Course Information

Title	G Suite for Teachers
N. of Participants	8-20
Course Length	One Week (6 day, Monday – Saturday)
Language	English
Location	Trikala
Cultural Activities	The course Include one day Cultural activity, City Guided and Excursion to Meteora (a unique geological phenomenon included on UNESCO's World Heritage List)
Type of certification awarded	A course certificate of attendance will be given to all participants. A Europass Mobility Certificate will be given if the participants demand.
Price	480* *Completely funded by the Erasmus+ KA1 funds It includes: Preparation for the course Training materials Administration costs Cultural activities costs
Course URL	https://eedive.gr/erasmus-ka1-courses/
Lessons	Classes take place in the Morning (9:00 – 14:00) or in the Afternoon (14:00 – 19:00).
Audience	⌡ Teachers (primary, secondary, vocational, adult, special needs); ⌡ Teacher trainers;

	ﺝ Managers of schools.
Course Date	4 – 9 July 2022
Preparation	A pre-course questionnaire to indicate the level of experience, teaching backgrounds and training will be completed by participants.
Description	The outbreak of the Covid pandemic has been a wakeup call on the urgent need to integrate digital tools into teaching and training. Google Suite for Education offers to teachers and education staff a wide range of possibilities and tools to manage online and blended learning. Suite for Education offers everyone a set of tools and applications that have revolutionised previous systems of teaching and learning. With G Suite for Education, communication, collaboration and feedback are simple, instant and effective. Students and Teachers find that these provide an easy way to collaborate, innovate and stay organised. It can help you increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning objectives that you have for your students. These tools are free, ad-free, reliable, and secure. G Suite for Education is suitable for and adjustable to any level of education, including kindergarten, elementary, secondary, high school, college and university. Taking part in this training course you will gain an outlook on the Google tools to empower and support online education. Through hands-on approach and learning-by-doing methodology the participants will develop concrete ICT skills related to Google tools, discuss and exchange best

	practices in their past or current usage and reflect together how to use them in online education and in the learning process.
Learning Outcomes	After the course you will be able to do the following, with the use of Google education tools: ⟩ Learn the basic concepts of online and blended learning and digital classroom ⟩ Create and manage a paperless class ⟩ Learn how to effectively integrate Google tools to foster excellence in online and blended learning; ⟩ Build better class communication, communicate with your classroom community online and save time ⟩ Learn how to deliver interactive, engaging and effective lessons online ⟩ Learn how to properly assign, manage and evaluate students' assignments and work online with Google Classroom ⟩ Create a web site for your class ⟩ Organize activities for you and others, keep track of your class schedules and appointments ⟩ Bring meetings online ⟩ Measure growth of students ⟩ Contribute to foster digital citizenship and 21st century skills and competences; ⟩ Exchange best practices and share experiences with participants and staff coming throughout Europe; ⟩ Exchanged experiences and knowledge with people from different countries.

Methodology	▪ Collaboratively working methods that foster mutual learning and cooperation among participants. ▪ Experiential training, group and peer activities, learning-by-doing and best practices' exchange. ▪ Visits to local schools and institutions allowing the participants to better understand the local education system as well as exchange ideas and contacts. ▪ Brief daily evaluations are foreseen to ensure quality of education and to adapt the learning programme to participants' needs better tailoring the education.
Day 1 Course introduction	Introductory meeting - Practical arrangements – timetable - Needs and expectations evaluation - How technology can benefit teaching and learning - Get Familiar with Google Tools for the Digital Classroom - How you can help your students behave responsibly online - Introduction to Google Suite for Education
Day 2 Get ready to use technology in the classroom	- Using Gmail to connect and communicate with your classroom and colleagues - Discovering advanced Gmail features - Using Google Drive to effectively manage and organize your resources - Practical work: upload and organize documents on your Drive - Using Google Doc, Google Sheets and Google Slides for the creation, sharing and simultaneously editing of documents, spreadsheets and presentations - Using Google files to facilitate cooperative learning and create engaging content for your lessons

	- Group work: create, share and simultaneously edit a Drive file
Day 3 Organize your class	- Have a paperless class: Manage documents and collaborate online - Bring your quizzes and surveys online using Google Forms - Build better class communication with Google Groups and Google Chat - Create a Google Site for your class - Using Google Forms to create and share surveys and evaluation quizzes - Group work: create and send a survey and a quiz with Google Form - Schedule meetings and appointments with Google Calendar to organize your work and online classroom - Group work: create and share a Calendar, create and edit events
Day 4 Google Classroom	Introduction to Google Classroom to manage your classroom and teaching - Google Classroom main settings - Creating, assigning and evaluating Google Forms quizzes in Classroom - Give and Receive Feedback - Plan and lead video lesson with Google Meet - Discovering advanced Meet features - Group work: creating a class, sending communications to students - Group work: adding materials to your Classrooms and organize them - Group work: create and assign a task with quiz, evaluate it importing grades or manually

	- Group work: simulating a videoconference and practicing Meet features
Day 5 Organize activities	- Keep Track of Your Class Schedules and Appointments Using Google Calendar - As an educator, get more organized with Google Tasks and Keep - Practical work – Scenarios - Captivate your Class with Video – YouTube - Group Project on creating digital learning material
Day 6 Review & course closure	- Course roundup and final evaluation - Validation of learning outcomes and certification ceremony (questionnaires). - Space for discussion and networking - Cultural activities, guided visit to Meteora
Follow-up	Trainees will have access to the lesson materials via Saplle's E-learning Platform.