

FACULTY

# Guide to Google

*GOOGLE APPS @ BOSTON COLLEGE*



## Welcome

### 2014 Faculty Guide to Google

The Faculty Guide to Google was created to assist with the adjustment to Google Apps for Education. It includes tips related to using Gmail via the web, and introduces additional Google Apps tools faculty may find useful.

## Get Help

### Information Technology Services

*Moving to Google Apps is a big transition. ITS is here to help with tips, mobile device setup, and more.*

**Learn More:** [bc.edu/googlehelp](http://bc.edu/googlehelp)

**Help Center:** 617-552-HELP (4357)

**Technology Consultants:** [bc.edu/tc](http://bc.edu/tc)

**Training:** [bc.edu/training](http://bc.edu/training)

*ITS Training offers monthly training opportunities, and can also arrange 1:1 sessions or small group trainings by request.*

### Instructional Design and eTeaching Services: (IDeS):

*IDeS works with faculty to effectively integrate technology into their teaching. Canvas is one tool that integrates well with Google Apps.*

**Learn More:** [bc.edu/canvas](http://bc.edu/canvas)

**Get Help:** [canvas@bc.edu](mailto:canvas@bc.edu) or 617-552-6576

### Faculty Microcomputer Resource Center (FMRC):

*The FMRC is a support facility run by faculty for faculty. FMRC moderators provide assistance with a variety of technologies.*

**Learn More:** [bc.edu/fmrc](http://bc.edu/fmrc)

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## Gmail Tips



**Attachments:** Scroll to the bottom of an email to locate attachments, indicated by a paper clip icon .

**Pop Out Replies:** Replies appear below original messages by default. If you prefer to type your reply in a separate window, use the **Pop out reply** option. After you press the Reply button, click the arrow  next to the recipient's name in the Reply window, then select **Pop out reply**.

**Edit Subject Lines:** You can edit the subject line of a message by clicking the arrow  next to the recipient's name and selecting **Edit subject**.

**Archive:** Archiving removes messages from your Inbox but keeps them in your account so you can search for them later. Open the message you want to archive (or select the checkbox next to it). Click the **Archive** button:



**Keyboard Shortcuts:** Type **<Shift> + ?** in Gmail for a list.

**Settings:** Select **Gmail Settings**  > **Settings** to review customization options.

**Themes:** Change the background of your main Gmail window by visiting **Gmail Settings**  > **Themes**.

**Emailing Yourself:** When you send mail to your own **from:** address, or to groups/mailling lists to which you subscribe, Gmail automatically skips your Inbox and archives the message to prevent clutter. To view your message, you can find it in **Sent Mail** or **All Mail**.

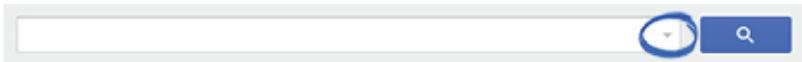


*Gmail's advanced search capabilities obviate the need to sort your Inbox by sender, date, or subject. Here are a few Gmail search tips to help with the adjustment.*

**How to Search in Gmail:** Use the search box at the top of your Gmail screen. Type a search term and click the magnifying icon.

**NOTE:** Gmail does not support partial or wildcard searches, so be sure to use the exact term while searching.

**Refine your Search:** If you're having trouble finding the result you want, refine your search by clicking the arrow in the search box, and use the appropriate fields in the expanded window.



**Advanced Search:** You can also type advanced search operators directly into the search box. Examples:

<b>from:</b>	Used to specify the sender
<b>has:attachment</b>	Search for messages with an attachment
<b>filename:</b>	Search for an attachment by name or type
<b>has:yellow-star</b>	Search for messages with a yellow star
<b>after:</b> <b>before:</b>	Search for messages sent or received during a certain period of time (using the date format yyyy/mm/dd)

### Example: Search for messages from individuals

In the Search Bar, enter "from:" and the person's full name.



**Full list:**  > Help > Type "Advanced Search" > **Advanced search**

**TIP:** At the bottom of your search results, look out for the notification that your search may have results in your Trash:



## Email Your Class



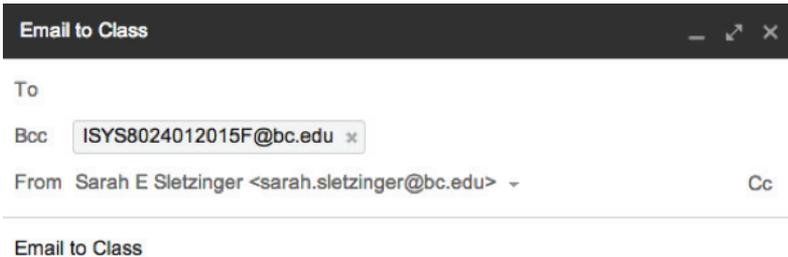
You can find group email addresses for your classes in Google Groups.  
NOTE: You can also use **My Courses** in Agora Portal to email your classes.

**Access:** In Gmail, go to the grid  in the upper-right corner, and select Groups, .

### Email Your Class:

1. Select **My Groups**.
2. Find your class group from the list of Google Groups.  
*Example: ISYS8024012015F*
3. Select and copy the text. *Copy: "ISYS8024012015F"*
4. Go back to your Gmail tab and select **Compose**.
5. Paste the class group into the "To:" field, and add "@bc.edu".

NOTE: After emailing your class for the first time, the email address will autofill when you start to type it.



### Start a Discussion with Your Entire Class:

1. Select **My Groups**.
2. Select your class from the list of Google Groups.  
*Example: ISYS8024012015F*
3. Select **New Topic**. Compose your message.
4. When ready to start the discussion, click **Post**.



You can opt to use Chat to hold virtual office hours or online meetings with other Google users. Not interested in Chat? Turn it off by visiting **Gmail Settings**  > **Settings** > **Chat** > Select **“Chat off”** and **Save**.

**Access:** In Gmail, Chat is located on the bottom-left.

**Chat Status:** Indicate when you are free for online office hours.

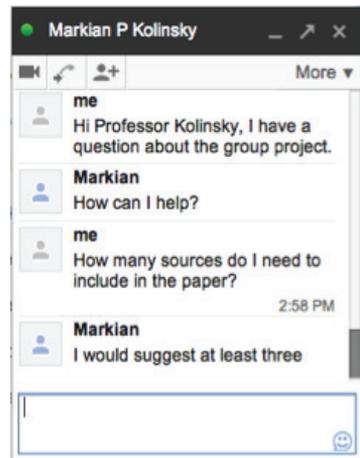
1. Click the down arrow next to your profile picture icon .
2. Select the status you'd like others to see when they search for you in Chat, or select **‘Custom message.’** Ex. “Office Hours.”

**Invite Someone to Chat:** In the search box at the top of the Chat area, type a contact's name or username. If they're already in your Contacts, Gmail will pre-populate their information. Mouse over their name, and select **“Invite to chat.”**

**Start a Chat:** Once they have accepted your invitation to chat, start a chat by selecting their name from the Chat list.

**Accept Chat Invites:** When you are invited to chat, you will see an invitation above your chat list, asking if you'd like to be able to chat. Select **Yes** to give them permission to chat with you.

sletzins@bc.edu wants to be able to chat with you. Okay?



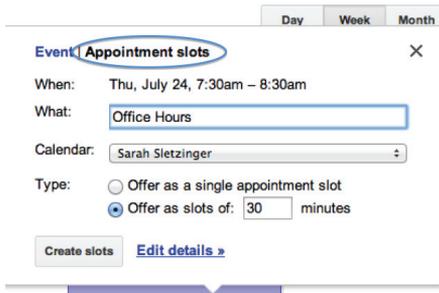


*Since students and faculty now use the same calendar system, consider using Google's Appointment Slot feature to manage Office Hours.*

**Access:** In Gmail, go to the grid  in the upper-right corner, and select Calendar, .

## Set up Appointment Slots:

1. Make sure you're in **Week** or **Day** view, since the appointment slots can't be created in other Calendar views.
2. Click the block of time in the calendar you want to use for office hours. In the event bubble that pops up, click **Appointment slots**.



3. Indicate the details for the appointment slots, and click **Edit details** to add more information, such as a location or description, or to make the appointment block repeat.
4. If other people should be present during the appointment slot, you can invite them using the **Add: Guests** field on the right.
5. Copy the link to your Calendar Appointment Page.
6. Select **Save**.
7. Provide your students with the link to your Calendar Appointment Page, and ask them to select a time slot.



Google Drive is a web-based service that allows you to create, store, and edit documents, spreadsheets, and presentations. You can access the files from anywhere, and work on them simultaneously with multiple collaborators. This is one of the most powerful, and popular, features of Google Apps.

**Access:** In Gmail, go to the grid  in the upper-right corner, and select Drive, .

**Create:** Click the red **Create/New** button in the upper left. Select the type of file you would like to create (Document, Presentation, Spreadsheet, Form, Drawing).

**Share:** Use Google Drive to share files or folders with others and see changes as they happen. For example, create a Google Document for a class exercise, and share the file with TAs so they can review and comment. Look for the **Share** button in Google Drive, Docs, Sheets, or Slides.



**Store Files in Google Drive:** You can store any files in Drive, including Word, Excel, PowerPoint, image, and video files.

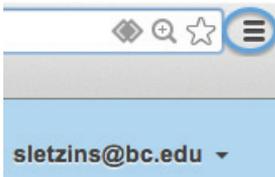
1. Click the upload /New button and select **Files.../File Upload** from the menu.
2. Select the file you'd like to upload. To select multiple files, press **Shift** and **Ctrl** (Windows)/**Command** (Mac) and click all the files to upload.
3. A box will show the progress of your file upload. Click on the file name to open the file, or close the box by clicking the **X** in the upper right corner.



*Chrome is the recommended web browser for using Google Apps. Prefer a different web browser or email application? It likely has these settings, too. Call the Help Center for assistance at 617-552-HELP (4357).*

## Open BC Gmail and Calendar on Startup:

1. Click the  icon in the upper right of the Chrome toolbar.

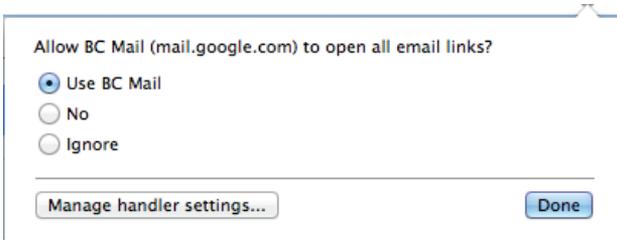


2. Select **Settings**.
3. In the “On startup” section, select **Open a specific page or set of pages**: Click **Set pages** and enter the following URLs:
  - <http://g.bc.edu/>
  - <https://www.google.com/calendar/>

## Set Your Default Mail Application:

*When you click a hyperlinked email address on a web page, BC Gmail's compose window will open automatically.*

1. Log into BC Gmail in Chrome.
2. Select the interlocking diamond icon  in the upper-right corner.
3. Select **Use BC Mail**, and click **Done**.





*Some legally protected and highly sensitive information must not be stored on Google Apps or other “cloud-based” systems, such as:*

- Social Security Numbers
- Financial or credit account numbers
- Personal financial information (e.g., financial aid data)
- Account log-in credentials
- Driver’s license number or state-issued identification number
- Health and medical records, including HIPAA-protected information
- Export-controlled information
- Human-subject research information
- Other sensitive information that the information sponsor or responsible Vice President has determined must remain on a secure BC server

**Questions?** Contact [security@bc.edu](mailto:security@bc.edu) or visit: [www.bc.edu/data](http://www.bc.edu/data)

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Information  
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Services

**GET HELP:**

2-HELP (617-552-4357)

[www.bc.edu/help](http://www.bc.edu/help)

[help.center@bc.edu](mailto:help.center@bc.edu)