

# ***GOOGLE KEEP: A GUIDE FOR LANGUAGE TEACHERS***



***BY JOE DALE***

# Introduction

Google Keep is a free note-taking app which can help busy language teachers keep organised with to do lists, reminders and colour-coded multimedia notes synced across all your devices. You can add labels to notes making them easy to group by theme and find through a quick search. Students can use Google Keep too to promote autonomous learning and revision practice.

## To get started

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Go to the [Google Keep](#) site and login with a Google account or sign up for one. You can also download the [iOS](#) or [Android app](#) so you always have Keep at hand.

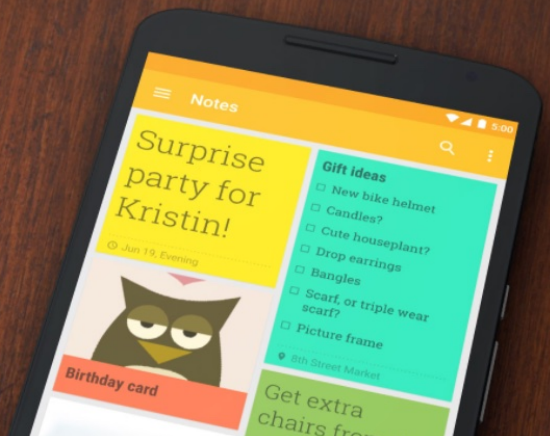
Save your thoughts,  
wherever you are

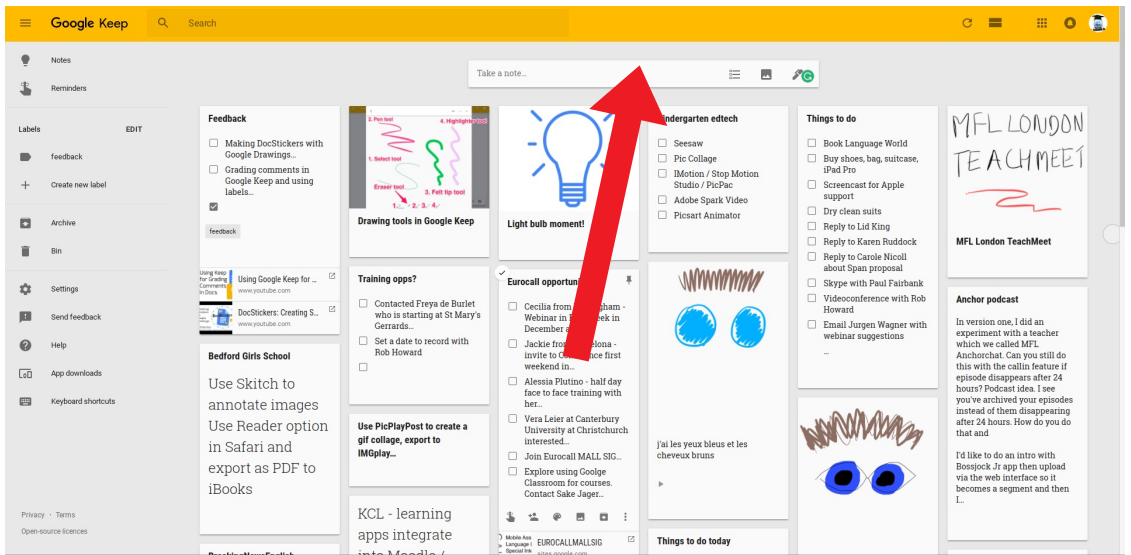
Android

iOS

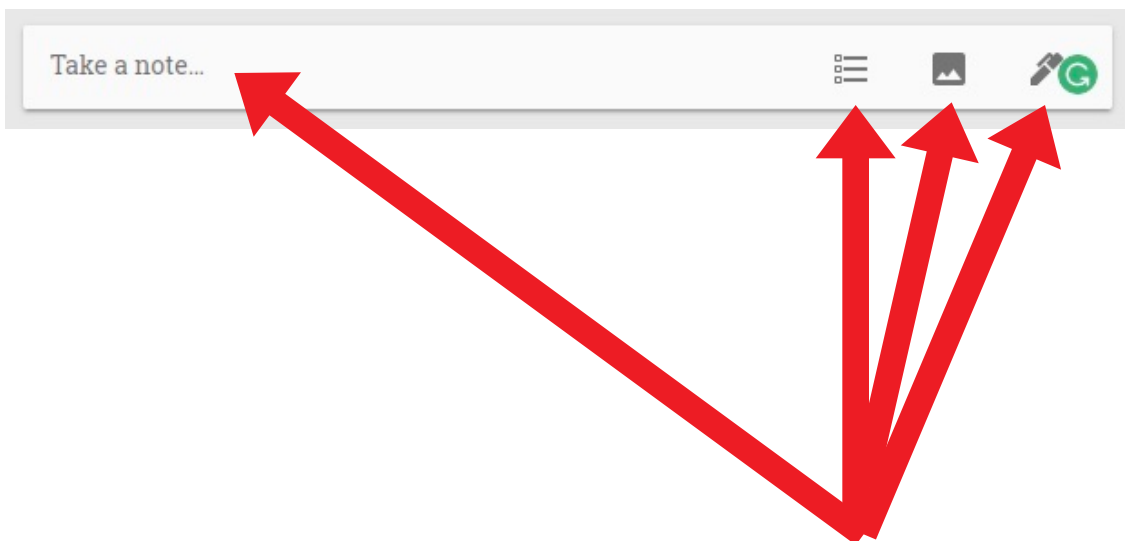
Chrome

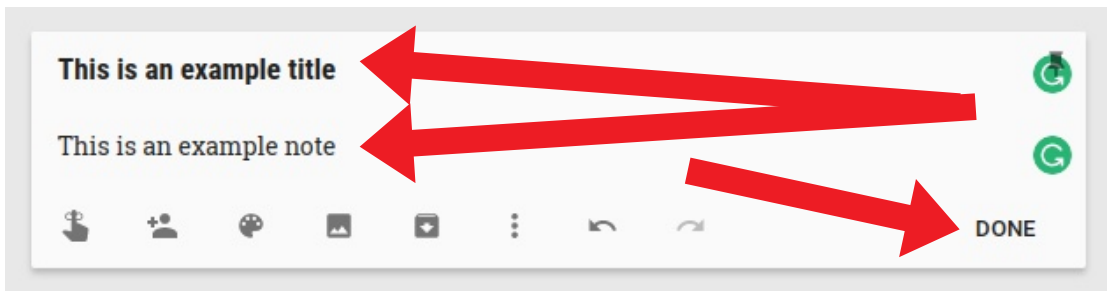
Web Version



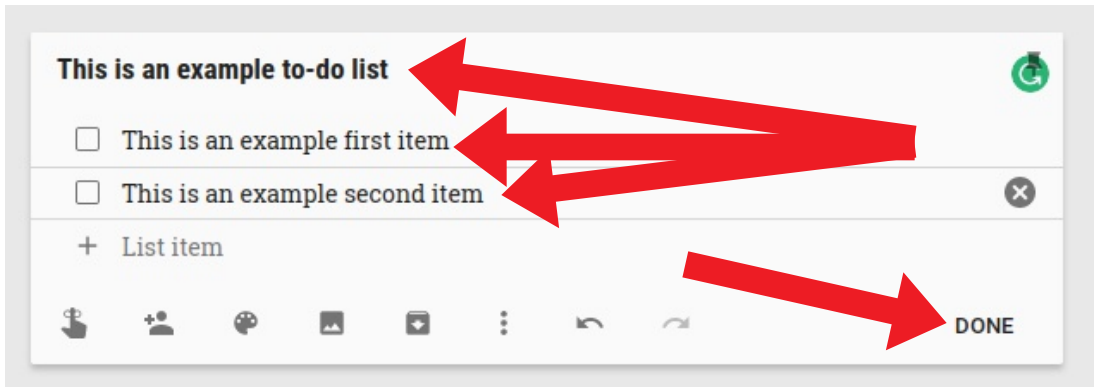


For a text note, click Take a note. For a to-do list, click the New List icon. To create a note containing an image, click the New note with image icon or to include an annotation, click New note with drawing.

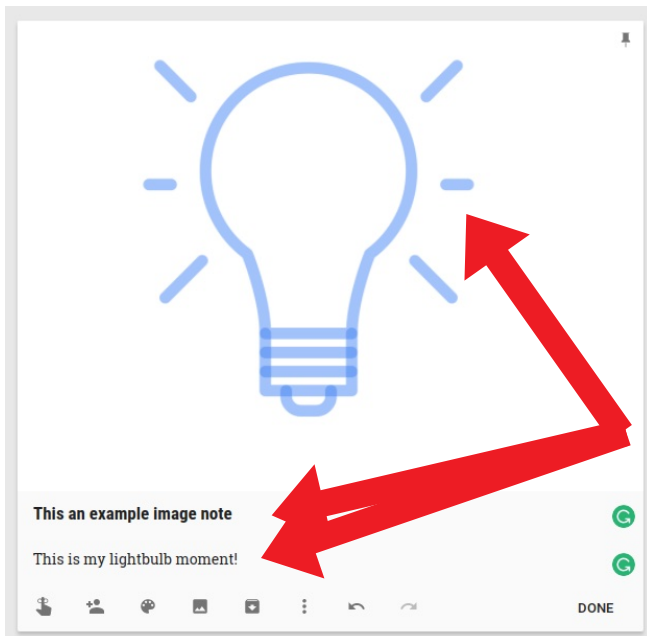




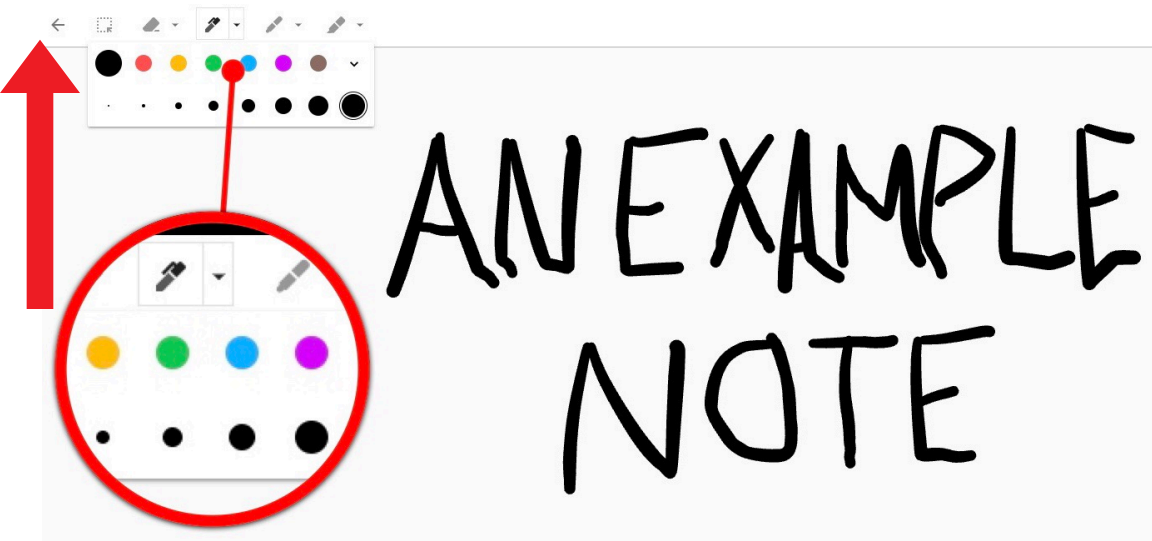
Add a title and some body text. Click DONE.



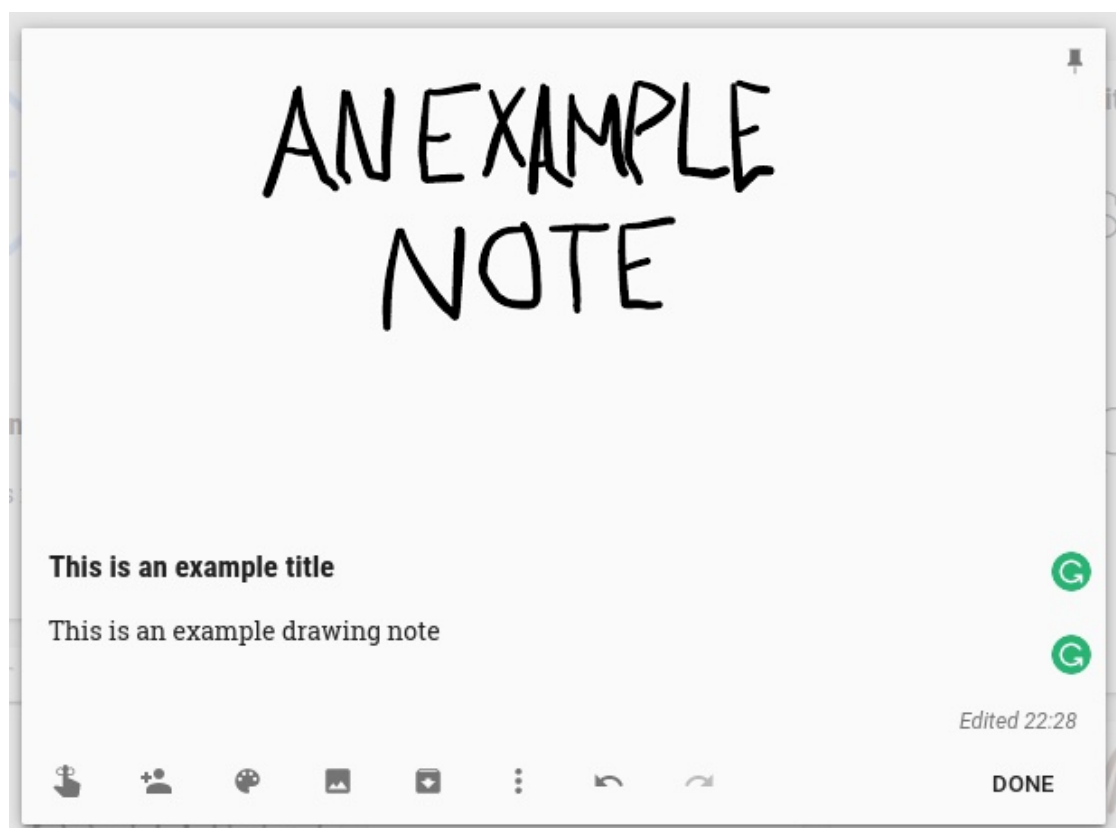
For a list note, add a title and write your first item, then your second etc. Click DONE.



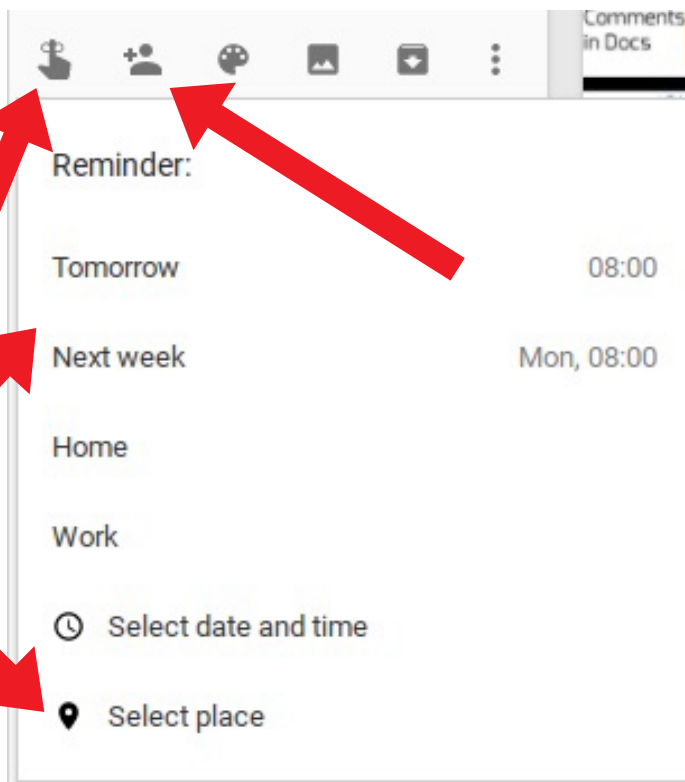
For an image note, browse for an image on your device, upload and add a title and body text. Click DONE.



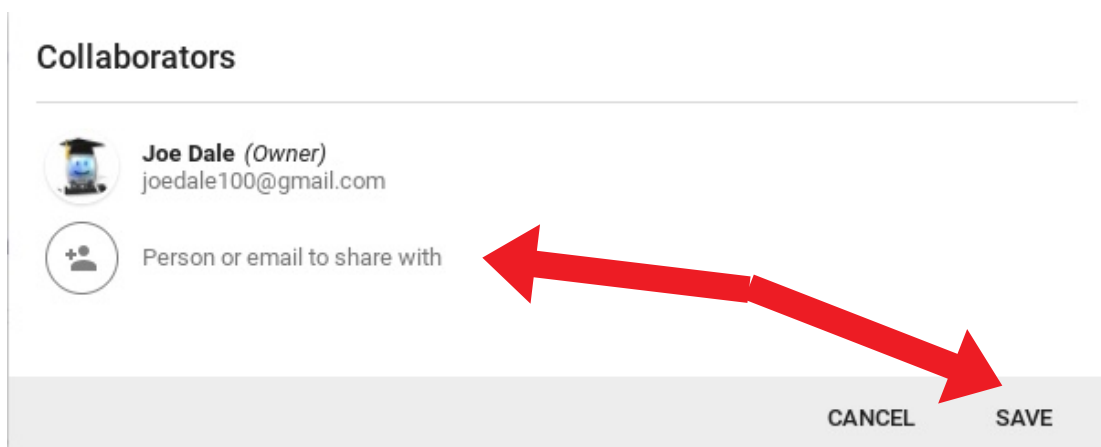
Choose the pen type, ink colour and size. Click the arrow top left when you've finished drawing.



Add a title and some body text. Click DONE.



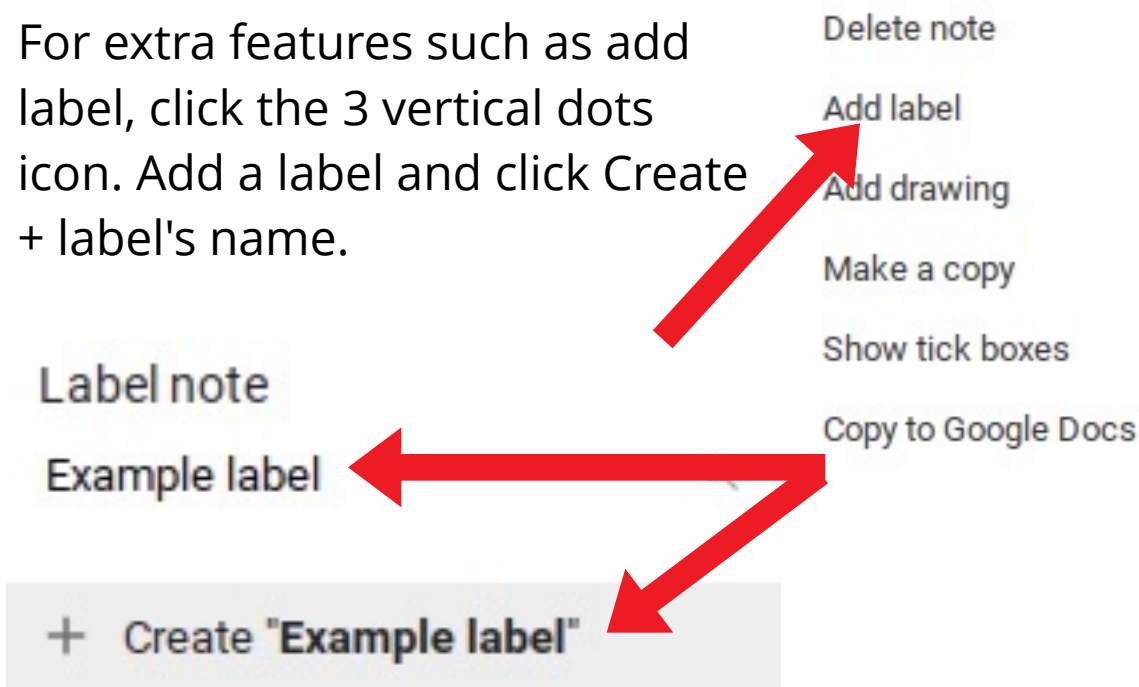
To add a reminder to a note, click the reminder icon and when or where you would like to be notified. To add a collaborator, click the collaborator icon and insert the email address of the person you would like to collaborate with on a note. Click SAVE.

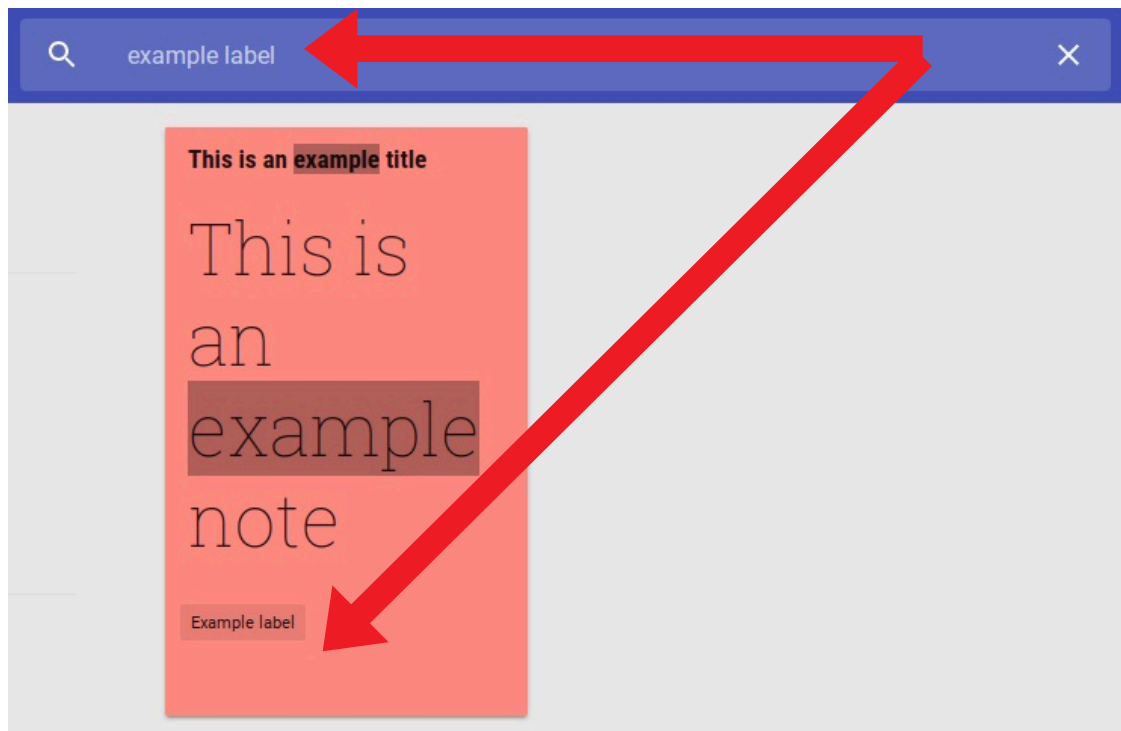




To change the colour of a note, click the palette icon and select one of the colours. To add an image, click the image icon and upload an image from your device. To archive a note, click the archive icon.

For extra features such as add label, click the 3 vertical dots icon. Add a label and click Create + label's name.





You can add different labels for different notes, then search for them in the search box. A great way to organise your notes by theme.

With regard to GDPR compatibility, here is Google's [privacy policy](#).

I hope you've found this guide useful and it's given you some ideas on how you can use Google Keep as a way of keeping organised and planned for your language lessons!

Feel free to send me some feedback via email: [joedale@talk21.com](mailto:joedale@talk21.com) or via Twitter: @joedale



