


Google Educator Certification Program



**FLEXIBLE PROFESSIONAL DEVELOPMENT
DESIGNED AND FACILITATED
BY GOOGLE TRAINERS**

**SELF-PACED
LEARNING**

**EXPERT 1:1
SUPPORT**

**GLOBAL EDUCATOR
NETWORK**

**PRACTICAL
CLASSROOM TOOLS**

Contact your school leader to register today!



Google Educator Certification Program Overview

This comprehensive professional development program transforms educators' teaching practices through Google Workspace tools. Designed for educators of all technology skill levels, the program offers a flexible, self-paced learning experience that seamlessly integrates technological innovation with pedagogical excellence.

Program Highlights

Comprehensive Learning Experience

- 10 self-paced modules (approximately 30 hours of coursework)
- Live support from Google Certified Trainers
- Flexible learning accommodating diverse schedules

Certification Opportunities

Participants who successfully complete the program will earn a Certificate of Completion. To obtain the Google Certified Educator Level 1 Certificate, participants must pass a comprehensive assessment that validates their proficiency with Google Workspace tools.

The Level 1 Certification is recognized by educational institutions, providing educators with a professional mark of digital teaching competence and enhancing their technological teaching portfolio.

Program Objectives

By the end of this program, you'll be able to:

- Streamline classroom organization and communication using Gmail, Calendar, and Chat
- Foster collaboration and student engagement with Google Docs, Slides, and Forms
- Create and manage digital classrooms through Google Classroom
- Track and analyze student progress using Google Forms and Sheets
- Deliver meaningful digital feedback to enhance learning outcomes
- Build professional classroom websites with Google Sites
- Utilize Google Meet to connect with students, colleagues, and families
- Balance technological innovation with effective pedagogical practices
- Collaborate with educators nationwide on best practices

Program Modules Overview

Module 1 | Introduction to Google Workspace for Education

➤ Explore the essential tools within Google Workspace for Education Fundamentals. Learn how these tools can streamline communication, foster collaboration, and enhance productivity in educational settings. Topics include accessing your account, navigating the interface, and understanding the core applications included in the suite.

Module 2 | Collaborating with Google Docs, Slides, and Sheets

➤ Discover how Google Docs, Slides, and Sheets can be used to create, edit, and share professional documents, presentations, and spreadsheets in real time. Topics include live collaboration, sharing permissions, utilizing templates, and practical classroom applications like co-creating lesson plans and tracking student progress.

Module 3 | Organizing Communication with Gmail

➤ Master communication management with Gmail. Learn to set up filters, labels, and the Priority Inbox; streamline responses to emails from students, parents, and colleagues; and integrate Gmail with other Workspace tools for efficiency.

Module 4 | Connecting Virtually with Google Meet and Calendar

➤ Learn to manage virtual meetings and scheduling with Google Meet and Calendar. Explore setting up meetings, managing permissions, sharing screens, and using breakout rooms. With Google Calendar, discover strategies for managing multiple schedules and reminders to stay on track.

Module 5 | Streamlining Classroom Management with Google Classroom

➤ Dive into Google Classroom to manage your digital classroom efficiently. Create and assign work, organize resources, provide feedback on assignments, and integrate with student information systems for seamless classroom operations.

Module 6 | Providing and Receiving Digital Feedback

➤ Discover how to use tools like Docs, Forms, and Classroom to provide personalized and actionable feedback. Topics include using comment banks, suggestion mode, and peer feedback workflows to engage students and foster collaboration.

Module 7 | Creating and Analyzing Assessments with Google Forms and Sheets

- Learn how to design engaging quizzes and surveys with Google Forms and analyze responses in Google Sheets. Topics include self-grading quizzes, tracking progress, and visualizing data to identify learning gaps and inform instruction.

Module 8 | Using Google Sites for Student Portfolios and Classroom Resources

- Learn to design and customize Google Sites to create professional classroom websites or student portfolios. Topics include embedding resources, organizing pages, and showcasing student work to foster creativity and collaboration.

Module 9 | Tracking Student Growth with Google Forms and Sheets

- Discover how to use Google Forms and Sheets to assess and track student progress. Learn to analyze responses, create rubrics, and turn data into actionable insights for personalized learning.

Module 10 | Exam Review, Exam, and Discussion

- Conclude the program with a comprehensive review and reflective peer discussion before completing the final assessment.