**Google for Educators – Fundamentals**

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**Engage in Professional Growth and Leadership**

UNIT 1: Get Ready to Use Technology in the Classroom: Successfully integrating technology into the classroom doesn’t just happen - it takes careful planning and preparation. Knowing why it’s important and what tools are available are solid first steps. Start with what you already do well in your class, then see where technology may be able to help you. This unit will help you get started.

In this unit, you'll learn:

* How technology can benefit teaching and learning
* Why and how technology can support the work you currently do
* How you can use technology to prepare for the future
* What tools are available in the G Suite for Education
* How to pick the right tool for your objective
* How you can help your students behave responsibly online.

UNIT 2: Expand Your Access to Help and Learning - As you begin integrating Google tools into your classroom, you will inevitably have questions. Fortunately, online resources and local experts are available to help you. In this unit, we’ll explore how to find these resources, and how you can form a powerful support network to help you. In addition SABES is providing you with a facilitator to help you with wrap-around support.

In this unit, you’ll learn:

* What online resources are available for you to search for answers
* How to participate in online help forums to both find answers AND help others
* How to create a network of peers who you can reach out to when you need help
* How to contribute to a network of other Google for Education users
* How to join a Google Educator Group for networking, support, and fun
* How to find local experts when you need that extra bit of support

**Increase Efficiency and Save Time**

UNIT 3: Have a (Mostly) Paperless Classroom - Imagine if your classroom went almost completely paperless; if you no longer had to worry about finding a clean copy of a worksheet from last fall or storing a year’s worth of lesson plans. When you save your files ‘in the cloud’ with Google Drive, you solve these problems and more!

When you store and access your files in the cloud, you can share documents via the web, reducing your need to print. And because cloud storage servers have built-in backup systems, you’ll never lose your work - even if your computer crashes. In this unit, we’ll learn what cloud storage is, how to create new files, and how to move existing documents into the cloud. We’ll also see how Classroom makes all of this quick and convenient.

In this unit, you’ll learn:

* How Google Drive can be used for your own cloud storage
* How to upload documents to Google Drive
* How to create documents within Google Drive
* Tips for organizing your Google Drive
* How to collaborate using Google Docs
* Tips for using the Google Docs suite in your classroom
* How Classroom works with Docs and Drive

UNIT 4: Save Time Communicating - Communicating information to all members of your classroom community - students, parents and other teachers - is one of the most important yet time-consuming tasks you face as a teacher.

This unit will focus on the powerful communication features of Gmail, Hangouts, Groups and Sites. Together, they make it easy to contact the right person at the right time. You can also use Classroom to reach your students; we’ll talk more about this in Unit 7.

By knowing what tools are available, and using them efficiently, you will be able to share more information in less time and with less stress.

In this unit, you’ll learn to:

* Apply the organizational benefits of Gmail in your classroom
* Explain how to use the Translation feature in Gmail to communicate with a diverse audience
* Identify the benefits of real-time communication with students
* Explain how to use instant messaging in Hangouts from any device
* Identify how Google Groups can be used in your classroom
* Identify the value of having a class website
* Create a customized Google Site for your classroom

UNIT 5: Organize Activities for Yourself and Others - There just never seems to be enough time in the day. Have you ever found yourself wishing for just a few more hours? To make the most of your limited work day, let’s focus on managing our time effectively with Google Calendar, Tasks and Keep. In this lesson, we’ll learn how these tools can help us increase our productivity and get more done.

In this unit, you’ll learn:

* To create and share Google Calendars
* To set reminders and notifications for events in your calendar
* How to manage multiple calendars
* To manage to do lists in Google Tasks and Google Keep
* To integrate Google Tasks with Google Calendar
* To add media and share notes in Google Keep

UNIT 6: Bring Meetings Online - Most projects are easier to tackle when working with others. This usually involves at least a few group meetings to share ideas and make plans.

And although we’ve all been in meetings that feel like they’ve been less than productive, it doesn’t have to be that way! Running an effective meeting, whether in person or online, is easy to do with just a few simple tools and skills.

This unit will help you get started.

In this unit, you’ll learn:

* Why it’s important to plan your meetings for maximum efficiency
* How to hold more productive and efficient meetings
* How to schedule a meeting, add participants and book resources
* How to keep track of who will be attending your meeting
* Why you should use a shared Google Doc for meeting agendas, minutes and follow-up
* Which tools from the G Suite for Education can help you run more productive meetings
* How you can use Google Hangouts to conduct productive online meetings
* How to invite others to a Hangout
* How to share your screen with others during a Hangout

UNIT 7: Bring Student Work Online - Bringing student work online promotes a more engaging teaching and learning environment. It also helps everyone save time and stay organized by putting proper assignment workflows in place. This unit will help us use Google tools to create class rosters, assign and collect work, as well as give and receive feedback.

In this unit, you’ll learn:

* Why creating rosters will help you organize your assignment workflow
* How to use different Google tools for creating rosters
* How to assign work to your students
* What strategies are available for managing assignments
* The importance of providing feedback to students
* Different strategies for giving student feedback

UNIT 8: Measure, Understand, and Share Student Growth - Evidence of effective teaching can often be demonstrated by student growth. This progress is most accurately reflective of the education when it is measured, understood, and shared. This unit covers the toolset that allows teachers to analyze student growth data and share it with others.

In this unit, you’ll learn to:

* Determine the correct type of data to collect as an educator
* Develop effective methods of collecting the data required
* Organize and configure information to accurately represent the results
* Determine what lessons are needed to help students keep their information secure
* Pick the right tool for the learning objective you are trying to reach
* Determine what process to use to discover various methods of data analysis

**Facilitate and Inspire Student Learning and Creativity**

UNIT 9: Teach Students Online Skills - Teaching students essential online skills is vitally important in the modern classroom. If students can efficiently search online and understand ways to verify the information they find, they will develop essential inquiry and critical thinking skills relevant not only to their classroom, but their lives in general. Let’s learn these fundamental skills while embracing the power of Google Chrome to customize your online experience.

In this unit, you’ll learn:

* The essential digital literacy skill of searching online
* Simple steps to evaluate sources
* Easy processes for filtering search results and an understanding of why this is important
* How to avoid plagiarism in the context of Web research
* How to customize your online experience using Google Chrome
* The potential for creativity and curiosity to be fostered using Chrome Apps and Extensions

UNIT 10: Build Interactive Lessons - How do you make your classes more engaging for students… and more fun for you to teach? Presentations have long been part of the typical classroom, but that doesn’t mean they are always good. Let’s explore how you can make presentations more interesting and engaging. We’ll also discover how to supplement your instruction with digital content such as apps or videos to provide a richer experience for your students.

In this unit, you’ll learn:

* How to make your presentations look better and more effectively communicate your point
* How graphic design can help with your messaging
* How to add dynamic and engaging content into your presentations
* Where to find resources for class that other teachers have tried and recommend
* How apps can help engage your students

UNIT 11: Captivate Your Class with Video - As teachers, we compete daily for the divided attentions of our students (each with their own learning styles) in this hectic, media-saturated world of ours. To be heard above the noise and foster greater student achievement, it’s helpful to use multi-modal approaches and multimedia tools such as video.

Around the world, teachers are having great success using YouTube videos for direct instruction, initiating discussion, and differentiating for all their learners. In this unit you’ll learn about best practices for using video in the classroom. You’ll also discover how to better search for videos tailored to your needs and how to curate and share those videos with your students.

In this unit, you’ll learn to:

* Search and find content creators and videos using YouTube
* Identify best practices for using YouTube in the classroom
* Harness the YouTube subscription feature to develop a stream of top quality educational content
* Curate educational videos based on topic, genre, or standard in playlists
* Share videos through playlists, forms, and slides
* Create the optimal viewing experience for students by adjusting YouTube controls

UNIT 12: Facilitate Group Work - Facilitating meaningful group work is an integral part of twenty-first century learning. But just assigning work to a group of students doesn’t make it a success. There are many considerations as you design group learning experiences for your students, including ways to enhance group work with online tools both inside and outside of the classroom. This unit will help you think through the options and plan for collaborative group work that aligns with your learning goals and engages students in meaningful ways.

In this unit, you’ll learn:

* How to create meaningful and effective collaboration in the classroom
* How to support collaborative learning with Google Docs and Drive
* How to assign and collect assignments using Classroom
* The ins-and-outs of using Google Docs to review group contributions
* How Google Docs can support the writing and revision process
* Best practices for driving discussion inside and outside of the classroom
* How to choose the best tool to support synchronous and asynchronous discussion
* To facilitate group work with a range of Google Tools

UNIT 13: Promote Digital Citizenship and Positive Online Behavior - There is no getting away from the fact that our world today is always going to be digital on some level. Schools have always played a role in teaching students how to be good citizens and this now extends to the digital world as well. The last few lessons in this Fundamentals unit take us through some of the important things we need to be doing to make sure our students have a positive experience online.

In this unit, you’ll learn:

* How to protect yourself with good, strong passwords
* How to recognize hoaxes
* What makes up your digital footprint
* How to manage your online identity
* The importance of privacy settings
* How to build resilience to be able to handle challenges