

Teaching with Google Apps – Part 2

Longwood University

Professional Studies *Non-Credit* Class

Instructor:

Dr. Julie Mersiowsky

Longwood University

Contact information:

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Phone (cell): 434-414-6082

Office Hours

By Appt.

Class Description:

Learners in this class will enhance their understanding of and develop an implementation of creative uses of additional Google Apps in the classroom.

Part 2 will go deeper into the use of Google apps as learned in Part 1 in addition to the additional apps of Google Classroom, Slides, and Meet. Learners will develop products/items to be integrated in their classroom immediately as well as learn ways to keep or become more organized.

Prerequisite: Teaching with Google Apps Part 1 through LancerLearning.com, or instructor approval.

This is a non-credit bearing class and will not be reflected on a Longwood transcript. We recommend that it is equivalent in content and scope to a one credit graduate class or 30 recertification points. The decision of acceptance is up to your school division's licensure contact and/or the VDOE.

Class Overview:

This class is designed to be self-paced and does not require participants complete the work at the same time or participate in activities or discussions at the same time. There will be one Google Meet scheduled for the 3rd week of the course as we learn to use that tool. There are due dates to be followed along the way, and keep in mind that reviewing what your fellow participants post and initiating discussions with them will greatly enhance your learning and overall experience.

Textbooks or other Resources Requirements:

No textbook is required for this class. Readings will be posted online within the Canvas shell. Learners are encouraged to spend book funds on copies of children's books and resources for their classroom instruction.

Course Level Goals & Learning Outcomes:

Upon completion of this course the learner will be able to:

- Collaborate with classmates for ideas and instructional strategies.
- Discuss appropriate use of Google Apps in the classroom with 80% accuracy.
- Understand the online classroom from the viewpoint of a student as well as a teacher.
- Apply Google Classroom to existing K12 classroom with 80% accuracy.
- Create a classroom learning object using Google Slides with 80% accuracy.
- Apply Google Meet with 80% accuracy.
- Evaluate an additional Google App for classroom use with 80% accuracy
- Create learning objects that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy.

SCHEDULE

Dates	Topics	Assignments
Module 1 Week 1 June 1-8	<ul style="list-style-type: none">• Basics of Google Classroom• Collaborative assignments• What other apps and resources exist?	<ul style="list-style-type: none">• Readings & activities• Introduction Discussion Board initial post due by FRIDAY, replies to classmates by MONDAY• Apps, Resources, & Review due• Course reflection 1 due• Share your Google ID
Module 2 Week 2 June 9-15	<ul style="list-style-type: none">• Using Google Slides	<ul style="list-style-type: none">• Readings & activities• Course reflection 2 due• Google Slides Collaborative Lesson Object
Module 3 Week 3 June 16-22	<ul style="list-style-type: none">• Meetings with Google Meet	<ul style="list-style-type: none">• Readings & activities• Course reflection 3 due• Virtual Meetings Discussion Board initial post due by FRIDAY, replies to classmates by MONDAY
Module 4 Week 4 June 23-29	<ul style="list-style-type: none">• Putting it all together• Collaborative applications	<ul style="list-style-type: none">• Readings & activities• Course Reflection Summary due• Final Project due

Class Assignments:

Detailed instructions are provided for all assignments within the online class modules located in Canvas. These are general descriptions of the expectations. A full rubric is supplied within each of the assignments on Canvas.

Participate in/Complete Class Activities:

Each module will have at least one activity that you will be asked to complete, post your results, and reflect upon.

- Complete all readings and viewings
- Share your Google account information in Google Doc
- Introduce yourself through the discussion board
- Review and reflection on use of tools studied

Class Activity – Introductory Discussion Board

Respond to the prompts for the discussion board by Friday, respond to at least 2 of your classmates by Monday. More details and the grading rubric are located on Canvas.

Class Activity – Course Reflections (1, 2, 3 and Final)

Each week, you will reflect on the things you have read, viewed, and interacted with through the use of a word-processed document. Google Docs are expected. Your document should be about 1 to 1.5 pages in length and respond to the prompts provided within Canvas. More detailed instructions are located within the assignment and its rubric on Canvas. The final reflection should include a reflection of the entire course where you identify the main things you have learned and how you will be applying them to your future teaching. More detailed instructions are located within the assignment and its rubric on Canvas.

Class Activity – Meetings with Google Meet Discussion Board

Using Google Meet, learners will participate in a live meeting with the instructor and other learners. Learners will discuss the use of Google Meet through a discussion board and how it could be used in their teaching environment. Respond to the prompts for the discussion board by Friday, respond to at least 2 of your classmates by Monday. More details are located within the discussion board and its rubric on Canvas.

Assignment – Google Collaboration through Google Classroom

Using a Google Doc within Google Classroom, learners will create an assignment sheet/Learning Object intended to be collaborative among your students. More detailed instructions are located within the assignment and its rubric on Canvas.

Assignment – Google Slides

Learners will create a Google Slides presentation to be used in their classroom to support SOLs that are covered in their (most) current teaching position. More detailed instructions are located within the assignment and its rubric on Canvas.

Assignment – Reviews of Apps and/or Online Resources

Learners will identify several Google Apps or online resources, and focus on one to become proficient of and to use in their Google Classroom. The one that the learner focuses on should not be one that was learned during this course or Part 1. Learners will demonstrate proficiency with the resources and how it will be used in instruction.

Assignment – Putting it all together – Final Project

Learners will apply course information to create a Google Classroom space that includes at least 5 uses of at least 3 different Google applications. The Classroom space will be shared with the instructor's Google account (juliemersiowsky.work@gmail.com), enrolling her there so that she can view all items within the Classroom. More detailed instructions are located within the assignment and its rubric on Canvas.

Class Grading and Alignment:

Feel free to use this to keep track of your completion of assignments.

Assignment	Learning Outcomes	Due date	Points possible	Points earned
Class Activities: <ul style="list-style-type: none"> Weekly reflections Google ID shared Introduction discussion board Google Meets discussion boards 	<ul style="list-style-type: none"> Collaborate with classmates for ideas and instructional strategies. Discuss appropriate use of Google Apps in the classroom with 80% accuracy. Understand online classroom from the viewpoint of a student as well as a teacher. 	Various	25	
Google Collaboration	<ul style="list-style-type: none"> Create learning objects that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy. 	End of week 1 - 6/8	50	
Apps & Resources Reviews (evaluating & reflecting)	<ul style="list-style-type: none"> Evaluate a new Google App or online resource for classroom use with 80% accuracy Create learning objects that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy. 	End of week 1 - 6/08	25	
Google Slides Learning Object	<ul style="list-style-type: none"> Create a classroom learning object using Google Slides with 80% accuracy. Create learning object that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy. 	End of week 2 - 6/15	50	
Virtual Meetings Discussion	<ul style="list-style-type: none"> Apply Google Meet with 80% accuracy. Create learning objects that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy. 	End of week 3 - 6/22	50	
Final Project	<ul style="list-style-type: none"> Apply Google Classroom to existing K12 classroom with 80% accuracy. Create learning objects that relate to current curriculum and integrate Google Apps identified in this course with 80% accuracy. 	End of week 4/course - 6/29	100	
Total Points Possible			300	

Grading Scale:

Non-credit classes are Pass/Fail. If you earn 240 or more points (80%), you receive a grade of Pass for the class. If you earn 239 or fewer points, you have earned a grade of fail.

CLASS POLICIES**Learner Responsibility:**

It is your responsibility to inform yourself of, and to observe all policies, regulations, and procedures required by the university. They are listed below as well as in the Canvas shell in the Start Here Module. In no case will a regulation be waived or an exception granted because learners plead ignorance of the regulation or assert that they were not informed of the regulation by an instructor, advisor or other authority.

Communication Policy:

The instructor will respond to learner messages within 24 hours (except holidays), generally through email. For all assignments, feedback will be delivered within one week of the due date, usually earlier.

Professor Contact:

It is easiest to contact your professor, Dr. Julie Mersiowsky, through her cell phone 434-414-6082. Texting is acceptable, please be sure to identify yourself the first time you text. Office hours are flexible, and will be virtual this summer. Appointments can be made for Zoom and telephone meetings as needed.

Attendance & Participation Policy:

Attendance for online courses is determined by how many times and for how long you access the Canvas course (this information is available for each learner to the instructor), your participation in the assignments, and your timeliness in submitting requested work or response. Online courses can get away from you if not carefully scheduled. Take the time to review your online commitments, schedule regular and consistent time to be online, and stick to the schedule. You are expected to participate in all Canvas activities. Failure to participate in Canvas activities may impair academic performance and result in a lower grade. You must assume full responsibility for an online presence.

Technical Assistance:

Please contact your instructor directly for assistance with Canvas. She knows it quite well.

Netiquette:

In a fully online course, learners will interact with the professor and other learners in various online forums. The professor expects that learners will engage in online discussions, emails, and other forms of communication in a professional manner. It is important to treat all of these online interactions as if they are occurring within a classroom setting. Learners should carefully edit their written responses and ensure that Standard English is used in all posts and discussions.

Technology Skill Requirements:

Learners will need basic technology skills to engage fully in this online course. Learners should refer to Longwood University's *Technical Skills and Requirements* webpage to ensure that you are prepared to take this course in a virtual environment. This can be found at the following link: <http://www.longwood.edu/online/28310.htm>

Class Evaluation:

At the conclusion of the course, each learner will have the opportunity to evaluate the class and instructor through Canvas. Your feedback is important to us. Please take the time to complete the online evaluation so that we can continue to improve our courses.