

Google for Education Fundamentals Training & Teacher Re-certification Point Checklist

<https://edutrainingcenter.withgoogle.com/fundamentals/course>

Log in your PGCS Google G Suite Account:

By reading, watching videos, and doing activities, you'll learn how to integrate Google in your classroom and earn re-certification points. You can start and stop lessons at any time; Google Training Center will track your progress through the course.

Units & Lessons	Expected Lesson Time	Completion Date	Teacher's Initials	ITRT/ Admin Initials
Engage in Professional Growth & Leadership				
UNIT 1: Get Ready to Use Technology in the Classroom		85 minutes Expected Lesson Time		
Explore the Benefits of the Digital Classroom and Encourage Twenty-First Century Work Habits	23 min			
Get Familiar with Google Tools for the Digital Classroom	20 min			
Create Safe, Responsible Digital Citizens	25 min			
Think Beyond the Textbook	17 min			
Unit 1 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	2 Recertification Points Option: 8			
UNIT 2: Expand Your Access to Help and Learning		51 minutes Expected Lesson Time		
Get Your Questions Answered	14 min			
Build Your Own Learning Network	17 min			
Discover Local Google for Education Experts	20 min			
Unit 2 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8			
Increase Proficiency & Save Time				
UNIT 3: Have a (Mostly) Paperless Classroom		45 minutes Expected Lesson Time		
Move Your Files into Drive	17 min			
Make Fewer Class Copies	14 min			
Bring Your Quizzes Online Using Google Forms	14 min			
Unit 3 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8			
UNIT 4: Save Time Communicating		79 minutes Expected Lesson Time		
Use Gmail to Communicate with Your Classroom Community	17 min			
Organize and Search Gmail to Save Time	14 min			
Use Hangouts for Real-time Student Communication	20 min			
Use Google Groups to Build Better Class Communication	14 min			
Share Your Students' Work with the School Community	14 min			
Unit 4 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	2 Recertification Points Option: 8			

UNIT 5: Organize Activities for Yourself and Others		34 minutes Expected Lesson Time			
Keep Track of Your Class Schedules and Appointments Using Google Calendar	14 min				
Get More Organized	20 min				
Unit 5 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8				
UNIT 6: Bring Meetings Online		37 minutes Expected Lesson Time			
Make In-Person Meetings More Effective	23 min				
Use Hangouts to Hold Meetings Anytime, Anywhere	14 min				
Unit 6 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8				
UNIT 7: Bring Student Work Online		85 minutes Expected Lesson Time			
Get Your Class Organized	20 min				
Assign Work More Easily	20 min				
Collect Assignments Effortlessly	25 min				
Give and Receive Feedback	20 min				
Unit 7 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	2 Recertification Points Option: 8				
UNIT 8: Measure, Understand, and Share Student Growth		59 minutes Expected Lesson Time			
Measure Student Progress	20 min				
Analyze Student Growth Data	14 min				
Tell Your Student Growth Story	25 min				
Unit 8 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8				
Facilitate and Inspire Student Learning and Creativity					
UNIT 9: Teach Students Online Skills		62 minutes Expected Lesson Time			
Search Smart	25 min				
Boost Student Research Skills	17 min				
Use Chrome to Explore the Web with Your Class	20 min				
Unit 9 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8				
UNIT 10: Build Interactive Lessons		28 minutes Expected Lesson Time			
Create Engaging Presentations with Slides	14 min				
Augment Your Lessons with Interactive Content	14 min				
Unit 10 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8				

UNIT 11: Captivate Your Class with Video		48 minutes Expected Lesson Time		
Find High-Quality Educational Content on YouTube	14 min			
Curate Educational Content on YouTube	14 min			
Create the Optimal Viewing Experience	20 min			
Unit 11 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8			
UNIT 12: Facilitate Group Work		57 minutes Expected Lesson Time		
Use Google Docs and Drive to Motivate Group Collaboration	23 min			
Check Contributions to Group Work	14 min			
More Ways to Use Technology to Facilitate Student Groups	20 min			
Unit 12 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8			
UNIT 13: Promote Digital Citizenship and Positive Online Behavior		50 minutes Expected Lesson Time		
Teach Students About Internet Safety and Privacy	25 min			
Promote a Safe and Responsible Online Presence	25 min			
Unit 13 Review (Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)	1 Recertification Point Option: 8			
Total Re-certification Points Earned		_____ out of 16 Possible Points		
		<i>Teacher's Signature & Date</i>		
		<i>Administrator's Signature & Date</i>		