

Process Integration with Google Apps for Education

Here are some of the ways schools have integrated Google Apps into their core processes

Streamline administrative tasks

- **Provide monthly payslips via Gmail for staff from Finance.** An app script can be created from Spreadsheet or GDocs to Gmail, with access set to the recipient only, to securely provide payslips.
- **Enhance help desk services.** Provide multiple points for help via chat, video, and email. Allow students to report issues with Forms
- **Use Calendar to book University resources** such as projectors and rooms - Book resources function can be created on the Control Panel. Then you can create Calendar with the resources allocation function.

Email as the official communication channel

- Replace memos and bulletins with email
- Create mailing lists and groups for classes so teachers and students can communicate easily with one another
- Submit electronic assignments. Accept the assignments only if it's sent through the student's official email for identification purposes.

Communicate anytime, anywhere with Hangout

- Access free SMS chat from Hangout SMS
- **Use Hangout for interoffice communication** or external and cross-site meetings where bandwidth permits
- Provide additional office hours or thesis consultations, even when you can't be there in person.

Replace your schools bulletin board with Google to save time and to make sure your students, faculty and staff are always up to date with the latest information

- **Announce exam results to students using email and internal Sites.** Schools that still physically print exam results and post them on the schools bulletin board can instead use internal Google Sites to post exam results securely.
- **Use Calendar for a more accessible Academic Time Table.** Calendar can be used to create a share important school dates and events such as exams. Calendar can easily be shared with the students, faculty, and staff as well as added to the school's Sites page (versus a printout posted to the school's bulletin board) so that everyone is always up to date with the latest information.
- **Embed admission lists on your school's site.** Google docs or spreadsheets can be used to store the admitted students and/or graduating student list and in turn be embedded on the school's Google Sites page within seconds.
- Create an intranet department sites page to manage all the department related issues (e.g., meeting minutes, staff member contacts, publications, and events)

Google for Education

Promote your school, department, club or yourself with G+ and sites

- Create departmental sites for promotional and informational purposes
- Use G+ Community Pages for your club & societies
- Create student portfolios using Google Sites

Make learning magical

- Use Forms for easy course selection
- Share lecture outlines and notes on Google Drive
- Create a YouTube channel for lecture recordings
- Leverage drive for homework submissions