

## Google Training and Professional Development from Teq

Get the best Google training for your school and/or district with the PD offerings from Teq. Choose from virtual in-person training, a subscription to our online PD platform, or a combination of both.

### Virtual & Onsite Professional Development

- **Training and Workshops:** Large group PD on the topic(s) of your choosing
- **Coaching:** Focused, small group training around your specific goals
- **Mentoring:** Work one-on-one with a Teq PD Specialist

### Online and On-demand Professional Development sessions on the OTIS for educators PD platform

- **Watch 800+ live and archived PD sessions** at any time and from any device
- **On-Demand Support** with askOTIS
- Google content on OTIS for educators includes:
  - ◇ **Over 75 Google-specific sessions**
  - ◇ **Certification tracks** on Google Educator Basics and Google Educator Advanced
  - ◇ **Over 100 1-3 minute short "Skills" videos** on using Google Workspace for Education

The Google and Google Workspace for Education courses available on OTIS for educators are created to build confidence and capacity in educators. Our PD sessions leave teachers with the **skills and know-how to use Google tools** to further student learning and engagement, no matter where learning is taking place.

# Snapshot of our most popular Google virtual PD courses

## **Getting Started with Google Drive**

Using Google Drive for the first time? This session will walk you through the most basic functionality of Google Drive from the first time signed in to creating your first folder and document. We will review how to create folders, documents, converting content and sharing settings.

## **Introduction to Google Classroom**

Ready to take your classroom digital? Join us as we dive into Google Classroom! This platform brings together great Google Workspace for Education apps like Google Drive, Docs, Sheets, Slides, Forms, and key add-ons, all in one easy-to-navigate application. Learn just how easy it is to get started using Google Classroom, and discover ways to improve your workflow and manage entire class sets of documents and assignments with this amazing tool.

## **Google Tools to Support English Language Learners**

Are you looking for ways to use Google Tools to support an English Language Learner(ELL) in your classroom? In this session we will show you how to use Add-ons like Google Translate, and extensions like Read & Write, Google Input Tools, and Google Dictionary to better support your ELL students.

## **Google Workspace for Education: Google Docs**

In this course we will talk about the basic features of Google Docs - not just as a word processor, but as a powerful and innovative collaboration and sharing tool. From research to images and drawing, Google Docs is well integrated. Join us to get the most out of your Google Docs!

## **Google Workspace for Education: Google Slides**

Let's take our knowledge of Google tools to the next level! Join us as we discuss the benefits of using Google Slides with your students. We'll show you how to create engaging and visually appealing Google Slide presentations using text, images, animations, and links. We'll also discuss how to share, collaborate, and publish your Slides. Finally, we'll cover some best practices for presentation creation, and share ideas for using Google Slides across all grade levels!

## **Google Workspace for Education: Google Forms**

Google Forms is one of the core Google Workspace for Education apps. It is a multipurpose tool that allows administrators, teachers, and students an easy way to collect and organize information, big or small. Plan events, survey parents, create a quick opinion poll for students, create quizzes and informal assessments for a lesson, export data to a Google Sheet to analyze trends, and collect information in a streamlined, easy way. Come join our Curriculum Specialists as they walk you through the process to begin incorporating Google Forms in your classroom!

## **Using Google Meet for Remote Learning**

Looking for a way to get some face-to-face time remotely? Google Meet has you covered! In this course we will take you through setting up a Google Meet and go over some different strategies for how to use this tool for remote learning for your class.

## **Using Pear Deck for Google Slides**

Join us as we walk you through the basics of Pear Deck. We'll start with how to install this add-on from the Google Workspace for Education Marketplace and then show you how to use it to transform your Google Slides presentations to increase student engagement and understanding of instructional material. We'll also explore how you can use Pear Deck to create formative assessments that will engage every student in your class and give you a better understanding of which students are stuck, who's ready for more, and what's confusing them!

## **Project Based Learning with Google**

See how Google can improve the quality of your project-based learning activities. Learn how to implement Google-based PBL activities to promote critical thinking, communication, and collaboration in your classroom. In this course, you will learn how to use Google free tools to promote the key elements of PBL, such as research, collaboration, gathering (and analyzing) feedback, and presenting knowledge in your classroom.

## **Google Translate**

Google Translate is a powerful tool that is continuing to grow and improve. With features such as word and sentence translation, live transcription, scanning, and much more, there is something for everyone. In this course, we will take a look at some of the key features of Google Translate, as well as best practices for use.

## **Classroom Management Tips for Google Classroom**

Classroom management is a teacher's top priority to keep good instruction fluid in a traditional classroom. In a Google Classroom, it is just as important. Learn tips for student communication, differentiating assignments and more in this course!

## **Google Workspace for Education Admin: Google Meet and Chat Permissions**

In this video, we will walk through the process of setting permissions for Google Hangout Meet and Chat. This will be beneficial for Remote Learning environments or where students can work outside the brick-n-mortar setting.

## **Google Workspace for Education Admin: Assigning Admin Roles**

What's the difference between Super Admin and Help Desk Admin? In the session, we will explore the different levels, and even create your own Admin levels!

## **Google Workspace for Education Admin: Managing Buildings and Resources**

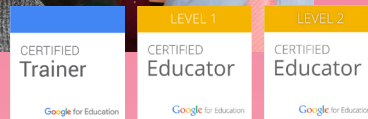
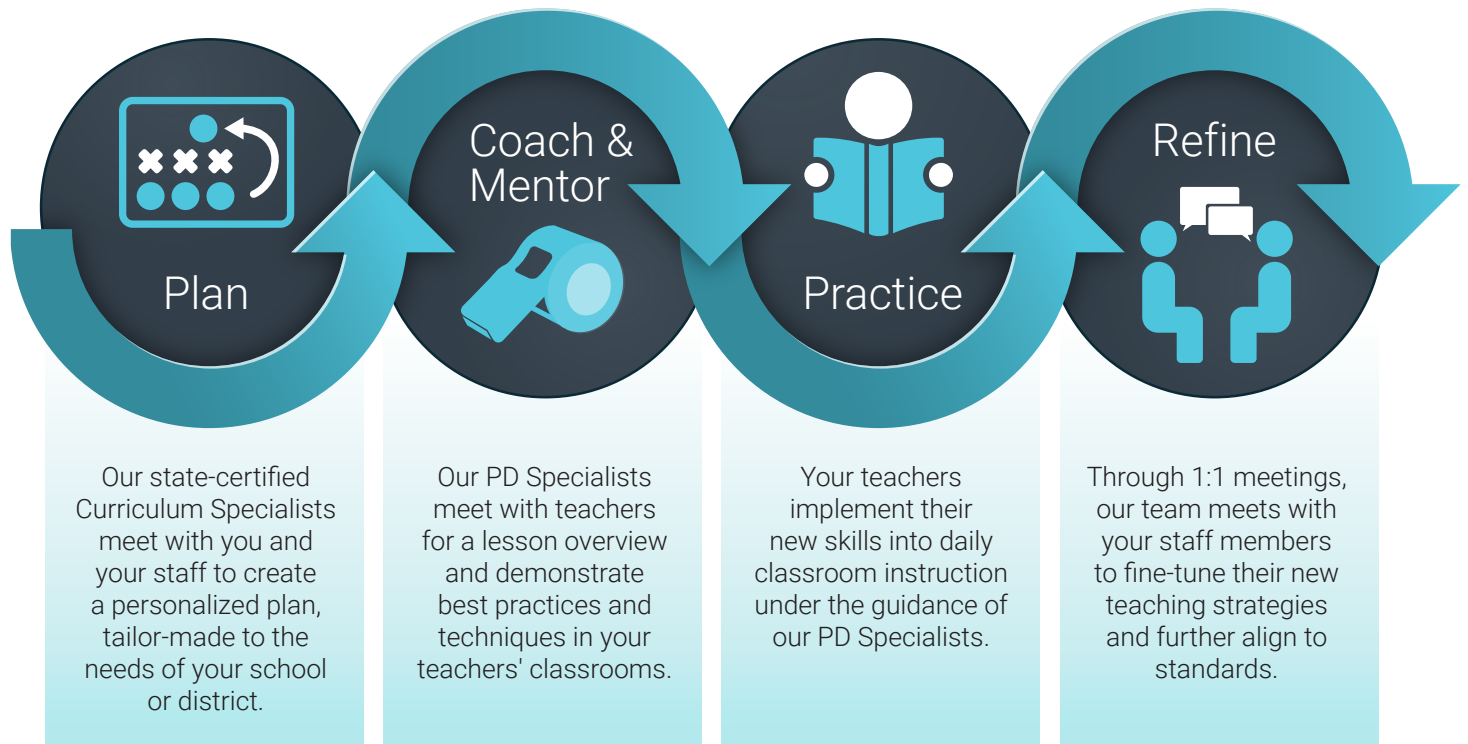
When users in the Google domain need to check out equipment, reserve a room or technology cart, or schedule their students into a STEM lab, they will use Google Calendar. However, these resources need to be set up ahead of time by you, the super admin on the account. Every resource or learning space needs to be connected to a building. This video shows you how.

## **Google Workspace for Education Admin: Google Workspace for Education Application Settings & Permissions**

As Google super admin of your school or district, you can manage the permissions your teachers, students and staff have on their account. Watch this video to understand the process of controlling this for your situation.

## How we structure our PD offerings

Our programs drive teacher effectiveness, increase student achievement, and support a standards-aligned curriculum. In every instance, we follow a four-step process:



### Our Team of Educators

Our PD Specialists are state-certified educators with classroom experience and a passion to share edtech with other educators. Harness their know-how and expertise in your classroom as you get hands-on with Google, and explore how to effectively integrate technology into instruction.

All of Teq's Professional Development and Curriculum Specialists are Full Time Teq Employees, **we do not outsource any of our Professional Development.** Our Professional Development Staff is Google Level 1 Certified Educators, Google Level 2 Certified Educators and Google Certified Trainers.

### About Teq

Since 1972, Teq has provided schools and districts with the strategies, tools, and support needed to effectively assist all teachers with everything from content development, to implementing innovative technologies into classroom instruction. With our unique blend of innovative product lines and pedagogical expertise, Teq understands the 21st century classroom.