Organizational Tools--Teacher

Start with **Teamwork**--Divide & Conquer. This is NOT a competition!

Play to the **Strengths**--find one for each team member. Buy-in is increased with responsibility.

Create a PLC (team) **Google Folder**, Share It and Populate It.

Don’t think you have to re-invent the wheel. **Tweak** the Tried and True assignments.

Decide on a **Naming Protocol** and teach it to the students for items they may generate to share with you. This helps avoid a cyber leaf blowing in the wind. Teach students to attach these “extra” artifacts to their assignments.

**Ask students** what works for them. You may be surprised at what wisdom they have from their perspective.

Make a classroom for every group you teach. No group is too small! This is where individualization occurs. Don’t worry about reproducing assignments--Google has made it easy to repost and assignment to a new group.

**Provide regular feedback** to students. **Return their work.** They love getting mail and will look for and respond to your reflections.

**Color-code** your folders either by subject or date.

Allow for & Expect **Failures**, we all learn from them.
Organizational Tools-- Students

Allow them time to set up their **Google Drives**. Most of the traffic will auto populate into Folders for them, but they may work better by color coding them, etc.

**Teach students how to submit** their work! It seems obvious, but it isn’t to a ten year old.

Make a time each week to **explore technology for fun!** Check out creation software or apps without the pressure of curriculum. Your struggling students will “play” with excitement when they aren’t worried “if this is right.” **Tech Tuesday (30 minutes).**

**Connect with parents!** Encourage them to check out Google Classroom with their students. Share newsletters.

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**Workflow Scenarios**

I. To post assignment/announcement:

**Make a template document** (this can be as simple as a titled blank page or may be a detailed graphic organizer).

Put this document onto your **Google Drive in a folder** that indicates what type of assignment it is for future reference--Reading, Writing, Math ...

**Follow the Google prompts in Classroom** for “Add Assignment” or “Add Announcement” deciding when you just want students to view a document versus when you want each student to have their own copy.

Give detailed **instructions while posting** the assignment.
Provide links, PDFs, pictures that students may need to complete the assignment.

Add class comments if you forget!

Set a due date & wait for the organization of turn-in to begin.

II. Once the assignment is posted:

Know that you can peek at student’s work as they work on assignments.

Make an appointment with students to help them virtually when you see someone struggling.

Acknowledge student experts in areas of need: uploading pictures; drawing in Google Docs; attaching artifacts, adding equations.

Teach the turn-in/unsubmit process.

III. When working on long term projects:

Check in with students periodically! They may need encouragement to keep focused. The project may need spicing up along the way.

Highlight new findings or techniques that may be used. Kids come up with the darndest things--why not capture and share their creativity? Just because the teacher didn’t think about putting explosions into a slide, doesn’t mean it isn’t the coolest thing this week.
IV. When planning a multi-faceted assignment with collaborative teachers:

**Plan backwards - use a shared Google calendar!** You might not get the product you first set out expecting. **Allow students to revise** and edit within reason.

Accept that all products will not be the same. We’re not teaching how to make a product so much as how to create through a process!

**Make rubrics for basic expectations**—creativity, collaboration, critical thinking.

**Provide for interim planning.** This can be done virtually on a Google Doc. Make sure the pieces are in place for assignments.

**Expect to Reflect!** Honing your skills requires flexibility, don’t be rigid. Don’t expect perfection the first or second time.