Google Classroom and Google Suite Training Resources

Google Classroom is being used for our Distance Learning program at Horizon Academy during the Covid-19 outbreak here in Q4 2019-20. This document should be used to quickly find Google tutorials for teachers dealing with Google Classroom and Google Apps such as Docs, Slides, and Forms to create homework and further discussion in online classes.

You will need to create a class on Google Classroom for each class you will be teaching. You will need to roster your students by adding them via their email addresses/google logins. These logins are always of the mnemonic "first initial last name @horizon-academy.com", example "ahayes@horizon-academy.com" or "hmeraz@horizon-academy.com".

Through these classrooms, you will communicate via discussions with your students, share resources, assignments, and quizzes, maintain a basic lesson plan for the next week, assign guardians (parent emails) to the class, and share Links to Zoom or Hangouts meetings. We are in the research and testing phase regarding attendance through Classrooms of Facts SIS (Renweb), so wait for official word on that particular process.

Google Classroom (LMS)
- [Welcome to Google Classroom](#) - Scroll down to *Getting Started* and *Teachers Lounge* to find videos and information regarding Classroom Setup and creating and scheduling assignments and notifications.
- [Classroom 101](#) - Basics of Google Classroom
- [Classwork Page](#) - Creating a resource section for your classroom
- [Creating a new Class](#) - Step 1 for all teachers
- [Create Assignment/Add Topic](#) - Basic assignment creation. Plan ahead and create your assignments weeks in advance.
- [How to add Students and Guardians](#) - Add your class roster, and add their parents for visibility and collaboration
- [Creating a Quiz](#) - Create quizzes for your classroom here
- [Grading](#) - How to grade with classroom and assignments
- [Discussion Stream](#) - Communicate and schedule notifications here
- [Adding Materials](#) - Add materials to your course or assignment such as videos, links, images, etc.
- [Create different types of assignments](#)

Google Docs
- [Welcome to Google Docs](#) - Scroll down to *Getting Started* and *Teachers Lounge* to find videos and information like *Creating Timelines* and *Create, Review, and Close comments and contributions.*

Horizon Academy

Quarter 4 2019-20

- [Voice Typing](#) - A primer on students and teachers using Voice to Text functionality
- [Understanding the Table of Contents](#) - Table of Contents can be tricky. This explains how to master its functionality.
- [Explore Feature in Google Docs](#) - Using the Explore feature to quickly find information and images for your doc
- [Google Docs for Students](#) - A refresher overview for students
- [Creating Fillable Lines](#) - How to add fillable sections to Docs for students to fill out for Homework or quizes

Google Slides
- [Welcome to Google Slides](#) - Scroll down to *Getting Started* and *Teachers Lounge* to find videos and information like *Adding Audio* and *Adding Transitions* to you or your students slides.
- [Creative Uses](#) - Go the extra mile and find creative ways to present or assign presentations
- [Tips and Tricks](#) - Little tidbits like *Stop Motion* and *Aligning Images*

Google Forms
- [Welcome to Google Forms](#) - Scroll down to *Getting Started* and *Teachers Lounge* for PDF's and Videos on how to use Google Forms in many different ways, like *how to set up responses to go to a new or existing Google Sheet* and *How to turn a form into a Quiz for students*.
- [Getting Started Video](#) - 3 Ways to access Google Forms
- [Adding Questions](#) - How to add, reorder, and duplicate questions

Google Advanced Training

Advanced Training goes into more detail on being a teacher in the online LMS (Learning Management System) world. I recommend 4 courses if you'd like to further your online training.

[Advanced Training](#)
- [Module 1:](#) Promote and Model the effective use of digital tools
- [Module 4:](#) Connect with Guardians
- [Module 7:](#) Design Interactive Curricula
- [Module 8:](#) Teach beyond the four walls of your classroom