

Moodle Course: GoogleDoc Tools For WASC

OVERVIEW & SYLLABUS

(Lecture#1)

Storyboard of Modules 1-4: GoogleDoc Tools For WASC

Summary of Content: Participants will learn and apply GoogleDoc tools to ease the writing, sharing, and distributing process of a WASC Report.

Learning Objectives: Participants will explain and apply GoogleDoc's *Document*, *Spreadsheet*, *Presentation*, and *Form* collectively collaborate with WASC writing process.

WEEK 1: (Lecture#2)
Overview & Objective for GoogleDoc *Spreadsheet*/ WASC agenda

Lesson #1: Create G-Mail account. Send e-mail to the instructor to compile e-mail roster for course.

Lesson #2: Access and view fictitious *Spreadsheet* WASC schedule. Use the *Spreadsheet* to create an agenda

Lesson #3: View fictitious *Spreadsheet* WASC schedule and create an agenda using the *Spreadsheet*.

Lesson #3B: View fictitious *Spreadsheet* of a WASC schedule & create an agenda using the *Spreadsheet*.

Discussion #1: Write a BLOG post regarding concerns and issues with the open-source *Spreadsheet*.

WEEK 2: Share data, information, adjust share features with GoogleDoc *Document*

Lecture #3: Identify WASC team members with GoogleDoc *Document*

Lesson #4: Create a file using GoogleDoc *Document* to classify Focus Group Leaders.

Lecture #4: Classify WASC team members with viewing and editing privileges. Suggest color-coding technique.

Lecture #5: View Vodcast video demonstration on GoogleDoc share features.

Lesson #5: Use the share feature file and share the WASC team member file with the class.

Discussion #2: All Focus Group Leaders will write a BLOG post explaining on how they share Focus Group dialogues.

WEEK 3: GoogleDoc *Presentation* and *Form* to create slide presentations & online surveys

Lecture #6: Vodcast lecture on when to use GoogleDoc *Presentation*

Lesson #6: Create a two-slide *Presentation* on a school's subgroup. View instructor's GoogleDoc's *Presentation*

Lecture #7: Vodcast lecture on when to use GoogleDoc *Form* for evidence and data gathering.

Lesson #7: Create a 6-7 question online survey/questionnaire to gather data for a Focus Group.

Discussion #3: All Focus Group Leaders will a BLOG post explaining on how they distribute the survey to the Learning Community

WEEK 4: Evaluate and assess course participants. Link participants' GoogleDoc *Document* files for online collaboration.

Lecture #8: Podcast lecture on the importance of technology, evaluations, and assessments

Lesson #8: Participants will conduct an GoogleDoc online questionnaire to assess their knowledge & skills.

Lesson #9: Generate a report using GoogleDoc *Document* to evaluate this course. Adjust the share feature to collaborate with course participants.

Lesson #9: Self-Study Coordinator/Assistant-Principal will link all the files together to share the evaluation process.

Discussion #4: All participants will write a BLOG post explaining how this course could be improved for future participants.