



Course Syllabus:

Getting Googled - Your Students Will
Never Lose Their Homework Again

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45 Hours or 3 Graduate Credits

Course Access: Upon enrollment, you have 180 days to complete your online course in our [eClassroom](#). If you have any questions about course access, please email support@cecreditsonline.org, or call 425-788-7275 extension 104.

Course Description

The goal of this course is to provide participants with an introductory knowledge of Google Drive applications, strategies and best practices for making use of them in the classroom, and an awareness of the potential benefits and challenges of implementation. Participants will gain experience with Google Docs, Slides, Forms, and Sheets, as well as an exposure to other applications available through Google Drive. They will also explore ways to optimize these tools to meet instructional objectives and improve the overall student experience by eliminating obstacles that prevent some students from succeeding.

In the final project, participants will put the knowledge and skills gained throughout the course to use in order to outline an instructional unit that incorporates several Google Drive applications. The unit plan will demonstrate the participant's knowledge of the applications, implementation strategies, and best practices explored throughout the course, as well as an understanding of the unique needs and challenges of his or her students.

Objectives

As a result of this course, participants will:

- Identify the key features and functions of Google Drive applications.
- Assess the potential usefulness of Google Drive applications in their classrooms.
- Create classroom tools, resources, and assessments that effectively utilize Google Drive applications.
- Predict the potential challenges and benefits of implementing Google Drive applications.
- Create a plan for the effective implementation of Google Drive applications into their classrooms.

Alignment to the [Charlotte Danielson Framework for Teaching](#)

Primary Standards

Domain 1: Planning and Preparation

- 1a Demonstrating Knowledge of Content and Pedagogy
- 1b Demonstrating Knowledge of Students

- 1d Demonstrating Knowledge of Resources

Domain 2: Classroom Environment

- 2b Establishing a Culture for Learning

Domain 3: Instruction

- 3c Engaging Students in Learning

Domain 4: Professional Responsibilities

- 4a Reflecting on Teaching
- 4e Growing and Developing Professionally

Additional Standards

Domain 1: Planning and Preparation

- 1c Setting Instructional Outcomes
- 1e Designing Coherent Instruction
- 1f Designing Student Assessments

Domain 2: Classroom Environment

- 2c Managing Classroom Procedures

Domain 3: Instruction

- 3e Demonstrating Flexibility and Responsiveness

Domain 4: Professional Responsibilities

- 4c Communicating with Families

Course Components

This course is comprised of interactive presentations, videos, readings, discussion boards, authentic tasks, and a final project. All elements of the course must be completed in order to obtain a letter of completion and/or credits.

Course Outline

Module 1: What is Google Drive?

- Getting Started with Google
- Feature Comparison
 - Discussion Board: Microsoft Office vs. Google Drive
- Evaluating Potential Impact

- Discussion Board: Challenges and Benefits

Module 2: Google Docs

- The Basics of Google Docs
- Additional Features of Google Docs
 - Discussion Board: Create and Share a Google Doc
- Classroom Applications
 - Discussion Board: Exploring Uses for Google Docs
- Authentic Task #1: Windows into the Classroom

Module 3: Google Slides

- The Basics of Google Slides
- Additional Features of Google Slides
 - Discussion Board: Create and Share a Google Slides Presentation
- Classroom Applications
 - Discussion Board: Exploring Uses for Google Slides

Module 4: Google Forms and Sheets

- Introduction to Google Forms
 - Discussion Board: Create and Deploy a Survey
- Connecting Forms and Sheets
- Classroom Applications
 - Discussion Board: Exploring Uses for Google Forms
- Authentic Task #2: Lesson Plan

Module 5: Exploring Other Applications

- Additional Applications on Google Drive
- Potential Impact on Instruction
 - Discussion Board: Exploring Uses for Teachers
- Potential Impact on Learning
 - Discussion Board: Exploring Uses for Students

Module 6: Addressing the Digital Divide

- Defining the Digital Divide
- The Impact of the Digital Divide on Learning
 - Discussion Board: Evidence of the Digital Divide in Your Classroom
- Google Drive and the Digital Divide
 - Discussion Board: Challenges and Opportunities

Final Project: Unit Plan

Participants will create a plan to implement multiple Google Drive applications into a new or existing instructional unit. The plan will address specific learning outcomes and include rationale for the tools and strategies chosen. It will also include an exploration of the potential challenges and intended benefits of the unit, specific to its intended audience(s). All learning

objects, resources, and assessments that utilize Google Drive applications will also be created and included in the plan.

Grading Policy

Course Component	Percentage of Final Grade
Authentic Tasks (2)	40%
Discussion Boards (12)	25%
Final Project	35%

You must have an 80% average in order to pass and obtain University credit for this course unless your district has specified otherwise.

Compliance with and Commitment to the American Disabilities Act

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, participants who have any condition, either permanent or temporary, which might affect their ability to complete this course, are encouraged to reach out to support@cecreditsonline.org at the beginning of the course. We will make reasonable academic and accessibility accommodations to the course.

Academic Integrity Policy

Honesty is an essential aspect of academic integrity. Individual students are responsible for doing their own work and submitting original assignments as per the course directions. Individual students are responsible for doing their own work. Plagiarism and cheating of any kind will not be tolerated. This includes using information from the Internet without citing the website. Avoid plagiarism by appropriately acknowledging the source of the author's words and ideas.