Teaching with Google Docs and Google Drive
(formally titled Google Docs & Drive)
EDUO 9118 (2 semester units)

Syllabus

Instructor - Lisa Johnson-Bowers MA, *Google Certified Instructor*
ljb@dominicancaonline.com

Course Description

Create a Paperless Classroom! Google Docs makes it possible to create and share documents digitally and is wonderful in the BYOD classroom. Learn the best way to share docs, properly use folders, create drop boxes for students, make handout folders, use comments to provide feedback and help students revise work.   Participants in this course will learn how to use Doctopus to distribute student folders & assignments, Google Docs to increase writing skills, Google Presentations to differentiate and engage learners & Google Forms for self-graded assessments.

Course Focus & Assignments

The focus of this course is on learning **how** to use the Google Drive to create deep learning within the classroom. An introduction of the Google Drive will be followed by in-depth training on Google Docs. Emphasis will be upon the use of Google Docs to help create a student centered approach to teaching. This will include using Google Docs to improve writing, creating Google Presentations that differentiate, and more!

** This course goes beyond learning the skill of creating basic Google Documents and helps the participant to learn how to use the Google Docs & Drive to teach effectively.

By the end of this course participants will:

Part I : Introduction to Google Drive (Quick Overview)

1. Have working knowledge of the Google Apps for Educators
2. Set up and organize folders
3. Create basic presentations
4. Create basic spreadsheets
5. Create basic forms
6. Write a reflective document regarding use of GAFE and self-reflect about personal skill level.

Part II : Teaching with Google Docs

1. Create, Edit & Share a Google Doc.
2. Set up a class using Doctopus
3. Use a Google Doc to improve writing skills
4. Add Comments & Voice Annotations with Google Doc
5. Use a Google Doc as a class wiki
6. Create & Use Google Templates
7. Create a Comic Strip with Google Presentation
8. Create an Interactive Quiz with Google Presentation
9. Create an Interactive Lesson with Google Presentation
10. Create a Basic Form & Grade with Flubaroo
11. Create & Share a Google Sheet & analyze columns using chart feature
12. Write a reflective document regarding the use of GAFE in the classroom for effective learning.

Grading and Evaluation

Assignment goals are detailed within the course document. Participants in this course are encouraged to communicate with the instructor by email if difficulties with course arise.

Assignments will be submitted to the instructor as each is completed. The instructor will respond directly to the participant regarding the merits of their completed assignment and will if necessary will suggest revisions to the work submitted and /or give additional ideas.

Participants will be scored on the submission of reflection papers, and completion of assignments/activities. A detailed chart is available as a checklist. A rubric will be used to evaluate and guide the quality of the work completed.

Course Completion Timeline

Participants will have 9 months from the time of registration to complete this course.

Resources Needed

Reliable access to a computer with an Internet Connection.
A Google account. (Instructions on how to create this FREE account are included in the course materials.)
Textbook: NO TEXT IS REQUIRED FOR THIS COURSE. All instructions will be provided in the course materials.

*** This course is the second in a two-course series. The first course is EDUO 9101, Fundamentals of Google Docs and Drive