



**DOMINICAN
UNIVERSITY**
of CALIFORNIA
School of Liberal Arts and Education

Teaching with Google Docs & Drive

EDUO 9118 2 Semester Credits/Units

Instructor – Lisa Johnson-Bowers

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Public Syllabus

Note: This is a Public syllabus of the course. For a fully detailed syllabus, please email the instructor.

Course Overview

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, and make handout folders, use comments to provide feedback and help students revise work.

Course Objectives:

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.

In this course, participants will have opportunity learn the following skills:

Teaching with Google Drive (Part I)

1. Setting up and organizing folders
2. Color coding folders & adding icons to folder names
3. Creating Basic Google Docs
4. Creating Basic Slide Presentations
5. Creating Basic Spreadsheets
6. Creating Basic Forms

Teaching with Google Docs (Part II)

1. Creating, Editing & Sharing Google Docs
2. Google Doc as a Collaboration Tool
3. Adding Comments and voice annotations
4. Google Drawing
5. Creating Graphs with Google Sheets
6. Extensions

Course Relation to CCS or other Professional Standards

This course aligns to the ISTE Standards:

1. Facilitate and inspire student learning and creativity
 - A. Promote, support, and model creative and innovative thinking and inventiveness.
 - B. Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in virtual environment.
2. Engage in professional growth and leadership
 - A. Participate in local and global learning communities to explore creative applications of technology to improve student learning.
 - B. Contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of the school and community.
3. Design and develop digital age learning experiences and assessments.
 - A. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources.
 - B. Design and adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.

How to Submit Coursework

Each completed assignment in this course is submitted to the instructor for review. Follow directions at the end of each assignment on how to prepare and in which Moodle Dropbox to place completed work. Name each file submitted with your last name and assignment number (i.e. BrownAssignment3. Make sure you place your full name, course number and assignment number at the top of each document page. You will receive feedback from your instructor within 5 days indicating successful completion of the assignment or the need for revision. Assignment grades will be averaged for the final course grade.

Grading assessment rubrics for written projects and for presentation projects are found in this document.

Course Assignments

Part I:

The assignments in the first part of this course are designed to provide the participant with basic Google Skills and beyond. The focus is on creating documents that will help to differentiate and individualize learning in the classroom.

Part II:

The assignments in the second part of this course are designed to help the participant to use the google docs to engage learning. Participants will learn to use tools that will enhance collaboration and to help the learn construct knowledge.

Course Assessment Rubric

EDUO 9884 Rubric

EXCELLENT Meets or Exceeds Course Objectives: A to A-	ACCEPTABLE Majority of Work Meets Course Objectives; B+ to B-	NOT ACCEPTABLE Needs Considerable Improvement: Resubmit Work Suggested: C or below
All work is very well organized.	Most work is generally well organized.	Work shows little or no organization.
Answers are well thought out and demonstrates reflection on the material.	Answers are complete and demonstrate some reflection on the material.	Answers are brief and do not demonstrate any reflection on the material.
Assignment use specific examples or references from multiple sources.	Assignment use specific examples or references from just a few sources.	Assignment do not use specific examples or references from the readings.
All assignment are completed using complete sentences.	The majority of the assignments are completed using complete sentences.	Assignments are not completed in complete sentences.
Work is free of spelling and/or grammatical errors.	Work has few spelling and/or grammatical errors.	Work has numerous spelling and/or grammatical errors.

**Please send questions to Lisa Johnson-Bowers at
Lisa@DominicanCAonline.com or text 330-289-9159**

- You are allowed 9 months to complete the course. Course questions? Contact your instructor by email.
- For questions involving your registration please contact us at support@dominicanCAonline.com or call (800) 626-5080. To change your address, link to your Dominican Store account at https://www.dominicanaonlinestore.com/store/index.php?main_page=login
- For Dominican Self-Guided course information, link to <http://dominicancaonline.com/Dominican-CA-Online-FAQ>