

Using Google Tools for remote coaching

0. Overall

All of the below google tools are free and can be accessed by anyone with an internet connection. However, to contribute to or edit the below items it is necessary to associate a google account with your existing email address - you will be prompted to do this and it's quick and easy.

There are legitimate concerns about the data that google collects about people who use its services - these data are sourced when using devices or apps that are logged into google, or by using its services (such as search engines, browsers, android devices, etc). You should make your own informed choice about whether and how you use these services.

1. Meets

- To join a meet from a computer, simply click on a link, for example <https://meet.google.com/wfy-prqf-rqn>.
- To join from a mobile device or tablet, it may be necessary to download the meets app and log in to a google account.
- To schedule a meet I recommend visiting <https://calendar.google.com/> and clicking in the appropriate place to schedule a meeting. Press the 'add google meet video conferencing button, to make it an online meet and get a link. If you wish, you can edit this link to something relevant and/or consistent across multiple sessions.
- The meet will be available at any time for anyone to join - those who are invited can join directly, others will need your permission (as will anyone who isn't logged into a google account)
- You can kick people out, mute them etc if you need to, however a bug is that invited people can always keep rejoining if they wish to do so. (This has been fixed for education users, so may change in the future)
- Meet has all the standard features - chat, participants list, some reactions,...
- To run breakout rooms or similar, make multiple parallel meets and share the relevant codes with your participants in advance or at the time... users on computer (not mobile) can remain in the main meet in parallel but on mute, so if at least one person can do that in each group you can still speak to everyone, for example to ask them to come back.
- eg. Red team <https://meet.google.com/wfy-prqf-abc>

Blue team <https://meet.google.com/wfy-prqf-rpz>

2. Drive

- This is an online shared filestore - when signing up to a google account you get 15gb to play with
- Drives and/or files can be shared with nobody, specific individuals, or made publicly available - either to view or to edit
- For example, see the drive made for the purposes of this session at:
<https://drive.google.com/drive/folders/1UJDf2qt8870lnbIEJ0qU28a7SL9z6Y1-?usp=sharing>

3. Docs

- This is an example of a google doc
- One of it's interesting features is that it can be used collaboratively, so multiple people can type into it all at once, so long as they are not doing so in exactly the same place concurrently.

3b. Slides

- As above, but in the format of slides - see [example activitthisy](#) which you can all edit.
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Heads

3c. Sheets

- As above, but in the format of a spreadsheet - see [this example training log](#) which you can all comment on.

3d. Jamboard

- As above, but a kind of flip chart for making simple sketches, and/or dropping post-its etc - [see this example activity](#) which you can all edit.

4. Possible joining instructions:

The workshop will use several interactive tools from [this google shared drive](#). Please check that you can access this before the course date. In particular please check that you can open the document 'Using google tools for remote coaching', and that you can type a name at the end of the document where you are asked to do so.

If you cannot enter a name it probably means that you have not yet associated a google account with your (existing) email address - in this case you should get a prompt offering to do this which is quick and easy. Google do not gain access to your emails from external providers by doing this, but you should make your own judgement about whether you wish to use this google account to access any services outside of this course. If you do not wish to create a google account then you will be able to see what everyone else is doing and contribute to discussions via meets, only you could not collaborate with the interactive activities directly.

If you have any technical queries in advance of the session please reply to this email and I'll try to get them straightened out with you!

Test: please type your name here if you have been able to access this document: