



Google Apps for Education for Office Staff

Join us in October!

If your district is heading down the Google Apps road and you feel left in the dust, join Jessica Gross and Tamara Kreklow at CESA5 for a workshop tailored to your needs. No prior experience with Google products is needed as this is a basic knowledge workshop. When you leave you will have a new comfort level and understanding of Google Apps.

By attending this workshop participants can expect to learn:

- Basic Gmail and Calendaring
- Basic Sharing/Collaboration
 - Begin learning the foundation to sharing any document, spreadsheet, or presentation
 - Basic tips and tricks to save time
 - Use Google sharing with various committees within school

Tuesday, October 22, 2013 | 8:30am-3:00pm | at CESA 5

Presented By:

Jessica Gross, Web Content/ Applications Coordinator, CESA5
Google Apps for Education Certified Trainer

Tamara Kreklow, Program Assistant / Premier Events
Coordinator, CESA5
Google Apps for Education Qualified Individual

For more information contact Amber Ostrowski at **608-745-5459** or ostrowskia@cesa5.org

Supplies Needed

- Laptop or Chromebook
- Google Account
(check with your IT if unsure)

Suggested Audience

- Administrative Assistants
- Support Staff
- District Office Staff
- Secretaries

REGISTER ONLINE TODAY

Registration closes at 11:59pm on Friday,
Oct 11, 2013 or when sells out. Space is
limited to 25 participants.

MYQUICKREG.COM



Cost

\$25 per participant
for ITSS Districts*

\$125 per participant
for non ITSS Districts

Refreshments and lunch are provided by CESA 5 for all program attendees.

* ITSS Districts for CESA 5: Adams-Friendship · Auburndale · Cambria-Friesland · Columbus · Iola-Scandinavia · Lodi · Mauston · Montello · New Lisbon · Pardeeville · Portage · Princeton · Randolph · Rio · Rosholt · Sauk Prairie · Tomorrow River · Tri County · Wild Rose · WI Dells (ITSS districts are subject to change)