

From the Desk of Mr. Myers

EAST PRAIRIE R-2 BUSINESS EDUCATION

Google Classroom & Google Drive

Removing the Mystery - Revealing a Virtual Classroom

Objective:

Balancing your desire to help your student(s) succeed in school, with the lack of familiarity you may have with Google Classroom and Google Drive, you may feel that it is helpful to learn a little about these tools, and reduce a bit of anxiety. Our intent is to provide you with an introduction to what Google Classroom and Google Drive look like, and how they are used in a classwork setting.

Access:

It may be comforting to know that there are no unique logins required to access Google Classroom. Once a student is logged into their Chromebook, Google Classroom is accessible by simply clicking on the Google Classroom icon, located conveniently inside the Google Apps cluster.

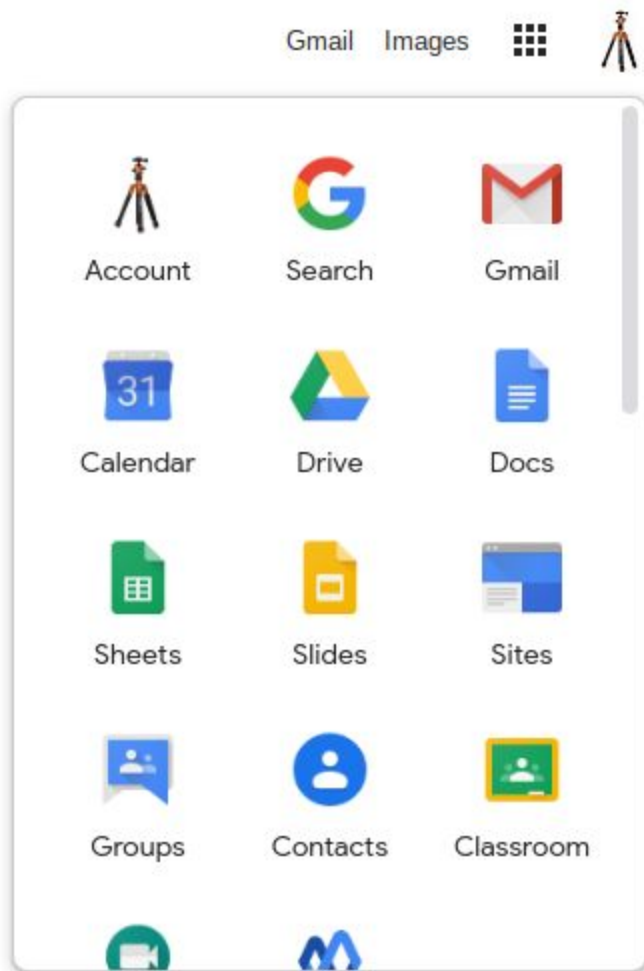


Classroom

From the Google homepage, on the upper right-hand side of the screen, you will see a 9 dot cluster that is the Google Apps icon, to the right of the Gmail and the Images links, as seen in the screenshot below.



Clicking the 9 dot Google Apps cluster opens a box that contains all of the common Google Apps for Education, as seen in the screenshot below.



Commonly Used Apps:

The most commonly used of all of the Google Apps For Education, besides the Google Chrome web browser, is Google Docs, which functions like Microsoft Word, and is used extensively to type thoughts, notes, responses to assignment questions, reports and more, instead of handwriting. Google Slides is a presentation tool that mimics Microsoft PowerPoint, and is used at school by students to present new learning to an entire class, a real-world business skill. Google Sheets is a spreadsheet tool that imitates Microsoft Excel, and is commonly used to create custom forms for all sorts of uses, including accounting for money, equipment inventory, very long and involved engineering math calculations, and more. Google Drawings is a tool that enables you to create free-form drawings using a computer mouse or touchpad. Google Sites is a website creation tool. Each of these tools are included for student use and exploration as a part of the Google Apps For Education. Last but not least of the most frequently used Apps in the classroom setting is Google Classroom.

General Description:

First, let's describe Google Classroom, and what it is commonly used for by both teachers and students. East Prairie School District students connect to Google Classroom via wireless Internet using a school district issued Chromebook. Students use Google Classroom to access assignments, worksheets, lesson supplements such as videos, print and visual resources

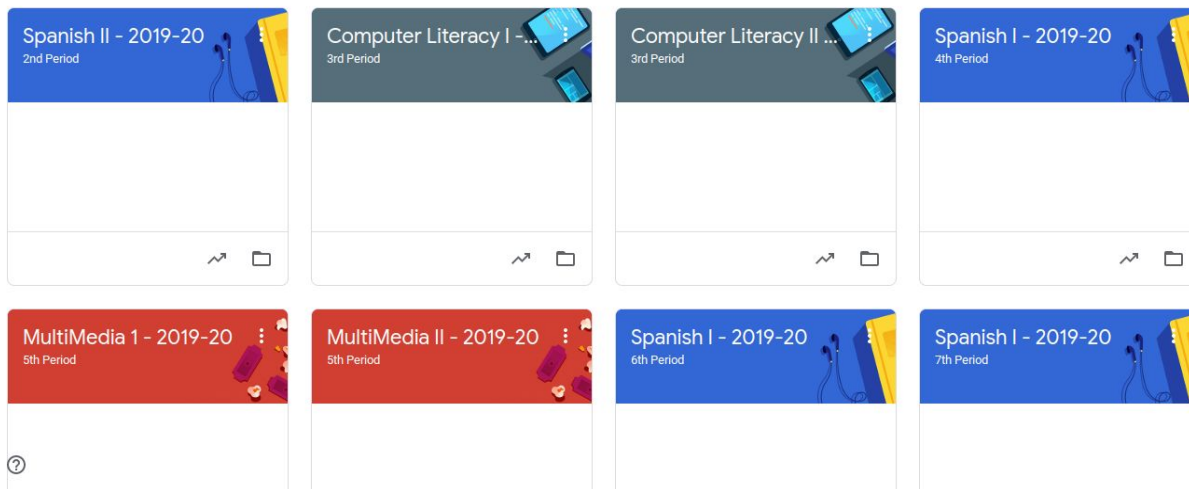
sent to them by teachers, all as often as the student wants to review those resources, until the new information is mastered. Teachers may require their students to use Google Classroom to turn in assignments, respond to surveys, and take quizzes and tests at any time of the day or night, for each of their classes, and more.

Organization Tools:

Google Classroom provides tools that help students stay organized and in-touch with their teachers, even outside of class. Google Classroom integrates our school district's Gmail email tools, enabling teachers and students to discuss student concerns, ask questions, etc.. When teachers post new information to Google Classroom, students receive multiple notifications, including detailed notifications in their school Gmail accounts, and those emails contain clickable links directly to new resources and assignments. Students are also presented with organizational tools such as the Google Calendar, which students can use as a planning tool to make notes about important upcoming events, building and reinforcing their time management practices.

Example:

What does the Google Classroom interface look like? Take a look at the example image that follows. The image below depicts the teacher's view, however the student's view is very similar in appearance.



Appearance:

The no-frills interface contains one Google Classroom for each one of your student’s 7 class periods, labeled by class name. Once a specific Google Classroom course title/name is clicked, that Google Classroom opens to reveal the teacher’s most recent addition at the top of a text-based list of assignment names, quizzes, questions, materials, additional information, tests, etc.. Clicking on each ‘assignment’ opens with a title, an assignment description, and thumbnail views of each attached or shared resource.

Assignment Contents:

Teacher’s assignments may include due dates, point value of assignments, quizzes, and more, if the teacher chooses to add that information.

Additionally, each item added to a Google Classroom acts as a hyperlink, and only needs clicked once to open whatever has been added for student learning and information. Google Classroom really couldn’t be easier to

use, and with some experimenting alongside your student(s), you will quickly discover how intuitive and easy to use this interactive tool for learning can be.

Advantages:

Students can continue Internet research from home, research that began in the classroom, or watch a video over and over again until they have confidence and clear understanding, and more. Google Classroom makes it practically impossible for a student to lose their homework, lose their assignments, or any information sent to them by one of their teachers through their 'Classroom'. At any time, a student can reread the details of any assignment by accessing their Google Classroom. Additionally and significantly, our students can collaborate on projects from within Google Classroom, a distinct advancement from pre-Google Classroom days.

Feedback:

Within Google Classroom, our teachers have the option of 'adding comments' to any assignment, any quiz, etc., before they return that assignment to a student, providing teachers with the ability to provide student-specific corrective feedback on assignments, help clear up misunderstandings, and encourage students to continue the hard work.

Formative Evaluation Tools:

Teachers may choose to send quizzes to students through Google Classroom that are designed to evaluate students' level of understanding of new information just presented, and the results provide diagnostic clues about what a teacher may need to re-teach and review with their students. Google Classroom quizzes can be set up to automatically grade a quiz that was turned in, and immediately inform the student of the responses they got correct, and those they did not. This form of quiz, called a formative evaluation, also provides a diagnostic self-evaluation for the student, and acts as a guide as to what to review in order to master the new information they've been studying. Google Classroom places in the hands of our students many tools they can use to achieve the highest levels of learning and academic achievement.

Google Meet:

This school year a new tool has been added to Google Classroom called [Google Meet](#). As a video meeting tool, our teachers can use Google Meet to facilitate online learning, if this option should become necessary during the upcoming school year. Google Meet may have other applications to improve student learning, as teachers become more familiar with the potential uses for the newest Google Classroom tool.

Google Drive:

Most likely you've heard of cloud storage, the ability to securely store all sorts of computer generated data on off site computers. Think iCloud, Microsoft OneDrive, and Google Drive.

What does cloud storage mean for your student(s)? Years ago, wherever we saved our work to a desktop computer, the only place we could access that work again was the same desktop computer, but no longer. Each East Prairie student has been supplied with their own dedicated Google Drive cloud storage location. Though this cloud storage capability, your student(s) can access any of their coursework files from any Internet



connection.

By simply clicking on the Google Drive icon your student can access, organize, create new, and edit existing files at will, from any wireless Internet connection, 24 hours a day, 7 days a week. For school district students, the storage capacity of a Google Drive is essentially limitless, so running out of space for school work and projects is not a concern.

In fact, through a Google Drive, students can even share files with one another when groups of students are assigned to work collaboratively on projects, and all participants have the ability to edit one common document, all at the same time.

A Google Drive can be endlessly organized into layers upon layers of folders and sub-folders, for those students who prefer to organize to that degree. The format of each student's Google Drive contents can be

customized to suit the student's individual preference, whether the files display as text by name, date, size, type, etc., or each of those same files can be set to display as a thumbnail of the finished document, and easily recognized for what it is to the student.

Google Classroom and Google Drive make the opportunity to learn more accessible to students than ever before.