

Course Outline: Google Certified Trainer

To become Google Certified Trainer, you need to complete the below training and Certifications:

1. Google Certified Educator Level 1
2. Google Certified Educator Level 2
3. Trainer Skills Assessment
4. Create a video and submit your trainer application

1. Google Certified Educator Level 1: Fundamentals Course

Introduction
<ul style="list-style-type: none"> • How technology can benefit teaching and learning process • How to use Digital Tools in all formats of classroom: <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> • Introduction to Digital Pedagogy • Difference Between Digital Pedagogy and Classroom Pedagogy • 3 most effective types of Modern Classroom techniques <ul style="list-style-type: none"> ○ Blended Learning ○ Project Based Learning ○ Flipped Classroom
AI Features in Google Tools
<ul style="list-style-type: none"> • 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

2. 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

3. Trainer Skill Assessment

Influence Organizational Change
<ul style="list-style-type: none"> • Establishing Yourself as a Leader • Support a Shared Vision Within a School
Design Professional Learning
<ul style="list-style-type: none"> • Aligning Effective Professional Development to the Shared Vision • Determine Optimal Method to Deliver Training • Develop a Training Plan
Implement Best Coaching Practices
<ul style="list-style-type: none"> • Build Rapport and Trust • Model the Integration of Technology • Provide Effective Feedback
Planning for Engaging Training Sessions
<ul style="list-style-type: none"> • Design an Agenda that Meets Learner Goals • Get your Entire Audience Engaged • Evaluate your training
Facilitate with Professionalism
<ul style="list-style-type: none"> • Create Beautiful Learning Materials • Deliver Content with Poise, Clarity and Presence • Engage your Audience with Interactive Activities
Integrate Google Tools in the Classroom
<ul style="list-style-type: none"> • Take the Educator Fundamentals Course • Take the Educator Advanced Course
Deepen your Knowledge of Google for Education
<ul style="list-style-type: none"> • Set up a Google Workspace for Education Domain • Understand Privacy and Trust with Google • Be Prepared for Common Questions • Discover More Information on Google for Education Products

4. Create a Video and Submit your Trainer Application

Google Certified Trainer Application Process

- Familiarize yourself with Google tools and give the Google Certified Educator Level 1 and 2 exam
- Acquire experience in delivering training sessions or workshops to educators or other professionals.
- Create a 3 min training video: As part of the application process, you must submit a training video showcasing your personality and instructional style
- Submit your application: Visit the Google for Education Trainer website and complete the application form.
- Application review and feedback: Once your application is submitted, it will be reviewed by Google's certification team. They may provide feedback or request additional information. Make sure to respond promptly and address any feedback provided.
- Maintain your certification: Once you become a Google Certified Trainer, you need to maintain your certification by meeting specific requirements, such as delivering training sessions, participating in professional development activities, and staying up to date with Google's tools and updates.

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.