

EXAMPLE OF HOW THIS LOOKS WHEN PUT TOGETHER IN A GOOGLE CLASSROOM

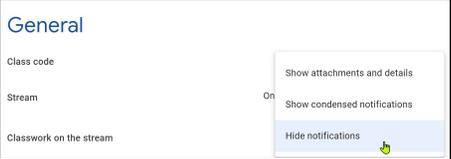
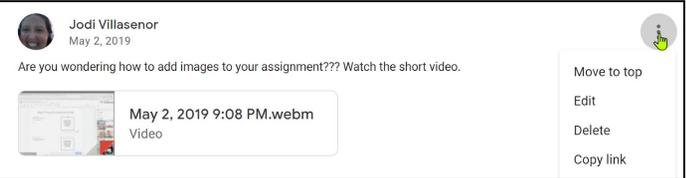
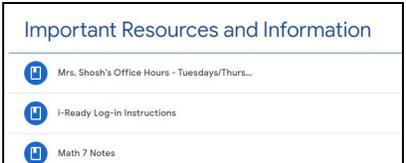
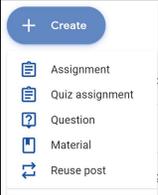
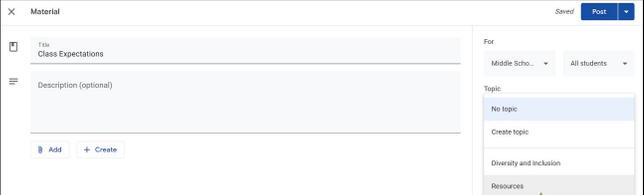
The screenshot displays the Google Classroom interface with the 'Classwork' tab selected. At the top, there are navigation options: 'Stream', 'Classwork', and 'People'. Below this, there are icons for 'View your work', 'Meet', 'Google Calendar', and 'Class Drive folder'. A purple '+ Create' button is visible. The main content area shows a list of topics:

- All topics** (with an annotation 'All Topics Visible' pointing to it)
- Office Hours/Live Learning (with an annotation 'Create Topics' pointing to the '+ Create' button)
- Resources (with a note: 'Students can only see topics with published posts')
- April 13-17 (with an annotation 'Learning Topics by month' pointing to it)
- April 20-24 (with a note: 'Students can only see topics with published posts')
- Work from before cl... (with an annotation 'Older work prior to closure' pointing to it)

Each topic entry includes a vertical ellipsis menu icon on the right side.

Sprague's Organizing your Google Classroom for Success

WHY: Secondary students and families are interacting with a minimum of six Google Classrooms daily. With multiple students in a family, this number grows quickly. We want students and families to know **how** to access the lessons, **what** they should be able to know and do when they complete the lesson, **when** the lesson is due, and how to access their teacher when they need **help**.

Best Practice	Why	How
<p>1. Have a header with contact information and support hours</p>	<ul style="list-style-type: none"> Students will know how and when they can contact you. It is a way to share multiple methods of communication for students: <ul style="list-style-type: none"> During support hours Posting on the Stream Texting via Remind or Meets Emailing or calling 	<p>Premade Template</p> <p>Your banner should include:</p> <ul style="list-style-type: none"> Remind class code Office hours Email Microsoft Teams phone number Google Meets link 
<p>2. Keep the Stream neat and tidy</p>	<p>Students need to be able to easily find assignments and contact information.</p>	<ol style="list-style-type: none"> Create a Stream Post to remind students to check the Classwork tab. Stream Post: "Please go to the CLASSWORK tab at the top of the screen for assignments." Change settings to minimize Stream posts. Click .  Then General, Hide notifications. <p>If you need to make a Stream post, you can make the CLASSWORK tab post stay at the top of the Stream by clicking the 3 dots. Select 'Move to top'.</p>  
<p>3. Create a 'Resources' topic at the top of Classwork</p>	<p>Students and families will know where to find:</p> <ul style="list-style-type: none"> Classroom expectations Contact info Office hours On-going resources 	<ol style="list-style-type: none"> Click the Classwork tab, then +Create topic. Title it 'Resources' or something similar. <p>To post classroom expectations, contact info, office hours, and general resources use the 'Material' button and post under topic 'Resources'.</p>  

4. Post a completed weekly planner

Students need ideas about how they can manage their time during the week. Remember the total hours of work should not exceed 90 minutes or 1.5 hours.

Essential Question for Week 2: Why is human connection important to our survival?				
Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> Read Week 1 Overview 5 minutes Complete Assignment 1 25 minutes 	<ul style="list-style-type: none"> 10-11 am Office Hours Complete Assignment 2 30 min 3:30 pm optional Google Meets Link 	<ul style="list-style-type: none"> 1-2 pm Office Hours Complete Assignment 3 30 min 	Make sure you have turned in all your work. Good job! You are done! 🙌	Assignments 1, 2 & 3 Due on Monday 4/20.

*OFFICE HOURS: Call (971) XXX-XXXX or lastname_firstname@salkciz.k12.or.us to get help

Monday 4/27	Tuesday 4/28	Wednesday 4/29	Thursday 4/30	Friday 5/1
Google Class Check-In: 1) Weekly video 2) Assignment #1: iReady for 30min 3) Read for 20+ Minutes*	Independent Work: 1) Assignment #2: The Most Dangerous Game Part 1- 35 min Optional Group Reading of Part 1 on Google Meets @ 11am	Independent Work: 1) Read for 20+ Minutes* Optional Group Reading of Part 2 on Google Meets @ 11am *Office Hours: 1:30 to 2:30pm	Independent Work: 1) Assignment #3: The Most Dangerous Game Part 2- 35 min 2) Check to make sure you turned in all assignments 3) Read for 20+ Minutes (optional)*	Independent Work: 1) Read for 20+ Minutes (optional)* *Office Hours: 9:00 to 10am

*Reading 1 hour a week is a districtwide expectation in addition to your Language Arts assignments.

5. Create a new topic each week using the date as the title.

Students and families can easily find the date and see what work is to be completed this week. Remember, students and families are interacting with a minimum of 6 Google Classrooms daily. Spell out the month to increase accessibility.

6. Be realistic and compassionate about time

Students will take between **double** and **triple** the amount of time to complete assigned tasks than it would take their teachers. If the assignment takes the teacher 10 minutes, plan for 30 minutes.

- Limit the number of tasks given per week
- Set a maximum amount of time a student should spend on an assignment

Week 4, Task 2
Assignment Title: Read article

Spend 50 minutes on this assignment. If it takes longer, stop. Write in the private comments:
 "I have reached max time."

7. Explicitly state the learning purpose

Students and families can focus on the intention of the task when they know what the student needs to know and to be able to do.

One way to do this: A slide at the beginning of the lesson in student friendly language that states the purpose of the lesson.

8. Pick an organizational strategy for assignments & lessons:

- Post each assignment individually in a weekly topic

OR

- Group the weekly assignments into one post under a weekly topic

In a typical classroom, teachers set and teach expectations for getting work, completing work, and turning in work. Creating those same expectations in Google Classroom is essential. Consider

Individually: Posting each individual assignment allows students to have a simplified checklist and gives them the ability to turn in assignments as they complete them.

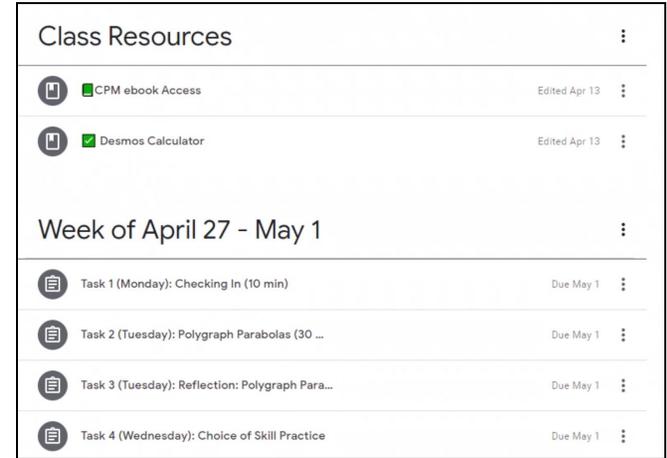
Grouping: Grouping the assignments in one post with all the assignments clearly labeled allows students to see all the work together to avoid feeling overwhelmed with a list.

Weekly Topic with each assignment posted individually. Topic is the date.

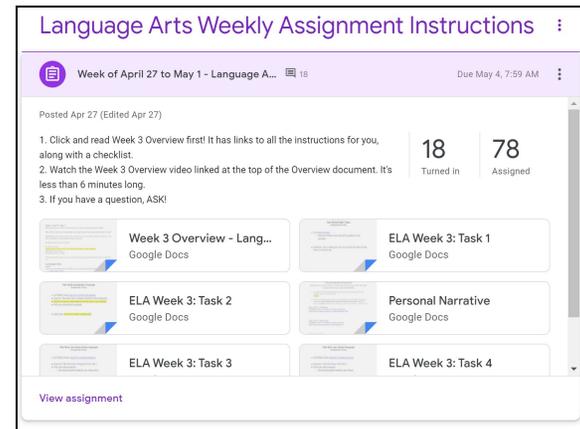
Example 1:



Example 2: Assignments have been assigned a day of the week and show expected completion times.



Weekly Topic with assignments grouped. Topic is the date.

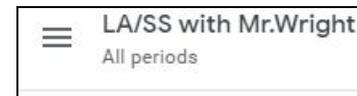


9. Teach students how to turn off notifications

An email inbox that is manageable increases the likelihood that students and families will have a positive experience.

[Video on how to turn off notifications](#)

1. Click on the 3 lines by your class name.



2. Scroll down, click 'Settings'.



3. Click the buttons to turn off some (or all) types of notifications.

