

Pearson Edexcel Level 3 Extended Project

Online Toolkit Teacher Guide

How to set up Google
Classroom™

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Introduction

Using an online platform to support your EPQ learners.

Online platforms provide a powerful tool for supporting your project learners. These platforms can:

- facilitate the provision of resources in a manner that allows students to access materials at their own pace.
- enable learning to happen both in face-to-face environments and remote settings.
- facilitate the process of monitoring and providing feedback to students.
- make administration of the project process easier and more secure.
- allow for collaborative working in the case of groups projects.
- make it straightforward for a team of teachers to track students and collaborate in the mentoring process

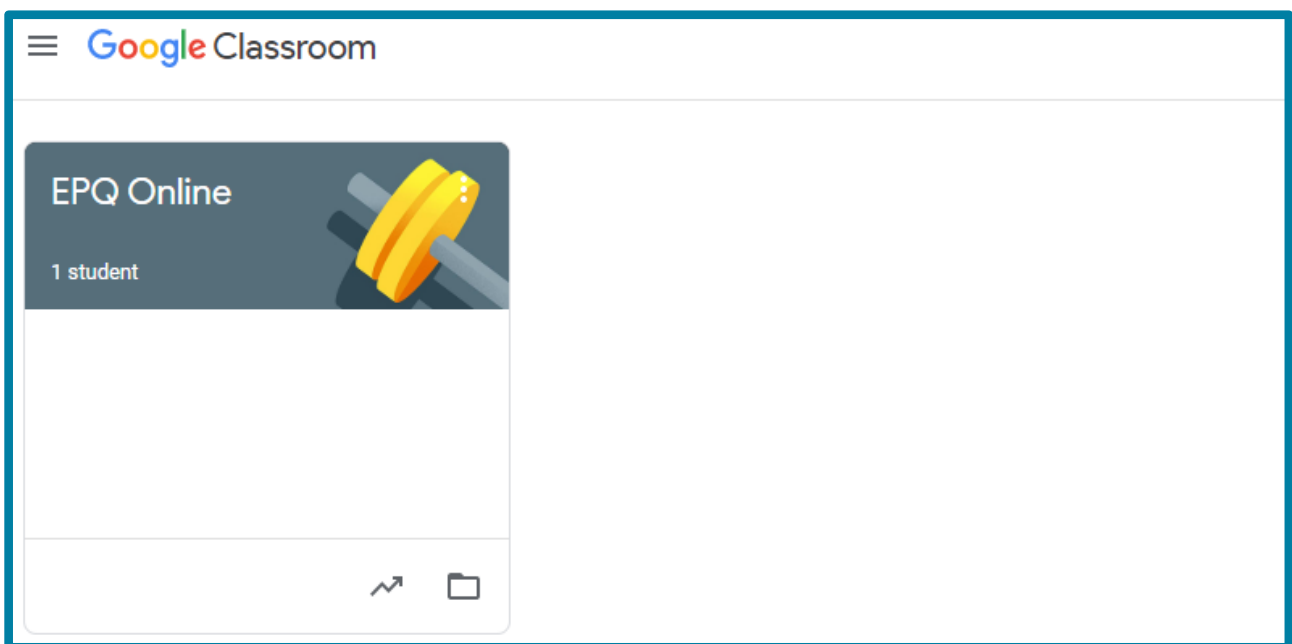
Online provision can happen through a variety of virtual learning platforms. This guidance document provides advice on how to set up an online toolkit for EPQ teachers and learners for use with Google Classroom™.¹

The toolkit templates are provided as MS Word documents and MS Excel spreadsheets, so that you can upload them to your platform of choice. Note that the formatting may change slightly when you upload them. It might still be helpful to read through this guide to get tips and useful video links for running the EPQ in an online classroom.

¹ Google Classroom™ is a trademark of Google Inc.

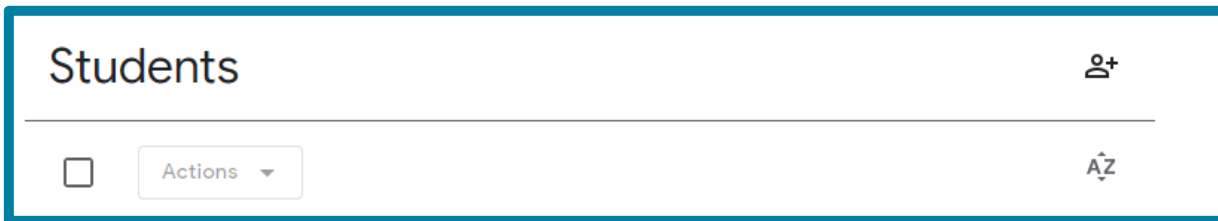
Setting up students and teachers

1. You will need your IT administrator to set up a G suite for Education account.
2. Go to Google Classroom™ – <https://classroom.google.com/h>
3. Click the 'Plus' (+) button to create a Class.
4. When you have named your Class, it will appear on a list of Classes as in the screenshot below.



5. Click on the name of your Class to open it.
6. Click on 'People' to begin adding students and teachers to the Class.

7. Add students by clicking on the symbol of the person with the plus button on the right-hand side of the screen.

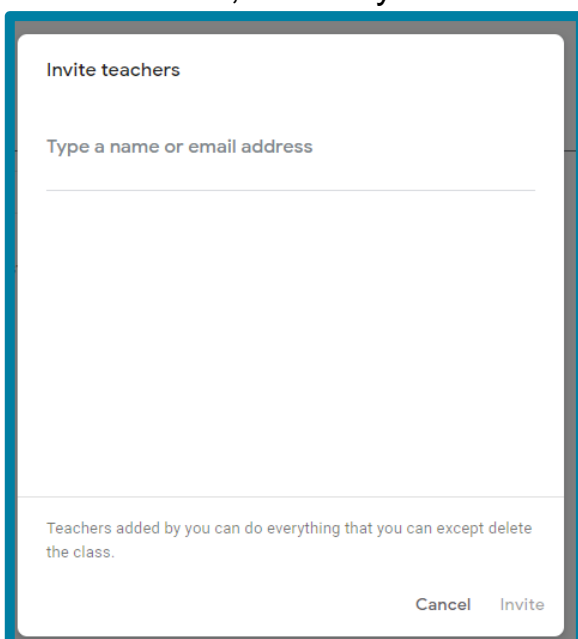


8. Alternatively, click on 'Stream'. Underneath the title of your Class, you will find a Class code, which you can send to your students. They can then sign on to Google Classroom™ and join the Class for themselves.



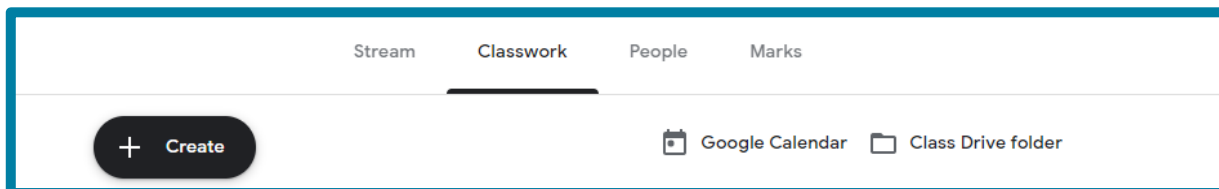
9. To add other teachers to the Class, click on 'People'. Click on the symbol of the person with the plus sign.

10. A box headed 'Invite teachers' will appear. Enter the email address/es of the teacher/s, and they will be invited to join the Class.

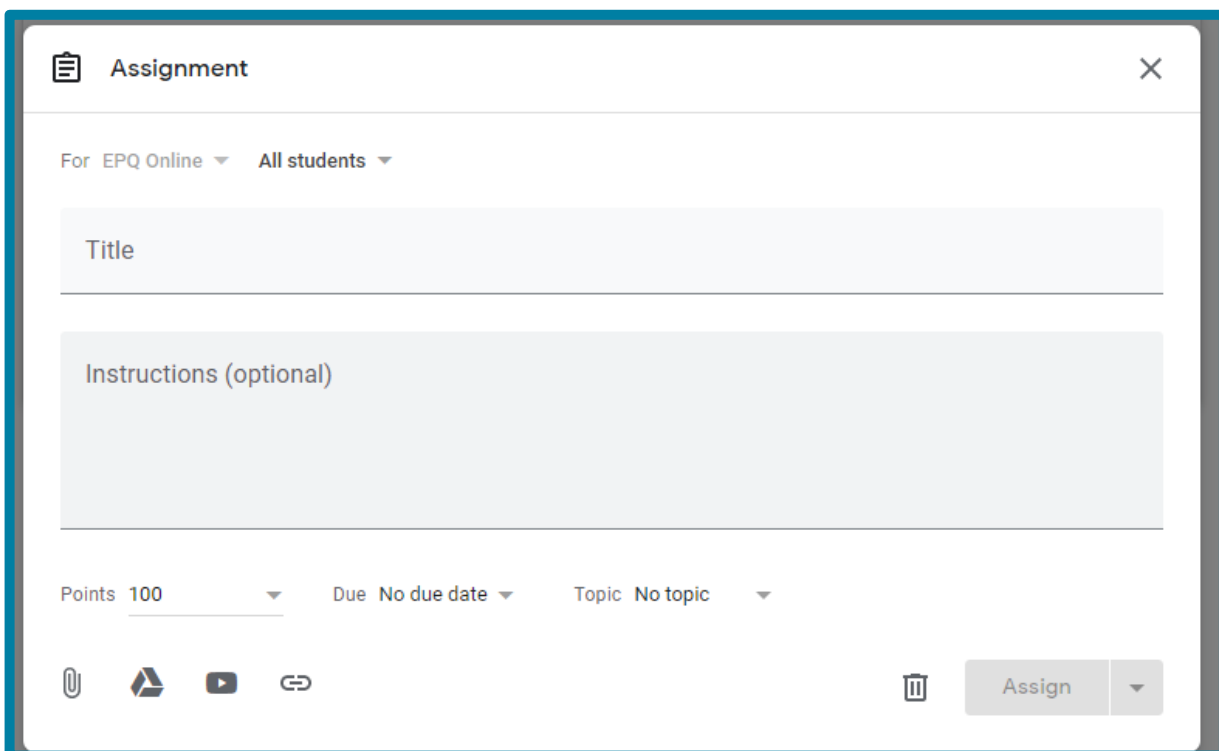


Setting up content

1. You are now ready to begin adding content to your Classroom. Click on 'Classwork' at the top of the screen and then click 'Create'.



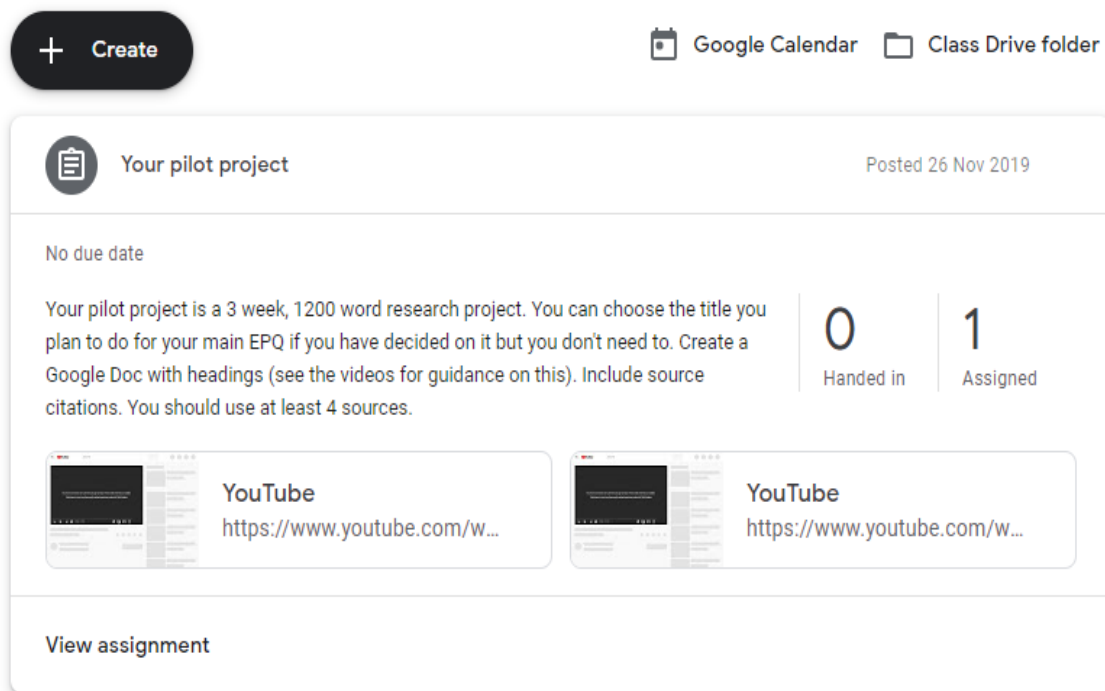
2. Click on 'Assignment'. A window will appear. You can add your assignment details to this window.



3. Input the Assignment title and any instructions. The icons at the bottom of the window allow you to attach files, add files from the google drive, add video links from YouTube or attach links to websites. When you have added everything your students will need, click the 'Assign' button on the right-hand side of the screen.

Assigning content and questions

1. You may wish to set up a Pilot Project. You could include the following instructions and add links to the suggested videos listed below. *(NB – the links provided in the next few pages are to external sites and were live at time of publication).*

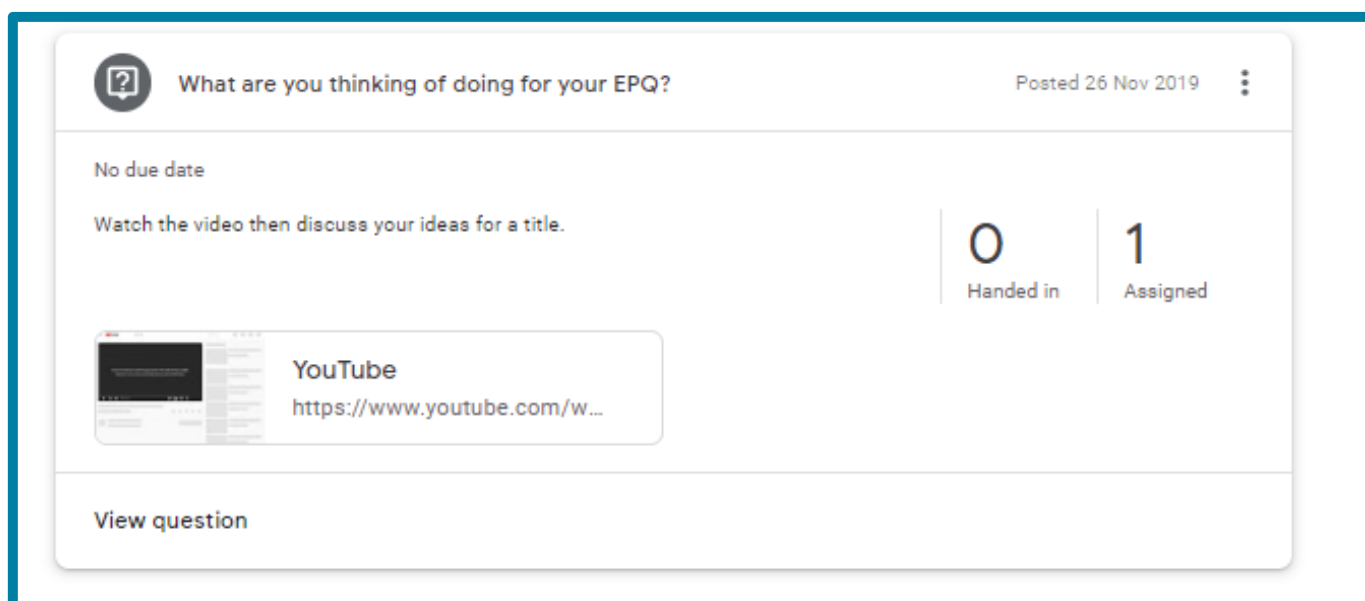


Getting started on your EPQ: The Pilot Project. Part 1:
<https://youtu.be/uHY1OIQw5KE>

Getting started on your EPQ: The Pilot Project. Part 2:
https://youtu.be/of_fGk5VVwM

2. When you want to check if students have handed in or completed the work, click on 'View Assignment' or go to 'Stream' and click on 'Assignment'. You can see which students have submitted work, and you can add comments and questions and return the work to them.


3. You can also set up questions for your students. Go to 'Classroom', Click 'Create' and 'Question'. You can add more resources such as worksheets or YouTube videos to this question. For example, you could set a question as follows.



The link to the video in the screen shot is below:

Choosing a good EPQ title: <https://youtu.be/LEdhTQanrrU>


4. Questions can also be used as a tool to facilitate classroom discussion. For example, you could pose a question, then invite students to discuss and post their thoughts on the Classroom as a record and a stimulus to other students.


Asking an open question
Posted 26 Nov 2019

No due date

The question you choose for your EPQ needs to be open - there must be something to argue about. 'How has Formula 1 changed in the past 10 years?' is not a good title as there is no room for argument. 'Should we slow racing cars down to protect drivers more?' is a good title because you can argue for and against.

Look at the Open Questions worksheet. Choose a question and discuss. You can post your thoughts on this thread.



Exploring Open Question...

PDF

View question

0

1

Handed in

Assigned

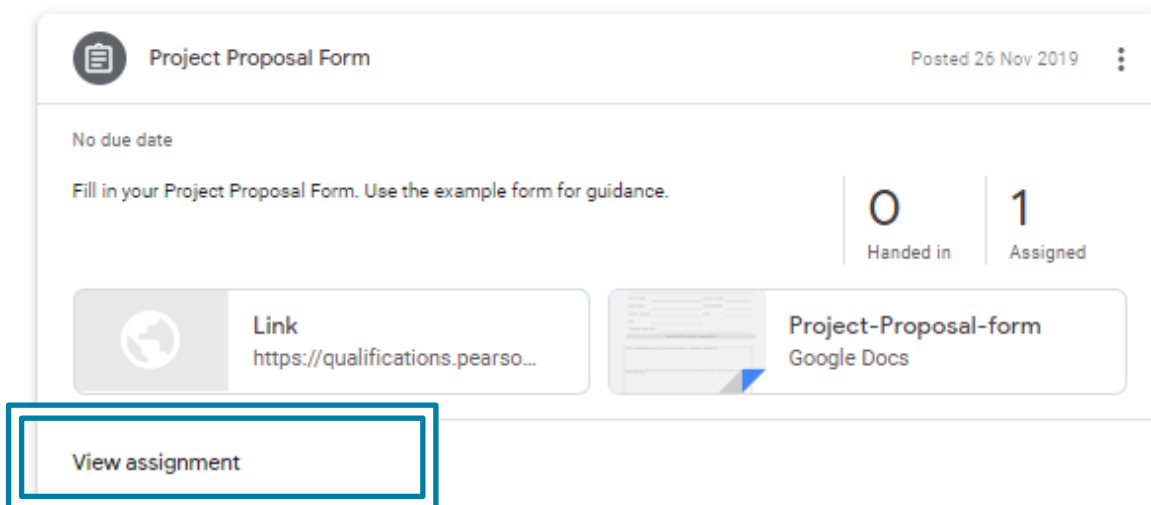
The worksheet in the screen shot above – which is around exploring open questions – can be found on the Pearson Website here: [Exploring Open Questions](#).

5. When setting assignments for activities such as filling in the Project Proposal log, you may wish to create a blank template in your own Google Drive, then share it with students. If you click on 'Make a copy for each student', each student will receive a named copy of the document.

6. When you have added all of the links to your assignment, click on the 'Assign button'. Please note that whilst you can still edit an Assignment once it has been assigned, you cannot use the 'Make a copy for each student' to an already assigned assignment. So, ensure that you have used this tool before you click on 'Assign'.

Working with your students and updating projects

1. You will be able to view work your students are doing on documents even before it has been handed in. To view student work, click on 'View Assignment', then click on the student's name. You can then click to open their version of the document. These documents can also be found in your own Google Drive if you search for the name of your student.



Project Proposal Form

Posted 26 Nov 2019

No due date

Fill in your Project Proposal Form. Use the example form for guidance.

0 Handed in | 1 Assigned

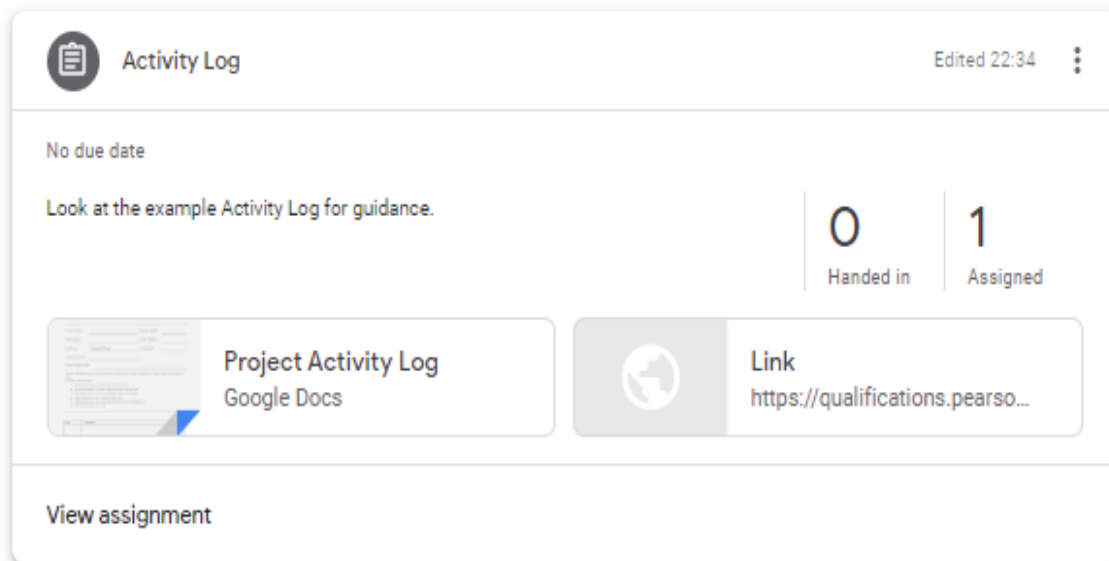
Link
https://qualifications.pearso...

Project-Proposal-form
Google Docs

View assignment

The exemplar project proposal form which can be seen in the screen shot above can be located on the Pearson website here: [exemplar project proposal form](#).

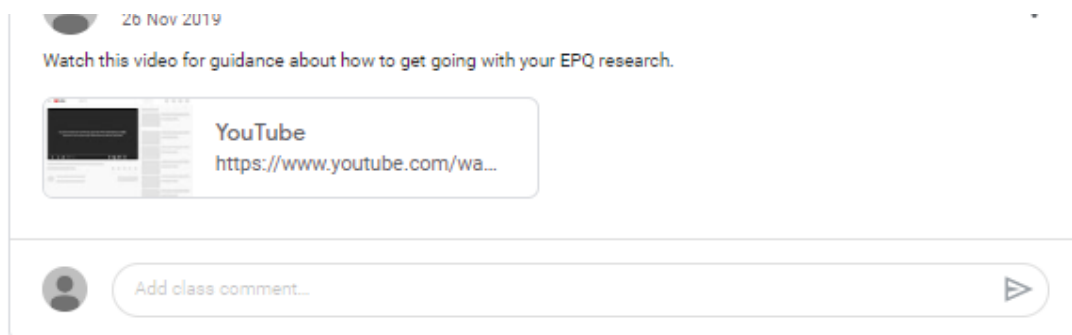
2. You can create an assignment for the Activity Log in the same way as the Proposal Form, using a blank Activity Log stored in your Google Drive, and clicking on the 'Make a copy for each student' button before you click the 'Assign' button.



The Project activity log in this screen shot can be found on the Pearson website here: [Activity Log](#).

3. As well as adding assignments or questions, you can add materials to the Classroom page, such as copies of exemplar projects.

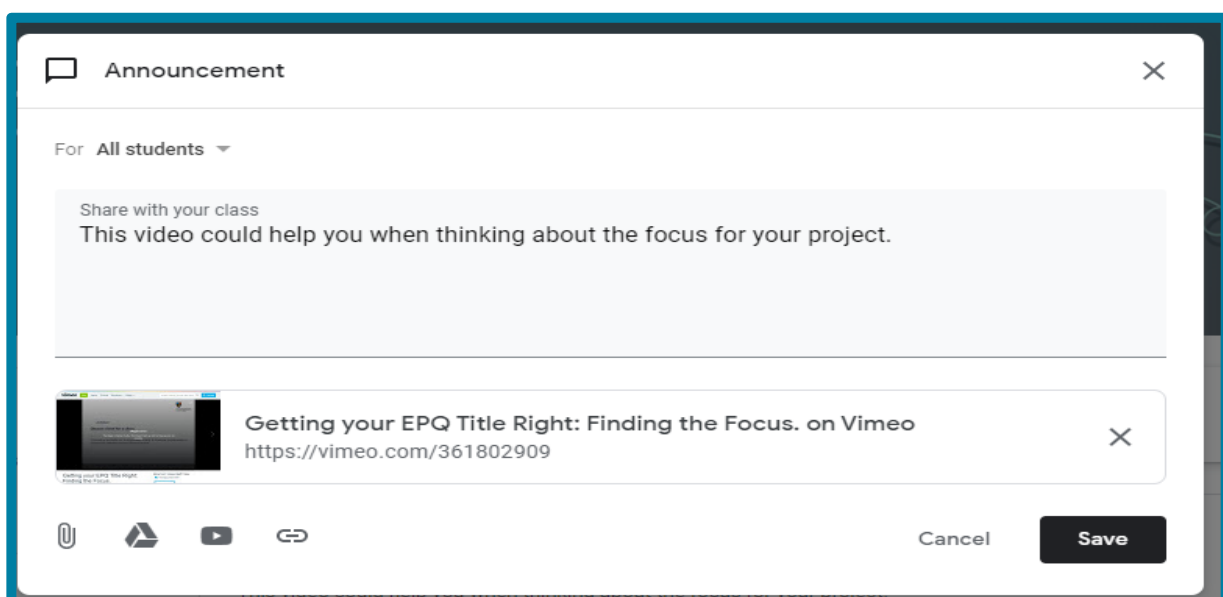
4. You can add announcements to the 'Stream' if you would like to highlight key resources, make comments or give reminders to your students. Go to 'Stream' and click on 'Share something with your class'. This could be advice about research techniques or advice about focussing on their project title. You can also add resource links to 'Announcements'.



The link to the video on this screen shot can be found below:

EPQ Research: Getting Started: <https://youtu.be/JCnDNqqAzgY>

5. It can be helpful to add posts to the Stream during the project process. For example, if you have reviewed some project proposals and feel that students need to spend some more time on refining their titles, you can add an announcement to the Stream as illustrated below.

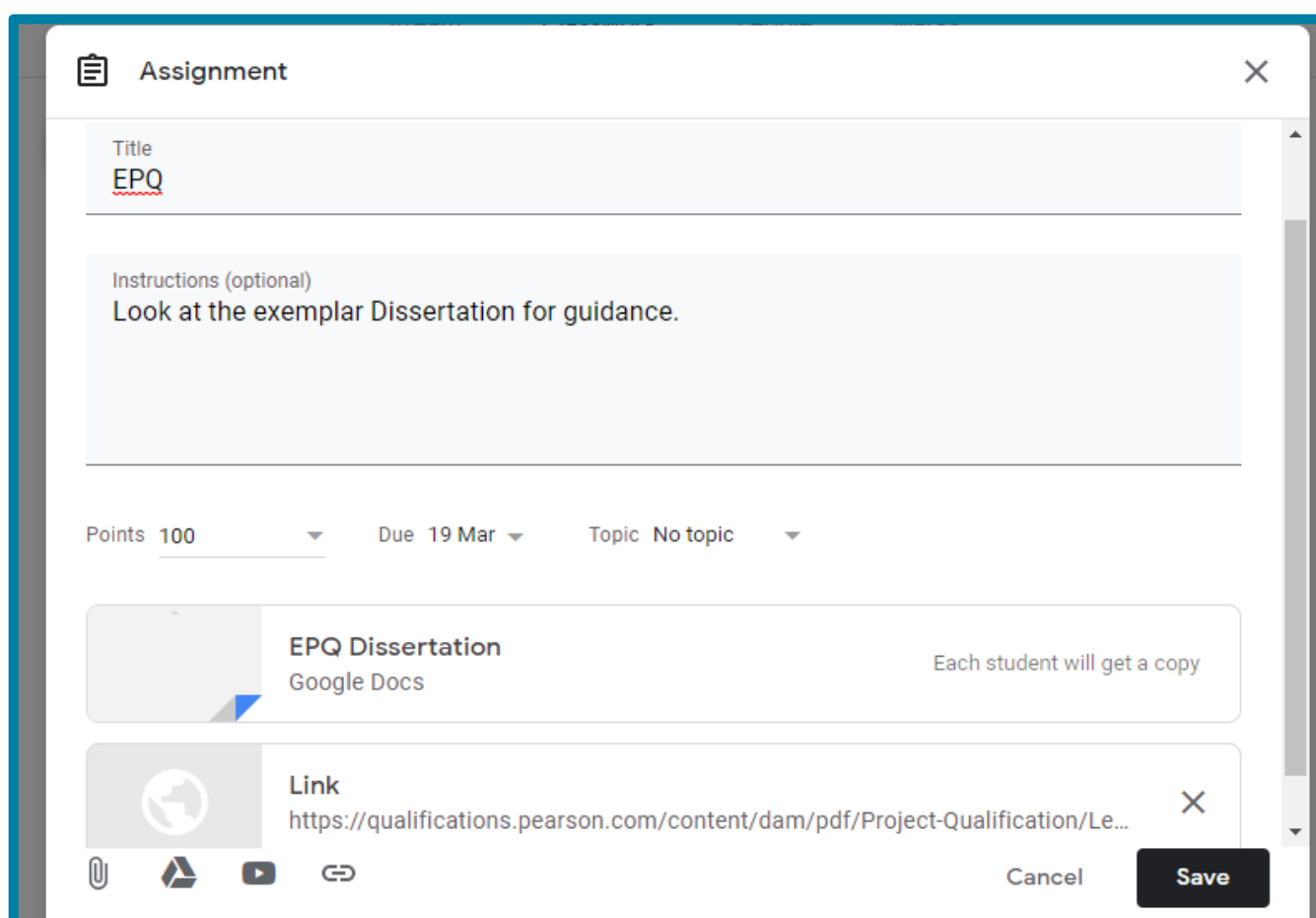


The link to the video shown in the screen shot above can be found on vimeo and is listed below:

Getting your EPQ Title Right: Finding the Focus:

<https://vimeo.com/361802909>

6. You can create an Assignment for the EPQ itself. Make a template in your Google Drive that has space for the student's name and a title at the top. Create an Assignment, add the template document and click on 'Make a copy for each student'. You will then be able to review their work during the project process. Before assigning to your students, you may wish to set a deadline or 'hand in' date.



The screenshot shows the 'Assignment' creation window. At the top, there's a title field with 'EPQ' entered. Below it is an 'Instructions (optional)' field containing the text 'Look at the exemplar Dissertation for guidance.' Further down, there are dropdown menus for 'Points' (set to 100), 'Due' (set to 19 Mar), and 'Topic' (set to No topic). Below these are two sections for adding resources. The first section, titled 'EPQ Dissertation', shows a Google Docs icon and the text 'Each student will get a copy'. The second section, titled 'Link', shows a globe icon and a URL: 'https://qualifications.pearson.com/content/dam/pdf/Project-Qualification/Le...'. At the bottom right, there are 'Cancel' and 'Save' buttons. At the bottom left, there are icons for adding attachments, Google Drive, YouTube, and a link icon.

You may wish to add some exemplar dissertations to your assignments to help your students. An example can be found on the Pearson website here: [Exemplar Dissertation](#).

7. To help your students when they are working on their projects, you can create an assignment for self-review of their projects. The project checklists provide a broad overview of the main elements of the project within the different units and provide a rough idea of the typical size (although this may vary, depending on the nature of the project).

If these checklists are assigned to students, they can review their work and update the checklist as they work. Please note that if they hand in their checklists, their document becomes locked and cannot be edited unless the teacher hands it back to them. So, you may want to suggest to your students that they fill out the checklist, but don't hand it in, so that they can keep control of the document and update it as their project progresses.

Assignment

Title

EPQ Progress Check

Instructions (optional)

Fill in the appropriate checklist for your unit as you work. Discuss progress with your supervisor.

Points 100

Due No due date

Topic No topic

Art and Performance Projects EP...

Word

Make a copy for each student

X

Investigation EPQ Review doc.do...

Word

Make a copy for each student

X

Dissertation EPQ Review doc.docx

Word

Make a copy for each student

X

Saved

Assign