

Educator Network

Applying the Google Toolbox

Session 1: Check in, Planning, and Digital Skills Libraries

for
[Building Digital Skills with Google: Introduction to the Google Workspace](#)
participants



Welcome



Agenda

1. Check in – where are you at now?
2. Planning – where would you like to go next?
3. Digital skills libraries – how can we support learners with beginner literacy and digital skills?



Check in



Where are you at now?



How confident do you feel using Google Workspace?

How are you using the digital skills you learned in your day (personal or work use)?

How much do you enjoy using Google Workspace for personal use?

How much do you enjoy using Google Workspace for work purposes?

How are you using the digital skills you learned in your teaching practice?

How confident do you feel in connecting digital skills to your learners' life needs?

1

How confident do you feel using Google Workspace?



Questions



2

How are you using the digital skills you learned in your day (personal or work use)?

How much do you enjoy using Google Workspace for personal use?

How much do you enjoy using Google Workspace for work purposes?



3

How are you using the digital skills you learned in your teaching practice?

How confident do you feel in connecting digital skills to your learners' life needs?





What would you like to do next?

What we covered with EdTech Teacher:

Week 1

- **Email** – communicating with learners
- **Calendar** – planning and scheduling
- **Booking** – Google or You Can Book Me

Week 2

- **Docs** – commenting, collaborating, research (Explore) & footnotes
- **Slides** – hyperdocs & choose your own adventure
- **Mote** – Chrome extension for audio responses

Week 3

- **Forms** – question types, grading, adding images and feedback, sharing settings and data collection – differentiation and choose your own path

Week 4

- **Jamboard** – settings and functions, templates and samples

What next?



What Google Apps would you like to look at more closely?

Email

Calendar

Docs

Slides

Forms

Jamboard

Other...

What teaching practices would you like to look at more closely?

Communicating with learners

Peer-to-peer communication

Managing time and pace

Collaborating with learners

Peer-to-peer collaboration

Differentiated learning paths

Choose your own adventure

Other...

Extension Activities: Email and Calendar



Did anyone try any of these things?
Is there anything here you'd like to try working together?

New	Established	Skilled
<ul style="list-style-type: none">❑ Create a system of labels for your emails❑ Create a system of labels for your contacts.❑ Color code your primary and secondary calendars.	<ul style="list-style-type: none">❑ Build 2-3 templates for commonly occurring emails.❑ Create a Google Space for a group that you collaborate with.	<ul style="list-style-type: none">❑ Create a set of appointment slots. Share the link with your students❑ Set up a “You Can Book Me” page.

Extension Activities: Docs and Slides



Did anyone try any of these things?
Is there anything here you'd like to try working together?

New	Established	Skilled
<ul style="list-style-type: none">❑ Use @ commenting, assigning tasks, “suggesting” edits while giving feedback to students.❑ Alternately, have students use @ commenting, assigning tasks, “suggesting” edits	<ul style="list-style-type: none">❑ Incorporate the use of audio or video into a class activity or assignment	<ul style="list-style-type: none">❑ Adapt one of the activity slide decks for use in one of your courses.

Extension Activities: Forms



Did anyone try any of these things?

Is there anything here you'd like to try working together?

New	Established	Skilled
<ul style="list-style-type: none">❑ Create a “start of the semester” form to gather information on the first day of class.❑ Create a pre-assessment for an upcoming lesson.	<ul style="list-style-type: none">❑ Consider an assessment that you use in class that would work well as a Google Form then build it as a quiz.❑ Use a form to gather student responses. Then share the spreadsheet to collect class feedback.	<ul style="list-style-type: none">❑ Create a “Choose your own Adventure” story within Forms.❑ Create a differentiated lesson that allows students to choose how they learn content

Extension Activities: Jamboard



Did anyone try any of these things?

Is there anything here you'd like to try working together?

New	Established	Skilled
<ul style="list-style-type: none">❑ Create a simple Jamboard to use as a bellringer (warm up) activity with your students.	<ul style="list-style-type: none">❑ Explore the Jamboard examples included at the end of this deck and add activities that interest you to a Jamboard of your own.	<ul style="list-style-type: none">❑ Create an activity to use in your class. Use a forced copy link to make individual copies for your students.

Extension Activities: Applied Digital Skills



Did anyone try any of these things?

Is there anything here you'd like to try working together?

New	Established	Skilled
<ul style="list-style-type: none">❑ Explore Lessons and identify those that align or integrate with your curriculum.	<ul style="list-style-type: none">❑ Identify a Lesson that aligns or integrates with your course curriculum.❑ Select one that you would assign to your students.❑ Create a class and add the course you have selected.	<ul style="list-style-type: none">❑ Identify Lessons that align or integrate with your course curriculum.❑ Select one that you would assign to your students.❑ Create a class and add the course you have selected.❑ Consider how you might modify or adapt the resources to support your curriculum.

Schedule



When can we meet?

Are Monday afternoons possible?

Afternoons – Monday or Tuesday

May 29 or 30

June 5 or 6

June 12 or 13

June 19 or 20

Evenings – Wednesday

May 31

June 7

June 14

June 21

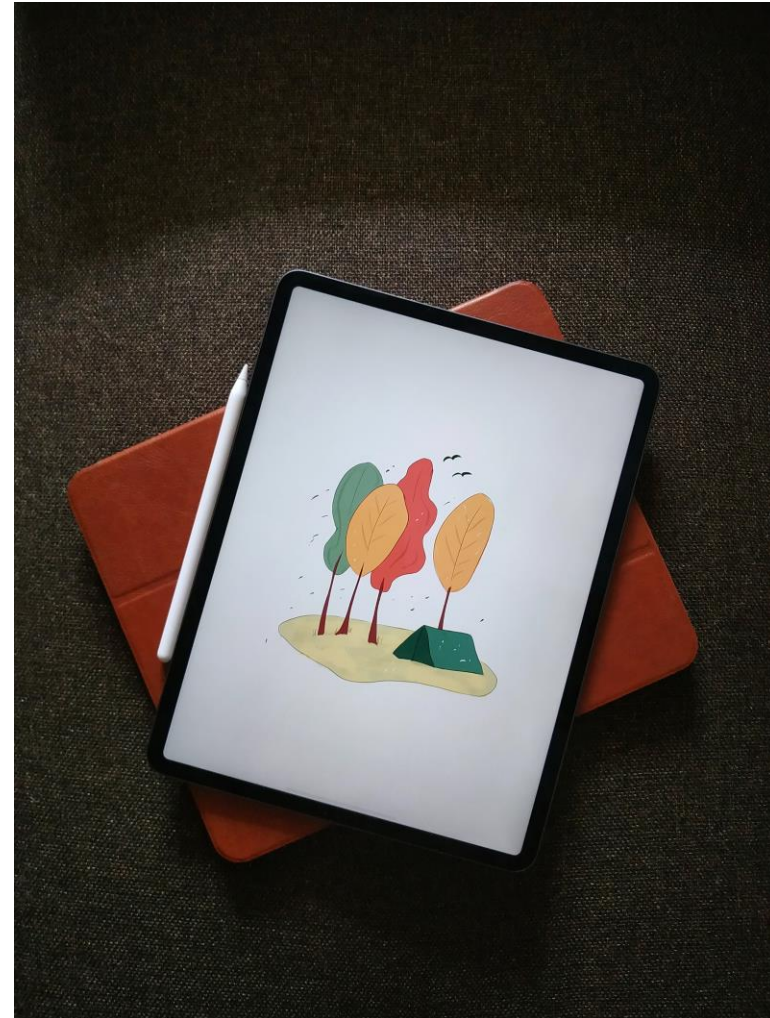


Getting Started with Digital Skills



Several people asked about how to embed digital skills in literacy learning when working with learners who have beginner literacy or their digital skills do not meet the requirements of an educational setting .

We are looking for ways to support learners who may find it challenging to “catch up” on digital skills independently.



Getting Started with Digital Skills: Strategies



The following slides are a collection of places that support learners with beginner literacy skills who want to learn more about using digital devices and connectivity for learning, but I thought we'd start by brainstorming some of the strategies you are using now.



Getting Started with Digital Skills: Resources



Lots of people know about and use GCFGlobal (GCFLearnFree - edu.gcfglobal.org) resources as a place to send learners and to learn about techy stuff themselves.



Getting Started with Digital Skills : Resources



Here are some other sites for getting started

Courses and activities

- [Digital Learn](#)
- [Learn My Way](#)
- [Wisconsin Tech Basic Computer Skills](#)

Text-based resources

- [Digital Unite Technology Guides](#)
- [Computer Hope Glossary](#)



Getting Started with Digital Skills : Resources



You can read more about these places to learn at the AlphaPlus [Computer Basics](#) site under the [Lessons and Tutorials](#) tab.

You will find activities from these sites organized by topic at the [AlphaPlus Digital Technology Readiness](#) site.

– [Table of Contents](#)

You will find some basics (parts of a computer, the mouse and the keyboard, etc.) under Getting Started. The rest of the topics are to help learners get ready for using digital technology for learning.



Getting Started with Digital Skills: Resources



Activities from these sites are also accessible through the [Digital Skills Library](#) where they have been indexed and are searchable.



Communication



Creation



Device Ownership



Gateway Skills



Information Skills



Lifelong Learning



Mobile



Online Life



Privacy and Security



Workplace

Q Search

topic

subtopic

format

name

language

Getting Started with Digital Skills: Beyond the Basics



Some people were thinking about using the Google Applied Digital Skills Curriculum but were worried that learners may not be ready for the activities using the Google Suite.



Getting Started with Digital Skills: Beyond the Basics



There is a new learning place from the [ProLiteracy Grow With Education Network](#) that might work for literacy learners who have the basics (mouse and keyboard, etc.) and are ready for the next steps.

You have to create an account to see it. Scroll down to Featured Resources and choose [Pitney Bowes Workforce Development Collection](#).



Getting Started with Digital Skills: Beyond the Basics



The only challenge is that learners might need to be guided through how to use the site.

They can make a student account here:

[Create an account](#)

There is a video for learners about how to use the site that is available on YouTube:

[Finding Student Resources on Education Network](#)



Getting Started with Digital Skills: Beyond the Basics



The tech topics are

[Email, Calendar, and Communication](#)

(Gmail and Outlook + Zoom, Meet and Webex)

[Using a Word Processor](#)

(Google Docs – create, organize, edit, format, share and collaborate)

[Spreadsheet Basics](#)

(Google Sheets – parts of a spreadsheet, organize, edit, formulas)



Getting Started with Digital Skills: Beyond the Basics



You can find other beyond the basics topics by looking through the on the Digital Readiness site or at the Digital Skills library.



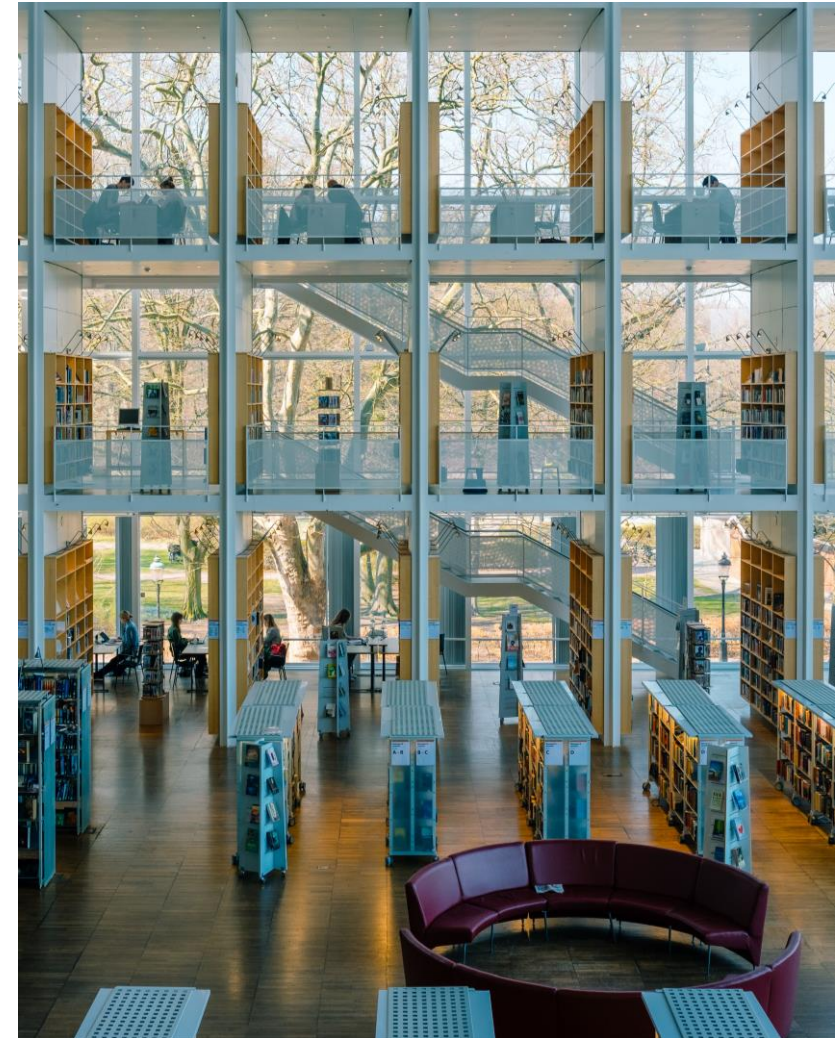
Getting Started with Digital Skills: Learning Pathways



We can build learning pathways using Google Slides Choose Your Own Adventure strategy.

I used the GCFL lessons from this [page](#) to create a sample here:

sites.google.com/alphaplus.ca/alphaplus-network-toolbox/lessons-for-beginners



Getting Started with Digital Skills : Learning Pathways

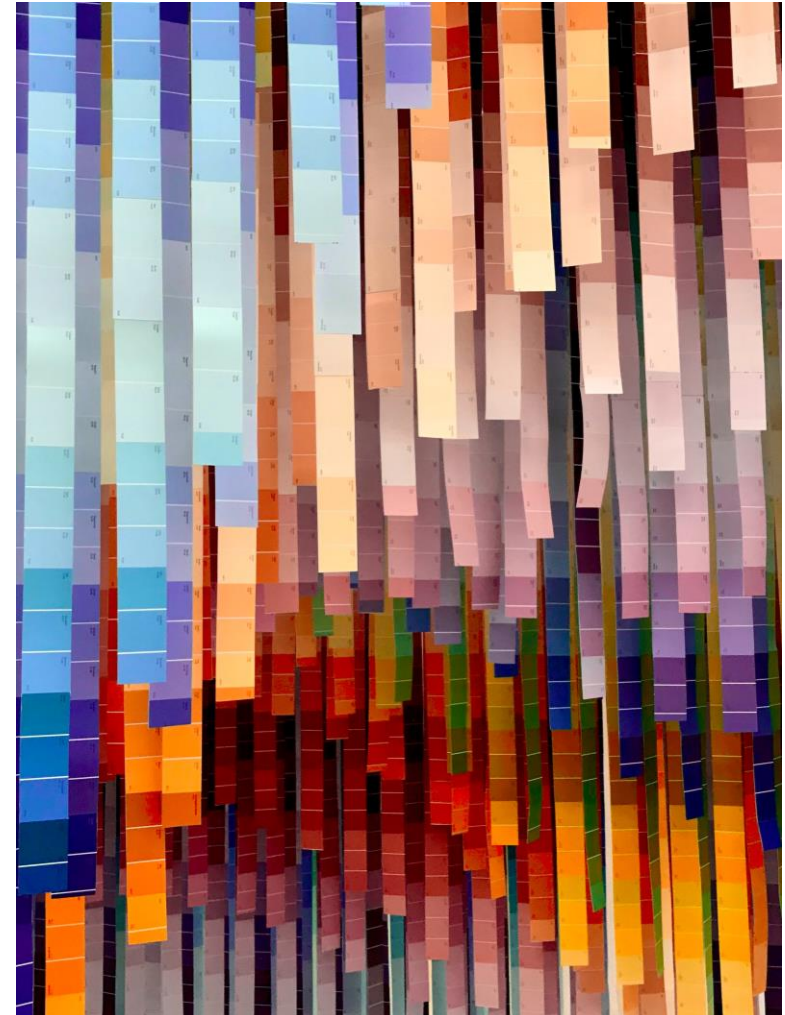


Or by using [SkillBlox](#) by World Education.

SkillBlox makes it easy for instructors to find, organize, adapt, and share quality free content with learners.

Create an account here: www.skillblox.org

Learn how to use SkillBlox here: [YouTube playlist](#)



Getting Started with Digital Skills : Learning Pathways

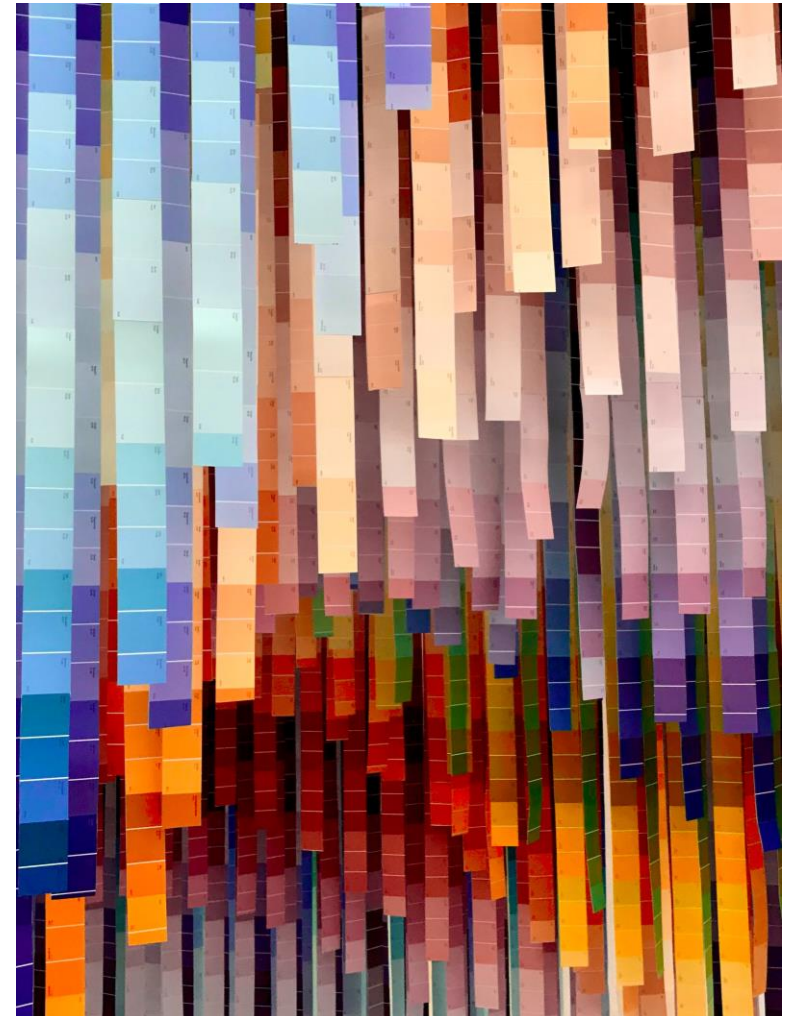


1. Search by Skill

Explore over 10,000 activities, including those in the Digital Skills Library, by skill framework or open search. Filter to find the perfect activities for the learners you work with.

2. Select Activities

Select activities in multiple formats, from various publishers, across multiple subjects to create a SkillBlox learning pathway.



Getting Started with Digital Skills : Learning Pathways

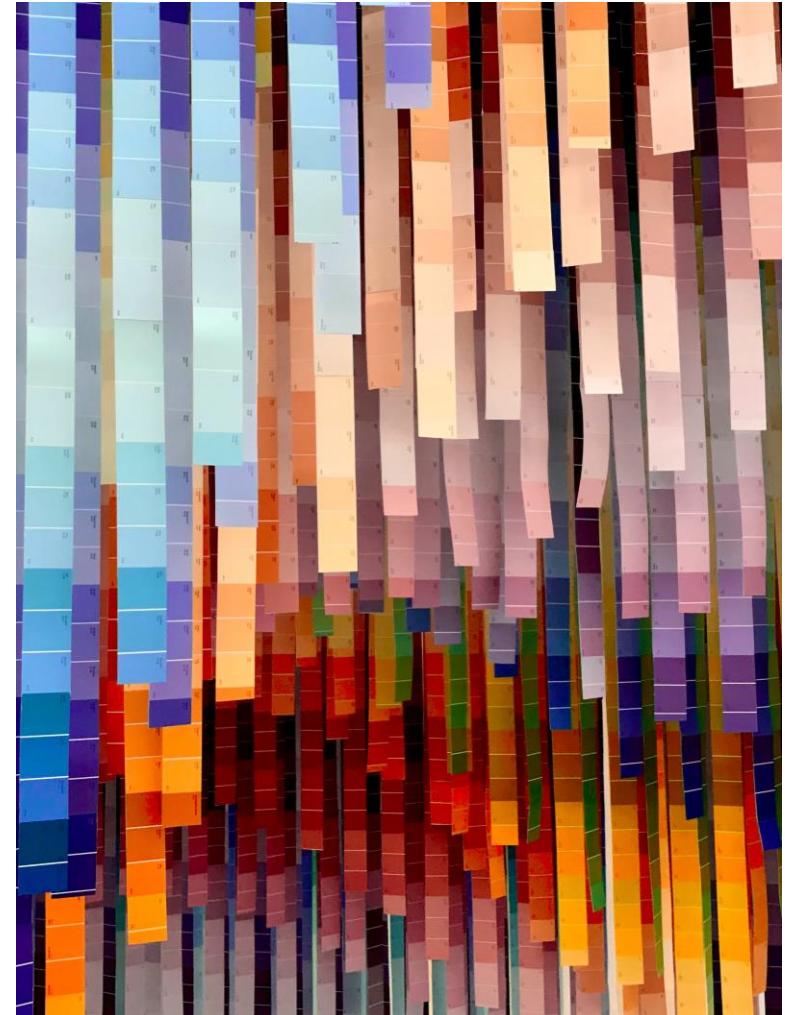


3. Customize Playlists

Rearrange and customize activities, integrate additional activities across subjects, and add your own activities.

4. Share + Assign

Share your SkillBlox with individual students or classes via text or share code, or embed onto your website or LMS.

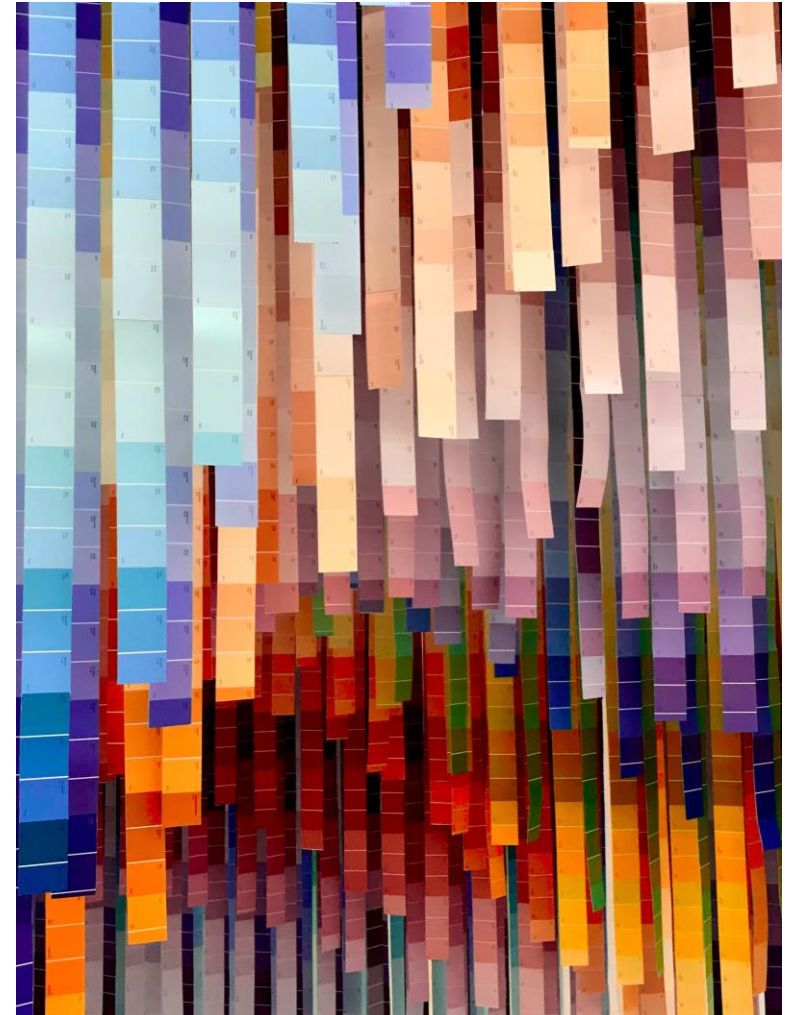


Getting Started with Digital Skills : Learning Pathways



You can see a sample Skillblox learning pathway here:

sites.google.com/alphaplus.ca/alphaplus-network-toolbox/lessons-for-beginners





Thank You

Tracey Mollins

tracey@alphaplus.ca

416-322-1012 x 108

1-800-788-1120 x 108

alphaplus.ca

