

# Get Your Google Drive and Gmail Organized. Yes, You Can!

Have you been promising yourself that you are going to take the time to organize your Google Drive files and folders? How is that going for you? Is your Gmail out of control? Are you having a difficult time locating the email messages you need to find? Have you been promising yourself that you will get your Gmail organized? Here is your opportunity to keep your promises.

Bring your laptop or Chromebook to this half day hands-on session. Strategies and tips for safely organizing your Google Drive and Gmail will be shared. Learn about handling shared Drive files and folders, organizational tips such as using color coding and stars to quickly identify and locate needed files and more. Gmail tips include the use of setting options, color coding, stars and labels. Time will be provided for participants to apply this information with their own Drive and Gmail accounts. Help will be available to problem solve, assist in organizational options, etc. This session is geared toward anyone working within the G Suite for Education environment who are using Google Drive and Gmail within the Google Chrome Browser.

**Learning Objectives/Outcomes:** At the end of this session, participants will be able to:

- Adjust Gmail Inbox settings.
- Create starred messages in Gmail.
- Use Gmail labels.
- Identify options for reducing the # of Gmail messages received.
- Understand what you should/should not do with shared files/folders in Google Drive.
- Identify options for efficient access to Google Drive files/folders

**Presenter Information:** Lynda Hartman is the educator/consultant for NSSED's Integrated-Assistive Technology Services Department. She has an M.A. in Special Education (Learning Disabilities), an M.L.S. in Assistive Technology (AT) and is a Google Certified Educator. Lynda has taught students across the continuum of environments and age levels. She designed/taught an undergraduate AT class, presents webinars and presents/facilitates workshops on various topics across Illinois and at state/national conferences.

**Financial Disclosures:** Lynda Hartman is an employees of Northern Suburban Special Education District. When contracted to present a session on a specific topic or work on a special project, Lynda Hartman receives a fee from UCP Seguin/Infinitec.

**Nonfinancial Disclosures:** No relevant non-financial relationship exists

**This training will be offered six times this year, each day will hold a morning & afternoon session.**

**Location of Course:** Live Zoom Session

**Date of Course:** Thursday, November 5, 2020

**Course start & end time:** 1:00 pm to 2:30 pm

**Location of Course:** (NTC) NSSED Training Center; Highland Park, Illinois

**Date of Course:** Wednesday, March 3, 2021

**Course start & end time:**

- Morning session: 8:30 am to 11:30 am
- Afternoon session: 12:30 pm to 3:30 pm

**Location of Course:** (NTC) NSSED Training Center; Highland Park, Illinois

**Date of Course:** Thursday, May 13, 2021

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## **Course start & end time:**

- Morning session: 8:30 am to 11:30 am
- Afternoon session: 12:30 pm to 3:30 pm

**Participants will need to bring** their own Laptop or tablet to participate in the class.

## **Satisfactory Completion:**

Credit for attending a course is based on your signature on the sign in sheet as well as sign out sheet. All virtual courses will be held via Zoom Meetings or Zoom Webinar. Once registered, an email will be sent a week before the session with the link and instructions on how to join the Zoom Meeting/ Webinar. If attending a virtual course, attendance is based on your virtual signature in and out of the session. You will be asked to type your full name into the chat feature on Zoom when you enter the meeting and again type your full name before you leave the meeting. Failure to provide a virtual signature in and out may result in partial or no credit. Live Zoom Webinars will track your attendance automatically. Participants are expected to attend the entire session to earn credit. Partial attendance may result in partial or no PD credit.

All participants must complete an electronic evaluation of the class within two weeks of the session or final session to be sent a certificate. Individual courses may specify additional requirements for satisfactory completion, please check the course description for additional requirements.

**Cost Information:** Workshop fees are waived for NSSD employees, Member District\* employees, and parents of students in our member districts. For individual participants who do not meet the above criteria, this course participation fee is **\$75.00**.

All Registration or material fees will be billed directly to the school district that employs the participant after the session is complete or the first session in a series is complete. Individuals are asked to not bring payment to the session.

**Cancellations:** There is no cancellation fee, though we ask for advanced notice to open the spot for another person. NSSD reserves the right to cancel any workshop due to low enrollment.

**Refunds:** NSSD does not charge prior to the start of the course. If an individual attends the first day of a learning series but is unable to attend the remaining sessions, the school district that employs the participant is able to designate an alternate person. It is up to the individual no longer attending the program to give their replacement the information learned in the first session.

**\*Member Districts include:** Northbrook 27, Northbrook 28, Sunset Ridge 29, Glenview/Northbrook 30, West Northfield 31, Glenview 34, Glencoe 35, Winnetka 36, Kenilworth 38, Lake Bluff 65, Lake Forest 67, Bannockburn 106, Deerfield 109, North Shore 112, Township HS 113, Lake Forest 115, New Trier 203, Glenbrook 225.

Have a question? Check out the [Professional Learning FAQs](#) or contact [professionallearning@nssed.org](mailto:professionallearning@nssed.org).