

Google Classroom Requirements and Guidelines

General Guidelines

- Google Classroom/Planned Instruction Launch Date: May 4, 2020
- All work must be posted by Sunday afternoon, 2PM for review
 - General education teachers must have all materials posted by midnight on Thursday of the week prior
- All student work is due Friday by midnight each week
- Optional enrichment activities can be assigned in USATestPrep and Khan Academy
- Self Contained Classrooms will have one google classroom page (one per grade level)
 - Order of content will be, Math, ELA, Science, Social Studies
- Departmentalized Classrooms will have google classrooms by teacher (with assignments in both grade levels)
- Please start all assignments/tasks with a number so parents and students know the number order to complete the assignment in
- Please make everyone who interacts with your students a “co-teacher” on your account (this includes Special Education and Title 1.)
- Please include Mrs. Will as a “co-teacher” in your class.

Assigning Work:

- All students in the grade will have access to the “materials section”
 - IE: Story, text, or new concept
- General education teachers are responsible for the assignments for general education students
- Special education teachers are responsible for the assignments for special education students
- Title 1/ESL teachers are responsible for the assignment for Title 1 students if they feel the regular assignment is too difficult.
- **Remember when giving assignments, they should only be assigned to the specific students who are to complete them**

Roles and Responsibilities

General Education Teachers	Special Education Teachers	Title 1/ESL Teachers	Specials Teachers
Post material weekly (for all students) -Uploaded from digital components	Modify/Post material for special education students	Modify material for Title 1 students as needed	Create one Google Classroom for all 4 specials teachers
Grade material for general education students	Grade material for special education students	Grade title 1 students	Assign every child in the school to that classroom
Post Assignment for each content area (for general ed students)	Modify/Post assignments for each content area(for special ed)	Modify assignments for each content area as needed	Post one assignment (per grade level band) a week

Weekly Requirements by Content Area

ELA: Spelling/Reading/Writing

Lesson Materials	Upload Story from ConnectEd/StudySync <ul style="list-style-type: none"> ● PDF Version of the Story by individual page ● Assigned as a “Material” ● Can include videos from USATestPrep, Khan Academy or Youtube
Spelling	Spelling/Vocab Assignment <ul style="list-style-type: none"> ● Selected words from the story ● Assigned as an “Assignment”
Reading	Comprehension Skill <ul style="list-style-type: none"> ● Identify main idea and details within story ● Assigned as a “Quiz Assignment” ● Use Google Form
Writing	Writing TDA from story <ul style="list-style-type: none"> ● Focus skill from curriculum mapping addressed (IE main idea, point of view, literary devices, etc.) ● Assigned as a “Question” (short answer option)

Social Studies/History

Lesson Materials	Upload Chapter/Lesson from McGraw Hill <ul style="list-style-type: none"> ● PDF Version of the Chapter/ Lesson ● Assigned as a “Material” ● Can include videos from USATestPrep, Khan Academy or Youtube
Vocab	Vocab Assignment <ul style="list-style-type: none"> ● Selected words from the Chapter/Lesson ● Assigned as an “Assignment”
Quiz	Comprehension Check <ul style="list-style-type: none"> ● Identifying and describing key topics, people, events, etc. from chapter/lesson ● Assigned as a “Quiz Assignment” ● Use Google Form
Open Ended Response	Writing/Comprehension <ul style="list-style-type: none"> ● Answer an open-ended question based on assigned text ● Answer in full and complete sentences using proper grammar ● Assigned as a “Question” (short answer option)

Mathematics

Lesson Materials	Topic Content <ul style="list-style-type: none">● PDF version of material● Can include videos from USATestPrep, Khan Academy or Youtube● Assigned as "Material"
Practice	Guided Practice <ul style="list-style-type: none">● Specific example problems
Assess	Assessment <ul style="list-style-type: none">● Assigned as "Quiz Assessment"

Science

Lesson Materials	Upload Chapter/Lesson from Pearson <ul style="list-style-type: none">● PDF Version of the Chapter/ Lesson● Assigned as a "Material"● Can include videos from USATestPrep, Khan Academy or Youtube
Vocab	Vocab Assignment <ul style="list-style-type: none">● Selected words from the Chapter/Lesson● Assigned as an "Assignment"
Quiz	Comprehension Check <ul style="list-style-type: none">● Identifying and describing key points, topics, theories, etc. from chapter/lesson● Assigned as a "Quiz Assignment"● Use Google Form
Open Ended Question	Writing/Comprehension <ul style="list-style-type: none">● Answer an open-ended question based on the assigned text● Focus skill from curriculum mapping addressed (IE energy, life cycles, genetics, geological processes, etc.)● Assigned as a "Question" (short answer option)
Optional Experiment/Activity	Experiment/Activity (Optional) <ul style="list-style-type: none">● Extension of learning, apply to real-world scenario (IE making invisible ink using lemon juice and a heat source, or replicating the crystallization process by growing rock candy)● Assigned as a "Material"

Miscellaneous Information to Review

- All Open Court Assessments need to be converted to Google Quiz format
- USATestPrep and Khan Academy should be directly linked into the Google Classroom to correlate with the assigned topics
- StudySync users must link their ConnectEd account to their Google Classroom via the StudySync Settings

Notes:

- Gen Ed teacher must “share” their Google Classrooms with Special Ed and Title 1 Teachers as “Co-Teachers” so that they can modify/assign assignments to their specific students
- Remember to directly assign assignments only to the students who should be receiving them, not whole class
 - i.e. gen ed teachers only assign work to gen ed students, special ed teachers to special ed students, title 1 teachers to title students
- Writing Assignments are tricky to grade, so decide amongst teams how to go about this. z