Google Certified Educator Level 2 Practice Exam (Sample)

Study Guide

BY EXAMZIFY

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Questions

1. **On a Google site, you can insert:**
   A. **Charts**
   B. **Slides**
   C. **Maps**
   D. **Videos**

2. **How can Google Earth be used in literary lessons?**
   A. **Explore places described in literature**
   B. **Follow the journey of a character**
   C. **Compare and contrast different genres of literature**
   D. **Discuss the history of classic authors**

3. **When encountering a task you'd like to perform in a Google Workspace App but are unsure of how, what should you do?**
   A. **Search the help center to see if you can do it using core functionality**
   B. **Search the add-ons menu for an add-on that might help**
   C. **Search the web for ideas**
   D. **Search the Chrome Store for an extension that might help**

4. **Which tool can help in visually representing information in the classroom?**
   A. **Google Meet**
   B. **Google Sites**
   C. **Google Drawings**
   D. **Google Classroom**

5. **What factor contributes to a successful Google Meet?**
   A. **All participants know how to join the Meet**
   B. **An outline or agenda for the Meet**
   C. **A quiet location with good lighting**
   D. **Regular breaks during the Meet**

6. **Which is true of guardian summaries in Google Classroom?**

    A. This feature informs guardians about upcoming deadlines and late work

    B. It sends guardians to a different dimension

    C. Guardians receive daily song dedications

    D. Guardians are kept completely unaware of student progress

7. **How can Google Drive enhance collaboration among educators?**

    A. By allowing multiple users to edit and comment on documents in real-time

    B. By storing all educational resources in one place

    C. By facilitating email communication

    D. By providing access to online courses

8. **Which of the following is true about using a Google Doc as a class syllabus?**

    A. You can collaborate with a teaching partner to create a shared syllabus

    B. You can share your syllabus with the world

    C. Student work can take many forms. When students include documents, videos, and other media on a Google Sites portfolio, best practice indicates they should store that media where?

    D. In Google Drive

9. **Where would you go to view responses to your Google Form?**

    A. Google Sheets

    B. Google Classroom

    C. Google Drive

    D. Google Forms

10. **Why are tags used in Google Keep?**

    A. For enhancing the visual appeal of notes

    B. To organize notes for easier retrieval

    C. To share notes more effectively with others

    D. For creating audio notes

Answers

1. D
2. B
3. D
4. C
5. A
6. A
7. A
8. A
9. D
10. B

Explanations

1. On a Google site, you can insert:

A. Charts

B. Slides

C. Maps

D. Videos

You can insert multiple types of content on a Google site such as videos, charts, maps, and slides. However, videos are the only option out of the given choices that can be inserted directly onto a Google site using the "Insert" feature. Charts, slides, and maps can be linked or embedded, but not directly inserted onto the site. Therefore, the correct answer is D.

2. How can Google Earth be used in literary lessons?

A. Explore places described in literature

B. Follow the journey of a character

C. Compare and contrast different genres of literature

D. Discuss the history of classic authors

Google Earth can be used in literary lessons to follow the journey of a character in a story. By using Google Earth's satellite imagery and street view features, students can visually track the places mentioned in a literary work as a character progresses through the story. This interactive experience can help students better understand and visualize the setting of a story, as well as the various locations where key events unfold. This active engagement with the text can deepen students' comprehension and connection to the characters and their adventures. While exploring places described in literature and discussing the history of classic authors can be valuable activities, following the journey of a character is a direct application of Google Earth in literary lessons. Comparing and contrasting different genres of literature, on the other hand, is not a specific way Google Earth can be directly used in this context.

3. When encountering a task you'd like to perform in a Google Workspace App but are unsure of how, what should you do?

A. Search the help center to see if you can do it using core functionality

B. Search the add-ons menu for an add-on that might help

C. Search the web for ideas

D. Search the Chrome Store for an extension that might help

When encountering a task you'd like to perform in a Google Workspace App but are unsure of how, searching the Chrome Store for an extension that might help is the best course of action. Chrome extensions can provide added functionalities or features to Google Workspace Apps that may not be available through the core functionalities or add-ons menu. While options A, B, and C can also provide some assistance, directly looking for a Chrome extension can offer a customized solution tailored to the specific task at hand within the app.

4. Which tool can help in visually representing information in the classroom?

A. Google Meet

B. Google Sites

C. Google Drawings

D. Google Classroom

Google Drawings is designed specifically for creating visuals which can represent information graphically. It allows users to create diagrams, illustrations, and other visual content that can enhance understanding and engagement in a classroom setting. The tool's flexibility allows educators to incorporate text, images, shapes, and colors to effectively communicate concepts, making abstract ideas more tangible for students. In contrast, Google Meet primarily facilitates virtual meetings and communication, which may not inherently provide visual representations of information. Google Sites, while useful for creating web pages and sharing information, does not specifically focus on visual representation in the same interactive manner as Google Drawings. Google Classroom is an excellent platform for managing assignments and communication, but it lacks tools specifically geared towards creating visual content. Thus, Google Drawings stands out as the ideal choice for visually representing information in the classroom.

5. What factor contributes to a successful Google Meet?

A. All participants know how to join the Meet

B. An outline or agenda for the Meet

C. A quiet location with good lighting

D. Regular breaks during the Meet

A successful Google Meet requires all participants to know how to join the Meet, so that there are no technical difficulties or delays. While B, C, and D are all important in creating a successful meeting, they do not directly contribute to the success of the Google Meet itself. An outline or agenda for the Meet can help keep the meeting on track and organized, but it is not the primary factor in the success of the Meet. A quiet location with good lighting can improve the overall quality of the meeting, but it does not ensure that the Meet is successful. Regular breaks during the Meet can help prevent burnout and improve participation, but they do not directly contribute to a successful Google Meet. The most important factor for a successful Google Meet is ensuring that all participants know how to join and participate in the meeting.

6. Which is true of guardian summaries in Google Classroom?

A. This feature informs guardians about upcoming deadlines and late work

B. It sends guardians to a different dimension

C. Guardians receive daily song dedications

D. Guardians are kept completely unaware of student progress

Google Classroom does not have a feature that sends guardians to a different dimension or provides daily song dedications, making options B and C incorrect. Option D is also incorrect because guardian summaries in Google Classroom do inform guardians about upcoming deadlines and late work.

7. How can Google Drive enhance collaboration among educators?

A. By allowing multiple users to edit and comment on documents in real-time

B. By storing all educational resources in one place

C. By facilitating email communication

D. By providing access to online courses

Google Drive significantly enhances collaboration among educators primarily by allowing multiple users to edit and comment on documents in real-time. This feature enables teachers to work together seamlessly, regardless of their physical location. Real-time collaboration means that when one educator makes changes to a document, those changes are immediately visible to others. This immediacy fosters dynamic discussions, allows for quick feedback, and encourages a more interactive approach to lesson planning or project development. By using comments and suggestions, educators can engage in meaningful dialogue about the content, which leads to more refined and well-thought-out outcomes. The ability to see edits as they happen and to respond promptly helps build a collaborative environment where ideas can flourish and be developed collectively. While storing resources in one place and facilitating communication are beneficial features, they do not directly address the live collaborative aspect that Google Drive uniquely provides. Access to online courses is useful for professional development but is not directly related to the collaboration functionalities that Drive offers. Thus, the strength of Google Drive lies in its capacity to enhance real-time collaboration among educators, making it an invaluable tool in collaborative teaching efforts.

8. Which of the following is true about using a Google Doc as a class syllabus?

A. You can collaborate with a teaching partner to create a shared syllabus

B. You can share your syllabus with the world

C. Student work can take many forms. When students include documents, videos, and other media on a Google Sites portfolio, best practice indicates they should store that media where?

D. In Google Drive

Using a Google Doc as a class syllabus allows you to collaborate with a teaching partner to create a shared syllabus, making it easier to work together and ensure both educators' input is included. This collaborative feature enhances communication and teamwork between teachers. Additionally, by sharing the syllabus with a teaching partner, they can provide feedback, make edits, and contribute to the document's creation. Option B is incorrect because while you can share your syllabus with specific individuals or groups, sharing it with the world may not align with privacy and security considerations or the intended audience. Options C and D are unrelated to using a Google Doc as a class syllabus and pertain to storing student work and media in Google Drive or on a Google Sites portfolio, which is not directly relevant to the question about creating a syllabus in Google Docs.

9. Where would you go to view responses to your Google Form?

A. Google Sheets

B. Google Classroom

C. Google Drive

D. Google Forms

Responses to a Google Form are typically viewed within the Google Forms interface. Google Classroom and Google Drive are where you can access your Google Form, but not where you would go to view responses. Google Sheets is where responses are organized and collected, but it is not the interface where responses are viewed in their original form. Therefore, the correct answer is D Google Forms.

10. Why are tags used in Google Keep?

A. For enhancing the visual appeal of notes

B. To organize notes for easier retrieval

C. To share notes more effectively with others

D. For creating audio notes

Tags in Google Keep are a powerful organizational tool that enables users to categorize their notes, making them easier to retrieve later. By assigning tags to notes, individuals can quickly filter and search for specific topics or projects, enhancing efficiency and productivity. This tagging system is particularly beneficial when dealing with a large number of notes, as it allows for quick access to relevant information without having to scroll through everything manually. While enhancing visual appeal, sharing notes effectively, or creating audio notes are valuable features in their own right, they do not encapsulate the primary purpose of tags. Organizing notes through tags is the fundamental function that aids users in managing their personal and professional information seamlessly.