All-Google, All-Mobile, All-for-Education

Lea Rosenberry, lrosenberry@kaplan.edu
Leslie Johnson, ljohnson6@kaplan.edu
Carol Hannahs, channahs@kaplan.edu
Kirsten Meymaris, kmeymaris@kaplan.edu
Kaplan University, School of General Education, Math
Session Outline

1) Gmail mobile for effective classroom organization
2) Google Drive mobile for collaborative group work
3) Google Hangouts/Chat/Call mobile for interactive learning situations
Session Outline

1) **Gmail** mobile for effective classroom organization
2) **Google Drive** mobile for collaborative group work
3) **Google Hangouts/Chat/Call** mobile for interactive learning situations
The following steps must be set up on a computer in order for the goodies to be used on a mobile device.

- Customize Inbox and General settings
- Add photo and create Signature
- * Select and use Labs to enhance emails
- * Create canned responses

(* Can only be used on computer)
Inbox Settings

- Order/priority in which your emails appear
Customize General Settings

- How many items to show
- Enable “Undo Send”
- Conversation view
- Stars
To setup Undo Send:
1. Go to your Gmail account.
2. Click the Settings button in the upper-right corner, then choose Settings from the menu.
3. Make sure you're on the General tab, then scroll down to Undo Send.
4. Check the box that says Enable Undo Send. You can choose a cancellation period of up to 30 seconds.

To use Undo Send:
From now on, every time you send an email, a small pop-up will appear at the top of the page. To unsend the email, simply click Undo. The pop-up will disappear when the cancellation period is over, so don't hesitate!
Customize General Settings

- Adding a photo
- Creating a Signature
- Show snippets
- Set up vacation responder
Gmail mobile for effective classroom organization

Here are a few things you can do with a message from a mobile device.

First – Select the message you want to see
A few options are

1. Archive the message.
2. Delete the message
3. Mark the message as Unread
4. Select “More Options”
Clicking the “More Option” menu, will pop up this screen.

To move the message to a folder, click here.
Select the folder you want to move the message to and simply touch it to select.
Gmail mobile for effective classroom organization

To **Change a Label**, click here
Now you simply select the Label that you want by clicking the empty box to the right of the Label. Gmail will add the new label to the message.
Now let’s talk about the options within a message ….

To access the message options, click the “… “ menu.
This presents us with a sub-menu at the bottom of the screen.
Clicking REPLY allows you to reply to the message.
Clicking FORWARD allows you to forward the message.
Clicking PRINT will allow you to print to any printer that is “air print” or “cloud print” capable.
Session Outline

1) Gmail mobile for effective classroom organization
2) Google Drive mobile for collaborative group work
3) Google Hangouts/Chat/Call mobile for interactive learning situations
Google Drive mobile for collaborative group work

Google Drive

Google Docs

Google Sheets

Google Slides
Google Drive mobile for collaborative group work
Google Drive mobile for collaborative group work
First look when you pull up Drive on your mobile device
Google Drive mobile for collaborative group work

Drive Main Menu (highlights)
- Google Photos
- Recent
- Starred
- Settings
Google Drive mobile for collaborative group work
Having trouble accessing something?

Have multiple Gmail accounts?

Make sure you are within the right one!
Session Outline

1) Gmail mobile for effective classroom organization
2) Google Drive mobile for collaborative group work
3) Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
To chat, enter an email or cell phone number.

OR

Choose a contact from the list.
Choose method of contact.

Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Google Hangouts/Chat/Call mobile for interactive learning situations
Two Views:

Click to enable/disable microphone and video.
Two ways to start a meeting:

Choose a meeting from your Google Calendar.

Click the plus sign to add a new meeting.
Google Hangouts/Chat/Call mobile for interactive learning situations

Your next meeting:

AMATYC Sample Meeting
8:00 – 9:00 AM

AMATYC Meeting Example
Wed, 9:00 – 10:00 AM

Swipe up to see more meetings.
Google Hangouts/Chat/Call mobile for interactive learning situations

Click to Join.

OR

Click to copy the URL.

Click SHARE to send meeting information.
Google Hangouts/Chat/Call mobile for interactive learning situations

The picture or video shows current speaker.

Click People shows who is currently in the meeting.

Details.
Google Hangouts/Chat/Call mobile for interactive learning situations

Chat!

Put your cursor in the chat box and the keyboard appears.
Google Hangouts/Chat/Call mobile for interactive learning situations

Click anywhere on your screen to reveal the controls.

Click to leave the meeting.
Questions?

Kirsten K. Meymaris, kmeymaris@kaplan.edu
Lea Rosenberry, lrosenberry@kaplan.edu
Leslie Johnson, ljohnson6@kaplan.edu
Carol Hannahs, channahs@kaplan.edu
Kaplan University, School of General Education, Math
Questions?

Lea Rosenberry, lrosenberry@kaplan.edu
Leslie Johnson, ljohnson6@kaplan.edu
Carol Hannahs, channahs@kaplan.edu
Kirsten K. Meymaris, kmeymaris@kaplan.edu

Kaplan University, School of General Education, Math