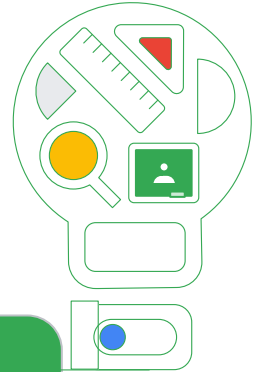


“Innovate & Lead: Strategies for School Leaders”

Leading Teacher Growth & Professional Development
Day 6 - September 24, 2025



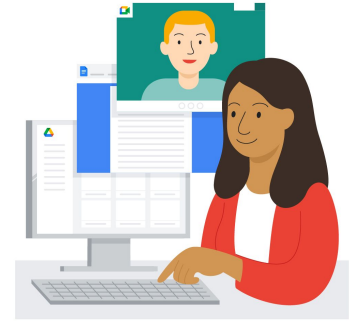
Welcome, School Leaders!

Today's session is **Leading Teacher Growth & Professional Development.**

The success of your school rests on the strength of your teachers.

Today, we will explore how you, as a leader, can use digital platforms to build a vibrant and supportive ecosystem for Continuous Professional Development.

Learn how to manage, track, and inspire the professional growth that will elevate your entire teaching staff.



Introduction to Google Classroom

What is Google Classroom?



Google Classroom is your online hub for everything that goes on in your lessons and with your students. It's a place where you can add, assign, review, and grade assignments. You can set homework or activities, share resources and links, as well as communicate with your students and parents. In this lesson, you will learn how to set up your class, invite students, send messages to your students, and set tasks, all without the need for any printing.

Educational uses of Google Classroom

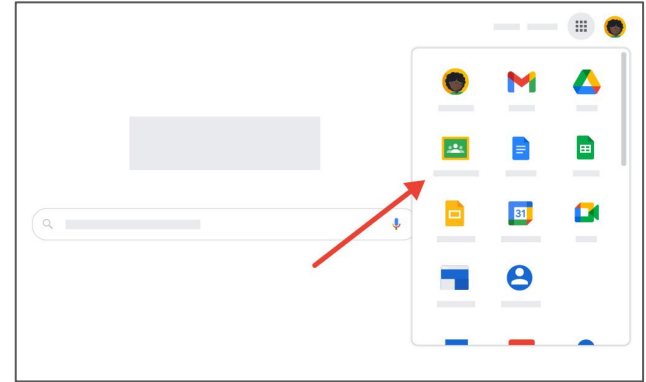
- Establish a central hub for all school policies, announcements, and staff resources.
- Streamline school-wide projects and initiatives by managing them in a dedicated classroom

Where is Google Classroom?

Where is Google Classroom?

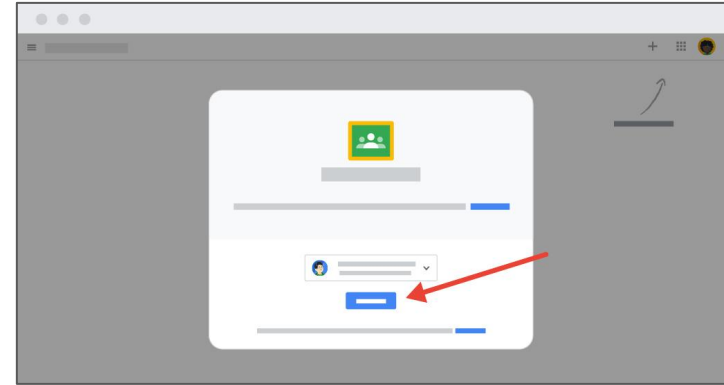
You can go to Google Classroom by clicking the App Launcher and finding **Classroom**. Remember that the exact location within the App Launcher may vary:

If you are not logged in, you will now be prompted to do so.

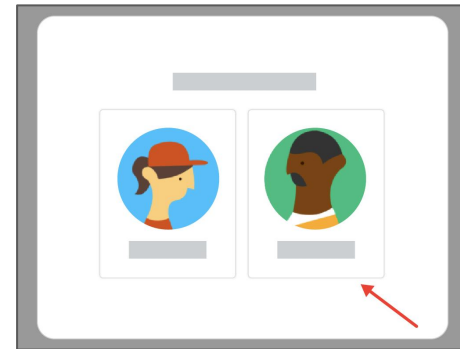


Creating a class

The first time you open Google Classroom, you will see the following screen:



- Click Continue.
- Next, you will be asked about your role at school. Choose I'm a teacher to continue.

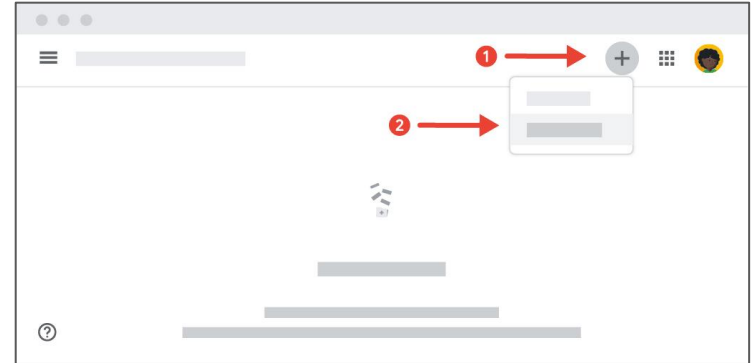


You will now see the main screen of Google Classroom, which will be empty until classes have been added.

Create a class

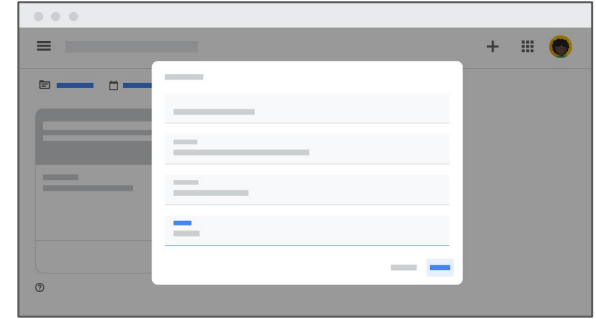
1. To create your first class in Google Classroom, find the plus icon in the top right corner.
2. Click **Create class**.

You will now be asked to fill out some basic information about this class. You have to enter a class name. The other boxes are optional if you want to give your students more information.



Here you can see an example of what this might look like when filled out:

- **Class name:** The name of your class visible to all students.
- **Section:** Information about the class, the teacher's name, or any additional details your students should be aware of.
- **Subject:** Name of the subject you will be teaching in this class
- **Room:** Information about the location of the class.



When finished typing in your information, click **Save**.

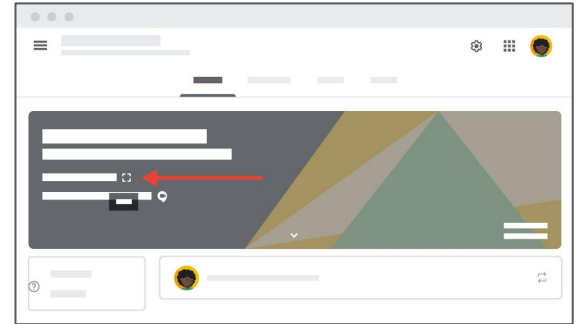
Adding students to the class

If this is the first time you open Google Classroom, you will see a prompt showing you where to find the **class code** to share with your students. The class code will enable students to join your class.

To make it easier for your students to see the class code, you can click the display icon to this code's right.

This will open up a much larger view of the class code.

If this is still not large enough, you can click that same icon one more time to get a full-screen view.



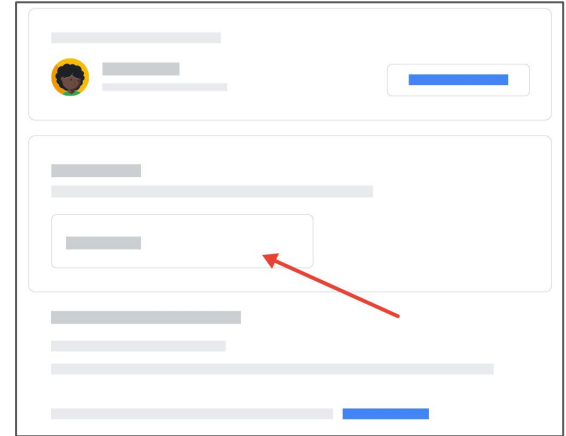
Student view

When you show this code to your students, they need to:

- go to Google Classroom (classroom.google.com)
- sign in

As students, clicking the plus sign will take them to the **Join class** screen with a box to type in the class code.

Once they type in the class code, then they click **Join** to become a member of your class.

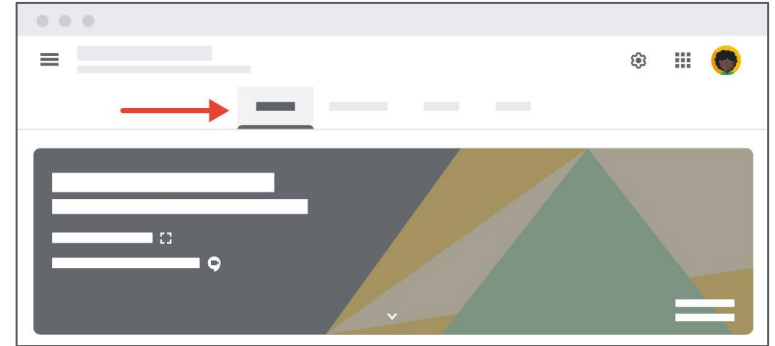


Stream Page

Google Classroom has four tabs at the top of the page.

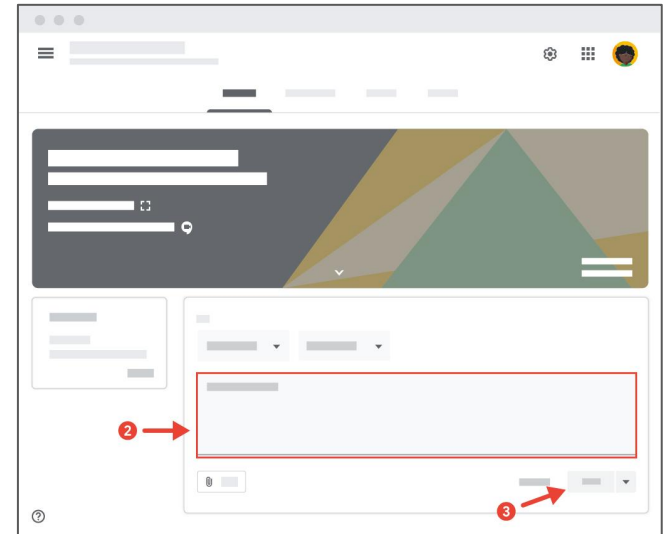
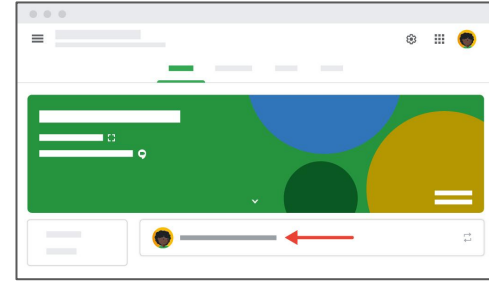
The **Stream** tab is a list of all the activity in the class. This includes messages and resources shared.

Teachers and students can add messages to the stream for the rest of the class to see.



Post a message or notice on Stream Page

1. Click **Share something with your class...**
2. The box will open up, displaying more options. The main area shown above is where you click and type in your message.
3. When ready click **Post** to publish your message to all the class member's Streams. Your message will now be visible for all students.

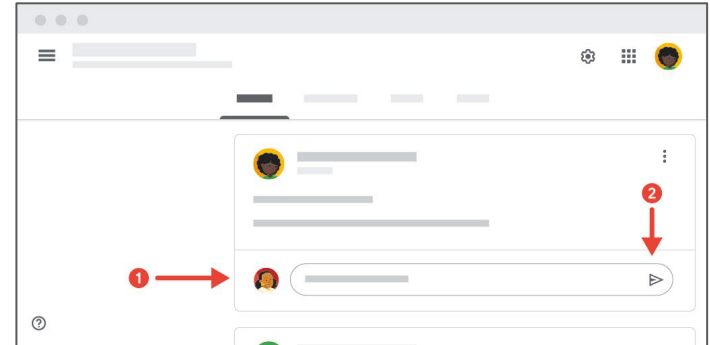


Reply to a message

Students and teachers can reply to each other's messages in the stream.

1. To respond to your students, click **Add a class comment** below the previous message.
2. When you have finished typing your message, click the **Post** icon.

Note: If you don't want your students to comment on the Stream, you can restrict their ability to do so by clicking on the gear icon on the top right to enter Settings and changing the **Stream** setting.



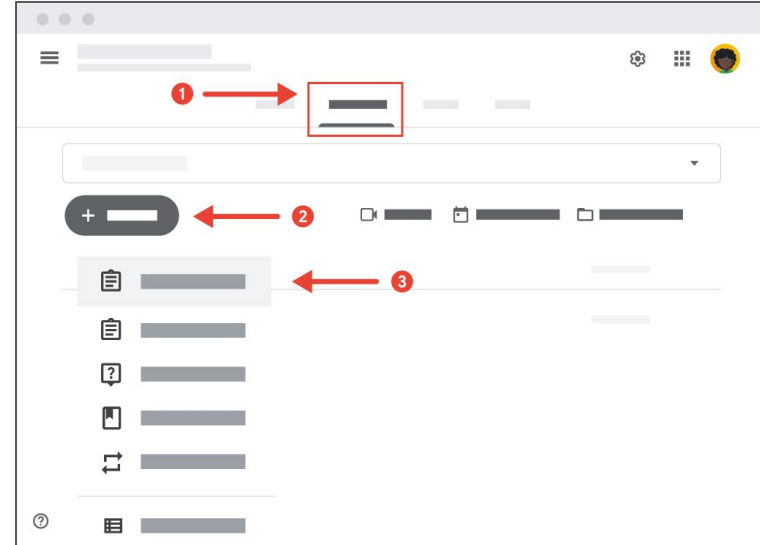
Classwork tab

Set an assignment

The classwork page can be used to share many different types of materials and assignments.

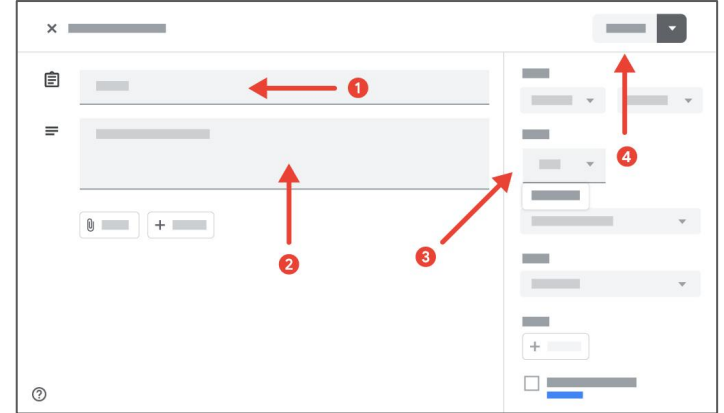
In this part, we will set our class an **assignment**.

1. Navigate to the classwork page.
2. Select **Create**
3. Choose **Assignment**

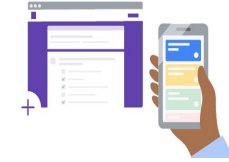


A new screen opens up and you can add the Title and Description of your assignment.

1. Click **Title** and type in the name of the assignment.
2. Then click **Instructions** to type in a more detailed explanation of the assignment.



Quiz Time!



To check your knowledge. Please **navigate** to:

<http://bit.ly/intro2workspace1-8d>

(Note: letters in link are all lower case)

OR, scan the QR code with your phone:



Introduction to Google Sites

What is Google Sites?



Google Sites is a quick and easy way to create a website. Google Sites makes it easy to put everything in one place and your website will look great!

Educational uses of Google Sites

Here are three quick and easy ways to use Google Sites as part of your work.

- Create a website to display resources like a course syllabus, videos, websites and other information for a unit of study or a course.
- Create a website to help colleagues quickly find shared materials and resources.
- Create a website for a school sports team, activity club, induction, etc

FAQs

- My teachers are very busy. How can I encourage them to participate in an online CPD "classroom"?
Make it valuable and flexible. Organize the resources so they are easy to find and relevant to their needs. By creating a self-paced environment, teachers can engage with the material when it best fits their schedule.
- Can Google Classroom be used to track the 50-hour CPD mandate from the NEP?
Yes. By using the "Assignment" feature as a completion tracker for different modules or workshops, you can create a simple and effective system to monitor each teacher's progress towards their 50-hour goal.
- What is the difference between using a "Classroom" for CPD versus just a Shared Drive?
A Shared Drive is excellent for storing files. A "Classroom" provides a more interactive learning structure. It allows you to organize content into modules, facilitate discussions on the "Stream," and track completion with "Assignments," creating a true learning environment.
- How can I use a platform like this to support new teachers?
You can create a dedicated "New Teacher Induction" classroom. This can serve as a self-paced onboarding program with all essential documents, welcome videos, and a checklist of first-week tasks, providing consistent support for all new hires.
- What is the best way to use a staff resource website created with a tool like Sites?
Use it as the single source of truth for your school. Make it the go-to hub for the school calendar, important announcements, policy documents, and links to all other relevant resources. Communicate its importance and keep it consistently updated.

FAQs

- What is the difference between the "Stream" and "Classwork" page in a staff classroom?
The Stream is for announcements and informal discussions, like a social feed. The Classwork page is for organizing permanent materials into topics, like a digital filing cabinet. A leader should post important resources on the Classwork page.
- How can a leader schedule an announcement to be posted in the classroom at a later time?
When creating an announcement, instead of clicking "Post," click the dropdown arrow next to it and select "Schedule."
You can then choose the exact date and time for the announcement to appear automatically.
- When creating an "assignment" for CPD tracking, can I attach different types of files?
Yes. You can attach multiple files of different types to a single assignment, such as a PDF to read, a video to watch, and a link to an external website. This allows you to create rich learning modules for your staff.
- Do I need coding skills to build a professional website for my school?
No. You can use simple website-building tools to create and manage your school's official public-facing website for admissions, announcements, and showcasing your school's vision to the community.
- What is a good way to organize our teacher professional development (CPD) resources?
Build a dedicated CPD Hub website. This allows you to create an organized library of training materials, videos, and schedules, making it easy for teachers to access professional learning resources.

Thank You!