

Google Drive Fundamentals Course Syllabus

COURSE DESCRIPTION

Keep all your files at your fingertips: oversized documents, works in progress, the lessons you're collaborating on with your PLC, students' first drafts, parent communications, papers that need grading, memos from the principal, and those inspirational quotes you're collecting.

Here, you'll learn how to set up an account, work with the ins and outs of the Drive organizational tools, and control your files, all the way from signing in and creating new folders to securely collaborating with others and working when you don't have WiFi.

Move through the basics of setting up a Google Drive account complete with personalized folders, helpful apps, file conversion, sharing, and even editing offline! It's the full Google Drive overview, with tips for both newbies and those who are more familiar with this cloud-based platform.

COURSE OBJECTIVES

I can...	ISTE Teacher Standards
Use Google Drive to promote, support, and model creative thinking and inventiveness	Standards: 1a, 2a, 2b
Demonstrate fluency in technology systems and engage all stakeholders using digital media to reinforce students' innovative achievements	Standards: 1a, 3a, 3b, 3c, 3d
Advance students' knowledge by incorporating digital tools in the classroom to expand their content learning	Standards: 2a, 2b, 4b
Design differentiated lessons that enable students to manage their own learning using digital resources	Standards: 2c, 2d
Use Google Drive to develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals and managing their own learning	Standards: 1a, 1b, 1c, 2a, 2b, 2c
Use Google Drive to communicate relevant information and ideas effectively to students, parents, and peers	Standards: 3b, 3d, 5b, 5d

CONTRIBUTORS' BIOS

Jennifer Gibson, MA with an emphasis in technology, curriculum expert and professional trainer for 19 years, has presented to thousands of educators on topics including educational technology, English language development, and literacy. In 2010, she won the Santa Barbara Crystal Apple Teacher of the Year and Technology Innovator of the Year awards.

Rich Dixon, MA-TESL, brings over 19 years of experience as a teacher, administrator, staff developer, Director of IT, and Curriculum Coordinator. Whether leading EdTech courses or launching new schools, he strives to improve the effectiveness of instruction through intentional application of educational technology.