# TECHNOLOGY SHOWCASE

## *TOWARDS FLEXIBILITY IN HIGHER EDUCATION*

### FOLLOW-UP EVENT FOR THE LEARNING AND TEACHING CONFERENCE 2009

Wednesday 11 March 2009

**The use of Google Documents and Google Calendar for flexible learning and Assistive Technology**
**Abstract**

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**Abstract:**

The following presentation outlines some internet technology that can be used to assist students in a more flexible way. The topic has been described in a technical note written for TechDis.

(a) Google Documents

 Google documents is an internet based document sharing and editing technology that allows users to share and create documents interactively in a web browser without requiring a word processing package. (It also enables presentations and spread sheets to be shared in a similar manner). The presentation will show how this can be used to aid student who might be drafting written documents, such as a dissertation, and need quick and helpful input from a tutor. This may be because they have a specific learning disability, but it can be used to aid all students irrespective of specific needs. The use of these tools adds further flexibility to the interaction between staff and student on the creating of written work.

(b) Google Calendar

Google Calendar is an internet based calendaring, appointment and invitation system. It allows people to publish and share calendars without requiring access to an enterprise specific calendaring technology. If can be used to make appointments with students and also to assist those students in remembering their scheduled meetings by using various kinds of reminder technology. SMS texting to a student's phone is considered particularly useful. It also allows students and other staff to consult your calendar for booking meetings. The use of this tool permits a more flexible approach to arranging meetings with various students.