

General Info

1. Note: This document is “live” and will be edited during the session. The link for this document is on the PD page on Peter’s website.
 - a. <http://goo.gl/LHM5d>
2. Introduction - Peter Beens
 - a. Technical Director, BDSS, DSBN
 - b. President of ACSE
 - c. OCTE “Chair of Social Media”
 - d. OTF Curriculum Forum Steering Committee Member
 - e. Web 2.0 proponent!
 - f. email: pbeens@gmail.com
 - g. twitter: [@pbeens](https://twitter.com/pbeens)
 - h. web: <http://www2.beens.org/>
 - i. social bookmarks: <https://www.diigo.com/user/pbeens>
3. Sites demo'd:
 - a. <http://goo.gl/>
 - b. [Gmail](#) (?)
 - c. [Google Groups](#)
 - d. [Google Docs/Drive](#)
 - e. [Google+](#) (?)

Working Outline

4. Why am I here? :)
 - a. archive documents: searchable
 - b. succession planning
 - c. communication (efficient, free)
5. Everyone visit my PD page!
 - a. Explain short URL for this page (<http://goo.gl/LHM5d>) (Peter)
 - i. <http://goo.gl/>
6. Join Training Session Google Group (not yet!!!)
 - a. <https://groups.google.com/group/ofs3hlc-training-session>
 - b. which email address to use for joining? (discussion)
 - i. school board address vs Hotmail vs Gmail...?
 - c. create form to record email addresses for Google Group invitations (Peter, Google Docs - demo)
 - i. <http://goo.gl/XW6Hk>
 - d. enter data in form! (you)
 - e. send invitations (Peter)
 - i. check email and accept invitation (you)
 - f. share this document, config'd for “Can Comment” (Peter)
 - i. send email notifications (Peter)

- ii. check email for link! (all)
 - g. email address of group:
 - i. ofs3hlc-training-session@googlegroups.com
 - h. emailing/delivery options (discussion)
 - i. web vs email
 - ii. digest vs each mail
- 7. Google Docs/Drive
 - a. Document Collaboration
 - i. Create a [document](#) and share with group (demo, Peter)
 - a. use group email address
 - 2. Simultaneous editing (all)
 - ii. Sharing a folder
 - 1. create "OFS3HLC Training Session" folder (Peter)
 - 2. share with Google Group email address
 - 3. add documents to folder (Peter)
 - a. this document
 - b. [agenda](#) (private URL)
 - b. Never send attachments again!
 - c. Ideas for collaboration? (discussion)
- 8. Google Hangout
- 9. Shall I create groups for you, and configure the appropriate settings?
 - a. (can be done after or during our session, as time permits)
 - b. ofs3hlc?
 - c. family-studies-teachers?
 - d. other?
- 10. [Summary Slides and Other "Google" Info](#)