



OTTAWA ONLINE **EDU 59221 KA Google Tools for the Classroom**

Start Date June 26th, 2024
Ending Date: July 17th, 2024

Course Description

Teachers learn the many different aspects of a Google Classroom. We will work within Google to utilize the drive and create dynamic, useful tools that can be utilized within their curricular area. Participants will learn how to create forms, spreadsheets, slides, and docs via Google Drive and then they will learn about several different educational apps within Google.

Course Prerequisites

No prerequisites for this course

Course Objectives

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

- Create, Share, and Collaborate on numerous programs within Google.
- Understand the different tools available for Google, and will learn how to adapt these tools to their current curriculum
- Create helpful resources to share and utilize within their teaching profession
- Explore several different helpful apps within Google and say how to utilize them within their curricular area

Course Materials

A Google Account

Instructor Contact Information

Instructor: Sharon Beems
Telephone: 785-418-4318
E-mail: Sharon.beems@ottawa.edu, beemss@usd290.org

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

Sharon Beems is a middle school technology and CSI teacher at Ottawa Middle School. She has been teaching for 18 years and has a master's degree in Instructional Design and Technology. She has been teaching as an adjunct for Ottawa University since 2005.

Course Overview

Participation

In this course, participation is crucial in enhancing the learning environment. All students must be present the day of instruction and submit final work via Blackboard in a Timely Manner.

Competency Assessment

You will have numerous chances to denote your competency of Google via several different assignments throughout the course. We will be creating and sharing numerous resources within the class group and evaluating Google Apps.

Forms (40 points)

You will create a form and share it with the other participants within the class for their opinions. You will need to include at least one type of each question on the form.

Using Google Sheets (40 points)

You will use Google Sheets to create a resource for your classroom that involves a function and reformatting of cells.

Add Ons (40 points)

You will utilize the Google Drive Add On's to explore your favorite add-on. You will then type a doc about the three top add ons you explored. How will you utilize them? Why?

Google Drawing (40 Points)

You will utilize Google Drawing to create a resource of your classroom that is based on a lesson plan.

All About Me Slides (40 points)

You will utilize Google Docs Slide application to create a slide show that is all about you. You will learn the various tools and designs that are available via Google Docs, Slides to create a dynamic presentation.

Grading Scale

Grade	Percentage	Points
A	90 to 100%	288 - 320
B	80 to 89%	256 - 287
C	70 to 79%	224 - 255
D	60 to 69%	192 - 223
F	< 60%	<192

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 before **July 17, 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/Catalog

"Students should refer to the Ottawa University Handbook for all University regulations."

Disclaimer

"Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs."

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.

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