GET THE MOST OUT OF GOOGLE WORKSPACE FOR EDUCATION.

5 Ways to Maximize Google Classroom for Instruction and Learning

Google Workspace for Education can transform instruction and learning by modernizing the traditional classroom. In Google Classroom, an included application, teachers engage their students in innovative ways, and students are enabled to become active participants in their own education.

Google Workspace for Education is capable of simplifying workflows, enriching learning experiences, providing insights and creating a safe digital environment from anywhere, but many schools do not know how to take advantage of its full potential to dramatically impact their classrooms. CDW Education wants to ensure you get the most out of your investment by maximizing all the valuable tools available to you. With Google Classroom, you hold the key to fostering:

1. **Virtual Collaboration** — Video conferencing became a necessity for schools during the 2020 global pandemic as a way to keep teachers and students connected when they couldn't convene in the classroom. However, Google Meet is more than just a reliable, easy-to-use and secure camera and microphone. Meet sessions can be started from anywhere on any device directly in Google Classroom. This allows teachers to continue collaborating with students who aren't able to attend in-person classes and keep them thoroughly engaged with features like breakout rooms*, Q&A*, polling*, file sharing, chat and Google Jamboard integration. After a session, teachers receive an attendance report in their email so they don't have to spend instructional time monitoring student logins. Meet recordings* are automatically stored in Google Drive and can then be accessed on demand when students need to revisit a lesson. It also adds to the traditional classroom by making it possible for schools with limited time and resources to host virtual field trips, tutoring programs, extracurricular activities, guest speakers and office hours.

   Tips from a Google Expert

   - Don't waste time! Preset Breakout rooms to get a jump on maximizing instructional time.
   - You have the ability to turn on/off Q&A, so use it. Just as in a face-to-face environment, use it when it makes sense so when it's time to focus, it's not a distraction.
   - Turn on Meet captions for a differentiated learning experience.

   Features are included in Teaching and Learning Upgrade and Plus editions of Google Workspace for Education only

2. **Academic Integrity** — Having access to the internet expands the pool of information that students can use to inspire their work. However, it also makes it easier to intentionally and unintentionally plagiarize. Schools can allocate an unnecessary portion of their technical budget to third-party authenticity tools or teachers can spend hours manually tracking down uncited sources. Instead, Google Classroom's built-in originality reports and school matches help teachers communicate expectations and help students learn how to properly attribute ownership to the ideas they've expounded on. Originality reports* link directly to Google Assignments so there is no upload process that needs to be completed. The school matches feature creates a private, domain-wide repository of submitted assignments to allow for detailed student-to-student comparisons. Students can even pre-screen their work up to five times against the internet and the repository prior to submitting, enabling them to take on the responsibility of revising and submitting only their best work.

   Unlimited originality reports are included with the Teaching and Learning Upgrade and Education Plus editions only. Google Workspace for Education Fundamentals has a limited number of five assignments per course.

3. **Digital Socialization** — Social media has given people the opportunity to connect with others all over the world, but it is not always the safest way for minors to interact with adults or with each other. Google Classroom empowers teachers to create a social presence and a sense of community with their students in a secure, virtual setting with Stream. While Stream should not replace a Google Site, it is a place where teachers can post announcements with direct links to resources or begin discussion forums that expand on the day's lesson. Students can even pose curriculum-related questions to their teacher or classmates. With strategic use, Stream can enhance digital literacy skills and help teach students how to appropriately utilize the internet and social media platforms to find, evaluate, create and communicate information. You'll also find resources to and resources to host virtual field trips, tutoring programs, extracurricular activities, guest speakers and office hours.

Tips from a Google Expert

- Consider it a good thing if students want to talk. By creating a channel for informal connections in Google Classroom, you will give them an opportunity to connect to their classmates outside of the curriculum.

- As Google Classroom is secure, you can spend more time focusing on building relationships and creating engaging content for your students.

4. **Instructional Differentiation** — Good instruction requires teachers to tailor their curriculum, assignments and classroom environments to serve the way students receive, process and retain information. This can be time-consuming with so many diverse needs, and it can be difficult to track student progress with so many customized lesson plans floating around. Google Classroom's practice sets* makes it easier for teachers to differentiate instruction on a single platform. With practice sets, teachers can transform their material into interactive lessons and distribute them to specific classes or individual students, much like Google Assignments. Students will obtain real-time feedback as they are self-guided through the content, and their performance insights can then be used to identify students that need additional support and to help develop future lessons.

Tips from a Google Expert

- Real-time feedback is the most effective form of feedback. Leverage Practice Sets to get deeper insight into how students are learning and where they need to focus on honing their skills.

- Teachers inherently understand how important it is to provide scaffolding and support for students. When it's included directly in the tools that are most commonly used, it makes the experience richer.

Currently in beta; to be included with the [Teaching and Learning Upgrade and Education Plus editions](#) only

5. **Efficient Tracking and Feedback** — Students are more productive when they receive assignments that build on what they've learned. In addition, explanations on what they're doing well and what they need to improve on help them reevaluate their understanding of acquired knowledge. Because teachers have so many competing priorities, it can be a challenge to ensure that assignments are differentiated or to provide feedback in a timely manner. With Google Assignments, they can electronically develop and distribute classwork or homework to an entire class or to individual students. Teachers can even streamline the process and save time by copying assignments from class to class*. The included rubric and grading capabilities allow them to easily track student progress to assess the need for reteaching or curriculum pacing, and eliminate the need to print, hand out, collect, grade and redistribute assignments by hand. Google Assignments also permits teachers to customize a comment bank for richer and faster feedback.

Tips from a Google Expert

- When teaching, do you find yourself making the same comments on student assignments? Probably. If this is the case, create a Google Doc for each assignment, copy/paste the comments you find yourself reusing, and then adjust your instruction to match before you assign the same assignment again.

Available for all Google Workspace for Education editions

If your K—12 district is interested in getting the most out of your EdTech investments to encourage better instruction from your teachers and deeper learning in your students, contact a Google Customer Success Specialist to discuss an upgrade of [Google Workspace for Education](#).

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