

Setting up a G Suite for Education in ABE

A Presentation for First Literacy

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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?



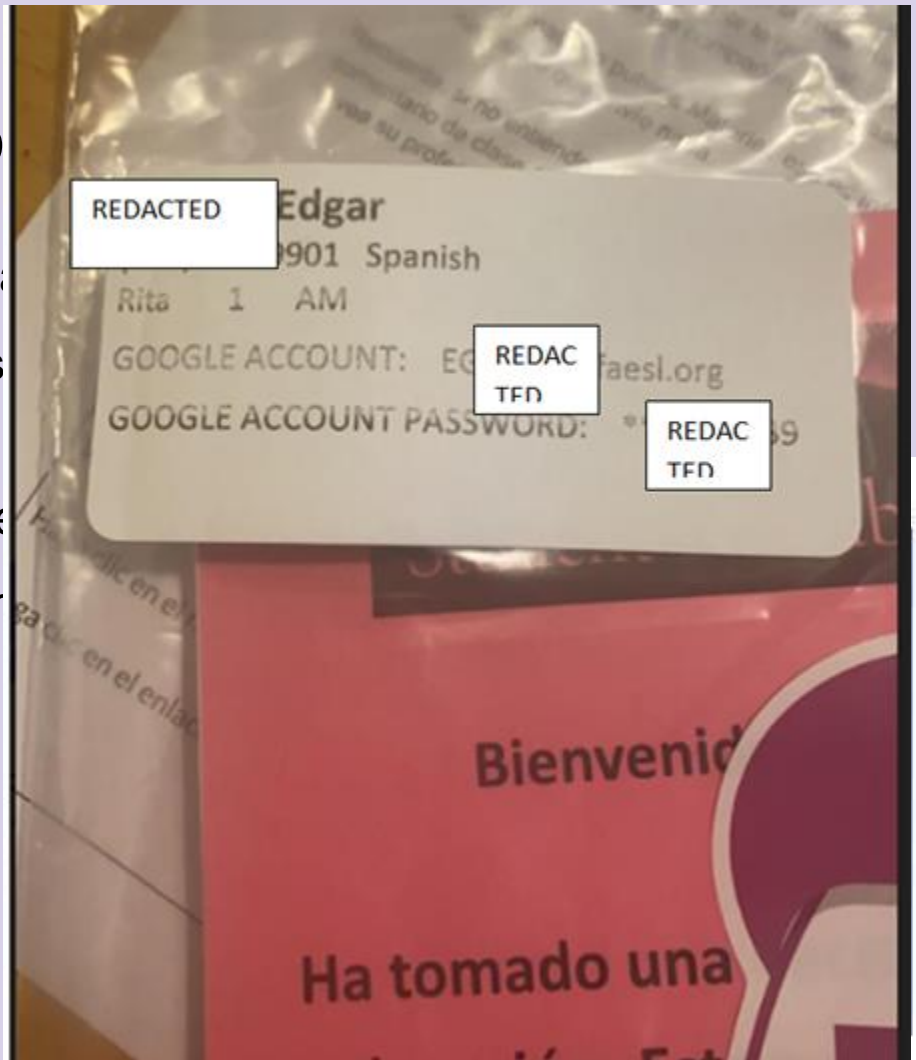
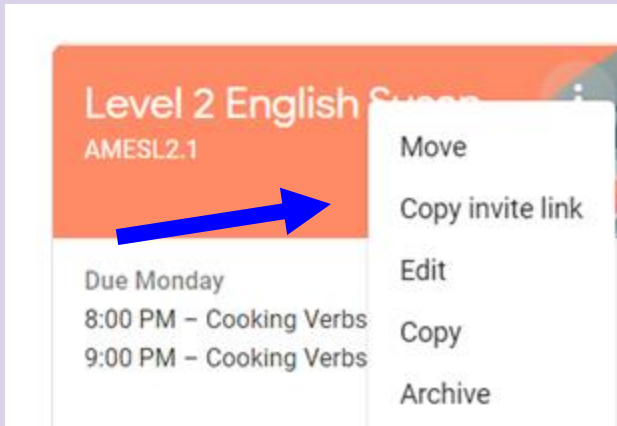
Onboarding Students

Supports for Students

- Translated Guides
- Bilingual Advisors
- Administrators
- Teachers
- Tech help sessions onsite (small groups, with PPE)

Getting students into Goo

- They can log on with their ID and P
- They can click on the Google Class WhatsApp or text
- If none of that works, we will call the
- If none of that works, we bring them



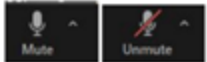


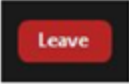
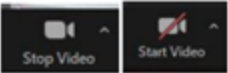

Support Materials

Handed out with books and login info

Student Logon Guide

Tech Glossary

Chromebook Guide

Ge	M	Microphone on/off / micrófono apagado/encendido / microfone ligado/desligado / 麦克风开/关 / Микрофон вкл./выкл. / الميكروفون يعمل / لا يعمل / microphone allumé/éteint /	
Ge	C	CLICK TO MUTE / clic para silenciar / clicke para silenciar / 开启静音 / Отключите микрофон / انضغط على الصامت / cliquez pour couper le microphone /	
Ge	L	CLICK TO UNMUTE / clic para quitar silenciador clicke para ativar o som / 结束静音 / Включите микрофон / انضغط على الغاء الصامت / cliquez pour réactiver le microphone	
Ge	C	Exit meeting / salir de la reunión / sair da reunião 退出会议 / Уйти с митинга / الخروج من المقابلة / quitter la réunion	
Ge	I	Camera on/off / cámara encendida/apagada Camera liga/ desligada / 摄像头开/关 / Видео вкл./выкл. / لا تعمل / الكاميرا تعمل / caméra allumée/éteinte	
Ge	S	Chat / chat o mandar mensaje Chat - sala de bate papo/ 聊天 / Чат / دردشة / discuter	

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](#)
- Prioritize patience! Remember:

Everyone is doing the best they can.

Questions?



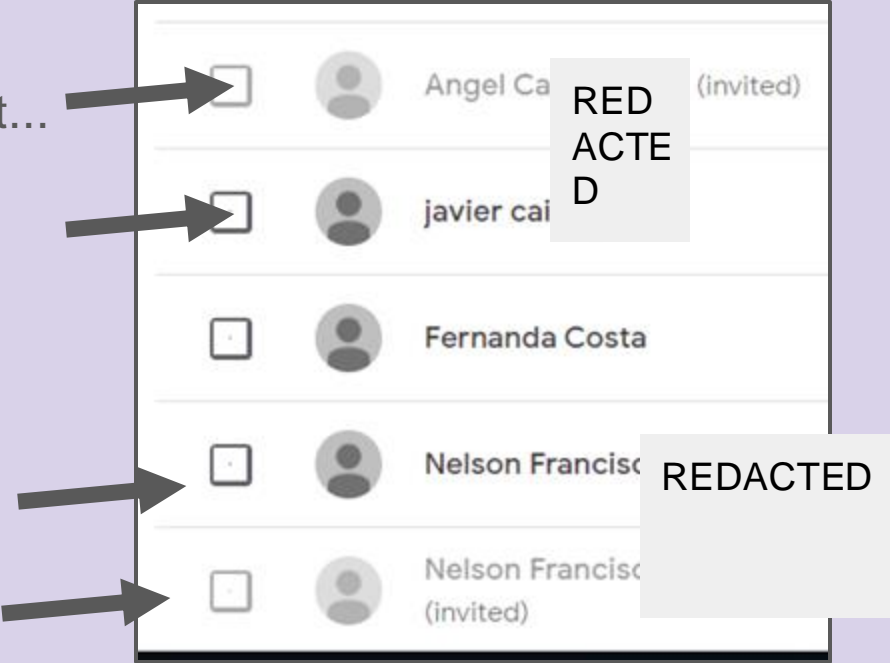
Sharing Google Apps with non-faesi.org users

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

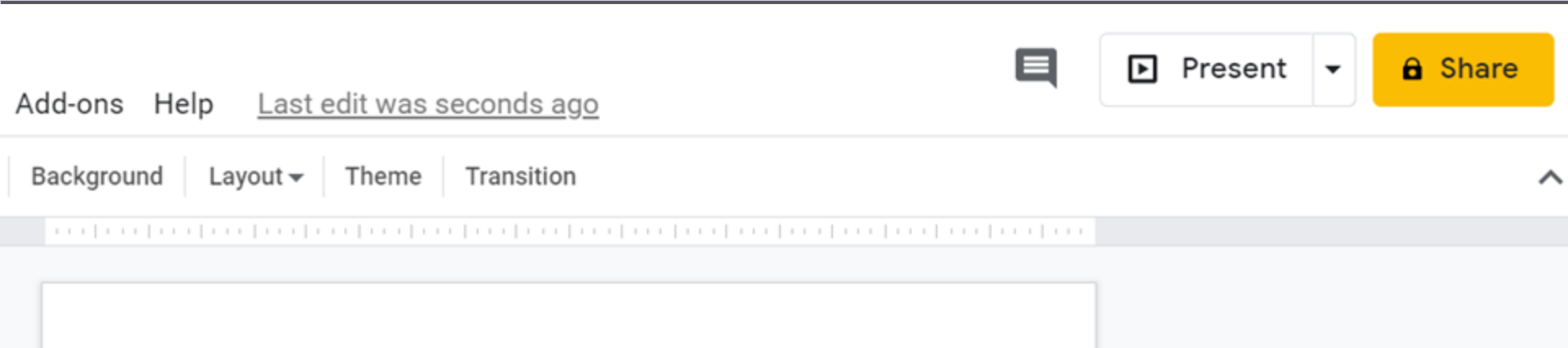
The problem was students using non-faesi.org accounts, but we found a solution.

Isn't everyone faesl.org?

Everyone has a FAESL.org account, but...



Set sharing so that non-faesi.org user can access





Share with people and groups



Add people and groups



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

Owner

[Send feedback to Google](#)

Done



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Share with people and groups

No one

Restricted



Framingham Adult ESL Plus



https://

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Done



Share with people and groups

No one has been added yet



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Viewer ▾

[Send feedback to Google](#)

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



Send



Questions

Responses

Total points: 0

Blank Quiz

Form description



Untitled Question



Multiple choice




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

A screenshot of a Zoom meeting. On the left, a video feed shows a man with glasses and a blue surgical mask, wearing a purple polo shirt with an "ESL" logo. He is in front of a whiteboard with the word "HOME" written on it. Below the video is a name tag for "Kevin O'Connor". On the right, a whiteboard application is open, showing a grid with a blue line and a small blue square. A text box at the bottom left of the whiteboard contains the text "Writing on the 'whiteboard'".

A screenshot of a Microsoft Word document. The top ribbon shows the "Font" and "Paragraph" sections. The main body of the document contains the following text:

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.

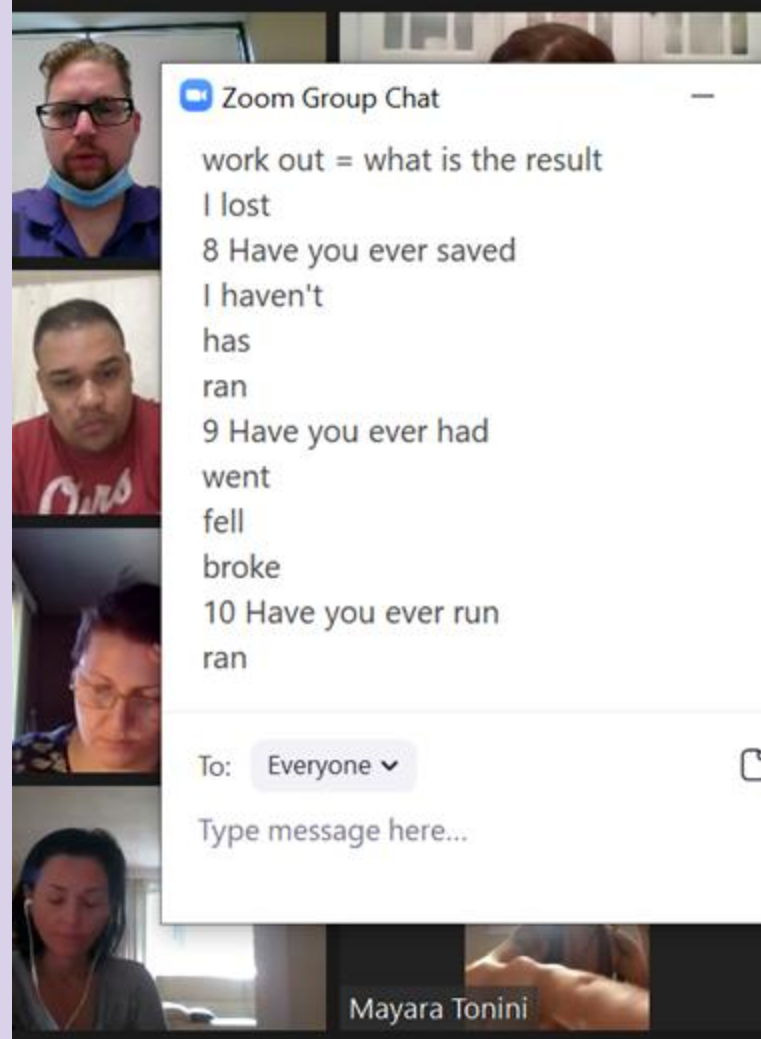
I can also bold, italicize, or highlight if I want.

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



Irregular Verbs

These verbs do not follow the "-ed" rule

Say	----->	Said
Make	----->	Made
Go	----->	Went
Eat	----->	Ate
Take	----->	Took
See	----->	Saw
Get	----->	Got
Give	----->	Gave
Come	----->	Came
Find	----->	Found
Run	----->	Ran

Signs



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