G Suite for Education

45 ways to start using Google tools in the classroom

October 2016

How to use this deck...

Use this training deck to implement G Suite for Education in meaningful ways in your schools. These tools will help you to increase **teacher efficiency**, **student engagement**, and **school-wide collaboration**.

Each of the 45 ways are grouped into seven categories related to teaching and learning and cover all tools included in the G Suite for Education.

Pedagogy

Subject Specific

Evidence of Progress

Add-ons
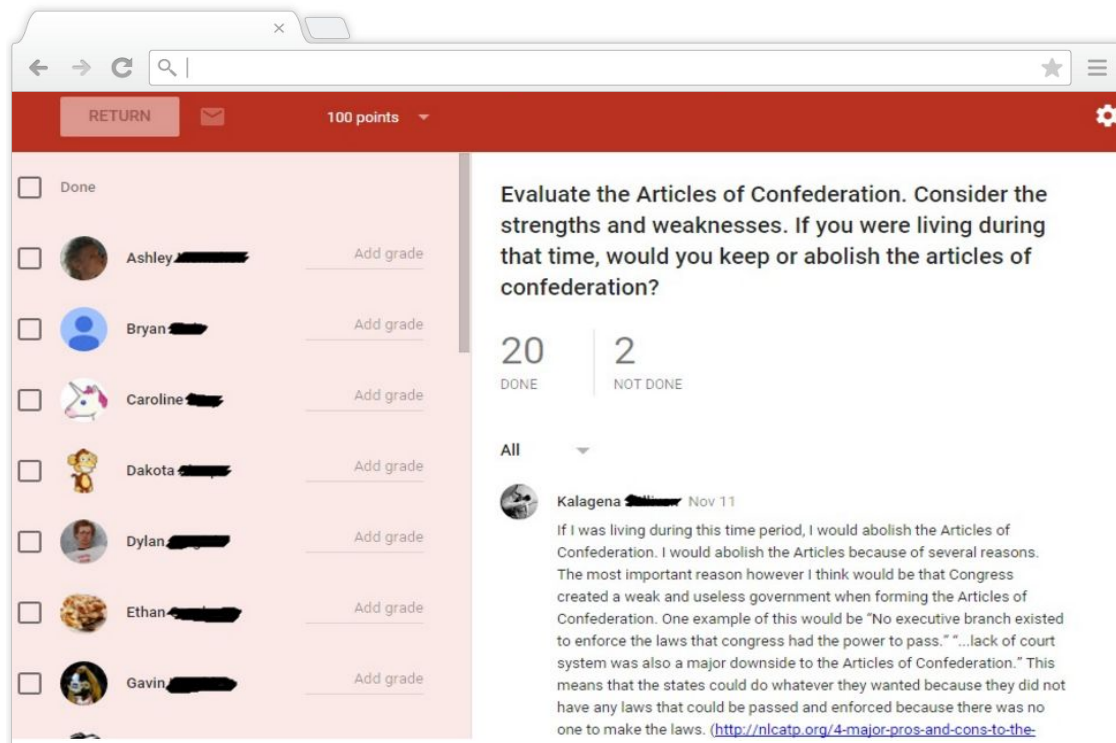
Differentiation

Communication

Organisation

Pedagogy

1. Student Creativity

2. Homework and Flipped Learning

3. Efficient Searching Skills

4. Starters and Plenaries

5. Research without leaving Docs

6. Cite Sources directly in Docs

Classroom   Chrome   Drawings   Forms   Docs

Student Creativity

Develop student creativity by producing their own pictures and designs on Google Drawings!

Use across the curriculum to draw graphs or diagrams in Maths, Science or Geography (see subject specific ideas).

Insert drawings into other Google tools to pair them with written descriptions (great for EAL).

Homework and Flipped Learning

Set homework assignments and encourage flipped learning by posting tasks, reading or videos on Google Classroom.

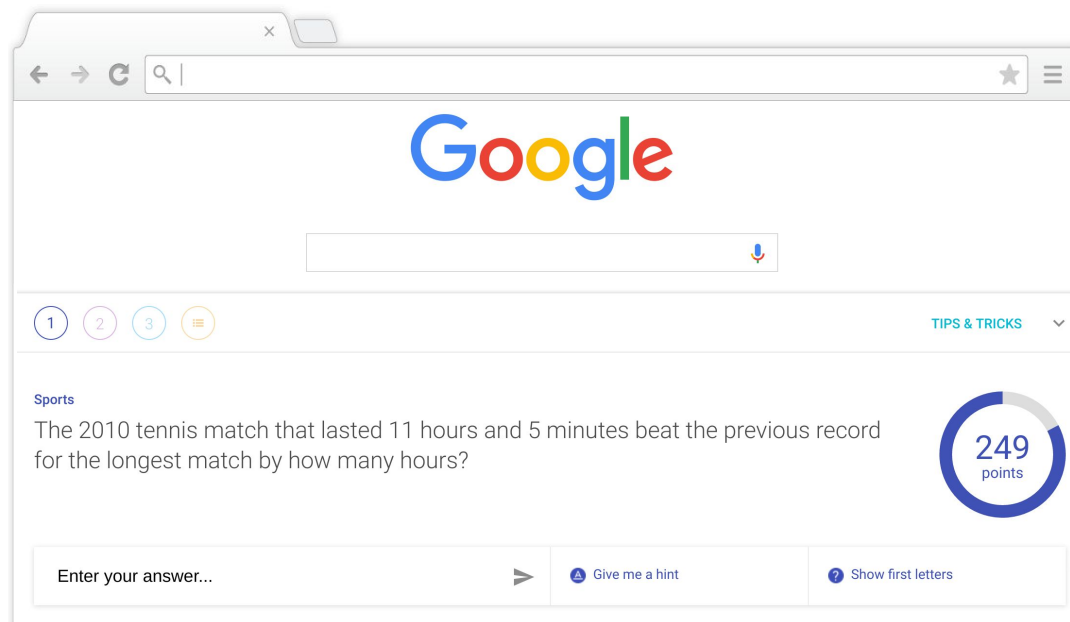Monitor which students have completed the assignment and read their comments.

Efficient Searching Skills

Who can be the first to uncover an obscure fact using Google?

Use "A Google A Day" as a starter or plenary activity to develop efficient and accurate search engine use.

Questions vary daily and hints are available for differentiation.

Starters and Plenaries

Assess student understanding before and after the lesson to show progress.

Use results to plan subsequent lessons and address common misconceptions.

Entirely flexible - if you run out of lesson time, students can access the form at home.

Research without Leaving Docs

Encourage students to accurately research within the same document without having to switch tabs.
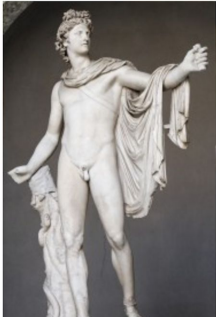
Follow 2 steps:

1 Click on the "Explore" button in the bottom right

2 Results will automatically appear based on your document or you can type in a specific topic

Cite Sources Directly in Docs

Prepare students for higher education by incorporating references into coursework and essay writing.

Follow 3 steps to cite sources:

1 Click the "Explore" button in the bottom right. Results will automatically appear based on your document or you can type in a specific topic.

2 Utilise multiple options for citations

3 Automatically add as a footnote or as a list at the end of the document

Communication

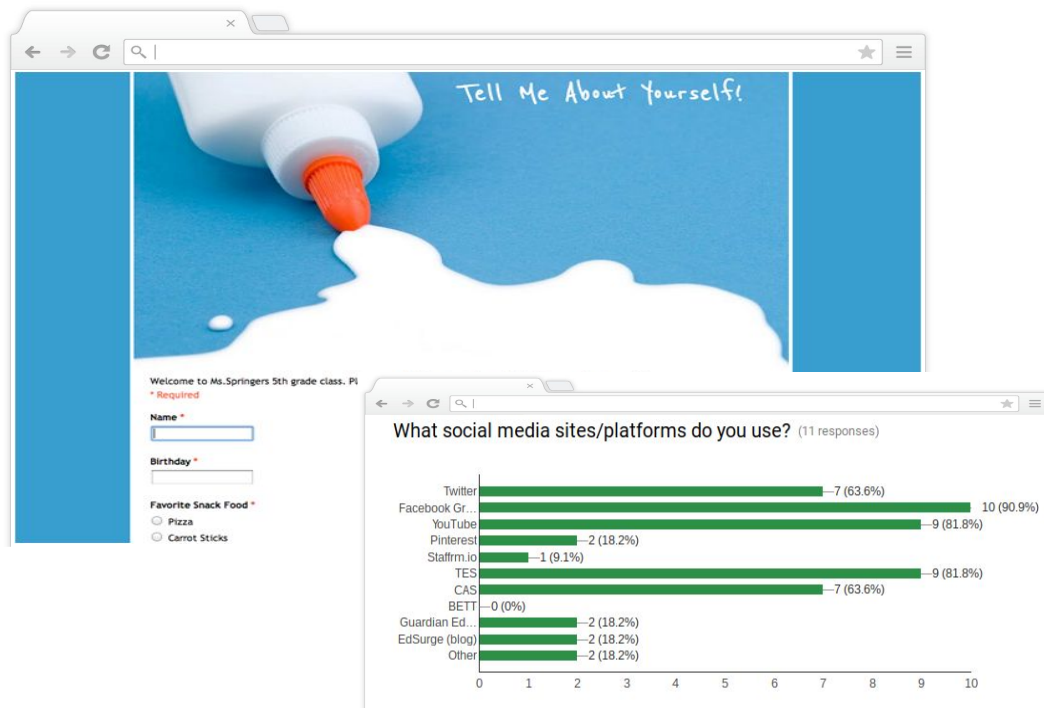Classroom   Hangouts   Slides   Forms   Docs
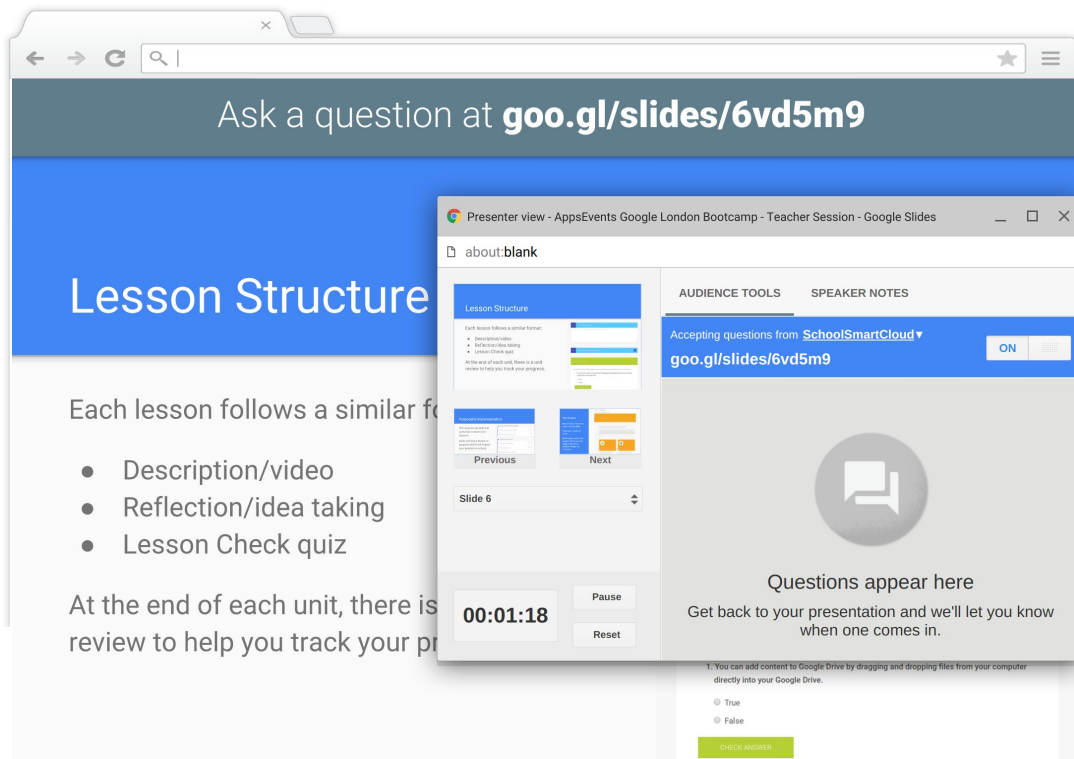
Pupil and Parent Feedback

Use Google Forms as a tool for pupil and parent feedback.

Collect feedback after Parent's Evening or a school event to inform future decision making.

Create a "tell me about yourself" survey to learn about your students and use the "charts" feature to graphically present the results.

Encouraging Questions

Ask a question at **goo.gl/slides/6vd5m9**
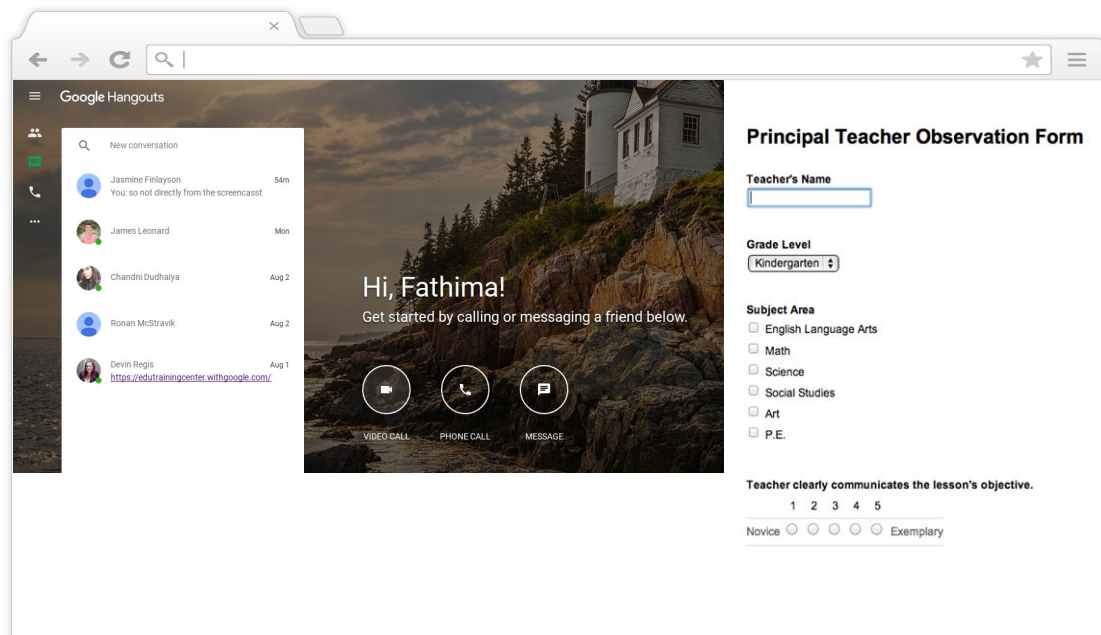
Encourage audience participation through the "Q&A" in Google Slides. Simply select the grey arrow next to the present tool and select "Presentation View" to enable.
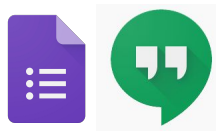
Audience members will be able to post questions (anonymity optional) throughout your presentation using the persistent link at the top of each slide.

If a question is popular with the audience they can rate it with a thumbs up.

Observations using Hangouts

Conduct quick and efficient lesson observations without leaving your desk using Google Hangouts.

You can start a Hangout from anywhere; you just need access to a device. Invitations can also automatically be added to your Google Calendar.

Observation notes can be entered and saved directly into a Google Form.

New Ways to Share Information
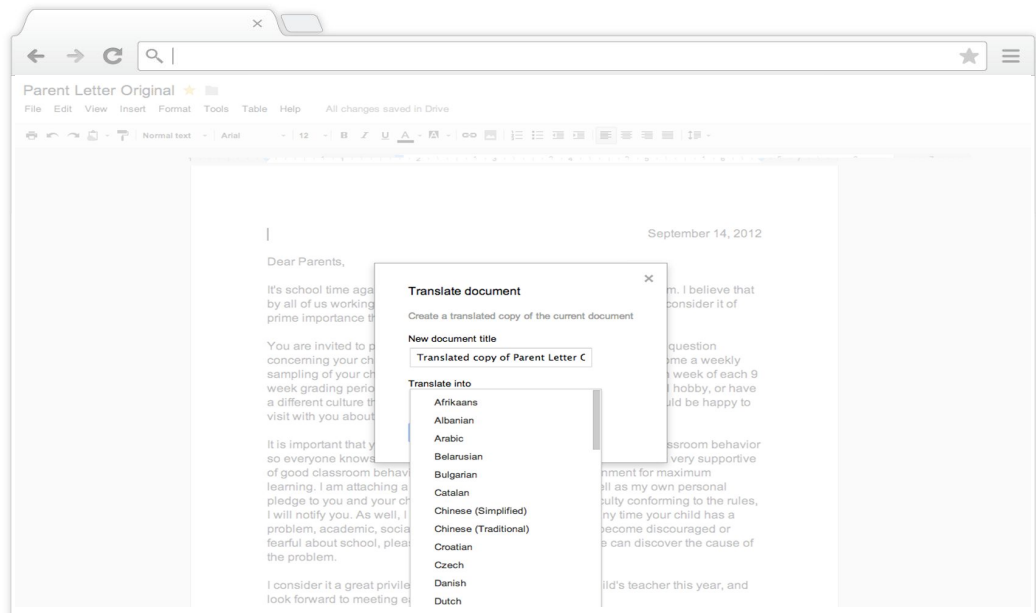
Improve home-school communication by sharing letters or sending emails where appropriate.

These can be translated as needed.

This tool can also speed up the permission slip process and ensures that an electronic copy is kept on record.

Guest Speakers and Event Streaming
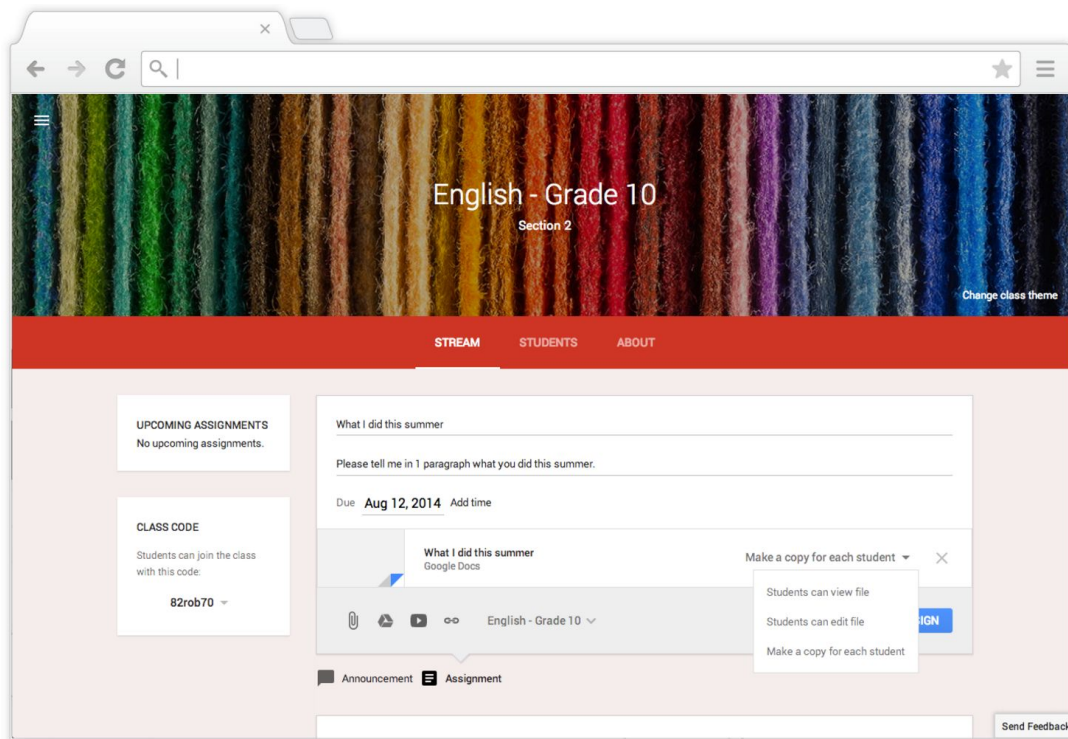

Increased access to guest speakers from around the world through Google Hangouts.

Host hangouts to broadcast school events for parents and governors who are unable to attend.

Limit safeguarding concerns through emailing private links.
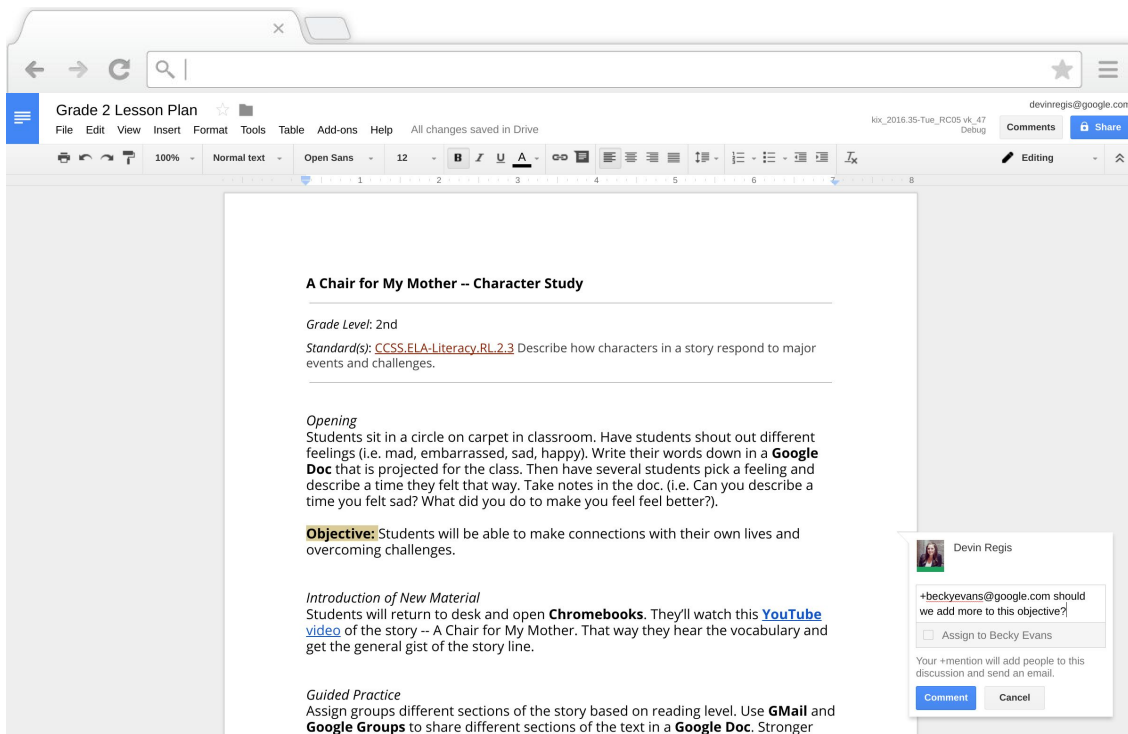
Create Paperless Assignments

Use Classroom to create assignments. Attach Google Docs, files from your computer, YouTube videos, or any website.

Commenting on a Shared Doc

Insert comments directly in Google Docs, Sheets, and Slides that can be used provide feedback.

Use the "+" symbol followed by a user's email address to add someone directly into the comment, or simply check the box to assign the comment directly.

Voice Recognition

Make feedback more efficient using voice recognition.

Save time by changing the text to red and speaking your feedback directly into the document.

Science teacher with test tubes in hand? Speak your instructions into Docs for ease!

Group Work in Docs

Give numerous students access to the same Google Doc. Students can all edit and contribute to group work at the same time from their own computers.

Comments can be used for students to feedback to each other and teachers to give suggestions.

Making Suggestions for Improvement

In "Suggestion Mode" make changes to another's Google Doc by adding or removing text.

These changes can then be reviewed by the owner of the doc and either accepted or declined.

When resolved suggestions can still be reviewed in comments. If a comment requires further explanation, links can be added to a comment.

Differentiation

17. Spelling

18. Dictionary

19. Translate

20. Alternative Quiz Paths

Chrome

Sheets

Forms

Docs

Spelling

Use Google Spell Up as a resource to help students practice both their speaking and spelling.

Students can practise spelling in a fun way and it can be used as a homework or additional activity.

Try it here!
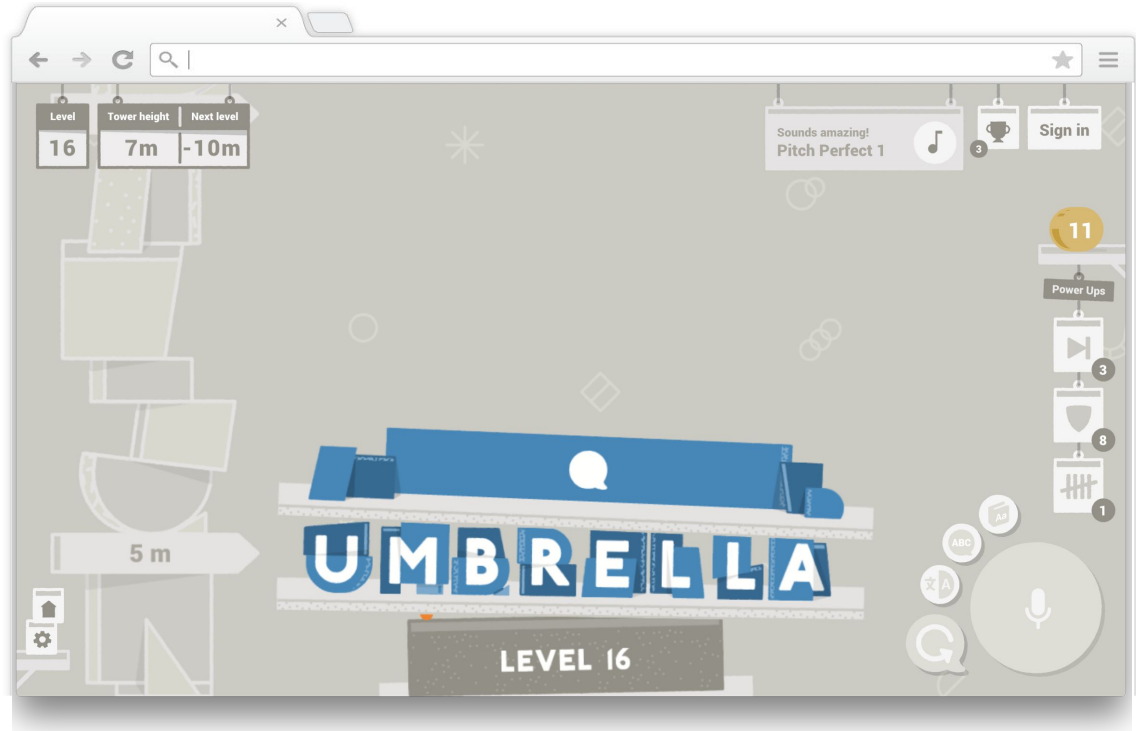
Dictionary

Enable further understanding for students with Special Educational Needs by using the "Define" function to find accurate definitions quickly and easily, directly within Docs.

1 Shortcut: Ctrl + Shift + Y

To differentiate further, users can add a specific word to their Personal Dictionary.

2 Navigate to "Tools" and click on "Personal dictionary."
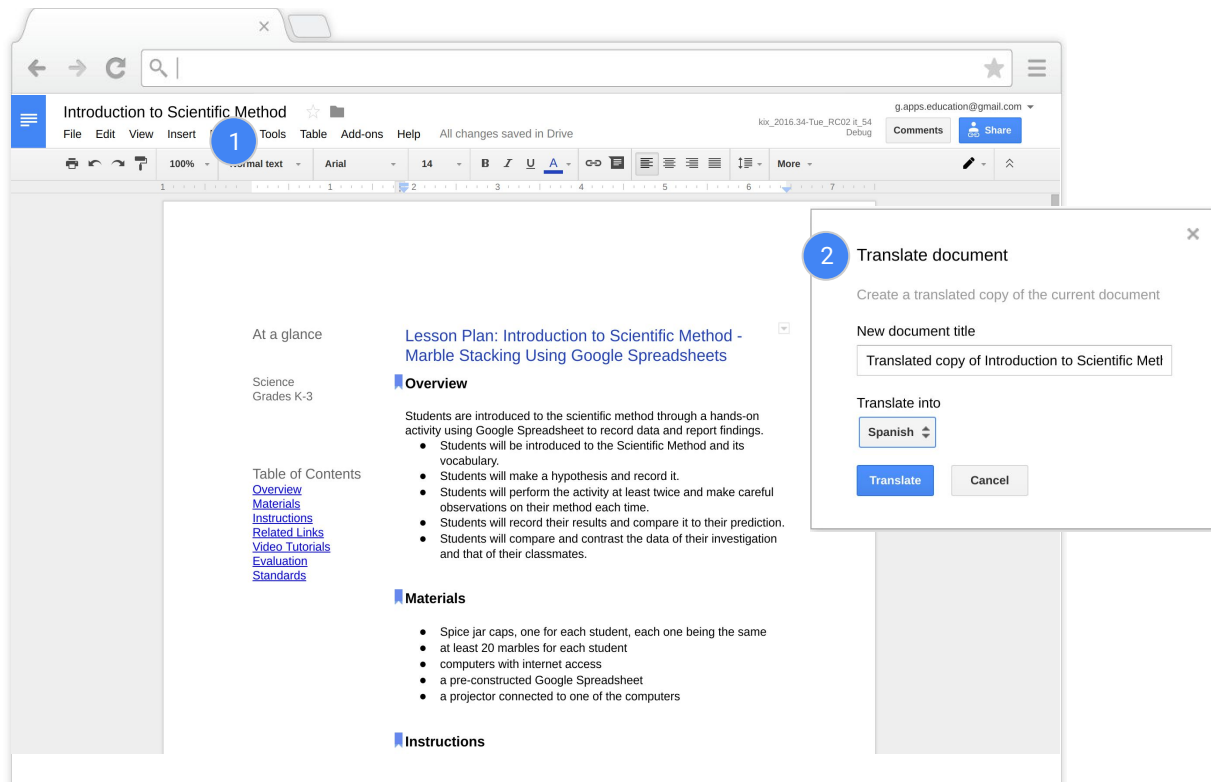
Translate

Support students and parents learning in a **second language** through **translate document**.

This allows you to translate an **entire** document into an **array of languages** and **save** a new copy.

Introduction to Scientific Method

File Edit View Insert Tools Table Add-ons Help   All changes saved in Drive

g.apps.education@gmail.com

kix_2016.34-Tue_RC02 it_54 Debug

Comments   Share

At a glance

Science
Grades K-3

Table of Contents
Overview
Materials
Instructions
Related Links
Video Tutorials
Evaluation
Standards

Lesson Plan: Introduction to Scientific Method - Marble Stacking Using Google Spreadsheets

Overview

Students are introduced to the scientific method through a hands-on activity using Google Spreadsheet to record data and report findings.

- Students will be introduced to the Scientific Method and its vocabulary.
- Students will make a hypothesis and record it.
- Students will perform the activity at least twice and make careful observations on their method each time.
- Students will record their results and compare it to their prediction.
- Students will compare and contrast the data of their investigation and that of their classmates.

Materials

- Spice jar caps, one for each student, each one being the same
- at least 20 marbles for each student
- computers with internet access
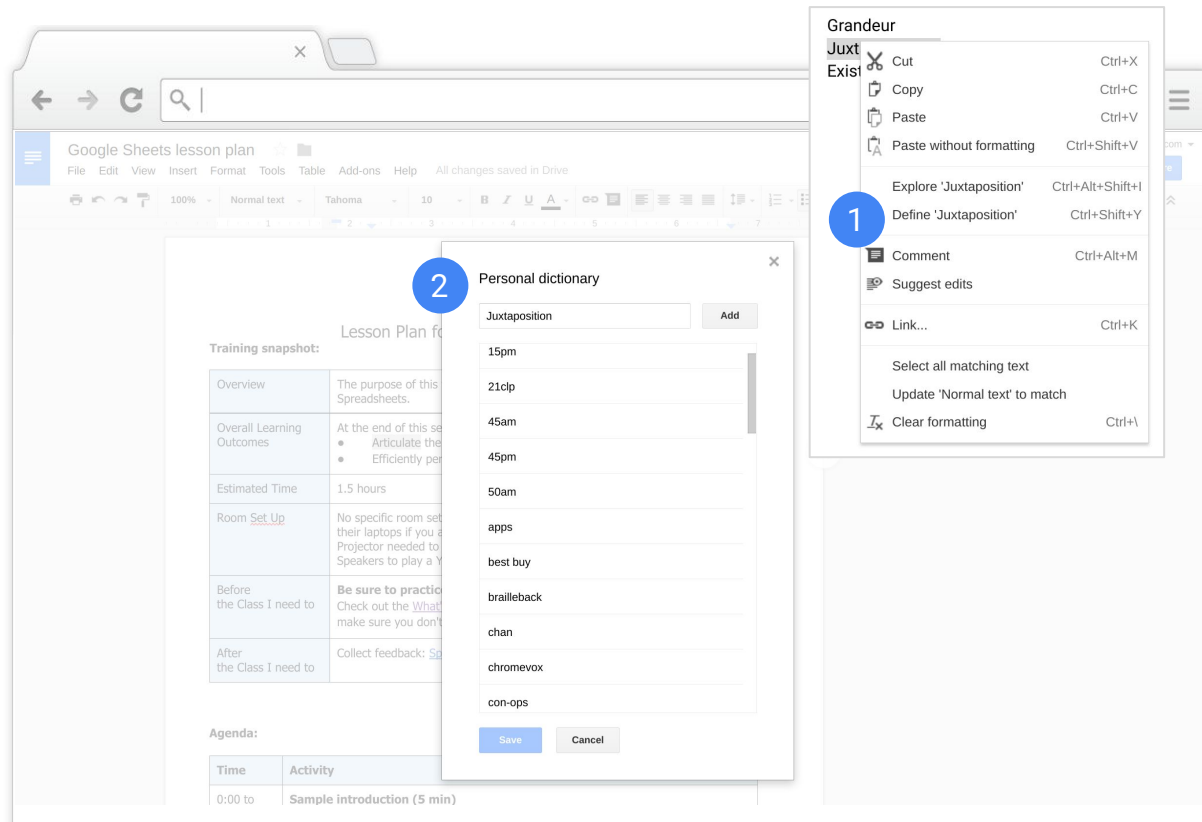- a pre-constructed Google Spreadsheet
- a projector connected to one of the computers

Instructions

Translate document

Create a translated copy of the current document

New document title

Translated copy of Introduction to Scientific Metl

Translate into

Spanish

Translate   Cancel
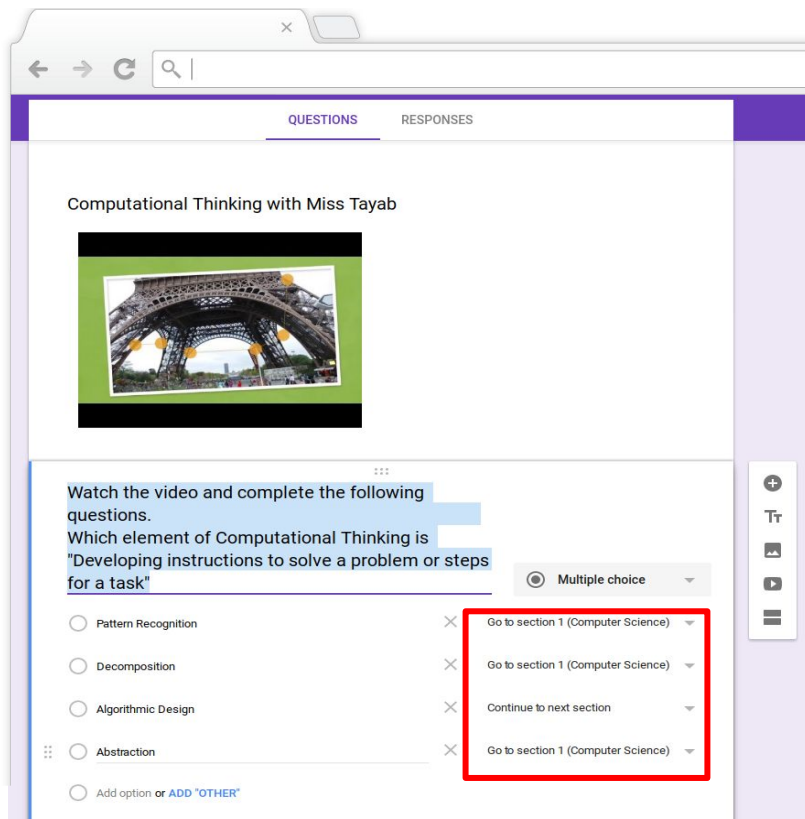
Alternative Quiz Paths

Redirect students to the beginning of a quiz or tutorial if the incorrect answer is given in a quiz.

Select ⋮ then "Go to Section Based on Answer" and redirect students to the beginning of the tutorial if an incorrect answer is selected.

This can be used to differentiate a tutorial or quiz to different sections and can be used in Homework.

Evidence of Progress

21. Literacy in School

22. e-Portfolio

23. Revision History

24. Gradebook
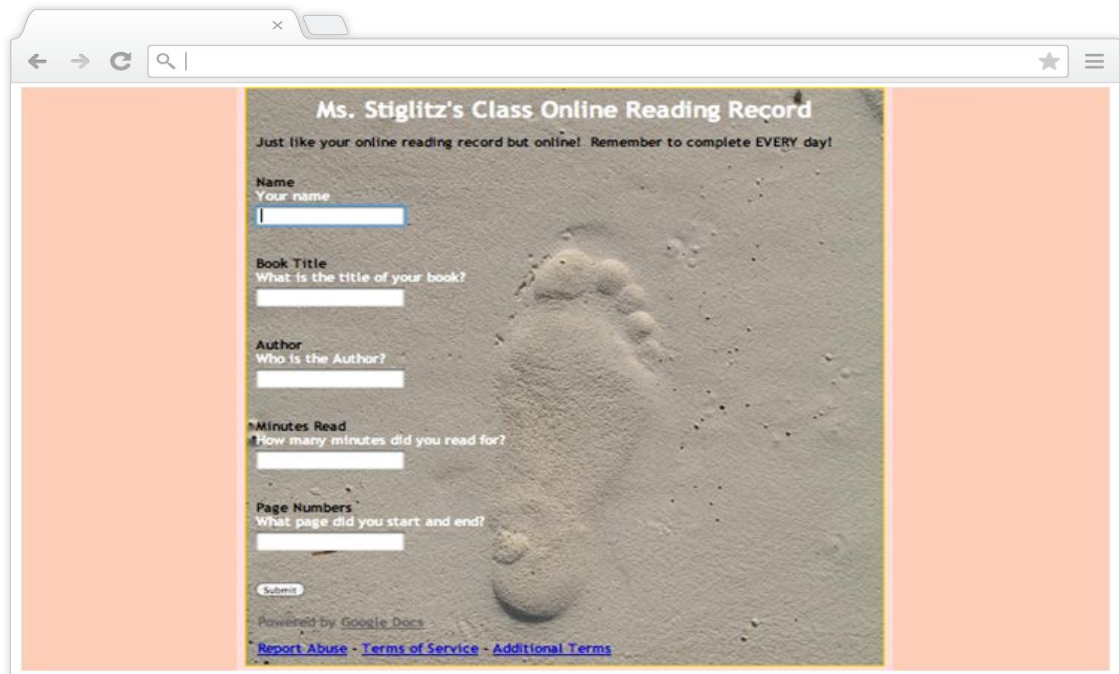
Chrome   Sheets   Forms   Docs   Slides   Sites

Literacy in School

Reading Records

Encourage students to read by having them complete their reading records electronically using Google Forms.

A log of students reading entries can then be created as a record for future interventions.

E-Portfolios

Students can keep records of their best work using sites as a E-Portfolio. They can organise their work by subject and can include as many pages as they require.

Students can also use Sites to write a blog or submit a project. You can also make a school template for your student's portfolios.

Tracking Progress and Improvements

Check the revision history in a document to see how students are progressing over time and who is contributing.

An effective method to track progress and completed tasks.

Draftback, an add-on, can be used to create visual progress of a student's work. Great for spotting plagiarism.

Bring your Gradebook Online
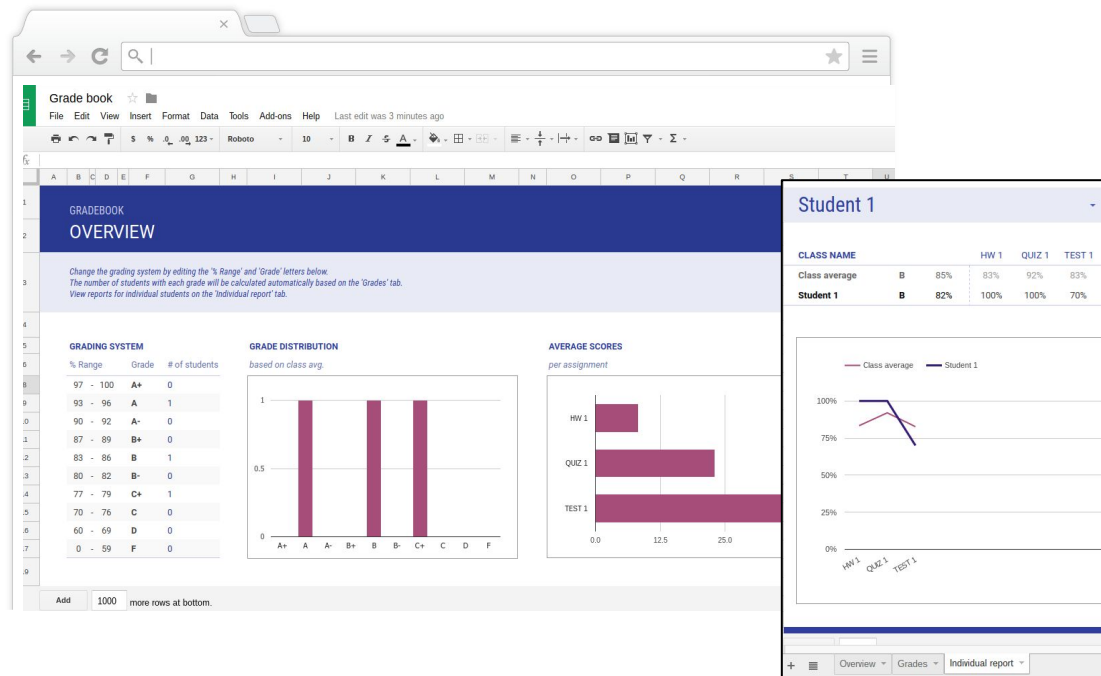
Grade book template

Use the Grade book template in Google Sheets to easily track student progress.

Individual reports are created automatically to track progress of a student throughout the year.

Google for Education

Organisation

Drive   Sheets   Forms   Docs   Slides   Sites   Calendar   Groups

Easily Communicate with Teachers and Students

Create online and email-based groups for your students and staff.

Groups encourage discussion among peers and can be used to share resources and materials.

Save time when sending emails by typing in a group name rather than individual recipients.

☰ Review Assignments & Give Feedback in real time

Teachers can see how many students have completed an assignment, review it, then provide grades and comments to students

Keep Minutes and Agendas Online

Keep a live document detailing the agendas and minutes of staff meetings.

Choose who can view and edit the document.

Notes can then be updated at any time signaling what has been completed or if additional support is required.
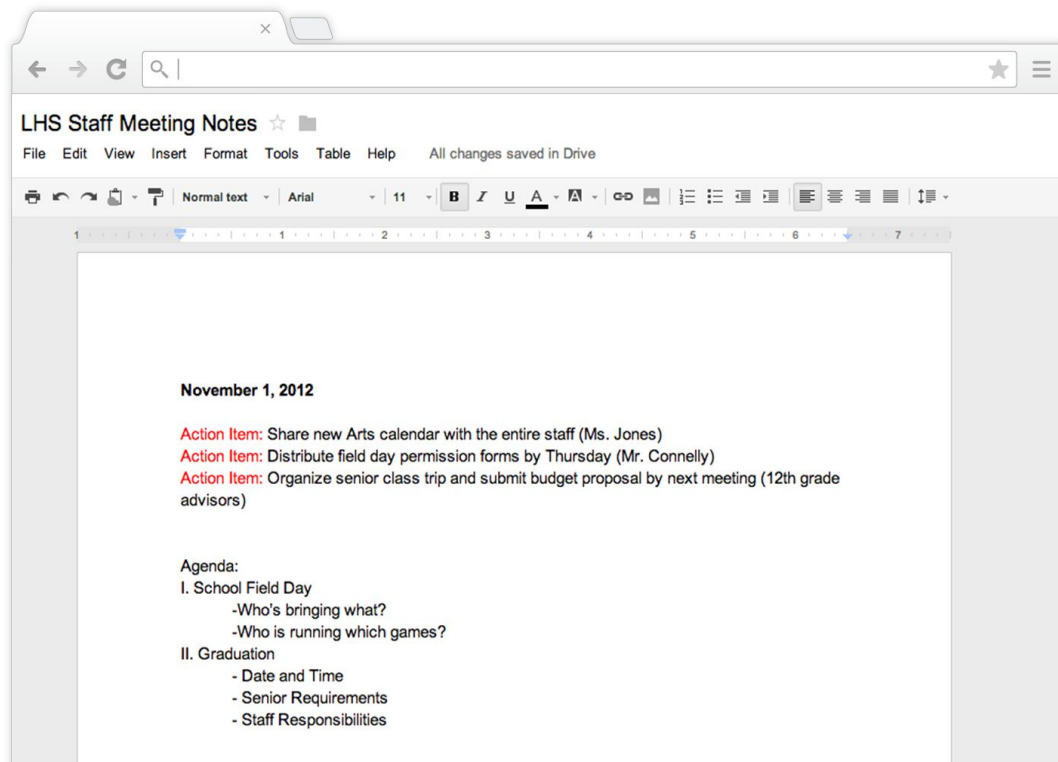
☰ Manage and Book Resources

Book conference rooms and other resources (like projectors, laptop carts, etc.) when scheduling meetings in Calendar.

For recurring Faculty Meetings, customise the settings by clicking on "Repeat" and adjusting accordingly.

Manage and Share your Timetable

Share your calendar with colleagues (and overlay their shared calendars) to more efficiently schedule meetings and events.

Table of Contents

Indicate whether text is a title, heading or subheading to insert a hyperlinked table of contents to the beginning of your reports.

If you add more content, simply press refresh to automatically update the table.

Centrally Organise and Share Resources

Stay updated with curricular changes by creating a centralised folder of departmental resources.

Share folders across departments or faculties so everyone has access to the same content.

Homework Tracker

Tracks student's homework attainment and progress through Google Sheets.

Use conditional formatting to highlight areas for concern and patterns.

Share with Senior Leaders or use as evidence during Parent's Evening.

Homework Tracker

File   Edit   View   Insert   Format   Data   Tools   Help   All changes saved in Drive

Student	9/3/2012	9/4/2012	9/5/2012	9/6/2012	9/7/2012
Unicorn Hunter	90	80	0	80	90
Battleship	80	60	65	65	70
Two Two Three	70	0	65	0	80
Dog Lover	100	100	95	90	100
London Fiend	100	90	75	80	85

☰ Behaviour Referrals

Keep track of discipline referrals across a school. Recognise behavioural patterns and share the results with key stakeholders.

Discipline Referrals

Use this form to track discipline concerns. This form will generate reports so that we have an accurate picture of how our students are doing.

Teacher Name

Ms. Regis ▾

Class Period

Period 4 ▾

Nature of the Incident

○ Uniform Infraction

○ Late to Class

○ Disrespecting the teacher and/or classmates

○ Causing a class disturbance

○ Other :

☰ Parent Appointments

Create a shared Sheet for parents or students to sign up for timeslots with the teacher.

Or use appointment slots to schedule parent-teacher conferences or counselor sessions.

Device Allocation

Use forms to create a **sign-out** for resources (i.e. laptops) so a log is created of resources allocated.

1. Complete a form creating a resource request.

2. Export the information into **sheets** to keep **up to date records.**

3. Send a confirmation **email** detailing the terms of use.

1

Chromebook Sign out form

Your username (**rdnixon@wheatleypark.org**) will be recorded when you submit this form. Not you?
Sign out

*Required

Your Name *

Choose ▼

Your Device Number *

Choose ▼

⚪ Send me a copy of my responses.

SUBMIT

3

Dear BRAND, Alicia,

Please find attached your Chromebook details for reference. Remember, You are expected to bring your Chromebook into school everyday and its a stand piece of equipment just like a pen or pencil.

Its a good idea to read the Chromebook Guide to get the best out of your device.

You can request access to an App from the Chrome Webstore by following the link on wpsportal.wheatleypark.org. In a few months time you will also be able to use apps from the Google Play Store as well.

Any questions - do ask.

Mr Nixon

2

	A	B	C	D	E	F	G
1	Timestamp	Your Name	Your Device Number	Username	Serial Number	First	Second	
54	30/06/2016 10:51:30	FPR	Staff-46	itsupport@wheatleypark.(	5CD53995Z3	Freddie	Price
55	01/07/2016 09:33:06	KAY	Staff-26	itsupport@wheatleypark.(	5CD539951N	Karen	Ayres
56	01/07/2016 09:33:28	SDV	Staff-16	itsupport@wheatleypark.(	5CD5396HG6	Simon	Davies
57	01/07/2016 09:33:45	TDE	Staff-30	itsupport@wheatleypark.(	5CD539954F	Tamsin	Decosemo

Revision and Subject Resources Site

Create a site for your class or wider department to store and share content and relevant resources all in one place.

Separate sections by year group, key stage or class. Embed a Drive folder, class calendar, videos, and/or presentations.

Welcome to Ms. Smith's English Class

Class Resources Folder

TITLE	LAST MODIFIED
Eileen's Copy - Classroom Intro	11/4/15 Eileen Huang
Field Trip: Class Picnic	May 20 Minerva McGonagall
GAFE Resources	11/4/15 Eileen Huang
Google Classroom Session Feedback	May 20 Marie Nguyen
Google for Education Feature Requests	12/14/15 Marie Nguyen

≡ Professional Development

Create a Professional Development Site containing appraisal information, policies, CPD and Inset resources.

Amend the settings to allow staff to add information through forms but be unable to edit pages.

🌐 Subject Specific

38. Touring in [Humanities](#)

39. Expeditions in [Geography](#)

40. Population Charts in [Geography](#)

41. Examine Patents in [Design](#)

42. Write Equations in [Maths](#)

43. Visual Questions in [Maths](#)

44. Recreate Landmarks in [Design](#)

45. Create Charts in [Business](#)

Chrome   Sheets   Forms   Docs   Drawings   Expeditions
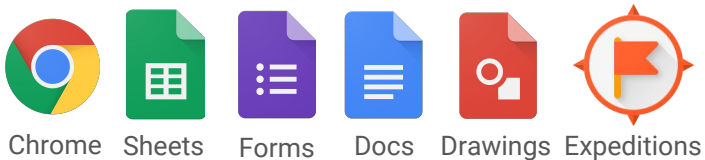
🌐 Touring in Humanities
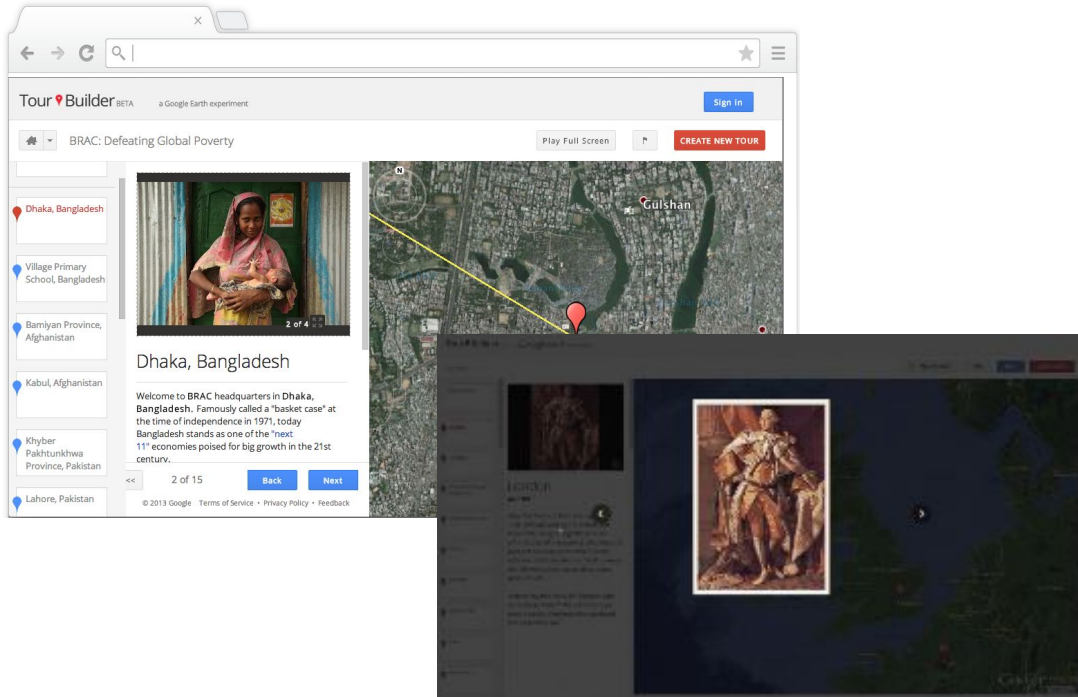
Take students on a virtual trip around the world with Google Tour Builder. Add context, videos and pictures to really tell a story.

This is perfect for a Geography or History lesson, but has use-cases across all subjects.

🌐 Expeditions in Geography

Field trips to virtually anywhere

Google Cardboard

Experience virtual reality in a simple, fun and affordable way.

Immersive experiences for everyone

Get Cardboard and check out Expeditions to give your students a 360° view of the world.

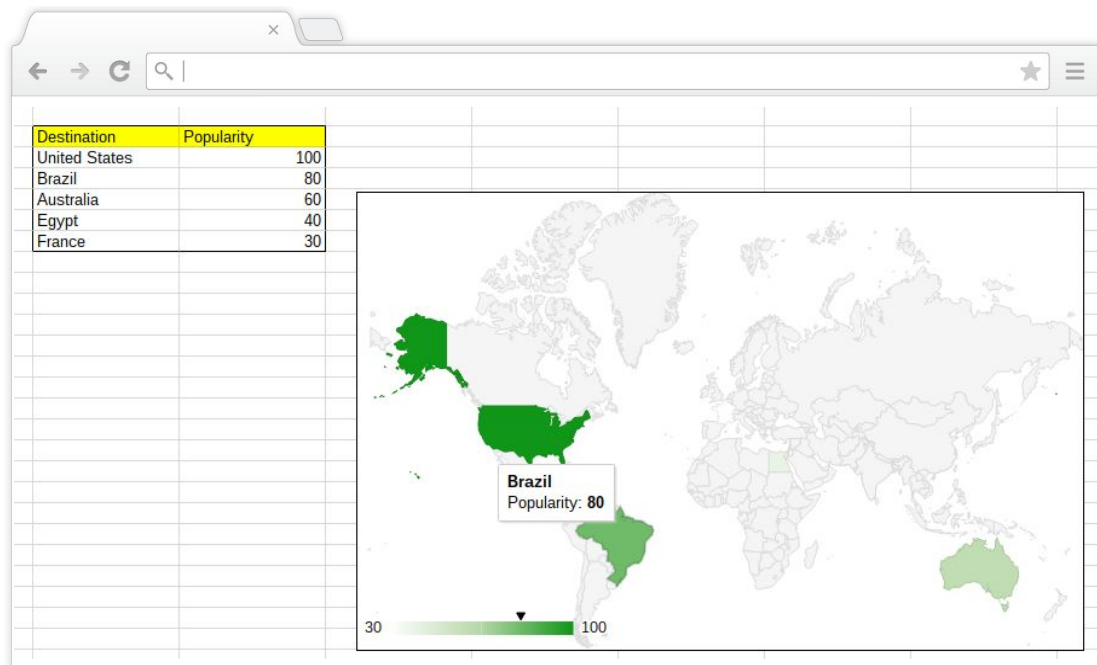Explore the depths of the Pacific Ocean or the Great Wall of China from their desks using VR!

Check out Google Cardboard and the thousands of Expeditions to explore, most with teachers notes and prompt questions for differentiation.

Download the Expeditions app for Android and iOS

🌐 Population Charts in Geography

Create population charts in Sheets to compare statistics visually.

Ideal to use in Geography or a Statistics-based lesson. Students can compare data across countries and change colours accordingly.

Other chart types are available in Sheets that can be used in different subject contexts.

🌐 Examine Patents in Art, Graphics, Design Tech

Search for patents (patents.google.com) and use the sketches and information to improve understanding.

Students can use models as the base of their designs and get a better understanding of structural development.

🌐 Write an Equation in Maths
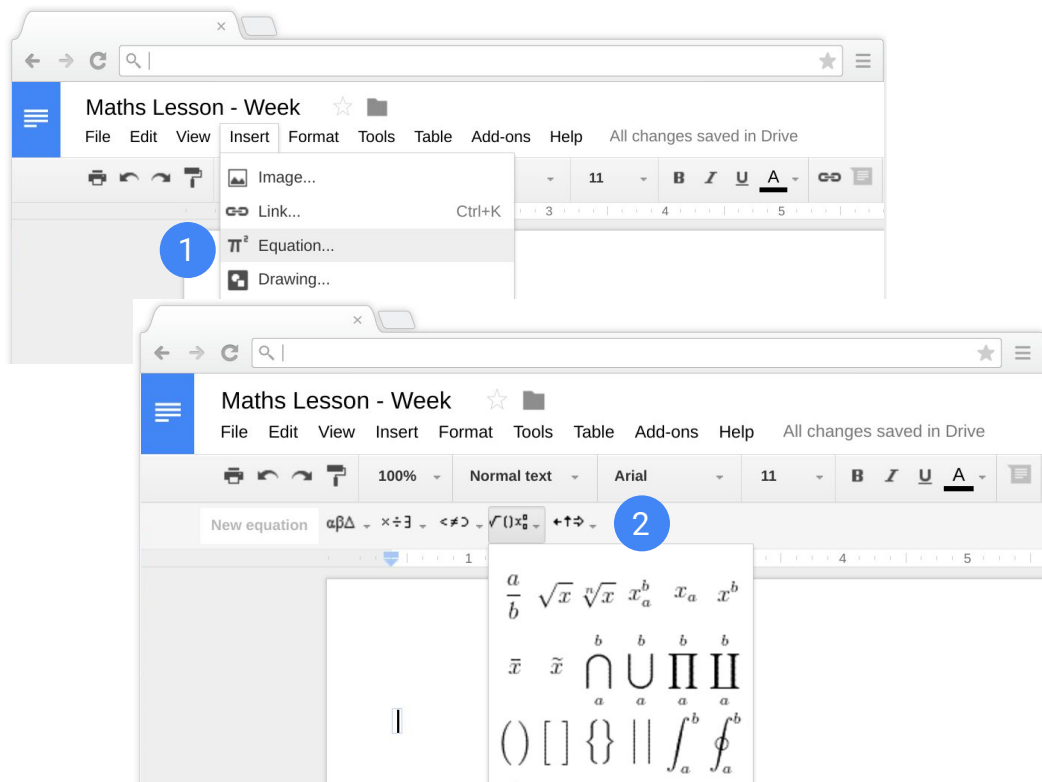
Include Maths equations when creating worksheets or encouraging students to type up coursework.

Click to view the equation toolbar and choose from a variety of maths equations and symbols.

🌐 Create Visual Questions in Maths
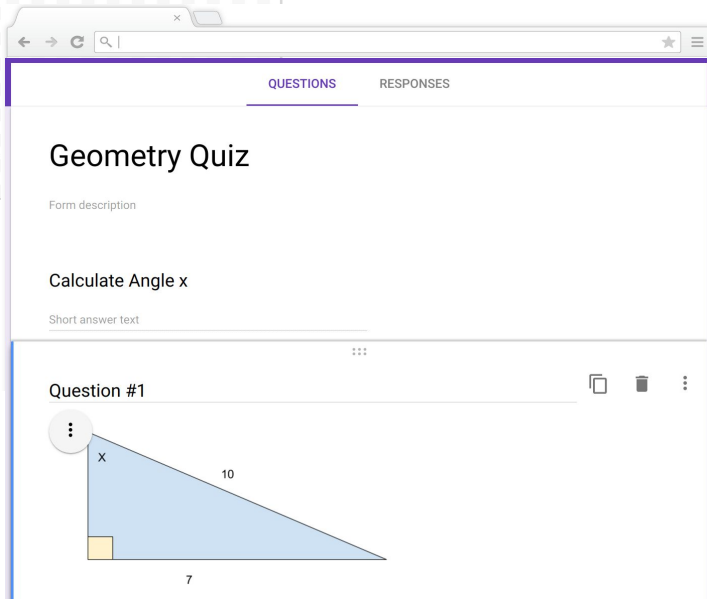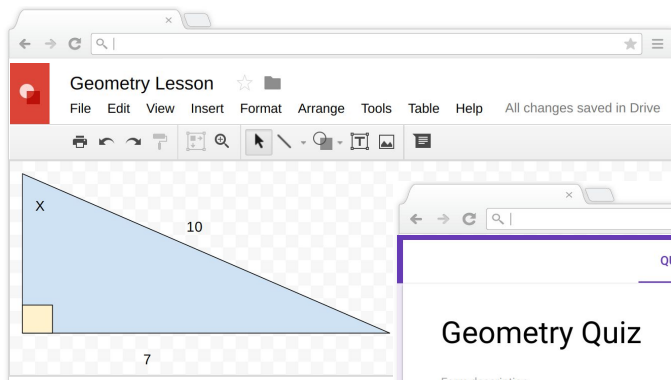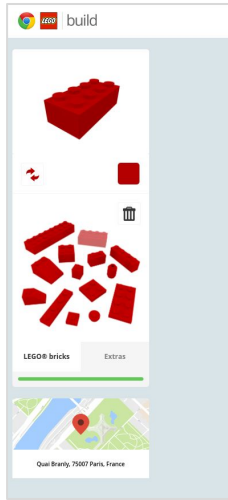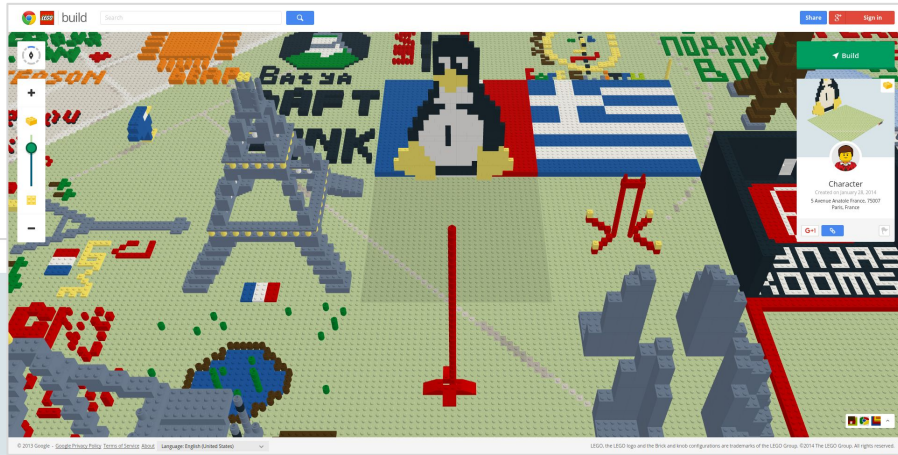

Improve and customise Mathematics quizzes by creating your own images in Google Drawings.

Then save the drawing as a PNG and easily upload it into a Google Form.

🌐 Rebuild Landmarks in Design & Technology

Recreate landmarks and build your own fantastic structures using Virtual Lego.

An excellent activity to develop creativity and structural knowledge. Associate designs to historical landmarks or encourage students to use maths to consider material use.

🌐 Create Charts in Business Studies or Computer Science

Quickly create and insert flowcharts, mind maps, and more diagrams directly into a Google Doc using LucidCharts.

Use LucidCharts in:
- Business to represent organisation charts
- Computer Science for creating flowcharts
- Across the curriculum to create revision mindmaps