

Student Achievement Workshop  
*(Technology Series)*

**Google Suite**  
*Mail, Docs, Sheets, Slides, Calendar, etc.*

Student Achievement Workshop Series  
Academic Support and Achievement Center  
Mt. San Antonio College  
6-101

## **Overview:**

Google Suite is a suite of bundled software programs to help you be a productive student. This workshop will familiarize participants with what they need to know to access Google Suite, how to become proficient in the more popular Google Suite software programs, and how to access help with buying or navigating Google Suite.

## **Learning Outcomes:**

Students will:

- Name the primary software programs included in Google Suite
- Explain the purpose of less familiar software programs available
- Identify options students have for using Google Suite programs
- Find resources to help them become proficient with Google Suite

## **Google Suite – What is It?**

Google Suite is a package of software programs designed to improve your productivity and encourage you to work on your projects with others at the same time. There are several versions of Google Suite that can either be installed on your computer or accessed from the internet and operates on Windows-based or OIS (Mac) operating systems. It comes in several different versions, that contain different programs based on intended users. As a Mt. SAC student, you have free access to several of the major applications.

<https://www.youtube.com/watch?v=vNJUL92y9wo>

## **What Does It Include?**

Different versions are likely to have different programs included for the price you pay. Most all versions will have at least the most commonly-used programs. For additional cost, you can access versions with the not-so-common applications, and/or some newer productivity tools.

## ***Most Common Google Suite Apps for Mt. SAC students***

Most versions of Google Suite will include at least the following programs. For users of Microsoft Office products, Google products are similar enough to be able to figure out.

- **Docs:** Google Docs is simply the most common and well-known word processing software that allows you to type professional documents. (*Similar to Microsoft Word.*)
- **Sheets:** This program is the most popular spreadsheet program that to makes it possible to analyze, manage, and share information. (*Similar to Microsoft Excel.*)
- **Slides:** This program allows you to make professional-looking presentations, such as what your teachers of expect. (*Similar to Microsoft PowerPoint.*)
- **Gmail:** Mt. SAC provides email accounts for its students on Gmail. Your email address should be something similar to “FirstInitialLastName@student.mtsac.edu. You can forward all messages to another email account if you prefer. (*Similar to Microsoft Outlook.*)
- **Contacts:** You can keep track of your contacts, name, address, phone number, email address, birthday, and URL information. (*Similar to Microsoft Outlook.*)

- **Calendar:** You can keep track of appointments, schedules, birthdays and tasks with this program. (*Similar to Microsoft Outlook.*)

## **Where to Access Google Suite**

Since it is online and free for students, you can access it from any internet-connected device, such as your phone, computer, or your tablet. If you do not have your own technology, you can come to any campus lab to use Google Suite.

To access Google Suite applications, log onto the Mt. SAC portal ([www.mtsac.edu](http://www.mtsac.edu)) with your standard user name and password. In the upper right-hand corner, there is a link for “Mountie Mail”. This is the link for student email system. Click on it and it will take you to a new tab. In the new window, in the upper right-hand corner, there will be an icon that looks like a grid. Click on that icon and a drop-down menu will reveal the different Google apps available. Click on the one you want to use.

## ***Campus Computer Labs***

If you don't have a computer, or a specific software program to get your school work done, you can always go to one of the campus computer labs (see below) and use their software programs for free. Usually, you will only pay for any printing you do.

## **Get the Apps**

Google Suite does not have its own app, but each of the individual programs can be downloaded to your mobile device for free. If you want to download the individual apps then go to your app store on your phone and type in the name of the program. You should be able to find a link for those products.

## **Getting More Help**

Do you still need more help?

### **Computer Lab Technician**

Still need help with Google Suite? Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for individualized help.

### **Campus Help Desk**

If you still need more help, you can contact the Mt. SAC Help Desk at (909) 274-4357.

<http://www.mtsac.edu/it/>

### **Take a Class**

If you want more detailed proficiency in Google Suite, consider taking a class here at Mt. SAC. Go to the campus catalog for more information. Currently classes offered are to help you become proficient in Microsoft Office products. However, they operate somewhat similarly. The good news is that it is not hard to translate this information to another software program because learning a second software program is like learning to drive a new car: The hard part actually

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learning to drive. Learning a new car just means learning how to find and work things like the lights, blinkers, and wiper blades, etc. Different software titles that do the same thing, are like that. If you understand what the tool does and how to use it, finding it on another software program is usually very easy. So, if you can learn to do it in the Microsoft Office program, you can figure out how to do it Google Suite.

<http://catalog.mtsac.edu/programs/coursesaz/cisb/>

Credit-based classes:

- CISB 15 Microcomputer Applications
- CISB 16 Macintosh Applications
- CISB 21 Microsoft Excel – (*Google Sheets*)
- CISB 31 Microsoft Word -- (*Google Docs*)
- CISB 51 Microsoft PowerPoint – (*Google Slides*)
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Or you can take non-credit classes:

- VOC BCPP1 - PowerPoint Basics 1 – (*Google Slides*)
- VOC BCPP2 - PowerPoint Basics 2 – (*Google Slides*)
- VOC CPBC2 - Basic Computing - Level 2
- VOC CPBE1 - Basic Excel - Level 1 – (*Google Sheets*)
- VOC CPBE2 - Basic Excel 2 – (*Google Sheets*)
- VOC CPBE2 - Basic Excel 2 – (*Google Sheets*)
- VOC CPBE3 - Basic Excel 3 – (*Google Sheets*)
- VOC CSB15 - Microcomputer Applications

## **Other Resources:**

Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

### **On Campus Computer Labs**

Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.

<http://www.mtsac.edu/computerlabs/>

### **Technology Purchase Discounts**

Need to buy technology and/or software? CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.

<http://foundationccc.org/CollegeBuys>

## **Summary**

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## **Reflection**

What did you learn from this workshop?

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How can you use this information this week?

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