Learn How To Use GOOGLE Classroom

TEA
Texas Education Agency

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**.