

Center for Teaching Excellence & the Office of Graduate Education Fall 2014 TA Training

Session: Google@UH: An Overview

Suzy Mehlhorn suzy.cte@gmail.com

ITS Wireless Passthrough

You can avoid the UH login/password every time you want to use a wireless device on campus. You may register multiple devices and renew them after one year. You should receive an email reminder before the expiration date.

<http://www.hawaii.edu/its/>

Services, Secure Tools, then log in with your UH username/password (you'll log in twice) and follow the directions on how to locate your Mac address, etc. for your device.

Plagiarism 101

http://www.cte.hawaii.edu/plagiarism/plagiarism_1.html

Gmail Tips & Tricks

Let's check out our settings first. For most items, you can stick with the default, but let's see what else is there.

1. Customize with Google Labs

To enable message templates in Gmail:

- ✦ Click the *Settings* gear in your Gmail's toolbar.
- ✦ Select *Settings* from the menu.
- ✦ Go to the [Labs](#) tab.
- ✦ Make sure *Enable* is selected for *Canned Responses*.
- ✦ Click *Save Changes*.

Save a Message as a Template in Gmail

To save an email for future use as a template in Gmail:

- ✦ Make sure "Canned Responses" is enabled. (See above.)
- ✦ Compose the message in Gmail.
 - Do leave the signature in place if you want it to appear in messages sent using the template.
 - You can leave both the *Subject:* and *To:* fields empty. They are not saved together with the template. (The subject, if you enter one, is suggested for the template name, though.)
- ✦ Click *Canned responses* (beneath the *Subject* line).
- ✦ Select *New canned response...* under *Save*.
- ✦ Type the desired name for your template.
- ✦ Click *OK*.

*Create a signature with Canned Responses so your signature isn't constantly appended every email/reply.

2. Enable and explore time-saving keyboard shortcuts

⌘ ? for list of shortcuts while in Gmail

⌘ Memorize your favorites

3. Drag & Drop emails to their labels, create new labels in Settings

4. With a simple filter, Gmail can send all incoming mail from your favorite forwarders to the *Trash* folder as it arrives. As an alternative, you can archive these messages and equip them with a label for later review.

**Archiving mail* moves messages out of your inbox and into your "All Mail" label for safekeeping-- you won't be bothered with extra messages cluttering your inbox, but you'll still be able to find a message if you need it years from now!

*Deleted messages and conversations are permanently removed from Gmail 30 days after you send them to Trash.

How can I tell if a message was sent to me or to a mailing list?

Select **Show indicators** in the **Personal level indicators:** section, and click **Save Changes**. (If you'd like to disable personal level indicators, just select **No indicators** and click **Save Changes**. If enabled, when you look at your inbox, you'll be able to tell which messages were sent directly to you – there are little arrow icons next to those.

Block a Sender in Gmail

To have Gmail send messages from a specific sender to the *Trash* automatically:

- ⌘ Click the **Show search options triangle** in the Gmail search field
- ⌘ Type the desired email address under *From:* UH Manoa Financial Literacy Program
- ⌘ Click *Create filter with this search*
- ⌘ Make sure *Delete it* is checked under *When a message arrives that matches this search:*
- ⌘ Click *Create filter*
 - Check *Also apply filter to __ matching conversations* to delete previously received messages.

*To *archive and label* instead of delete messages, choose *Skip the Inbox (Archive it)* and *Apply the label:* under *Choose action* when setting up the filter.

Add a New Address to Your Gmail Block List

To add new senders to your block list, add them to an existing deletion filter using "|" or create a new filter if the *From:* field has grown big and unwieldy. You can find the existing filter by clicking the *Settings* gear in Gmail, selecting *Settings* and going to the *Filters* tab.

Search Gmail

to: from: name

is:unread - Search Gmail for new and unread messages. **Mark as Read**

is:read - Search Gmail for messages that have already been opened.

is:important - Search Gmail for messages that are marked important for Priority Inbox.

has:attachment - Search Gmail for messages that have files attached to them.

filename: - Search within file names of attachments. You can also search for file name extensions to restrict your search to certain file types.

Full Text: <http://www.cte.hawaii.edu/Googly/GmailTipsF2014.pdf>

Google Forms

Full Tutorial: <http://www.cte.hawaii.edu/Googly/GoogleFormsInstructionsF2014a.pdf>

<http://www.cte.hawaii.edu/Googly/Googly2.html>

[Google Forms Help](#) (highly recommended)

SAMPLE Instructions: [How to Go to Page Based on Answer](#)

[Inserting Comments & Discussions](#)

[Google Forms Self Grading Quiz Instructions](#)

Google Sites

Planning your Website - [MindMeister sample Mind Map](#)

Start in Google Sites (log in) - <https://sites.google.com/a/hawaii.edu/>

- ✦ Click on the **red Create** button at the top
- ✦ Select a template to use --> You can browse the gallery for more templates
- ✦ Be careful about selecting pre-made templates because it may take more work to fix one up the way you like it than starting from scratch with your own
- ✦ For our purposes, we'll stick with the default template – we can always get creative later on
- ✦ Name your site – it will need to be a unique name
- ✦ You can use **letters, numbers** and **periods**
- ✦ After naming your site, you will see your site **url** (location on the web):
<https://sites.google.com/yoursitename>
- ✦ Later on, you can go directly to your new site by typing your **url or bookmarking it** in your browser
- ✦ The name and URL you choose can't be changed after you create your site, or used again if the site is deleted unless you permanently delete it. See my tutorial on how to permanently delete a site you no longer want.

Click on the link below for the entire tutorial!

[Google Sites Full Tutorial](#)

Good luck!