



# Champlain Valley Educator Development Center

Collaborative Professional Learning to Support Vermont Schools

## **Summer Google Workshops: Gmail, Calendar and Google Keep Facilitated by Lisa Barry & Joanne Finnegan**

**Target Audience:** Teachers, Para-educators, Support Personnel

This hands-on *full day* workshop will allow participants to become more familiar with Google Mail and Google Calendars. We will delve as deeply into these apps as time allows. Participants will have the opportunity to explore and apply mail filters, labels, and additional mail settings; create and share calendars, and create calendar events. The focus will be to help increase productivity in your day-to-day use of Gmail and Calendar.

Google Keep is another productivity tool that will help you organize your to-do lists or take notes. This session will also include a brief explanation of G+ and its features.

**Note:** **CVEDC has Chromebooks available for use that day, although you might prefer to bring your own device.**

### Summer Google Workshop Series

July 10: Gmail, Calendar and Google Keep  
July 11: Google Drive, Docs/Sheets, Add-Ons  
July 24: Google Forms, Google Drawing, Google Slides & Youtube  
July 25: Google Classroom

**Special Offer:** If you register for all four workshops you will receive \$25  
In Amazon and iTunes gift cards!



**Date:**  
July 10, 2017

**Hours:**  
8:30 registration  
9:00-3:00  
(light lunch included)

**Location:**  
CVEDC's i-Classroom  
Dupont Hall,  
Fort Ethan Allen,  
Colchester, VT

**Cost:**  
\$150 CVEDC members  
\$200 non-members

**To Register:** [www.cvedcvt.org](http://www.cvedcvt.org)

**Questions?** [info@cvedcvt.org](mailto:info@cvedcvt.org)

**Or call:** 802-497-1642



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All schools in Addison, Chittenden,  
Grand Isle and Franklin Counties  
are members.