

T&L 2900—Google Forms and Add-ons

Course at a Glance

Instructor/Presenter: Jim Ruid

Length: 30 Hours

Dates: Enroll Anytime – Complete in 4 months

Number of Professional Development Credits: 2, from the University of North Dakota

Introduction

This two-credit course focuses on the growing world of Google Docs and Add-Ons. Google Docs and Add-Ons is a course where the teacher learns to use pre-written Add-Ons to automate tasks. Learn short cuts for quizzes, grading, data entry, document creation and distribution, etc... Unleash the power of your favorite Google Doc and learn easy ways to automate tasks across Google products. Scripting can enhance learning between and amid students. Teachers learn to utilize the pre-built scripting tools of many educationally-relevant tools and use these as a starting point to discover hundreds of Add-Ons that lead to standards-based lessons which are efficient, effective, and engaged. All facets of the course focus on best practice instruction and research based approaches to teaching. All levels of technology experience are encouraged to take this course.

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

- To build knowledge in Google Forms and Ad-ons aligned to best practices.
- To increase awareness to teacher-friendly resources that directly link to specific resources.
- To enhance student engagement for the 21st Century classroom.

Learning Objectives

Individuals enrolled in this course will:

- Analyze results
- Provide instant feedback
- Actively engage students
- Implement Add-Ons into Google Docs
- Create assessments with Google forms
- Develop forms that are automatically populated
- Merge data between Google Docs
- Design a form that creates an auto-reply upon submission

Session Topics

This course is comprised of six lessons centered on Google Forms and Add-ons:

Lesson One – Form Creation
Lesson Two – Flubaroo
Lesson Three – Formranger
Lesson Four – Autocrat
Lesson Five – Mapping Sheets
Lesson Six – Add-Ons

Course Materials

All course content is online within the course.

Technical Requirements – Any online browser should work but IE 7 or Google Chrome are recommended.

Assignments & Grading Percentages toward Final Grade

- In lesson one, individuals will read about and reflect their understanding of Google Forms.
- In lesson two, individuals will work with Add-Ons using the Flubaroo Script.
- In lesson three, individuals will get familiar with Installing Add-ons and Formranger.
- In lesson four, individuals will get to know Autocrat.
- In lesson five, individuals will get to know Mapping Sheets.
- In lesson six, individuals will explore new Add-Ons.

The course is graded according to the assignments completed.

Percent of grade	Requirements	Title
10%	Assignment One:	Form Creation
13%	Assignment Two:	Flubaroo
17%	Assignment Three:	Formranger
17%	Assignment Four:	Autocrat
20%	Assignment Five:	Mapping Sheets
23%	Assignment Six:	New Add-Ons

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 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/>