

Effectively Using **Google** for Project Management



A Training Module Created for IDT 535 Lesson Plan Assignment

Training Module Lesson 1: Google Communication Tools

Created by: Amanda Carpenter



Training Module Lesson 1: Google Communication Tools

Lesson Preparation

Time: Please allow 1 hour to complete this training module and assessment

Materials: Computer with internet access

Introduction

Objective: Upon completion of this lesson, Training Module Lesson 1, the learner will have created a G-mail account that can be used to login to all Google applications. Learner will be able to send and receive e-mails, create calendar items and share them with other Google users, as well as initiate a Google Hangouts online meeting. Upon completion of Lesson 1, learner will be ready to advance to Lesson 2: Introduction to Google Collaboration Tools.

Training Module Set:



Training Module Lesson 1: Google Communication Tools

What you will learn in this module:

- Creating a Gmail account & Gmail account basics
- Uploading Project Dates to Google Calendar
- Holding a Google Hangout Meeting



Training Module Lesson 2: Google Collaboration Tools

What you will learn in this module:

- Creating Documents Using Google Docs, Sheets & Slides
- Editing the Documents as a Team
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Training Module Lesson 3: Google Storage Tools

What you will learn in this module:

- Using Google Drive
 - Creating Folders & Sub Folders
 - Folder organization
 - Sharing Folders
- Google Drive Mobile Application



Pedagogy: This tutorial is based upon mastery learning, allowing the learner to work at their own pace through the tutorial, and then re take the assessment at the end of the tutorial until they have received a 90% or better.

Instructional Outline:

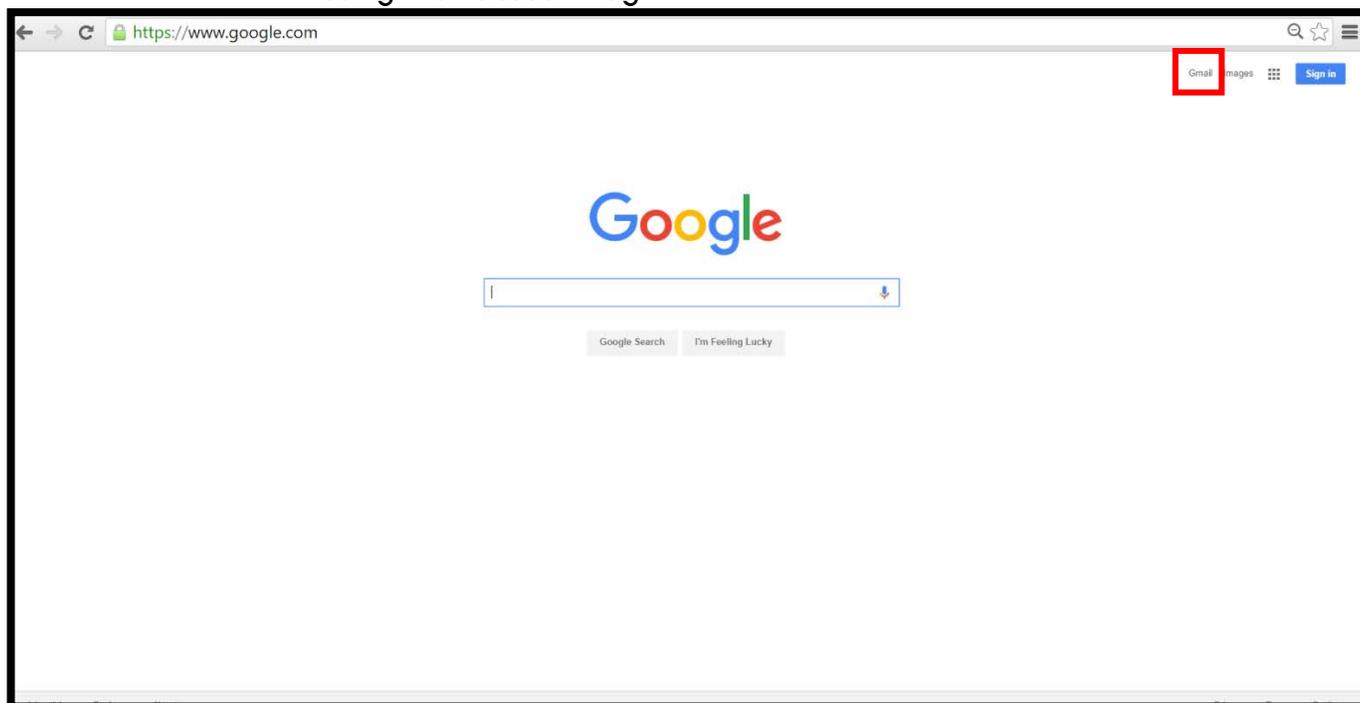
- Create a G-mail account, send and receive e-mails
- Create calendar items and upload project deadlines to Google Calendar
- Use Google Hangouts

Review

Evaluation: Following the training module the learner will be able to take an assessment, covering all of the concepts they were exposed to in order to test their knowledge. The assessment will be a learning object using scenario based learning, following with a formative assessment. The learner will be quizzed on what Google application to use when, and quizzed about the features of those applications. The learner must receive a grade of 90% or above on the formative assessment to advance to the next training module.

Instruction: The learner will be instructed to do the following

Task	What You Need to Know	Steps
Creating a Gmail account	Once a Gmail account is created, you will have access to all Google applications using that account login.	<ol style="list-style-type: none"> 1. Go to google.com 2. Click on Gmail at the top right of the screen.





3. Click on **Create Account** and answer the corresponding questions, you will be creating your unique username here. Then click next step.
4. You will now be prompted to complete your Google profile. Answer the questions to complete your Gmail account creation.

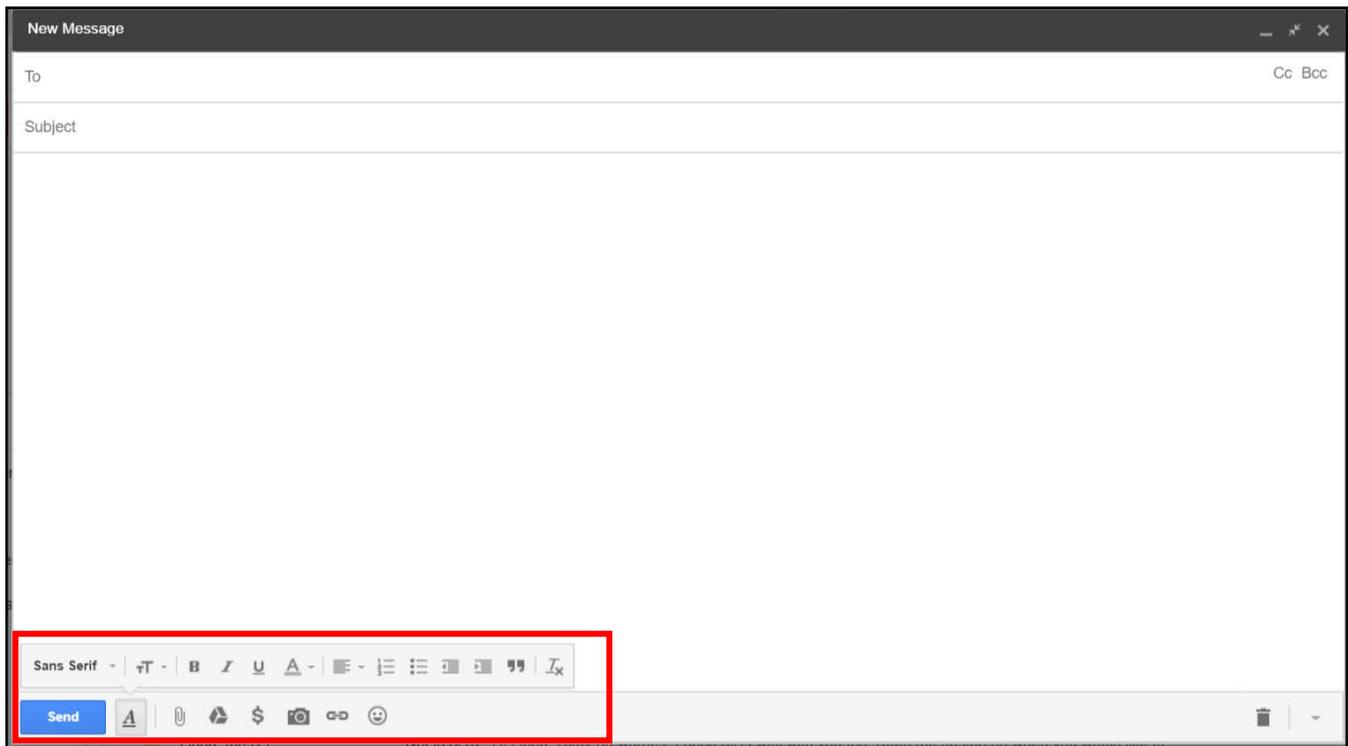
Task	What You Need to Know	Steps
Logging into your new Gmail account	You may login to your new Gmail account from any computer or mobile device.	<ol style="list-style-type: none"> 1. Go to google.com 2. Click on Gmail at the top right of the screen. 3. Login to your account using your new username and password.



Sending and Receiving E-mails

All of your e-mails will be conveniently located in your inbox and sent folder, you may also organize your e-mails, and search for specific e-mails in your Gmail.

1. Click on **Compose** on the left side menu on your screen.
2. A new window will open up towards the bottom right of your screen.
3. After you begin typing an e-mail it will automatically be saved to your draft folder, just in case you do not complete the e-mail.
4. You now have the option to add attachments to your e-mail and adjust font colors and sizes.
5. When finished, click **Send**.





- The sent message will now appear in your **sent mail** folder.

Task

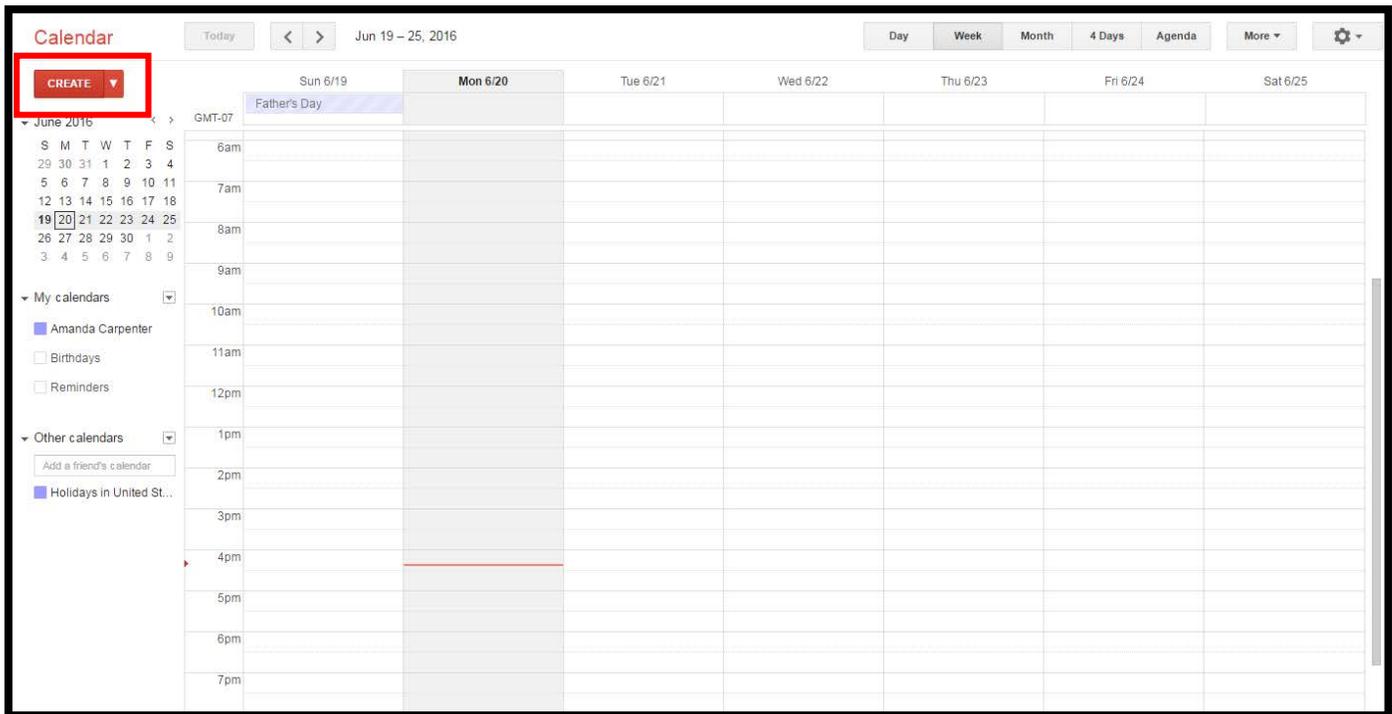
Setting up your Google Calendar & Creating an event or due date

What You Need to Know

With Google Calendar you can schedule meetings, events, project due dates, and get reminders for them. You can also share your calendar with others.

Steps

- Go to calendar.google.com
- Click **Create**



- You will now need to specify the details. Input the title of the event.
- For a project, you can enter something such as *project due* for the event title, then specify all day to remove any specific time associated with the event.
- You do not need to enter anything else unless you



would like to add a location, or description.

Task

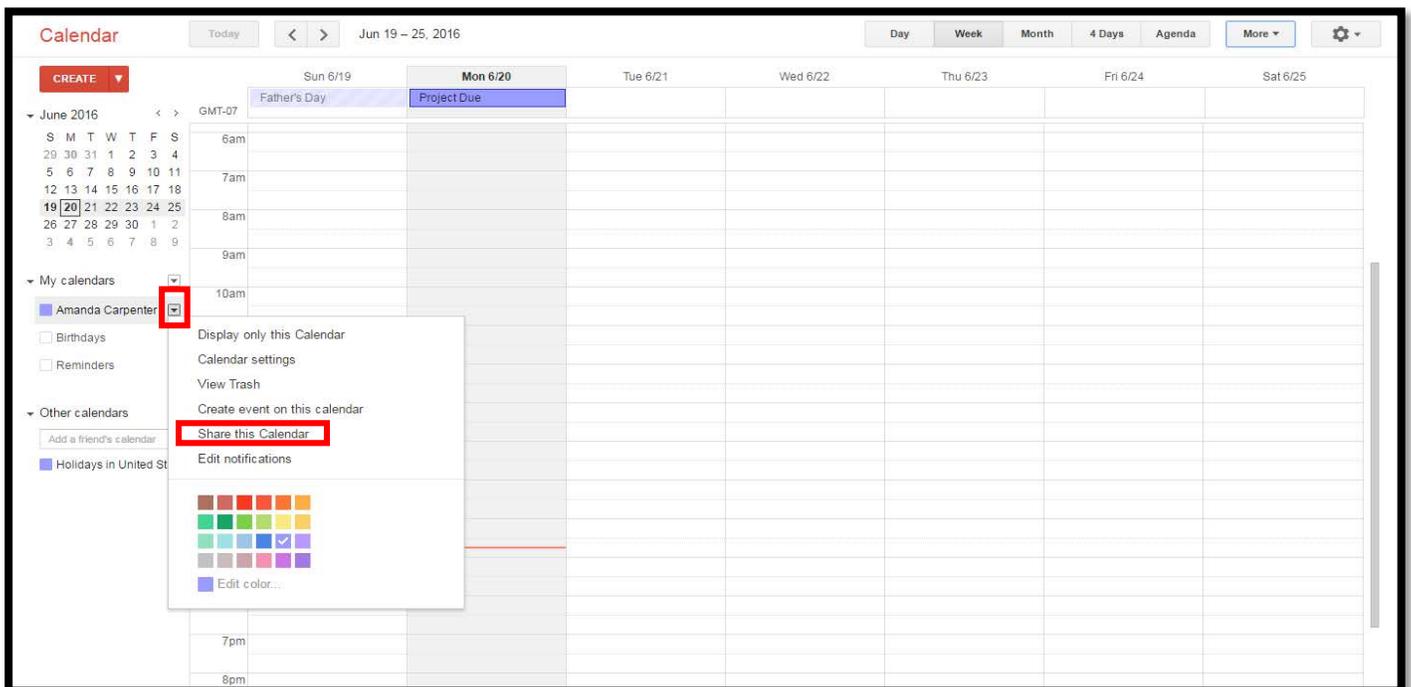
What You Need to Know

Steps

Sharing your Google Calendar

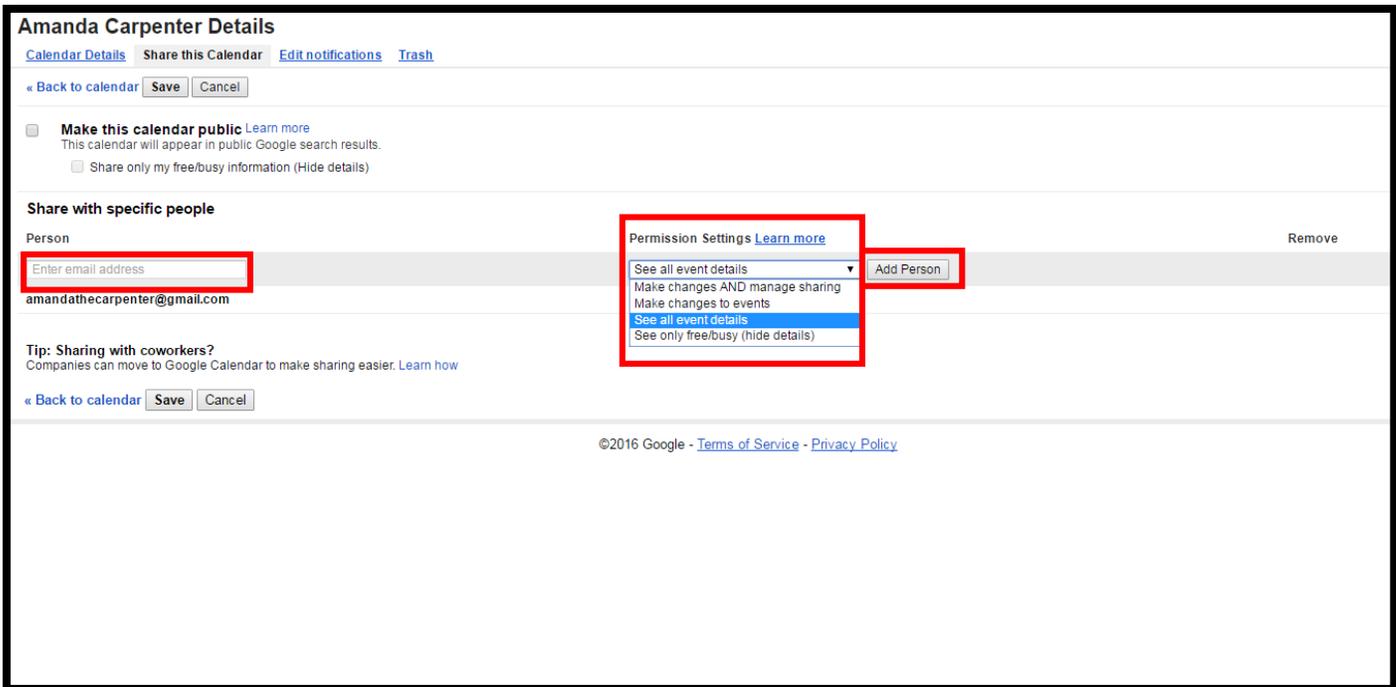
You have to options to choose who you would like to share your calendar with, and what parts of your calendar that you would like to share.

1. Click on the **down arrow** next to your calendar name.
2. Click **Share this Calendar**





3. Enter the person's e-mail address that you would like to share your calendar with, then choose the proper permission settings for which permissions you would like them to have. Then click **Add Person**.



Task

Using Google Hangouts for Project Meetings

What You Need to Know

With Google Hangouts make video calls, and send messages to multiple people. This is an ideal tool for project meetings.

Steps

1. Go to hangouts.google.com
2. Then click on which type of hangout you would like to initiate. Your options are video call, phone call, or message.
3. You will then be prompted to select which contacts from your contact list that you would like to invite to your hangout.



4. If the person is not already listed, click the search box and search for the person.
5. Once the person is selected click either **message** or **video call**.

Task	What You Need to Know	Steps
Use the Features in Google Hangouts	During a Google Hangouts session, you can easily share your screen with other people in the Hangout to easily collaborate on a project. You can also send messages during a video call, and add more people.	<ol style="list-style-type: none"> 1. During the Hangout click on either the screen share icon, or the message icon displayed on the left and side of the screen to activate the features. 2. To add a person to your hangout, click the invite person icon at the top of the screen. 3. Enter the person's G-mail address then click invite. 4. When finished with a video call in hangouts, click the red phone at the top of the screen to hang up. When finished with a Hangout chat, just exit the dialog box, and your chat will remain stored on your Hangouts dashboard.

