Setting up a G Suite for Education in ABE

A Presentation for First Literacy
Dr. Kevin O’Connor
Part 2, 10/30/2020
About the Topic

This workshop is designed for ABE administrators and tech helpers.

Google’s G Suites for Education offers an astounding variety of services at no cost, but there is a lot to learn as you set it up.

Instruction at Framingham Adult ESL Plus is entirely remote, and we have gone through this process, and this session will give an overview of our program’s experience setting up G Suite for Education in our program.

It will detail the steps, processes, and lessons learned.

We will cover G Suites, Google Classroom and touch on Zoom.
Participants will....

- Be able to list at least 5 services included in G Suites.
- Discuss the benefits of the apps and services included in G Suites.
- Articulate the different levels of G Suite services and decide which level of G Suite service is appropriate.
- Receive a description of the process, including a list of challenges and the resources needed to address them.
Questions from Part 1

Questions you asked:

- The difficulty of enrolling people
- Settings for sharing outside-of-domain addresses
- Whitelisting third-party apps

Revisit lessons learned

Supporting students as they log on

PD Needed to support teachers

Why Zoom instead of Google Meet?
Onboarding Students
Supports for Students

- Translated Guides
- Bilingual Advisors
- Administrators
- Teachers
- Tech help sessions onsite (small groups, with PPE)
Getting students into Google Classroom:

- They can log on with their ID and Password.
- They can click on the Google Classroom “Invite link” we will send them via WhatsApp or text.
- If none of that works, we will call them.
- If none of that works, we bring them in (with PPE).
Support Materials

Handed out with books and login info

Student Logon Guide

Tech Glossary

Chromebook Guide
Keep ‘em coming

We needed to ensure adequate enrollment

Going to need some flexibility and encouragement

Kevin’s video on reasons not to drop
Supporting Retention

- Reaching out to students
  - Google Classroom
  - WhatsApp
  - Call, text, email
- Some great ideas from [ProjectSOLVE](http://ProjectSOLVE)
- Prioritize patience! Remember:
  
  Everyone is doing the best they can.
Questions?
Sharing Google Apps with non-faesl.org users

Some teachers had Google Forms that a few students could not open.

The problem was students using non-faesl.org accounts, but we found a solution.
Isn’t everyone faesl.org?

Everyone has a FAESL.org account, but...
Set sharing so that non-faesl.org user can access
Share with people and groups

Add people and groups

Dr. Kevin O'Connor (you)
prospero212@gmail.com

Send feedback to Google

Done

Get link

Restricted Only people added can open with this link

Change to anyone with the link

Copy link
Share with people and groups

No one has been added yet

Get link

https://docs.google.com/presentation/d/1LvHmX7HJqIL2urVL10aRaifbbtR9...

Anyone with the link

Anyone on the internet with this link can view

Copy link

Viewers

Done
Especially important for Google Forms

If you want people to be able to fill in a Google Form, you need to uncheck “restrict Access” in Setting.
Settings

General

- Collect email addresses
- Response receipts

Requires sign in:
- Restrict to users in Framingham Adult ESL Plus and its trusted organizations
- Limit to 1 response

Respondents will be required to sign in to Google.
Using our online environments

Zoom
Remote learning challenges for teachers
Remote learning challenges for our students

- So much to learn
- Power outages
- WiFi dropping
- Kids homeschooling
- Access to suitable devices
How to spice up your Zoom

Monday message - How to look good on Zoom videos

25 Strategies to Engage Students on Your next Zoom Meeting
Zoom features

- Breakout rooms- live Doc for updates
- Whiteboards
- Chat
- Backgrounds
- Signs
Using Breakout Rooms

Breakout rooms

How to monitor? Live shared Google Doc?
Zoom - writing on the Whiteboard

Native Whiteboard Zoom app
Blank Word doc on your shared screen
Paste in chat
I keep a Word Doc open so I can write anything I want on "the board".

I keep it narrow enough to fit when I am sharing my screen, and I can write down model sentences.

I also adjust the tabs to fit on the screen.

I can also bold, italicize, or highlight if I want.

When did you come to this country?

I came to this country in 1997
Zoom features

Chat as a Whiteboard
Backgrounds

- I Spy
- Verb Charts
- Your favorite setting
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<th>Verb</th>
<th>Past Tense</th>
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<td><strong>Please speak one at a time</strong></td>
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<td><strong>Cheers!</strong></td>
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<td><strong>You're breaking up</strong></td>
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<td><strong>Tea break! Back in 10!</strong></td>
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<td><strong>Back in a minute!</strong></td>
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<td><strong>Cool 😎</strong></td>
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<td><strong>Please stay on the call at the end I need to chat</strong></td>
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<td><strong>Sorry I have to leave early - bye!</strong></td>
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<td><strong>Great point!</strong></td>
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<td><strong>Very funny!</strong></td>
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<td><strong>Unmute yourself please</strong></td>
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<td><strong>Sorry we can't hear you</strong></td>
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<tr>
<td><strong>Yes!</strong></td>
<td></td>
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<tr>
<td><strong>No...</strong></td>
<td></td>
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<tr>
<td><strong>See you soon</strong></td>
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<tr>
<td><strong>Please switch your video on</strong></td>
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Best practices

Incorporate movement
- role plays, simulations,
- freeze-frames, charades

Check in with students
- Thumbs up, thumbs down
- Emojis
- Polls (may not be available in Basic Zoom)

Differentiate by tech level
Pieces of advice

Make sure that there are several people who know how to use the Admin Console

Set up a helpdesk (e.g., help@xxxx.edu)

Decide what to do about outside logins

Support materials: Google and your own

Establish a process for tech support, assigning students to class, moving students between classes
Things to plan for

How will you do...

- Walkthroughs
- Substitutes
- Assessment
- Student access to technology
- Onboarding
- Orientation
Lessons Learned

- Deployment (ensuring that each student gets an indiv ID and PW)
- Technology (Droid, outside of domain, Whitelist, user accounts; pull other from Staff Meeting PPTs)
- Ensuring user ability (Staff and students)
- One-to-one supports are crucial
- Online textbooks can be glitchy
- Cross-platform compatibility
- Signing on with non-domain accounts
  - Sharing outside of domain
- Videos from the Ed Leaders help
- Spicing up classes
Focus on the Basics

For a successful class:

- Get yourself logged in
- Launch the class
- See your students’ smiles
- Cherish the moment
- Take attendance
- Everything else is gravy