

# Making Best Use of GOOGLE CLASSROOM, Free Google Tools, Apps and Extensions to Enhance Instruction (Grades K-6)



A Unique One-Day Live Online Seminar Presented by

**James May, Ed.D.**

Award-Winning Teacher and Digital Innovator

**Designed Specifically for Educators Serving Grades K-6: Classroom Teachers, Technology Integration Specialists, Title I Staff, Special Education Staff, Library/Media Specialists, and Administrators**

**Practical ways** to make best use of Google Classroom, Google Tools and Apps **in-person, online or in hybrid learning environments**

**Harness the full potential of Google Drive** to engage your students as they create, collaborate and share content that demonstrates what they know and can do

**Timesaving strategies** for using free Google Tools to better differentiate learning in and beyond the classroom

**Utilize free Chrome extensions and add-ons** to foster greater initiative and self-direction in all your students

Please plan to utilize a Chromebook or laptop with the Chrome Browser installed.  
(This is not a requirement, but using an iPad, Android tablet or smart phone will not provide access to the full range of Google or Chrome resources covered in the seminar.)

## Live Online Seminars

**March 10**

**9 AM Pacific**, 12 PM Eastern,  
11 AM Central, 10 AM Mountain

**March 11**

**9 AM Central**, 10 AM Eastern,  
8 AM Mountain, 7 AM Pacific

**March 12**

**9 AM Eastern**, 8 AM Central,  
7 AM Mountain, 6 AM Pacific

## CAN'T ATTEND?

Order the recorded version and take the seminar online at your convenience (see page 6)

CEUs and Graduate Credit Available  
See page 6 for details

# Ten Key Benefits of Attending

*'James is great. His seminars are very interactive and give wonderful suggestions for technology we can use in the classroom.'*

— KRYSTALYNNE ROACH,  
TEACHER



## Who Should Attend

Educators Serving  
Grades K-6: Classroom  
Teachers, Technology  
Integration Specialists,  
Title I Staff, Special  
Education Staff, Library/  
Media Specialists,  
and Administrators

- 1. Make the Best Use of Google Classroom, Free Google Tools, Apps, and Extensions to Accelerate Learning In-Person and Online**  
Learn practical applications for more effectively using Google Classroom and free Google Tools to foster learning of key skills and concepts ... Go beyond the basics and discover the latest updates in the tools you'll want to use the most
- 2. Harness the Power of Google Drive for Online Collaboration and Communication**  
Discover the amazing variety of practical ways Google Drive can significantly enhance collaboration and improve communication as students build content together
- 3. Tap into the Best Google Apps and Extensions to Engage Your Students in Complex and Creative Thinking In-Person and Online**  
Examine the apps you and your students can use to better collaborate and create videos, presentations, visuals, and more ... Apps and strategies to project wirelessly, turn smart devices into classroom clickers, enhanced whiteboards, lightboards, and more
- 4. Utilize Google to Foster 21st Century Skills**  
Today's students need to be college, career and life ready ... Experience how cutting-edge technology can help foster the 4 C's of 21st Century learning: critical thinking, communication, collaboration, and creativity for all your students
- 5. Teach Your Students Advanced Search and Close Reading Techniques**  
Teach your students advanced search techniques from Google Power Searching and Advanced Power Searching
- 6. Accelerate Student Achievement in All Content Areas In-Person and Online**  
Experience hands-on, comprehensible strategies to use Google Tools, Apps and Extensions in all content areas ... Teach academic content and the related vocabulary while improving literacy skills at the same time
- 7. Increase Opportunities for Speaking, Listening, Reading, and Writing**  
Using the tools that students are most comfortable with for communicating, learn to take advantage of Google to encourage all modes of communication
- 8. Differentiate Learning In and Beyond Your Classroom**  
Experience innovative ideas for providing additional learning support and differentiated opportunities for students to work at their own pace using free and easy-to-use video apps and extensions
- 9. Build an Array of High-Quality Interactive Learning Materials and Activities**  
Use Google Tools, Apps and Extensions to increase your repertoire of interactive options and engage your students in fun and productive ways while you formatively assess their growth
- 10. Receive an Extensive Google Digital Resource Handbook**  
Each participant will receive an extensive digital resource handbook that includes detailed descriptions and practical applications of each of the Google Tools and Apps presented during the seminar with applications for in-person, online and hybrid learning

# Outstanding Strategies You Can Use Immediately

## What You Will Learn ...

- **Strengthen your knowledge** of Google Classroom, Google Tools, Apps and Extensions and their practical uses in grades K-6 in-person and online learning environments
- **How you can utilize a combination of Google Apps** and tools to help your students develop essential 21st Century Skills
- **Ways to work smarter, not harder** ... Timesaving tips for using a variety of Google Tools more efficiently, including self-grading, effective searching, hidden assets in Drive, and more
- **Strategies for designing hybrid and online lessons** designed to enhance instruction using free Google Apps and Tools
- **Google search strategies** that improve student research and citation skills, identify copyright-free images for projects and narrow the search to increase productivity
- **Ways to weave modes of communication, culture and 21st Century skills** into student work both in and outside of the classroom
- **How you can differentiate instruction to better meet the needs of all your students** with Google Classroom, Google Drive, YouTube, and Chrome add-ons
- **How to improve workflow and data collection as evidence of student performance** through downloads and installation of Google Apps and add-ons
- **Proven ideas** to guide all your students toward developing greater academic success in-person and online



*"James May is awesome! Very well presented and highly engaging!"*

– KAREN AMMANN, IT COACH

## Practical Ideas for In-Person and Online Instruction

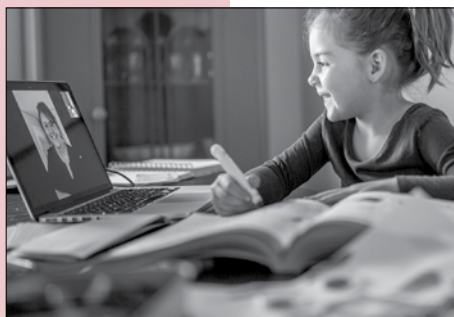
Are you looking for the best ways to harness Google Classroom, free Google Tools, Apps and Extensions for enhancing instruction? Are you interested in fostering the four C's of 21st Century learning while integrating web-based tools and resources? If you want to learn how to more effectively channel the tools your students already access into rich web-based collaborations and products whether your instruction is in-person or online, this is a seminar you won't want to miss!

In this uniquely focused seminar, **James May, Ed.D.**, award-winning teacher and digital innovator, will help move your instructional program into the 21st Century utilizing Google Classroom, Google Tools, Apps, and learning innovative practices for integrating mobile devices, media, and more for enhancing student learning. James will show you practical ways Google Tools can enhance instruction while fostering greater accountability, productivity, initiative, and self-direction. James will demonstrate how to best harness Google technologies and use them to motivate all your students.

***You'll leave this seminar knowing that you can effectively use Google Tools, Apps and Extensions to enhance instruction and improve student performance in the process. The comprehensive digital resource handbook and accompanying website you'll receive at the seminar will continue to keep you up-to-date as technology changes and provide an ongoing professional development community.***



# A Message From Your Seminar Leader, James May



## Uniquely Qualified Instructor

**JAMES MAY** is a nationally recognized, award-winning teacher and digital innovator. He is a positive, energetic presenter who knows how to help teachers engage students in the classroom. His passion for digital innovation and his desire to share what he has learned is fueled by 20 years of Computer Assisted Language Learning (CALL) experience. James is the author of *Making Best Use of GOOGLE CLASSROOM, Free Google Tools, Apps and Extensions to Enhance Instruction (Grades K-6)*, the extensive digital resource handbook each participant will receive at the seminar. The information you learn at the seminar will be outlined in the handbook for easy reference, as well as a link to a companion website.

**Participants in James' presentations have found them engaging and highly practical with a wide variety of applications for immediate use in both in-person and remote learning environments.**

Dear Colleague:

I have a passion for utilizing Google Classroom and Google Tools as well as the wide variety of technologies this new world provides. I can't wait to share what I have found works best with students. My focus for this seminar will be ways to make the best use of Google Classroom, Google Tools, Apps, Extensions and techniques for use with smart devices, tablets, Chromebooks, and other technologies to best meet the needs of students in grades K-6.

As a fellow educator, I know how valuable your time is. I also know that trying to stay current in this new world of technology can quickly become overwhelming. To save you time, I will share the most useful, device-agnostic teaching strategies, Google Tools and Apps available, and I will show you how to best utilize them in your classroom to engage and motivate students while enhancing their learning experiences. During the seminar, you will see more than just Google Classroom, Google Tools and Apps. I will provide live demonstrations from start to finish so you will know exactly how to implement these tools in your classroom. You'll also leave with an extensive digital resource handbook that will provide step-by-step instructions!

***Whether your instruction is in-person, online or in a hybrid learning environment, you'll leave with numerous ideas and tools you can use immediately.***

I look forward to seeing you at the seminar!

Sincerely,

A handwritten signature in black ink that reads "James May". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

James May Ed.D.

P.S. The focus of this seminar is on the **latest Google Classroom, Google Tools, apps, extensions, and techniques to best meet your students' needs.**

*'I will share the most useful, device-agnostic teaching strategies, Google Tools and Apps available.'*

# What Your Colleagues Say About James May

*"James is a **dynamic, engaging and entertaining presenter!** He is very knowledgeable and shares his expertise in an easy-to-follow manner."*

– Brianne Morris, Teacher

*"**Very useful information!** Awesome ideas to start using immediately that are expertly balanced with inspiring ideas to grow into the future."*

– Carly Andrew, Teacher

*"James May is very **dynamic and inspiring!** I received ideas that I can use immediately in my classroom."*

– Bridget Cassidy Teacher

*"James is very knowledgeable. **I'm excited to try a lot of fun, new things with my students.**"*

– Katie Devaney, Teacher



## About BER Live Online Seminars

**With the current health challenges, all BER in-person PD events are currently being presented in a Live Online format:**

### **Outstanding Instructors**

All programs are led by outstanding BER national trainers

### **Extensive Resource Handbooks**

You'll have access to an extensive digital Resource Handbook before, during and after your seminar

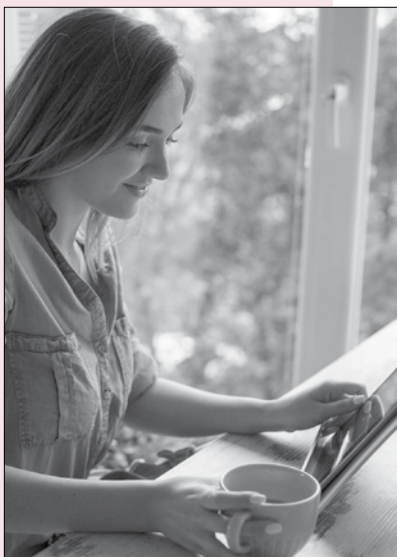
### **Highly Interactive**

You'll be able to ask questions in real time and interact with the instructor and other participants

### **Program Guarantee**

As we have for 43 years, we guarantee the high quality of our programs. If you are not satisfied, we'll give you a 100% refund.

# Special Benefits of Attending



*'James presented the most valuable and practicable seminar I've ever attended.'*

VERNESSA HUNT-HASSAN,  
TEACHER

## On-Site Training

Most BER seminars can be brought to your school or district in-person or online. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.

## Extensive Google Tools Digital Resource Handbook

Each participant will receive an extensive resource Google Tools and Apps handbook specifically designed for this seminar. The handbook includes:

- Lesson ideas for Google Tools and Apps that you are free to copy and customize for use with your students
- Timesaving ways to use Google Tools to increase communication in-person and online
- Tips and tricks for integrating more advanced features of Google Tools, Apps and Extensions
- Google-inspired techniques for using video to enhance and differentiate learning in-person and online
- Strategies for integrating 21st Century skills for college, career and life readiness

## Share Ideas with Other Educators

This seminar provides a wonderful opportunity for participants to share ideas with other educators interested in using Google Tools.

## Consultation Available

James May will be available for consultation regarding your questions and the unique needs of your own program.

## Meet Inservice Requirements / Earn State CEUs

Participants of both the Live Online Seminar and those completing the Recorded Version online can receive a certificate of participation that may be used to verify five continuing education hours. In addition, state CEUs are available for both versions of the course. For details, visit [www.ber.org/ceus](http://www.ber.org/ceus)

## Earn One to Four Graduate Semester Credits

Up to four graduate level professional development credits are available with an additional fee and completion of follow-up practicum activities. Details for direct enrollment with Brandman University, part of the Chapman University system, will be available at this program.



## Can't Attend?

### Other Professional Development Options:



#### Recorded Version of the Seminar

This course will be video recorded and available to take online at your convenience. You'll have access to the entire course and to the extensive digital resource handbook. Optional CEUs and graduate credit available. To enroll, see registration form on page 7.



#### Related On-Demand Online Courses

BER offers educators a wide range of online courses that are affordable, fun, fast, and convenient. BER is now offering On Demand Video-Based courses. You may earn optional graduate-level credits for most courses. See the catalog of available courses at [www.ber.org/online](http://www.ber.org/online)

# Making Best Use of GOOGLE CLASSROOM, Free Google Tools, Apps and Extensions to Enhance Instruction (Grades K-6)

## Registration (ZCM1S1)

1. **March 10, 2021** (Start time: 9 AM Pacific)
2. **March 11, 2021** (Start time: 9 AM Central)
3. **March 12, 2021** (Start time: 9 AM Eastern)
- or —
4. **I'd like to order the recorded version of this seminar**

FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_ LAST NAME \_\_\_\_\_

POSITION, SUBJECT TAUGHT \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

SEMINAR NUMBER: \_\_\_\_\_ (Please see list above)

*List additional registrants on a copy of this form*

SCHOOL NAME \_\_\_\_\_

SCHOOL MAILING ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_ HOME PHONE NUMBER \_\_\_\_\_

( ) ( )

**Registration confirmations and login details are sent via e-mail**

E-MAIL ADDRESS (REQUIRED FOR EACH REGISTRANT) \_\_\_\_\_

HOME MAILING ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## IMPORTANT – PRIORITY ID CODE: EZCM1S1

### METHOD OF PAYMENT – Team Discount Available

**The registration fee is \$279 per person,** for teams of three or more registering at the same time, the fee is \$259 per person. **Payment is due prior to the program.** No cash please.

- A check (payable to **Bureau of Education & Research**) is attached
- A purchase order is attached, P.O. # \_\_\_\_\_  
(Be sure to include priority ID code on the P.O.)
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(Found on back of card)

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Please print name as it appears on card


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## FOUR EASY WAYS TO REGISTER:

 **REGISTER ONLINE at: [www.ber.org](http://www.ber.org)**

 **FAX this form to: 1-425-453-1134**

 **PHONE toll-free: 1-800-735-3503**  
(Weekdays 5:30 am - 4 pm Pacific Time)

 **MAIL this form to: Bureau of Education & Research**  
915 118th Avenue SE • PO Box 96068  
Bellevue, WA 98009-9668

## Program Hours

- All Live Online seminars start times are described on the cover
- Check-in 15 minutes prior to the seminar
- Live Online seminars are five hours in length plus breaks
- Registrants will receive login information by email four days before their Live Online seminar

## Fee

The registration fee is \$279 per person, \$259 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.** Fee includes seminar registration, a certificate of participation and an extensive digital resource handbook. The fee is the same for Live Online Seminars or Recorded Seminars.

## Cancellation/Substitutions:

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the seminar. Late cancellations made prior to the event date will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

## Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

## Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at **[www.ber.org](http://www.ber.org)**. The Bureau is North America's leading presenter of PD training for professional educators. Programs are based on sound research, are highly practical in content and consistently receive excellent evaluations.



ZCM1S1

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An outstanding one-day Live Online Seminar

Includes an extensive Resource Handbook

Can't Attend? A Recorded Version is available  
to use online at your convenience



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# Make Best Use of GOOGLE CLASSROOM (Grades K-6)

## Practical PD, No Travel

ZCM151

# Making Best Use of GOOGLE CLASSROOM, Free Google Tools, Apps and Extensions to Enhance Instruction (Grades K-6)



Bureau of Education & Research

Live Online Seminar  
or Recorded Version



A Unique One-Day Live Online Seminar  
(Also available as a Recorded Online Version  
to Use at Your Convenience)

Presented by

## James May

Award-Winning Teacher and Digital Innovator

**Practical ways** to make best use of Google Classroom, Google Tools and Apps **in-person, online or in hybrid learning environments**

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