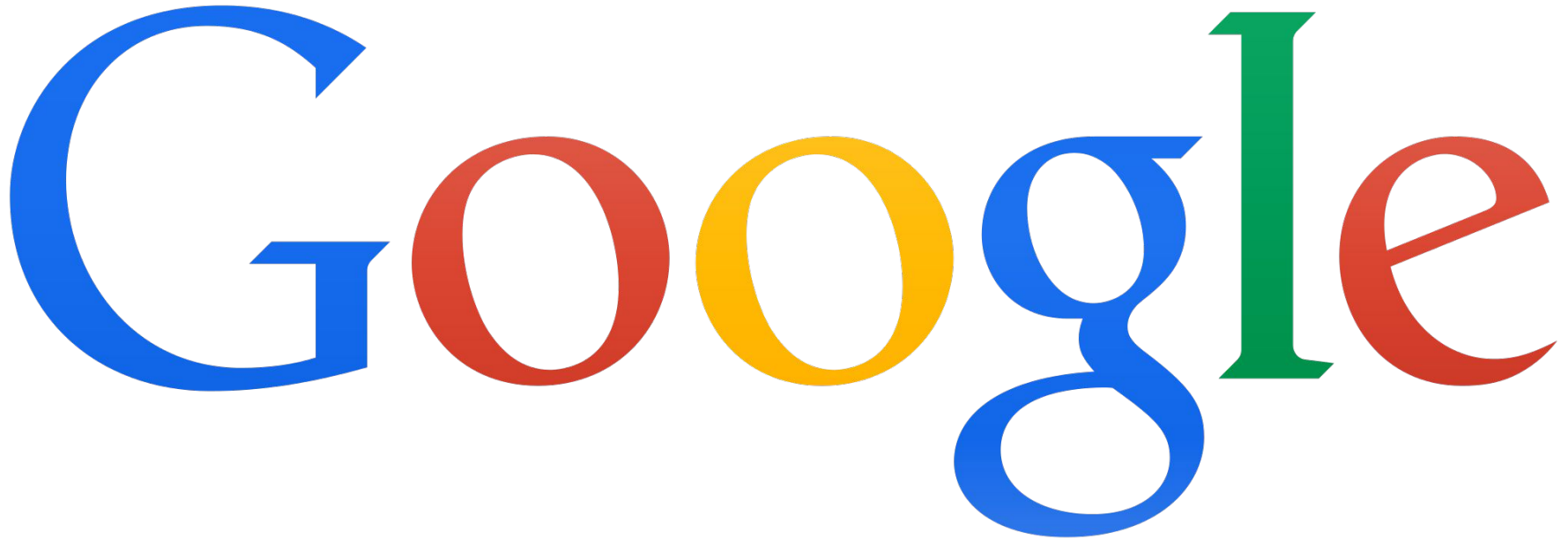


Going Google

**Integrating Google Apps
into the College Curriculum**

The word "Google" is displayed in its iconic multi-colored font. The letters are: 'G' (blue), 'O' (red), 'O' (yellow), 'g' (blue), 'l' (green), and 'e' (red).

Google

Do you know a teacher whose students:

- **Are accounted** for at class time?
- **Are prepared** and have their work handy?
- **Turn in assignments** when they're due?

Imagine

a semester that flies
by and your students
succeeding with good
grades because ...



- **You know where your students are**
- **Their work is always available**
- **Assignments are on time**



Using a few free Google tools, I'm able to organize my classes and confidentially communicate with students.



Google+



Search



YouTube



Maps



Play



News



Gmail



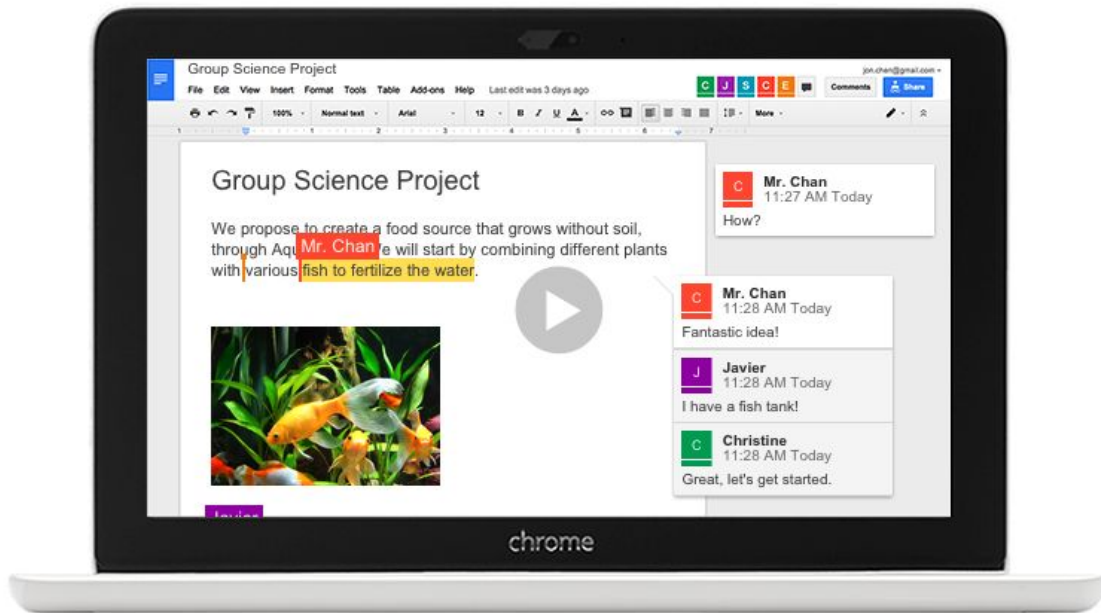
Drive



Calendar

Save time and stay connected

Google Apps for Education:
A Suite of Free Productivity Tools for Classroom Collaboration



Completely free

Google Apps for Education is free for schools with [24/7 support](#) at no cost. [Never any ads, and your data is yours.](#)

Easy collaboration

Create, share, and edit files in real-time. Everyone is on the same page, and that page is automatically stored in the cloud.

Use on any device

Enjoy a consistent experience from any computer, tablet, or phone. Work anywhere and anytime you want to.

I know where my students are ...

... because my students are *encouraged* to use Gmail, SMS Messaging or Google Chat to communicate with me about any topic, but especially if they're running late to class, absent and why.

Examples of instant messaging with students.

Today, 9:01 AM

Hey Robin. It's Danielle. I'm really sick, so I won't be in class today. I just wanted to let you know.

So sorry to hear. Get well soon. Keep up with your writing prompt and working on your article this weekend.

Thank you for the update. You're excused.

Delivered

Is it the second article pitch?



To: ROBIN VAN AUKEN >

Hide

From: [REDACTED]

Class Today

January 22, 2015, 12:42 PM

Professor Van Aunken,

I hope you're having a great day so far! I was just emailing to let you know that I can't make it to class today--looks like I have to make an unplanned trip home due to a small "family emergency". I was hoping you could fill me in on the objectives you plan to complete in class today. I'll be posting to my blog, of course, but is there anything else you'd like for me to accomplish by next class?

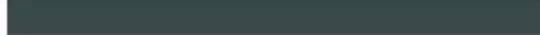


Example of an email from a student.

Absent Today



Lyco College/Lyco_Media/Lyco_MWTG_325 x



4/4/13 ☆



to me ▾

Hi Robin,

I am sorry this is late, but I will not be in class today. I needed time to finish my capstone paper due today. I will make up the class lab for today as soon as possible.

Rob

Work is private and spontaneous

All students maintain an online Google Blog for private journaling assignments or to use as a portfolio.

Tebow rejoins the NFL

Tebow rejoins the NFL

Stafford 'happy' Tim Tebow's getting another chance



Former Broncos, Patriots and Jets quarterback Tim Tebow recently signed a one-year deal with the Philadelphia Eagles. The former Florida Gator and Heisman Trophy winner has been out of the league since 2012 and has been a SEC analyst of ESPN since. Tebow has been outspoken about returning to the NFL and has been training with a famed quarterback coach. But last time Tebow was in the NFL he completed only 40-percent of his passes and was even tried on special teams, which was a failure.

The Eagles now have three quarterbacks on its roster that have had the worse quarterback rating in the last 10 years (Bradford, Sanchez, Tebow). A crowded roster spot could become even more crowded if the Eagles go after Marcus Mariota in the draft next week.

Former SEC rival and current Lions quarterback Matthew Stafford was very happy about Tebow returning to the NFL. "Happy for him," Stafford said. "He's an old rival, but no, I'm happy for him. Anytime guys get chances in this league I'm excited for him. I know it's something that he's worked extremely hard for, so we'll see what happens. Who knows?"

Dynamic Views template. Powered

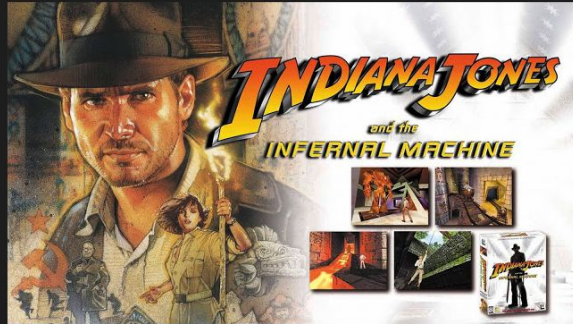
- New Trailer Released
- Another Secondary Fixtu...
- Coach K closing in on W...
- SI MLB Predictions
- SI Ranks Worst NBA Uni's
- Classy move by classy c...
- Former Pro Bowler sente...
- Another NFL Player in Pri...
- Long-time defensive star ...
- Justice Slowly Moving Al...
- Beasley returns again
- Oberman Suspended
- Big Tickets heads back h...
- Bell expected to miss fr...
- NFL Pioneer Dies
- Titans hire defensive leg...



Friday, August 14, 2015

Indiana Jones of the Infernal Machine Review: Had Aliens and Soviets Before it was Cool

This is the fourth of five reviews detailing games that defined my early childhood.



Developer: LucasArts
Publisher: LucasArts, THQ(Game Boy Color Version)
Version Reviewed: PC
Price: N/A
Released: November 23rd, 1999

Keynote

Follow The Beast

- The Gaming Lycanthrope Youtube Channel
- The Gaming Lycanthrope's Facebook Group
- The Gaming Lycanthrope's Twitter

Labels

- Editorials
- News and Other Stuff
- Previews
- Reviews
- Secondhand Opinions
- Videos

Blog Archive

- ▼ 2015 (21)
- ▼ August (5)
 - Indiana Jones of the Infernal Machine Review: Had ...
 - A Look at The Chinese Room's Body of Work
 - Albino Lullaby Preview: No Jumpscares, No Gore, Fi...

Work is available to improve, share

All students use Google Documents for formal writing assignments, which are edited and revised before grading.



[REDACTED]

Interview of Tonya Anderson

11/11/14

What seemingly was going to be a stale interview with a member of Pennsylvania's state government turned into a rather inspirational experience. The event took place during a Media Writing course at Lycoming College, as a way for the students to gain experience conducting interviews as if they were journalists. The setting was usual, but the subject was more entertaining and motivating than anyone would have guessed.

Through asking questions of Tonya Anderson, the students were able to gather information about her, such as her role in State Representative Rick Mirabito's office as his chief of staff. On a daily basis, her duties revolve around directing staff members toward the goal of passing appropriate legislation for the district. She admitted that she is good at her job and enjoys being on the more functional side of politics. While it isn't odd these days for a woman to have a position with this level of power and influence, it is a bit less likely for that woman to not be caucasian, **Anderson being of mixed race..**

Having overcome the male-dominated world of politics and also the racial barrier along the way, those aren't the only things that Anderson-Tonya's had to contend with. If Anderson-Tonya was to be compared to any athlete, she would certainly be a hurdler, and a good one at that. This comparison becomes more clear given other information obtained through questioning her Anderson. She was brought into the world by teenage parents, then had the stress of being a child of the military, which entailed moving frequently from base to base. This familiarity with the military led her-Tonya to want to be in the Navy. She managed to get accepted to the Naval Academy, an institution that has a reputation for being both hard to access and very strict on student performance and behavior. As things were looking hopeful for Anderson, the course of her life changed due to a sexual assault that resulted in Tonya leaving the college after only two years.

In the time following the assault, Tonya met and got married to her husband, a member of the

Revision history

- November 20, 3:18 PM
Robin Van Auken
- November 20, 3:18 PM
Robin Van Auken
- November 20, 3:17 PM**
Robin Van Auken
[Restore this revision](#)
- November 20, 3:16 PM
Robin Van Auken
- November 20, 3:16 PM
Robin Van Auken
- November 20, 11:43 AM
Robin Van Auken
- November 20, 11:42 AM
Robin Van Auken
- November 20, 11:42 AM
Robin Van Auken
- November 18, 9:10 AM
Robin Van Auken
- November 18, 9:09 AM
Robin Van Auken
- November 18, 9:08 AM
Robin Van Auken
- November 18, 9:08 AM
Robin Van Auken
- November 18, 9:08 AM
Robin Van Auken

Show changes

Show less detailed revisions



Alan McGarric
PR Manager Football
Germany
alan.mcgarrie@adidas.com
+49 9132 84 4686

Adidas launch the world's first knitted football boot

27-FEB-2014

"Every adidas product is developed with the player in mind and in particular, the needs of the player. By producing the world's first knitted football boot we have provided a brand new solution to the search for higher levels of comfort and flexibility."

About The Company

Every great story has a beginning. This one started in a small town in Bavaria, Germany. After first steps in his mother's wash kitchen, Adi Dassler registered the "Gebrüder Dassler Schuhfabrik" in 1924 and embarked on his mission to provide athletes with the best possible equipment. Gold medals in Amsterdam (1928, Lina Radke) and Berlin (1936, Jesse Owens) were first rewards and milestones – and only the start of our story.

Founding father

On August 18, 1949, Adi Dassler started over again at the age of 49, registered the "Adi Dassler adidas Sportschuhfabrik" and set to work with 47 employees in the small town of Herzogenaurach. On the same day, he registered a shoe that included the registration of the soon-to-become-famous adidas 3-Stripes. From humble beginnings to a global success story – which was accelerated by a miracle ...



Robin Van Au...

11:23 AM Apr 2

Resolve

Which assignment is this?



Robin Van Au...

11:52 PM Apr 29

Resolve

This assignment is not complete. It's also called News Release, not Press Release. Also, you don't have any information here except for a headline. You were supposed to create a news release based upon a story you found online, deconstructing it to fit into the news release format, then do the same with the Media Advisory format and the Story Pitch format. These can be found starting on page 120 of the text book. The info is consistent throughout the three different formats.

[Show less](#)

Reply...

Automatic reminders of assignment due dates are sent, leaving no room for excuses

Class times and location are scheduled on Calendar, each student receives a notification to attend class.

I use the Calendar to schedule assignments and due dates. Students get reminders of due dates.



SAVE

Discard changes

Delete

More Actions

 Yes, I'm going [Add a note or change your response](#)

Fact Sheet-Bio-Feature Article Due -- CCOM 210

4/2/2015

1:00pm

to

2:00pm

4/2/2015

[Time zone](#) All day Repeat...

Event details

[Find a time](#)

Where

Lycoming College, 700 College Place, Williamsport, PA 17701, United States

[map](#)

Video call

[Add video call](#)

Calendar

Robin Van Auken



Description

Fact Sheet-Bio-Feature Assignment Due

Read Chapter 8 for this assignment.

Fact Sheet

Using the examples in Chapter 8 of your textbook, you will create a Fact Sheet (presented as FAQs) of your chosen company (the one you chose during the Research project and that you've been using throughout the semester for various PR assignments).

This is an informative, one-page document that lists the 5Ws of the company, it's mission statement, it's achievements, it's history, etc. Headings in the Fact Sheet could include: Company Description Key Personnel, Products and Services, Corporate Mission and Philosophies.

Biographical Sketch

Research and write a biographical sketch of the founder(s) of your chosen company. Using information from the company's website, Wikipedia and other news sources, write approximately five paragraphs, a minimum of 500 words.

Feature Article

You also will write a bylined (your name) feature article about the company's most recent news. This article is between 750-1000 words.

Decide before you write the article what kind of feature article this will be: Human Interest, Advice, or Unusual. See pages 140-141 for more information about these types of articles.

[Add guests](#)

Click the icons below to mark as optional.

Guests

 [Email guests](#)

Yes: 1, Maybe: 0, No: 0, Awaiting: 21

	<input checked="" type="checkbox"/> Robin Van Auken	<input type="checkbox"/>
	Adam Francis *	<input type="checkbox"/>
	Amanda Kellagher *	<input type="checkbox"/>
	Anders Apiolaza *	<input type="checkbox"/>
	Brian Campbell *	<input type="checkbox"/>
	Dan Young *	<input type="checkbox"/>
	Elijah Watson *	<input type="checkbox"/>
	Eric Ishman *	<input type="checkbox"/>
	Jake Phillips *	<input type="checkbox"/>
	Jared Dietz *	<input type="checkbox"/>
	Jenny Reilly *	<input type="checkbox"/>
	John Ciurlino *	<input type="checkbox"/>
	Katie Battershell *	<input type="checkbox"/>
	Lauren Tilburg *	<input type="checkbox"/>
	Liza Gallen *	<input type="checkbox"/>
	Malcolm Bell *	<input type="checkbox"/>
	Mike Gentile *	<input type="checkbox"/>
	Noah Lake *	<input type="checkbox"/>
	Nolan Barger *	<input type="checkbox"/>
	Sabrina Esposito *	<input type="checkbox"/>
	Shafiqullah Mujadadi *	<input type="checkbox"/>
	Vinny Sidoli *	<input type="checkbox"/>

As a result, most students actively participate in my classes, they enjoy interacting with each other, and they learn new skills that they'll use upon graduation.



**Also they're comfortable connecting
with me after they leave Lycoming College.**



Hey Robin, Just wanted to write really quick to just thank you for all of your help lately and taking time out to help me with my dilemmas. I really appreciate it, and I'm learning more than I could have ever imagined! I just really appreciate you teaching me and showing me how to do this. Thanks again.

Dwayne • Jul 31, 2:40 PM

What do students think about using Google Apps?

Gmail, Google Drive, Blogger Feedback

* Required

Your Name *

Your Class *

- CCOM 210
- CCOM 211
- MWTG 219
- MWTG 325
- MWTG 324
- ARCH 250
- Other:

Will you use your Gmail account in the future? *

- Yes
- No

Will you use the Google/Gmail Calendar in the future? *

- Yes
- No

How would you rate ease of use of Google Drive? *

1 2 3 4 5 6 7 8 9 10

Informal Google App Poll Results

99 percent said they **were comfortable** with the level of privacy/protection

97 percent said they **collaborated with other students** using Google Drive

91 percent said it **was easy to collaborate** with others using Google Drive

97 percent said they will continue to **use Google Drive** in the future

78 percent are taking advantage of the **15GB of free storage**

70 percent said they **will use Google Calendar** in the future

31 percent said they will use their **Google Blog** in the future

Pros of Using Google Drive

It saves paper and allows for easier editing after the paper has been finished. It is also quicker than printing everything out all the time.

Very simple, easy way to be productive.

All the information is on the Cloud, so you can work from multiple devices.

It's really easy! I don't waste print count. I do wish though that other professors could use this.

I loved how you could edit it and also have my classmates edit it and being able to resolve the comments. It is more clear I feel and legible.

Easily to check if assignment was done and submitted.

Can immediately submit projects when finished.

Cons of Using Google Drive

Some individuals, like myself, like to hand in a hard copy of an assignment.

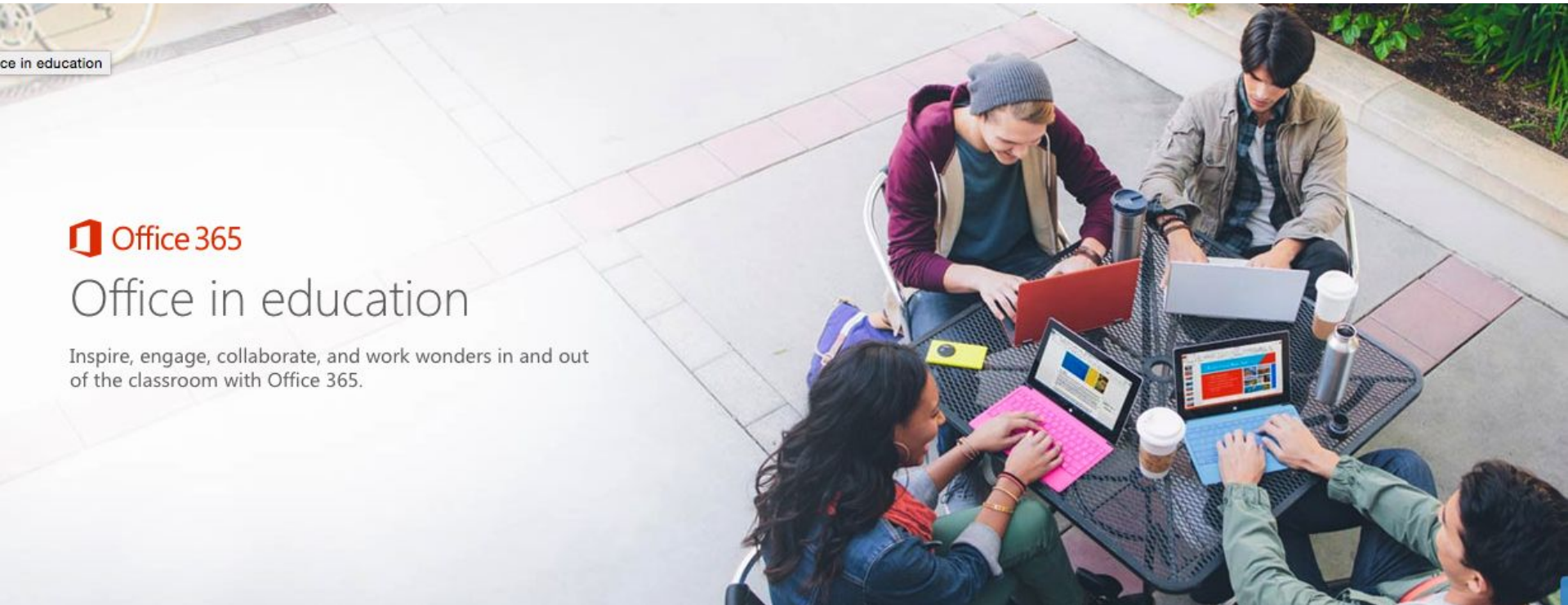
I personally like having all the formatting and other options in Microsoft Word that Google Drive doesn't have. Although I have a Google account and I've never had this problem myself, I know other people without Google accounts can have difficulty viewing or editing assignments that have been shared with them.

If you have internet connection issues, it makes things basically impossible to do.

Lose face-to-face interaction.

**Changes the format of MS Word docs sometimes.
You can't lie anymore and say "I did turn it in! You didn't get it? I'll print you out another one" and use that extra time to finish your paper...but I've never done that so it's just speculation.**

And now for something completely different ...



Office in education

 Office 365

Office in education

Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365.



The tools your school needs to succeed

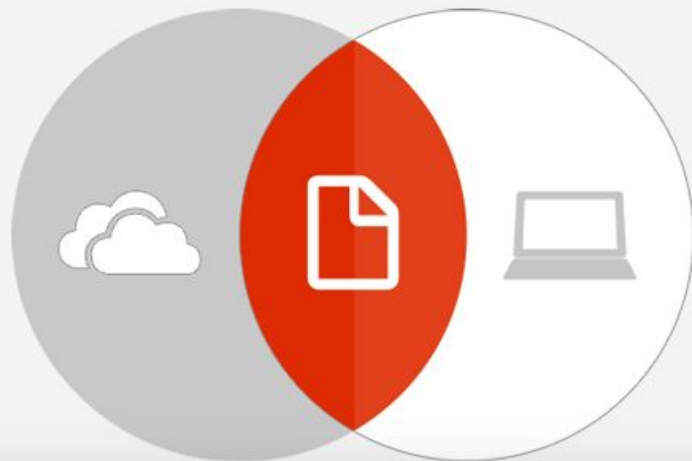
Empower students and teachers to succeed with the dynamic set of education tools included in our Office 365 Education plans.

Provide staff, faculty, and students with free email, sites, online document editing and storage, IM, and web conferencing.

[See plans & pricing](#)

Accomplish more in the cloud

Deliver a best-in-class cloud productivity experience to help students and teachers work together in exciting new ways. Office 365 gives you the flexibility to work in online versions of the familiar Office applications or purchase the latest versions to install across PCs, Macs, and iPads. Plus, if you purchase Office for your faculty, you may be eligible to provide the Office applications to your students at no additional cost.





Microsoft faces tough competition, however. Google has established itself in the education marketplace, offering an ever-growing number of free, reliable, web-based applications that learners embrace wholeheartedly.



Microsoft hopes the familiarity of the Office 365 interface will claw these defectors back.

Let's make a difference today.

Install Office on your PC



Install now

Got a Mac? Sign in to Office 365 on your Mac to install Office for Mac. Or a smartphone or iPad? [Office on your devices](#)

Language: English
[Change language](#)
[Troubleshoot installation](#)

Collaborate with Office Online



WINGTIP

HOME ORGANIZE TOOLS

New Email New Items Delete Reply Reply All Forward Attachment Move Rules Read/Unread Categorize Follow Up Filter Email Find a Contact Address Book Send & Receive

WINGTIP Arrange By: Date Sent Newest on Top

Inbox 7

- Project Falcon
- Drafts
- Sent Items
- Deleted Items 3
- Junk Email
- Conversation History
- RSS Feeds
- Sync Issues
 - Conflicts
 - Local Failures
 - Server Failures
- Online Archive - Wingtip
 - Deleted Items
- ON MY COMPUTER
 - Inbox
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk E-mail
- SMART FOLDERS
 - Flagged Mail
 - High Priority Mail
 - Overdue Mail

TODAY

Katie Jordan
 Katie Jordan has shared 'RD And Engineeri... 2:49 PM
 Here's the document that Katie Jordan shared with you...

Garth Fort
 Automatic reply: Katie Jordan has shared '... 2:48 PM
 I am currently on vacation.

Katie Jordan
 Katie Jordan has shared 'Proseware Projec... 2:48 PM
 Here's the document that Katie Jordan shared with you...

Katie Jordan
 Katie Jordan has shared 'Audit of Small Bu... 2:48 PM
 Here's the document that Katie Jordan shared with you...

THIS YEAR

Belinda Newman ↓
 Sports statistics 7/18/14
 Do you LOVE sports? If so, read on... We are going to...

Pavel Banský ←
 Expense reports 7/18/14
 Hi Katie, Have you submitted your expense reports yet...

Robin Counts ! ←
 Project update? 7/18/14
 We need to have a review about the Northwind Traders...


Garret Vargas
 Please send customer info 7/18/14
 Hi Katie, I'm preparing for our meeting with Northwind...

Sara Davis
 Northwind Budget 7/18/14
 The Northwind budget was approved at today's board...

Junmin Hao
 Meeting update 7/17/14
 We have to move the location for our next Northwind Tr...

Dorena Paschke

Katie Jordan has shared 'RD And Engineering Costs Q1'

 **Katie Jordan**
 Friday, October 3, 2014 at 2:49 PM
 To: Tony Krijnen; Zrinka Makovac; Bonnie Kearney
 Cc: Katie Jordan

Here's the document that Katie Jordan shared with you.

Open [RD And Engineering Costs Q1.xls](#)
 Follow this document to get updates in your newsfeed.

Mail Calendar People Tasks Notes

Items: 14 Unread: 7 All folders are up to date. Connected to: Wingtip

January 2011

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- My Calendars
- Calendar
-
- Mail
 - Calendar
 - Contacts
 - Tasks

24 monday 25 tuesday 26 wednesday 27 thursday 28 friday

8 AM					
9 AM	Team Status Lync Call		Team Status Lync Call		Team Status Lync Call
10 AM		Manager Review Sunnyvale/2200			Manager Review Sunnyvale/2200
11 AM	Sales Meeting Woodgrove/2109	Sales Meeting Sunnyvale/2200	Sales Meeting Woodgrove/2109	Sales Meeting Woodgrove/2109	
12 PM					
1 PM	Blue Yonder Status;	Sales Meeting Litware/3890	Blue Yonder Status;	Sales Meeting Litware/3890	Sales Meeting Litware/3890
2 PM	PM Checkpoint Sunnyvale/2200		PM Checkpoint Sunnyvale/2200		
3 PM					Trey Research Status Trey/1100A
4 PM		Lucerne Call Lync Call		Lucerne Call Lync Call	

Navigation

Search document

HEADINGS PAGES RESULTS

- The perks of being a subscriber
- Word 2013
- Excel 2013
- OneNote 2013 and Metro
- PowerPoint 2013

Office 2013 Home Edition: living the Office lifestyle

Today, Microsoft releases Office 2013, the first full release of Microsoft's latest generation of its venerable productivity suite, for consumers. While the applications in Office are being offered in a number of ways, Microsoft is trying hard to steer consumer customers to Office 365 Home Premium Edition, a service-based version of the suite that will sell for \$100 a year.

Office 2013 has already made a partial debut on Microsoft's Windows RT tablets, though RT users will get a (slight) refresh with the full availability of the suite. And Microsoft gave consumers an open preview of Office last summer, which we reviewed in depth at the time of the suite's announcement. So there's not a lot of surprises about the applications themselves. But just as Windows 8's "app store" became more fully fleshed out in the days approaching its release, Office has gained a lot more depth since it was released to manufacturing—largely because of the add-on app ecosystem that has arisen around the Office platform.


Just like Windows 8, Office 2013 is built for connecting to the cloud—Microsoft's cloud, and the cloud and web services of the developers creating plug-ins for Office applications. Documents are, if you're logged into your Microsoft account, saved to your SkyDrive by default; you can move from computer to computer and have settings for applications follow your login because of preferences stored in the cloud. Office 365 Home Premium offers more cloud connectivity—it installs itself from a web download, "streaming" its functionality down to the Windows PC it runs on, and polls web services at Microsoft for updates—until your subscription expires.

But just like Windows 8, this cloud-tethered version of Office may have a hard time convincing home users that it's time to upgrade. There are many useful new features in some of the most heavily-used applications of Office, and the new add-in apps provide a useful way to pull external content into documents and presentations. But are they enough to convince home users to upgrade—and throw away the permanent license for perpetually self-upgrading software?

In this review, we'll look specifically at the Office 365 Home Premium Edition of Office 2013 as experienced by a small group of users—we'll call them a family—to see if it's time for us to stop being afraid of subscription-based licensing and learn to love Office 2013.

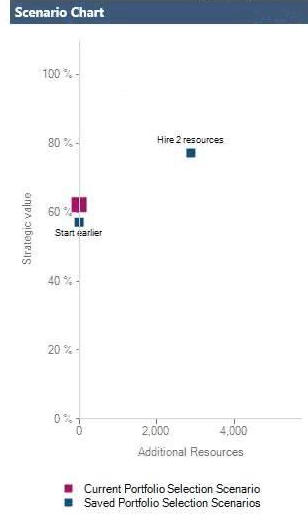
The perks of being a subscriber

Microsoft has tried to make the idea of subscribing to Office, rather than paying for it once and owning it forever, a bit more palatable. Consumers will still be able to purchase Office as a one-time install—starting at \$139.99 for Office Home and Student 2013, which

 **Sean Gallagher** 3 minutes ago
This is redundant

- Projects
- Tasks
- Task Approvals
- Update History
- PPM Workflow
- Timesheet
- Manage timesheets
- Issues and Risks
- Resources
- Strategy
- Driver Library
- Driver Prioritization
- Portfolio Analyses
- Reports
- Examples
- Dashboard
- Milestones
- Server Settings
- EDIT LINKS

Metrics	
Resource Constraints	
Hire Resources	0
Totals	Modify
Additional Resources (Work)	0h
Projects Selected	10
Strategic Value	62.17%
Total Cost	\$13,935,000.00



Resource Availability		Highlight Deficit														
Name ↑	Roles	October	Novemb	Decemb	January	February	March 2	April 20	May 201	June 201	July 201	August 2	Septemb	October	Novemb	Decemb
Accounting		5	5	5	5	5	5	5	5.48	5.24	5	5.24	5	5	5	5
Analyst		8	8	8	7.77	6.99	6.67	7.07	8.76	8.71	7.35	8.05	8	7.96	7.48	7.91
Consultant		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Creative		1	1	1	1	1	1	1	1.1	1.18	1	0.67	0.29	0.7	1	1

Project Requirements				Highlight Deficit														
Name	Priority ↓	Force	Force ii	October	Novemb	Decemb	January	February	March 2	April 20	May 201	June 201	July 201	August 2	Septemb	October	Novemb	Decemb
Selected	45.01%			0	0	0	1.36	4.86	6.68	6.89	11.19	13.15	9.98	8.56	8.48	6.43	8.76	5.41
Not selected	24.68%			0	0	0	2.57	7.65	9.17	6.77	6.26	5.91	6.04	3.9	3.52	1.74	3.33	1.41
Lync 2012 Enterprise Deployment	6.37%	Auto		0	0	0	1.57	3	3.05	2.05	0	0	0	0.07	0	0	0	0
Analyst	6.37%	Auto		0	0	0	1.57	2.75	1.86	2.05	0	0	0	0.07	0	0	0	0
Procurement	6.37%	Auto		0	0	0	0	0.25	1.19	0	0	0	0	0	0	0	0	0
Data Exchange and Integration	4.44%	Auto		0	0	0	0	0	0	0	0.4	1.18	1.39	1.05	0.86	0.52	0	0
Analyst	4.44%	Auto		0	0	0	0	0	0	0	0.4	0.71	0	0	0	0	0	0
Developer	4.44%	Auto		0	0	0	0	0	0	0	0	0.12	1	0.57	0	0.52	0	0
Trainer	4.44%	Auto		0	0	0	0	0	0	0	0	0.35	0.39	0.48	0.86	0	0	0
Internal Software Database Audit	4.19%	Auto		0	0	0	0	0	0.02	0.66	1.31	1.18	1	0.76	0.57	0	0	0
Analyst	4.19%	Auto		0	0	0	0	0	0.02	0.66	0.5	0	0	0	0	0	0	0
Developer	4.19%	Auto		0	0	0	0	0	0	0.3	1.18	0.39	0.1	0.57	0	0	0	0
Trainer	4.19%	Auto		0	0	0	0	0	0	0.48	0	0.61	0.67	0	0	0	0	0
Data Parsing Tool	3.27%	Auto		0	0	0	0.35	0.65	1.33	1	1.1	0.59	0.17	0	0	0	0	0
Analyst	3.27%	Auto		0	0	0	0.35	0.65	0.05	0	0	0	0	0	0	0	0	0
Developer	3.27%	Auto		0	0	0	0	0	0.76	1	0	0.47	0.17	0	0	0	0	0
Trainer	3.27%	Auto		0	0	0	0	0	0.52	0	1.1	0.12	0	0	0	0	0	0
Customer service feedback portal	2.33%	Auto		0	0	0	0.65	1.25	1	1	2.62	1.41	2.48	0.95	1.43	1.22	3.33	1.41
Analyst	2.33%	Auto		0	0	0	0	0.15	0.38	0	0	0	0.39	0	0	0	0	0.23
Creative	2.33%	Auto		0	0	0	0	0	0	0	0	0	0	0	0.52	0.22	0	0
Marketing	2.33%	Auto		0	0	0	0.65	1	0.62	1	2.48	1.41	2.09	0.86	0.67	0.78	0.71	0.91



Google Apps



Office 365

A COMPARISON OF SYSTEM AVAILABILITY

THE BASICS: SYSTEM REQUIREMENTS

- ***Office 365 System Requirements:*** Your IT team must verify that all computers meet System Requirements, Office Client Requirements and Browser Requirements. After verifying this they will need to install the Office 365 connector, which is required in order to save directly to SharePoint Online, the document management platform for Office 365.

THE BASICS: SYSTEM REQUIREMENTS

- ***Google Apps System Requirements:*** Your IT team must verify that all computers meet basic System Requirements (*has a web browser and Internet*) and that's it.

THE BASICS: SAVING FILES

- ***Saving Files in Office 365:*** Once users have access to Microsoft Word in Office 365, there are several significant differences in file Saving and Sharing from what they are most likely used to doing. Users need to be trained not to click on the standard “Save” or “Save As” (or the standard shortcuts), but rather to click on the “Save & Send” option (which doesn’t have a shortcut). Further, users need to know to select “Save to SharePoint,” as opposed to “Save to Web,” and to know the specific SharePoint location (library) to which they need to save the file.

THE BASICS: SAVING FILES

- ***Saving Files in Google Apps:*** When you're working on a document in Google Apps, all changes are saved automatically as they're made.

THE BASICS: SHARING DOCUMENTS

- ***Sharing Files in Office 365 via Email or via Link:*** Sharing a file with a user gives them full edit rights by default. In order to change a user's edit rights, you can change the permissions either before sharing or after sharing; you cannot change the permissions at the time of sharing.

THE BASICS: SHARING DOCUMENTS

- ***Sharing Files in Google Apps:*** Simply click the “Share” button and type in the user's' emails. Set the level of permissions you would like them to have at the time of sharing, or change later.



Microsoft®
Office 365



Google™
Apps



For an organization to use Office 365 ...

- 1. It must be ready to pay a premium for a subscription.**
- 2. It must have a well-trained and well-managed IT department to face the complexities of installing, updating and using the software.**

TIME

Maintenance is a big issue. Office upgrades and installations takes never ending hours of time.

MONEY

Google Apps program comes at a nominal cost of \$50/user/year. Microsoft? Not so cheap.

Google™



Google™



Google™



Google™

Google™