ABOUT OTAN TRAINING: Workshop Descriptions

- Online workshops
- Face-to-Face workshops
- Workshop materials

Workshop title	Google: Customized!
Workshop description	This hands-on workshop will be customized to cover any Google Tool or feature not listed to fit the needs of the requesting site. Participants will learn how adult education staff can fit specific Google tools and/or apps into their program and classroom. Topics can include but are not limited to: Blogger, Calendars with Google, Add-Ons in Drive applications; Creating Interactive Assignments with Google Draw and Slides, and many more. Topics of the customized Google workshop are only limited by the imagination of the requesting AE site. This custom-built Google workshop can also be scheduled as a series where each workshop builds upon the last. Site training coordinators should contact and discuss workshop details with OTAN before scheduling. Note: As workshops are added to the CA Training Calendar the workshop description/confirmation will reflect the nature of the workshop. All participants MUST be able to Sign In to a Google account (EDU or Public). For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580.
Session length	3 hours
Format	Workshops: Training events at a physical location, of short duration (2 – 6 hours) but may be part of a series.

To find out more about any of these workshops, including dates and times offered, please check the California Adult Education Professional Development Web site. This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.
- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9 or Firefox 20 or later and Adobe Acrobat Reader 10 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 business days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.