Google Keep – Digital Planner

Students & Teachers can access Google Keep through the LPS “Portal”. The Google Keep icon is a yellow box with a light bulb inside.

1. Open the app and click on the 3 boxes and 3 line icon to the right of “Take a Note”

2. Click on “Title” – Type "Template" on this first one. Later, use the day and date as the title - example: Tuesday, Nov. 2

3. Click on “List Item” to begin creating your template.
   Example: P1: Obj -   HW -
   P2: Obj -   HW -
   Students should add a list item for each period they anticipate having homework

4. The "Template" should only be used to copy additional notes for the week. Suggestion is to make 5 copies of the template on Mondays and then change the day/dates for each day of the week.

Icons along the bottom of the note

- **Reminder** – students have tried this but the reminder is only visible if the Chromebook is in use. It might work better on the smartphone app.

- **Share** – Will share the note with LPS users only

- **Paint Palette** – allows students to color code their notes; they may want to color code days they need to study for tests differently than assignments.

- **Archive** – A suggestion is to have students keep notes active for the week and then archive them on Monday or over the weekend.

- **Add Image** – optional, will increase the size of your note

More options

1. Delete note
2. Add label – if students choose to use GK for notes other than school work, they can add labels such as "school", “home”, “chores”, “dance”
3. Add drawing
4. Make a copy
5. Hide Checkboxes
6. Copy to Google doc

Main Menu icon in the top left corner