

## Google Certified Educator- Level 1 Training Course

Molloy College

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### **Course Description**

With the rise in schools leveraging the applications in the Google Suite (G-Suite for Education), teachers have seamlessly integrated Google apps (Docs, Sheets, Slides, Forms, Drawings, Sites) into their instruction to amplify the voices of their students. Regardless of the device that is used in a classroom, G-Suite fosters student creation and collaboration, anytime and anywhere. Becoming a Google Certified Educator validates the effective implementation and understanding of Google's powerful platform. This course will examine the effective use of digital tools in the classroom, ways to develop a mostly paperless classroom, ways the G-Suite can help manage communication and collaboration, digital avenues to measure and share student growth, successful building of interactive lessons, as well as a number of ways to bring your students' voices to the front of your classroom. At the end of this course, participants are **recommended** to take the Google Certified Educator, Level 1 Exam. Passing of this exam is not a requirement for successful completion of the course. The exam fee will be paid by the registrant.

Please note: This course will be offered online through Canvas, Molloy College's learning management system. In order to participate in this course, you will need to become familiar with using Canvas to demonstrate your learning. Since this course will be taught through an online format, we will use Voxer to hold many asynchronous conversations.

- Log into [Canvas](#) using your Molloy email username and password
- Click the "Courses" tab (top left-hand side of the page) & select: "Google Certified Educator- Level 1 Training Course" in the drop-down menu
- Log-in prior to the course just to ensure that your account has been set up properly!
- Take the [Canvas Student Tour](#) or visit the [Canvas Student Quickstart Page](#)

### **Technical Support**

- *Canvas Support* is accessed through the HELP feature in the lower left hand corner of Canvas. You can either call Canvas at (844) 408-6455 or use the online chat feature. Both services are available 24 hours - 7 days a week.
- *Technology Support Services* is located in Kellenberg 022 and can be reached via phone: (516) 323-4800, via email: [helpdesk@molloy.edu](mailto:helpdesk@molloy.edu) or via Twitter: @molloyTSS
- *The Information Commons* is located on the second floor of Public Square and can be reached at (516) 323-4817 or via email: [slewis2@molloy.edu](mailto:slewis2@molloy.edu). Check their website for hours: <http://www.molloy.edu/tss>

## Learning Topics/Assignments

Topics	Assignments
<ul style="list-style-type: none"> <li>● Explore the G-Suite Training Teacher Center website and review the lessons in Unit 1 and Unit 2 of Fundamentals training: <a href="https://teachercenter.withgoogle.com/fundamentals/preview">https://teachercenter.withgoogle.com/fundamentals/preview</a></li> <li>● Benefits of leveraging technology into your instruction/practice</li> <li>● Tools available in the G-Suite</li> <li>● Digital Citizenship/Online Safety</li> <li>● Exploration of Google Groups, Google Plus, and Google Search</li> <li>● Digging deep into Google Slides to amplify student voice using the material in <a href="#">Google's Resource Center</a>.</li> </ul>	<ol style="list-style-type: none"> <li>1) Optional: Register for the Level 1 Exam to earn certification</li> <li>2) Contribute one answer in all three columns on the shared Padlet, and respond to a minimum of three other comments using the Padlet comment feature.</li> <li>3) After learning about the many features of Google Slides on Google's Resource Center, create a slide on the shared collaborative Slides presentation, and use the comment feature in Slides to leave feedback for other classmates' posts. Your slide should follow my model in highlighting important aspects of your life and education journey through pictures. Be sure to use the Explore tool at the bottom right to connect directly to the web for images.</li> </ol>
<ul style="list-style-type: none"> <li>● Review the material for Google Drive and Google Docs on <a href="#">Google's Resource Center site</a></li> <li>● Overview of Google Drive and Docs</li> <li>● Benefits of cloud storage, layout of Drive, accessing the applications of G-Suite within Drive, creating new files and folders, uploading of files and folders, creating new Docs/Sheets/Slides/Forms/Sites/Drawings, sharing settings</li> <li>● Features and benefits of using Google Docs in your classroom</li> <li>● Value of having a classroom website to keep your students and parents connected to your classroom's policies, assignments, and events</li> <li>● Review the material for <a href="#">Google Sites on Google's Resource Center site</a>.</li> </ul>	<ol style="list-style-type: none"> <li>1) Post a video response to the topic: How has the G-Suite enhanced the learning in your classroom? After adding your reflection, respond to at least one other classmate by posting a comment on his/her entry.</li> <li>2) Use Google Docs to create a blog post on how you have successfully used Google Apps in your instruction. How did it impact student learning? Provide examples in your post. Share the post with <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> and give me Commenting rights only.</li> <li>3) Create a Google Site for your classroom by creating at least two pages. Pages should include text, pictures, and links to outside sites. Add <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> as a collaborator on your Google Site.</li> </ol>
<ul style="list-style-type: none"> <li>● Review the material for Google Calendar on <a href="#">Google's Resource Center site</a></li> <li>● Google Calendar features, sharing capability, scheduling meetings, reminders and notifications, integration of tasks in calendar</li> </ul>	<ol style="list-style-type: none"> <li>1) Create an invitation on Google calendar during the week of May 4th, add a location, a description, allow people you invite to see the guest list, turn off the invite others option, add conferencing capability, and invite <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> to the meeting.</li> <li>2) Create a Google Keep note, list your goals for the 2025-2026 school year, and add</li> </ol>

<ul style="list-style-type: none"> <li>● Review the material for Google Keep on <a href="#">Google's Resource Center site</a></li> <li>● Google Keep workflow management, adding media to Keep, tool to open collaboration between teams</li> <li>● Review the material for Gmail on <a href="#">Google's Resource Center site</a></li> <li>● Gmail management and organization</li> <li>● Review the material for Google Hangouts on <a href="#">Google's Resource Center site</a></li> </ul>	<p><a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> as a collaborator on your note.</p> <p>3) Send an email to <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> sharing what you have learned so far in this course, attach a picture that reflects that learning, and attach the blog post that you shared earlier in the course as a PDF.</p> <p>4) Article Analysis and Presentation</p>
<ul style="list-style-type: none"> <li>● Review the material for Google Sheets on <a href="#">Google's Resource Center site</a></li> <li>● Google Sheets to organize data and create collaborative spreadsheets</li> <li>● Review the material for Google Forms on <a href="#">Google's Resource Center site</a></li> <li>● Google Forms for collecting useful data and for organization of shared information</li> <li>● Review the material for Google Classroom on <a href="#">Google's Resource Center site</a></li> <li>● Google Classroom as a “learning management system” to assign tasks to students, curate and embed digital tools, and provide a one stop shop</li> <li>● Review the material for YouTube on <a href="#">Google's Resource Center site</a></li> <li>● The positive uses of YouTube in the classroom to engage students using video to flip the classroom and enhance teaching and learning</li> <li>● Review apps this course did not cover (Drawing, Groups, Chrome) on <a href="#">Google's Resources Center site</a></li> </ul>	<p>1) Create a Google Form that you will use this year in your classroom. Perhaps an information collection form, book/textbook information form, etc. Include at least three of the following question choices: Multiple Choice, Paragraph, Checkboxes, Dropdown, Multiple Choice grid, Checkbox grid, Date, and Time. Be creative and add a picture and/or video. Be sure to change the header to something that fits your topic. Send the form to a friend and add <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a> as a collaborator.</p> <p>2) Complete the above Google Form three times with mock information. Once you have three entries, create a response sheet and share that Google Sheet with <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a>. Give me edit rights to the response sheet.</p> <p>3) Create a YouTube playlist and add four videos that you can use in your classroom next year. Make the playlist public and share the link with <a href="mailto:edkemnitzer4@gmail.com">edkemnitzer4@gmail.com</a>.</p> <p>4) <b>Optional:</b> Take the Certified Level 1 Educator Exam. Share your earned badge with me!</p>