Google Workspace Training Management To Improve The Quality Of Mts Learning In Purwakarta

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Abstract
One of the breakthroughs made by the Ministry of Education, Culture, Research and Technology is the launch of Learning Accounts which can be accessed through www.belajar.id. This account can be used by students, educators, and education staff to access electronic-based learning services. A Learning Account is created in the form of a Google Account with the @belajar.id domain. The use of technology and mastery of digital literacy are important for teachers to master considering that currently many learning materials are sourced and accessed from the internet. This training aims to assist teachers at KKMTs Purwakarta, in accessing features available on Google Workspace for Education, so that it is hoped that teachers can maximize the student learning process online during distance learning. The general objective of implementing this training is to increase teachers' understanding and skills regarding the use of digital technology as a learning medium in learning activities. The specific objectives of this training include: (1) Teachers are able to use and manage online classes, (2) optimize available digital technology facilities, and (3) increase the effectiveness, efficiency and attractiveness of learning. The methods that will be used in the implementation of the training are socialization, practice, mentoring, and evaluation. This training material will be carried out in 2 stages where the first stage will focus more on providing information about the material regarding the role of digitizing learning media. This information is very important so that research participants get an overview of the role of digital technology as a learning medium, as well as the importance of training as a form of teacher self-development. The second stage, the training focused on introducing and understanding Google Workspace For Education, in which the training introduced the features available on Google, such as: Google Mail, Google Drive, Google Class Room, Google Meet, Jamboard, Google Calendar, Google Doc, Google Slides, Google Forms, Google Sheets, and Google Sites. Evaluation of this activity is carried out during training activities and the results of making digital learning media. The aspects that were evaluated were attendance, participant activity, participants' understanding of the material that had been given. The criteria for achieving the program for each aspect are the attendance of participants.

Keywords: Management, training and google workspace.

I.   INTRODUCTION

Education is one of the important aspects of human life which indicates how lucky humans are to be created as intelligent beings. Whether a nation is advanced or not depends on how far the quality of the nation's education is. That is, if education can produce quality human beings physically and spiritually then the nation will automatically progress, be peaceful and prosperous. On the other hand, if a nation's education experiences problems, then that nation will experience backwardness and even destruction in all aspects of life.The Law on the National Education System (Sisdiknas) chapter II article 3 which states that [1]: "the purpose of national education functions to develop abilities, form character and civilization in the context of educating the nation's life, and aims to develop the potential of students to become human beings who believe and fear God Almighty, have noble character, be knowledgeable, capable, creative, independent, and be a democratic and responsible citizen".The government also plays an active role in socializing the digitization of education. The launch of the Learning Account owned by the Ministry of Education, Culture, Research and Technology (Kemendikbud Ristek) on Friday 10 December 2020 is one of the starting points for students and educators in accessing learning services electronically. The www.belajar.id Learning Account was created to support learning activities from home during a pandemic which is an official account that has been stipulated in Circular Letter Number 37 of 2020 concerning Learning Service Access Accounts for Students, Educators, and Education Personnel.

The existence of Learning Accounts also aims to follow up on Regulation of the Secretary General of the Ministry of Education and Culture Number 18 of 2020 concerning Technical Guidelines for Utilizing Basic Education Data for Learning Service Access Accounts. Going forward, the Ministry of Education and Culture stated that the Learning Account would become one of the Ministry of Education and Culture's official communication channels to students, educators, and education staff and would be used to access official applications from the Ministry of Education and Culture. Materials and information from the Ministry of Education and Culture and Research and Technology, for example related to government assistance and the National Assessment, will be sent to the Learning Account electronic postal address. [2] and education personnel and will be used to access the official applications of the Ministry of Education and Culture and Research and Technology. Materials and information from the Ministry of Education and Culture and Research and Technology, for example related to government assistance and the National Assessment, will be sent to the Learning Account electronic postal address. [2] and education personnel and will be used to access the official applications of the Ministry of Education and Culture and Research and Technology. Materials and information from the Ministry of Education and Culture and Research and Technology, for example related to government assistance and the National Assessment, will be sent to the Learning Account electronic postal address. [2]The Covid-19 pandemic is a challenge for teachers in designing learning programs.

The challenge in question can arise from anywhere. One of them is the facilities and infrastructure that support learning activities. With the elimination of face-to-face activities in schools, teachers face extraordinary challenges in conveying subject matter to their students. Especially if you are required to deliver learning material online. Teachers need a special platform to convey material, collect assignments, and so on.The role of appropriate technology that can connect teachers and students so that they can communicate and face to face directly even in different places, is really needed without having to carry out face-to-face learning directly which is very much needed for the achievement of educational goals and learning objectives. to minimize this gap it is considered very necessary to utilize learning media and technology that can meet needs during a pandemic, the technology or learning media used are capable and have advantages such as having virtual classes, online absences, implementation of learning by video streaming/online face-to-face, can assess student assignments directly,At this time, of course, learning activities cannot be separated from Google's help. (Mr. Desbud, 2021) [3] Where this one machine helps a lot, especially during distance learning like today. Thus helping educators and students stay connected and interact in learning even though they are remote. Along with the pandemic conditions that have not improved, it is encouraging for educational actors to move quickly to prepare Distance Learning (PJJ) in the network. This is done to prepare for the new academic semester which will be held at the end of July. Even though the implementation of face-to-face learning (PTM) is limited, it really depends on the status of the school zone, school readiness, and permission from students' parents. So that,History of google workspace and some of its applications according to Wikipedia (2021) G Suite" and "Google Apps" For applications developed by Google, see*Google product list.*Google Workspaces, formerly known as G Suite, is a collection of toolscloud computing,productivityandcollaboration,software, and products developed and marketed byGoogle.

It was first launched in 2006 as Google Apps for Your Domain and was renamed to G Suite in 2016. Google Workspace consists ofGmail,Contact,Calendar,meet, andChatfor communication;Google Currentsfor employee engagement;drivesfor storage; andGoogle Docs suitefor content creation. Admin panel is provided to manage users and services. Depending on the edition, Google Workspace may also includeinteractive whiteboardJamboarddigital services and the option to purchase add-ons such as phone serviceVoices. The educational edition adds a learning platformGoogle Classroomand as of October 2020 it continues to use the name G Suite for Education. (in: https://id.wikipedia.org/wiki/Google_Workspace) [4]Meanwhile, according to Nisa (2006), [5] Google Workspace is: services or tools released by Google to facilitate work. A variety of familiar and frequently used Google smart application suites. It includes several apps and features which are very useful for work productivity. As for the appearance of google workspace, it is as follows:

Images of features and applications in google workspace.(in https://www.google.com /)[6]

The fact that there is less success in managing learning media is due to the less optimal use of learning media carried out in each school which has not been managed optimally, the learning process has not reached the target effectively, learning media has not been managed properly, so teachers have not been able to show an increase in the quality of learning which are expected. The quality of education is something that must be considered and strived to achieve, because education will be in vain if the quality and graduates are low. It will get worse if the output of education adds to the burden on society, families and the state.Starting from the problems mentioned above, in general the management of learning media at KKMTs Purwakarta has not shown a satisfactory impact on improving the quality of teachers themselves, especially for students, this is influenced by many factors. Management of learning media is still not optimal in improving the quality of learning. This research is a qualitative research that takes a background in managing Google Workspace training management to improve the quality of learning for teachers at MTs Purwakarta.

II.   METHODS

The research method used is descriptive qualitative which are methods for exploring and understanding the meanings that a number of individuals or groups of people ascribe to social or humanitarian issues, as well as describing or describing the situation in the field by photographing and presenting the data as it is and interpreting it. Correlation as an existing factor that applies includes perspectives or ongoing processes regarding Google Workspace training management to improve the quality of MTs learning in Purwakarta. The approach used in this research is to use a qualitative descriptive approach with a case study type. While the case study is a research strategy in which the researcher carefully investigates a program, event, activity, process, or group of individuals. Cases are limited by time and activity, and researchers collect complete information using various data collection procedures based on a predetermined time.

III.   RESULTS AND DISCUSSION

Improving is an effort to increase the degree, level, and quality as well as quantity. Improving can also mean adding skills and abilities to be better. In this study, what is meant by improving is an effort to make the quality of education better than before through the learning management process.Learning management is an attempt to manage learning which includes planning, implementing, monitoring, and evaluating in order to achieve learning objectives effectively and efficiently. In this research, learning management in question is the process of planning, implementing, monitoring, and evaluating related to Google Worksspace training activities to improve the quality of MTS learning in Purwakarta. This is in line with Gagne as stated by Margaret E. Bell Gredler (1991:207) as quoted by Nazarruddin (2007: 16)[6] that the term "learning can be interpreted as a set of external events designed to support the internal learning process".Quality in general is the overall description and characteristics of a product or service that bear on its ability to satisfy stated or implied needs. In the context of quality education includes educational input, process and output. Learning is an effort to teach students. Learning is a very vital process in educating human life. Without learning, the teacher will not be able to direct students to find knowledge, develop positive attitudes, and train their psychomotor potential. The quality of learning is a reflection of the teacher's professional ability in carrying out his teaching duties. The quality of learning is one aspect of the assessment of a school.

So the quality (quality) of learning can be interpreted as the quality or superiority of the learning process carried out by the teacher, marked by the quality or graduates or output of educational institutions or schools. The effect of learning on teaching is often beneficial and usually easy to observe.Madrasah Tsanawiyah Working Group(KKMTs) [8] held Learning Media Digitalization Training at MTs Al-muhajirin Purwakarta, a Tsanawiyah Madrasah located in Purwakarta, West Java, Indonesia. The educational period at MTs Almuhajirin Purwakarta is taken within three academic years, starting from class VII to class IX. Mts Al-muhajirin Purwakarta was founded in 1993. KKMTs realize that they have an obligation to improve the quality of learning in schools by improving the quality of the skills of their teachers. One of the things that has been done is to prepare MTs Purwakarta teachers to take part in Learning Media Digitalization Training to Improve the Quality of Learning. Accompanied by a team of community service implementers from the Islamic Nusantara University's Doctoral Program in Education Sciences.Each teacher is given several training units about tools in Google Workspace for Education to support each learning activity, as well as how and tips to adapt it to each activity. This training is very helpful for teachers, especially for teachers who are not familiar with every tool in Google Workspace. So that teachers can carry out distance learning with all the facilities available to assist in preparing material that allows collaboration with other teachers, delivering material to students, giving assignments, and evaluating learning activities.

To make learning activities successful through the Purwakarta Madrasah Tsanawiyah Working Group (KKMTs) training, Google has embedded many features in Workspace for Education. The series of features in Google Workspace for Education, which are introduced as follows:

1) Google Classroom: The most fundamental service, or the most basic of Google Workspace for Education is Google Classroom. This toolkit is a tool that teachers and students can use to organize classroom activities. Starting from creating classes, sending assignments, and also asking questions. And the most important of all, everything can be done in one place, instantly, quickly, and without using a piece of paper. Google Classroom is a collaboration tool for teachers and students that can help teachers and schools create and manage online classes. With just a few clicks, an admin can create classes, add students, and make assignments or announcements. Furthermore, the teacher can see who has released, who is still working on it, as well as giving grades.

2) Gmail: By using Google's educational tools, you will also get email facilities from Google, with storage capacities starting from 100 GB for schools. Not only is the storage capacity super large, users also get data protection whose security can be relied on. And one of the most interesting things is, your email name will match the name of your educational institution. If using the free version of Gmail, the email address format is yourname@gmail.com , using Google Workspace, the format will be different. The format of your email name will change to yourname@ Yourschool.com. Looks very professional and convincing, right?

3) Google Drive: Not only Classroom and Gmail, Google also provides Google Drive cloud storage services for Workspace for Education users. With Google Drive, users can have a data repository for all your educational needs. So, your laptop and computer will not run out of memory because of the large amount of data that must be loaded. With Google Drive, all your data will be stored on Google's own storage. And the security is maintained and guaranteed by Google. Here's an online hard drive where all files are stored, accessible from any device by students with access rights. This certainly makes it easier for the teacher to give group assignments. On compatible devices such as Chromebooks, this application can be operated offline.

4) Calendar: Within Google Workspace for Education, there's a Calendar that goes beyond just showing the date, month, and year. There are lots of conveniences that can be used to support your education. Starting from setting your meeting schedule, you can also invite meeting participants. This way, all invited parties will receive an email invitation, so you don't have to contact them one by one.

5) Meet: Since the pandemic, who isn't familiar with Google Meet. Almost everyone is now familiar with this one application. Google Meet is a facility from Google Workspace for Education that can be used for many needs. Starting from making chats, video calls or video calls in groups. So, for

example, if you, as a teacher, are out of town and need to hold a meeting, you can simply use Google Meet, then the meeting can be held.

6) Google Office (Docs, Spreadsheets, Slides): What distinguishes Google Office from the products you have used so far is that Google Office can be used for collaborative work. That is, for example, there are school assignments that are carried out in groups, so it is enough to create a new file, then invite all group members simultaneously. So, all group members can immediately do the task. An application similar to MS Office that can be used to create and create text files, spreadsheets, presentations and images. Like MS Office, Google Docs comes with several tools, namely: Google Sheets: spreadsheets for analyzing, visualizing, and evaluating data, Google Forms: quick & easy surveys to gather information, Google Slides: presentation tools that make storytelling easy, Google Drawings :

7) Google Site: Google Site is one of the features of Google Workspace for Education, which can be used to create your school's website. You can manage everything in it. Starting from the content, menu, and design, according to your wishes.[9]

The advanced tools mentioned above (inhttps://workspace.google.com/intl/en/features/) is widely used for many things. In addition to work productivity, this can also be used as an operation tool for business or learning. The advantages are:Easy to Use: The beauty of Google Workspace is that it's very easy to use. The applications provided are easy for anyone to learn. High Mobility and Easy Access to Anyone: Next is high mobility where you can connect with many people. You can manage who can access documents from viewing, commenting to editing. Improve Collaboration in Teams: The main purpose of Google Workspace is as a work productivity tool where you can collaborate with many people or teams. Work will be easier to do when the team works together. Teammates don't have to be in the same place and time but can be done remotely (In https://idcloudhost.com/google-workspace) [10]Google Workspace for Education training at KKMTs Purwakarta aims to improve the degree, level, and quality and quantity of teacher competency in student learning. Improving can also mean adding skills and abilities to be better. In this study, what is meant by improving is an effort to make the quality of education better than before through the learning management process.IT-based learning is an effort to teach students to be able to compete in the digital era. Learning is a very vital process in educating human life. Without learning, the teacher will not be able to direct students to find knowledge, develop positive attitudes, and train their psychomotor potential. The quality of learning is a reflection of the teacher's professional ability in carrying out his teaching duties.

The quality of learning is one aspect of the assessment of a school. So the quality (quality) of learning can be interpreted as the quality or superiority of the learning process carried out by the teacher, marked by the quality or graduates or output of educational institutions or schools. The effect of learning on teaching is often beneficial and usually easy to observe.The essence of the ultimate goal of the training conducted at KKMTs Purwakarta is that the benefits of the training results can have an impact on improving the performance of the trainees. According to Wati, et al (2020) [11] in their book Managing Participatory Training explains the benefits of training are grouped into three categories namely: (a) Benefits for the trainees themselves, (b) Benefits for the work that is the responsibility of the trainees, (c) Benefits for the work environment where participants work are marked, among others, by increasing the ability to share knowledge.Sahid (2019: 71) [12] adds that "the benefits of a training can further encourage and expand the motivation and insight of the participants in carrying out current and future tasks". Robinson further stated in Saleh Malik (2012) [13] that the benefits of training are as follows: (a) training as a tool to improve the appearance/ability of individuals or groups with the hope of improving organizational performance, (b) certain skills are taught so that employees can carry out tasks according to the desired standards, (c) training can also improve attitudes towards work, towards leaders or employees...; and (d) benefits other than training improve safety standards.Training is said to achieve its objectives if it provides benefits for the trainees themselves and for the work environment. Meanwhile, according to Fandy Tjiptono and Anastasia Diana, training also provides the following benefits: "reducing production errors, increasing productivity; improve quality; increase employee flexibility; better response to change; improve communication; teamwork.

Training activities at KKMTs Purwakarta are carried out according to the needs of the organizers by prioritizing management principles namely planning, organizing, implementing and evaluating in order to improve the quality of the competence of the training participants.Implementation of training needs to pay attention to the components that should be contained in the process of implementing activities. The components that need attention can be called indicators that are interrelated with one another. This is in accordance with the explanation of training indicators according to Siagian (2019: 190) [14] namely "participation, training materials, level of work difficulty, and transfers". As for the Google Workspae training, namely participants, materials, media, methods, instructors or presenters, objectives, places, and training facilities. The success of a training is largely determined by participant factors. In order for the training objectives to be achieved, the training participants need to pay attention to the requirements.This is to make it easier for the facilitator to choose the appropriate materials and methods for the participants. In relation to participants, several things that need to be considered according to Notoatmodjo [15] (2016: 32) are: "Number of participants, level of intelligence and background of participants, age and experience in practice, level of interest in participating in training and level of willingness to develop it, level of knowledge participants regarding the purpose of the exercise, as well as the social and cultural environment of the participants." presented by training organizers for problems or expectations found in the field. The training material is closely related to the objectives to be achieved, so that these problems or expectations can be overcome through the training activities organized.

Therefore, the arrangement of training materials needs to be well organized.According to Notoatmodjo (2016: 70) [16] said that there are several things that need to be considered in determining training materials, namely: (a) Training materials are born as answers to problems needed by trainees, (b) Training materials must be related to achieving goals , (c) Training materials must be related to training objectives. Training materials are also related to other training indicators such as: media, participants, methods, costs, etc.Learning media digitization training for Purwakarta KKMTs teachers lasts for 2 days using a 3-session training pattern consisting of session 1 starting on Monday, 14 November 2022 at 13.00 to 15.00, session 2 on Tuesday, 15 November 2022 at 08.30 to 12.00, and session 3 on Tuesday, November 15 2022 at 13.00 to 14.30. Purwakarta KKMTs teachers have been able to create and use various features contained in Google Workspace for Education. This activity was attended by 20 teachers. During the implementation there were several obstacles such as a lack of electrical terminals and internet disturbances. Even so, during the activity it can be said that the training took place as expected. Overall the teacher succeeded in developing and understanding Google's features, starting from Google Mail, Google Drive,As an exercise, the teacher makes a simulation of managing online classes in the Google Classroom feature between fellow teachers before actual learning practices, besides that the teacher is also provided with guidance through projector displays to develop online classes through Google Classroom using either a smartphone or laptop. In developing online classes, teachers focus on using one application, namely Google Classroom because it is considered to have the most complete and most complete features and is easy to use. Besides that, everyone must already know Google and must have opened it.

In Google Workspace for Education, we can not only create online classes through the Google Classroom feature, However, we can also open other features such as Google Mail which functions to make it easier for us to send and receive messages online. Google drive which functions to store the data that we have. Google meet is a feature that allows users to share screens for document, spreadsheet or presentation needs. There is also a jam board feature which functions to make learning visible and accessible to all collaborators during a jam session. Google Calendar is a tool that you can use to quickly schedule event meetings and get reminders so you're always aware of upcoming events. Google doc as an alternative to create documents like documents in word, Google Doc is a free word processing service provided by Google in the form of an office suite, we can create, edit and share documents to be accessed anywhere and anytime. Google Slides as an alternative for making presentations like PPT in Microsoft office without the need for special software, what's more interesting is that several people can work simultaneously on slides. We can see when others make changes and every change will be saved automatically. Google form is a useful service to make it easier for users to create and collect the data they want to get. Besides being easy and practical to

do, data storage using this service is also real time and can be accessed by anyone online. Google spreadsheet is a computer program that allows its users to enter, calculate and store data in the form of columns and rows. Finally, there is the Google site feature, which is a feature that can be utilized as a learning medium by collaborating with various other media such as images, sound, and video. We can also integrate with other Google Workspace features to make it more interesting.Google worspace training provides great benefits for KKMTs Purwakarta because a training not only provides new experiences but can strengthen the learning outcomes and skills of participants. In addition, the benefits of training are that it can develop thinking skills in order to solve problems encountered in order to facilitate the transfer of knowledge, especially those related to IT competence and digitalization of learning.

IV.   CONCLUSION

Learning media digitization training activities have been completed. This training provides new potential and knowledge in the use of digital media for learning. The enthusiasm of the teachers to learn is very high so that the training is carried out smoothly. Increased knowledge in the use of Google Workspace for Education as a learning medium has also experienced a significant increase, it is known from the results of the assignments given by the presenters. Overall the training participants have been able to operate the features in Google Workspace for Education, develop online materials and make evaluations online. Certificates are also obtained by teachers who have attended the training to the end. Participants are satisfied with the work of the committee in terms of organizing the event, including sound and image quality during online training by utilizing Google workspace, as well as activity content. In addition to information and practice regarding the use of existing features in Google Workspace for Education delivered by UNINUS doctoral program students, the participants were also trained to produce innovative, creative learning materials and use IT so that individually or in groups they can improve teacher pedagogic competence in KKMts purwakarta through IT digitalization with project-based learning methods.

V.   THANK YOU NOTE

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