

GSuite for New Teachers

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Course Credit:	2.0 graduate credits
Dates & Times:	Online: July 22-September 12, 2019 The student must spend a minimum of 5 hours per week online for six weeks working in the Learning Management System to complete course requirements.

LMS LINK: <https://www.edtechteam.online/products/gsuite-for-new-teachers>

COURSE DESCRIPTION:

G Suite is now part of your school's culture. Making sure everyone maximizes it takes some effort. In this course, you will explore this powerful suite of tools and be confident that you are using G Suite in the most innovative ways to enhance student learning while improving collaboration and productivity with colleagues. This course will ensure you have the knowledge and introduce you to ready-to-use strategies that can be implemented immediately.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Confidentially create, communicate and collaborate with the core G Suite Apps
2. Collect data and create meaningful connections using Google Forms
3. Research and writing in the digital age, across teams, and in the classroom.
4. Organize digital learning spaces for faculty and students with Google Drive and Google Classroom
5. Communicate effectively and efficiently using Gmail and Google Classroom

6. Schedule meetings and activities using Google Calendar
7. Collaborate in real-time using Docs, Slides, and Sheets
8. Work smarter with best practices and productivity tips, in the classroom, and across faculty teams
9. Inspire student learning in an innovative digital learning environment

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Text:

- Docs Editors Help. (n.d.). Retrieved from <https://support.google.com/docs/?hl=en#topic=1382883>

COURSE REQUIREMENTS:

In order to receive a passing grade, the participant must complete the following course requirements:

1. Complete Learning Matrix: For each topic, students must insert an artifact from their learning, not limited to screenshots of work samples, written reflections, and contributions to collaborative resources.
 - Google Slides #YouBento
 - Google Forms: Parent Survey
 - Google Docs: Collaboration
 - Google Classroom: Class Set-Up
 - Google Calendar: Class Calendar
 - Google Sites: Teacher Website
 - Google Drawing: Custom Classroom Header

GRADE DISTRIBUTION AND SCALE:

Grade Distribution:

Learning Matrix 100%

Grade Scale:

90-100%	A
80-89%	B
70% and below	F

GRADING RUBRICS:

Learning Matrix:

	Learning Matrix Activities	Learning Matrix Reflections
Exceeds Expectations (90-100%)	Activities are thoughtful and complete. All expectations for each section were met or exceeded.	Reflection shows a thorough thoughtfulness of the project and its implications in the classroom. Explains thinking and learning process and implementations for future learning. Extensive evidence of personal growth through this course.
Meets Expectations (80-89%)	Activities are complete. All expectations for each section were met.	Reflection is thoughtful and describes the project and its implications in the classroom. Explains thinking and learning process and might include implementations for future learning. Evidence of personal growth through this course.
Does Not Meet Expectations (60-79%)	Activities are not fully complete.	Reflection describes the project but might not include its implications in the classroom. Little evidence of personal growth through this course.
Incomplete (under 59%)	No evidence of activities completed..	No evidence of reflection

Course Outline

Module	Activities
Introduction	<ul style="list-style-type: none"> ● Learning Matrix
Section 1: Google Slides	<ul style="list-style-type: none"> ● Learn about Slides ● Create #YouBento Google Slide
Section 2: Google Forms	<ul style="list-style-type: none"> ● Learn about Google Forms ● Create a Parent Survey

Section 3: Google Docs	<ul style="list-style-type: none"> ● Learn about Google Docs ● Create, Share, Collaborate
Section 4: Organize Your Digital Classroom	<ul style="list-style-type: none"> ● Learn about Google Classroom ● Create
Section 5: Communicate effectively with Google	<ul style="list-style-type: none"> ● Gmail ● Calendar ● Google Classroom
Section 6: Scheduling Using Google Calendar	<ul style="list-style-type: none"> ● Learn about Calendar ● Set-Up Classroom Calendar
Section 7: Google Sites	<ul style="list-style-type: none"> ● Learn about Google Sites ● Create a Classroom Homepage
Section 8: Inspire Student Learning with GSuite	<ul style="list-style-type: none"> ● Google Drawings ● Explore Chromebook App Hub
Course Wrap Up	<ul style="list-style-type: none"> ● Submit Learning Matrix