

## ***Google™ Docs in Education (Online)***

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### **Course Description:**

Use online, step-by-step tutorials, educational internet resources, and State and National curriculum and technology standards to achieve success in integrating Google™ Docs into your practice. Educational professionals will learn how Google™ Docs will enhance the content lessons inside and outside of school and support teachers in collaboration and sharing of resources and ideas. Educators will also research ways how Google™ Docs can help all learners and break down barriers of the traditional classroom. In addition to learning and implementing Google™ Docs, educators will create motivational and relevant classroom activities, teacher support materials, and assessment tools. Learners will also participate in online discussions.

### **Goals and Objectives**

As a result of participation in this course, learners will:

1. Learn many of the Google™ Docs features and how to implement them into your instruction and professional collaboration and development opportunities.
2. Learn how Google™ Docs can enhance lessons in the classroom by providing enhanced communication, collaboration, and organizational features.
3. Learn how Google™ Docs can enhance lessons outside the classroom by providing real-time collaboration, online assignment submission, and grading features.
4. Learn how Google™ Docs can create a collaborative, relevant and motivating work environment for students and teachers.
5. Learn how Google™ Docs will support the acquisition 21<sup>st</sup> skills for teachers and students.
6. Learn how Google™ Docs will support teachers and students in their efforts to meet the ISTE/NETSs.
7. Learn how Google™ Docs can be used to support students and parents inside and outside the school day with features that allow for feedback, messaging, grading, etc....

### **Texts/Readings are listed below**

*The required readings are all found online in the “Reading Material(s) section of the full syllabus. These reading are required to successfully complete this course.*

### **Assignments and Projects (100 points total):**

The following assignments and projects are required for this course:

- #1. Instructional Resource/Literature Reflections (25 points)**
- #2. Professional Resource/Literature Reflections (15 points)**
- #3. Google™ Docs "Super Lessons" (15 points)**
- #4. Google Forms Assessment (5 points)**
- #5. Google Sites Creation (10 points)**
- #6. Google™ Docs Five Day Mini-Unit (20 points)**
- #7. Communicate online with instructor and post to online discussion board (10 points)**

### **Evaluation and Grading**

All assignments, regardless of length, must be typed and incorporate APA style references when appropriate. Written assignments will be evaluated on accuracy of information, completeness of assignment, clarity of writing/presentation, organization of information and material, and accomplishment of the goals for each assignment.

A = 94-100 points

A- = 90-93 points

B+ = 87-89 points

B = 84-86 points

B- = 80-83 points

C = 75-79 points

F = less than 75 points

I = Incomplete Work