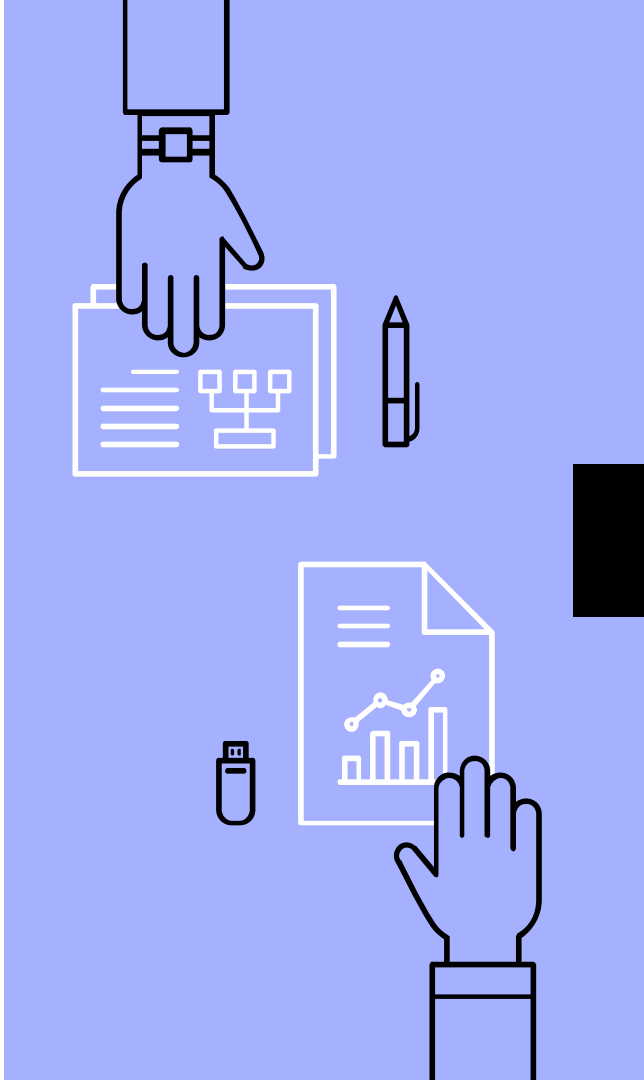
Google Classroom Task



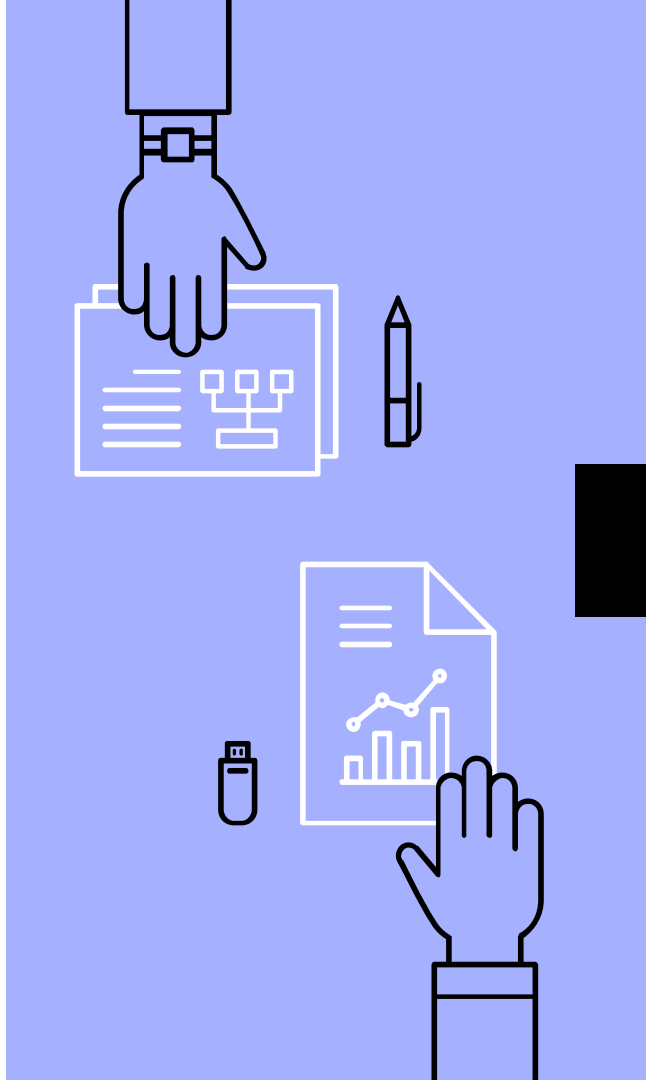
Google Forms





Skills Addressed:

- Create a new Google Form
- Create surveys, assessments, and polls
- Change settings within Google Forms
- Send out a form
- Embed a form
- Add collaborators to your form.



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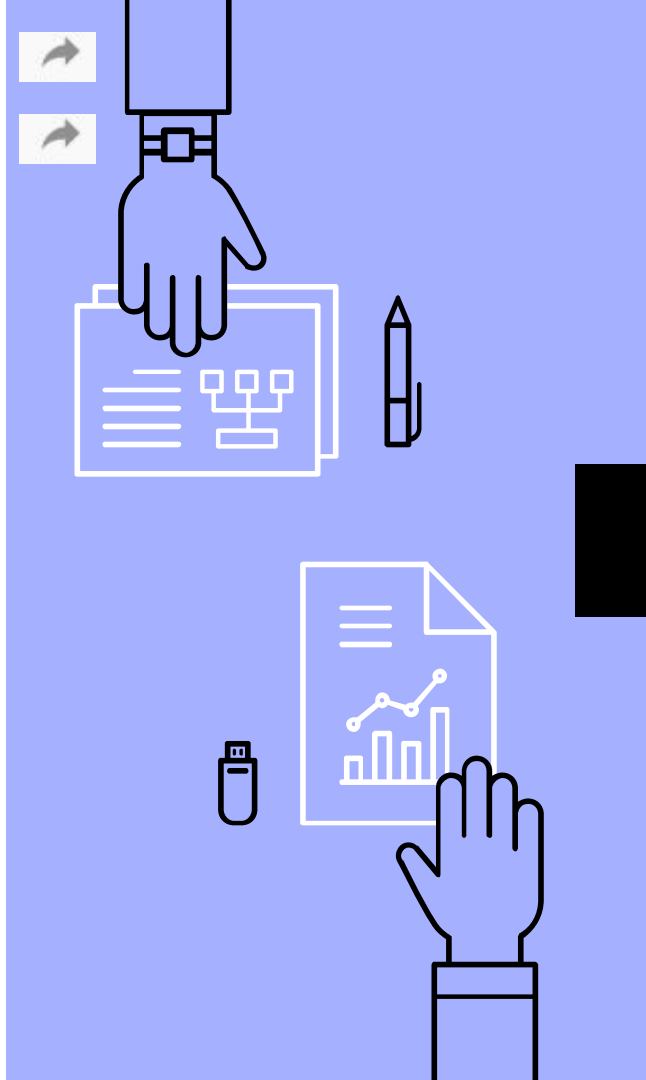
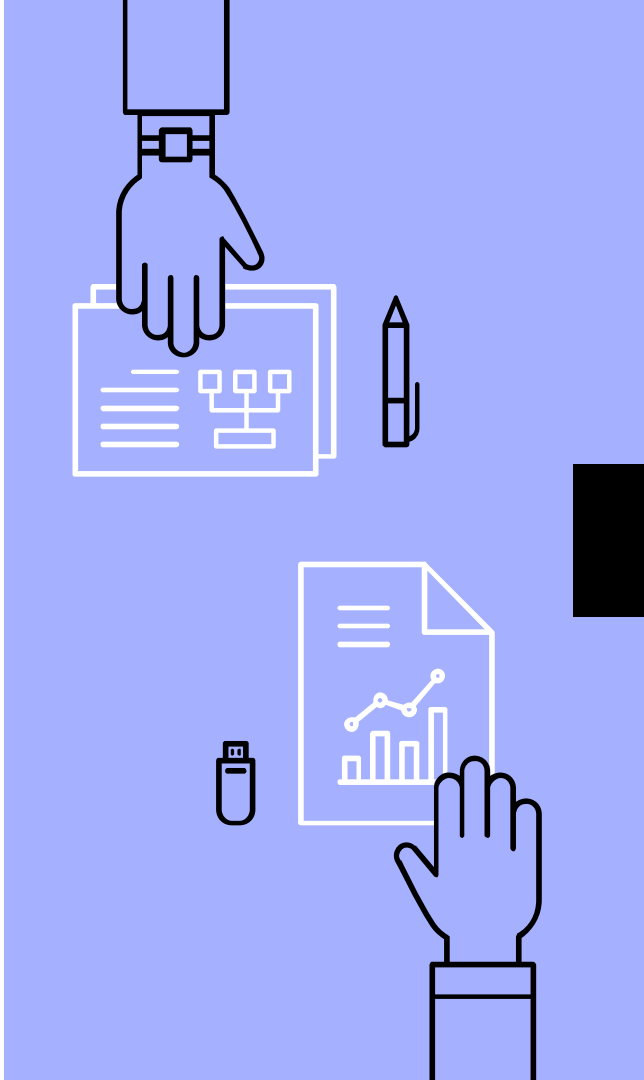
Google Forms Task

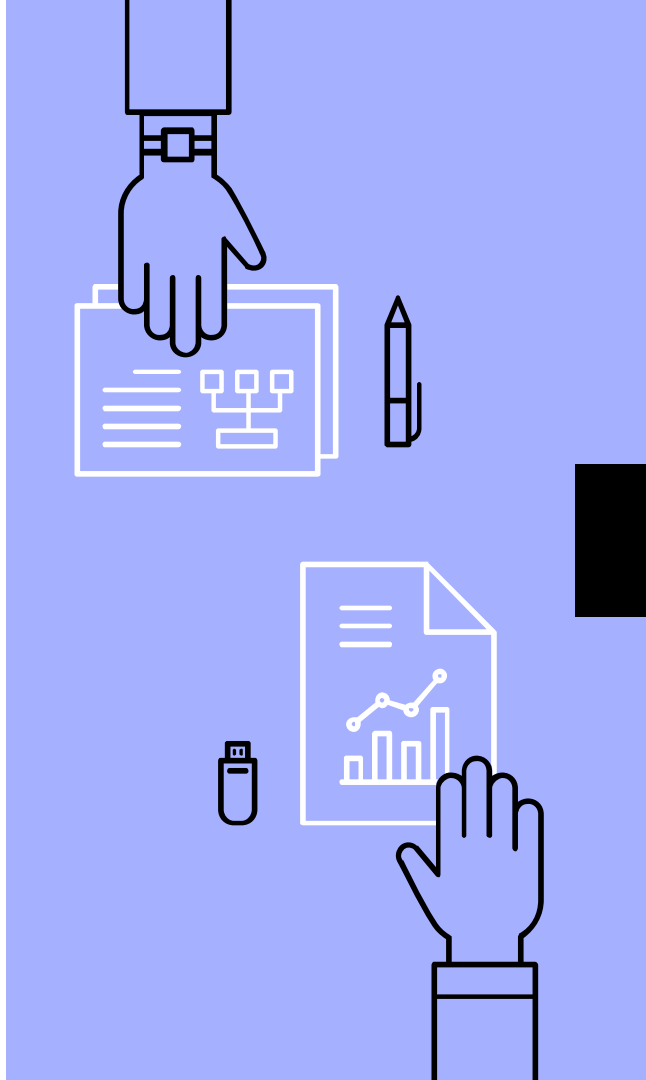


Google Sheets



Skills Addressed:

- Create a new Google Sheet
- Sort data using functions and formulas
- Create and share chart
- Arrange data
- Share data



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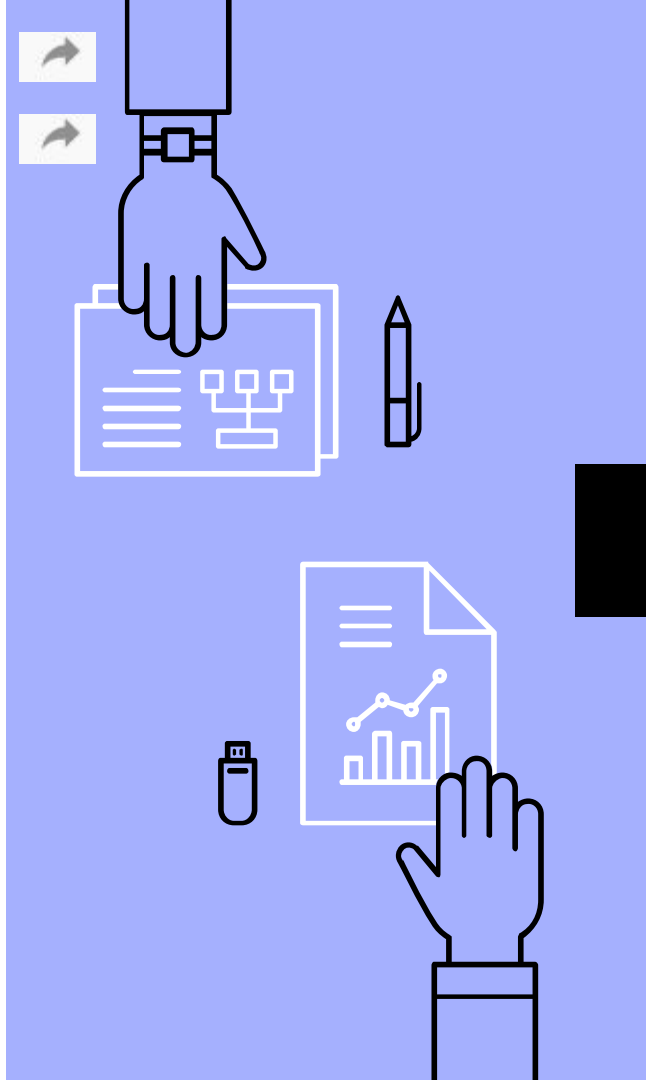
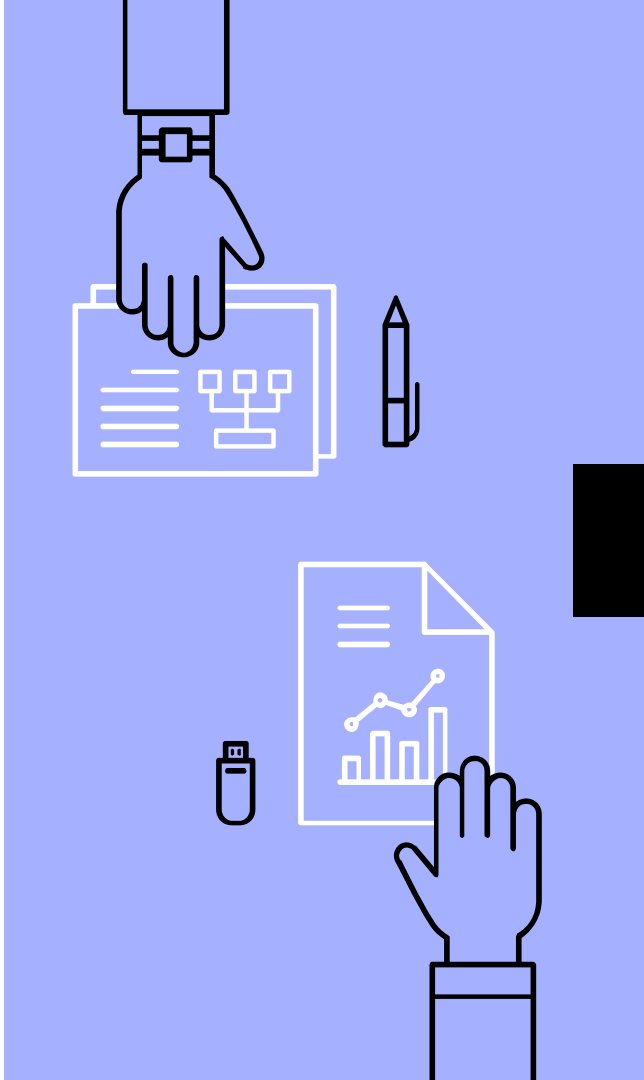
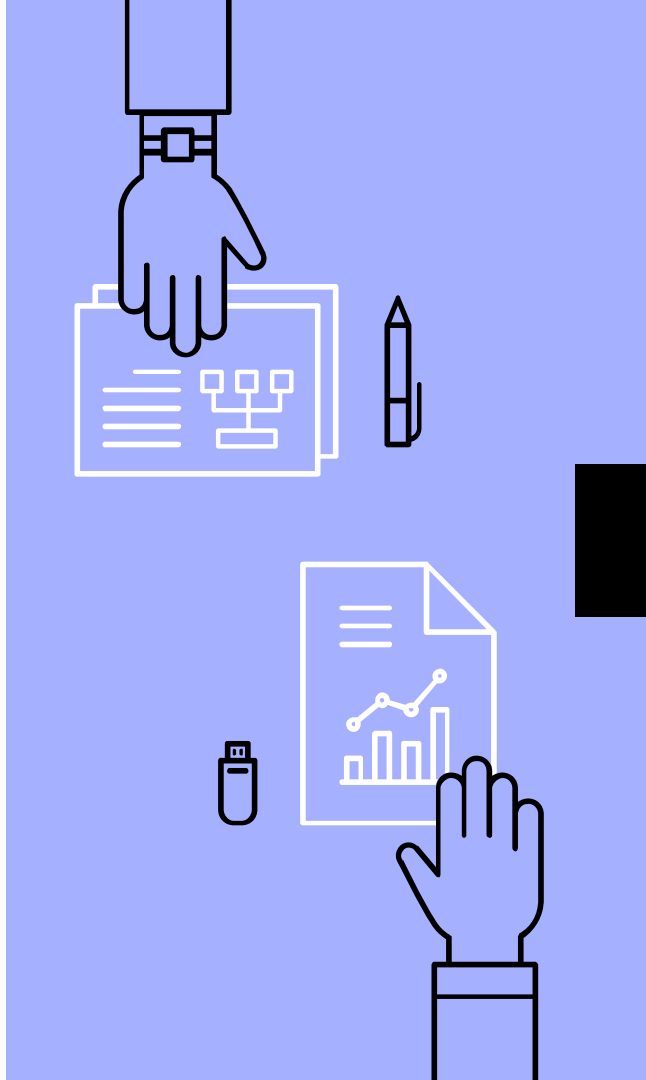


Google Sites



Skills Addressed:

- Create a Google Site
- Create/insert text, images, documents
- Create additional pages
- Change theme and fonts
- Publish and share
- Invite collaborators



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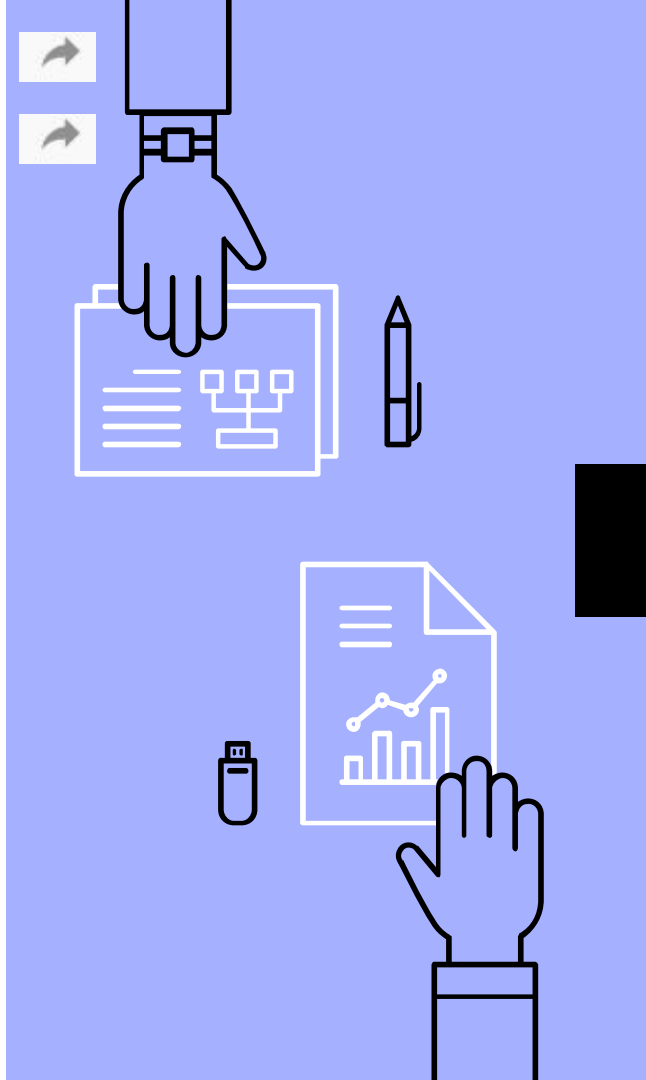
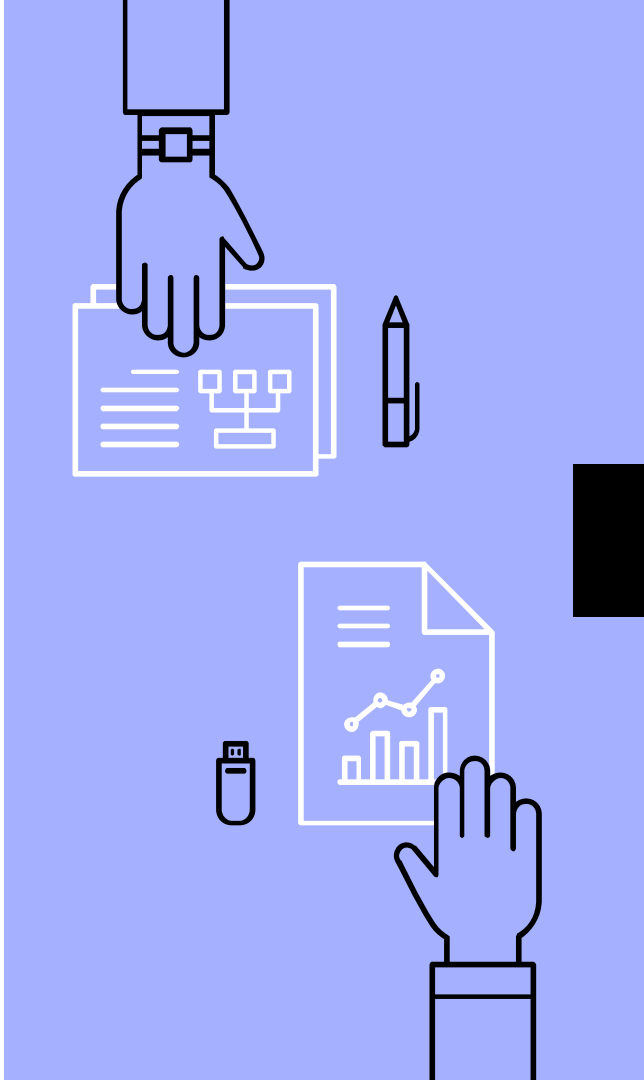
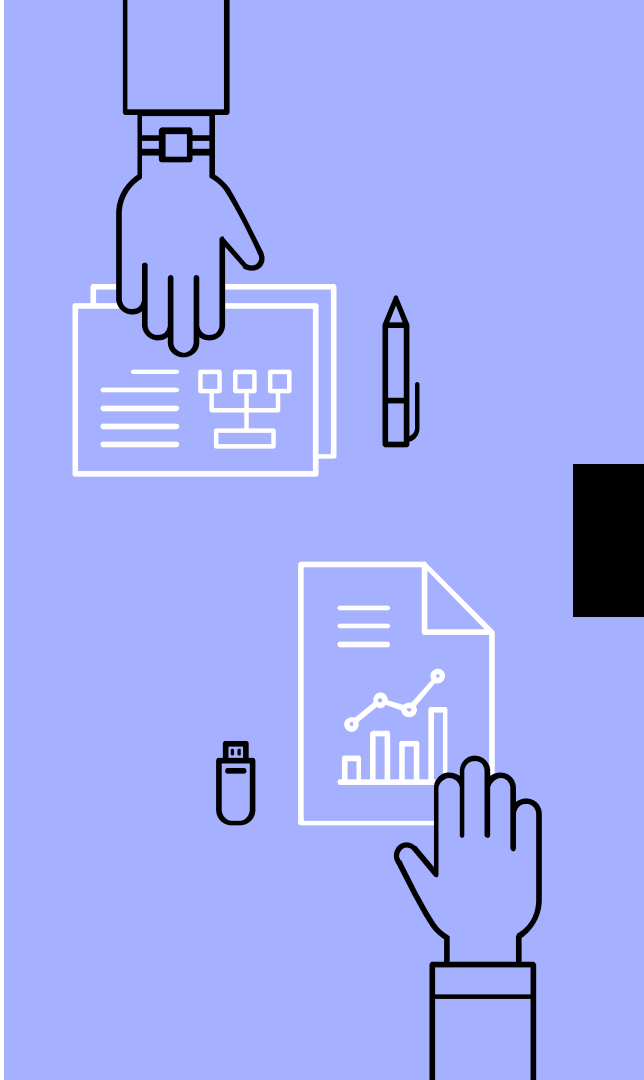


Google Drive



Skills Addressed:

- Create folders and subfolders
- Share folders with staff members
- Filter searches within Google Drive
- Upload files and folders
- Convert to Google apps



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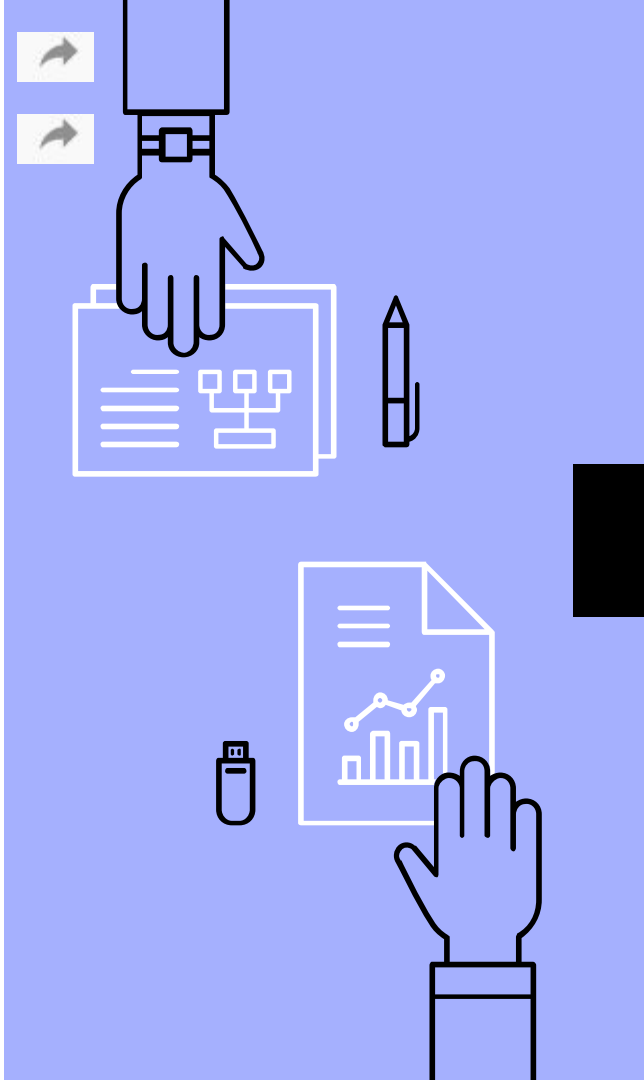
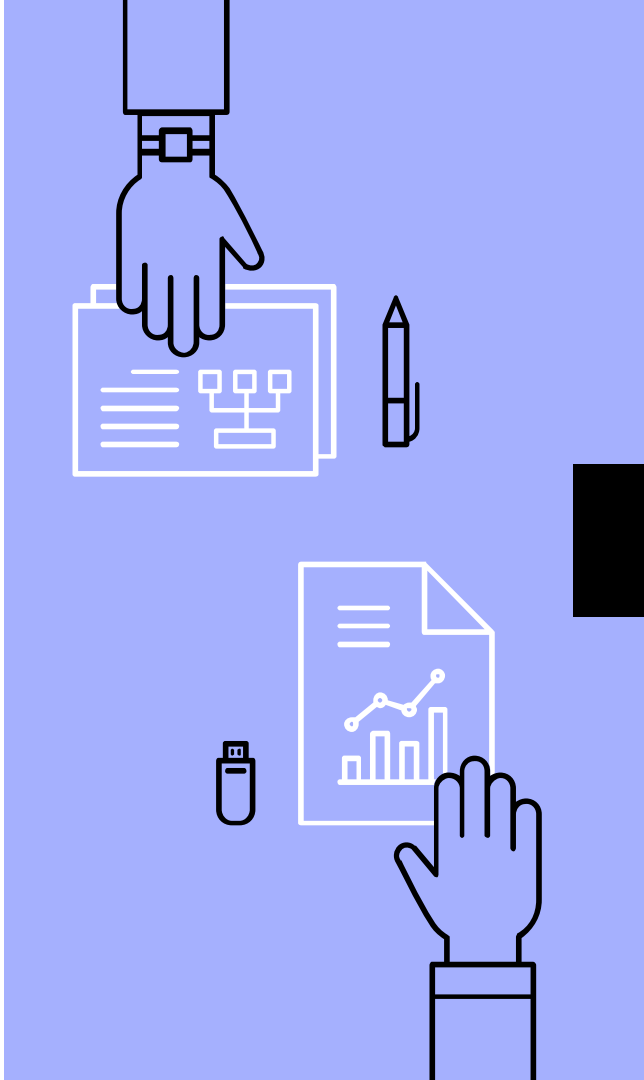
Google Drive Task

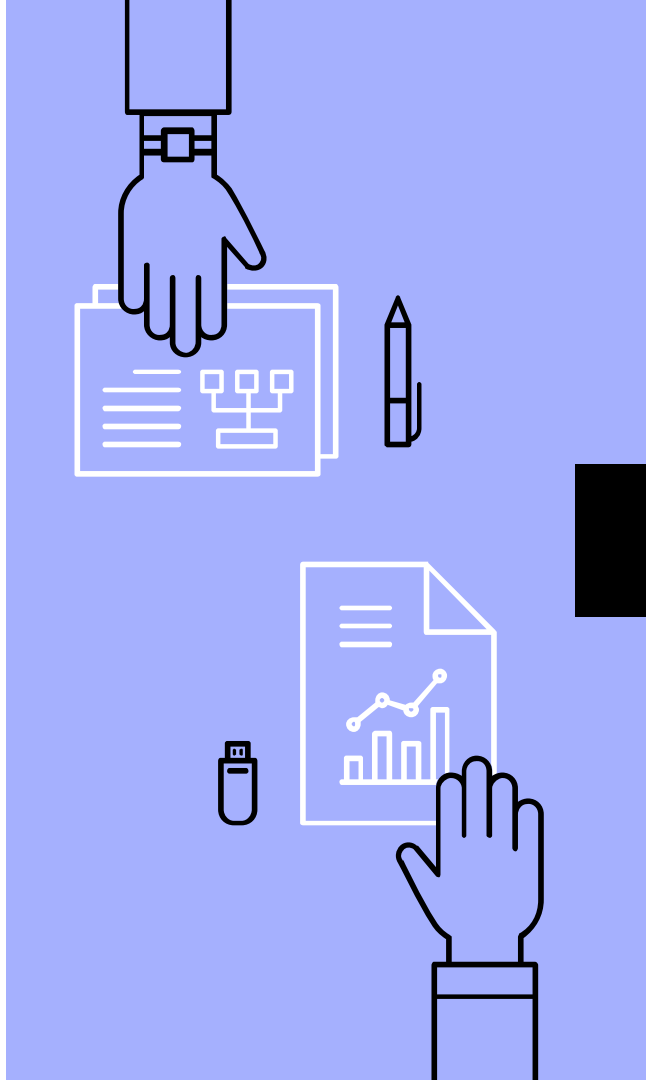


Gmail & Tasks



Skills Addressed:

- Create labels
- Change send settings
- Prioritize email
- Assign & create tasks as reminders



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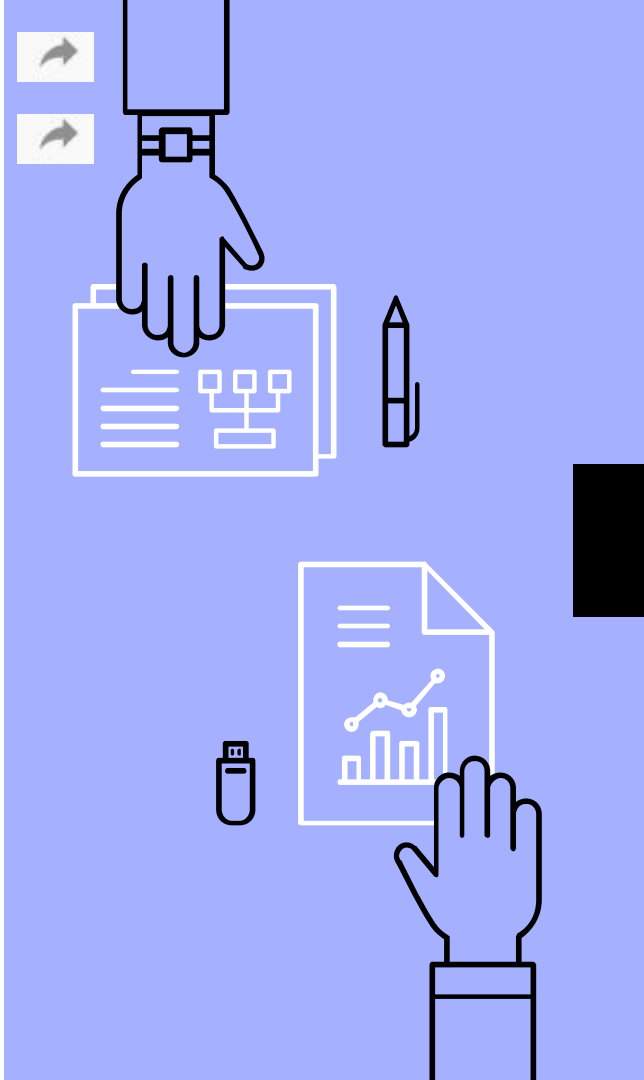
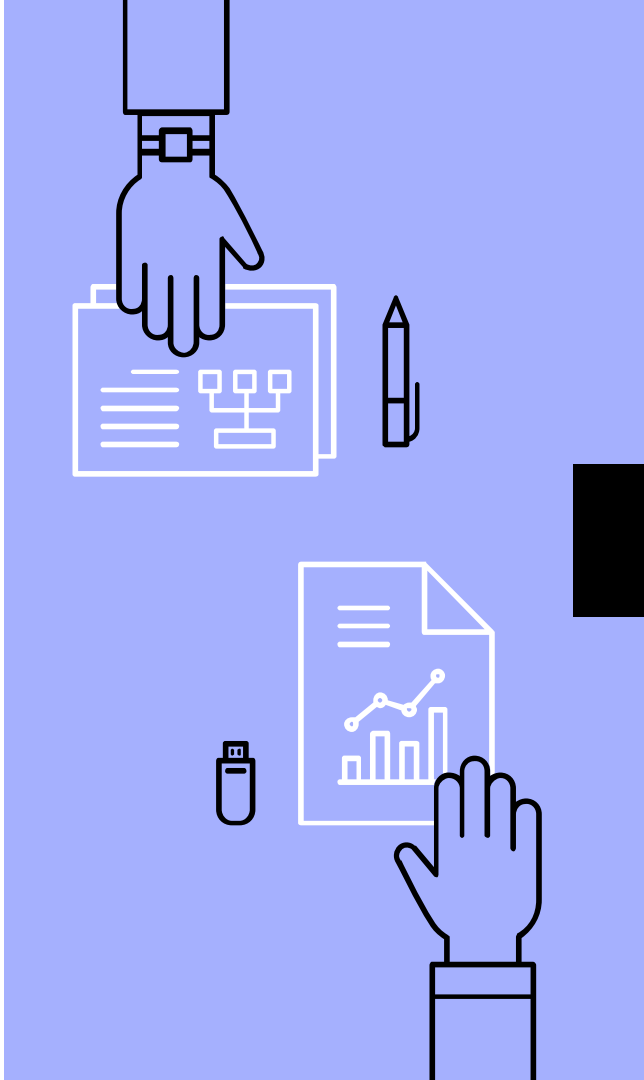
Gmail & Tasks Task



Google Groups



Skills Addressed:

- Create a Google Group
- Establish General Group information
- Set Basic Group Permissions
- Select Group Type
- Add or Invite Members to a Group

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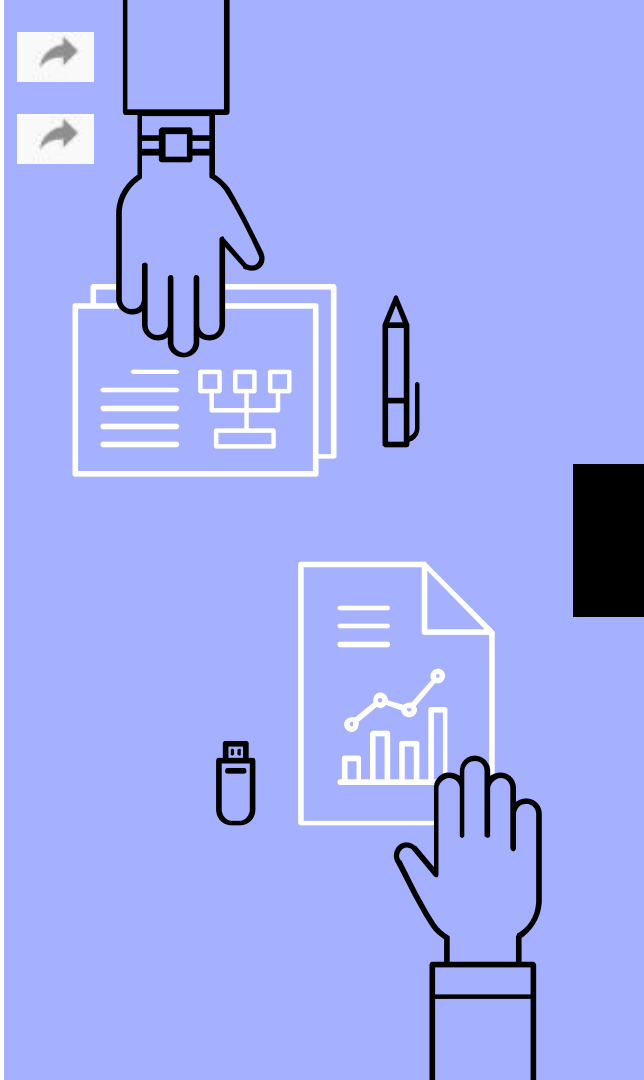
Google Groups Task