

# Training 1

# Training 1.0

## Learning Management System (LMS)

### Mastering Google Classroom, Google Meet, and Google Drive

Welcome to our discussion on effectively utilizing Google Classroom, Google Meet, and Google Drive. These tools are essential for creating an efficient and engaging digital learning environment. Let's dive into the key areas and share our experiences, tips, and questions.

#### Google Classroom:

##### Setting up a Classroom:

1. How do you approach setting up your Google Classroom? What are the essential steps you follow to ensure everything is organized from the start?
2. Have you found any tips or tricks that make the setup process smoother or more efficient?

##### Creating and Organizing Assignments:

1. What strategies do you use to create assignments that are clear and engaging for your students?
2. How do you organize assignments in Google Classroom to make it easy for students to find and complete their work?

##### Grading and Providing Feedback:

1. What are your best practices for grading assignments in Google Classroom?

2. How do you provide meaningful and constructive feedback to students using the platform?

## **Google Meet:**

### **Scheduling and Conducting Meetings:**

1. What tools or methods do you use to schedule meetings effectively with Google Meet?
2. During meetings, how do you ensure that the session remains engaging and interactive for all participants?

### **Utilizing Breakout Rooms and Interactive Features:**

1. How do you use breakout rooms to enhance collaboration and group work during your meetings?
2. Are there any interactive features within Google Meet that you find particularly useful for keeping students engaged?

## **Google Drive:**

### **Organizing Files and Folders:**

1. What system do you use to keep your Google Drive organized? How do you manage files and folders to ensure everything is easy to locate?
2. Are there any naming conventions or organizational strategies that you find particularly effective?

### **Sharing and Collaborating on Documents:**

1. How do you facilitate collaboration using Google Drive? What are your best practices for sharing documents with students and colleagues?
2. Have you encountered any challenges with document sharing and collaboration? If so, how did you overcome them?

### **Integrating with Other Google Workspace Tools:**

1. How do you integrate Google Drive with other Google Workspace tools to streamline your workflow?
2. Are there any specific integrations that you find particularly useful for enhancing productivity and collaboration?

### **Discussion Questions:**

1. What are the biggest challenges you face when using Google Classroom, Google Meet, and Google Drive? How have you addressed these challenges?
2. Can you share a success story where these tools significantly improved your teaching or classroom management?
3. What features or improvements would you like to see added to Google Classroom, Google Meet, or Google Drive to better support your needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's learn from each other and enhance our proficiency together!

# Training 1.1

## Educational Technology Tools

### Leveraging Educational Technology Tools

Welcome to our discussion on effectively using educational technology tools like Chat GPT, Quillbot, Microsoft Office, and Kahoot!. These tools can significantly enhance our teaching practices and student engagement. Let's explore the various ways we can integrate these technologies into our educational workflows and share our experiences, tips, and questions.

#### Chat GPT:

##### **Generating Lesson Plans and Educational Content:**

1. How have you utilized Chat GPT to generate lesson plans or other educational content?
2. What are some effective strategies for prompting Chat GPT to produce high-quality and relevant content?

##### **Answering Student Queries and Providing Explanations:**

1. How do you use Chat GPT to answer student queries? Are there any specific guidelines you follow to ensure the information is accurate and helpful?
2. Can you share an example where Chat GPT provided an explanation that greatly benefited a student's understanding?

## **Quillbot:**

### **Paraphrasing and Summarizing Text:**

1. In what scenarios do you find Quillbot most useful for paraphrasing and summarizing text?
2. How do you ensure that the paraphrased or summarized content maintains the original meaning and context?

### **Improving Writing Quality:**

1. How has Quillbot helped you or your students improve writing quality?
2. Are there any specific features of Quillbot that you find particularly effective for enhancing writing?

## **Microsoft Office:**

### **Word: Advanced Document Formatting:**

1. What advanced document formatting techniques do you frequently use in Microsoft Word?
2. How do you teach your students to utilize these advanced features effectively?

### **Excel: Data Analysis and Visualization:**

1. What are some common data analysis tasks you perform in Excel, and what tools or functions do you use?
2. How do you create visualizations in Excel to make data more understandable and engaging for your students?

### **PowerPoint: Creating Dynamic Presentations:**

1. What are your best practices for creating dynamic and visually appealing presentations in PowerPoint?

2. How do you incorporate multimedia and interactive elements to enhance your presentations?

## **Kahoot!:**

### **Creating Interactive Quizzes:**

1. How do you design interactive quizzes in Kahoot! that are both fun and educational?
2. What are some strategies you use to encourage student participation and engagement during Kahoot! quizzes?

### **Analyzing Student Performance:**

1. How do you utilize the data from Kahoot! to analyze student performance?
2. What insights have you gained from Kahoot! data that have influenced your teaching strategies?

### **Discussion Questions:**

1. What challenges have you faced when integrating these tools into your teaching? How have you overcome these challenges?
2. Can you share a success story where one of these tools significantly enhanced your teaching or student learning outcomes?
3. What features or improvements would you like to see in Chat GPT, Quillbot, Microsoft Office, or Kahoot! to better support your educational needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's collaborate and learn from each other to enhance our proficiency with these powerful educational technologies!