

Going Google

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LEVEL 1

CERTIFIED
Educator

Google for Education

Certifications

Google Certified Educator Level 1

Google Certified Educators Level 1 (GCE1) demonstrate the fundamental skills needed to implement Google for Education tools in the classroom to enhance teaching and learning. The exam validates standard technology implementation skills.

Google Certified Educator Level 2

Google Certified Educators Level 2 (GCE2) demonstrate the advanced skills needed to integrate Google for Education and other online tools to transform teaching and learning in schools. The exam also validates advanced integration skills.

Google Account

If you already have a Google account, sign in. If you do not, visit www.gmail.com and create an account.

Objectives

At the conclusion of this workshop, participants will be able to:

1. Utilize Google tools for the delivery of educational content.
2. Plan classroom activities that utilize Google tools to promote critical thinking, teamwork, problem solving, and creativity.
3. Collaborate with students via Google tools.

Agenda (Quick & Dirty)

Quick explanation of G Suite products

Basic functions

Guided exploration

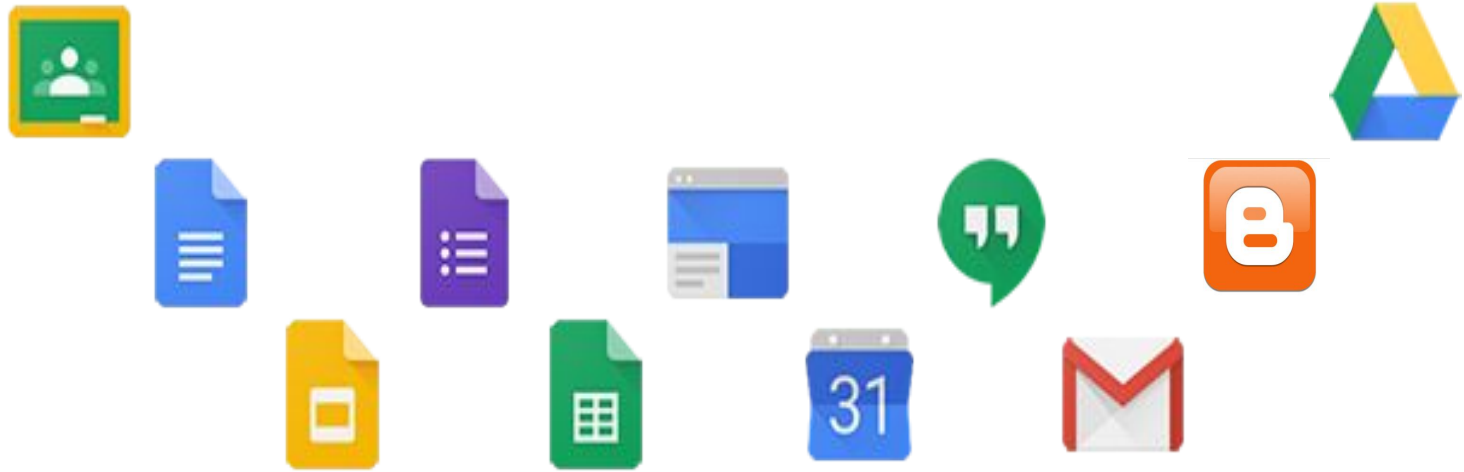
Creative collaboration

Why?

Introduction Survey

<https://goo.gl/8q2anJ>

Google Products to be Discussed



G Suite for Education

- Core Services: Classroom, Gmail, Drive, Calendar, Vault, Docs, Sheets, Forms, Slides, Sites, Hangouts
- Free for schools with 24/7 support
- Allows users to create, share, and edit files in real-time with everything automatically stored in the cloud



Google Classroom

Google Classroom is your mission control for class. Create classes, distribute assignments, send feedback, and see everything in one place. Instant. Paperless. Easy.

[10 Things Every Teacher Should Be Able to Do on Google Classroom](#)



Google Classroom

Case Studies

[Arizona State University deploys Google Apps in less than 2 weeks](#)

[Boise State University saves \\$90,000 annually and decreases help inquiries by migrating students, faculty, and staff to Google Apps for Education](#)

[Brown University creates a united community of independent thinkers with Google for Education tools](#)

Click on your assigned link and keep the case study open for later in the workshop



Google Drive

Cloud storage service for work files. Share instantly from within Drive and avoid sending attachments or merging different versions of files.

Google Docs, Sheets, Slides



Google Docs is an online word processor that lets you create and format documents and work with other people.



Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and work with other people.



Google Slides is an online presentation app that lets you create and format presentations and work with other people.

Google Forms, Calendars, Sites



App that allows you to create and analyze survey results in your browser. Data can be linked to spreadsheets and exported as a CSV file.



Create shareable calendars that integrate with Gmail, Drive, Contacts, Sites, and Hangouts. A calendar is created for each course created within Google Classroom.



Create engaging, high-quality sites for courses. The sites look great on every screen, from desktop to smartphone. All without learning design or programming.

Google Hangouts, Gmail, Blogger



App that allows you to connect any time via video, voice, or text. Text chat can be used for quick questions and Hangouts can be used for group video calls, virtual office hours, and field trips.



Googles email application. Accounts tied to an education domain never contain ads.



Google integrated blogging site. Easy to use features and free to use.

Hyperdocs

[Basic Hyperdoc Template](#)

[Workshop Model](#)

[Explore-Explain-Apply](#)

[Animal Reports Example](#)

Google Apps Basics

Creating Documents

You can create a Google Doc, Sheet, Slide, Form, or Drawing by clicking NEW in Google Drive and then selecting the type of document you wish to create. Note that some of your options are available under the More option in the menu (like Forms and Drawings). Give your new file a name and it is automatically saved in your Drive.

Upload Files

You can upload files, photos, and video into Google Drive by either dragging and dropping the files directly into your Google Drive or by selecting File Upload or Folder Upload from the NEW button in Google Drive.

Convert Files

When uploading a Microsoft Word, Excel, or PowerPoint file, you can simultaneously convert it into an editable Google Doc. To have this happen automatically, click the Gear icon in the top-right corner of Google Drive, select Settings, and change the default setting to Convert uploaded files to Google Docs editor format. You can also convert a file that is already in your Google Drive by right-clicking on the document title in your Google Drive list and selecting Open With.

Sharing Files

You can share any document in your Google Drive with an individual or group of people by clicking the Share button in the upper right-hand part of the screen (when the document is open). You can also share it directly from Google Drive by right-clicking on the file, then selecting Share. Anyone you share your documents with become a 'collaborator.'

You have three types of access you can give collaborators:

- Edit: invites people to directly edit your document.
- Comment: invites people to make comments or suggest changes to your document, but won't allow them to actually make those changes.
- View: invites people to view your file, but not to comment or make changes.

Guided Exploration

Google Doc

Editing

Sharing

Commenting

Suggesting

Revision History

Explore

<https://goo.gl/yqCxCu>

Google Slides

Themes

Interactive Components

Choose Your Own Adventure

<https://goo.gl/S59Fjb>

Google Forms

Survey

Quiz

Linking Data

Skip Logic

<https://goo.gl/forms/W7mm4XTSo8NbjVMQ2>

Google Sites

Features

Adding Images

Adding Text

Adding Pages

<https://goo.gl/QkFoKL>

Creative Collaboration

Create Your Own Materials

From the lesson/material you brought, begin converting them to leverage the power of Google Apps.

Talk through ideas with those around you/share with others for feedback

Useful Resources

[The Best Add-Ons for Google Drive](#)

[Control Alt Achieve](#) (Eric Curts Blog)

[Shake Up Learning](#) (Kasey Bell's Blog)

[Free Tech for Teachers](#) (Richard Byrne's Blog)

[Flippity](#)

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