

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