

Patrick Kania

Sequencing Rationale

Google Apps Unit

The Google apps unit encompasses several pieces. If somebody is unfamiliar with Google Apps I would explain it like this. Start with email, and it adds the entire Microsoft office suite on top of that. You get Calendaring, Documents, Spreadsheets, Survey tools, and more. I would build the sequencing of the unit based on Familiarity.

It only makes sense to begin with teaching Gmail and Google Calendars as a first step. Since all of the pieces work together with Email it only makes sense that they have a complete understanding of all components of Gmail. Here you would teach things as simple as composing, forwarding, attachments, filters and to do lists. It would also make sense to go through the chat features built right into the mail system. Calendaring would be next so all students can build an understanding of events and subscribing to public calendars.

After calendaring you would begin the office like applications of Documents, Spreadsheets and Presentations. One would teach these with the aspect of relating them to Word, Excel, and PowerPoint. You would get in depth with these when you cover the collaborative pieces of each of these. How you share and set permissions on each of these is the best part about them.

The extra pieces of these that they would be unfamiliar with are Drawing and the ability to import existing documents. This part would be quick but after they have the basics of each of these they would be able to evaluate their own work to see if they

would like to move forward using each of these pieces. You would conclude the lessons with looking for templates and sharing some very useful ones. Sharing these creations within your own domain makes this powerful and a great item to end with.