



## Proposals for the Setting Up and Management of Google Classroom and G-Suite for Cumbria Schools

Prepared by: Phil Cooper, Head Teacher, Brough Community Primary School

Many schools will be up and running with their own home learning platforms. Whether they are using Microsoft Teams, SeeSaw, Google Classroom, Tapestry or just sending home learning packs, the children will no doubt have had a meaningful week of learning at home.

The Easter period will allow SLTs and teaching and learning staff to gather their thoughts on how to move forward with home learning opportunities. With 5 years' experience of managing Google Classroom and G-Suite, its two biggest advantages are that it is a reliable, two-way system and it provides a safe platform for teacher/pupil interaction.

Please have a read through of the proposals, advice and ideas. If you want to pass this on to your Computing lead or other IT specialist then I am happy to be contacted for further advice.

I've set up an email address to allow me to build a community, where we can share ideas and I can offer feedback and support for colleagues: [googleed@brough.cumbria.sch.uk](mailto:googleed@brough.cumbria.sch.uk)

My YouTube channel is:

[https://www.youtube.com/channel/UCXtR7NvPm0dUlpRfxJpFUng?view\\_as=subscriber](https://www.youtube.com/channel/UCXtR7NvPm0dUlpRfxJpFUng?view_as=subscriber)

I have also just set up a page on our school website, where I will post useful links and more YouTube tutorials:

[https://sites.google.com/s/1d3hHLGSdzWrj-CIYthz9aXjuat\\_pBH0Q/p/1Trh37rG0F1pcrg5YXQVm81vLEc-RoSLz/edit](https://sites.google.com/s/1d3hHLGSdzWrj-CIYthz9aXjuat_pBH0Q/p/1Trh37rG0F1pcrg5YXQVm81vLEc-RoSLz/edit)

Through the email address above, I will also happily conduct some webinars, through Google Meet, for colleagues to ask any questions about Classroom and G-Suite.

## Google Classroom

Google Classroom has two invaluable features:

- The Stream is a message board...and more. It is a place where teachers and children can message each other. Instructions can appear there. You can post links, attach files, point to video calls and lots of other things. You can speak to your whole class there or message children individually. As regards e-safety, it's locked down – only the children on it can message on it and the teacher sees everything and can delete messages and mute pupils breaking rules or even just turn messaging off for the whole classroom.
- Assignments: this is where tasks and work can be set. This can be done on a whole class basis, individuals or selected groups. Assignments can go live instantly or be scheduled to start and end at specific times. Pupils can turn assignments in and they can be marked and returned online. As with the stream, you can attach just about anything to an assignment, whether it's learning resources such as Word or PDF documents or links to websites or YouTube links.

I've made this really quickly, but have a look at these two YouTube links:

Creating and Joining a class: <https://www.youtube.com/watch?v=i4sh1E1xSyU&t=2s>

Showing some of the functionalities of Google Classroom:

<https://www.youtube.com/watch?v=7BkvPaZ6hQk&t=3s>

Further down the line are the options to start to point pupils to Google Docs – Google's word processing app and other fantastic resource like Google Draw and Slides. Given the right devices, you can get pupils to photograph work and turn that back in as evidence.

Basically, any resource you have, can be pushed out and set as part of a lesson. The assignments feature allows you to type instructions that can be referred to day after day. They launch on the Stream but then remain in a segregated place.

The whole system is efficient and completely interactive.

## Setting up your online community – two proposals

In the short-term, there are two ways that setting up a school's online community could take place during the forced closure of schools, due to the Coronavirus outbreak:

1. The quick and easy way:

**Pros: easy to explain, easy to initiate, a real 'band-aid' that would work well now. Full access to Google Classroom.**

**Cons: not centrally managed by schools or county. Limited access to all of Google's features, like Google Meet.**

Lots of Google's education features require recognition and setup of educational accounts through a managed system. This is called G-suite. Google have recently lifted restrictions on some of their educational features, notably Google Classroom. So, this is a realistic option given the short time required to get things moving at the moment.

### **Without a G-Suite for education account:**

#### Teachers

Anyone with a Gmail account can set up multiple Google Classrooms as a teacher. There's a limit to the number of accounts but it's substantial and shouldn't create any barriers to the large majority of our primary or secondary settings in doing this.

Once a Google Classroom has been set up, teachers can invite other teachers to join that class. They will receive this invite through their Gmail accounts.

Every Google Classroom has a Class Code. Teachers can give this class code out to pupils/parents. Each child then just needs to go on Google Classroom and enter their class code to join; it is very simple.

#### Pupils

Any pupil with a Gmail account can join a Google Classroom. It need not be the child's own account; it could be a parent account. There are some issues here, as parents may not either want a child to have their own account or be worried about privacy if they are using an account of theirs. As long as everyone is sensible, this would work. A child does not need to access a single email to use Google Classroom, so setting them up a Gmail account will be safe, in theory. As an example, any child with an android phone, will have to have it registered to a Google account. This could be the same one they use for Classroom. The account could always be deleted once this is all over.

See Appendix 1 for how to set up and join a class.

2. Providing online tuition and support to enable a school to set up their G-suite admin panel and populate their users.

**Pros: allows for remote management of each school by a nominated school member of staff. Very secure. Gives each school control of their admin panel so users, settings, licences, etc. can all be managed by each school.**

**Cons: does require someone who is good with technology to initiate and manage the system. Will take a few days to create.**

There are a few steps that a school would need to do to carry out this process.

- a. A school would need a registered domain name. That's pretty easy to do and you could do it through Google Domains or a 3<sup>rd</sup> party supplier like Go Daddy – a tutorial can be made for this. If a school wants to register a new domain name this can take 24-72 hours to register, although Google Domains is instant.
- b. Follow a simple process to register for G-suite – I can make a tutorial for this.
- c. Verify the domain – this is the only 'techie' bit and required what's called a TXT code, DNS record and TXT record. Cumbria ICT helpdesk could be utilised here to assist with this – or again, a tutorial could be made.
- d. Start using the G-suite account to setup staff and student accounts.
- e. Google Classroom could be initiated as per the steps in Appendix 1.

# Appendix 1

**Setting up a class:** also see my YouTube link on how to do this:

<https://www.youtube.com/watch?v=i4sh1ElxSyU&feature=youtu.be>

With a Gmail account of any kind:

Click on Create class.

Join class  
Create class

Using Classroom at a school/university with students?  
Classroom. [Learn More](#)  
G Suite for Education lets schools/universities decide which Google services their students can use, and provides additional [privacy](#) and [security](#) protection that is important in a school or university setting. Students cannot use Google Classroom in a school or university with their personal accounts.  
 I've read and understand the above notice, and I'm not using Classroom at a school/university with students  
Go back Continue

Accept Google's T's and C's.

Create class  
Class name (required)  
Test 3  
Section  
EYFS  
Subject  
Room  
Cancel Create

Name your class.

Test 3  
EYFS  
Class code gxpwa3

Your class is created.

Upcoming  
No work due in soon  
View all

Share something with your class...

Communicate with your class here  
 Create and schedule announcements  
 Respond to student posts

## Pupil joining a class:

Teacher copies class code and supplies it to pupils.

**Test Class 2**  
Key Stage 1  
Class code pzuuwvp



Pupil clicks to join first class.

Join your first class!

Pupil enters class code.

### Join class

Ask your teacher for the class code, then enter it here.

Class code  
pzuuwvp

Cancel Join

First class joined.

The screenshot shows the dashboard for 'Test Class 2, Key Stage 1'. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Marks'. Below the navigation is a header banner with the class name, key stage, and class code. To the right of the banner are options to 'Select theme' and 'Upload photo'. Below the banner, there is an 'Upcoming' section showing 'No work due in soon' with a 'View all' link. Next to it is a 'Share something with your class...' input field. Below these is a 'Communicate with your class here' section with two options: 'Create and schedule announcements' and 'Respond to student posts'. A help icon is visible in the bottom left corner.