

“Exploring Google Docs” Workshop Agenda

<http://exploringgoogledocs.wikispaces.com/>

A. Introductions and Overview

- 1. Introductions
- 2. Overview of Workshop and Agenda

Approx 20 Minutes

B. Activity 1: Readings & Videos

- 1. Discuss what Google Docs is
- 2. Watch Videos and Read Article(s)

Approx 20 Minutes

C. Activity 2: Classroom Examples

- 1. Investigate how Google Docs can be used in the Classroom
- 2. View Classroom Examples

Approx. 20 Minutes

D. Activity 3: Step by Step Instructions

- 1. Go over Steps for Creating a Google Docs Account
- 2. Watch Video Tutorials

Approx. 20 Minutes

E. Activity 4: Project – Create your own Documents



1. Create a Google Document and Presentation
2. Review Assessment
3. Participants will be given time to complete project

Approx. 60 Minutes

F. Activity 5: Reflect & Discuss/Share Projects



1. Participants will present projects they created
2. Reflect upon class and what was learned
3. Complete Discussion Forum

Approx. 30 Minutes
