



Georgia Department of Education · Educational Technology Training Centers
Integrating TECHNOLOGY©
 Professional Development Program

TECHNOLOGY-CONNECTED LESSON PLAN

<i>Lesson Plan Number</i> (Check one box)	1	2	3	4
	X			

(please type)

Name:	Elizabeth G. King	School:	Atlanta Speech School
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Lesson Title:	Google Forms part 1 - Creating and Adding Questions
Grade Level/Subject Area:	Staff development
Student Profile:	Number of Students: 11 per class max based on size of computer lab
	Number of Students with Special Needs: N/A
	Area of Specialties: Already have computer knowledge
<u>Performance Objectives:</u>	After completion of the lesson, students will be able to: (use action verbs) <ul style="list-style-type: none"> • Log into Google forms • Create a new form • Insert new questions and navigate around the different parts of questions in order to create a complete question • Save a form
<u>Curricular Connections:</u> (QCC/IEP/Local or National Standards)	N/A
<u>Assessment:</u>	Visually note during the lesson. Will access forms after the class to note which students had difficulty.
Technology Connections:	Using a computer, using the internet, using Google Docs,
Materials:	Lab computers, internet access, link and login/password to Google Docs demo site, list of sample questions, SmartBoard and projector for the teacher's lesson.
Related URLs:	http://stu.westga.edu/~eking8/medt6401/assurelesson

<p>Procedures: (Please number your procedures.)</p>	<p><u>Whole Group:</u> Introduction –</p> <ol style="list-style-type: none"> 1. Introduce forms as a means of standardizing information collected, reference the forms on the school’s website and list possible examples as to how they can use forms in their own departments. 2. Discuss the three types of questions on a form. 3. Direct students to the custom webpage and have them open the link, login on using the provided information, and select the spreadsheet with their last name. 4. Demonstrate how to manipulate the different parts of a question (help text, make a required question). Have students type in their question along with the teacher. 5. Demonstrate how to add a question. 6. Practice saving forms. <p><u>Small Group:</u> N/A</p> <p><u>Cooperative Group:</u> N/A</p> <p><u>Individual:</u> If time allows, after step 5, students can practice adding more questions of different question types.</p>
<p>Classroom Management:</p>	<p><u>Technology Management Strategy:</u> Discuss purpose of forms by giving examples of how forms can make collecting information easier Provide classes at different times so that people can find one that will fit their schedule and/or allow for the creation of classes based on skill level Use a pre-made webpage to collect the information needed (link, login, password) all in one place and provide a paper-copy how to manual for students to make notes upon and keep</p> <p><u>Instructional Groups:</u> Students will be working by themselves</p>
<p>Accommodation (Lesson Plan #3 only):</p>	<p>N/A</p>