Google Apps in Higher Education: Students

32 Ways to Make Your Life Easier With Apps!

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Why Google Apps?

- Make the most out of Google Apps to make your life easier -- whether for school, internships or jobs, and most importantly fun!
Tools for Students

GMail  Huge inbox with search: keep and find everything.

Talk   IM and Video as easy as email.

Groups Easily create and work in teams.

Calendar Make sharing calendars and schedules easy.

Docs   Makes collaborating as easy as creating.

Sites  Create web pages without programming knowledge.
#1: Collaborative Group Papers and Projects

Say goodbye to emails with large attachments! Work on the same group paper or project at the same time using Google Docs. Great way to crowd-source for papers, too.
Assign different note-takers for certain days or weeks, or create a study guide to share with the class.

Never worry about losing your notes again because they're in the cloud!
Create a shared repository for a club, fraternity/sorority, or study group with a **shared collection** so that others can find and access important documents.

**Beginner Application**
Never worry about forgetting to bring your resume to the interview! Upload your resume into Docs so you can access it from any device at any time.

Bonus: great for travelling to career/internship fairs and interviews!
#5: Student Group Budgeting and Finance

Make student government budget more transparent by tracking all finances in Google Spreadsheets. Share it with the entire school for accountability.

#6: Senior Year Bucket List

Make sure you and your friends get the most out of senior year with a bucket list in Google Spreadsheets!


<table>
<thead>
<tr>
<th>What?</th>
<th>Who?</th>
<th>Done?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to Hot Springs at Joshua Tree</td>
<td>Jessica, Jamie, Max</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Road trip to Baja!</td>
<td>Carrie, Max</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-N-Out Secret Menu</td>
<td>Jessica, Andrew, Jamie</td>
<td>X</td>
<td>Sooo good!!</td>
</tr>
<tr>
<td>Mammoth!</td>
<td>Kelsey, Max</td>
<td></td>
<td>I don't ski... -Jam</td>
</tr>
<tr>
<td>San Diego Zoo</td>
<td>Everyone</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Beginner Application
Tired of manually entering numbers? Skip data entry and use Forms to collect field data and organize in Google Spreadsheets.
#8: Sign-up Sheets

Use spreadsheets to coordinate volunteer efforts and shift assignments quickly and easily!

Intermediate Application
Use **Flash Cards Gadget** to study for language classes or the GRE/MCAT/LSAT! Share spreadsheets so others can study with you.

#10: Class Presentations

## Introduction

- Longevity of restaurants in college towns
- Focus on New England
- Open System Elements
  - Population ecology framework

Collaborate on one presentation with others from different locations without sending attachments.

Bonus: it's ok if you forget your thumb drive on presentation day!
Want to learn more?

Google Apps for Education Online Training Center, Module 4:
Forms
#11: Collect Student Feedback

Use Forms to quickly poll students and organize events for resident advisors or student government!

Example: http://bit.ly/q0loO6
#12: Event Sign-Ups and Invites

Use Forms for RSVPs and invites for your event. Easily track who's attending!
#13: Interview Questionnaires

Collect interview information for a school newspaper article, selection process, or class project!


Intermediate Application
#14: Student Group Membership

Effectively manage and raise your student group's membership by using quick, easy, and informative forms!

Example:
Use forms to collect preferences for staffing committees and organizing commitments.
#16: Collect Research Data for Project or Thesis

Create surveys that track several types of questions - including multiple choice, checkbox, and long answer. You can collect field data on the go on a phone too!
Want to learn more?

Introduction to Google Forms Webinar

Advanced Forms Webinar

Google Apps for Education Training Center, Chapter 6: Forms: http://edutraining.googleapps.com/Training-Home/module-4-docs/chapter-6
Google Calendar
Use calendar to plan, organize, and announce fraternity or sorority events!
Use calendar to manage multiple schedules in different colors (class, personal, sports, etc.)!
#19: Organize tasks and deadlines with shared calendars (clubs, classes, sports teams)

Show weekly shifts or assignments with a shared calendar for your club.

Intermediate Application
#20: Coordinate Group Meetings

Tip: Schedule recurring meetings throughout the semester.

Schedule meeting for group project and add study notes in the event! Say goodbye to sifting through notes and simplify your life.
#21: Follow Your Favorite Sports Teams

Follow your school's team or any professional team on Calendar and **never** miss a game!

Intermediate Application
#22: Import Facebook Events

**Import** your Facebook events to Google Calendar and manage everything in one place! Events will update dynamically.

You can export your Facebook Events into many other programs such as Apple iCal, Microsoft Outlook, and Google Calendar.

Simply click the Export button that appears on the bottom of any event page or use the following URL to export all your upcoming events:

Intermediate Application
#23: Set SMS/Text Reminders

Need a quick reminder for class? **Register your phone** with Calendar to set SMS event reminders.

By default, remind me via **Pop-up** for **10 minutes** before each event.

Intermediate Application
Want to learn more?

Gmail
#24: Link and Send From Multiple Accounts

Want to manage all your school and personal emails in **one place**? Add your other personal Gmail or group email accounts and send from them in Google Apps!
Turn on the translate feature in Gmail labs to communicate with host families or study abroad friends!
Use **Gmail filtering** for daily deals, Groupons, or exes so those messages never show up in your inbox.

**Intermediate Application**
Want to learn more?

Google Apps for Education Training Center, Module 2: Calendar: http://edutraining.googleapps.com/Training-Home/module-2-mail
Talk
Use integrated video chat with Google Talk to catch up with family, friends, or long-distance relationships! Great for snow days or big campuses!
Bad cell service or lost phone? Use the **Call Phone** feature in Gmail to place high quality calls to friends, family, or anyone else!

Tip: Enable the **send SMS lab** to send texts from Gmail too!
Want to learn more?

Google Apps for Education Training Center, Chapter 8: [http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-8](http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-8)
Sites
#29: School Newspaper

Publish your school newspaper with [Google Sites](http://www.thevoiceoflscm.com/)! Here's an example: [http://www.thevoiceoflscm.com/](http://www.thevoiceoflscm.com/)

Intermediate Application
#30: Career or Academic ePortfolios

Use sites to create ePortfolios and showcase your experiences for internships, jobs, or grad school.

Example: Clemson University ePortfolios
Create a website for your group and embed videos, calendars, and custom gadgets **without** programming!

Intermediate Application

Archive a class project or thesis with a Google Site. Add attachments, images, and share with others!

Want to learn more?

Extras: Training/Tutorial Sites

Need to train others on a certain topic or task? Create a "how-to" training page with Sites!

Use Docs for meeting minutes or drafting bills with student government or other groups. You can export notes to PDF or Word if needed!
Before Getting Started.....

• Access the presentation: http://bit.ly/rrbsrZ