

Google *Apps & Tools*

RSVP to
tlc@icc.edu
or x8908
to reserve
your spot!

Join the Teaching & Learning Center staff to learn more about Google Apps & Tools in this series intended for intermediate computer users . . .

Session 1 (Jan. 28, 30, 31) – Google Account / Google Drive

- ✓ Access @lab Google account; utilize Chrome browser functionality
- ✓ Upload/create/share folders and files in Google Drive

Session 2 (Feb. 4, 6, 7) – Docs/Sheets/Slides

- ✓ Work with sample files / Create new files
- ✓ Switch between MS Office / Drive formats

Session 3 (Feb. 11, 13, 14) – Hangouts/Meet

- ✓ Text vs. Video (desktop sharing)
- ✓ Meet vs. Zoom (video conferencing)

Session 4 (Feb. 25, 27, 28) – YouTube

- ✓ Blackboard Mashup / integration
- ✓ YouTube Playlist / Video Editor

Session 5 (Mar. 3, 5, 6) – Additional Tools

- ✓ Google Forms (surveys)
- ✓ Flippity.net / Chrome Extensions

Session 6 (Mar 10, 12, 13) – Sites

- ✓ Site theme / design / content
- ✓ Integration with Google Drive

Each session will be offered
three times each week . . .

Tuesdays

4:00pm-5:15pm

Peoria – Hickory 127

Thursdays

9:30am-10:45am

East Peoria – TLC, 240A

Fridays

1:30pm-2:45pm

East Peoria – TLC, 240A

Each session will be offered three times weekly – participants may attend sessions for any topic of interest – or one each week!

Most sessions will reference posts from the Tech Tools blog series:
icctlc.blogspot.com (Be sure to subscribe via email!)