



CECA 2013 Conference October 21, 2013

7:30 am - 4:30 pm

Mohegan Sun Convention Center
Uncasville, CT

Session Descriptions by Session Time, Presenter and Room

1:15-2:15 Break-Out Session 4

Using Google Docs, Forms, and Scripts For A Paperless Workflow ~ Carol LaRow ~ Salon A1

See how to organize a paperless workflow for getting handouts and templates to students and collecting student assignments. Use Docs to write, edit, and collaborate online. Use Forms for tests, quizzes, surveys, and submitting student assignments. And, see how scripts can automate the process by creating teacher "hand out" folders and student "submit assignment" folders, for each student, by period. This process works whether your school has "Google Apps For Education," or college students have individual accounts. The same process can be used for workflow among colleagues. Google tools offer a shared experience that enhances workflow.