

# “Innovate & Lead: Strategies for School Leaders”

Efficient Planning: Mastering Schedules & Virtual Meetings  
Day 8 - September 29, 2025

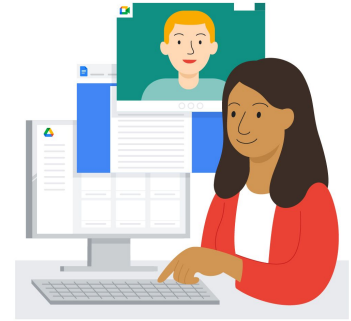


## Welcome, School Leaders!

Welcome to our final session, Leaders: **Efficient Planning: Mastering Schedules & Virtual Meetings.**

Your ability to lead your school is directly linked to your ability to manage your own time and energy.

In this capstone session, we will cover the foundational skills of personal productivity—mastering your schedule, managing tasks, and running meetings that are efficient, productive, and respectful of everyone's time.



# Introduction to Google Meet



## What is Google Meet?

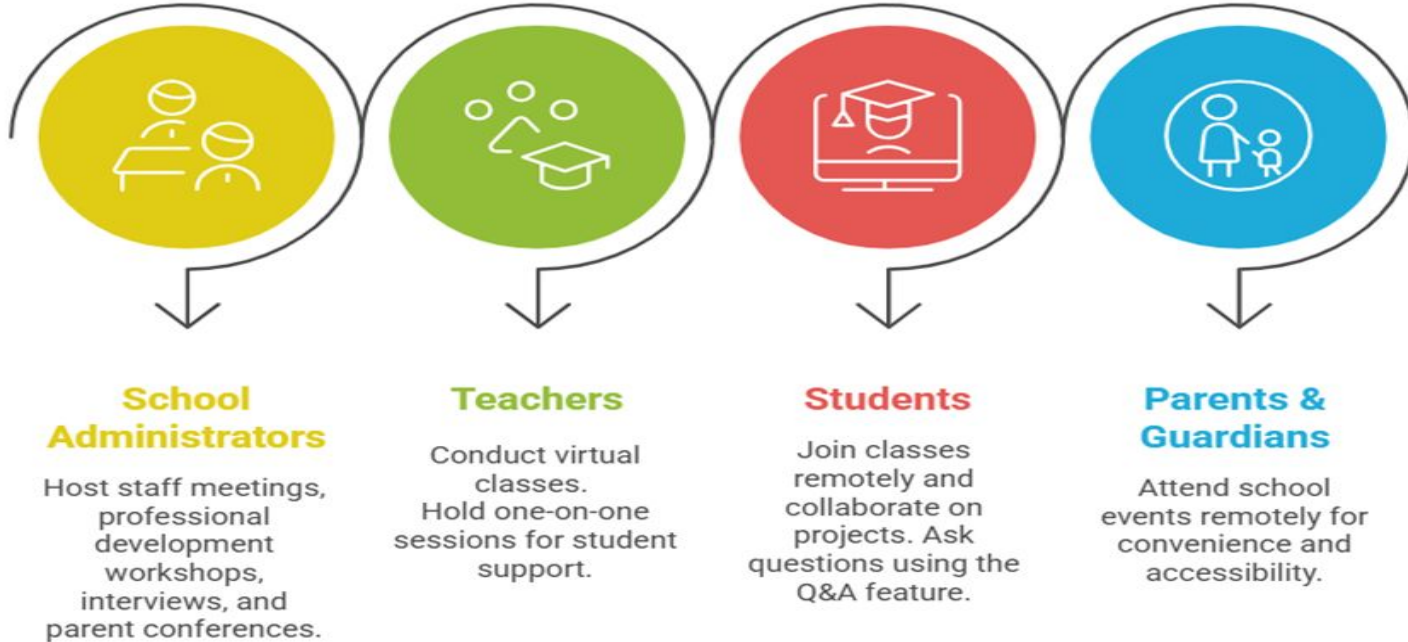
Sometimes we aren't able to be with our students or colleagues in person. Organizing a Google Meet session is a great way to connect with students or colleagues. Google Meet is a tool for hosting and joining video meetings. Google Meet allows for up to 100 people to join in one meeting, but can be used with smaller groups or even 1 to 1! Teachers can also share their computer screen with the others who have joined the video call.

## Educational uses of Google Meet

Here are two quick and easy ways to use Google Meet as part of your work.

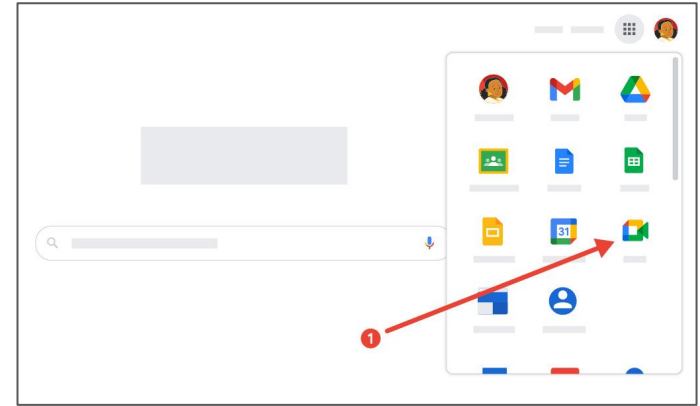
- Deliver face-to-face virtual lessons either 1:1, to whole classrooms, or to an entire assembly.
- Host meetings and training sessions with colleagues who are working from another site or home.

# Educational Uses of Google Meet

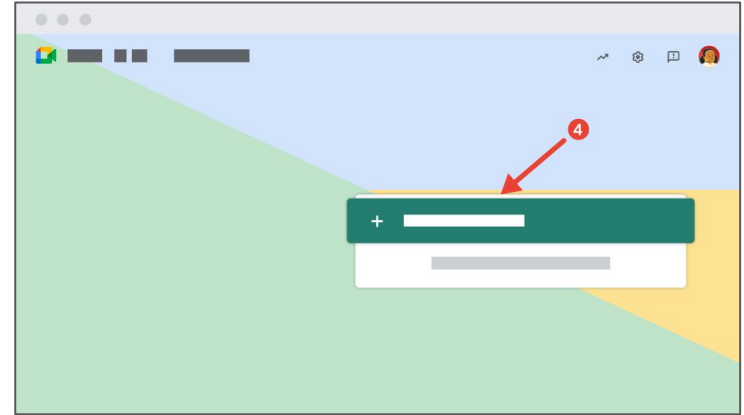


## Opening Google Meet

1. To start a Google Meet session, open up your browser and go to the Google homepage (as in the previous lesson). Click on the **Google apps launcher** and click on **Meet**.
2. If you are not logged in, you will be prompted to do so in the exact same way as in the last lesson.

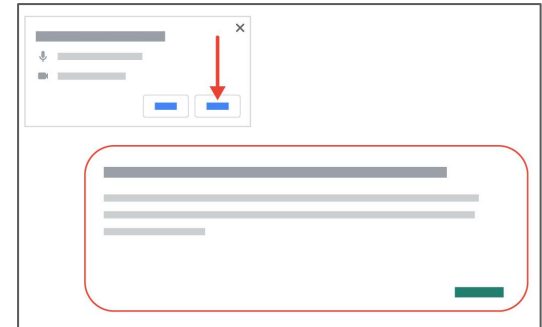
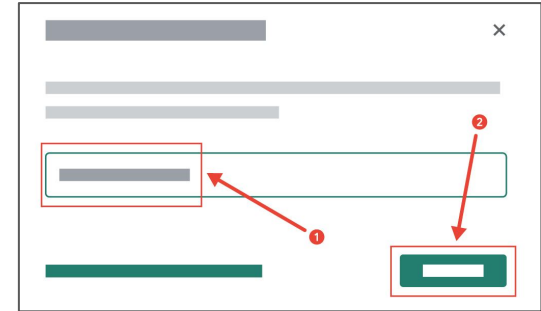


3. This is what the Google Meet screen looks like. Don't worry if the background picture is not the same as the one here. The background images change. It's only for decoration.
4. To immediately start a new meeting, click on '**+ Join or start a meeting**'. We will show you in later lessons how to schedule a meeting for a future time and date.



## Setting up Google Meet video meeting

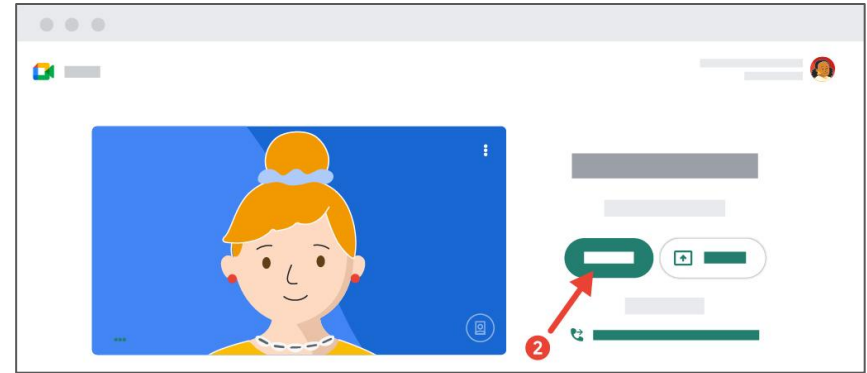
1. You will now be asked to create a **meeting nickname**. The nickname is a name for the meeting that will help others know what it's going to be about. For example, if meeting with your students for a video lesson, it could be a good idea to include the teacher and class name. Meet will condense your nickname into one word, so use hyphens if your name is longer. Some examples might be: Smita-Period-4 English or Jancy-7a-Math.
2. If this is the first time you use Google Meet, you will see a message pop up on your screen. It is asking you to allow Google Meet to use your camera and microphone. Click Allow on the box in the top left corner.



## Starting Google Meet Session

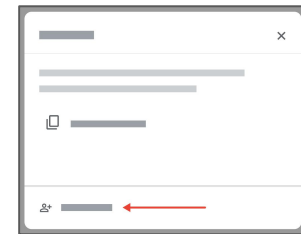
You will now see yourself on the screen. Your screen will look like this:

1. Click on **Join Now**.

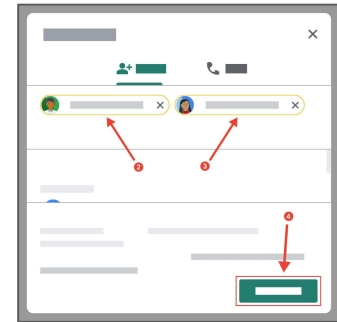
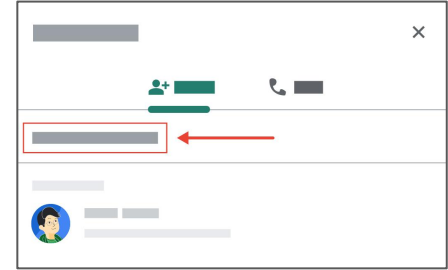


## Adding people to the meeting

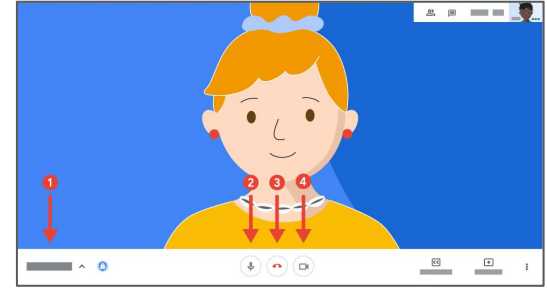
A box will pop up. The text box shows the 'nickname' again. In this box, you have information to share with other people (students, teachers) so they can join the meeting. One quick way to share your meeting information with others is to click on **Add People** at the bottom of this box. Click **Add people**.



1. A new box will open. You can type the email address of anyone you want to invite to join your meeting. Click where it says **Enter name or email**.
2. Type in the email address of someone you want to invite to your meeting. When you are done typing the address, press the **Enter** key on your keyboard.
3. If you want to invite more than one person, make sure to put a comma after the first email address and then type another.
4. When you have added an email address for everyone you want to join the meeting, you can click **Send email** at the bottom of the box. The box will close. Emails have been sent.



Now the meeting has started. There are lots of different buttons and options on the screen. Below is a picture with explanations of the most important buttons for you to know to get started. See the key underneath the image.



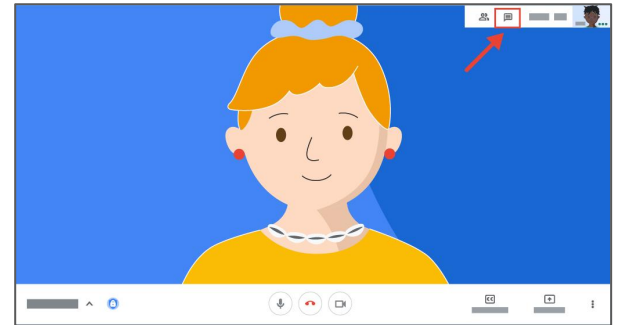
1. **Nickname** for the meeting: This is the name that you gave the meeting when you set it up. This is also the name you can share with others you would like to join the meeting.
2. **Microphone:** When you click this button, it will turn off your microphone. If this happens, the button will look like this:  
Red with a line through it means the microphone is off. To turn it back on again, just click the same button again.
3. **Leave Meeting:** If you click this button, you will leave the meeting.
4. **Camera:** When you click this button, it will turn off your camera and then no one can see you. They can still hear you. When the camera is off the button will look like this:
5. To turn it back on again, click the button again.

6. You will see the other people who have joined the meeting. Your screen will show the people in little boxes. You will also see yourself.

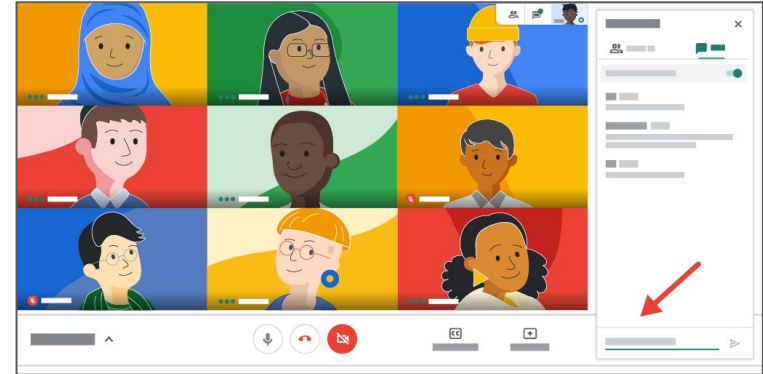
### Using the chat feature

1. During the video meeting, people may want to write a question or a comment without interrupting the person talking. Google Meet has a 'Chat' area where people can type questions and comments during the video meeting.

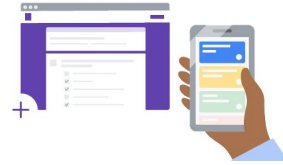
You will see the chat area when you click the chat symbol in the screen's top right corner.



2. To send a message, simply click in the box at the bottom of the screen, type your message and press the **Enter** key on your keyboard. You will see what you just typed in the chat window. You will also see any other messages that are being sent and who they are from.



Quiz time!



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

**<http://bit.ly/intro2workspace1-4d>**

(Note: letters in link are all lower case)

**OR, scan** the QR code with your phone:



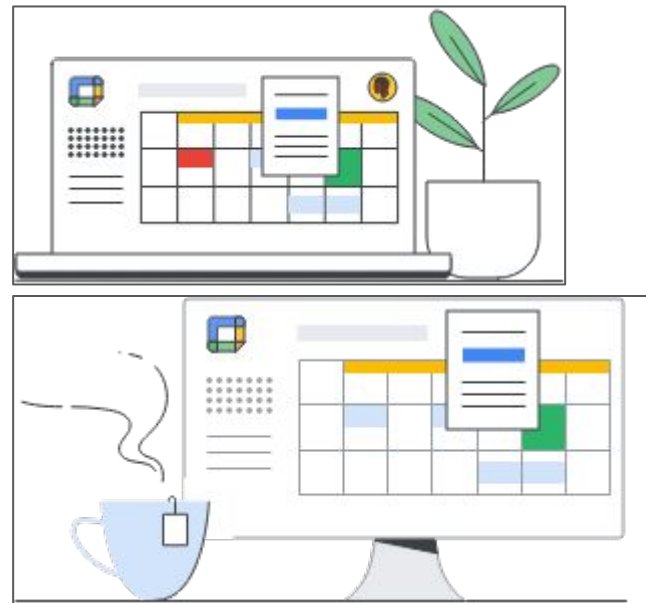
# Introduction to Google Calendar

## What you can do with Calendar

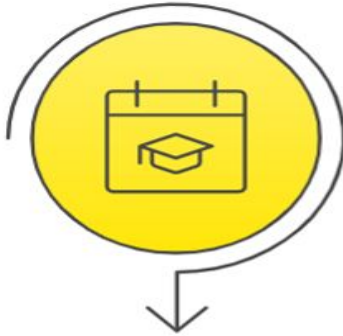
With Google Calendar, you can quickly

- schedule meetings and events
- get reminders about upcoming activities
- always know what's next.

Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together

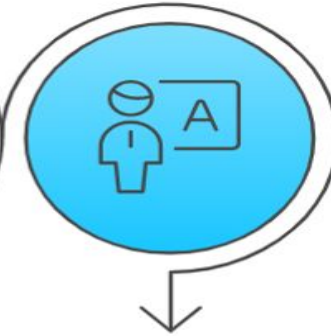


# Educational Uses of Google Calendar



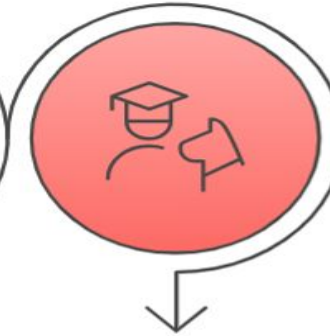
## School Administrators

Create and share calendars for events, resources, and meetings. Use appointment schedules for bookings.



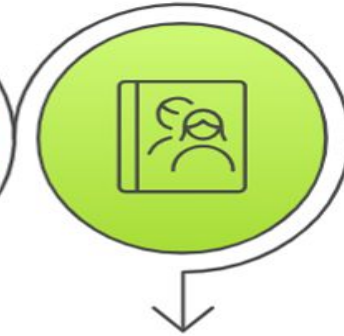
## Teachers

Share class schedules and homework with students and parents. Set up appointment slots for conferences.



## Students

Manage academics, track assignments, and collaborate on group projects using shared calendars.



## Parents & Guardians

Stay informed about school events, assignments, and meetings by subscribing to calendars.

## Create an event

To create an event, click Create and then Event. To update an event, click the event and then Edit .

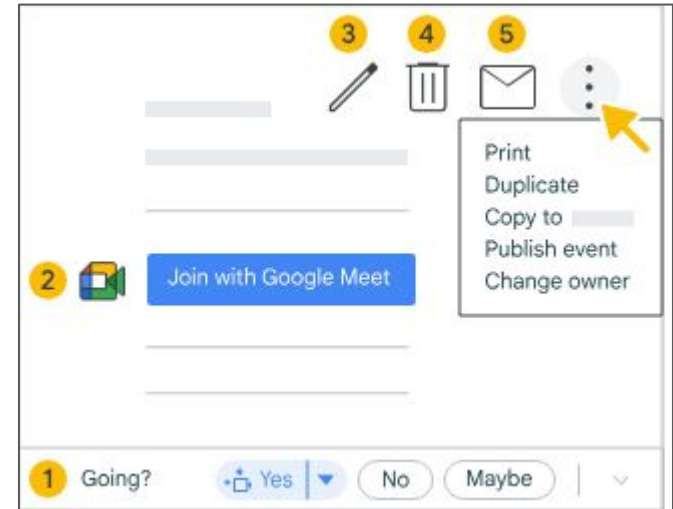
- 1 Enter event details.
- 2 Invite guests, see suggested meeting times, and set permissions.
- 3 Join the video meeting.
- 4 Select rooms and resources.
- 5 Add event description.



## Reply to an invite or join a video meeting

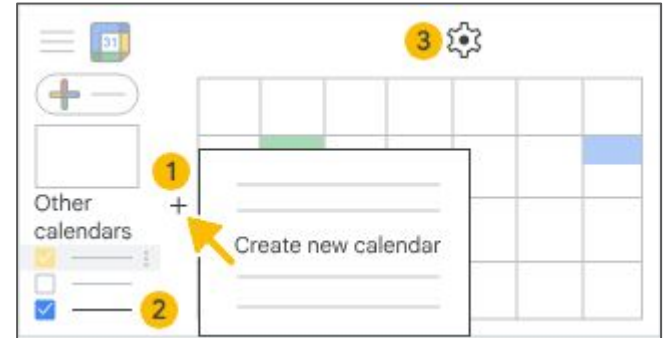
Click any event on your calendar to reply to an invite, join a video meeting, or edit an event.

- 1 Respond to invites
- 2 Join a video meeting
- 3 Edit event details
- 4 Delete event.
- 5 Email guests



## Add and customize calendars

- 1 **Create a new calendar**—Make more calendars, such as a team calendar or a project calendar.
- 2 **Add calendar**—Enter someone's email address and click More next to their name to choose an option.
- 3 **Change calendar settings**—Change default notifications, share calendars, set working hours, and more.



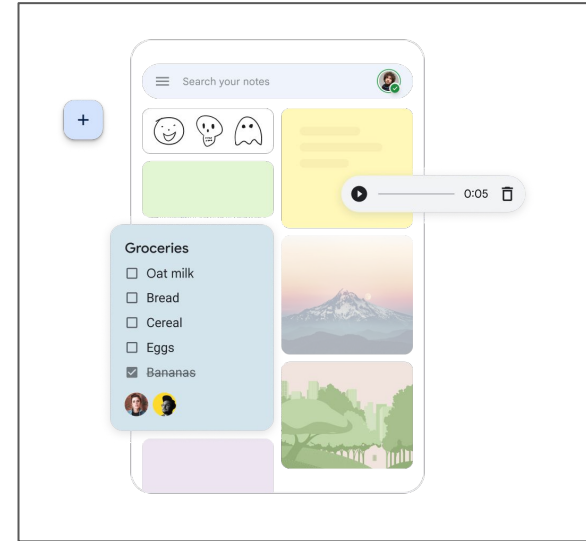
# Introduction to Google Keep

## What you can do with Keep

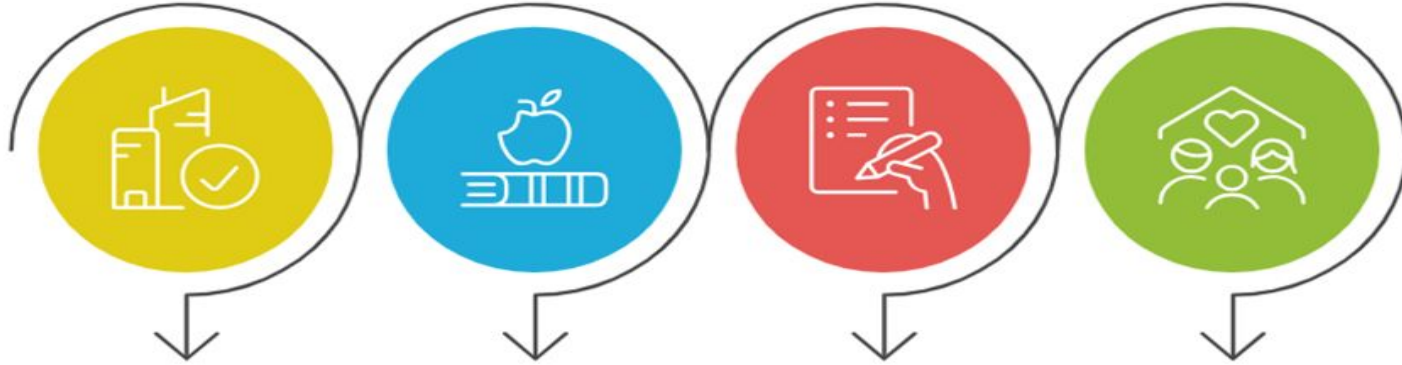
With Google Keep, you can quickly Create and share

- notes,
- lists,
- photos,
- drawings and
- audio to save your thoughts

Google Keep are Digital notes, accessible from anywhere. It will help you stay organised so that you can focus on the moment, knowing that you won't forget a thing.



# Educational Uses of Google Keep



## Administration

Track projects, share announcements, manage inventory, and create checklists for facilities and maintenance.

## Teacher

Create grading checklists, plan lessons, share notes, and set reminders for administrative tasks.

## Student

Take quick notes in class, create to-do lists for assignments, track project deadlines, and save research links

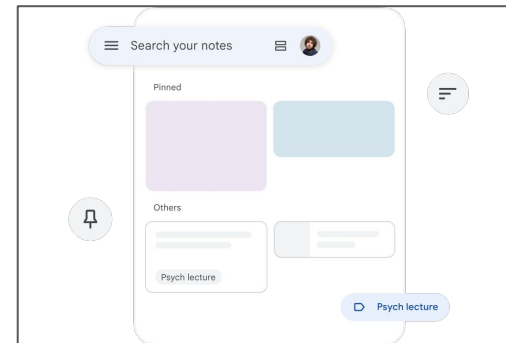
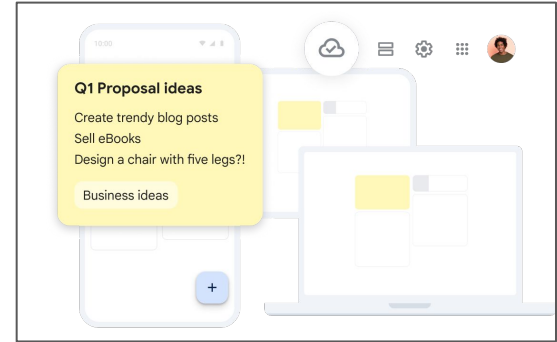
## Parent

Create and share notes for important information. Create a family grocery list, track family expenses, plan family outings.

## When and where you need Keep

Stay organised so that you can find what you're looking for faster.

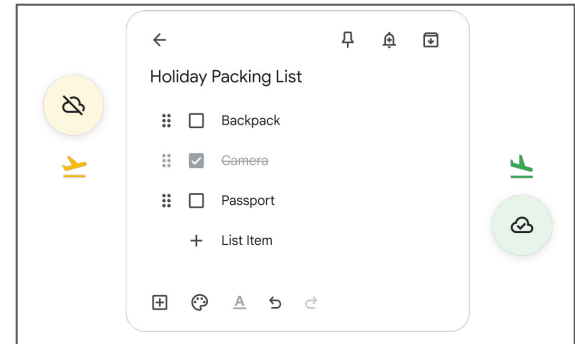
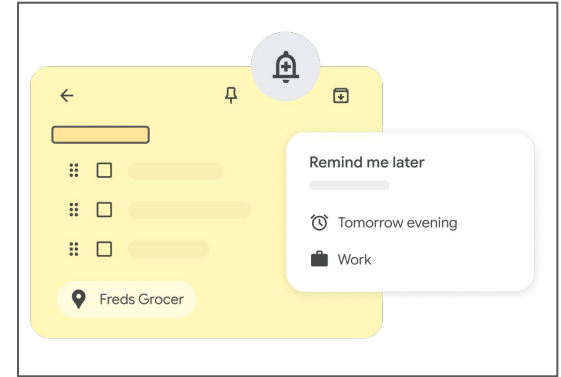
- Access Keep from anywhere
  - Everything that you add to Keep syncs in real time across all of your devices, from your phone to your computer to your smartwatch.
  
- Find what you're looking for fast
  - Search for notes, or use colour codes, labels, pins and filters to quickly find what you're looking for while staying organised.



## When and where you need Keep

Stay organised so that you can find what you're looking for faster.

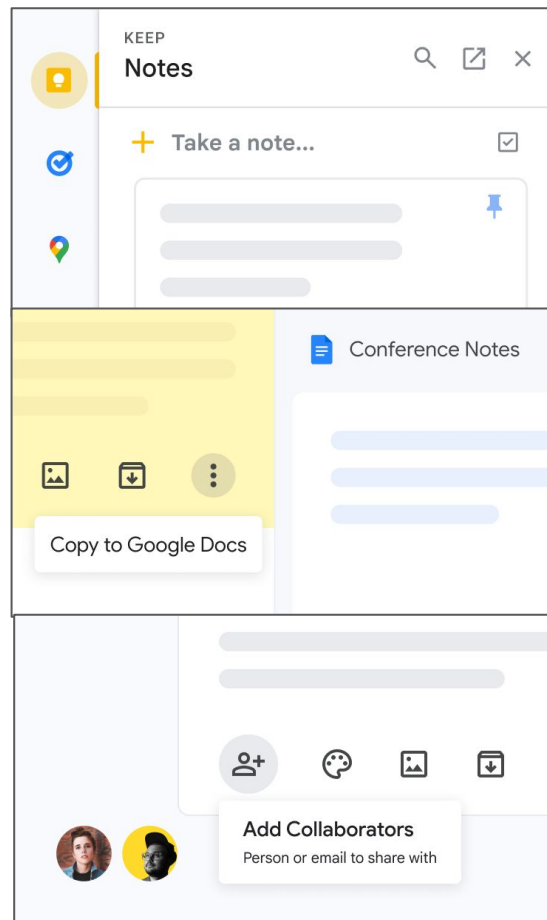
- Set up reminders
  - Add reminders to your notes to stay on top of important deadlines.
  
- Work offline
  - Keep your notes updated, even offline. Changes sync as soon as you're connected.



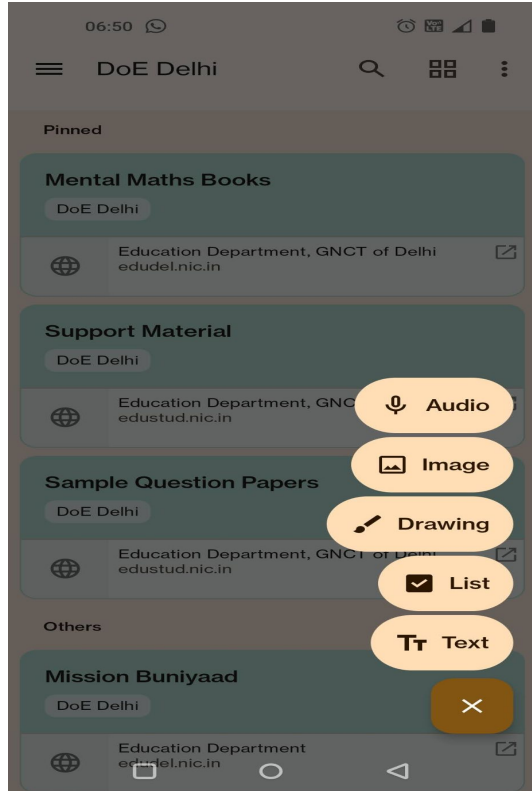
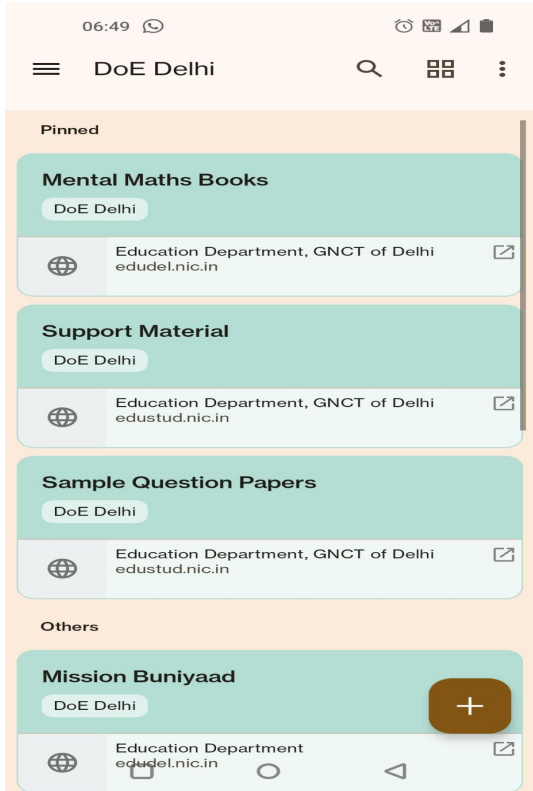
## Enhance collaboration

Keep makes it easy to work together to get more done.

- Add notes across Workspace apps
  - Add notes directly from apps in Google Workspace.
  
- Expand on your ideas
  - Export notes to Docs and transform your notes into polished documents.
  
- Share with friends, family and colleagues
  - You can create and edit notes collaboratively in real time to get things done together, faster.



# Adding Audio Note from the Mobile



## FAQs

- What is the main benefit of sharing my digital calendar with my staff?  
Sharing your calendar (you can choose to show "free/busy" details only) provides transparency. It allows your staff to see when you are available, making it much easier to schedule meetings without endless back-and-forth emails.
- How can I make sure my virtual meetings are productive and not a waste of time?  
Always have a clear agenda with specific goals, and share it beforehand. Start the meeting on time, stick to the agenda, and end with clear action items. This structure is key to a productive virtual meeting.
- What is a practical way to use a digital note-taking app like Keep in my daily work?  
Use it to create a simple to-do list for your day. As you walk through the school, you can quickly capture ideas, reminders, or tasks with your voice or by taking a picture. It acts as your digital scratchpad.
- What is the "appointment slots" feature in a digital calendar and how can a principal use it?  
"Appointment slots" allows you to set aside a block of time where teachers or parents can book a meeting with you. You share a link, and they choose a time that works for them, which completely automates the process of scheduling individual meetings.
- My to-do list is always very long and overwhelming. How can I manage it better?  
Prioritize your list. At the start of each day, identify the 2-3 most important tasks that absolutely must get done. Focus on completing those first. This ensures you are always making progress on what truly matters.

## FAQs

- How can I create a shared calendar for "School Events" that my entire staff can view?  
In your calendar settings, you can create a new calendar. Then, in that calendar's settings, you can share it with your entire organization or with specific people, giving them "view-only" access.
- What is the "Find a time" feature in a calendar, and how does it help schedule meetings with busy people?  
When you create an event and add guests, the "Find a time" feature looks at everyone's shared calendars and suggests meeting times when all the attendees are free. This eliminates the need for back-and-forth emails to find a suitable time.
- In a virtual meeting, how can I present my screen to the other participants?  
In your meeting controls, there is a "Present now" or "Share screen" button. Clicking it will give you the option to share your entire screen, a single window, or a specific tab, which is then visible to all participants.
- How can I use a checklist feature in a note-taking app to prepare for a meeting?  
You can create a new note and add interactive checklists for your agenda items. During the meeting, you can check off topics as you cover them, ensuring you don't miss any important points.
- Can I add a clickable map link to a calendar event for an off-site meeting?  
Yes. When you add a physical address to the "Location" field of a calendar event, it automatically becomes a clickable link that opens in a map application. This makes it easy for attendees to get directions.

Thank You!