

# COURSE SYLLABUS: Teaching your students to collaborate with Gmail and Google Tools

**Course Name:** Gmail and Google Tools

**Instructor:** Randy Chang (randy@quikitech.com)

**Requirements to Pass:** You need to finish the course with a passing score of 70% or higher – which is very doable.

**When do you have to finish the course:** You have **1 year** to finish the course from the time of purchase.

**How many lessons are there?** 7 Lessons

## Course Overview

During this course you will pick up the skills to effectively use and teach Gmail and Google Tools in a classroom environment. Teachers are beginning to organize their lesson plans, homework assignments, and classroom management styles around this powerful tool which gives you and every student in your class the ability to share information. Lessons will be reinforced by homework assignments and quizzes in which you will have the opportunity to put into practice the concepts you learned in this course and the instructor demonstrates the task for you and then helps you to do the same task, using both online videos and online reading material.

## Presenter's Bio

**Donny Wise**, QuikiTech Founder and CEO, has been an educator for 20 years, in addition to working for UCLA, Hughes Space and Communication, Monster.com, IDC, and RAND Corporation. He received a B.S. in electrical engineering from the University of Washington and a M.S. in



electrical engineering from UCLA. His experience in curriculum development, technology training and professional development training has enabled him to build a pipeline of instructional education material from kindergarten through college. He founded QuikiTech based on the conviction that the promise, hope, and future of society rests on the shoulders of our children. He lives in Los Angeles with his wife Ruth and two children who are currently in the Los Angeles public school system. Most of the videos at the beginning of each lesson have Donny Wise providing an overview of that lesson's content. Randy Chang is the instructor for the class.

## Additional Contributors

Israel Hsu, Computer Science, Ph.D., UCLA

## Course Objectives

After completing this course, educators will:

- Know to use Gmail and Google Tools (Google Drive, Documents, Slides, and Spreadsheet) and have increased confidence in educating others on these tools.

## Learning Outcomes

After completing this course, educators will be able to:

- Effectively create a Gmail account, send email, and use Google Tools.
- Teach students to use Gmail and Google Tools.

## Syllabus

### Lesson 1: Getting Started with Gmail and understanding the importance of passwords

**Summary:** In this lesson Donny will give a Quick Start Tour of Gmail and the Google Tools. Since a picture is worth a 1000 words, the participant will receive a clear presentation of all the features that will be taught in this course within the context of an inspiring talk given by Donny on how Gmail and the Google tools fit nicely into the educator's workflow, lesson plan writing, and parent interaction. Donny will also explain the world of "Using tools on the internet" verses "Downloading tools to your computer". Google's tools do not require downloading information to your computer (although the ability to download individual files to your computer is provided). After this lesson, the student can't help but be excited by how simple it is to create their own library of teaching tools online and available both for themselves, and for their students. Because teachers will learn how to use Google tools that will host information that is important to them, a substantial portion of this lesson will also talk about the importance of creating good passwords that prevent hackers from getting into a teachers set of online Google files.

**Lesson objective:** Understand what Gmail is and what the Google tools are. Create a Gmail Account and use it to log in and log out of Google services.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**



- Understand the four main Google Tools for instructors: Gmail, Google documents, Google presentation and Google Spreadsheet.
- Learn the definition and advantages of using online tools like Gmail and Google's other tools.
- Learn the potential pitfalls of online collaboration and how to avoid them (managing your password, detecting phishing attacks, etc.)
- Know how to log in and log out of Google services.

### **Lesson 2: Gmail – Key Features**

**Summary:** In this lesson, Donny discusses how to send, read, and manage email communication in the Gmail web interface. In particular, inbox management, email archiving, filtering, and searching will be covered.

**Lesson objective:** Learn how to effectively use Gmail for e-mail communication.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn how to send, read, and manage email messages.
- Learn proper email etiquette.
- Advanced users will learn some advanced features

### **Lesson 3: Gmail – Contact Groups**

**Summary:** In this lesson, Donny discusses a feature in Google that will save teacher's hours of time. This is the feature of being able to create contact groups so that participants can email a group of people at one time. You will learn how to create a teacher contact group, a student contact group, and a friend and family contact group. In addition, Donny will show you how to use themes to give your email a personalized look as well as a nice format that can be used for emailing parents and students. Since it is often not advisable that teachers email their personal email address to certain groups of people, participants will be encouraged to use the steps of this lesson within certain contexts and to exercise discernment regarding who they should share their email with. Many of the points in this lesson can be applied to a teachers "lauds.net" email.

**Lesson objective:** Learn how to create and use a contact group to more effectively communicate with



students, colleagues, and other circles of people you communicate with.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn how to setup, create and use contact groups.

#### Lesson 4: Google Drive – Google Document

**Summary:** In this lesson, Donny will introduce you to Google Document which is Google’s online word processing tool that allows you to type a nicely formatted document, share that document with others and print that document. Participants will be delighted to see that Google Document is better than a discussion forum since it allows people to all “type” on the same document at the same time, and see one another’s work. When students are placed in front of computers, this tool allows them to vote, comment, discussion, and interact with one another and is particularly helpful for both English language learners and standard English language learners.

**Lesson objective:** Learn the steps for creating, editing, sharing, and printing a document using Google Document.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn how to create a Google document.
- Learn how to edit and print a Google document with the help of the menu bar.
- Learn how to share a Google document.

#### Lesson 5: Google Drive – Google Spreadsheet

**Summary:** In this lesson, Donny discusses how to setup, use, and edit a Google Spreadsheet as well as applications for usage in the classroom. Participants will be delighted to see how easy it is to setup a spreadsheet that either lists all the books they want their students to read, lists the homework that will be assigned for the month, or setup a roster that parents can view to see their children’s behavior.

**Lesson objective:** To train participants on how to setup, use and edit Google Spreadsheet as well as how to manipulate data with formulas.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn how to create a Google Spreadsheet.
- Learn how to add data and use formulas to manipulate that data in Google Spreadsheet.

#### Lesson 6: Google Drive – Google Presentation



**Summary:** In this lesson, Donny discusses the particularly helpful benefit of being able to create a Google presentation that can then be seen, used, and shown to other teachers, students and parents at any time of their choosing. Google Presentation is an application that is also great for addressing the different categories of students in your classroom (English learners, Standard English Learners, Special Education, Culturally diverse, and Gifted students).

**Lesson objective:** Learn how to use Google Presentation

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn how to create, edit, and share a Google Presentation.
- Learn how to use the toolbar of Google Presentation.

### **Lesson 7: Google Drive – File Sharing, Collaboration, and Lesson Plan writing**

**Summary:** In this lesson, Donny discusses how to effectively share documents with parents and teachers. Google's Revision History feature is also explained. In this lesson, Donny also shows the student how to create a lesson plan to instruct their students on how to use Google. After this lesson, participants will be emailed a simple set of Google lesson plans that they can use to draw from, in creating their own lesson plans. Upon request, the lessons can be sent also in Spanish for the sake of being take home material for students. The lessons will be different from what the teacher has seen in this course and only focus on the simple steps to email and use the Google tools.

**Lesson objective:** Know the various ways to share a file with others and create their own Google Lesson plan.

**Student learning outcomes: (Note: Student refers to the professional taking the class)**

- Learn when and how to share Google Drive documents.
- Learn how to manage sharing options.
- Learn how to create your own lesson plan for your students.

## **Methods of Instruction**

### **Videos**

- Video presentations are given by the instructor and are accompanied by PowerPoint slides
- Lessons include links to relevant lectures from various experts in the field

### **Reading Portions**

- Lesson text is included in each course



- Links are provided to reading portions and helpful websites

### **Quizzes**

- Multiple-choice quizzes follow each lesson to check for understanding of reading portions and video content

### **Assignments**

- Open-ended responses based on questions and prompts are given to solidify the lesson content

## **Passing Requirements**

In order to receive credit for this course, the participant must complete all lessons— including videos and reading portions—submit all quizzes and complete all assignments. All assignments must receive a 70% or above to pass the course.

For more information, email the instructor at [randy@quikitech.com](mailto:randy@quikitech.com)