

**Learning Outcomes on Google Docs**

**November 30, 2010 at 1:30pm**

**Agenda**

1. Google Docs in Plain English
2. Why are learning outcomes moving to Google Docs?
3. Logging into Google Docs
   1. Go to <http://docs.google.com>
   2. Click on “Create an account now”
   3. Complete all steps and click “I accept. Create my account.”
4. Log into Google Docs using your new account.
5. Accept the Google Docs that I have already invited you to by logging into your campus email.
   1. Go to <http://www.bpcc.edu>
   2. Click on Faculty and Staff tab.
   3. Click on Campus mail.
   4. Log into the WebMail (just like you would log into your BPCC computer).
   5. Find the email I sent you earlier for your Google Docs.
   6. Click on “Accept” in the email to view the Google Docs.
6. After a moment, your “accepted” Google Doc should appear in the table of contents.
7. Instructions for entering your Learning Outcomes into Google Docs (handout).
8. Your Learning Outcomes are due by the deadline set by Peggy Fuller via the online Google Documents. Please contact Lisa Fincher if you have any questions after this training session about entering your information in the Division’s online Learning Outcomes.

*Thank you!*

**Learning Outcomes on Google Docs**

**November 12, 2010 at noon**

*Sign in sheet*

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