



A Deep Dive into All Things Google for School Counselors (beginner level)

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Q: How can you add audio to Google Slides?

A: Yes, you can add an audio clip (prerecorded or live) to Google Slides. You would need to embed it.

Q: Is there a way to look at metrics within Google Classroom to see how many students are connected to a "classroom?"

A: Yes on Google Analytics.

Q: Is it okay to put activities in the materials file? That's how I posted my activities. Should I delete and place them in assignments?

A: Yes, its fine to put the activities in the materials file but it is suggested to put them in assignments so they can be tracked easier and better organized.

Q: How do you tell if students have accessed the GC assignment, but maybe did not respond or complete the activity?

A: You will be able to show who's in the classroom but unless you dont have the capability to see who turned something in, it would be tricky.

Q: Are you noticing students getting overwhelmed by the amount of notifications they are receiving in their emails from their teachers?(might be more 6-12) If so, are you doing anything to prevent the amount of communication sent out? As a counselor, I feel guilty wanting to open up a "counselor google classroom" knowing it will add to their stress since it will be another classroom they are getting notifications from ... I am hoping to find a way to change communication on the teachers end so we do not bombard our students.

A: The presenter suggested alternative means of communication such as FlipGrid or SMORE to reach students and so they are not always getting notifications.

Q: FYI, It would not let me join her classroom through my work email, only a personal one.I have typed code and clicked join several times and still can't get in.

A: If your district blocks Google, you will not be able to use the content with their filters.

Q: When you do your virtual hangouts with all of the students? Can they all join when they have separate "classes"

A:Students can join any virtual meeting if you give them the link to join. We use Google Meet, so all I have to do is give them the link and/or code if I created one and they can join.

Q: So it appears you can see the student open and close an "assignment", but what if they are not checking in? What can you do to make sure the student is ok? What if the family doesn't return calls and emails as well?

A: That has been difficult for the presenter and she mentioned assessing the level of risk, or determining if it is an access issue. It is important to note students' backgrounds and home situations.

Q: Can you organize classwork by due date even if something is added later with an earlier due date?

A: The presenter shared that it may be possible but it is something she would need to run by teachers.

Q: Is there a way when attaching a link to the assignment for it to show a preview of the assignment instead of "sign in to google"

A: The only thing that it showed signs into google is because I put something up there that was from my School google account and no one had access to it. Typically when you load an assignment, it won't show that.

Q: So you put it under assignments, but do not put a due date, or do not assign a number of points

A: No she does not put a due date or assign points.

Q: So I don't have to add the entire school individually, my teachers have begun sharing their classes so I can join and add my lessons/info. How can I add a School Counselor Folder to each of their classes and keep my info. in this?

A: Yes you do not have to add the entire school individually. To add yourself to a teacher's classroom, you just need to add your assignments to activities to that classroom.

Q: What's the 'Stream' function?

A: Stream shows everything you have placed in the classroom. The stream will show you the last item you put in at the top but it is not organized by topics.

Q: Again, you can send one item to all classes? You do not need to redo it?

A: Correct. You do not need to redo it.

Q: Will we get code for the other sample?

A: wj7xh27

Q: Where can I get the PowerPoint?

A: bit.ly/webbeginca or you can go to www.rcec.us and log in to download/view any of the materials from our webinars.

Q: You will probably discuss this, but do you put activities under assignments?

A: The presenter shared that she uses Assignments to put activities and/or documents for students to “submit”.

Q: So, can you change Google slides into a video and then use screencastify to add audio?

A: Yes, you can use the “record” function to create the video and then embed the audio.

Q: Can you share how to organize the folders in google drive? I have a ton of files now from students and staff

A: The presenter demonstrated how to organize folders by theme on the webinar.

Q: So are you saying you have an individual Google Classroom for each specific teacher’s classroom?

A: Yes, the presenter recommended it

Q: I am an elementary school counselor with 933 students, I am the only counselor, creating a google classroom for each teacher seems daunting. I am new to google classroom, I created one for the school where I am putting Second Step Lessons, activities and I am trying to organize by grade level????

A: Google Classroom limits to 250 students.

Q: Is the code to enter the classroom case sensitive?

A: Yes. Try to copy and paste if possible.

Q: When I create a google survey and ask for a picture or video in the survey, how do you manage it going to one folder from a google survey?

A: I have never asked for a picture in a Google Form survey. Typically, if I want a picture, I will just put my email, so that it can be emailed. It may just be uploaded to your drive and you can easily move it from one place to the next.

Q: How do you turn off notifications when teachers post? For example, if a student just wants to check and not receive a ton of notifications.

A. You go to settings after you press on the triple line bar. You can access the notification settings there. Here is an article that references it.

<https://www.thetechedvocate.org/how-to-use-the-notification-feature-in-google-classroom/>

Q: For what it's worth, the code didn't work while using my work Gmail account but let me in when I used my personal account

A: Work e-mails may block certain websites or not use Google classroom. For example, RCOE can access Google Suite but since we use Outlook/Office 365, we have no access to Google mail. Also try a different browser and clearing your cache in case it is due to a setting.

Q: Is there a quick way to add all of the students in the school? Or by teacher? Or by grade?

A: Yes, a mass batch of students can be added (up to 100 at a time) by utilizing Student Information Systems (SIS) queries

*Participant Tip: If your district uses Aeries which is a student information system. you can automatically add your students to a class. I did this the other day.

*Participant Tip: I had an email group for a grade level, and I added them in mass with an email group

*Participant Tip: You can run a query for all student emails in aeries and copy and paste. Thanks, Genesis for this idea! You can add up to 250 students a day.

*Participant Tip: There are videos on the internet. you will need your district to add you to the kids' class schedule and create you a teacher account. It was SOOOOO easy! I have 4 counselors at our school including myself and I added over 450 kids to each google classroom.

Q: If we have a form we want students to fill out and return where would they return it?

A: Students can return it to Google Form

Q: What is the difference between Stream and Classwork?

A: Stream just shows everything in there, but more for the last thing uploaded but the classroom function has everything better laid out.

Q: When you manually add a student with their email address... will they get a notification ?

A: Yes, students receive a notification from Google to their email address (usually a school address).

Q: How do you use the assignment function? Assignment vs. google forms

A: Whereas Google Forms is more for collecting data in the same way a survey would, Assignments allows for large groups of students (i.e. classroom) to "submit" documents.

Q: Can you alphabetize or change order of topic list?

A: Yes, you can toggle the "sort by" features to do this.

Q: Do you use assignments just to give them material?

A: Yes, Assignments are a great way to provide information to all students as a Tier 1 service. She also uses SMORE newsletter and FlipGrid for this.

Q: Do you have incentives built in to your student activities to enhance student participation? If so, what are the incentives?

A: The presenter shared a few ideas such as virtual certificates, gift cards and being invited to the "Counselor Hangout". She also uses NearPods, private messaging, etc. to make sure more stress is not added. Family Career Trees is another example to get students to talk

Q: What would you suggest if the district wants you to have parents sign a counseling consent form. Is there a way for parents to view documents and then sign and or ask questions? Thanks

A: It is best practice to consult with site administrators for protocol on consent. You can also make a copy so everyone can see it.

Q: Can you delete a lesson, or is it permanently stored in your classroom or drive?

A: You can definitely delete a lesson but it is recommended to keep them stored for future use.

Q: Can you clarify what a google voice number is that you are using for text messaging with parents?

A: It is a randomly-generated number from Google you can use to give to parents and students but in lieu of your real number.

Q: How can students message us through google classroom?

A: Yes, students can click on "People" to send direct messages to specific teachers.

Q: Is your counselor classroom linked to a teacher's classroom? Example, can Teachers A, B, C link students to your classroom? Or do they have to be invited by you using the code?

A: Yes, the presenter shared this via the webinar.

Q: How specifically do you add the QR Code to your Counselor Referral Form?

A: You can add it as a copy-and-paste right on to the form or your website.

Q: I would like to have a walk through on QR code. Can you explain the process?

A: You can learn all things QR code on qrstuff.com

Q: If you post on the Stream, could you mass post to different classrooms how you do with classwork?

A: Yes, the presenter said it was possible. It is also easy to do from your Student Information Systems (SIS) as a query.