

Title: Google Apps - Mail, Calendar, and Drive (Hybrid)

Class Dates: March 31 (+ online through April 24)

Class Times: 4:30 PM - 7:30 PM

Class Location:

This is a blended course with three hours of face-to-face time, and the remainder of the class will be online. The face-to-face session will be held March 31 from 4:30-7:30 p.m.

Instructor(s):

Credits: 1

Description:

This is a blended course with three hours of face-to-face time and the remainder of the class will be online.

Google Apps can improve the way teachers, administrators, and students communicate, collaborate, and share information. Participants in this class will explore the following Google Apps: Mail, Calendar, Documents, Presentations, Spreadsheets, and Forms in a Google Apps for Education environment. Participants will collaborate, explore, and create projects using these Apps.

Audience: Open

Targeted Subject Area and Grade Level:
All subject areas and grade levels

Subject Category: Technology Integration

Focus of Instruction: Combination

Learning Goals or Targets:

Participants will be able to set up and manage Google Mail.

Students will be able to set up and manage classroom calendars using Google Calendar.

Participants will use Google Drive to create, collaborate, access, and share documents.

Students will be able to integrate Google Apps to foster collaboration, creativity, and improved communication in the classroom.

Course Requirements and Participant Evaluation:

There are seven units of instruction for this course. Each unit requires the participant to independently practice their skills using the Google Apps, which will be individually assessed by the instructor. In addition, the units will feature a product that the student must produce and share not only with the instructor but the rest of the class. Also, each unit features discussion forums where participants discuss their learning with their fellow classmates.

Participants will read/watch all of the online tutorials and complete all activities in order to meet the required number of hours for credit. In addition, they must score the following on classroom assignments:

A/Pass: Participants will receive a score of 90-100% for completion of discussion forums, wikis, and assignments that meet the criteria based on the quality of their work.

B/Pass: Participants will receive a score of 80-90% for completion discussion forums, wikis, and assignments that meet the criteria based on the quality of their work.

C: Participants will receive a score of 70-80% for completion discussion forums, wikis, and assignments that meet the criteria based on the quality of their work.

D: Participants will receive a score of 60-70% for completion discussion forums, wikis, and assignments that meet the criteria based on the quality of their work.

F/Fail: Participant did not complete or failed to meet the criteria.

Research Base:

Iowa Core and the 21st Century Skills

http://educateiowa.gov/index.php?option=com_content&view=article&id=2485&Itemid=4602/Home.aspx

Partnership for 21st Century Skills

<http://www.p21.org/>

The 2010 Horizon Report K-12 Edition, Edutech Report; Jan2010, Vol. 24 Issue 3, p2-2, 1/2p

<http://wp.nmc.org/horizon-k12-2010/>

The National Education Technology Standards for Teachers (ISTE, 2008) state that Teachers will:

1. facilitate and inspire student learning and creativity 2. design and develop digital-age learning experiences and assessments 3. model digital-age work and learning 4. promote and model digital citizenship and responsibility 5. engage in professional growth and leadership

<http://www.iste.org/standards/nets-for-teachers/nets-for-teachers-2008.aspx>

The primary focus of this course is to add depth and focus of Google to teachers and administrators.

Course Content/Syllabus:

This information includes both in class and out of class work.

Introduction to the Class (3 face-to-face hours) ¥ Read the Course Expectations ¥ Log in to Moodle ¥ Update personal profile ¥ Respond to the forum

Unit One: Google Calendar (In class 2 hours, out of class 5 hours) ¥ Read information about Google Calendar (out of class 3 hours) ¥ Watch instructor created videos about Google mail (in class 30 minutes) ¥ Create a Google Calendar (out of class 2 hours) ¥ Share a calendar with instructor ¥ Invite instructor to specific events ¥ Respond to forum (in class 1.5 hour)

Unit Two: Google Mail (in class 1.5 hours, out of class 5 hours) ¥ Read information about Google Mail (out of class 3 hours) ¥ Watch instructor created videos about Google Mail ¥ Add contacts (in class 1

hour) ¥ Create labels ¥ Forward mail to school email account ¥ Create a task list (out of class 2 hours) ¥ Respond to forum (in class 30 minutes)

Unit Three: Documents (in class 2 hours, out of class 4 hours) ¥ Watch instructor created videos about Google Docs overview ¥ Watch instructor created videos about Google Docs Ð Document (in class 1 hour) ¥ Read information about Google Docs Ð Documents (out of class 2 hours) ¥ Format a Google Doc ¥ Upload/download documents (out of class 2 hours) ¥ Email docs as an attachment ¥ Wiki: Compare Google Docs and Microsoft Word ¥ Respond to forum (in class 1 hour)

Unit Four: Presentation (in class 2.5 hours, out of class 4 hours) ¥ Watch instructor created videos about Google Docs Ð Presentation (in class 30 minutes) ¥ Read information about Google Docs Ð Presentation ¥ Create a presentation for your content area (out of class 4 hours) ¥ Collaborate on a group presentation ¥ Wiki: Compare Google Docs and Microsoft PowerPoint ¥ Respond to forum (in class 2 hours)

Unit Five: Spreadsheet (in class 1.5 hours, out of class 3 hours) ¥ Watch instructor created videos about Google Docs Ð Spreadsheet (in class 30 minutes) ¥ Read information about Google Docs Ð Spreadsheet ¥ Create a spreadsheet that allows for entering of data, formulas (out of class 3 hours) ¥ Wiki: Compare Google Docs and Microsoft Excel ¥ Respond to forum (in class 1 hour)

Unit Six: Forms (in class 1.5 hours, out of class 5 hours) ¥ Watch instructor created videos about Google Docs Ð Forms (in class 30 minutes) ¥ Read information about Google Docs Ð Forms ¥ Create a form using a minimum of four types of questions (out of class 5 hours) ¥ Answer a form ¥ Analyze data from a form ¥ Respond to forum (in class 1 hour)

Unit Seven: (in class 1 hour, out of class 4 hours) ¥ Create an integrated project Ð Google Apps with your curricular area (out of class 4 hours) ¥ Complete final assessment Total Out of Class Hours = 61