My Google™ Classroom

TRAINING GUIDE

Finally, **Discover** how to successfully set up your
Google Classroom in minutes!

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My Google Classroom

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TRAINING GUIDE

Introduction

Google Classroom program now has 40 million users, 30 million Chromebooks students!

40 million students and educators rely on Google Classroom to stay organized and support creative teaching techniques. 30 million more use Chromebooks to open up a world of possibilities both inside and outside the classroom.

Google Classroom makes organizing and managing all of your Google Apps activities streamlined and easy. Set it up in minutes.

Thousands of teachers are certainly finding their way to Google Classroom. It has been as billed by Google: less focus on tech, more focus on teaching. It has made managing Google Apps files in schools more streamlined and communicating with classes easier.

Have you set up Classroom in your classroom? If you're like many others we know, you might not have for some reason.

Well, now is the time! This guide will show you how to set Classroom up in a matter of minutes and perform the main tasks, easy time saving hacks for teachers, how to analyse usage reports, and so many other handy tips and tricks to make your Google Classroom a success.

Happy Learning!

My Google Classroom

CHAPTER 1

What is Google Classroom?

As the classroom is becoming more and more paperless, teachers have to start finding solutions to hand out assignments, manage their classroom, communicate with students, and so on.

A rapidly growing number of teachers are finding their way to Google Classroom. An ingenious virtual classroom that focusses less on tech and more on teaching. You don't have to be a tech professional to handle this classroom.

In this post we will explain what Google Classroom is, and what you can or can't do with it.

What is GC?

Google Classroom helps teachers and students to communicate and can be used to organize and manage assignments, to go paperless, for collaboration between students and between teachers, and so on! You could compare it with iTunes U, Showbie, and other online learning platforms.

It's built on top of Google Docs and Google Drive, which means it's very easy to use and intuitive for any teacher. But that doesn't mean it's boring. Google Classroom is full of surprises you'll encounter along the way.

Things you can do with Google Classroom

So this is probably the most important question. Why would you use Google Classroom? What's in it for you?

First of all, it's completely free. You won't have to upgrade to a pro version that will cost you some money. Yes, $0,00. Nothing. At. All.

After you've set up your classroom, you can get started. You'll find out how to set up your Google classroom account in just a few minutes. Here's a list of the things you can do with it:

- **Add announcements and lesson material:** Give your students announcements about your lesson. Add lesson materials in the announcements. That way, students

can find everything quickly. You can add materials from a Google drive, connected to that Google Classroom lesson, add files and images from your computer, add a YouTube video or add any other link you want your students to visit. You can add a BookWidgets exercise in just minutes. It's that easy!

- **Add assignments:** Just like adding an announcement, you can add an assignment to your course. It works the same way, but here you get the option to add a due date. It will notify your students when they have to make an assignment and it will also appear in their Calendar.

- **Grade an assignment:** Afterwards, you can check and grade the assignments your students have handed in. There's room for feedback via a teacher comment. Then, send the assignment back to your students.

- **Manage students:** Of course, your students have to be able to share comments. Or not? That's completely up to you! You can manage permissions, giving students the ability to post and comment, only comment, or give only the teacher the ability to post and comment. You can even e-mail your students individually.

Things you can't do with Google Classroom

There are a few things you should know before you start using Google Classroom with the wrong reasons. It's an online learning platform, but it isn't:

- **A Chatbox:** You can comment on assignments and announcements, but there's no chat function. If you do want to be in direct contact with your students, you can send them an email, or you can enable other Google apps to take over that function.

- **A Test or quiz tool:** There are some possibilities when it comes to making quizzes in Google Classroom, but it's still not meant to be a quiz tool. There are so many other good apps for that.

Option 1: You can add tests and assignments from other educational apps right inside Google Classroom, like for example, an BookWidgets test that gets automatically graded.

Option 2: Here's what you can do inside Google Classroom itself: Add a question. Then choose between an open answer or a multiple choice question. It's best to choose the first option if you want to make your digital classroom more interactive.

- **A discussion forum:** You can make announcements, and students can really comment on them, but it's not a great fit for discussions.

Setting up Google Classroom in 3 simple steps

This means Google Classroom must mean something to you. You'll find it's easy to set up and very intuitive to keep on using it. Follow these steps to set up your Google Classroom teacher account:

1. Sign up

When you go to classroom.google.com you can use Classroom by logging in using a G suite e-mail address or you can use it without "claiming" to use it for education. Everything works just fine that way too. It just harder to manage your students if you have hundreds of them. You'll have to add them one by one.

2. Create your first class

Click on the "+" button in the right upper corner. Choose for "create a class". Here, you fill in some detail information about your class. Write down a good class name and section. The class name should be the title of your class so you can find it back in a few seconds. Then click on "create".

3. Invite students to your class

Once you have created your class, you can invite your students. Let them sign using the Google Classroom app by entering the unique code you gave them. You'll find the code in your created class. Go to the tab "students". Another option is to invite your students one by one by entering their e-mail address.

Now your online class is ready! At least, it's there, and everyone can access it. There are a few other things you have to do before you can take off for real.

- **Create your first assignment or make an announcement.** Click on the "+" button at the bottom in the "updates" tab. Don't forget to number your assignments. It's easier for your students to see which one comes first as you are unable to reorder assignments in the stream. Click on the title to see if any

students have handed in the assignment and to give grades and feedback. Afterwards, you can return the assignments to your students, so they can start editing again.

- **Add some lesson material to your assignment/ class.** Add material from Google Drive or add a YouTube video, a file from your computer, a link, etc. You find these options right beneath the due date. If you just want to share a presentation of your class, which is not linked to an assignment, you can go to the tab "about". Here you can add some lesson material like slides, interesting articles and examples.

- **Access the Drive folder.** Every time, you create a new class, Google Classroom creates a Drive folder for that class. You can access the folder by going to all your class tiles. On each tile, you'll find a folder icon. Click on it, and you're in the folder. Here you can add class materials too. All your students assignments automatically end up in the Google Drive folder, so you'll find it back whenever you want.

The Best Apps For Your Google Classroom

You can add practically everything to Google Classroom with a link to the website or page. Although, this doesn't allow students to work interactively with the apps, on the apps. There are a lot of apps that have a built in share button to Google Classroom. This makes it easy for students to open the app via Google Classroom.

Here's what you have to do:

- Create an account within the application or website.
- Create an activity or resource for your students within the application or website.
- Use the "share to Classroom" option. You'll find this option somewhere in the application.
- Now you can do things, like creating a quiz and assign it to your students in one of your classes.

Note that there are so much more apps out there that have this option. We just picked out the best.

1. BookWidgets

With BookWidgets (Google for Education Partner), you can create interactive exercises for your students on tablets, computers and smartphones. As a teacher you can choose between more than 40 different exercises and games.

We give you the template, you add your lesson idea in just a few clicks. It's that easy! Students open the exercise with the app on their iPad, Chromebook or smartphone via a special short code or by scanning the QR code you gave them. Or, you can just assign them a BookWidgets exercise, right away in Google Classroom. With one click, your students open the right exercise.

The biggest advantage of BookWidgets is that it's so diverse. Making your own quiz or worksheets? Making your own games like crossword puzzles, memory, spot the difference, jigsaw puzzles, etc.? Making automatically graded tests right inside Google Classroom?

2. EDPuzzle

EDpuzzle is an easy and effective way to deliver videos in your (Google) Classroom. And it's not just a video distributer. With EDpuzzle video comes to life. Add audio-notes and questions to your video.

EDpuzzle makes it easy to add comments to videos and the questions make the video more interactive. When should you use EDpuzzle? You can use it to empower critical thinking when students watch a video. It's also well suited for flipped classrooms.

3. Buncee

Buncee is a creation and presentation tool and makes it easy for you and your students to create content for all classroom purposes. You can make an awesome presentation, an interactive story, an engaging lesson, or a beautiful card. Buncee has a lot of fun and educational media tools and graphics, which makes presentations more visual and fun.

Add a presentation, made with buncee, to your classroom materials of your class in Google Classroom. Students can visit the presentation and use it to study a test or do homework.

4. Nearpod

Nearpod is also a presentation tool like Buncee. It's also much more then that! Create your own interactive presentations. Add some slides, slide by slide, or choose for a special Sway template you can adjust.

All those slides make an amazing interactive presentation. Especially if you add activities like quizzes, open ended questions, polls, draw questions and others. What about taking your students on a field trip within your presentation? Just add a slide with a virtual reality experience from Nearpod's library.

When your presentation is ready, your students can opt in by entering a code in their Nearpod app or just click on the assigned link in Google Classroom. You, as a teacher, are in charge of the presentation. when you switch to another slide, the presentation on your students' devices will also switch to that slide.

When your students' have to make a quiz or a poll, they can just do that on their screen, as it is a part of the presentation. The answers are gathered live! So you can see immediately what your students answered.

5. Curiosity

Curiosity is on a mission to make learning easier and more fun. The goal is to ignite curiosity and inspire people to learn. Each day, they create and curate engaging topics for millions of lifelong learners worldwide.

If you're looking for an amazing and very interesting article for your students, this is the place to be! Curiosity is designed with the busy life of a student and a teacher in mind. Their editors find interesting and important topics that your students will want to know more about.

Add a nice article to Google Classroom and let your students read it out of curiosity. The more interesting texts you post, the more willing your students are to read them.

6. Newsela

Newsela builds reading comprehension through levelled articles, real-time assessments and actionable insights. Students can read articles on their own tempo. Newsela offers articles from world class news publications in 5 adaptive reading levels. You can also unlock progress with embedded assessments like quizzes.

So, if you are in need of a good text that is adapted to different reading levels, you should include some of these articles in Google Classroom.

7. Quizlet

Quizlet is a quiz tool that focusses on terms and definitions. As a teacher, you add a class and make a quiz. Share this quiz with your Google Classroom with just a few clicks.

They just have to click on the assignment in Google Classroom and choose what game they want to play. They can take a test, opt for the learn mode, learn by flashcards or match terms with their definitions.

Quizlet Live lets your students work together in order to find the right word or definition to the description. It's made for practicing terms and definitions.

Of course, there's much more to say about Google Classroom. That's why we recommend to scroll down the following chapters to help you be a pro with Google Classroom.
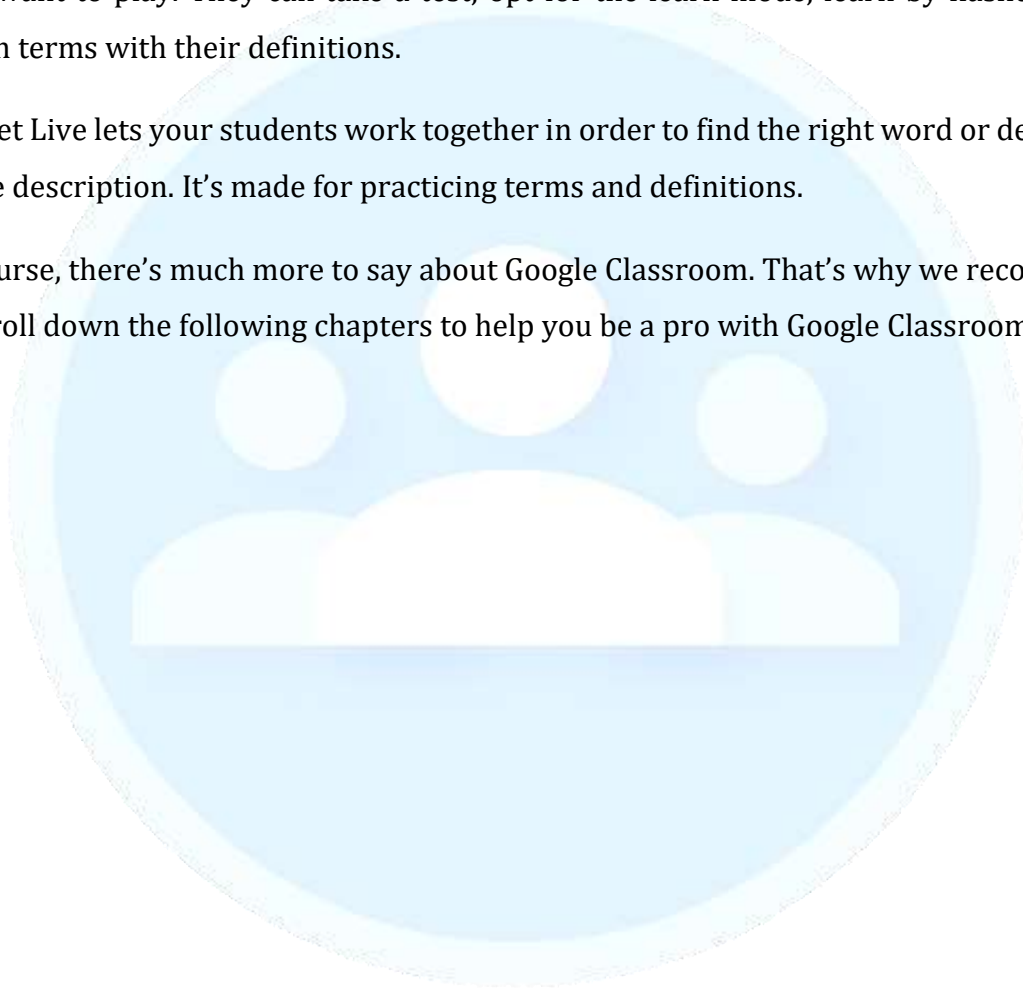
My Google Classroom

CHAPTER 2

Benefits of Google Classroom Integration

As a free online learning platform, Google Classroom offers several benefits for students and teachers. Here are some of the most important reasons why teachers should give it a try.

- **Easy Accessibility**

Google Classroom can be accessed from any computer via Google Chrome or from any mobile device regardless of platform. All files uploaded by teachers and students are stored in a Classroom folder on Google Drive. Users can access Classroom anytime, anywhere. Students no longer have to worry about crashed computers or hungry dogs.

- **More Exposure**

Classroom provides students with exposure to an online learning system. Many college and university programs now require students to enrol in at least one online class. Exposure to Google Classroom may help students transition into other learning management systems used in higher education.

- **Completely Paperless**

Teachers and students won't have excessive amounts of paper to shuffle since Classroom is completely paperless. When teachers upload assignments and assessments to Classroom, they are simultaneously saved to Drive. Students can complete assignments and assessments directly through Classroom, and their work is also saved to Drive. Students can access missed work due to absences and locate other resources they may need.
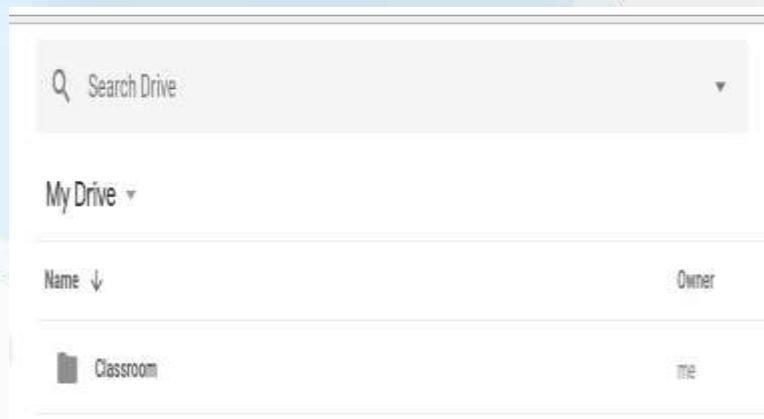
- **Time Saver**

Classroom is a huge time saver. With all resources saved in one place and the ability to access Classroom anywhere, teachers will have more free time to complete other tasks.

Since Classroom can be accessed from a mobile device, teachers and students can participate through their phones or tablets.

- **Easy Communication flow**

Built-in tools make communicating with students and parents a breeze. Teachers and students can send emails, post to the stream, send private comments on assignments, and provide feedback on work. Teachers have full control over student comments and posts. They can also communicate with parents through individual emails or through Classroom email summaries which include class announcements and due dates.
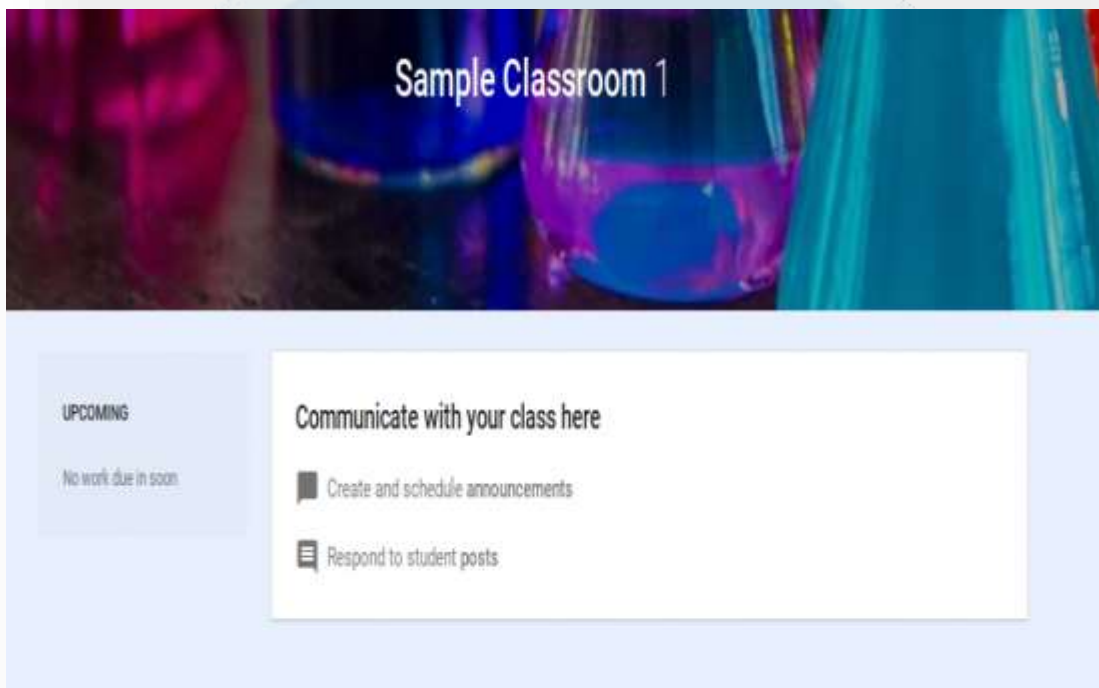
- **Easy Collaboration**

Classroom offers several ways for students to collaborate. Teachers can facilitate online discussions between students and create group projects within the Classroom. In addition, students can collaborate on Google Docs which have been shared by the teacher.

- **Improved Engagement**

Most digital natives are comfortable with technology and will be more apt to take ownership in their learning through use of technology. Classroom offers numerous ways

to make learning interactive and collaborative. It offers teachers the ability to differentiate assignments, include videos and web pages into lessons, and create collaborative group assignments.
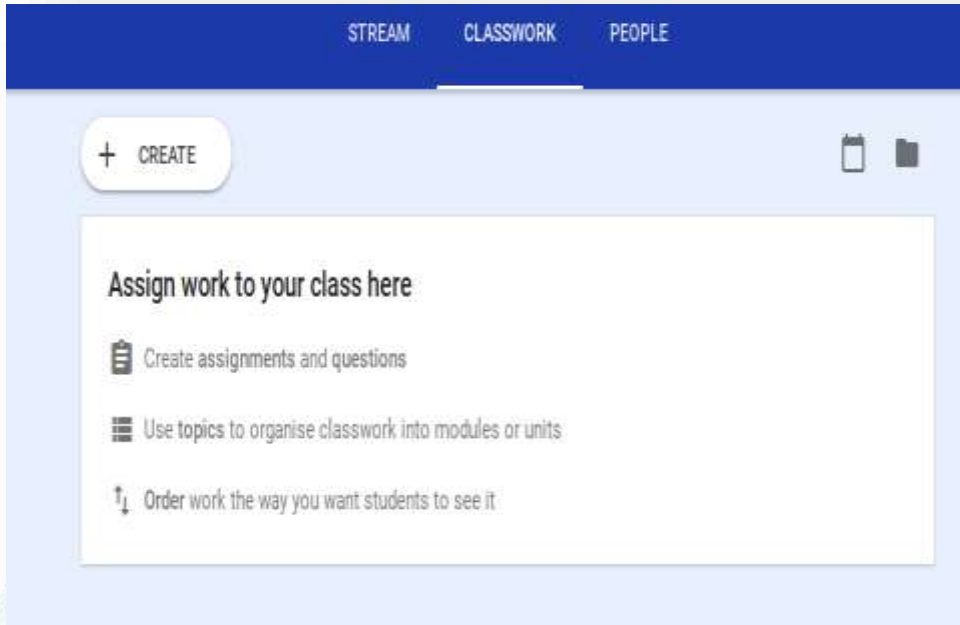
- **Achieve Differentiation**

Through Classroom, teachers are easily able to differentiate instruction for learners. Assigning lessons to the whole class, individual students, or groups of students takes just a few simple steps when creating an assignment on the Classwork page.

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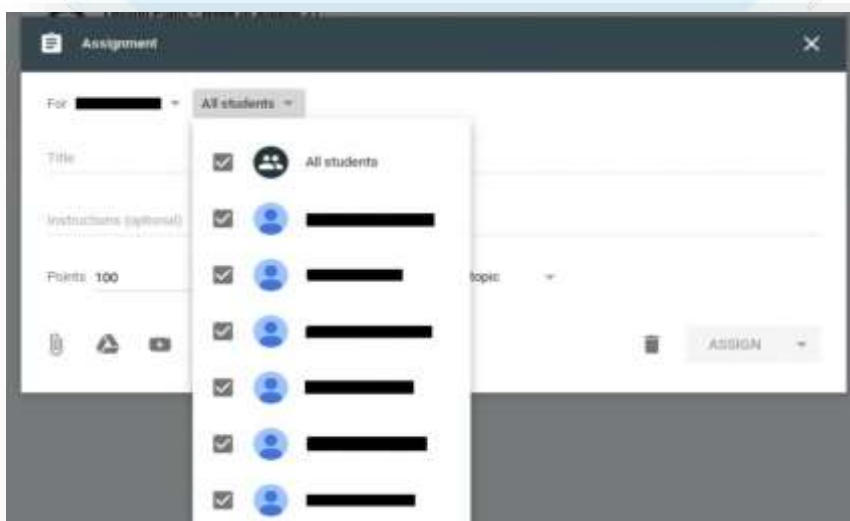
- **Getting Feedback easily**

Providing meaningful feedback to students is a valuable part of all learning. Within the grading tool of Classroom, teachers can send feedback to each student on assignments. The ability to create a comment bank for future use is also available within the grading tool. In addition, the Classroom mobile app allows users to annotate work.

- **Data Analysis**

In order to make learning meaningful, teachers should analyze data from assessments to ensure students are understanding learning objectives. Data from assessments can easily be exported into Sheets for sorting and analysis.
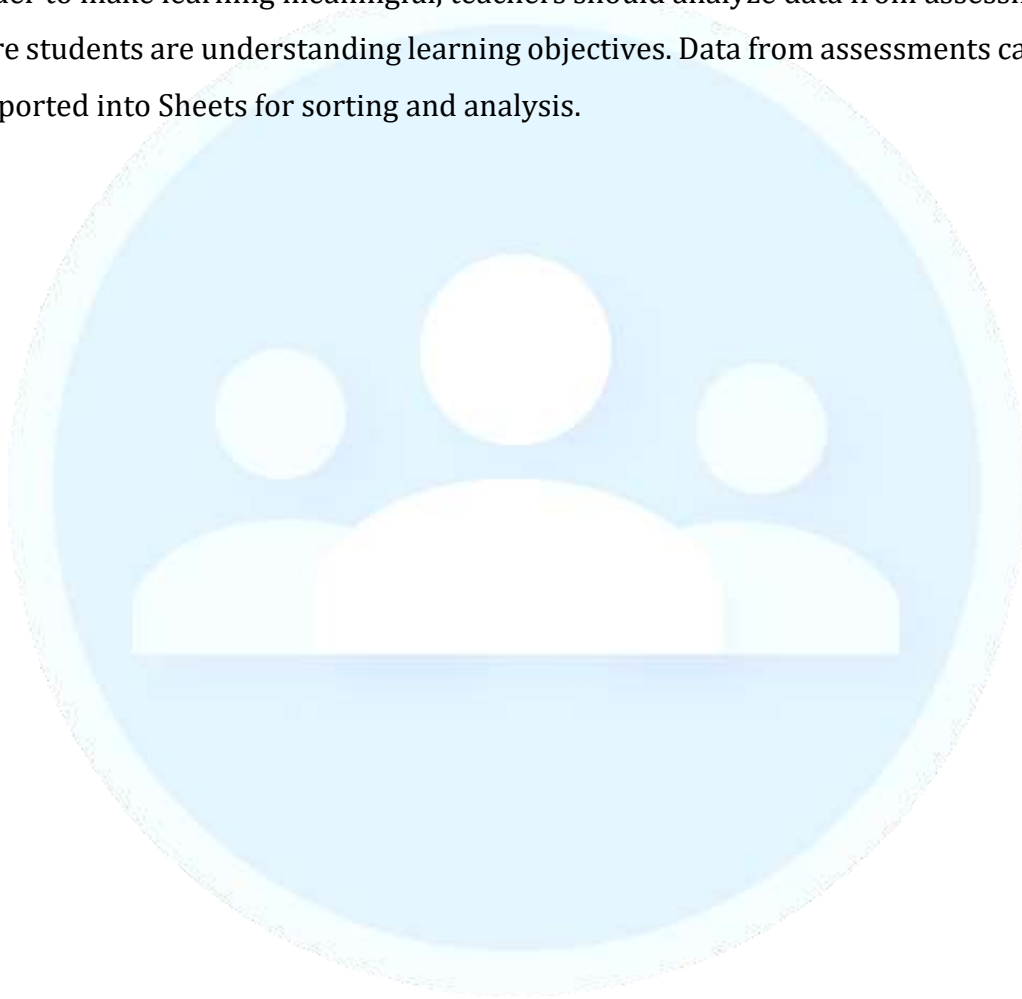
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CHAPTER 3

Benefits of collaborating with a Google for Education Partner

The reasons why schools increasingly choose for the Google platform

Google takes on an increasingly significant role in schools. Do you wonder why schools choose Google? If so, behold the benefits below. Choosing for a Google for Education Partner will then be the natural conclusion.

1. All knowledge about Google under one roof

Knowledge is required in order to advise schools. As Google for Education Partner, the institute knows everything about Google applications in the education sector. They keep all knowledge up to date by regularly following trainings and by attaining their own certifications. Google certifies only a limited amount of partners per country, the bar is high.

An optimally organised management environment, legislation concerning safety and privacy, integrating Google applications in schools and Chromebook features are a piece of cake. They offer a standard package available for schools to use, these settings are implemented directly. Additionally, they provide schools with customised solutions. Examples are general app and website settings, appropriate backgrounds in the style of the school and the optimal mix of user settings per class.

2. A quicker response to your questions

Once you collaborate with a google for education partner, you are in direct contact with Google, solutions can be offered faster. For example, has the G Suite package been unapproved? Usually you are ought to contact Google through the official service desk. But when you are collaborating with a partner, they will directly contact Google on your behalf. Instant action shall be taken on identifying the problem and creating a plan to get the school back on track as soon as possible. In short, they directly take the work off your hands and offer a solution quickly.

3. Take full advantage of the benefits of Chromebooks

A number of Google for Education Partners, are authorised to develop their own Chromebooks. The biggest benefit of developing their own Chromebooks is that they know all the ins and outs and can therefore give the best advice. With a Chromebook, you

can enjoy many of the benefits such as working in the cloud, enjoying a fast device, sharing documents among each other, remote device management and unlimited storage.

4. Access to integrated software

G Suite for Education offers a free set of tools for schools which enables you to work together always and from anywhere. With this package you can easily manage lessons, provide feedback in documents instantly and students can participate in real-time collaboration in the same document.

5. A well-guided implementation process

When a school wants to work in the cloud completely it is important to collaborate with the right partner to ensure that the implementation process runs smoothly. Think of transposing data and becoming comfortable with a new programme. They guide schools with this implementation at the client's pace.

6. Simple management

Implement network settings, impose the school regulations on all Chromebooks or block devices remotely after loss or theft. The remote management possibilities require a separate Chrome Education license for each Chromebook, and is exclusively attainable through a Google for Education Partner.

Are you wondering if your school is ready for Google? Go meet a Google for education partner and see what possibilities exist for you.

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CHAPTER 4

Latest Updates to Google Classroom

Google Classroom is the result of Google bundling Google Calendar, Google Drive, Gmail, and other services into something simpler for teachers to use.

Below, courtesy of the Google Education blog are the latest changes to Google Classroom for the 2019-2020 school year. Below those changes are previous changes to Google Classroom towards the bottom of the page.

1. Drag & Drop On The Classwork Page

Last fall, they rolled out the new Classwork page, where instructors can stay organized and map out their classes. But, they know that teachers organize their classes in distinct ways and need additional flexibility in their classroom tools. So now, you can drag and drop entire topics and individual Classwork items, rearranging them easily on the page. You can drag an entire topic to a specific location on the Classwork page, or drag individual items within—and in between—topics. This functionality launched last year on mobile, and now it's time for it to hit the web."

2. Refreshed Ux

You'll also see that Classroom has a fresh new look and feel, first on the web, and soon in the Classroom mobile apps. Among the changes, you'll see a more intuitive design flow—plus a new approach to shape, color, iconography and typography, on both the web and the mobile app. We're also making the class code easier to access and project so students can easily find and join. And finally, they are introducing 78 new themes with custom illustrations, ranging from history to math to hair dressing to photography. Now, you can customize your Classroom more than ever before.

3. Updated Training & Support

With new tools and changes comes the need for more support. In the Teacher Centre, you'll find updated videos in their First Day of Classroom trainings with the new design and features they rolled out in 2018. While they are at it, they built a new and improved Help Centre, combined with our Community and product forum.

Below are previous changes to Google Classroom.

Other/Previous Changes To Google Classroom Prior To 2019-2020 School Year

1. Post Questions

You can post questions to your class and allow students to have discussions by responding to each other's answers (or not, depending on the setting you choose). For example, you could post a video and ask students to answer a question about it, or post an article and ask them to write a paragraph in response.

2. Reuse Assignments

If you reuse curricula year after year–or at least reuse documents, there is an update you might like. Now you can reuse assignments, announcements or questions from any one of your classes — or any class you co-teach, whether it's from last year or last week. Once you choose what you'd like to copy, you'll also be able to make changes before you post or assign it.

3. Improved Calendar Integration

In the next month, Classroom will automatically create a calendar for each of your classes in Google Calendar. All assignments with a due date will be automatically added to your class calendar and kept up to date. You'll be able to view your calendar from within Classroom or on Google Calendar, where you can manually add class events like field trips or guest speakers.

4. Bump a post

Sticking posts on blogs, tweets, or facebook updates has long been a thing. Now you can do it on Google Classroom as well by moving any post to the top.

5. Due dates optional

Project-based learning, Self-directed learning? Maker ed? If you use long-term projects or other due-date-less assignments, you can now create assignments without due dates in Google Classroom.

6. Attach a Google Form to a post

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If you're a fan of Google Forms, this is a change you'll appreciate. Many teachers have been using Google Forms as an easy way to assign a test, quiz or survey to the class. Coming in the next few weeks, teachers and students will soon be able to attach Google Forms from Drive to posts and assignments, and get a link in Classroom to easily view the answers.

7. YouTube Functionality

Love YouTube, but concerned with objectionable content? Google hears you. Because it also contains content that an organization or school might not consider acceptable, last month they launched advanced YouTube settings for all Google Apps domains as an Additional Service. These settings give Apps admins the ability to restrict the YouTube videos viewable for signed-in users, as well as signed-out users on networks managed by the admin.

You can read more over at the Official Google For Education Blog.
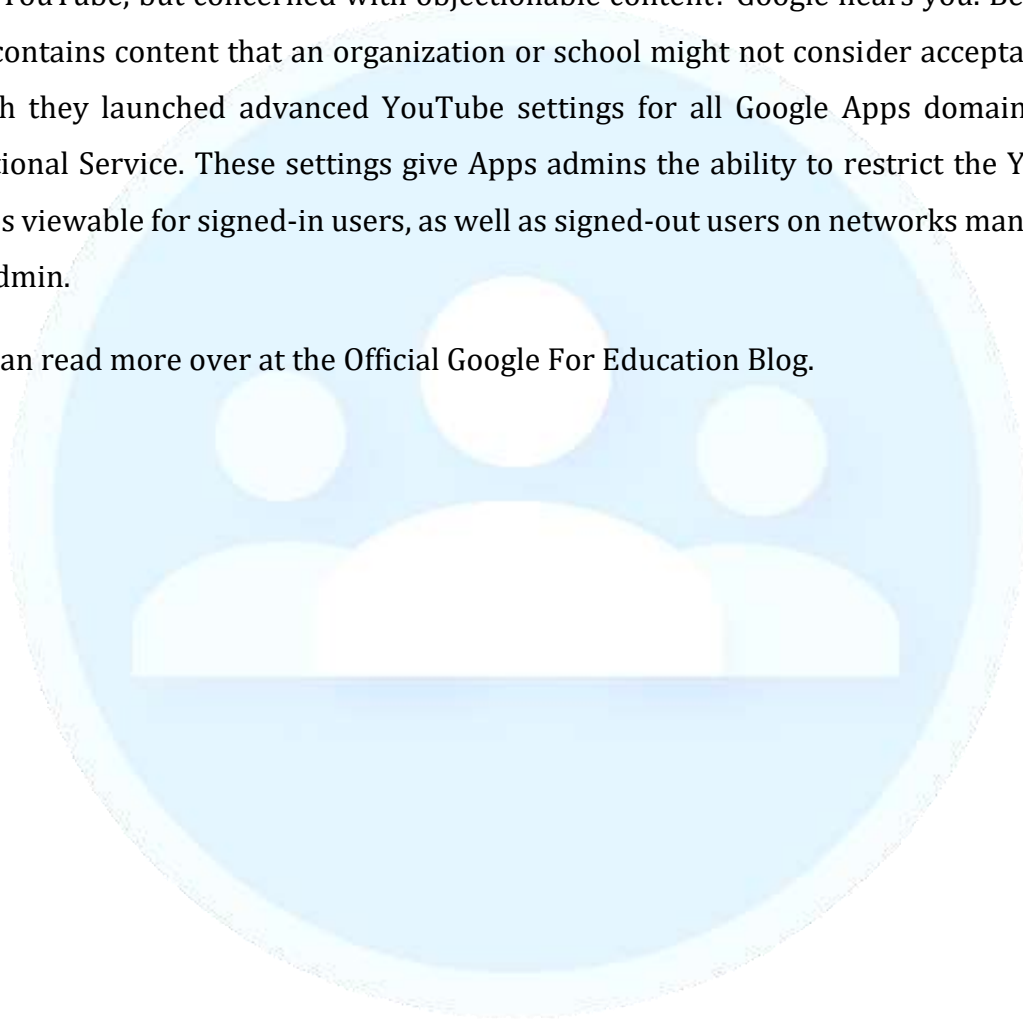
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CHAPTER 5

Getting started with Google Classroom

Google Classroom is free to all Google Apps for Education Schools.
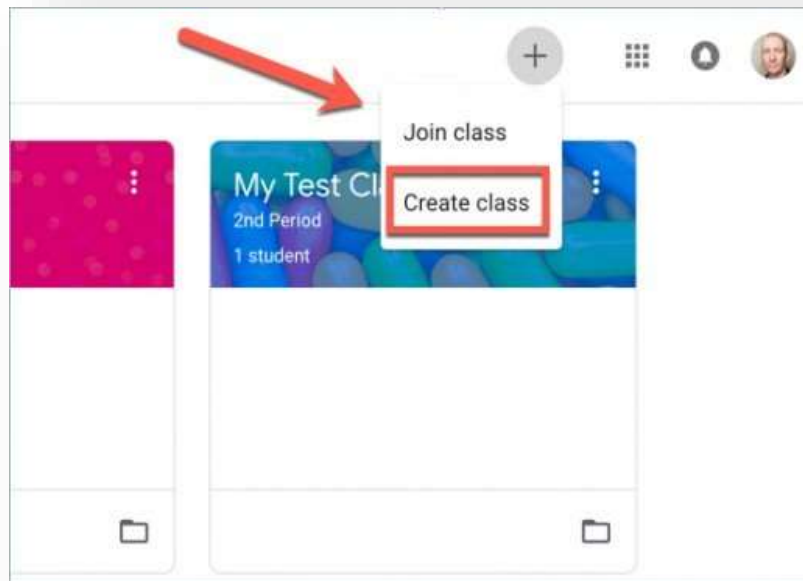
The Rise of Google Classroom

Google Classroom officially launched in August 2014, and educators around the world have been taking full advantage of this new learning platform as a way to take their classroom to the cloud.

Are there features missing that teachers would love to see? Sure, but good things come to those who wait. Besides, Google is updating Classroom on a regular basis so new things are arriving all the time. Here's a step-by-step guide to get you started.

How to Create a Class with Google Classroom

Creating classes is the first step for teachers who want to set up an online space with Google Classroom. Thankfully, this is easy to do. Here's how.

1. Navigate to https://classroom.google.com
2. Choose the "I am a Teacher" option
3. Click the "+" sign in the top right-hand corner next to your Google account
4. Select "Create Class", then give it a name and a section, and click "Create"
5. The "Section" field is a secondary descriptor for your class, so here you may want to add something like 1st period, a grade level, or some other short description.

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Finally, **Discover** how to successfully set up your
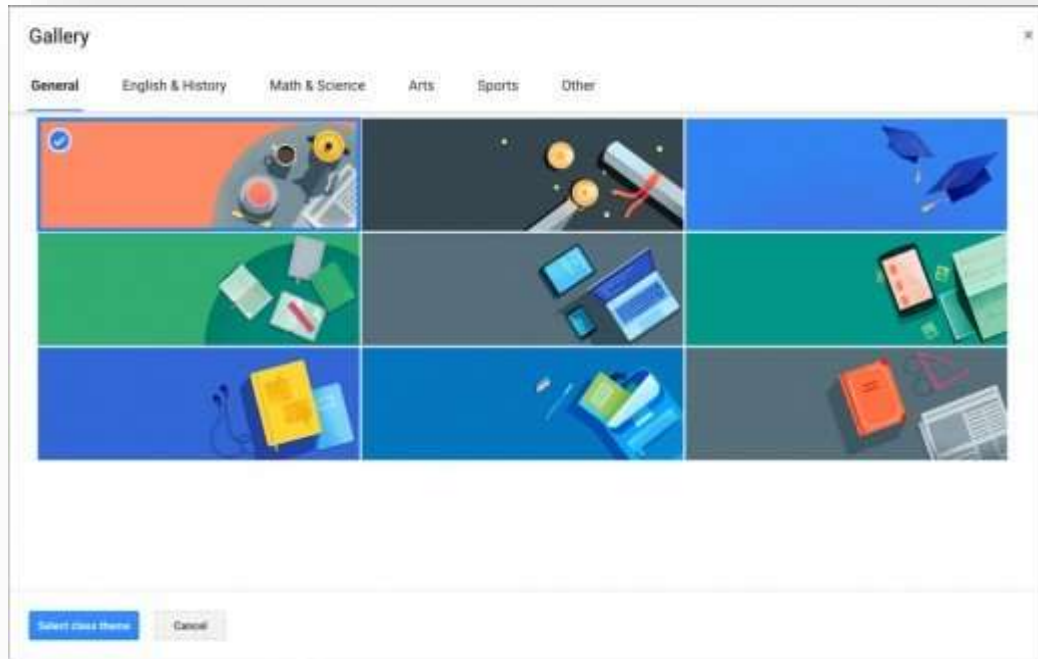**Google Classroom** in minutes!

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Customize the Appearance of Your Class

When you create your class for the first time, you are given a default header image. This is the image that students will see when they click on your class to access assignments and announcements. You can customize this image with a few quick steps.

1. Hover your mouse over the banner image
2. Look for the Select Theme link in the bottom right-hand corner
3. Click Select Theme to open a gallery of photos you can choose for your class.
4. Choose a photo from the gallery, then click Select Class Theme to change your header image.

There are a variety of images to choose from, but most are themed on some kind of academic subject. For instance, you could choose books for Language Arts classes, a piano for Music, colored pencils for Art, and so forth. You can also upload your own photo by clicking the Upload Photo link.

Add a Syllabus to Google Classroom

In previous versions of Google Classroom, you would use the About page to add a syllabus or other class resources. In the latest version, you use a feature called Materials, which you will find in the Classwork tab. Here's how to add what you need for your class.
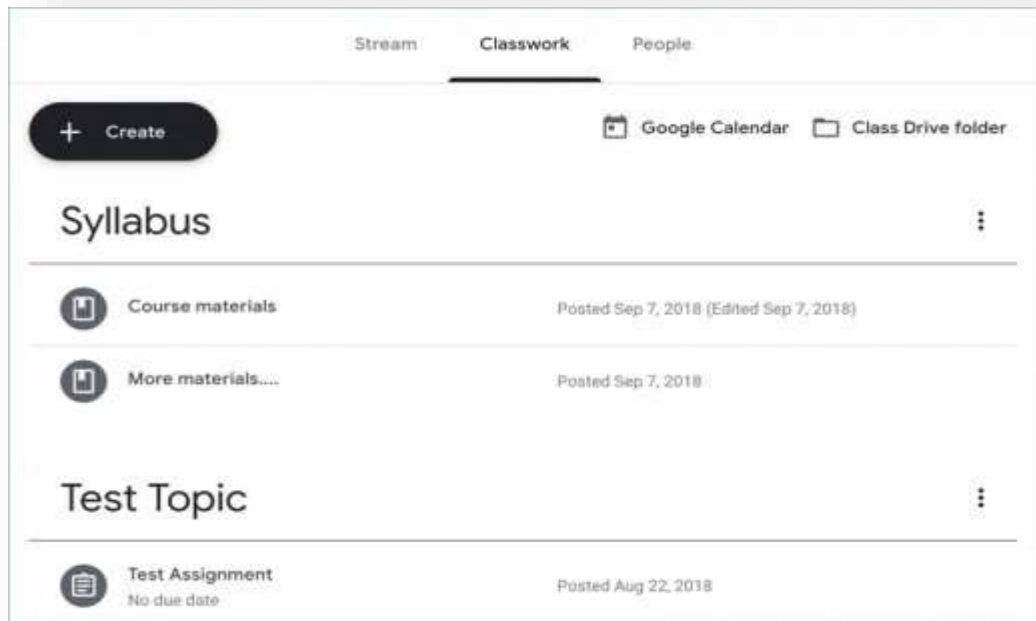
- Open the class you need
- Click on the Classwork tab
- Click Create and then choose Material
- Add a title, description and any attachments you deem appropriate
- Click Topic and assign your materials to a new topic called Syllabus
- Click Post when you are done

Note that you can assign a Material to multiple classes if needed or even to individual students. Choose the option you need from the top left-hand corner when you are creating a new Material for your class.

If you want your Syllabus Topic to be the top of your Classwork page, click the three arrows in the top right-hand corner of the Topic and select Move Up. Repeat as often as

necessary. Alternatively, you can drag and drop Topics or Materials by clicking and dragging up and down on the Classwork page.

Adding Students to Google Classroom (Part 1)

Once you have created all the classes that you need, you can quickly add students to your roster. This can be done in one of two ways. The first, is to have students register themselves. You can do this by following the instructions below.

- Click on the class that you want to students to register for
- Click the Settings gear icon at the top of the page
- Make a note of the class code and distribute this to students.
- Students will then navigate to https://classroom.google.com, click the "+" sign in the top right-hand corner of the screen, and select Join class
- Students enter the class code, and will instantly be added to the class

Note that the class code can be changed or disabled at any time by the teacher. Simply click the drop-down next to the class code and choose to reset or disable it as you feel the need. Resetting or disabling the code will not affect student who have already registered for your class.

Adding Students to Google Classroom (Part 2)

The second way to add students is for the teacher to add them manually. This is relatively straightforward, and perhaps not as tedious as you might think. Here's how it works.

- Click on the class that you want to add students to
- Then click the "People" tab at the top of the page
- Click the Invite Students icon (a plus sign next to a person)
- A search box will appear allowing you to search for the email addresses of individual students, contact groups or Google Groups.

Note that teachers using G Suite for Education can only add students who are part of their Google domain. If your students are using public Gmail accounts, they will not be able to access your online content in Google Classroom. This is intentional and is part of the security and privacy that Google wants to ensure teachers and students have when using this platform.

Move, Edit or Archive a Class

When you first try out Google Classroom, you may end up creating some test classes just to get a feel for all that it has to offer. That's perfectly natural because we all like to test out new products to see how they will work for us. However, you may want to edit the name of your test class or simply delete it altogether when you are done. Here's how to do that.

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- Click the menu button in the top left-hand corner of the screen (it looks like three horizontal lines)
- Select Classes to see all of the classes you have created
- Now click the three dots in the top right hand corner of the class you want to modify
- Choose Move, Edit or Archive to make the changes you need

The Edit button will let you rename your class or change the section, subject or room number. The Move button allows you to rearrange the order of the classes in your dashboard. The archive button will remove the class from your dashboard and archive it. When a class is archived, you can still access it via the Settings by clicking on the menu icon in the top left-hand corner and selecting Archived Classes. From here, you can restore archived classes or delete them permanently.
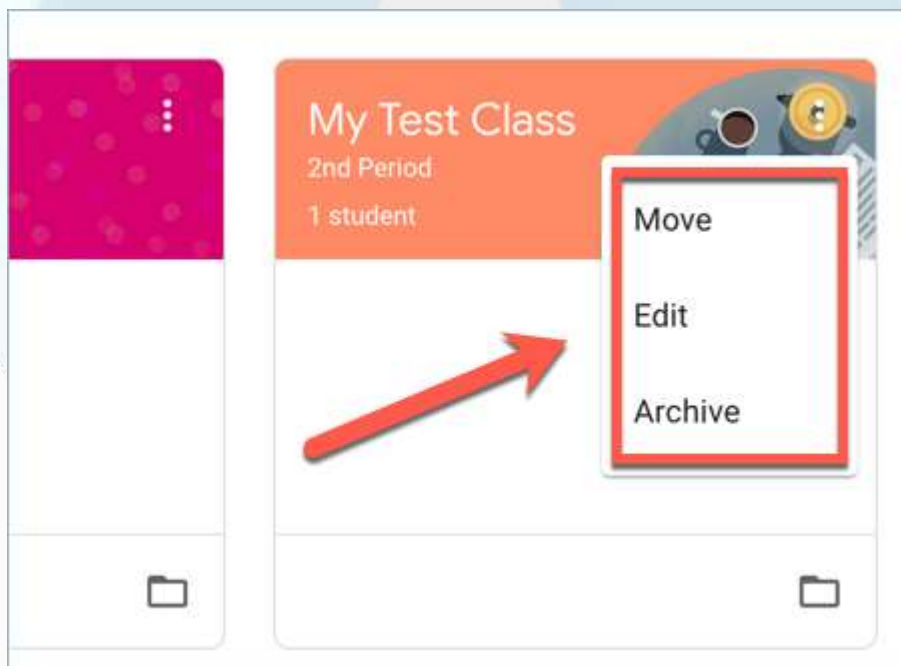
Classroom Communication

There are two ways to encourage dialogue between students and the teachers in Google Classroom. The first is the Stream - a Facebook-like wall of messages that can be viewed by all members of the class. This feature is available to both students and teachers.

The second way to communicate is by using email. Students can click the three dots next to their teacher's name on the class homepage to open a Gmail message that is autofilled with their instructor's email address. Students can also email each other by clicking the Students tab, and clicking on the three dots to the right of the student's name and selecting Email Student.

Teachers can do the same when they click on the "People" tab, however, they have the additional option of selecting multiple students and then clicking Actions > Email to send a message to a group of students.

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CHAPTER 6

How to create assignments in Google Classroom

Create an Assignment in Google Classroom (Part 1)

Assignments can be created, and assigned to students, from inside Google Classroom, and there are a number of useful options here for educators. Here's what you need to know:

- Open the class you want to add an assignment to
- Click the Classwork tab at the top of the page
- Click the Create button and choose to add an assignment
- Give your assignment a title and add any additional instructions or a description in the box below
- Click the date to choose a due date for your assignment, and add a time if you want to specify when it is due on a given day
- Choose the type of assignment you wish to create by clicking on one of the icons next to the word Assign. Your choices are to upload a file from your computer, attach a file from Google Drive, add a YouTube video, or add a link to a website.
- Click Assign to give this assignment to your students.

If you want to give the same assignment to more than one class, click the name of the class at the top left-hand corner of the assignment window and choose all of the classes that you want to assign it to.

Create an Assignment in Google Classroom (Part 2)

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Many teachers who use Google Classroom will likely elect to add an assignment from their Drive, because this is likely where a lot of the teacher's resources are now stored. However, there is an added benefit to choosing a Drive resource in Google Classroom, and that becomes clear with the options you get when you select a file from Drive.

1. **Students can view file**: Select this option if you want all students to be able to view the file, but not be able to modify it any way. This is ideal for study guides and generic handouts that the whole class need access to.

2. **Students can edit file**: Choose this if you want all students to be able to edit and work on the same document. This would be ideal for a collaborative class project where students may be working on separate slides in the same Google Presentation, or where they are collaboratively brainstorming ideas for something you want to discuss in your next class.

3. **Make a copy for each student**: If you pick this option, Classroom will make a copy of the original file for each student in your class and give them editing rights to that file. The teacher's master remains intact and the students have no access to the original file. Choose this is you want to quickly disseminate a paper that has an essay question for students to work on, or a digital worksheet template where students fill in the blanks with their own answers.

This level of automation was possible before Google Classroom, but it is infinitely easier to manage when integrated into this new platform.

Organize Assignments by Topic

A recent change to Google Classroom is the ability to organize assignments by topic. This lets you group assignments together by unit or type in the Classwork tab. It is a more efficient way for students and teachers to find the assignment they are looking for. To create Topics, follow the instructions below.

- Navigate to your class
- Click the Classwork tab
- Click the "Create" button
- Choose "Topic"

- Name your Topic and click Add

New assignments can be added to a Topic from the assignment creation screen. Just choose the drop-down box next to Topic before you assign it. If you have assignments already created that need moved to a Topic, follow these steps.

- Click on the Classwork tab
- Hover over the assignment you want to move with your mouse
- Click the three dots
- Choose Edit
- Look for the drop-down box next to Topic
- Click the drop-down and choose the Topic you want to move it to

How Students Complete & Submit Assignments

Students can view active assignments when they log in to Google Classroom by clicking on a specific class they are part of and reviewing the upcoming assignments. However, a more efficient way is to click the menu button in the top left-hand corner of the screen and select To-do from the pop-out menu. This shows students a list of assignments for all their classes, as well as which ones they have turned in, which ones are still outstanding, and which ones are overdue. Assignments that have been graded by the teacher will also be shown here with a grade next to them.

Clicking on one of these assignments will open the relevant file for the student. If it is a Google Drive file, an additional button is added to the toolbar in the top right-hand corner, next to the Share button. This button is marked "Turn it in". Clicking it submits their assignment to the teacher.

As of now, there is no way to "turn in" YouTube videos or URLs that have been assigned to students by the teacher, but that will likely change before too long.

Grading and Returning Assignments to Students

Teachers can find student submissions in a number of different ways. However, perhaps the most efficient way is to enter the class you are interested in grading and clicking on the assignment name from the Stream view.

- If you find that assignments are getting buried among student conversations, look at the sidebar on the top left of the Stream view and you should see the "Upcoming Assignments" box. Click on the assignment you want to grade and follow the directions below:
- Click the name of the student who has submitted an assignment you want to grade.
- When the document opens, use the commenting features in Drive to leave detailed feedback on specific parts of the student submission. Close the document when you are done. All changes are saved automatically.
- When you return to Classroom, click to the right of the student's name where is says "No grade" and enter a points based grade for the assignment.
- Check the box next to the student you just graded, then click the blue "Return" button to save the grade and notify the student that their paper has been graded
- Add any additional feedback in the pop-up box, then click "Return Assignment"

Grading Tips and Further Information

How do the students know that I have graded their assignment? Do I have to grade an assignment out of 100? These questions, and more, are answered below.

- When the teacher returns an assignment to a student, the teacher no longer has editing rights on that document.

- You can return an assignment to a student without grading it by simply checking the box next to the student's name and clicking Return. This could be useful for assignments submitted in error.

- When you return an assignment to a student they will automatically receive an email notification informing them of your actions

- You can change a grade at any time by clicking on the grade and then clicking "Update"

- Clicking the folder button will open the Google Drive folder where all student submissions are stored. This is useful for reviewing all the submitted assignments at one time.

- The default number of points for an assignment is 100, but you can change this by clicking the drop-down arrow and selecting another value, typing a value of your own, or even choosing the option to not score an assignment.

Are you ready to dig deeper with Google Classroom? If so, follow these step-by-step directions and screenshots to make them easy to follow and apply.

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CHAPTER 7

How to Train your employees using Classroom

Professional development and job-related training can be a source of despair for many people. But what if employers could break that mould by making training fun, interactive, and memorable? Google Classroom brings that possibility to life. Using the many resources Classroom has to offer can expand employee knowledge and offer numerous opportunities for growth.
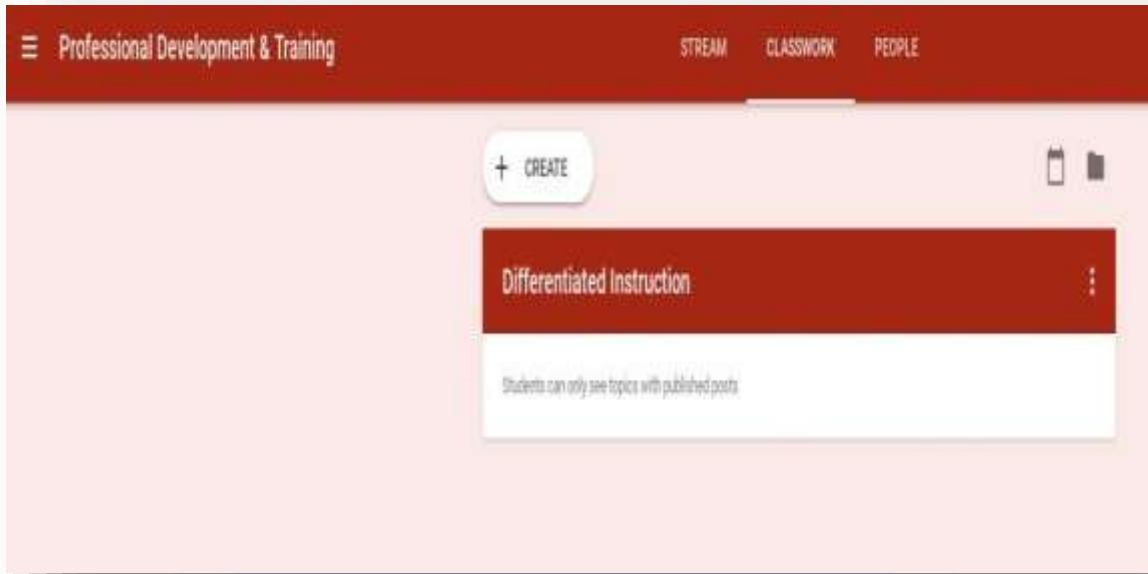
With a few simple steps, employers can set up a Google Classroom worth their employees' time.

- **Set Up a Classroom & Invite Students**

Before training can begin, a Google Classroom must be set up for employees. Remember to give the classroom an appropriate, specific title which correlates with your needs. Separate classrooms may be set up for different topics; however, the most efficient method is to set up one classroom which separates topics into learning modules. Don't forget to invite employees to become students in the class or share the classroom join code.

- **Create a Training Module**

The most important aspect of using Classroom as a professional development tool is organization. Setting up the Classroom with training topics (also referred to as modules) can save employers time and keep employees engaged. Once the basic setup of the classroom is complete, it's time to create training modules. On the Classwork tab, click the plus sign to create a new topic and name it according to the content of the training. For example, the classroom below is titled Professional Development & Training with a training topic of "Differentiated Instruction" which will serve as the first module.

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- **Add Content to Your Module**

There are several options for adding content to a module in Classroom. Adding assignments or questions is an easy task, but creating engaging content is where Classroom has an advantage. Adding a question is a quick way to get employees engaged in a professional dialogue.
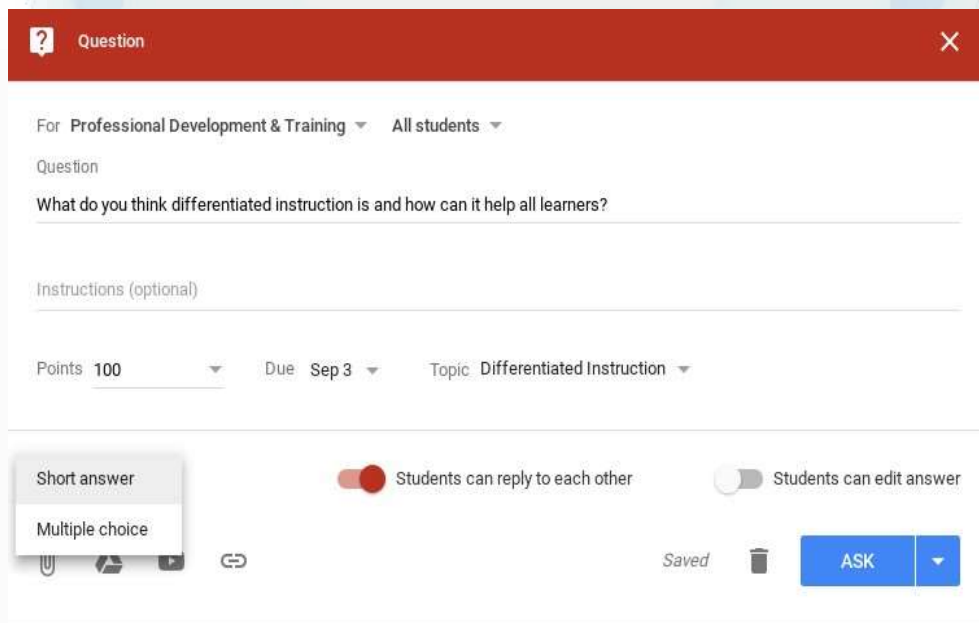
When adding an assignment, users have the option to add files and other content from Google Drive such as Slides or Forms. YouTube videos or links can also be added to assignments. This provides opportunities to create content which connects to different learning styles and prevents employees from having to pile into a room for "sit and get" professional development sessions. Setting a timeline for completion allows learners the flexibility to engage in activities at their own pace on their own time.
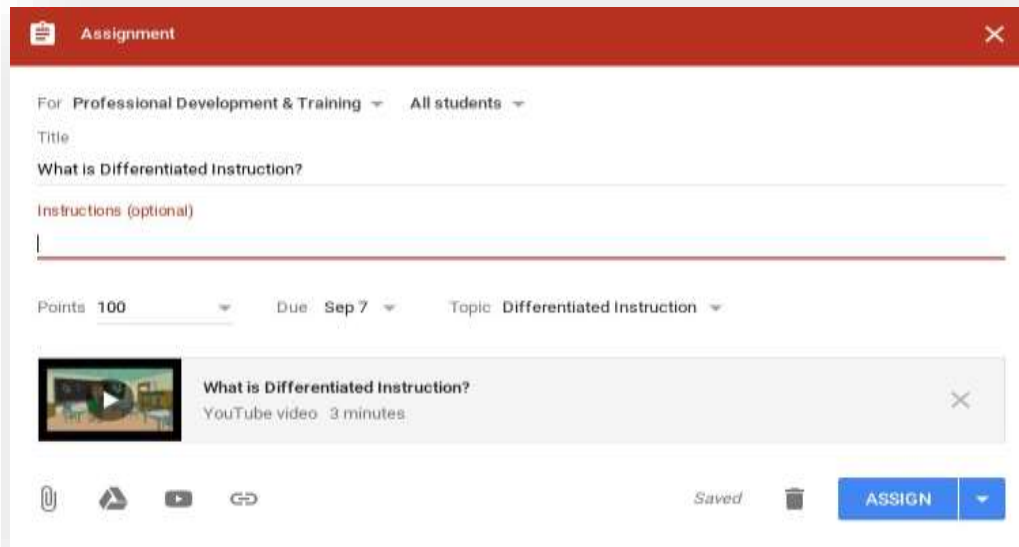
- **Evaluate Learning**

Evaluating learning is an important component of professional development. Classroom provides multiple tools to make evaluations a breeze for employers. When creating a question, there is an option to make the question open-ended for user responses or to make it multiple choice.

In addition, users can upload a Google Form for a more detailed assessment of learning. This is also an efficient method of gathering feedback about the training itself and whether the employer needs to make changes or adjustments to the module.

- **Follow Up**

Follow up is one of the most important components of professional development. Creating a follow up discussion allows employees to provide feedback on implementation of content learned.

It also provides a forum for discussing areas where assistance is needed and allows peers to provide guidance to one another.

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CHAPTER 8

How to use Gradebook to enhance Google Classroom

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Learn how using Gradebook can give teachers a smooth workflow to track learning progress at schools and can also be helpful for businesses that use G Suite.

Gradebook in Google Classroom gives teachers and students a way to track and display grades for assignments. For many teachers, the addition of Gradebook will make it possible to not only track grades, but also manage most administrative tasks within Google Classroom. It's a significant and useful feature for Google Classroom, and it's available as of late July 2019.

Google Classroom now enables a smooth workflow for assignments, feedback, and grading--that's especially true when student work results in a file stored on Google Drive, such as a Google Doc.

A teacher may add comments in a Google Doc (much like any Doc collaborator) as always, but a grading sidebar also lets a teacher add a separate note for the student on the side as well as add a grade to the work (Figure A).

Figure A

In Google Classroom, Gradebook provides a smooth workflow for teachers to establish a grading method, set maximum grade values for assignments, evaluate student work, and assign grades.

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Gradebook also makes Classroom a useful tool in settings beyond standard K-12 or college environments. Since the system lets you track total points or percentages for completed tasks, it might help people manage professional development courses. For example, Classroom and Gradebook could help coordinate content and track progress for a series of training sessions and assignments.

Here's a look at how the Gradebook feature works in Google Classroom. The following assumes you're a teacher who already has created a Class in Google Classroom. Note: If you use G Suite Basic, Business, or Enterprise and don't have access to Classroom, contact your G Suite administrator.

1. How To Choose A Grading Method

In Classroom, select your class, then choose the sprocket in the upper right corner to access Class Settings. Scroll down to the Grade Calculation section.

You may select one of three options: No Overall Grade, Total Points, or Weighted By Category (Figure B). Figure B
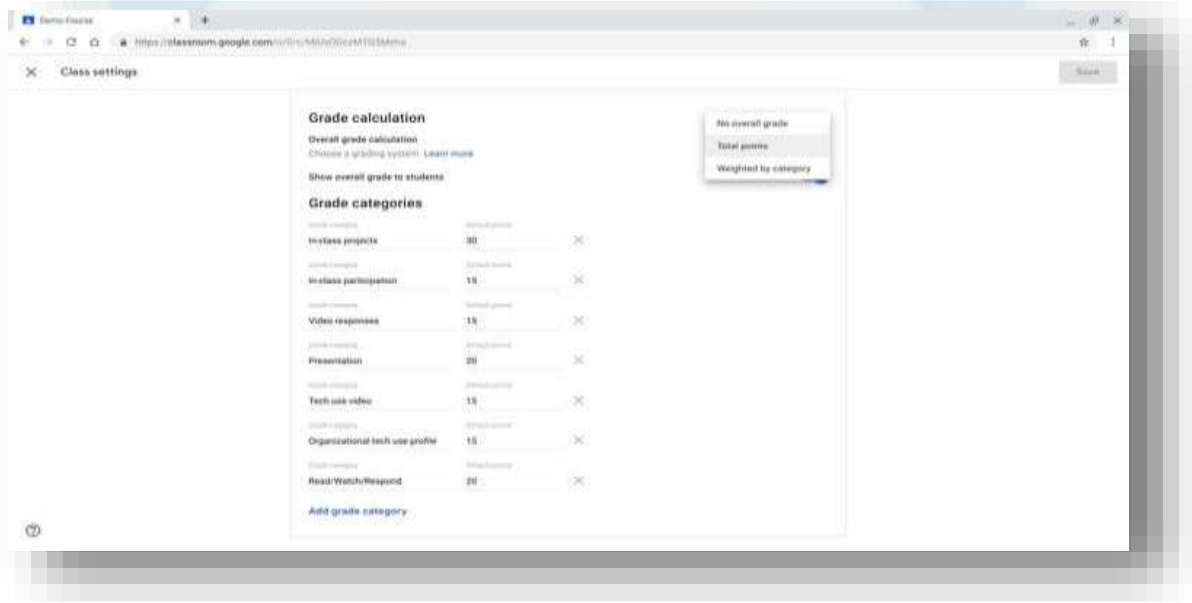
For each Class, a teacher may choose No Overall Grade, Total Points, or Weighted By Category as a scoring system.

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The first option simply means you won't be using Classroom to track grades; the other two options enable the grading feature.

If you select Weighted By Category, you'll need to create and enter category settings that add to a total of 100%. If you select Total Points, you may assign a point value to each assignment. In most cases, we prefer the Total Points system since the scoring is easier for people to understand.

After you choose your scoring method, you may create Grade Categories, then assign values, either percentages or points.

2. How To Create Assignments

In the Classwork tab, choose Create to add an assignment, quiz, question, or other content. When you add Classwork, also select the Grade category, point value or percentage, and due date (Figure C).

Figure C

When a teacher creates an assignment, they may also select Grade Category, Points (or percentages), as well as a Due Date, as shown in the options listed above the Save button.

3. How Students Can Create And Turn In Work

As each student signs in to Classroom, they may access assignments, then create and complete work. For example, in response to a writing assignment, a student can create a new Google Doc, which then adds a link to the new Doc displays on the assignments page (Figure D).

Figure D
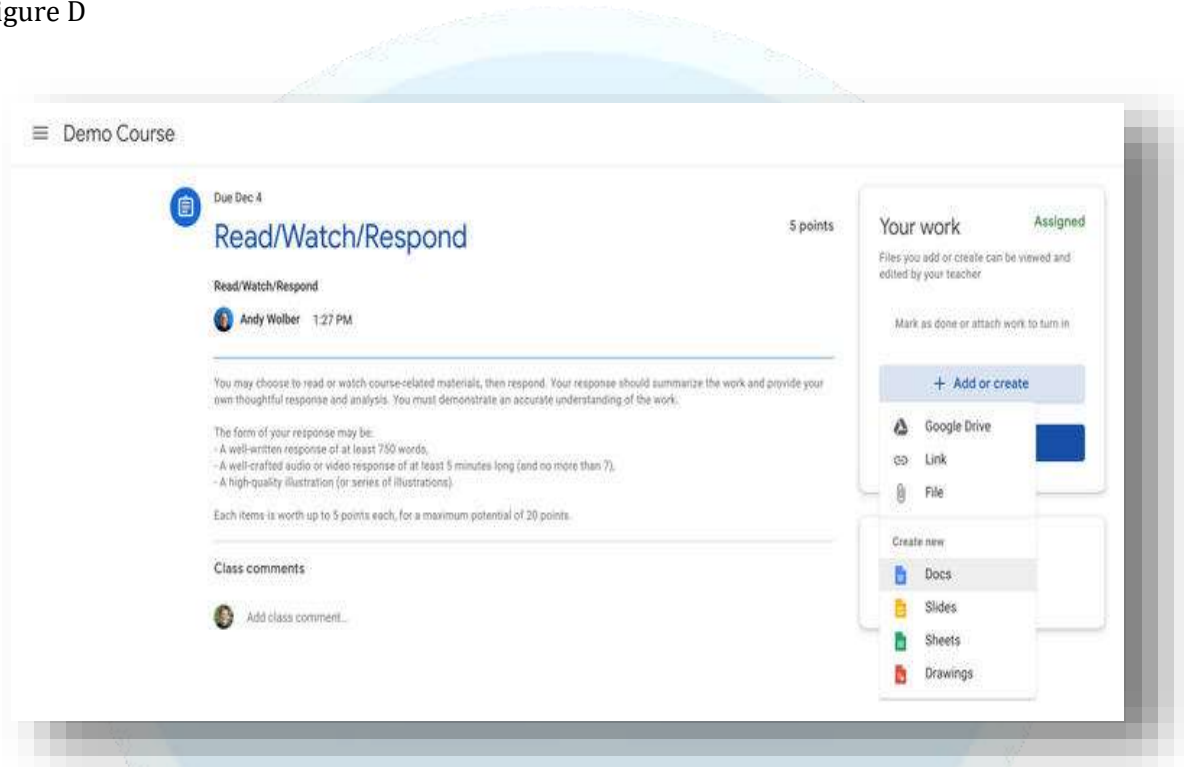
In Google Classroom, a student may create a new Google Doc as part of the process of completing an assignment.

When the student opens and edits this Doc, a Turn In option is available to the left of Share. After the student turns in the work, Classroom makes the file available to the teacher (Figure E).

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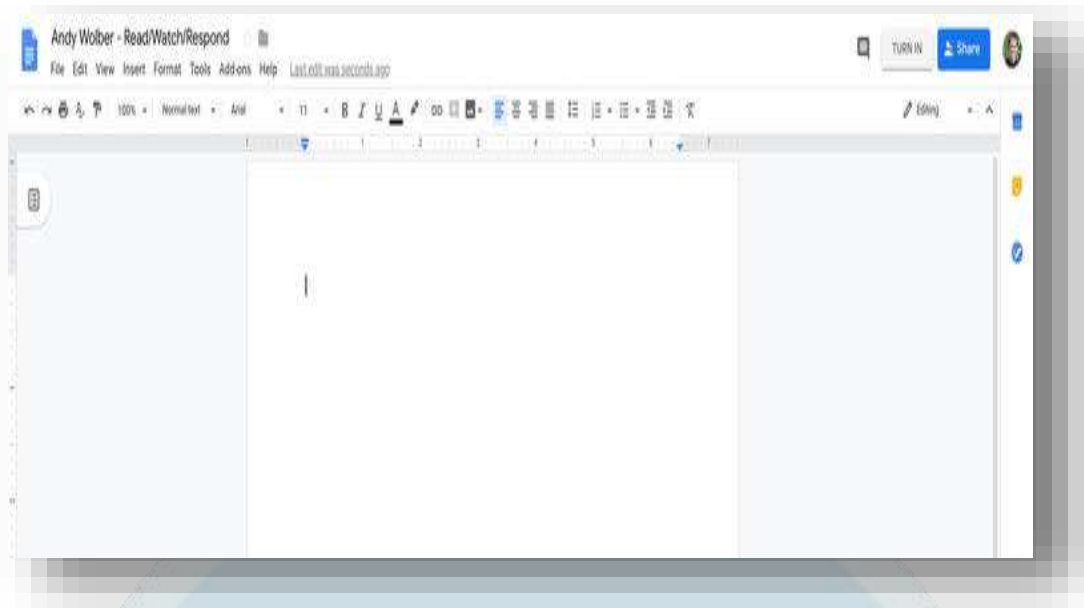
Figure E

When a student works on a Google Doc for an assignment, a Turn In button displays in the upper right to the left of the Share button.

4. How Teachers Can Review, Grade, And Return Assignments

After a student turns in work, the teacher can add comments, add a grade, and return the work. Much like the specialized Turn In button that displays for students, a grading view displays for teachers. For example, when reviewing a Google Doc that a student has turned in, a Return button displays in the upper right area and a side panel includes a spot for a grade along with a private comment section (Figure F).

Figure F
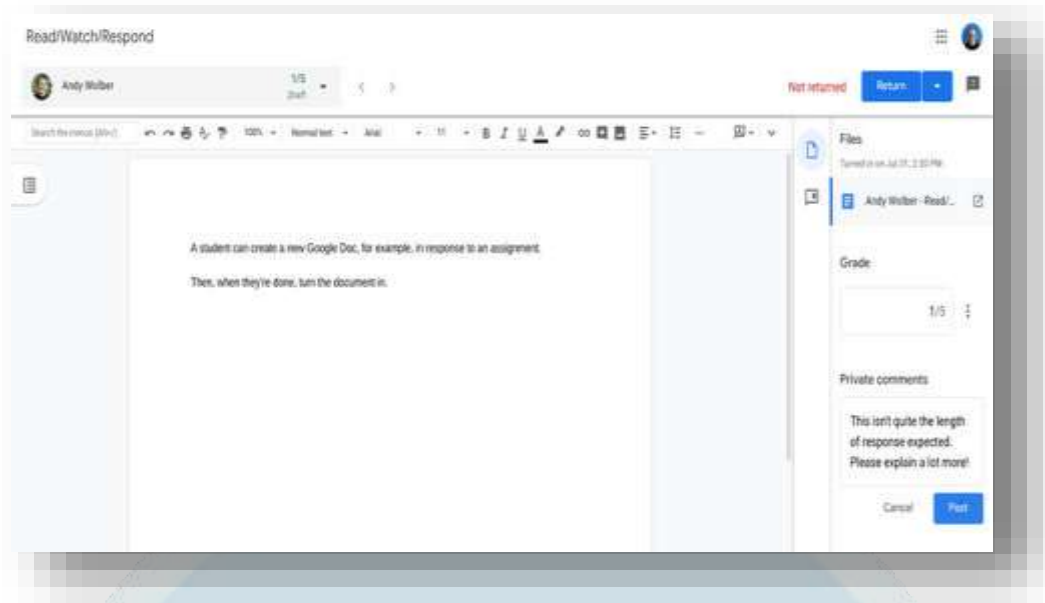
The teacher's view of a student-created Doc in response to an Assignment includes the standard ability to comment, as well as a side panel with fields for a grade and a note to the student. The system also displays a Return button, which allows the teacher to return work to the student.

For assignments that may be completed outside of the system, such as a discussion or class activity, the teacher may manually enter grades in the corresponding Classwork assignment.

5. How Teachers And Students Can Access Grades

In Google Classroom, a teacher and student always may access grades for each assignment. A teacher can choose whether students can see their overall grade (Figure G).

Figure G
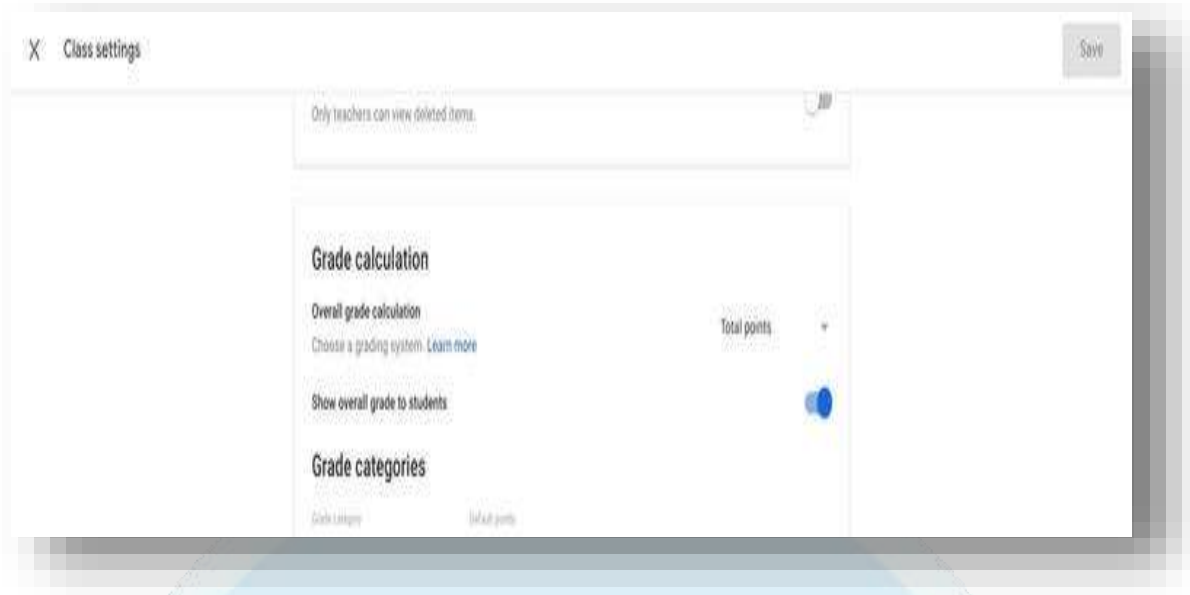
For each Class, the teacher may choose whether to give students the ability to access their overall grade.

It is suggested you only enable the ability to see the overall grade when you are confident that your grading system is clear and that your students understand what the overall score indicates.

6. Optional: How To Export Grades

If you still rely on a third-party grading system, you may choose to export grades. After you have finished grading an assignment, go to the Classwork tab, click or tap on an assignment, then at the bottom of the expanded assignment details that display, select View Assignment.

The comma separated values (CSV) option gives you student information and grades in CSV format, which may be imported into other systems. Select the sprocket in the upper right to choose to Copy All Grades To Google Sheets, Download All Grades As CSV, or Download These Grades As CSV (Figure H).

Figure H

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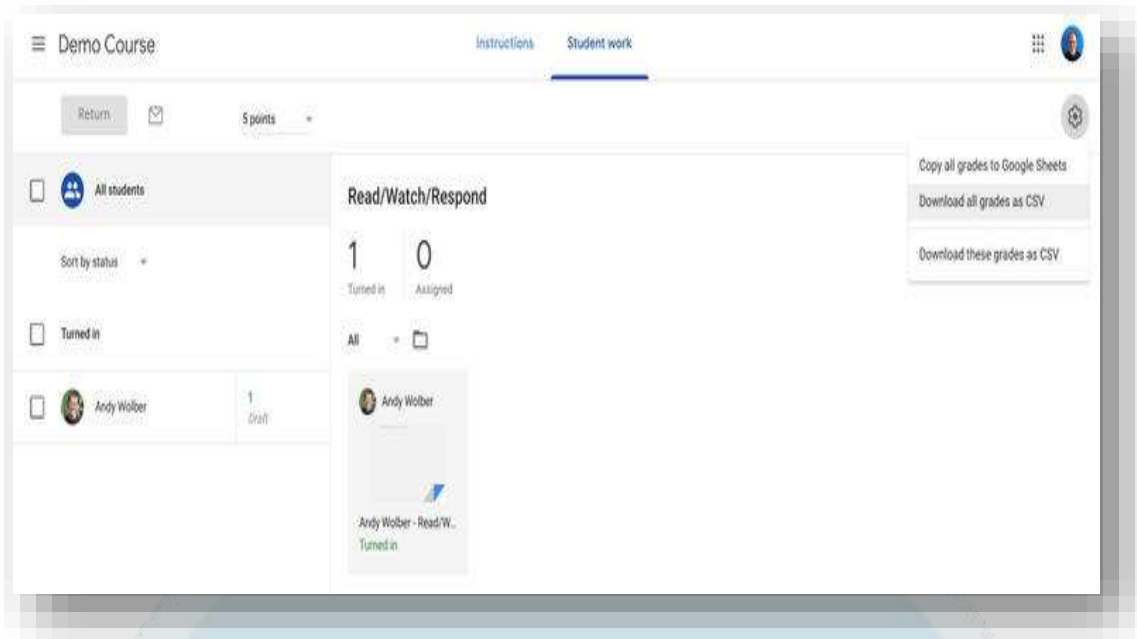
If needed, a teacher may create a Google Sheet containing Class grades or export either an assignment or all grades in a CSV format.

If you use Google Classroom in a school setting, what do you think of the Gradebook features? How does the assignment and grading workflow work for you and your students? If you use G Suite Basic, Business, or Enterprise in an organization, have you tried Google Classroom to help manage professional learning?

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CHAPTER 9

E-LEARNING

Easy hacks for Teachers using Google Classroom

One of the many perks of Google Classroom is the time it saves teachers. Here are just a few of the ways Classroom can help make a class more productive without adding additional time constraints for educators.

1. Formative Assessments

With Google Classroom, formative assessment has never been easier. Teachers can create a Google Form to utilize as a quiz which is automatically graded and saved to Classroom. Results can be exported to Sheets for teachers to gather data about the lesson. This feature can be accessed while viewing an assignment.

The question feature provides an additional way to create a quick exit ticket or thought-provoking question for students.
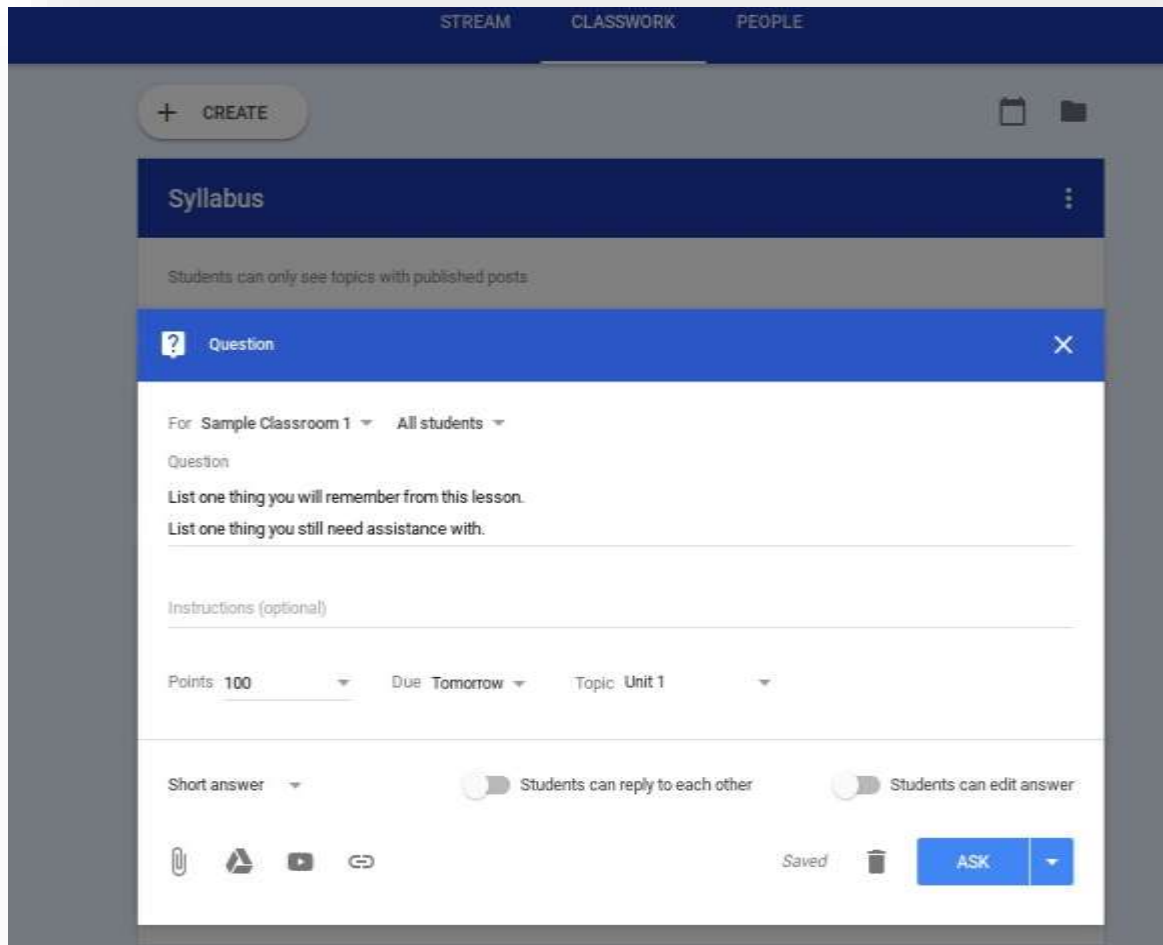
2. Differentiate Instruction

Differentiated instruction is easy with Classroom. One of the newest features allows teachers to assign work to individual students or groups of students based on need. When creating a new assignment, simply choose the check box next to the student(s) who should receive the assignment. Repeat the process as needed.

3. Translate for ELL Students

English Language Learners will have an easier time keeping up with the class with the Google Translate extension for Classroom. There is also a Translate feature embedded in Google Docs under Tools. These additional options can also help teachers communicate with ELL students and their parents despite language barriers.

Google Translate Extension Used in Google Docs
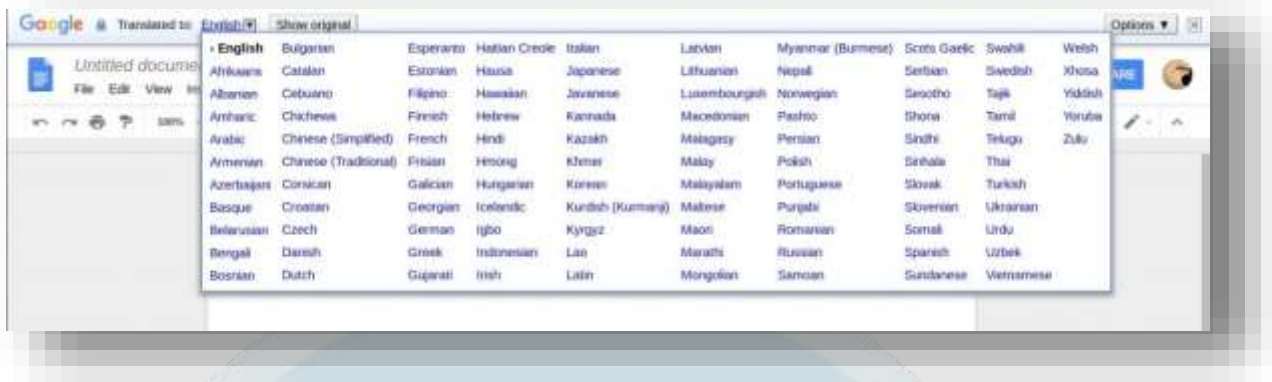
Built-in Translate Feature in Google Docs
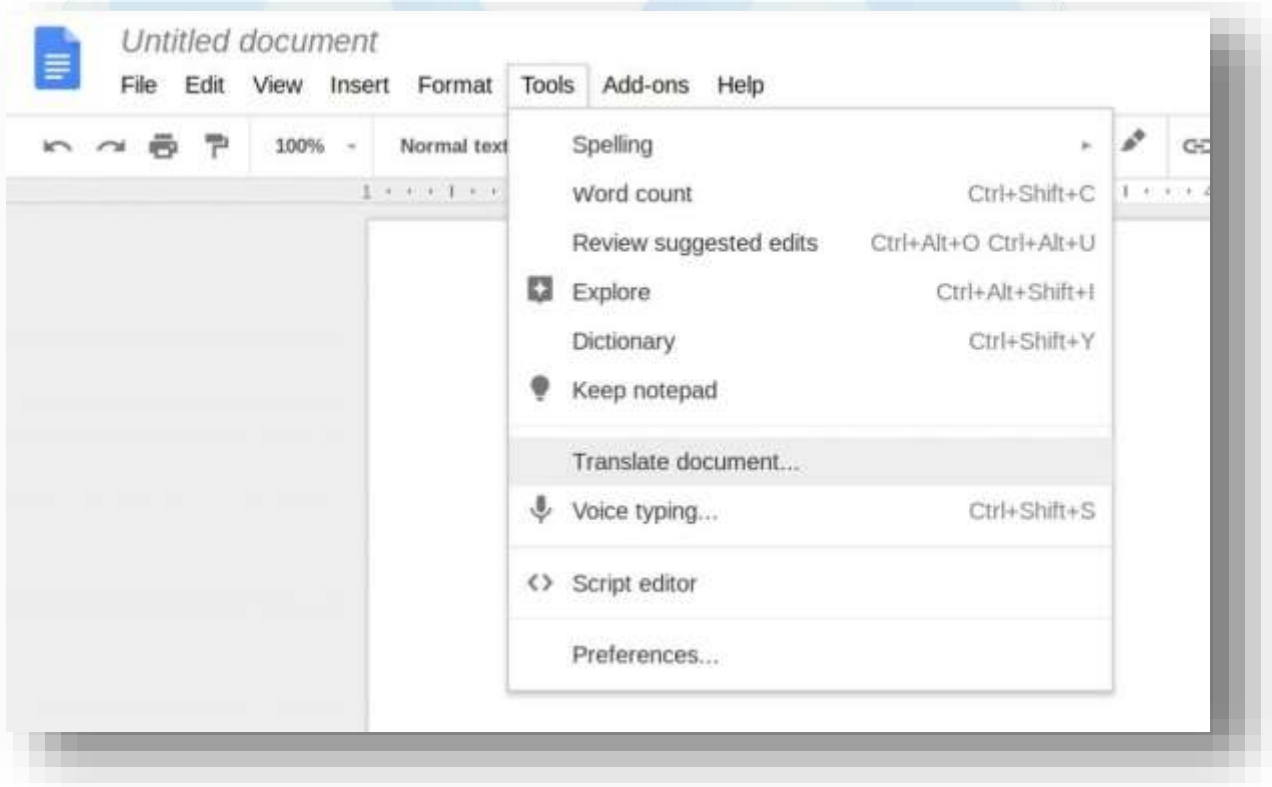
4. Google Drive Search

Classroom files are saved in a "Classroom" folder in Google Drive. Files are sorted by Classroom name, assignment, and student name. Finding these files in Drive is already an easy task; however, the Drive search bar creates a quicker way to find student assignments. Simply type in a student's name or the title of the assignment, and all results from Classroom files will appear in the search results.
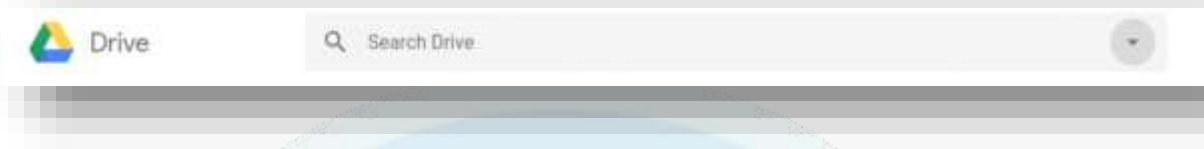
5. Share to Classroom Extension

The Share to Classroom extension created by Google allows teachers to push web pages and web-based assignments to students instantly without switching to the Classroom app. This prevents students from having to waste time typing in long URLs. In order to use the push feature, students must also have the Share to Classroom extension. Students can use the extension to push web pages to the teacher as well.
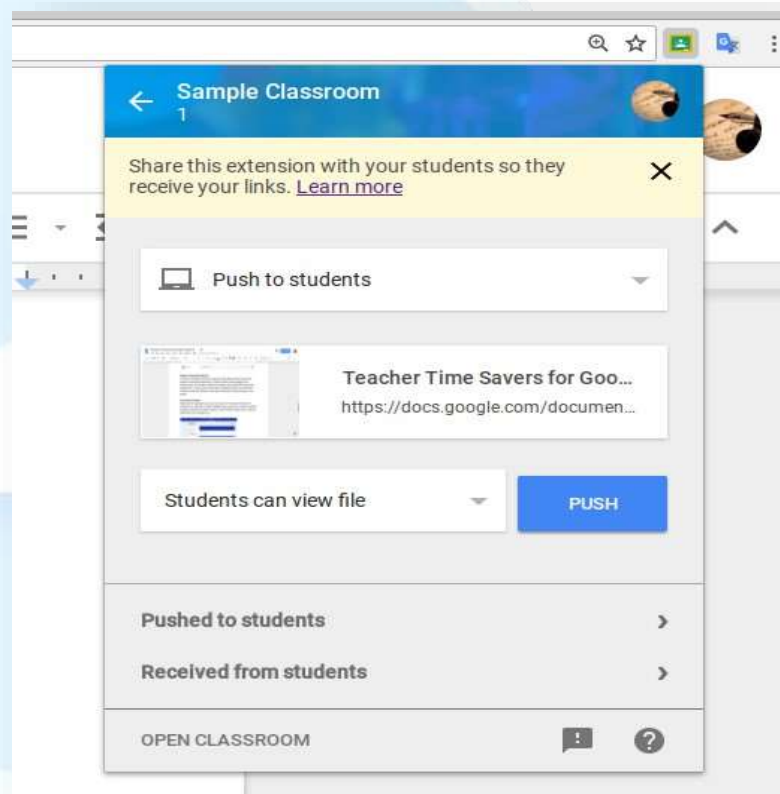
6. Copy Posts for Reuse

Why waste time retyping the same post over and over? The Reuse Post feature of Classroom is an easy way to create an editable copy of past posts or posts from another

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Classroom owned by the teacher. Teachers can also choose to make copies of files and attachments from the original post.
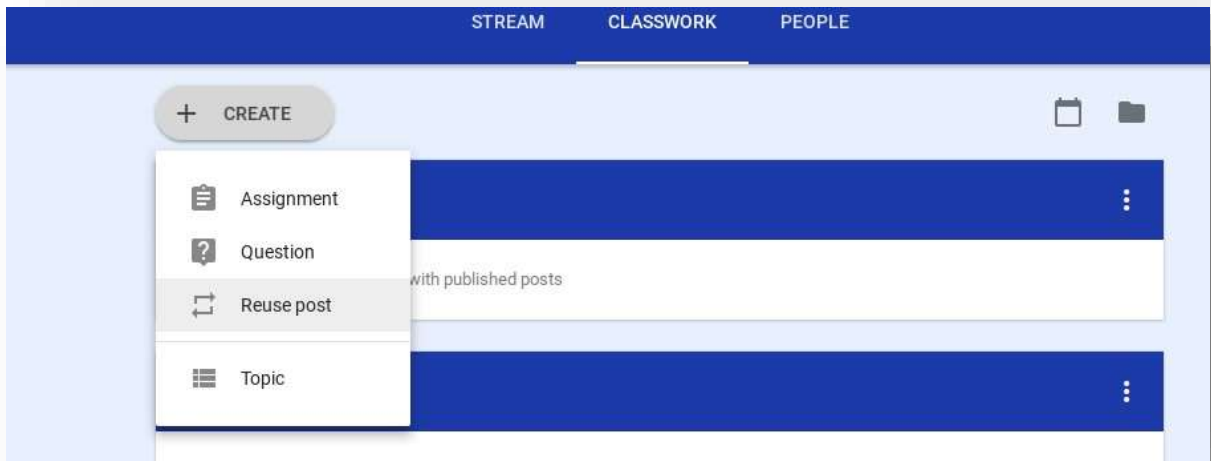
7. Resources in One Place

From the Classwork tab, teachers can create a module which is reserved for posting all class resources. This keeps important documents such as the teacher's syllabus, reading lists, and other important class resources in one place.

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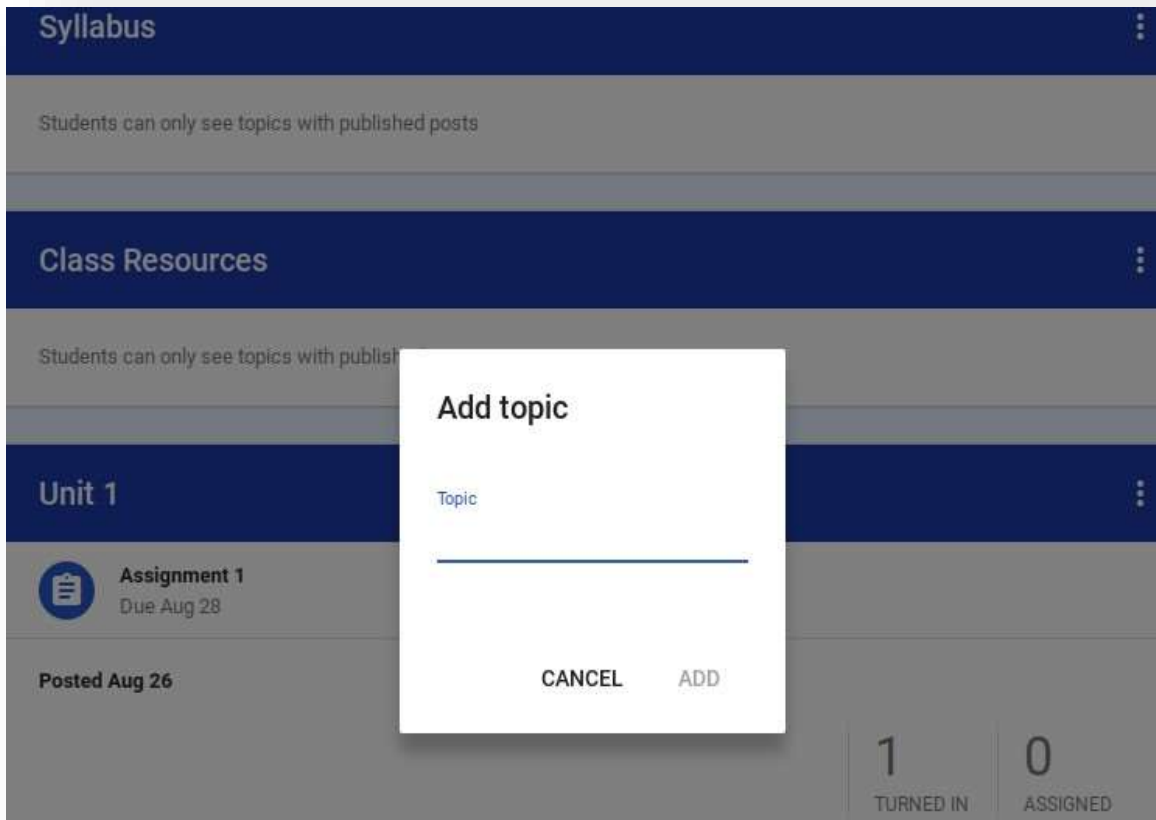
8. Immediate Feedback

When grading student work, teachers can use the new grading tool which makes switching between grades, comments, and submitted assignments quick and easy. From the grading interface, teachers can also leave feedback and save frequently used comments for future use.

9. Apps for Google Classroom

There are a vast number of apps available for download; however, not all of them work with Google Classroom. The Google for Education Classroom Partners page lists a few of these apps, and Googling #withClassroom will produce search results for hundreds of apps and other ideas for Classroom.

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CHAPTER 10

Best Smart Ways to use
Google Classroom

Google Classroom is quietly becoming the most powerful tool in education technology.

It may lack the visual appeal of iPads, or the student credibility of a BYOD program. It may not be as forward-thinking now, but Google Classroom excels in providing solutions for a broad swath of teachers who have a variety of expertise and comfort level with education technology. It also uses Google's familiar template that many teachers have used for years. As such, it scratches the itch for many teachers in many classrooms right here, right now.

So, below are some of the best things you can do with Google Classroom. You can always find more better ways with the upgrade in the platform. As of now, we are sharing the smartest ways to use Classroom.

- When an assignment, lesson, or unit doesn't work, add your own comments–or have students add their own feedback), then tag it or save it to a different folder for revision.
- Align curriculum with other teachers.
- Share data with professional learning community.
- Keep samples of exemplar writing for planning.
- Tag your curriculum.
- Solicit daily, weekly, by-semester, or annual feedback from students and parents using Google Forms.
- Share anonymous writing samples with students.
- See what your assignments look like from the students' point-of-view.
- Flip your classroom. The tools to publish videos and share assignments are core to Google Apps for Education.
- Communicate assignment criteria with students.
- Let students ask questions privately.
- Let students create their own digital portfolios of their favorite work.
- Create a list of approved research sources. You can also differentiate this by student, group, reading level, and more.
- Post an announcement for students, or students and parents.
- Design more mobile learning experiences for your students–in higher ed, for example.

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- Have students chart their own growth over time using Google Sheets.

- Share due dates with mentors outside the classroom with a public calendar.

- Email students individually, or as groups. Better yet, watch as they communicate with one another.

- Create a test that grades itself using Google Forms.

- Control file rights (view, edit, copy, download) on a file-by-file basis.

- Have students curate project-based learning artifacts.

- As a teacher, you can collaborate with other teachers (same grade by team, same content across grade level).

- Encourage digital citizenship via peer-to-peer interaction that is documented.

- Use Google Calendar for due dates, events outside the classroom, and other important "chronological data."

- Communicate digitally with students who may be hesitant to "talk" with you in person.

- Streamline cross-curricular projects with other teachers.

- Aggregate and publish commonly-accessed websites to make sure everyone has same access, same documents, same links, and same information.

- Vertically-align student learning by curating and sharing "landmark" student assignments that reflect mastery of specific standards.

- Encourage a common language by unpacking standards and share district-wide.

- Encourage students to use their smartphones for formal learning. By accessing documents, YouTube channels, group communication, digital portfolio pieces and more on a BYOD device, students will have a chance to see their phone as something other than a purely for-entertainment device.

- Create and publish "power standards" (with students, other teachers, and other schools) for transparency and collaboration.

- Promote peer-to-peer and/or school-to-school interactions–students with other students, students with other teachers, and teachers with other teachers.

- Create "by-need" groups as classes–based on reading level, for example.

- Check which students have accessed which assignments.

- Provide student with feedback.

- Add voice comments to student writing (this requires a third-party app to do so).

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- Help students create content-specific YouTube channels.

- "Closed-circuit publish" annotated research papers according to specific styles (MLA, APA, etc.) or other otherwise "confusing" work.

- Share presentations.

- Create a "digital parking lot" for questions.

- Administer digital exit slips.

- Instead of homework, assign voluntary "lesson extensions" for students. When questions arise about mastery or grades, refer to who accessed and completed what, when.

- Create folders of miscellaneous lesson materials. digital versions of texts, etc.

- Enjoy smarter conferencing with students and parents with easy-to-access work, data, writing, feedback, access data, and so on.

- Save pdfs or other snapshots of digital resources in universally-accessed folders.

- Create a data wall but with spreadsheets and color-coding.

- Make sub work or make-up work easy to access.

- Collect data. This can happen in a variety of ways, from using Google Forms, extraction to Google Sheets, or your own in-house method.

- Give prompt feedback for learning.

- See who's completed what–and when–at-a-glance.

- Track when students turn-in work.

- Since access is tracked, look for patterns in student habits–those that access assignments immediately, those that consistently return to work, and so on–and communicate those trends (anonymously) to students as a way of communicating "best practices in learning" for students who may not otherwise think

- Differentiate instruction through tiering, grouping, or Bloom's spiraling.

- Create groups based on readiness, interest, reading level, or other factors for teaching and learning.

- Use Google Forms to poll students, create reader interest surveys, and more.

- Model a works cited page.

- Create reference sheets.

- Design digital team-building activities.

- Create a paperless classroom.

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- Share universal and frequently-accessed assignments–project guidelines, year-long due dates, math formulas, content-area facts, historical timelines, etc.

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CHAPTER 11

Case studies successfully using Google Classroom

Students, educators and researchers around the world use Google for Education. Explore their experiences and successes.

1. In EdSurge Case Studies, educators share their real-life experiences with edtech in their schools and classrooms.

Jeanine, @msj9t
Teacher Grade 4, Longfellow Elementary, Compton Unified School District, California
Blended learning classroom, High ELL population, and Low income population

This school year students in grades 4 and up were required to complete a School Climate Survey for the LCAP & LCFF. Our administrator asked us to have the students complete ,using the link provided ,by a certain time. I have only four computers in the classroom and I did not have time to favorite the link in the browser..

Product Use: I just added the links, including the Spanish version, with the deadline date as an announcement in our Google Class. Students could complete the survey before or after finishing assigned academic tasks, during our computer lab visit or on classroom Ipads. My students do not use their district email as many do not have access to internet service at home. This was the best way to make sure each student had the opportunity to give their input

What Worked and What Didn't: I should have made it as an assignment so students could mark it done.

District digital assessment manager, Texas

1:1 devices, Bring your own devices (BYOD), College prep classroom, Project-based classroom, Blended learning classroom, High ELL population, and Low income population

Flipped learning with student engaging tools

Product Use: I created flipped lessons by embedding assessment questions in videos presenting the content

What Worked and What Didn't: What worked: The students were very responsive to the videos and were eager to share their thoughts in class; they retain more information prior to coming to class, and they could understand better how to apply it; we had more time to focus on the activities and the students who hadn't completed the flipped assignment were quick to do it after the first couple of assignment because their peers had so much to say about the videos, that they became curious. What didn't work great was the internet access for some students at home, as they were unable to complete the assigned lessons outside school and had to go to public internet providing locations.

Tara

MS/HS Spanish Teacher, Peak to Peak Charter School, Colorado

Project-based classroom

Several challenges; I teach middle and high school Spanish. I move between classrooms and buildings every day. Time is precious and organization is key. I implemented GC to improve my handout and resource sharing, as well as students' assignment submission workflow. To reduce my time spent grading, I moved my formative and summative assessments to google forms/sheets, using goobric and doctopus: add ons. Additionally I decided to implement GC as the method for sharing assessments with students.

Product Use: I use GC to assign homework, short in-class projects, YouTube videos for notes, as well as formative and summative assessments in my class.

What Worked and What Didn't: GC solved problems, and created unexpected new challenges. GC made it convenient to have student work turned in and automatically organized on my Google Drive. I now have access to all of my students' work anywhere on campus. One unexpected challenge I encountered is with regards to an increased amount of time spent on inserting information into online calendars and entering grades twice. My district uses Infinite Campus and our K-12 school's calendar is through Edline (Blackboard). This means I'm entering calendar dates three times: once on GC, once on Infinite Campus when uploading grades, and once on Edline. This was a time drain.

Another challenge is assigning multimedia projects. I would like to assign voicethread videos, glogsters, podcast recordings, and online animations. Students struggled to

upload these kinds of multimedia to GC. It is easiest to push a google doc and then have students turn in their copy instead of uploading various file forms.

GC solved the problem of assigning formative and summative assessments seamlessly, which was a problem I wanted to solve. As I've continued to use GC, however, I want to support my students' ability to reflect on their personal growth, using GC as a portfolio of their projects and assessments. The user experience misses the mark here. If student-created portfolios are to be a place where students monitor their growth, then ideally their "turn-in" process should be linked with the tools that empower their reflection. I would love to see more SEL (social/emotional learning) in my students' digital world. I'm moving to a website based portfolio system next year where students will track their progress and "turn in" assignments simply by posting to their own webpages and reflecting directly on that page. I'm also trying Kiddom as a growth-based monitoring platform with Google Drive integration. Kiddom appears more aligned with the American Council for Teaching Foreign Language's (ACTFL) world language proficiency standards and has more tools for monitoring growth, both from the student and teacher perspective.

2. East Lothian Council: Building Confidence In Handwriting Skills

For most children, learning to write and type generates a deep sense of accomplishment. However, when disabilities stand in the way of developing skills such as handwriting, pupils can struggle to communicate what they've learned. At East Lothian Council, learning technologist David Gilmour has found that tablets with handwriting recognition can clear this obstacle, giving learners more confidence in their writing skills.

Jack is a Primary 6 student at Ormiston Primary School, and his dyslexia affects his ability to read and write. "To help him read, we can add the OpenDyslexic font extension to a Chromebook," Gilmour explains. "But for pupils like him, it's not just about reading written text—the keyboard itself is a problem. We can't change the keys on the keyboard."

When Ormiston Primary began using Chromebook Tab 10 devices, Jack discovered that using a stylus suited him better than trying to type on a keyboard. "Typing is hard for me

as well as writing," Jack told Gilmour. "But with the stylus, I can write and it understands what I'm writing."

The Chromebook Tab 10's handwriting recognition software can suggest letters and words based on what Jack writes with the stylus; he can then click on the best choice. "We find a lot of our younger students really love a stylus," says Gilmour.

Susan, a student at another East Lothian primary school, relies on the tablet and stylus to overcome a progressive condition that affects her mobility. She cannot write with her dominant hand, so is learning to write with her other hand, which is also impaired. Because she cannot speak, voice-typing tools are not an option.

"Relearning to write with a hand that becomes easily tired is a challenge," Gilmour says. He helped Susan practice writing simple shapes as a way to begin forming letters. However, the shapes were not very recognizable, so progress was slow.

Once Susan began using a Chromebook Tab 10 with a stylus, she could more rapidly improve her handwriting.

3. Edmonton Public Schools builds collaborative learning with G Suite for Education

Challenge

Edmonton Public Schools (EPS) wanted to extend its innovative programs by providing students and teachers with easy-to-use online collaborative tools. Although the district already offered school-hosted email accounts and client productivity software, access to technology was limited, as was the use of online collaboration tools. Although students could connect to the district's wireless network, they could not use software or tools without secure VPN access. Teachers were also struggling with different operating systems and software. They wanted to build a cohesive, collaborative learning community, so that students could work more easily with peers, and interact more productively with teachers.

Solution

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EPS ran a pilot program with G Suite for Education (formerly named Google Apps for Education), then slowly expanded the program. They found that it met and even exceeded their expectations, and the feedback was overwhelmingly positive. Since moving to G Suite, collaboration has flourished across the district. Students and teachers are blogging about novels, working out math problems with Google Spreadsheets, sharing research projects and surveys using Google Docs, and creating sites with links, pictures, and videos with Google Sites.

G Suite has also solved the issue of dealing with different operating systems and software across mobile devices. Sharing and collecting material is more seamless and efficient for teachers, who are also better able to track homework and assignments. Above all, G Suite has boosted student creativity and their enthusiasm for learning and collaborating.

Conclusion

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