Lawrence Berkeley National Laboratory
BERKELEY LAB

Berkeley Lab Training Program

ITD0219 – Intro to Google Groups

Course Syllabus

Subject Category:	IT Division	**Course Prerequisite:**	No
Course Length:	1 hour	**Medical Approval:**	No
Delivery Mode:	Classroom		

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/
Google Users Group: https://groups.google.com/a/lbl.gov/d/forum/lbl-gug