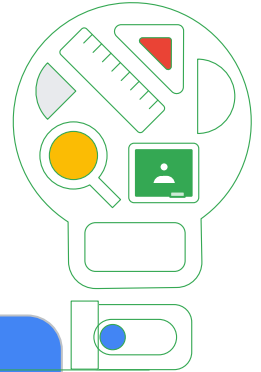


# “Innovative Language Teaching: Exploring Digital Tools & AI Strategies”

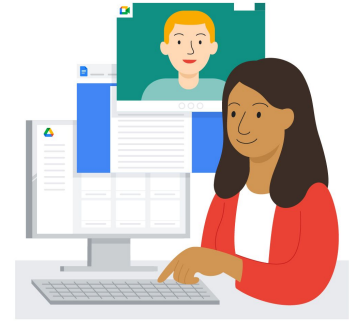
Creating Collaborative Classroom Management  
Day 4 - October 30, 2025



## Welcome!

A very warm welcome to our final day together. Over the past three days, we have learned to create lessons, craft assessments, and build a digital showcase. Today, we will tie it all together by answering the question: "How do we manage the flow of all these resources and interactions in one organized place?"

Today is about creating a digital classroom—a single, streamlined hub to connect with our students, distribute assignments, and provide meaningful feedback, fostering a true community of learners.



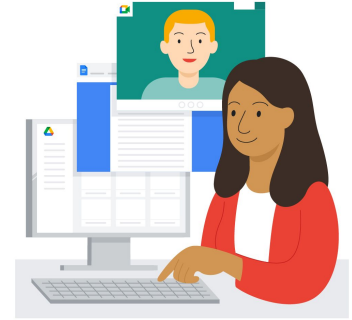
## The Purpose: Why Focus on Classroom Management?

### The Blueprint for a Learning Community

Before we digitize, let's understand **why** effective classroom management is the bedrock of learning. It is more than just discipline; it is about creating a structured and supportive environment.

- **What is it?** It is the process of creating a smooth, efficient, and collaborative learning environment.
- **Why is it crucial?** It ensures that learning time is maximized and that every student feels part of a connected community.
- **How does it help?** It provides clear communication channels for announcements, assignments, and feedback.

This directly supports the NEP 2020 goal of creating **holistic and engaging learning environments** for all students.



## The Evolution of Management: Physical vs. Digital

### A Tale of Two Classrooms

The way we manage our classroom logistics and communication deeply impacts our efficiency and our students' experience. Let's see how a digital hub changes the game.

Physical Classroom Management	Digital Classroom Management
<b>Fragmented Communication:</b> Verbal announcements, notices sent home.	<b>Centralized Communication:</b> All announcements in one stream for students & parents.
<b>Manual Assignment Workflow:</b> Collecting notebooks, handing back papers.	<b>Streamlined Digital Workflow:</b> Distribute, collect, and return assignments online.
<b>Delayed, Private Feedback:</b> Comments written in notebooks, seen days later.	<b>Timely, Rich Feedback:</b> Type comments, link resources, and return work instantly.
<b>Difficult to Track Progress:</b> Requires manual record-keeping.	<b>Easy Progress Monitoring:</b> See at a glance who has submitted work and view grades.

A digital hub transforms classroom management from a series of manual chores into a seamless, integrated system.

## The NEP 2020 Vision: Why Digital Management is Necessary

### Why We Must Manage Classrooms Digitally

Using a digital management hub is a direct and practical way:

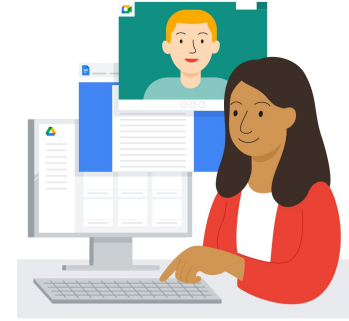
- **To Support Holistic Development:** It helps track not just academic assignments but also creative projects and collaborative tasks, giving a fuller picture of student growth.
- **To Reduce Teacher Workload:** Streamlining the assignment workflow saves teachers countless hours in administrative tasks, freeing them to focus on high-quality instruction.
- **To Enable Formative Assessment:** A digital hub makes it easy to post regular, low-stakes assignments and provide quick feedback, supporting continuous learning.
- **To Ensure Equitable Access to Resources:** All students have access to the same materials, announcements, and assignments, anytime and anywhere.

## Significance of Digital Classroom

### What Does This Mean for Daily Teaching?

Adopting a digital classroom hub brings clarity, efficiency, and organization to daily professional life.

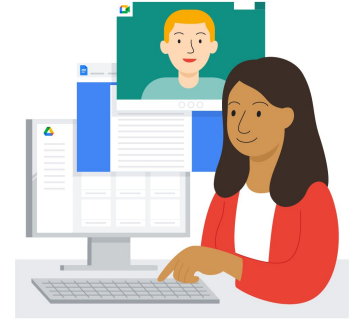
- **Become an Organizer, Not Just a Collector:** Spend less time chasing down notebooks and more time organizing engaging learning experiences.
- **Unify Communication:** Have one single place to post announcements, assignments, and resources, ending the confusion for students and parents.
- **Streamline Feedback Loop:** Provide faster, more detailed, and more effective feedback to students when their work is fresh in their minds.
- **Gain a Clear Overview:** See a complete picture of class's progress, easily identifying students who may be falling behind.



## Blueprint for Today: How Build It

### How to Create Digital Classroom Hub?

1. **The Hub:** Use **Google Classroom** to set up digital class, invite students, and post announcements.
2. **The Workflow:** Learn to create an assignment, attaching the Google Docs and Forms we've already made, and see how students submit their work.
3. **The Feedback:** Explore the grading interface to provide private comments and return work, completing the entire teaching and learning cycle.



# Creating Collaborative Classroom Management through Classroom



# 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

## Features of Google Classroom

### What will you learn?

- Creating a new Classroom
- Opening a new Classroom
- Naming a Classroom
- Menus
- Ribbon
- Pages of Classroom
- Adding Students
- Add Co-teacher
- Post announcement
- Classwork tab
- Add Topic, Material, Assignment, etc
- Classroom hidden features
- Switch to other classroom
- Setting of classroom



## Creating a doc

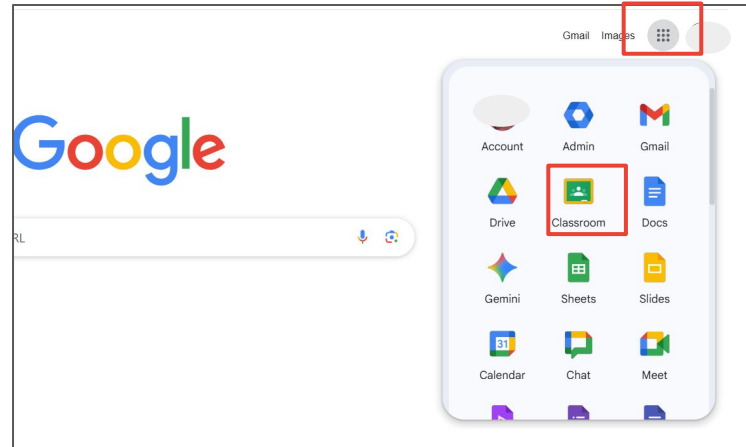
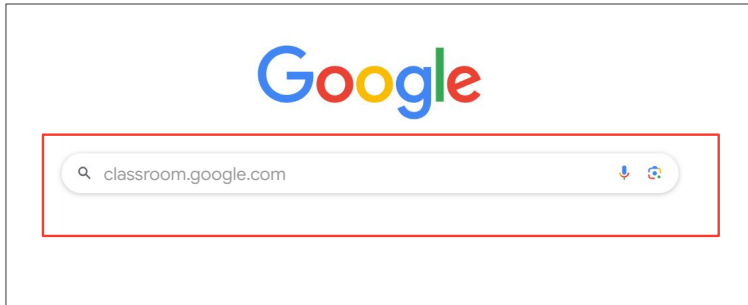
Open the browser

- Sign-in with gmail id
- Type classroom.google.com

OR

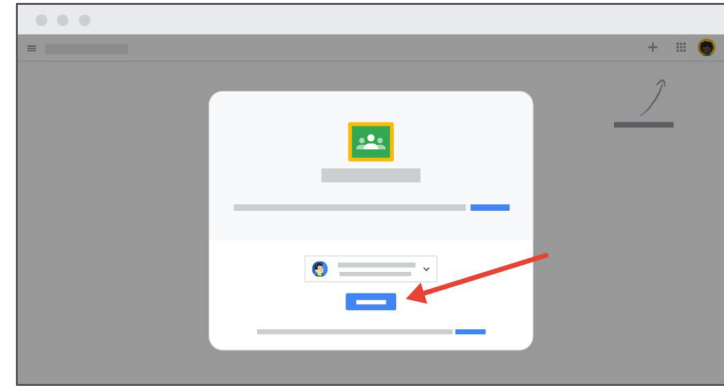
If Google is the search engine:

- Click on nine dots(waffle)
- Select Classroom

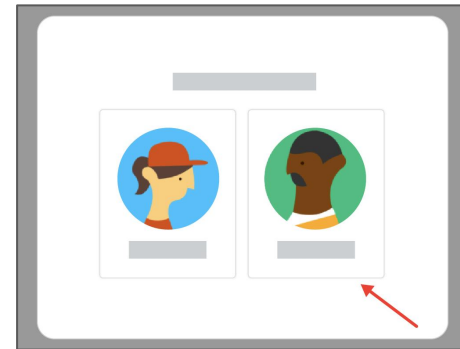


## Creating a class

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.

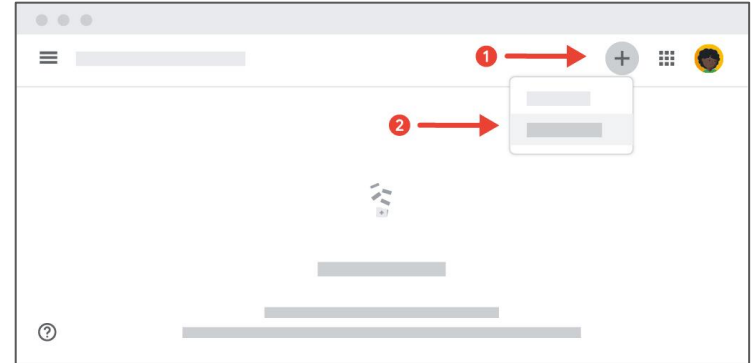


You will now see the main screen of Google Classroom, which will be empty until classes have been added.

## Create a class

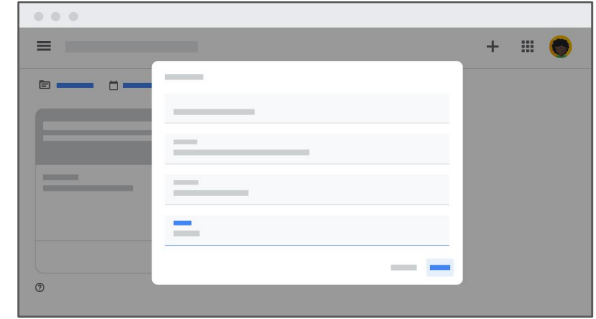
1. To create your first class in Google Classroom, find the plus icon in the top right corner.
2. Click **Create class**.

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**.

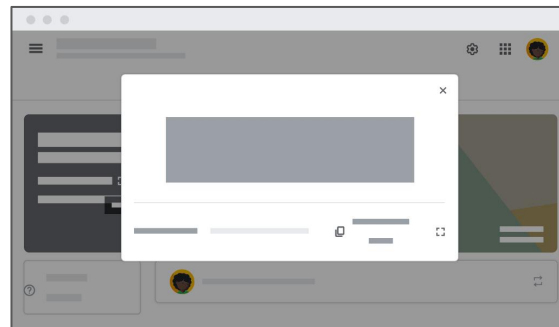
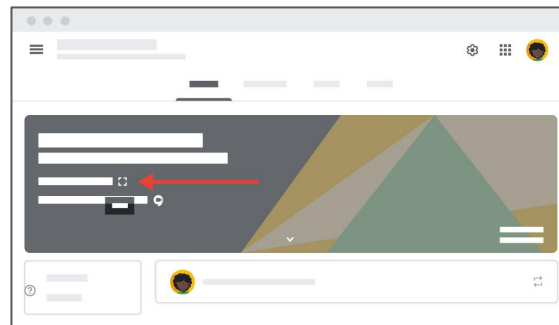
## Adding students to the class

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.



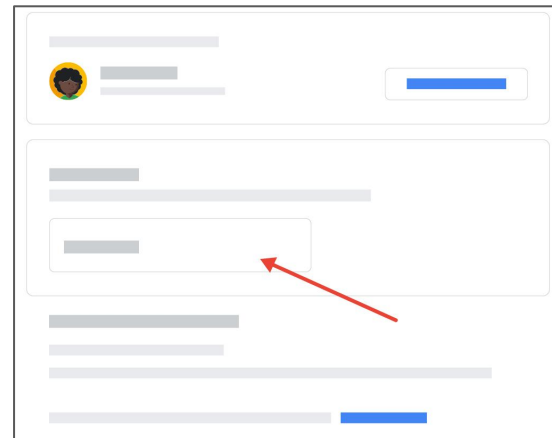
## Student view

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

- go to Google Classroom ([classroom.google.com](https://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.

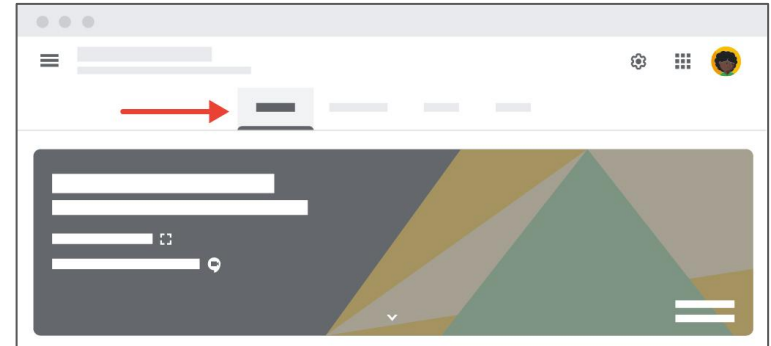


## Stream Page

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

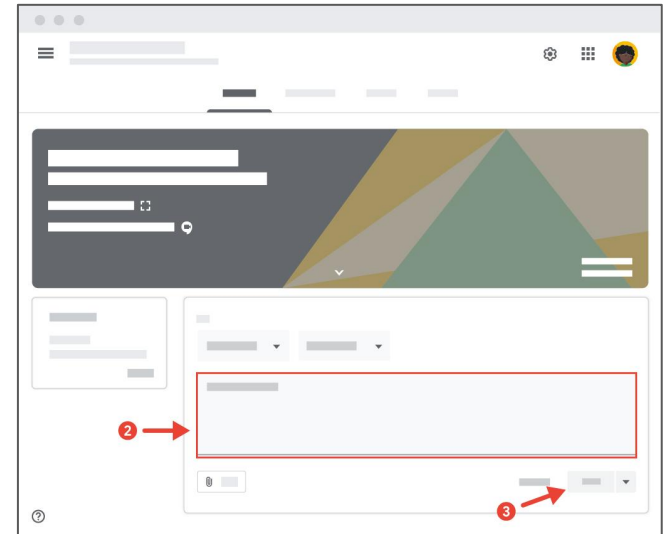
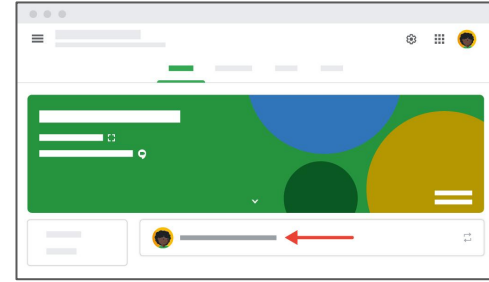
The **Stream** tab is a list of all the activity in the class. This includes messages and resources shared.

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.

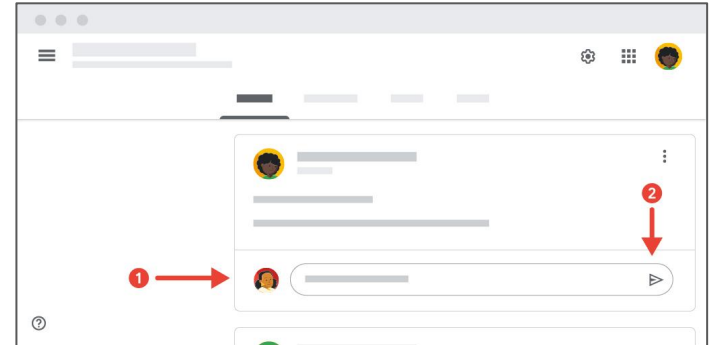


## Reply to a message

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.



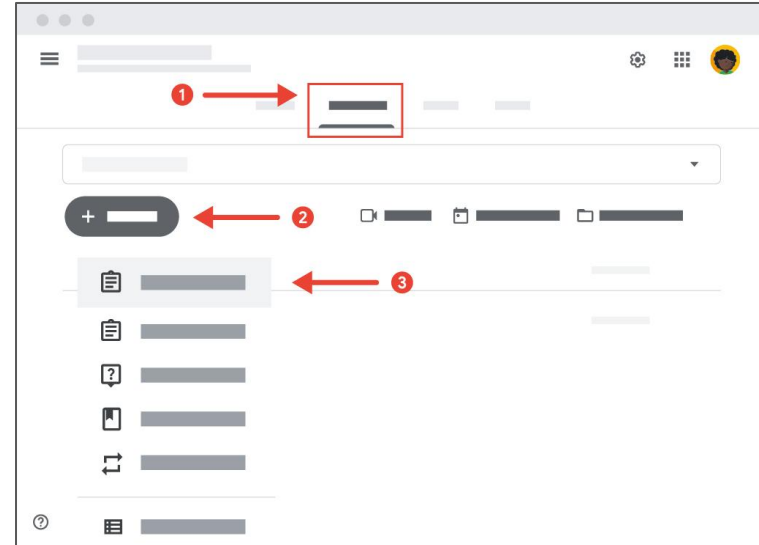
## Classwork tab

### Set an assignment

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

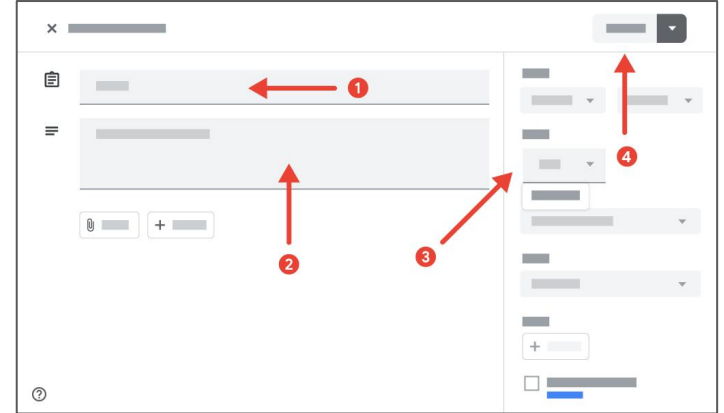
In this part, we will set our class an **assignment**.

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.



## FAQs

- How is Google Classroom different from just sending assignments via email or WhatsApp?

Think of Google Classroom as your digital classroom hub, not just a messaging app. Instead of assignments getting lost in a long chat history, every task is neatly organized with its own due date. It keeps all communication, resources, and assignments for your class in one structured place.

- Can I schedule an assignment to be posted at a later date?

Yes! This is perfect for planning ahead. You can prepare your assignments in advance and schedule them to appear on a specific day and time. You can get a whole week's worth of work ready to go, and it will be posted automatically for your students.

- If I provide feedback on a student's work in Google Classroom, is it private?

Yes, absolutely. When you grade an assignment, you can leave private comments that are only visible to that specific student. This allows you to give personalized, confidential feedback directly to the learner.

- What happens to my Google Classroom and all the student work at the end of the school year?

At the end of the year, you can "archive" your class. This removes it from your active dashboard but saves all the assignments, materials, and student work in a separate area. You can still access and reuse any of your posts in a new class the following year, but it keeps your current view clean and organized.

- What is the best way to use a student resource website created with a tool like Sites?

Use it as the single source of truth for students. Make it the go-to hub for the school calendar, important announcements, and links to all other relevant resources. Communicate its importance and keep it consistently updated.

Thank You!