

Google Apps & Tools

Contact the
TLC at
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 . . .

| | | TUESDAYS 3-3:45PM | WEDNESDAYS 12-12:45PM |
|-----------|--|----------------------|--------------------------|
| Session 1 | Google Account / Google Drive <ul style="list-style-type: none"> ✓ Access your @lab Google account ✓ Manage multiple Google accounts ✓ Utilize Chrome browser functionality ✓ Upload folders/files to Google Drive ✓ Create and share folders/files in Drive | October 4 | October 5 |
| Session 2 | Google Docs/Sheets/Slides <ul style="list-style-type: none"> ✓ Drive vs. individual apps ✓ Work with sample files ✓ Create new files ✓ Convert MS Office files to Drive ✓ Save files in various formats | October 11 | October 12 |
| Session 3 | Google Hangouts <ul style="list-style-type: none"> ✓ Email panel ✓ hangouts.google.com ✓ Desktop app ✓ Text vs. Video ✓ Desktop Sharing | October 18 | October 19 |
| Session 4 | YouTube <ul style="list-style-type: none"> ✓ Blackboard Mashup ✓ VideoEverywhere ✓ YouTube Playlist ✓ YouTube Video Editor ✓ YouTube Live | October 25 | October 26 |

All sessions are held in **Room TC213, East Peoria Campus**

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

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Teaching
and
Learning
Center

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Room 240A