



## Volunteer Workshop Featuring Google for Education 2018

Time	Program schedule
7:45 AM AM- 8:25 AM	<b>Registration</b>
8:30 AM-9:15 AM <b>Keynote</b>	<b>Welcome and Keynote</b> <ul style="list-style-type: none"> <li>- Bigger picture</li> <li>- How Universities are benefitted from the Cloud-based collaborative platform</li> <li>- How Google protect the privacy and security of Data</li> <li>- Able to provide ,personalized learning paths</li> </ul>
9:30 AM-10:30 AM <b>Session 1</b>	<b>Extending learning beyond the lecture hall with Google Classroom</b> ( deep dive, tips, and hints )  <b>Effective use of digital Tools in a Collaborative environment, and for research</b>
Tea 10:30 AM-11:00 AM	
11:00 -12:00 AM <b>Session 2</b>	<b>Becoming content creators rather content consumers ( connecting to the global community)</b>  Storing in Google Drive and Team drive for Collaboration for Faculties and Students  Formative assessment, feedbacks and survey research run through Google Forms. Automated marking.  Create your creative ideas through Google Keep and integrate with G Suite  e-publication, web publication, Sharing documents with access control and time limit.
12:00- 1 PM <b>Session 3</b>	<b>Project-based learning for students engagement</b> <ul style="list-style-type: none"> <li>- Publishing through Google New Sites and Blogging</li> <li>-Showcasing students and Department work</li> <li>-digital portfolios</li> <li>-Creating intranet for individual departments and delegate department to manage</li> </ul>
1 PM PM-2:00 PM	Lunch
2 PM - 3 PM <b>Session 4</b>	<b>Communication, Productivity, Time saving and collaboration tools</b> ( Gmail, Calendar, Tasks, Google Keep, effective search ,



	organising Drives , Exploring , Trends , Google Add ons and Extensions )
3:10- 4:00PM <b>Session 5</b>	<b>Academics/ Educators are lifelong learners learners</b> GEG Community , extending your network Connecting with the Global community through Youtube, channels, Google Hangouts. <ul style="list-style-type: none"><li>- Connecting Educators globally</li><li>- Google certifications</li><li>- Google help centre , Google Training App , EDU channel and keep up with the updates</li><li>- wrap up</li></ul>

Based on the need, a separate session will be organised for G Suite Administrators

**Note:**

- 1.) Workshop participants must have a personal Gmail account,
- 2.) Please bring your laptops ( if you have)
- 3.)

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On behalf of Organising Committee, [education4everyone.org](http://education4everyone.org)