Student Technology Instructional Goals for Learning

Anderson County Students 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 workstation.

The instructional videos listed below will require you to log-in to the training site. When ask 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 **Synergyse**.

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 Al**l 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 others 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 **Join a Class**.
4. I can **e-mail other classmates** within the Google Classroom.
5. I can **view all my assignments** in the Google Classroom.
6. I can **work on my assignments **in the Google Classroom.
7. I can view and **use the calendar** in the Google Classroom.