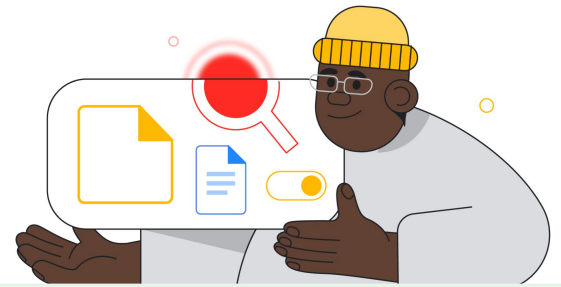


Certified Educator

Level 1 exam guide

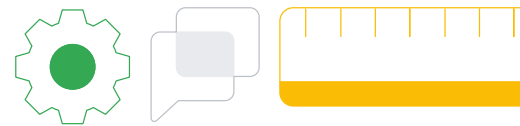
A Google Certified Educator Level 1 can articulate the capabilities of Google tools to **create, share, communicate, collaborate, and organize** effectively within an educational setting.

This certification is designed for individuals seeking to demonstrate their expertise in Google for Education tools and their ability to integrate digital learning effectively into the classroom.



ISTE Standards

*The Google Certified Educator Level 1 exam is aligned to **ISTE Standards** and supports teaching practices backed by research and learning sciences.*



01

Create

Identify Google tools and create/format within them

02

Share

Determine correct method and access for sharing

03

Communicate

Engage in ongoing communication with stakeholders

04

Collaborate

Help students reflect on their learning and provide feedback

05

Organize

Manage, gather, and analyze for improved workflows

This exam guide outlines the topics that may appear on both the standard and renewal exams.

Exam objectives and ISTE standard alignment

Create

A certified educator identifies the appropriate Google tools for various tasks, and understands how to create, distribute, and collect assignments using Google Classroom. They are adept at creating and formatting files in Google Drive, as well as managing calendars and building Google Sites.

Exam learning objective

ISTE Standard alignment

1.1 Identify which tools allow for certain tasks to be completed

1.1c Feedback to Improve Practice
1.2.b Online Interactions
2.3.a Create Positive Experiences
2.5.c Innovative, Equitable Learning Environments

1.2 Determine the correct method to create, distribute and collect assignments in Google Classroom

2.5.c Innovative, Equitable Learning Environments

1.3 Determine the correct method to create and format Google Drive files

2.2.a Advance a Shared Vision
2.3.c Model Safe, Legal, Ethical Practices
3.2.d Communicate with Stakeholders
3.3.a Empower Educators
3.5.d Navigate Continuous Improvement

1.4 Determine the correct method to create and manage calendars

2.4.a Collaborate with Colleagues
2.5.c Innovative, Equitable Learning Environments
2.5.a Accommodate Learner Differences

1.5 Determine the correct method to create and manage Google sites

2.5.a Accommodate Learner Differences
2.4.c Use Collaborative Tools
2.4.d Demonstrate Cultural Competency
2.6.d Model and Nurture Creativity

Share

A certified educator can determine the correct permission settings for Google files, and expertly share these files for collaboration and communication, fostering an interactive learning environment.

Exam learning objective

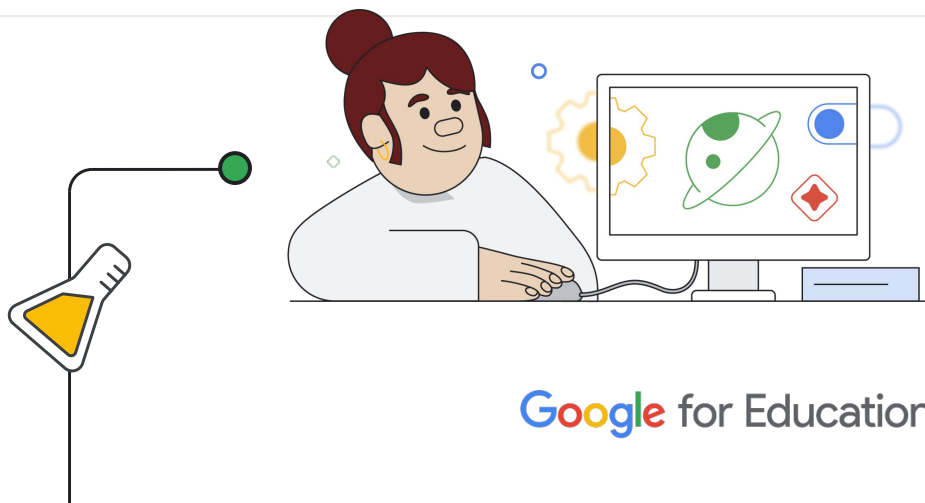
ISTE Standard alignment

2.1 Determine the correct access for files such as view, comment, and edit

1.1c Feedback to Improve Practice
1.2.b Online Interactions
2.3.a Create Positive Experiences
2.5.c Innovative, Equitable Learning Environments

2.2 Determine the correct method to share Google files for collaboration and communication

2.5.c Innovative, Equitable Learning Environments



Exam objectives and ISTE standard alignment

Communicate



A certified educator selects suitable Google tools for ongoing communication with stakeholders and leverages Google Meet to expand learning beyond the traditional classroom, facilitating virtual interactions. A certified educator also knows how to enable accessibility features to ensure inclusive communication for all learners.

Exam learning objective

ISTE Standard alignment

3.1 Select Google tools to engage in ongoing communication with stakeholders

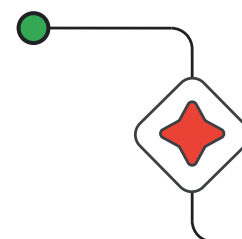
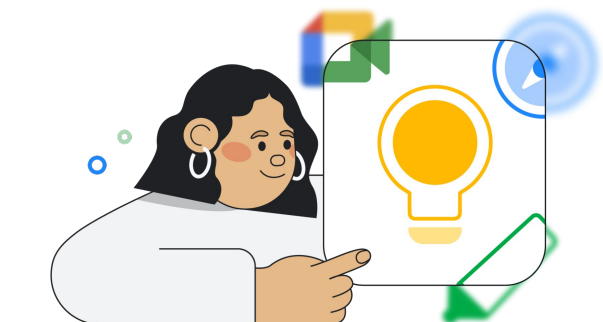
2.4.d Demonstrate Cultural Competency
2.5.b Design Authentic Learning Activities
2.5.c Innovative, Equitable Learning Environments
2.6.b Foster Classroom Management of Tech

3.2 Determine the correct method to leverage Google Meet to expand learning beyond the classroom walls

2.5.b Design Authentic Learning Activities
2.6.b Foster Classroom Management of Tech

3.3 Determine the correct method to enable accessibility features

2.4.d Demonstrate Cultural Competency
2.5.a Accommodate Learner Differences



Collaborate



A certified educator utilizes Google tools to help students manage and reflect on their learning journey, promoting student autonomy. They also employ the correct methods for giving digital feedback and managing files within Google Drive, streamlining the feedback process and organization.

Exam learning objective

ISTE Standard alignment

4.1 Determine the correct method to use Google tools to help students manage and reflect on their own learning

2.5.b Design Authentic Learning Activities
2.6.b Foster Classroom Management of Tech
2.7.b Use Tech to Create Assessments
2.7.c Use Data to Guide Progress

4.2 Utilize the correct method to give digital feedback and manage files in Google Drive

2.4.a Collaborate with Colleagues



Exam objectives and ISTE standard alignment

Organize



A certified educator effectively manages files in Google Drive, gathers and analyzes data using Google tools, and proficiently organizes and searches Gmail, ensuring efficient information retrieval and workflow management.

Exam learning objective

ISTE Standard alignment

5.1 Determine the correct method to manage files in Google Drive

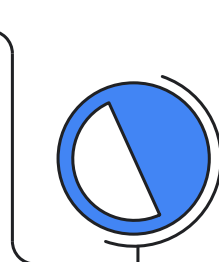
2.4.a Collaborate with Colleagues

5.2 Determine the correct method to gather and analyze data

2.6.b Foster Classroom Management of Tech

5.3 Determine the correct method to organize and search Gmail

2.4.d Demonstrate Cultural Competency
2.5.a Accommodate Learner Differences



Getting certified

01

Prepare

Our Basic and Intermediate use of Google Workspace for Education Fundamentals [courses](#) help educators learn skills tested in the exams.

02

Review

Use the [Level 1 task cards](#) to review the exam checklist and test your skills.

03

Test

Visit the [certification page](#) and click "Register now" to sign up for an exam.