



# Google Docs Staff Integration Ideas

## Meetings

- Save paper and find the info you need quickly
- Searchable Archive of Notes for Meetings (all in one spot)
- Agendas (modifiable on-demand)
- Requests for new agenda items (add to bottom of document)
- Sharing Documents from meetings for reference

## Curriculum

- Writing Revisions
- Color coded editing system
- Scope and sequence for Technology
- Creating Standards for formatting (examples/templates)
- Headings for papers
- Share lesson ideas and resources

## Budgets

- Up to date info on spending and what is left
- Team Budgets (track up-to-date find info)
- See spending deadlines
- Share suggestions for spending for future purchases
- Feedback on what materials worked well and ones to avoid

## Behavior Management

- Tracking behaviors across classes
- Tracking communication with Families on student behavior
- Progress monitoring
- Documenting student work across classes to inform decisions
- Point Chart Templates
- Track Detention Attendance: Archive Weekly
- Lists of students not to be put into groups together
- Building Expectations

## Positive Behavior

- Up to date list of students who have not received Pos. Referrals
- List of student choices for Referrals
- List of students with special recognitions
- Template for positive recognition tickets

## Sharing Documents

- Contracts: Locker and Technology
- Hall Pass Templates
- Bathroom Sign-out Sheets
- Online Subscription Info

- Cow Lock Combos
- Safety Procedures

## Surveys

- Voting on important issues
- Collecting Staff Feedback
- Making lists of things to have for celebrations (voting or approved)
- Give Surveys before PD to find out what teachers are most interested in
- Gather suggestions for upcoming PD classes
- Suggestions for Kellyclare's Baking

## Planning

- Sharing lesson ideas and activities
- Social Events: Who is bringing what and what is left to bring
- Plan student activities across grades
- Field Trip Check off lists: What to bring
- Brainstorm Project Ideas

## Communication

- Current Staff Contact Info
- Resources for New Staff Members
- Track communication with Families
- Track students with IEP and Tag plans
- List of students with No Release of Info
- Students with Allergies

## Collaboration

- Work as a team on writing grant proposals
- Sharing Resources: "I have 800 Blue Markers" Any ideas?
- Pairing up classrooms to share: "Podcasting with Pups"

## Links

- Links to suggested sites for student projects: Shared from teachers

## Organization

- Usernames and Passwords for online accounts
- Folders for class documents
- Sharing folders with team-mates
- Organizing with colors