

Unlocking the Potential: A Day Lesson Plan for 12th Grade Students to Master Google Products



In today's digital age, knowing how to effectively use Google products has become an essential skill for students. Google offers a plethora of tools and services that can enhance productivity, collaboration, and communication. Empowering 12th-grade students with this knowledge will not only help them succeed academically but also prepare them for the workforce in the years to come.

Objective

The objective of this day lesson plan is to familiarize 12th-grade students with the functionalities and applications of various Google products, enabling them to utilize these tools effectively in their academic pursuits and beyond.



Google Zombie Escape Plan For Teachers : A 2-3 day lesson plan for students 6-12th grade on how to use Google products by José Ferrer(Kindle Edition)

★★★★★ 5 out of 5

Language : English
File size : 973 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 4 pages
Lending : Enabled



Lesson Plan Breakdown

to Google Products (30 minutes)

Begin by discussing the significance of Google products in today's world. Highlight their relevance in education, career growth, and personal life. Introduce the most commonly used Google products such as Gmail, Google Drive, Google Docs, Google Sheets, and Google Slides.

2. Gmail for Efficient Communication (60 minutes)

Demonstrate the features of Gmail, emphasizing its importance in professional communication. Cover topics such as composing and sending emails, organizing with labels, creating filters, and customizing settings. Encourage students to create their professional email addresses for future use.

Using Gmail STUDENT VIDEO TUTORIAL



3. Collaborative Document Creation with Google Docs (90 minutes)

Introduce Google Docs, a powerful tool for collaborative writing and note-taking. Teach students how to create, edit, and format documents, as well as share them with others. Highlight the usefulness of features such as commenting, suggesting edits, and revision history. Engage students in a group activity where they collaborate on a shared document.

4. Data Organization with Google Sheets (90 minutes)

Explain the benefits of using Google Sheets for data analysis and organization. Walk students through the process of creating spreadsheets, entering data, and utilizing formulas and functions. Teach them how to create charts and graphs for visual representation. Provide real-life examples to showcase the practical applications of Google Sheets.

5. Engaging Presentations with Google Slides (60 minutes)

Show students how to create captivating presentations using Google Slides. Cover topics such as adding slides, selecting themes, formatting text and images, and embedding videos. Discuss the importance of effective visuals and clear messaging in presentations. Encourage creativity and storytelling in their slideshow creations.



6. Google Drive for Efficient File Management (30 minutes)

Explain how Google Drive can revolutionize file management and organization. Teach students how to upload, download, and organize files and folders. Discuss the benefits of cloud storage and accessibility from any device. Emphasize the importance of regular backups and sharing files securely.

By the end of this day lesson plan, 12th-grade students will have gained a comprehensive understanding of various Google products and their practical applications. They will be equipped with the necessary skills to effectively utilize Google tools for communication, collaboration, organization, and presentation. These skills will undoubtedly benefit them in their academic journey and beyond,

ensuring they stay ahead in the competitive digital landscape of the modern world.

Caption for Image:

12th-grade students learning to use Google products in a classroom setting.



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Google Zombie Escape Plan is a two - three-day unit. This unit gives students hands-on experience with Google: Mail, Calendar, Explore, Maps, Slides, Forms, Bookmarks, Research, Team Drive, Docs, Google Drive, and it teaches how to update Chrome.

This lesson focuses on both small group work and individual work.

Do you have students going on a trip? This to Google Suite can be done from a distance!

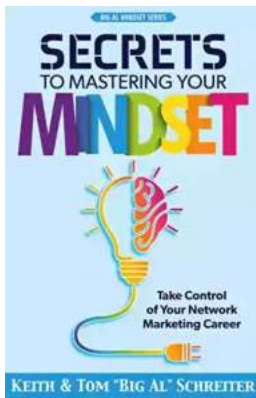
If you are going to be out of the classroom for two to three days, this unit is substitute teacher friendly.

This can be used at the beginning of the school year, before or after breaks

(when students are more squirrely), or when you need a few days to catch up on grading!

Google Zombie Escape Plan comes with a pre-assessment and a project based summative assessment. It has a rubric in the lesson so students can match their work up against how they will be graded, and it comes with a Google Form for easy grading by teachers.

Students who want to work ahead will be able to, and students who are behind on Day 1 will be able to complete their work and then move to Day 2. This can be expanded to three days if students (or you) need another day, by having students present their slides for the class.



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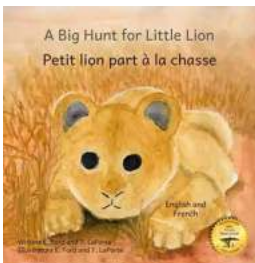
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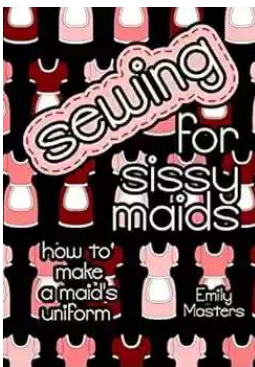
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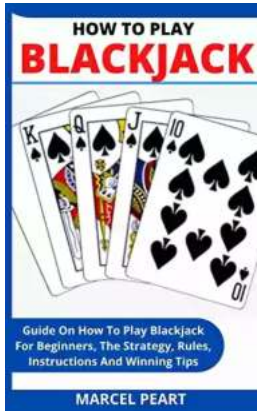
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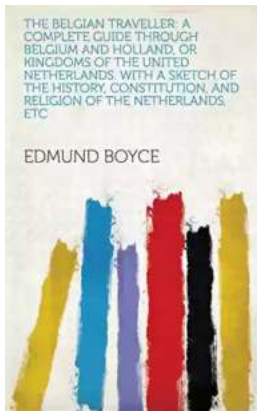
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