Course Syllabus

**Course Purpose:** This course is designed to introduce Google Groups to those who are new or slightly familiar to Google Groups. Students will understand what Google groups is, how a User will use Google Groups, and how a Manager (aka Admin) will use it. We also cover how to request a new Google Group. After a short demo, students will run through a short, hands-on practice session. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

**Performance Objectives:**
After completing this training, participant will be able to:

- Determine if Google Groups has value for your team or department.
- Request, access and configure Google Groups.
- Explain four benefits of Google groups in relation to other similar products/services.
- Differentiate between a Google Group email list and a Google Groups web forum
- Differentiate between Manager (admin) and Member capabilities.
- Create a new topic (posting) and use actions and filter menus to administer the topic
- Use administration features to effectively manage groups and members
- Access Google Groups help

**Course Instructional Materials:**

- Presentation available on Berkeley Lab Commons page (Google Groups>Training)
- Online resources available within the course

**Training Compliance Requirements:** NA

**Written Exam:** No

**Practical Exam:** No

**Retraining/Recertification:** No

**WEB Resource:** Berkeley Lab Training Program website: [http://training.lbl.gov/](http://training.lbl.gov/)
Google Users Group: [https://groups.google.com/a/lbl.gov/d/forum/lbl-gug](https://groups.google.com/a/lbl.gov/d/forum/lbl-gug)