

WEBINARS

20AUT37 – Using Google Apps

Suitable for school leaders, teachers and secretaries

Webinar 1 - Email, Tasks, Google Calendar, Documents

- What Google Apps is and how you can use it make your life easier?
- How to send an email.
- How to organise your gmail efficiently with labels
- How to make an email list e.g. parent email list, teacher email list
- How to use Google Tasks list properly
- How you can use it to automatically save your photos
- How to use make a shared Google Calendar



Webinar 2 - Google Apps Storage, Google Docs, Google Forms

- Revision of Session one and answering any outstanding questions
- How to make a document
- How to share a document so everyone can work on it together (for a making a school plan or collaborative document)
- How to create and share a folder (suitable for sharing resources)
- How you can create a Google form to survey parents, gather parents email addresses and use it to book parent teacher meetings.
- Answer any other queries or questions you have with regard to Google Apps!

Date: Wednesday, 21 & Thursday, 22 October 2020

Time: 7.00 – 8.30 pm

To book a place go to www.dwec-courses.com