

*G Suite Enterprise for Education  
Quick Reference & Tutorials for New  
Features*

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Suite

## Google Classroom: Originality Reports

Teachers now have unlimited use of originality reports. A similar feature to Turn it in!

For students, the reports highlight source material in their work and flag missing citations so they can improve their writing.

After students submit work, teachers can view reports to verify academic integrity and provide feedback from the grading tool.

Tutorial: Google Classroom  
Originality Reports



## Google Classroom: Rubrics & Grading

Teachers can now create and reuse rubrics. As students complete work, they can check an

assignment's rubric to help stay on track. When teachers grade rubrics, level selections automatically calculate a total grade that can also be adjusted manually.

After work is returned, students can quickly check their rubric feedback.

Tutorial: Google Classroom Rubrics

More about rubrics:

Customizable—Up to 50 criteria and 10 performance levels

Shareable—Import and export options when you create assignments

Reusable—Reuse a rubric in another assignment

How to Setup Grading



## Google Meet: Moderator Host Controls

Teachers can now manage who can join their meetings with a simple toggle called **Quick access**. You can also manage who can share their screen and who can send chat messages within the meeting.

Host Controls Allow you to:

- Turn off Chat
- Turn off Screen Sharing
- Quick Access - (Turn off)

So students who are not invited to your meet cannot join without requesting access.

Tutorial: Google Meet Host Controls



## Google Meet: Change Background

All users now have the ability to change their background and /or blur their environment without using a green screen or downloading a third party app.. You can make the changes before the Google Meet or during the video conference.

On the bottom right of your screen view, click on 3 dots and select, Change Background. To completely blur your background, click Blur your background. To slightly blur your background, click Slightly blur your background. To select a pre-uploaded background, click a background. ...

Tutorial: Change Background in Google Meet



## Google Meet: Whiteboard

An interactive whiteboard or virtual dry erase board where you can brainstorm ideas live with your students.

You can share your Jamboard with students or assign them their own to use in collaboration with other students.

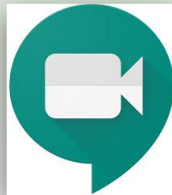
Tutorial: Using Jamboard as a Whiteboard in Google Meet

You can find the Whiteboard in Google Meet, at the bottom right of your video screen - click More Options and then Whiteboard.

To create a new Jamboard, click Start a new whiteboard. To open an existing Jamboard from your drive, shared drives, or computer, click Choose from Drive.

Tip: The Jamboard file will open in a new tab and a link is shared automatically via the chat.

<https://jamboard.google.com>

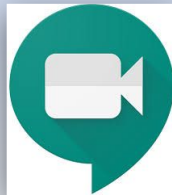


## Google Meet: Hand Raise Feature

You will start to see the Raise Hand icon appear in the Google Meet bottom menu bar. Participants can raise a hand which notifies the teacher and shows a visual indicator on their video feed.

Hand raising: Increase participation in larger meetings by enabling participants to "raise their hands" when they have a question or something to say.

Tutorial: "Hand Raise" Feature in Google Meet



In the top right, click Activities and then Breakout rooms.

In the Breakout rooms panel, choose the number of breakout rooms. You can create up to 100 breakout rooms in a meet.

Students will then be randomly and equally distributed across the rooms.

To manually move students into different rooms, you can either:

Enter the student's name;

Click the student's name; Or

Hold down the mouse, drag the student's name, and then drop it into another breakout room.

To randomly mix up the groups again, click Shuffle.

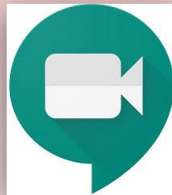
In the bottom right, click Create.

## Google Meet: Breakout Rooms

Teachers can use breakout rooms to divide students into smaller groups during meet sessions. It can also be used to conference with individual students. The students can be assigned to specific groups or shuffle them into random groups.

Breakout rooms currently can't be recorded.

## Tutorial: Google Meet Breakout Rooms





## Google Meet: Polling

Teachers can now create polls for students to vote on. The results of the poll are confidential. This feature can be used as an exit ticket to check students for understanding

After the meet, the teacher is automatically emailed a report of the poll results. The report includes the names and answers of the students.

In a meeting, in the top-right corner, click *Activities* and then click *Polls*.

Click *Start a poll*.

Enter a question and add options for the poll.

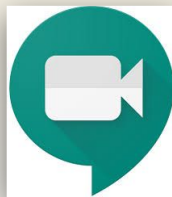
Choose one:

To post your poll, click *Launch*.

To save your poll so you can launch it later, click *Save*.

Tip: Polls you save remain listed under *Polls*.

## Tutorial: Google Meet Polls and Q&A



The teacher can filter questions, mark questions answered, and hide questions. This only applies to the moderator's view.

In a meeting, click Activities and then click Questions.

1. To filter questions, next to "All questions", click Down arrow and select an option:

- >All questions
- >Unanswered questions
- >Answered questions
- >Hidden questions

2. To upvote a question, on the question, click Upvote.

3. To mark a question answered, on the question, click Answered.

4. To hide a question, on the question, click Hide.

5. To sort questions by popularity or chronologically, next to "Popular", click Down arrow and select an option.

6. To delete a question, on the question, click Delete.

## Google Meet: Q&A

Anyone in a meeting can ask questions. The questions show until they are deleted or hidden. After a meeting, the teacher will get a detailed report of all the questions.

During the meeting, the teacher can choose to answer the questions verbally in the meeting or add their reply in the meeting chat.

## Tutorial: Google Meet Q&A and Polls



*The End...*

*All questions can be directed to  
[techstaff@freeholdboro.k12.nj.us](mailto:techstaff@freeholdboro.k12.nj.us)*

