

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 . . .

Session 1 (Nov 13-15) – Google Account / Google Drive

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

Session 2 (Nov 20-22) – Docs/Sheets/Slides

- ✓ Work with sample files / Create new files
- ✓ Convert MS Office files to Drive
- ✓ Save files in various formats

Session 3 (Dec 4-6) – Google Hangouts

- ✓ Email panel vs. hangouts.google.com
- ✓ Text vs. Video
- ✓ Desktop Sharing

Session 4 (Dec 11-13) – YouTube

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

Session 5 (Dec 18-20) – Additional Tools / Wrap Up

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

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

Wednesdays

4:00pm-5:15pm

Peoria – Hickory 127

Thursdays

9:30am-10:45am

East Peoria – TLC, 240A

Fridays

1:30pm-2:15pm

East Peoria – TLC, 240A

Nov/Dec 2019

Teaching
and
Learning
Center

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Room 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!)