



Digital Platform Tip Sheet: Google Classroom

Tips, instructions, & resources for
using Google Classroom with LBS
learners.



Acknowledgements



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Introduction

Digital Platform Tip Sheet: Google Classroom

Tips, Instructions, & Resources for Using Google Classroom with LBS Learners

Community Literacy of Ontario has developed three tip sheets to support community-based LBS agencies learn more about using digital platforms with adult learners. The three technologies covered are Facebook, Google Classroom and ZOOM. Each contains tips, resources and success stories on using these technologies in LBS agencies.

These three Digital Platform Tip Sheets can be accessed on CLO's [website](#).



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Using Google Classroom with LBS Learners

What is Google Classroom?

[Google Classroom](#) is one of Google's many apps that works on Windows, macOS (Apple), and Linux computers as well as Android and iOS smartphones. Google Classroom was designed specifically for schools and is an online learning portal that allows educators and learners to share files, grade assignments, and more. Google Classroom integrates with Google's other apps like Google Drive (including Docs, Sheets, Presentations, and more), Google Meet, Gmail, etc.

Google Classroom is a popular choice because many learners already have a Gmail email address and are familiar with Google products. As well, Google Classroom is accessible across desktop and mobile devices and the interface is simple to navigate.

Google Classroom is a free product but there are paid upgrades available for purchase.

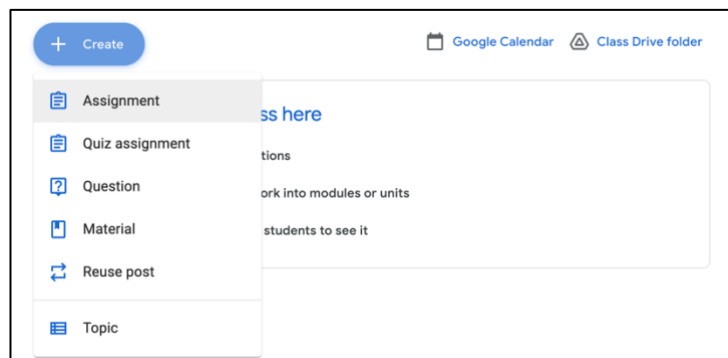
Google Classroom Tips for LBS:

The Basics:

Google Classroom is great for both groups of learners or one-on-one learning. It acts as a hub to collect all of the documents, video meeting links, and other communication the learner needs to complete their program. Many learners like Google Classroom because it keeps all of the documents and communication organized and accessible in one place. If a learner is not comfortable navigating between several digital products like email, Zoom, Word, etc. then Google Classroom is an ideal option to collect all aspects of the learning process in one place.

Assignments:

The instructor can create assignments which may include various types of learning opportunities like written instructions, a link to a video or a website, resources, curricula, and more. The assignment will also include a link to a Google Doc where the learner will complete the assigned work. Any Docs are automatically created in a

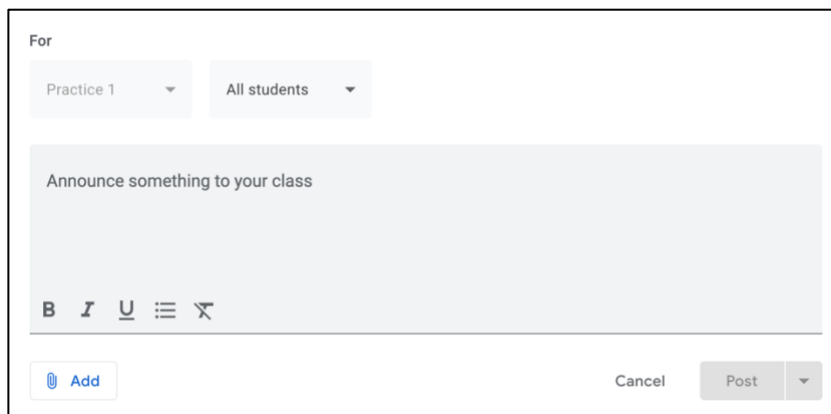




Google Classroom folder in the learner's Google Drive so they are easily accessible and organized. You can learn more about creating assignments [here](#).

Communication:

The instructor can post Announcements that will be visible to all learners in the Classroom and learners can comment on the announcements if a response is required. For example, the instructor could post an announcement that they are available for video calls between 12pm - 3pm and ask learners to comment with a time that works for their schedule.



Instructors and learners can also email each other within the Classroom interface, which again keeps all content within the Classroom dashboard for the learner.

Video Calls:

Google Classroom is integrated with all other Google Products, like [Google Meet](#). This means instructors can schedule and have live video calls with learners without having to leave the Google Classroom environment. Like other online video call platforms, Google Meet has controls that allow participants to share or hide their camera, mute themselves, and send comments in a text box. The instructor is the host of the Meet and has additional controls to mute participants, limit who can join the call, and remove participants if necessary.

Security and Confidentiality:

Once the instructor creates a Classroom, they can invite learners with private codes to ensure that only the people invited can view the contents of the classroom. You can learn more about Google Classroom's privacy and security [here](#).

Top Tips for LBS:

If a learner is not comfortable navigating between several computer programs or keeping track of passwords to access different services, Google Classroom keeps everything in one place with one account to log into.



Two LBS examples of Google Classroom in action:

Adult Learning Programs of Perth - Google Classroom:

LBS Instructor, Adam Stapleton, from the [Adult Learning Programs of Perth](#) (ALPP), shares how he and his colleagues used Google Classroom. The platform is used as a virtual 'locker' for each learner where staff can deposit (upload) resources and assignments related to what they are studying. ALPP predominantly used Google Classroom for its' shared drive and organization capabilities and didn't use the grading functionality.

Depending on the learner's comfort level, staff augmented the Google Classroom platform with traditional email and phone calls. Most learners were able to onboard easily with the Google Classroom platform. Adam found that building confidence with the platform through repetition was important for all learners' success with remote learning.

For example, a learner in her 80's started using Google Classroom which is something she wouldn't have tried otherwise.

Georgian Adult Learning Centres, Collingwood - Google Classroom:

Roger Hannon shared how he and his colleagues at the [Georgian Adult Learning Centre](#) (GALC) in Collingwood also utilized Google Classroom. Coinciding with the onset of the COVID-19 pandemic, the GALC began using Google Classroom and has been using it ever since. Luckily, several months prior to the pandemic, the organization also took advantage of the IT training offered by AlphaPlus.

To utilize Google Classroom for remote service delivery, students are signed in to the online classroom platform and receive regular, weekly emails to alert them when new lessons have been uploaded. Topics of instruction include grammar, vocabulary, reading comprehension, and improving English for Work. Their "Learning English" Google Classroom is the most popular site for adult learners seeking to improve their communication skills, though they also offer curriculum in a number of other areas.

Staff use Google Forms to create online exercises and the results are tabulated, tracked and recorded to measure each learner's progress. Easy-to-use spreadsheets provide credible evidence of student participation, which assists with ministry reporting. Depending upon the exercise, feedback can be immediate, or marked later for further explanation.



Resource Links:

GFCGlobal's Google Classroom Getting Started Guide:

<https://edu.gcfglobal.org/en/google-classroom/>

Google's FAQ Page:

<https://support.google.com/edu/classroom/answer/6020279?hl=en>

Google's instructions for setting up Google Classroom for distance learning:

<https://support.google.com/a/answer/9784550>

Google's instructional videos for teachers starting with Google Classroom:

https://edu.google.com/teacher-center/products/classroom/?modal_active=none