The use of Google classroom in the learning process

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Abstract. The world has entered the era of globalization making a competition to master, create and implement new technology. One of the most effective ways is to introduce technology in the world of education. Overcoming the obstacles to the application of distance education in Indonesia is to use education-based applications, namely google classroom. As many new applications that appear, google classroom comes with a unique appearance and atmosphere. Google Classroom is a part of the online Google Apps for Education (GAFE) suite of productivity applications for teachers and students in online learning. This application provides a central site for communicating with students, sending feedback and providing homework. The implication of google classroom in the implementation of education in Indonesia is to improve teacher's quality and the students use technology wisely and so on.

1. Introduction
The world has entered the era of globalization starting competition to create and implement new technologies in developed countries. Therefore, for developing countries, the most appropriate technology mastery policy is building absorption capability through technological transformation efforts in the sense of learning, adjusting, and possibly, improving available technology which aims to gain competitive advantage. One of the most effective ways of mastering this technology is through introducing technology in the world of education [3].

Education is the process of human formation through the guidance and instructions that are right throughout their lives and covers in all fields with the real essence of education including physical and spiritual education. Education is an absolute requirement for going towards a just, prosperous and prosperous society, in accordance with the national education goals stated in the Indonesian National Education System Law No. 20 of 2003 explaining that it is to develop the students' potency to become human beings who are noble, healthy, knowledgeable, capable, creative, independent, responsible for believing, fear of God, and become democratic citizens [1].

According to Lumsdaine, educational technology is interrelated with the concept of processes and products. The product concept relates to hardware that is used in the teaching process. The examples of simple technologies used are blackboards, real objects, charts and other simple models. The examples of educational technologies that include medium technology are slides, OHP, projection films (LCD) [2]. The examples of educational technology which are fairly high are computer assisted instruction, complex teaching simulation, dialaccess information systems by telephone and distance learning using radio, television, modules, computer assisted instruction and so on.
The process of technological transformation, the legal instruments that govern it, the telecommunications infrastructure and the lack of availability of human resources are the main causes of the hampered process of technology-based education in Indonesia. Our common hope for this matter can be overcome in line with the development of increasingly sophisticated and inexpensive telecommunications. Computer penetration in Indonesia is still low. For this reason, it is necessary to think about access to the internet without going through a personal computer at home. Campus, schools, and internet cafes are place for internet access that needs to be widened [3].

If all expectations of the technological means have been achieved in Indonesia, distance learning or what is called e-learning can be applied in Indonesia. Thus, one of the ways to overcome the obstacles of implementing e-learning in Indonesia is using google classroom. The technology-based education process in Indonesia is still left behind the developed countries. Therefore, google classroom becomes one of the solutions to advance an education in Indonesia and this application is very suitable to be utilized in island country.

The weakness of google classroom applications is requiring students to have a laptop, tablet, smartphone, and gadget that supports the google classroom feature. Teachers must think it over to use the google classroom as a teaching method, because not all students have a laptop or android. Students who have a smartphone are expected to not use their smartphone for playing game games and social media, but they should also use it for learning process.

2. Discussion

2.1 Google Classroom

Google Classroom is part of the online Google Apps for Education (GAFE), suite of packed productivity applications for teachers and students in learning and online collaboration. This application is downloaded for free but it must be placed at the level of educational institutions. While GAFE contains many popular Google applications such as Gmail, Google Calendar, and Google Drive, which can be accessed by anyone, Google Classroom is only found at GAFE. This application provides a central site for communicating with students, sending feedback and providing homework. Some of the main strengths of Google classroom are time-saving and organizational features that are easy to use and very simple. Google classroom is like a virtual extension of brick and mortar classrooms. It starts with creating classes and adding students. Then it explores the features found in this application such as sending information, starting discussions, distributing and collecting tasks [4].

Google classroom is a Learning Management System (LMS) offered by Google for teachers. This application provides a central location to communicate with students, ask questions, and make assignments. In an increasingly digital world, google classroom helps facilitate online learning for digital learners today. Similar to many new applications, google classroom comes with a unique look and feel. Because of this method, the teacher organizes classrooms uniquely as teaching methods because the google classroom starts as a blank canvas.

Before we can add students to google classroom, the teacher needs to make an online class for physical classes. When the teacher uses google classroom, the situation can appear where the class does not have a physical class associated with it. For example, distance learning classes and large school events can use Google Classroom without students' physical classes. The teacher will feel comfortable with everything in Google Classroom. Being a class teacher will include options that are not visible to students and allow you to change what students can do on Google Classroom. The teacher will be able to add students to class, make announcements and assignments, and just upload material from his view [4].

2.2 The Basic Use of Google Classroom

In the first time you access google classroom, the application will ask whether you assign the teacher or student role to your account. You have to choose it correctly. If you do not act as a teacher, the account will be designated as a student. We will not be able to create or manage classes unless our role
is as a teacher in Google Classroom. If our account is designated as a student account, it must contact the IT department that they can change the role of Google Classroom into a teacher [4].

A complete class list of all students can be found in the STUDENT section in the class. We will be able to make changes to students in class and send e-mails to each student or to the whole class. At first we have to install Google Chrome on Windows or Apple computers and guide students through the installation of Google Classroom and other Google Apps on their mobile devices. As teachers, we can display class codes to allow students to join classes as well as manually invite or delete students as needed. Finally, the teacher can send e-mail to students directly from Google Classroom.

a. Inviting Student to Classroom Manually

When students are added to the class at the end of the semester or a student has difficulty joining the class code, we can manually invite students to class. The teacher must use this method as a last way because adding a few dozen students manually to the class is boring and time consuming. Follow these instructions to manually invite students:

1) Click the STUDENT section on the menu in Google Classroom. Then click on the INVITE button
2) The dialog box will display My Contacts by default. Use the drop-down menu to change the view to Directory
3) Find your students with a search column or scroll down the list of students and select students. Click the Invite Students button when all the students you want are selected (Zhang, 2016: 54-57).

b. Removing Student from Classroom

When students withdraw the physical class, the teacher must also delete it from Google Classroom. Removing students from Google Classroom is the same as unregistered students. Although it is not required to register, withdrawn students will still receive announcements and assignments through Google Classroom if they are still registered in the class. The following steps are how to delete a student in google classroom:

1) Click on the STUDENT section in the Google Classroom:
2) Click on the check box next to students. (The teacher can also choose additional students if the teacher needs to delete some students) Then click on ACTIONS drop-down menu:
3) Select the Delete option.

c. Sending Email to Student in Classroom

When teachers need to communicate with individual or small groups of students, the teacher can send e-mail directly from Google Classroom. However, Google Classroom has an Announcement feature when the teacher needs to communicate with the whole class. To students' emails from Google Classroom, follow the steps given in the previous section. Instead of selecting Delete, select Email, and a new e-mail message window will appear addressed to the selected student [4].

2.3 The Benefit of Google Classroom in Implementing Education in Indonesia

As time goes by, the use of communication technology is applied to facilitate the Indonesian people who are constrained by access to the learning process organized by the relevant educational institution. Distance education is very helpful in overcoming the problems of education in Indonesia, considering that Indonesia is an archipelagic country and the implementation of distance education already has applicable laws. Distance education is also supported by facilities and infrastructure that guarantee the quality of graduates. Future planning is expected to distance management more developed by all educational institutions in Indonesia in accordance with the National Education Standards.

Based on Law No. 20 of 2003 article 31 paragraphs 1 to paragraph 4 concerning "distance education" which states:

a. Distance education can be held on all paths, types of education and all levels.

b. The function of distance education is providing education services for people who cannot take education regularly or face to face.
c. Implementation of distance education with learning services, an assessment system that ensures the quality of graduates in accordance with national education standards with various forms of coverage supported by facilities, infrastructure and modes.

d. Regulation on the implementation of distance education as referred to in paragraph 1, to paragraph 3 with government regulation.

From the explanation of Law No. 20 of 2003 article 31 paragraph 1, it can be explained that the education providers both teachers and lecturers through educational institutions can utilize communication technology by using education-based applications, namely google classroom. The implementation of distance education using the Google Classroom in Indonesia as a Learning Management System (LMS) has some benefits explained as follows.

a. Improving Teacher's Quality

Information technology-based learning conducted by educational institutions by using the google classroom will provide the best experience for teachers in Indonesia while conducting learning process. Learning model like this is one of the e-learning-based innovative learning models, because using the google classroom application will have an impact on improving the teachers' quality in Indonesia in keeping up with technological and scientific developments.

b. Student Uses Internet Wisely

Google classroom is very useful for students in Indonesia in utilizing technology wisely. As the rapid development of technology, nowadays children do not only use technology to play games, they even easily access negative things. Thus the children must be led to use the internet or positive technology by using education-based applications, namely google classroom.

c. Time-Saving

The Google classroom has a potency to save most of the time for both students and teachers because the process of setting up Google Classroom is very fast and convenient to use. Time will not be wasted to distribute physical documents because the tasks that students have given by their teachers can be completed on time online. Making tasks quickly and more easily for them to meet the deadlines given and learning online can be adjusted according to their daily schedules because everything is done paperless.

d. Eco-Friendly

The implementation of e-learning based learning through the google classroom will be useful in a healthy environment. Teachers and participants do not need to go to campus or school to attend the learning process. Pollution caused by vehicle smoke will begin to decrease thanks to the implementation of this education-based technology.

If the teacher will carry out a test in printing exam questions, assigning assignments, printing student attendance and others, it will waste papers if it is not used again. The existence of the google classroom is very helpful for teachers and students in the learning process, because it does not need to use paper or it is called paperless. The teacher accesses the Google Classroom and can start sharing tasks and teaching materials. Thus the waste produced in the learning process both paper and other waste can be overcome thanks to this technology.

e. Facing the Distance of the Residence

Improving the quality of Indonesian national education can be proposed to justify the development and application of ICT. Indonesia's geographical condition with its many scattered islands and often unfriendly earth surface contours is usually proposed to utilize the development and application of ICT for education that relies on distance learning abilities as soon as possible in Indonesia [3].

Using the Google classroom in implementing education in Indonesia is very helpful in conducting distance education, especially in higher education. Students can learn from distance education through lecturers who teach using the Google classroom application. This online-based education requires each student's residence must have a good internet network / signal, availability of wifi, students must have a smartphone / laptop / as well as facilities that support e-learning learning. The distance learning is very practical and efficient if it is implemented, but it also has a weakness.
f. **Improving Cooperation and Communication without Time Limit**

Starting an online discussion or telling them about certain online learning activities, the teacher can send a notification to students. When discussing at Google Classroom, students have an opportunity to provide feedback to their colleagues by posting directly. They can get direct input from virtual classmates, if they need help when finding difficulty to understand a task that they want to learn more about a particular topic. The Google classroom is basically useful to get benefit from the experience and skills of their colleagues online, especially improving aspects of social learning education that allows students in this application.

The advantages of the Google classroom also help students to communicate indefinitely. The students can discuss with their friends and want to communicate with the teacher in the morning, afternoon, evening and night according to the learning schedule given by the teacher.

**g. Document Storage**

Teachers and students do not need to worry about missing documents, either assignments, attendance lists, materials, grades and so on. Because all documents are stored in the LMS (Learning Management System) for free. Learners can see all their tasks on Google Classroom. In certain folders, activities for the cloud year, all ratings, assignments, material can be seen in the application and the teacher can store e-learning material in centralized data.

### 3. Conclusion

Google Classroom is a part of Google Apps for Education (GAFE) from productivity applications for teachers and students in learning and an online collaboration. This application is downloaded for free but it must be placed at the level of educational institutions.

The benefits of using google classroom in implementing education in Indonesia is to improve the teachers' and students' quality to use technology wisely, especially for learning process, saving time, being environmentally friendly, overcoming distance of residence, increasing collaboration among students, timeless communication, and as a secure document storage.

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