

Making Best Use of GOOGLE CLASSROOM and Free G SUITE Apps to Enhance Content Learning In-Person and Online (Grades 6-12)



A Unique, One-Day, Live Online Seminar Presented by
ANDY MANN

Award-Winning Instructional Technology Teacher
and Certified Google Education Trainer

Specifically Designed for Educators Serving Grades 6-12: Classroom Teachers, Technology Specialists, Library/Media Specialists, and Administrators

- **Practical strategies** to master Google Classroom to enhance content instruction and streamline student engagement **in face-to-face-to-face, online and hybrid learning environments**
- **Time-saving workflow methods** to improve student learning and provide high quality feedback
- **Proven ways to differentiate instruction** using free Chrome extensions and add-ons to better meet the needs of all learners

LIVE ONLINE SEMINARS

December 10

9 AM Mountain, 11 AM Eastern,
10 AM Central, 8 AM Pacific

December 14

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

December 15

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

CAN'T ATTEND?

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

CEUs and Graduate Credit Available
See page 6 for details

“*Andy is absolutely amazing. This has been the most helpful seminar I have EVER attended.*”

– DANIEL GIL, TEACHER

Practical Strategies for In-Person and Online Instruction

In this outstanding seminar, national award-winning instructor, and Certified Google Education Trainer, **Andy Mann**, will show you how to make best use the Google app and manage projects through Google Classroom to improve student engagement and learning. Designed specifically for teachers in grades 6-12, this seminar will provide you with powerful new strategies for leveraging technology resources to improve the learning and organizational skills of your secondary students. You'll leave with a wealth of strategies and resources which can easily be adapted to the needs of your students in any content area.

This seminar is perfect for teachers using Google Classroom every day as well as those just beginning to test the waters of "Classroom." You'll leave this dynamic seminar with ideas you can begin to use in-class and in distance learning environments.



Ten Key Benefits of Attending

- 1. Adjust Google Classroom to Guide Face-to-Face, Hybrid or Distance Learning**
See how to easily adjust your use of Google Classroom to support student learning, in all different modes of instruction
- 2. Master Google Classroom Workflow In-Class and Online**
Learn to more efficiently manage the Google Classroom workflow to assign, grade and return assignments, manage online discussions and create exit ticket questions to check for understanding whether you teach face-to-face or online
- 3. Enhance Your Distance Learning Lessons to Increase Student Success**
Learn time-efficient ways to create and deliver virtual lessons that effectively boost student engagement and increase student achievement
- 4. Develop Amazing Video Lessons for Face-to-Face or Hybrid Instruction**
Follow a teacher-tested design for video lessons which capture students attention using what we've learned from social media
- 5. Connect Google Meet or Zoom to Support Distance Learning**
Use how video conferences tools – from within your Google Classroom class can be used for review, class discussions, answer questions, and build community
- 6. Develop Projects Students Can Complete on the Mobile Classroom App**
Design assignments and discussions students will love to complete using the mobile Classroom app, their camera, and voice to text
- 7. Enhance Class Discussions Through Videos with Flipgrid**
Design discussion questions students can complete using the free Flipgrid program with any device, at any time, face-to-face, hybrid or distance learning
- 8. Learn about the Latest Apps and Strategies to Simplify Feedback**
Make it easy to grade and provide feedback by utilizing new apps and extensions including the comment bank, 1 point rubrics, and an audio comment extension
- 9. Create Self-Graded Quizzes Using Google Forms**
Explore how to use Google Forms for self-graded quizzes – which can be password protected and include image or math formulas
- 10. Receive an Extensive Google Classroom Digital Resource Handbook**
Each participant will receive an extensive digital resource handbook packed with foundation skills, tips and practical projects for in-person and online learning ... You will also be given an ebook copy of Andy's presentation – making it easy to take notes, access web resources and copy/customize Classroom projects

Outstanding Strategies You Can Use Immediately

- **Proven ways to quickly adapt your Google Classroom class** from face-to-face, to hybrid, to entirely online as needed
- **Timesaving strategies which utilize the latest Google updates** making Classroom and Google Apps more efficient
- **Core Google Classroom strategies to simplify workflow** and student/parent communications in-class and online
- Ways to more **effectively differentiate instruction to accommodate all students** with Google's built-in accessibility options and featured Chrome extensions
- **How you can deeply engage student creativity** with projects that use the built-in camera and mic and free audio and video apps
- **How to develop the collaborative skills employers desire** by creating collaboration projects with Google apps – assigned and managed in Google Classroom
- **Step-by-step directions for creating captivating videos and screencasts** which draw students into a lesson and create an environment for new learning – face-to-face or at a distance
- **“Share to Classroom” the most useful non-Google apps** – making it easy to add Google Classroom assignments from great educational web apps
- **Timesaving tips to use Google Classroom more efficiently**, including self-grading quizzes, choice and project-based assessments
- **Innovative ways to use Google Slides for visual learners** utilizing mind-maps, graphic organizers, infographics, math templates, and more
- **Ways to weave video conference tools into your Google Classroom class** to support hybrid and distance learning
- **How to ask questions in Google Classroom's Classwork Question** which encourage higher-level thinking and group discussion
- **Sample student-tested Google Classroom strategies** and projects which you may copy and customize for use in your in-class, online and hybrid learning environments
- **New ways to use Google Classroom, tips and shortcuts** – new users and Google Classroom veterans will love

“*Andy is passionate about his extensive knowledge of Google and technology resources. I am looking forward to implementing today's learning into my school curriculum. One of the greatest seminars I have attended yet.*”

– CYNTHIA DOVE, TEACHER



**To Register,
Call Toll-Free**

1-800-735-3503

A Message From Seminar Leader, Andy Mann



Bureau of Education & Research

915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

Dear Colleague:

This is an exciting and challenging time to be a teacher. With instant access to information and tools such as Google Classroom and Chromebooks, our role has shifted from knowledge expert to guide and coach. Add the potential to shift from face-to-face, to hybrid, or entirely online – and teachers we must adjust. The good news is that Google Classroom and the Google EDU Suite are designed to support all modes of instruction. The Google EDU Suite provides a platform students can use to become successful collaborators, clear communicators, and creative problem solvers – all skills in demand from employers. Join me for this day of exploring the best strategies for using Google Classroom to better manage workflow, grade, and provide feedback as you sample higher level thinking Google apps projects. Our time together will include time for new learning, interaction, small group discussion, and time to practice and try out new learning. You'll learn how Classroom can improve student organization and parent communications.

I invite you to come learn with me for a day. I will provide you with an extensive digital resource handbook packed with foundation skills, tips and practical classroom projects. We will go on this journey together. Whether you are an experienced Google Classroom teacher or just getting started, you will leave with practical, student-tested lessons that you may freely copy and customize for immediate use with your students.

It does not matter if you teach face-to-face, hybrid or online – you'll leave with new skills and ideas you can begin to use the next day.

I look forward to meeting you at the seminar.

Sincerely,

A handwritten signature in cursive script that reads "Andrew M. Mann".

Andy Mann

P.S. As a veteran secondary teacher, I understand the extra effort it requires to be out of the classroom, even for a day. **I promise you that our day learning together will be well worth your time.** You will leave with a greatly expanded repertoire of practical strategies and timesaving tips you be able to use immediately.

“Whether you are an experienced Google Classroom teacher or just getting started, you will leave with practical, student-tested lessons.”

What Your Colleagues Say About Andy Mann

“Andy gave me a lot of information that I will be able to use in my class tomorrow!”

– Josh Childs, Special Education Teacher

“I cannot wait to get back to share with the teachers in my buildings!”

– Temethia Joyner, Instructional Coach

“Andy presents useful information all day. We have been using Google Classroom since the start of the school year. Andy’s ideas will definitely enhance the student experience with the tools I was able to pick up today.”

– Brian Bandy, English Teacher

“Andy is well organized and full of great information.”

– Adam Alvarez, French/Spanish Teacher



Uniquely Qualified Instructor

ANDY MANN is an experienced classroom teacher, technology pioneer and energetic presenter. He is sought after for his depth of knowledge and ability to meet the needs of participants with diverse levels of knowledge and comfort with technology. His passion is to help educators and students learn to use technology to improve teaching and learning. Andy brings a wealth of experience to each seminar working with other educators for more than 30 years to select and use technology resources to improve teaching and learning. Andy is a two-time recipient of the International Society of Technology in Education (ISTE) “Making It Happen” Award.

Andy is the author *Making Best Use of GOOGLE CLASSROOM and G SUITE Apps to Enhance Content Learning In-Person and Online (Grades 6-12)*, the digital resource handbook each participant will receive at the seminar. He is an expert in Google and Chromebooks and is a certified Google Education Trainer.

Participants leave Andy’s seminars with a wealth of new tools, apps, strategies, and integration ideas they can use immediately when they return to their classroom.

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



You'll Receive an Extensive Google Tools and Apps Digital Resource Handbook, a Copy of the Slide Presentation and Access to a Specially Created Website

Each participant will receive an extensive Google Classroom digital resource handbook and accompanying slide deck designed for this seminar. The handbook and eBook include:

- A detailed overview of the ways you can save time and increase your effectiveness using Google Classroom in-class and online
- Practical strategies and ideas for integrating G Suite and Chromebooks into the curriculum
- Detailed information about the best non-Google apps which can seamlessly connect to your Google Classroom classes for easy integration
- Tips and tricks and for using Google Classroom, Google apps and the latest learning tools

Share Ideas with Other Educators

This seminar provides a wonderful opportunity for participants to share ideas with other educators interested in using Google Tools and Apps to enhance their instructional programs in grades 6-12.

Consultation Available

Andy Mann will be available for consultation regarding your questions and the unique needs of your classroom, school or district.

Who Should Attend

Educators Serving Grades 6-12: Classroom Teachers, Technology Specialists, Library/Media Specialists, and Administrators.

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.

Meet Inservice Requirements

At the end of the program, each attendee will receive a certificate of participation that may be used to verify hours of participation in meeting continuing education requirements.

“ *I'm an old-school teacher ... pen and paper are in my blood, but I can't wait to start implementing these ideas! This will completely change my classroom!*”

— KRISTEN TINNON, ENGLISH 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 or call 877-857-8964 to speak to one of our On-Site Training Consultants.

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

Making Best Use of GOOGLE CLASSROOM and Free G SUITE Apps to Enhance Content Learning In-Person and Online (Grades 6-12)

Registration (ZG31F1)

- 1. **December 10, 2020** (Start time: 9 AM Mountain)
- 2. **December 14, 2020** (Start time: 9 AM Eastern)
- 3. **December 15, 2020** (Start time: 9 AM Central)
— 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 LOCATION 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
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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 EZG31F1

METHOD OF PAYMENT – Group 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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MO/YR

Billing Zip Code: _____ 3 Digit CVV Code: _____
(Found on back of card)

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Please print name as it appears on card Signature (required for credit card purchases)

FOUR EASY WAYS TO REGISTER:

- REGISTER ONLINE at: **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**
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Bellevue, WA 98009-9668

PRE-REGISTRATION REQUIRED DUE TO LIMITED ENROLLMENT

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.

Cancellations/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.

Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at **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.

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.



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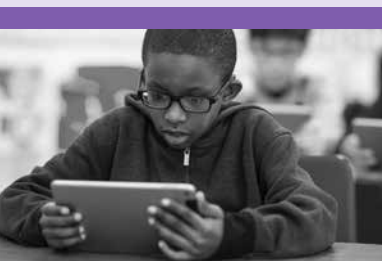
Make Best Use of Google Classroom to Support Content Learning In-Person and Online (Grades 6-12)

Practical PD, No Travel

- **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**

ZG31F1

Making Best Use of GOOGLE CLASSROOM and Free G SUITE Apps to Enhance Content Learning In-Person and Online (Grades 6-12)



A Unique One-Day Live Online Seminar

(Also available as a Recorded Online Version to Use at Your Convenience)

Practical strategies to master Google Classroom workflow stream to enhance content instruction **in face-to-face-to-face, online and hybrid learning environments**

Proven ways to differentiate instruction using free Chrome extensions and add-ons

Innovative methods to engage students in discussions and collaboration with teacher-tested projects

The best non-Google apps to enhance learning and assessment



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