

A Day with Google

Workshop Title: A Day with Google
Level: Introductory (A), Intermediate (B), Advanced (C)
Prerequisite: Basic computer skills, Google Apps account
Audience: All NASD staff
Time: See chart below
Where: Washington's Crossing – Rooms 101 & 102
Date(s): See chart below

Date	8:00 – 9:30	9:45 – 11:15	12:00 – 1:30	1:45 – 3:15
July 20, 2011	Email Basics (A) Rm 102	Calendar Basics (A) Rm 102	Google Docs (A) Rm 102	Google Surveys (B) Rm 102
	Google Sites (A-B) – (8:00-11:00) Rm 101		Email – Tips and Tricks (B) Rm 101	Calendar Sharing (C) Rm 101
August 17, 2011	Aviary (A) Rm 102	Calendar Sharing (C) Rm 102	Email Settings & Labs (B) Rm 102	Email – Tips and Tricks (B) Rm 102
	Google Docs in the Classroom (A-B) – (8:30 – 11:00) Rm 101		Google Docs in the Classroom (A-B) – (12:00 – 2:30) Rm 101	
August 22, 2011	Calendar Settings & Labs (B) Rm 102	Organizing Google (B-C) Mail & Docs Rm 102	Email – Tips and Tricks (B) Rm 102	Spreadsheets & Quizzes (B) Rm 102
	Google Sites (A-B) – (8:00 - 11:00) Rm 101		Google Sites (A-B) – (12:00 - 3:00) Rm 101	

Session length: See chart for time – 1.5 hrs., 2 hrs., or 2.5 hrs.
Registration: Participants must register for this workshop through CPETracker
Act 48 Credits: 1.5/2.5 hours of ACT 48 credit for those who attend the entire session

Required items: Laptop computer, basic computer skills
Description: Each Google session is designed to allow workshop participants to choose the workshop that best fits their needs. Sessions are leveled – Introductory (A), Intermediate (B), and Advanced (C) so that workshop participants can pick sessions designed for their level of expertise. A brief description of each session follows.

Topic	Description/Prerequisite
Email Basics (A)	An overview of Google email with a concentration on saving emails and email settings.
Calendar Basics (A)	An overview of Google calendar with a concentration on entering appointments in your calendar.
Google Docs (A)	An introduction to Google Documents, Presentations, and Spreadsheets. Sharing a document will be featured in this workshop.
Aviary (A)	This workshop will introduce teachers to the suite of creative tools found in Google Aviary. Workshop participants will create a simple Aviary presentation. There are so many options to explore in this suite.
Google Sites (A-B)	Google Sites gives users the ability to create a webpage for sharing information with staff, students, and parents. With one username/password login to Google Apps for Education, updating your webpage is only a click away from checking email or updating your calendar. Your workshop presenter will take you from a blank Google site to one that is functional and ready to use. Prerequisite: <i>Since you will be creating a 'webpage', please bring a basic plan of what you would like to present to your students, staff, and/or parents. Bring a few files (.doc, .pdf, .jpg, etc.) to upload as well.</i>
Google Surveys (B)	Using Google Docs to create surveys for your classes, parents, staff is a great way to gather information. Google makes setting up a survey an easy task. Prerequisite: <i>Google Docs</i>
Email Settings & Labs (B)	Now that you have been using Google email for some time, learn how to custom your email to your user specifications. Participants will learn how to set email settings and turn on Google Labs to assist with email messaging, saving, and personal aesthetics. Prerequisite: <i>Email Basics</i>
Email Tips & Tricks (B)	Saving emails in Google Apps for Education can be managed through the use of labels or by archiving. The presenter will share both techniques so that you can choose the one that works for you. Then, the presenter will show you how to search for emails that you 'saved'. Searching for emails is quite simple – users simply need to know a few Google tricks! Prerequisite: <i>Email Basics</i>
Google Docs in the Classroom (A-B)	This workshop offers participants the ability to learn about Google Docs for Education by first introducing participants to Docs, sharing a Doc with other workshop participants, and then collaborating on classroom uses for such a tool. The presenter will also share a class project he designed using Google Docs this past spring.
Spreadsheets & Quizzes (B)	Participants will learn how this Google spreadsheets can be a tool used to enhance classroom lessons (or create quizzes). Prerequisite: <i>Google Docs or Google Docs in the Classroom</i>
Calendar Settings and Labs (B)	Participants will learn how to custom calendars to their personal specifications. Enabling Google Labs in your calendar can help you keep track of your appointments and others appointments too. Prerequisite: <i>Calendar Basics</i>
Organizing Google Mail and Docs (B-C)	Using Labels (email) and Collections (documents) can help a Google user stay organized. Participants will learn how to organize their email/documents by using labels/collections making the process of retrieving information so much easier. Prerequisite: <i>Calendar Basics, Email Basics</i>
Calendar Sharing (C)	Wouldn't it be nice to see another NASD calendar so that setting up appointments could be done easily? The presenter of this workshop will show you how easy Google makes the task of sharing calendars. If you are frustrated by making and breaking tentative appointments because you have no idea when people are busy, then do not miss this workshop. Prerequisite: <i>Calendar Basics (Calendar Settings and Labs suggested)</i>