

# DESCRIPTIONS

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## Getting Things Done with Gmail

Gmail combines a robust email program with Google's innovative search technologies. In this session you will learn how to use Gmail in ways that will make you more productive and organized. Some of the topics covered will include priority inbox, labels, search, labs and extensions.

**Level: Beginner - Prerequisite: Basic knowledge of Gmail and Google Drive**

## Advanced Google Classroom Workflows for Teachers - Collecting student work and sharing

The potential for collaboration with Google Apps for Ed. (GAFE) is very powerful. But, sometimes sharing and collecting work with so many users can be overwhelming. This session will present some best practices for sharing and collecting student works. There will also be a time to share some of your own best practices on this topic.

**Level: Intermediate to Advanced - Prerequisite: Knowledge of Google Classroom, Chrome, Drive and Docs**

## Beginners G Suite for School Administrators and Office Staff

The G Suite for Education is a powerful set of tools that fit well in an organization, like a school, for collaboration and sharing of information, schedules and data. This webinar will show school administrators and office staff how to best use the features of the G Suite for Education in their day to day practice.

**Level: Beginner - Prerequisite: Knowledge of Google Drive and Google Sheets**

## Google Classroom for Beginners

Google Classroom is a powerful tool for teachers to assign, collect, and grade student work in a paperless environment. This webinar will introduce participants to Google Classroom and how to best utilize it for assigning work and communicating with students.

**Level: Beginner**

**Prerequisite: Basic knowledge of Google Drive and Docs helps but is not required.**

## Using HyperDocs in the Classroom

HyperDocs are Google Docs that are self-contained lessons or units. The idea was developed by Lisa Highfill, Kelly Hilton, and Sarah Landis, and has taken hold in modern education. They contain questions, with links to videos, infographics, websites, or other resources to help the students discover new information. HyperDocs also contain tasks for students to complete, such as creating a Google Drawing or a Google Slide deck.

**Level: Intermediate - Prerequisite: Knowledge of Google Docs, Drive and Classroom**