

MANCHESTER REGIONAL HIGH SCHOOL

TECHNOLOGY

Google 101

Manchester Regional High School Board of Education

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Google 101

Course Descriptions

Google 101- This half year course will provide students an opportunity to use Google tools for their education purposes. This course will be focused on Gmail, Calendar, Drive, Docs, Sheets, Forms, Slides, Sites/Blogger and Youtube. Students will learn the basics and be able to identify the best applications for specific tasks. In the end of this course students will feel confident to develop authentic, relevant, digital portfolios with the help of Google tools.

In addition to the computer and Google application, students will properly learn to handle digital cameras, scanners, and other various output devices such as printers and backup storage disks applicable to projects

Course Data:

Length of Course:	Half Year
Credits:	2.5
Periods per Week:	Five
Classification:	Elective – Grade 9
Prerequisite:	None

Student Evaluation

The purpose of evaluation is to assess student progress and to determine if the student has retained and comprehends the subject matter. Teachers will evaluate student progress by utilizing standardized test, teacher-made quizzes and test, oral questioning, class participation, homework and projects.

The following grading structure will be employed:

1. Class participation50%
2. Projects50%

Grading structure:

Benchmark for mastery of course content is 65%; content mastery for students with IEPs may be less than the Board of Education approved minimum for regular education students

I. Statement of purpose

The Technology Education program has as its primary purpose the preparation of students to live and work in a technological society. The courses within the program are designed to educate all students, boys and girls, with regard to career opportunities, living and working with current and future technologies, and the changing workplace as we live in the 21st Century.

II. Course Outline and Objectives

Unit 1: Gmail (8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)

Students will:

- Understand how to navigate gmail and apply tabs to make it customizable
- Learn to draft emails and additional sending features
- Understand how to share any additional attachments to their email via docs, sheets, etc
- Learn to use and arrange multiple calendars within gmail
- Learn to create contact groups

Suggested activities & assessment:

- Create a contact group within the class
- Send emails with links, images and attachments
- Organize personal & social emails into categories
- Organize emails into folders according to appropriate tabs

Unit 2: Calendar (8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)

Students will:

- Learn how to create and organize calendar by color coordinating
- Learn how to set up and request appointments through calendar
- Understand how to create public and private calendars for sharing purposes
- Recognize specific icons for reminders, recurring events and response to invitation

Suggested activities & assessment:

- Create a academic, personal and social calendar
- Color coordinate specific task
- Make invites for events on calendar
- Have students share invites through gmail
- Have students plug in homework and project due dates in their calendar
- Have students plug in their job hours and or other daily responsibilities into their calendar
- Have students plug in school social events (dance, fundraiser, homecoming) into their calendar
- Have students plug in important due dates (SAT, college app, license test)

Unit 3: Drive

Students will: **(8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)**

- Understand the cloud based file storage system
- Understand how to store productivity tools that offer collaborative editing on documents, spreadsheets, presentations, forms, drawings and more
- Use Drive to store and access files on the web and hard drive

Suggested activities & assessment:

- Have students create separate folders for academic courses in their Drive
- Within each folder create an individual one for each marking period
- Label each folder by class & grade level
- Create a folder for projects
- Share folders with one or multiple students (for project purposes)
- Upload other saved Google related apps into their Drive (photos, sheets, docs)

Unit 4: Docs (8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)

Students will:

- Learn to format characters and paragraphs for school research papers

- Arrange their own document layout by organizing the tabs
- Utilize add-ons to enhance their document

Suggested activities & assessment:

- Write a research paper on a specific theme
- Include plug-ins, images, links into the research paper
- Have the research paper saved directly under their Drive
- Use other document layouts fitting for the assignment (resume, trifold, lesson plan)
- Create mock resume, travel brochure, lesson plan assignments for students to research and put together

Unit 5: Sheets (8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)

Students will:

- Learn to arrange spreadsheet for specific data
- Understand how to arrange and select one or multiple cells
- Learn to enter formulas and functions to analyze data
- Learn to apply additional text, data and images to their sheets

Suggested activities & assessment:

- Create a survey involving your classmates background and enter data into your spreadsheet (birthday, height, number of siblings)
- Analyze the data on the spreadsheet (arrange from youngest-oldest)
- Create multiple sheets within one (ex: Birthday Planning)
- Within the Birthday Planning sheet include sub folders for guest attending, party supplies, food, contact numbers
- Use images and links to support additional information related to projects

Unit 6: Forms (8.1.12.E.1, 8.1.12.E.2)

Students will:

- Learn to create effective surveys by organizing questions through multiple and short answer options
- Understand how to collect data through forms and organize survey results
- Learn to modify forms for specific needs such as surveys and test

Suggested activities & assessment:

- Create a survey for your classmates to answer about their background (nationality, age, height, birthday, number of siblings, pets, etc)
- Questions must be asked in different ways (multiple choice, short answer)
- Analyze each question asked through the help of sheets and graphs
- Create more forms for other projects assigned in class

Unit 7: Slides (8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.4)

Students will:

- Learn to create effective presentations for school projects
- Learn to customize themes and incorporate text, images, drawings and videos

Suggested activities & assessment:

- Create a slideshow promoting an event on your site and blog
- Slideshow must include additional links from other sites, images and attachments
- Create or organize from an existing template to make the theme of your slides more presentable

Unit 8: Sites/ Blogger (8.1.12.A.1, 8.1.12.C.1)

Students will:

- Learn to apply Google Sites and Blogger template to their home and additional pages
- Understand how to navigate the templates to create a clear and user friendly site and blog
- Personalize a site and blog to their own interest and hobby

Suggested activities & assessment:

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| <ul style="list-style-type: none"> • Make a site supporting a school event, club and academic department of choice |
| <ul style="list-style-type: none"> • Site should include helpful links and additional tabs to bring out additional information |
| <ul style="list-style-type: none"> • Tabs on the site page may include: history, location, contact |
| <ul style="list-style-type: none"> • Blogs will be developed from the start of the year documenting their daily life |
| <ul style="list-style-type: none"> • Blogs should also include tabs for pages: about me, photos, videos, contact |
| <ul style="list-style-type: none"> • Blogs will be kept like a diary in addition to an assigned blog project |
| <ul style="list-style-type: none"> • Birthday planning project blog will show the growth of the party prep to the end |
| <ul style="list-style-type: none"> • Both sites and blogs will be used to document all projects that were done in class |

<h3>Unit 9: Youtube (8.1.12.A.1, 8.1.12.C.1)</h3>

Students will:

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| <ul style="list-style-type: none"> • Learn to upload and add additional features such as thumbnails and links to videos |
| <ul style="list-style-type: none"> • Learn to customize sharing options through links, gmail and other social media platforms |
| <ul style="list-style-type: none"> • Understand how to save specific videos by creating channels |

Suggested activities & assessment:

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| <ul style="list-style-type: none"> • Create your own youtube channel through your school gmail account |
| <ul style="list-style-type: none"> • Create channels in categories for each project assigned |
| <ul style="list-style-type: none"> • Birthday planning project: Look up videos that will have you along with the planning (ex: DIY gifts) |
| <ul style="list-style-type: none"> • Share videos with other students working on similar projects |
| <ul style="list-style-type: none"> • Create a short demo video showcasing your understanding of one of the following google apps |
| <ul style="list-style-type: none"> • Show how you would navigate the app and basic tips to remember |
| <ul style="list-style-type: none"> • Video should not be longer than 10 mins and include additional links for your viewers to help them understand the information (ex: your blog or site) |