**Assignment**

1. Create a calendar (by going to **calendar.google.com**) for the course you are teaching. Search for and locate the calendar 'Holidays in India'. Map it to your account so that it will show up as one of the calendars in your account. Share the course calendar with your students in that class. Schedule events in that calendar. Share them with your head-of-department. Make it available in the course website. Repeat the same with each of the classes you are taking.
2. Use Google keep by going to **keep.google.com**. Create new notes, one made of list of items Ilike tasks you have to take up), another one on which you may draw the picture of a person using drawing tools, and a third one in which you paste your photo as an image. Share the notes with selected colleagues and students in your class.
3. Explore **jamboard.google.com** and experiment with the different use cases on the jamboard.
   1. Handwriting, shape, and sketch recognition
   2. Insert from Drive Docs, Sheets, Slides, or images (including GIFs)into Jamboard.
   3. Search, select, in the mini-browser of jamboard.
   4. Boards and backgrounds -- create multiple boards and rearrange them, sharing them with different groups
   5. Collaborate, share and present -- experiment with the collaborative features. You can share with different groups. and export that in different formats.