



OTTAWA ONLINE

EDU 59200 – Google Sheets in the Classroom

Summer Term: June 11, 2024

Hours: Online

Ending Date: July 8, 2024

2 Credit Hours

Course Description

Google Sheets can be used in hundreds of ways in the classroom, from data analysis to interactive student projects! Learn the basic elements of spreadsheets and graphs, how to manipulate student data, and ideas for using spreadsheets in the classroom! Students will learn the necessary skills to create spreadsheets that include titles, columns, rows, formulas, graphs and more. This course is an online course and will not have any face-to-face meetings. Students will retrieve assignments, participate in discussions and post projects online using Blackboard.

Location: Online via Blackboard

Class Meeting Day, Times and Dates: All students enrolled must login to Blackboard and answer an introductory discussion question no later than June 15 at midnight.

The ENDING DATE for CLASS is July 8, 2024. Absolutely no late work will be accepted.

Course Prerequisites

No prerequisites for this course

Course Objectives

Upon successful completion of this course, participants will be able to:

- Students will create Google Sheets that include titles, columns, rows and simple formulas.
- Students will create projects using Google Sheets that support curriculum in their content area.
- Students will manage student data in the classroom using Google Sheets features.

**Kansas Education Systems Accreditation Framework: The Five R's
Classification for this course is Relevance.**

Course Materials

Access to the Internet and Google Sheets is required for this course.

Instructor Contact Information

Instructor: Rachel Nally
Telephone: (316) 641-9411 any time after 3 p.m.
E-mail: Rachel.nally@ottawa.edu
Availability: Please feel free to contact me by phone or email. We can arrange for an extended phone conversation at a mutually convenient time if needed.

Instructor Bio

Rachel Nally has her Master's in Educational Technology and Library Licensure from Pittsburg State University. She is a former high school media specialist at Eisenhower High School in Goddard. Rachel has recently returned to the classroom to teach business fulltime. She now splits her time between the high school and middle school. She has 28 years of education experience as both a classroom business teacher and librarian. She has been an adjunct with Ottawa since 2011.

Overview of the Course

Readings, Activities, and Assignments

Participation

In fully online courses, student participation takes place in the text-based, asynchronous discussion forum. Participation is crucial in enhancing the learning environment within an online course. All students are expected to be active participants in all aspects of our online learning community.

Competency Assessment

You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact me immediately. My email address and telephone number are listed on this syllabus. Please remember that instructors do not randomly assign grades. Students earn their grades and everyone has the same opportunity to earn a good grade.

Please refer to the **Course Materials** section of the cyber classroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

Evaluation:

Discussion contributions (Participation) -- 10 points each week (10 points per post) = 40 points

Each week you must submit (post) a response to the weekly discussion topic(s). Although not required, you are welcome to comment on the posts of your course mates. There will be a total of 4 discussion posts for you to respond.

Google Sheets Basics (20 points)

Create a spreadsheet incorporating a minimum of four (4) basic items using Google Sheets. Examples include: expanding column/row height/width, merging cells, centering titles across column, word wrap, cell color, font, font size, using fill handle, rotating text, etc. Upload and attach your spreadsheet to Blackboard.

Basic Formulas (20 points)

Create a spreadsheet that incorporates a minimum of two (2) basic formulas. Examples include: addition, subtraction, multiplication, and division. Also, incorporate a minimum of two basic items into the spreadsheet as well. Upload and attach your spreadsheet to Blackboard.

Function Formulas (20 points)

Create a spreadsheet that incorporates a minimum of two (2) formulas using the function list in Sheets. Examples include: sum, average, count, maximum, minimum, etc. Upload and attach your spreadsheet to Blackboard.

Sorting (20 Points)

Create a spreadsheet that shows the before and after of a basic sort. You can choose to sort by numbers or text. Upload and attach your spreadsheet to Blackboard.

Charting (20 Points)

Create a spreadsheet that incorporates a basic chart. Examples include: pie, bar, line, charts to visually show your data. Upload and attach your spreadsheet to Blackboard.

Final Project Sheets in the Classroom (20 points)

Option 1 - Teacher Option: Create a spreadsheet to use in your classroom. Incorporate a minimum of 4 Sheets features learned in class. Examples include: classroom inventory, classroom budget, attendance, behavior charts, etc. Upload and attach your spreadsheet to Blackboard.

Option 2 – Student Option: Create a handout that gives your students an assignment using Google Sheets. Incorporate a minimum of 5 Google Sheets features learned in class (formulas, sorting, functions, formatting, etc.). You simply need to create the instructions and/or handout that describes the assignment to your students. Upload and attach your instructions or handout to Blackboard.

Course Schedule At-A-Glance*

Day & Time	Activities	Assignments Due
Online June 11	Introductions & Navigating Blackboard Discussions Tips & Tricks Videos Google Sheets Basics Basic Formulas	<ul style="list-style-type: none">• Discussion posting• Google Sheets Basics• Basic Formulas
June 18	Discussion Board Tips & Tricks Videos Function Formulas Sorting	<ul style="list-style-type: none">• Discussion posting• Function Formulas• Sorting
June 25	Discussion Board Tips & Tricks Videos Charting	<ul style="list-style-type: none">• Discussion posting• Charting
July 2	Discussion Board Tips & Tricks Videos Sheets in the Classroom	<ul style="list-style-type: none">• Discussion posting• Sheets in the Classroom

Grade	Percentage	Points
A	90 to 100%	144 - 160
B	80 to 89%	128 - 143
C	70 to 79%	112 - 127
D	60 to 69%	96 - 111
F	< 60%	<96

To access your scores, click on Grades in the Student Tools area in Blackboard.

Important Policies

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies folder in the Info & Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

Late Assignments

Please note all assignments are due by July 8, 2024 (no late assignments will be accepted).

Academic Integrity

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, *"The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director."*

Please refer to **Academic Honesty** in the **Info & Policies** section of the online course menu for important information about Ottawa University's policies regarding plagiarism and cheating, including examples and explanations of these issues.

Academic dishonesty also includes turning in work submitted for a grade in another course. For example, it would be considered academic dishonesty to turn in a paper that you wrote for English 101 as if you had written it for Philosophy 202. In addition, turning in a paper that you constructed by simply cutting and pasting sections from a paper you wrote previously, is also considered academic dishonesty. Although the consequences of plagiarism and/or academic dishonesty may vary, depending on the nature of the violation, the Ottawa University Student Handbook states, "The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred" (p. 35).

Student Handbook

Please refer to your student handbook for all university regulations. The **Resource Room** on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see **Info & Policies** in Blackboard for additional university policies.

Blackboard Technical Support

The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support 24 hours/day for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

Ottawa University Mission Statement

Building on its foundation as a Christ-inspired community of grace and open inquiry, Ottawa University prepares professional and liberal arts graduates for lifetimes of personal significance, vocational fulfillment, and service to God and humanity.

Best wishes for successful completion of your online course with Ottawa University!