

TRAINING AND GUIDANCE IN USING GOOGLE FORM, GOOGLE CLASS, AND POWER POINT SOFTWARE FOR TEACHERS AT MTSN 6 BIREUEN

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Abstract

Technological development is something that cannot be dammed or abandoned. Technological developments cover all areas of life, including education. The development of technology in the field of education continues to grow day by day and we as educators are expected to be able to utilize technology in the field of education to advance the education sector. PPKPM UIN Ar-Raniry Banda Aceh students have conducted training and mentoring activities on the use of Google Forms, Google Classroom and PowerPoint software for MTsN 6 Bireuen teachers. Where later the Training and Assistance activities on the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers are expected to help teachers in advancing active, efficient, and innovative teaching and learning activities. The method used in this activity is an explanation of the material followed by training and hands-on practice for each participant. This training activity went well and was immediately practiced by the teachers in managing learning procedures at MTsN 6 Bireuen.

Keywords:*training; community service; google; forms; classrooms; power point.*

Introduction

The development of technology opens up the exploration of new techniques, both in life and in learning. This exploration also requires educational agents to adapt so that the output (graduates) can adapt to the challenges in the outside world. Therefore, teachers in modern times must be able to adapt to using technology in the learning and teaching process in the classroom. Technology can be a tool that makes it easier for students to form an understanding of a teaching material.

The government has realized this. The Ministry of Education and Culture has formulated several indicators of teacher professionalism, one of which is that teachers are required to be able to use audio-visual aids in teaching and learning activities. There are many available aids. Teachers can choose the method, technique, tool, or technology that best suits their needs. So, it is important for

teachers to know the variety of aids available so that teachers can develop their own teaching techniques. In order to adapt to modern digital-based education, it is very important for teachers to use digital learning software so that the teaching and learning process in class can be carried out effectively and efficiently and can then attract students' interest in learning so that they can adapt to digital-based learning in the future.

In order for teachers to be more practical in obtaining data from students in class or responses from students, teachers can use Google Forms, Google Forms itself is a Google service that makes it easy for users to create surveys, polls, forms, etc. online or digitally. Then, so that teachers can easily manage classes without having to meet face to face with students, teachers can use Google Classroom, Google Classroom is a free web service, developed by Google for schools, which aims to simplify creating, distributing, and assessing assignments without having to meet face to face. The main purpose of Google Classroom is to streamline the process of sharing files between teachers and students. And then to convey and display the material to be taught, teachers can present it using Microsoft Power Point, *Microsoft Power Point* itself is a computer program for presentations developed by Microsoft. The three software are very useful for teachers in classroom learning so that students are more interested and more easily understand the material presented.

Based on the results of observations and interviews with the Principal of MTsN 6 Bireuen, teachers of MTsN 6 Bireuen are relatively rare in using digital software as a teaching aid. They want students to be able to understand the material presented by the teacher well and also not boring. For this problem, Ar-Raniry State Islamic University can help partners through introduction and training activities for the use of Google Forms, Google Classroom, and Microsoft Power Point applications to the community, especially teachers of MTsN 6 Bireuen. Through this activity, it is hoped that teachers at MTsN 6 Bireuen will be able to create interesting learning as a teaching aid using Google Forms, Google Classroom, and Microsoft Power Point.

Based on the results of the situation analysis, the solution offered in this community service program is training in the use of Google software. *Forms, Google Classroom, and Microsoft Power Point* in classroom learning. This training program is a way to improve the quality of classroom learning which initially tended to be monotonous to be more interesting and creative. This is also expected to increase students' enthusiasm for learning in this digital age, because the creation of teaching

materials in this program is digital-based. This is very necessary so that teachers can adjust their teaching style to the times.

Training on the use of Google Forms, Google Classroom, and Microsoft Power Point software for MTsN 6 Bireuen teachers is considered very important, because it can support the quality of the teaching and learning process and teacher professionalism, especially for teachers who have received teacher certification allowances. To support the development of better and more interesting learning media, teachers are directed to maximize the use of information technology and multimedia-based computer applications, namely Microsoft Power Point. The use of information technology, especially the internet, namely Google Forms and Google Classroom aims to enrich the content of the material to be delivered, while presentation and multimedia applications are used to package the prepared content into an interesting and quality learning media unit.

Research methods

The Teaching Professional Practice and Community Service (PPKPM) activity was carried out from February 10, 2023 to March 21, 2023. This activity took place at MTsN 6 Bireuen with the address Bugak Mesjid Village, Jangka District, Bireuen Regency, Aceh Province.

The target of this community service is the teachers of MTsN 6 Bireuen. There are around 30 teachers in the school. They were all included in this training because of the importance of mastering the ability to use digital learning media to create interesting learning and can trigger students to think critically and creatively in their learning activities. The teachers were included because based on initial observations that they had not mastered the use of Google Forms, Google Classroom, and Microsoft Power Point software in classroom learning.

The method used in this activity is an explanation of the material followed by training and direct practice for each participant. Then added with the following methods: (1) Lecture and Q&A to deliver material about Google Forms, Google Classroom, and Microsoft Power Point software; (2) Demonstration to demonstrate the steps in using Google Forms, Google Classroom, and Microsoft Power Point

software; (3) Simulation to test the results of the demonstration that has been carried out in actual learning or with peers; (4) Discussion to evaluate and get feedback on the process and results of the activities that have been carried out.

Results and Discussion

Training and Mentoring on the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers was carried out at the request of the Principal of MTsN 6 Bireuen. With the Training and Mentoring on the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers, it is hoped that MTsN 6 Bireuen teachers can use Google Forms, Google Classroom, and Power Point Software in carrying out the learning process at MTsN 6 Bireuen and also with the use of Google Forms, Google Classroom, and Power Point Software the learning process at MTsN 6 Bireuen can take place actively, creatively, and innovatively. Training and Mentoring on the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers was attended by 30 (thirty) teachers and was carried out for 3 (three) days, namely from March 6-8, 2023.

On the first day, a training on the use of Google Form was carried out by PPKPM UIN Ar-Raniry Banda Aceh students. The teachers were given introductory



materials about Google products that can be used for learning purposes. By means of direct practice, MTsN 6 Bireun teachers who were participants in the Google Form training were required to create a questionnaire/survey with Google Form as in Figure 1. Then after the participantstraining successfully created a questionnaire/survey directed to be able to create a link that can be shared. In the Google Form training, out of 30 teachers who attended the training, 23 teachers were able to master the features on Google Form such as creating a questionnaire/survey. In this training, participants utilized gadgets such as laptops andalso Android Mobile Phones.

Figure 1.Google Form Usage Training

On the second day, training was continued on the use ofPower Point as a learning medium. Training participants practice adding slides to power point, how to choose a slide theme in power point, how to add animation to a power point slide, and also how to do a presentation via power point as in figure 2.



Figure 2.Power Point usage training

In the power point training of 30 teachers who attended the training, 20 teachers were able to master the features of power point such as how to add new slides, how to add animations, etc. In this training, participants utilized gadgets such as laptops and Android phones.

On the third or last day, training on the use of Google Classroom as a learning medium was continued. Training participants practiced how to create classes, how to upload assignments, how to upload learning materials, how to limit the time for sending assignments, how to add students to Google Classroom, and also how to view assignments that have been submitted by students. In the Google Classroom training, out of 30 teachers who attended the training, 25 teachers were able to master the features of Google Classroom such as how to create classes, how to send assignments or learning materials, how to give grades, etc. In this training, participants utilized gadgets such as laptops and Android phones as in Figure 3.



The participants were very enthusiastic about the Training and Mentoring on the Use of Google Forms, Google Classroom, and Power Point Software. They hope that training like this will often be carried out in schools/madrasas so that teachers can gain new knowledge, namely in the form of utilizing technological developments to facilitate active, efficient and creative learning processes.

Training and Mentoring Activities for the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers encountered obstacles due to lack of knowledge regarding the use of laptops, but with the guidance and willingness of the participants who were quite high, the Training and Mentoring Activities for the Use of Google Forms, Google Classroom, and Power Point Software for MTsN 6 Bireuen Teachers ran well and smoothly, and out of 30 teachers participating in the Google Forms, Google Classroom, and Power Point Software training, 25 teachers had successfully operated the Google Forms, Google Classroom, and Power Point Software. the activity ended with a group photo as in Figure 4.



Figure 4.Group photo of training participants

Conclusion

The training and mentoring activities for the use of Google Forms, Google Classroom, and Power Point software for MTsN 6 Bireuen teachers went smoothly and successfully. This was proven by the teachers who participated in the training and directly practiced in carrying out learning procedures. The use of Google Form is very useful in conducting student satisfaction surveys on the learning process that has beendone so far. The use of power point as a learning medium is also very important for students in understanding the learning material

that will be delivered. The use of Google Classroom is also very beneficial for both teachers and students in implementing online-based learning.

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