

**COURSE TITLE: GOOGLE DRIVE ACROSS THE CURRICULUM**

**WA CLOCK HRS: 30**

**NO. OF CREDITS: 3 QUARTER CREDITS**  
[semester equivalent = 2.00 credits]

**OREGON PDUs: 30**

**PENNSYLVANIA ACT 48: 30**

**INSTRUCTOR: Chris Hill**  
**ChrisBrita@gmail.com**

**COURSE DESCRIPTION:**

Google Drive is a FREE, Web-based Microsoft Office alternative. It includes a [word processor](#), a [spreadsheet](#) (excel), [presentation](#) (PowerPoint), [forms](#) (quizzes/surveys), and data storage service, all offered by [Google](#). It also allows users to create and edit documents online while collaborating in real-time with other users. With Google Drive, all of your work is automatically saved online, you can access it from any computer and you never have to update your software. All you need is a Gmail account!

This course is dedicated to teaching how to apply Google Drive to your teaching or professional situation. Course participants will learn how Google Drive can enhance lessons inside and outside of school and support teachers in collaboration and sharing of resources and ideas. In addition to learning and implementing Google Drive, educators will create motivational and relevant classroom activities, teacher support materials, and assessment tools.

This course is applicable for any K-12 teacher, administrator, or anyone looking to increase their technology skills. There is no textbook for this course. All references and materials are located online.

Note: Formerly titled Google Docs Across the Curriculum.

**LEARNING OUTCOMES:** Upon completion of this course, participants will have:

Upon completion of this course, participants will:

- Understand how Google Drive work and how to use them.
- Understand how to apply Google Drive in the classroom and general education environment.
- Be able to create forms, spreadsheets, word documents, presentations, and templates using Google Drive.
- Understand how Google Drive will enhance collaboration both inside and outside of the classroom.
- Understand how Google Drive increases productivity.
- Instantly apply knowledge acquisition.

**COURSE REQUIREMENTS:**

Completion of all specified assignments is required for issuance of hours or credit. The Heritage Institute does not award partial credit.

The use of artificial intelligence is not permitted. Assignment responses found to be generated by AI will not be accepted.

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**HOURS EARNED:**

Completing the basic assignments (Section A. Information Acquisition) for this course automatically earns participants their choice of CEUs (Continuing Education Units), Washington State Clock Hours, Oregon PDUs, or Pennsylvania ACT 48 Hours. The Heritage Institute offers CEUs and is an approved provider of Washington State Clock Hours, Oregon PDUs, and Pennsylvania ACT 48 Hours.

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**UNIVERSITY QUARTER CREDIT INFORMATION**

**REQUIREMENTS FOR UNIVERSITY QUARTER CREDIT**

Continuing Education Quarter credits are awarded by Antioch University Seattle (AUS). AUS requires 75% or better for credit at the 400 level and 85% or better to issue credit at the 500 level. These criteria refer both to the amount and quality of work submitted.

1. Completion of Information Acquisition assignments 30%
  2. Completion of Learning Application assignments 40%
  3. Completion of Integration Paper assignment 30%
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### **CREDIT/NO CREDIT (No Letter Grades or Numeric Equivalents on Transcripts)**

Antioch University Seattle (AUS) Continuing Education Quarter credit is offered on a Credit/No Credit basis; neither letter grades nor numeric equivalents are on a transcript. 400 level credit is equal to a "C" or better, 500 level credit is equal to a "B" or better. This information is on the back of the transcript.

AUS Continuing Education quarter credits may or may not be accepted into degree programs. Prior to registering, determine with your district personnel, department head, or state education office the acceptability of these credits for your purpose.

### **ADDITIONAL COURSE INFORMATION**

#### **REQUIRED TEXT**

All materials are free online.

There are no additional fees associated with this class.

None. All reading is online.

#### **MATERIALS FEE**

All materials are free online. There are no additional fees associated with this class.

### **ASSIGNMENTS REQUIRED FOR HOURS OR UNIVERSITY QUARTER CREDIT**

#### **A. INFORMATION ACQUISITION**

Assignments done in a course forum will show responses from all educators who have or are taking the course independently. Feel free to read and respond to others' comments.

Group participants can only view and respond to their group members in the Forum.

#### **Assignment #1: Introduction to Google**

**\*\*If you are taking this course as a group, please create a "Team Drive" within Google Drive and add ChrisBrita@gmail.com to the group. This will be the place you add all of your assignments. Please add a statement in the online response box "Assignment #1 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

Watch the Google concept, Google Drive, Google collaboration, and Google sharing videos. Your goal should be to develop a solid working knowledge of the potential of Google Drive.

In 250-500 words, share (in a shared Google Doc to ChrisBrita@gmail.com):

- What excites you about the concept of Google Drive?
- What do you want to learn more about?
- How do you picture yourself using Google Drive in your profession?

#### **Google Concept:**

<https://www.youtube.com/embed/eRqUE6IHTEA?autoplay=1&controls=1&showinfo=0>

#### **Google Concept continued:**

<https://www.youtube.com/embed/3Y4bh1qwTJw?autoplay=1&controls=1&showinfo=0>

**Google Drive:**

<https://www.youtube.com/embed/jWvKAYKlnnM?autohide=1&controls=1&showinfo=0>

**Google Drive continued**

<https://www.youtube.com/embed/wKJ9KzGQq0w?autohide=1&controls=1&showinfo=0>

**Collaboration:**

<https://www.youtube.com/embed/S0MPkUBMO0?autohide=1&controls=1&showinfo=0>

**Collaboration continued**

<https://www.youtube.com/embed/-qTcdsbvbjk?autohide=1&controls=1&showinfo=0>

**Sharing:**

<https://www.youtube.com/embed/NcaPTAVqp0k?autohide=1&controls=1&showinfo=0>

**Sharing continued:**

<https://www.youtube.com/embed/POIR37Hmydg?autohide=1&controls=1&showinfo=0>

**Assignment #2: Introduction**

In the online forum:

- introduce yourself by describing your professional situation
- reasons for being interested in this course
- what you expect to take away
- your general level of experience and proficiency with instruction that incorporates some level of technology, including the internet

**Assignment #3: Google Slides**

For this assignment, you will share a [Google Doc](#) answering questions as well as share a [Google Slides](#) presentation.

1. **After reviewing the resources below, answer the following questions in a shared [Google Doc](#):**

- What do you notice is similar to PowerPoint (or other presentation software)?
- What is different from PowerPoint?
- What is the advantage of being able to share this document?

2. Create a Presentation for your students, parents, staff members, or someone else in your professional situation. The presentation can be a lesson in a subject area, conference, or book you want to share with coworkers or with parents. The presentation must include at least 5 slides, 2 images, 1 different background, and a theme. Share with your instructors (ChrisBrita@gmail.com)

**\*\*Please add a statement in the online response box "Assignment #3 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

3. Review this: [Google Slides Instructional Reading](#)

#### Google Slides:

<https://www.youtube.com/embed/kYA6GLAzz9A?t=1s?autoplay=1&controls=1&showinfo=0>

#### Assignment #4: Google Sheets

For this assignment, you will share a [Google Doc](#) answering questions, and share a [Google Sheet](#).

1. After reviewing the resources below, answer the following questions in a shared [Google Doc](#):

- Have you ever used spreadsheet before? If so, for what purpose?
- Share 6 different topics that you could use with spreadsheet: they can be professional or personal

2. Create a spreadsheet that includes different colors, column widths, professional formatting and headings. Share with ChrisBrita@gmail.com

**\*\*Please add a statement in the online response box "Assignment #4 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

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Sheets Intro:

<https://www.youtube.com/embed/9AyoRkr4I3U?autoplay=1&controls=1&showinfo=0>  
[Sheet Instructional Reading](#)

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[Sheet Help Center](#)

#### Assignment #5: Google Forms

For this assignment, you will share a [Google Doc](#) answering questions, and share a [Google Form](#).

1. After reviewing the resources below, answer the following questions in a shared [Google Doc](#):

- What are different ways to format questions in Google Forms?
- What are 3 different ways you can use Google Forms professionally?

2. Using [Forms](#), create a survey that can be given to the staff at your school, or create a quiz/exit slip. The quiz should apply to your own classroom or course of study for future classrooms. If neither applies, create a survey for the co-workers in your company. In this, include at least 5 questions and four different types of question formats. Share with ChrisBrita@gmail.com

**\*\*Please add a statement in the online response box "Assignment #5 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

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Forms Intro:

<https://www.youtube.com/embed/lzgaUOW6GIs?autoplay=1&controls=1&showinfo=0>

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Forms tips & tricks:

[https://www.youtube.com/embed/7rmoK\\_neEjU?autoplay=1&controls=1&showinfo=0](https://www.youtube.com/embed/7rmoK_neEjU?autoplay=1&controls=1&showinfo=0)

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Forms teacher tips:

[https://www.youtube.com/embed/W1YYNGWU4\\_s?autoplay=1&controls=1&showinfo=0](https://www.youtube.com/embed/W1YYNGWU4_s?autoplay=1&controls=1&showinfo=0)

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[Forms Instructional Reading](#)

### **Assignment #6: Google Drawing**

For this assignment, you will share a [Google Doc](#) answering questions, and share a [Google Drawing](#).

1. After reviewing the resources below, answer the following questions in a shared [Google Doc](#):

- Name two scenarios when you would use Google Drawing.
- Once you have created a Drawing, in what other document types could this drawing be useful?

2. Create a drawing of your classroom or office and include it in a shared document or presentation. Share with your instructors. Share with [ChrisBrita@gmail.com](mailto:ChrisBrita@gmail.com)

**\*\*Please add a statement in the online response box "Assignment #6 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

[Troubleshooting Google Drawing](#)

[Google Drawing Video](#)

### **Assignment #7: Google Drive file upload and conversion**

For this assignment, you will:

- Upload a file of your choice to Google Drive
- Upload and convert a word doc into a Google Doc
- Share the converted document with [ChrisBrita@gmail.com](mailto:ChrisBrita@gmail.com)

**\*\*Please add a statement in the online response box "Assignment #7 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

[Google Drive Instructional Reading](#)

[Upload files and folders help](#)

## **ADDITIONAL ASSIGNMENTS REQUIRED FOR UNIVERSITY QUARTER CREDIT**

### **B. LEARNING APPLICATION**

In this section, you will apply your learning to your professional situation. This course assumes that most participants are classroom teachers who have access to students. If you do not have a classroom available to you, please contact the instructor for course modifications. Assignments done in a course forum will show responses from all educators who have or are taking the course independently. ?Feel free to read and respond to others' comments. Group participants can only view and respond to their group members in the Forum.

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### **Assignment #8: Unit of Study**

Now that you are familiar with many features of Google Drive, you need to apply this knowledge to create something useful for your professional situation—Be creative, but more importantly, take advantage of this project, as it is an opportunity to implement this technology in your workplace.

You must create 3 new Google documents from the list below. These 3 documents can be part of a unit of study/theme you are teaching or documents for parents/organizing your classroom (back to school presentation, a “Welcome to Room 5” letter, a seating chart template etc.) Feel free to expand on previous assignments.

- Form (survey or quiz for your class)
- Spreadsheet
- Document
- Presentation

### **Assignment #9: (500 Level ONLY)**

Complete **one** of the following:

- Prepare a Presentation for an in-service for other teachers on what you learned through this course. Share your presentation with ChrisBrita@gmail.com
- Work collaboratively with a colleague to develop a conceptualized plan that describes how you would use Google Drive in a cross-curricular application. Write and post a 500-1000 word paper describing the plan, emphasizing the advantages of using Google Drive, as compared with other means.
- Evaluate the online Google Drive course material in 1000-1500 words and share with ChrisBrita@gmail.com

**\*\*Please add a statement in the online response box "Assignment #9 has been shared in Google Doc to ChrisBrita@gmail.com"\*\*\***

### **C. INTEGRATION PAPER**

Assignment #10: (Required for 400 and 500 Level)

#### **SELF REFLECTION & INTEGRATION PAPER**

**(Please do not write this paper until you've completed all of your other assignments)**

Write a 400-500 word Integration Paper answering these 5 questions:

1. What did you learn vs. what you expected to learn from this course?
2. What aspects of the course were most helpful and why?
3. What further knowledge and skills in this general area do you feel you need?
4. How, when and where will you use what you have learned?
5. How and with what other school or community members might you share what you learned?

#### **INSTRUCTOR COMMENTS ON YOUR WORK:**

Instructors will comment on each assignment. If you do not hear from the instructor within a few days of posting your assignment, please get in touch with them immediately.

#### **QUALIFICATIONS FOR TEACHING THIS COURSE:**

Chris Hill, M.E.T., received his Master of Educational Technology from Boise State University and currently teaches Marketing, Leadership, and Digital Media at Lake Oswego High School. His diverse teaching experience includes teaching at The International School in Tegucigalpa, Honduras. He is a Google Certified teacher, and is one of fifty educators from across the country who was chosen to participate in the 2011 STEM Institute in Washington D.C. He is a member of the NorthWest Council for Computer Education and the International Society for Technology in Education. He has served as the Technology Coordinator and Activities Director at various schools.

#### **BIBLIOGRAPHY**

#### **GOOGLE DRIVE ACROSS THE CURRICULUM**

"Drive - Learning Center Advanced." Drive - Learning Center Advanced. Google, n.d. Web. 02 Oct. 2016.