

Session 1: School Leadership Decisions about Set-Up (Approx. 90 min)

Agenda:

15 mins	Framing and Roles	Establish the rationale for the team.
45 - 60 mins	Decision points for each area	Set school policy for consistency in Google Classroom set-up, settings and features in Classroom, and ongoing Management. <i>Document everything in the provided table below</i>
15 mins	Establish a Timeline for Continued Work	Schedule when/if teacher teams will participate in Session 2 to complete any remaining decision points. Review and update Example Session 2 Agenda. Plan Session 3: <i>Setting up Google Classrooms</i> and update the Workshop slides to reflect all policy decisions

Resources:

- Use the [Style Guide Recommendations](#) to inform your decision
- Example [Session 2](#) Agenda

School Policy: Google Classroom

Items for Consideration		Our School Decisions <i>(Add columns if scenarios will differ by grade level/cohort)</i>
Naming Conventions for Classrooms	All Classrooms in the school have a common naming convention (ie. Ms. Thomas - ELA - P3). See Classroom Naming Suggestions for guidance.	What will our naming convention be?
Classroom Settings	All Classrooms have consistent settings for Stream access and the agreed-upon grading calculation settings, and weighted grading categories (possibly by dept. or grade level) See General Settings and Grading for guidance.	What Stream settings are best for our Classrooms? What are the expectations for weighted grading criteria? Are content area departments or grade teams developing grading categories and weights or will there be a schoolwide policy set by us?
Adding Students to	Option 1: One person/team is responsible	By whom/when will students be added to Classrooms?

Classrooms; syncing student rosters	for provisioning all Classrooms with Names, Settings, Teachers, and Students. <i>Use the Google Classroom Administrator account and then transfer ownership of Classrooms to teachers (resource).</i> <i>Option 2: Rosters with student names and email addresses are provided to teachers in list form in a Doc or Sheet so they can copy/paste the email addresses and quickly 'bulk add' students to each Classroom</i>	
Supervisor Access	All Classrooms are shared so that the team/teachers' supervisors are co-teachers. Designated person(s) or role account -- AP/Principal/team lead -- have access to a HUB with links to all Classrooms. <i>See these sample HUBs which can be used as templates: Doc or Sheets</i>	<i>Who has access to the "Google Classroom Administrator" account?</i> <i>What are the expectations for sharing with administrators and co-teachers?</i> <i>Who will have access to the HUB?</i>
Streamlining Zoom/Meet + Classroom access	Zoom or Meet or Teams - Select a platform and include links to meeting spaces in the Classroom HUB (<i>the provided links contain planned updates for Fall 2020</i>)	<i>Will we use Zoom, Meet or Teams? Will we survey our teachers and students first to see which they prefer?</i>
Setting up Family access	Administration or grade team lead invites all Guardians to receive Guardian Settings. **At this time, these can only be distributed via email. No text feature is available.** *Each individual Google Classroom needs to have Guardian Summaries turned on in its Class settings Guardian email addresses can be added ONE AT A TIME by teachers and/or administrators OR can be bulk uploaded using GAM or the Classroom API.	<i>Will we use Guardian Summaries or a different parent communication?</i> <i>How will we add parent contact emails to Google Classroom? Who will be responsible for this?</i> <i>By whom/when will the initial invitation to Guardian Summaries be sent out?</i> <i>Should email address collection be included in a survey to parents?</i>
Set-Up Timeline	<i>Option 1: One person/team is responsible for provisioning all Classrooms. Use the Google Classroom Administrator account and then transfer ownership of Classrooms to teachers (resource). This can happen at any time during Summer - once programming is completed.</i> <i>Option 2: Upon return (Sept 8, 2020) and after receiving class sections and schedules, teachers can begin the Classroom set-up process, following the School Style Guide. Earliest possible date: September 8, 2020 (if programming is completed).</i>	<i>When will Classrooms be set up?</i>

Items in Classroom: *The following decision points may be best made at the department or grade level in Session 2*

Naming Conventions and Instructions for Items in Classroom	Common naming conventions across the grade (or school) are recommended for the following Assignment types: materials, assignments, and questions. Consider numbering each post with Unit/Assignment number or adding a date to each. Consider always including the 'Learning Target/Objective' and specific steps for students to follow in the Assignment Instructions.	<i>What naming conventions will we use for Assignments?</i> <i>Will we ask grade team or content area departments to develop these plans and share them with admin?</i>
Number of and Due Dates for Classroom Assignments	As a department, grade level, or school, there is a shared decision about the number of assignments per week, assignment due dates (day of the week, time of day, etc.), and an assessment schedule.	<i>What are the expectations for the number and type of assignments that are given each week?</i> <i>How will we monitor assignments and assessments across content areas to make sure that students aren't overloaded?</i>
Location of Assignments	All Assignments are posted on the Classwork page and are included in the relevant Topic (with due date, value, and Grading Category, if applicable) All Assignments are posted as 'Assignments' or 'Quiz Assignments' - not as "Materials" - Materials are not listed in student 'To Do' sections or added to Calendars. No student resources or assignments should be posted on the Stream!	<i>Where (and with what settings) will assignments be posted?</i>
(Other)		
(Other)		
Ongoing Management		
Providing Student Supports	Provide student supports to use Classroom and other Google tools efficiently and effectively.	<i>How will we support students in effectively using educational technology?</i>
Managing Parent Emails	Provide tutorials and additional supports for Guardian Summary email frequency. English / Spanish / Mandarin	<i>How will Guardian Summaries fit into our Parent Outreach plans?</i>
(Other)		
