

# Learn How To Use GOOGLE Classroom

## PURPOSE



This engagement event will provide families of English learners with an overview of how to use the technology platform, Google Classroom such as using a Gmail account and different features of the Google Classroom. As a result, families will better understand the platform their child is using so they can be a support during at-home learning as well as communicating with the teacher and monitoring the work that is being done in the class.

## TARGETED OUTCOME



To increase the number of families of English learners who are equipped with the skills to use the Google Classroom platform in an at-home learning environment.

## AUDIENCE



- Parents and Families of English learners
- Parents and Families of Immigrant students

## DURATION OF TIME



Try to keep the training under one-hour for parents. If you are not able to cover all sections within an hour, consider breaking it up into a series of trainings.

## THINGS TO CONSIDER



### Considerations to increase success:

- Do attendees have access to internet?
- When and how will this event be promoted?
- Whom do attendees contact if they want more information about the event?
- Will attendees need an interpreter or language translation support?
- How will LEAs capture feedback from attendees after the event(s) and incorporate their input?



### Considerations to reduce issues:

- Do attendees have a device in the home to be able to participate in the event?
- Will a moderator be needed to help monitor questions during the event?
- What supports will be provided if attendees need help throughout the event?
- How will attendance be captured in order to follow up with attendees after the event?
- How will attendee's input be gathered to determine the best times to provide this event?

## TIPS & IDEAS



- Create simple login instructions for attendees to access the event and how to download Google Classroom before the event.
- Notify and remind attendees through phone calls, emails, text message alerts, and/or social media of the event opportunity.
- Send out information for internet access [Internet Providers: Keeping Families Connected](#).
- If attendees need interpretation support during the event use [Zoom Language Interpretation Feature](#).
- Have facilitators assist attendees with signing on options such as calling in or providing one pagers via email or text.
- Provide resources so attendees can log in to their email and access Google Classroom. For example, a quick [video](#), [Spanish guide](#), or [Google support](#).