GOOGLE Virtual CPD AUTUMN 2021

ICT in SCHOOLS

Google Mail

REMOTE LEARNING

Find out how Google Mail works, and learn some great tips on how to personalise it for you. This session also looks at how you can use it with your students to support and develop their learning.

Find out:
- How to make use of the features of mail
- How to collaborate with other people
- Explore personalisation features

Expected impact on schools - Participants will:
- Be able to use google mail confidently
- Be able to use more of the functions in Google Mail
- Develop ideas for using in teaching and learning

Who is this course for?

Absolute Beginners to Google Workspace

When:

Thursday 16th September 2021	16.00 - 17.00

Google Drive

REMOTE LEARNING

With Google Drive it is easy to store, share and collaborate on projects or school work. Just upload or drag content and share with those people you want to work with. When you create a new document in Drive, it's automatically added to Drive, and saved automatically.

Find out:
- How files are uploaded and stored in Google Drive
- How to collaborate with other people and share in Google Drive
- Explore the different types of document that can be made within the Google Workspace
- Develop ideas for using in the classroom

Expected impact on schools - Participants will:
- Be able to use Google Drive confidently to upload and store work
- Be able to use and create documents in Google Drive
- Be able to use more of the functions in Google Workspace and Google extensions
- Develop ideas for using in teaching and learning

Who is this course for?

Absolute Beginners to Google Workspace

When:

Wednesday 22nd September	16.00 - 17.00

If you are interested in taking part in any of our virtual CPD sessions, please email: julia.small@ictinschools.org

ICT in Schools Team

Google Calendar Intro

Google Calendar is part of Google Workspace for Education and will help you work smarter. It's easy to use and one of the simplest ways to organise events, meetings and deadlines.

Find out how to:
- Create calendar events
- Set up recurring events
- Share and invite people to meetings

Expected impact on schools - Participants will:
- Be able to use Google Calendar confidently as part of your Google Classroom or as an independent application.
- Develop ideas for using in teaching and learning

Who is this course for?

Absolute beginners to Google Workspace

When:

Tuesday 28th September	16.00 - 17.00

Google Classroom

Google Classroom is a free service (part of your Google account) that helps students and teachers organise assignments, boost collaboration, and foster better communication.

It allows you to develop and deliver interactive remote learning lessons to students.

Find out how to:
- Create a Classroom with students.
- Post to the stream.
- Add materials and create assignments.
- Oversee students completed assignments.

Expected impact on schools - Participants will:
- Be able to use Google Classroom confidently.
- Develop ideas for using in teaching and learning

Who is this course for?
Absolute beginners to Google Classroom

When:

Wednesday 6th October 2021	16.00 - 17.00

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ICT in Schools Team