Technology Workshop Lesson Plan
The Schenck School - April 2, 2015
Presented by Holli Bice

Google Docs

Learning Objectives

- Participants will be able to use the basic features of Google Docs.
- Participants will be able to use some of the advanced features of Google Docs.
- Participants will be able to share a Google Doc with another user.
- Participants will be able to create one professional use for using Google Docs.

ISTE Standards Addressed

Standard 1 - Facilitate and inspire student learning and creativity
Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments.

c. Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning, and creative processes

d. Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in face-to-face and virtual environments

Standard 3 - Model digital age work and learning
Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations

b. Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation

c. Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats

d. Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning

Standard 5 - Engage in professional growth and leadership
Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.

a. Participate in local and global learning communities to explore creative applications of technology to improve student learning

b. Exhibit leadership by demonstrating a vision of technology infusion, participating in shared decision making and community building, and developing the leadership and technology skills of others

c. Evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning

Materials

- laptop, smartboard and connectors, Internet access
- Weebly website address

- Agenda

Workshop Procedure

- Introduce Google Docs by having teachers navigate to the Weebly site
- Discuss what Google Docs is and why you may want to use it
  - mention ISTE standards and the emphasis on collaboration
- Have teachers create a doc (will be a REVLOC bingo board)
  - create a new doc
  - type title
  - insert a table
  - change font size, type, and color of items
  - justify items
  - share with a teacher who isn't in the room
- Practice using doc with a partner
  - one partner will receive the doc
  - open document and share with a neighbor
  - fill in the document together
  - add a picture of yourselves at the end
- Share ideas for how to use Google Docs in the classroom.
  - show example of student work from my drive
- Share ideas for how to use Google Docs to increase productivity.
  - show example of conference highlights from my drive
- Ask participants to share ideas of how they could use Google Docs. Add these to the Weebly site after the workshop.
- Have teachers complete the Google Form to evaluate the workshop.

Evaluation/Assessment

Informal Assessment:
Instructor will circulate and assist during the workshop. Informal assessment in the form of feedback from participants during the various activities will be used to tailor the instruction.

Formal Assessment:
Participants will complete a post-workshop survey. The survey results will be analyzed and evaluated by the instructor.