*A professional development offering for: Pre K-12 school administrators, counselors, and anyone in a school system who needs to collect & analyze data, collaborate, and communicate. Participants should have some familiarity with Google.*

## MEMBERS HELPING MEMBERS

# Improving Your Workflow with Google

**Featuring Presenter Lytania Mackey-Knowles**

*Administrator of Digital Learning & Educational Technology, Swampscott Public Schools*

**Thursday, March 1, 2018**
**at the MSAA Office, Franklin**

**Sign-In/Registration:** *8:00 am to 8:30 am*
**Workshop:** *8:30 am to 3:00 pm*
**Fee:** *$75 per person*
*Open to All; No Discounts Apply*

| 6 Professional Development Hours | PD Content Area: *Leadership/Administration* | #MembersHelpingMembers |
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This workshop is designed for school administrators, counselors, and anyone in a school system who needs to collect and analyze data, collaborate, and communicate.

**The presentation will cover these 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. She is ready to share with you and get you on the path to Googliness. In her spare time she teaches the power of Google and Chromebooks to adults over 65 at the local senior center. She believes anyone can learn to use a computer to help them explore and connect with the world!*

**MSAA Registration Policies & Procedures**     **Register Online**