



G-Suite for Instruction

Fall 2020



Chicago Public Schools

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.

Google Classroom



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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

[CPS Reopening Tech Guidance Site](#)

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

Synchronous	Asynchronous
Emojis in Meets	Google Forms & Quizzes
Classroom Meet Chat window	Classroom Questions
Small Group Meets	Google Chat
Collaborative Google Slides	Feedback in Google Quizzes
Interactive Slide presentations	Comments in documents & Slides
Jamboard or Interactive Whiteboard	Audio/video in Google Slides or Classroom

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.

Google Meet



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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

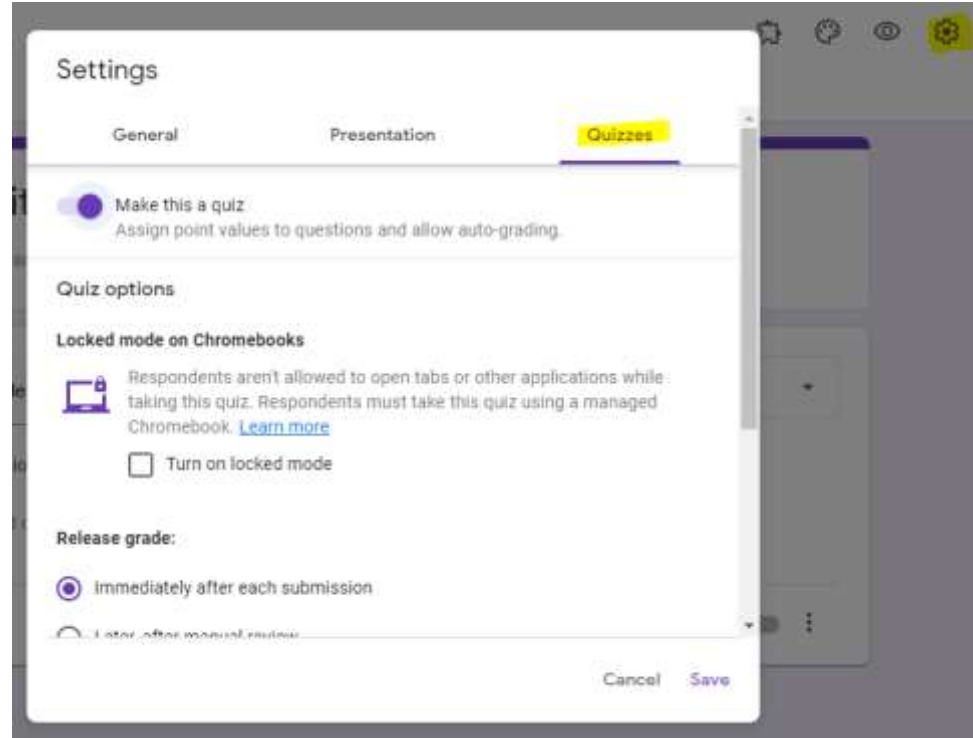


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Forms Best Practices/Extensions

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

As we all know, CPS will start remote learning after spring break. In order to do this well, I am going to ask for your consistent feedback to "co-create" our online experience. Please let me know what works for you below. We are all learning as we go, and we will work together to create our classroom.

What period are you in? *

After section 1 Continue to next section

Section 2 of 3

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 4: Assess Success

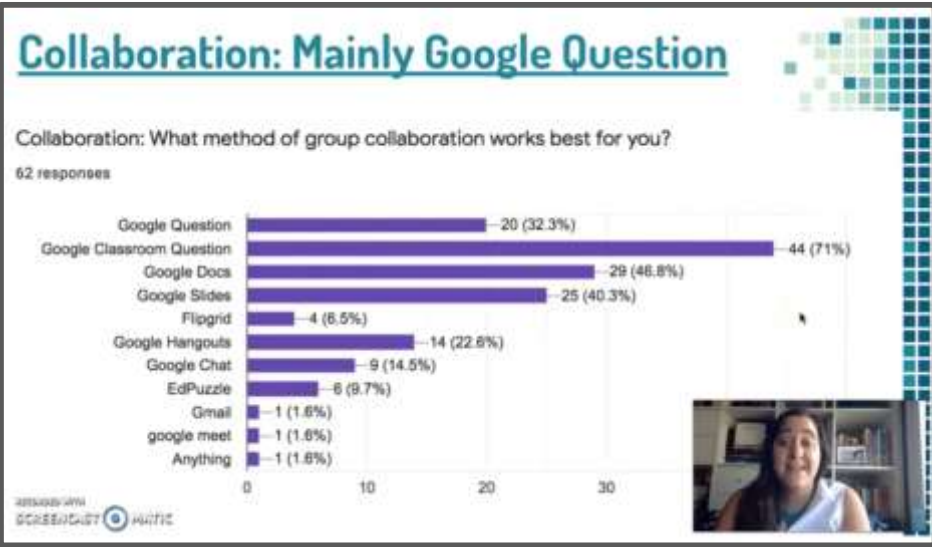
Professional Check-in & Classwork

How can we adjust class to suit your needs in the coming weeks?

Strengths: What is one thing that is working that Ms. Wilberding should continue to do? *

Struggles: What is one thing that needs to be adjusted in our class? How should we adjust it? *

Step 2: Present Student Voice Data



Step 3: Act on Student Voice

Google Slides

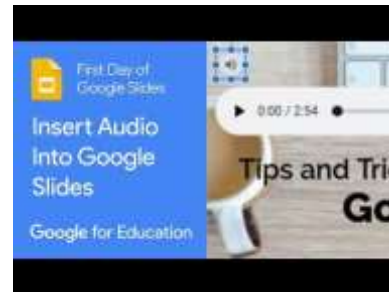


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Slides Best Practices/Extensions

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



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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!

Annotate a Text
Check for Understanding
Code a Project
Create an Online Portfolio
Curate Resources

Deliver Content
Discover the World
Engage in a Discussion
Engage with Video
Give an Assessment

Make a Drawing
Make a Video
Make Music
Manage Classroom Devices
Practice Grammar

Practice Logic/Problem Solving
Practice Math Skills
Practice Vocabulary
Read Online
Research

Split Your Screen
Take Notes
Take a Screenshot
Visualize Data
Voice Recording
Writing

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

Group	Meet Link	One-Pager Link	Names
<ul style="list-style-type: none">Annotate a TextCheck for UnderstandingCode a ProjectCreate an Online PortfolioCurate Resources	http://g.co/meet/blockparty1		
<ul style="list-style-type: none">Deliver ContentDiscover the WorldEngage in a DiscussionEngage with VideoGive an Assessment	http://g.co/meet/blockparty2		
<ul style="list-style-type: none">Make a DrawingMake a VideoMake MusicManage Classroom DevicesPractice Grammar	http://g.co/meet/blockparty3		
<ul style="list-style-type: none">Practice Logic/Problem SolvingPractice Math SkillsPractice VocabularyRead OnlineResearch	http://g.co/meet/blockparty4		
<ul style="list-style-type: none">Split Your ScreenTake NotesTake a ScreenshotVisualize DataVoice RecordingWriting	http://g.co/meet/blockparty5		

Block Party

Share outs!

