

Google Apps 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.

With the Google Apps Fundamentals course, 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 Wi-Fi. You'll learn how to use and optimize Drive, Docs, Sheets, Slides, and Forms, and how to use these tools on the run via Google Mobile Apps.

COURSE OBJECTIVES

I can...	ISTE Teacher Standards
Use Google Apps 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 Apps 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 apps to communicate relevant information and ideas effectively to students, parents, and peers	Standards: 3b, 3d, 5b, 5d

COURSE CONTENT

Pre-Assessment

Answer a short series of questions to discover what you do and don't know about Google Apps and to think about your goals for this course. At the end of the course, you will take a short, summative post-assessment quiz, which offers you the opportunity to measure your growth.

Section 1: Introduction

Acquire the essentials for using Google apps: Drive, Docs, Sheets, Slides, and Forms. This course offers how to's and tips for each of these apps.

Section 2: Google Drive

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.

Section 3: Google Docs

Work with the specifics on Google Docs, including creating documents, exploring and organizing your own Docs, starting a new document, formatting text effectively using the toolbar, inserting images, drawings, and charts, creating tables, using the web clipboard to save parts of a document to paste into another one, different sharing modes/permissions (editing, suggesting, or viewing), and using the revision history tool. All this and helpful add-ons in one section of the course!

Section 4: Google Sheets

Learn to create, edit, analyze, manipulate, and share spreadsheets using Google Sheets. The section covers the basic toolbar and sorting tools, as well as using the commenting tool to collaborate, customizing/adding tabs to a sheet, using formulas, inserting charts to analyze information, sharing and permissions, freezing rows and column, and filtering to organize data. Discover tips for all levels of spreadsheet users, including information about data entry efficiency and safety, revision history, helpful add-ons, and ideas for how to use this tool in the classroom.

Section 5: Google Slides

A step-by-step on Google's presentation app, recently renamed Google Slides. This section covers the basics of creating, editing, sharing, and presenting using Google Slides. Collaboration and tools for making presentations unique and artistic are also covered. Tips and ideas for using Slides in the classroom round out this section.

Section 6: Google Forms

Google's Form app is so accessible, you can get responses from students or parents without the hassle of loose paper or handouts. In this section, you will learn how to send and receive forms through Google Drive so you can review them instantaneously. Use forms for assessments, class votes, or gathering general information. Here you will learn how to create, customize and send surveys, and how and where to most efficiently collect and sort responses.

Section 7: Google Mobile Apps

One of the greatest parts of using Google is its portability. You can use the Google apps anytime, anywhere, on your phone or tablet, online or offline. This section shows you how to optimize the apps on your mobile device, and gets you started with tips for using a small screen to work on the go. Tips and tricks will help you get your work done, even while you're not at your desk.

Section 8: Conclusion

Post-Assessment

Answer a series of questions designed to give you a summative analysis of how much you learned about teaching with Google Apps. It will also help you check to see if you met your goals for this course. In addition, please make sure that you have submitted your Assessments of Knowledge (AOKs).

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.