



# Google Certified Educator Level 1 - Capacity Matrix

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<a href="#"><u>G Suite for Education</u></a>	<a href="#"><u>What is G Suite for Education and the core suite of services?</u></a>				
<a href="#"><u>G Suite Learning Center</u></a>	<a href="#"><u>Access Resources and Training from the G Suite Learning Center.</u></a>				
<a href="#"><u>Google Chrome</u></a>	<a href="#"><u>How to customize your online experience using Google Chrome</u></a>				
	<a href="#"><u>How to Bookmark a Webpage</u></a>				
	<a href="#"><u>Save and Organize Bookmarks</u></a>				
	<a href="#"><u>Install and Uninstall Apps and Extensions</u></a>				
	<a href="#"><u>Chrome Web Store - What's a Web App?</u></a>				
	<a href="#"><u>Chrome Web Store - What's an Extension?</u></a>				
	<a href="#"><u>Browse in private with Incognito</u></a>				
<a href="#"><u>Google Search</u></a>	<a href="#"><u>The Essential Digital Literacy Skill of Searching Online</u></a>				
	<a href="#"><u>Facilitating Student Research</u></a>				
	<a href="#"><u>How to Search on Google</u></a>				
	<a href="#"><u>Utilizing Filters and Modifiers in Search</u></a>				
<a href="#"><u>Google Help Forums</u></a>	<a href="#"><u>How to participate in online help forums to both find answers AND help others</u></a>				
<a href="#"><u>Google Edu Directory</u></a>	<a href="#"><u>How to find local experts when you need that extra bit of support</u></a>				
<a href="#"><u>Google for Education Forum</u></a>	<a href="#"><u>How to participate in an education forum to find and share answers</u></a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>Google Docs</u></b>	<a href="#">How to create a Google Doc</a>				
	<a href="#">How to share a Google Doc</a>				
	<a href="#">Insert hyperlinks</a>				
	<a href="#">Access Revision History and Revert to Earlier Versions of Google Docs</a>				
	<a href="#">How to Use Comments</a>				
	<a href="#">Review Comments in Google Docs for Contributions</a>				
	<a href="#">Provide Feedback with Comments and Tag Users in Comments</a>				
	<a href="#">Suggest Edits in Docs</a>				
	<a href="#">Citing Sources in Google Docs</a>				
<b><u>Google Slides</u></b>	<a href="#">How to create a Google Slides presentation</a>				
	<a href="#">Insert and Arrange Text, Shapes and Lines</a>				
	<a href="#">Add, delete, organize slides</a>				
	<a href="#">Insert and Add Media to Google Slides</a>				
	<a href="#">Crop and Adjust Images</a>				
	<a href="#">Insert Word Art</a>				
	<a href="#">Create Linked Text for Engaged Learning</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>Google Forms</u></b>	<a href="#">How to Create a Google Form or Quiz</a>				
	<a href="#">Google Form Question Types</a>				
	<a href="#">Embed Video in Google Forms</a>				
	<a href="#">How to send a Form</a>				
	<a href="#">How to view Form responses</a>				
	<a href="#">Choose a Response Destination</a>				
<b><u>Google Sheets</u></b>	<a href="#">How to Create a Google Sheet</a>				
	<a href="#">Formatting Data in Google Sheets</a>				
	<a href="#">Organize, Filter and Sort Data Collected in a Google Sheet</a>				
	<a href="#">Using Functions in Google Sheets</a>				
	<a href="#">Analyze the Data in a Google Sheet with Charts and Graphs</a>				
	<a href="#">Publish Results from a Google Sheet</a>				
	<a href="#">How to Protect a Range</a>				
	<a href="#">How to Use Data Validation in Google Sheets</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>Google Drive</u></b>	<a href="#">Go Google: Google Drive</a>				
	<a href="#">Meet the New Google Drive</a>				
	<a href="#">How to create files within Google Drive</a>				
	<a href="#">Managing Files and Folders in Drive</a>				
	<a href="#">How to Upload Files and Folders in Drive</a>				
	<a href="#">Convert Files in Google Drive</a>				
	<a href="#">Using Docs and Drive to Motivate Group Collaboration</a>				
	<a href="#">Sharing Files and Folders</a>				
<b><u>Google Classroom</u></b>	<a href="#">Create Class in Google Classroom</a>				
	<a href="#">Invite students into your class</a>				
	<a href="#">Join class with class code</a>				
	<a href="#">How to assign work to your students</a>				
	<a href="#">Create and grade student work</a>				
	<a href="#">Grade and return assignments</a>				
	<a href="#">Communicate with your students</a>				
<b><u>Google Keep</u></b>	<a href="#">Create and Manage Notes in Google Keep</a>				
	<a href="#">Take image notes</a>				
	<a href="#">Save drawing as a note</a>				
	<a href="#">Create notes and list with your voice</a>				
	<a href="#">Share notes</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>Gmail</u></b>	<a href="#">Create Priority Inbox</a>				
	<a href="#">Organize Your Gmail Inbox Using Labels</a>				
	<a href="#">Search Efficiently in Gmail</a>				
	<a href="#">Apply Gmail Filters</a>				
	<a href="#">Open and Download Attachments in Gmail</a>				
	<a href="#">Use Gmail to Communicate with Your Classroom Community</a>				
	Translate Gmail Messages				
	<a href="#">Create Google Tasks</a>				
<b><u>Google Contacts</u></b>	<a href="#">Use Contacts to Create User Groups</a>				
<b><u>Google Calendar</u></b>	<a href="#">Create a New Calendar</a>				
	<a href="#">Share a Google Calendar</a>				
	<a href="#">Manage Calendar Event Notifications</a>				
	<a href="#">To integrate Google Tasks with Google Calendar</a>				
	<a href="#">Create Calendar Events</a>				
	<a href="#">Add Attachments to Your Events</a>				
	<a href="#">Invite People to Your Event in Google Calendar</a>				
	<a href="#">Add a Room to an Event</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>Google Hangouts</u></b>	<a href="#">Create and Name Group Hangouts</a>				
	<a href="#">Explain how to use instant messaging in Hangouts from any device</a>				
	<a href="#">Manage Hangout Notifications</a>				
	<a href="#">Archive a Hangout/Manage History</a>				
	<a href="#">Block Inappropriate Users</a>				
<b><u>NEW Google Sites</u></b>	<a href="#">Create a customized Google Site for your classroom</a>				
	<a href="#">Create Pages Within a Google Site</a>				
	<a href="#">Add Text and Images to Your Site</a>				
	Insert Drive Files, Maps, Calendars, and YouTube on Your Site				
	<a href="#">Change Your Site's Appearance</a>				
	Control Access and Grant Permissions to Your Site				
<b><u>Google Groups</u></b>	<a href="#">How to Use Google Groups</a>				
	<a href="#">Set Basic Group Permissions</a>				
	<a href="#">Add Members to a Group</a>				
	<a href="#">Identify how Google Groups can be used in your classroom</a>				
	<a href="#">How to contribute to a network of other Google for Education users</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b><u>YouTube</u></b>	<a href="#">Search with Advanced Search Filters</a>				
	<a href="#">Create and manage playlists</a>				
	<a href="#">Access Playlists and Subscriptions in the YouTube Guide</a>				
	<a href="#">Add playlists to library</a>				
	<a href="#">Share playlists</a>				
	<a href="#">Create the optimal viewing experience for students by adjusting YouTube controls</a>				
	<a href="#">Subscribe to Channels</a>				
	<a href="#">Disable or Enable Restricted Mode</a>				
<b><u>Google+</u></b>	<a href="#">Developing your PLN</a>				
	<a href="#">How to Use Google+</a>				
	<a href="#">How to join a Google Educator Group</a>				

App/Tool/Concept	GCE Level 1 Knowledge & Skills	I've heard of this.	I can do this on my own.	I can teach others.	I can apply this in my classroom.
<b>Collaboration</b>	<a href="#">How to create meaningful and effective collaboration in the classroom</a>				
<b>Digital Learning &amp; Technology Integration</b>	<a href="#">Benefits of a Digital Classroom</a>				
	<a href="#">Think Beyond the Textbook</a>				
	Why and how technology can support the work you currently do				
	How you can use technology to prepare for the future				
	How to pick the right tool for your learning objective				
	Where to find resources for class that other teachers have tried and recommend				
<b>Digital Literacy &amp; Digital Citizenship</b>	<a href="#">Evaluating Online Resources</a>				
	<a href="#">Safe Web Searching</a>				
	<a href="#">Playing and Staying Safe Online</a>				
	<a href="#">How to Recognize Hoaxes</a>				
	How to avoid plagiarism in the context of Web research				
	How to protect yourself with good, strong passwords				
	How you can help your students behave responsibly online				
	What makes up your digital footprint				
	How to manage your online identity				
	The importance of privacy settings				
How to build student resilience to be able to handle challenges					



## Additional Resources

- [Google Certified Educator Academies from Shake Up Learning](#)
- [Google Training Center Fundamentals Course](#)
- [Google Training Center YouTube Video Playlist \(from Fundamentals Course\)](#)
- [How to Pass the Google Certified Educator Exams \(12 Tips!\)](#)
- [Google Certification Resources from Shake Up Learning](#)
- [The Complete Guide to Google Certifications \(FREE ebook\)](#)

