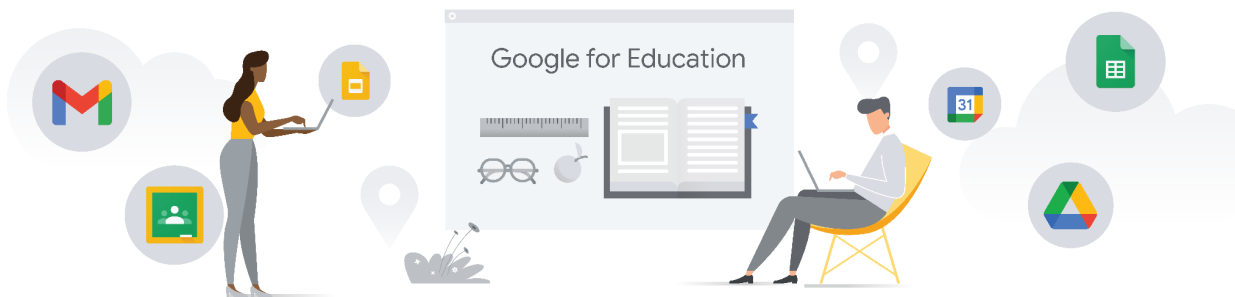


## Fundamentals Course Outline

This document includes the breakdown of the modules and tools addressed in the [Fundamentals Training](#) course.



### Fundamentals Training Outline

#### Unit 1: Get Ready to Use Technology in the Classroom

Products: Classroom, Docs, Forms, Slides, YouTube

- [Introduction](#)
- [Explore the Benefits of the Digital Classroom and Encourage Twenty-First Century Work Habits](#)
- [Get Familiar with Google Tools for the Digital Classroom](#)
  - Classroom
  - Docs
  - Forms
  - Slides
  - YouTube
  - Search
- [Create Safe, Responsible Digital Citizens](#)
  - Be Internet Awesome
- [Think Beyond the Textbook](#)

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#### Unit 2: Expand Your Access to Help and Learning

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Products: Search, Groups

- [Introduction](#)
- [Get Your Questions Answered](#)
  - Google Search
  - Help Center
- [Build Your Own Learning Network](#)
  - GEGs
  - Google Groups
- [Discover Local Google for Education Experts](#)
  - Certified Trainers
  - Certified Innovators
  - Reference Schools
  - Google Edu Partners
  - Transformation Partners

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## Unit 3: Have a (Mostly) Paperless Classroom

Products: Forms, Docs, Drive, Drawings, Classroom, Sheets, Slides

- [Introduction](#)
- [Move Your Files into Drive](#)
  - Forms
  - Docs
  - Drive
  - Drawings
  - Classroom
  - Sheets
  - Slides
- [Make Fewer Class Copies](#)
  - Docs
  - Classroom
  - Drive
- [Bring Your Quizzes Online Using Google Forms](#)
  - Forms

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## Unit 4: Save Time Communicating

Products: Gmail, Groups, Sites, Meet, Chat

- [Introduction](#)
  - Gmail
  - Groups
  - Sites

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- Learning Center
  - Meet
  - [Use Gmail to Communicate with Your Classroom Community](#)
    - Gmail
  - [Organize and Search Gmail to Save Time](#)
    - Gmail
  - [Use Google Chat for Real-time Student Communication](#)
    - Google Chat
  - [Use Google Groups to Build Better Class Communication](#)
    - Google Groups
  - [Share Your Students' Work with the School Community](#)
- 

## Unit 5: Organize Activities for Yourself and Others

Products: Calendar, Gmail, Keep, Classroom

- [Introduction](#)
  - [Keep Track of Your Class Schedules and Appointments Using Google Calendar](#)
    - Google Calendar
  - [Get More Organized](#)
    - Gmail
    - Calendar
    - Keep
    - Classroom
- 

## Unit 6: Bring Meetings Online

Products: Drive, Docs, Meet, Calendar, Meet

- [Introduction](#)
  - [Make In-Person Meetings More Effective](#)
    - Drive
    - Docs
    - Meet
    - Calendar
  - [Use Google Meet to Hold Meetings Anytime, Anywhere](#)
    - Meet
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## Unit 7: Bring Student Work Online

Products: Sheets, Drive, Classroom, Groups

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- [Introduction](#)
  - [Get Your Class Organized](#)
    - Classroom
    - Groups
    - Sheets
  - [Assign Work More Easily](#)
    - Classroom
  - [Collect Assignments Effortlessly](#)
    - Classroom
  - [Give and Receive Feedback](#)
    - Classroom
    - Docs
    - Forms

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## Unit 8: Measure, Understand, and Share Student Growth

Products: Sheets, Classroom, Drive, Groups

- [Introduction](#)
- [Measure Student Progress](#)
  - Sheets
  - Forms
- [Analyze Student Growth Data](#)
  - Sheets
- [Tell Your Student Growth Story](#)
  - Sheets (charts)

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## Unit 9: Teach Students Online Skills

Products: Chrome, Search

- [Introduction](#)
- [Search Smart](#)
  - Search (omnibox)
- [Boost Student Research Skills](#)
  - Digital Literacy
- [Use Chrome to Explore the Web with Your Class](#)
  - Chrome Web Store
  - Extensions

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## Unit 10: Build Interactive Lessons

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Products: Earth, Slides, Chrome, Drive

- [Introduction](#)
- [Create Engaging Presentations with Slides](#)
  - Slides
- [Augment Your Lessons with Interactive Content](#)
  - Chrome Web Store
  - Drive
- [Empower Student Learning with Earth](#)
  - Earth
- [Kick-start Environmental Problem Solving with Your Plan, Your Planet](#)

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## Unit 11: Captivate Your Class with Video

Products: YouTube

- [Introduction](#)
- [Find High-Quality Educational Content on YouTube](#)
  - YouTube (search)
- [Curate Educational Content on YouTube](#)
  - YouTube (channels and playlists)
- [Create the Optimal Viewing Experience](#)
  - YouTube (Restricted Mode, Closed Captions, Low Bandwidth)

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## Unit 12: Facilitate Group Work

Products: Docs, Calendar, Classroom, Keep, Sheets, Forms, Drive

- [Introduction](#)
- [Use Google Docs and Drive to Motivate Group Collaboration](#)
  - Docs
  - Drive
- [Check Contributions to Group Work](#)
  - Docs
- [More Ways to Use Technology to Facilitate Student Groups](#)
  - Keep
  - Calendar
  - Sheets
  - Forms

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## Unit 13: Promote Digital Citizenship and Positive Online Behavior

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Products: Chrome

- [Introduction](#)
- [Teach Students About Internet Safety and Privacy](#)
  - Password Safety
- [Promote a Safe and Responsible Online Presence](#)
  - Digital Footprint