



GET GOOGLE READY FOR THE NEW SCHOOL YEAR!

GOOGLE CLASSROOM & G SUITE WORKSHOPS AUGUST 2019 AT THE SRI&ETTC



G Suite for K-12 Front Office Professionals August 9, 2019, 9:00 am to 3:00 pm

Summer is a great time to introduce new technologies or brush-up on existing practices. During this hands-on workshop, participants will learn how G-Suite for education can be used as a platform for communication and collaboration by front office administrators and support staff. Please bring your questions and challenges so our instructor can help your district be ready for the back-to-school rush.

A highly experienced Google Administrator will guide participants through hands-on activities and examples to help them effectively transition to Google Apps for Education.

Learning outcomes for this workshop include:

1. Use Gmail to optimize your inbox, by prioritizing messages, categorizing topics, creating email templates and sending canned responses.
2. Creating and managing personal and shared calendars and migrating Outlook calendars.
3. Managing and organizing documents in Google Drive.
4. Creating, sharing and importing documents in Google Drive.
5. Converting MS Office files into Drive documents.
6. Using Add-ons to automate common tasks.
7. Protecting the privacy of students and district data.

Audience: All Front Office Professional Support Staff-Educators, Administrators and Support Staff.

Participant requirements: Computer with web access (*tablets are not recommended*)

Cost: \$178 OR 7 ETTC Hours

For more information or to register for G Suite for Professional please visit www.ettc.net.



Google Classroom Kick-Start August 20, 2019, 9:00 am to 3:00 pm

Is your district new to Google Classroom? Need to make sure your new staff is up-to-speed on the first day of school? During this hands-on workshop, participants will explore Google Classroom and develop a system to manage assignments, documents, assessment, and provide timely feedback to your students.

Streamline your Google docs work-flow and eliminate Google Drive clutter by making Google Classroom command central for you and your students, helping you organize and simplify all of your course content.

Learning outcomes for this workshop include:

1. Creating and configuring new classes in classroom
2. Posting assignments and announcements
3. Effectively using the question tool
4. Providing timely feedback and managing the gradebook features
5. Organizing posts and topics
6. Using third party extensions
7. Interacting with Google Drive, Docs, Sheets and Forms
8. Exploring Google Drive Add-Ons
9. Connecting with other classrooms and teachers

Audience: Educators looking for ways to streamline and improve digital classroom resources.

Participant requirements: Computer with web access (*tablets are not recommended*)

Cost: \$178 OR 7 ETC Hours

For more information or to register for Google Classroom Kick-Start please visit www.etc.net.

The workshop will be presented by Michelle Wendt.

Michelle Wendt is an experienced Technology Integrationist and G- Suite Administrator, who guides Southern New Jersey school districts in the adoption and implementation of G-Suite for Education. She works with students, teachers and all district personal to maximize their use of the Google Apps for Education.

For more information or to register for these events visit www.etc.net.

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