

√ It Out



Infinitec
infinite potential through technology

May 8, 2018

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Featured Infinitec Stops This Week

Lasso Your Schedule & Tasks

Presented by Tara Bruss and Tina Hanson, PACER Center

Make time work for you! Learn about technology and strategies to support managing your schedule and tasks, a component of executive function. In this webinar the presenters address calendar and task list systems, as well as strategies to help create and implement a schedule and task list. Supporting handouts are available.

Running Time: 1:04:42 hours; **Learning Credits:** 1.25

Organizing Ourselves in a Google World

Presented by Lynda S. Hartman, M.A., Google Certified Educator, North Suburban Special Ed District, Chicago

Using Google Task Lists

The recorded webinar covers how to keep track of our to-dos, the benefits of digital task lists, how to access Google tasks via the computer or mobile device, how to create them from Google mail, and how to create calendar reminders.

Running Time: 28:48 minutes; **Learning Credits:** .75.

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Barb Lhotka, Editor barblhotka@embarqmail.com

Google Calendar Tips and Tricks

In this recorded webinar, Lynda explores Google Calendar: how to access it, the different views, how to print, create events, appointment slots, inviting others, working with multiple calendars, and sharing calendars.

Running Time: 1:04:55 hours; **Learning Credits:** 1.25.

Using Google Drive

In this recorded webinar, Lynda explores Google Drive: how to access it, the interface, file sharing, drive searching, collaboration within the drive, adding files from your computer, OCR and PDFs.

Running Time: 1:02:15 hours; **Learning Credits:** 1.25.

The web-map on Infnitec to these resources:

Sign in to www.myinfnitec.org → on the home page, click on the main tab for Online Classroom → click on Organization in the scroll box at the middle left → click on the name of the video (in alphabetical order).

Webinars: Live

Webinars from Infnitec are free to members. They are found on the bottom right side of the home page. Click on the webinar(s) of your choice to register. All you need is a phone and a computer with internet access. The phone call is free.

On the home page of Infnitec, on the left side of the page, you will find Webinar FAQs to answer all your questions regarding participation in a webinar. You will also find a very helpful Login Guide to Webinars on the home page. (Many webinars have been archived on the website.)

There are no upcoming webinars at this time. Thank you for participating in the Infnitec Webinars during the 2017-2018 school year!

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