Google Classroom Protocols:
A Consistent Approach to Support Pupils' Learning

These protocols for teachers are designed to provide clarity and consistency for pupils, so that our use of Google Classroom best supports their learning. They have been designed following pupil feedback.

Naming your classroom

- Academic classes should be named following this **exact** naming convention:
  - Class name: Subject, iSAMS class code (as stated on timetable)
  - Section: Teacher name, year of teaching



- Your Head of Department should be added as a Teacher on each of your Google Classrooms. If you are the Head of Department, add a department colleague, so that they have access in the event of absence.
- Add the relevant Learning Development (LD) teacher if you have pupils on the LD register in your class.
- Use the first lesson with a class to share the Google Classroom code so they can join the Classroom.

The Golden Rules of Posting Work on Google Classroom

The relevant objectives and resources should be clearly defined and available in your Google Classroom posts, so that pupils know exactly what they should be doing in any given lesson.

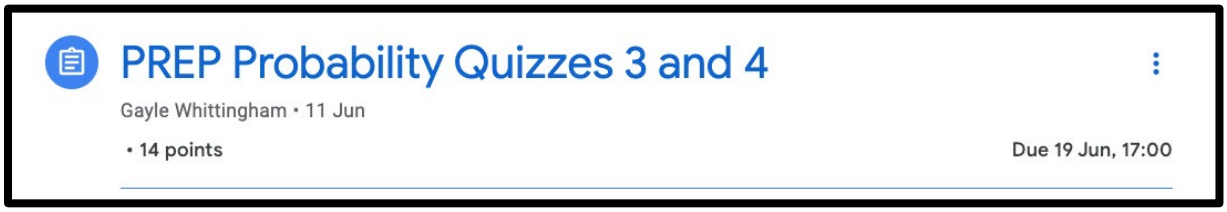
HoDs should ensure that this is totally consistent for every teacher in their department.

The crucial thing from a pupil's perspective is to be consistent in both the regularity with which you share work and the way you name your posts. (e.g. either by lesson OR by two lessons OR by week).

- Lesson posts should have a clear title relevant to the topic, but there is no need to add the day/date as posts already have these. The key here is that if a pupil has missed a lesson, or when revising, pupils can return to a particular lesson within a Topic.
- All lessons should be tagged as part of a 'Topic'. These 'Topics' can be set up in the Google Classroom by the teacher in advance. It is best practice to agree the 'Topics' as a department for each course.
- Use 'Material' to post the resources for a lesson. This ensures the work doesn't come up for pupils as one of their assignments, but can still be tagged as part of a 'Topic'.

- However, if a lesson has a component to be marked, set it up as an assignment and ensure the due date is added, and that it is the date of the lesson.
- Do not use the 'Stream' to post work.

How to post work that will be marked



- Use 'Assignment' to post Prep or any piece of work that you intend to mark. If it is an assignment to be done as Prep (rather than an assignment to be completed in the lesson, e.g. a timed test), it must be labelled PREP, so pupils can clearly distinguish between this and material for lessons. Pupils have specifically requested this.
- Always set a due date if work is to be marked and handed in. The 'Assignment' should also be tagged with a topic.

Numbering Classwork and Prep

Some colleagues and pupils find that numbering Classwork and/or Prep allows all parties to access Classwork and Prep more easily, and to see the order of posts. This is not essential but should be discussed in departments as a possible departmental protocol.

Using the stream

- Only use the stream to post casual announcements, such as a room change.
- It is of benefit for teachers to turn off notifications in the stream.

Course Overviews, Specifications and Past Papers

- Each Google Classroom should contain 'Material' posts that contain a link to an overview of the course, e.g. a programme of study with a list of topics in order, the specification and the department website (if relevant).