

Google Docs Course Syllabus

COURSE DESCRIPTION

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 microbadge course!

COURSE OBJECTIVES

I can...	ISTE Teacher Standards
Use Google Docs 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 Docs 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 Docs 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.