Session Overview: Google Suite for School Administrators

Session Date & Times: Wednesday, August 7, 2019
Session 1: 9:30 AM
Session 2: 11:30 AM

Presenters: Ms. Joi Gause, Assistant Principal, CMS
Mr. Nick Swan, ITC, CMS/NNPS-JDC

Overview: We all know that sometimes, there just are not enough hours in the day, every day, to accomplish all the work busy school leaders need to finish during their work days. The purpose of this session is to help highlight some helpful Google Suite technologies that can help you better communicate to your stakeholders, cut down on the tedium of documentation, and assist with your organization. This is a session designed for school administrators who are “Google Novices,” giving small doses of the potential of the Google Drive, Team Drives, and Forms, to increase time-on-task efficiency and help reclaim time lost to trying to keep track of minutia. Participants will leave with knowledge of basic GSuite apps, drive/team drives, and a ready-to-implement Google Form log which can be easily created and customized to use for discipline tracking, organizing events, or anything else you might need.

Agenda
- Introductions, success criteria & learning intentions (2 minutes)
- Anticipatory set: “Where’s my stuff?!?” Activity, reflection (8 minutes)
- Overview of Google Chrome & benefits of logging in (5 minutes)
- Overview Drive & Team Drive, as well as specifications of each (7 minutes)
- Overview of Gsuite apps, especially Docs, Forms, Slides & Sheets (15 minutes)
- Make It Yourself: Google Form activity, sample Google form discipline log (15-20 minutes)
- Think-pair-share reflection activity and assessment (5 minutes)