

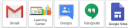


SOE Learning Themes	University Learning Outcomes
<ol style="list-style-type: none"> 1. InformED: Advancing Disciplinary Knowledge 2. EmpowerED: Responding to Diverse Learning Needs 3. EngagED: Building Cultural Responsiveness 4. ConnectED: Drawing on Knowledge and Partnerships across Disciplines & Communities 5. GroundED: Demonstrating Professionalism 6. TransformED: Encouraging Continuous Growth and Reflection 	<ol style="list-style-type: none"> 1. Think critically and creatively 2. Communicate effectively 3. Work productively as individual and in groups 4. Use knowledge/skills to make positive contribution to society 5. Make reasoned decisions based on understanding of ethics, respect for diversity, and awareness of sustainability issues 6. Engage in lifelong learning <p>*abridged</p>












Overview: Students in the Single Subject Teacher Education Program are required to complete Google Educator Level 1 Training, and to attempt the Google Level 1 Educator Certification exam (at a personal cost of \$10). Students have been informed of this co-requisite as of September 2017, and will be expected to provide evidence of completing the training and attempting the examination as part of their final credential evaluation upon completion of the program.



Google Level 1 Educator Training includes 12 hours of online lessons around topics such as using technology in the classroom; bringing activities and student work online; measuring, understanding and sharing student growth; teaching students online skills; promoting digital citizenship and positive online behavior for students; and facilitating group work through Google tools. The training can be completed more rapidly, depending on the experiences and needs of the trainee. The Cal Poly SOE has identified alignment between the Google Level 1 Educator Training and CTC Standards 1.2, 3.4, 2.7, 3.8, 4.6, 4.8, 5.2, 5.4, 5.5, 6.3, and 6.6. Additionally, Google Level 1 Educator Certification is highly desired by many local school districts and prospective employers, who emphasize STEM, technology integration, and real-world-readiness in the classroom. Because the Google Level 1 Educator Training is closely aligned to CTC standards **AND** because it will greatly improve the preparedness of our future teachers, we feel this is an appropriate external source for educational delivery.

Link to [Google Level 1 Educator Training topics](#)

Comment [VM1]: Assessment of 1.2, 3.4, 2.7, 3.8, 4.6, 4.8, 5.2, 5.4, 5.5, 6.3, 6.6

1.2 Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress	IPA	<p>Unit 4</p> <p>UNIT 4: Save Time Communicating</p> <p>UNIT 4: Save Time Communicating</p> <p>Introduction</p> <p>Use Gmail to Communicate with Your Classroom Community</p> <p>Explore and Search through Your Gmail</p> <p>Use Hangouts to Reach Your Students</p> <p>Use Google Classroom to Build Your Classroom Community</p> <p>Share Your Students' Work with the School Community</p> <p>Unit Review</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn to:</p> <ul style="list-style-type: none"> • Apply the organizational benefits of Gmail in your classroom • Explain how to use the Translate 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 Classroom can be used in your classroom • Identify the value of having a class website • Create a customized Google Site for your classroom <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 
		<p>Unit 5</p> <p>UNIT 5: Organize Activities for Yourself and Others</p> <p>UNIT 5: Organize Activities for Yourself and Others</p> <p>Introduction</p> <p>Bring Order to Your Class Schedule and Assignments Using Google Calendar</p> <p>Set Reminders</p> <p>Unit Review</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> • 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 other notes in Google Keep <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 
		<p>Unit 7</p> <p>UNIT 7: Bring Student Work Online</p> <p>UNIT 7: Bring Student Work Online</p> <p>Introduction</p> <p>Set Your Class Organized</p> <p>Assign Work More Easily</p> <p>Collect Assignments & Feedback</p> <p>Give and Receive Feedback</p> <p>Unit Review</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> • Why creating masters will help you organize your assignment workflow • How to use different Google tools for creating masters • 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 

<p>1.3 Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning.</p>	<div><div><div>UNIT 10: Build Interactive Lessons</div><div>UNIT 10: BUILD INTERACTIVE LESSONS</div><div><div>Introduction</div><div>Open Engaging Presentations with Slides</div><div>Adjustment Your content with Interactive Content</div><div>Check Contributions to Group Work</div><div>Share Ways to Use Technology to Facilitate Student Groups</div><div>Unit Review</div></div><div><div>Introduction</div><div>How do you make your classroom 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.</div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">How to make your presentations look better and more effectively communicate your pointHow digital design can help with your messagingHow to add dynamic and engaging content into your presentationsWhere to find resources for ideas that other teachers have tried and recommendedHow apps can help engage your students<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div> <div><div><div>UNIT 11: Captivate Your Class with Video</div><div>UNIT 11: CAPTIVATE YOUR CLASS WITH VIDEO</div><div><div>Introduction</div><div>Integrating Quality Educational Content on YouTube</div><div>Create Educational Content on YouTube</div><div>Choose the Optimal Viewing Experience</div><div>Unit Review</div></div><div><div>Introduction</div><div>As teachers, we compete daily for the divided attention of our students (josh with their own learning going on in this head), make educated work of facts. To be heard above the noise and foster greater student engagement, it's helpful to use real-world experiences and multimedia tools such as videos.</div><div>Around the world, teachers are having great success using YouTube videos for direct instruction, adding 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 support for videos tailored to your needs and how to create and share these videos with your students.</div><div>What Will You Learn?</div><div>In this unit, you'll learn to:</div><ul style="list-style-type: none">Search and find content creators and videos using YouTubeIdentify best practices for using YouTube in the classroomRemove the YouTube advertisement feature to develop a cleaner of top quality educational contentCreate educational videos based on topics, games, or standard in programsShare videos through playlists, forms, and slidesChoose the optimal viewing experience for students by adjusting YouTube controls<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div> <div><div><div>UNIT 12: Facilitate Group Work</div><div>UNIT 12: FACILITATE GROUP WORK</div><div><div>Introduction</div><div>Use Google Docs and Drive to Encourage Group Collaboration</div><div>Share Ways to Use Technology to Facilitate Student Groups</div><div>Unit Review</div></div><div><div>Introduction</div><div>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 available for collaborative group work that aligns with your learning goals and engage students in meaningful ways.</div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">How to create meaningful and effective collaboration in the classroomHow to support collaborative learning with Google Docs and DriveHow to assign and collect assignments using ClassroomThe ins and outs of using Google Docs to receive great contributionsHow Google Docs can support the writing and revision processBest practices for sharing discussion inside and outside of the classroomHow to choose the best tool to support synchronous and asynchronous discussionTo facilitate group work with a range of Google Tools<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div> <td><p>1.5 Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.</p></td>	<p>1.5 Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.</p>
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
<p>2.2 Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.</p>	<p>I</p>	<div> <h3>Unit 12</h3> <h4>UNIT 12: Facilitate Group Work</h4> <p>UNIT 12: FACILITATE GROUP WORK</p> <p>Introduction</p> <p>Use Google Docs and Slides to Facilitate Group Collaboration</p> <p>Check Collaboration and Group Work</p> <p>More Ways to Use Technology to Facilitate Student Groups</p> <p>Unit Review</p> <p>Introduction</p> <p>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 when to enforce 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.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to create meaningful and effective collaboration in the classroom How to support collaborative learning with Google Docs and Slides How to assign and collect assignments using Classroom The pros and cons of using Google Docs to manage group work and files How Google Docs can support the writing and revision process Best practices for setting discussion topics and agendas for the classroom How to choose the best tool to support synchronous and asynchronous discussion To facilitate group work with a range of Google Tools <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div>
<p>2.3 Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.</p>	<p>I</p>	<div> <h3>Unit 13</h3> <h4>UNIT 13: Promote Digital Citizenship and Positive Online Behavior</h4> <p>UNIT 13: PROMOTE DIGITAL CITIZENSHIP AND POSITIVE ONLINE BEHAVIOR</p> <p>Introduction</p> <p>Teach Students About Internet Safety and Privacy</p> <p>Promote a Safe and Responsible Online Presence</p> <p>Unit Review</p> <p>Introduction</p> <p>There is no getting away from the fact that our world today is always going to be digital in some form. So, while the online world is a great learning space, it's also a place where bad things can happen. It's important to teach students how to behave online and how to protect themselves. This unit will help you think through the options and plan for digital citizenship and positive online behavior that aligns with your learning goals and engages students in meaningful ways.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to protect yourself with good online practices How to recognize threats What makes a good digital footprint How to manage your online identity The importance of privacy settings How to teach students to be able to handle challenges <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div>





CAL POLY SCHOOL of EDUCATION




Co-Requisite Google Educator Level 1 Training



2.6 Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by <u>communicating classroom routines, procedures, and norms to students and families.</u>	IPA	<div><div>Unit 4</div><div>UNIT 4: Save Time Communicating</div><div><div><div>UNIT 4: SAVE TIME COMMUNICATING</div><div><div>Introduction</div><div>Use Gmail to Communicate with Your Classroom Community</div><div>Organize and Search Emails to Save Time</div><div>Use Hangouts for Realtime Student Communication</div><div>Use Google Groups to Build Better Class Communication</div><div>Share Your Students' Work with the Entire Community</div><div>Unit Review</div></div><div><div>Introduction</div><div>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, Docs 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 that in Unit 7.</div><div>By knowing what tools are available, and using them effectively, you will be able to share more information in less time and with less stress.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn to:</div><ul style="list-style-type: none">Apply the organizational benefits of Gmail in your classroomExplain how to use the Hangouts feature in Gmail to communicate with a diverse audienceIdentify the benefits of real-time communication with studentsExplain how to post important messages in Hangouts that are sharedIdentify how Google Groups can be used in your classroomIdentify the value of having a class websiteCreate a customized Google Site for your classroom<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div> </div></div></div></div></div></div></div>	<div><div>Unit 7</div><div>UNIT 7: Bring Student Work Online</div><div><div><div>UNIT 7: BRING STUDENT WORK ONLINE</div><div><div>Introduction</div><div>Bring Your Class Online</div><div>Design Your Class Entry</div><div>Collect Assignments Effectively</div><div>Give and Receive Feedback</div><div>Unit Review</div></div><div><div>Introduction</div><div>Bringing student work online provides 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.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">Why creating rosters will help you organize your assignment workflowHow to use different Google tools for creating rostersHow to assign work to your studentsWhat strategies are available for managing assignmentsThe importance of providing feedback to studentsDifferent strategies for giving student feedback<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div> </div></div></div></div></div></div></div>	<div><div>Unit 12</div><div>UNIT 12: Facilitate Group Work</div><div><div><div>UNIT 12: FACILITATE GROUP WORK</div><div><div>Introduction</div><div>Use Google Sites and Drive to Facilitate Group Collaboration</div><div>Share Ways to Use Technology to Facilitate Student Groups</div><div>Unit Review</div></div><div><div>Introduction</div><div>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 how to structure group work with online tools both inside and outside of the classroom. This unit will help you think through the options available for collaboration or group work that aligns with your learning goals and engages students in meaningful ways.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">How to create meaningful and effective collaboration in the classroomHow to support collaborative learning with Google Docs and DriveHow to assign and collect assignments using ClassroomThe role and value of using Google Sites to manage group contributionsHow Google Sites can support the writing and revision processBest practices for sharing discussion inside and outside of the classroomHow to choose the best tool to support synchronous and asynchronous discussionTo facilitate group work with a range of Google tools<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div> </div></div></div></div></div></div></div>
3.4 Individually and through consultation and <u>collaboration with other educators and members of the larger school community</u> , plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.	IPA	<div><div>Unit 2</div><div>UNIT 2: Expand Your Access to Help and Learning</div><div><div><div>UNIT 2: EXPAND YOUR ACCESS TO HELP AND LEARNING</div><div><div>Introduction</div><div>Get Your Questions Answered</div><div>Build Your Own Learning Network</div><div>Discover Good Google for Education Experts</div><div>Unit Review</div></div><div><div>Introduction</div><div>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.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">What online resources are available for you to search for answersHow to participate in online help forums to both find answers AND help othersHow to create a network of peers who you can reach out to when you need helpHow to contribute to a network of other Google for Education usersHow to join a Google Educator Group for networking, support, and funHow to find local experts when you need that extra bit of support<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div> </div></div></div></div></div></div></div>		

<p>3.6 Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.</p>	<p>IPA</p>	<p>Unit 7 UNIT 7: Bring Student Work Online</p> <p>Introduction Bring your class together. Assign work. Share easily. Collect assignments efficiently. Give or receive feedback. Use the Link Review.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> Why creating student work helps you organize your assignment workflow How to use different Google tools for creating content 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 	<p>Unit 11 UNIT 11: Captivate Your Class with Video</p> <p>Introduction Increase Quality Educational Content on YouTube. Create the Optimal Viewing Experience.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn to:</p> <ul style="list-style-type: none"> Search and find content creators and videos using YouTube Identify best practices for using YouTube in the classroom Manage the YouTube subscription feature to develop a stream of top quality educational content Create educational videos based on maps, games, or standards in playbooks Share videos through playlists, frames, and slides Create the optimal viewing experience for students by adjusting YouTube controls <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 
<p>3.7 Model and develop digital literacy by using technology to engage students and support their learning, and promote digital citizenship, including respecting copyright law, understanding fair use guidelines and the use of Creative Commons license, and maintaining Internet Security</p>	<p>IPA</p>	<p>Unit 3 UNIT 3: Have a (Mostly) Paperless Classroom</p> <p>Introduction Move your files into the cloud. Make better class copies. Bring your business online using Google Forms. Use the Link Review.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> 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 Suite suite in your classroom How Classroom works with Docs and Drive <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 	<p>Unit 10 UNIT 10: Build Interactive Lessons</p> <p>Introduction Create Engaging Presentations with Slides. Assign Your Lessons with Interactive Content. Use the Link Review.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to make your presentations look better and more effectively communicate your point How graphics design can help with your messaging How to add diagrams and images to your presentations Where to find resources for ideas that other teachers have used and recommend How slides can help engage your students <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 

3.7 Cont'd		<div data-bbox="373 196 961 623"> <p>Unit 9</p> <p>UNIT 9: Teach Students Online Skills</p> <p>UNIT 9: TEACH STUDENTS ONLINE SKILLS</p> <p>Introduction</p> <p>Teaching kids essential online skills is really important in the modern classroom. If students can efficiently search online and understand ways to verify the information they find, they will develop essential history and critical thinking skills relevant not only to their classrooms, but their lives in general. Let's learn these fundamental skills while embracing the power of Google Chrome to customize your online experience.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> The essential digital literacy skill of searching online Google apps 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div> <div data-bbox="961 196 1533 623"> <p>Unit 13</p> <p>UNIT 13: Promote Digital Citizenship and Positive Online Behavior</p> <p>UNIT 13: PROMOTE DIGITAL CITIZENSHIP AND POSITIVE ONLINE BEHAVIOR</p> <p>Introduction</p> <p>There is a righting 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 the new aspects of the digital world are not. This unit focuses on that. It's an idea and yet also as though some of the important things we need to be doing to make sure our students have a positive experience online.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to protect yourself with good, strong passwords How to recognize threats What makes an app "digital" trustworthy How to manage your online identity The importance of privacy settings How to build resilience to be able to handle challenges <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div>
3.8 Demonstrate knowledge of effective teaching strategies aligned with the internationally recognized educational technology standards.	IPA	<p>Google Educator Level 1 - Fundamentals Training has received the ISTE Seal of Alignment for readiness in the ISTE Educator Standards.</p> <div data-bbox="373 623 798 1122">  <p>EDUCATOR LEVEL 1</p> <p>Fundamentals Training</p> <p>For educators who are new to Google tools, this course will teach you the best strategies for integrating Google in your classroom.</p> <p>START TRAINING</p>  </div>



<p>4.6 Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.</p>	<p>IPA</p>	<p>Unit 2 UNIT 2: Expand Your Access to Help and Learning</p> <p><small>UNIT 2: EXPAND YOUR ACCESS TO HELP AND LEARNING</small></p> <p>Introduction Join Our Questions Network Build Your Own Learning Network Discover Local Google for Education Experts Unit Review</p> <p>Introduction As you begin integrating Google tools into your classroom, you will inevitably have questions. Fortunately, entire resources and local experts are available to help you. In this unit, we'll explore how to find these resources, and how you can turn a powerful support network to help you.</p> <p>What Will You Learn? In this unit, you'll learn:</p> <ul style="list-style-type: none"> What online resources are available for you to search for answers How to participate in the help forums to learn from 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover? Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 	<p>Unit 6 UNIT 6: Bring Meetings Online</p> <p><small>UNIT 6: BRING MEETINGS ONLINE</small></p> <p>Introduction Take in These Meetings More Efficiently Use Hangouts to Host Meetings Practice, Anyone? Unit Review</p> <p>Introduction 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 when it seems a meeting that feel like they've been less than productive, it doesn't have to be that way. Having an efficient 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.</p> <p>What Will You Learn? In this unit, you'll learn:</p> <ul style="list-style-type: none"> Why its important to plan your meetings for maximum efficiency How to host more productive and efficient meetings How to schedule a meeting with 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 introduce others to a hangout How to share your screen with others during a hangout <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover? Throughout this unit, we'll be using the products listed below. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 
<p>4.8 Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.</p>	<p>IPA</p>	<p>Unit 1 UNIT 1: Get Ready to Use Technology in the Classroom</p> <p><small>UNIT 1: GET READY TO USE TECHNOLOGY IN THE CLASSROOM</small></p> <p>Introduction Explore the Benefits of Your Digital Classroom and Technology Teacher Find Google Tools to Try Get Familiar with Google Tools for the Modern Classroom Create Your Own Google Classroom Unit Review</p> <p>Introduction Successfully integrating technology into the classroom doesn't just happen. It takes careful planning and preparation. Knowing who to request and what tools are available are vital first steps. Don't wait until you already do well in your class. For now, where technology may be able to help you. This unit will help you get started.</p> <p>What Will You Learn? In this unit, you'll learn:</p> <ul style="list-style-type: none"> 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 plan for the right tool for your objective How you can try your students before implementing them <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover? We will introduce you to a wide range of Google tools in this introductory unit.</p> <p>What Skills Will You Need? This unit focuses on getting prepared for integrating technology into your class. We won't be doing any specific skills yet.</p>	<p>Unit 10 UNIT 10: Build Interactive Lessons</p> <p><small>UNIT 10: BUILD INTERACTIVE LESSONS</small></p> <p>Introduction Create Engaging Presentations with Slides Augment Your Lessons with Interactive Content Unit Review</p> <p>Introduction 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, both when delivered live to supplement your instruction with digital content and on apps or videos to provide a richer experience for your students.</p> <p>What Will You Learn? In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to make your presentations look better and more effectively communicate your point How graphic design can help with your messaging How to add elements and engaging content into your presentations Where to find resources for class that other teachers have tested and commented How apps can help engage your students <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover? Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 

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
















4.8 Cont'd		<div data-bbox="373 201 749 662"> <h3>Unit 3</h3> <h4>UNIT 3: Have a (Mostly) Paperless Classroom</h4> <p>UNIT 3: HAVE A (MOSTLY) PAPERLESS CLASSROOM</p> <p>Introduction</p> <p>About Your Own Classroom</p> <p>Make Your Classroom Digital</p> <p>Bring Your Classroom Online Using Google Forms</p> <p>Unit Review</p> <p>Introduction</p> <p>Imagine if your classroom went almost completely paperless. If you're 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 open your files "in the cloud" with Google Drive, you solve these problems and more!</p> <p>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 services have built-in backup systems, you'll never lose your work. Over your computer, 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.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> 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 How to collaborate using Google Drive How to collaborate using Google Drive How to use the Google Docs suite in your classroom How Classroom works with Docs and Drive <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> </div> <div data-bbox="373 667 749 1091"> <h3>Unit 7</h3> <h4>UNIT 7: Bring Student Work Online</h4> <p>UNIT 7: BRING STUDENT WORK ONLINE</p> <p>Introduction</p> <p>Get Your Class Organized</p> <p>Assign Work More Easily</p> <p>Collect Assignments Effortlessly</p> <p>Give and Receive Feedback</p> <p>Unit Review</p> <p>Introduction</p> <p>Bringing student work online promotes a more engaging teaching and learning environment. It also helps everyone save time and stay organized by using proper assignment workflows to guide. This unit will help us use Google tools to create class rosters, assign and collect work, as well as give and receive feedback.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> </div>	<div data-bbox="968 201 1344 651"> <h3>Unit 11</h3> <h4>UNIT 11: Captivate Your Class with Video</h4> <p>UNIT 11: CAPTIVATE YOUR CLASS WITH VIDEO</p> <p>Introduction</p> <p>Findings Quality Educational Content on YouTube</p> <p>Create the Optimal Viewing Experience</p> <p>Unit Review</p> <p>Introduction</p> <p>As teachers, we compete daily for the divided attention 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 engagement, we need to use multimedia, appropriate and multimedia tools such as video.</p> <p>Across the world, teachers are finding great success using YouTube videos for direct instruction, engaging 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 create and share those videos with your students.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn to:</p> <ul style="list-style-type: none"> Search and find content creators and videos using YouTube Identify best practices for using YouTube in the classroom Harvest the YouTube subscription feature to develop a stream of top quality educational content Create educational videos based on maps, games, or standards in playbooks Share videos through playlists, forms, and slides Create the optimal viewing experience for students by adjusting YouTube controls <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> </div> <div data-bbox="968 656 1344 1039"> <h3>Unit 13</h3> <h4>UNIT 13: Promote Digital Citizenship and Positive Online Behavior</h4> <p>UNIT 13: PROMOTE DIGITAL CITIZENSHIP AND POSITIVE ONLINE BEHAVIOR</p> <p>Introduction</p> <p>Teach Students About Internet Safety and Privacy</p> <p>Promote a Safe and Responsible Online Presence</p> <p>Unit Review</p> <p>Introduction</p> <p>There is nothing away from the fact that our world today is always going to be digital in some way. Students are never going to stop interacting digitally, so the good or bad content they come across in the digital world is, well, the only reason in this fundamental unit that we go through some of the most critical things we need to be doing to make sure our students have a positive experience online.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> How to protect yourself with good, strong passwords How to recognize threats What makes an online digital footprint How to manage your online identity The importance of privacy settings How to build resilience to be able to handle challenges <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> </div>
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4.8 Cont'd		<p>Unit 9</p> <p>UNIT 9: Teach Students Online Skills</p> <p>Introduction</p> <p>Teaching kids essential online skills is really important in the modern classroom. If students can efficiently search online and understand ways to verify the information they find, they will develop essential history and critical thinking skills essential not only to their classrooms, but their lives in general. Let's learn these fundamental skills while embracing the power of Google Chrome to customize your online experience.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> The essential digital literacy skill of searching online Google apps 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 harnessed using Chrome Apps and Extensions <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 	
5.2 Collect and analyze assessment data from multiple measures and sources to plan and modify instruction and document students' learning over time.	IPA	<p>Unit 7</p> <p>UNIT 7: Bring Student Work Online</p> <p>Introduction</p> <p>Bringing student work online promotes a more engaging teaching and learning environment. It also helps everyone save time and stay organized by using proper assignment workflow to plan. This unit will help us use Google tools to create class rosters, assign and collect work, as well as give and receive feedback.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p> 	





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<p>5.4 Use technology as appropriate to support assessment administration, conduct data analysis, and communicate learning outcomes to students and families.</p>	<p>IPA</p>	<div><div><div><div><div>UNIT 4: Save Time Communicating</div><div><div><div>UNIT 4: SAVE TIME COMMUNICATING</div><div><div><div>Introduction</div><div>Use Gmail to Communicate with Your Classroom Community</div><div>Organize and Search Emails to Save Time</div><div>Use Hangouts for Realtime Student Communication</div><div>Use Google Docs to Build Better Class Communication</div><div>Share Your Students' Work with the Classroom Community</div><div>Unit Review</div></div></div><div><div>Introduction</div><div>Communicating information to all members of your classroom community—students, parents and other teachers—is one of the most important parts of ensuring tasks you do as a teacher.</div><div>This unit will focus on the powerful communication features of Gmail, Hangouts, Docs, and Sites. Together, they make it easy to connect the right person at the right time. You can use Classroom to reach your students, we'll talk more about this in Unit 7.</div><div>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.</div></div><div><div>What Will You Learn?</div><div>In this unit, you'll learn to:</div><ul style="list-style-type: none">Apply the organizational benefits of Gmail in your classroomExplain how to use the Hangouts feature in Gmail to communicate with a diverse audienceIdentify the benefits of real-time communication with studentsExplain how to use instant messaging in Hangouts that are directIdentify how Google Docs can be used in your classroomIdentify the value of linking a class websiteCreate a customized Google Site for your classroom<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div><div><div><div>UNIT 7: Bring Student Work Online</div><div><div><div>UNIT 7: BRING STUDENT WORK ONLINE</div><div><div><div>Introduction</div><div>Bring Your Class Online Early</div><div>Collect Assignments Efficiently</div><div>Give and Receive Feedback</div><div>Unit Review</div></div></div><div><div>Introduction</div><div>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 you use Google tools to create class rosters, assign and collect work, as well as give and receive feedback.</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">Why creating a class online provides a more engaging teaching and learning environmentHow to use different Google tools for creating rostersHow to assign work to your studentsWhat strategies are available for managing assignmentsThe importance of providing feedback to studentsDifferent strategies for giving student feedback<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div><div><div><div>UNIT 8: Measure, Understand, and Share Student Growth</div><div><div><div>UNIT 8: MEASURE, UNDERSTAND, AND SHARE STUDENT GROWTH</div><div><div><div>Introduction</div><div>Measure Student Progress</div><div>Analyze Student Growth Data</div><div>Test Your Student Growth Story</div><div>Unit Review</div></div></div><div><div>Introduction</div><div>Evidence of effective learning can often be demonstrated by student growth. This program is most accurately effective if the education that is measured, understood, and shared. This unit covers the tools that allow teachers to analyze student growth data and share it with others.</div><div>In this unit, you'll learn to:</div><ul style="list-style-type: none">Determine the correct type of data to collect as an educatorDevelop effective methods of collecting the data requiredOrganize and configure information to accurately represent the resultsDetermine what reasons are needed to help students keep their information secureFind the right tool for the learning objectives you are trying to reachDetermine what processes to use to discover various methods of data analysis<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div></div></div></div></div></div></div></div></div>
<p>5.5 Use assessment information in a timely manner to assist students and families in understanding student progress in meeting learning goals.</p>	<p>IPA</p>	<div><div><div><div><div>UNIT 6: Bring Meetings Online</div><div><div><div>UNIT 6: BRING MEETINGS ONLINE</div><div><div><div>Introduction</div><div>Make to Protect Meetings More Effective</div><div>Use Hangouts to Hold Meetings Anytime, Anywhere</div><div>Unit Review</div></div></div><div><div>Introduction</div><div>Most projects are easier to tackle when working with others. This usually involves at least a few meetings to share ideas and make plans.</div><div>And although virtual tools in meetings that let the the have 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 steps and skills.</div><div>This unit will help you get started.</div></div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:</div><ul style="list-style-type: none">Why it's important to plan your meetings for maximum efficiencyHow to hold more productive and efficient meetingsHow to schedule a meeting, add participants and book resourcesHow to keep track of who will attend your meetingWhy you should use a shared Google Doc for meeting agendas, minutes and follow-upWhen to look for the Site for Classroom can help you run more productive meetingsWhy you can use Google Hangouts to conduct productive online meetingsHow to make others in a meetingHow to share your screen with others during a meeting<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using the products listed below. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div><div><div><div>UNIT 8: Measure, Understand, and Share Student Growth</div><div><div><div>UNIT 8: MEASURE, UNDERSTAND, AND SHARE STUDENT GROWTH</div><div><div><div>Introduction</div><div>Measure Student Progress</div><div>Analyze Student Growth Data</div><div>Test Your Student Growth Story</div><div>Unit Review</div></div></div><div><div>Introduction</div><div>Evidence of effective learning can often be demonstrated by student growth. This program is most accurately effective if the education that is measured, understood, and shared. This unit covers the tools that allow teachers to analyze student growth data and share it with others.</div><div>In this unit, you'll learn to:</div><ul style="list-style-type: none">Determine the correct type of data to collect as an educatorDevelop effective methods of collecting the data requiredOrganize and configure information to accurately represent the resultsDetermine what reasons are needed to help students keep their information secureFind the right tool for the learning objectives you are trying to reachDetermine what processes to use to discover various methods of data analysis<div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div></div></div></div></div></div></div>

<p>6.3 Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.</p>	<p>IPA</p>	<div data-bbox="373 201 749 594"> <h3>Unit 2</h3> <h4>UNIT 2: Expand Your Access to Help and Learning</h4> <p>UNIT 2: EXPAND YOUR ACCESS TO HELP AND LEARNING</p> <p>Introduction</p> <p>Use Your Questions Network Build Your Own Learning Network Discover Local Google for Education Experts Unit Review</p> <p>Introduction</p> <p>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.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> • What online resources are available for you to search for answers • How to participate in online help forums to learn from 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div>
<p>6.4 Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.</p>	<p>I</p>	<div data-bbox="373 643 749 1101"> <h3>Unit 4</h3> <h4>UNIT 4: Save Time Communicating</h4> <p>UNIT 4: SAVE TIME COMMUNICATING</p> <p>Introduction</p> <p>Use Gmail to Communicate with Your Classroom Community Organize and Search Emails to Save Time Use Hangouts for Real-time Student Communication Use Google Classroom to Build Better Class Communication Share Your Students' Work with the School Community Unit Review</p> <p>Introduction</p> <p>Communicating information to all members of your classroom community—students, parents and other teachers—is one of the most important job 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 5.</p> <p>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.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn to:</p> <ul style="list-style-type: none"> • Apply the organizational benefits of Gmail to your classroom • Explore how to use the Translation feature in Gmail to communicate with a diverse audience • Identify the benefits of real-time communication with students • Explore how to use instant messaging in Hangouts from any device • Identify how Google Groups can be used in your classroom • Identify the value of using a class website • Create a customized Google Site for your classroom <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div> <div data-bbox="961 643 1337 1114"> <h3>Unit 6</h3> <h4>UNIT 6: Bring Meetings Online</h4> <p>UNIT 6: BRING MEETINGS ONLINE</p> <p>Introduction</p> <p>Make Your Own Meetings More Efficient Use Hangouts to Host Meetings and Webinars Unit Review</p> <p>Introduction</p> <p>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 some of these meetings that you have may have 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.</p> <p>What Will You Learn?</p> <p>In this unit, you'll learn:</p> <ul style="list-style-type: none"> • Why it's important to plan your meetings for maximum efficiency • How to hold more productive and efficient meetings • How to schedule a meeting with 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 <p>If you already know this material, feel free to skip to the Unit Review at the end.</p> <p>What Products Will We Cover?</p> <p>Throughout this unit, we'll be using the products listed below. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</p>  </div>

<p>6.6 Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.</p>	<p>IPA</p>	<div><div>Unit 1</div><div>UNIT 1: Get Ready to Use Technology in the Classroom</div><div><div>UNIT 1: GET READY TO USE TECHNOLOGY IN THE CLASSROOM</div><div><div>Introduction</div><div>Explore the benefits of the digital classroom and technology. Prepare your students for success.</div><div>Get Ready with Google Tools for the Digital Classroom</div><div>Google Tools, Responsible Digital Citizenship</div><div>Unit Review</div></div><div><div>Introduction</div><div>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 what first steps. Get ready with your students by setting your class, then use various technology tools to guide to help you. This unit will help you get started.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:<ul style="list-style-type: none">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 Google for Education.How to pick the right tool for your objective.How you can help your students become responsible online.</div><div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>We will introduce you to a wide range of Google tools in this introductory unit.</div><div><div>What Skills Will You Need?</div><div>This unit focuses on getting prepared for integrating technology into your class. We won't be doing it in specific skills yet.</div></div></div></div></div></div></div>	<div><div>Unit 9</div><div>UNIT 9: Teach Students Online Skills</div><div><div>UNIT 9: TEACH STUDENTS ONLINE SKILLS</div><div><div>Introduction</div><div>Search engines</div><div>Search Engines Research Skills</div><div>Use Chrome to Explore the Web with Your Class</div><div>Unit Review</div></div><div><div>Introduction</div><div>Teaching kids essential online skills is clearly 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.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:<ul style="list-style-type: none">The essential digital literacy skill of searching online.Simple steps to evaluate sources.Easy processes for finding 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.</div><div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div></div>	<div><div>Unit 13</div><div>UNIT 13: Promote Digital Citizenship and Positive Online Behavior</div><div><div>UNIT 13: PROMOTE DIGITAL CITIZENSHIP AND POSITIVE ONLINE BEHAVIOR</div><div><div>Introduction</div><div>Search Students About Internet Safety and Privacy</div><div>Personal, Safe and Responsible Online Presence</div><div>Unit Review</div></div><div><div>Introduction</div><div>There is no getting away from the fact that our world today is almost going to be digital in some way. Before these online steps to make it teaching students to be good citizens and the new world to be digital world is well. So let the students in the classroom unit set as though some of the important things we need to be doing to make sure our students have a positive experience online.</div><div><div>What Will You Learn?</div><div>In this unit, you'll learn:<ul style="list-style-type: none">How to protect yourself with good, strong passwords.How to manage privacy.How to create a good digital footprint.How to manage your online identity.How to manage your online safety.How to manage your online safety.How to manage your online safety.</div><div>If you already know this material, feel free to skip to the Unit Review at the end.</div><div><div>What Products Will We Cover?</div><div>Throughout this unit, we'll be using these products. You don't have to master them, but if you've never used them before, take a moment to get familiar with them. For help, click the icons below.</div><div></div></div></div></div></div></div>
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