

Great Google Drive Add-ons & Chrome Extensions for Teachers

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Add-ons provide additional functions in Google Documents, Sheets, and Forms. You can find each of the following Add-ons by opening the “Add-ons” drop-down menu while view a Document, Sheet, or Form. After opening the menu select “get Add-ons” and search for the name of the Add-on you wish to use.

Google Docs Add-ons:

The [Tag Cloud Generator Add-on](#) will create a word cloud in the right-hand margin of any of your Google Documents that contain more than one hundred words.

One of the most useful Add-ons for Google Documents is the [EasyBib Bibliography Creator](#). The EasyBib Bibliography Creator makes it easy to properly cite resources and format a bibliography in APA, MLA, or Chicago style.

Knowing the right keyboard shortcuts to type the accents and characters is one of the challenges that students face when learning and trying to type in a new language. [Easy Accents](#) is a Google Docs Add-on that can eliminate that challenge. [Easy Accents](#) provides a virtual keyboard that enables students to quickly insert the letters and accents found in French, German, Spanish, Māori, and Sámi.

g(Math) is an Add-on for Google Docs that enables you to easily insert graphs and equations into your Google Documents. The Add-on opens in the right side of your document and from there you can insert the parameters of your graph and or generate equations.

Google Sheets Add-ons:

Add Reminders is a Google Sheets Add-on that will set-up your spreadsheet so that you simply enter reminder messages and email addresses then specify a date on which you want your reminders sent. The Add Reminders Add-on allows you to send the same reminder to everyone in your email list or you can send individualized reminders to everyone in your email list.

Online Rubric is a Google Spreadsheets Add-on that enables to you create rubrics, enter scores, and email scores to students all from one place. Once you've given **Online Rubric** permission to run on your Spreadsheet there are three basic steps you need to complete. The first step is to create a roster. Rosters are made by entering student's names and email addresses (optional). The second step is to actually create your rubric. Unlike some online rubric services, with the Online Rubric Add-on you can build as many rubric cells as you like. You can assign any point values that you want to use for each rubric cell. When you're ready to enter grades you will use your roster sheet to enter point values for each rubric cell. To email grades simply select "email grades" from the Online Rubric Add-on. You can find a video demonstration at <http://bitly.com/ft rubric>

Flubaroo is a popular Google Sheets Add-on that enables teachers to grade all at once all of their students' responses to a quiz created in Google Forms. Flubaroo offers automatic grading and emailing of grades. The autograde option in **Flubaroo** allows you to have students automatically receive their scores after submitting their responses to a quiz you created in Google Forms. The autograde feature will send students an email with their scores and the answer key (you can exclude the answer key). With autograding enabled students do not have to wait for you to run the grading process or wait for you to send emails.

Google Forms Add-ons:

[FormLimiter](#) is one of my favorite Forms Add-ons. FormLimiter allows you to set a time for a form to automatically stop accepting responses. You can also use FormLimiter to set a limit on number of responses a form will accept.

[g\(Math\)](#) is also available as a Google Forms Add-on that allows you to insert graphs and mathematical expressions into your Google Forms. To insert graphs and equations into your Form select g(Math) from your Add-ons menu and follow the directions that pop-up on the right side of the screen.

[Form Notifications](#) allows you to create triggers for emails to be sent to you when submissions are made through one of your forms. You can set the Add-on to send you an email alert after a specified number of responses are received or after every submission. The Add-on also allows you to have an email sent to Form respondents after they have completed your Form.

Chrome Extensions:

[Auto Text Expander for Google Chrome](#) is a convenient Chrome extension that enables me to create keyboard shortcuts for words and phrases that I frequently use in emails. To get started saving time sending emails install [Auto Text Expander for Google Chrome](#). Once the extension is installed you will be sent a page to create your database of shortcuts. A handful of sample shortcuts are provided for you to help you understand how to format your shortcuts. After creating your shortcuts database you're ready to start using them in email and other web applications.

[Stay Focusd](#) is a Chrome extension designed to help you stop wasting time on sites like Facebook and get your work done instead. With [Stay Focusd](#) installed you can set a time limit for yourself for how much cumulative time in a day that you spend on sites like Facebook, Pinterest, and Twitter. Once you've used up your self-allotted time on those sites you won't be able to revisit them in that browser for 24 hours.

[Dayboard](#) is a free Google Chrome extension that opens your daily to-do list every time you open a new tab in Chrome. When you open a new tab for the first time Dayboard will appear and ask you to enter your to-do list for the day. After creating your to-do list for the rest of the day whenever you open a new tab you will see your list. You can place a checkmark next to items as you complete them. [Dayboard](#) does not require you to create an account, it works offline, and when I installed it it only asked for permission to view activity on the Dayboard website.