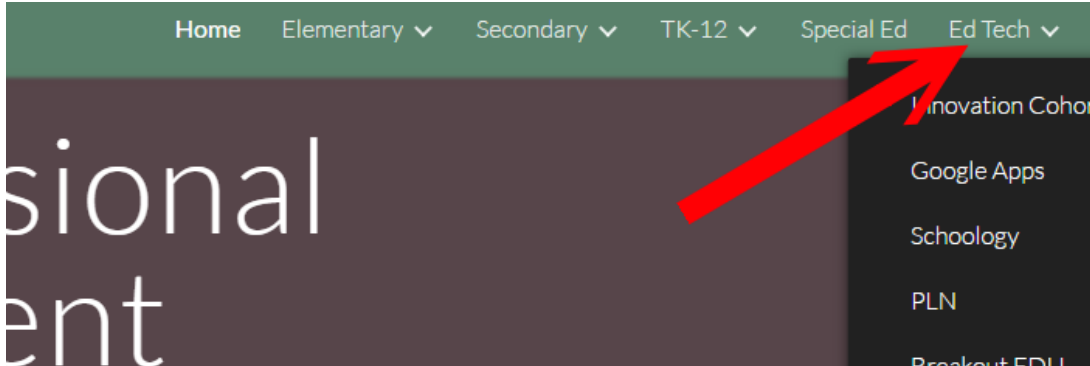# GAFE Agenda

Google Apps For Ed Training
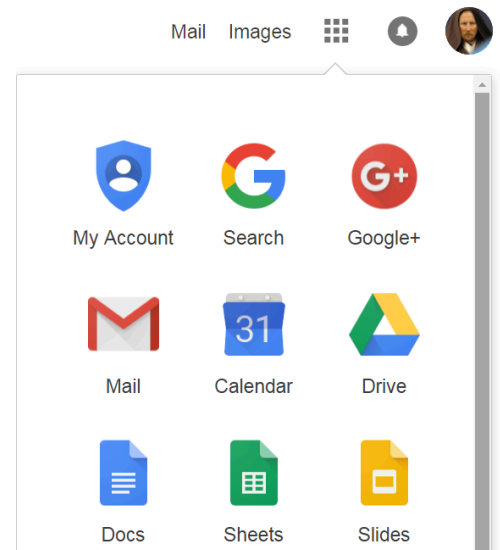
Go to bit.ly/rusdhub - then click on **Ed Tech**

Intro to Google

- What is the Cloud?
- What is Google Apps for Education?
- Our Direction at RUSD: Communication & Collaboration
- Log in to Google: use Chrome, use your @rocklinusd.org account, go to Google and find the grid icon to access the Google tools


Google Calendar

- Calendar Intro
- How to create events in "My Calendar"
  - Overview, Create an event for your birthday on your calendar
- Shared Calendar: Guests & Notifications

Google Drive

- Take a look around Google Drive: Comparison to Windows
- Practice
  - Create a Folder
  - Change the View
  - Use the power of Search
  - Add a file from Windows to Google Drive
    - 1) right click and upload
    - 2) drag and drop
  - What are three places to look for files
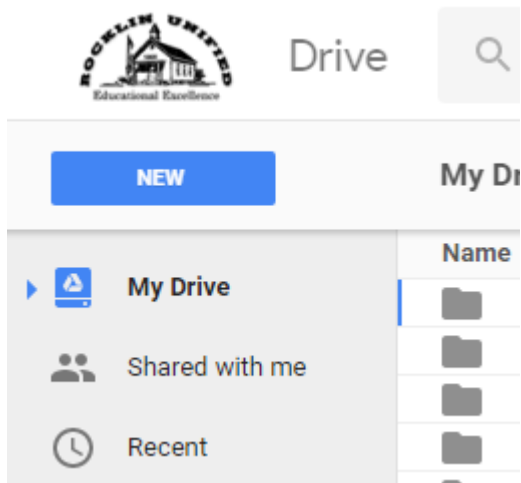
Google Docs

- Take a look around Google Docs: Comparison to Word
- Practice:
  - Create a Doc & do some simple formatting
  - Give it a name
  - Move To a Folder
  - Share it with Ryan O'Donnell (give access to VIEW) & Melanie Patterson (give access to EDIT)

Google Sheets

- Take a look around Google Sheets: Comparison to Excel
- Practice:
  - Find an elbow neighbor as your partner
  - One of you needs to create a Sheet
  - Name it "Favorite Lunch Places"
  - Share it with your partner
  - Have each of you work on this sheet by making it look like the example below

Favorite Lunch Places

File   Edit   View   Insert   Format   Data   Tools   Add-ons

$ %   .0   .00   123 ▾   Arial

	A	B	C
1			
2		**Ryan**	**Melanie**
3	1)	Tokyo Express	La Bou
4	2)	Don Quixote	Primo's
5	3)	Dickey's	Don Quixote
6			

How can you use Google Apps for Education to make your job easier and more efficient?