

## **COURSE SYLLABUS**

<b>Course:</b>	<b>EDZU 9942 <u>Google Apps for Education</u></b>
<b>Credit Hours:</b>	3.0 credits / 45 hours
<b>Instructor:</b>	<b>Lauren Andersen</b>

### **Course Description**

K-12 students today are born into a technologically advanced world. Educators today must be flexible and open to the endless possibilities that technology provides in education. In order to do so, educators themselves must be literate in all of these innovative technologies. Google Tools is one technology that encompasses a variety of apps or applications such as word documents, slideshow presentations, fill-in forms, and Gmail. These apps are accessible from any computer in any location with internet access. Google Tools also has its own virtual classroom platform known as Google Classroom, which allows educators to group students by class and update them on class content, assign and receive assignments, access grades, and collaborate with peers from any location. In addition to motivating students, Google Tools allows for endless opportunities for communication and collaboration, while making teacher responsibilities such as grading assessments and giving feedback easier and faster than ever before. This course will provide information on using technology in the classroom as well as detailed information on how and when to use the features of Google Tools (Google Drive, Google Classroom, Google Slides, Google Forms, Google Spreadsheets, Google Add-ons) in any educational setting.

### **Course Goals**

#### **To Know**

1. What applications Google Tools encompasses
2. There are endless ways to use Google Tools in the classroom.

#### **To Understand**

1. There are pros and cons to using technology in the classroom.
2. Integrating technology in the classroom is essential for effectively teaching today's students.

#### **and To Be Able To**

1. Use an application within Google Tools to create a lesson.
2. Identify what the symbols in Google Tools represent.
3. Access the Google Teacher Center for inspiration and support.
4. Use Google Tools which includes Google Classroom, Google Sheets, Google Forms, Google Slides, Google Docs, and Google Drive.

## Course Outline

### Unit 1: Technology in the Classroom

#### Personal introductions

- Overview of the course: please take some time to read the syllabus thoroughly and read through the assignments.
- *Forum post:* please tell us your name, current position, and your current thoughts and feelings on integrating technology in the classroom.

#### Pros & Cons of Using Technology in the Classroom

- *Assignment:* Read the article “Six Pros & Cons on Technology in the Classroom” Then, answer the questions for assignment one based on the reading.

#### The Role of Google Apps for Education

- Please read the article “Supporting 21<sup>st</sup> Century Teaching and Learning: The Role of Google Apps for Education (GAFE) by Lawrence J. Awuah
- *Assignment:* After reading the article, please reflect on the role of Google Apps in the classroom. Why do you believe this is so widely used? What are some perceived pros and cons to using a cloud computing system? Limit your response to 300 words or less.

#### Google Classroom

- Google Classroom Tutorial
- *Assignment:* After watching the tutorial, please join the Google Classroom. When you join, you will be a student in the course--which simulates the experience your students will have.
- *Assignment:* On the Google Classroom platform, please take the survey (which is on a Google Form) to identify the frequency of technology use in the classroom.

### Unit 2: Google Drive, Docs, Forms, Presentations and Spreadsheets!

#### Google Apps Overview

- Please watch the following video, which provides a brief overview of Google Apps and the applications within the program.
- *Quiz:* Using the information you learned in the video, this quiz will be on the Google Application Symbols/Pictures that represent what each Google application is. For example, the yellow picture of a document stands for Google Docs. It is important to be able to identify the application that is associated with each symbol because when logged into your Google account, you will need to click on the symbol for each app to access it.

#### Google Drive, Documents, & Slides

- Google Drive Tutorial
- Google Document Tutorial
- Google Slides Tutorial
- *Assignment:* Now that you have watched tutorials on Google Drive, Google Documents, and Google Slides, it's time to put this into practice. Select **one application** to use: either Google Documents or Google Slides. The purpose of this assignment is to practice using Google Documents or Google Slides, so you can either adapt an existing lesson that you have or create a new one to use features of the application. Some ideas for this assignment are: making a new slideshow presentation for your class, creating a Google Doc as a hand-out or test for your students, using a Google Doc for your lesson plans, or anything else! Please share the link to your lesson or “share” your work (as view only) to my e-mail address.
- *Forum Post:* Google Drive, Docs, and Slides are essential applications for both teacher and student use. Do you use these applications already? Do you use some more than others? If this is the first time you have learned about these applications, how do you envision incorporating these

applications into your classroom? Do you believe these tools will be useful from a teacher and/or student perspective? Why or why not? Please respond thoughtfully to one of your classmates' posts.

### **Unit 3: Google Forms, Spreadsheets, and Google Add-Ons**

#### **Google Forms & Spreadsheets**

- Google Forms Tutorial
- Google Sheets Tutorial
- *Assignment:* Now that you have watched tutorials on Google Forms and Google Sheets, select **one of these applications** to use. The purpose of this assignment is to practice using Google Forms or Google Sheets so you can either adapt an existing lesson that you have or create a new one to use features of the application. Some ideas for this assignment are: making a quiz for your class, creating a survey, making a spreadsheet for data collection, creating a budget worksheet for a finance-related class, or anything else! Please note that you may use a template; however, I want you to modify the template in order to make it a useful tool for your teaching. If you choose to use a template, I want you to modify it extensively so you can practice using the features of these great applications. In the comments section of this assignment, please copy and paste the link to your lesson and submit. Make sure that you have edited the settings to make it viewable to me.

#### **Google Add-ons:**

- Tutorial
- Please click on the following link to access a list of Google Add-ons that can be used in the classroom
- The Google Teacher Tribe Pod-Cast on Google Add-Ons
- *Assignment:* After viewing the tutorial and recommendations on Google Add-On applications that are available, which add-on application do you believe will be most helpful for your students to use? Please elaborate on what the add-on does and how you can incorporate it into your classroom to assist with instruction and/or assessment.

#### **Google Apps for Education Teacher Center**

- Please click on the following link to access the brand new Google Apps for Education Teacher Center
- *Forum Post:* On the teacher center website, there are a variety of resources posted to provide teachers with ideas as to how to incorporate Google Apps for education. Select one of those resources and click on the links to find out more information about that resource. Then, write a post about which resource you selected and how the Google App for education was used in the classroom. You may also include a link to the resource. Please respond thoughtfully to one of your classmates' posts. You may access the resources here.

### **Unit 4: Graduate Students**

- *Assignment:* For this assignment, you will create a new class section on Google Classroom. The course can be intended for any grade level and/or subject area, including your current teaching assignment. You must create four resources: one using Google Slides, one using Google Forms, and one resource on Google Docs, and a final resource using the application of your choice (you may repeat one from Forms, Docs, or Slides if you would like). Please make sure that you have links to these resources that you created on your Google Classroom page. You may use templates on each of these applications; however, please modify these templates extensively to demonstrate that you are knowledgeable on how to use most features in these applications. Please also include two course announcements on the stream of your classroom. To complete the assignment, remember to provide me with your classroom code, which you must submit in the comments section of this assignment. Please ensure that this is a new classroom section that you are creating--I should be the only "student" invited for confidentiality purposes.

## Methods of Instruction

Students in this course will have the opportunity to read articles and watch/listen to tutorials on Google Apps for Education. Students in this course will be able to enhance their own learning by learning about different aspects of Google Apps. This course allows for students to pursue their own interests by providing the opportunity to select the Google App that they would like to use to fulfill assignment requirements. Students in this course will gain deeper understanding by communicating with other classmates in the online forum. Additionally, students will be able to learn information by participating in assignments that require them to use the Google Apps that they are learning about. Students will communicate with each other throughout the course in forum posts.

*Students will connect with each other throughout the course within forums and various other types of online feedback options built into each class.*

## Methods of Assessment

Students who are taking the course for in-service credit must participate in all forum posts, readings, tutorials, quizzes, and assignments.

Students who are taking this course for graduate credit and are working to attain a letter grade of “A” must complete all forum posts, readings, tutorials, quizzes, and assignments in addition to Unit 4 with all required components.

Students who are taking this course for graduate credit and are working to attain a letter grade of “B” must complete all forum posts, readings, tutorials, quizzes, and assignments in addition to Unit 4, with only two of the four required links to applications on the Google Classroom assignment.

*Instructors are online each day of the course and correspond with students through the course itself, feedback on assignments, and e-mail.*

## Time Validation

Assignment	Time (in hours)
Read through syllabus	0.50
Forum Post: Personal introduction. Please refer to your current thoughts and feelings on integrating technology into the classroom. Respond thoughtfully to a classmates' post.	1.00
Read the article "Six Pros & Cons on Technology in the Classroom." Then, answer the questions based on the information from the article and include your personal beliefs about technology in the classroom.	1.50
Read the article "Supporting 21st Century Teaching and Learning: The Role of Google Apps for Education." Then, reflect on the need for Google Apps for Education by answering the questions posed.	2.00

Assignment: Write a reflection paper on the role of Google Apps in the classroom. Why do you believe this technology is so widely used? What are some perceived pros and cons to using a cloud computing system?	3.00
Watch the Google Classroom tutorial. Then, explore the features that were demonstrated in the video. Familiarize yourself and practice creating a course in Google Classroom. This is the backbone of the entire Google Apps for Education Platform, so understanding how to use features in Google Classroom is imperative to be able to implement it into your classroom.	4.00
Join the sample Google Classroom as a student, so you can see how your future students will be able to use the technology. When you join as a student, you will be able to look at different features that can be embedded into Google Classroom.	1.00
Assignment: On Google Classroom, please locate, identify, and complete the online survey to identify the frequency of technology use in the classroom. Familiarize yourself with how to access this quiz, and take note of the types of question types that can be asked: multiple choice, short answer, long answer, rating scales, etc.	2.00
Watch a video overview of Google Apps for Education. Take note of the different symbols that represent each app within the Google Apps for Education suite. Be sure to study the information in this video as the next assignment is a quiz about the content.	1.50
Take a Quiz: You will be quizzed on the content from the Google Apps for Education video. The quiz will be automatically graded by Google Apps, based on the information set forth by the instructor.	1.50
Watch the video tutorial on Google Drive. Most students will need to watch this video once or twice to examine the available features. Practice exploring the features of this app such as uploading a document, finding a document that you already uploaded, and creating a folder.	3.00
Watch the video tutorial on Google Docs (short for documents). Most students will need to watch this video once or twice to understand the features of this app and how to use them. Practice creating a Google Doc, inviting someone to collaborate with you on the document, and adding links and pictures.	2.00
Watch the video tutorial on Google Slides. Most students will need to watch this video once or twice to understand the features of this app. Practice creating your own slideshow and share it with someone else to collaborate on it with you.	2.00
Assignment: Now that you are familiar with the available features on Google Drive, Google Documents, and Google Slides, the best way to get used to using these programs is to practice. Please select one application (either Google Docs or Google Slides) and create a new lesson or adapt an existing lesson by incorporating one of these technological applications. Some ideas for this assignment are: making a new slideshow presentation for your class on Google Slides, creating a Google Doc for groups within a group project, or anything else. Please share the link to your lesson (as view only) to the instructor's e-mail.	2.50
Forum Post: Google Drive, Docs, and Slides are essential applications for both teacher and student use. How do you envision incorporating these applications into your classroom? Do you believe these tools will be useful from a teacher and/or student perspective? Why or why not? Respond thoughtfully to a classmate's post.	1.50
Watch the video tutorial on Google Forms. Most students will need to view this tutorial more than one time to fully understand and identify all of the features of this powerful app. Then, practice utilizing this app such as creating a form, modifying the visual output of the form, and creating a quiz with grading capabilities.	2.50

Watch the video tutorial on Google Sheets. Most students will need to view this tutorial more than one time to fully understand and be able to use all of the features of this Google Application. Then, practice creating spreadsheets and pages within spreadsheets.	2.00
Assignment: Choose Google Forms or Google Sheets to use for this assignment. Then, create or adapt an existing lesson to integrate one of these Google Applications. For example, you can make a quiz for your class, create a survey, create a spreadsheet for data collection, create a budget worksheet for a finance related class, or anything else.	2.50
Watch the video tutorial on Google Add-ons. Students may need to watch this tutorial multiple times. Then, practice identifying how to locate and install add-ons.	2.00
Access and Listen to the Google Teacher Tribe Pod-Cast on Add-Ons. Then, choose one other podcast on the site to listen to based on your interests, since all of these podcasts are about Google Apps for Education. Note that this podcast is all about Google Apps for Education, and they regularly post new podcasts about how to use Google Apps for Education in the classroom.	1.50
Select and Utilize one Google Add-on from the list of available Google Add-ons.	1.00
Assignment: After viewing the tutorial and recommendations on Google Add-Ons, which add ons do you believe will be most helpful for your students to use? Please note that Google Add-Ons are constantly being developed and new ones are being added each day. Please elaborate on what the add-on does and how you can incorporate it into your classroom to assist with instruction and/or assessment.	2.50
Access and Utilize the Google App for Education Teacher Center. This is a newly launched website that provides teachers will assistance and updates on how to use everything related to Google Apps for Education in the classroom.	0.50
Forum Post: On the teacher center website, there are a variety of resources to provide inspiration to teachers. Please access 3 links on the website that best suit your interests to effectively teach your students. Then, write a post about which resource you selected and how the Google App for education was used in the classroom. Include a link to the resource and respond thoughtfully to one of your classmates' posts.	1.50
<b>Total Time</b>	<b>45.00</b>