G-Suite for Instruction

Fall 2020
Agenda/Objectives

Agenda

Google Classroom
Google Meet
Google Forms
Google Slides
Block Party

Objectives

Get to know key Google Suite Applications and how to use it to meet your instructional needs.

- Understand best practices
- Explore extensions/tips/tricks additional tools that can meet your instructional needs as well.
Instructional Shifts for SY21

Google Classroom is our unifying communication hub.

- All assignments, announcements, whole group/small group communication should stem from your Google Classroom.
- All students must access Google Classroom or Google Meet on a daily basis in remote learning.
  - Google Classrooms will be auto-created using Aspen rosters on 9/1
- All students and educators must use Google Meet for synchronous instruction.
- Schools are expected to utilize G-suite for all coordination of remote learning. If schools are going to use supplemental tools, these tools must comply with AUP and data sharing requirements.
  - If you are directing students to an approved tool, you do so through Google Classroom
Google Classroom

● You CAN **add audio** to assignments, documents, & Slides

● You CAN **link other websites** as assignments
  - Seesaw
  - Amplify
  - YouTube & other links

● You CAN **Share your screen AND See** students/chat in Meets

● You CAN **Share a Chrome Tab** to share videos in Meets
Before school starts, students need to know...

- CPS Username & Password
- How to log in & access Google Classroom
- Where & what time to meet on Day #1
Families & Guardians need...

- Where to get Tech Help
- Where to find Class meeting times & expectations
- How to get daily or weekly updates on student progress: Classroom Guardian Notifications
- Child’s Username/Password & directions for resetting password

CPS Quick Parent Guides to Google Classroom
  - English
  - Spanish

From Google: Tech Toolkit for Families video playlist
Our School’s Day 1 Plan

5-minute “Plan Jam”
What’s working?

- Consistent routines for meetings, communication, feedback
- Connecting with physical artifacts, photos & videos
- Connecting in small groups
- Organizing & communicating so students know what to do today
- Short synchronous meetings followed by independent time for assignment/project completion
- Focusing on essential standards through collaborative projects
Classroom Basics

- **Invite students** & keep them coming back...

- **Host secure Classroom Meets** -- all class meetings should use the integrated Meet link

- **Present your screen** while managing a Meet

- **Add materials and assignments**

- **Organize topics** & **Use Grading Categories** to communicate about assignments

- **Give Meaningful Feedback**
### Active Engagement Tools in Classroom

<table>
<thead>
<tr>
<th>Synchronous</th>
<th>Asynchronous</th>
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<tr>
<td>Emojis in Meets</td>
<td>Google Forms &amp; Quizzes</td>
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<tr>
<td>Classroom Meet Chat window</td>
<td>Classroom Questions</td>
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<td>Small Group Meets</td>
<td>Google Chat</td>
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<td>Collaborative Google Slides</td>
<td>Feedback in Google Quizzes</td>
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<tr>
<td>Interactive Slide presentations</td>
<td>Comments in documents &amp; Slides</td>
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<tr>
<td>Jamboard or Interactive Whiteboard</td>
<td>Audio/video in Google Slides or Classroom</td>
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</table>
Ongoing Tech Supports

Technical Support for Parents
● Parent Tech Hotline!
● **CPS Reopening Guidance**

Tech Support for Teachers
● **CPS Tech Help**
● ⭐️ **TechToolsforTeachers** ⭐️

Technical Support
CPS Parent Tech Support Hotline
Monday - Friday, 7:30 am - 4:30 pm
773-417-1060
Support is available in English and Spanish.
Meet Expectations

Google Meet: Student Expectations

Hi Everyone!

- Keep in mind that, because this Meet is attached to your CPS account, all interactions are tracked and recorded.
- Mute your microphone when you join a Meet.
  - But you can “un-mute” when you want to ask a question!
- Use your “School Manners” - in other words, don’t swear, don’t share offensive imagery, and make sure that your video feed isn’t distracting to others.
  - By “distracting,” we mean that if your household is busy, and there are a lot of people or pets moving around in the background, “mute” your video as well!

A teacher cannot be in a 1:1 Meet with a student, there must be at least one other student or adult present.
Meet Best Practices and Extensions

Teacher Controls in Google Meet

Your First Day in Google Meet

Building Community and Relationships Remotely

Nod: emoji reactions students can use!

Meet Attendance: turn your “people” list into a spreadsheet so you can add attendance into Aspen

Dualless: split your screen into two
Google Forms
Forms Best Practices/Extensions

Any Form can be used as an Assessment, but you can also turn your Form into a Quiz.

- You can add an answer key and auto-grade responses and choose to auto-send grade to students.

- You can also provide feedback to individual responses. Choose “individual review” and “add individual feedback” to each response.
The **Process** of Remote Co-Construction & Reflection

**Step 1: Collect Student Voice**

- Co-Creating Our Remote Learning
  - What period are you in?
  - After section 1, continue to next section

- Logistics: Nuts and Bolts
  - We are co-constructing how our classroom works and what it will look like after spring break. Give your feedback here, and I will adjust our curriculum and class based on your preferences.
  - Weekly Material & Assignment Setup: How do you want our work to be setup?
  - Grading: How would you like me to input grading?
  - Online Tools: How would you like me to use online tools (EdPuzzle, ScreenCastomatic, Flipgrid, Google Slides, etc.)

**Step 2: Present Student Voice Data**

**Collaboration: Mainly Google Question**

Collaboration: What method of group collaboration works best for you?

- Google Question: 20 (32.3%)
- Google Classroom Question: 29 (46.8%)
- Google Docs: 25 (40.3%)
- Google Slides: 14 (22.6%)
- Flipgrid: 9 (14.5%)
- Google Hangouts: 8 (13.5%)
- Google Chat: 2 (3.2%)
- EdPuzzle: 1 (1.6%)
- Gmail: 1 (1.6%)
- Google Meet: 1 (1.6%)
- Anything: 1 (1.6%)

**Step 3: Act on Student Voice**

- Professional Check-in & Classwork
  - How can we adjust class to suit your needs in the coming weeks?
  - Strengths: What is one thing that is working that Mr. Wilberding should continue to do?
  - Struggles: What is one thing that needs to be adjusted in our class? How should we adjust it?

**Step 4: Assess Success**
Google Slides
Use Slides for assignments in Google Classroom.

- “Make a copy for each student” if you want students to complete individual assignments.
- “Students can Edit” Slides if you want students or groups of students to work together.
  - Use comment functions, or assign students sections by tagging student names in a Table of Contents to identify the work from individual students.
Block Party
What tool do I use to... 

Now let’s plan with the end in mind…

What do you want to **DO** in your virtual classroom, and which tool should you use to achieve that goal?

**We’re about to have a “Block Party”!**

We will break up into groups, and explore and generate tools that can help us do all the things we want to do in our classrooms.

Then we’ll bring our “best dishes” (best thinking) to our neighbors!
Block Party

15 min

Break into groups.

Explore/Generate tools that can help you complete your instructional task.

Add it to your group one pager.

25 min

Present your one pagers to the rest of the “neighborhood”!
## Block Party

<table>
<thead>
<tr>
<th>Group</th>
<th>Meet Link</th>
<th>One-Pager Link</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aesthetics &amp; Tools; Check for Understanding; Create a Project; Credit an Online Portfolio; Curate Resources</td>
<td><a href="http://g.co/meet/blockparty1">http://g.co/meet/blockparty1</a></td>
<td></td>
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<tr>
<td>Deliver Content; Discover the World; Engage in a Discussion; Engage with Video; Give an Assessment</td>
<td><a href="http://g.co/meet/blockparty2">http://g.co/meet/blockparty2</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make a Drawing; Make a Video; Make Music; Manage Classroom Devices; Practice Grammar</td>
<td><a href="http://g.co/meet/blockparty3">http://g.co/meet/blockparty3</a></td>
<td></td>
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<tr>
<td>Practice Logic; Problem Solving; Practice Math Skills; Practice Vocabulary; Read Online; Research</td>
<td><a href="http://g.co/meet/blockparty4">http://g.co/meet/blockparty4</a></td>
<td></td>
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<tr>
<td>Split Your Screen; Take Notes; Take a Screenrecord; Visualize Data; Voice Recording; Writing</td>
<td><a href="http://g.co/meet/blockparty5">http://g.co/meet/blockparty5</a></td>
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Block Party

Share outs!