



ABC UNIFIED SCHOOL DISTRICT

PAL 2



“Google Applications for Education 02”

WHO: All PAL 2 Participants

WHAT: “Google Applications for Education 02”

WHEN: **Group A:** Tuesday, January 10, 2017 – 8:30 a.m. to 11:30 a.m.
Group B: Tuesday, January 10, 2017 – 1:00 p.m. to 4:00 p.m.
Group C: Wednesday, January 11, 2017 – 8:30 a.m. to 11:30 a.m.
Group D: Wednesday, January 11, 2017 – 1:00 p.m. to 4:00 p.m.

WHERE: District Computer Lab

PRESENTER: Mrs. Irene Orozco, Teacher/Program Specialist – Technology
Mr. David Franklin, Teacher/Program Specialist - Technology

DESCRIPTION: Please join us for Google Apps for Education 02. Come learn about **Google Calendar and Docs** in the educational suite. In **Google Calendar** for Administrative Assistants, you will learn how to set up, delegate, schedule work events, publish event links, explore calendar labs, sharing a calendar permissions, and various tips to improve efficiency. You will explore the various pre-built **Google Docs** templates to save you time and allows you access anytime, anywhere.

To Register



Please email Vanessa Weseman at:

Vanessa.Weseman@abcusd.us or call ext. 21174

***Make sure to indicate which group you wish to attend
Space is limited to 20 per group***

Please arrange for your own site coverage.

