

# Google tips and social media to increase your productivity

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## EMAIL - More robust than you think

- Gear icon and configure inbox
  - this is where you set up organization of email
- Settings - General
  - undo send
  - stars
  - chat
  - create contacts for auto complete
  - signature
    - add special events for your school
  - vacation
  - labs
  - chat - this tab is where you customize your settings
  - labels
- Can label emails before sending to assist with organization
- Gmail app for smartphone and devices



## Drive

Where everything lives

Documents

- Tools and research
  - add images
  - quotes
  - research
  - automatically footnotes
  - select style of footnotes

Sharing

- Different levels of sharing - view, edit and comment

Presentations

- can up load from other formats keep all in one place
- move slides between presentations

Spreadsheets

- attendance

Forms

- safety checklist
- emergency contact for field trip or athletic teams

## Calendar / Google+ / Alerts

Calendar

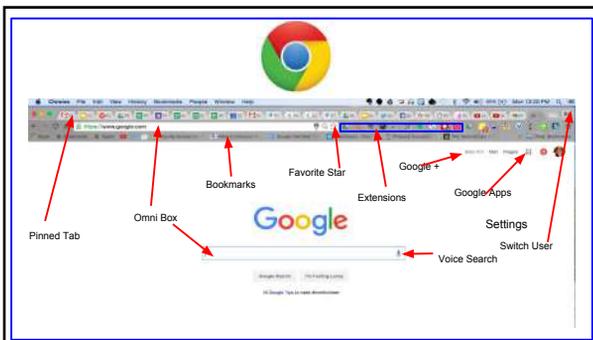
- Click on gear icon
- Click on settings
- Scroll through will see location
- Add a zip code then click on show weather
- Share units of study so equipment can be best utilized

Google+

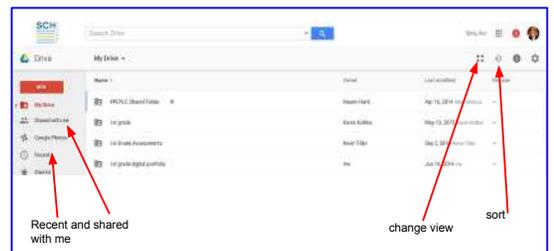
- hangouts
- communities
- Internally for school professional development and collaboration.
- Externally for your PLN

Alerts

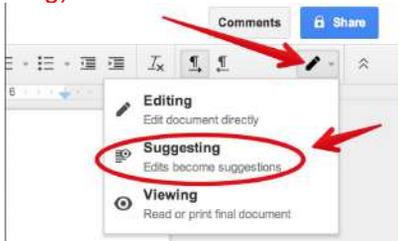
- <http://www.google.com/alerts>



## Finding Stuff



## Better Collaboration! (Comments/Editing & Suggesting)



## Revision History!



## Twitter and Voxer

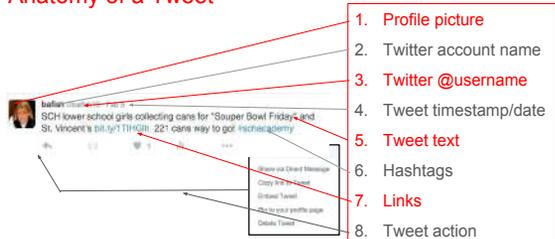


## Twitter

1. Set up an account
2. Update profile
3. Twitter Vocabulary



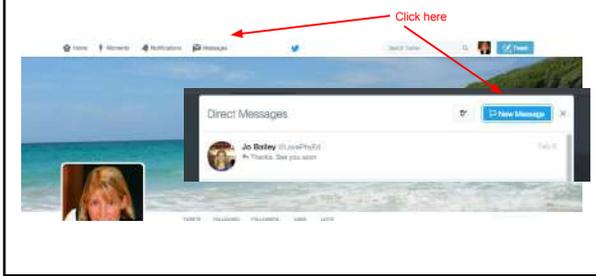
## Anatomy of a Tweet



## How to Retweet and Like a Tweet



## How to send a Direct Message



## #Hashtags

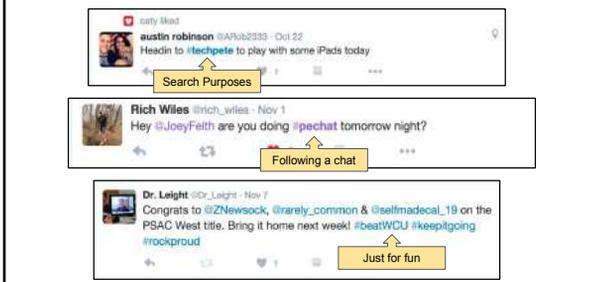
**Definition:** The # symbol, called a hashtag, is used to mark keywords or topics in a Tweet. It was created organically by Twitter users as a way to categorize messages.

keyword

- Hashtags can occur anywhere in a tweet (beginning, middle, end)
- Hashtag words that become very popular are often Moments



## Different # serve different purposes



## Twitter Tidbits

- Do not need to fill 140 characters
- Permission to not see and follow everything
- Okay to be on and then off for periods of time
- Be aware of DM and spam



## Voxer

- **Talk, send text and photos**
  - Send live or recorded voice, text messages and photos instantly, to one person or an entire group.
- **Listen live or listen later**
  - Listen 'live' while someone is speaking and respond immediately or listen later and reply when it's convenient.
- **Use any network, globally**
  - Voxer works on any cellular or Wifi network around the world.

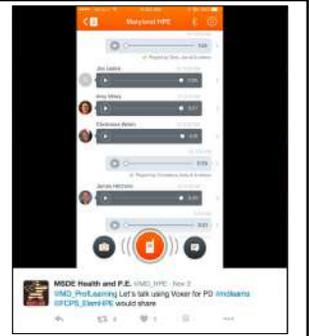


## Voxer Setup

- Create your free account on your phone
- Upload a photo of yourself
- Voxer automatically shows you a list of all your contacts that have Voxer accounts already.
- Explore the app. Check out the various settings and practice leaving messages for a friend.



## Voxer in PE



## Groups to follow in Voxer

- PE Technology
- General PE
- Elementary PE Chat
- Elementary Assessment
- Plicker Peeps

To join a group - someone in the group needs to add you or start a new group on your own.

[voxerpe.com](http://voxerpe.com)