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Control Alt Achieve Eric Curts, 2020-05-10 Transform Your Classroom with Tech Tools You Already Know With Control Alt Achieve, educational-technology wizard Eric Curts offers you the keys to revolutionizing classroom learning with the Google tools you already use. Dazzle your students by transforming Google Docs into blackout poetry, fire up creative possibilities by using Google Slides for comic strips, and make math more accessible--and fun--by turning to Google Drawings as an unlikely ally. With Eric as your guide to the technological horizons of Google tools, the possibilities are endless. With the step-by-step and easy-to-follow directions in Control Alt Achieve, you'll learn how to use common digital tools in unexpected ways. Whether you're new to technology or have been using Google tools for years, Eric Curts will help you innovate as you educate with ready-to-use activities that will reboot--and transform--your classroom. Reading this book is like sitting in on a presentation from one of educational technology's best presenters. Eric's writing reminds me of his sessions: comfortable and accessible for new tech users, while still valuable for experienced users. Jake Miller, @JakeMillerTech, host of The Educational Duct Tape Podcast Control Alt Achieve provides both practical and pedagogical strategies that go way beyond simple technology integration. This is a great handbook for any teacher looking to go beyond the how-to and shift toward a learning transformation. Ken Shelton, kennethshelton.net In this book, Eric has created a powerful method for meaningfully integrating technology into teaching and learning. His unique way of crafting technology-rich experiences will allow anyone from a novice techie to an edtech expert the ability to control, alt, achieve! Michael Cohen, the Tech Rabbi, creativity instigator and author of Educated by Design

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Teaching and Learning History Online Stephen K. Stein, Maureen MacLeod, 2023-04-17 Teaching and Learning History Online: A Guide for College Instructors offers everything a new online history instructor needs in one package, including how to structure courses, integrate multimedia, and manage and grade discussions, as well as advice for department chairs on curriculum management, student advising, and more. In today's technological society, online courses are quickly becoming the new normal in terms of collegiate instruction, providing the ideal environment to flip the classroom and encourage students to hone critical thinking skills by engaging deeply with historical sources. While much of the attention in online teaching focuses on STEM, business, and education courses, online history courses have also proven consistently popular. However, due to the COVID-19 pandemic, new history instructors are rushed into online teaching with little or no training or experience, creating a need for a guide to ease the transition from classroom to online course development and teaching. A timely text, this book aims to provide both new and experienced college history teachers the information they need to develop dynamic online courses.

The Great CEO Within: The Tactical Guide to Company Building Matt Mochary, 2019-12-05 Matt Mochary coaches the CEOs of many of the fastest-scaling technology companies in Silicon Valley. With The Great CEO Within, he shares his highly effective leadership and business-operating tools with any CEO or manager in the world. Learn how to efficiently scale your business from startup to corporation by implementing a system of accountability, effective problem-solving, and transparent feedback. Becoming a great CEO requires training. For a founding CEO, there is precious little time to complete that training, especially at the helm of a rapidly growing company. Now you have the guidance you need in one book.

Site Reliability Engineering Niall Richard Murphy, Betsy Beyer, Chris Jones, Jennifer Petoff, 2016-03-23 The overwhelming majority of a software system's lifespan is spent in use, not in design or implementation. So, why does conventional wisdom insist that software engineers focus primarily on the design and development of large-scale computing systems? In this collection of essays and articles, key members of Google's Site Reliability Team explain how and why their

commitment to the entire lifecycle has enabled the company to successfully build, deploy, monitor, and maintain some of the largest software systems in the world. You'll learn the principles and practices that enable Google engineers to make systems more scalable, reliable, and efficient—lessons directly applicable to your organization. This book is divided into four sections: Introduction—Learn what site reliability engineering is and why it differs from conventional IT industry practices Principles—Examine the patterns, behaviors, and areas of concern that influence the work of a site reliability engineer (SRE) Practices—Understand the theory and practice of an SRE's day-to-day work: building and operating large distributed computing systems Management—Explore Google's best practices for training, communication, and meetings that your organization can use

From Single to Scale Michael Killen, 2018-09-07 Scale your single-person business to profitability. Increase your audience, create multiple products, and generate more profit. This book takes you through the entire process of building a scalable business from the seemingly impossible place of being just one person. Most single-person businesses are stuck in a pattern of exchanging time for money. Through this book, you will learn how to beat that feast or famine cycle of work. Ask yourself the following questions: Do I have to do the work or can I outsource it to someone else? Can I receive 1,000 orders tomorrow and handle it? Is the process/delivery repeatable so anyone can do it? What You'll Learn Develop a profitable, scalable business from what you're doing now Create content and attract an audience to that content Outsource your scalable process Scale your profit and money management Optimize your growth and prioritize meeting and exceeding your goals Who This Book Is For Consultants, freelancers, owners of small to medium-sized businesses, developers, and entrepreneurs

Meeting Wise Kathryn Parker Boudett, Elizabeth A. City, 2014-08-01 This book, by two editors of *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning*, attempts to bring about a fundamental shift in how educators think about the meetings we attend. They make the case that these gatherings are potentially the most important venue where adult and organizational learning can take place in schools, and that making more effective use of this time is the key to increasing student achievement. In *Meeting Wise*, the authors show why meeting planning is a high-leverage strategy for changing how people work together in the service of school improvement. To this end, they have created a meeting-planning “checklist” to develop a common language for discussing and improving the quality of meetings. In addition, they provide guidelines for readers on “wise facilitating” and “wise participating,” and also include “top tips” and common dilemmas. Simple, succinct, and practical, *Meeting Wise* is designed to be read and applied at every level of the educational enterprise: district leadership meetings with central office staff, charter-school management summits, principals' meetings with teachers, professional development sessions, teacher-team meetings, and even teachers' meetings with parents and students.

Getting Things Done David Allen,2015-03-17 The book Lifehack calls The Bible of business and personal productivity. A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

The Checklist Manifesto Atul Gawande,2010-04-01 The New York Times bestselling author of Being Mortal and Complications reveals the surprising power of the ordinary checklist We live in a world of great and increasing complexity, where even the most expert professionals struggle to master the tasks they face. Longer training, ever more advanced technologies—neither seems to prevent grievous errors. But in a hopeful turn, acclaimed surgeon and writer Atul Gawande finds a remedy in the humblest and simplest of techniques: the checklist. First introduced decades ago by the U.S. Air Force, checklists have enabled pilots to fly aircraft of mind-boggling sophistication. Now innovative checklists are being adopted in hospitals around the world, helping doctors and nurses respond to everything from flu epidemics to avalanches. Even in the immensely complex world of surgery, a simple ninety-second variant has cut the rate of fatalities by more than a third. In riveting stories, Gawande takes us from Austria, where an emergency checklist saved a drowning victim who had spent half an hour underwater, to Michigan, where a cleanliness checklist in intensive care units virtually eliminated a type of deadly hospital infection. He explains how checklists actually work to prompt striking and immediate improvements. And he follows the checklist revolution into fields well beyond medicine, from disaster response to investment banking, skyscraper construction, and businesses of all kinds. An intellectual adventure in which lives are lost and saved and one simple idea makes a tremendous difference, The Checklist Manifesto is essential reading for anyone working to get things right.

Project Management Tools and Techniques Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project management requires skill and experience as well as many tools and techniques. Project Management Tools and Techniques: A Practical Guide describes these tools and techniques and how to use them, givi

Project Management in Practice Garry N. Boychuk,2021-09-15 This book is a practical guide to more effective delivery of capital infrastructure projects. Current manuals tend to be impractical and heavy on terminology with an unnatural focus on the project management requirements over the actual deliverable, the infrastructure. This book addresses how to effectively

deliver infrastructure projects and provides practical tools, methods, and procedures to enable a diligent project manager to increase their productivity and delivery of infrastructure (from typical 35% to as high as 95%). To enable effective implementation, strategies are laid out for a conscientious Project Manager to better communicate clearly, completely, and effectively with all project stakeholders.

The 12 Week Year Brian P. Moran, Michael Lennington, 2013-05-15 The guide to shortening your execution cycle down from one year to twelve weeks Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, *The 12 Week Year* avoids the pitfalls and low productivity of annualized thinking. This book redefines your year to be 12 weeks long. In 12 weeks, there just isn't enough time to get complacent, and urgency increases and intensifies. *The 12 Week Year* creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound. Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.

Google Apps Deciphered Scott Granneman, 2008-12-04 This is the eBook version of the printed book. If the print book includes a CD-ROM, this content is not included within the eBook version. *Google Apps Deciphered* Compute in the Cloud to Streamline Your Desktop Use Google Apps to Improve Productivity and Collaboration, Reduce Costs, and Eliminate Technology Hassles! Google Apps gives you virtually all the business and productivity software you need—all of it free, or available at extremely low cost. Because the suite of Google Apps runs on Google's network in the cloud, you avoid the hassles that go with desktop software. Getting started with Google Apps is easy—but if you want to make the most of it, you'll need expert guidance that Google's online help doesn't provide. Get all the help you need, right here. This is your start-to-finish guide to setting up Google Apps, migrating to it, customizing it, and using it to improve productivity, communications, and collaboration. Scott Granneman introduces every leading component individually, and shows exactly how to make them work together for you on the web or by integrating them with your favorite desktop apps. You'll find practical insights on Google Apps email, calendaring, contacts, wikis, word processing, spreadsheets, presentations, video, and even Google's new web browser Chrome. And, drawing on his extensive experience helping companies move to Google Apps, Granneman presents tips and tricks you simply won't find anywhere else. Coverage includes • Choosing the right edition of Google Apps for you • Setting up Google Apps so it will be easier to use and manage • Migrating your email, contacts, and calendars to Google Apps • Administering and securing Google Apps • Integrating Google Apps with other software and services • Leveraging Google Sites to collaborate across teams, organizations, or the entire world • Making the most of Google Talk voice calls and instant messaging • Implementing Google's office productivity tools, including Docs, Spreadsheets, and

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Pandemic Drill-Down Peggy Prinz Luebbert, 2006

Business Service Check List, 1965

Guidance for Preparing Standard Operating Procedures (SOPs), 2001

Record Book Teacher Created Resources, 2001-03 Spiral-bound with perforated pages that allow one list of student names to be used across several pages of records. 8-1/2 x 11. Spiral-bound.

The Security Risk Assessment Handbook Douglas J. Landoll, Douglas Landoll, 2005-12-12 The Security Risk Assessment Handbook: A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to conduct an information security risk assessment. Designed for security professionals and their customers who want a more in-depth understanding of the risk assessment process, this volume contains real-wor

Red Team Development and Operations James Tubberville, Joe Vest, 2020-01-20 This book is the culmination of years of experience in the information technology and cybersecurity field. Components of this book have existed as rough notes, ideas, informal and formal processes developed and adopted by the authors as they led and executed red team engagements over many years. The concepts described in this book have been used to successfully plan, deliver, and perform professional red team engagements of all sizes and complexities. Some of these concepts were loosely documented and integrated into red team management processes, and much was kept as tribal knowledge. One of the first formal attempts to capture this information was the SANS SEC564 Red Team Operation and Threat Emulation course. This first effort was an attempt to document these ideas in a format usable by others. The authors have moved beyond SANS training and use this book to detail red team operations in a practical guide. The authors' goal is to provide practical guidance to aid in the management and execution of professional red teams. The term 'Red Team' is often confused in the cybersecurity space. The terms roots are based on military concepts that have slowly made their way into the commercial space. Numerous interpretations directly affect the scope and quality of today's security engagements. This confusion has created unnecessary difficulty as organizations attempt to measure threats from the results of quality security assessments. You quickly understand the

complexity of red teaming by performing a quick google search for the definition, or better yet, search through the numerous interpretations and opinions posted by security professionals on Twitter. This book was written to provide a practical solution to address this confusion. The Red Team concept requires a unique approach different from other security tests. It relies heavily on well-defined TTPs critical to the successful simulation of realistic threat and adversary techniques. Proper Red Team results are much more than just a list of flaws identified during other security tests. They provide a deeper understanding of how an organization would perform against an actual threat and determine where a security operation's strengths and weaknesses exist. Whether you support a defensive or offensive role in security, understanding how Red Teams can be used to improve defenses is extremely valuable. Organizations spend a great deal of time and money on the security of their systems. It is critical to have professionals who understand the threat and can effectively and efficiently operate their tools and techniques safely and professionally. This book will provide you with the real-world guidance needed to manage and operate a professional Red Team, conduct quality engagements, understand the role a Red Team plays in security operations. You will explore Red Team concepts in-depth, gain an understanding of the fundamentals of threat emulation, and understand tools needed you reinforce your organization's security posture.

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