



## Google Skills for Middle Schoolers!

These free self-paced classes are broken up into short 2 to 3 minute video segments that can be completed any time during the week. It will take a total of 45 to 90 minutes to complete each assignment.

**Week of November 2: Design a Poster about You.** Create a poster that reflects your personality and print it with Google Drawings.

**Week of November 9: Create a Presentation All About a Topic.** Pick a topic you care about and share information about it by creating an interactive presentation.

**Week of November 16: Create a Study Schedule to Meet Your Goals.**

Organize and track your goals, and improve your study skills using a spreadsheet.

**Week of November 23: Evaluate Credibility of Online Sources.** Determine if a source is credible using a table of key questions in a document.



You will need a Google (Gmail) account to complete these classes. If you do not have one you can create one at [accounts.google.com](https://accounts.google.com). After registering you will be emailed access to the class and all others in this series. After completing a lesson, each student will receive a Google Skills certificate of completion.

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To register visit our Events Calendar  
at [chplnj.org](https://chplnj.org) or call 856-903-1229.  
Questions? Email Beth at [bcackowski@chplnj.org](mailto:bcackowski@chplnj.org).



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## Google Skills for High Schoolers!

These free self-paced classes are broken up into short 2 to 3 minute video segments that can be completed any time during the week. It will take a total of 45 to 90 minutes to complete each assignment.

**Week of November 2: Create a Study Schedule to Meet Your Goals.** Organize and track your goals, and improve your study skills using a spreadsheet.

**Week of November 9: Organize your Time with a Digital Agenda.** Create a digital agenda by adding events, tasks, and reminders in Google Calendar.

**Week of November 16: Create Quizzes in Google Forms.** Test yourself and others on a topic by creating quizzes in Google Forms.

**Week of November 23: Design an Infographic in Google Drawings.**

Summarize and communicate information visually by creating an infographic in Google Drawings.

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