

Google docs

Setting up a Google account

Go to www.google.com

Click on Gmail

Click on Create an Account

Follow the steps listed

When you are finished, click show me my account

Gmail - Inbox (3) - shopp... x

https://mail.google.com/mail/?hl=en&shva=1#inbox

Getting Started Shipping and Billing Other bookmarks

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Inbox (3)

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Ways to use Google Docs Forms

Registration for Meetings

Data Collection

Feedback Surveys

Lunch Orders for meetings

Anything for which you would create a form or sign up sheet

Benefits and features of Google Docs Forms

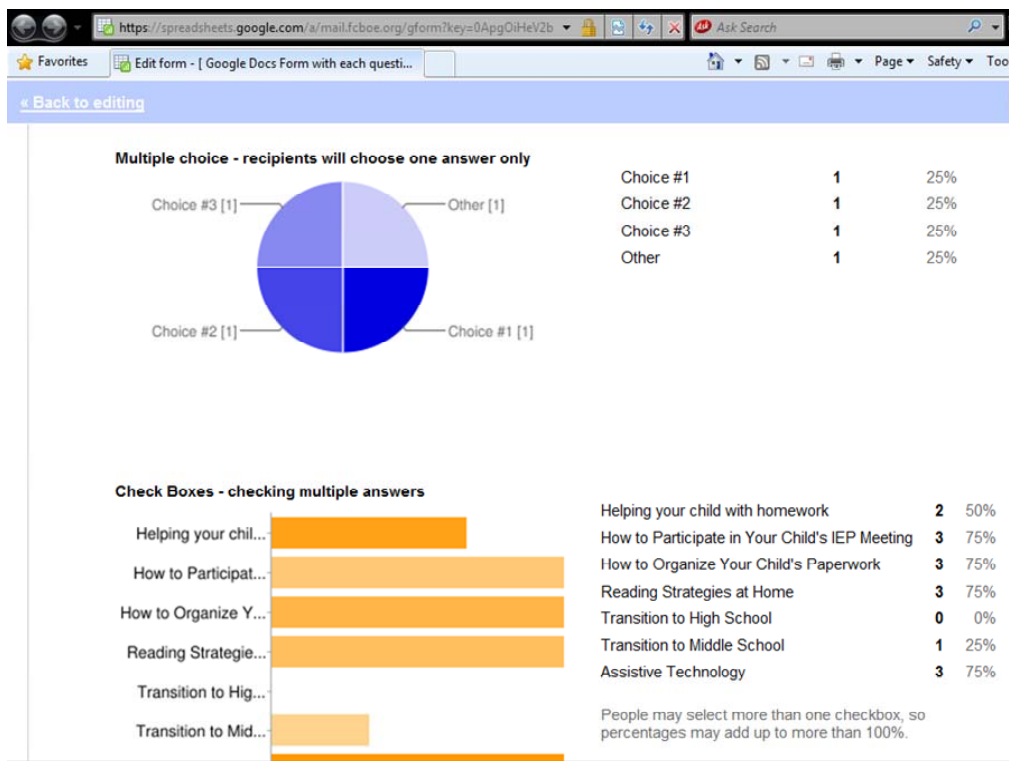
Compiles responses in a spreadsheet

- Can be shared with others
- Can be printed (lunch orders, data collection)

The form itself can be printed for parents without computer access

Creates charts and graphs

- Each question will have its own graph (*pie, bar, etc.*)
- Graphs can be printed (*process is a bit tricky, but worth it*)



For More information and training view the Elluminate Session from March 16th entitled: Communicating with Parents at a Faster Pace