9

Nine
ideas for...

Google Apps for education

Google Apps is a way schools, districts and qualified nonprofits can harness Google Tools while simplifying IT infrastucture.

1 **GET RID OF YOUR E-MAIL SERVERS.**
When you switch to Google Apps for Education, your email is housed on Google's servers, allowing your IT department to focus on service rather than on maintaining hardware.

2 **GET ORGANIZED WITH CONTACTS.**
Google Apps Dashboard allows you to generate groups and subgroups that coincide with schools, departments or other structures.

3 **STAY ON TIME WITH CALENDARS.**
Google's Calendar tool allows you to create, edit, share and publish calendars to just the right audience, whether that is the whole world, one department or just you.

4 **COLLABORATE ON DOCUMENTS.**
Google Drive provides storage for important files. You can also collaborate on word processing, spreadsheets and presentations. Everything is in the cloud so it doesn't get lost.

5 **CONTROL COMMUNICATION.**
The Google Apps Status Dashboard lets you set up how people email and instant message as well as generate student accounts for school use.

6 **BUILD A SITE.**
Google Sites allows you to create websites for all purposes. Whether you want a class wiki, or your public facing web page, Sites can handle it.

7 **INSTALL AN APP.**
You can add apps to more than just phones. By searching the Google Apps Marketplace you can find apps for everything from bookkeeping to graphic design.

8 **GO MOBILE.**
The Google Apps Status Dashboard allows you to manage various machines such as Android devices, ChromeBooks and ChromeBoxes.

9 **ENABLE MORE SERVICES.**
The Google Apps Status Dashboard allows you to enable and disable any Google tool from one spot.

UEN offers a wide range of ed-tech classes for educators, online and in-person, plus Faculty Lounge webinars. Learn more at
www.uen.org/development/.