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| CloudCollaborationTime Management for Teachers |  |  |
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| OverviewIn this course, you’ll use Google Drive to set up a collaborative, cloud-based work environment. This space will help you share, edit, and collaborate on documents with students and colleagues more efficiently and effectively. GoalsTeachers will use Google Drive to share, edit, and collaborate on documents and folders. RequirementsA SCCPSS Google Account has been provided for all teachers and students. If you don’t know how to access or have forgotten the password to your SCCPSS Google Account, please contact your Instructional Technology Coach or the Help-desk (395-help).1. Google Account (Login with your computer login and password)
2. Chrome or Firefox browser
3. Internet Connection

EvaluationThis is a product-based mini course. To successfully complete the course, just meet the milestones outlined on the right-hand side and complete the course post-assessment.  |  | MilestonesCreate and share folders and documents using Google DriveAdd comments or edit a document in Google FormsEvaluate how sharing folders and documents can lead to better time management & instructional practices |

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