



MASSACHUSETTS SCHOOL ADMINISTRATORS' ASSOCIATION



An MSAA PD Workshop for: Pre K-12 School Administrators, Counselors, and anyone who needs to collect and analyze data, collaborate, and communicate. Participants should have some familiarity with Google.

Improving Your Workflow with Google



Google



Mail



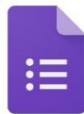
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Featuring Presenter:
Lytania Mackey-Knowles

Administrator of Digital Learning & Educational Technology,
Swampscott Public Schools



Calendar



Forms



Drive

Monday, March 4, 2019
at the MSAA Office

MEMBERS HELPING MEMBERS MSAA PD by members, for members

Sign-In/Registration: 8:00am-8:30am
Workshop: 8:30am-3:00pm

PD Hours: 6
Content Area: Leadership and Administration

Fee: \$75 per person

MSAA Contact: [@msaa.net](http://msaa.net)

This workshop is designed for administrators, counselors, and anyone who needs to collect and analyze data, collaborate, and communicate.

The presentation will cover the following topics:

- Gmail: labs & advanced settings to help you get more done
- Google Calendar: make appointments, organize meetings, and add agendas
- Google Hangouts: communication in real time
- Google Keep: collaborating, to-do lists, and staying organized
- Google Docs: hyperdocs for meetings
- Google Forms: collect & analyze data
- Google Chrome Extensions: tools to improve productivity

We will review the basics of sharing, collaborating, and converting files, but this workshop is geared towards people who have used GSuite previously. It is designed for those who want to incorporate GSuite into their administrative routine in order to work smarter.

Lytania Mackey-Knowles, Assistant Principal and Technology Administrator at Swampscott High School, swears that Google and most technology has changed her life for the better and made her a more productive, efficient, and organized administrator. In her spare time she teaches the power of Google and Chromebooks to adults over 65 at the local senior center.

[Register online at www.msaa.net](http://www.msaa.net)

LEADERSHIP MATTERS



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