



Issued by University of Basilicata
SINCE

TAGS: Google, Apps, Classroom



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Google Apps

The holder of this badge has attended the course "Google Apps" organized by the University Basilicata as part of the "Competenze trasversali in Unibas" Project.

The course "Google Apps" provides knowledge, skills and abilities related to the mosaic of Google Apps, and, in particular, to the use of Gmail, Contacts, Calendar, Drive, Documents, Sheets, Presentations, Modules, Meet, Sites and Classroom. The employment of this platform has a significant impact in terms of group and remote work, with important repercussions on teaching and research.

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The skills developed include both the technical skills necessary to move with awareness in the mosaic of the apps that interact with each other, and the ability to translate all this into the collaborative production of content and actions.

The coordinated use of Google apps requires a reflection on the concepts of collaborative cloud work, and the familiarization with the world of network resources, from documents to audio-video resources, from contacts to emails, websites and virtual classes.

The course is divided into three phases, in which theoretical moments and laboratory activities on the use of apps alternate:

1. Communicate: knowledge and use of Gmail, Contacts, Calendar, Meet and Sites
2. Store and share: knowledge and use of Google Drive
3. Collaborate: knowledge and use of Documents, Sheets, Presentations, Forms, Classroom

At the end of the course, students are able to use e-mail, catalog and archive it, managing distribution lists, use the calendar to organize activities and events also by videoconference, create an informative web page of their activity to share information, store data and possibly share them with working groups, produce documents, spreadsheets and presentations, both individually and in groups, as well as forms for the formulation of questionnaires and surveys with the collection and analysis of the relative answers; finally students are capable of setting up a virtual class in which to experience all the previously listed skills to structure a full class (video lessons, tasks, assessments, teaching materials).

Students discover the fundamental value of work sharing and co-production, the new relationship between individual work and online group work, as well as the relevance of encouraging the culture of "neighbors even if distant", both in moments of normality and in emergency situations.



Skills

The owner of this badge has proved to have the following **skills**:

- Ability to understand and use Google Apps to Communicate
- Ability to understand and use Google Apps to Archive
- Ability to understand and use Google Apps to Collaborate

The owner of this badge has shown to have acquired the following **soft skills**:

- Ability to coordinate with other users of the Google platform
- Ability to work in a team with users of the platform
- Ability to solve problems with Google tools
- Ability to communicate and collaborate effectively
- Ability to adopt and propose innovative solutions
- Ability to adapt to changes and the introduction of new IT tools

The owner of this badge has shown to have acquired the following **knowledge**:

- Google Gmail, Contacts, Calendar
- Google Drive, Documents, Sheets, Presentations, Forms
- Google Meet, Sites, Classroom

Criteria

The Badge is awarded following the attendance of the course. "Google Apps" provides the digital skills necessary to orient oneself in the world of collaborative work to produce new content on the Google Apps platform. The course includes the study and use of all Apps, as well as the interaction with the teacher and other students.

At the end of the course, participants must create a virtual class using all the tools illustrated, as well as show that they have acquired required knowledge and related skills. In the end, the student becomes competent in using the Google Apps to achieve the objectives set in a given workplace.

The work on the Google platform, the development of a given assignment at the end of the course and the percentage of attendance (which cannot be less than 70% of the entire duration) are the elements upon which the final evaluation and the granting of the Badge is assessed.

The total duration foreseen by the course is 30 hours.



Issued by University of Basilicata

The University of Basilicata is the leading University of the Basilicata region, in the Southern part of Italy. Since 2012, according to the new University statute and rules of procedure, ex D.R. n. 88/2012, the University of Basilicata is organized through six primary structures (precisely four departments and two schools) in which the functions and the personnel of the pre-existing twelve departments and eight faculties have been re-addressed. Degree programs range from the Humanities, to architecture, archeology, education, economics and management, as well as to the STEM disciplines (hard sciences, agriculture, engineering, computer sciences). Such degree programs are effectively connected to the research, training and third mission activities developed by the primary structures. University of Basilicata counts about 7000 students, and is based in the cities of Potenza and Matera.



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