



Google Docs *Syllabus*

Google Docs is a powerful digital productivity tool offered as part of G Suite. Google Docs provides users with all the tools they need to create engaging digital products to support teaching and learning inside and outside the classroom. This class will look at tips and tricks like colors, fonts, hyperlinks, and headings to make your documents more engaging.

Contact Hours: 3

Learning Objective: Learners will demonstrate their ability to create an engaging Google Document with text, tables, images and links.

Course Structure:

This Course consists of three lessons. Lessons consist typically of four parts:

1. Watch - Watch the videos to learn about the skills you will need to complete the project assigned in the lesson.
2. Help Resources & Links- Materials and websites related to the content covered in the lesson videos.
3. Learn by Doing - Use the included checklist to complete your project for each lesson.
4. Check for Understanding - short check-in activity for each lesson which is required for course credit and to advance to the next lesson.



Standards:

ISTE Standards: <ul style="list-style-type: none">- Standard 2: Design and develop digital age learning experiences and assessments Teachers design, develop, and evaluate authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the Standards for Students.- Standard 3: Model digital age work and learning Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.- Standard 5: Engage in professional growth and leadership Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.	Ohio Standards for the Teaching Profession: <ul style="list-style-type: none">-Standard 4.6: Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.-Standard 4.7: Teachers use resources effectively, including technology, to enhance student learning.-Standard 7.2: Teachers take responsibility for engaging in continuous, purposeful professional development.
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Final Assignment/Demonstration of Learning: Participants will do a makeover of a Google Doc or create their own that includes text, images, tables, and hyperlinks..

Skills Checklist

- ☐ Add color to a Google Document
- ☐ Add tables to a Google Document
- ☐ Add images to a Google Document
- ☐ Add links to a Google Document
- ☐ Add headings in Google Documents

Resources:

[Google EDU: Getting Started with Docs](#)

[Google EDU in go YouTube Channel](#)

[Hyperdocs Website](#)

