ACTIVITY 1 PROMPT
GOOGLE SHEETS: LESSON PLAN

Grade: Grade of choice

Subject: Subject of choice

Date: N/A

Topic: Participant must specify the topic.

Lesson Planning and Preparation.

Lesson Outcomes:

By the end of this lesson, participants should be able to use Google Sheets to create a Lesson Plan template, which can be used to plan lessons on a daily basis in as little time as possible.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the fundamental functionalities of Google Sheets as a lesson planning tool. You will be required to create at least one lesson planning template, which will speed up your lesson planning. You can choose to print the lesson plan out, or to make use of a smart device (ranging from a projector to individual tablets) to share the content with colleagues and learners. You will be required to upload the Sheet on Google Classroom, so that it is available to colleagues and learners at any time.

Assessment:

Initially, individual activities will not be marked by the remote facilitator. Individual lesson plan template concepts will be shared among one another through use of Google's Shared Drive functionality. Once learners have completed their individual work, they will get the opportunity to view other participants' work, make comments on sections they like,-or believe can be improved. Learner must apply what they learn from other members' work to their own Sheet.

This finalised Sheet is then submitted on Google Classroom as coursework and graded by the team of course facilitators.

ACTIVITY 2 PROMPT
MIRO: CONCEPT MAP

Grade: Grade of choice	Subject: Subject of choice	Date: N/A

Topic: Participant must specify the topic.	Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use Miro to create and supplement content summaries for revision, studying and critical engagement.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the fundamental functionalities of Miro. Miro is a tool, used to visualize complex processes and the relationships between them in the form of a concept map / mind map. You will be required to create at least one A4 page, which will serve as a working summary of the skills and knowledge obtained throughout your journey in this course. You will brainstorm with colleagues, prior to- and after conclusion of each activity. You can work in groups of up to 3. The idea is to continually populate the board with information which builds and represents your knowledge base. You will have to make use of a smart device (such as a laptop or tablet) to use Miro. Through cloud computing, teachers and learners can collaborate on the same board in real time.

Following this, you are required to use Miro to brainstorm a content section of your choice with learners in your classroom.

Assessment:

After Activity 2.1: Create a Baseline Knowledge, Brainstorm Concept Map, the participant is expected to submit their first brainstorm concept map, (only outlining Google Sheets and Miro itself), in PDF, and hyperlink format, on Google Classroom. The participant must continue to update the Brainstorm Concept Map throughout the course to outline functionalities of new tools and knowledge and its application in the classroom. At the end of the course, the participant must resubmit their concept map on Google Classroom under Activity 2.2: Create a comprehensive Concept Map in PDF and hyperlink format. You can incorporate it in Activity 6 if you feel that it has a place in the activity.

Visualization tool / Socially shared

ACTIVITY 3 PROMPT
GOOGLE SLIDES: PRESENTATION

Grade: Grade of choice	Subject: Subject of choice	Date: N/A

Topic: Participant must specify the topic.	Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use Google Slides to create highly visual content presentations.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the visualization and presentation functionalities of Google Slides. You will be required to create at least one Google Slides presentation, which visually presents a content section of your choice. You will be required to present your work by making use of a smart device (such as a tablet or laptop) to share the content over a projector screen or during a virtual meeting.   The Slideshow must also be uploaded to Google Classroom, so that it is available to colleagues and learners at any time.

Assessment:

Key set-up requirements:
- Your Slides show must be made up of at least four sections: Front page (which presents the lesson context), learning outcomes, an introduction, 5 content slides (minimum), and a call to action (Google Doc activity).
- The slideshow must build on a built in template of your choice. Templates can be drawn from Google Slides, or external sites such as Slidesgo. It must include images (with a transparent background), a table, a hyperlink and a drawing / shape.

Collaboration:
- You must make at least one comment on someone else's slideshow. The comment must commend a good idea and request permission to incorporate the idea in your own slideshow.
- You must make at least one suggestion, using Google's *suggestion mode*.

Once you have completed your activity, upload your slideshow, as well as screenshots of the comments and suggestions you made to Google Classroom under Activity 3.

ACTIVITY 4 PROMPT
GOOGLE DOCS: WORKSHEET

Grade: Grade of choice

Subject: Subject of choice

Date: N/A

Topic: Participant must specify the topic.

Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use Google Docs to create content worksheets for their subject matter.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the fundamental functionalities of Google Docs. You are required to create your own subject-related Google Docs worksheet and memorandum. You will be required to create at least one worksheet activity, which learners can complete in class. You can choose to print the activity out, or to make use of a smart device (ranging from a projector to individual tablets) to share the content. You are required to upload the worksheet on Google Classroom, so that it is available to you learners and colleagues at any time.

Assessment:

Key set-up requirements:
*   Your worksheet must covered at least half an A4 page.
*   The worksheet must require active learner participation (the learners must do the activity in their classwork books).
*   You worksheet must include one table, one image / drawing, text and a hyperlink.

Collaboration:
*   You must make at least one comment on someone else's slideshow. The comment must commend a good idea and request permission to incorporate the idea in your own slideshow.
*   You must make at least one suggestion, using Google's suggestion mode.

Once you have completed your activity, upload your Worksheet, as well as screenshots of the comments and suggestions you made to Google Classroom under Activity 4.

ACTIVITY 5 PROMPT
KAHOOT

Grade: Grade of choice	Subject: Subject of choice	Date: N/A

Topic: Participant must specify the topic.	Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use Kahoot to create social, interactive, formative assessment quizzes.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the functionalities of Kahoot. You will be required to create at least one Kahoot assessment 'challenge', which colleagues can play in class or during an online meeting. Once the quiz challenge is created, please share it, along with a joining code on Google Classroom so that learners and colleagues can access it.

Assessment:

Key set-up requirements:
- You Kahoot challenge must include between 5 and 10 questions. There must be at least one question, testing knowledge from each content section (activity).

Collaboration:
- Share you activity with peers and play as many games as you want to play with them.

You will be required to uploading a PDF version of your challenge, along with a hyperlink and game code to Google Classroom, so that it is available to you learners at any time. You must play a Kahoot game from at least 3 other participants and submit your placement on the leaderboard as a screenshot to Google Classroom. Write a brief reflection on result analysis provided by Kahoot for the responses to your Kahoot game. Discussions can include:
- I didn't know that [app name] could do A, B, C and will implement it [in this way] in my classroom.
- Participants still need to learn more about [app name and function]. I will assist them in mastering this skill by doing [A, B, C].

ACTIVITY 6 PROMPT
YOUTUBE

Grade: Grade of choice	Subject: Subject of choice	Date: N/A

Topic: Participant must specify the topic.	Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use YouTube as a tool through which they can socially share and represent knowledge in video format.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we give you the opportunity to extend your content beyond the classroom. You will do so by creating and posting a YouTube video. You will be required to create at least one video, of between 5 and 10 minutes in which showcase your new fount knowledge to learners and colleagues. You will be required to make use of a smart device (such as a tablet or laptop) to share the content. You do not have to include a video of yourself, and may present the content in any way, as is convenient to you. Some tools include recording your screen as you present a pre-developed slideshow / Miro board / Worksheet with a Memorandum. You can also use a note taking tool such as Microsoft OneNote / Google Jamboard / Miro or any other tool of your liking. After recording your video, please upload the video to YouTube. You can choose to upload it as Unlisted or as Public. Then, share the link to your content piece on Google Classroom, so that it is available to you learners and colleagues.

Assessment:

Key set-up requirements:
- Create a video of between 5min - 10min which illustrates what you have learned over the course of the topic coverage.
- The video must include:
  - New knowledge mastered (theory).
  - A real world problem.
  - Application of your new knowledge in addressing the real world problem.
  - One or more artefacts from the course (a Miro board, a Slideshow, a Google Doc, or analysis of the Kahoot game results).

ACTIVITY 7 PROMPT
GOOGLE SITES: CONNECT REALITY

Grade: Grade of choice	Subject: Subject of choice	Date: N/A

Topic: Participant must specify the topic.	Lesson 1

Lesson Outcomes:

By the end of this lesson, participants should be able to use Google Sites as a tool through which knowledge can be organised, represented and shared socially in an interactive format.

Materials Needed:

Internet Connectivity
Any smart device: Tablet / Smartphone / Laptop / desktop PC.

Instructions:

In this course, we take you through the fundamental functionalities of Google Sites. You will be required to create at least one Google Site. The Site must connect the content presented over the duration of the 7 week period to the world outside of the classroom. The website must be shared socially on the Google Classroom platform, so that it is available to colleagues and learners at any time.

Assessment:

Key set-up requirements:
- The site must consist of at least 3 pages, including:
  - A topic overview page, which represents the theoretical knowledge gained through the course / topic.
  - A page which showcases at least one real world problem and how the content can be used to solve the problem.
  - A page showcasing your favourite application and its functionalities for teaching, learning and collaboration.

- The site must include, or reference at least one artefact (either a Miro board, a Slideshow, a Google Doc, or analysis of the Kahoot questionnaire) which was created, applied and improved during the course.
- The site must include a hyperlink to the YouTube video you created in Activity 6.