London Borough of Hounslow

Hounslow Adult & Community Education
Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
GOOGLE SUITE FOR EDUCATORS FOR ADVANCED USERS	**MZ135PSA**	**Mon, Wed, Fri**	**9.00 am - 11.00 am**	**05/10/2020**	**16/10/2020**

This course is for teachers with some solid experience using the G-Suite for Education to teach. By the end of the course you will be able to understand the issues learners face when submitting assignments. You will also use your creativity, knowledge of your learners and subject to create interactive and engaging teaching and learning resources with Google Slides and Google Docs.

You will learn to use Google forms powerful features for assessment and data collection, create a grading system and rubrics that work together with your marking scheme.

You will conduct quick and effective search and organisation of teaching and learning resources with Google Drive, Google Search and YouTube.

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

By the end of the course you will be able to:

- To be familiar with and understand the learner view of Google Classroom.

- To make effective use of Google forms for assessment and data collection.

- To make lessons engaging and interactive using Docs, Slides and Forms.

- Efficient search, collection and organisation of teaching/learning resources with Google Search, YouTube and Google Drive.

What is required to attend the course?

- Knowledge and experience of using Google Classroom for teaching and Google docs to create teaching and learning resources at a basic level. Some experience carrying out basic searches in Google Drive, Google Search engine and YouTube.

- Experienced Google Meet user.

Technical Requirements for our Online Courses:

- Access to the internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.

Link to download Chrome: https://www.google.com/chrome/

- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you please check your eligibility here:

- https://www.hace.ac.uk/courses

After this course you will be able to:

- Enrol onto another Adult Learning course.

Who can I contact for further information?

- For employment support, please visit http://www.hace.ac.uk/employment-support
- For more information please call 0208 583 6000