

Facilitators' Guide

Google Tools for In-Person Learning





What's inside

1

About this
guide

2

Session
planning

3

Sample
agendas

4

Preparation

5

Overview of
activities and
challenges

Access the course



About this guide

The “[Google Tools for In-Person Learning](#)” course was designed to encourage educators teaching in person to use Google Workspace for Education tools with their students.

Educators will walk away with practical strategies using Google tools that support classroom management and student learning.



Just in time

The course was specifically designed for educators who may have increased their technology use during remote learning but who are now reluctant to use it in person with students. The activities were designed to give educators practical strategies they can implement right away while also building their confidence.



Activities

There are ten activities in the course. Educators do not need to complete them in order; they can start wherever is most beneficial for them. Each activity includes a short introduction followed by a video with both pedagogical ideas and how-to guides. At the end of each activity is a challenge that gives educators a chance to practice and share their ideas.



This facilitators guide is for trainers, professional development (PD) facilitators, instructional coaches, and anyone who wants to plan a series of in-person PD sessions using the course activities. This guide includes recommendations for how to plan and structure the sessions including a sample agenda you can use. It includes an overview of each activity along with how you can modify the challenges for an in-person context.

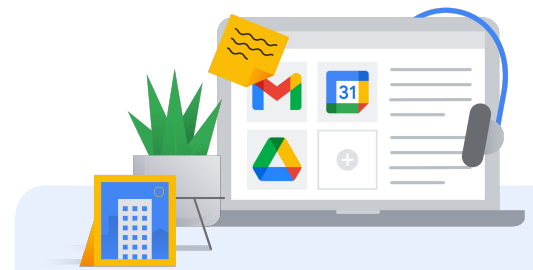
Thanks for facilitating these sessions with educators in your community. We appreciate you taking the time to develop and help educators make the most of Google tools for in-person learning!

– The Google for Education Team



Session planning

We recommend in-person professional development sessions (whenever possible) rather than virtual ones in order to minimize barriers to feeling comfortable using technology. Being together in a space will build community, encourage people to help each other, and allow the facilitator to provide just-in-time support when needed.



This section includes ideas on how many sessions to schedule, how to structure them, and sample agendas.



Objectives

While planning your sessions, it may be helpful to keep the objectives of the course and PD sessions in mind.

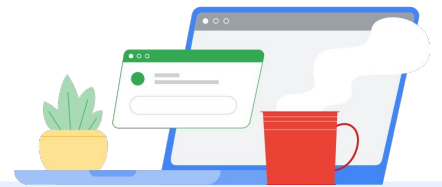
- Give teachers in-person strategies for using Google tools in their classroom
- Inspire teachers to implement a challenge from the course in their classroom and share with their colleagues





Session structure

The course includes ten activities. (See next section for more information about each activity including topics covered in each.) We recommend planning a series of 3 to 5 PD sessions that cover 2 to 3 activities in each session. See example below.



Session 1

[Activity 1](#): Increase Student Focus

[Activity 2](#): Start Class Efficiently



Session 2

[Activity 3](#): Facilitate Collaboration with Shared Devices

[Activity 4](#): Access Learning When Offline

[Activity 5](#): Engage Parents Virtually



Session 3

[Activity 6](#): Use Google Meet in the Classroom

[Activity 7](#): Facilitate Collaboration



Session 4

[Activity 8](#): Increase Student Access to Learning

[Activity 9](#): Support Individual Student Needs

[Activity 10](#): Use Multimedia for Learning

Mix and match activities

Each activity is designed to stand alone and therefore does not need to be completed in any particular order. As an alternative to the example above, you can mix and match activities to best meet the needs of your teachers.



Sample agendas

The two sample agendas below differ only in whether you ask teachers to complete the activities (except the challenge) before or during the PD session.

Decide what makes sense for your audience. Use time during the session for teachers to do the challenges.



Sample agenda (60 minutes)



Sample agenda (90 minutes)



Note: These sample agendas are provided as a starting point for your planning. Feel free to edit the agendas and challenges based on your teachers' needs and the time available.

Sample agenda (60 minutes)		
Time	Activity	Details
Pre-work	Complete activities	
5:00	Welcome	Ask teachers to complete the agenda activities before each 15-minute session. While they are welcome to try doing everything before the session, the challenge is to complete the challenges together during the session.
5:15		Open for welcoming teachers to the session. Use an opening and friendly tone to set the stage for this as a supportive space for teachers.
5:30		Facilitate introductions if teachers don't already know each other. Label the session for participants to make time for this if needed.
5:45		In the first session, watch the introduction video together.
6:00	Open Q&A	Ask teachers questions the group has before doing the challenge.
6:15	Complete the challenge(s)	Use this time for teachers to try one or more of the challenges. The challenge includes an overview of all challenges along with instructions for an in-person PD session.
6:30		Some challenges require teachers to work with someone else. Other ones encourage teachers to work together. Some through the work during the time to address questions and discuss ideas.
6:45	Share	After everyone has had an opportunity to try a challenge, give teachers time to share ideas with each other. If all challenges are completed, give teachers time to share ideas with each other.
7:00		While teachers have been asked to share a document or collaborate with someone on their devices while completing the challenge, give each group up with a document or a group of slides that they can share during the sharing session. They can share their responses to one another as they discuss what they tried.
7:15	Closing Reflection	Close with asking teachers to reflect on the session. What are the activities you want to try? What do you need to help you? Give a thank you for the teachers.

tes)

welcoming teachers to the session. Use an opening and friendly tone to set the stage for this as a supportive space for teachers.

Facilitate introductions if teachers don't already know each other. Label the session for participants to make time for this if needed.

In the first session, watch the introduction video together.

Ask teachers questions the group has before doing the challenge.

Use this time for teachers to try one or more of the challenges. The challenge includes an overview of all challenges along with instructions for an in-person PD session.

Some challenges require teachers to work with someone else. Other ones encourage teachers to work together. Some through the work during the time to address questions and discuss ideas.

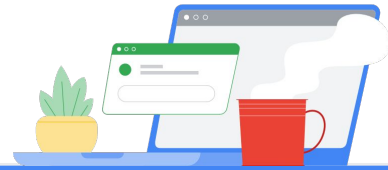
After everyone has had an opportunity to try a challenge, give teachers time to share ideas with each other. If all challenges are completed, give teachers time to share ideas with each other.

While teachers have been asked to share a document or collaborate with someone on their devices while completing the challenge, give each group up with a document or a group of slides that they can share during the sharing session. They can share their responses to one another as they discuss what they tried.

Close with asking teachers to reflect on the session. What are the activities you want to try? What do you need to help you? Give a thank you for the teachers.



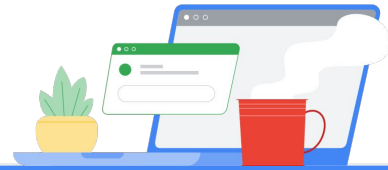
Sample agenda (60 minutes)



Time	Activity	Details
Pre-work	Complete activities	Ask teachers to complete the appropriate activities before each PD session. While they are welcome to try things beforehand, tell them you'll be completing the challenges together during the session.
5 min	Welcome	<p>Open by welcoming teachers to the session. Use an inviting and friendly tone to set the stage that this is a supportive space for all learners.</p> <p>Facilitate introductions if teachers don't already know each other. (Adjust the minutes for each section to make time for this if needed.)</p> <p>In the first session, watch the introduction video together.</p>
10 min	Open Q&A	Address any questions the group has before doing the challenges.
25 min	Complete the challenge(s)	<p>Use this time for teachers to try one or more of the challenges. The next section includes an overview of all challenges along with modifications for an in-person PD session.</p> <p>Some challenges explicitly ask teachers to work with someone else. Either way, encourage teachers to work together. Rotate through the room during this time to address questions and discuss ideas.</p>
15 min	Share	<p>After everyone has had an opportunity to try a challenge, give teachers time to share ideas with each other. The next section also includes discussion prompts you can use during this time.</p> <p>While teachers may be asked to share a document or collaborate with someone on their devices while completing the challenge, make sure they sit with someone (or a group) and share face to face during the sharing session. They can show their screens to one another as they discuss what they tried.</p>
5 min	Closing Reflection	Close with asking teachers to reflect on the session. What are they excited to use in their classroom? What might they need extra help on? Give a teaser for the next gathering.



Sample agenda (90 minutes)



Time	Activity	Details
5 min	Welcome	<p>Open by welcoming teachers to the session. Use an inviting and friendly tone to set the stage that this is a supportive space for all learners.</p> <p>Facilitate introductions if teachers don't already know each other. (Adjust the minutes for each section to make time for this if needed.)</p> <p>In the first session, watch the introduction video together.</p>
30 min	Complete activities	<p>Ask teachers to independently complete the activities you're focused on for this session. Ask them to use headphones while listening to the videos. While they are welcome to start the challenges during this time, tell them you'll be completing the challenges together later.</p>
10 min	Open Q&A	<p>Address any questions the group has before doing the challenges.</p>
25 min	Complete the challenge(s)	<p>Use this time for teachers to try one or more of the challenges. The next section includes an overview of all challenges along with modifications for an in-person PD session.</p> <p>Some challenges explicitly ask teachers to work with someone else. Either way, encourage teachers to work together. Rotate through the room during this time to address questions and discuss ideas.</p>
15 min	Share	<p>After everyone has had an opportunity to try a challenge, give teachers time to share ideas with each other. The next section also includes discussion prompts you can use during this time.</p> <p>While teachers may be asked to share a document or collaborate with someone on their devices while completing the challenge, make sure they sit with someone (or a group) and share face to face during the sharing session. They can show their screens to one another as they discuss what they tried.</p>
5 min	Closing Reflection	<p>Close with asking teachers to reflect on the session. What are they excited to use in their classroom? What might they need extra help on? Give a teaser for the next gathering.</p>

Preparation

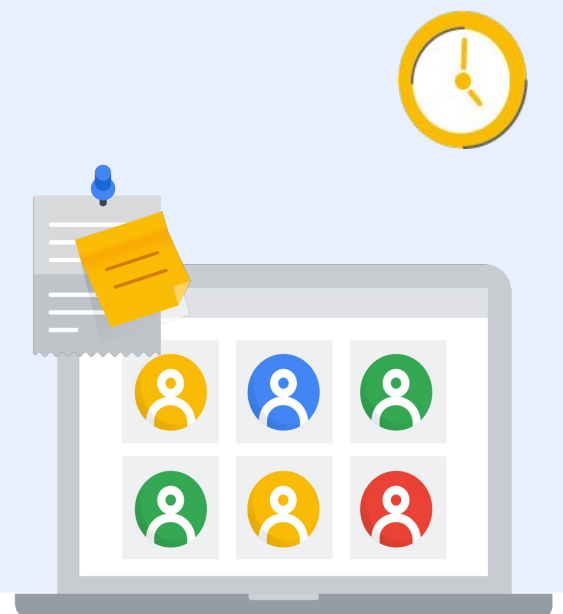
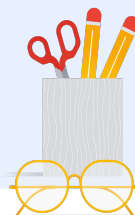
After you schedule the sessions and create an agenda, you'll want to prepare for the event.

This section includes ideas for what you might share with teachers beforehand as well as how you might prepare an inviting and friendly environment for learning.



Role of the facilitator

As a facilitator, be available to answer questions about Google Workspace for Education tools presented in the course. During the sessions, use active listening, paraphrasing, summarizing, and other facilitation techniques to create a welcoming space for learning. Speak to your own experience using the tools for teaching in-person. Share your insights and any examples you have.





Prepare teachers

In preparation for the first session, consider how you'll communicate with teachers. You might compose an email to send or record a short video welcoming people to the sessions. In either case, here are a few items you might include.



Code of conduct

Share a code of conduct. (Here is [Google's](#), for reference.)



Accounts

Encourage teachers to use their Google Workspace for Education accounts, not their personal Gmail accounts.



Dates and times

Share session dates and times along with which activities will be covered in each session.



Headphones

Ask teachers to bring headphones. (Will be needed if teachers listen to the videos during the sessions and/or while practicing with Google Meet.)



Pre-work

Ask them to do any pre-work as needed.





Select and prepare the space

As you consider where the PD sessions will take place, make sure to check that the space:

- has a strong WiFi connection, and
- is big enough for the number of participants.



Once you have the space, prepare it by:

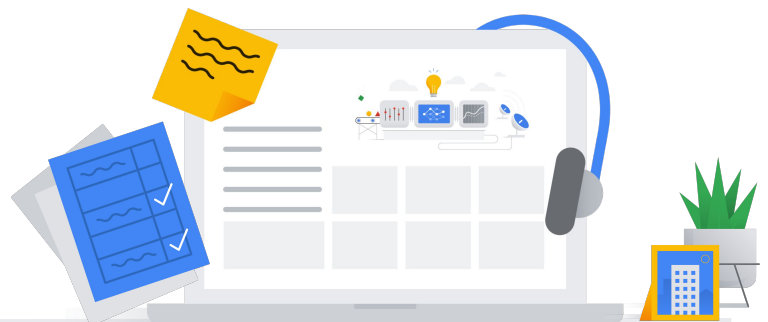
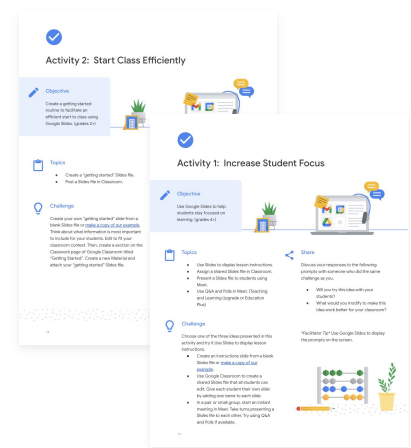
- ✓ Arranging the chairs or desks in pairs or small groups to encourage people to work together and help each other with the challenges, and
- ✓ Considering ways you might create a friendly and inviting space for teachers within the budget you have.
 - Some ideas include food, snacks, chocolate, stickers, or other swag.
 - Put small fidget toys or stress balls at each table group.
 - Teachers love most things that our students love!



Overview of activities and challenges



- The outline below includes the objectives and topics covered in each course activity. Use this information to plan which activities you will include in each PD session you host.
- You can mix and match as needed. The challenges have been modified to better fit the context of an in-person professional development session. Feel free to make further modifications as needed.
- The share section includes prompts you can use during the share time. Again, feel free to modify these prompts to better suit your audience.
- Some features are limited to certain accounts. These are noted in parentheses.





Activity 1: Increase Student Focus



Objective

Use Google Slides to help students stay focused on learning. (grades 4+)



Topics

- Use Slides to display lesson instructions.
- Assign a shared Slides file in Classroom.
- Present a Slides file to students using Meet.
- Use Q&A and Polls in Meet. (Teaching and Learning Upgrade or Education Plus)



Share

Discuss your responses to the following prompts with someone who did the same challenge as you.

- Will you try this idea with your students?
- What would you modify to make this idea work better for your classroom?

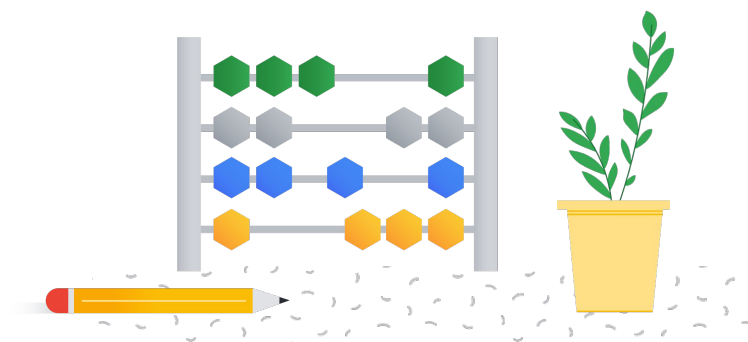


Challenge

Choose one of the three ideas presented in this activity and try it.

- Create an instructions slide from a blank Slides file or make a copy of our example linked in the course.
- Use Google Classroom to create a shared Slides file that all students can edit. Give each student their own slide by adding one name to each slide.
- In a pair or small group, start an instant meeting in Meet. Take turns presenting a Slides file to each other. Try using Q&A and Polls if available.

Facilitator Tip Use Google Slides to display the prompts on the screen.



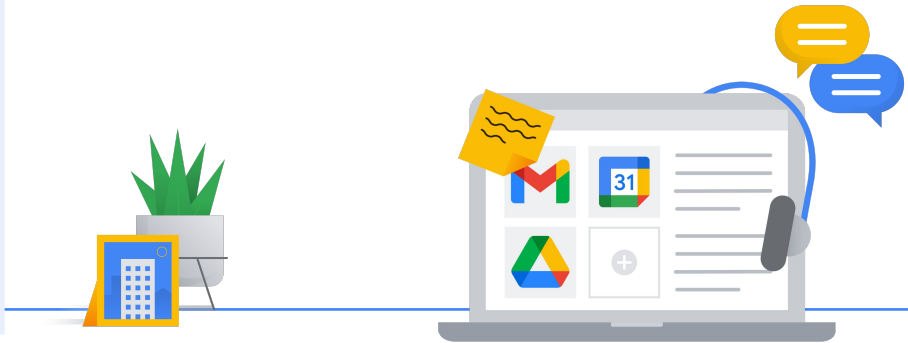


Activity 2: Start Class Efficiently



Objective

Create a getting started routine to facilitate an efficient start to class using Google Slides. (grades 2+)



Topics

- Create a “getting started” Slides file.
- Post a Slides file in Classroom.



Share

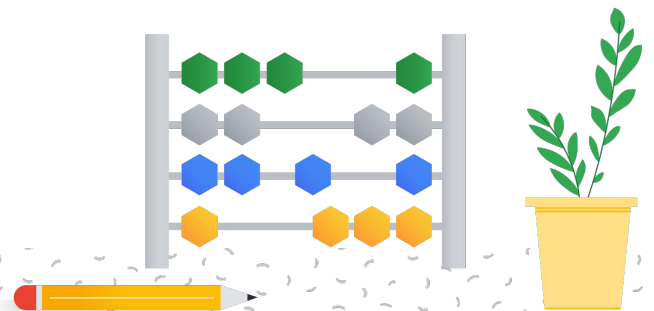
Share your slide with a partner and ask for feedback.



Challenge

Create your own “getting started” slide from a blank Slides file or make a copy of our example linked in the course. Think about what information is most important to include for your students. Edit to fit your classroom context. Then, create a section on the Classwork page of Google Classroom titled “Getting Started”. Create a new Material and attach your “getting started” Slides file.

Facilitator tip At the beginning of the session when teachers are walking in, have your own “getting started” slide ready with an icebreaker. That way, when you get to this activity, you can model the slide as an example.



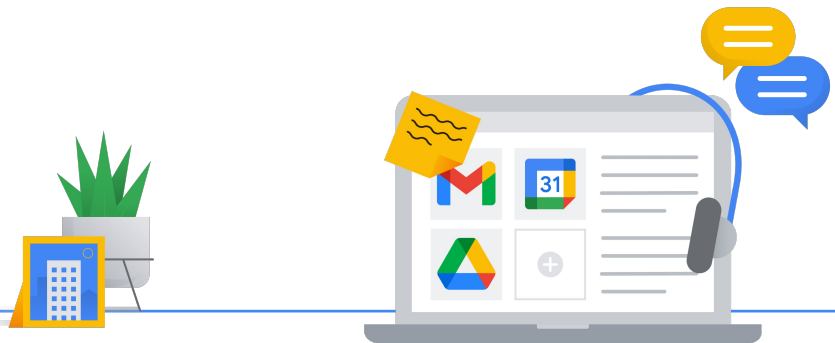


Activity 3: Facilitate Collaboration with Shared Devices



Objective

Collaborate with technology when not every student has their own device. (grades 5+)



Topics

- Facilitate a group activity using Classroom.
- Create an assignment and add attachments.
- Assign it to one member of the group.



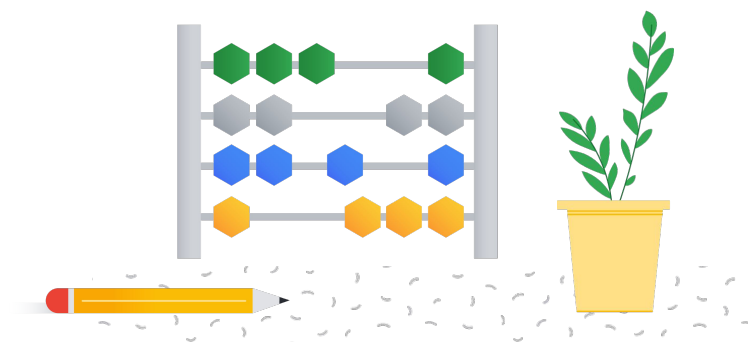
Share

Show the assignment you created in Classroom to a partner and ask for feedback. Discuss how you plan to group your students so that each group has access to one device. Discuss your expectations around device use in the group.



Challenge

Create an assignment in Google Classroom for a small group discussion you facilitate. Include all resources students need during their discussion. Think about what kind of template students need to capture their group's thinking. Perhaps you include a prompt in a Google Doc that students can respond to. Perhaps you add the prompt to a Google Drawing or Slides file and have students respond with images, videos, or a drawing. When you're ready, create the template file and attach it to the assignment. Choose the correct interaction for each of the attachments: "students can view file", "Make a copy for each student", etc.





Activity 4: Access Learning When Offline



Objective

Access Google Drive and Classroom when you are offline. (grades 5+)



Topics

- Set up and use offline access in Drive.
- Download Classroom assignment file attachments for offline access. (Classroom Android app)
- Use the Scanner to capture and submit pictures in Classroom. (Classroom Android app)



Share

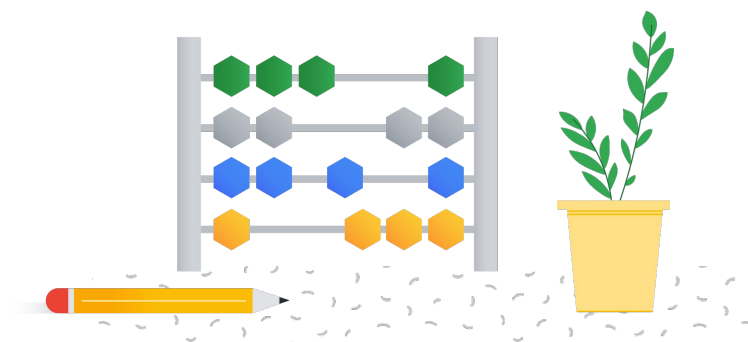
With a partner or small group, discuss offline access. In what situations are these features useful to you? In what situations are these features useful for your students?



Challenge

Follow the steps to turn on offline access in Google Drive. Find your most used files and download them for offline access. The next time you find yourself with limited Internet access and you want to get some work done, you will have access to the files you need.

If you have access to an Android device, download the Classroom app. Explore the offline features of the app.





Activity 5: Engage Parents Virtually



Objective

Connect with parents using Google Meet. (all grades)



Topics

- Use Meet to virtually meet with parents.
- Invite parents to virtually join your classroom with Meet.
- Live stream school events from Meet. (Teaching and Learning Upgrade or Education Plus)

Change the host control settings and notice the changes. Discuss what settings make sense in different scenarios (hosting a parent meeting, inviting parents to watch a classroom presentation, letting a small group of students work with a parent expert, etc.)



Share

With the same partner or a new partner, brainstorm different events that happen in your classroom throughout the year that parents might like to participate in as a viewer only or in a more participatory role.

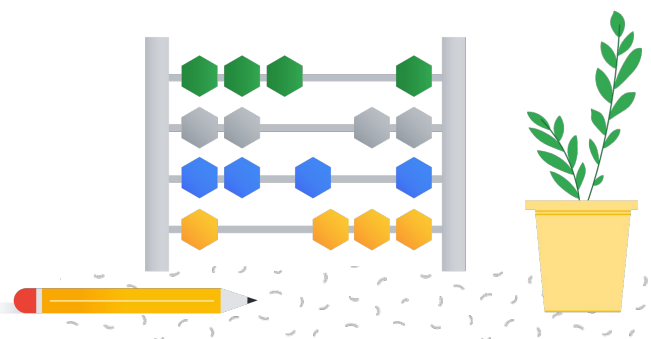


Challenge

Find a partner and explore the different methods for creating a Meet link. Try both and invite your partner. Discuss when you would use one method versus another.

- Create a meeting link for later OR start an instant meeting at meet.google.com.
- Create a calendar event and add a Meet link.

Take turns creating a Meet link and having the other person join. (If you are sitting near each other, you may want to mute your microphone to avoid feedback.)





Activity 6: Use Google Meet in the Classroom



Objective

Engage students using Google Meet. (all grades)



Topics

- Connect with other classrooms using Meet.
- Invite a guest speaker to virtually join your class with Meet.
- Record video with Meet. (Teaching and Learning Upgrade or Education Plus)

If your school district is using the [Teaching and Learning Upgrade or Education Plus editions of Google Workspace for Education](#), try the recording feature. Create a short video message for a partner. Share the resulting video file with them using the sharing settings in Drive.



Challenge

(The first part of this challenge is the same as activity 5. You can combine activities 5 and 6 in one workshop session if you'd like.)

Find a partner and explore the different methods for creating a Meet link. Try both and invite your partner. Discuss when you would use one method versus another.

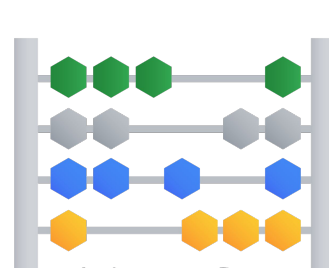
1. Create a meeting link for later OR start an instant meeting at meet.google.com.
2. Create a calendar event and add a Meet link.



Share

Discuss your responses to the following prompts with a partner.

- How might you use Google Meet to connect your students outside the walls of your classroom?
- Where are opportunities in your curriculum for students to create videos with Meet?





Activity 7: Facilitate Collaboration



Objective

Facilitate collaboration with Google Drive. (grades 4+)



Topics

- Collaborate in Drive files.
- Use target audiences when sharing Drive files. (Education Standard or Education Plus)
- Use Meet video conferencing in Drive files.
- Use originality reports to check authenticity. (Must use a school account, Teaching and Learning Upgrade or Education Plus for unlimited use)



Share

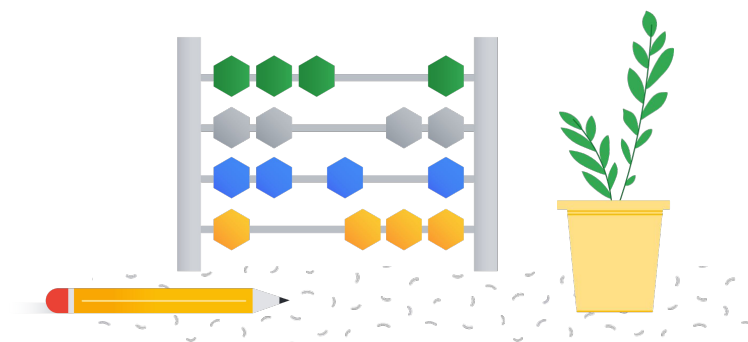
Discuss your responses to the following prompts with a partner.

- How have you had students collaborate in a Drive file in your classroom?
- How might using Meet video conferencing enhance the collaboration experience for students?
- When would using originality reports be useful for you and your students?



Challenge

Create a new Docs, Slides, or Sheets file in Google Drive. Share it with a partner who is sitting in another part of the room. Use the Meet video conferencing feature to collaborate together. Add your thoughts on how you might use these tools for students to collaborate with each other.



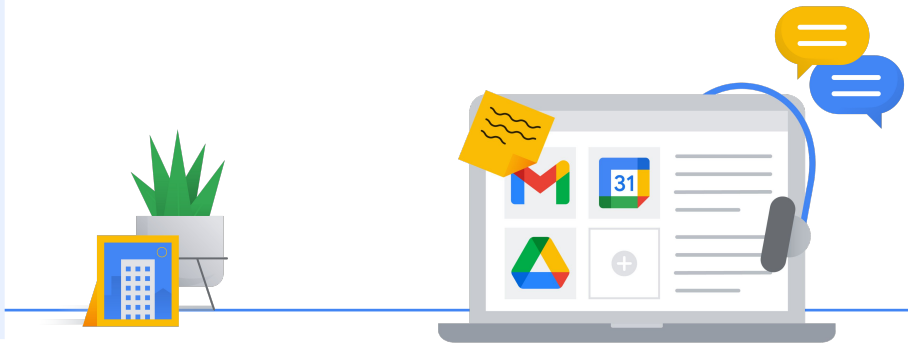


Activity 8: Increase Student Access to Learning



Objective

Organize learning resources for students with Google Classroom. (grades 2+)



Topics

- Know when to use the Stream page versus Classwork page in Classroom.
- Post an announcement on the Stream.
- Organize the Classwork page.



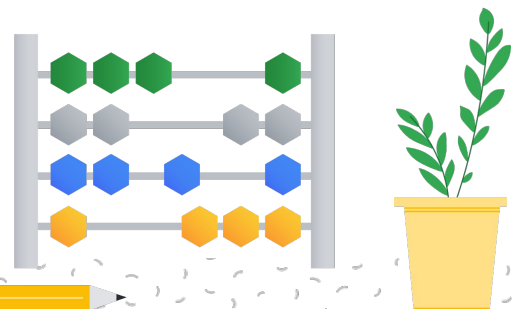
Share

Share your Classwork page with a partner. Ask for feedback on the structure and organization. Share ideas on how to make it easy for students to find what they need throughout the school year.



Challenge

Explore the Stream and Classwork pages in Google Classroom. Create a new announcement on the Stream. Then go to the Classwork page and create Topics to organize your class. Create a material with a resource link attached. Click and drag to practice reordering.





Activity 9: Support Individual Student Needs



Objective

Support individual student needs with Classroom and Meet. (all grades)



Topics

- Differentiate assignments and resources for groups select students or groups of students.
- Use Classroom add-ons to engage students. (Teaching and Learning Upgrade or Education Plus)
- Send guardian email summaries. (Must use a school account)
- Record videos with Meet for content review. (Teaching and Learning Upgrade or Education Plus)

Alternative challenge:

Create a new announcement, assignment, or material in Google Classroom. Explore the options to post only to certain students. Create a different item for different groups of students to see how it works.



Share

If you did the first challenge, share your video file with a partner and discuss the following prompt.

- When in your curriculum would students benefit from short videos you create?

If you did the second challenge, discuss your response to the following prompt with a partner.

- When in your curriculum would you differentiate an assignment or resource for your students?



Challenge

If your school district is using the [Teaching and Learning Upgrade or Education Plus editions of Google Workspace for Education](#), use Google Meet to create a short content video (1-4 minutes) for your students that will help reinforce a concept in your curriculum. Let go of perfection and do it in one take! Find your video file in Drive and share it with a partner.





Activity 10: Use Multimedia for Learning



Objective

Find multimedia to support learning.
(all grades)



Topics

- Use Explore to insert images in Docs and Slides.
- Attach YouTube videos and images to Classroom posts.
- Add YouTube videos and images to a Form.



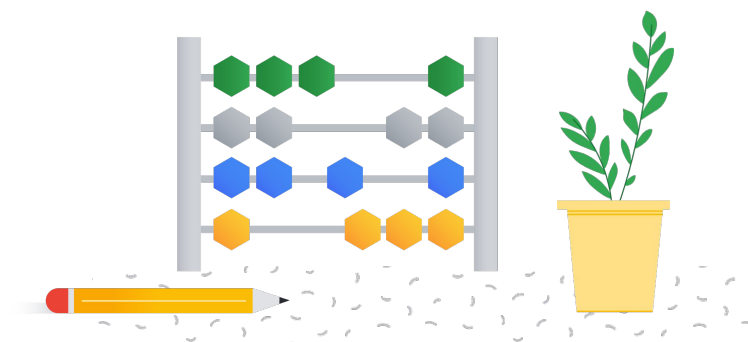
Share

Share your Doc or Slides file with a partner.
Discuss how you can use this tool as a teacher
AND how your students can use this tool.



Challenge

Open a new or existing Docs or Slides file and navigate to the Explore tool icon, located in the bottom right hand corner. Use the Explore tool to find and add an image that enhances the content you are teaching.



 for Education

edu.google.com