
**GOOGLE SUITE FOR EDUCATION TRAINING FOR 21ST CENTURY
LEARNING IN SMA NEGERI 1 JATINOM**

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ABSTRACT

This google suite training activity is one form of community service activities which is done by the excellent team of LPPM Unwidha Klaten. This is aimed at teachers to prepare the 21st century skills. Before, the training activities took place, the team was conducted the observation and interview, so it was decided that the place for community service activities was SMA Negeri 1 Jatinom and it is carried out in three meeting session of training. The first meeting was training on google docs, google slides, and google sheets. The second meeting was google form and google drive. The third meeting was google site and google classroom. This training shows the enthusiasm of the participants to learn the 21st century skills. It can be seen by the participants who consistently follow and explore all the material in training. From the total of 66 participants, 70% of them have completed all the task which is given in the end of each training. Besides, the participants are considered capable in operating various google suite according to the material provided.

Keyword: Google Suite, For Education, 21ST Century Learning

A. Introduction

Improving the quality of education system is needed in this rapidly developing era, so the future generation of the nation can stand upright when it is juxtaposed with other nation. According to (Aziz, 2015) the effort in improving the quality of education system is not only focused on its input and output, but also on the process in education. LPPM Universitas Widya Dharma Klaten responds this phenomenon by

providing upgrading and sistering to elementary and secondary schools in the surrounding area. The collaboration is expected to have a positive impact to the partner schools, beside that it can increase the professionalism of teaching staff which is done continuously and also resolves the common obstacles faced by each school. The benefit of this activity can be directly felt for both parties, namely LPPM Unwidha and the partner schools. To LPPM Unwidha, it can

strengthen the collaboration with the related parties as the promotional media and institutional responsibility in order to support the program in improving the quality of education. To the lecturers in implementing this activity, it is one form of concern and real activities in supporting their main tasks besides to share and transmit their knowledge to teachers and candidate teachers in order to have broader insight into knowledge. In addition, this activity is also the fulfilment of *tri dharma perguruan tinggi*, namely community service activities. To the partner schools, especially teachers as the training participants, it can increase knowledge and ability in an effort to deepen their pedagogical and professional competencies with 21st century skills.

LPPM Unwidha Klaten in this activity involves six excellent and competent teams. Each member has their own competency in their field which includes training material in this activity. The main material which is presented includes software in teaching and learning system. In broad outline, this training involves internet network since it uses several sites, such as google doc, google slide, google sheet,

google drive, google form, google site, and google classroom.

Google doc is a digital writing data processing platform that can accessed by multiple people. This platform is provided by google for free so it is possible to access by anyone, especially the participant of the training. According to (Gugino, 2018) the use of online digital portfolio can help to fulfil the need to evaluate the candidate teacher in special education setting and encourage deeper reflection in using interactive digital technology. This statement is in accordance with this training activity since in its application, each participant is able to correct each other's work and to work in team which can be applied to their students later.

Google slide is a digital platform which capable in accommodating an online presentation. In appearance, it is similar to Power Point, but it is presented online and can be accessed by more than one person. According to (Al Hamdani, 2017) Google slide is a tool to promote active learning skills (more orderly thinking skill) and to explore students' practices in using this skill during learning. This statement immediately lead to how a teacher

teaches how to make a good presentation which will be done by the students later. Indirectly, an interactive learning system will be created from this digital platform.

Google sheet is a spreadsheet tool on a digital platform which operates similarity to Microsoft Excel with its chart and data processing. According to (Graham & Borgen, 2018, p. 103), students and teachers can use it to many tasks ranging from kindergarten which making simple T chart to master level statistic. This statement provides an illustration of how easy this device can be accessed by anyone from kindergarten to professional level. The application of this device is very useful for the training participant like google doc in term of join evaluation in data processing, so it can be applied to the students later.

Google drive is a safe place to save any kind of data as a backup besides it is being saved in your own computer. According to (Sadik, 2017), the file sharing system is one of the technology and can be used to manage and deliver course material and also coordinate virtual team. The application of google drive from this

statement really supports this training in term of teamwork, especially virtual data coordination.

Google form is an online digital survey administration application. In broad outline, this service is a digital based form filling and it is displayed online so it can be accessed by many people from anywhere via internet network. Another function of google form is as a survey tool in certain case or it can be used as a question sheet or quiz to help remote teaching and learning. This is in line with the statement (Mardiana & Purwanto, 2017) that google form is an alternative used by teachers for making evaluation questions since it is practical, easy, fast, and effective.

Google site is a separate website building service. This service allows someone to create their own website to work as a team in doing a project. (Quek & Wang, 2012) in their writing describe about google site namely using a structured approach, teachers post their own written and audio cases, identify problems and strategy which is proposed by wiki. Quek explanation clearly explains what methods can be used on the google site.

Google classroom is a manifestation of teaching and learning activities without meet face to face. This service is made simpler so the students can distribute tasks and the teachers can assess the students' task. (Shampa, 2016) says that virtual classroom is online classroom which allow participant to communicate each other, view presentation or video, interact with other participant, and engage with the resources in work group. This digital platform is very supportive for the distance learning system such as between cities or other areas without meet face to face. The design of this service is very complete with various features line face to face learning.

Some of these digital services are technological advances which can support the teaching and learning process, especially online or without meet face to face. Technological advance will require the teaching staff to be more advance and develop since the more advanced a civilization is, the higher mobility will be. Remote system possibility will be created as everyone's mobility becomes dynamic.

B. Method of Implementation

Researching what problems are developing in the learning system in the surrounding areas is the first thing the team did. The result of this finding is drawn a conclusion to determine where and who will attend the training, then this step is called as observation method.

The conclusion of this problem is carried out by solving the problem with the identification method. The result of identification produces what kind of training is appropriate for each school with its problem. The final step is to form a competent team and match each training material for each school with its problem. The method which is used takes a long time, but it is the most appropriate method to solve the existing problem.

The next method is the application and training which is done directly by the speakers from Unwidha Klaten to the teachers as the training participants. Using a computer device in direct practice as well as the example is given via the projector screen on the front side of the training participants.

C. Result and Discussion

The first day of the implementation is located in SMA Negeri 1 Jatinom Negeri on April 13, 2018. The training is attended by 51 from 66 registered participants. The first training activity is the introduction of google then followed by google doc, google slide, and google sheet. Indirectly using the google suite platform, it begins with the training on how to login or enter google. For those who do not know google account, it is also explained how to create good and correct google account which can be used in the google platform in this training. The next training is to introduce what is contained in google and what features and how google works to help in the teaching and learning process.



Picture 1. Training assistance on google docs and google sheets by Septiana Wijayanti, S.Pd., M.Pd.

All training participants are very enthusiastic in this session so there are many in-depth questions about google tools. The most interesting question is how to login google but forget the password? This question is more arise since the participants are less enthusiastic about google. Google account is considered not important so many password are forgotten. Seeing this problem, finally the training is also taught how to change a forgotten password and how to remember password on a computer devices either digitally, online, or how to note it in a notebook.

The next material discusses about google doc. The training begins with what is google doc is. In the explanation session, the participant immediately catches the material since its material is similar to use Microsoft Office Word tools. When using Ms. Word, all participants are very proficient, but it was a little confusing for them to use google doc since there were many web-based services and online storage method to share with others. The trainer choses to focus on this to save time and to deepen the participants' abilities. After this implementation session, it is hoped that

participants can use google docs to create new doc files, collaborate, and share in public. After this training session ended, the participants are given a task to know how far they understand the use of google docs.



Picture 2. Google doc task for the participant

The next material is about google slide, in this material, it is same as google doc material since basically google slide is similar to Microsoft office power point which is mastered by the participants. The same thing is also happened when google sheet material is similar to Microsoft office excel. The participants have already mastered power point and excel devices so the training focuses the thing which is in contact with internet, namely how to process data with simple math formula online, how to save, and how to share to others. The

benefit of google sheets training to participants are that they can use google sheet in making report on student learning outcome and can be accessed in real time. Besides, the benefit of google slide to participants are by using google slide, the participant can make attractive presentation by using existing features to be collaborated and presented online.



Picture 3. Training assistance on google slides by Ana Setyandari, S.Pd., M.Pd.

The second session is done on April 20, 2018 which is followed by 50 participants. The activity in the second session is about google form and google drive materials. The first activity is to give an explanation to the participants that via this google form is not only possible to make a digital form, but it can also be used as an answer sheet from questions or quiz. The use of google form is expected to be able to support the teaching and

learning activities, especially remotely or without meet face to face.

The use of google form is taught slowly to the training participants. The first thing to do is to give an example of a projector display in front of class which shows how to open google form, how to assess it, how to create and edit, and then how to distribute to the targeted students. Indeed, there was a little difficult to understand for the participant, but after heading the training directly, the participant is guided to practice how to open form.google.com site, then how to insert form or quiz. Until all the steps run smoothly, there are some obstacles in editing and formatting form or quiz since there are many elements, such as how to add question, how to add picture or video, how to duplicate question, image, or section, how to reuse form the previous question, how to delete all, how to rearrange section, how to undo action, how to arrange question and answer, how to shuffle question, and so on. After completing this session, the participant can take the advantage of the google form to crate online quiz and can be shared online.

Further training continues on google drive. This material is simpler

and easier to accept by the training participants. The first explanation about google drive uses very simple sentence so all the participants can directly. This explanation is as follows, google drive is a place to save any data or file which we have online, so google drive is like the flash disk available in the internet, similar to Facebook, we can upload image, video, or document, but not all people can be accessed unless we give the access to certain person. Like a flash disk, the storage capacity of google drive is 15gb for free, we must pay if we desire to have more than that, but we can delete unused our data or file permanently.



Picture 4. Training assistance on google form by Wisnu Nugroho Aji, S.Pd., M.Pd.

The explanation does not cause many questions from the participants. Next, the participants go straight to the training on how to open drive.google.com site, and then how to sync google drive with other google

devices, such as google form, google slide, and so on. The participants are given an understanding that beside our offline file and data, we can also upload others in google drive, such as our result on creating google form, google slide and so on, all can stored in google drive as well as edit them. The activities in this session include to upload files in google drive, to browse the saved file, and to share folder and file online.



Picture 5. Training assistance on google drive by Krisna Pebryawan, S.S., M.Pd.

The third session is done on May 4, 2018 with 52 participants. The materials in this activity are google site and google classroom, followed by giving task. Like the previous session, the training begins with the explanation from the speaker with a lecture in the material and gives an example on the projector screen in front of class. The explanation starts from what is google

site, then immediately continues with direct practice by the participants under the guidance of the trainers. The activity in this session is that the participants produce an educational website page which can be used in teaching and learning process in class.

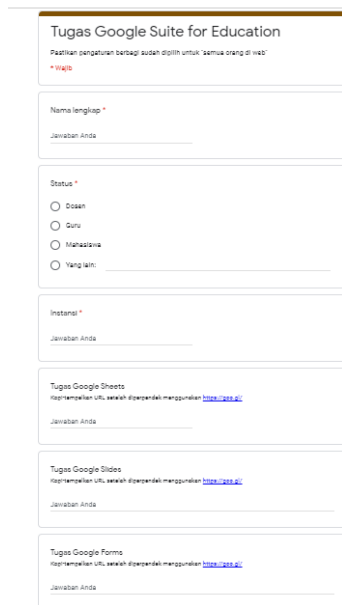
The next material is google classroom. This material is the core of all materials since the training participants will be taught directly how to use an online learning room with many participants and take an advantage of google services which have been taught before. In this session, the activity which is done by the participants is using google classroom to create digital class, create task, and communicate with students.



Picture 6. Training assistance on google sites and google classroom by Eric Kunto, S.S., M.A.

After session III ended, the participants are asked to submit tasks via google form. From the total of 66

participants, there are 70% participants which have collected all the tasks given in the end of each meeting.



Picture 7. The Form of Final Task on G-Suite

D. Conclusion

From this training activities, it can be concludes that the participants are very enthusiastic to learn 21st century skills. It is proven that the participants are consistent to follow all the entire training and from 66 total number of the participants, there are 70% participants which have collected all the tasks given in the end of each meeting. Besides, the training participants are considered capable of operating various google services according to the research materials.

The obtained knowledge is expected to be implemented in the learning process to the students to be more progressive. It is hoped that the use of google services does not become a burden to the participants, but it is expected to facilitate the teachers' performance. Another benefit of the training which have done in 2018 can actually help and support the teaching and learning system which is currently happening in the situation of covid 19 pandemic where we must continue the teaching and learning from home. The online teaching and learning process which is applied during the covid 19 pandemic is an example of the application of this google suite training to support the learning process for teachers and students.

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