



Return to [TDSB Google Camp Sessions](#)

Manage your Gmail WorkFlow with Tasks

Session Description:

Do you get a lot of email? Dealing with email efficiently is possible! Learn about new features of TDSB Gmail that improve productivity. We will give participants hands on time to discover this for themselves, using a framework of the following three questions:

- 1) What is workflow?
- 2) How do I develop one that works for me?
- 3) How do the new TDSB #GAPE tools help me with professional productivity?

Category: "Hands On" Session (Activity based session)

Level: New Users (rarely used, or never used GAPE), Dabblers (uses GAPE occasionally), Regular Users (uses GAPE regularly)

Audience: Kindergarten, Primary, Junior, Intermediate, Secondary

Tool Highlights: Gmail for Classroom Staff, Google Tasks, Google Calendar

Prior Learning: Participants understand How to access TDSB gmail through AW

Session Links:

<http://bit.ly/tdsbcampgmailbasics> - Slide Deck

<http://bit.ly/tdsbcampGmailHann> - Welcome Form (to participate in the activity)

<https://drive.google.com/file/d/0B9G8...> - Gmail Workflow Image

<https://drive.google.com/file/d/0B9G8XDBmD...> - Task Workflow Image

Presenter: David Hann

Teacher, Elementary

Donview Middle Health & Wellness Academy

Biography:

David has been teaching for the Toronto District School Board since 2004, following undergraduate studies at the University of Toronto in history & philosophy, and in education. He also holds a DT Specialist designation. David currently teaches grade 8 math, grade 7 and 8 computers, and grade 6, 7, and 8 Design and Technology at Donview Middle Health & Wellness Academy.

As a Digital Lead Learner in the TDSB he has delivered technology PD at numerous conferences and workshops over the last 5 years, including the Educational Computing Organization of Ontario, the



University of Western Ontario Math Department, the Maker Educators of Toronto Area, and regularly to teachers at his own school. Presentations on Google Apps for Education topics have included TDSB Student Gmail, Google Forms, Google Sheets, and Google Classroom. Other topics have included Making in Education, Makey Makey, 3D printing, Coding in Elementary Schools, and iPads.