

## APPENDIXES

### Appendix 1 Teacher's Preparation of Lesson Plans

**INSTRUMENT A:  
TEACHER'S ABILITY IN PREPARING LESSON PLANS  
THROUGH GOOGLE CLASSROOM**

**Direction:**

1. The general objective of the present research is to analyze teacher's ability in preparing lesson plans for online writing through the Google Classroom platform in the Senior Vocational High School.
  2. This instrument is used to rate teacher's ability in preparing online writing lesson plans through Google Classroom in the Senior Vocational High School.
  3. The instrument is adopted and translated from "*Instrumen Penilaian Persiapan Pembelajaran Undiksha 2020*" used to evaluate practicing teachers during the pandemic in 2020 in the State University of Education Singaraja.
  4. Please, rate the online writing teacher's ability in preparing lesson plans using your expertise.
  5. Your objective ratings are highly appreciated because they will enhance the data reliability and validity of the research.
  6. Please cross one rating 1, 2, 3, or 4 for each corresponding item in the column provided. The relative meaning of rating 1 = very poor; 2 = poor; 3 = good; 4 = very good.
  7. Please do write your comments as concisely as possible to rationalize your ratings.
  8. Your ratings are not meant to judge your expertise or experiences as a language education expert or teacher.
  9. Thank you.
-

No	ITEMS	RATING				COMMENTS (Please, explain your reason for a rating on such a scale)
		1	2	3	4	
1	How would you rate the relevance of learning indicators with basic competency?					
2	How would you rate the relevance of learning materials, learning indicators with basic competency?					
3	How would you rate the relevance of learning methods or techniques with learning materials, learning indicators with basic competency?					
4	How would you rate the relevance of learning procedures or steps for online writing ?.					
5	How would you rate the relevance of evaluation and learning indicators of online writing?					
6	How would you rate the relevance of evaluation instruments and techniques with learning indicators of online writing?					
7	How would you rate the relevance of Information Technology, especially the Google Classroom					

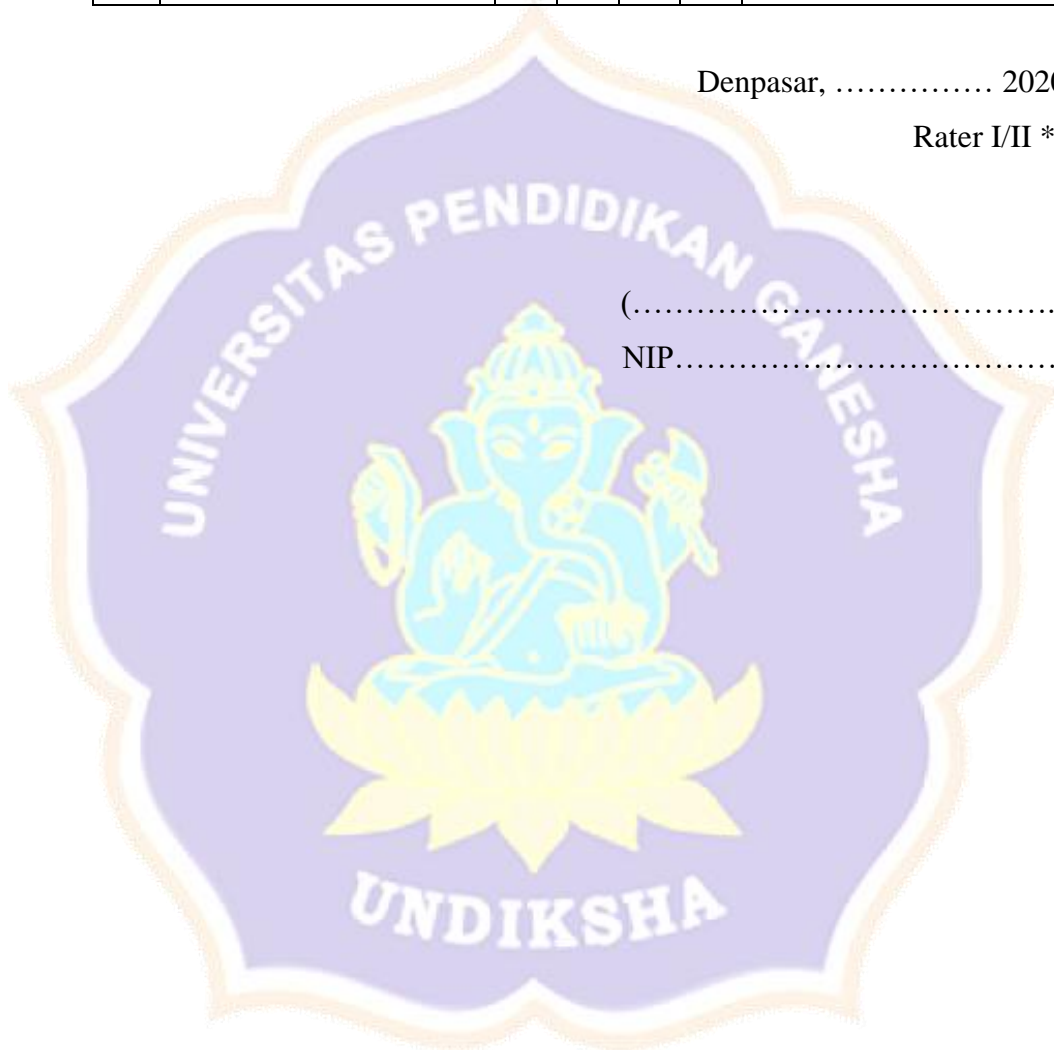
	platform for online writing?					
8	How would you rate the use of Information Technology, especially the Google Classroom platform for online writing?					

Denpasar, ..... 2020

Rater I/II \*)

(.....)

NIP.....



## Appendix 2: Teacher's Implementation of Lesson Plans

### INSTRUMENT B: TEACHER'S IMPLEMENTATION OF LESSON PLANS THROUGH GOOGLE CLASSROOM

#### Direction:

1. The general objective of the present research is to analyze teacher's ability in preparing lesson plans, their implementation, students' and teacher's constraints in online writing through the Google Classroom platform in the Senior Vocational High School.
  2. This instrument is used to observe and rate online writing teacher's ability in implementing EFL through Google Classroom in the Senior Vocational High School.
  3. The instrument is adopted and translated from "*Instrumen Penilaian Latihan Mengajar Undiksha 2020*" used to evaluate practicing teacher during the pandemic in 2020 in the State University of Education Singaraja.
  4. Please, rate the EFL teacher's ability in implementing online writing through Google Classroom using your expertise.
  5. Your objective ratings are highly appreciated because they will add to the data reliability and validity of the research.
  6. Please tick (✓) one rating 1, 2, 3, or 4 for each corresponding item in the column provided. The relative meaning of rating 1 = very poor; 2 = poor; 3 = good; 4 = very good.
  7. Please do write your comments as concisely as possible to rationalize your ratings.
  8. Your ratings are not meant to judge your expertise or experience as a language education expert or teacher.
  9. Thank you.
-

No	ITEMS	RATING				COMMENTS (Please, explain your reason for a rating on such a scale)
		1	2	3	4	
1	After observation, how would you rate the teacher's ability in opening online writing through the Google Classroom platform?					
2	After observation, how would you rate the teacher's mastery of learning materials for online writing through the Google Classroom platform?					
3	After observation, how would you rate the teacher's ability in implementing scientific approach in online writing through the Google Classroom platform?					
4	After observation, how would you rate the teacher's ability in selecting appropriate learning media for					



	online writing through the Google Classroom platform?					
5	After observation, how would you rate the teacher's skills in utilizing the already selected learning media in online writing through the Google Classroom platform?					
6	After observation, how would you rate the teacher's skills in classroom management for online writing through the Google Classroom platform?					
7	After observation, how would you rate the teacher's skills in using oral as well as written English in online writing through the Google Classroom platform?					
8	After observation, how would you rate the teacher's skills in showing appropriate					

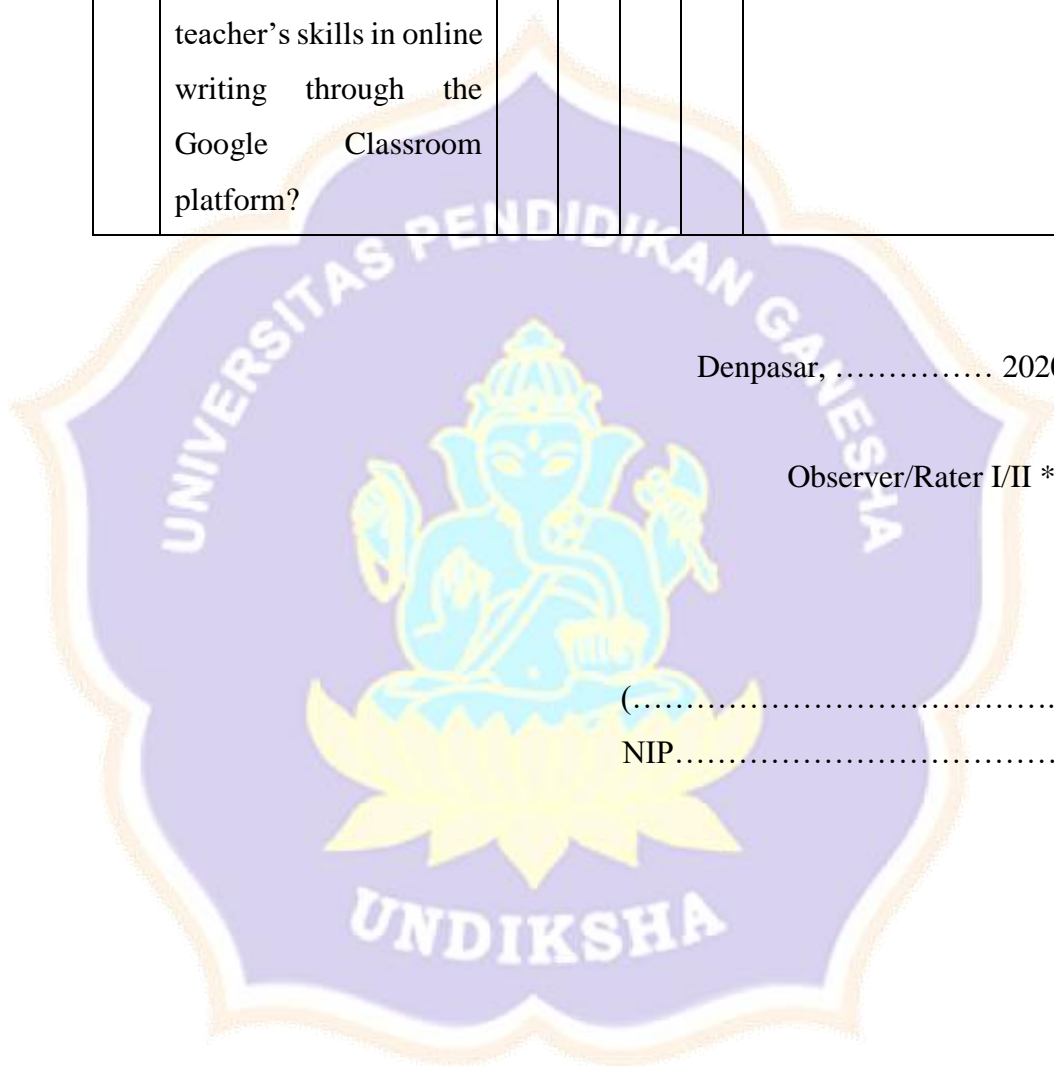
	gestures in online writing through the Google Classroom platform?					
9	After observation, how would you rate the teacher's skills in online writing through the Google Classroom platform?					

Denpasar, ..... 2020

Observer/Rater I/II \*)

(.....)

NIP.....



### Appendix 3: Teacher's Constraints Questionnaire

**QUESTIONNAIRE A:  
TEACHER'S CONSTRAINTS IN PREPARING LESSON PLANS  
THROUGH  
GOOGLE CLASSROOM**

**Direction:**

1. The general objective of the present research is to analyze teacher's ability in preparing lesson plans, their implementation, students' and teacher's constraints in online writing using the Google Classroom platform in the Senior Vocational High School.
  2. This instrument is used to identify teacher's constraints or difficulties in preparing lesson plans in online writing through Google Classroom in the Senior Vocational High School.
  3. This instrument is used to identify and analyze online writing teacher's constraints or difficulties in preparing and their implementation in EFL through Google Classroom in the Senior Vocational High School.
  4. Please, state difficulties found in preparing online writing lesson plans through Google Classroom in the Senior Vocational High School.
  5. Before you report any difficulties, please rate yourself on the corresponding questions.
  6. This instrument is not meant to evaluate your work performance for promotion or other purposes except for research.
  7. Your assistance in reporting difficulties related to technical problems as well as shortages in infrastructure is highly appreciated.
  8. Thank you.
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No	ITEMS	RATING				COMMENTS (Please, explain your reason for a rating on such a scale)
		1	2	3	4	
1	a. How would you rate your ability in relating learning indicators with basic competency in preparing lesson plans through the Google Classroom platform?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
2	a. How would you rate your ability in relating learning materials, learning indicators with basic competency?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
3	a. How would you rate your ability in relating learning methods or techniques with learning materials, learning indicators with basic competency?					

	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
4	a. How would you rate the relevance of learning procedures or steps?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
5	a. How would you rate your ability in relating evaluation and learning indicators?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
6	a. How would you rate your ability in relating evaluation instruments and techniques with learning indicators?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
7	a. How would you rate your ability in relating Information Technology, especially the					

	Google Classroom platform in online writing?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
8	a. How would you rate your ability in selecting Information Technology, especially the Google Classroom platform for online writing?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					

Denpasar, ..... 2020

Teacher,

(.....)

NIP.....

#### Appendix 4: Teacher's Constraints Questionnaire

**QUESTIONNAIRE B:  
TEACHER'S CONSTRAINTS IN IMPLEMENTING ONLINE  
WRITING THROUGH GOOGLE CLASSROOM**

##### Direction

1. The general objective of the present research is to analyze teacher's ability in preparing lesson plans, their implementation, students' and teacher's constraints in online writing using the Google Classroom platform in the Senior Vocational High School.
  2. This instrument is used to identify teacher's constraints or difficulties in implementing online writing through Google Classroom in the Senior Vocational High School.
  3. Please, state difficulties in preparing and implementing lesson plans through Google Classroom in the Senior Vocational High School.
  4. Before stating your difficulties, please rate yourself on the corresponding questions on online writing through Google Classroom.
  5. This instrument is not meant to evaluate your work performance for promotion or other purposes except research.
  6. Your assistance in reporting any difficulties related to technical problems as well as shortages in infrastructure is highly appreciated.
  7. Thank you.
-

No	ITEMS	RATING				COMMENTS (Please, explain your reason for a rating on such a scale)
		1	2	3	4	
1	a. After implementation, how would you rate your ability in opening online writing through the Google Classroom platform?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
2	a. After implementation, how would you rate your mastery of learning materials for online writing through the Google Classroom platform?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
3	a. After implementation, how would you rate your ability in implementing scientific approach in online writing through the Google Classroom platform?					



	b. What technical problems or constraints may you find on the item above?					
	c. What infrastructure shortages may you find?					
4	a. After implementation, how would you rate your ability in selecting appropriate learning media for online writing through the Google Classroom platform?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
5	a. After observation, how would you rate your skills in utilizing the already selected learning media for online writing through the Google Classroom platform?					
	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					
6	a. After implementation, how would you rate your skills in classroom management for online writing through the Google Classroom platform?					

	b. What technical problems or constraints may you find?				
	c. What infrastructure shortages may you find on the item above?				
7	a. After implementation, how would you rate your skills in online writing using oral as well as written English through Google Classroom platform?				
	b. What technical problems or constraints may you find on the item above?				
	c. What infrastructure shortages may you find?				
8	a. After implementation, how would you rate your skills in showing appropriate gestures in online writing through the Google Classroom platform?				
	b. What technical problems or constraints may you find?				
	c. What infrastructure shortages may you find?				
9	a. After implementation, how would you rate your skills in closing online writing through the Google Classroom platform?				

	b. What technical problems or constraints may you find?					
	c. What infrastructure shortages may you find?					

Denpasar, ..... 2020

Teacher,

(.....)

NIP.....



## Appendix 5: Students' Constraints Questionnaire

**QUESTIONNAIRE:  
STUDENTS' CONSTRAINTS IN ONLINE WRITING THROUGH  
GOOGLE CLASSROOM**

**Direction:**

1. The general objective of the present research is to analyze teacher's ability in preparing lesson plans, their implementation, students' and teacher's constraints in online writing using the Google Classroom platform in the Senior Vocational High School.
  2. This instrument is used to identify students' constraints or difficulties in online writing through Google Classroom in the Senior Vocational High School.
  3. Please, state difficulties found in online writing through Google Classroom as you experienced.
  4. This instrument is not meant to evaluate your performance in online writing.
  5. Your assistance in reporting difficulties related to technical problems as well as shortages in infrastructure is highly appreciated.
  6. Thank you
-

No	Questions	Answer or Comments
1	Do you own a desktop/laptop/mobile phone? (Apakah anda memiliki laptop/desktop/hp?)	a. Yes (Ya) b. No (Tidak) c. Other (Lainnya sebutkan)
2	Can you login to Google Classroom without difficulty without others' assistance? (Apakah anda bisa masuk ke Google Classroom dengan mudah tanpa bantuan orang lain)	a. Yes (Ya) b. No (Tidak) c. Other (Lainnya sebutkan)
3	What account do you use to log in? (Akun apa yang anda gunakan untuk login?)	a. Akun sekolah b. Akun Google pribadi c. Akun G Suite yang disediakan administrator/ organisasi
4	Can you log in without difficulty or other's assistance? (Apakah anda tidak mengalami masalah atau minta bantuan orang lain untuk login menggunakan akun tsb?)	a. Yes (Ya) b. No (Tidak) c. Other (Lainnya sebutkan)
5	Can you join the classroom? (Apakah anda bisa masuk ke classroom atau tidak? Lupa sandi atau tidak bisa mengubah sandi?)	a. Yes. I remember password (Ya, karena ingat kata sandi) b. Yes. I must change password (Ya, saya harus mengubah kata sandi) c. No. I forget password (Tidak, karena lupa kata sandi)
6	Can you switch between accounts? (Apakah anda bisa beralih antar-akun pengguna?)	a. Yes (Ya) b. No (Tidak) c. Other (Lainnya sebutkan)
7	Can you logout without difficulty or other's assistance? (Apakah anda tidak mengalami masalah atau minta bantuan orang lain untuk logout?)	a. Yes (Ya) b. No (Tidak) c. Other (Lainnya sebutkan)
8	Can you access Google Classroom? (Apakah anda bisa mengakses kelas?)	a. Yes. I remember code. (Ya. Saya ingat kode kelas). b. No. I do not remember the code. (Tidak. Saya lupa kode kelas) c. No. I deleted the code. (Tidak.saya menghapus undangannya) d. No. I canceled invitation. (Tidak.Saya membatalkan pendaftarannya)
9	Do you often get trouble connecting? (Apakah anda sering memperoleh gangguan untuk koneksi ?	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)



10	Can you post comments through Google Classroom? (Apakah anda bisa memposting komentar?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
11	Can you cancel comments after posting through Google Classroom? (Apakah anda bisa membatalkan postingan komentar?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
12	Do you find the problem with e-mail, either in sending or receiving e-mail? (Apakah anda mengalami masalah dengan e-mail, baik mengirim atau menerima e-mail?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
13	Do you find difficulty in turning in assignments through Google Classroom? (Apakah anda mengalami masalah dalam menyerahkan tugas melalui Google Classroom?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
14	Do you get enclosures or handouts from your teacher? (Apakah anda memperoleh lampiran dari guru pengajar ?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
15	Does Google Classroom use the wrong language? (Apakah Google Classroom menggunakan bahasa yang salah?)	a. Yes. (Ya) b. No. (Tidak) c. Other (Lainnya,sebutkan.....)
16	Can you understand online writing through Google Classroom? (Apakah anda lebih bisa mengerti online writing melalui Google Classroom?)	a. Yes. Explain or give example (Ya. Jelaskan atau beri contohnya)..... ..... b. No. Explain and give example (Tidak. Jelaskan dan beri contohnya).....
17	Do you think that you like online writing through Google Classroom? (Apakah anda senang belajar online writing melalui Google Classroom)	a. Yes. Explain or give example (Ya. Jelaskan atau beri contohnya)..... ..... b. No. Explain and give example (Tidak. Jelaskan dan beri contohnya).....
18	Do you think that you are motivated in online writing through Google Classroom? (Apakah anda lebih termotivasi belajar online writing melalui Google Classroom?)	a. Yes. Explain or give example (Ya. Jelaskan atau beri contohnya)..... .....

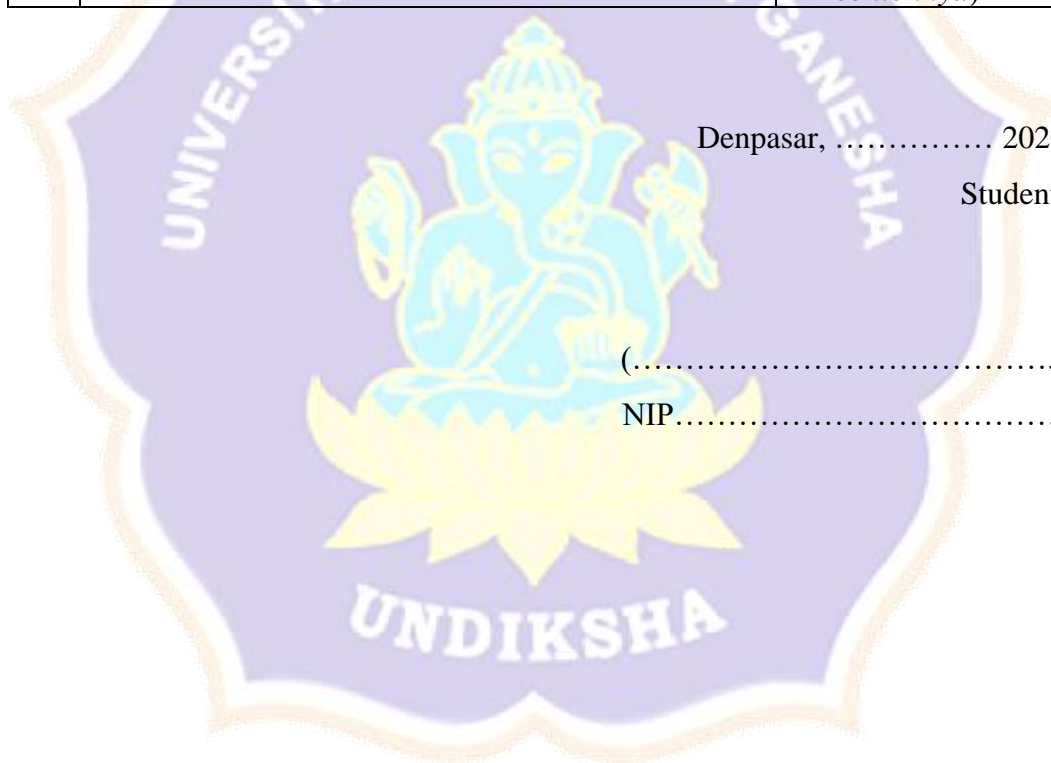
		b. No. Explain and give example ( <i>Tidak. Jelaskan dan beri contohnya</i> ).....
19	Do you perceive online writing through Google Classroom? ( <i>Apakah anda berpersepsi online writing menjadi lebih fleksibel melalui Google Classroom?</i> )	a. Yes. Explain or give example ( <i>Ya. Jelaskan atau beri contohnya</i> )..... ..... b. No. Explain and give example ( <i>Tidak. Jelaskan dan beri contohnya</i> ).....
20	Do you perceive online writing through Google Classroom as rich with learning materials, plenty of examples, or varied illustrations? ( <i>Apakah anda menilai belajar online writing melalui Google Classroom lebih kaya materi, kaya contoh atau ilustrasi yang bervariasi?</i> )	d. Yes. Explain or give example ( <i>Ya. Jelaskan atau beri contohnya</i> )..... ..... e. No. Explain and give example ( <i>Tidak. Jelaskan dan beri contohnya</i> ).....

Denpasar, ..... 2020

Student,

(.....)

NIP.....



### Appendix 6 A: Rating Rubrics for Teacher's Ability in Preparing Lesson Plans

No	Aspects	Score	Rubrics
1	The relevance of basic competency and learning indicator	1	Learning indicators are 1) stated in simple, clear, and understandable sentences
		2	Learning indicators are 1) stated in simple, clear, understandable, and 2) unified meaningful sentences
		3	Learning indicators are 1) stated in simple, clear, understandable, 2) unified meaningful sentences 3) using operational and measurable words
		4	Learning indicators are 1) stated in simple, clear, understandable, 2) unified meaningful sentences 3) using operational and measurable words 4) relevant to basic competency
2	The relevance of basic competency, learning indicator, and learning materials	1	Learning materials incorporate principles of 1) authenticity, context, and variation.
		2	Learning materials incorporate principles of 1) authenticity, context, and variation, 2) relevant to the basic competency and learning indicators.
		3	Learning materials incorporate principles of 1) authenticity, context, and variation, 2) relevance and 3) consistent with the basic competency and learning indicators.
		4	Learning materials incorporate principles of 1) authenticity, context, and variation, 2) relevant, 3) consistent, and 4) sufficient to the basic competency and learning indicators
3	Selection of learning Methods or Techniques	1	Selection of learning methods or techniques 1) is based on the teacher's ability
		2	Selection of learning methods or techniques 1) is based on teacher's ability and 2) learning materials
		3	Selection of learning methods or techniques 1) is based on teacher's ability, 2) learning materials, and 3) students' characteristics
		4	Selection of learning methods or techniques 1) is based on teacher's ability, 2) learning materials, 3) students' characteristics, and 4) basic competency as well as learning indicators.

4	Implementing learning procedures	1	Learning step 1) is begun with observation and questioning
		2	Learning steps 1) are beginning with observation and questioning, continued with 2) exploration
		3	Learning steps 1) are begun with observation and questioning, 2) exploration, and continued to 3) association
		4	Learning steps 1) are begun with observation and questioning, 2) exploration, 3) association, and 4) completed with communication
5	Conducting learning evaluation	1	Learning evaluation 1) considered an aspect of reliability to basic competency
		2	Learning evaluation 1) considered aspects of reliability and 2) validity of basic competency
		3	Learning evaluation 1) considered aspects of reliability, 2) validity and 3) objectivity in relation to basic competency
		4	Learning evaluation 1) considered aspects of reliability, 2) validity, 3) objectivity, and 4) consistent with efficiency in terms of time, cost, and energy
6	Selection of evaluation instrument and technique	1	Evaluation instrument and technique 1) adhere to basic principles of learning evaluation
		2	Evaluation instrument and technique 1) adhere to basic principles of learning evaluation, and 2) orient to basic competency
		3	Evaluation instrument and technique 1) adhere to basic principles of learning evaluation, 2) orient to basic competency and 3) relate to learning indicators
		4	Evaluation instrument and technique 1) adhere to basic principles of learning evaluation, 2) orient to basic competency, 3) relate to learning indicators, and 4) evaluate learning process and outcome
7	Selection of learning media	1	Google Classroom is selected based on 1) infra-structure availability in school
		2	Google Classroom is selected based on 1) infra-structure availability in school, and



			2) teacher's knowledge and experience with it
		3	Google Classroom is selected based on 1) infra-structure availability in school, 2) teacher's knowledge and experience with it, and 3) efficient learning platform
		4	Google Classroom is selected based on 1) infra-structure availability in school, 2) teacher's knowledge and experience with it, 3) efficient learning platform, and 4) effective learning model
8	Utilization of learning media	1	Google Classroom is utilized 1) in accordance with teacher's knowledge and experience
		2	Google Classroom is utilized 1) in accordance with teacher's knowledge and experience, and 2) learning contents
		3	Google Classroom is utilized 1) in accordance with teacher's knowledge and experience, 2) learning contents and 3) learning processes
		4	Google Classroom is utilized 1) in accordance with teacher's knowledge and experience, 2) learning contents, 3) learning processes, and 4) learning outcome

Source: Kurikulum 2013 (Kemdikbud, 2020)



## Appendix 7 B: Rating Rubrics for Teacher's Ability in Preparing Lesson Plans

No	Aspect	Score	Rubrics
1	Opening Class	1	Ability in 1) explaining learning goals
		2	Ability in 1) explaining learning goals, and 2) review previous materials as an apperception
		3	Ability in 1) explaining learning goals, 2) review previous materials as an apperception, and 3) relate preceding and following learning materials.
		4	Ability in 1) explaining learning goals, 2) review previous materials as an apperception, 3) relate preceding and following learning materials, and 4) motivate on following learning materials.
2	Learning materials	1	Ability in 1) relating learning materials with basic competency
		2	Ability in 1) relating learning materials with basic competency, and 2) presenting learning materials to achieve basic competency
		3	Ability in 1) relating learning materials with basic competency, 2) presenting learning materials to achieve basic competency, with 3) sufficient learning materials for respective competency
		4	Ability in 1) relating learning materials with basic competency, 2) presenting learning materials to achieve basic competency, with 3) sufficient learning materials for respective competency, and 4) added with authentic, contextual, and varied learning materials
3	Learning Procedures based on Scientific Approach	1	Ability at the beginning learning with 1) observation and questions
		2	Ability in proceeding learning with 1) observation and questions, 2) continued to exploration
		3	Ability in proceeding learning with 1) observation and questions, 2) continued to exploration, and 3) association
		4	Ability in proceeding learning with 1) observation and questions, 2) continued to exploration, 3) association, and 4) communication

4	Selection of Learning Media	1	Ability in choosing Google Classroom 1) to implement the learning process
		2	Ability in choosing Google Classroom 1) to implement learning process, and 2) relate with basic competency
		3	Ability in choosing Google Classroom 1) to implement learning process, 2) relate with basic competency, and 3) support learning contents
		4	Ability in choosing Google Classroom 1) to implement learning process, 2) relate with basic competency, 3) support learning contents and 4) accord with teacher's and students' knowledge
5	Utilizing Media	1	Ability in utilizing Google Classroom 1) to implement the learning process
		2	Ability in utilizing Google Classroom 1) to implement learning process, and 2) relate with basic competency
		3	Ability in utilizing Google Classroom 1) to implement learning process, 2) relate with basic competency, and 3) support learning contents
		4	Ability in utilizing Google Classroom 1) to implement learning process, 2) relate with basic competency, 3) support learning contents and 4) accord with teacher's and students' knowledge
6	Classroom Management	1	Ability in 1) disciplining learning
		2	Ability in 1) disciplining learning and 2) class procedure
		3	Ability in 1) disciplining learning, 2) implementing class procedure, and 3) organizing learning activities in order
		4	Ability in 1) disciplining learning, 2) implementing class procedure, 3) organizing learning activities in order, and 4) counseling behavioral deviance.
7	Uses of Oral and Written Language	1	Ability in 1) using fluent oral and written language
		2	Ability in 1) using fluent oral and written language, and 2) with correct grammar
		3	Ability in 1) using fluent oral and written language, and 2) with correct grammar, and 3) appropriate usage

		4	Ability in 1) using fluent oral and written language, and 2) with correct grammar, 3) appropriate usage, 4) comprehensible to students
8	Uses of Gestures	1	Ability in 1) explaining learning material' concepts using proper gestures
		2	Ability in 1) explaining learning material' concepts, and 2) contents using proper gestures
		3	Ability in 1) explaining learning material' concepts, 2) contents and 3) goals using proper gestures
		4	Ability in 1) explaining learning material' concepts, 2) contents, 3) goals using proper gestures, and 4) relevance using proper gesture
9	Closing Class	1	Ability in 1) wrapping-up learning
		2	Ability in 1) wrapping-up learning, and 2) summarizing learning outputs
		3	Ability in 1) wrapping-up learning, 2) summarizing learning outputs, and 3) providing remedial and enrichment programs
		4	Ability in 1) wrapping-up learning, 2) summarizing learning outputs, 3) providing remedial and enrichment programs, and 4) motivating on the up-coming learning