



LCSC EDUCATIONAL TECHNOLOGY

TRAINING PRODUCT FOR GOOGLE APPS FOR EDUCATION

Unit 1-3: Email, Docs, and Calendar



This course is designed for an instructor-led, hands-on, classroom training that consists of demonstrations, guided practice and performance-based assessments using video tutorials and Informational Job Aids.



**Lake Central School
Corporation**

Pathways to Excellence

Photo courtesy of Google Training Academy

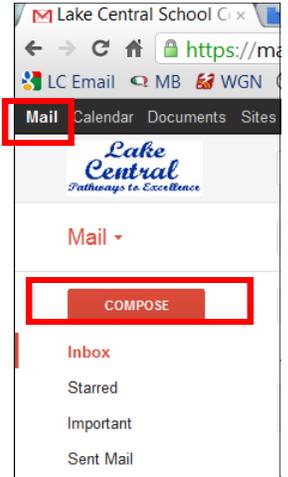
**Unit 1: Google Email
Module 1.1**

This Job Aid provides the steps needed to send and receive emails to internal and external recipients.

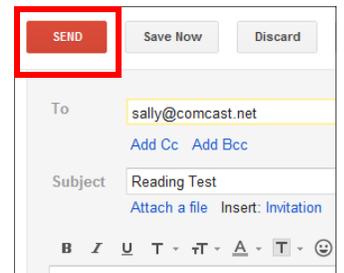


SEND AND RECEIVE EMAIL

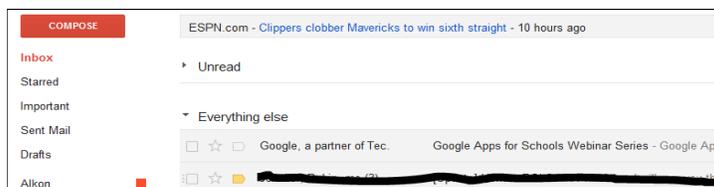
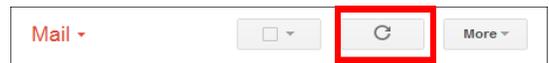
1. Access Google Apps by logging in to your Gmail account.
2. Click the “Compose” button in the top left corner of the Email page.
3. Type the email address of the recipient in the “To” text field and title in the “Subject” field.



4. Add a recipient for a “Carbon Copy” (Cc) or a “Blind Carbon Copy” (Bcc) - optional.
5. Begin typing the content of your email. *Note: You may customize your text by using the formatting toolbar above the text field.*
6. Click the “Send” button when finished.



- New email will be received automatically, but to force a “Send and Receive” you can click the chasing arrow.
- Received emails will appear in a list down the page.



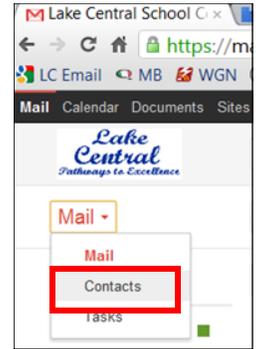
**Unit 1: Google Email
Module 1.2**

This Job Aid provides the steps needed to create a list of contacts by adding potential recipients' email addresses.



CREATE CONTACTS LIST

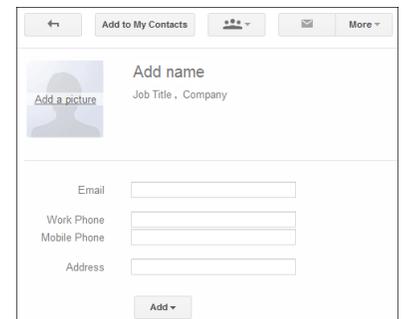
1. Access Google Apps by logging in to your Gmail account.
2. Click on “Mail” in top left corner.
3. Select “Contacts” in the drop down list that appears.



4. Click on “New Contact” button.



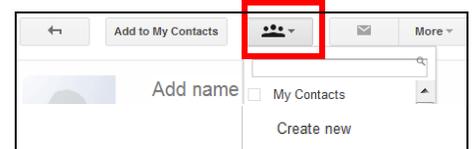
5. Enter contact information in the appropriate fields. Information is saved automatically.



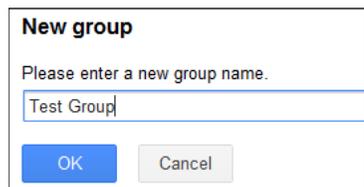
To Create a Group List for Email Distribution:

1. Click on “Mail” in top left corner.
2. Click on “Contacts”.
3. Select the “Group” icon and choose “Create New”.

4. Type the Group Name and click OK.



5. Select the Group Name from list on left side.



6. Click “Add to Group” icon and begin typing the names to be added.



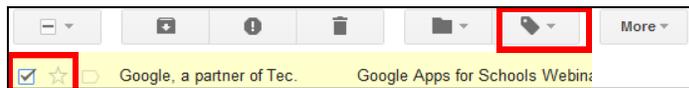
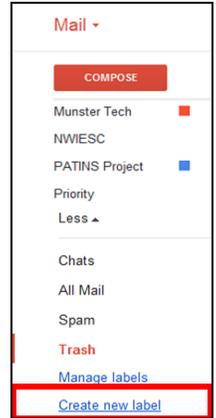
**Unit 1: Google Email
Module 1.3**

This Job Aid provides the steps needed to help you organize messages into any category: work, family, friends, etc.



CREATE LABELS AND FILTERS

1. Access Google Apps by logging in to your Gmail account.
2. Click the “More” option from the list of labels in the left side panel.
3. Click “Create New Label”.
4. Type Name of the new label and click “Create”.



Note: Create a new label for a message in your inbox by selecting the box next to the message, clicking the “Label” button above your message, and then clicking “Create New”.

5. To apply a newly created label to a recipient, view your email Inbox and select the small checkbox to the left of any and all messages that will receive the label.
6. Click the “Labels” button above your messages and select the previously created label to apply to these new recipients.
7. Click “Apply”.

Applying Color Code, Editing or Removing Labels:

1. Hover your cursor over the label name in the left side panel.
2. Select the drop down arrow.
3. Choose Label Color, Edit, or Remove Label.

**Unit 2: Google Docs
Module 2.1**

This Job Aid provides the steps needed to create a new text document using Google Docs for online collaboration.



CREATING A NEW TEXT DOCUMENT

1. Access Google Apps by logging in to your Gmail account.

Sign in Google

Username
yourname@gmail.com

Password
.....

Sign in Stay signed in

[Can't access your account?](#)

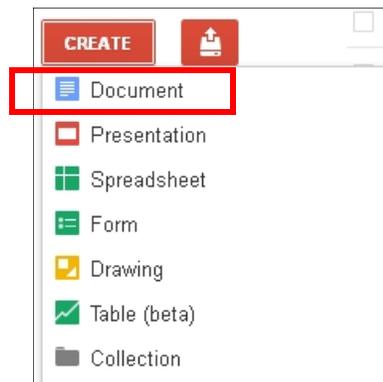
2. Click on the “Documents” link in the upper left-hand corner of the top navigation bar.



3. Click the “Create” button.



4. Select “New Document”.



5. Type a Title for the Untitled Document.



**Unit 2: Google Docs
Module 2.2**

This Job Aid provides the steps needed to upload a text document to Google Docs for use with an online collaboration project.



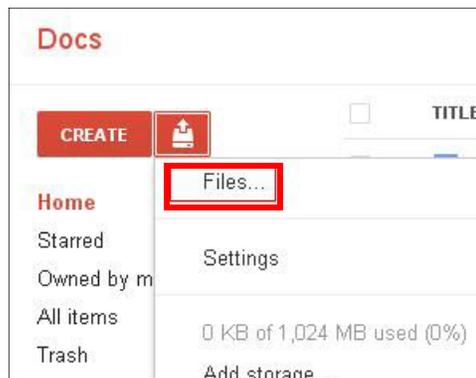
UPLOADING AN EXISTING DOCUMENT

1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Documents” link in the upper left-hand corner of the top navigation bar.

3. Click the “Upload” button.



4. Select “Files” to upload an existing document on computer.

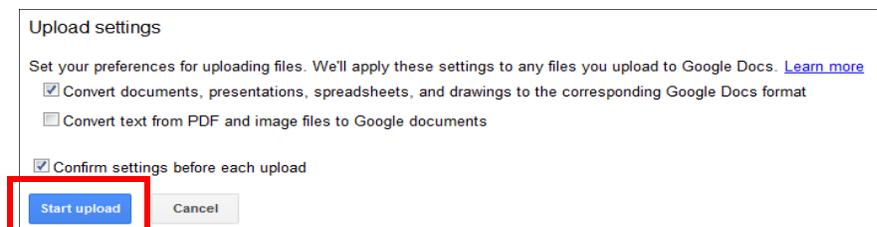


5. Locate the saved file needed and click “Open”.



6. Complete the “Upload Settings” window by checking the first checkbox, “Convert documents . . .”

7. Click “Start Upload” button.



8. Confirm that the upload is complete and the file converted.
9. Locate uploaded file in the Google Docs list.

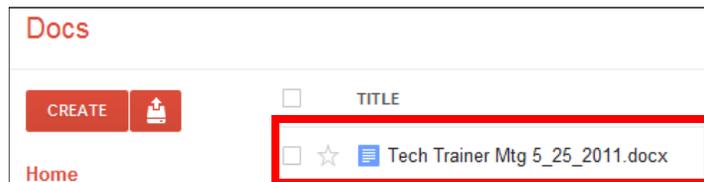
**Unit 2: Google Docs
Module 2.3**



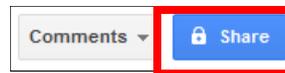
SHARING A TEXT DOCUMENT

This Job Aid provides the steps needed to share the document and initiate a job-related online collaboration with three colleagues.

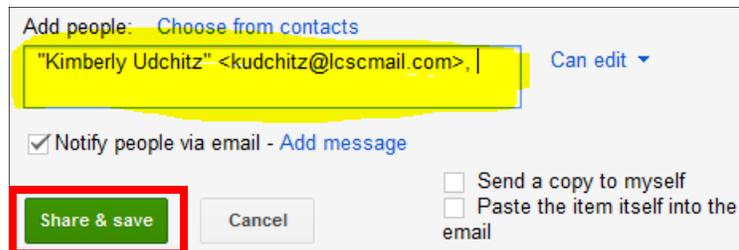
1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Documents” link in the upper left-hand corner of the top navigation bar.
3. Click on the document title in the Google Docs list so that the document contents appear in the editing window.



4. Click the “Share” button in the top right-hand corner.



5. Type the names or email addresses with whom you intend to share the document.
6. Select the checkbox to “Notify people via email”.
7. Click the “Share and Save” button.



8. Confirm that the individuals appear in the list above for those who have access.
9. Click the “Done” button.

**Unit 2: Google Docs
Module 2.4**



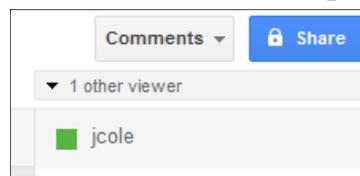
COLLABORATING ON TEXT DOCUMENT

This Job Aid provides the steps needed to participate in asynchronous or synchronous online collaboration with colleagues to complete an authentic job-related task.

1. Access Google Apps by logging in to your Gmail account.
2. Use the received email notification to access the document that has been shared, or click on the document title in the Google Docs list.



3. Confirm the document is open by making sure its contents appear in the editing window.
4. Determine if other collaborators are viewing the document by locating the notification in the top right-hand corner.



5. Chat synchronously with other collaborators by typing messages in the text box located in lower right-hand corner.
6. Edit the document by adding or deleting text, inserting a table or image, and changing font style, size, or color.
7. Insert a comment by highlighting text, right click, and select "Comment".
8. Contribute to document asynchronously from another remote location.

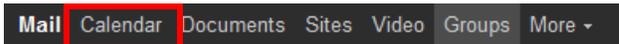
**Unit 3: Google
Calendar
Module 3.1**



ADD AN EVENT

This Job Aid provides the steps needed to create a new event on your Gmail calendar.

1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Calendar” link in the upper left-hand corner of the top navigation bar.



3. Click the “Create” button on left side panel.
4. Complete the text fields:

Event Title

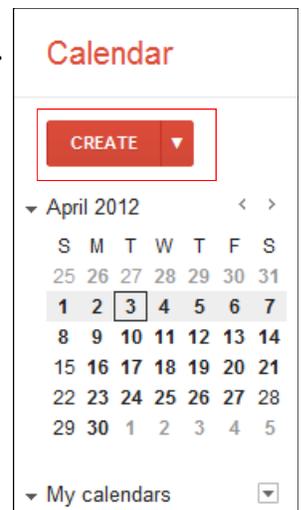
Date and Time

Where (location)

Description

5. Click the “Save” button when finished.

6. Confirm that the event appears on your calendar on the correct date with the correct time.



← SAVE Discard

Untitled event

4/3/2012 12:00pm to 1:00pm 4/3/2012 Time zone

All day Repeat...

Event details Find a time

Where

Calendar Jamie Cole

Description

**Unit 3: Google
Calendar
Module 3.2**



ADD GUESTS INVITED TO ATTEND

This Job Aid provides the steps needed to add guests to be invited for any given event.

1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Calendar” link in the upper left-hand corner of the top navigation bar.



3. Click on the event (or create a new event).
4. Select the “Edit Event Details” (or click on event name and select “Edit Event” in lower right hand corner).

5. Type the email addresses of your attendees in the Guest Section on the right.

6. Click “Add” or simply click the names as they appear.
7. Customize the permissions you wish to give guests: modify event, invite others, or see guest list.
8. Click “Save”.
9. In the “Send Invitations?” pop up window, click “Send” if you’d like to notify your guests of the event.

Note: Some guests can be made “optional” by clicking the “Make Some Attendees Optional” link.

**Unit 3: Google
Calendar
Module 3.3**



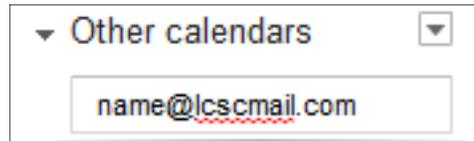
VIEW CO-WORKERS' CALENDARS

This Job Aid provides the steps needed to

1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Calendar” link in the upper left-hand corner of the top navigation bar.



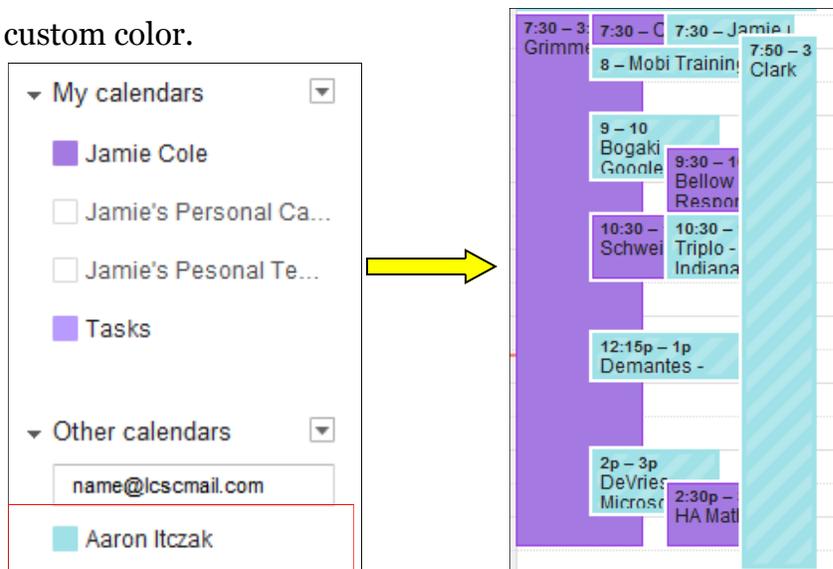
3. Click the drop down arrow next to “Other Calendars”.
4. Select “Add Coworker’s Calendar” or simply begin typing the coworker’s name in the text field provided and click on the individual’s name when it appears.



5. Confirm that the co-worker’s calendar appears in the list.

Note: Click the name of the co-worker’s calendar in the list will either show or hide the calendar from your calendar events.

6. Click the drop down area to see more options and choose a custom color.



**Unit 3: Google
Calendar
Module 3.4**



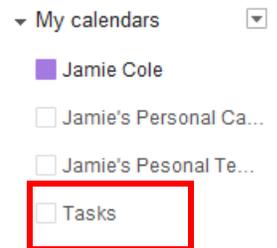
CREATE AND MANAGE TASKS

This Job Aid provides the steps needed to introduce you to the tasks gadget to create to-do lists and keep yourself on track.

1. Access Google Apps by logging in to your Gmail account.
2. Click on the “Calendar” link in the upper left-hand corner of the top navigation bar.



3. To show Task list, click the “Task” link in the left side panel below “My Calendars”. Your task list will be displayed in a side panel on the right side.



4. Click the + to “Add Task”.



5. Type the task name in the text field.
6. Click the arrow to edit task details, such as date and description.



7. To mark a task “Complete”, click the small check box next to task name.



8. Clear completed tasks (without deleting them) by clicking “Actions” and then “Clear Completed Tasks”.

