

Technology Workshop Lesson Plan

The Schenck School - April 9, 2015

Presented by Holli Bice

Google Sheets



Learning Objectives

- Participants will be able to create a Google Sheet.
- Participants will be able to use some of the basic features of Google Sheets.
- Participants will be able to insert a formula within Google Sheets.
- Participants will be able to create one professional use for using Google Sheets.

ISTE Standards Addressed

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 Sheets by having teachers navigate to the Weebly site
- Discuss what Google Sheets is and why you may want to use it
 - review discussion from last week on ISTE standards and collaboration

- Have participants create a new sheet, which will become a gradebook
 - Show participants how to type text in cells, move between cells, merge cells, and color cells
 - Have participants set up a homework gradebook
 - Show how to use the function tool to insert a formula that will average student grades for the week
 - Show how to copy and paste within sheets
 - Show how to create a new sheet
 - Discuss ways teachers could use sheets with students
 - Discuss ways teachers could use sheets with colleagues
 - Have participants complete the workshop evaluation
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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.