



Using Google Tools in the Classroom

PRDV 70622

Credit: 1.0

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Course Description

Learn the ins and outs of Google Apps and its potential for 21st Century Learning in a program especially designed for teachers. With Google Apps, teaching and learning opportunities that were impossible with previous software become easy to implement. In this course students will learn how to use the basic Google Apps tools, see how the tools can be used to create 21st Century Learning opportunities in their classroom, and develop their own lessons using Google Apps.

Course Objectives

Participants will have access to an extensive library of videos developed specifically for this course to help them learn Google Apps. The additional coursework will include creating lessons, sharing ideas with each other, and working with their peers and the instructor to develop a plan of action for incorporating Google Apps into their teaching practice.

Student learning outcomes

- Students will demonstrate a basic understanding of Google Apps documents by creating a sample document that they will be able to use in their classroom.
- Students will demonstrate a basic understanding of Google Apps spreadsheets by creating a sample spreadsheet that they will be able to use in their classroom.
- Students will demonstrate a basic understanding of Google Apps forms by creating a sample form that they will be able to use in their classroom.
- Students will demonstrate a basic understanding of Google Apps presentations by creating a sample presentation that they will be able to use in their classroom.
- Students will demonstrate understanding of Google Apps collaboration and sharing features by creating a portfolio of Google Apps lessons for their classrooms.
- Students will explore additional Google Apps tools and create lessons implementing these for use in their classrooms.
- Students will create Google App based activities that feature a menu of 21st century skills including: collaboration, communication, critical thinking, creativity and innovation, managing complexity, information fluency, global awareness, multi-cultural literacy, and taking personal responsibility.
- Students will be able to articulate how they will address cyber-ethics issues with their students who are using Google Apps.
- Students will be able to create activities using Google Apps that incorporate group work, peer assessment, differentiated instruction, and personalized learning.

Course Requirements

The course is designed as a collaborative four-week blended learning experience. Course material is arranged in modules and should be viewed in the order listed. *There is no textbook to buy.* All material is posted on Blackboard. Participants should expect to spend three hours each week participating on the discussion board, posting to a private Journal or class collaboration space, and reviewing course material on the online portion. As a final assignment students are to build an assignment, which incorporates GAFE Tools in their classroom.

Grading Criteria

Grades are recorded in the course grade book on a weighted points system. Students may view their progress using the My Grades Tool listed under Student Tools. The orientation activity, posts to the discussion board and class collaboration are all included in the Participation grade. Students are also expected to post weekly private reflections to a Blog and submit a written assignment as the final grade.

ASSIGNMENTS	POINTS POSSIBLE	WEIGHTED GRADE
PARTICIPATION		25%
Introduction (Who is in the room? Blog Post) Discussion Board Posts	5	
Class Collaboration (Discussion Forum)	10	
REFLECTION		
Private Reflection (Blog Post)	10	
FINAL ASSIGNMENT		25%
	25	
		50%
	50	

Course Expectations

Participation in all assignments and course discussions is required. If you anticipate being away during any part of this course, make plans to have access to a computer connected to the internet. Late work is not accepted.

Note: The only exception is the July 4th holiday. We will have no class assignments due on that day.

Participants are also expected to have basic computer skills, know how to search the web, understand how to send an email and attach a file, and have basic file management skills. A fairly new computer connected to the internet works best with Blackboard and familiarity with the learning management tool is also advised.

If you are new to Blackboard or online courses, please review the Blackboard [student tutorial](#) or [download the PDF file](#) before you begin the course. By logging into Blackboard, you agree to the university [Acceptable Use Policy](#) which also covers academic honesty. To become more familiar with this policy [click here](#).

Course Schedule

- **Week 1: Google Docs**
- **Week 2: Spreadsheets & Forms**
- **Week 3: Presentations**
- **Week 4: Google Classroom & Putting It All Together & More Google Tools to Explore**

Questions

If you have general questions or need assistance, post your comments to the Class Café discussion board of the course. You may also send an email to jnajarian@fsu.org contact me by phone, (781) 369-5125, Google Talk joanne.najarian or Skype: jo.najarian. Questions will be answered within 24 to 48 hours. Office hours are by appointment.

About your instructor: Joanne Najarian is the Director of Digital Learning for Andover Public Schools.

Accommodations

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments.

For further information about this, please visit the website at: <http://www.framingham.edu/center-for-academic-support-and-advising/disability-services/index.html> or contact Ms. LaDonna Bridges, Director of Academic Support/Disability Services, in the Center for Academic Support and Advising (CASA) at 508-626-4906 or lbridges@framingham.edu.

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