

## GOOGLE APPS PROFESSIONAL DEVELOPMENT PLAN

Clear Lake School

Clear Lake, WA, 99999

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**GOAL:** Use Google apps to improve teacher efficiency, student outcomes and collaboration.

### PARTICIPANTS

GAFE is a buzz word which some administrators use like it is a magic wand that will transform their school into a 21<sup>st</sup> century school like Cinderella's fairy godmother turned a pumpkin into a carriage. However, when surveyed many teachers feel that the professional development in the area of technology is severely lacking.

A good place to start is with a survey. If the teachers feel they have input, their buy in will be improved.

#### [Survey Link](#)

As in Roger's model of change (2003) there are always the early adopters. These adopters will be the catalyst to advance the buy in for those who are reluctant to adopt new technologies and methods. Most teachers are aware of the necessity to use technology in their classes, but learning how it can save time, money and resources might motivate teachers to invest the time required to infuse technology into their content.

### CONTEXT

**LOCATION**-The trainings will take place in two formats. The first format will be asynchronous, but can be done during common planning periods with department chairs taking the lead. Teachers will bring their laptops to the meetings. Department chairs will be expected to take the lead by completing the training before other staff members.

These asynchronous trainings will include the less complex training such as the use of the g-mail app and Google Docs. The asynchronous trainings will be developed by the technology integration specialist using Google sites, [Google for Education Training](#), and other free online sources such as [Learnfree.org](#).

The second format will be in groups of 15-20 teachers after school or during the common planning periods spanning 2 weeks. These will be led by the technology integration specialist in one of the computer labs or in a classroom with internet. The participants will use the school issued chrome books.

**EQUIPMENT**-All teachers will need computers

**COST**-With a trained technology specialist whose job is to provide training the cost is built in. By using this individual during common planning periods and preparation periods the cost of a professional trainer is reduced. Additionally, teacher time out of the classroom will be reduced. By using a district resource, individual needs can be more adequately addressed and one on one training can occur for those who need the extra support.

## TRAINING LENGTH & FREQUENCY

Each training session will last two hours. There are eight apps covered in the training. However, teachers, who are unable to complete the assessment and product during the training or do not demonstrate mastery, will need to meet again with the technology specialist during their planning period until mastery is achieved.

## TRAINERS

The district technology specialist will provide the training. Using a district employee provides flexibility in the program. The technology specialist can choose to write the curriculum or use the resources on the internet, or a combination of both. Google has a detailed support system which can be used as a guide.

## TRAINING OBJECTIVES

**GOAL:** Use Google apps to improve teacher efficiency, student outcomes, and collaboration.

The Google Apps professional development will be a game. Teachers will accumulate points as they learn, apply, and "level up." At the end of the game, each teacher will receive a School Google Apps certificate and be encouraged to continue learning more apps.

There will be a discussion forum with in the school's Google groups where teachers will show case their best "products" for extra rewards and badges. Keeping in the gaming theme, teachers will create an avatar character name, so that a leader board can be displayed in the central faculty lounge of each school. Schools can choose to participate in a district competition.

Teachers will learn and practice one new app each month. In the midst of all the other professional development required of teachers, one app per month focused on efficiency and effectiveness is an attainable and timely goal. The trainer(s) can offer a variety of sessions each month which will allow choice. Additionally, teachers can 'test' out of a module and provide the required artifact demonstrating mastery. This option will appeal to tech savvy

teachers, by allowing them to level up. To encourage collaboration and peer to peer coaching, a badge will be rewarded to faculty members who demonstrate these skills.

Throughout the training teachers will be asked the essential question: How will learning to effectively use the Google Apps improve student outcomes and develop student-student, student-teacher and teacher-teacher collaboration?

**OBJECTIVE 1** Teachers will use Gmail to communicate efficiently and effectively with faculty, parents, and students. Teachers will be introduced to Google Classrooms.

#### *Specifics*

- ▷ Email etiquette
- ▷ Signature
- ▷ Labels
- ▷ Bcc vs CC
- ▷ Creating Contacts
- ▷ Tasks
- ▷ Search
- ▷ Forwarding
- ▷ Connecting Gmail to a smart phone.

#### *Activity*

- ▷ Asynchronous Instruction through Google Classrooms.
- ▷ The instructions will include a list of topics for participants to explore.

#### *Assessment*

- ▷ Multiple choice Quiz
- ▷ Send a cc, and bcc email
- ▷ Personal reflection on the essential question.

#### *Student Impact*

- ▷ Email provides the foundation for other collaborative tools.
- ▷ Students will learn to communicate with a standard business form of communication.

**OBJECTIVE 2** Teachers will use Google Calendar to communicate their schedule efficiently and effectively.

#### *Specifics*

- ▷ Setting up multiple calendars
- ▷ Sharing a calendar
- ▷ Connecting Calendars to

### *Activity*

- ▷ Asynchronous Instruction through Google Classrooms.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Multiple Choice Quiz.
- ▷ Add an entry on a shared staff calendar.
- ▷ How do other teachers use calendars in their classrooms?
- ▷ Personal reflection on the essential question.

### *Student Impact*

- ▷ Sharing a calendar with students serves as an electronic reminder of assignments and due dates.
- ▷ Students learn to electronically organize their time.

**OBJECTIVE 3** Teachers will use Google Site to create a website portfolio of professional work and student artifacts.

### *Specifics*

- ▷ Creating a private vs public site
- ▷ Adding Pages
- ▷ Theme
- ▷ Navigation

### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Quiz
- ▷ Professional portfolio linked to a faculty web page.
- ▷ Reflection: How can I use Google Sites in my classroom?
- ▷ Reflection: How do others use Sites?

### *Student Impact*

- ▷ Students will learn to make sites to demonstrate their work. This will raise the standard of student work.
- ▷ Students will learn drag and drop web building.

**OBJECTIVE 4** Teachers will use Google Doc for teacher-teacher, teacher to student and student to student collaboration.

### *Specifics*

- ▷ Sharing
- ▷ Collaboration
- ▷ Peer edit
- ▷ Research
- ▷ Anchors

### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Lesson plan where student use Google docs for collaboration and teacher provides feedback on the document.
- ▷ Reflection: How did collaboration impact student outcomes?

### *Student Impact*

- ▷ Students will receive timely feedback from teacher.
- ▷ Students will build collaboration skills.
- ▷ Students will produce higher quality work.

**OBJECTIVE 5** Teachers will use Google Sheets for statistical analysis of student outcomes and provide instruction for students to produce data analytics in all content areas.

### *Specifics*

- ▷ Simple Formulas
- ▷ Formatting Cells
- ▷ Sorting
- ▷ Charts and Graphs

### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Benchmark analysis using Google sheets and share within department.
- ▷ A lesson plan where student use Google Sheets for data analysis in the content area.

- ▷ Reflection: What impact has using sheets in the content area had on *student* data analysis skills.

#### *Student Impact*

- ▷ Students will use sheets for statistics, charts and data display.

**OBJECTIVE 6** Teachers will use Google Forms for formative or differentiated instruction.

#### *Specifics*

- ▷ Quizzes
- ▷ Flubaroo Add on
- ▷ G(math) add on
- ▷ Snag it add on

#### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

#### *Assessment*

- ▷ Quiz
- ▷ Lesson plan which uses a formative quiz to drive the instruction for the class period.
- ▷ Reflection: What impact does formative quiz on instruction.

#### *Student Impact*

- ▷ Student will receive appropriately aligned instruction based on understanding.
- ▷ Students learn to use Google forms and other internet resources.

**OBJECTIVE 7** Teachers will use Google Classrooms to organize and communicate digital assignments.

#### *Specifics*

- ▷ Set up
- ▷ Inviting Students
- ▷ Creating assignments
- ▷ Using drive, you tube and other links
- ▷ Grading/Gradebook

#### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Quiz
- ▷ Demonstration of understanding of Classrooms throughout the training.
- ▷ Reflection: How will using an organization tool like Classrooms affect my students?

### *Student Impact*

- ▷ Students will be prepared to use a learning management software when they enter college or work related management software.
- ▷ Student work will be organized on their Google Drive.
- ▷ Teachers will have immediate access to student files.

**OBJECTIVE 8** Teachers will use Blogs to show case student work and/or communicate with families and students important topics related to their discipline.

### *Specifics*

- ▷ Initial Set up
- ▷ Choosing a theme
- ▷ New post
- ▷ Labels
- ▷ Gadgets

### *Activity*

- ▷ Classroom instruction with 1:1 devices, led by a trainer.
- ▷ The instructions will include a list of topics for participants to explore.

### *Assessment*

- ▷ Quiz
- ▷ Teachers will share blogs.
- ▷ Reflection: How have blogs affected education for teachers? For students?

### *Student Impact*

- ▷ Student blogs can be used to share their work with other students or with the world.
- ▷ Student blogs can be monitored through the google admin console.

## OBSTACLES/CONCERNS

Any training will encounter obstacles. The greatest obstacles will be the teachers who are nearing retirement and have lost their passion for education. Another obstacle will be the lack of student resources to implement the student technology use.

Teachers may feel overwhelmed with the amount of professional development they are receiving in relationship to the new standards. This feeling might impair their receptiveness to the training. Providing inspiration short videos of others using the apps to facilitate the new standards will diminish this feeling.

To overcome these obstacles, the professional development will be offered as a game. Creating competitions and providing badges will turn this professional development series into a fun and innovative experience.