TRAINING MANUAL

02– MANAGING WEEK WISE COURSE MATERIAL

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Google Classroom is an application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more. This guide is chocked full of step-by-step instructions for creating week-wise material in the course.

1. The Classwork:

The classwork section of the Google classroom let you create class lecture resources and manage them in different ways. The lecture resources can be either:

- Posted immediately and will be reflected in the class stream section for the participants.
- Can be scheduled for some later date. This will be shown as saved task to the teacher but it will not be shown to the students, until the scheduled date and time.
- Can be saved as draft and is only visible to the teacher until the draft is posted on the stream.

2. Create Topic (Week):

First of all, it is required to organize the lecture resources within the class under particular topics. It is not mandatory but organizing resources under topics is a good practice to keep organized your class work. In accordance with the week-wise teaching practice being observed at IIUI, it is suggested to create topics by naming them as Weeks.

1. Click on the classwork tab.
2. Click on the Create Button as shown below and you will be provided with option in a drop-down menu about what particular kind or resource to be created.
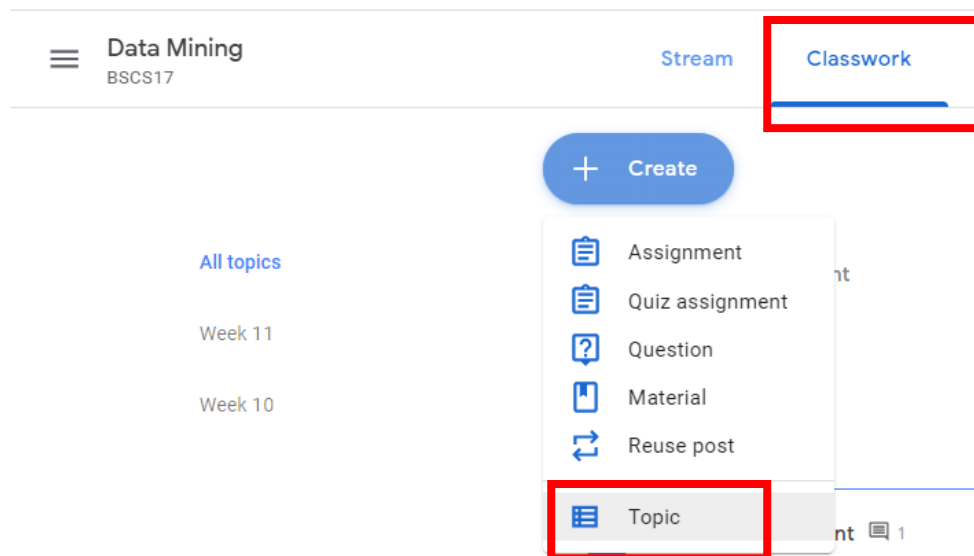3. Select Topic from the drop-down menu.

Figure 1: Create Topic

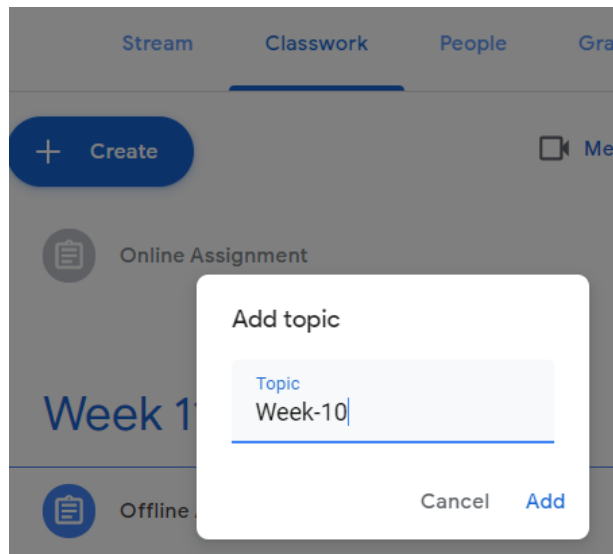4. Give proper name of the topic, e.g., Week 10 and Click on Add.

Figure 2: Adding Topic Name

A New Topic with the Title "Week-10" will be created in your classwork section of the Google Classroom.

5. Now you are ready to add resources week-wise. The particular Week will not be posted on the Stream Section and visible to the students until or unless some resource will be created within the week.

3. Create Material:

This section provides step-by-step guide on creating different resource materials in the week. Any kind of the resource material will be added by Clicking on the Create Material Menu from the Create Button in the Classwork section as shown below:
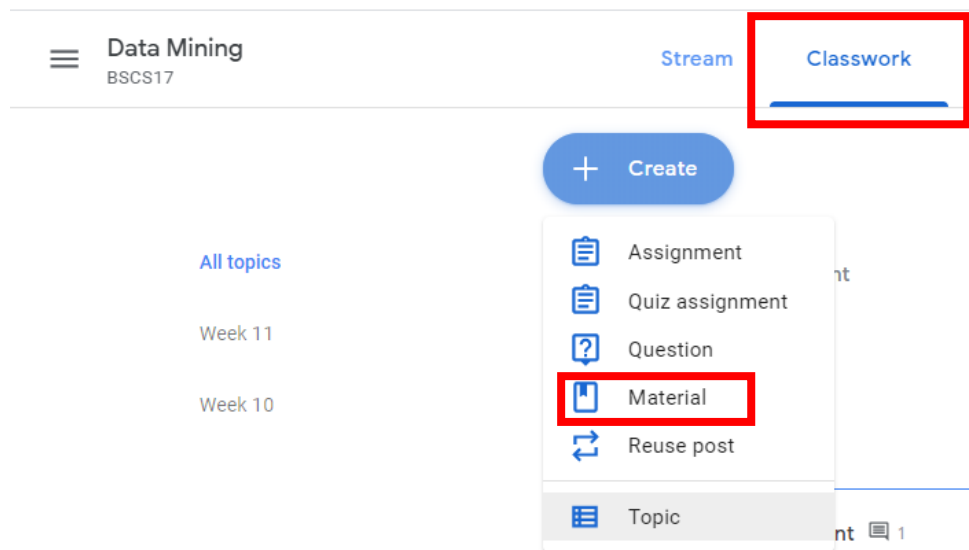
Figure 3: Create Material

3.1 By Adding from Google Drive:

1. Click on Create Button in the Classwork Section.
2. Click on Material. You will be provided with the following interface as shown below:
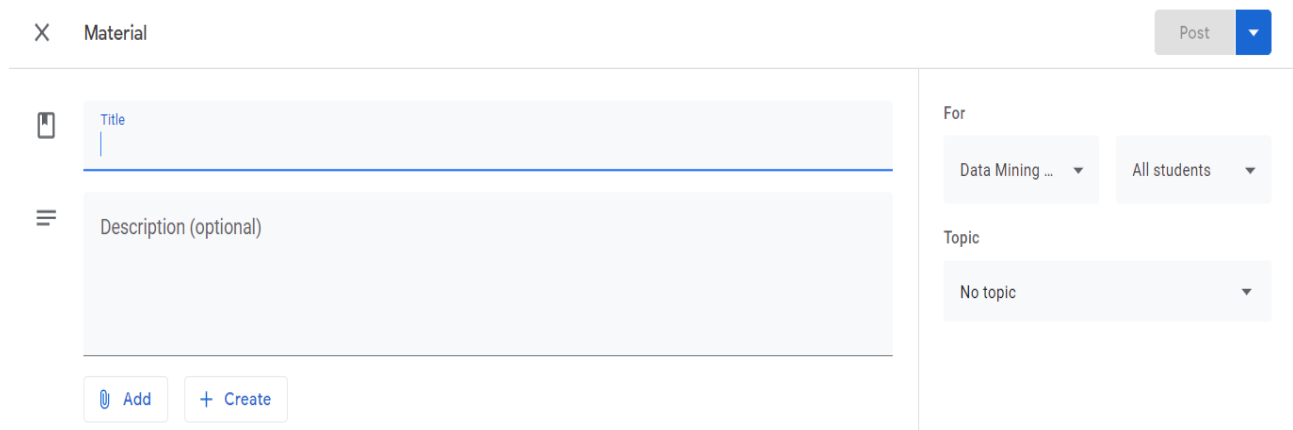
Figure 4: Creating Material Interface

3. Enter the required details about the material as:
   a. Enter Title of the resource material. This is mandatory to provide title of the material.
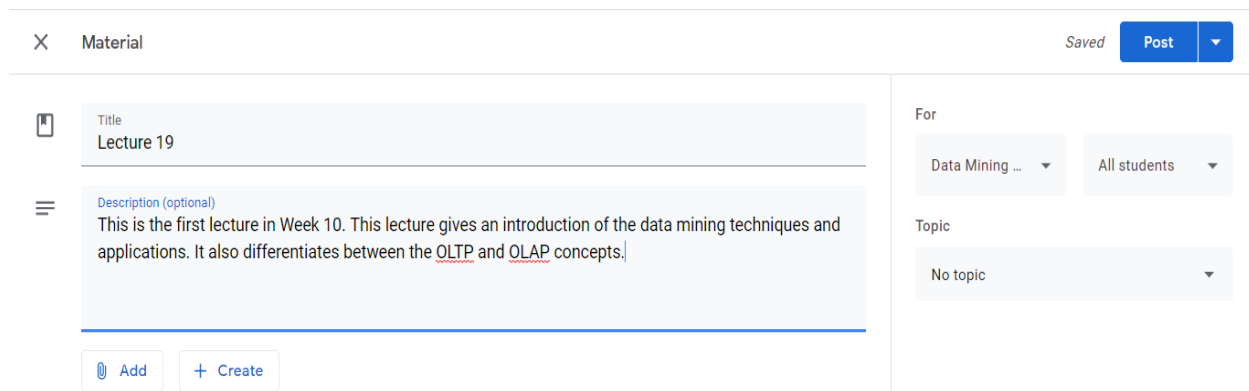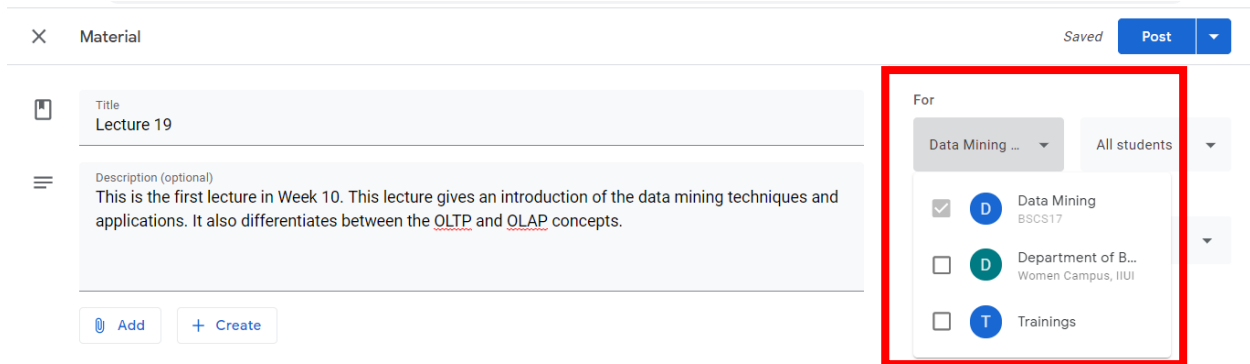   b. Enter Description about the material you are going to upload. This is optional and it can be left blank.

Figure 5: Title and Description Properties

   c. Select the course and students with whom this material is required to be shared. In the For section, Click on the drop-down menu and select, the course(s), in which the material is required to be added. Here you will see the list of all the courses of which you are the teacher.

Figure 6: Select courses for adding material

Similarly, from the "All Students" drop-down menu, select whether you want to share this material with all of the students or some particular students as shown below:

Figure 7: Select students for sharing material

    d.   Select the Topic (Week) in which this material is to be placed. Click on the drop-down arrow in the Topic Section, a list will be pop-up enlisting all the weeks yet created. Select the Week in which you want to place this material.
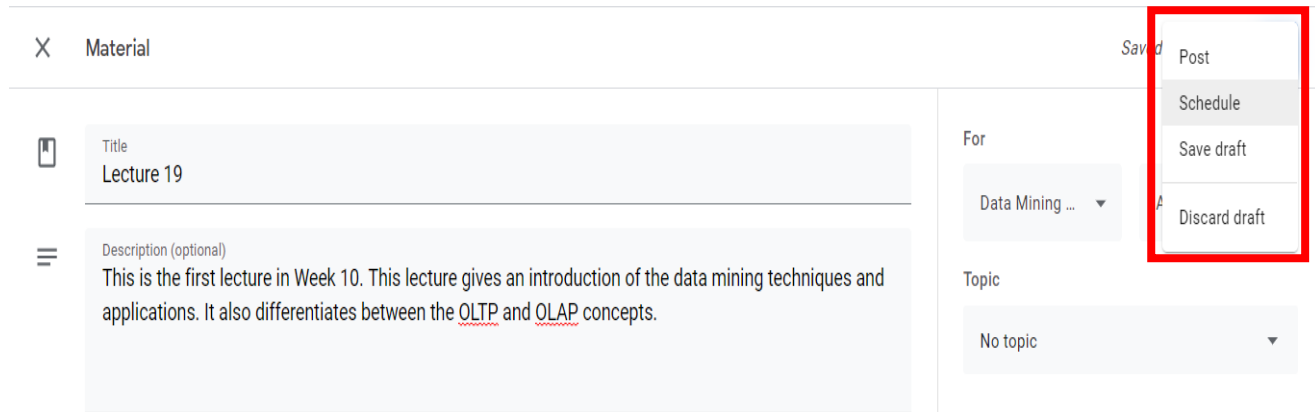
Figure 8: Selecting topic for creating material

e. Select whether you want to post this material immediately or want to schedule it on some other date. When you click on the schedule button, it will ask you the required date and time when you want this material to be scheduled.

Figure 9: Post Option

Figure 10: Scheduling Options

4. Click on Add and from the option provided, Click on Google Drive. This will allow you to upload material directly from your Google Drive.
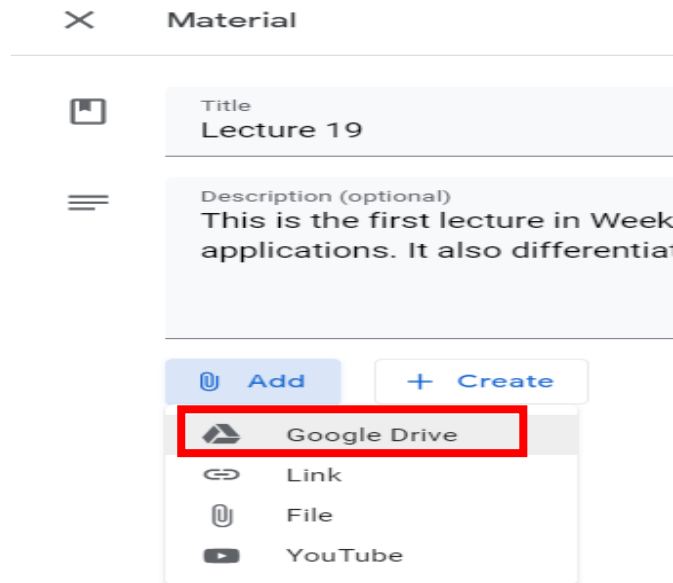
Figure 11: Adding from Google Drive

5. File Picker Interface will be shown up. From here Click on My Drive. Select or Search by Title the required material to be uploaded. Click on Add Button.
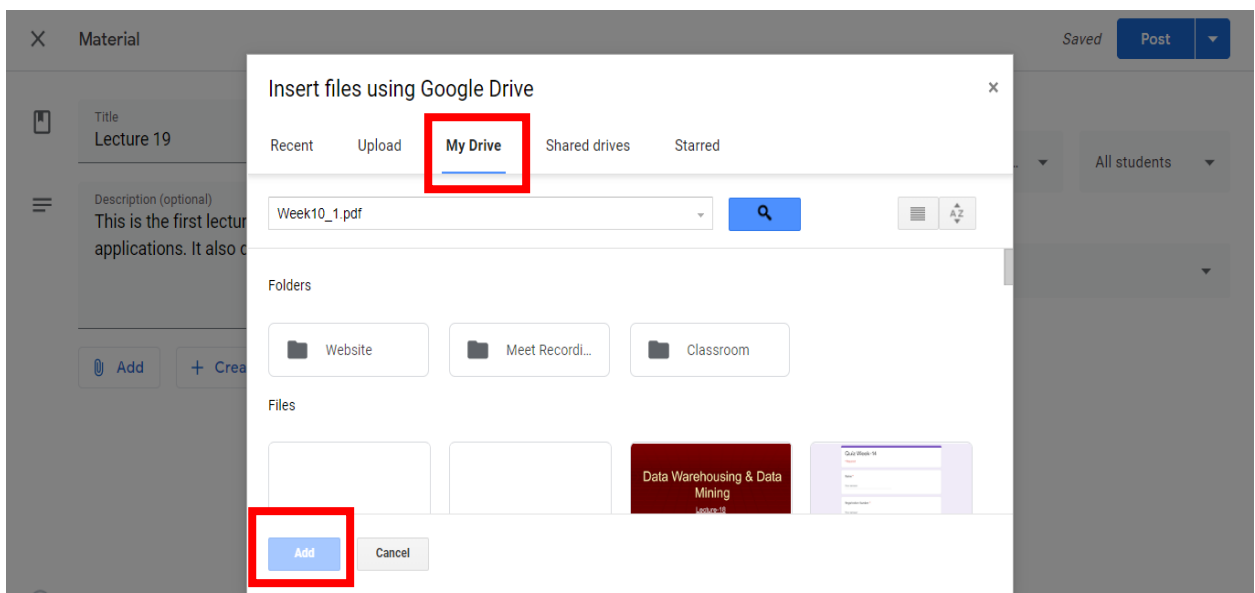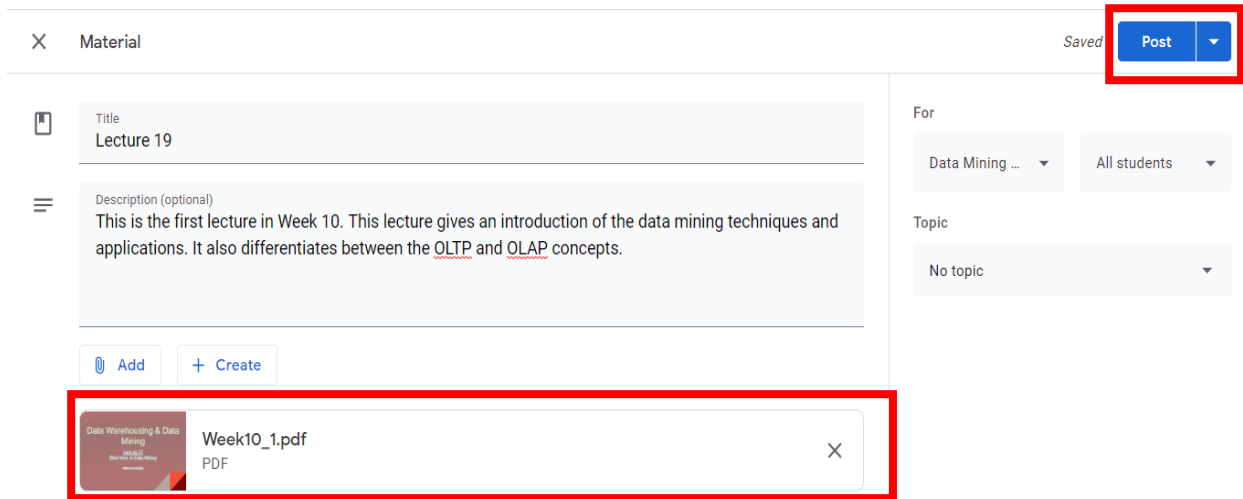
Figure 12: Uploading from Google Drive

6. The file will be uploaded in the Materials section. By clicking on the Post Button on the top right corner of the screen. it will be displayed in the classwork section.
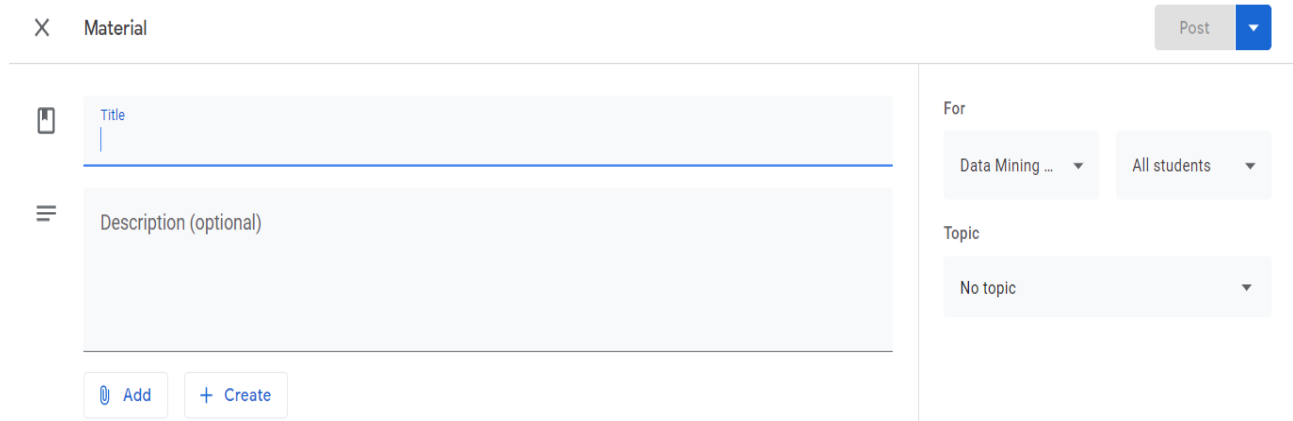
Figure 13: Uploaded Material from Google Drive

3.2 **By Adding from Link:**

1. Click on Create Button in the Classwork Section.
2. Click on Material. You will be provided with the following interface as shown below:

3. Enter the required details about the material as:
   a. Enter Title of the resource material. This is mandatory to provide title of the material.
   b. Enter Description about the material you are going to upload. This is optional and it can be left blank.

c. Select the course and students with whom this material is required to be shared. In the For section, Click on the drop-down menu and select, the course(s), in which the material is required to be added. Here you will see the list of all the courses of which you are the teacher.

Similarly, from the "All Students" drop-down menu, select whether you want to share this material with all of the students or some particular students as shown below:

d. Select the Topic (Week) in which this material is to be placed. Click on the drop-down arrow in the Topic Section, a list will be pop-up enlisting all the weeks yet created. Select the Week in which you want to place this material.

e. Select whether you want to post this material immediately or want to schedule it on some other date. When you click on the schedule button, it will ask you the required date and time when you want this material to be scheduled.

4. Click on Add and from the option provided, Click on Link. This will allow you to upload material directly from your Google Drive.
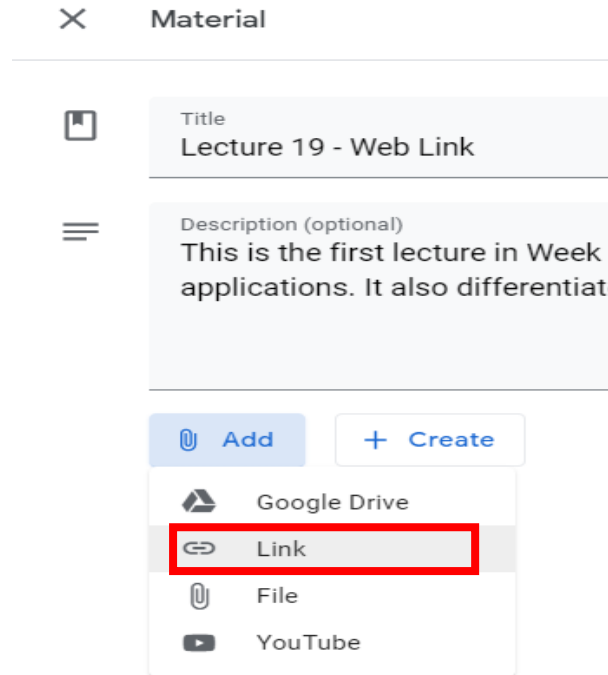
Figure 14: Adding Link

5. A pop-up window will be appeared asking for the required link as shown below. Add the required web address here and click on the "Add Link" Button.
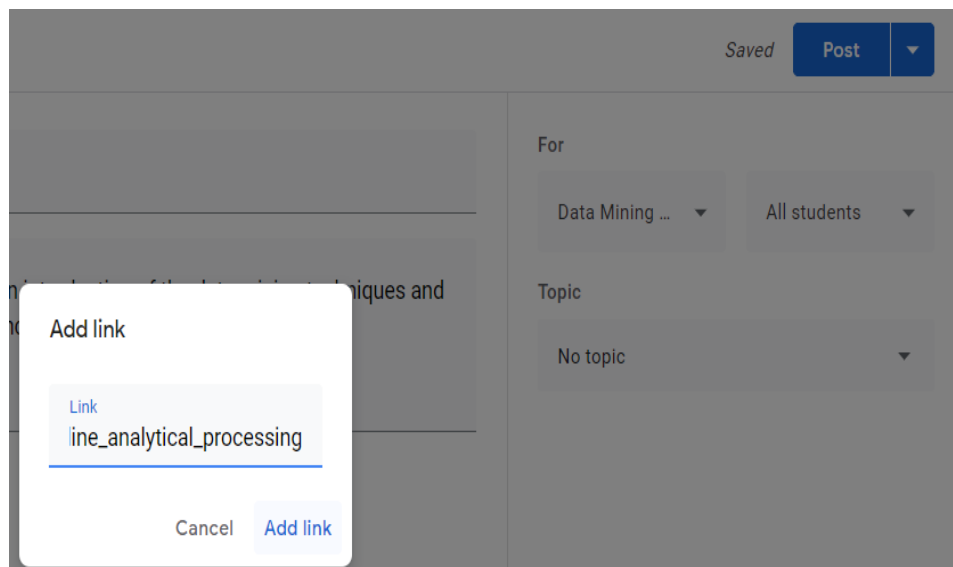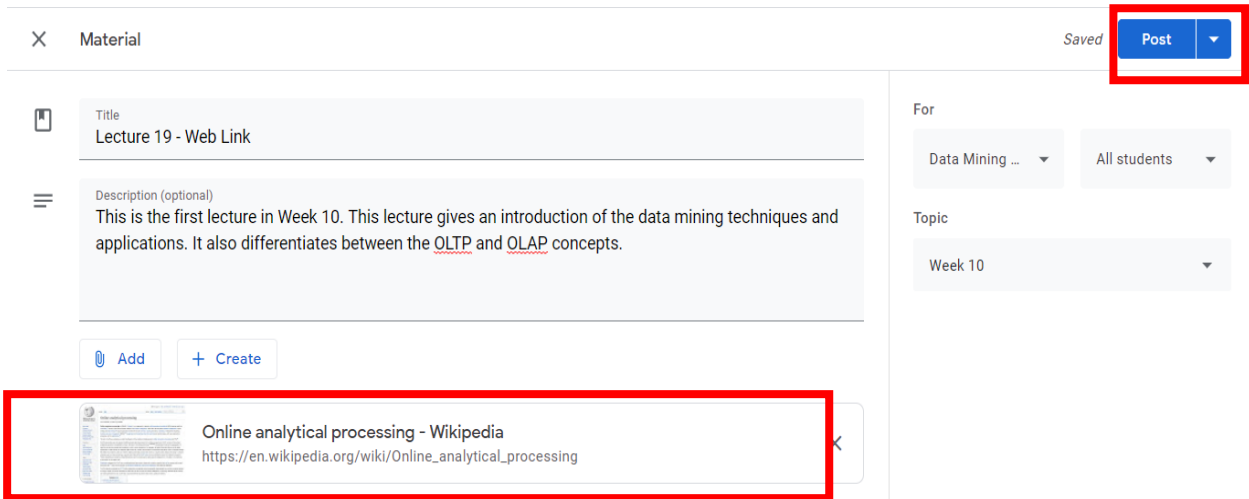
Figure 15: Adding Web Link Resource

6. The web page will be uploaded in the Materials section. By clicking on the Post button on the top right corner of the screen, this will be uploaded in the classwork section of the course.

Figure 16: Uploaded Web Page via Link

3.3 By Adding from File:

1. Click on Create Button in the Classwork Section.
2. Click on Material. You will be provided with the following interface as shown below:

3. Enter the required details about the material as:
   a. Enter Title of the resource material. This is mandatory to provide title of the material.
   b. Enter Description about the material you are going to upload. This is optional and it can be left blank.

c. Select the course and students with whom this material is required to be shared. In the For section, Click on the drop-down menu and select, the course(s), in which the material is required to be added. Here you will see the list of all the courses of which you are the teacher.

Similarly, from the "All Students" drop-down menu, select whether you want to share this material with all of the students or some particular students as shown below:

d. Select the Topic (Week) in which this material is to be placed. Click on the drop-down arrow in the Topic Section, a list will be pop-up enlisting all the weeks yet created. Select the Week in which you want to place this material.
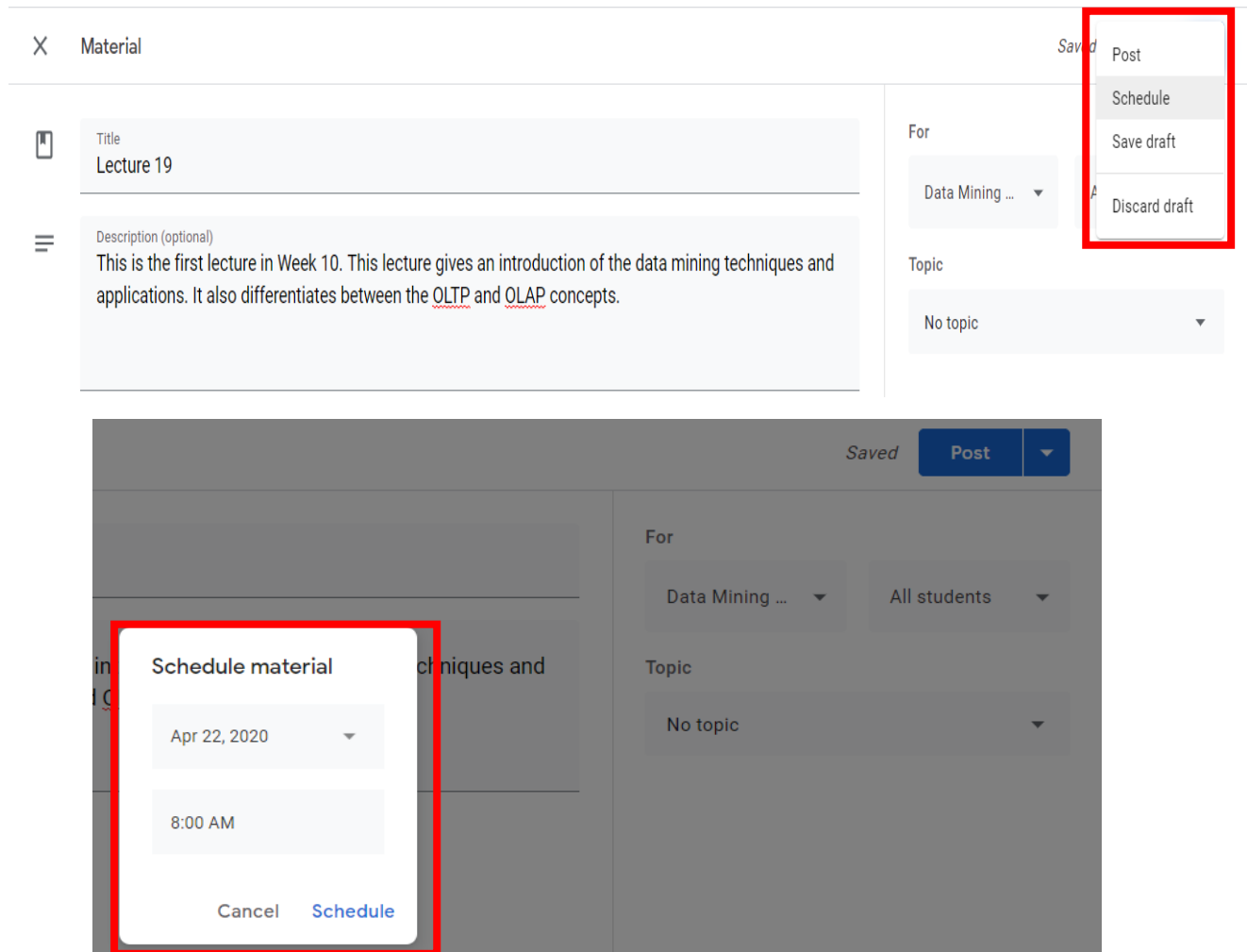
e. Select whether you want to post this material immediately or want to schedule it on some other date. When you click on the schedule button, it will ask you the required date and time when you want this material to be scheduled.

4. Click on Add and from the option provided, Click on Google Drive. This will allow you to upload material directly from your Google Drive.
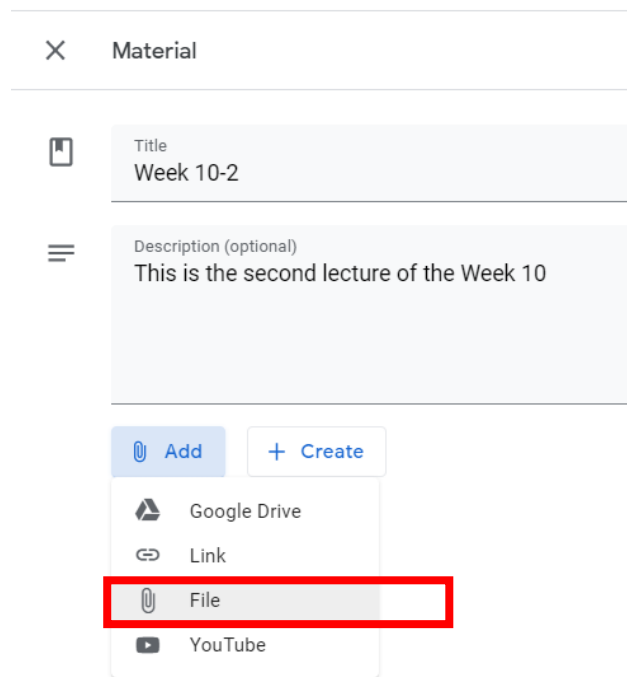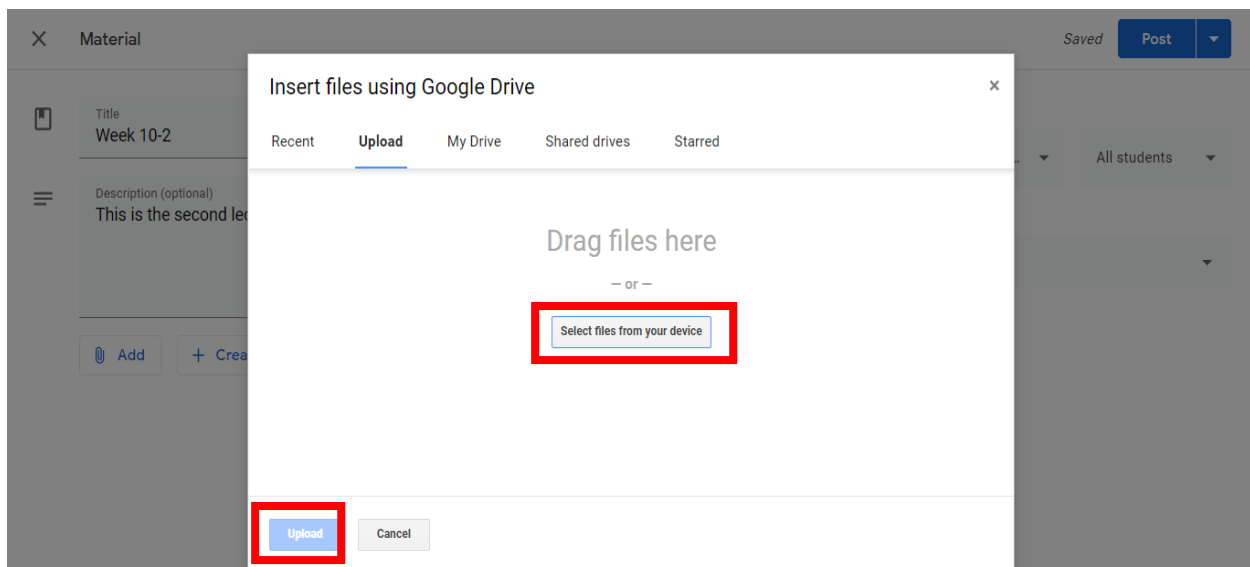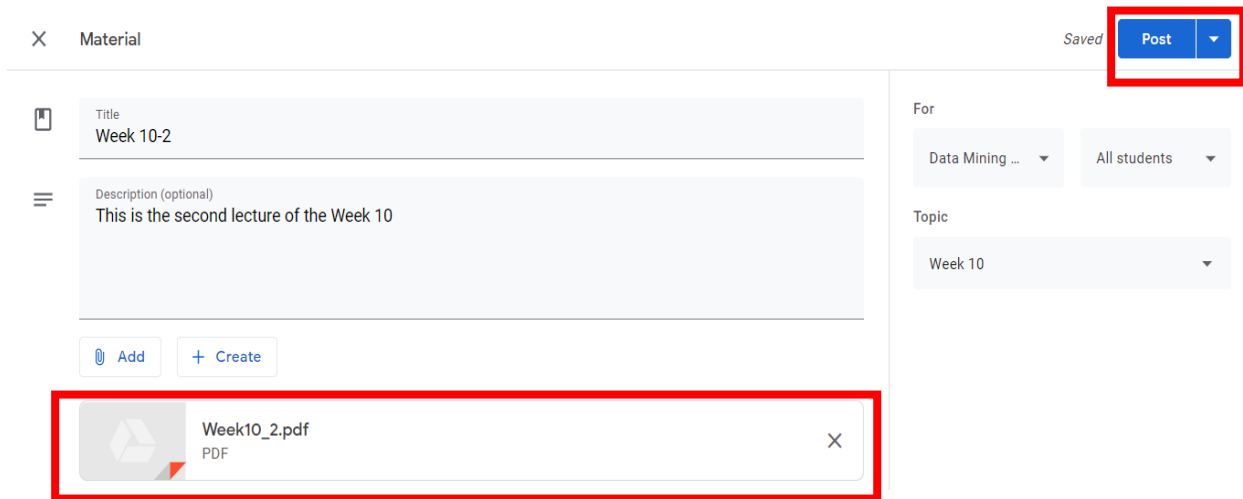
Figure 17: Adding local File

5. A file picker window will be open as shown below. You can either drag-or-drop files here from your device or can click on "Select files from your device" button. Select the particular file you want to add and click on "Upload" button.

6. The file will be uploaded in the materials section. After clicking on the Post button on the top right corner of the screen, the file will be uploaded in the classwork section.
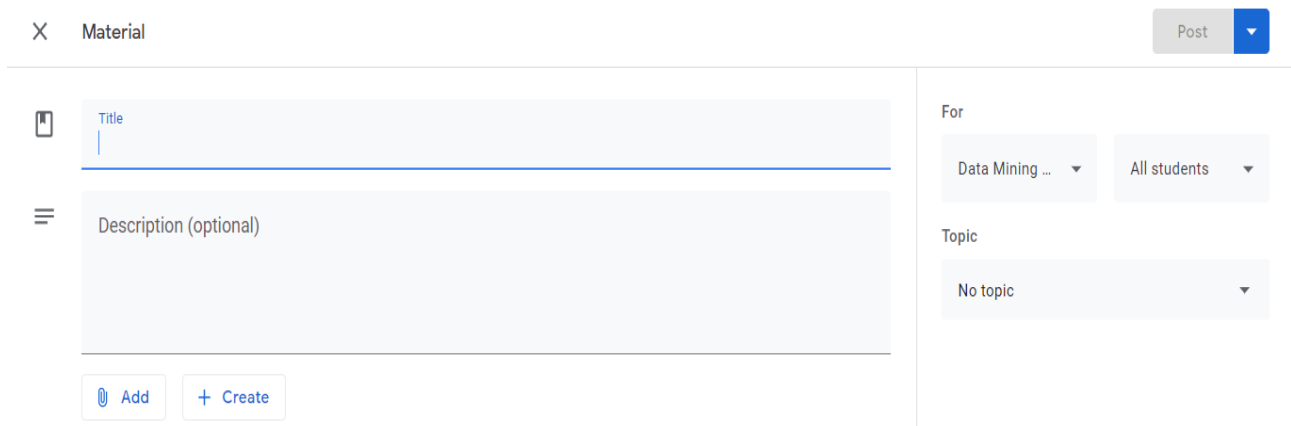
Figure 18: Uploaded File

3.4 By Adding from YouTube:

1. Click on Create Button in the Classwork Section.
2. Click on Material. You will be provided with the following interface as shown below:

3. Enter the required details about the material as:
   a. Enter Title of the resource material. This is mandatory to provide title of the material.
   b. Enter Description about the material you are going to upload. This is optional and it can be left blank.

c. Select the course and students with whom this material is required to be shared. In the For section, Click on the drop-down menu and select, the course(s), in which the material is required to be added. Here you will see the list of all the courses of which you are the teacher.

Similarly, from the "All Students" drop-down menu, select whether you want to share this material with all of the students or some particular students as shown below:

d. Select the Topic (Week) in which this material is to be placed. Click on the drop-down arrow in the Topic Section, a list will be pop-up enlisting all the weeks yet created. Select the Week in which you want to place this material.

e. Select whether you want to post this material immediately or want to schedule it on some other date. When you click on the schedule button, it will ask you the required date and time when you want this material to be scheduled.

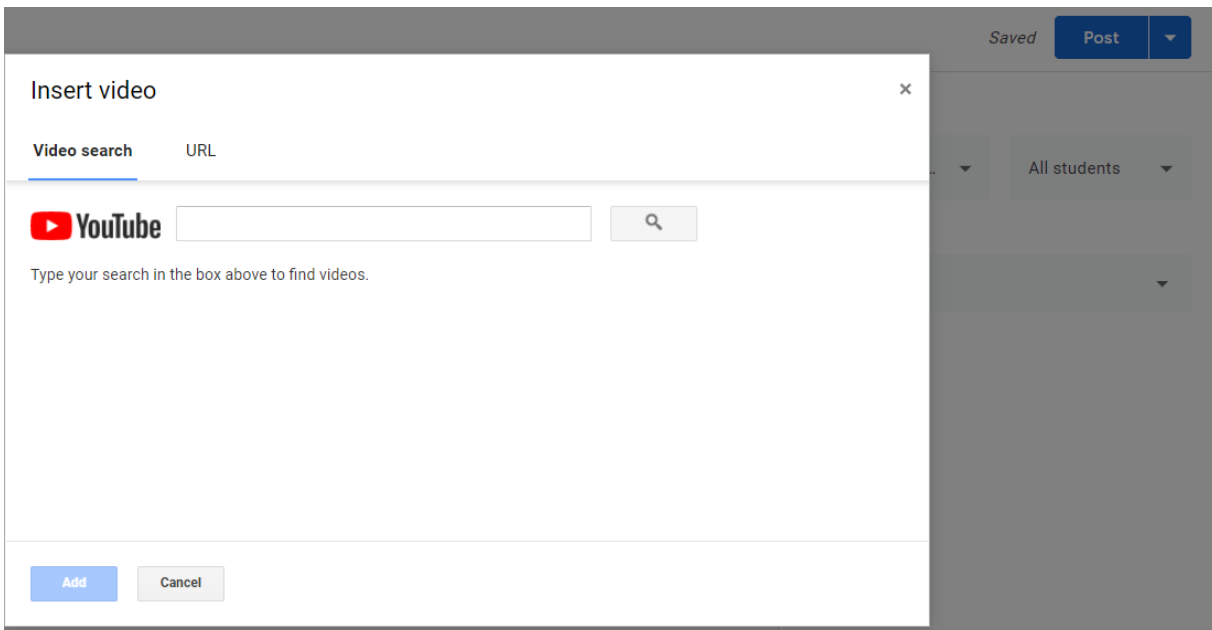4. Click on Add and from the option provided, Click on Google Drive. This will allow you to upload material directly from your Google Drive.

Figure 19: Adding YouTube Video

5. A pop-up window will be open as shown below, where you are asked to type in the name of the video or search YouTube for the required video.

Figure 20: Searching for YouTube Video

6. Type in the search query and you will be provided with the search results. Click on the required video. Click on the "Add" button in the bottom corner.
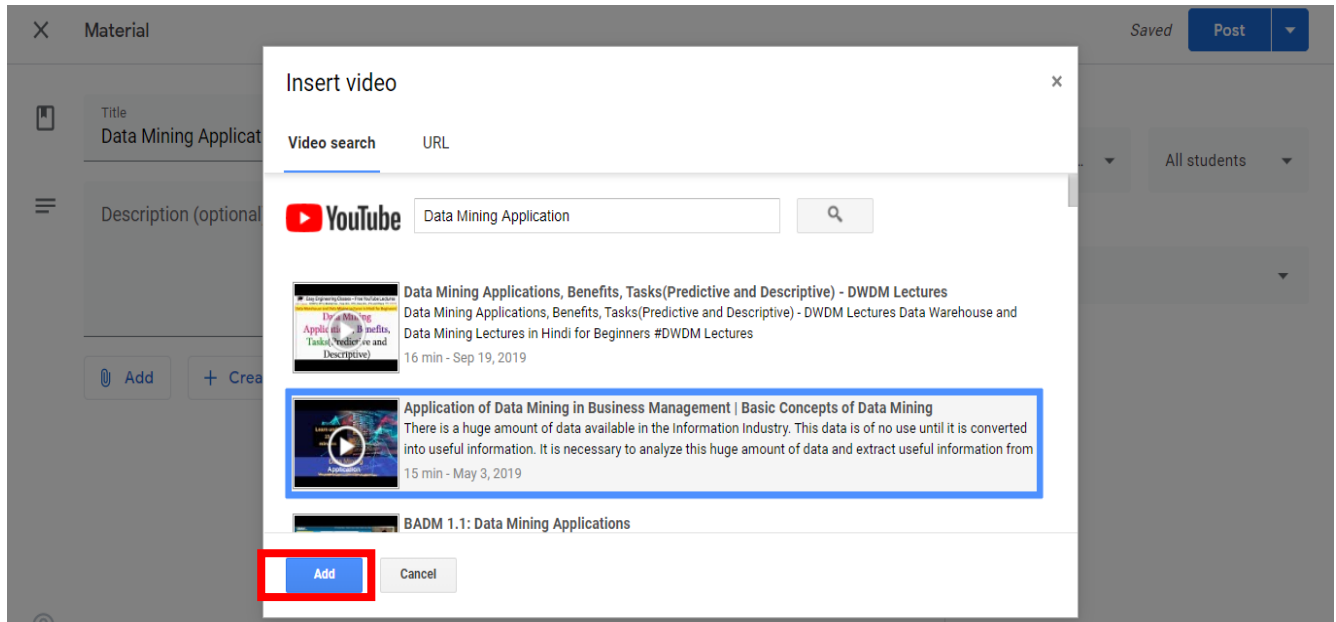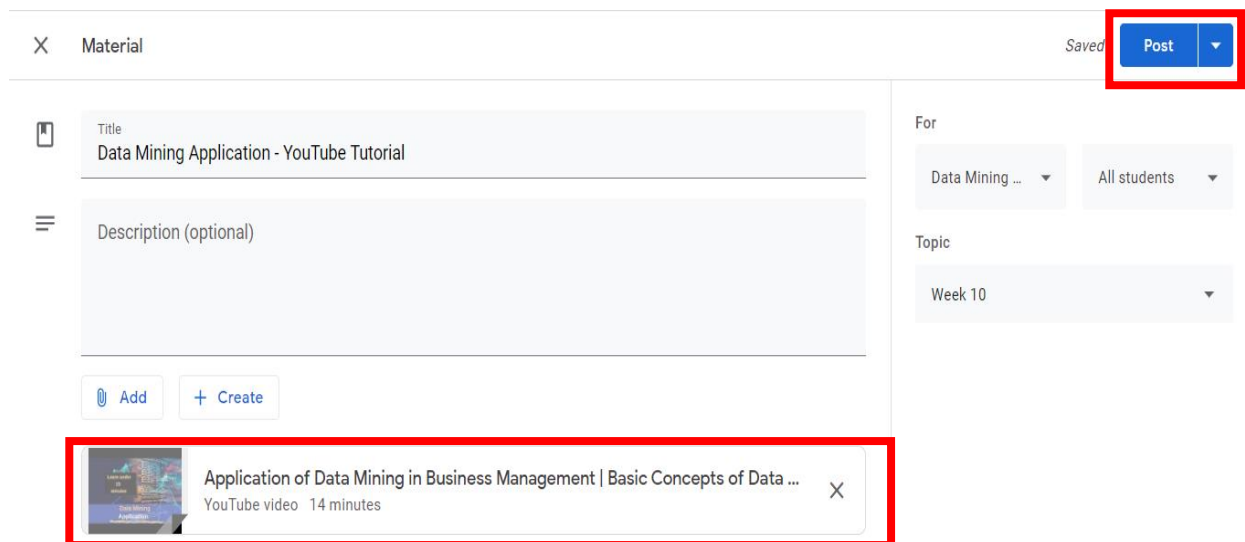

Figure 21: Searching and Adding the YouTube Video

7. The selected Video will be uploaded in the materials section. After clicking on the Post button in the top right corner of the screen, the video will be added in the classwork section.

The classwork section will show all the different types of the material resources as:

Figure 22: Added Materials in the Week