

Teacher / Employee Technology Instructional Goals for Learning

Anderson County Teachers/Employees should use this list of instructional goals as a guide for learning the use of all Google offerings in ACS, including the Google Classroom. The Google offerings listed below can be accessed from a Chromebook, PC Computer, PC Laptop, or nComputing workstations.

The instructional videos listed below will require you to log-in to the training site. When asked to log-in, use your **ACS e-mail username and password to log-in to the site**. The videos are usually 50-70 seconds long and are offered by [Synergys](#).

Google E-Mail (Gmail)

1. I can log-in to my **Google Account**.
2. I can [send an e-mail message](#), [read my e-mail](#), [print](#), and [search](#) my ACS Google E-Mail.
3. I can [attach](#) a document to an e-mail message.
4. I understand the difference in [Replying](#) to a message... and **Replying to All** recipients in an e-mail message.
5. I can [Archive](#) important e-mail I do not want in my inbox, but would like to keep in my **All Mail folder**.
6. I know how to use the **filters** in Google e-mail called [Labels](#). Labels are sometimes called folders.
7. I understand the **All Mail Label**.
8. I can [turn-off Conversations](#).
9. I can add and /or delete a [Contact](#) in my Google E-Mail.

Google Calendars

1. I can [create an event](#) on my personal calendar.
2. I can [create a new calendar](#).
3. I can [share a calendar](#).
4. I can [accept a calendar invitation](#) from another ACS e-mail user.

Google Drive

1. I can **log-in** to my Google Drive from the ACS Website.
2. I can [save files](#) to my Google Drive.
3. I can [up-load](#) files to my Google Drive.
4. I can [share a file and / or folders](#) in my Google Drive with other ACS Google users.
5. I can create and share a [Shareable Link](#) to one of my files.
6. I can create documents using [Google Docs](#).
7. I can create spreadsheets using [Google Sheets](#).
8. I can create presentation using [Google Presentations](#).
9. I can convert [files and Google docs](#) to a Microsoft Format.
10. I can [search](#) my Google Files.

Google Classroom

1. I understand the [process](#) of using the Google Classroom.
2. I can use the [Classroom Home Screen](#).
3. I can [create a Class](#).
4. I can [Join a Class](#).
5. I can use the [Class Page Interface](#).
6. I can [invite students to my Classes](#).
7. I can [add announcements to my Classes](#).
8. I can [create an assignment in Google Classroom](#).
9. I can [e-mail my students within](#) the Google Classroom.
10. I can [view all my assignments](#) in the Google Classroom.
11. I can [add attachments to my assignments](#) in the Google Classroom.
12. I can [view my assignments](#) in the Google Classroom.
13. I can [view and comment on student assignments](#) in the Google Classroom.
14. I can [grade and return assignments](#) in the Google Classroom.
15. I can use the [Class Calendar](#) Options.
16. I can use [Google Forms](#) for assignments and tests.
17. I can [Archive my past classes](#) in the Google Classroom.
18. I can [work on my assignments](#) in the Google Classroom.
19. I can view and [use the calendar](#) in the Google Classroom.