Google Workspace

1

Google Drive
Store and organize all your university files in the cloud.
- access your files and all Google apps anywhere, anytime
- collaborate and share files and folders with peers and instructors

2

Google Meet
Attend virtual classes, study groups, office hours, or group projects.
- reliable video conferencing and integrates with calendars
- screen sharing capability for presentations, and accessibility features

3

Google Docs
Write your essays, reports, reflections, infographics, and other assignments.
- real-time collaboration with peers and easy commenting for feedback
- work is automatically saved with version history

4

Google Slides
Create presentations, project proposals, visual reports, and storyboards.
- collaborate in real-time using the drag-and-drop interface
- utilize presenter view and Q&A mode for smooth delivery

5

Google Sheets
Organize data, research notes, track projects, and more.
- manage data results and findings, schedules, and group tasks
- utilize formulas and charts to organize and visualize information
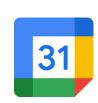
6

Google Calendar
Manage schedules for classes, group work, and assignment deadlines.
- set reminders, use colour-coding, and easily schedule important events.
- syncs across all devices and works with all Google apps.

Google Workspace

7
Gmail
Email peers and instructors, receive university updates, and notifications.
- quick access and integration with other Google apps like Chat and Meets
- easily log into other institutional tools using your Gmail or SSO ID

8
Google Keep
Take notes, make to-do lists, compile reminders, and track tasks.
- use labels and colour-coding to organize your files across all devices
- attach drawings, images, voice memos, and more

9
Google Forms
Create surveys, sign-u sheets, quizzes, escape rooms, and more.
- easy to build and share securely
- responses auto-collected with options for visualizing data (charts, Sheets)

10
Google Drawings
Create diagrams, charts, mind maps, and posters.
- simple graphic creation with a drag-and-drop interface
- share visuals in reports and presentations (integrated in other apps)

11
Google Sites
Create websites, portfolios, group project hubs, blogs, and more.
- easy drag-and-drop interface with no coding required
- integrate other Google files and easily publish and share your site.

12
Google Vids
Create video projects, presentations, and explainers.
- add slides, voice-overs, and music
- collaborative editing

TEACHING+ LEARNING