

## **ASSURE Lesson Plan: Google Docs**

### **Learner Assessment**

The learners will be school administrative staff, all with medium to advanced knowledge of Microsoft Office and the internet. Some may have knowledge of Google Docs, but have no experience using and creating forms.

### **State Objective**

After the lesson, using a computer with an internet connection and the login/password to the school account, the staff will always be able to:

- \*Navigate and sign into the school's Google Docs
- \*Create a new form, including adding questions, selecting a question type, and saving
- \*Email the form to users
- \*Check and manage form responses on a spreadsheet

### **Select Media**

#### **Utilize Media**

Staff will meet in a computer lab with a 1 to 1 staff to computer ratio.

#### **Learner Participation**

The staff will create a form with their own 7 questions (one for each question type). Question examples will be available for staff who can not think of one. After creating the forms, they will email it to the people sitting at the computers on his/her right and left and to the teacher. After all three people respond to the form, the staff will access the spreadsheet to check responses.

#### **Evaluate Lesson**

The teacher will view all forms when emailed to her and will circulate around the room to note progress when staff work on the spreadsheets.