



# Teach from Home

A temporary hub of information and tools to help teachers during the coronavirus crisis.

Visit [g.co/teachfromhome](https://g.co/teachfromhome) for the most up to date information, and a list of available languages.

Google

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# Teaching from home

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Teaching from home is clearly going to require a different approach to teaching at school. We have created a temporary hub of information and tools to help teachers during the coronavirus crisis.

To give any of the suggestions a try, sign in with your G Suite for Education account. If you don't have one already, your school can sign up [here](#).

And check back often, we'll be adding more information as we continue working on this and hear feedback from you.

## Setting up

1. Your workspace at home
2. Create a 'Class' and invite students
3. Set up a video call (aka 'Meet')
4. Reduce bandwidth. Share the load

## Prepare to teach

1. Prepare a presentation for students
2. Create an online test
3. Set an assignment in 'Classroom'

## Teach

1. Join the video call
2. Present your screen
3. Check understanding

## Collaborate

1. Using 'Jamboard'
2. Q&A in Slides
3. Work together

## Access for all

1. Adding captions in a video call
2. Voice typing in Docs

## Student support

1. Use 'Classroom' for communication
2. Set up 1:1 time with your students

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# Setting up

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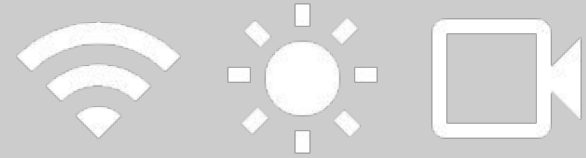
1. Your workspace at home
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# Your workspace at home

1. Find a location with strong WiFi connectivity
2. Ensure there is plenty of natural light
3. Find a clutter-free background when presenting with webcam

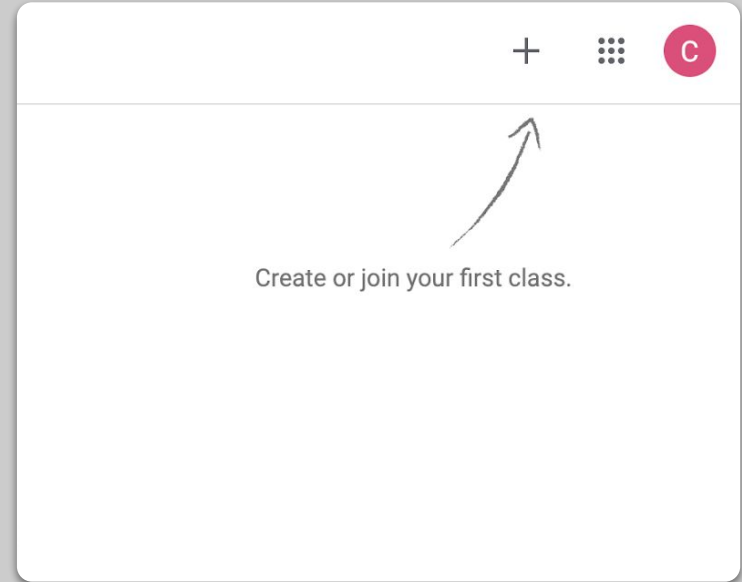


Consider your students' workspace.  
Not every household will have the  
same access to technology.



# Create a 'Class' and invite students

1. Go to [classroom.google.com](https://classroom.google.com) and press the + button to add a class  
[More info](#)
2. In the People section, invite the students from your class  
[More info](#)
3. Decide if you want students to be able to comment on the class stream  
[More info](#)

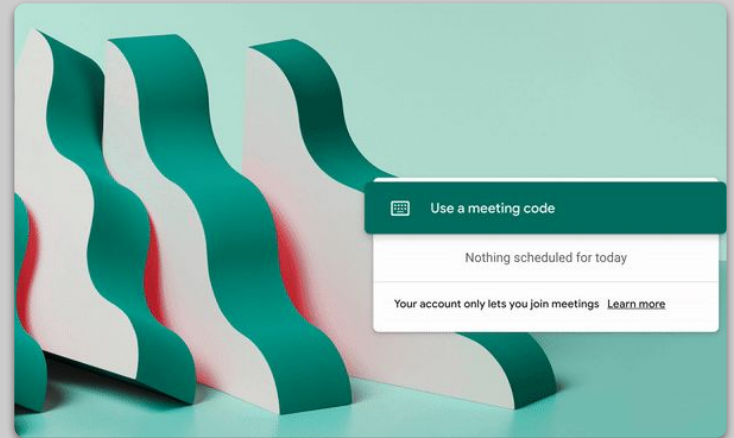


# Set up a video call (aka 'Meet')

1. Go to [meet.google.com](https://meet.google.com) and start a new meeting
2. Copy the URL from the address bar
3. In Classroom, click Create, add a 'Material' and paste the link so that students can join the call whenever you have a lesson  
[More info](#)



For pupils who don't have access to a computer at home, they can still join via the Meet app.



# Reduce bandwidth.

## Share the load.

1. **Limiting bandwidth helps.** Your IT Admin can do it quickly in [Google Admin console](#)
2. Try a [Livestream](#) instead. To keep things fun use [Slides Q&A](#). Or, pre-record a lesson and send it out later.
3. Turn off your camera and show your profile!



Check with your IT admin to make sure each student has their own G Suite account. There should be no shared accounts.

Send resolution (maximum)

High definition (720p)

Standard definition (360p)

High definition (720p)



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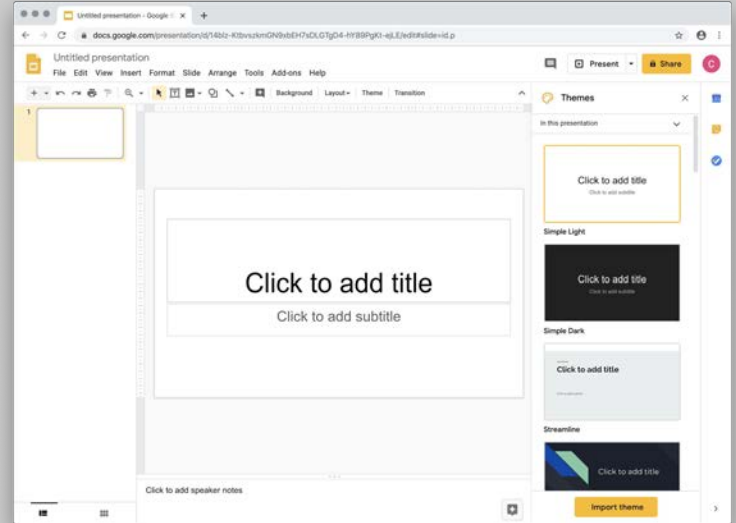
# Prepare to teach

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1. Prepare a presentation for students
2. Create an online test
3. Set an assignment in 'Classroom'

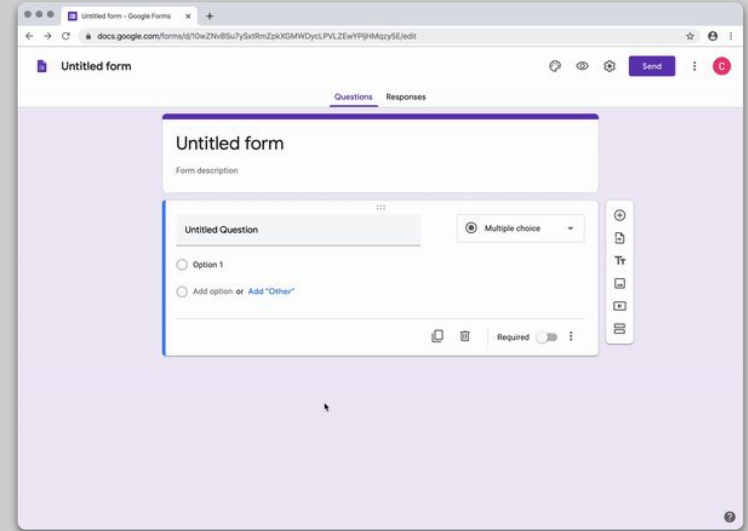
# Prepare a presentation for students

1. [Click here](#) to create a new Google Slides presentation  
[More info](#)
2. Identify suitable pauses for discussion or questioning
3. Use the Insert menu to add videos and images where appropriate



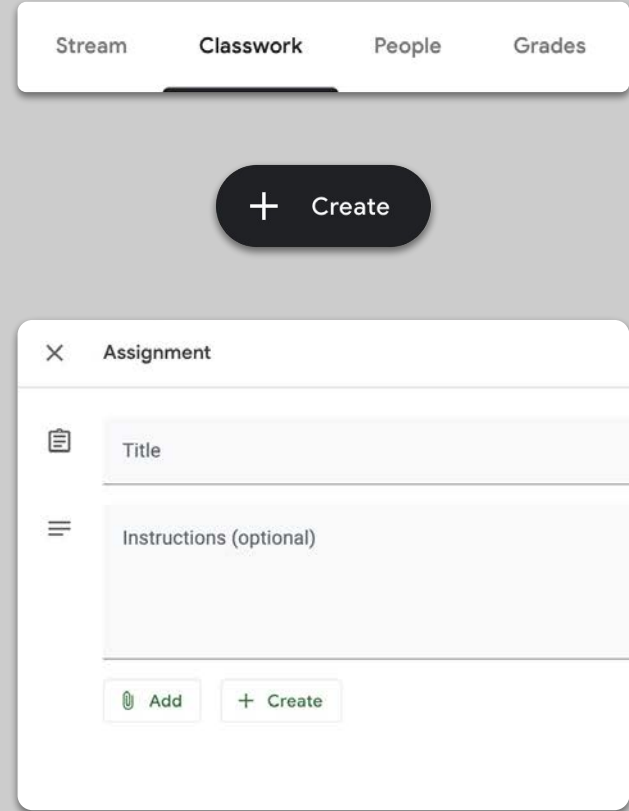
# Create an online test

1. Head to [forms.google.com](https://forms.google.com) and create a form or use a template  
[More info](#)
2. Turn your form into a quiz, select the correct answers and assign points values  
[More info](#)
3. Preview the form and complete it
4. Become familiar with the responses page



# Set an assignment in 'Classroom'

1. Head to the Classwork tab of your 'Class'
2. Create an assignment and complete the details you require
3. Add any files (e.g. worksheets, presentations) that you want students to access and decide whether you want them to have view access, or make a copy for each student  
[More info](#)
4. [Optional] Set a due date and time to have the assignment appear in your students' Google Calendars



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# Teach

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1. Join the video call
2. Present your screen
3. Check understanding

# Join the video call

1. Use the meeting ID to join the Google Meet session (or click on the link in your Classroom materials)  
[More info](#)
2. You can preview the picture and turn off your camera or sound before you join
3. Choose if you want to record the lesson in the more options menu  
[More info](#)



Your camera uses lots of data. Consider asking the class to turn theirs off to keep things running smoothly.

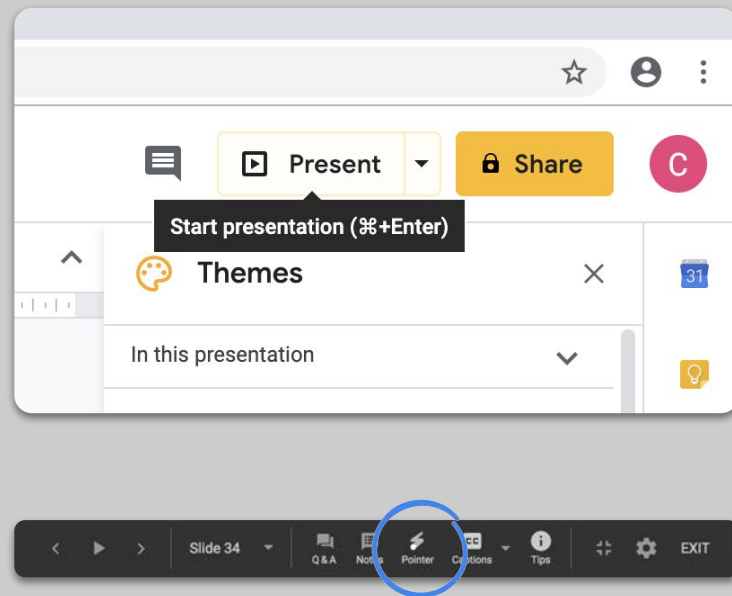
### Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

[Continue](#)

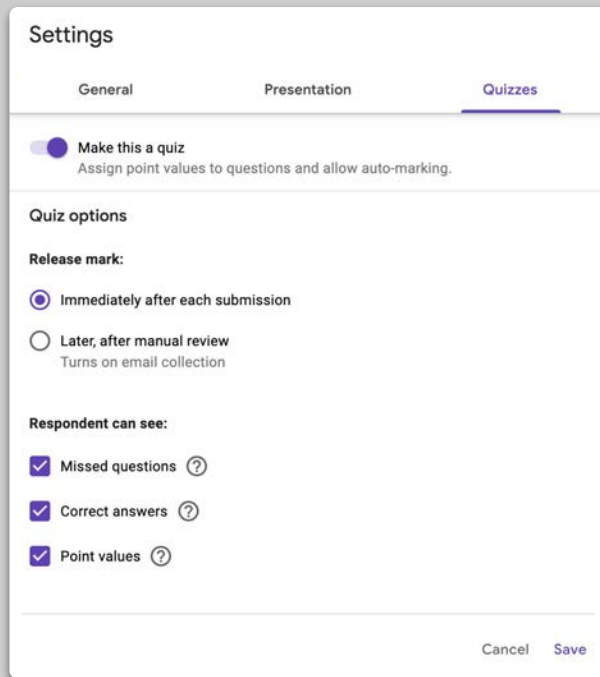
# Present your screen

1. Go to 'Present Now' in Meet to present your screen (such as your Google Slides)  
[More info](#)
2. Select the screen or tab you want to present
3. You may find it useful to join the Google Meet on another device (such as your phone or tablet) so you can see the students and chat as your present
4. Use the laser pointer in presentation mode to highlight areas of the slide



# Check understanding

1. Remember to build in time to check in with your students and pause for questions
2. Use the chat feature in Meet to allow students to ask questions without interrupting your flow
3. Use Google Forms to quickly and easily check class understanding



The image shows a 'Settings' dialog box for Google Forms, specifically the 'Quizzes' tab. The dialog has three tabs: 'General', 'Presentation', and 'Quizzes'. The 'Quizzes' tab is active and highlighted with a blue underline. Below the tabs, there is a toggle switch for 'Make this a quiz', which is currently turned on. Below this, there is a section for 'Quiz options' with a sub-section for 'Release mark:'. There are two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (unselected). Below this, there is a section for 'Respondent can see:' with three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values'. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons.

Settings

General Presentation **Quizzes**

Make this a quiz  
Assign point values to questions and allow auto-marking.

Quiz options

Release mark:

Immediately after each submission

Later, after manual review  
Turns on email collection

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?

Cancel Save



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# Collaborate

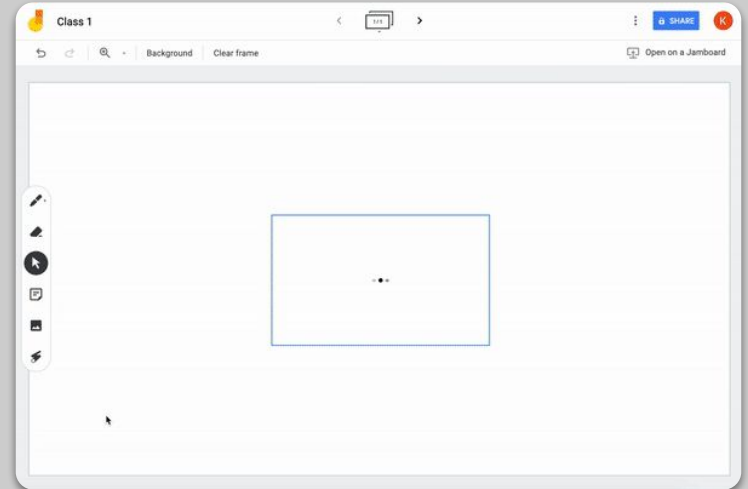
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1. Using 'Jamboard'
2. Q&A in Slides
3. Work together

# Using 'Jamboard'

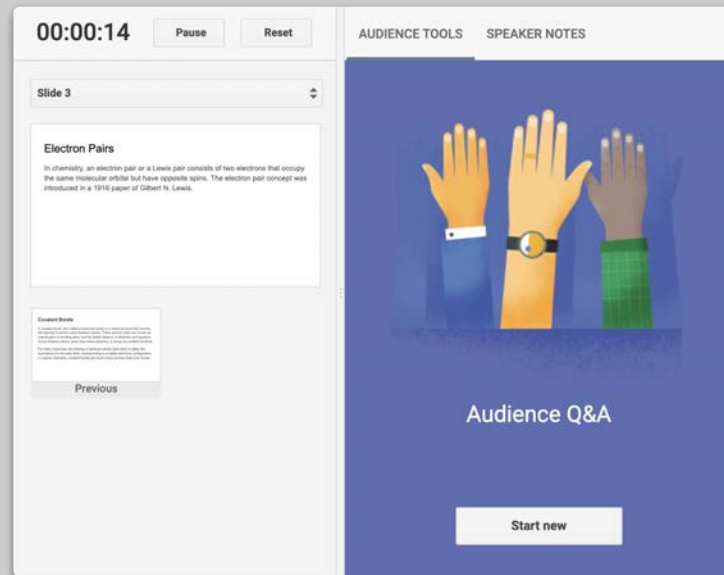
Jamboard is an online whiteboard which allows you to collaborate in real time.

1. Create a new Jamboard at [jamboard.google.com](https://jamboard.google.com)  
[More info](#)
2. Add content, such as images or documents  
[More Info](#)
3. Share your Jam with your class via Google Classroom  
[More info](#)



# Q&A in Slides

1. Students can ask questions during your presentation using Q&A in slides  
[More info](#)
2. They can see other questions and upvote ones they like
3. You can show questions from audience tools



The screenshot displays a presentation interface with a slide on the left and an audience interaction panel on the right. The slide content is as follows:

**00:00:14**

AUDIENCE TOOLS SPEAKER NOTES

Slide 3

**Electron Pairs**

In chemistry, an electron pair or a Lewis pair consists of two electrons that occupy the same molecular orbital but have opposite spins. The electron pair concept was introduced in a 1916 paper of Gilbert N. Lewis.

**Student Breaks**

The right panel features an illustration of three hands (blue, orange, and green) raised against a blue background. Below the illustration, the text reads "Audience Q&A" and a "Start new" button is located at the bottom.

# Work together

All Google Drive editors (Docs, Sheets, Slides etc.) have real time collaboration built in for up to 100 simultaneous users.

1. Students can create files and share them with peers and their teachers - great for group work

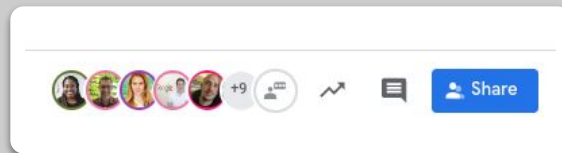
[More info](#)

2. Use the version history to quickly track individual contribution

[More info](#)

3. Add comments to give immediate feedback and advice to each other remotely

[More info](#)



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# Access for all

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1. [Adding captions in a video call](#)
2. [Voice typing in Docs](#)

# Adding captions in a video call

Individual users in Google Meet can turn on captions, which shows the text of the conversation.

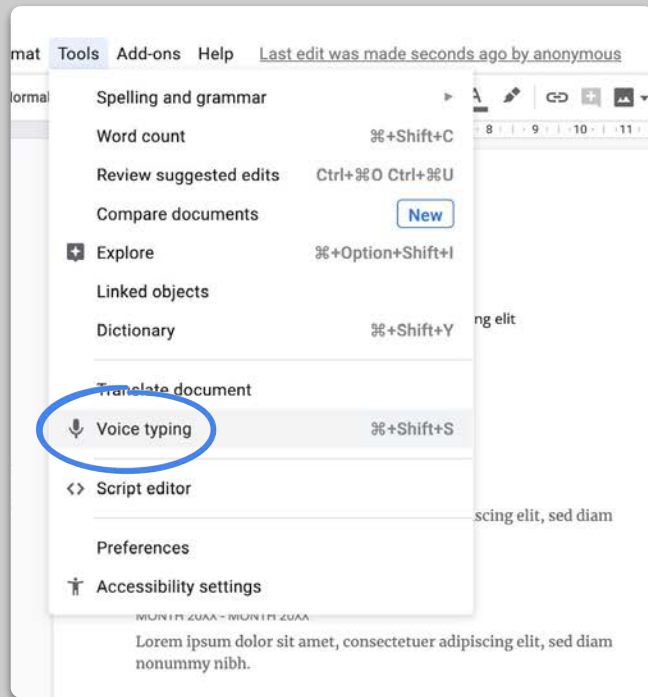
[More Info](#)



# Voice typing in Docs

1. Go to Tools > Voice typing to enable voice typing in a Google Doc
2. You can speak punctuation, such as comma or new line

[More info](#)



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# Student support

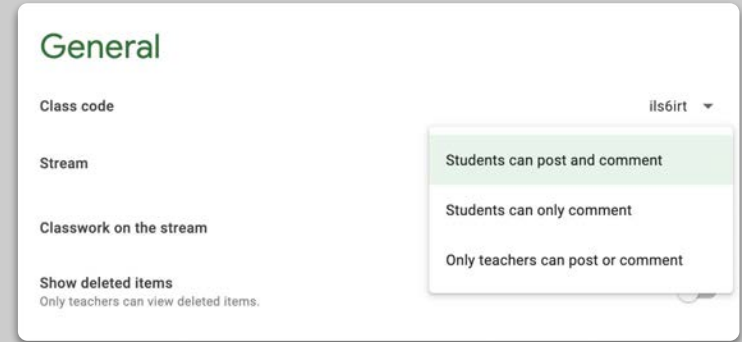
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1. Use 'Classroom' for communication
2. Set up 1:1 time with your students



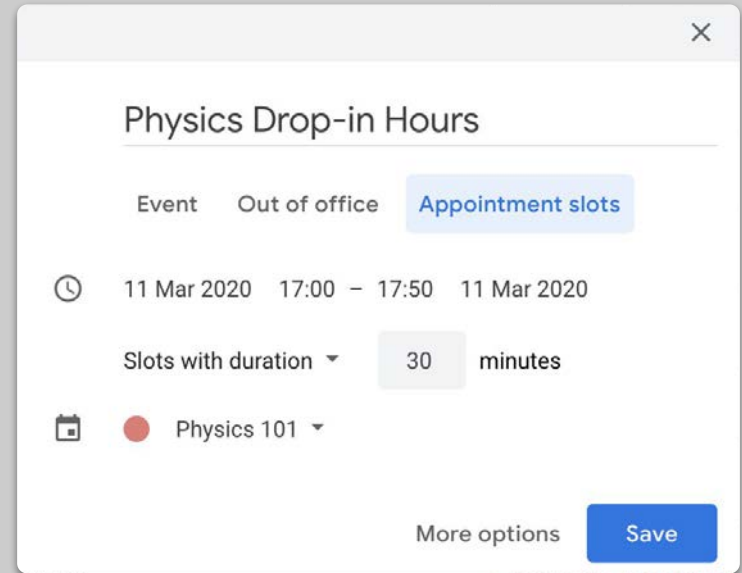
# Use 'Classroom' for communication

1. Decide whether students can post and comment on the Classroom stream  
[More info](#)
2. Post regular updates and polls to keep conversations going outside of lesson time
3. [Optional] Customize email alerts if you are receiving too many notifications  
[More info](#)



# Set up 1:1 time with your students

1. Go to [Google Calendar](#) and click +Create and choose 'Appointment slots'
2. Select the times that you want to offer bookable appointments and how long the slots should be and press 'Save'. You can add multiple slots and set repeating slots [More info](#)
3. Click on a slot and choose 'Go to appointment page for this calendar'. Copy the link and distribute to your students via Google Classroom or email



The screenshot shows a dialog box titled "Physics Drop-in Hours" with a close button (X) in the top right corner. Below the title, there are three tabs: "Event", "Out of office", and "Appointment slots", with the last one selected. A clock icon is followed by the date and time "11 Mar 2020 17:00 - 17:50 11 Mar 2020". Below that, it says "Slots with duration" followed by a dropdown menu showing "30" and the word "minutes". At the bottom left, there is a calendar icon, a red circle, and a dropdown menu showing "Physics 101". At the bottom right, there are two buttons: "More options" and a blue "Save" button.

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# To be continued...

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The information here is by no means complete. As we receive feedback from teachers and partners, we will continue to list, create and discover new tools to try and help make this situation easier for all.

