



CHICAGO Early Learning

CHICAGO PUBLIC SCHOOLS OFFICE OF EARLY
CHILDHOOD EDUCATION

Guide to PK Remote Learning with Google

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Introduction

This guide is meant to serve as a resource for staff and school leaders to use and reference as they plan for, and provide remote learning experiences for preschool students using the Google Suite. The objective of this guide is to provide best practices and examples for implementation of these tools. This guide is *not* an exhaustive list of how remote learning may be implemented, but instead seeks to provide a starting point for planning for those seeking to use Google Classroom and Google Meet to implement remote learning for PK students.

Access all district guidance for remote learning at cps.edu/remoteteachingforeducators.

Technology in Early Childhood

Leading organizations in early childhood education have recognized the potential for technology to be used effectively in early childhood classrooms when it is incorporated **intentionally** to support development and academic success. Using technology in intentional ways means that the staff members are selecting *when* to use technology and *how* they incorporate technology into their classrooms, or remote learning, purposefully. That may mean that staff are selecting to use technology when it enhances or expands the learning experience by providing images, video, or audio that are not available without the technology or it may mean that the staff is encouraging students to use technology to enhance their practice or engagement with a particular concept, for example. To learn more about the position of The National Association for the Education of Young Children (NAEYC) as well as The Fred Rogers Center for Early Learning and Digital Media, please click [here](#).

Getting Parents Started with Google:

Parents and care-givers are a child's first teacher, and are important partners to supporting remote learning for Preschool students. See below for parent-facing guidance that you can use to help get your families started.

Getting Internet access

Your student may need Internet access to participate in remote learning classroom activities. For help on choosing an Internet service provider or using your mobile device as a hotspot, read [Getting Connected to the Internet](#). [[Chinese](#) | [Spanish](#)]

Understand how to use their device

Students can use any personal device that can connect to the Internet to access CPS remote learning materials and participate in classroom activities. Chrome web browsers are recommended for accessing CPS web resources.

Families of PK students who have received a CPS-issued device can refer to the following guidance to get started:

- [Chromebook Quick Start Guide](#) [[Arabic](#) | [Chinese](#) | [Polish](#) | [Spanish](#) | [Urdu](#)]
- [iPad Quick Start Guide](#) [[Arabic](#) | [Chinese](#) | [Polish](#) | [Spanish](#) | [Urdu](#)]



- [Windows Laptop Quick Start Guide \[Arabic | Chinese | Polish | Spanish | Urdu\]](#)

Access Students CPS account

Students should log in to their CPS account at cps.edu/portal to access their CPS email or Google Classroom to receive classroom instructions from their teacher. All PK students are issued a CPS account upon enrollment, however, students who have never logged in to their account will need to activate the account before they can access their email and other CPS applications. Ask the parents or guardians of your preschoolers for help in setting up this account using the directions below:

- Log in to your student’s CPS account at cps.edu/portal.
- If your student has never logged into their CPS account, they will need to activate their account. Use the login instructions to set up your account: [Setting Up Your CPS Account \[Arabic | Chinese | Polish | Spanish | Urdu\]](#)
- If your student has forgotten their password or needs to change their password, use the instructions for password management: [Changing or Resetting a Forgotten Password \[Arabic | Chinese | Polish | Spanish | Urdu\]](#)

Access Tech Support For Families

<p>CPS Parent Tech Support Hotline 773-417-1060 Monday-Friday 7:30 am - 4:30 pm</p>	<p>Online Parent Tech Support Portal tech support help file and to submit service requests for your student's CPS-issued device.</p>	<p>cps.edu/coronavirus Contains detailed resources and guidance for families experiencing trouble with device, internet, or account access</p>
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[Google Digital Communications Tools Overview](#)

This [Google Communication Tools Overview](#) outlines platforms available for teachers to interact with their students. Google Meet provides a safe and secure way for teachers to host video sessions with a group of students in real-time. Google Classroom allows teachers to create a discussion board for their classes as well as distribute assignments and give real-time feedback to families & students.

[Google Classroom](#)



Google Classroom combines the G Suite tools into an easy-to-use hub that will help educators easily create a paperless classroom, distribute assignments quickly, and give real-time feedback to students. PK Teachers can create their own Google Classrooms for each of their classes and keep a discussion thread with students. It can help PK teachers and the families of their students stay informed, organized, on-task and gives students time to explore projects and assignments all on one platform that can be accessed on any device.

[Potential Uses in PK Remote Learning \(Google Classroom\)](#)

- Upload printable PK activity packets for students to complete with their parents
- Share “virtual classroom” with clickable links to songs, ebooks, on-line games
- Organize resources, activities, office hours, learning tasks by topic or by day
- Communicate with parents by sending a weekly or daily email with updates & learning activities



- Add Google Meet link for easy access for students to connect with teachers live for morning meeting, or check-in and question of the day

[Getting Started \(Google Classroom\)](#)

1. **Create Your Classroom:** Click [here](#) for an Educator guide to getting started with Google Classroom
2. **Create your first assignment [Tutorial](#)** in Google Classroom
3. **Help families access their students CPS google account with** instructions for parents to [set up their students account](#).
4. **Add students and guardians** to your classroom with this [video tutorial](#).
5. **Familiarize parents with Classroom** with these instructions to access assignments and participate in online class discussions using this [Google Classroom Parent Guide](#) [Spanish]

[Examples \(Google Classroom\)](#)

- Use a Google Doc in your classroom stream to share [ideas for parents](#) to talk with young children about race and inequity or parent-friendly [instructions for accessing their students cps account](#)
- Using Google Classroom + Google Meet to post a [pre-recorded circle-time](#) on google classroom, and a [social-emotional learning "mindful moment"](#)
- Using google Classroom category tabs to [share PK students daily remote learning schedule](#) or [sort resources for family members](#) to support their child's remote learning after the school day

★ Teacher Feature: Liz Russell - Pritzker ★

Through google classroom and parent email, I send a [daily circle time, read aloud and calm classroom activity](#) ... I post them in classroom, and email them as well, since that reaches every household. The parents and children have reported to me that they love the videos, as it mirrors what we do in the classroom and represents some normalcy to the way they schedule their days at home.

[Google Meet](#)



Google Meet is now available for teachers to use from a computer or mobile device. Google Meet provides a safe and secure way for teachers to host video sessions with a group of students in real-time. Teachers can also call students and parents directly from the Google Meet for audio only conferencing.

[Potential Uses in PK Remote Learning \(Google Meet\)](#)

- Connect 1:1 with PK students care-givers to discuss remote learning activities for the week to discuss remote
- Pre-Record read-alouds or circle-time and add to a google classroom to share with families
- Using Google Meet for short, live circle time, allowing for children to interact with teachers and classmates
- Using Google Meet and Google Calendar invites to invite specific children for small group "play dates" allowing for social interactions around a pre-chosen activity (play-doh, drawing, blocks, etc)
- Take students on a virtual field trip or do a virtual show and tell with activities around a topic

[Getting Started \(Google Meet\)](#)

Video Conferencing (Two-way)



1. **Set up your first google meet** using this [Google Meet for Teachers Step-by-step instructions](#) on how to create and facilitate a Google Meet for video conferencing with students and their parents
2. **Familiarize parents** using the [Google Meet for Students and Parents - Step-by-step instructions](#) on how to access Google Meet for video conferencing with a students' teachers

Video Broadcast (One-way)

1. **Set up your first google livestream** using this [Google Live Stream Guide for Teachers - Step-by-step instructions](#) on how to create a Google Live Stream to broadcast a video and share a link with students to view in real-time
2. **Familiarize parents** using the [Google Live Stream Guide for Students/Families](#) - A quick guide for teachers to share with their students on how to connect to a Google Live Stream. [[Arabic](#) | [Chinese](#) | [Polish](#) | [Spanish](#) | [Urdu](#)]

Examples (Google Meet)

- Using Google Meet + Youtube to [share a sing-along video](#) for a gross/rhyming song
- Using Google Meet + Google Slides for [a small group rhyming lesson](#)
- Using Google Meet + CPS virtual library to [share read alouds](#)

★Teacher Feature: Sarah Scifo - McPherson ★

I am using Google Meet, ClassDojo, and Seesaw with my students and families. On ClassDojo I record myself doing a read aloud and post it every morning, I also use it for general communication and announcements with my parents. I use Google Meet almost daily-Monday I host a whole group show and tell; Tuesday, Thursday, and Friday I host small groups (Tuesday is Math, Thursday is Literacy, and Friday is SEL); Wednesday I host one-on-one sessions if requested. I send a sign up sheet for my parents to sign up for group times. On Seesaw I post any worksheets for the week. I have not been using Google Classroom but after going to a PD on it for preschool I am planning on using it in the fall.

Additional Resources for Teachers

- [Instructional Tech Tools Home Page](#) - your one-stop shop provided by ITS for professional learning, guidance, and tools to support CPS teachers uses of tech.
- [Professional Learning and Support Opportunities for Remote Learning document](#): an overview of the professional learning resources that are available from every department
- [English Learner Supports - OLCE Knowledge Center Page](#): Remote learning guidance, how-to's, and policies to support EL remote learning instruction in CPS.
- [Diverse Learners - ODLSS Citywide Professional Learning Brochure](#): Compilation of on-demand and scheduled online professional learning to support students with disabilities, offered by CPS-ODLSS units and vendors, companies, and organizations
- [SEL \(Social Emotional Learning\) SEL in Remote Learning Website](#): This website includes resources for staff and families about remote SEL learning, self-care, community building; mental health wellness, etc. The site is regularly updated with webinars and other online learning opportunities.

Check out the [Early Childhood Knowledge Center](#) page on the [Knowledge Center](#) where you can explore teacher resources, guidance, and updates including:



- **Weekly Early Childhood Education Blast** - a one-stop-shop for important announcements, upcoming professional learning, field trips and grant opportunities and much more
- **Enrollment and Registration** - information for school staff
- **Instructional Resources** to support best practices in preschool instruction and assessment
- **Full Day Supports** - resources and guidance for educators working in full day classrooms

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