

Google Docs Certification Assessment Proposal

This assessment is designed to test the knowledge of student(s) about the Desktop and Mobile versions of the Google Docs app. If passed, the assessment will signify the student's mastery of the app as a tool to create and manipulate documents, edit pre-existing documents, and navigate the suggesting and editing modes. The assessment is designed to accommodate for either remote or in-person testing. The assessment is meant to be proctored live (meaning the CTEP member will give the participant tasks and observe the student's pathways to completing each task).

If the test is being administered in person, the proctor should pose the tasks to the student and confirm whether the student can or cannot complete the task. One point is awarded for every task the student is able to complete. If the test is being administered remotely, the proctor should set up a video call with the student and have them share their screen. The proctor should then pose the tasks to the student and confirm whether the student can or cannot complete the task. One point is awarded for every task the student is able to complete.

To pass the **Desktop** assessment, the student needs 19 out of 22 points.

To pass the **Mobile** assessment, the student needs 18 out of 21 points.

Desktop assessment

Northstar and Additional Skills

Microsoft Word

- #1: Open a new or existing document.
- #5: Use Spelling and Grammar check.
- #6: Format text: size, color and font type.
- #7: Set text spacing and alignment.
- #8: Apply bullets and automatic numbering.
- #9: Undo the previous action.
- #10: Cut, copy and paste.
- #11: Modify page layout, including margins and orientation.
- #12: Print.
- #13: Close a document.

Additional Skills

- Redo the previous action.
- Share a document and manage Editor/Viewer/Suggesting modes.
- Demonstrate knowledge about comments, including how to add, reply to, and resolve a comment.
- Upload a Word document into Google Docs.

Assessment

Question	Points (mark this box if student is able to complete the task)
Open a new document.	
Run the Spelling and Grammar check.	
Change the font size.	
Change the text color.	
Change the font type.	

Set line spacing.	
Set text alignment.	
Apply bullets.	
Apply automatic numbering.	
Undo and redo the previous action.	
Demonstrate how to cut.	
Demonstrate how to copy.	
Demonstrate how to paste.	
Change page margins.	
Change page orientation.	
Print the document.	
Demonstrate how to share the document and manage Editor/Viewer/Commenter modes.	
Add a comment.	
Reply to a comment.	
Resolve a comment.	
Close the document.	
Upload a Word document into Google Docs.	

Need at least 19 out of 22 points to pass.

Score: ___ out of 22

Comments:

Mobile assessment

Northstar and Additional Skills

Microsoft Word

- #1: Open a new or existing document.
- #6: Format text: size, color and font type.
- #7: Set text spacing and alignment.
- #8: Apply bullets and automatic numbering.
- #9: Undo the previous action.
- #10: Cut, copy and paste.
- #11: Modify page layout, including margins and orientation.
- #12: Print.
- #13: Close a document.

Additional Skills

- Select text.
- Redo the previous action.
- Share a document and manage Editor/Viewer/Suggesting modes.
- Demonstrate knowledge about comments, including how to add, reply to, and resolve a comment.

Assessment

Question	Points (mark this box if student is able to complete the task)
Open a new document.	
Select text.	
Change the font size.	
Change the text color.	
Change the font type.	
Set line spacing.	

Set text alignment.	
Apply bullets.	
Apply automatic numbering.	
Undo and redo the previous action.	
Demonstrate how to cut.	
Demonstrate how to copy.	
Demonstrate how to paste.	
Change page margins.	
Change page orientation.	
Print the document.	
Demonstrate how to share the document and manage Editor/Viewer/Commenter modes.	
Add a comment.	
Reply to a comment.	
Resolve a comment.	
Close the document.	

Need at least 18 out of 21 points to pass.

Score: ___ out of 21

Comments:

Standards - **desktop** version

1. Open a new or existing document
2. Use Spelling and Grammar check.
3. Format text:
 - a. size
 - b. color
 - c. font type.
4. Set text:
 - a. spacing
 - b. alignment.
5. Apply:
 - a. bullets
 - b. automatic numbering.
6. Undo and redo the previous action.
7. Demonstrate how to:
 - a. Cut
 - b. Copy
 - c. Paste.
8. Modify page layout
 - a. Change page margins
 - b. Change page orientation.
9. Print.
10. Close a document.

11. Share a document and manage Editor/Viewer/Suggesting modes

12. Demonstrate knowledge about comments:

- a. Add a comment
- b. reply to a comment
- c. resolve a comment

13. Upload a Word Document into Google Docs

Standards - **mobile** version

1. Open a new or existing document.

2. Select text.

3. Format text:

- a. size
- b. color
- c. font type.

4. Set text spacing

- a. Set text alignment.

5. Apply:

- a. Bullets
- b. automatic numbering.

6. Undo and redo the previous action.

7. Demonstrate how to:

- a. Cut
- b. Copy
- c. paste.

8. Modify page layout
 - a. Change page margins
 - b. Change page orientation.
9. Print.
10. Close a document.
11. Share a document and manage Editor/Viewer/Suggesting modes.
12. Demonstrate how to:
 - a. Add a comment
 - b. reply to a comment
 - c. resolve a comment.

Assessment: Live test either in person or remote. If in person: pose the tasks to the student and confirm whether the student can or cannot complete the task. One point is awarded for every task the student is able to complete. If remote: set up a video call with the student and have them share their screen. Pose the tasks to the student and confirm whether the student can or cannot complete the task. One point is awarded for every task the student is able to complete.

- **Desktop**: Need 19 out of 22 points to pass
- **Mobile**: Need 18 out of 21 points to pass

Things to include in curriculum, but not assessment:

- Demonstrate understanding of how cloud storage works and what makes it different from traditional local file storage

- G Doc features (voice typing, version history, offline availability, comment history, etc)
- Navigating in the doc (find, find + replace)
- *How to check word count?*
- Accessibility settings (**desktop**)
- Use Spelling and Grammar check. (**mobile**)

Possible resources we can use:

- Switching to Docs from Microsoft Word:
https://support.google.com/docs/answer/9310150?hl=en&authuser=1&ref_topic=1382883
- Google Drive Essential Training:
<https://www.lynda.com/Google-Drive-tutorials/Google-Drive-Essential-Training/791337-2.html>

Assessment notes

- Might want to structure the assessment so it's possible to take it remotely
- Northstar's Word assessment is almost entirely prompts to complete small tasks (e.g. "change the font of the highlighted text," "center-align the highlighted name," etc.)
- Options:
 - Transcend IT-style exercise
 - Multiple-choice test w/visuals
 - Live one-on-one test that can be conducted via video call (student and proctor both viewing the same Google Docs page, proctor calls out prompts)
 - Rubric