

Grow Your Profession With Google and Social Media

Betty Ann Fish
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The Google logo is displayed in its characteristic multi-colored font (blue, red, yellow, green, red).

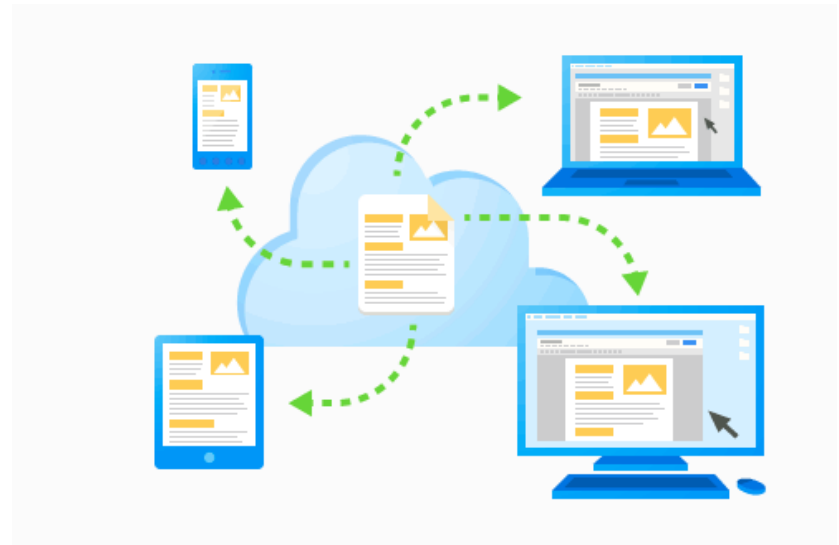
CERTIFIED
TEACHER

Google

Bringing individuals together

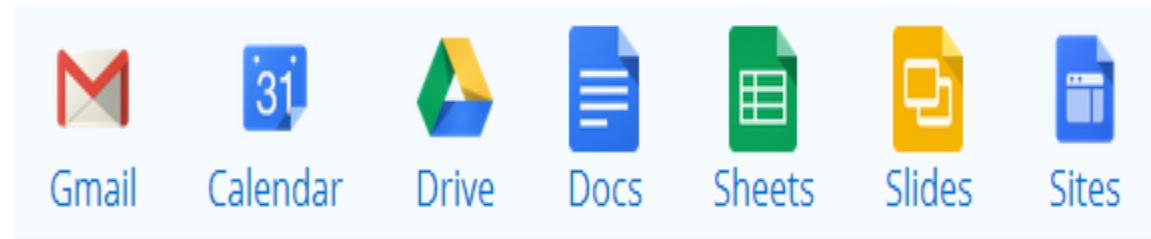


Stay connected anywhere



Google Apps for Education

- Gmail
- Calendar
- Drive
 - Docs
 - Sheets
 - Slides
- Sites



EMAIL - More robust than you think

- Gear icon and configure inbox



Select tabs to enable ×

Primary

Social

Promotions

Updates


Forums

Starred messages

Include starred in Primary

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

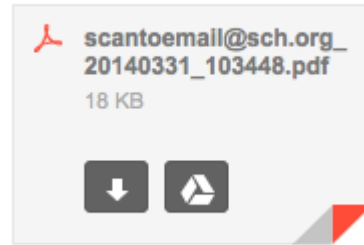
A screenshot of an email inbox interface. At the top, there are two tabs: one with a lock icon and one with a person icon. Below the tabs is a list of email messages, each with a checkbox and a star icon. A curved arrow points from the person icon tab to the second message in the list.

EMAIL

- Gear icon - Settings - General
 - undo send
 - stars
 - chat
 - create contacts for auto complete
 - signature
 - add special events for your school
 - vacation
-

Email attachments saved directly to drive

Now can save an email attachment right to your google drive and add it to a folder.

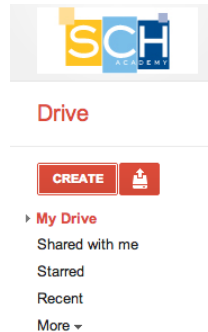


Calendar

- Click on gear icon
 - Click on settings
 - Scroll through will see location
 - Add a zip code then click on show weather
 - Share units of study so equipment can be best utilized
-

Drive

Where everything lives



not sure where that shared document is
click on more and view all

Documents

Tools and research

- add images
 - quotes
 - research
 - automatically footnotes
 - select style of footnotes
-


Document

File Edit View Insert Format Tools Table Add-ons Help Last edit was on February 28


100% Normal text Arial 11 B I U A

1 2 3 4 5 6 7


I am studying Rome.



1



2



Research

Search

- Everything
- Images
- Scholar
- Quotes
- Dictionary
- Tables

Well

Here you can search for any that interests you, find information, images, quotes, citations and more, and then **quickly insert** them into your document.

Spreadsheets

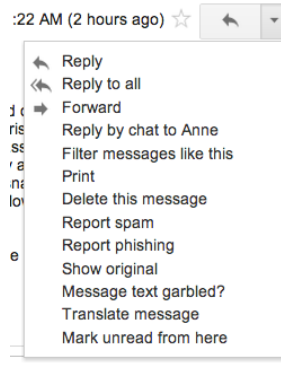
- if upload from excel once in your drive then click to open with google spreadsheet and it is fully editable
 - for attendance
-

Forms

- Forms as safety checklists
 - Forms as emergency contact lists for athletes or field trips
-

Translate a document or email

- Document
 - found under tools
- Email
 - found next to reply arrow on the right



Google+

- hangouts
 - communities
 - Internally for school professional development and collaboration.
 - Externally for your PLN.
-

Social Media

- Podcasts
 - Google Alerts
 - Twitter
 - Pinterest
 - Facebook
-

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