



Overview

Google for Educators



OVERVIEW

Just when you thought that you could not bring all of your technology needs together under one umbrella in order to make your life as an educator more efficient, you found this course. Ah yes, Google - that may be the ticket! If you are thinking that Google has some great ideas and may be the answer to many of your needs as an educator, then you are in the right place.

In this course, participants explore three very useful Google applications: iGoogle, Google Gmail (Gmail), and Google Documents from the perspective of a teacher/educator. Each application offers unique features that will save teachers time and give them the ability to use technology collaboratively in so many new ways. This is the portal to a whole new way of thinking and teaching. The Google tools and applications will have you redesigning and renovating your old teaching structures as well as adding useful additions. This course is designed to get you to think about collaboration with your students, colleagues, school and learning community in new ways. Wait, it gets better: these Google applications are all free!



GOALS

This workshop will enable participants to:

- Understand the nature of iGoogle, Google Mail, Google documents and spreadsheets.
- Demonstrate how Google applications can help teachers and students share ideas publicly and foster collaboration in an educational environment.
- Create contact lists and groups using Gmail.
- Revise and edit in collaborative teams using Google documents.
- Utilize Google forms to teach, evaluate, and collect information.
- Create and utilize a plan for implementation of a Google application in their setting.



FINAL PRODUCT

Participants will submit a completed lesson plan template that describes how Google applications will be used in their educational setting. Use the following resources to develop your final project:

- [Google for Educators Lesson Plan Template](#)
- [Google for Educators Rubric](#)



COURSE EXPECTATIONS

This workshop is divided into six one-week sessions (after an initial orientation week) which each include readings, activities, and an online discussion among workshop participants. Participants should expect to spend 4-5 hours per week in order to adequately complete the work.

The outline for the workshop is as follows:

Orientation	Introductions and Navigating Blackboard
Session One	Google for Educators Overview
Session Two	Communication with Gmail, Google Chat, and Voice/Talk
Session Three	Exploring Google Reader and RSS
Session Four	Google Documents Overview
Session Five	Google Documents Revising and Editing
Session Six	Google Forms and Spreadsheets

These are suggested criteria to be used for evaluating successful participation in and completion of this workshop.

Discussion Board Postings	Participants are expected to respond to the online discussion prompt in each of the course sessions with an original posting. Participants are also expected to respond to the postings of at least two other course participants in each session. Guidelines for discussion postings, as developed by the EdTech Leaders Online, are available at the following URL: http://www.edtechleaders.org/documents/discussion_guidelines.htm
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Readings and Activities	Participants are expected to complete the required course readings and activities as posted in each of the session assignment pages. Optional readings may also be completed, but are not mandatory.
Final Product	Participants are expected to complete and submit the final product during the final workshop session. Final products are individual efforts. Team products are not acceptable without prior, written approval and will only be approved if the product is worthy of the time and effort of multiple participants.
Pre and Post Workshop Surveys	Participants are expected to complete both surveys. The final workshop survey must be completed within one week of the end of the last workshop session.



PREREQUISITES



CONTENT AND TECHNOLOGY STANDARDS



ABOUT THIS WORKSHOP

This course was developed by educators as part of the eLearning Delaware initiative. [eLearning Delaware](#) is Delaware's implementation of the [eLearning for Educators Initiative](#), a project funded through a federal Ready to Teach grant and a multi-state collaboration between ten state education agencies and associated public broadcast stations. eLearning Delaware partners are the [Delaware Center for Educational Technology](#), the [Delaware Department of Education](#), and [WHYY](#).