

SESSION #7

HIDDEN CHROME BROWSER TIPS
AND TRICKS



TRANSCRIPT

PRESENTER:
AMY TRAGGIANESE

Hi there. Do you use Chrome at school or at home? This session is full of time saving tips and tricks that will save you time, help you get organized, and make your online life so much easier. I'm Amy Traggianese and I've taught kindergarten, first grade, and visual art. K to five. I love the a challenge and have always been an early adopter.

I have been teaching so long that I had one of the first Macintosh computers in my first grade classroom and that was only because no other teacher in the school wanted to use it. It actually sat in storage for months. True story. I helped my first graders publish their first books with that cute little Mac. When my district started using Google apps for education a few years ago, I was already familiar with Google Tools, so I was excited to be able to use it for work too.

Now this might sound silly and over simplified, but when using your G-suite for education account, please, please use Google Chrome. The Google browser is best for Google Suite for education. Just don't use another browser. It will just give you problems and headaches that you will not want to deal with. The Google for education teacher center has free online training too.

The Google for education teacher center can be found at teachercenter.withgoogle.com. There's training that you can look at and you can find exactly what's right for you. There's fundamentals, there's advanced. I mean you could really get crazy if you'd go all the way down. You will see that there's all different lessons with specific tools so that you'll be able to use them efficiently. My Chrome browser for work is convenient for me because I have pinned some of my important tabs that I need every day. My Gmail, my calendar, my Google Drive, and my plan book are all pinned to tabs. So every time I open up the browser, that's where they are. So to pin a tab is pretty easy.

You just open up a new tab, get to the website that you'd like to pin, and then two finger click on Mac go to pin tab, and it shrinks that tab down for you. And it will be there all the time until you decide to unpin it. Right click on your PC or two finger click on your Mac for my favorite trick. Did you ever close a tab and you shouldn't have? I understand. Click on the open tab and select reopen closed tab and it will reopen.

Let's talk about the bookmarks bar. Go over to the three dots on the right hand side and that will help you customize and control different things in Google Chrome. Go to

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bookmarks and if your bookmarks bar is not showing, you can go over to the left where it says show bookmarks bar. Now my district has turned that on for everybody so I can't actually do anything with it. But sometimes people lose their bookmarks bar and don't know where it is. You might want to customize your bookmarks bar so that you can fit more links on it. Everything will be right there in front of you. I have created some folders and you can see that I've edited some of the bookmarks so that there's just an icon there. Now Evernote, I don't really use much anymore so I am double finger clicking and I'm going to delete that because I really don't use it.

And of course to bookmark a page, all you need to do is click that star and then organize it where you would like to put it. Here is what you would do, so this Brainpop icon has Brainpop listed next to it. You could actually edit it and delete the text so that you just have the icon. I like to make a folder for all my ordering sites so that they are all in one place and if I have to get something, whether it's ink for my printer or something from school specialty, it's right there and I don't have to dig for it.

It's also so convenient to have this big long list of different cleanup videos, songs for my K to five students, I can open the one that I need for each class.

Going incognito. If you don't know about this, you should, it's a good way to research something without being in your actual Chrome history. So it won't know where you've been. So anyway, open a new incognito window. You can use it to check the public version of links. So if you made a Google site or a doc to share with people who don't work in your district, you want to make sure that they can see everything without having to log into an account. They might not have a Google account.

Let's go back to my Google Drive and I will get the link for this video. So I'm going to get the shareable link and I want you to notice what it says. It's only for people in my district, so I want to change that and it might not be listed in this window, so you might need to go to more and then you probably want it public on the web or anyone with the link. So I'm going to choose that and copy the link.

I'm going to go back to my incognito browser and put that link in the omnibox and look, I can see it.

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Going incognito is a good way to research something without it being in your Chrome history. Like sharing your computer. You know when a friend wants to just check something on your computer or look something up or log into their social media? Have them do their browsing in an incognito browser. When they're finished, just close that browser and all that info is gone. Poof.

Same goes for when you're using a public or a shared computer. Use an incognito tab. Sign into Chrome. When you are finished, simply close that browser. You don't even have to sign out because your logging credentials are forgotten. It's perfect. Now, don't think that admins can't actually see what you're searching for in your Chrome browser for work even in incognito. But you might want to test a link to a Google doc, like I said before. Or maybe in your personal Chrome browser you want to research prices for a product or your travel plans without being tracked. Some people say you get better deals that way so you could check it out.

Extensions in Chrome are small software programs that customize your browsing experience. Extensions are these little icons to the right of the omnibox. To find extensions that you might like to use, you need to go to the Chrome web store. You're going to browse or search for what you'd like to add and I'm actually going to search "ad block for YouTube" because that's something that I use at work a lot.

There's nothing like showing a YouTube video to your class and having inappropriate ads come up. You don't want that. So you'll see where I have looked it up it says rated. Because I already have it. If I click on it, one thing you do want to do is you want to look at how many users there are for the extension and you want to look at the rating. Those stars. There's like 67,000 so this one is a good one.

You'll see it will say add to Chrome and it will put it right next to your omnibox for you. Now I'm going to look up just ad block because ads annoy me and I like the one that has a little stop sign around the hand. This one has lots of users again and lots of really good ratings.

And let me show you what it does. So I'm just going to go to CNN so you can see. It will actually show you, up by the extension, how many ... Yep, see? And it knows that you're using an ad blocker and I want you to white list it. You'll see that there's a bunch

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of blocked ads on this page already, but I'm going to click pause on this site so that I can ... And a lot of times disable ad block comes up. So you'll know how to do it.

So watch the ads pop up. And that turns green. The little ad block symbol up there. And here come all the ads. So sometimes you can view websites with your ad blocker and sometimes they plead with you not to or they just won't let you see the site at all. So when you first get an extension, let me go back and I'll show you what that looks like. So I'll just get this other ad block. You'll see that little window comes down. Make sure that you really want it, you can add it, it'll show you where the little icon is.

You can double click, double finger click, and there's different options for you. And you could even remove it from Chrome right there. So let's say it's got a bug or it's annoying, you can just remove it and that's that.

Quiet Tube is a helpful website that I have found online. I know when I'm showing a YouTube video, kids get distracted by everything else that's on the screen. So what I like to do first is go up to that auto play and turn it off. So that way if I'm not near my computer, it doesn't go on to the next video, especially if it's something I don't want the kids to see.

I have quiet too bright here in my bookmarks bar. Let me show you what it does. It will take the video and make a white or a black background for you. You can't make it any larger, but without the all of those distractions, I find that it is just perfect. So if you go to quiettube.com, it actually gives you the directions on how to get it into your bookmarks bar. And then when you have a video, you just click on it like I did, and poof, all those distractions are gone.

Some Google Drive tips for you. Well, I was getting really tired of scrolling through all my folders in Google Drive to get to the folders that I needed all the time. So I invented this little trick. I renamed the folders I wanted near the top so that they started with a zero or a one. That way in alphabetical order they're sorted before all of the others and they float to the top.

Another way to find folders a bit quicker is to color code them. That way they really pop out at you. And one more Google Drive tip, take time at the end of each school year to clean and organize your Google Drive. You can also add any new folders that

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you might need for the new school year. Then when you start up again in August or September, you will be all set

And now to finish up, there are so many different features in Chrome and G suite for education. If you're like me, you're going to forget where to find something or other. So save the session resource I have created for you. That might help. I have outlined a session for you and supplied some links. Now, here is my very last tip. Do not be afraid to Google your questions about Chrome. I bet you'll be able to find your answers that way. I know that I do. Have a great summer and remember it's okay to Google questions about Google.