



Unit 1: Google Workspace

Subject Area: Digital Learning	Course: Digital Learning		
Unit Title: Google Workspace	Grade(s): 3	Start: September	End: December
Unit Summary: Students attend Digital Learning every other week. During this unit students will learn various Google Workspace tools that will help to support their learning in the classroom.			

Stage 1: Desired Results

Massachusetts Learning Standards

Safety and Security [3-5.CAS.a]

1. Describe how to use proper ergonomics (e.g., body position, lighting, positioning of equipment, taking breaks) when using devices.
3. Identify appropriate and inappropriate uses of technology when posting to social media, sending e-mail or texts, and browsing the Internet.

Ethics and Laws [3-5.CAS.b]

1. Demonstrate responsible use of computers, peripheral devices, and resources as outlined in school rules [Acceptable Use Policy (AUP)].

Digital Tools [3-5.DTC.a]

1. Type five words-per-minute times grade level (e.g., for Grade 5, type 25 words/minute).
3. Use digital tools (local and online) to manipulate and publish multimedia artifacts.

Human and Computer Partnerships [3-5.CS.b]

3. Explain advantages and limitations of technology (e.g., a spell-checker can check thousands of words faster than a



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human could look them up, however, a spell-checker might not know whether ‘underserved’ is correct or if the author’s intent was to type ‘undeserved’).

Networks [3-5.CS.c]

4. Recognize that there are many sources of and means for accessing information within a network (e.g., websites, e-mail protocols, search engines)

Transfer (Authentic, relevant application of learning to new situations)

Students will be able to independently use their learning to...

- Navigate, create and turn in assignments in Google Classroom
- Navigate Google Drive, create, move, delete files and folders
- Create a Google Doc, Drawing, or Slide in both Google Classroom and Google Drive
 - Format their text (center/left alignment, tab, shift, bold, enter, spacing)
 - Insert Images and formatting (In-line with text, Wrap text, borders, crop)
 - Insert Word Art, text boxes, shapes and formatting them
 - Create transitions

Meaning

Enduring Understandings

Students will understand that...

- Working in Google Workspace is a cloud-based service and they can access their files from anywhere in the world as long as they can sign into their Google account.

Essential Questions

Students will consider...

- How will Google Workspace help me to communicate my ideas and connect with others?

Acquisition



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Knowledge	Skills
Students will know... • That they can access their work and produce projects from anywhere in the world with an Internet connection and that there are a variety of tools in the Google Workspace to use for creativity, communication and collaboration.	Students will be skilled at... • Navigating to their files/folders in the cloud in both Google Drive and Classroom • Using a keyboard to input text and format it. • Formatting text and images in Google Docs, Drawing & Slides