



## **Professional Development Institute**

### **Flex Course Syllabus**

# **Using Google Classroom for Teaching and Learning (K-12)**

**PDI Course Number: 85T03**

**UCSD Course Number: EDUC40105**

If you would like information about receiving post-baccalaureate (graduate) credit for completing this course, [please click here](#).

### **Course Timeline**

Participants have one year to complete the course. Participants must spend a minimum of three weeks in this course.

### **Course Description**

Do you have Google Classroom and want to fully understand how to maximize its potential? In this course, teachers will learn how to use all the features of Google Classroom to enhance their teaching. Strategies for using the announcement, question, and assignment options to enhance the learning process will be emphasized as teachers move toward a paperless classroom. Teachers will also learn how to effectively use all of the quiz options. Strategies for differentiating instruction using the features of Google Classroom will be explored. Specific instructions for integrating Google Classroom with other Google products such as Google Calendar and Google Docs, as well as, popular educational extensions and apps will be shared. Additionally, instructions for using the Google Classroom mobile app will be provided. Finally, using Google Classroom for assessment through the use of rubrics as well as the gradebook function are also shared. By the end of this course, teachers will confident using Google Classroom and all its tools and features.

## **Educational Outcomes**

1. Teachers will learn about all the products offered through Google's Google Workspace for Education including Gmail, Calendar, Drive, Docs, Slides, Sheets, Forms, and Classroom.
2. Teachers will understand why Google Classroom is defined as a blended learning environment based on its features.
3. Teachers will learn the many benefits of using Google Classroom.
4. Teachers will learn how to effectively navigate the Google Classroom dashboard.
5. Teachers will learn how to create classes and the options for inviting students to join.
6. Teachers will understand the purpose of the Google Classroom Stream and how to personalize it.
7. Teachers will learn how to use the Help features of Google Classroom.
8. Teachers will learn how to remove, e-mail, and mute a student.
9. Teachers will learn how to use the student post and comment controls.
10. Teachers will learn how to create and post a question.
11. Teachers will learn how to create and post an announcement.
12. Teachers will learn how to create and post an assignment.
13. Teachers will learn how to use and integrate the Google Calendar for all their classes.
14. Teachers will learn how to access and grade work.
15. Teachers will learn how to return graded work to students.
16. Teachers will learn how to export grades to a gradebook.
17. Teachers will learn how to use the features of Google Classroom to differentiate assignments.
18. Teachers will learn how to monitor and share student work.
19. Teachers will learn how to use the Google Classroom mobile app.
20. Teachers will learn how to assign grades using the Google Classroom mobile app.
21. Teachers will learn how to use extensions to enhance the Google Classroom experience.
22. Teachers will learn effective practices for ending one school and beginning a new one using the archive features.

## **Instructional Media**

- Online Discussions
- Online Engagement
- Online Collaboration
- Instructor Feedback
- Instructor Interaction
- Online Resources and Websites
- Supplemental Instructional Materials
- Printable Classroom Resources

## Evaluation

- Test #1 (5% of final grade)
- Test #2 (5% of final grade)
- Test #3 (5% of final grade)
- Test #4 (5% of final grade)
- Test #5 (5% of final grade)
- Autobiography and Goals for the Course (10% of final grade)
- Article/Video Reflection (15% of final grade)
- Course Collaboration/Share Ideas with the Class (10% of final grade)
- Cumulative Assignment/Project: Demonstrate appropriate and effective use of Google Classroom key features (20% of final grade)
- Culminating Practicum (20% of final grade)

## Topical Outline

### Unit One

- Introduction to Google Workspace for Education
- What is Google Classroom?
- Why use Google Classroom?
- **Assignment #1**  
*Write an autobiography including information about yourself, your grade level and what you specifically hope to learn about using Google Classroom. Your autobiography should be a minimum of three paragraphs.*
- **Test #1**

### Unit Two

- Getting Started - Signing Up and Signing In
- Navigating the Dashboard and Creating Your First Class
- Inviting Students to Join Your Class
- **Assignment #2**  
*As an educator, it is important to be aware of the research, studies, and professional work done in the field. In the course, you will find an article and video that are relevant to the specific course content. Read the article and then write an essay with your thoughts.*
- **Test #2**

### Unit Three

- Creating and Posting Questions, Announcements, and Assignments
- Google Calendar Integration

- Google Meet Integration
- Paperless Grading
- **Assignment #3**  
*Online Discussion Board Participation/Engagement: Please post a tip, strategy, or idea that specifically relates to using Google Classroom and will make a difference to other teachers using the product. Your assignment should be a minimum of three paragraphs and detailed enough for another teacher to easily follow. This is a great opportunity to share and collaborate with other teachers at your grade level around the country. Take time to review and respond to other postings that are relevant to your classroom population in order to gain effective ideas to use immediately in your classroom.*
- **Test #3**

## Unit Four

- Student View
- Digital Differentiation
- Monitoring and Sharing Student Work
- **Test #4**

## Unit Five

- Introduction to the Google Classroom Mobile App
- Assessment Using the Mobile App
- Google Classroom as a Platform for Blended Learning and Flipped Classrooms
- **Test #5**

## Unit Six

- Ending One Year and Planning for the Next
- Using Extensions and Apps
- Resources for Staying Current with Google Classroom
- **Assignment #4**  
*This assignment has several components that allow you to show that you have learned how to use some of the key features and benefits of Google Classroom. Follow the instructions carefully.*
  1. *You learned how to create and post questions, announcements, and assignments. Create a multiple choice question for a class and create an announcement. To show your instructor that you have done this correctly, take a screen shot of each.*
  2. *You have learned how to differentiate assignments by posting different resources. You have also learned how to use Edpuzzle, CK-12, and YouTube to locate resources. Write a minimum three-paragraph description of an assignment you will create and how the resources you post (a minimum of three) are each specifically used to*

*differentiate the assignment. Create an assignment that includes a due date and a topic. Attach all the resources and then take a screen shot.*

3. *You were introduced to the many extensions that can be added to your Google Chrome Browser that integrate with Google Classroom. Use the links below to explore the extensions.*

- [5 Chrome Extensions for Google Classroom](#)
- [10 Must-Have Google Extension for Teachers](#)
- [15 Chrome Extensions for Productivity](#)

*Choose an app and add it to Chrome. Write a minimum two paragraph review describing in detail what the app is used for (paragraph 1), how well it integrates with Google Classroom (paragraph 1), and how you specifically intend to use it with your students/classes (paragraph 2).*

*Your submission should include the following. Please put all these items in a single document.*

- ✓ *A screen shot of a multiple choice question*
- ✓ *A screen shot of an announcement*
- ✓ *A screen shot of an assignment that shows a due date, topic, and at least three attached resources*
- ✓ *A minimum three-paragraph description of how the resources you post are each specifically used to differentiate the assignment*
- ✓ *Provide links to all three resources you chose from Edpuzzle, CK-12, and/or YouTube.*
- ✓ *Minimum two-paragraph App review*
- **Assignment #5**

*The culminating practicum is a three-step process. (1) In the first assignment, you were asked what goals you had and what you hoped to learn from the course. Think back to your original goals for this course. Write a minimum two-paragraph reflection specifically describing how what you learned can be used to help you reach those goal(s). (2) Next, write a minimum three-paragraph plan that specifically describes the ways in which you intend to implement a particular strategy you learned in this course into your own teaching situation. (3) Last, write a minimum two-paragraph reflection describing a student you have or have had in the past. Then, discuss how the strategies you learned in this course will specifically benefit that student as you put your plan into action.*

## **Bibliography**

Brock, A. (2015). *Introduction to Google Classroom*. New York, NY: Kingfisher Press.

Jacobs, S. (2016). *Google Classroom*. San Bernardino, CA: Jacobs Press.

Keeler, A. & Miller, L. (2015). *50 Things You can Do with Google Classroom*. San Diego, CA: Dave Burgess Consulting.

Keeler, A. & Miller, L. (2015). *50 Things To Go Further with Google Classroom*. San Diego, CA: Dave Burgess Consulting.