

# SUMMER INSTITUTE 2015

**Course Title:** Google Apps in Education

**Dates:** June 22-July 2, 2015

**Instructor:** Barbara Moore

**Course Description:** This course will help educators learn to use Google's web-based applications as an educational tool to empower themselves and students to develop authentic, relevant, and digital learning opportunities anywhere — using a computer, tablet, or mobile device.

**Required Reading:** [Google Apps Meets Common Core](#) - by Michael J. Graham

Publisher: Corwin; 1 edition (April 23, 2013) [Link to book on Amazon](#)

Language: English

ISBN-10: 1452257337

ISBN-13: 978-1452257334

Written for both the tech-challenged and tech-savvy teacher, this book shows you how to design robust lessons that help students meet and exceed Common Core requirements to think critically, problem solve, research, collaborate, and create original documents to publish on the web.

- Specific step-by-step instructions and screenshots for a variety of Google Apps
- Complete sample lesson plans and correlations for elementary, middle school and high school
- Technology-Infused Teaching Tips for maximum integration of Common Core standards into your curriculum
- Resource Links to training videos, websites and interviews with current Google Apps for Education users
- Classroom management and online safety tips
- Authentic student work examples

**Both text or ebook versions acceptable**

## Course Objectives:

As a result of this course, the student will have knowledge of and competence in:

- Utilizing the Google Apps Suite to create, collaborate and share learning
- Increase classroom efficiency and student engagement
- Share best practices in creating meaningful lesson plans that provide critical thinking skills

## Learner Outcomes:

As a result of this course, the student should be able to:

- Create, edit, share, and collaborate, anytime, anywhere using a computer, tablet, or mobile device.
- Develop a basic understanding of and competence in using the “cloud”
- Transform the classroom into a 21st Century learning environment
- Conduct a paperless classroom

## Agenda:

<u><b>Class</b></u>	<u><b>Topic</b></u>	<u><b>Focus</b></u>
1	<b>Introduction to Google Apps</b> Module 1 - Google Docs	What is Google Apps? Create, edit, share Google Docs
2	Module 2 - Google Sheets Module 3 - Google Forms	Create, edit share Google Sheets Use Google forms to collect data
3	Module 4 - Google Slides Module 5 - Google Drive	Create, edit share Google Slides Where is it all stored? Google Drive
4	Module 6 - Google Calendar Module 7 - Google Mail Module 8 - Overview of Google Classroom	Calendaring on the go! Gmail - always there! Manage your class with Google Classroom

### **Course Requirements:**

1. Participants must attend all online sessions.
2. Participants are required to complete all assignments.
2. Participants are required to read/watch each module's lesson and videos.
3. Participants are required to contribute to discussion questions.

**Grading:** Courses are graded Pass or Fail. Pass requires satisfactory completion of all assignments by the assigned due date.

**Attendance:** The expectation for this online course is that students will participate in all lectures and chat sessions, respond to required blog posts, and share required google docs as part of module assignments.