Where do you want to go today?

Tell us: http://goo.gl/w4JY4e
Responses: http://goo.gl/3LatL0

Photo by Rui Pereira
Google Plus

Getting the most mileage out of Gmail and Google Apps for Education

Emily Barney & Deborah Ginsberg
IIT Chicago-Kent College of Law Library
#MAALL14, October 6, 2014

Photo by Steve Jurvetson
Outlook to Gmail:

- Where are my folders?
- How do I set up filters?
- How do I flag items?
- How do I search?
- Where are my notifications?
Outlook to Gmail Q&A:

- Where are my folders?
- How do I set up filters?
- How do I flag items?
- How do I search?
- Notifications?

- Folders are now **Labels**
- **Search** or **Settings**
- **Star**
- Top (use **advanced** drop-down options!)
- Browser or Talk settings
Gmail Search - simple to Advanced (which is AWESOME)
Gmail Starter Settings

- How do I turn off Conversation View?
- How do I format messages?
- Can I turn off Chat?
- Where is my signature?
New functionality

Tools that work like Outlook, plus

Read the (Labs) manual
Labs: Replicate Outlook

- Undo Send
- Preview Messages
- Canned Responses
- Read Request
Labs: New Features

- Right Side Chat
- Calendar Widget
- Unread Email Count (in tab)
- Auto Advance
Contacts

- Saved in Gmail
- personal groups
- Importing from Outlook

Groups

- Groups are the new “Distribution Lists”
- Privacy Options
- Management Tools in Groups alone
Smooth driving

Photo by Andrey Zhukov
MailChimp

IIT Chicago-Kent Staff News
Visit us on the web: http://ckstaffnews.wordpress.com/

CK Staff Committee
If you would like to join the Staff Committee, we would welcome your help!
Fill out this survey to sign up!
Learn more about our projects on the staff news website:
- Activities & Events
- Community Service
- Government at the Law School
- Staff Newsletter
- Welcoming Committee
The entire committee meets once a month. Project groups meet as needed separately.

Staff Events
To show appreciation for the work staff do and provide opportunities to socialize, the Staff Committee is working to create more events throughout the year:
- February 10: Staff Team Day
- March 13: Staff Pizza Day
- April 27: Staff BBQ Day

We would also like to plan more potluck events like the very successful Holiday Potluck Exchange from December.

Department of the Month
To encourage staff to get to know each other and learn more about the work we do, the Staff Committee hosts monthly presentations for departments to introduce their work and each person in their group.

If you were not able to make it to these events, you can view the slides on our website:
- January: The Chicago-Kent Alumni Association
- February: The Registrar's Office

Staff Announcements
On behalf of Dawn Young, we are pleased to announce the birth of Lavelle Ashlyn Young on

Staff Events

Game Room Now Open
Recently, Chicago-Kent opened a Game Room in room 570 for staff, faculty and student use. If you haven't checked out the room yet, read our post covering what games are included as well as the rules for room use.

Seven Questions with Matt Gruhn
Back in June, Matt Gruhn, Assistant director of Oyez, shared a few of his favorite things in our Hot Top Five. Here’s a chance to get to know the man behind the recommendations in our latest Seven Questions.

Tech Tips: WordPress @ Chicago-Kent
You may not recognize the term "WordPress" but chances are you’ve encountered it without ever noticing. Read on to learn how Chicago-Kent is using this popular web software as well as ways you can use it too.

September 2014 Edition
Welcome to the September 2014 Edition of the IIT Chicago-Kent Staff Newsletter. This issue includes a variety of features including staff profiles, campus updates as well as things to do in September.

Do you read Banned Books?
The Chicago-Kent Library blog is looking to feature book reviews from staff to include in their coverage for Banned Books Week. Read on to find out how you can participate.
On time with Calendar

Photo by Scott Barron
Favorite Features

● Multiple calendars
● Detailed privacy & collaboration options
  ○ choose who can view (detailed or just busy)
  ○ choose who can edit
● Recurring Tasks
● Integration
  ○ Gmail creation, Drive attachments
**Settings & Creation:** lots of calendars, lots of sharing

<table>
<thead>
<tr>
<th>CALENDAR</th>
<th>SHOW IN LIST</th>
<th>NOTIFICATIONS</th>
<th>SHARING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Barney</td>
<td></td>
<td>Reminders and notifications</td>
<td>Shared: Edit settings</td>
</tr>
<tr>
<td>Computer Room Reservation</td>
<td></td>
<td>Reminders and notifications</td>
<td>Shared: Edit settings</td>
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<td>Fall 2013 Classes</td>
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<td>Library Technology Tasks</td>
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<td>Library Timings</td>
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<td>Reference Request</td>
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<td>Reminders and notifications</td>
<td>Shared: Edit settings</td>
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<td>Staff Committee Calendar</td>
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<td>Tasks</td>
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<tr>
<td>Website Hours</td>
<td></td>
<td>Reminders and notifications</td>
<td>Shared: Edit settings</td>
</tr>
</tbody>
</table>
Viewing options: lots of calendars, lots of colors
Streamlining Reminders:
Too many events on too many calendars?

Get “Daily Agenda” reminders
In the Driver’s seat
Google Drive ≈ Microsoft Office?
Google Forms

● Great for internal surveys, RSVPs
  ○ can automatically collect emails

● More ways to send:
  ○ embed in emails
  ○ embed in websites
  ○ share via link

● Share results in summary or spreadsheet
Google Drive: Collaboration

● Simultaneous editing
  ○ history
  ○ track changes

● In-document chat

● In Hangouts!

● Comments
  ○ suggest changes
  ○ reply via email
  ○ confirm / edit / remove

● In Spreadsheets only:
  ○ email notifications for changes
Google Drive Sharing

- Privacy options
  - by user
  - by network
  - with link
  - public

- Share entire folders
  - same options as individual documents

- Where to share?
  - Embed in Emails
  - Attach to Events
  - Add to Sites
  - Publish online!
Introducing Add-Ons

Add-ons

- EasyBib Bibliography Creator
  - 390,468 Users
- Thesaurus
  - 224,679 Users
- Translate
  - 124,928 Users
- Track Changes
- AVERY Label Merge
- openclipart
- Highlighting Tools
Staying on track: using Google Apps for task management
Google Sites

- Control access
- Easy editing
- Google Apps integration
- Page/content templates
- Custom page templates
Google Sites: User Access

New pages inherit permissions by default. If you want to add a user to a specific page you must first add them at the site level.

Link to share (only accessible by collaborators)
https://sites.google.com/a/kentlaw.iit.edu/libtech/

Who has access

- Deborah Ginsberg dginsberg@kentlaw.iit.edu Is owner
- Tech Library libtech@kentlaw.iit.edu Is owner
- Eloise ReQua dtclibtech@gmail.com Can view
- Kimberly Koppen kkoppen@kentlaw.iit.edu Is owner
- tgadkari@hawk.iit.edu tgadkari@hawk.iit.edu Can edit

Invite people:
Enter names or email addresses...

Only the owner can change the permissions.
Google Sites: 
Easy Editing
## Google Sites: Content Templates

### Customize your list

Customize your list by adding and configuring columns.

#### Columns/Fields to Collect

<table>
<thead>
<tr>
<th>Plugin</th>
<th>Version #</th>
<th>Site</th>
<th>Complete</th>
<th>Date</th>
<th>Notes</th>
</tr>
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<tr>
<td>LibTest - Blogs</td>
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<td>June 19, 2014</td>
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</tbody>
</table>

### Add item

**Plugin:**

**Version #:**

**Site:** LibTest - Blogs

**Complete:**

**Date:**

**Notes:**

Choose date
Google Sites: Custom Templates

Purpose: Student Organization site for American Constitution Society
Author/Editor: Peter Cheun and Dana Pownall, with assistance from Emily
Primary Content: Event descriptions
Custom Factors:
Child Theme:
- Based on "Forever"
  - uses SuperCPT plugin to activate editor profiles & archives
  - uses Google Calendar Events plugin to connect to their Google Calendar.

Updates & Testing:

Setup Data:
Links:
- http://studentorgs.kentlaw.iit.edu/acslp/
- http://libtest.kentlaw.edu/studentorgs/acslp/

Database:
Debbie to do list

- Prepare for the Gmail CALI session
- Tell faculty you will be out of town
- Letter for...
- 2014 AALL Activities Area Inform
- Debbie on Recruiting
- [CARLI Support #65576] Question
- LibGuides v2 Initial Migration Inform
- CALL Public Relations Committee
- Digital Backpack & Thurs. Packet
- Google Apps - Global Address List
- Moving Forward
- Committee report
- exam comparisons
- Ask...
- How the...
- License Keys
- Listen to Night Vale
- Pay those bills
- Returning:
- Call Permasel
- Home stuff:

License Keys

Debbie Ginsberg, Educational Technology Librarian
IIT Chicago-Kent College of Law Library
565 W. Adams St., Chicago, IL, 60661. 312-906-5673, dginsberg@kentlaw.lit.edu
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565 W. Adams St., Chicago, IL, 60661. 312-906-5673, dginsberg@kentlaw.lit.edu
mailto:dginsberg@kentlaw.lit.edu

Date: Tue, Jun 10, 2014 at 3:18 PM
Subject: Fw: License Keys
To: Emily Barney <ebarney@kentlaw.lit.edu>
mailto:ebarney@kentlaw.lit.edu

I used the first license for the Snagit upgrade. Worked fine.

Debbie Ginsberg
IIT Chicago-Kent College of Law Library
565 W. Adams St., Chicago, IL, 60661. 312-906-5673, dginsberg@kentlaw.lit.edu
mailto:dginsberg@kentlaw.lit.edu

Date: Tue, Jun 10, 2014 at 3:15 PM
Subject: Fw: License Keys
To: Deborah Ginsberg <dginsberg@kentlaw.lit.edu>
mailto:dginsberg@kentlaw.lit.edu

Thanks,
Heather

Debrah Ginsberg
IIT Chicago-Kent College of Law Library
565 W. Adams St., Chicago, IL, 60661. 312-906-5673, dginsberg@kentlaw.lit.edu
mailto:dginsberg@kentlaw.lit.edu
Orientation Week

3:30 PM: Faculty Perspective

Steve Sowie says Professor Buccigrossi will be handling the faculty perspective presentation.

- Admissions
- Faculty
- Photos

Check with Admissions to find out which faculty will be involved.

Will they have prepared remarks or content that could go on the Faculty Blog?

GastroSymposium2011.pdf

9 more comments

Emily Barney: We can put this into Facebook / the Storify for sure, I'll check the Twitter schedule to see if there's room for some tweets as well.

Emily Barney: Technology Development & Training Librarian
IIT Downtown Campus Library
Chicago-Kent College of Law
email: ebarney@kentlaw.lit.edu <mailto:ebarney@kentlaw.lit.edu>
phone: 312-905-5650

Aug 20 at 1:33pm

Emily Barney: I talked to Kim about it and she thought it would look odd to add his headshot to the album. I'll see about adding a basic post or we can do the hashtag/quote in Storify for sure.

Emily Barney: Technology Development & Training Librarian
IIT Downtown Campus Library
Chicago-Kent College of Law
email: ebarney@kentlaw.lit.edu <mailto:ebarney@kentlaw.lit.edu>
phone: 312-905-5650

Aug 20 at 1:36pm

Daniel Saunders: Great, Chris also just asked if we could run the edited Storify and/or tweets by him before we post.

Aug 20 at 2:35pm
Google on the Go
Fun with Hangouts!

Positive
- Works with or without webcam
- Quick screensharing
- Integrates with more apps

Negative
- Requires Google+ for shared content
- Requires Plugins / Hardware config
- Different tools in different places
Require Google+ profiles

Editing Privacy Details

Each pop-up edit box lets you add or change details and customize privacy settings.

Many sections are optional.

Want to hide one field? Choose "Only you."

Many fields are optional.
Webcam/No Webcam, Screen Sharing is Great!
beyond screen sharing - dual access
Your post has been shared. Leave this window open so people can join this video Hangout.
Google Drive as an add-on
Introducing: Classroom
Questions?

Emily: ebarney@kentlaw.iit.edu, @EBarney
Debbie: dginsberg@kentlaw.iit.edu, @debgpi

Responses: http://goo.gl/3LatL0

Handouts link: http://goo.gl/ve28gi