

How to Pass the Google Certified EDUCATOR EXAMS

LEVEL 1
CERTIFIED
Educator
Google for Education

LEVEL 2
CERTIFIED
Educator
Google for Education

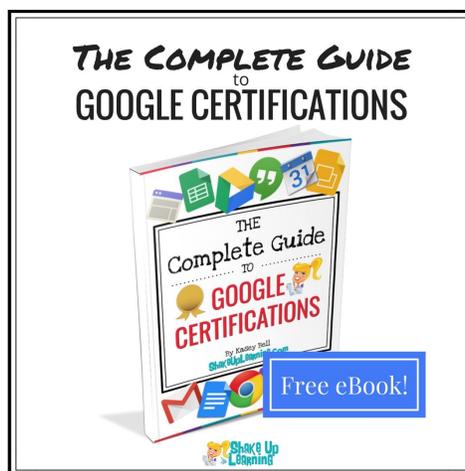
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Becoming a Google Certified Educator can be intimidating and confusing. The program has grown, evolved, and changed over the last couple years. So to be sure you have the most accurate information, and that you know what to expect, I have put together these twelve tips to help you pass the Google Certified Educator Exams. **These tips may seem simple at first glance, but be sure that you read all of the details in this document.** Most will tell you that the exams are not hard, but intricate, long, detailed and somewhat exhausting and stressful. I have compiled the best tips from educators that have passed the GCE exams and added tips from my own experience in the program.

The Google Certified Educator program was designed for the classroom teacher but is open for any educator to pursue. The Certified Educator program is offered at two levels: the fundamentals level (Level 1), and the advanced level (Level 2). Differentiating the certification into two levels gives more teachers an opportunity to get recognized for the work they've done. Note: You do not have to pass Level 1 before taking Level 2, but it is highly recommended! To learn more about all of the Google Certifications and determine which one is right for you, what is required, exams, costs, etc. Please download FREE eBook: [The Complete Guide to Google Certifications](#). It is the perfect companion to the tips in this doc! It includes a comparison of the five different Google Certification options (see image on page 4). But again, refer to [The Complete Guide to Google Certifications](#) for all the details on getting Google Certified!



bit.ly/guide2cert

Five Google Certifications for Educators

CERTIFICATION	WHO IT'S FOR	CONTENT	EXAMS	APPLICATION
 <p>LEVEL 1 CERTIFIED Educator Google for Education</p>	<p>EDUCATORS who can demonstrate fundamental integration of Google Apps in teaching and learning.</p>	<p>Fundamentals Course</p>	<p>Level 1 Exam 180 minutes \$10</p>	<p>No Application</p>
 <p>LEVEL 2 CERTIFIED Educator Google for Education</p>	<p>EDUCATORS who can demonstrate advanced integration of Google Apps in teaching and learning.</p>	<p>Advanced Course</p>	<p>Level 2 Exam 180 minutes \$25</p>	<p>No Application **You do NOT have to complete level 1 before level 2.</p>
 <p>Google Certified Administrator</p>	<p>IT ADMINS who can demonstrate the skills needed to manage a Google Apps domain.</p>	<p>Administrator Fundamentals Course</p>	<p>Administrator Exam 120 minutes \$100</p>	<p>No Application</p>
 <p>CERTIFIED Trainer Google for Education</p>	<p>TRAINERS who can demonstrate proven training experience and expert knowledge of Google Apps.</p>	<p>Trainer Learning Center</p>	<p>Trainer Skills Assessment 90 minutes and 25 questions. \$15</p>	<p>Application Required See more details here</p>
 <p>CERTIFIED Innovator Google for Education</p>	<p>INNOVATORS who are creative thought leaders with a passion for innovative technologies, and are ambassadors for change in education.</p>	<p>Advanced Course</p>	<p>Level 2 Exam 180 minutes \$25</p>	<p>Application Required **Accepted applicants also attend an Innovator Academy.</p>

While the two exams contain different levels of content, the testing system and design of the exam itself are very similar. The following tips will help you better prepare and know what to expect on the Google Certified Educator exams.

Tip #1 Prepare!

Prepare

I cannot emphasize this enough. These exams are very thorough and not for newbies. Even if you have been using G Suite for some time, there may be features or apps that you have never used or rarely use. Don't skip the preparation time!

The Google Education Training Center



There are many different ways to prepare, but the first step for anyone looking to become a Google Certified Educator should be the [Google for Education Training Center](#). Take the time to work through the content for the exam you plan to take.

The [Google for Education Training Center](#) offers free, online training to help educators learn more about using Google Apps, develop technology integration skills, save time, and enhance student learning in the classroom. Here you will not only find courses for beginners and advanced Google Apps users, but also information about the Google for Education Certification programs, and additional resources to help you along the way.

The Preparation Courses

To prepare for Level 1, work through the [Fundamentals Course](#).

To prepare for Level 2, work through the [Advanced Course](#).

Tip #2 Study!

Study

Set aside special blocks of time in your day or week to study. Take the time to do more than just click around. Use this time to learn and create, and create with purpose! When I needed to learn Google Sites several years ago, I created a website that I needed and intended to use. **If you do not get hands-on as you are learning, you will not learn and remember the steps and be able to complete the tasks in these exams.**

Join or Create a Study Group

Join a [Google Educator Group](#)! The GEG groups are a great way to connect and learn from like-minded educators, but many also offer study groups for GCE exams. Not finding a study group? Start one!

Tip #3 Consult an Expert

Consult an Expert

You may also consider consulting with an expert, like a Google Certified Trainer, or attending a face-to-face workshop or online course to help you prepare for the exams.

Consult Shake Up Learning

Shake Up Learning will be offering an online course to help you prepare for the Level 1 and Level 2 exams. Sign up for updates to be notified when these courses become available: [GoogleCertifiedEducator.com](https://www.googlecertifiededucator.com). Shake Up Learning will also provide free resources on the [blog](#) (like these tips!).

NEW Google Certified Educator (Level 1 & 2) E-Courses Coming Soon!!!



[GoogleCertifiedEducator.com](https://www.googlecertifiededucator.com)

Tip #4 Know Your (Google) Stuff!

The Exam Content

While I cannot share with you the exact content of the exam or any exam questions, I can share a general overview of what applications are covered. Of course, if you want to dig deeper into exact skills, you will need to refer back to the [Google Education Training Center](#) or consult another expert. The Google Certified Educator Academy from Shake Up Learning will walk you through the skills, step-by-step, as well as provide a checklist to help you prepare. More information is available here: [GoogleCertifiedEducator.com](#).

On the next two pages, are the Google tools, applications, and other content you can expect to see on each exam.

Level 1 Content (fundamentals level):

- General technology integration best practices
- Digital Citizenship
- G Suite for Education overview
- Google Chrome
- Google Search
- Google Drive
- Google Docs
- Google Sheets
- Google Forms
- Google Slides
- Google Classroom
- Gmail
- Google Contacts
- Google Tasks
- Google Calendar
- Google Groups
- Google Hangouts
- Google Keep
- NEW Google Sites
- Google Play for Education
- YouTube
- Google+
- Google Support Center

Level 2 Content (advanced level):

1. Advanced technology integration best practices
2. Google Chrome
3. Google Search
4. Google Scholar
5. Google Translate
6. Google Drive
7. Google Docs
8. Google Sheets
9. Google Forms
10. Google Slides
11. Google Drawings
12. Add-Ons
13. Google Classroom
14. Google Earth
15. Google Maps
16. Gmail
17. Google Calendar
18. Google Groups
19. Google Hangouts
20. Google Keep
21. NEW Google Sites
22. Google Play for Education
23. YouTube
24. Google+
25. Blogger
26. Google Support Center

Tip #5 Register for the Exam Ahead of Time!

Register for the exam at least 24 hours before you wish to take it! The registration process for the GCE Exams can be quite confusing. Register ahead of time and plan for 24 waiting period. The registration process creates a **special Google account** for you to use during the exam. You will log in with the special credentials created just for your exam and complete the tasks inside that account.

Google Certified Educator Level 1 Exam

To become certified, you must pass the Google Certified Educator **Level 1 exam**. The Level 1 exam includes multiple choice questions, drag and drop, and performance-based scenarios. The exam is **180 minutes and has a \$10 fee**. After registration, your exam will be ready for you to take within 24 hours.

[Register here for the Level 1 exam.](#)

Google Certified Educator Level 2 Exam

To become certified, you must pass the Google Certified Educator **Level 2 exam**. The Level 2 exam includes multiple choice questions, drag and drop, and performance-based scenarios. The exam is **180 minutes and has a \$25 fee**. After registration, your exam will be ready for you to take within 24 hours.

[Register here for the Level 2 exam.](#)

Sometimes the exam is ready in just a few minutes, and sometimes there is a longer wait, but it should be no longer than 24 hours. Many people set aside time in their calendar to take the test, but don't realize that there is a waiting period between purchasing and registering for the exam, and the time the exam is actually ready to take. The following steps from the Google Training Center will help you through the registration process:

How to Register for the GCE Exams:

(Quoted directly from the Google for Education Training Center)

"Please register for the exam at least 24 hours prior to the time you wish to take it. After registration, it may take up to ~24 hours to create your test account.

- Create a Kryterion account or sign in if you've already taken an exam using Kryterion.
- From the home page, select that you want to take either the Google Certified Educator Level 1 or Google Certified Educator Level 2 exam. Please make sure you are registering for the proper exam.
- Register for the exam. You'll receive an email receipt for your registration.
- Add **admin@myeducert.org** to your contacts. You'll be invited to take your exam by this email sender when your exam domain is provisioned (this may take up to 24 hours).
- Look for an email from admin@myeducert.org with your exam sign-in credentials. This email will contain your exam log-in / username and password in the form of [YourKryterionID]@myeducert.org."

Tip #6 Read the Confirmation Emails Carefully!

Confirmation Emails

After registering for an exam, you will receive **TWO emails**. **Read both email VERY CAREFULLY!** There is very important information in both. I've included screenshots of the emails, so you know what to expect. Yes, it's that important!

- The first email is just a confirmation of your exam purchase, subject line: **Certification Exam Registration Confirmation for your Google Certified Educator**, looks like this: <https://goo.gl/1LkMqA>.
- The second email will let you know that your exam is ready, subject line: **Your Google for Education exam is ready**, looks like this: <https://goo.gl/yorY1U>.

Once the exam is ready, you only have **7 days to complete the exam**. So don't put it off. When you are ready, take it! More questions? Visit the [Google Training Center FAQ](#).

Tip #7 Know How to Sign into the Exam

How to Sign-In to the GCE Exams:

- Open a [new Incognito window in Google Chrome](#). (3 dots>New Incognito Window)
- Signin to the certification exam platform with your exam sign-in credentials: [YourKryterionID]@myeducert.org and start your exam. Please remember that *this is NOT your G Suite or personal Gmail account*.

Tip #8 Things to do BEFORE You Start the Exam

Before You Begin the Exam

- Find a nice, quiet and comfortable place to take the exam.
- Go to the bathroom.
- If you like, have water and snacks at the ready.
- Read the directions and sign the non-disclosure agreement in the testing system.

Tip #9 Don't Let the Webcam Freak You Out!

Don't Let the Webcam Freak You Out

The testing system will ask you to take a quick snapshot of your face using the webcam on your computer. The camera will remain on throughout the exam, and you will see it in the bottom-right of your screen. Don't let this freak you out! This is just designed to insure you are the person taking the test. But be aware the camera will be on you throughout the test. However, rest assured that there are not people just sitting around watching your every move. It's just an authentication tool.

Tip #10 Watch the Clock!

You will have 180 minutes to take the GCE exam. There is a clock on your screen that will show how much time remains. Watch the clock but don't fear the clock. The test will take a considerable amount of time so just monitor your progress and work at a steady pace.

Most people who fail, simply ran out of time. Don't let this happen to you. 180 minutes is ample time if you have prepared.

Expect a combination of multiple choice, drag and drop, and choose from list type questions, in addition to the scenario questions where you are asked to create and complete tasks within the assigned Google account.

Tip #11 Use Good Test-Taking Strategies

Test-Taking Strategies

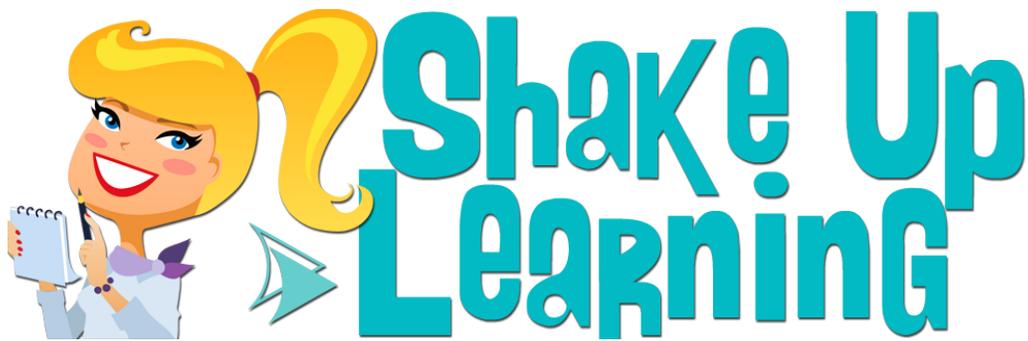
- Read every question and answer choice VERY carefully!
- Pay attention to the details! As you work in the assigned Google account, you will be asked to complete several series of tasks. The tasks are very detailed, be sure to complete every step that is asked of you.
- The testing system doesn't prevent you from doing searches or opening other websites. Refer back to the [Google Education Training Center](#) and support.google.com to search for answers when you get stuck. Keep in mind it is a timed test, and you will not have enough time to "Google," all of the answers.

No Application

There is no application required for the Level 1 or Level 2 Google Certified Educator. Once you pass the exam, you are certified and will receive a badge that you can display on your website, email signature, resume, etc.

Tip #12 Sign Up for Tips and Updates from Shake Up Learning

I'm working on more free resources as well as the [Google Certified Educator Academy](#) to help more teachers reach their goal of becoming Google Certified Educators! Join this special list and let me know which certifications interest you, and **I will send you exclusive content specifically about becoming a Google Certified Educator!**



Resources

[Google for Education Training Center](#)

[Google for Education Certifications](#)

[The Complete Guide to Google Certifications](#)

[Shake Up Learning Certification Resources](#)

[GoogleCertifiedEducator.com](#)

[BecomeAGoogleTrainer.com](#)