

Course Outline: Google Certified Educator

Google Certified Educator Level 1: Fundamentals Course

Prepare you for Google Certified Educator and make you proficient in the Implementation of Technology in the Classroom to create 21st Century Classroom

Introduction

- How technology can benefit teaching and learning process
- How to use Digital Tools in all formats of classroom:
 - Project based Classroom,
 - Chalk and Board Based classroom,
 - Computer-based Classroom,
 - Online Classroom
 - Online/Classroom Tuition Classes
- Why and how technology can support the work you currently do
- How you can use technology to prepare for the future
- How to pick the right tool for your objective
- How you can help your students behave responsibly online

Digital Pedagogy

- Introduction to Digital Pedagogy
- Difference Between Digital Pedagogy and Classroom Pedagogy
- 3 most effective types of Modern Classroom techniques
 - Blended Learning
 - Project Based Learning
 - Flipped Classroom

AI Features in Google Tools

- Create AI generated images using AI Image generator tool
- Create lesson plan using Google AI
- Use Google AI to analyze data and learn prompts to get Google Sheet Formulae
- Create quizzes using Google AI and easily integrate the same in Google Forms
- Create appropriate email replies using Google AI
- Create YouTube video summary using Google AI
- Create video script as well as videos using AI tool in minutes
- Learn to write powerful prompt to create presentations in minutes.
- Create levelled and differentiate classroom activities for a topic using Google AI
- Create evaluation rubrics to assess students work objectively using Google AI
- Evaluate student' work using Google AI and also provide feedback
- Get quick summaries of a virtual meeting and allocate tasks conducted on Google Meet using AI

Google Sites

- Create a customized Google Site for your classroom
- Educational Website Example:
 - Class website,
 - Subject Website,
 - Tuition Website,
 - School Website,
 - Event Website,
 - Teacher CV Website.
- Add banner, pages, subpages, layouts, videos, images, maps, carousel
- Add forms, slides, calendar, sheets
- Create a dynamic dashboard using data from Spreadsheet
- Set the navigation menu and other advance details
- How to create your website. a. private / b. within School Domain or / c. Anyone searching on Google
- Additional resources on: How to add Google domain, Google Analytics and Payment page on Site

Google Classroom

- Best Practices of creating Digital Classroom using Google Classroom
- How to integrate different digital tools in Google Classroom
- Best practices of adding different types of learning resources for effective learning.
- How to use the classroom to provide personalized content as per the ability of the students.
- Different ways of inviting students to the classroom: Link, Code, email
- Different types of assignments and how to give assignments based on learning goals.
- Add forms to conduct objective type assessments and automatically capture the marks
- Evaluate assignment using rubrics and check plagiarism
- Different strategies for giving student feedback: Rubrics, Personalized Comment, Audio & Video Feedback
- Prepare gradebook and advance settings for gradebook
- Best practices for driving discussion inside and outside of the classroom
- How to create meaningful and effective collaboration in the classroom
- How to give consistent and transparent feedback which can help students to improve their work

Google Forms

- Best strategies to conduct formative assessment using Google Forms
- Create survey forms & Quizzes
- Add videos and images in the form
- Create section wise quiz and add progress bar
- How to import questions and add questions from other files
- Add text and video feedback
- Capture responses in a spreadsheet & analyse response using charts
- How to create a lesson plan or sharing learning content using Google Forms
- Additional Resource: How to create certificate using Forms

Google Keep

- Your online Sticky notes to manage your task
- To manage to do lists in Google Keep
- To integrate Google Tasks with Google Calendar
- Add media and share notes in Google Keep
- How to set reminders and share task

Google Calendar

- Why it's important to plan your meetings for maximum efficiency.
- How to schedule a meeting, add participants and book resources
- How to keep track of who will be attending your meeting
- Why you should use a shared Google Doc for meeting agendas, minutes and follow-up.
- Create different views of the calendar: Public / Restricted.
- Set reminders and notifications for events in your calendar.

Google Groups

- Identify how Google Groups can be used in your classroom.
- Create discussion board and Q n A forum
- Create various type of groups
- Add label and advance settings

YouTube

- Identify best practices for using YouTube in the lesson plan
- Create a YouTube channel to share videos & build brand
- Integrate playlist and YouTube channel with lesson plan
- Give assignments using playlist
- Curate educational videos based on topic, genre, or standard in playlists
- Create the optimal viewing experience for students by adjusting YouTube controls.

Google Drive

- How Google Drive can be used for your own cloud storage
- Best Practices of managing all the files and folders in Drive
- How to upload documents & create to Google Drive
- Share your videos or files in a secure way so viewers cannot download them
- Share learning resources with various View / Comment / Edit rights
- Additional resource: Automatically sync desktop content with Google Drive

Google Meet

- How you can use Google Meet to conduct productive online meetings
- Different ways of inviting students or educators to a Meet
- How to share your screen with others, pin screen, change background.
- Advance features in Meet to make it more effective

Jamboard

- How to sketch and collaborate with students on an interactive jam board
- Add image, text, shapes on the board
- Invite students to demonstrate what they have learned using board

Google Earth

- How Google Earth can help visualize abstract concepts across a global canvas
- How to integrate premade Google earth Virtual Tour in lesson plan
- How to create customize virtual tour and add images, description, videos into it
- How to share Virtual Tour with students
- How to give assignments using Google Earth
- Create a World to Explore with Students

Google Docs

- How to support collaborative learning with Google Docs
- How to create smart navigation in Google docs
- Prepare index with auto update
- Different sharing options in Google docs and how to publish the doc on web.
- The ins-and-outs of using Google Docs to review group contributions.
- How Google Docs can support the writing and revision process
- Control docs using version history
- How to create authentic documents using footnote and citations

Google Slides

- How to make your presentations look better and more effectively communicate your point
- Support collaborative learning with Google Slides
- How to add dynamic and engaging content into your presentations
- How to trim video inside slides
- Add audience Q&A on the slides
- How to use presenter notes features to deliver impactful presentation
- Add a variety of presentation themes, hundreds of fonts, embedded video, animations, and more

Google Spreadsheet

- Determine the correct type of data to collect as an educator
- Develop effective methods of collecting the data required.
- Determine what lessons are needed to help students keep their information secure.
- Determine what process to use to discover various methods of data analysis
- Learn sorting, filter, filter view, important functions
- Learn Merge cell, freeze cell, remove duplicates
- Protect the sheets and cell
- Visualize Results Quickly

Gmail

- Manage multiple inbox
- Apply the organizational benefits of Gmail in your classroom
- Create label to organize inbox
- Use Filter to automate forwarding, deleting and labelling of emails
- Translation feature in Gmail to communicate with a diverse audience
- Add email signature for professional branding
- Identify the benefits of real-time communication with students

Google Certified Educator Level 2: Advanced Course

Promote and Model the Effective Use of Digital Tools

- Set Up Mentorship and Support Processes to Guide Other Teachers
- Creating and Curating Online Resources

Leverage Learning Models to Personalize Learning

- Get Inspired by Alternate Learning Models
- Use Google Tools to Personalize Learning
- Using Visual Tools to Showcase Student Knowledge

Use Advanced Features to Optimize Workflow

- Create a Shared Calendar for Parents and Students
- Let Gmail Features Do the Work for You
- Share Chrome Apps and Extensions with Your Students
- Supercharge Task Automation with Add-ons and Apps Scripts

Connect with Guardians

- Organize Guardian Information
- Share Classwide Updates
- Personalize Guardian Outreach
- Streamline Conference Management

Analyze and Interpret Student Data

- Visualize Results Quickly
- Make Sense of Large Data Sets
- Accelerate Learning with Shorter Feedback Loops

Organize Your Class and School Materials More Effectively

- Create a Portal for Your Class
- Use Blogger to Gather Ideas
- Update and Share Your Syllabus with Ease
- Use Digital Portfolios to House Student Work

Design Interactive Curricula

- Deliver Interactive Slides Presentations
- Teach with Interactive YouTube Videos
- More Ways to Add Interaction to Instruction
- Find and Adapt Other Curricula for Your Needs

Teach Beyond the Four Walls of Your Classroom

- Use Google Meet to Connect to the World
- Use Maps to Create Exciting Virtual Field Trips
- Create a World to Explore with Students
- Tackle Global Issues with Your Plan, Your Planet

Harness the Power of Google for Research

- Get Better Results Using Advanced Search Strategies
- Use Translate and the Explore Tool to Enhance Your Work
- Use Google Scholar to Find Academic Papers
- Create Independent Learners

Give Students a Voice

- Drive Student Discussion Inside and Outside the Classroom
- Help Students Publish Work Online
- Help Students Shape Their Own School Experiences
- Solve Community Problems Using Online Tools

Student Agency

- Powerful and Influential Presenters
- Conducting and Leading a group project

MasterClass - Advanced Digital Tools and Apps for Educators

Graphic Design for Education

- Basics of Design Tools
- Elements required to create impactful Design for Social media
- Design Infographic, Brochures, Banners and Social Media posts
- Create Worksheets for various subjects
- Create Social Media Posts & dynamic Presentation

Video Editing

- Add Animation, transition, banner and sound
- Learn to merge or crop the videos
- Learn to create an impactful video for Teaching Learning Process
- Learn how to record and Edit Educational Video
- Create Video Testimonials to drive quality leads
- Create a Video for YouTube Channel to get more subscribers and views
- Create Story videos to engage your audience

AI in Education

- Generate examples of real-world applications of class concepts.
- Create stories by providing context
- Learn to create images using AI
- Generate reading comprehension questions.
- Learn to draft emails and circulars with ease
- Paraphrase a long text to a precise, shorter form
- Learn Google Lens to identify objects and provide relevant information through a smartphone camera or image.

Introduction to Coding

- Understand basics of coding
- Learn how to use coding for your subjects
- Design a fun activity using coding

Gamification in Education

- Understand the differences between Game Based Learning Vs Gamification
- Learn how gamification can increase student engagement
- Learn about Game elements and mechanisms
- Learn 3 most powerful gamification tools and Apps that you can use in your lesson plan
- Learn the best practices for creating educational content and activities using Gamification

Interactive Learning Experience

- How to create an interactive presentation
- Learn to add simulation, and 3D Content to your teaching content
- Learn to add Virtual Reality, Quizzes to the presentation
- Learn to add Quizzes within YouTube Videos
- Learn to share the resources in different ways
- Learn how to use Nearpod for free

AR/VR in Education

- Brief history and evolution of AR/VR technology
- Benefits of AR/VR in education
- Examples of how AR/VR can enhance traditional classroom learning
- Case studies of successful implementation of AR/VR in the classroom
- Learn how to enhance your lesson using Google AR/VR, Nearpod VR, BBC VR
- How to use ARVR in Maths/Science/ English/Social Science

Productivity Tools

- Learn to use of Screencastify software to provide video feedback to students or record informational videos
- Learn how to use Miro, an online collaborative whiteboard platform that enables the creation of mind maps, and brainstorming boards, and visually collaborate in real time.
- Learn to annotate and add comments or notes, to various types of digital content, such as images, videos, documents and websites using Annotate.net
- Auto-generate step-by-step guides and instruction manuals using Scribe

Subject Specific Apps

Languages

- Using Book Creator, learn to improve students' writing skills in a fun and creative manner.
- Build a story and record yourself through a story-building app using Story Jumper
- Learn Duolingo to provide practice while learning new languages
- Develop levelled reading skills, grammar skills and improve vocabulary using interactive and engaging learning experiences by using ReadAlong by Google
- Develop reading comprehension skills in an engaging environment by using Read Works.
- Use Google input tools to type in any language
- Learn to translate text to any language using Google Translate

Social Science

- Design Virtual trips and projects using Google Earth
- Use map layout for teaching locations and pinning locations while teaching
- Use a timeline for creating historical events in chronological order
- Access 360-degree panoramas of historic landmarks, 3D models, Information in AR, photos, videos, and virtual tours of museums, galleries, and cultural institutions around the world.
- Bring art, history, and culture to life in an interactive and engaging way.

Science

- Tools like Physics Classroom and Chem Collective to simulate real-world laboratory experiments in chemistry and physics
- Use Arduino Science Journal to conduct scientific experiments by measuring the surrounding world with sensors
- Nearpod 3D Models related to various scientific topics
- Phet Virtual Simulation to provide hands-on learning of complex science problem

Mathematics

- Use Geogebra to visualize and manipulate mathematical objects to perform calculations and analyse mathematical relationships using graphing calculator
- Use Phet Simulation tool to explain complex mathematics problems
- Use gamification app to build mathematical concepts
- Equatio to Create and format mathematical equations, formulas, and expressions in a quick and easier manner
- RoboCompass for geometric constructions.
- Geoboard to draw line segments and polygons to investigate perimeter, area, and angles.
- Google Earth and Maps to measure areas

Preschool

- Use apps like Reading Bear to develop phonics skills using interactive animations, audio, and video segments
- Provide educational games and activities in Literacy, Numeracy and Skills using Abcya
- Build a story and record yourself through a story-building app using Story Jumper
- Make phonics learning fun and engaging with Jolly Phonics App

Note: We will conduct these Masterclasses within 6 months of completing the Google Certified Educator program, providing an excellent opportunity for learners to further enhance their technological skills. Please note that masterclass topics are subject to change.