



25/07/2022
-29/07/2022
5 days course

GOOGLE WORKSPACE AND OTHER FREE TOOLS FOR YOUR PROFESSIONAL DEVELOPMENT

Alicante - Spain



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COURSE OVERVIEW

The Google Suite for Education offers to teachers and education staff a wide range of possibilities and tools to manage online and blended learning. Approaching online tools was not only an obligatory choice to deal with the pandemic, but seems nowadays an urgent need for all the schools willing to adapt to the 21st century work habits. It represents a wide and unprecedented challenge, that needs a proper guidance to be faced.



METHODOLOGY

Taking part in this training course on the Google Suite for Education tailored for teachers and educational staff you will gain an outlook on the Google tools to empower and support online education. Through an hands-on approach and learning-by-doing methodology the participants will develop concrete ICT skills related to Google tools, discuss and exchange best practices in their past or current usage and reflect together how to use them in online education and in the learning process.

TARGET GROUP

- Regional and local authorities;
- School/ adult centre management department, collaborators and volunteers
- Teachers & school staff

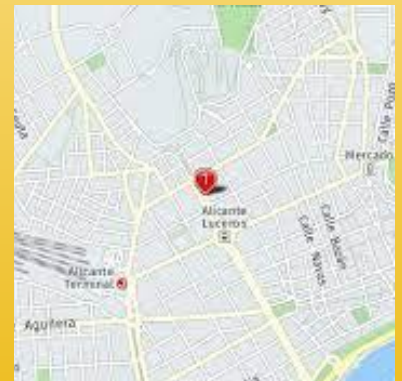
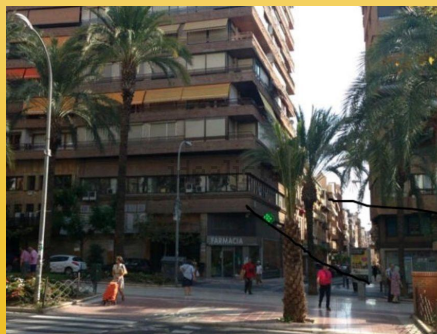
LEARNING OUTCOMES

After the course you will be able to do the following, with the use of Google education tools:

- Learn the basic concepts of online and blended learning and digital classroom
- Learn how to effectively integrate Google tools to foster excellence in online and blended learning; Build better communication, communicate with your community online and save time
- Learn how to deliver interactive, engaging and effective lessons online
- Create a website for your class-business
- Organize activities for you and others, keep track of your schedules and appointments
- Exchange best practices and share experiences with participants and staff coming throughout Europe; Exchanged experiences and knowledge with people from different countries.

venue

Avenida General Marvá 16 03004, ALICANTE)



CULTURAL ACTIVITIES (on demand): All courses include at least one city guided tour and one half-day Cultural Activity

CERTIFICATE: Certificate of Attendance, including a description of the course contents (75% of attendance required); Europass certificates upon request

PRICE: € 480

daily programme

GOOGLE TOOLS COURSE (20H) - boost your professional skills

Days	Time	Content
Monday	9.00 - 13.00 a.m.	Introductory meeting - Needs and expectations evaluation - How technology can benefit teaching and learning - Get Familiar with Google Tools for the Digital Classroom - Introduction to Google Suite for Education
Tuesday	9.00 - 13.00 a.m.	- Using Gmail to connect and communicate with your classroom and colleagues - Discovering advanced Gmail features - Using Google Drive to effectively manage and organize your resources - Using Google Doc, Google Sheets and Google Slides for the creation, sharing and simultaneously editing of documents, spreadsheets and presentations - Using Google files to facilitate cooperative learning and create engaging content for your lessons - Group work: create, share and simultaneously edit a Drive file
Wednesday	9.00 - 13.00 a.m.	- Bring your quizzes and surveys online using Google Forms - Build better class communication with Google Groups and Google Chat - Create a Google Site for your class - Using Google Forms to create and share surveys and evaluation quizzes - Group work: create and send a survey and a quiz with Google Form - Schedule meetings and appointments with Google Calendar to organize your work and online classroom - Group work: create and share a Calendar, create and edit events
Thursday	9.00 - 13.00 a.m.	Introduction to Google Classroom to manage your classroom and teaching - Google Classroom main settings - Creating, assigning and evaluating Google Forms quizzes in Classroom - Plan and lead video lesson with Google Meet - Discovering advanced Meet features - Group work: create and assign a task with quiz, evaluate it importing grades or manually - Group work: simulating a videoconference and practicing Meet features
Friday	9.00 - 13.00 a.m.	- Keep Track of Your Class Schedules and Appointments Using Google Calendar - As an educator, get more organized with Google Tasks - Practical work – Scenarios - Captivate your Class with Video – YouTube - Group Project on creating digital learning material

NOTE: These Reference programmes day by day may be subject to amendment. Such amendment, if necessary, would be kept to a minimum, consistent with the quality and balance of the programme.



contact us

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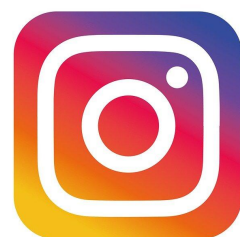
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