BLENDED LEARNING BEST PRACTICES

Template

Use of Google Classroom in education	
11/2020	Author: Mr. Jan Evensen Educational Manager in Fønixs Fønix AS Norway

Element	Guiding questions
Type of document	Information sheet
Publisher	Fønix AS
Target audience	Low skilled employees in the Norwegian SkillsPlus program. The SkillsPlus program is the major Norwegian program designed to improve basic skills in the adult population in the areas of literacy, numeracy, oral communication, and ICT SkillsPlus assumes a collaboration between companies and training providers in Norway. The target group is employees in companies that are at risk of falling out of the labor market. The program offers a combination of different skill areas that are tailored to the companies' needs. Specific competence - or linked to formal competence in the form of a trade certificate (VET). The program is basically based on traditional classroom teaching - but in recent years has to some extent opened for elements of digital education
Field	Basic skills training and vocational training in companies. Language training for migrant and employees with non-Norwegian language.
Objective	In our best practice with the use of Google Classroom, we have experienced that Google Classroom enables the teachers to create an online classroom area in which they can communicate with and manage all the papers and documents that their students need.

Location /geographical coverage	Google Classroom has been used as a supplementary to digital education and classroom education in all kind of courses and training in Fønix for the last five years.
Introduction	In our practice with the use of Google Classroom, we want to pin point the following as best practice: Easy to manage workflow For example, a teacher can streamline the process of students submitting their assignments. Just a casual glance on screen and you will immediately know who is missing out on the homework. To top it off, every single task can be tied to a specific deadline in Google Classroom. So, the teacher will be able to spot late submissions in a breeze regardless of the size of your class. Accessibility Google Classroom is a cloud-driven software. In other words, you can dive into all the data from any part of the world. Whether you are traveling or sitting in a coffee shop, you can do something productive by logging into Google classroom. This easy accessibility also offers both teacher and students to work paperless. As a teacher, sometimes it could be very consuming to organize paper notes. Because you may easily misplace or even forget to bring them into the class.
Stakeholders and Partners	Students: Adults (over 18) outside or inside the labour market. Jobseekers with need of basic skills training, vocational training and / or language training. Institution: Fønix provide "Work Preparatory Training" for people who need to establish necessary basic job skills, lifelong career guidance, language training and work-related integration for migrants.
Financing Body	Fønix AS through regional authority; The municipality of Sandefjord, Norway. Special funding from the Ministry of Norway through SkillsNorway.
Context	Like other Google applications, you need a Google account to use it. But not just any Google account will do for Classroom; you need a Google Apps for Education account. This is different than your standard Google account. You can try out Google Classroom for free by making a classroom of your own. Direct any browser to classroom.google.com.
The main objectives	Our teachers and trainers are educated in the use of Google Classroom in all training and courses with adults.

The description of the practice	Google Classroom sits between you and Google Drive and provides a teacher/student-friendly way of managing classroom documents.

Here is an overview of what we do in our practice with Google Classroom in our training with adult students:

Make assignments:

The main thing you, as the teacher, will do with Google Classroom is doing homework assignments for your students. When you create an assignment, you can upload the necessary documents for the students to read or work on. Students receive e-mail notification of new assignment. The students "turn in" the assignments when finished, and you can then grade the assignments.

Make announcements:

If you have a quick announcement for the entire class, you can quickly type in the announcement, which is e-mailed to all your students in the class.

Store classroom materials:

The materials you add to an assignment aren't the only documents you can store. You can store any other necessary documents for students on Google Drive.

Allow students to interact:

Students have the ability to comment on assignments and announcements, as well as e-mail each other through the Classroom interface. |
| **Outcomes of the practice** | Google Classroom is free for schools and individuals

Google provides everyone with free access to tools like Gmail and Google Drive.

"G Suite" is the enterprise subscription product that bundles these—and other—tools for workplaces and schools. If you're part of a school or non-profit, you may qualify for free G Suite access.

Individuals can also access Google Classroom for free, although some organizations may need to pay for the tool as a part of Google's G Suite service.

Google makes it clear that this free product is not selling your data for advertising purposes, nor does it display ads for revenue. |

Success Factors	Both teacher and studentscan access Google Classroom from any browser, or download the app for Android, iPhone, or iPad. The Internet is full of great instructions on video on how to set up and use Google Classroom in education.
Constraints	None
Lessons learned	Positively surprised at how well (simple) the technology works. The use of Google Classroom is efficient and safe and save both students and teachers a lot of work.
Sustainability	All participants must have acess to computer and Internet
Development of the practice	Today we in Fønix use Google Classroom as standard in all our classes with adult students.
Conclusion	The learning outcome is improved after implementing the use of Google Classroom.
Related resources that have been developed	We have not developed any special resourses regarding th e use of Google Classroom.
Language(s)	English and Norwegian
Contact details	
Name	Jan Evensen
Company/Institution	Fønix AS
Address	Nygårdsveien 82, 3211 Sandefjord, Norway
Telephone	+47 905 39 610
E-mail	Jan.evensen@fonix.as