



BISD QUICK TIPS

Understanding Google vs Office 365

Google

Browser - Chrome
Word Processing – Docs
Spreadsheets – Sheets
Presentations – Slides
Survey/Quizzes - Forms
Email – Gmail
Pages – Sites
Drive Storage - Drive
Social Networks – Google + /
Groups
Notes – Keep
Search Engines – Google Search
Communication / Collaboration
Platform – Google Meets/Google
Hangouts

Office 365

Browser - Edge (previously Internet
Explorer)
Word Processing – Word
Spreadsheets – Excel
Presentations – PowerPoint / Sway
Survey/Quizzes - Forms
Email – Exchange / Outlook
Pages – Office 365 Sites /
Sharepoint
Drive Storage – OneDrive
Social Networks – Yammer
Notes – OneNote
Search Engines – Bing
Communication / Collaboration
Platform – Microsoft teams

Learning Modes

ASYNCHRONOUS (Recorded Instruction)

SYNCHRONOUS (Live Instruction)

Delivery of Instruction

Microsoft Teams

Google Meets through Google Classroom
Microsoft Teams

Recording Tools

- Microsoft Stream (in TEAMS) --included in Office365
- PowerPoint Screen Recorder--free
- Windows Recorder—free
- Screencastify—check with campus for subscription

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Creating Instructional Material

Google

Office365

Google

Office365

- Docs
- Sheets
- Slides
- PDF files
- Forms

- Word
- Excel
- PowerPoint
- PDF files
- Forms

- Docs
- Sheets
- Slides
- PDF files
- Forms

- Word
- Excel
- PowerPoint
- PDF files
- Forms

Workflow

Clever

Single Sign-On

Organizes content •
Allows for single
point of access for
material



Classroom Management System

Google Classroom

Seesaw

MS Teams

Schoology

Allows collaboration
/ group editing •
Can assign and
collect student work



Learning Management System

Schoology

Includes student
progress monitoring
and engagement
tools • Gradebook
and attendance
integration with
Student Information
System (SIS)