



OTTAWA ONLINE

EDU 59229 – Google Sites in the Classroom

Summer Term: June 8, 2021

Hours: Online

Ending Date: July 6, 2021

2 Credit Hours

Course Description

Learn to create engaging website communication to connect to the school community, parents and students. Create course materials, videos, pictures, links, and assignments. Plan ways to engage students in sharing ways they are meeting their learning outcomes with their school community and parents. 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 11 at midnight.

The ENDING DATE for CLASS is July 6, 2021. 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 plan and create a professional website for the classroom
- Students will link other parts of the Google platform via Google Apps to Google Sites.
- Students will learn aspects of Google via Google extensions to enhance a classroom website.
- Students will be able to add content, links, images, and/or videos to a classroom website.

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

Course Materials

Access to the Internet and Google Sites 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 high school media specialist at Eisenhower High School in Goddard. Before moving to the library, she taught various business classes for nine years and has recently returned to the classroom to teach accounting and business law. She has 25 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 cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

June 15	Discussion Board Google Sites Videos Layouts Dividers Images/Clipart Document Insertion Checkpoint #2	<ul style="list-style-type: none"> • Discussion posting • Checkpoint #2 Description Submissions
June 22	Discussion Board Google Sites Videos Buttons (Provided) Buttons (Personalized) Document Linking/Embedding Image Carousel Checkpoint #3	<ul style="list-style-type: none"> • Discussion posting • Checkpoint #3 Description Submissions
June 29	Discussion Board Google Sites Videos Google Extensions Google Forms Checkpoint #4	<ul style="list-style-type: none"> • Discussion posting • Checkpoint #4 Description Submissions

Grade	Percentage	Points
A	90 to 100%	216 - 240
B	80 to 89%	192 - 215
C	70 to 79%	168 - 191
D	60 to 69%	144 - 167
F	< 60%	<143

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 6, 2021 (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.

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.

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