Connect, Create and Collaborate

Set yourself a challenge

Take a look at the list of tasks below. Take some time to challenge yourself and complete as many as you can.

Click the **?** *next to each challenge for extra help if you get stuck*

Housekeeping

- ☐ Share essential files from your Glow account to your new Midlothian account **?**
- ☐ Reset your Midlothian password **?**
- ☐ Enrol in 2-Step Verification to secure your account **?**

Gmail

- ☐ Create a label **?**
- ☐ Enable the reading pane **?**
- ☐ Change the theme **?**
- ☐ Archive an email, then find it in 'All Mail' **?**
- ☐ Search for an email **?**
- ☐ Delete an email, then recover it from Trash **?**
- ☐ Compose an email and schedule it to send tomorrow morning **?**
- ☐ Use an advanced search to find an email from a particular person **?**
- ☐ Star an email and then look for it in the 'Starred' section **?**
- ☐ Send an email to a colleague use undo send before making a change and sending again **?**
- ☐ Create a filter in Gmail to automatically apply a label to emails from a particular address **?**
- ☐ Find Stars in settings and add a new type of Star to use **?**

Chat

- ☐ Create a room in Chat for your team or department and have everyone send a message **?**
- ☐ Add a document to the room and collaborate on everyone with it whilst messaging in Chat **?**
- ☐ Schedule a meeting with everyone in the room **?**
- ☐ Add a task to the room **?**

Drive

- ☐ Create a document, share it with a colleague and collaborate in real time **?**
- ☐ Setup a Shared Drive for your department to store resources **?**
- ☐ Create a simple Google Site for your department which displays the most relevant/important information **?**
- ☐ Analyse some data in Google Sheets using the Explore feature **?**
- ☐ Create a self-marking quiz in Google Forms for an upcoming lesson **?**

→ **Ready to take your professional learning to the next level?**

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