



## Steps to Set-Up a WhatsApp Broadcast for Quick Updates

1. Open WhatsApp and tap the **three-dot menu** (Android) or **Chats tab** (iPhone).



2. Select **"New Broadcast"** and add recipients.



3. Type your message and click **"Send"**.



4. All recipients will receive the message as a private chat.

5. Use broadcasts to send updates to parents or students.

**More Info:** <https://www.youtube.com/watch?v=MUXbfDSNv98&pp=ygU2U3RlcHMgdG8gc2V0IHVwIGEgd2hhdHNhcHAgYnJvYWVRjYXN0IGZvciBxdWljayB1cGRhdGVz>



## Steps to Convert an Image to Text Using Google Lens

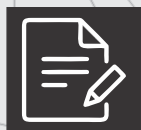
1. Open the [Google Lens](#) app or use Google Lens in the Google Photos app.
2. Select the "Text" mode and scan the document.



3. Tap "Select All" to copy the extracted text.



4. Paste it into **Google Docs**, **Word**, or **Notepad** for editing.



5. Save and share as needed.

**More Info:** [https://www.youtube.com/watch?v=CrwrljPQaYA&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g\\_dj00dlBlaGtSRVJ1QQ%3D%3D](https://www.youtube.com/watch?v=CrwrljPQaYA&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g_dj00dlBlaGtSRVJ1QQ%3D%3D)

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## Steps to Create a QR Code for Links and Documents

1. Open the [QR Code Generator](#) or use a QR code app.



2. Enter the **link** or **text** you want to encode.



3. Click "Generate QR Code" and download the image.



4. Print or share the QR code with students.
5. They can scan it using Google Lens or a QR scanner app.

**More Info:** <https://www.youtube.com/watch?v=mltezFBQKok&pp=ygUqc3RlcHMgdG8gY3JlYXRlIFFSIGNvZGUgZm9yIGxpbnRz>

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## Steps to Use Google Translate for Multilingual Communication

1. Open [Google Translate](#) or install the app.



2. Select the **source and target languages**.
3. Type, speak, or scan text for translation.



4. Use the **"Conversation Mode"** for real-time speech translation.



5. Save frequent translations for quick access.

**More Info:** <https://www.youtube.com/watch?v=E8lQrTVricg&pp=ygU8c3RlcHMgdG8gdXNlIGdvd2dsZSB0cmFuc2xhdGUgZm9yIG11bHRpbGluZ3VhbCBjb21tdW5pY2F0aW9u>

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## Steps to Use Google Calendar for Scheduling

1. Open [Google Calendar](#) or install the app.



2. Click "+" (**Create Event**) to add a new meeting or reminder.
3. Add details like **title, time, and location**.



4. Click "**Add Guests**" to invite participants.



5. Click "**Save**" to schedule the event.

**More Info:** <https://www.youtube.com/watch?v=-Z1PVTiPEkY&pp=ygUrU3RlcHMgdG8gdXNlIGdvd2dsZSBjYWxlbmRhciBmb3IgU2NoZWZw%3D%3D>

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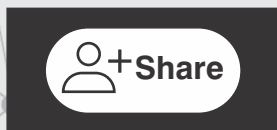
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## Steps to Use Google Drive for File Storage and Sharing

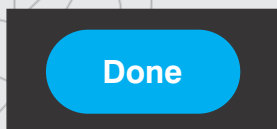
1. Open the **Google Drive** app or visit [drive.google.com](https://drive.google.com) on your browser.
2. Click the “+” (**New**) button to upload files or create new documents.



3. To share a file, right-click on it and select “**Share**”.



4. Enter the email addresses of people you want to share the file with and set their access permissions (Viewer, Commenter, Editor).
5. Click “**Done**” to send the invite.



**More Info:** [https://www.youtube.com/watch?v=UG0DP6nVnrc&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g\\_dj16aE1meWFqT3pTTw%3D%3D](https://www.youtube.com/watch?v=UG0DP6nVnrc&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g_dj16aE1meWFqT3pTTw%3D%3D)

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## Steps to Create a Google Form for Student Feedback

1. Go to [Google Forms](#) and click "Blank Form" to start.

2. Add a **title** and **description** to your form.



3. Use the "+" button to add different types of questions (MCQs, short answers, etc.).



4. Click on the **Settings** tab to make responses anonymous or required.



5. Click "Send" and choose **email**, **link**, or **embed code** to share the form.

**More Info:** [https://www.youtube.com/watch?v=ubmwp8kbfPc&t=3s&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g\\_dj00dlBlaGtSRVJ1QQ%3D%3D](https://www.youtube.com/watch?v=ubmwp8kbfPc&t=3s&pp=ygUraHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g_dj00dlBlaGtSRVJ1QQ%3D%3D)

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## Steps to Use Google Keep for Quick Notes and Reminders

1. Open [Google Keep](#) or install the app.

2. Click "Take a Note" to start writing.



3. Use the **checkbox icon** to create a checklist.



4. Click the **bell icon** to set a reminder for a note.



5. Share notes with others by clicking the **collaborator icon**.

**More Info:** <https://www.youtube.com/watch?v=e8SsBTR0mJM&pp=ygU1U3RlcHMgdG8gdXNlIGdvd2dsZSBrZWVwIGZvcjBxdWljayBub3RlcyBhbmQgcmlVtaW5kZXI%3D>



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## Steps to Use Google Meet for Virtual Classes

1. Open Google Meet ([meet.google.com](https://meet.google.com)) or the Google Meet app.

2. Click "New Meeting" to start a session.

A blue rounded rectangular button with a white plus icon inside a square on the left and the text "New Meeting" in white to its right.

3. Share the **meeting link** with students via email or WhatsApp.

4. Click on the **microphone and camera** icons to mute/unmute yourself.



5. Use "Present Now" to share your screen with students.

A blue rounded rectangular button with the text "Join Now" in white.

**More Info:** [https://www.youtube.com/watch?v=4H3\\_uhvSnCs&pp=ygUsU3RlcHMgdG8gdXNlIGdvdj2dsZSBtZWV0IGZvcjB2aXJ0dWFsIGNsYXNzZXM%3D](https://www.youtube.com/watch?v=4H3_uhvSnCs&pp=ygUsU3RlcHMgdG8gdXNlIGdvdj2dsZSBtZWV0IGZvcjB2aXJ0dWFsIGNsYXNzZXM%3D)

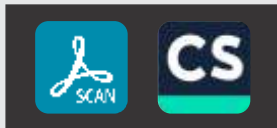
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## Steps to Create and Edit a PDF on Mobile

1. Download the **Adobe Scan** or **CamScanner** app.



2. Open the app and scan a document using your phone camera.
3. Click **Save as PDF** after scanning.



4. Open the PDF in **Adobe Acrobat Reader** to edit or add annotations.



5. Use the **Share** option to send the PDF via email or WhatsApp.

**More Info:** <https://www.youtube.com/watch?v=XuXy1wCkNog&pp=ygUoU3RlcHMgdG8gY3JlYXRlIGFuZCBIZGloIGEGcGRmlG9ulG1vYmlsZQ%3D%3D>