

# Mendham Township Public Schools



## MIDDLE SCHOOL GOOGLE SUITE/SEL Curriculum

Board of Education Adoption Date: May 23, 2023

Board of Education President:   
Joan Mody

Superintendent of Schools:   
Salvatore M. Constantino

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## Google Suite / SEL Curriculum

*Completed April 2023 / BOE Approval Slated May 2023*

The following content indicates the Google Suite skills that all students should know by the end of fifth grade. These skills are taught through integrated social emotional learning content. The content area teachers reinforce the learning through daily classwork. Some of the Google skills are taught in isolation.

The lessons are framed around the [American School Counselor Association \(ASCA\) Student Standards](#) and the following NJSLA Standard 9: Career Readiness, Life Literacies and Key Skills

9.1.5.CR.1	9.2.5.CAP.1-4	9.4.5.CI.1-4	9.4.5.CT.1-4
9.4.5.DC.4-7	9.4.5.IML.1-7	9.4.5.TL.1-5	

## Google Calendar

### ASCA Standards (SEL) :

- B-LS 3. Time-management, organizational and study skills
- B-SMS 1. Responsibility for self and actions
- B-SM 8. Balance of school, home and community activities
- M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

### Activity:

[Planning Ahead Activity](#)  
[Google Calendar Quiz](#)

The Learner can...

- ☐ Create an Event in a Calendar
- ☐ Set Customized Reminder Notifications for Important School Events
- ☐ Use Calendar to check for due dates, tests and quizzes
- ☐ Integrate Google Tasks with Google Calendar

# Google Tasks

## ASCA Standards (SEL):

- B-SMS 1. Responsibility for self and actions
- B-SMS 5. Perseverance to achieve long- and short-term goals
- B-LS 3. Time-management, organizational and study skills

## Activity:

### [Google Tasks Training](#)

The Learner can...

- ☐ Manage assignments in Google Tasks
- ☐ Mark assignments as complete
- ☐ Integrate Google Tasks with Google Calendar
- ☐ Create Google Tasks from the Tasks tool
- ☐ Add due dates and notes for assignments to Google Tasks

# Google Drive

## ASCA Standards (SEL):

- B-SMS 1. Responsibility for self and actions
- B-SMS 10. Ability to manage transitions and adapt to change
- B-SS 6. Effective collaboration and cooperation skills

## Activities:

### [Google Drive -Organize](#)

### [Google Drive Lesson - Drive Folder Organization](#)

The Learner can...

- ☐ Create and Name a Folder
- ☐ Create a SubFolder
- ☐ Change the Color of a Folder
- ☐ Add a Document/Image to a Folder

# Google Classroom

## ASCA Standards (SEL):

- B-LS 2. Creative approach to learning, tasks and problem solving
- B-SMS 2. Self-discipline and self-control
- B-SMS 3. Independent work
- B-SS 3. Positive relationships with adults to support success
- B-SMS 4. Delayed gratification for long-term rewards
- M 4. Self-confidence in ability to succeed
- M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

## Activities:

[Google Classroom Cheat Sheet](#)

[Google Classroom Website](#)

[How To: Google Classroom](#)

[My Wish for 5th Grade](#)

[Google Classroom Quiz](#)

## The Learner can...

- ☐ Login to Classroom (Classroom.Google.com)
- ☐ Join a Class
- ☐ View Assignments
- ☐ Communicate on an Assignment
- ☐ Attach Documents
- ☐ Submit Attached Assignment
- ☐ Turn in non-Google Files
- ☐ Create A New Doc Within an Assignment and Name it
- ☐ Submit Multiple Files
- ☐ View Docs before Turning in
- ☐ Submit Assignments
- ☐ Unsubmit an assignment
- ☐ Mark Assignment Complete

# Google Docs

## ASCA Standards (SEL):

B-SS 4. Empathy

M 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being

M 2. Sense of acceptance, respect, support and inclusion for self and others in the school environment

M 3. Positive attitude toward work and learning

M 4. Self-confidence in ability to succeed

M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

## Activities:

[One Word Lesson](#)

[The Mendham Welcome Guide](#)

[Teacher Appreciation Letter Activity](#)

The Learner can...

- ☐ Create a Doc
- ☐ Name a Doc
- ☐ Share a Doc
- ☐ Collaborate
- ☐ Use spell check
- ☐ Utilize text-to-speech features



# Google Slides

## ASCA Standards (SEL):

- B-LS 5. Media and technology skills to enhance learning
- B-SS 1. Effective oral and written communication skills and listening skills
- B-LS 2. Creative approach to learning, tasks and problem solving
- B-SS 2. Positive, respectful and supportive relationships with students who are similar to and different from them
- M-5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

## Activities:

[Highs & Lows Presentation](#)  
[MTMS Virtual Locker](#)  
[IN and OUT 2023](#)  
[Convince Me Project](#)

## The Learner can...

- ☐ Create Slides
- ☐ Utilize Templates
- ☐ Share a Slide
- ☐ Copy and Paste a Slide
- ☐ Use Animations
- ☐ Insert and Arrange text and images on a slide
- ☐ Create Hyperlink

# Google Form

## ASCA Standards (SEL):

- B-LS 5. Media and technology skills to enhance learning
- B-SS 6. Effective collaboration and cooperation skills
- B-SMS 7. Effective coping skills
- B-SS 7. Leadership and teamwork skills to work effectively in diverse groups
- B-SS 1. Effective oral and written communication skills and listening skills
- B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias

## Activities:

- [Stress: What Brings it On? \(Survey & Student Interview\)](#)
- [The High-5 Habit](#)
- [Google Forms Quiz](#)
- [Convince Me Project](#)

The Learner can...

- ☐ Fill out and turn in Form
- ☐ Create a Basic Questionnaire / Survey
- ☐ Title Form
- ☐ Share Form
- ☐ Review Results

# Google Mail

## ASCA Standards (SEL):

B-LS 6. High-quality standards for tasks and activities

B SMS4. Delayed gratification for long-term rewards

M 2. Sense of acceptance, respect, support and inclusion for self and others in the school environment

M 3. Positive attitude toward work and learning

## Activities:

[GMail for Beginners](#)

[Create a Thank you email to a co-worker including a GIF](#)

[Teacher Appreciation Letter Activity](#)

The Learner can...

- ☐ Show email as read /unread
- ☐ Create a Label
- ☐ Move email to correct folder
- ☐ Delete emails as needed
- ☐ Search emails by sender,date,or title
- ☐ Compose a Message
- ☐ Insert Google Doc in an email
- ☐ Attach a file to an email
- ☐ Text formatting in an email
- ☐ Label an email- Subject
- ☐ Star an email (important emails)



# Google Sheets

## ASCA Standards (SEL):

- B-LS 4. Self-motivation and self- direction for learning
- B-LS 8. Engagement in challenging coursework
- B-LS 10. Participation in enrichment and extracurricular activities
- B-SS 10. Cultural awareness, sensitivity and responsiveness

## Activities:

[My Holiday Wishlist](#)

[The "Cost" of Your Well-Being](#)

## The Learner can...

- ☐ Create a Sheet
- ☐ Understand Simple Spreadsheet Vocabulary (Cell/Column/Row)
- ☐ Share Sheets
- ☐ Delete Rows/Columns
- ☐ Change Font Colors
- ☐ Wrap Text
- ☐ Align Text
- ☐ Utilize a Formula

# Google Meet/Breakout Groups

## ASCA Standards (SEL):

- B-L21. Critical thinking skills to make informed decisions
- B-LS7. Long- and short-term academic, career and social/emotional goals
- B-SS5. Ethical decision-making and social responsibility
- B-SS8. Advocacy skills for self and others and ability to assert self, when necessary
- B-SS9. Social maturity and behaviors appropriate to the situation and environment
- M6. Understanding that postsecondary education and lifelong learning are necessary for long-term success

## Activities:

- [Can We Work This Out?](#)
- [Google Meet Activities](#)
- [Career Interest Survey](#)
- [Meet Trivia - MTMS Edition](#)

The Learner can...

- ☐ Join a Meet or Breakout Group
- ☐ Mute yourself and/or Turn off Video
- ☐ Adjust Audio and Video Settings
- ☐ Use Virtual Classroom Etiquette

# Digital Citizenship

## ASCA Standards (SEL):

- B-SMS 4. Delayed gratification for long-term rewards
- B-SMS 6. Ability to identify and overcome barriers
- B-SMS 9. Personal safety skills
- M 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being

## Activities:

### Common Sense Digital Passport

- Six interactive games address key issues kids face in today's digital world. Each engaging game teaches critical digital citizenship skills that help students learn to use technology responsibly to learn, create, and participate.

### Digital Citizenship Lesson

The Learner can...

- ☐ Understand Their Digital Footprint
- ☐ Understanding Internet Privacy
- ☐ School Policies
- ☐ How to Make Good Passwords
- ☐ Be Respectful Online
- ☐ Copyright and Fair Use

# Other

## ASCA Standards (SEL):

- BLS 2. Creative approach to learning, tasks and problem solving
- BLS 5. Media and technology skills to enhance learning
- BSMS 3. Independent work
- M 3. Positive attitude toward work and learning

## Activities:

[Intro Lesson to Kami](#)

[Free Typing Lessons](#)

[Quizlet -SEL](#)

[How to Screenshot work video](#)

[Student Tools videos](#)

- ☐ Kami- Open and Edit documents in Kami
- ☐ Quizlet -Understand how to use Quizlet
- ☐ Screenshot work into Google Drive
- ☐ Typing Skills