

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” – Use the day and date as the title - example: Tuesday, Nov. 2
3. Click on “List Item” to add an assignment – suggestion is to start with subject area first.
Example: Social Studies: Thread 1.5 Student Pages in Google Classroom
Students will should add a list item for each period they have homework

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. Another option is to delete the notes when the week is over.



Add Image – a new feature



More options

1. Delete note
2. Add label – if students choose to use GK for notes other than schoolwork, 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