



In partnership with

emfec

Outstanding Teaching, Learning and Assessment (OTLA) Technical Skills National Programme: sharing and developing effective practice: City College Plymouth

Using Google Classroom
December 2017






1. Setting up a classroom

The screenshot displays the Google Classroom interface. At the top, the header bar includes the Google Classroom logo on the left and a user profile on the right with the email `mchanning@cityplym.ac.uk`. Below the header, a grid of class cards is visible. Each card shows the class name, subject, and student count. A yellow arrow points to a button labeled 'Create or join a class' located in the top right corner of the main content area.

Class Name	Subject	Students
VEPS		0 students
DSP1D Level Subsidia...	Sport	46 students
Sport Drive	Sport	0 students
DSE Level 2 Diploma i...	Sport	28 students
DSP2 Level 3 Extende...	Sport	27 students

- Click on + icon and then 'create class'.
- I would have a classroom for each 'course', not class! We had a classroom for DSP2, not DSP2 B01 and DSP2 B02.
- We found this was so much easier than having to duplicate everything.


2. Creating an assignment

**Mark Channing** ▶ 34 students
Feb 21 (Edited May 26)

Due Jun 12, 11:59 PM


Unit 15: Instructing Physical Activity and Exercise Assignment 2

4 DONE	5 NOT DONE	25 RETURNED
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BTEC_Record_of_Practical_Activity DSP1D.docx
Google Docs

Each student will get a copy



Unit 15 Assignment 2 Assessment_Record.docx
Google Docs

Each student will get a copy

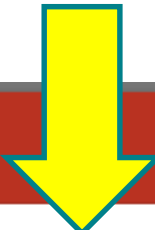




Unit 15 Assignment Brief 2.docx
Google Docs

- Add the Assessment Record and 'Observation Record/Record of Practical Activity' to the Assignment as a Google doc.

And choose – 'each student will get a copy'

3. Creating an assignment for some students







 **Assignment** 


For DSP1D Level Subsidiary + 90 Credit Diploma in Sport Sport ▼ All students ▼

Title

Instructions (optional)

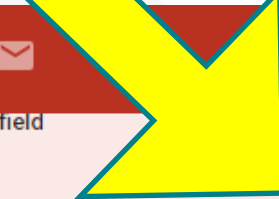
Due No due date ▼ Topic No topic ▼











   

 **ASSIGN** ▼

- This will filter out students that do not need to do that unit.
- This works the same for 'Announcements' on the Stream page too, if you just wanted to get a message to a select few students. This will only appear on the newsfeed for staff and the students selected.

4. Grading tip



			0 points
<input type="checkbox"/>		Sam Waterfield	90/100
<input type="checkbox"/>		Samuel Clifton *Please add the plan in Sa...	80/100
<input type="checkbox"/>		Samuel Rushbrook	90/100
<input type="checkbox"/>		Sonny Smith	80/100
<input type="checkbox"/>		Suzanne Glanville	90/100
<input type="checkbox"/>		Teegan Preen	80/100
<input type="checkbox"/>		Thomas Tabb *Please come back up to c...	70/100
<input type="checkbox"/>		Tyler Cussen *Tyler you must include the...	80/100
		Vasav Vishvas Thenral V..	70/100

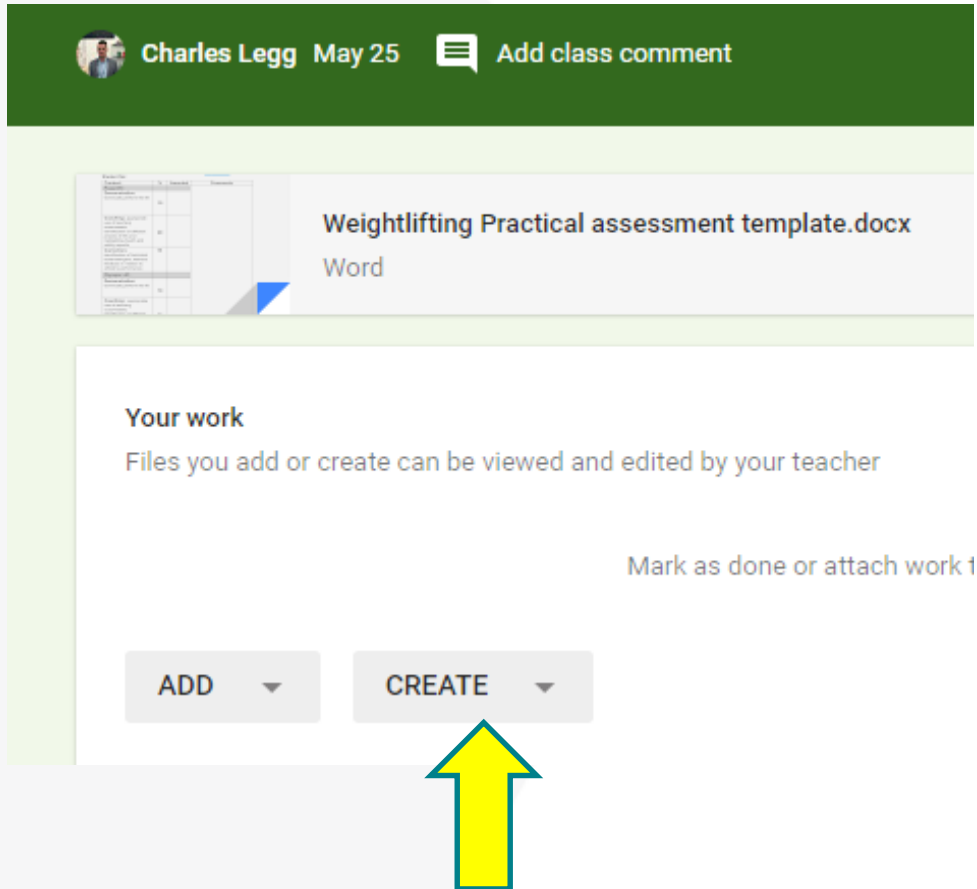
- As pass, merit distinction cannot be chosen as a grade – we used the 70, 80, 90 grades. These are the BTEC points awarded for a 10 Credit Unit. Makes it easy and quick to see student grades when looking at the list.

5. Return the work once marked

The screenshot shows a user interface for managing returned work. At the top, a red header bar contains a 'RETURN' button, an envelope icon, and a '100 points' indicator. Below the header, the word 'Returned' is displayed. A list of items follows, each with a checkbox, a profile picture, a name, and a score. The first three items are marked as returned with checked checkboxes. The fourth item, Connor Brinson, has a note below his name. The last item, Devon Wheatley, has a question mark icon in its checkbox.

Item	Score
<input checked="" type="checkbox"/> Alexander Chapman	90/100
<input checked="" type="checkbox"/> Bradley Barker	90/100
<input checked="" type="checkbox"/> Chelsea Costello	70/100
<input type="checkbox"/> Connor Brinson *nevermind sean has saved..	70/100
<input type="checkbox"/> Connor Mote	0/100
<input type="checkbox"/> Conor Harris	70/100
<input type="checkbox"/> Devon Wheatley	90/100

6. Students starting work



The screenshot shows a classroom management interface. At the top, a green header bar contains a profile picture of Charles Legg, the name 'Charles Legg', the date 'May 25', and a button labeled 'Add class comment'. Below this, a document titled 'Weightlifting Practical assessment template.docx' is shown with a 'Word' icon. The main section is titled 'Your work' and includes the text 'Files you add or create can be viewed and edited by your teacher'. Below this text is a link that says 'Mark as done or attach work 1'. At the bottom, there are two buttons: 'ADD' and 'CREATE', both with dropdown arrows. A large yellow arrow with a blue outline points directly at the 'CREATE' button.

- Make sure all students use the 'create' tab to start work. You will then be able to view the progress of each student at any time. If they do it on 'Word', you will not be able to.

7. Adding Unit Materials

The screenshot shows a Google Classroom interface. At the top is a red navigation bar with the text 'edit Diploma...' and three tabs: 'STREAM', 'STUDENTS', and 'ABOUT'. A yellow arrow points from the 'ABOUT' tab to the right. Below the navigation bar, there is a text area with the heading 'help you decide what area of this industry you would like to build a career in. It will provide progression and specific qualifications to get you to your dream job.' Below this text are two rows of links. The first row is 'Google Drive folder' with a folder icon and the text 'DSP1D Level Subsidiary + 90 Credit Diploma in Sport Sport'. The second row is 'Calendar' with a calendar icon and the text 'View in Classroom' and 'Open in Google Calendar'. A yellow arrow points from this row to the right. Below these links is a section titled 'Add class materials...' with a plus icon. Under this section, there are two unit entries. The first entry is 'Unit 10: Outdoor and Adventurous Activities' with a yellow arrow pointing to it from the right. Below the title is a PDF icon and the text 'Unit_10_Outdoor_and_Adventurous_Activities.pdf' and 'PDF'. The second entry is 'Unit 14: Exercise, Health and Lifestyle' with a PDF icon and the text 'Unit_14_Exercise_Health_and_Lifestyle.pdf' and 'PDF'.

edit Diploma... STREAM STUDENTS ABOUT

help you decide what area of this industry you would like to build a career in. It will provide progression and specific qualifications to get you to your dream job.

Google Drive folder DSP1D Level Subsidiary + 90 Credit Diploma in Sport Sport

Calendar View in Classroom Open in Google Calendar

Add class materials...

Unit 10: Outdoor and Adventurous Activities

Unit_10_Outdoor_and_Adventurous_Activities.pdf
PDF

Unit 14: Exercise, Health and Lifestyle







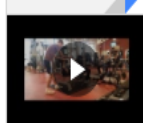
Unit_14_Exercise_Health_and_Lifestyle.pdf
PDF

1. About section

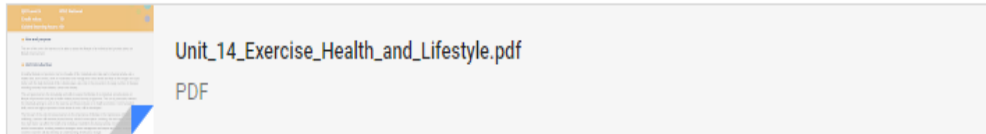
2. Add Class Materials

3. Title it with a Unit, then add documents etc. needed for that Unit.

Unit 15: Instructing Physical Activity and Exercise

	Unit_15_Instructing_Physical_Activity_and_Exercise (1).pdf PDF
	Unit 15 Assignment Brief 1.docx Word
	Unit 15 Assignment Brief 2.docx Word
	Components of Fitness 1.pptx PowerPoint
	Namset.pptx PowerPoint
	Instructing Circuits Timetable.docx Word
	assignment1 YouTube video 10 minutes

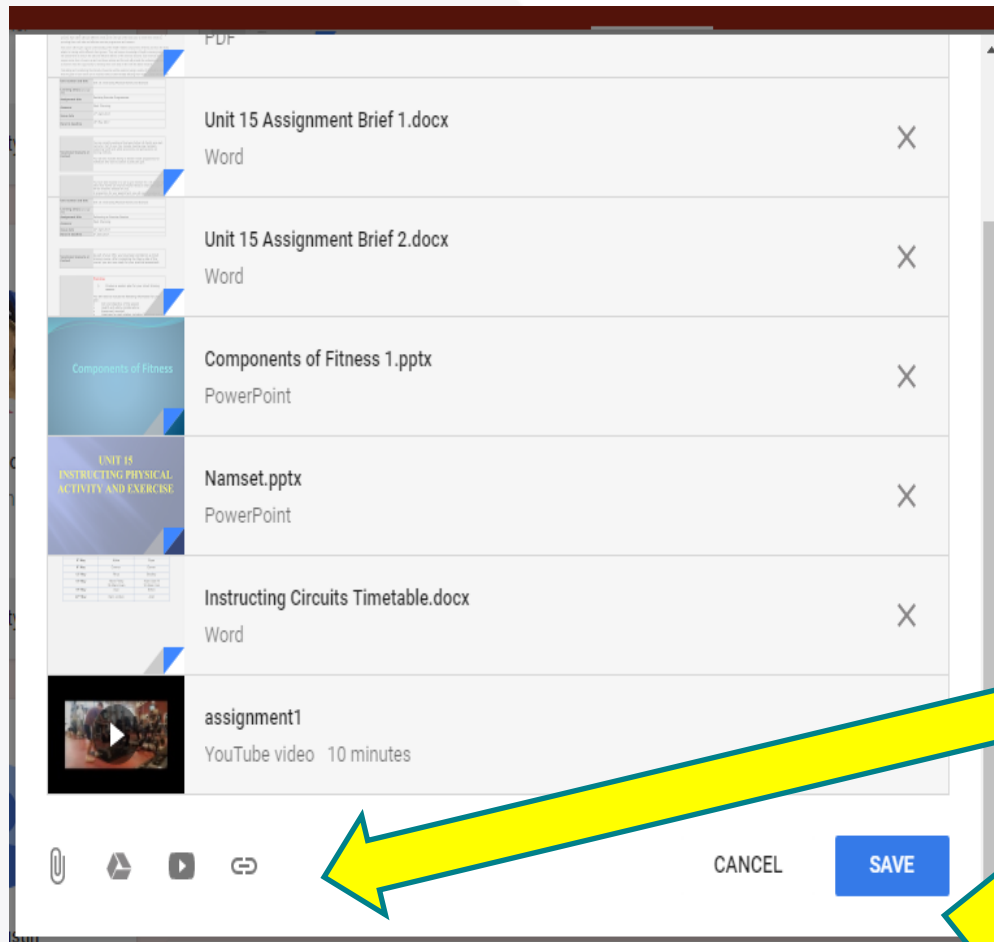
- You'll be able to add a range of documents: eg.
 - PDF
 - Word
 - PowerPoint
 - Youtube links



- You can add to this as much as you like. Just click the 3 dots and then 'edit'...

Unit 15: Instructing Physical Activity and Exercise

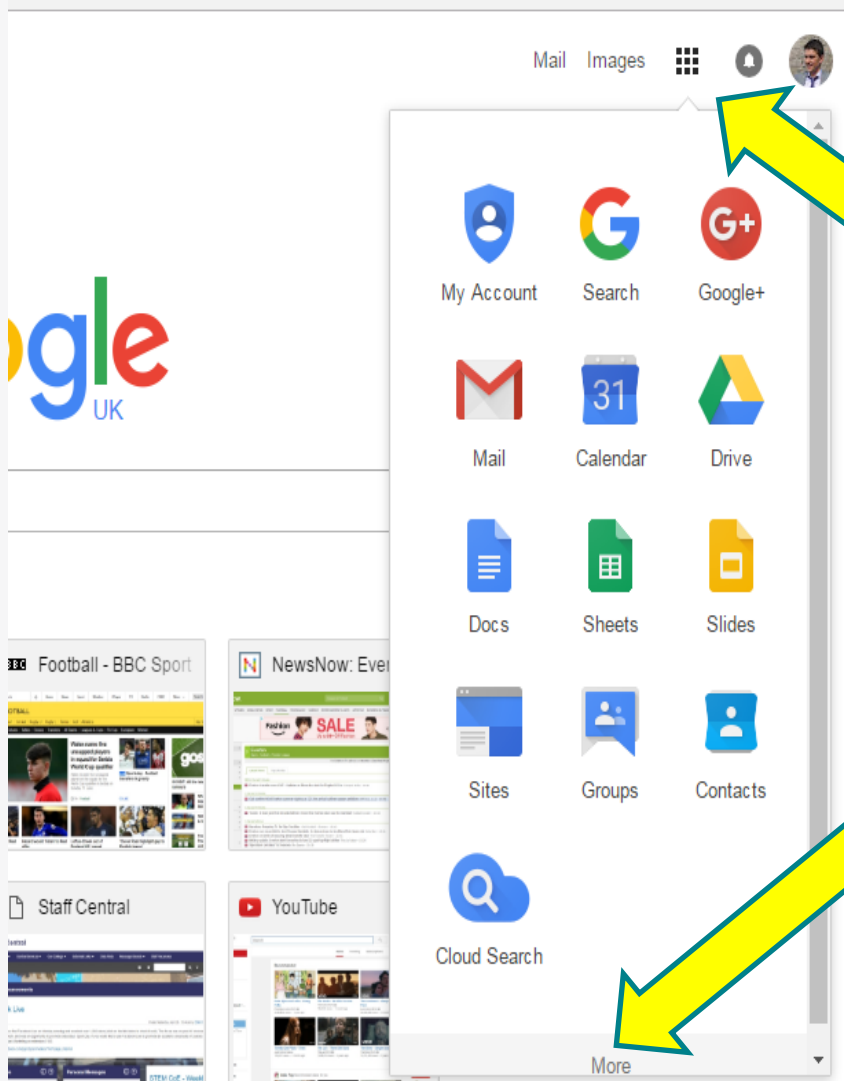




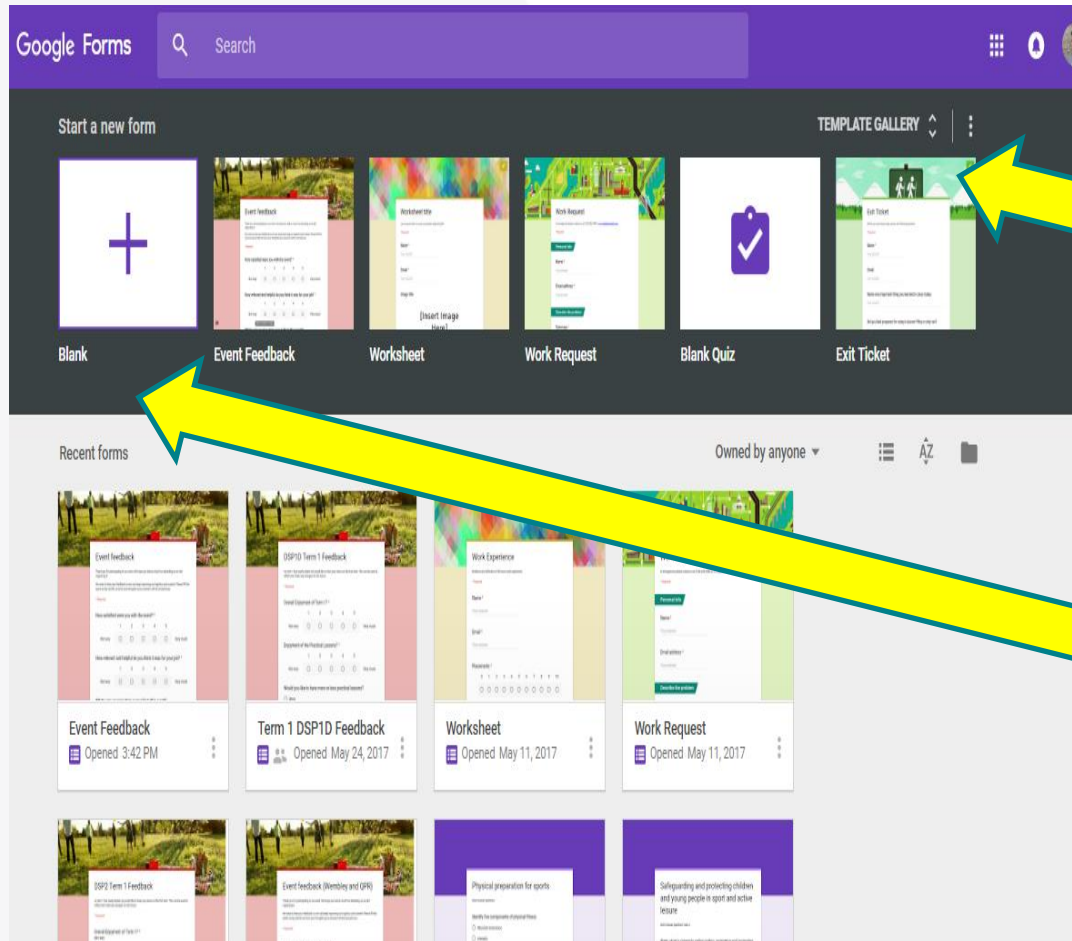
- You will then be able to add extra files using the icons at the bottom.

• Then press save

8. Creating Google Forms



- Click on Google App icon
- You will then need to click 'more' to see the 'Google form' app



- You'll have a template Gallery which you can use to then edit and input own questions.
- Or you can start from scratch and open a blank copy.

9. Using Google Forms in Class

- On about section, click add class materials
- Then find the form in the 'drive folder'

