

“Innovate & Lead: Strategies for School Leaders”

Inauguration & Setting the Stage for Digital Leadership
Day 1 - September 16, 2025



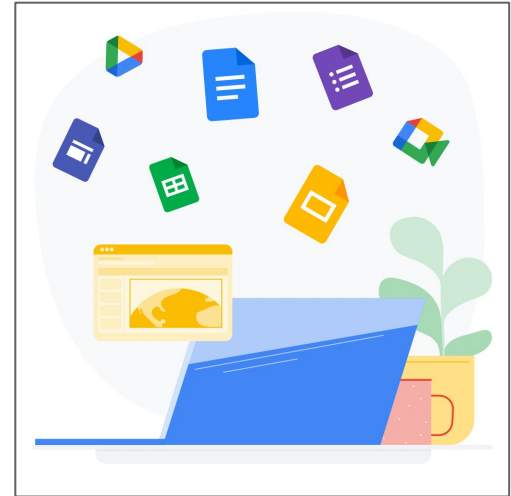
Getting ready with Technology

Summary

Technology can support in teaching by making lessons more engaging, creating great resources that are more accessible for students, and saving time.

An educator can easily create a new presentation and share it with students, or with teachers around the world. Whether a teacher is using a laptop or a smartphone, they always have access to the same tools to help provide the best instruction.

Here are some tips for getting ready to teach with technology.

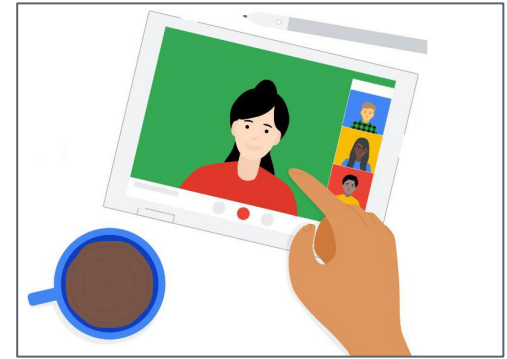


Getting Started

- **Try it!**

This training will help everyone to get to know some of the Google Workspace for Education tools. Follow the instructions in order and take the opportunity to spend some time clicking on different buttons in Docs, Slides, Classroom etc., to see what they do.

Get to know the technology to gain confidence before start thinking about using it with the students.



Start small

Start with small steps. Learn one tool at a time and try that out before you move on to a different lesson.

And remember that everyone will find different ways to use technology and different benefits from doing so, the key is to figure out how technology can best help your ecosystem.



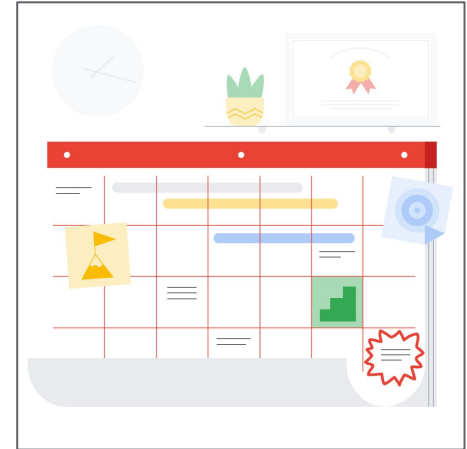
Do it everyday

It's very easy to learn a new idea or skill!

To ensure a new skill is fully understood, it is best to try it multiple times after it is first learned. Just as students learn best with repeated practice, so do teachers!

A commitment to using a new tool each day will help build the confidence needed to move on to the next lesson.

Set a goal to try something new everyday or every week and it may surprise you on how quickly the information is remembered.

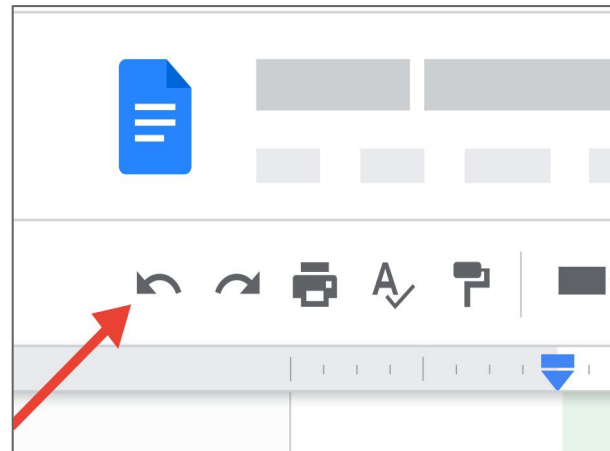


Don't be scared to fail

It's natural to make errors when working with new tools.

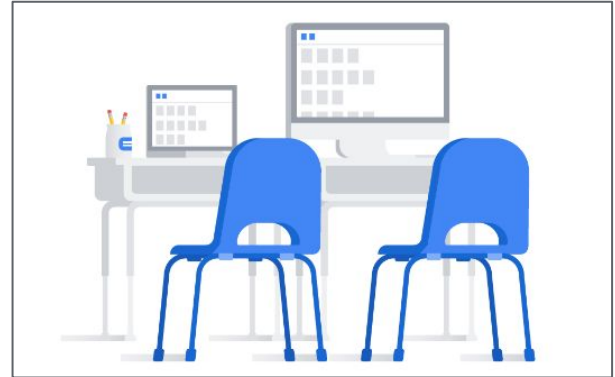
- Most mistakes can be undone by clicking the undo button, which is often in the top left menu:
- Similarly, if something doesn't work as planned during a lesson then don't worry!
- Use this as an opportunity to learn from what went wrong and try again the following day.

Remember, no one is perfect, teachers make mistakes too, and students know that -- and often will be there to help troubleshoot if anything goes wrong in the lesson!



Collaborate

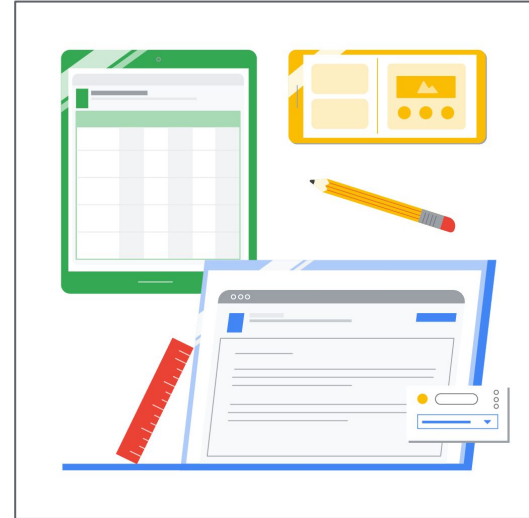
- Partner with another teacher/s in your school as you start to use technology with your students.
- Talk about best practices and challenges.
- Choose a tool and demonstrate its actual use case in your teaching.



Getting online

Access Google Workspace for Education with apps on mobile phone, tablet or through a web browser on Chromebook or laptop.

One can also use the tools offline if you have already installed them.

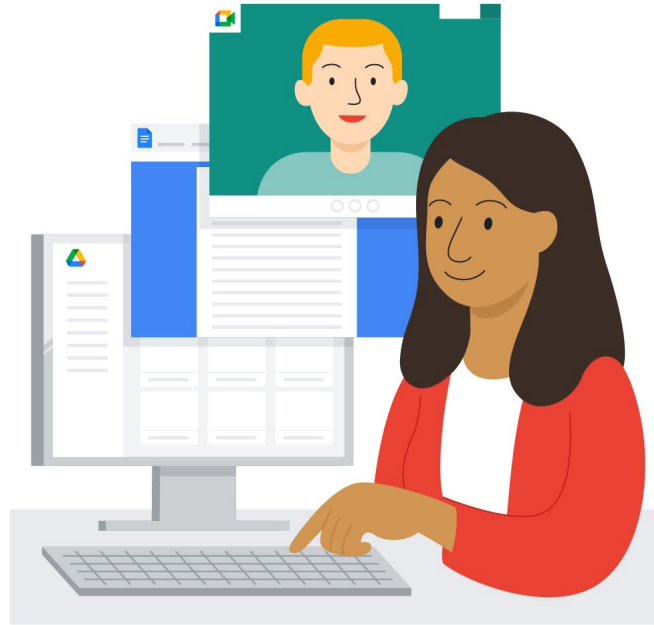


Checklist

- I have set some time slots on my agenda to practice every day
- I am ready to practise using some of the skills every day.



Impactful Use of Technology



Meaningful use of technology

It's important to consider how to use technology adds value to teaching and students' learning. It can be easy to focus on the technology itself, but it's important to remember that improved teaching and learning is the goal - technology is just a tool to help you achieve it.

To help reflect on how meaningful the use of technology is, ask:

What value is this technology use bringing to the lesson?

- How is it improving my teaching?
- How is it improving my students' learning?



Use of technology doesn't have to be complex to be impactful.

As a beginner, one can keep:

- Goals simple
- Try new skills in small steps
- Gain confidence with practice
- Build up skills over time



Intro to Google Workspace for Education

Summary

Google Workspace for Education is a collection of tools that help you get your work done. Write reports, create presentations, create quizzes, plan lessons, grade assignments and a lot more!

Google Workspace is used by millions of teachers and students across the world. It has been designed for collaboration, communication, and creativity. In the upcoming lessons, we will explore getting started with the core tools in Google Workspace like Google Classroom, Slides, Docs, Forms, and more.

Gmail, Gmeet, Chat



- **Gmail** is an email service that helps you keep in contact with students, teachers and parents.
- **Google Meet** lets you set up video calls from your mobile device or laptop wherever you are. You can meet with another person one to one, or host a large meeting or teaching session.
- **Google Chat** is a messaging tool for sending messages, images and videos to individuals or groups.

Docs, Sheets, Slides, Forms



Create, edit, collaborate and share documents, spreadsheets, presentations, and forms.

- **Docs:** Students can write stories and reports, collaborate on their writing, teachers can give comments on students' work directly within the Doc.
- **Sheets:** can be used to keep track of grades, create research reports with graphs and tables.
- **Slides:** is a way for you and your students to create great-looking presentations and share them easily with others to use in or out of school.
- **Forms** is great for creating surveys, quizzes, and tests.

Google Drive



Google Drive is the space where you can store and share all your documents and files. Google Drive enables you to access your files from anywhere in the world and helps you stay organized. It also lets you share files with others in a safe way.

Files in Google Drive are automatically saved in the cloud, which means access from anywhere and on any device as long as have an internet connection, is permissible.

Classroom



Classroom helps teachers:

- Create and Grade assignments
- Share resources
- Give feedback on work done by students
- Collaborate with students for various projects and assignments

Sites



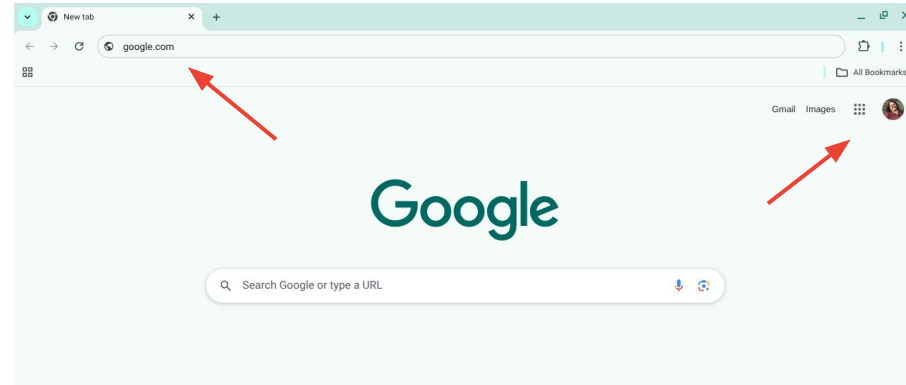
Google Sites lets you create websites to share with your students, teachers, or anyone outside of your school. For example:

- In-house Professional Development site
- Student's Portfolio site
- Departmental site
- Annual fest site
- Upcoming events
- School Newsletter

Signing Into Google account

In order to get access to all the tools available in Google Workspace one has to make sure to be logged into account.

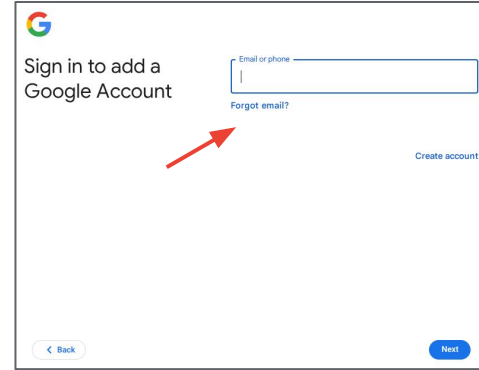
- Open your internet browser and go to *google.com*
- Click **Sign in** in the upper right corner



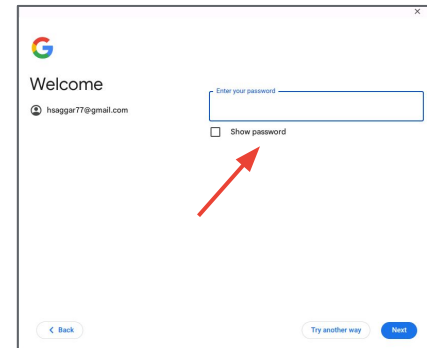
Your school has probably given you a school email address, use this to sign into your account.

- Firstly enter your username and click **Next** to continue.
- You can change the language of this screen by clicking here and choosing a different language.
- Enter your password and click **Next** to finish signing in to your account.

Welcome to your Google account!



The screenshot shows the Google sign-in interface. At the top left is the Google logo. Below it, the text reads "Sign in to add a Google Account". To the right of this text is a text input field labeled "Email or phone". Below the input field is a link that says "Forgot email?". To the right of the input field is a "Create account" link. At the bottom left is a "< Back" button, and at the bottom right is a "Next" button. A red arrow points from the "Forgot email?" link towards the input field.



The screenshot shows the Google password entry interface. At the top left is the Google logo. Below it, the text reads "Welcome". Underneath, the email address "hsaggat77@gmail.com" is displayed. To the right is a text input field labeled "Enter your password". Below the input field is a checkbox labeled "Show password". At the bottom left is a "< Back" button, and at the bottom right is a "Next" button, with a "Try another way" link between them. A red arrow points from the "Show password" checkbox towards the password input field.

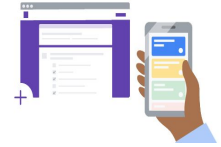
Quiz time!

To check your knowledge. Please **navigate** to:

<http://bit.ly/intro2workspace1-2d>

(Note: letters in link are all lower case)

OR, scan the QR code with your phone:



Challenge

In the next few lessons you are going to learn and practice simple ways in which you can start using Google Workspace for Education in the classroom, whether you are teaching online or offline. For now, please make sure that you are signed into your Google account on whichever device you're going to be using for most of your work.

Thank You!