

# **OCTE Members, Get your Ggle On!**

"This session will help both Science and Technology and Tech-Ed teachers learn how to use the OCTE mail lists (Google Groups) to their full advantage, including how to create and share resources and how to expand your personal learning network."

# Google is not just a search engine...



*Photo courtesy of Stéfan  
(flickr, Creative Commons License)*



Has excellent filtering features, lots of space, ability to use alternative "+" addresses (useful with filters), uses "labels" (which can have unique colours) instead of folders, multiple return addresses, etc., etc., etc.

Its contact list integrates well into other Google products such as Google Docs (aka Drive), Picasa, and Google Sites.

*(Everyone should be using Gmail!)*



Can be used for almost all your word processing, spreadsheet, and presentation needs.

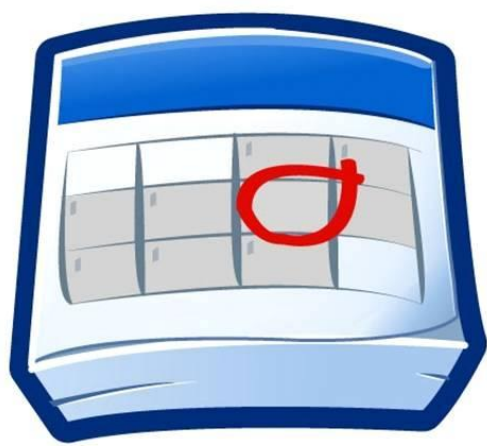
Can be sync'd to your computer (with Google Drive program) and will show up in your as a folder on your computer.

Capable of sharing privileges (edit, view) with your Google Group.

Can upload any type of file! (excellent for backups)



Google Drive



# Google<sup>TM</sup> Calendar

Create a calendar for your class, your subject association, or yourself!

Capable of sharing editing or viewing privileges with others, including your Google Group.



# Google Sites

Make your own WYSIWYG websites.

For your class. For your subject association. For a project.

Capable of sharing privileges (edit, view) with your Google Group.



Google+ -- Google's alternative to Twitter and Facebook.

Can post messages, videos, photos, links to websites, etc.

Can target messages to specific people or groups of people (circles)

Messages can be public or private.

Now has "communities" that you can join.



Google Hangout -- Video conferencing, built into Google+.

Sessions can be recorded.





Built into Gmail and Google+.

For chatting (text) or video conferencing.

Can even use to make phone calls!  
(Can use your webcam microphone. Free within North America)





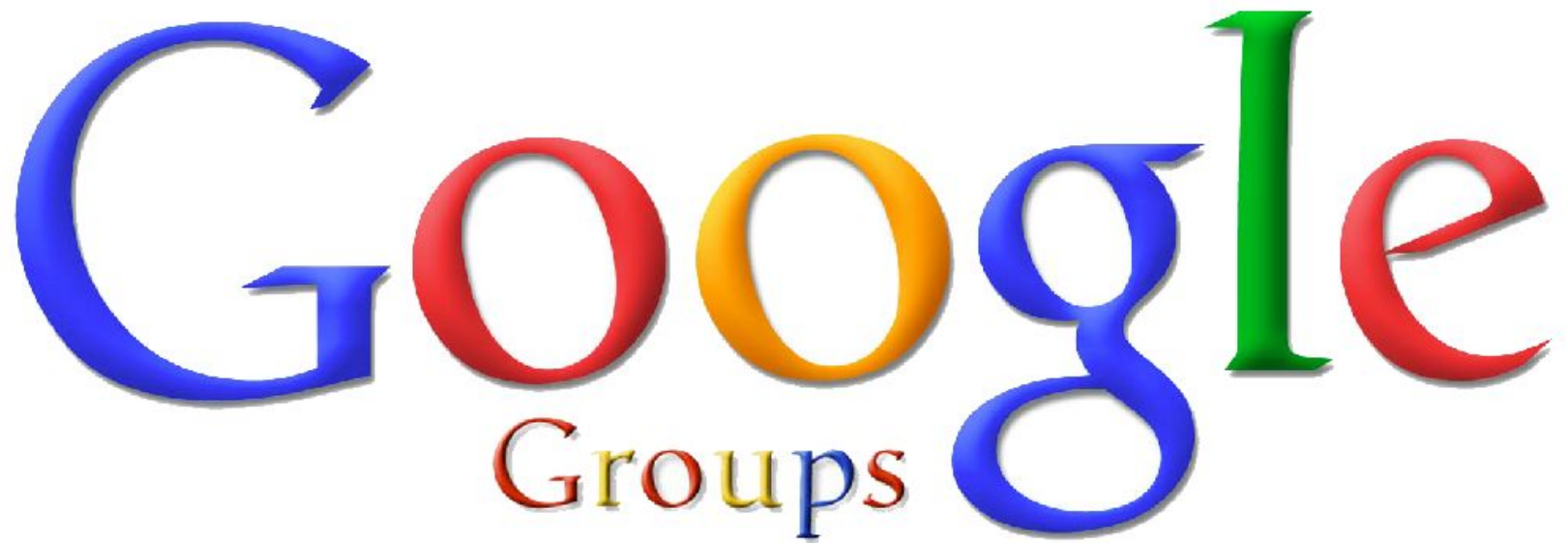
Blogger -- for sharing your classroom stories!

Can be collaborative, including with a Google Group.



Fantastic free photo editor and organizer.

Can be used to share your photos with your Google+ circles, your email (Gmail) contacts, or your Google Group(s).



For email lists or web forums.

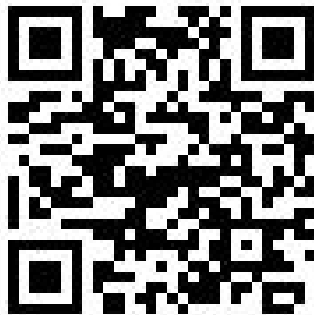
Can be public or private.

A group's email address can be used for sharing resources or collaboration.

# Google A-Z

For a comprehensive list of all Google products, visit:

<http://goo.gl/d387>



(QR code generated at <http://goo.gl>, another Google product!)



# The Tech-related Groups are...

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>○ <a href="#">Animation Teachers</a></li><li>○ <a href="#">Association for Computer Studies Educators (ACSE)</a></li><li>○ <a href="#">Cisco Teachers of Ontario</a></li><li>○ <a href="#">Communications Technology Teachers of Ontario</a></li><li>○ <a href="#">CS Consultants and Coordinators of Ontario</a></li><li>○ <a href="#">Computer Technology Teachers of Ontario</a></li><li>○ <a href="#">Construction Technology Teachers of Ontario</a></li><li>○ <a href="#">Green Industries Teachers of Ontario</a></li><li>○ <a href="#">Hairstyling and Aesthetics Teachers of Ontario</a></li><li>○ <a href="#">Health Care Teachers of Ontario</a></li></ul> | <ul style="list-style-type: none"><li>○ <a href="#">Hospitality &amp; Tourism Teachers of Ontario</a></li><li>○ <a href="#">Manufacturing Technology Teachers of Ontario</a></li><li>○ <a href="#">Tech Design Teachers of Ontario</a></li><li>○ <a href="#">TIJ Exploring Technologies Teachers</a></li><li>○ <a href="#">Transportation Technology Teachers of Ontario</a></li><li>○ <a href="#">Tech Ed Consultants and Coordinators of Ontario</a> (membership in this list is restricted to Tech Ed consultants or coordinators and executive members of OCTE)</li><li>○ <a href="#">Yearbook Teachers</a></li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(from <http://www2.beens.org/teacher-pd/email-lists>)

# Format of Groups Home Page URL's

<http://groups.google.ca/group/tgj-teachers>



Just change the course code prefix

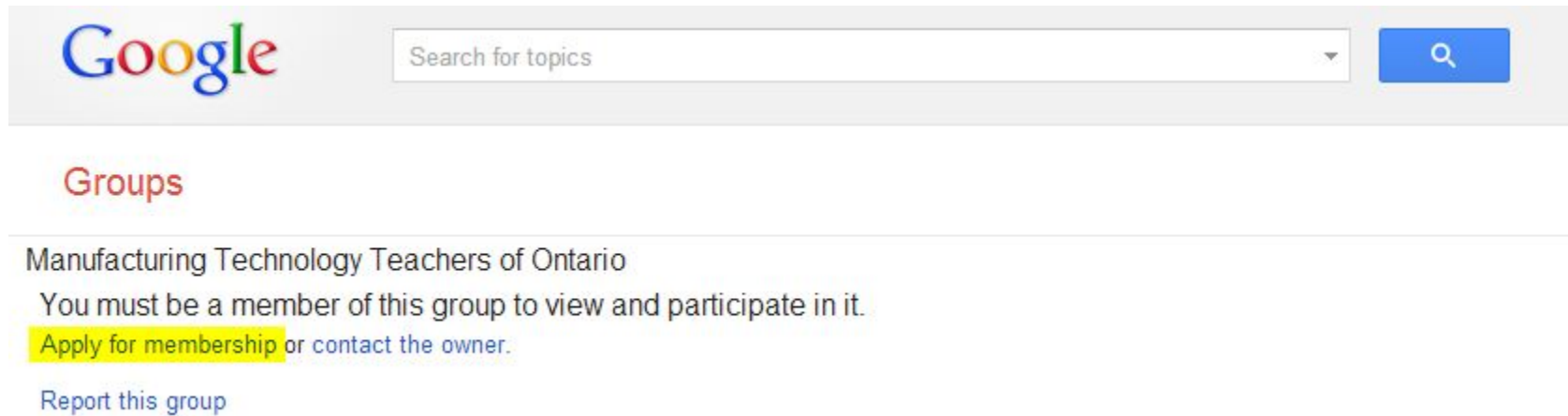
# Specialty Groups

- Animation Teachers
  - <http://groups.google.com/group/animation-teachers>
- CISCO Teachers
  - <http://groups.google.com/group/cisco-teachers>
- Yearbook Teachers
  - <http://groups.google.com/group/yearbook-teachers>
- Tech Ed Consultants and Coordinators
  - <http://groups.google.com/group/tech-ed-ontario>
  - (restricted list)



# Subscribing (1/2)

First go to the Group home page, then...



See <http://goo.gl/lyU8p> for home page addresses.

# Subscribing (2/2)

[« Groups Home](#)



## Manufacturing Technology Teachers of Ontario

Join

How do you want to read this group?

- ☐ No Email  
I will read this group on the web
- ☐ Abridged Email (*Once per day or for every 100 messages*)  
Get a summary of new activity each day
- ☐ Digest Email (*Approximately 1 email per day*)  
Get up to 25 full new messages bundled into a single email
- ☒ Email (*Approximately 1 email per day*)  
Send each message to me as it arrives

What nickname do you want people in this group to see?

Joining this group requires approval. The manager has requested that you answer the following question:

**Please provide your full name, school, school board and/or affiliation to the teaching of Manufacturing Technology in Ontario. If you do not provide this information your request will be denied. (You may also include additional comments to the manager.)**

Apply to this group

Your request will be denied if you do not fill in the text box!

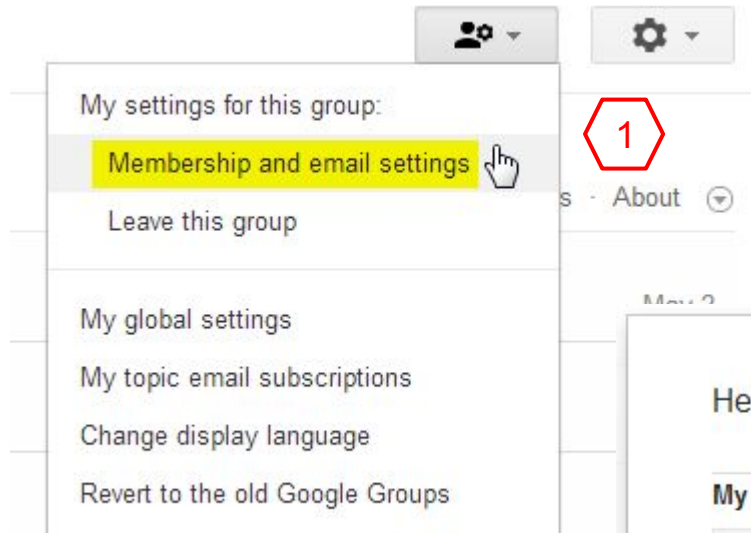
# Email Options (1/2)

How do you want to read this group?

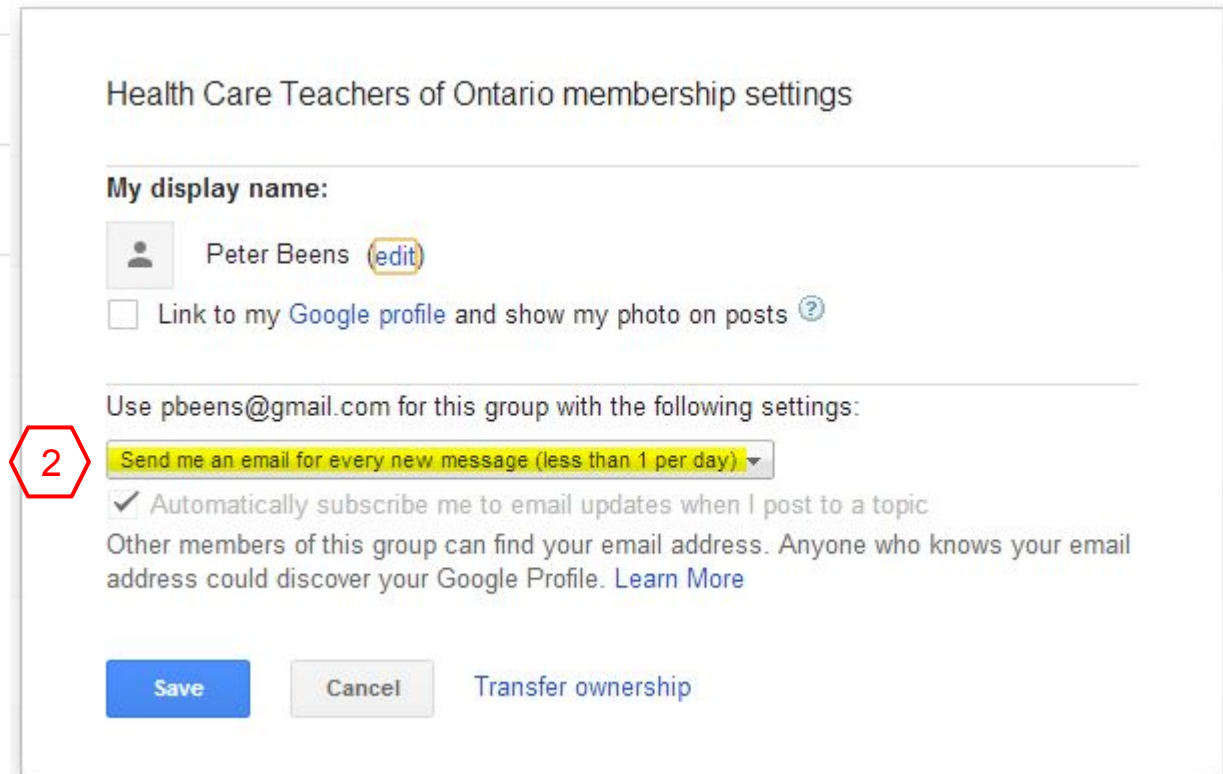
- ☐ No Email  
I will read this group on the web
- ☐ Abridged Email (*Once per day or for every 100 messages*)  
Get a summary of new activity each day
- ☐ Digest Email (*Approximately 1 email per day*)  
Get up to 25 full new messages bundled into a single email
- ☒ Email (*Approximately 1 email per day*)  
Send each message to me as it arrives

(when joining)

# Email Options (2/2)



(if you change your mind)

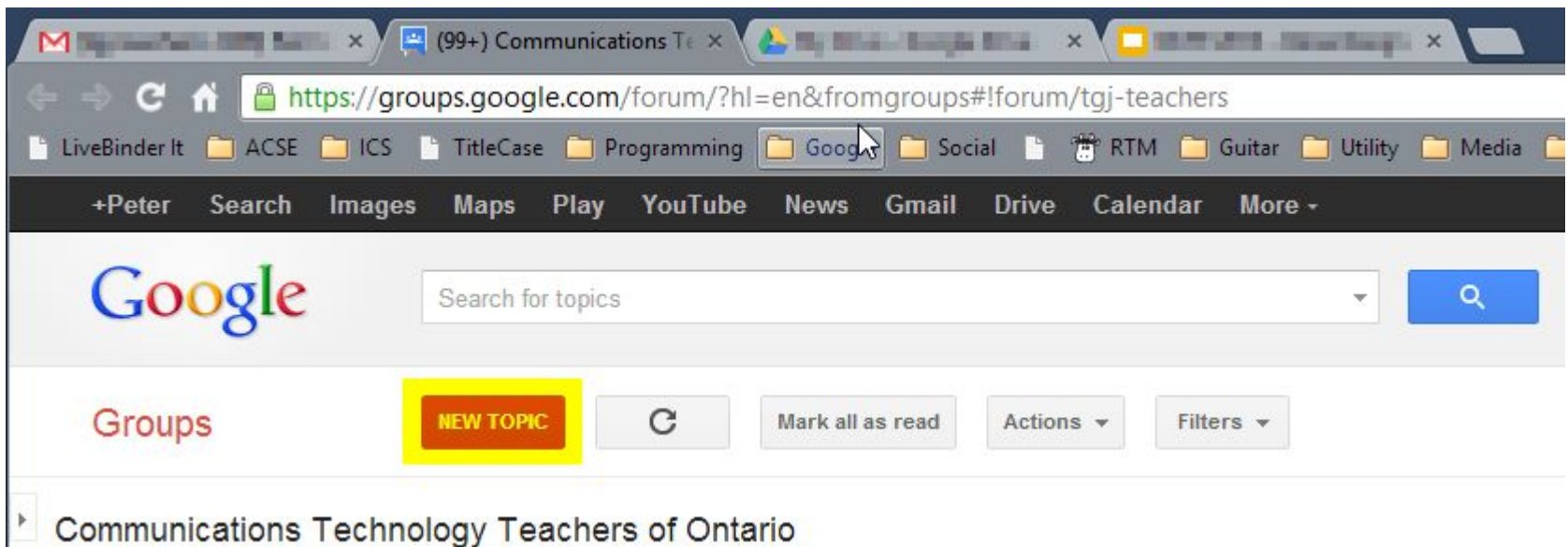


# Sending an Email to the Group

The address to send to is at the bottom of each email from the group...

You received this message because you are subscribed to the Google Groups "Communications Technology Teachers of Ontario" group. To unsubscribe from this group and stop receiving emails from it, send an email to [tjg-teachers+unsubscribe@googlegroups.com](mailto:tjg-teachers+unsubscribe@googlegroups.com). To post to this group, send email to [tjg-teachers@googlegroups.com](mailto:tjg-teachers@googlegroups.com). Visit this group at <http://groups.google.com/group/tjg-teachers?hl=en>. For more options, visit [https://groups.google.com/groups/opt\\_out](https://groups.google.com/groups/opt_out).

Or visit the Group webpage...



# If Subscribing to Digest Format

## Today's Topic Summary

Group: <http://groups.google.com/group/ttj-teachers/topics>

- [Career Cruising](#) [1 Update]

Career Cruising

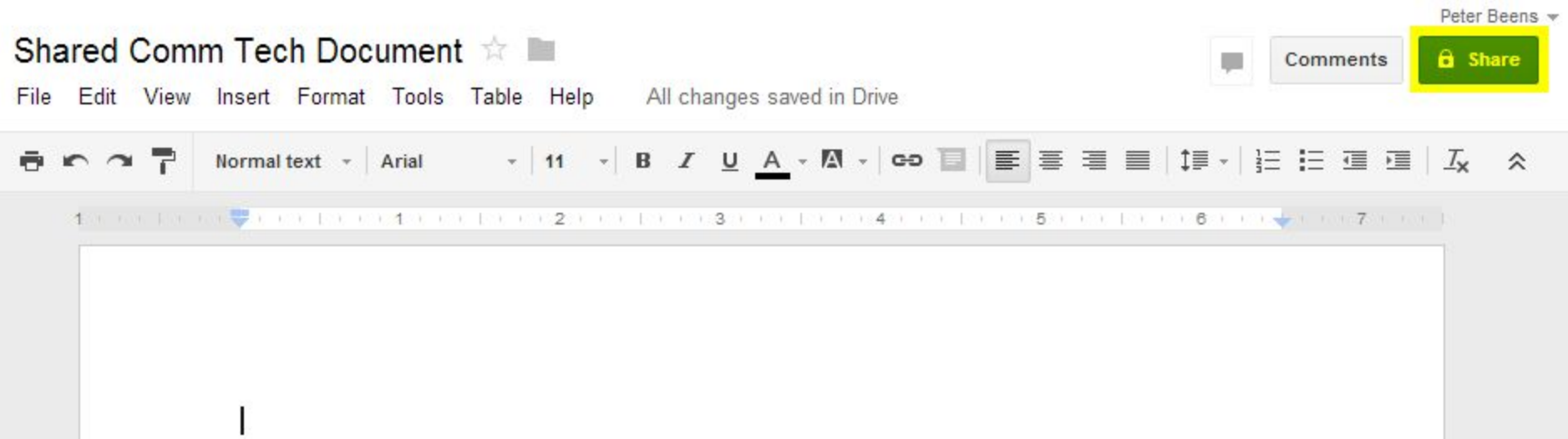
[http://groups.google.com/group/ttj-teachers/topics](#) Jan 24 07:51AM -0800

Dear all, I'm writing to you because I'm looking for a way to help students get a better understanding of the world around them and to help them make better decisions about their future. I'm looking for a way to help them understand the importance of the "hidden" career choices that are available to them and to help them make better decisions about their future. I'm looking for a way to help them understand the importance of the "hidden" career choices that are available to them and to help them make better decisions about their future. I'm looking for a way to help them understand the importance of the "hidden" career choices that are available to them and to help them make better decisions about their future.

Please reply by clicking on the subject link (highlighted) to visit the topic thread online.

Do NOT reply as you normally would! (the subject line will not be correct)

# Sharing a Google Doc (1/2)



With sharing permission set to "Can Edit", the document be edited collaboratively and simultaneously!

# Sharing a Google Doc (2/2)

## Sharing settings

Link to share (only accessible by collaborators)

[https://docs.google.com/document/d/1XbWFbNLzrmun-bby22pzxsQZsdvBIEx69I\\_cII](https://docs.google.com/document/d/1XbWFbNLzrmun-bby22pzxsQZsdvBIEx69I_cII)

Share link via:



## Who has access



Private - Only the people listed below can access

[Change...](#)



Peter Beens (you) pbeens@gmail.com

Is owner

Add people:

1

[tgj-teachers@googlegroups.com](mailto:tgj-teachers@googlegroups.com)

Can view ▾

2

3

☒ Notify people via email - Add message

Share & save

Cancel

☐ Send a  
☐ Paste to  
email

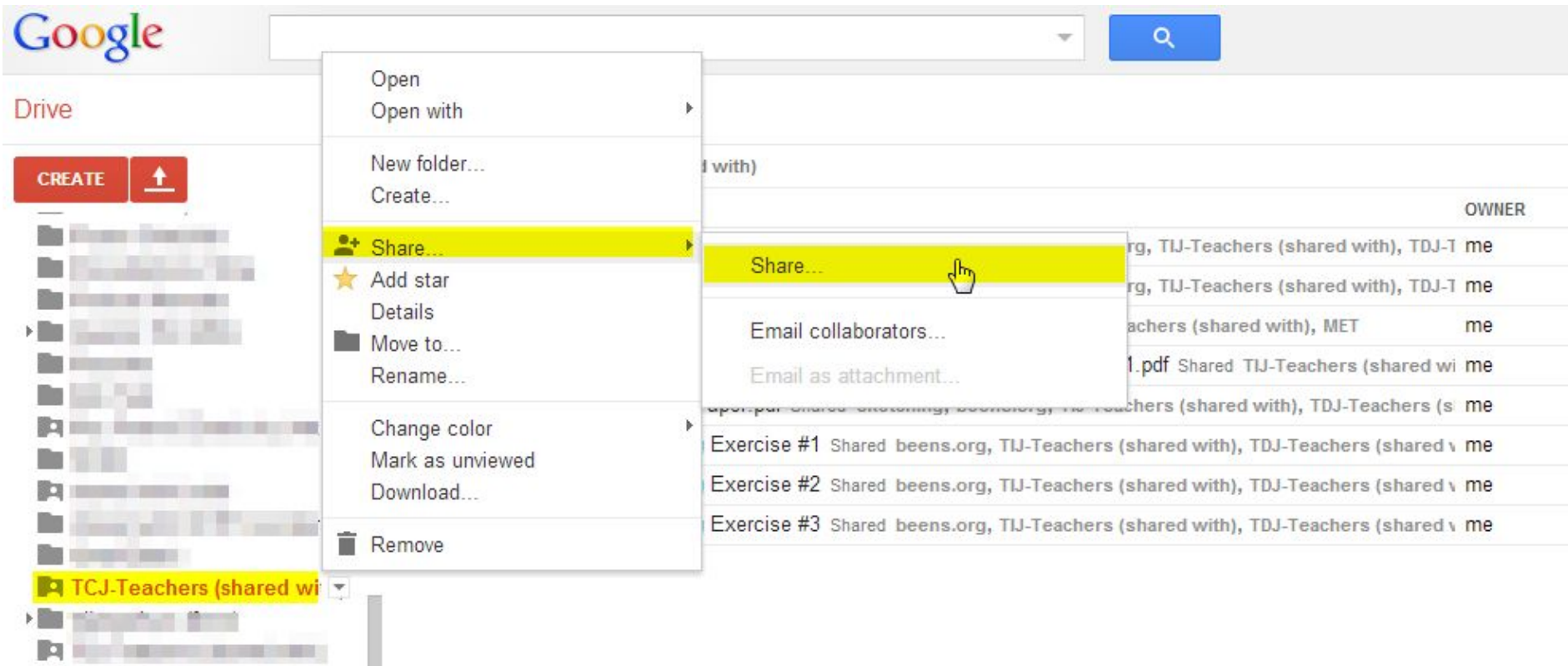
Can edit  
Can comment  
✓ Can view



Editors will be allowed to add people and change the permissions. [\[Change\]](#)



# Share an Entire Google Docs Folder



Permissions are the same as previously mentioned (View, Comment, or Edit)

**Questions?**  
**Experiences to Share?**  
**Problems to Solve?**