



**TCSJ**  
**Professional Learning Center**  
**Course Syllabus**

**School Year:**

**2024-2025**

**Name and Contact Information for the Instructor of Record**

Paul Gose, valleyteachersgroup@gmail.com

**Instructor/s of Course:**

Paul Gose and Ken Rickard

**Course Dates/Times:**

Online, Asynchronous

**Estimated hours to complete the course:** *(Approximately 15 hours of time = 1 unit)*

*45 hours*

**Evaluation Criteria for Credit:**

Participants are evaluated based on successful completion and submission of:

-Completion of all assignments and completion of "time log" of 45 hours.

-Upon completion a certificate of completion will be issued to be submitted to TCSJ for unit approval.

**Assignments**

**Assignment #1 Orientation.**

-Phone conversation or Zoom meeting with either Ken Rickard (209)648-4446 or Paul Gose (209)380-5546.

**Assignment #2 Complete Student Info Google Form**

Thank you for registering for this professional development course. Please fill out the form as best you can.

Link→ [Click Here](#)

[https://docs.google.com/forms/d/e/1FAIpQLSdZlb31yZ1RqAR03dwg4YBze3HdDISVymGu1SptMZX2aNWQQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdZlb31yZ1RqAR03dwg4YBze3HdDISVymGu1SptMZX2aNWQQ/viewform?usp=sf_link)

**Assignment #3 Create a new google classroom.**

You must provide evidence of mastery either by screenshotting the following steps or submitting a screencast in which you demonstrate your ability to utilize the Google Classroom Features below features listed below.

- Create a classroom (can be a class you currently are teaching).
- Change the Classroom Header Image to something relevant to the subject or grade you are involved with.

- Add students (if using actual class rosters hide last names before submitting evidence of this assignment).

#### **Assignment #4 Create opportunities for engagement.**

You must provide evidence of mastery either by screenshotting the following steps or submitting a screencast in which you demonstrate your ability to utilize the Google Classroom Features below features listed below.

- Demonstrate ability to post an announcement to the class.
- Demonstrate ability to post a question to the class.
- Demonstrate ability to post a web link to the class.
- Demonstrate ability to post a useful youtube video to the class

#### **Assignment #5 Collect and assess student work.**

You must provide evidence of mastery either by screenshotting the following steps or submitting a screencast in which you demonstrate your ability to utilize the Google Classroom Features below features listed below.

- Distribute, collect and assess, and provide feedback to the students by using at least three of the following engagement techniques
  - Create a google form (quiz, informational etc) collect answers/information.
  - Create a classroom question and respond to a student answer to the question
  - Create an assignment for students to complete
  - Create an assignment with a website link attached for students to complete
  - Create an assignment using a youtube video for students to complete
  - Show evidence of another technique that you feel is effective.

#### **Assignment #6.**

You must provide evidence of mastery either by screenshotting the following steps or submitting a screencast in which you demonstrate your ability to utilize the Google Classroom Features below features listed below.

- Schedule assignments for student use by time and date
- Add “Topics” for users to filter the classroom stream
- Connect students to their support systems with “Guardian Summaries”
  - Demonstrate ability to invite/or share information with guardians

1. Time log narrative proving a minimum of 15 hours per unit of credit including the instructional sessions - 30%
2. Submission of evidence of completion of the assignments- 50%
3. Proper documentation and citation in all work for this course - 10%
4. Participation in all agreed upon correspondence. - 10%

Completion of these items will result in a passing grade for the participant.

**Title of Course:**

**All Google In the Classroom**

**Type of Course (Pick One):**

- 8000 Technology

**Course Enrollment – How will people enroll? (Please select one)**

- ☐ This course has open enrollment – please post on the TCSJ Professional Learning Center webpage – insert **enrollment link** for advertisement here: Link to their TCSJ PLC page

**Course Participants:**

- Anyone!

**Course Description:**

**During the course students will receive individualized direct instruction as identified through weekly check-ins based on learning objective/assignment progress.**

Google Classroom has essentially become a required tool for the modern classroom. Students will receive customized/individual direct instructions to achieve satisfactory mastery of the skills and completion of assignments. This course is designed to help individuals master the app from the basics to the more advanced features. Students will learn to establish a learning community that they control through the use of Google Classroom. Students will be required to show proficiency in each of the following areas:

1. Create a classroom and add “students”
2. Create opportunities for engagement through questions, announcements, or assignments
3. Post meaningful attachments such as templates, documents or media
4. Distribute, collect and assess, and provide feedback to the students
5. Create posts and attach interactive items to engage members of the group
6. Evaluate and give feedback to the “student” for the interactive items in #5
7. Schedule assignments for student use by time and date
8. Add “Topics” for users to filter the classroom stream
9. Connect students to their support systems with “Guardian Summaries”

**Primary Learning Outcomes and/or Course Requirements:**

1. Create a classroom and add “students”
2. Create opportunities for engagement through questions, announcements, or assignments

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3. Post meaningful attachments such as templates, documents or media
4. Distribute, collect and assess, and provide feedback to the members
5. Create posts and attach interactive items to engage members of the group
6. Evaluate and give feedback to the “student” for the interactive items in #5
7. Schedule assignments for student use by time and date
8. Add “Topics” for users to filter the classroom stream
9. Connect students to their support systems with “Guardian Summaries”

**Course Enrollment Cost (if to be posted on PLC website – not unit cost):**

**\$150**

**Successful Course Completion:** At the completion of the course, please provide students who successfully finished the course with a certificate of completion (the certificate should include their name, course title and date)?

X Certificate

**\*\*\* Unit rates subject to change without prior notice from TCSJ\*\*\***

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This section to be completed by TCSJ Staff.

Approved by: Lori Morgan

Date: 6/25/2025

# Units: 3

Price per Unit: \$85

Processed on (date):

Course #:

Add to website?

Added to Website (Initials, Date):

Course Registration Form (to purchase units) Link: