

**Unit Title:** New Hire PD/Google Classroom 101

**Grade Level:** New Hires of Academia Cesar Chavez, ACC Staff, ACC Teachers

**Subject Area:** Ed Tech Support/Tech Integration

**Duration/Length/Number of class periods:** Multiple Mini Lessons

**Description:**

Create a Google Classroom 1:1 Tutorial for new hires and standing staff, framed for an ACC employee. Example: create a standard Middle School Google Classroom but with a banner that identifies the course as math or science, and with common agreed upon ACC themes.

**Established Goals (National, State, Local):**

<https://www.iste.org/standards/for-educators>

**Collaborator**

Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems. Educators:

4a Dedicate planning time to collaborate with colleagues to create authentic learning experiences that leverage technology.

4b Collaborate and co-learn with students to discover and use new digital resources and diagnose and troubleshoot technology issues.

4c Use collaborative tools to expand students' authentic, real-world learning experiences by engaging virtually with experts, teams and students, locally and globally.

4d Demonstrate cultural competency when communicating with students, parents and colleagues and interact with them as co-collaborators in student learning.

**Facilitator**

Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students. Educators:

6a Foster a culture where students take ownership of their learning goals and outcomes in both independent and group settings.

6b Manage the use of technology and student learning strategies in digital platforms, virtual environments, hands-on makerspaces or in the field.

6c Create learning opportunities that challenge students to use a design process and computational thinking to innovate and solve problems.

6d Model and nurture creativity and creative expression to communicate ideas, knowledge or connections.

**What Enduring Understandings are desired?**

- We believe that having a common platform in Google Classroom is essential for success.
- Commonalities across content areas, teachers' classrooms, and grade levels makes supporting learning easier/less stressful/more successful for families.

- By completing a course covering the fundamentals of Google Classroom, teachers of all skill levels will share the same vocabulary and terminology when working with fellow staff, with students, and with families.

**What [Essential Questions](#) will be considered?**

- How does having a common content delivery system increase understanding amongst our school community?
- How can we better facilitate learning tools for our students, staff, and families?
- How does having a small toolbox of strong tools build a stronger learning framework?

**Teachers will know / be able to:**

- How to set up the basic framework of their own Google Classroom.
- How to find the tools supported by our school's technology team.
- Complete the course essentials when setting up their first unit for the school year.

Description of Course	Teacher Technology Used	<a href="#">ISTE for Educators</a>
Pre-Lesson: Gmail account creation	School Issued Laptop, G Suite	4c, 4d
Lesson 1A: Intro to Google Classroom (how to create your classroom)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1B: Uploading Class Rosters (how to import your students)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1C: Posting and Creating (how to communicate with your students)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1D: Staying Organized (how to create and utilize Topics)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1E: Communicating with Classroom (email, feedback and comments)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1F: Grading with JMC Gradebook (how to use JMC's Gradebook and Classroom together.)	School Issued Laptop, G Suite, JMC Account	4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1G: Google Classroom collaboration (sharing for teachers and students)	School Issued Laptop, G Suite, ACC NORM Shared Folder	4a, 4b,4c,4d, 6a, 6b, 6c, 6d
Lesson 1H: ACC NORMS within Google Classroom (learn the common tech language of ACC related to Google Classrooms)	School Issued Laptop, G Suite	4b,4c,4d, 6a, 6b, 6c, 6d
Post-Lesson: Google Classroom Creation and Review	School Issued Laptop, G Suite	4a, 4b,4c,4d, 6a, 6b, 6c, 6d
Continual Ed/Additional PD: Google Applied Digital Skills Courses for Teachers.	School Issued Laptop, G Suite, Applied Digital Skills	4b,4c,4d, 6a, 6b, 6c, 6d

**Materials, tools and resources:** G Suite for Education, Google Classroom, Google Applied Digital Skills, School Issued Laptop,  
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