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Session Name: APS / GCF Session 6: Gmail & G Suite Products
Trainer Name:

GCF Technology Training

Link to Slide Deck: Deck 6 - Gmail & G-Suite

Training Description: This training session is based on the GCF Gmail and G Drive lessons. The one-hour session is designed to orient learners to the various products available within the G Suite.

Training Objectives: By the end of today's session, you will be able to:
- 1: Identify the benefits and features of Gmail.
- 2: Describe the GDrive's organization.
- 3: Decide which type of GDrive product works best for your project.

Training Lessons (GCF):
Gmail (Lesson 1): Introduction to Gmail https://edu.gcfglobal.org/en/gmail/introduction-to-gmail/1/
Gmail (Lesson 2): Setting up a Gmail account https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/

Google Drive (Lesson 1): All About Google Drive https://edu.gcfglobal.org/en/googledocuments/all-about-google-drive/1/
Google Drive (Lesson 2): Getting Started https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/
Google Drive (Lesson 3): Creating Google Files https://edu.gcfglobal.org/en/googledocuments/creating-google-docs/1/
Google Drive (Lesson 4): Uploading Files to Google Drive https://edu.gcfglobal.org/en/googledocuments/uploading-files-to-google-drive/1/

Videos
Google Drive - Getting Started: https://youtu.be/P7555XLfHgs
G Drive - Creating Files: https://youtu.be/BNLpklYOyr0
G Drive - Uploading Files: https://youtu.be/GQVGr_OM18Q

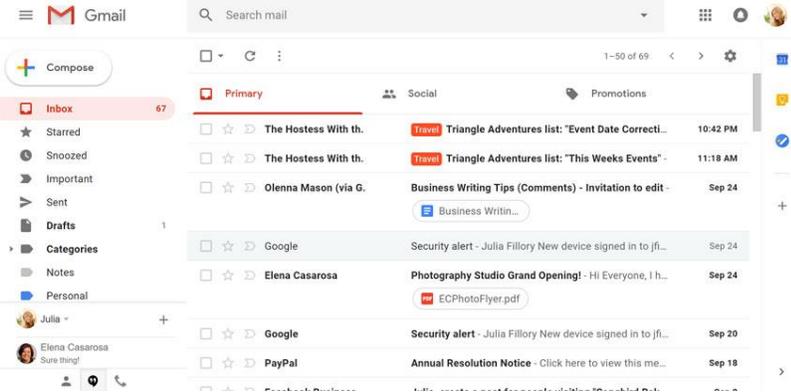| Time (minutes)	Content	Resource	Facilitator
2 mins	**Welcome and Introductions** (be sure to record the zoom session) • Good afternoon and thank you all for joining us for today's session on Gmail and the G Suite products. This session, and all others in our APS Computer Basics Training, has been developed based on the Goodwill Global Community Foundation online training. The APS/Goodwill collaboration enables you to take the Goodwill training modules on the GCF website and then request credit for them via your APS account. For full instructions on completing the GCF modules and earning credit toward the CPS renewal, please click on the link in the chat. • I am _____ and I will be co-facilitating today with my fellow intern, _____, and the APS Project Director Amy Spagnolo. • <mark><co-presenters give a wave to the camera but don't introduce themselves></mark> • *(Ask): Please introduce yourselves in the chat (feel free to include your name, the organization you work or volunteer at, a hobby or fun fact).* <mark><co-presenters also answer the introduction questions in the chat></mark> <mark><Please pause-allow for participants to answer></mark> • Thank you all for the introductions! It's nice to learn a little bit more about you all as we begin our session together. I will turn the presentation over to _____ to lead us through some housekeeping	**PP 1** **PP 2**	Dan Dan
3 mins	Thanks_____. **Housekeeping** • Notification that session is being recorded • Directions for registering for the GCF tutorials, working on the tutorials, earning a certificate of completion, requesting CE credit for the modules completed via the academy are available on the Virtual Learning Community. Rita Cronise provided this overview on Monday September 27th. That recording can be accessed at the VLC https://aps-community.org/faces-places-webinar-series/ <mark><put link in the chat></mark> • If you need to take a break, please stay muted and feel free to turn off your camera.	**PP 3**	Grace

	• Request to use the chat box for questions, co-trainer will moderate those questions ; stay muted during the training part of today's session. • There will be time for discussion and Q&A after the lesson. • Schedule of GCF trainings (Mondays, Wednesdays; Fridays are for checking in and receiving additional support; the series runs for three weeks; series repeated again for three additional weeks) • https://bit.ly/GCF-Training <mark><put link in the chat></mark> • We will provide a link to all of the resources we are using today at the end of the session. • We also provide additional supports and services that _____ will describe. _____, the floor is yours.		
2 mins	Thank you _____. **Information on Additional Supports/Services** • We will offer GCF Lesson Review Sessions on Fridays from 12:00 to 1:00. These virtual, live support sessions facilitated by me to review any part of the lesson content that you'd like to revisit from the Monday and Wednesday GCF / APS Skills Training sessions. • Later this month, we will also begin offering One2One tutoring and support. The One2One sessions are live, online, peer tutoring. Support is offered for any one of the 13 CORE courses. You will be able to register for 30-minute sessions (up to 3 sessions per week) using our online calendar. The link to the calendar will be sent out via the APS announcement center soon so please stay tuned! • The videos that we are using for the **Gmail** module, developed by GCF, are available on the APS YouTube Playlist. The link for that playlist is in the chat. <mark><put link in the chat></mark> https://youtube.com/playlist?list=PL007352170EA6EB06 • We would like to share the learning objectives for the training today.	**PP 4**	Grace

3 mins	**Learning Objectives** By the end of today's session, you will be able to: 1: Identify the benefits and features of Gmail. 2: Describe the G Drive's organization. 3: Decide which type of G Drive product works best for your project.	**PP 5**	Grace
	_____, I understand you'd like to ask our learners a question, and the floor is now yours. Thanks _____. *(Ask):* *Which email provider do you currently use?*	**PP 6**	Dan

5 mins		PP 7	Dan
	GCF Training Content and Practice: Gmail Lesson 1: Introduction to Gmail https://edu.gcfglobal.org/en/gmail/introduction-to-gmail/1/ <mark><put link in the chat></mark> This section provides an introduction to Gmail. ● Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service: You can send and receive emails, block spam, create an address book, and perform other basic email tasks. But it also has some more unique features that help make it one of the most popular online email services. We can start by reviewing the main features of Gmail. Gmail offers several useful **features** to make your email experience as smooth as possible, including: ● **Spam filtering.** Spam is another name for junk email. Gmail uses advanced technologies to keep spam out of your inbox. Most spam is automatically sent to a separate spam folder, and after 30 days it is deleted. ● **Conversation View.** An email conversation occurs whenever you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail groups these emails together by default, which keeps your inbox more organized. ● **Built-in chat.** Instead of sending an email, you can send someone an instant message or use the voice and video chat feature if your computer has a microphone and/or webcam. ● **Call Phone.** This feature is similar to voice chat, except that it allows you to dial an actual phone number to call any phone in the world. It's free to make a call to anywhere in the United States or Canada, and you can make calls to other countries at relatively low rates. My co-facilitator, _____, will tell us a bit about the Gmail interface.		

5 mins	Thank you _____. **The Gmail Interface** (continuation of lesson 1) *(Ask): How do you define the term interface?* ● An **Interface** is a point where two subjects meet and interact. As it relates to computer use, an interface is a device or program enabling a user to communicate with a computer. ● When you're working with Gmail, you'll primarily be using the main Gmail interface. This window contains your inbox, and it allows you to navigate to your contacts, mail settings, and more. Also, if you use other Google services like YouTube or Calendar, you'll be able to access them from the top of the Gmail window. <mark><trainer describes the parts of the interface></mark> 	**PP 8** **PP 9**	Grace Grace
3 mins	**GCF Training Content and Practice: Gmail** Lesson 2: Setting up a Gmail account https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/ <mark><put link in the chat></mark> ● Setting up a Gmail account is easy. You will begin by creating a Google account, and during the quick sign-up process you will choose your Gmail account name. In this lesson, we'll show you how to set up your Google account for Gmail, add and edit contacts, and edit your mail settings. ● To create a Gmail address, you'll first need to create a Google account. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your name, birth date, gender, and location. You will also need to choose a name for your new Gmail address. Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.	**PP 10**	Grace
5 mins	**GCF Training Content and Practice: Google Drive** *(Ask): What cloud based storage have you used?* My co-facilitator, _____, will tell us a bit about Google Drive.	 **PP 11**	 Grace

	Thanks _____. Lesson 1: All About Google Drive https://edu.gcfglobal.org/en/googledocuments/all-about-google-drive/1/ <mark>\<put link in the chat\></mark> ● Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. ● Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more. ● Google Drive is one of the most popular cloud storage services available today. If you've never used a cloud-based storage service like Google Drive before, take a moment to consider the advantages of keeping your files online. Because files can be accessed from any computer with an Internet connection, Drive eliminates the need to email or save a file to a USB drive. And because Drive allows you to share files, working with others becomes much easier. ● Google Drive doesn't just store your files; it also allows you to create, share, and manage documents with its own productivity apps. If you've ever used a suite like Microsoft Office, some things about Google Drive's apps might seem familiar. For instance, the types of files you can work with are similar to files that can be created with various Microsoft Office programs.	**PP 12**	Dan
5 mins	**GCF Training Content and Practice: Google Drive** Lesson 2: Getting Started with Google Drive https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/ <mark>\<put link in the chat\></mark> ● In order to use Google Drive, you will need a Google account. Google accounts are free, and signing up for one is fairly simple. In order to create a Google account, you'll need to enter some information, including your name, birth date, and location. Creating a Google account will automatically create a Gmail email address and a Google+ profile. ● If you have a Gmail address, you already have a Google account, so you won't need to create an account—you can simply sign in to Drive using your Gmail information. Here are some tips for getting started in Google Drive. <mark>\<Show Video\></mark>: Google Drive Getting Started https://youtu.be/P7555XLfHgs	**PP 13**	Dan

10 min	**GCF Training Content and Practice: Google Drive**	**PP 14**	Dan
	Lesson 3: Google Files		
	https://edu.gcfglobal.org/en/googledocuments/creating-google-docs/1/ <put link in the chat>		
	There are many types of files you can create and share on Google Drive:		
	● **Documents**: For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)		
	● **Spreadsheets**: For storing and organizing information (similar to Microsoft Excel workbooks)		
	● **Presentations**: For creating slideshows (similar to Microsoft PowerPoint presentations)		
	● **Forms**: For collecting and organizing data		
	<Play Video>: Creating Files https://youtu.be/BNLpklYOyr0	**PP 15**	Dan
5 mins	**GCF Training Content and Practice: Google Drive & Docs**	**PP 16**	Dan
	Lesson 4: Uploading & Synching Files		
	https://edu.gcfglobal.org/en/googledocuments/uploading-files-to-google-drive/1/		
	<put link in the chat>		
	● Google Drive gives you 15 gigabytes (15GB) of free storage space to upload files from your computer and store them in the cloud. There are two main types of files you can store on your Google Drive:		
	● **Files you can edit**, like Microsoft Office files, PDFs, and other text-based files.		
	● **Files you cannot edit**, like music, videos, compressed archives (.zip files), and most other files.		
	● Once you upload a file—no matter what type of file it is—you'll be able to manage, organize, share, and access it from anywhere. And because the files on Google Drive are synced across your devices, you'll always see the most recent version of a file.		
	In a few seconds we will be watching a short video tutorial, and immediately after _____ will open our Q & A segment.		
	<Play Video>: Uploading & Synching Files:		
	https://youtu.be/GQVGr_OM18Q		

10 mins	**Q & A** • We would like to open up the session for any questions you may have. If you would prefer to type your question in the chat, that is great. Or you can raise your hand icon and we can call on you to unmute. • *(Ask): What is one thing you learned from today's session that you may use yourself or use to support someone else?* • *(Ask): Would anyone like to share one new thing you've learned about today's session on Gmail and Google Drive?*	**PP 17**	Grace
3 mins	**Summary/Wrap Up** Wrap Up Points: Today we learned about ● Creating and using the Gmail interface ● Getting started with the G-Drive ● Using the G-Drive suite of products	**PP 18**	Grace
2 min (or less)	**Closing** We thank you for joining us today and we hope you come back again! • All of the links to the videos and APS resources we shared in today's presentation can be accessed by clicking on the link in the chat box. • If you need information on registering for the GCF courses or requesting credit for your CPS renewal, please click on the link in the chat. <mark><Put all of the links in the last slide and into the chat, add PDF of Slides to download in chat></mark>	**PP 19**	Grace

Notes: Links <mark><insert links into the chat></mark>

Slide #1
GCF Computer Basics Overview - https://youtu.be/InHnZ-DMjEY

Slide # 3
VLC Webinars & Resources - https://aps-community.org/faces-places-webinar-series/
GCF Training Sign Up (Eventbrite) - https://bit.ly/GCF-Training

Slide #4
One 2 One Tutoring (Calendly) - <link to come>
To access the GCF Gmail YouTube Playlist:
Google Drive - https://youtube.com/playlist?list=PLDCE614622E1D2691
Gmail - https://youtube.com/playlist?list=PL007352170EA6EB06

Slide #7
Gmail **(Lesson 1)** Introduction to Gmail - https://edu.gcfglobal.org/en/gmail/introduction-to-gmail/1/

Slide # 10
Gmail **(Lesson 2)** Setting up a Gmail account - https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/

APS GCF Technology: Basic Computer Skills Training
Slide # 12
G-Drive **(Lesson 1)** All About Google Drive - https://edu.gcfglobal.org/en/googledocuments/all-about-google-drive/1/

Slide # 13
G-Drive **(Lesson 2)** Getting Started -
https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/

Slide # 14
G-Drive **(Lesson 3)** Creating Google Files - https://edu.gcfglobal.org/en/googledocuments/creating-google-docs/1/

Slide # 16
G-Drive **(Lesson 4)** Uploading Files to Google Drive -
https://edu.gcfglobal.org/en/googledocuments/uploading-files-to-google-drive/1/