

Google for Education



# Professional Development Handbook

# Contents

# Introduction

## Helping educators do what they do best, even better

The importance of effective professional development (PD) in education is well-known,\* and it becomes increasingly important when implementing new technology. Technology is just a tool; the real impact comes from how those tools are used to improve teaching and learning. Along with the rollout of devices and software, empower your staff with professional development designed for them.

 **TRAINING:** From free, interactive online training to in-person professional development provided by one of our outstanding partners, we offer a variety of ways to meet your learning and development goals.

 **CERTIFICATIONS:** Performance-based certifications help individuals show what they have accomplished and distinguish themselves amongst their peers. Educators can use our certifications to validate different levels of mastery and expertise.

 **COMMUNITY:** Effective PD doesn't happen in a single sitting. With Google's educator communities, the learning continues in person and online with a like-minded group of dedicated educators.

Google and our partners offer a range of professional development options so that whether you are a teacher, school leader, trainer, or district administrator, you can find a solution that works for you.



\*In a recent American Federation of Teachers (AFT) survey, 73% of teachers said that they found work stressful. The "adoption of new initiatives without proper training or professional development" was the number one reason for this stress, with 71% saying it was the major contributor.

- AFT Quality of Worklife Survey 2015

# Training & Courses

## Explore training options for your school

Our training has been created by educators, for educators to ensure that the content is relevant and useful. In-person training can be supported by one of our partners or you can support a DIY model using our free, online courses.

### ONSITE OR OFFSITE

All training and courses can be delivered in-person: either onsite at your school or offsite with an authorized partner. Check the [Getting Support](#) section to find a partner.

### ONLINE

The Training Center is Google for Education's free, interactive online platform for professional development. Educators can take courses that meet them where they are, and get them where they want to be.

#### THE LESSONS:



Include interactive activities and knowledge checks



Focus on classroom use cases



Cater to different learning styles with text, audio, and video content

Additionally, progress is tracked as you go by logging in with a Google account. A school leader may choose to award credit for learning time spent in the Training Center.



Visit the Training Center for educators: [g.co/edutrainingcenter](https://g.co/edutrainingcenter)



Visit the Trainer Learning Center for tech integrators, tech coaches, and professional trainers: [g.co/trainerlearningcenter](https://g.co/trainerlearningcenter)

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# Professional development for educators

## FUNDAMENTALS COURSE

Skill Level: Beginner to Intermediate

Certification: Preparation course for the Google Certified Education Level 1 exam

This course teaches the fundamental strategies for implementing Google in the classroom. A basic level of computer literacy is assumed. Educators can start here to begin supercharging their teaching practice to save time and support student learning.

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### ENGAGE IN PROFESSIONAL GROWTH AND LEADERSHIP

- 1 Get Ready to Use Technology in the Classroom
- 2 Expand Your Access to Help & Learning

### INCREASE EFFICIENCY AND SAVE TIME

- 3 Have a (Mostly) Paperless Classroom
- 4 Save Time Communicating
- 5 Organize Activities for Yourself and Others
- 6 Bring Meetings Online
- 7 Bring Student Work Online
- 8 Measure, Understand and Share Student Growth

### FACILITATE AND INSPIRE STUDENT LEARNING AND CREATIVITY

- 9 Teach Students Online Research Skills
  - 10 Build Interactive Lessons
  - 11 Captivate Your Class with Video
  - 12 Facilitate Group Work
  - 13 Promote Digital Citizenship and Positive Online Behavior
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## ADVANCED COURSE

Skill Level: Intermediate to Advanced

Certification: Preparation course for the Google Certified Education Level 2 exam

This course is for educators who regularly implement Google Apps in the classroom. It pushes educators to rethink their teaching practice and redefine it with new possibilities offered by Google tools.

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### ENGAGE IN PROFESSIONAL GROWTH AND LEADERSHIP

- 1 Promote and Model the Effective Use of Digital Tools
- 2 Leverage Learning Models to Personalize Learning

### INCREASE EFFICIENCY AND SAVE TIME

- 3 Use Advanced Features to Optimize Workflow
- 4 Analyze and Interpret Student Data
- 5 Better Organize Class and School Materials

### FACILITATE AND INSPIRE STUDENT LEARNING AND CREATIVITY

- 6 Design Interactive Curricula
  - 7 Teach Beyond the Four Walls of Your Classroom
  - 8 Harness the Power of Google for Research
  - 9 Give Students a Voice
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## DEVICES TRAINING

Skill Level: Any

To learn how to use Chromebooks and/or Android Tablets in the classroom, we offer two minicourses that will develop both technical skills and strategies for getting the most from your devices in the classroom.

### TOPICS

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- |                                    |   |
|------------------------------------|---|
| 1 Introduction to Your Device      | 5 Using Your Devices with Google Apps for Education |
| 2 Getting Started with Your Device | 6 Using Your Devices with Google Play for Education |
| 3 Managing Your Set of Devices     | 7 What to Do When There's a Problem                 |
| 4 Your Devices in the Classroom    |   |

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# Professional development for IT Administrators

## GOOGLE APPS ADMINISTRATOR FUNDAMENTALS COURSE

The Google Apps Administrator Fundamentals course, along with the Google Apps Help Center, is the best place for an IT administrator to learn how to manage a Google Apps domain. Your work should involve daily user support, troubleshooting typical user issues, adding and removing users, setting up and managing groups, managing calendars and resources, managing email routes, and managing Google Apps services by organizational unit.

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### MODULES

- 1 Getting Started
  - 2 Users
  - 3 Services
  - 4 Security
  - 5 User Adoption
  - 6 Domains
  - 7 Staying Informed
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# Professional development for trainers

## TRAINER ESSENTIALS COURSES

The Trainer Essentials courses offer scaffolded training levels for those individuals wishing to train and support educators using Google for Education tools. The courses cover in-depth product knowledge and practical classroom use cases for these tools. Each tool comes with a set of trainer tips that will guide trainers on better facilitating in-person sessions on each product.

COURSES/TOOLS	Intro	Basics	Advanced
<b>CLASSROOM:</b> Save time, keep classes organized, and improve communication with students	X	X	
* <b>DOCS SUITE:</b> Store everything, create and share anything  Docs  Sheets  Forms  Slides  Drawings	X	X	X
* <b>GMAIL:</b> Email, messaging, and contacts all in one place	X	X	X
* <b>SITES:</b> Shared workspaces for classes, faculties, and organizations	X	X	X
* <b>CALENDAR:</b> Help your students and faculty organize their time	X	X	X
** <b>CHROME:</b> One browser for your computer, phone, and tablet	X	X	X
<b>SEARCH:</b> From algorithms to answers, find what you need for the classroom	X	X	X
<b>GOOGLE MAPS FOR EDUCATION:</b> Discover more with every click	X	X	
<b>YOUTUBE:</b> Discover videos to inspire and educate students	X	X	X
** <b>CHROMEBOOKS:</b> A new type of computer with everything built in	X	X	
** <b>GOOGLE PLAY FOR EDUCATION:</b> Teach your vision with the right apps, books, and videos	X	X	
** <b>ANDROID TABLETS:</b> Tablets designed for learning and made for the classroom	X	X	
<b>IMPLEMENTING GOOGLE APPS:</b> Discover a better way of learning	X	X	
<b>DIGITAL CITIZENSHIP FOR EDUCATORS:</b> Succeed by teaching with digital technologies	X	X	

\* Mandatory for the Trainer Essentials certificate

\*\* Optional for the Trainer Essentials certificate

# Certifications

## Show what you know with certifications



### **DISTINGUISH YOURSELF AS AN EDUCATOR**

Get certified to earn recognition for the work you've done. We offer two educator certifications so you can show mastery at the level that's right for you. Educators can use the content in the training center, in-person training from one of our partners, and their own teaching experience to prepare for the performance-based exams. Exams are available online and the educator certifications can be achieved at any time.



### **LEAD AND TRAIN OTHER EDUCATORS**

Individuals who provide direct training, design innovative best practices, and advocate for change have an impact on professional development. We offer certifications for people who are actively supporting educator training and development. Individuals interested in qualifying for these certifications must submit an application and demonstrate an active commitment to educator outreach, in addition to passing required exams.



Visit [g.co/educertifications](https://g.co/educertifications) to learn more.

## For Educators

### **GOOGLE CERTIFIED EDUCATOR LEVEL 1**

Google Certified Educators Level 1 (GCE1) demonstrate the fundamental skills needed to implement Google for Education tools in the classroom to enhance teaching and learning. The exam validates standard technology implementation skills. For more information, sample questions, and to register for the exam, visit the [Level 1 Certification page](#).

**Preparation Course:** [Educator Fundamentals course](#)

### **GOOGLE CERTIFIED EDUCATOR LEVEL 2**

Google Certified Educators Level 2 (GCE2) demonstrate the advanced skills needed to integrate Google for Education and other online tools to transform teaching and learning in schools. The exam also validates advanced integration skills. For more information, sample questions, and to register for the exam, visit the [Level 2 Certification page](#).

**Preparation Course:** [Educator Advanced course](#)



**Exams:** The Google Certified Educator Level 1 and Level 2 exams are a combination of multiple choice, drag-and-drop, and performance-based questions. The performance-based questions are taken inside of a live education domain. Educators will be given a test teacher account and a series of tasks to complete.

Exams are available online and can be taken at any time. While the training is free, exams cost between \$10–\$25 to administer. Educators will receive a certificate and badge upon successfully passing the exams.



## For IT Admins

### **GOOGLE APPS CERTIFIED ADMINISTRATOR**

Google Apps Certified Administrators demonstrate the skills required to manage a Google Apps domain.

**Preparation Course:** [Google Apps Administrator Fundamentals course](#)



**Exam:** The Administrator exam is taken in the Admin console of a live domain specifically created for the exam. As a super administrator, you'll be given a series of problems to solve using the Admin console. The exam is available online and can be taken at any time. Administrators are certified upon successfully passing the exam.



For more information, visit [certification.googleapps.com/admin](https://certification.googleapps.com/admin)

## For Trainers

### **GOOGLE FOR EDUCATION CERTIFIED TRAINER**

Google for Education Certified Trainers deliver high-quality professional development to help educators reach their full potential using Google tools. Trainers have a strong history of Google training in schools, can design creative and informative learning materials, and show enthusiasm for the role of technology in education.

#### **Prerequisites:**

[Trainer Essentials courses](#)

[Trainers Essentials certificate](#)

Minimum 15 hours of previous training on Google tools



**Exams:** In order to receive the Trainer Essentials certificate, you need to pass four required exams and one elective exam. The required exams are Gmail, Calendar, Docs and Drive, and Sites. You can choose one of these exams as your elective exam: Chrome, Chromebooks, Android Tablets, or Play for Education.

**Application:** Applications are accepted four times a year. Application elements include a training résumé, a detailed case study, a training video, and three references.



Visit the [trainer site](#) to learn more.

## For Innovators



### GOOGLE FOR EDUCATION CERTIFIED INNOVATOR

Google for Education Certified Innovators work with Google to design creative solutions to the world's toughest challenges in education. Ideal candidates are creative leaders with a passion for using innovative technologies and ambassadors for change who empower other educators and students.

#### Prerequisites:

Google Certified Educator Level 2 status  
A vision for an innovative solution to a challenge in education

**Application:** Applications to join the Innovator program and attend a Google for Education Innovation Academy are open a few times a year in changing locations worldwide. Check the site for upcoming academy dates.



Visit the [Innovator site](#) to learn more.



# Communities

## Google Educator Groups

Google Educator Groups (GEGs) are communities of educators who learn, share, and inspire each other to meet the needs of their students through technology solutions. With Google Educator Groups, educators will build relationships with other educators and gain the necessary skills needed to bring technology to their classrooms. These skills can help them deliver the best possible education to their students.

Google Educator Groups run events that vary in format, subject, style, and length. Some may be formal, some may be network-focused, some may be in-person, while others may be run entirely online through Google+. There is no one way to run a good GEG event; we encourage GEG leaders to organize events that are right for them and their group's participants.

### EVENTS INCLUDE:



GEG Picnics



GEG Speaker Sessions



GEG Hangouts



GEG Training Workshops



GEG Design Workshops

Anyone can join a GEG - just search the [GEG directory](#) to find the GEG nearest you, follow the group on Google+ to get their latest news, and show up to the group's next event. Educators can also start a new GEG by being nominated by other GEG Leaders around the world or by Google for Education Certified Innovators.



Learn more about GEGs: [g.co/geg](http://g.co/geg)

# Getting Support

## Get help with your professional development implementation

### WORK WITH A PARTNER

Google's Professional Development Partners are the highest-quality training organizations in the field. They are considered an extension of the Google for Education team, are experts across all Google tools, and drive incredible results through their training practices. Our partners can work with your school to create a custom plan that meets all your training and technology implementation needs. They can also help ensure your school is well equipped to maintain a successful professional development program beyond the initial training sessions.

#### SERVICES PROVIDED INCLUDE:



Custom consulting



Onsite or offsite training sessions



Sustainable long-term planning



Seamless technology integration with chosen curriculum

### WORK WITH A TRAINER

Individual Google for Education Certified Trainers can also provide in-person training. You may want to hire a trainer in your area to provide professional development. Or, you can support and encourage members of your own staff to become Certified Trainers.

## SEARCH THE DIRECTORY

You can find our Professional Development Partners and Certified Trainers in the Google for Education Directory, or you can ask your Google for Education sales contact to provide a partner recommendation or introduction based on their knowledge of your school and training needs.



Search [g.co/edudirectory](https://g.co/edudirectory)

## ATTEND A SUMMIT OR CONFERENCE

Interested in attending an offsite event? Our partners host summits and conferences around the world featuring Google for Education tools. Or if you're looking for a virtual experience, Google provides a free, online conference called Education on Air yearly.



Look for a summit in your area: [google.com/edu/resources/news-and-events/events](https://google.com/edu/resources/news-and-events/events)



Check out Education on Air sessions: [g.co/eduonair](https://g.co/eduonair)

