



LILIE, LLC Course Information

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**More detailed course curriculum can be provided upon request*

Title of Course: Using Google in the Classroom

Course Description:

This course will introduce many of the free resources provided by Google, to include Drive, Docs, Sheets, Slides, and Forms. The Google Drive collection provides a streamlined, collaborative solution to writing papers, forming presentations, putting together spreadsheets and sharing files/assignments with students and colleagues alike. Thus making resources, feedback, and access available for all, as to help improve interaction, connections and opportunities for achievement with class, teacher and peers.

An introduction to Google Classroom will be provided. A Google Classroom account is not needed.

Overall Course Objective and Expectation(s):

By the end of this course, all participants will be competent and comfortable using the Google Suite to expand their classroom and course materials to the “cloud”, and collaborating on Google docs with fellow teachers.

Course Instructional Materials:

All courses maintain a fully developed and dynamic webpage that houses all resources, reference material and various other required informational texts, videos and alike that is both active and relevant to course objectives and content. Course web pages are routinely updated to reflect most current research and available readings therefore instructional materials used to teach course objectives are subject to change.

Instructor Consultation and Interaction

The course is an asynchronous online course that is available for instructor and student participation 24/7. The four week duration of the class is broken down into four weekly sections each comprised of lecture in the form of instructor created articles and content, web links to academic and professionally reviewed articles in the discipline of general education, and instructor created discussion questions which are, in and of themselves, formative assessments to determine the extent to which the enrollees have comprehended and mastered the information and begun to apply it to their personal teaching practices. The answers to these questions are the basis for the class interaction, as enrollees are required to respond to each other within the classroom arena.

By providing a wide variety of professional articles, peer reviewed journal pieces and researched instructor created content that addresses the needs of all K-12 educators and by encouraging interactive dialogue among the enrollees, this course will encourage and require application, discussion and peer feedback of said strategies and understanding in teaching students within a teacher’s own individual classroom practices. The discussion and feedback will give us our own meta-assessment of useful, research based and practiced strategies and techniques for addressing the needs of our varied students thus giving them more opportunity to truly excel.

Proof of Course Completion:

LILIE, LLC is committed to assuring that enrollees fully participate in and receive the educational benefits provided by the course. Enrollees must demonstrate participation by making detailed postings designed to foster dialogue among colleagues and instructor that reflect the content, skills/ strategies learned and assessments covered in course. These enrollee postings must be made six times each week, in separate sessions,

and including a minimum of 4 academic posts and at least 2 peer-peer comments of others' postings and possible shared assignments. Enrollees are required to submit a detailed reflection in combination with the archived work. Attempts to falsify record or discussion board entries will result in denial of credit and a report to the enrollee's employer.



Scope & Sequence/Weekly Topics and Objectives

Week 1

Topic(s):

Google Drive
Google Docs

Objectives:

Google Drive

- a. Why use it?
- b. Registration with Google
- c. The differences between Google Drive and Google Docs
- d. Navigating the Drive interface

Google Docs

- a. Navigation of the Docs interface
- b. Creating new, blank documents and documents from a template
- c. Renaming Docs
- d. Formatting Docs
- e. Inserting images and page numbers
- f. Import/Exporting
- g. Publishing to web

Impact on Classroom Instruction:

Teachers will be able to access all of their files from anywhere that has internet, or cellular reception.

Learner Outcomes:

Participants will be able to collaborate on lessons and edit/share documents with their colleagues and student parents.



Topic(s):

Google Sheets
Google Forms

Objectives:

Sheets

- a. Create and rename spreadsheets
- b. Importing/Exporting spreadsheets
- c. Functions and calculations
- d. Formatting numbers and cells
- e. Sorting and filtering
- f. Charts and graphs

Forms

- a. Create assessments
- b. Sharing rubrics
- c. Collecting web based assignments
- d. Soliciting feedback from parents/students

Impact on Classroom Instruction:

The gradebook function of Sheets will allow students to track their grades/average in real time. Teachers can also use the Forms function to gather information about their students, and help plan school field trips, and events.

Learner Outcomes:

Participants will be able to access/edit/share/collaborate their spreadsheets and forms from anywhere, as long as wi-fi or a cellular signal is available.



Topic(s):

Google Slides
Google Drawing
Google Pixlr

Objectives:

Google Slides

- a. Creating and launching presentations
- b. Editing features
- c. Transitions and animations
- d. Online options

Google Drawing

- a. Tools
- b. Sharing
- c. Downloading in different formats
PDF, JPEG, PNG, Scalable Vector Graphic (.SVG)

Google Pixlr

- a. Tools
- b. Adjustments
- c. Filters

Impact on Classroom Instruction:

Teachers will be able to use the Slides/Drawing/Pixlr resources to create powerful presentations, and share them with the class over the web.

Learner Outcomes:

Now instructors have an easy option to sharing missed presentations with absent students via Google. All absent students can log onto the missed presentations from home, and get caught up.



Week IV

Topic(s):

Collaboration

Objectives:

- Different modes of collaboration
- Setting up collaboration
- Restricting other editors
- Remove collaborators
- Track history of edits

Impact on Classroom Instruction:

Participants can improve upon their existing lessons and be introduced to new resources while collaborating with fellow teachers.

Learner Outcomes:

Participants will successfully add/restrict/remove collaborators, and track editing history of documents.