

# Crafting a Classroom

## Educational Technology Integration Series

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Sessions are 1 hour with an additional 30 minutes for those who'd like to have extra support at the end of each session.

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The theme for this series is:

### Crafting a Classroom

For many teachers, **Google Classroom** is an obvious choice of tool for facilitating learning, whether managing the flow of assignments in your in-school, online or blended class, or engaging students in activities created in other apps that integrate with Google Classroom. **But it's just a shell.** Over six sessions, we'll explore **how to harness** your Google Classroom processes by setting it up for the easiest of use, then by using **Docs, Slides, Jamboards, and Forms** within Google Classroom. But that's not all! Along the way, pick up *lots of tips* to keep you organized in **Drive** and **Mail** as well. And we won't miss the entire other level of interactivity that **SMART Lumio** also brings to your lessons - synchronously and asynchronously through Google Classroom. Please don't settle for the most basic uses of all these apps! Instead, *let's still review the basics*, but then step one more step further so you can learn how to empower your students to engage in interesting activities that *let them demonstrate their learning through a range of activity types*, via your - and their - select tool/app integration into your instructional practices!

## **DAY ONE - Thursday November 17th, 4-5pm**

### **Part 1: Google Classroom - Ready - Set - Go!**

Design your Google Classroom classes for success. Together, we'll clear out last year's digital debris from Google Classroom, Google Drive, and even Gmail. Then, we'll customize your Google Classroom to best fit the needs of the students you teach.

*Pick up tips* to help you AND your students manage their interactions quickly “just one click away”, and add some Chrome Extensions to make reading and writing just that much easier for students in your inclusive classroom. Just as you can use the walls of your brick-and-mortar classroom to provide learning supports, so also you can shape your Chrome browser, Google Drive, and online Google Classroom to provide help at hand. Just a little organization and patterning can go such a long way!

And wait, there's more! Come with your questions and we'll be sure to address them along with our other content in this session!

Leave this session comfortable that you can invite your students to a well-set-up Classroom - and, *if your Classroom is already up and running*, that you have some great knowledge, resources and tools now in place that will help you work with a little more clarity moving forward. Breathe in, breathe out, you've got this!

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## **DAY TWO - Thursday, December 1st, 4-5pm**

### **Part 2: Google Jamboard, Docs and Slides**

#### **A Masterclass in Collaboration and Personalization Possibilities**

Google Docs and Slides have evolved SO much in the past few years, and Jamboard is just a thrill in itself! From a teaching and learning perspective, these tools are very much the standard in terms of tools that can support ALL learners not only in reading and writing and presenting, but also in developing today's competencies of communicating, collaborating, and critical thinking. Today, we teachers can use Jamboard, Docs and Slides to better personalize learning by providing students with safe spaces to wonder and construct understandings together, as well as pathways in content and toolsets that

provide them with voice and choice in what they learn and how they demonstrate that learning.

In this session we'll begin with a Jamboard to “demonstrate by doing” its effectiveness and ease of use. Next, we'll review the basics of Docs for communicating, collaborating, and commenting through tried and true and new (emojis and dropdowns!) features. We'll then tap into free addons to Docs, which amplify personalization by providing us all with snapshots of the writing process over time, inclusive learning supports, and more.

Third, we'll slide into an overview of Slides, reviewing the ease of segmented video integration, accessibility features such as built-in captions, text file downloads, and other features that integrate perfectly into Google Classroom and, thus, can amp up your teaching and personalize student learning. We'll explore how Slides are great for hyperdocs or “choose your own adventure” activities and Bitmoji Classrooms - more ways to personalize learning for differing student profiles. Free Chrome extensions supercharge what you can do with Slides as well, both as teacher and as designer - time permitting, we'll explore some of these as well.

And wait, there's more! Come with your questions and we'll be sure to address them along with our other content in this session!

At the end of the day, a strong working knowledge of Jamboards, Docs and Slides (all distributed via Google Classroom) - from the perspective of strategies to support teaching and learning - helps your classroom run more smoothly by students being more easily able to find the support they need ready at hand. Breathe in, breathe out, you've got this!

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## **DAY THREE - Thursday, December 15th, 4-5pm**

### **Part 3: Amp up student engagement and teacher clarity with SMART Lumio!**

Much more than a tool, Lumio by SMART is *an entire suite of tools that supports stages of learning*. Whether used as a standalone or integrated with your favorite pre-created resources in SMART Notebook, Google Slides or even PDFs (and other file formats), Lumio adds a whole new layer of interactivity to every one of your documents by letting you and your students (permissions selected by you) annotate on documents and even more objects around in individual and shared activities. But that's not all: Practice vocabulary and other quick facts via games that you create within easy templates. Watch ad-free Youtube videos. Leverage your pre-recorded audio. Complete quick assessments (graded for you). Lumio

offers a ton of instructional support for us, whether working all together in real time or asynchronously via Google Classroom.

In this session, we'll explore and hopefully illuminate the incredible potential of Lumio:

- online individual and collaborative workspaces (for co-construction of ideas and problem-solving),
- easy games-based templates (reviewing basic concepts, vocabulary, etc.),
- assessment tools (including collecting data that can be tracked over time),
- lots of quick-start templates,
- MORE! E.g. Audio supports!

For those of you interested in deep diving further as a cohort, we'll then structure another session in the New Year to work through creating activities together.

By using Lumio in conjunction with the other resources and processes you already love to use, you not only can put learning directly into the hands of your students, but also can maintain a view into each student's progress over time. They're engaged and you're informed - a winning combination for today's classrooms.

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## **DAY FOUR - Thursday, January 12th, 4-5pm**

### **Part 4: Save time with Google Forms**

#### **How-tos, shortcuts, tips and templates that streamline instructional processes from planning to assessment**

In this practical session, we'll examine how we can save time and keep organized by using Forms to support specific stages of the instructional process and streamline classroom routines. We'll create (and share) Forms for SEL check-ins and class entrance slips, create surveys to check the class pulse re: perspectives, show how to move worksheets and quizzes into a Forms and Quizzes format, show how to monitor progress over time (Forms/Sheets), and create signup slips, quizzes, exit slips. Leave with ideas and even premade templates today that will help you save time tomorrow.

And wait, there's more! Come with your questions and we'll be sure to address them along with our other content in this session!

At the end of the day, a strong working knowledge of Forms (distributed via Google Classroom) not only helps your classroom run more smoothly by students being more easily able to find activities, but also helps you as the teacher because with a little time

yourself or with colleagues invested up front to create materials, you will save countless hours of time grading your students' work. Breathe in, breathe out, you've got this!

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## **DAY FIVE - Thursday, January 26th, 2023, 4-5pm**

### **Part 5: Make Google Sheets work for you**

**Save time contacting parents, gain clarity tracking student progress, and just have fun creating certificates!**

Let's dig into Sheets from the perspectives of managing communications, assessing students, and creating cool documents that integrate data - student certificates! - and see how you can gain greater clarity while saving time! In this session, we will:

- learn some quick tips that will make your Sheets easy to read and pretty.
- use the YAMM (Yet Another Mail Merge) Sheets add-on to send a personalized bulk email out to a group (such as parents).
- see how you can recognize at a glance who in your class is improving, who needs more support, and other individual trends, by using conditional formatting that highlights growth with color, and sparklines that place a tiny graph of each student's progress next to their data.
- Use addons in Sheets and/or Forms to create and share student certificates!

Don't miss this time-saving and very practical session!

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## **DAY SIX - Thursday, February 9th, 2023, 4-5pm**

### **Part 6: Let's weave it all together with a Google Classroom and a Google Site!**

Crafting a Classroom with Google Workspace for Education apps and SMART Lumio is very much an individual activity where you as the teacher are weaving together activities and resources into a kind of digital tapestry over time, posting in your Google Classroom. On Day One we looked at setting up the structure of your Google Classroom and even your Chrome browser to provide the best framework for this "tapestry". Over the next few weeks we've explored how various kinds of activities can be integrated into that tapestry to provide experiences that shape your classroom narrative. We've also stepped back to examine the teacher management side of things - keeping on top of routines, etc. Today, with ALL this in mind, we'll focus on what is arguably the missing piece of Google Classroom, and that is the ability to share resources (yours and those from elsewhere)

visually within a (NO LONGER LINEAR) framework that you determine: Welcome to Google Sites!

Easy to make, Sites can be used for classroom sites, student project portfolios, digital escape rooms, and more. Together, let's build a Google Site to showcase the materials we have worked with in this session series over the past three months. Leave this session not only with a practical web resource that will support you ongoing with the strategies and tips you've encountered over the past months but ALSO with the know-how to create your own Google Sites for and with your own students for similar purposes!

## **Technology in Schools (EDU 595) recommended session for those interested in participating in the ERLC/U of A Technology in Schools initiative 2022-2023**

### **Technology in Schools (EDU 595) Information Session - an innovative PL opportunity Presented by Janet Bell, Scott Key, Mike Carbonaro (December meeting)**

**Dec 5, 2022 4-5 PM**

For the 2022-2023 school year, the Faculty of Education at the University of Alberta and the Edmonton Regional Learning Consortium are pleased to continue its partnership in providing professional learning for teachers interested in receiving graduate level course credit in the area of Educational Technology. Teachers who complete twenty-four hours of educational technology professional learning through the Edmonton Regional Learning Consortium can leverage their ongoing professional learning -- learning that they would normally be undertaking -- toward the fulfillment of requirements of a University of Alberta graduate course, "Technology in Schools I."

What does this collaboration between the Edmonton Regional Learning Consortium and the University of Alberta look like for participants?

First, register in the Edmonton Regional Learning Consortium educational technology sessions that most interest you, to a total of twenty-four hours of Professional Development. Eligible sessions for the 2022-2023 school year are those presented by Janet Bell and/or Darren Maltais. Once completed, provide the Edmonton Regional Learning Consortium with evidence of session completion (via a checklist) and a 2-page "Portfolio Summary" document that explains the impact of your twenty-four hours of learning back in your classroom/school. The Edmonton Regional Learning Consortium validates the completion of this work, and forwards your name to the University of Alberta.

Next, participants:

- Apply to the University of Alberta (if not already a student) and register in EDU 595.
- Complete a one hour Academic Research and Writing Bootcamp session led by the Edmonton Regional Learning Consortium and University of Alberta instructors (a great refresher, and an eye-opener to the incredible resources at the University of Alberta library) as well as a one-hour library orientation session.
- Write and submit a 1500-word research paper that has an educational technology focus. Papers are evaluated by the University of Alberta course instructor on a pass/fail basis, and assuming you pass, you'll receive credit in this 3-credit graduate course.

Credit in EDU 595: Technology in Schools I can be applied towards completion of the U of A's Graduate Certificate in Educational Technology. For more information about this project and Graduate Certificate, you are invited to attend a Technology in Schools I information session, to be held via Zoom on September 19, 2022 and December 5, 2022.

To express interest in attending an information session, to sign up as a project participant, or to have any questions answered, please email Janet Bell at [janet.bell@erlc.ca](mailto:janet.bell@erlc.ca).