

Introduction to Google Applications

Sarah and Pawan (P+Oven) Divakarla

Parents of Krishna (6th Grade) and Vivek (9th grade)

Google

More than a Search Engine



Google Apps (rebranded as G Suite)

The Google Apps suite of tools

Discover a better way of learning with free web-based email, calendar & documents for collaborative study anytime, anywhere.



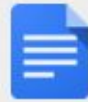
Gmail



Calendar



Drive



Docs



Slides



Sheets



Sites



Classroom

Create and share anything

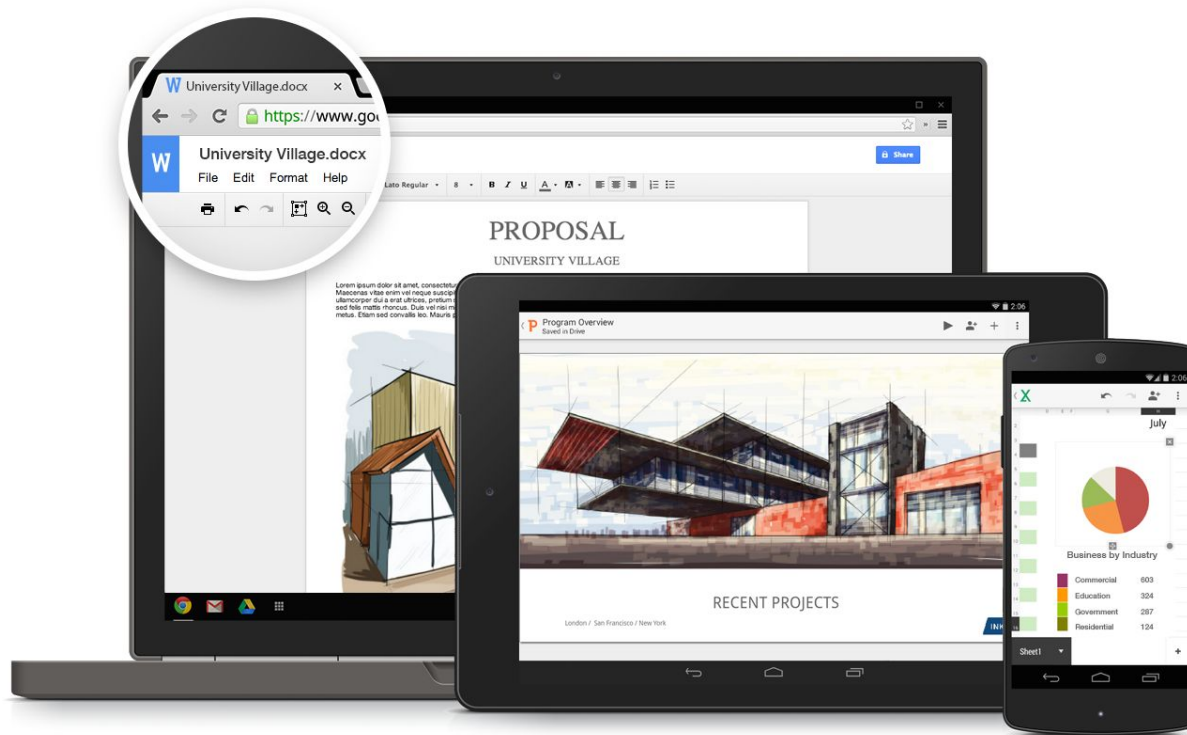
Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time.

Access from ANY device Use ANY type of browser



Desktop computer,
Laptop computer,
tablet, smart phone

Mac, PC, Android,
iPhone can all access
Google apps from any
browser



Download Apps on Tablets or Mobile Phone

If you use Docs, Sheets, Drive or other Apps on Tablet or Mobile Phone, you will need to download apps for a better experience.

You can run in a browser.



Google Account - One Account to gain access to all the applications

If you sign up for a gmail account, that will create a google account.

You can also use other email addresses to make a google account.

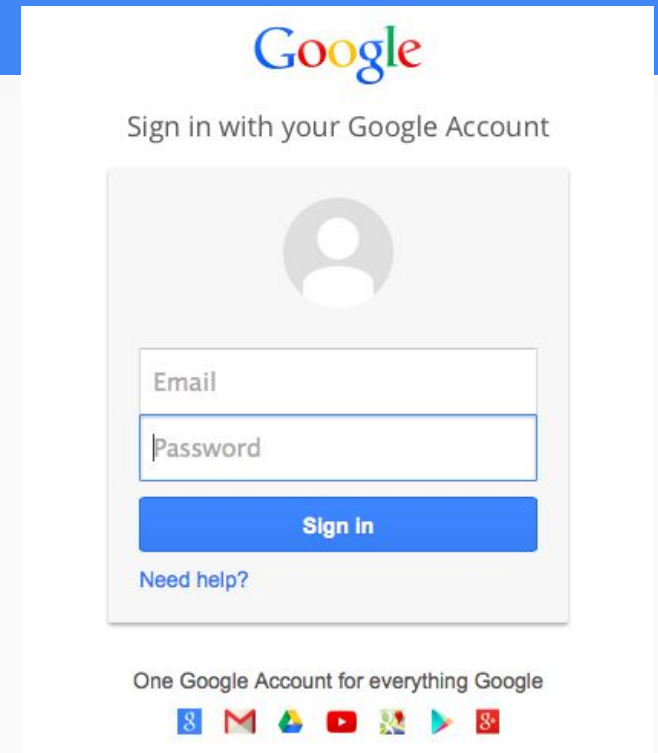
So sign in is either

someone@gmail.com or

someone@yahoo.com or

someone@hotmail.com

etc.



The image shows a screenshot of the Google sign-in page. At the top is the Google logo. Below it, the text reads "Sign in with your Google Account". There is a placeholder for a profile picture. Below that are two input fields: "Email" and "Password". A blue "Sign In" button is positioned below the password field. A link for "Need help?" is located below the button. At the bottom of the page, the text "One Google Account for everything Google" is displayed, followed by a row of icons for Google Search, Gmail, Google Drive, YouTube, Google Photos, Google Maps, and Google Assistant.

Google Drive

Google Drive is the storage space for files online.

Organize in folders

Very similar to the hard drive on your computer

One safe place for all your stuff



Files are arranged in folders and show files "shared with me" for files with collaborators

Login Character
See who is logged in

Shared Drive

The screenshot shows the Google Drive interface. A red arrow points from the 'Shared Drive' text box to the 'My Drive' button in the left sidebar. Another red arrow points from the 'Login Character' text box to the user profile icon in the top right corner. A third red arrow points from the 'File Folders' text box to the 'Nominating Chair' folder in the main list.

Name ↑	Owner	Last modifi...	File size
Communication	me	Aug 17, 2016 me	—
Educational Enrichment	me	Aug 17, 2016 me	—
Financial Management	me	Jul 19, 2016 me	—
First VP	me	Jul 19, 2016 me	—
Nominating Chair	me	Aug 17, 2016 me	—
Outreach	me	Aug 18, 2016 me	—
Parent Education and Advocacy	me	Aug 17, 2016 me	—
President	me	Jul 8, 2016 me	—
Secretary	me	Jul 19, 2016 me	—

File Folders

Demo of Google Drive

Personal Drive Demo

What files we have and how they are organized

Who is signed in

Upload - file types

Create - file types

Google Apps Short Cut

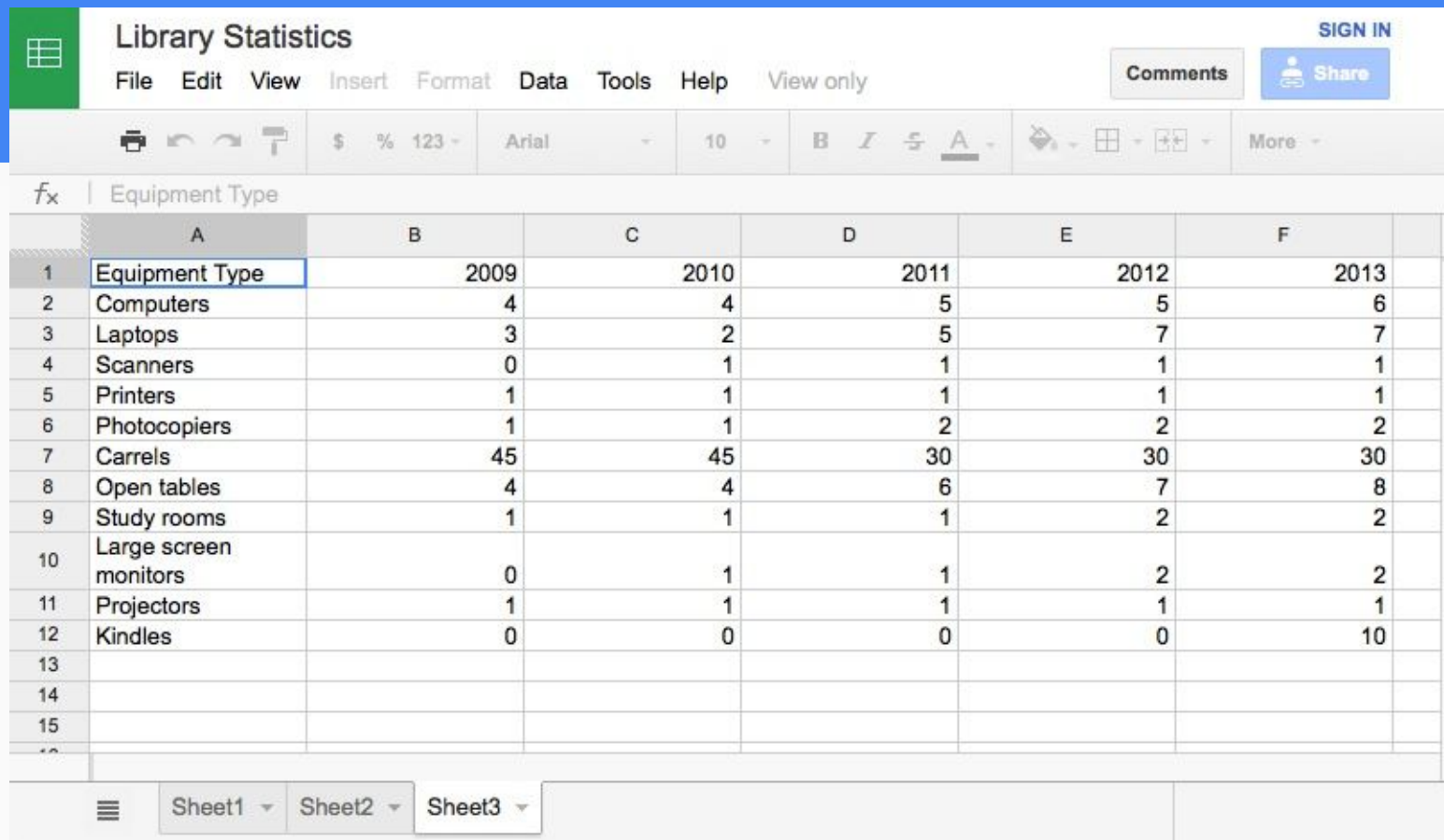
Google Docs - similar to Microsoft Word

Google Docs is the word processing program that you access online.

Important features:

- All files automatically saved as you make changes.
 - Revision History by clicking *Italicized Share Info*
 - When shared, you can see who made changes and when
 - Share Options - Can Edit, Can Comment, Can View
 - ONLY the Owner can delete file
-

Google Sheets - Similar to Microsoft Excel



The screenshot displays the Google Sheets interface for a spreadsheet titled "Library Statistics". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Help, View only), a toolbar with various icons, and a "SIGN IN" button. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Equipment Type	2009	2010	2011	2012	2013
2	Computers	4	4	5	5	6
3	Laptops	3	2	5	7	7
4	Scanners	0	1	1	1	1
5	Printers	1	1	1	1	1
6	Photocopiers	1	1	2	2	2
7	Carrels	45	45	30	30	30
8	Open tables	4	4	6	7	8
9	Study rooms	1	1	1	2	2
10	Large screen monitors	0	1	1	2	2
11	Projectors	1	1	1	1	1
12	Kindles	0	0	0	0	10
13						
14						
15						

Google Slides - similar to Microsoft Powerpoint

Google Slides ☆

Start presentation ▾ Comments Share

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Research Evolution of language

1 Google Slides
a great tool for teaching and learning

2 Collaboration

- sharing
- real time collaboration
- online publishing
- embedding
- commenting

3 Integration with other Google products

- add files from Google Drive
- add pictures from your Picasa account
- add videos from YouTube
- search (incl. Scholar and images)
- embedding in Blogger, Sites, Google+

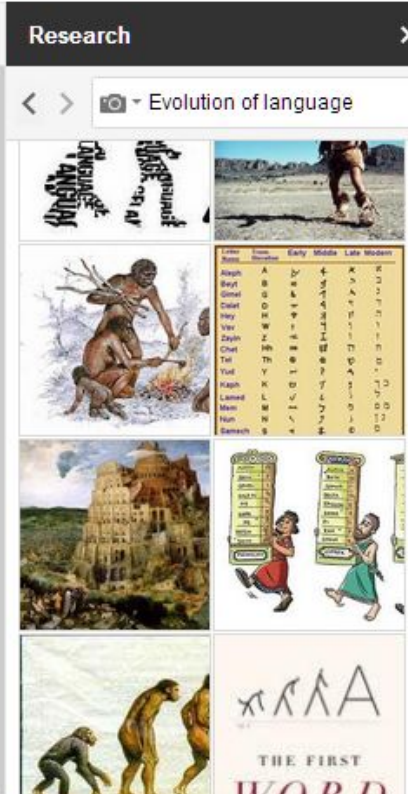
4 New tools

- research tool
- draw (ready or on-line)
- transition and animation
- real time collaboration

Integration with other Google products

- add files from Google Drive
- add pictures from your Picasa account
- add videos from YouTube
- search (incl. Scholar and images)
- embedding in Blogger, Sites, Google+

Letter	Proto	Early	Middle	Late	Modern
Alph	A	𐀀	𐀁	𐀂	𐀃
Beta	B	𐀄	𐀅	𐀆	𐀇
Gamma	Γ	𐀈	𐀉	𐀊	𐀋
Delta	D	𐀌	𐀍	𐀎	𐀏
Eta	H	𐀐	𐀑	𐀒	𐀓
Theta	W	𐀔	𐀕	𐀖	𐀗
Iota	Z	𐀘	𐀙	𐀚	𐀛
Kappa	K	𐀜	𐀝	𐀞	𐀟
Lambda	L	𐀠	𐀡	𐀢	𐀣
Mu	M	𐀤	𐀥	𐀦	𐀧
Nu	N	𐀨	𐀩	𐀪	𐀫
Xi	S	𐀬	𐀭	𐀮	𐀯



Work together on a document

Little League roster and schedule ★


File Edit View Insert Format Data Tools Help

3 other viewers

Share

fx

A B C D E F G

1  Play Ball!

2 Roster Spring 2013

Player Name	No.	Parent(s) Name	Phone	At Phone
Mandy Bolognino	1	Meredith and Michael Bolognino	212-555-1234	212-555-1234
Brett Crosby	Coach Charlie	Melinda and Larry Crosby	212-555-0947	212-555-0947
Peter Smith		Aaron and Eddie Smith	212-555-7829	212-555-7829
Trevor Blac		Bill and Meredith Blackwell	212-555-1728	212-555-1728
Ted Schneider	4	Josh and Julie Schneider	212-555-3864	212-555-3864
Zachary Gibeon	5	Shelly Gibeon		212-555-8066
Jane Wise	6	Dave and Johanna Wise	Keri Kafka	212-555-1149
Helena Kafka	7	Keri and George Kafka	212-555-19	212-555-1209
Andrew Harter Jr.	8	Julia and Andrew Harter	212-555-0614	212-555-0614

Changes are shown in different colors for different users. You can always see which person made changes.

Gmail - Google Email similar to Microsoft Outlook

The screenshot displays the Gmail web interface. At the top, there is a navigation bar with links for Gmail, Calendar, Documents, Photos, Reader, Web, and more. The user's name, 'Hiking Fan', and a settings gear icon are visible in the top right. Below the navigation bar is the Gmail logo and a search bar with 'SEARCH MAIL' and 'SEARCH THE WEB' buttons. The main content area shows a list of emails in the inbox. The left sidebar contains navigation options: Mail, Compose Mail, Inbox (3), Starred, Sent Mail, Drafts (2), Hiking (3), Urgent!, 12 more, Chat, and a list of contacts including Hiking Fan, Arielle, Emily, Jason, Michael, and Paul.

Mail

COMPOSE MAIL

Inbox (3)

Starred ☆

Sent Mail

Drafts (2)

Hiking (3)

Urgent!

12 more ▾

Chat

Search, add, or invite

Hiking Fan
Set status here ▾

Call phone

Arielle

Emily

Jason

Michael

Paul

Archive Report spam Delete Move to Labels More 1 - 15 of 15

Jason Cornwell	> Please return my stapler - Hi, You seem to have taken my stapler. Please,	1:10 pm
Paul McDonald	> Fun Hike Yesterday! - Thanks for the great hike yesterday, it was awesome	1:06 pm
Arielle Reinstein	> July 4th weekend - Hi there: I heard you'll be around this weekend and I'd lc	Jun 28
JS Bach	> Tonhalle concert Friday - Hey man, there's a great concert this Friday evenir	Jun 22
Christine Chiu	> Hi Hiking, Looking for opinion on my diet/fitness app - Hi Hiking, I bumped ir	Jun 9
Yan Tseytin (2), Draft	> Hey there! - I heard you found a great place to go hiking. Let me know when	Mar 28
Kenneth, me (2)	> Group dinner? - Sushi sounds great! On Fri, Mar 25, 2011 at 10:06 AM, Ken	Mar 25
Kenneth, me (2)	> Long time! - Hey Ken! Things have been really good! And lunch sounds gree	Mar 24
Michael Bolognino	> This weekend - Hi there. Let's meet up at 8PM tonight for burgers and then t	Mar 24
Arielle Reinstein	> dipsea trail - When it stops raining I really want to hike the Dipsea Trail agair	Mar 24
Jason Toff	> How are you? - Hey there, We haven't spoken in a while. How are you? Wou	Mar 24
Jr Wikane	> VW Auction in Tacoma - Hi, I was doing a search on Google for VW's in Tac	Mar 6
Google Voice	> New voicemail from (810) 810-5507 at 5:10 AM - Voicemail from: (810) 810-5	Mar 6

Google Calendar - similar to Microsoft Outlook

The screenshot shows the Google Calendar interface for September 2016. The top navigation bar includes the Google logo, a search bar, and a grid icon. Below this, the word "Calendar" is displayed, followed by navigation buttons for "Today", navigation arrows, and the month "September 2016". On the right side of the navigation bar, there are buttons for "Day", "Week", "Month" (which is selected), "2 Weeks", "Agenda", and "More".

On the left side, there is a "CREATE" button and a calendar navigation widget for "September 2016" showing a grid of days with the 9th highlighted. Below this are sections for "My calendars" and "Other calendars" with a link to "Add a friend's calendar" and a checkbox for "Holidays in United St...".

The main calendar grid displays events for each day of the month. The events are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 9 Halina 7p High school pto	30 9 Team Building Time Ke	31	Sep 1	2	3 9 Avon Lake XC Meet 10 Cottage talk 7p Indians game - Vivek
4	5 Labor Day	6 9 Thinkbox Volunteer 6p Gather by the Garden	7 8 Governance 7:45p 6th Grade Open Ho	8 Woodbury Picture Day 1p Bad Moms? 7p High School Open Ho	9	10 9 Tiffin XC Meet 7p Bennett Dinner
11	12 9 Halina	13 9 Thinkbox Volunteer 7p Parish Council	14 11 Art museum with Jen 4p Admin 5:30p NCSL Annual Merr 6p Board Meeting	15	16	17 9 Boardman Spartan Invt
18	19 7p PTO Council	20 9 Thinkbox Volunteer 7p ELA/EM Open House	21	22	23 High School Picture Day	24 9 Todd Clark Invitational
25	26 9 Halina 7p 7 pm Google Intro	27 9 Thinkbox Volunteer 7p Woodbury PTO Meeti	28 6p Board Meeting 6:30p SHHS CommUnity	29	30 8 High School Coffee with	Oct 1 8 Governance 9 Panther Invitational 7p High School Homecon 7:30p "Early Evening Drir

Woodbury PTO Meeting

9/27/2016 7:00pm to 8:00pm 9/27/2016 [Time zone](#)


All day Repeat...

Event details

[Find a time](#)

Where

Video call [Add video call](#)

Calendar Sarah Divakarla 

Description

Attachment [Add attachment](#)

Event color 

Notifications   

[Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

Add guests

[Add](#)

Guests can

- modify event
- invite others
- see guest list

Google Forms

You filled out a Google form to participate in this presentation. After you registered, all the responses were collected and we could determine who was coming to each session.

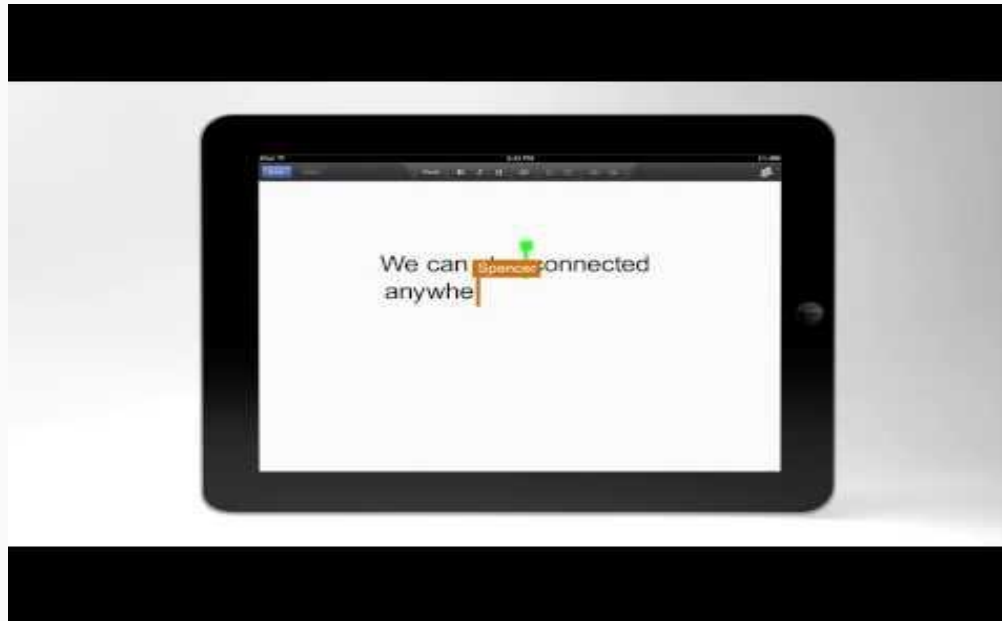
Please select one option *

- Monday, September 26th, 7-9pm, High School Auditorium
- Wednesday, October 5th, 10am-12pm, I.C. at the Shaker Community Building on Lee Road
- Saturday, October 8th, 8-10am, Boulevard Elementary

Get a chance to win a Google Chromebook if you attend the information sessions. One Chromebook will be raffled at each session. You must be present to win.



Bringing it all together



Learn more about Google Apps

Google Apps Learning Center

Search this site



Home Learn by product ▾ Tips library Use at work ▾

For Google Apps Administrators ▾

Google Training

New to using Google Apps for Nonprofits?

Find the training you need right here.

Get started in 7 easy steps!

Communicate



Gmail



Inbox



Hangouts



Calendar



Groups



Google+

Store



Drive

Collaborate



Docs



Sheets



Slides



Forms

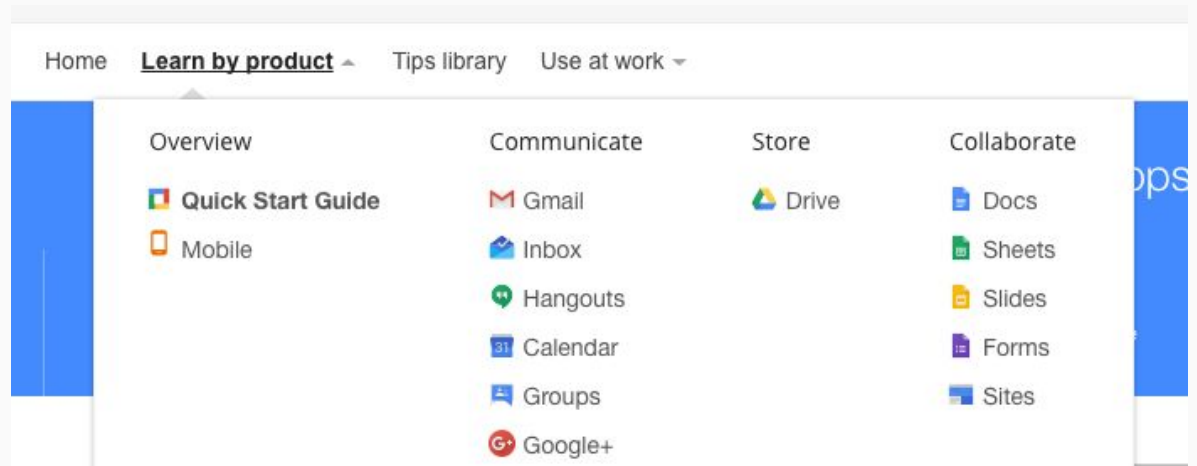


Sites

Google Apps Training Center

[GoogleApps](#)

Quick Start Guide is a great place to start



One more thing Google Permission Slip for Shaker



[Shaker Apps Website](#)

K-8 Parents MUST fill out a permission slip for their students. The permission gives the students a Google Account from the school.

[Google Apps Permission Slip](#)

District will discuss the policies and roll out plans



Time to pick the winner of the Chromebook

