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T&L 2900— Getting [Googled](#): Eliminating excuses through the free resources of [Google](#)

Course at a Glance

Instructor/Presenter: David Beyers

Length: 45 Hours

Dates: Enroll Anytime – Complete in 4 months

Number of Professional Development Credits: 3, from the University of North Dakota

Introduction

This course is designed to give participants an opportunity to learn how to effectively utilize and teach with several Google applications such as: Docs, Slides, Surveys and Gmail. Participants will develop curriculum, acquire resource awareness and produce e-course options that will change how their classroom runs as well as eliminate obstacles that prevent some students from succeeding.

This self-paced course can be started and completed at the student's own leisure **within four months from the UND course registration date.**

Course Objectives

- Establish a free account with Google.
- Determine how to set up your Gmail and create classroom labels with assignment files.
- Review the similarities between Word and Docs to see what carries over and what major differences exist.
- Develop living windows into your classroom along with resources that will be incorporated into your e-course including tutorials.
- Evaluate current web resources such as Forms, Slides and Sheets.

Session Topics

The course content is provided in four parts:

Part One – Getting Started with Google

Part Two – Resource Review and Development I– Docs and Slides, Tutorials

Part Three - Resource Review and Development II – Forms and Contact Lists

Part Four – Creating Tutorials

Final Project – Reflection Paper

Last Updated: 5/10/2017

Course Materials

You will need to establish a free Google account. Instructions will be provided within the course.

Technical Requirements –Google Chrome is recommended.

Assignments & Grading Percentages toward Final Grade

GRADING SUMMARY

Component	Points
Weekly Discussions (4 x 5pts)	20
Weekly Assignments (20, 40, 20, 15)	95
Final Assignment	20
Total	135

Grading

This online course uses Letter Grading (A – F) or Satisfactory/Unsatisfactory (S/U). The grading option must be selected at the time of course registration.

The course instructor will review students' answers and provide feedback in a timely manner (generally within 24 to 48 hours).

Scholastic Dishonesty

Students enrolled in this course are expected to be aware of the seriousness of scholastic dishonesty. Unacceptable behavior such as submitting someone else's work as your own, cheating on exams, or plagiarizing can result in failure of the course or other sanctions. For a more detailed description of these policies, please refer to the UND Code of Student Life; Appendix IIIa-3, at: <http://und.edu/student-affairs/code-of-student-life/>