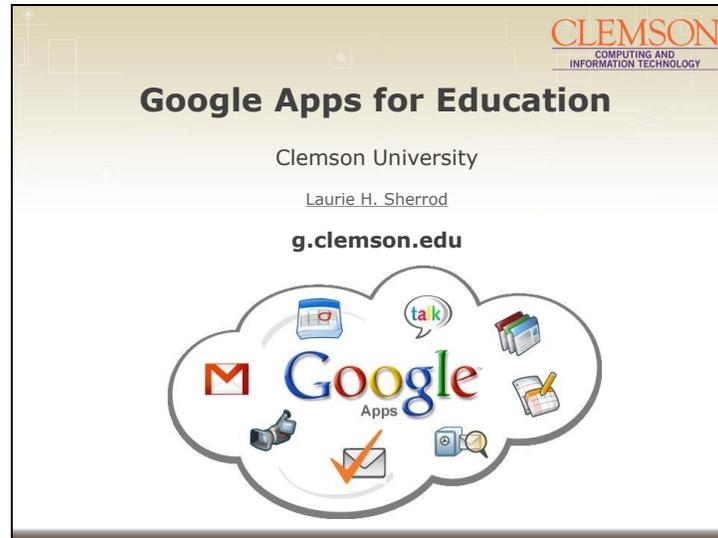


Slide 1



Hi, this is Laurie Sherrod with CCIT's Teaching and Learning. Welcome to today's Tech Talk. The topic today is an overview of Clemson's Google Apps for Education. This is a resource available to all faculty, staff and students and can be accessed by opening a web browser and going to [g.clemson.edu](http://g.clemson.edu). There is a long list of Google Apps and several have been added in the Clemson Google Apps – and we will mention some of the available functions of each one of those.

**Agenda**

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- Advantages
- Getting an account
- Ins and outs of logging in
- A brief look at each app
- Overview



Our agenda for today will be to cover the advantages of using a Clemson Google account, how to get an account, the ins and outs of logging in, a brief look at some of the functions of each application, and an overview of all of Google Apps with special attention to the common sharing features.

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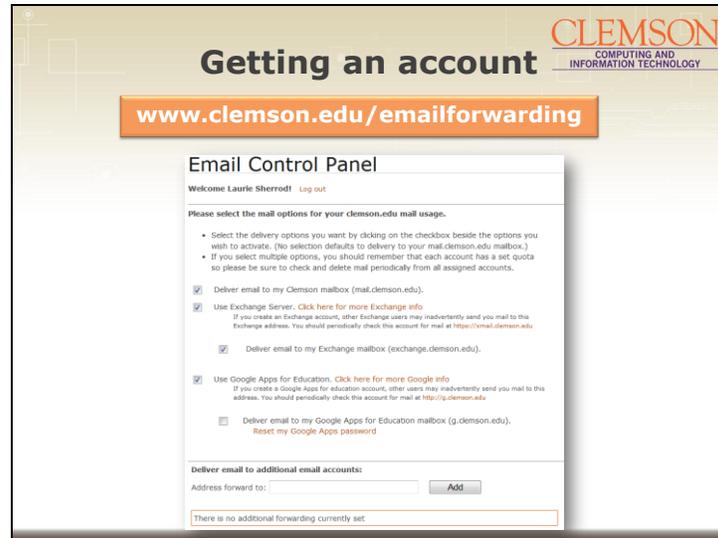
## Advantages

- More storage (vs public Google)
- Sharing
- Keep after leaving Clemson
- Integration of apps
- Interface works similarly between apps
- Available online any time any where
- Mobile Apps



  
Mail ▾

Some of the advantages of using a Google Apps account instead of a public Google account you access at [www.google.com](http://www.google.com) include more storage and easier sharing within Clemson. As of now, you also get to keep this account after leaving Clemson – whether you graduate, retire, or just move away – they are not deleting old accounts. The applications are tightly integrated with similar interfaces making it easy to use multiple applications together. Your Google apps are available any time any where on any internet connected device – your home computer, your office computer, your laptop, your phone, your iPad...



If you do not have a Clemson Google Apps account, to get one open a web browser and go to [clemson.edu/emailforwarding](http://clemson.edu/emailforwarding). If you do not see a checkmark under “Use Google Apps for Education” add one. You will be asked to accept an agreement. Then you will be given a temporary password. If you do see a checkmark under “Use Google Apps for Education” but do not know your password or your password is not working, there is a “Reset my Google Apps password” link and when you click on it, you will be given a new temporary password. In either case, copy the password to your clipboard or write it down. Then go to [g.clemson.edu](http://g.clemson.edu).

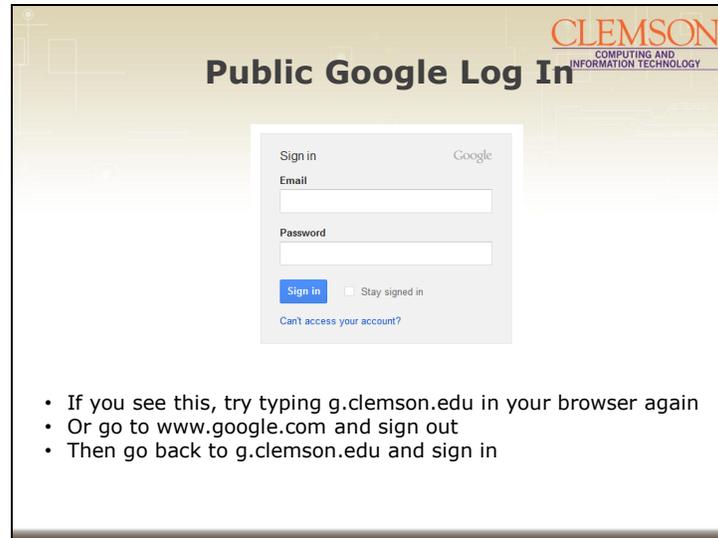
Slide 5

The screenshot shows the 'Logging in' page for Clemson University. On the left is a green login box with fields for 'Username: lauries' and 'Password: ●●●●●●●●', a 'Stay signed in' checkbox, and a 'Sign in' button. Below it is a link for 'Can't access your account?'. On the right is a user profile for 'Laurie Sherrod' with the email 'lauries@g.clemson.edu'. A yellow banner above the profile says 'This account is managed by g.clemson.edu'. A blue 'Join Google+' button is below the profile. At the bottom are 'Add account' and 'Sign out' buttons. An orange arrow points to a small gray arrow next to the email address. The top right features the 'CLEMSON COMPUTING AND INFORMATION TECHNOLOGY' logo.

- Put your CU user name in
- Put your Google password in
- Click arrow beside your address
- Click on Account
- Click on Security
- Click on Change password

If you are seeing a green Clemson log in screen, you are on the correct page. You will put in your Clemson user name and your Clemson Google password. If it is your first time signing in, you will be asked to identify some funny letters. If you get them wrong, you will be given easier funny letters. Keep trying... Once you get in, look in the upper right hand corner for your Google address. To change your password, click on the gray arrow beside your name. Then click on the blue word "Account", and click on Change password.

Slide 6

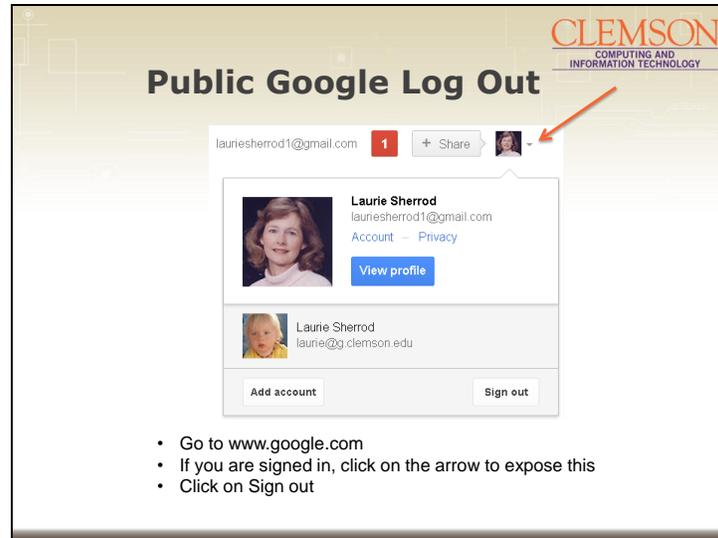


The image shows a screenshot of a public Google login page. At the top right, there is a logo for "CLEMSON COMPUTING AND INFORMATION TECHNOLOGY". The main heading is "Public Google Log In". Below this is a sign-in form with the following elements: "Sign in" text, "Google" logo, "Email" label with an input field, "Password" label with an input field, a blue "Sign in" button, a checkbox for "Stay signed in", and a link for "Can't access your account?".

- If you see this, try typing g.clemson.edu in your browser again
- Or go to www.google.com and sign out
- Then go back to g.clemson.edu and sign in

If you see this after typing in g.clemson.edu, you are on a public Google log in. Try typing g.clemson.edu into your browser again.

Slide 7

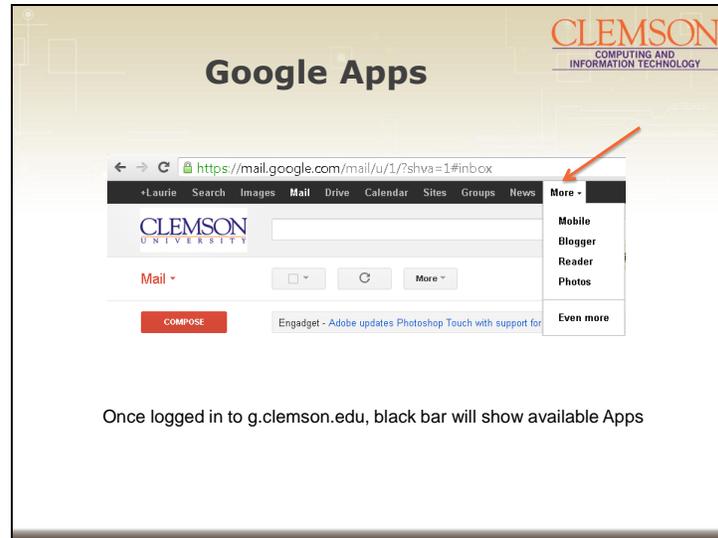


The screenshot shows a web page titled "Public Google Log Out" with the "CLEMSON COMPUTING AND INFORMATION TECHNOLOGY" logo in the top right. The page displays a Google account management interface for the user "lauriesherrod1@gmail.com". The interface includes a "Share" button, a profile picture, and a dropdown menu. An orange arrow points to the dropdown menu. The dropdown menu shows the user's name "Laurie Sherrod", email "lauriesherrod1@gmail.com", and links for "Account" and "Privacy". Below this, there is a "View profile" button. At the bottom of the dropdown, there is a "Sign out" button. Below the dropdown, there is an "Add account" button and another "Sign out" button.

- Go to [www.google.com](http://www.google.com)
- If you are signed in, click on the arrow to expose this
- Click on Sign out

Try going to [www.google.com](http://www.google.com). If you see a name signed in in the upper right hand corner, click the arrow beside it and sign out. Then go to [g.clemson.edu](http://g.clemson.edu) and log in on the green sign in screen.

Slide 8



Once you get in, across the black bar, you will see the available Google Apps. The ones starting with Mail are mostly Google Apps for Education applications. Drive, Calendar, Sites, Groups, Blogger, Reader, and Photos are some of them. Note on the far left is the entrance to Google + - mine says +Laurie.

**Gmail**

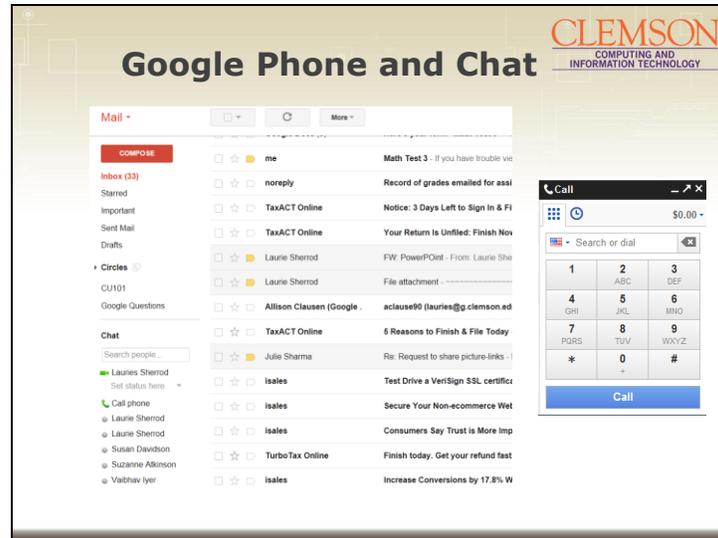
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- Send / receive emails and files
- Send invitations (goes to Calendar)
- Labs (inserting images)
- Contacts (import from Outlook or Excel)
- Google Phone
- Google Chat



In Clemson Gmail you can send or receive emails and file. You can send invitations that will go directly to your Google Calendar. One interesting feature is called Labs. These are experimental options you can add. One lab I always include is inserting images – it makes your pictures show up in the body of your email. There are lots of other ones – take a look at add some. Another one I use is extra smiley faces... You can import or export your contacts to or from Outlook or Excel. Two other apps that are a part of Gmail are Google Phone and Google Chat. Google Chat lets you message people – or if you have web cams – see people. Google Phone must be installed separately but lets you call phones (not computers).

Slide 10



Here is a picture of Gmail. If you click on the arrow beside mail at the top, you get the Contacts application. If you click under the Chat you can message or even view each other if you have webcams. If you would like to use Google Phone, you do need to install it first. Then you'll get the "Call phone" option. If you click on that, a little phone pad will come up. You can type in a phone number and call a telephone. You can speak through your computer's speaker and hear the other person through your computer's speaker.

**Calendar**

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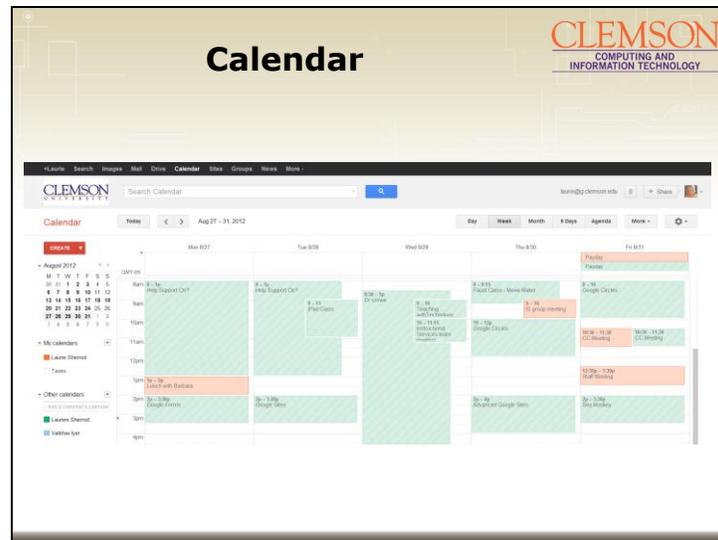
- You can import from Outlook
- You can add multiple calendars and show together or separately
- You can share your calendar with other g.clemson.edu users
- You can embed in a Google Site

Outlook-Google Calendar Synch:  
<http://support.google.com/calendar/bin/answer.py?hl=en&answer=89955>



The Google Calendar application has many excellent features. You can import your calendar from Outlook into Google Calendar. You can have multiple calendars and have them appear on top of each other – or see one at a time. You can share your calendar with other Google users. You can embed a calendar in a Google site. There's a link at the bottom of this page about Outlook-Google Calendar syncing. The link to this presentation will be given at the end of the Tech Talk.

Slide 12



Here is a sample Google calendar with two calendars showing simultaneously.

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## Picasa Web Albums

- While logged into g.clemson.edu, open a new browser tab (same browser)
- Go to [picasaweb.google.com](http://picasaweb.google.com)
- You will have to give your Google password the first time only
- Click Upload to add photos – creating albums
- You can embed in a Google Site
- Do not install the desktop application Picasa (not required)



Picasa Web Albums is an online photo storage solution. To access it log in to g.clemson.edu. Then open a new tab in the same browser and type in [picasaweb.google.com](http://picasaweb.google.com). The first time you do this you will have to give your Clemson Google password – and you won't be asked for that again. You may see a suggestion to install Picasa – the desktop program – and that is not necessary. You can upload files, create folders, edit photos with Picnik, share photos or folders, embed photos or folders. One nice feature is the ability to show a self advancing slideshow of a folder of photos – it's a built in function of Google Sites – or you can embed in other tools.



Here is a sample Picasa Web Albums. Note the world icon beside an album indicates it has been made public – anyone with the link can see the photos. The lock icon means it is private – only the owner can see the photos. You can embed an album in a Google Site as a self advancing slideshow – easy way to show a set of photos.

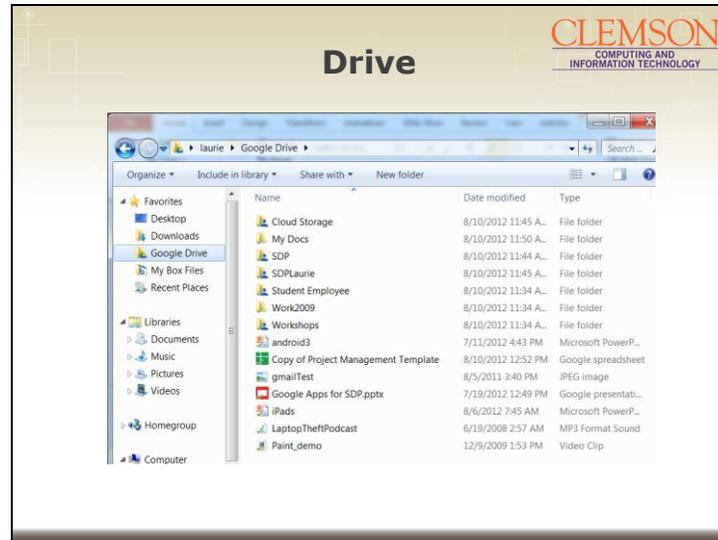
## Drive



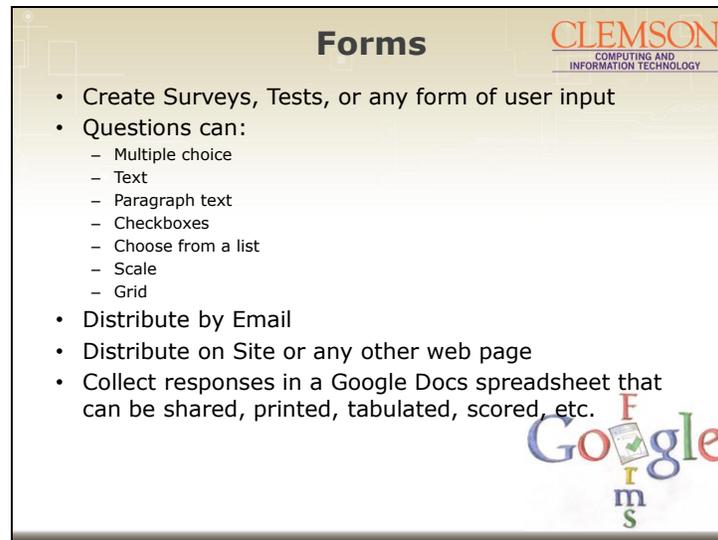
- Upload any kind of document for backup (5 GB)
- Upload Word, Excel or PowerPoint and convert to share/embed
- Create Word, Spreadsheet, Presentation, Form, or Drawing files and save, print, or download
- Create docs from Templates (Clemson or Public)
- Organize in Collections or Folders
- Embed in a Google Site
- Install on your computer



Google Drive is the updated version of Google Documents – the document repository part of Google Apps. You have 5 GB of non-Google file format files – unlimited Google file format files. You can upload any kind of file for backup – including audio or video files. You can upload Word, Excel, or PowerPoint for conversion or backup. Additionally, you can create Word, Spreadsheet, Presentation, Form, or Drawing files and save, print, share, or download. You can use templates to create your documents – including creating your own Clemson templates for other Clemson users to use. You can organize the files in folders, embed them in a Site, share ownership with groups of others. Finally, you can install Google Drive on your own computer and it will create a folder in your Documents. Then you can drag and drop files into that folder directly from your computer – similar to Dropbox. The syncing of the files happens in the background.



Here is a photo of a sample Google Drive. You can see it has folders and files in it. The Google Apps for SDP.pptx is a converted presentation – you can tell by the red box icon – and the Type “Google Presentation”. The iPads is a PowerPoint file that has not been converted. Note there is also a .mp3 file – LaptopTheftPodcast and a video clip – Paint\_demo. You can drag files or folders of any kind into this and it will sync with the online Google Drive.



**Forms**

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- Create Surveys, Tests, or any form of user input
- Questions can:
  - Multiple choice
  - Text
  - Paragraph text
  - Checkboxes
  - Choose from a list
  - Scale
  - Grid
- Distribute by Email
- Distribute on Site or any other web page
- Collect responses in a Google Docs spreadsheet that can be shared, printed, tabulated, scored, etc.

Google  
Forms

Google Forms is actually an application inside of Google Drive. From in Drive, you can click Create, Spreadsheet Form. There you type in questions of type multiple choice, text, paragraph text, checkboxes, choose from a list, scale, or grid. You can apply an attractive template. Then share by email or embed on a web site or by sharing a link. Once people have responded, the responses show up in a spreadsheet in Google Drive – and that can be downloaded to Excel – or used in Google’s spreadsheet using functions, formulas, graphs, etc.

The screenshot shows a Google Form titled "Forms" with the "CLEMSON COMPUTING AND INFORMATION TECHNOLOGY" logo in the top right. The form is titled "Google Apps Class Survey" and asks three questions:

- Do you have a g.clemson.edu account? \* (Required)  
 Yes  
 No  
 Not Sure
- Do you have a public Google account that you get to by going to www.google.com and signing in? \*  
 Yes  
 No  
 Not Sure
- Which Google Apps do you currently use?

Below the form is a "Submit" button and a "Powered by Google Docs" notice. At the bottom, there is a data table and a "Flubaroo" button.

Timestamp	Do you have a g.clemson.edu account?	Do you have a public Google account that you get to by going to www.google.com and signing in?	Which Google Apps do you currently use?
8/22/2012 10:48:03	Yes	Yes	All
8/22/2012 14:06:05	Yes	Yes	
8/22/2012 14:06:10	Yes	Yes	
8/22/2012 14:06:20	Yes	Not Sure	
8/22/2012 14:06:31	Not Sure	Not Sure	just email
8/22/2012 14:06:40	Yes	Not Sure	Google Docs
8/22/2012 14:06:51	Yes	Yes	everything
8/22/2012 14:07:00	Yes	Not Sure	Google Docs
8/22/2012 14:07:41	Yes	Yes	everything

Here is a sample Google Form. Note the fancy layout – easy to achieve by selecting one of many layouts. The spreadsheet at the bottom of the page is the results the owner of the form can see after people enter responses. There is a timestamp added to each response so the owner can see when it was entered. You can collect their gmail address or leave anonymous. If it's a public survey, you can ask for their email address or name as one of the questions. If it's a test you can use a script called Flubaroo in the spreadsheet to grade the test and send the results to the participants. If you want to read more about it, check out [www.flubaroo.com](http://www.flubaroo.com).

## Sites



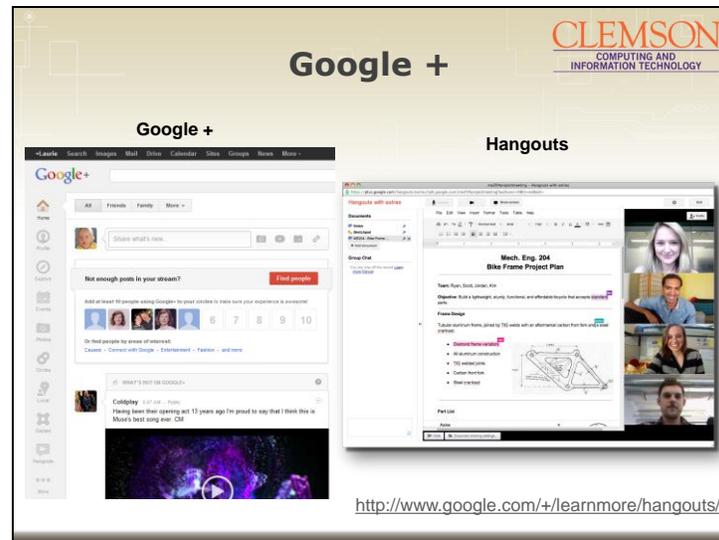
- Create as many sites as you want
- Add pages, text, images, Google Docs, Youtube video, links, gadgets, navigation, background, themes, colors, fonts, HTML code, and a whole lot more!
- No web page experience needed – designed for easy use
- Organize Clemson sites by category
- Recommended for ePortfolio



A Google user can create multiple sites with pages, text, images, embedded documents, Youtube video, links, gadgets, navigation, background, themes, colors, fonts, html code, and whole lot more! A Google site can be created and maintained by a non-technical user with no previous experience in maintaining a web site. Here at Clemson, all of the Google Sites can be placed into categories by department. This is the tool that is recommended for the Clemson ePortfolio – so students may create a site at any time – but must provide a link in the site to their ePortfolio artifacts before they graduate. Additionally, the URL for their site must be provided in their ePortfolio profile.



Here is a sample Google Site. Note that you can use horizontal or vertical navigation – or no navigation bar and provide links in pages.



Google + is the Google social networking application where friends in circles can share posts similar to the way you do that in Facebook. One feature of Google + is called Hangouts – and that is a video conferencing tool that allows up to ten users to share audio, webcam, files, and/or screens from their computer. Hangouts is actually similar to the tool being used for this Tech Talk – Adobe Connect. Additionally, Hangouts provides a link so as many people as would like to watch can watch (without attaching their audio and webcam). Hangouts can be streamed and store on YouTube. There is a link on the PowerPoint to an excellent resource about Hangouts.



Blogger has recently been enabled as a Clemson Google App. Blogger is the Google blogging tool – you can create a very attractive and easy to update Blog using this tool. Note there is another tool in Google Sites that allows you to create a blog from in there – but it is not nearly as full featured as this one. You can also create a custom URL – note the URL created here is clemsongoogleapps.blogspot.com.

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## Other Google Apps

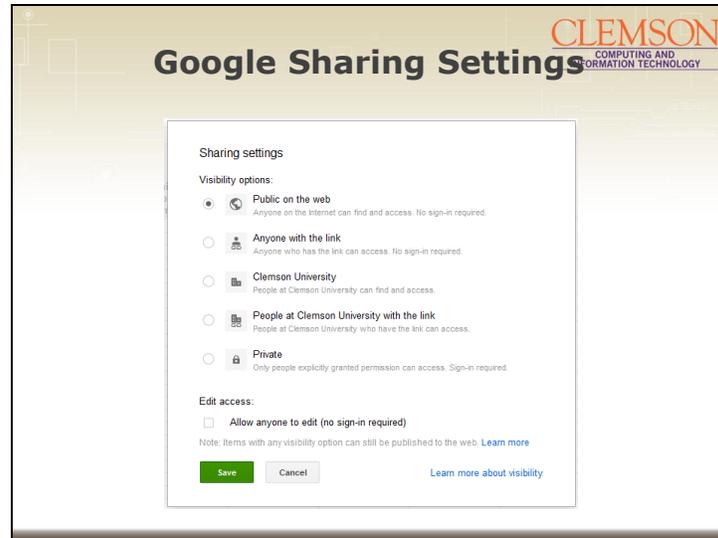
- Reader (Clemson enabled)
- Groups
- Maps
- Translate
- YouTube


Google Apps on iPad?  
<https://sites.google.com/site/gappsforipad/docs>

The list of applications is constantly changing. But here are some other of interest to Clemson users. Google Reader was recently enabled – it allows you to collect reading material. Groups is partially enabled and more on that will be announced soon. For now you can use Contacts to create groups of users for your own personal use. Google Maps can be embedded into Google documents or sites. Language translation is available through Google documents or as a stand alone tool. YouTube has a tie in to Google Apps – but for now you cannot log in to it using a Clemson Google Apps for education account – you need to create a separate YouTube or public Google Account to upload video. If you are interested in using Google Apps on your mobile device, there are excellent free apps for Android, iPhone, and iPad. There is a link on this page that is a well done site on using Google Apps on an iPad. The link is <https://sites.google.com/site/gappsforipad/docs>.

Slide 24



Throughout all of Google Apps, if you want to share items, you'll see a screen similar to this. Keep in mind that for anything you want everyone to see, it's best to make it Public on the web. If you want others to see things and you select the Clemson choices, they will need a Clemson Google Apps account and need to be signed in before accessing the resource. Anyone with the link choices will require that you share an actual URL to get to the resource. Note that once you make a selection, you will additionally be allowed to include specific people by email address – and in many cases select their level of access – usually allowing them to either see or edit the resource.



**Google Apps Overview**

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- Free to all Clemson users (forever?)
- Powerful way to create, share, store emails, calendars, documents, forms, photos, and sites
- Google Drive allows storing files on folder on local drive ~ Dropbox
- Constantly changing!!!!!!!!!!!!!!

<http://clemsongoogleapps.blogspot.com>

<https://clemson.box.com/GoogleAppsTechTalk>

**CLASSES**

Icons representing a desktop monitor, a laptop, a smartphone, and a tablet, with a cloud icon above them.

As an overview of Clemson Google Apps for Education, remember that this powerful set of tools is available to all Clemson users – faculty, staff, and students. It makes an excellent tool for creating, sharing, or storing emails, calendars, documents, forms, photos, and sites. The Google Drive desktop or mobile application lets you drag and drop your files without using a web browser. Remember that since Google Apps is a constantly changing set of applications, you cannot blink your eyes or something new will have been added! To see this presentation, go to either <http://clemsongoogleapps.blogspot.com> or <https://clemson.box.com/GoogleAppsTechTalk>.

## Coming Attractions



- 10/02: Blackboard Testing Options
- 10/23: Linking Articles on E-Reserves
- 10/30: Formatting Spreadsheets in Excel for Print or PDF
- 11/06: Advanced Google Searches



If you have any questions, please put them in the questions and discussions pod. Remember that we will post the recording of this session on the Tech Talks web page if you know of others who would be interested in today's topic. Please join us next week for a presentation on Blackboard Testing Options. We will then take two weeks off for fall break and midterm – and we'll be back on October 30 with a tech talk on printing in Excel. The November 6 tech talk will cover Advanced Google Searches. Thanks so much for joining us today!