

Agenda August PD in Each School

Google Implementation Team : Roger Jessee, Barbara Johnson, Maureen Schlosser, Joe DeLucia, Kate Morrone, Michele Lane, Maureen Vint

Goal: All staff will be able to use google apps for education (GAFE) for email, calendars, and to create and share information. Beginning in September, teachers will create and save all new documents on google drive; new documents will not be saved on the network.

1. Gmail-- August 25 and 26

- a. How to access: log in to computer, use chrome as your browser OR search mail
- b. sign in to chrome with colchester email address www.gmail.com
- c. find 3 bars: chrome settings-- find bookmarks
- d. Setting up labels and organizing mail (you can use this link as a demo)
<https://sites.google.com/a/colchesterct.org/google-apps-for-colchester/>
- e. What to do with your other Gmail account ?
- f. What about contacts?
 - i. Your personal contacts have migrated
 - ii. We are working on distribution lists for the district
 - iii. Your personal distribution lists have not migrated
 - iv. You no longer have to attach documents. Share them in google docs.

2. Next steps

- a. Setting up on your phone
- b. Mobile App Chrome : download and set up on your phone and ipad
- c. Omnibox-- address bar (explain what it is)(search window)
- d. Bookmarks = favorites
- e. App Store (our account does not have Google+)-- no sites for now, no google +
- f. Exploring the "More" options-Create Event on Calendar
- g. download docs app to phone and ipad

3. Google Calendar

- a. Embedding G-Calendar in Gmail
- b. Sharing calendars (Library/Computer Labs/ carts sign-up): 1st faculty meeting demo
- c. Sync-ing G-Calendar with mobile devices

4. Using Google Drive to store/ share docs-- faculty meetings in September

- a. Google docs
add ins: clip art, easy bib
- b. Google sheets

- c. Google forms for surveys and assessments
 - d. Google slides
 - e. Protocols for managing folders: moving forward, if you are going to **share** (e.g.: school.content or grade.title)
 - f. Set up a system that works for you -- label folders and documents thoughtfully
5. **Google Chrome -- fall meetings**
- a. What are extensions and apps? (do we do one each month throughout the year?)
 - b. How to manage your searches
6. **Resources for learning/training/teaching in Drive**
- a. Google classroom will require students to have google mail accounts
 - b. Secondary students will eventually share documents on google drive

WORD WALL

old terminology

attachment
jump drive
folders
favorites
z drive
server
toolbars
software
power point
excel
word
survey monkey

new terminology

sharing
google drive
labels
bookmarks
google drive/ shared folders
cloud
extensions and apps
apps
slides
sheets
docs
forms

Other items we will share eventually-- apps and extensions-- have an “appy hour” or demo slams, ed camps, monthly opportunities for sharing new learning.

Adblock
Tab cloud
googlegooru.com
chrome settings

December faculty meeting: Moving forward, teachers will create and save new documents on google drive; they will upload old folders to google drive and will be provided with help if they need assistance. Z drives will be eliminated July 30, 2015. Until the district migrates to total cloud computing, shared folders for teachers to use SMART notebook software and shared student folders for elementary grades will remain.