



New Trier GoogleCon

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Sessions Outline

Possible Session Topics

- Google Keep
- Useful Google Chrome Extensions
- Google Docs/Sheets Tips & Tricks
- Google Drawings
- Useful Docs/Sheets/Slides Add-Ons
- Intro to Google Forms
- Intro to Google Drive
- Organizational Tips for Google Drive
- Google Drive File Stream
- Making the Transition from Microsoft Office to Google Drive
- Intro to Google Sites
- Chrome Tips and Tricks
- Google Sites
- Working Hand in Hand: Using Google and Microsoft Office together

Schedule?

Attendance Sheet

Which “Lane”?

- Jen: Google Drive Organization, Google Keep, Google Forms
- Pete: Advanced Sheets, Google Forms, Workflows
- Eric: Google Drawings, Sites, Add-ons
- Ellen: NOT Extensions Google Docs!
- Jacqui: Workspaces & Priority
- Natalie: Docs for beginners; Similarities to Word; Make the Transition

Format

- 25-minute demos



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- 55-min longer sessions
- Longer sessions in AM
- Shorter sessions in PM
- Intensive, longer session for hands-on
- Pairing, moderating, prep files for training
- Possible “open” session for questions

Links:

- [Website](#)
- [Sign-up Form](#)
- [Linkedin Learning Playlist](#)



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8:30-9:30

- **Google Suite for Beginners (EA & NM)**
 - Navigating to Google Apps
 - Functions of each app
 - Tour of Google Drive
 - Create Folder
 - Upload File
 - Share file
- **Google Slides (EJ & PG)**
 - Templates
 - [Slidesgo](#), [Slides Carnival](#), [Slidesmania](#)
 - Adding new slide (title, column, caption)
 - Insert Picture, Videos
 - Animation
 - Present/edit screen
 - Master Slides
 - Charts
 - From sheets
 - Insert link
 - Add-ons
- **Organize Google Drive (JP & JS)**
 - Workspaces
 - Priority/Starred
 - Color Coding
 - Adding Shortcut to Drive
 - Shared Drives
 - FOLDERS FOLDERS FOLDERS

9:30-10:30

- **Google Forms for Beginners (EA & NM)**
 - Question Types (when and why you would use each one)
 - Sharing the form vs. adding collaborators
 - Make it cute!
 - Settings
- **Google Docs (EJ & JS)**
 - Adding more fonts
 - Using templates
 - Paint format (double click to continue applying)
 - Paste without formatting
 - Text Styles (Headlines, updating styles, save as defaults)
 - Page breaks
 - Footnotes
 - Page numbers/page count
 - Document outline/table of contents
 - Page setup (margins, orientation, doc size, bg color)



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- Adding images (image placement with text, cropping, editing/adjusting images)
- Adding Google Drawings
- Working with Tables
- Columns
- Revision history
- Copying, renaming, moving, deleting files
- Explore
- Sharing
- Comments and Notifications
- Translate entire document
- Automatic text substitution
- Inserting links
- Add-ons
- **Microsoft/Google Drive File Stream (PG & JP)**
 - Convert Word Documents
 - Upload to file stream
 - File stream vs. web
 - Changing default location of saved files
 - Google Vs Microsoft?

10:30-11:00

- **Google Drawings (EJ)**
 - How to create new drawing
 - How to insert drawing into Doc
- **LinkedIn Learning (JP)**
- **Google Keep**
 - Note taking
 - Use tags and color codes

11:00

- **Q&A**

12:30-1:30

- **Organize Google Drive (JP)**
 - Repeat of morning session
- **Google Sheets for Beginners (PG)**
 - Navigating Google Sheets
 - Creating, naming, and saving spreadsheets
 - Importing files
 - Converting other file formats such as Microsoft Excel to Google Sheets
 - Editing
 - Formatting Cells
 - Text Wrapping
 - Headers



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- Themes
- Sorting
 - Moving/Hiding Columns
 - Sheets
- Adding hyperlinks and images
- Collaboration
 - Revision History
 - Cell History
 - Commenting
 - Notes
 - Notification Rules
- **Google Sites**
 - Creating a Site
 - Adding a theme
 - Adding pages
 - Adding content
 - Creating links
 - Layouts
 - Site Navigation
 - Publishing

1:30-2:30

- **Google Chrome & Extensions**
 - Signing into Google Chrome
 - Bookmarks
 - Incognito Browser
 - Clearing browser data
 - Storing passwords
 - Installing/managing extensions
 - OneTab
 - Print Friendly
 - AdBlocker
 - Screencastify
- **Google Forms Advanced**
 - Logic Branching
 - Editing Response
 - Pre-Fill
 - Attach a file
 - Add to Google Site
 - Email Notifications
- **Google Sheets Advanced (PG)**
 - Templates
 - Alternating Colors



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- Sorting and Filtering
 - Conditional formatting
 - Data Validation
 - Filtering (is empty)
- Range & Cell Data
 - Linking to Data
 - Protecting Data
 - Named Ranges
- Useful Tools
 - Split Text to Columns
 - Remove Duplicates
 - Column Stats
 - Adding multiple rows/columns (selecting the number of rows first)
 - Explore feature in Sheets
 - Sort/Randomize order
 - Add images to sheet/cell
 - Copying formulas to entire row (keyboard shortcuts)
- Formulas
 - IfNA
 - Count
 - Concat
 - Lower
 - ImportRange

2:30-3:00

- **Google Forms Add-ons**
 - [Check it Out](#)
 - [Choice Eliminator 2](#)
 - [Form Limiter](#)
 - [QR Code Creator](#)
- **Google Apps on the iPad**
- **Advanced Functions of Google Search**
 - Omnibox
 - Search within a site
 - Keywords
 - Reverse image search
 - Tools
 - Timer
 - Weather
 - Translator

Survey Results

General



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- Brief overview of topics, then more significant training if people want to delve into specifics of how a topic would assist them (eg forms).
- This seems like it will be a worthwhile day. thank you!
- Beginners
- even one of the topics you mentioned above. I like learning one or two things at a time so it is not overwhelming
- organizing the mass amount of google documents that are in a huge list and not user friendly.
- I would love to learn how to work around the limiting capabilities of the Google Docs and sheets apps on the iPad. Most support staff (at least I am) are provided with iPads, as opposed to laptops for their portable device.
- The iPad is superior for many things, but not Google docs and sheets. Thank goodness I have a PC as my primary tool at school. And, thank goodness I have my own laptop at home to use when an iPad is insufficient for the task.
- Since I'm a beginner, anything you teach us will be helpful.
- all google doc tasks
- Using someone's personal signature in Adobe or Google
- Just learning more about how Google product works
- efficiently cover several topics and training needs
- Yes but google does not affect that aspect of my work

Drive

- How to organize my google docs
- Set up a shared Google Doc folder for everyone in the MCL Dept.to use.
- Organizing the files- my drive and shared
- Learning added feature and search options
- Google Shared Drive
- organizing the mass amount of google documents that are in a huge list and not user friendly.
- organizing my google docs and how to get started in docs, forms etc
- managing the Google drive
- File locating - organization
- I would like it to be easier to find my files
- Arranging my Google home as efficiently as my Office one
- Finding and organizing files that were Shared With Me

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Docs

- organization of google docs and sheets
- How to organize my google docs
- Set up a shared Google Doc folder for everyone in the MCL Dept.to use.
- Honestly, I don't really like google docs so I guess just knowing how to use it is helpful
- Working around fewer tools than Office has (i.e. seeing my paragraph marks)

Sheets

- Vlookup applied to form responses
- Downloading class lists from PowerSchool into an Excel type sheet for course recommendations.
- I need to be able to work with a google doc similar to excel created by someone else
- Reviewing formulas for Sheets
- How to change format of Google sheets when a survey is filled out. The answers do not download in an easy to read format
- Again, the presentation of the google sheets after the answers come into a survey.
- i want to learn google sheets
- Formatting like you can in Excel

Forms

- Request to learn - she is asking to learn how Google Forms can do what Doodle Poll can do. Essentially, she adds a specific group of people and then polls their availability which is then displayed graphically.
- organizing my google docs and how to get started in docs, forms etc
- Vlookup applied to form responses
- How to use Google forms to replace Doodle Poll
- where do I begin?? how to share a survey with students and then allow teachers to use/edit it for their own use.
- How to change format of Google sheets when a survey is filled out. The answers do not download in an easy to read format
- Best way to create a sign up question that makes the responses sheet easier to read
- I do spend a lot of time going back and forth between Office and Google because Google can't do everything I need it to, but Google offers the sharing and data collection that I need. I also wish there was a way to create a Google Responses Sheet that didn't have the full question as a header in the top row for an entire matrix

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Microsoft transition

- organization of google docs and sheets
- Lack of knowledge beyond basic how to
- I'm unfamiliar with Google and would like to learn more to make me comfortable.
- I don't trust Google.
- Tools on Excel are quicker to find, feel like there are more options
- Not as familiar with Google products as with Office
- I do not know Google and do not feel comfortable., The PD class we had was NOT for beginners and went too fast.
- Protecting financial or student info on Google Drive Drive
- I'm already familiar with the Microsoft products so they are easier for me to use
- I deal in very detailed spreadsheets with an enormous amount of data, it concerns me that data is automatically saved in google sheets, also formatting is not as visually pleasing as excel, shading, columns sizes etc., also pivot table etc.
- I work with both. They both have their own advantage.
- i feel that i do not really know how to use/access everything in google.
- formatting
- More familiar with Word, Excel (but starting to use Google more)
- Not as many options
- Google Docs confuses me because I don't use it frequently
- Just feeling more comfortable working with Google in general
- Office is what I know, as my work is for me alone, I don't see a need to change to Google.
- I'm more familiar with Outlook products
- I use Excel alot and I am not sure the functionality is the same in google docs
- Having to memorize new tricks and how tos
- Much less formatting control and having other people share the document with people (usually students) that I don't know they've shared it with

Communications

Communication to Staff

Hi, all! We are so excited to see you all at the first-ever, virtual GoogleCon PD event on **Monday, February 22nd.**



New Trier GoogleCon

Quick Look at the Schedule for the Day...

- 8:30-11:30
- [Lunch & Relax :\)](#)
- 12:30-3:00pm

Thank you for completing the survey as it helped us customize training that will hopefully meet your needs and support you in your work at New Trier (and in life!).

Here is your Checklist to get started:

- ☐ Go to the [GoogleCon Website](#) for an overview of day's schedule
- ☐ Review the [GoogleCon Session Descriptions](#)
- ☐ [Register](#) for your sessions - You can also use the "Sign Up" button in the upper, right

IMPORTANT TIPS PRIOR TO MONDAY, 2/22:

- Please log into your [New Trier Google account](#) to ensure there are no issues. Also, we respectfully ask that you be on time for your sessions so we can make the most of our limited time together :). *Thank you!*
- If you have a second device (iPad, phone, extra laptop) we recommend using it to join the Zoom sessions. This way you will have your primary device to complete the hands-on activities. If not, you will still be able to Zoom and complete the activities on one device.
- If you do use a second device (personal), remember to sign into Zoom via the New Trier Zoom portal - <https://nthz.zoom.us>.

See you all soon, and please reach out to me directly if you have any questions.

The ITS Team

Final Communication to department & admin assistants + Business office & library support staff:

Hello, all! The Instructional Technology team would like to invite you to **GoogleCon**, our first-ever, one-day professional development conference centered around all things Google, offered during the upcoming **Institute Day** on **February 22nd**.

We plan to hold several short sessions throughout the day, giving you the opportunity to choose the sessions *you* would like to attend. *More details to follow...*

Here are a few examples of the topics we might offer:

- Staying Organized in Google Drive
- Best Google Tips & Tricks
- Google Chrome Extensions Game Changers!
- Transitioning Microsoft Files to Google Drive

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New Trier GoogleCon

- Advanced Features and Formulas for Google Sheets
- Introduction to Google Drawings

We would like to learn more about your learning needs and which topics would most benefit you. Please take a few moments to fill out [this survey](#), in order to help us plan a productive and rewarding day just for you. Please complete the survey by **THURSDAY, 2/11**.

Quick Survey

You will receive a follow-up email with additional information about **GoogleCon**. We look forward to working with you all!

New Trier Instructional Technology Team

Prior to February 22nd, please log into your New Trier Google account to ensure there are no issues. Please make sure to be on time for your sessions so that we can best utilize our time together.

Communication to Department Leadership & Admin

The Instructional Technology staff is planning **GoogleCon** for support staff for our upcoming February 22nd Institute Day. This full-day professional development mini conference centers around Google's suite of apps. Full details will be coming soon, but the plan is to offer several short, concurrent sessions throughout the day, giving our staff the opportunity to choose the sessions they would like to attend.

We plan to send an email to all department assistants, admin assistants, as well as business office staff on Monday, 2/8. We will also include [this survey](#) to discover a bit more about our attendees.

We just wanted to give you a heads up so you have time to inform your staff of this upcoming PD event.