

Using digital dedicated platforms: How to use Google Classroom



Target group	Adult learners
Setting	<ul style="list-style-type: none">• Frontal lecture• Group work• Plenum
Time	90 minutes

MATERIALS NEEDED

MATERIAL	Y/N
PROJECTOR	Y
Flipchart	Y
Printed handout	Y
Other (please specify): 1 PC each person	Y

ACTIVITY DESCRIPTION

- **Presentation of the platform**
- **How to use a GOOGLE account (email, drive, platforms, calendar, etc.)**
- **How to log in**
- **How to use the platform to interact with teachers**

Preparatory phase

INTRODUCTION

Presentation of the topic of the lesson:

- **What is Google?**
- **What is Google Education workspace?**
- **What are our objectives?**



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ACTIVITY DESCRIPTION

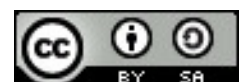
FRONTAL LECTURE

Parents (trainees) learn what is and how to use a Google account which will be used to join the Google classroom platform.

After that, the platform is presented.

Google Classroom is a free blended learning platform developed by Google for educational institutions and during the pandemic period, it became very popular for schools since it helps to simplify creating, distributing, and grading assignments

Google Classroom integrates a variety of other Google Applications for Education, such as Google Docs, Google Sheets, Google Slides, Gmail, and Google Calendar into a cohesive platform to manage student and teacher communication. Students can be invited to join a class through a private "class code" or be imported automatically from a school domain. Each class creates a separate folder in the respective user's Google Drive, where the student can submit work to be graded by a teacher. Assignments and due dates are added to Google Calendar, where each assignment can belong to a category or topic.



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ACTIVITY DESCRIPTION

Practical activity phase

Trainees log in to their Google accounts and the Google Classroom platform. After that, they are divided into groups of 2 people.

Trainees surf the platform and get familiar with it.

Simulation: the trainer is the teacher on the platform. He/she creates the class where the material is uploaded in dedicated folders. Trainees are invited to join the class as students with their related accounts. In the class, they find the material, and a Google meet link where they can follow the lesson. In the simulation, all the functions of the platforms are explained so parents can learn how to use them with their kids.

LEARNING GOALS

- Enhance parents' digital skills and competences
- Promote knowledge on how to use platforms dedicated to didactical use
- Support the use of the teaching/learning platforms to participate in distance education.



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METHODOLOGY(S) USED

Frontal lesson

- Preparatory phase: Introduction and lecture

Work in pairs

- Practical phase: simulation

Cooperative learning

- Trainees share impressions to better understand the lesson

Evaluation

- Trainees share feedback with the teacher

ONLINE RESSOURCES

Google Classroom:

https://edu.google.com/intl/ALL_it/products/classroom/

Video tutorial:

<https://www.youtube.com/watch?v=qSxNLaWm74g>

