

# G-Suite for Instruction | FALL SY21

ONE PAGE OVERVIEW (Original contents can be found on this [deck](#).)

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## Before the first day of school, do students/families know...?

- ❑ CPS Username & Password?
- ❑ How to log in & access Google Classroom?
- ❑ Where & what time to meet on Day #?
- ❑ Where to find Class meeting times & [expectations](#)?
- ❑ How to get daily or weekly updates on student progress: [Classroom Guardian Notifications](#)
- ❑ CPS Quick Parent Guides to Google Classroom ([English](#) & [Spanish](#))
- ❑ Child's Username/Password & [directions for resetting password](#)

Resources for families can be found here: [CPS Reopening Tech Guidance Site](#) and from [Google Tech Toolkit for Families](#)

## HELPFUL LINKS FOR HOW TO'S:

### GOOGLE CLASSROOM

#### *Google Classroom Basics (links for youtube how-to's)*

- [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](#)

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## GOOGLE MEET AND GOOGLE CHAT

**Important to note**, teachers cannot be in a 1:1 Meet with a student, there must be at least one other student or adult present. Staff may use [Google Chat](#) via CPS accounts to instant message more than one student. A staff member may not instant message a student individually.

### *Active Engagement Tools in Classroom*

- [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 SLIDES

*Active Engagement Tools in Classroom* Use Slides for assignments in Google Classroom.

- [Voice typing](#)
- [Inserting Audio into Google Slides](#)
- [Using DOCs to translate \(ELA students\)](#)
- [Unique ways to use Google Slides](#)

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