

# Pearson Edexcel Level 1 Foundation and Level 2 Higher Project Qualification

Online Toolkit Teacher Guide

How to set up Google  
Classroom™

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## Introduction

### Using an online platform to support your Project 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 learners 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 learners
- make administration of the project process easier and more secure
- allow for collaborative working in the case of group projects
- make it straightforward for a team of teachers to track learners 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 Project teachers and learners for use with Google Classroom™.<sup>1</sup>

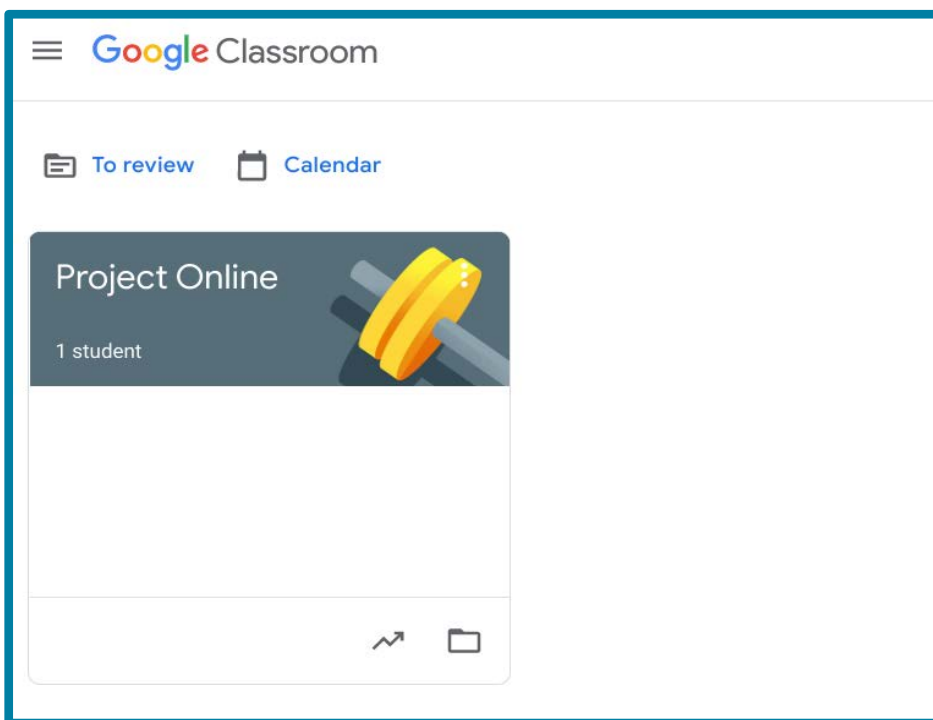
The toolkit templates are provided as MS Word documents and MS Excel spreadsheets, so that you can upload them to your platform of choice. Note that the formatting may change slightly when you upload them. It might still be helpful to read through this guide to get tips and useful video links for running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

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<sup>1</sup> Google Classroom™ is a trademark of Google Inc.

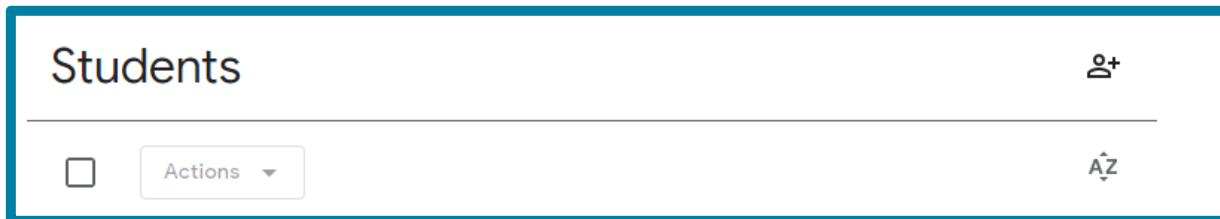
## Setting up students and teachers

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.



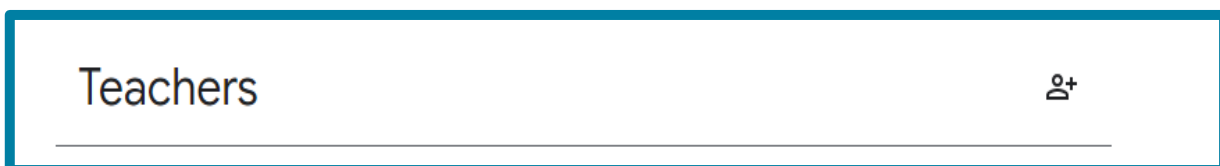
5. Click on the name of your Class to open it.
6. Click on 'People' to begin adding students and teachers to the Class.

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

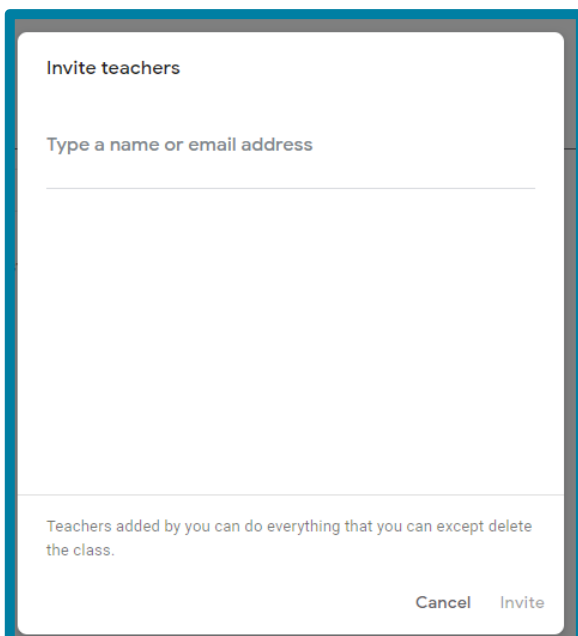


8. Alternatively, click on 'Stream'. Underneath the title of your Class, you will find a Class code, which you can send to your students. They can then sign on to Google Classroom™ and join the Class for themselves.

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

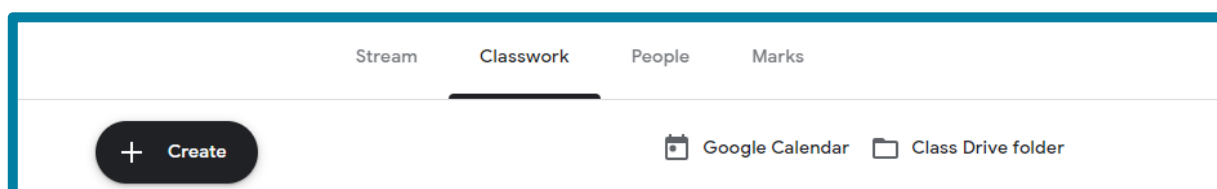


10. A box headed 'Invite teachers' will appear. Enter the email address/es of the teacher/s, and they will be invited to join the Class.

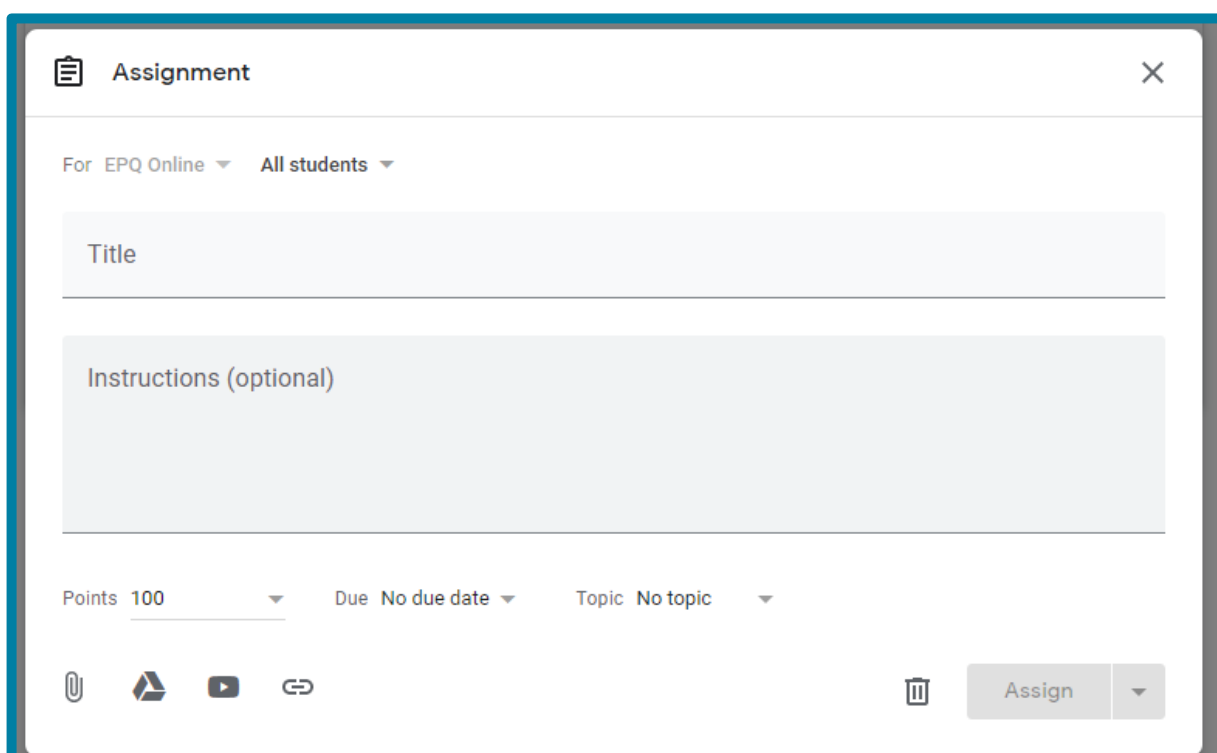


## Setting up content

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'.



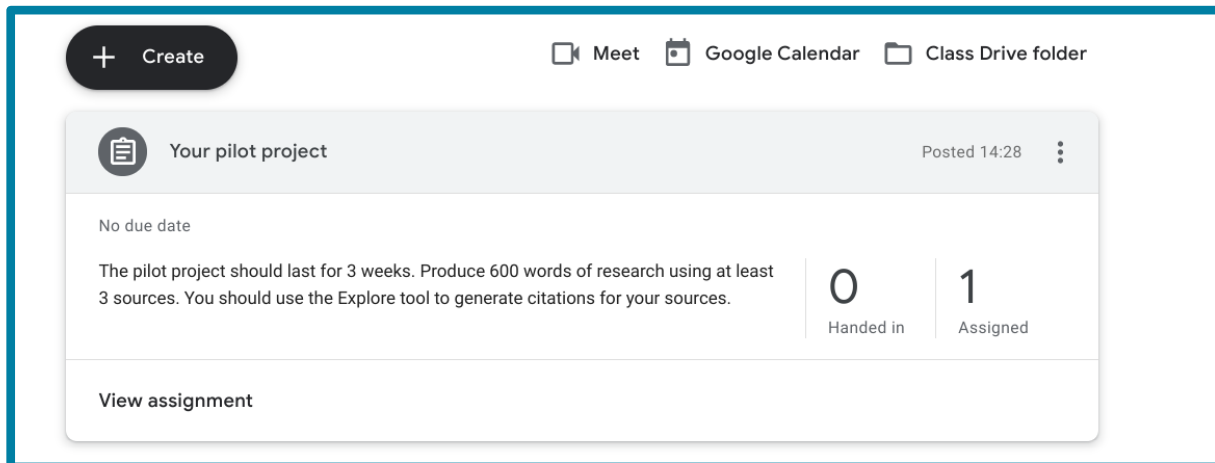
2. Click on 'Assignment'. A window will appear. You can add your assignment details to this window.



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.

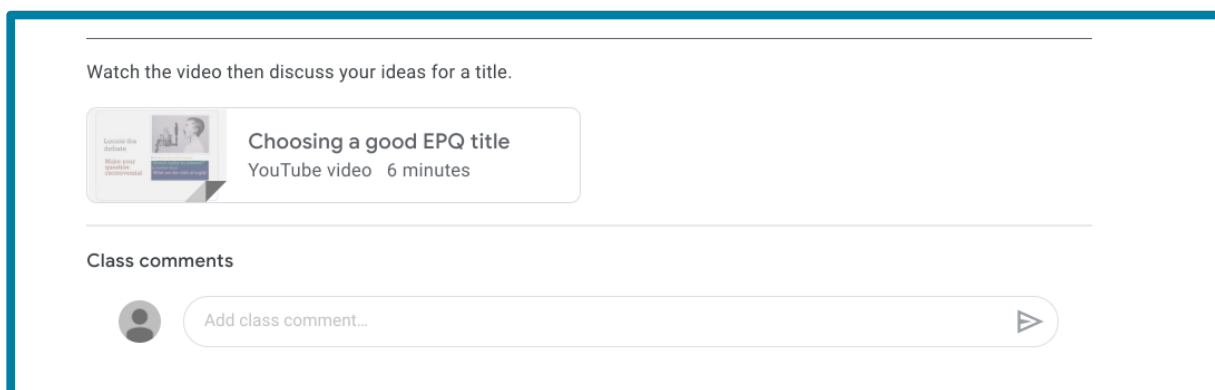
## Assigning content and questions

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).*



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.

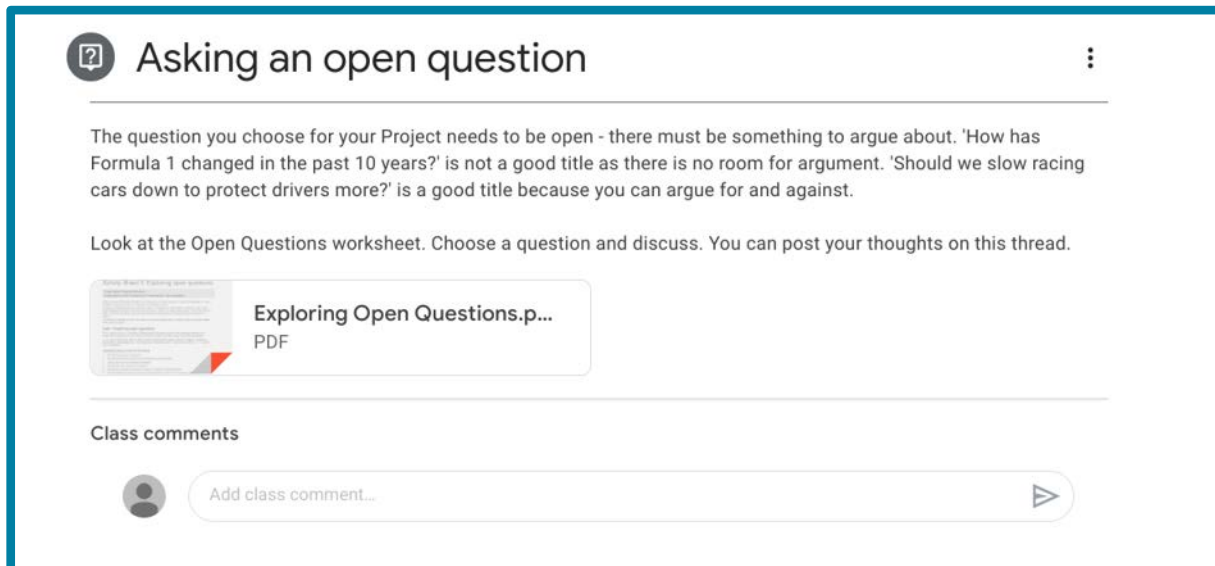
3. You can also set up questions for your students. Go to 'Classroom', click 'Create' and 'Question'. You can add more resources such as worksheets or YouTube videos to this question. For example, you could set a question as follows.



The link to the video in the screenshot 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.



The worksheet in the screenshot 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 while 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.
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.
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 focusing on their project title. You can also add resource links to 'Announcements'.
5. You can create an Assignment for the Project 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.
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 checklist provides a broad overview of the main elements of the project and a rough idea of the typical size (although this may vary, depending on the nature of the project).

If the checklist is assigned to students, they can review their work and update the checklist as they work. Please note that if they hand in their checklist, 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.

8. Use the Project Mentor Tracking Sheet for recording progress. A simple colour coding (e.g. red, amber, green) can be used at various checkpoints. You can use the sheet to record targets set and make notes of conversations you have had with students. The sheet can be shared with other teachers who see the same Project students or other sets so that a progress record for a whole cohort can be built up.