



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.

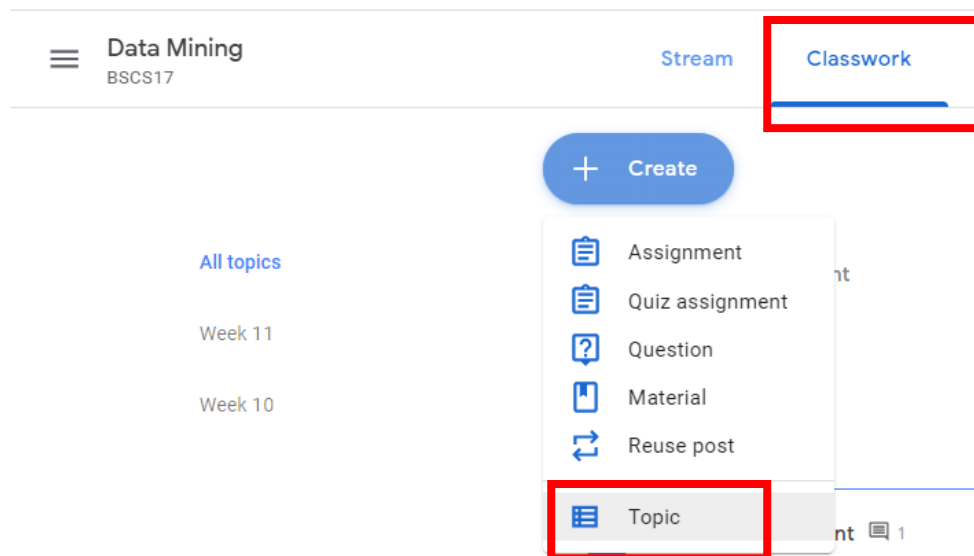


Figure 1: Create Topic

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

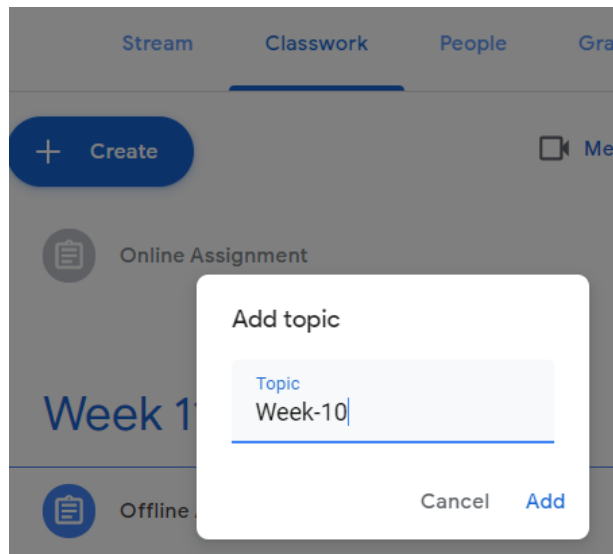


Figure 2: Adding Topic Name

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:

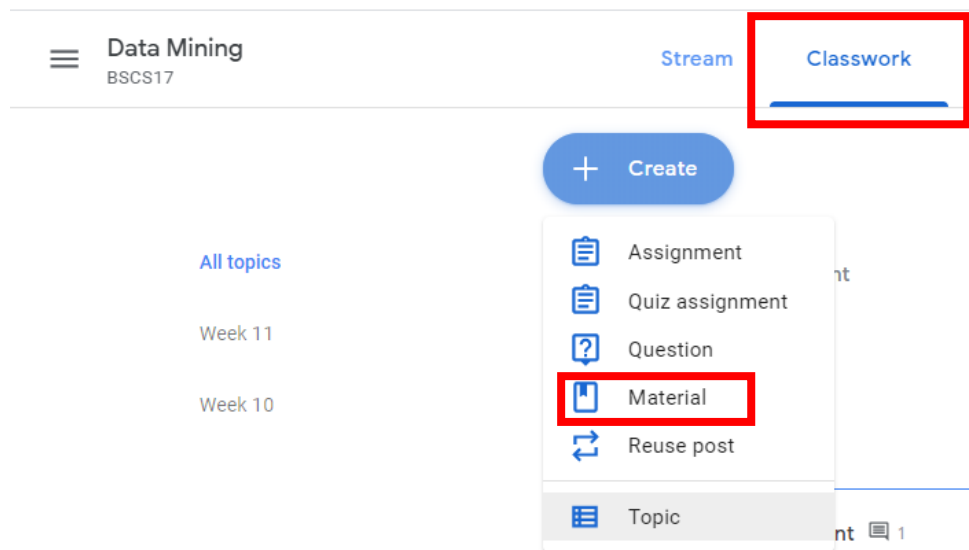


Figure 3: Create Material

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:

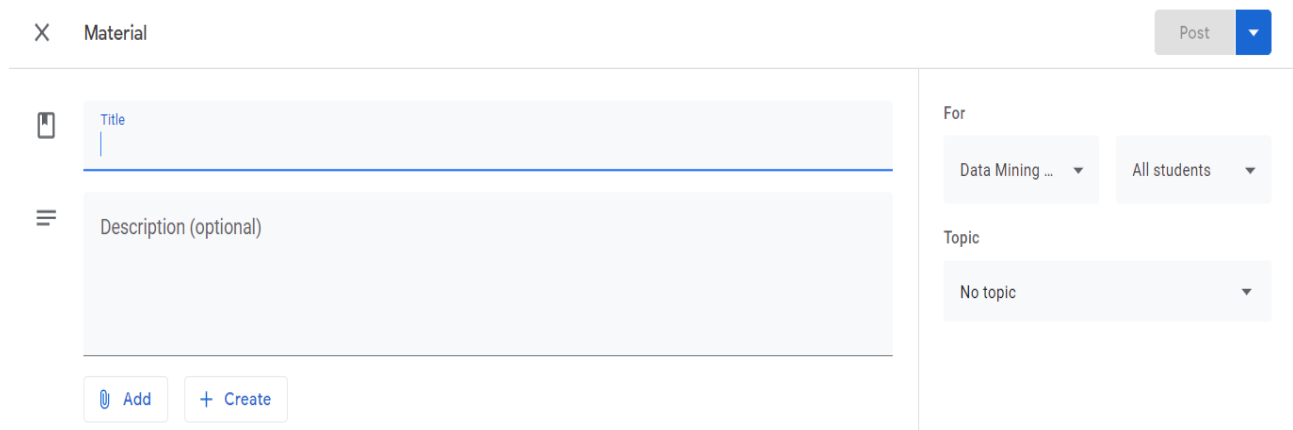


Figure 4: Creating Material Interface

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.

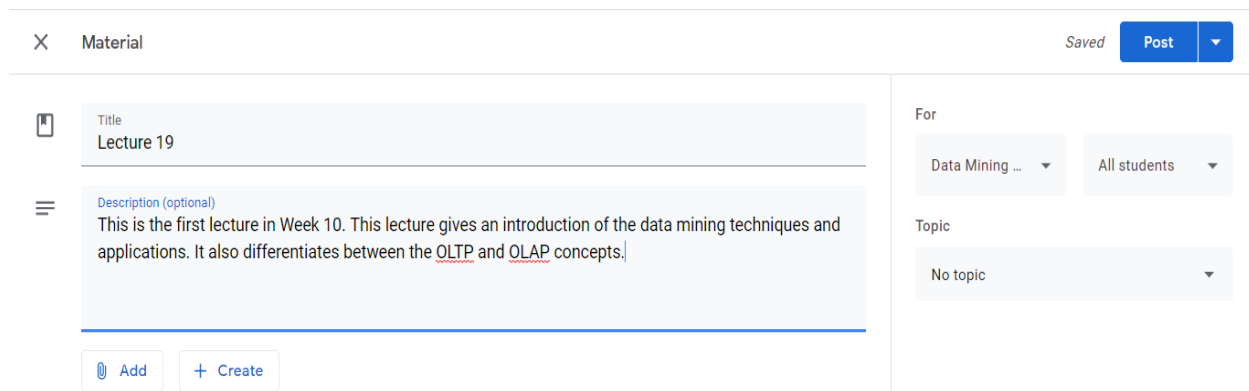
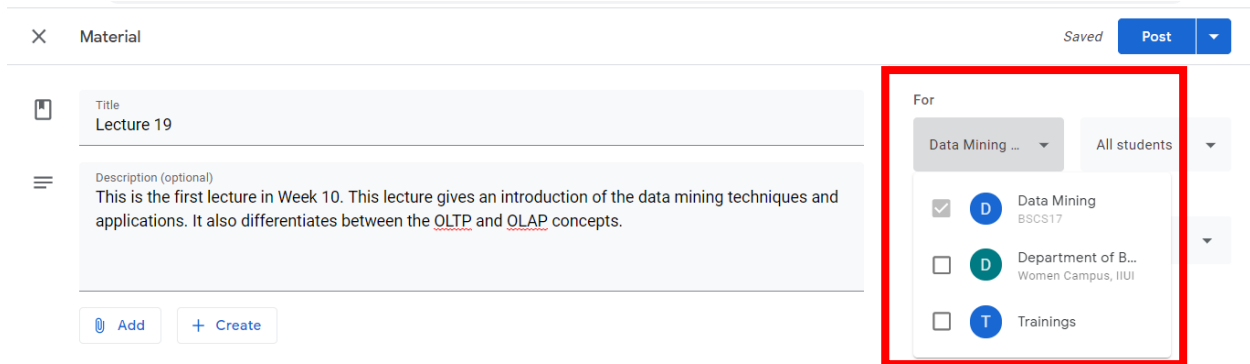


Figure 5: Title and Description Properties

- 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.



Material Saved Post

Title: Lecture 19

Description (optional): This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add Create

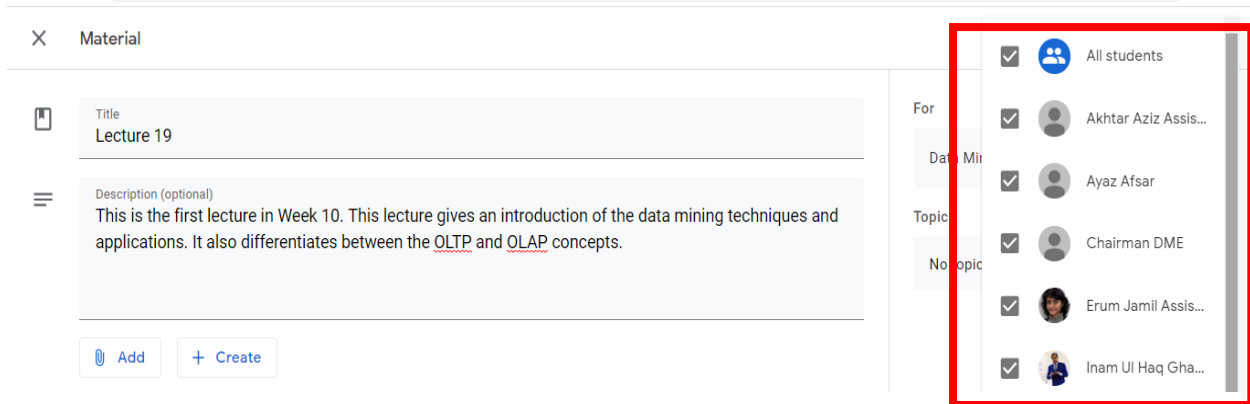
For

Data Mining ... All students

- ☒ Data Mining BSCS17
- ☐ Department of B... Women Campus, IIUI
- ☐ Trainings

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:



Material Saved Post

Title: Lecture 19

Description (optional): This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add Create

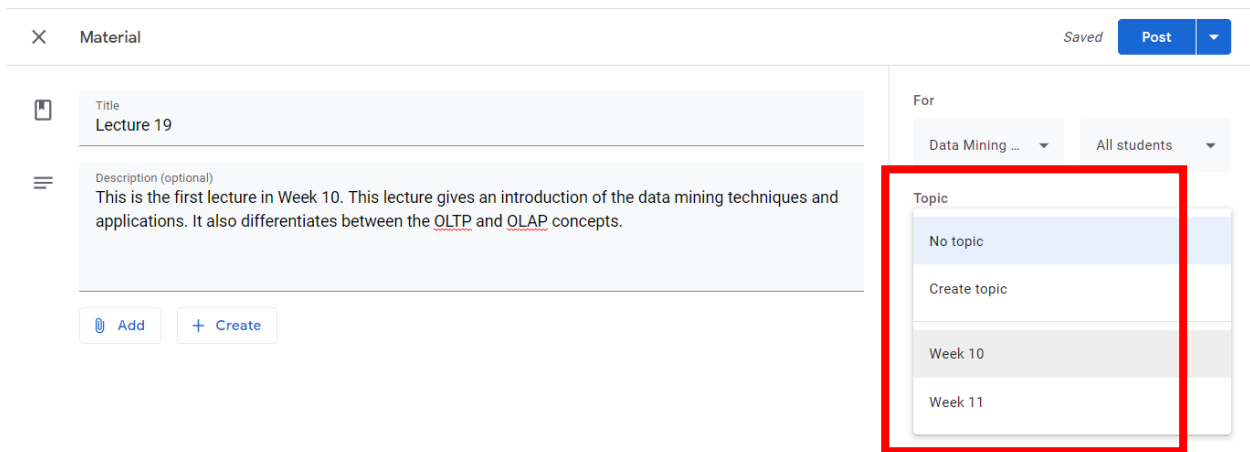
For

☒ All students

- ☒ Akhtar Aziz Assis...
- ☒ Ayaz Afsar
- ☒ Chairman DME
- ☒ Erum Jamil Assis...
- ☒ Inam Ul Haq Gha...

Figure 7: Select students for sharing material

- 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.



Material Saved Post

Title: Lecture 19

Description (optional): This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add Create

For

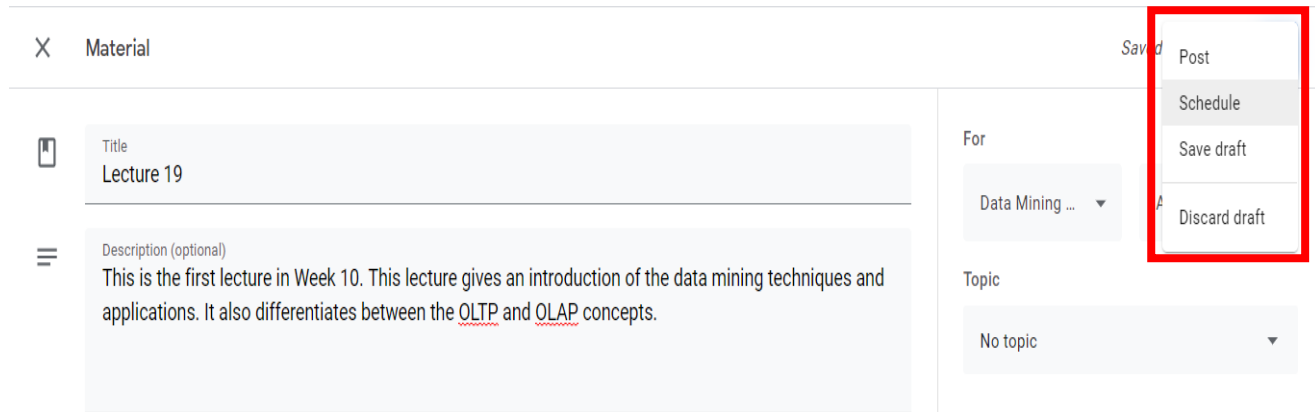
Data Mining ... All students

Topic

- No topic
- Create topic
- Week 10
- Week 11

Figure 8: Selecting topic for creating material

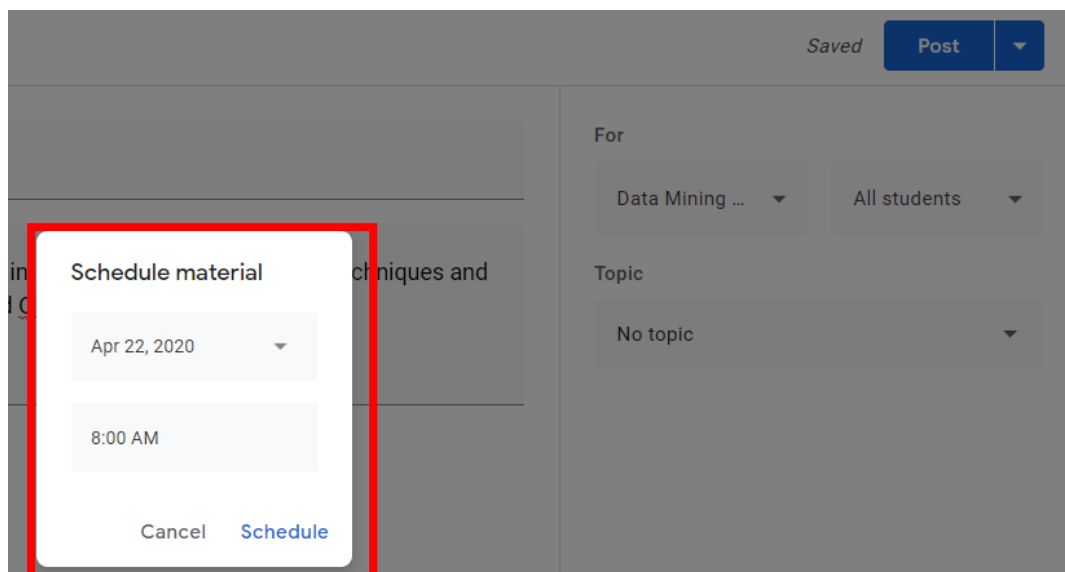
- e. Select whether you want to post this material immediately or want to schedule it on some other date. When you click on the schedule button, it will ask you the required date and time when you want this material to be scheduled.



The screenshot shows the 'Material' form with the following fields:

- Title:** Lecture 19
- Description (optional):** This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.
- For:** Data Mining ...
- Topic:** No topic
- Buttons:** Post, Schedule, Save draft, Discard draft (The 'Post' button is highlighted in a red box).

Figure 9: Post Option



The screenshot shows the 'Schedule material' dialog box with the following fields:

- Date:** Apr 22, 2020
- Time:** 8:00 AM
- Buttons:** Cancel, Schedule (The 'Schedule' button is highlighted in a red box).

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.

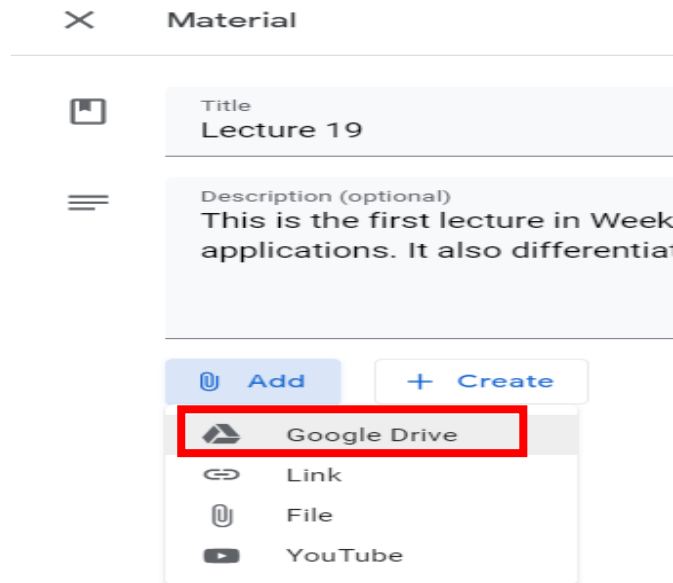


Figure 11: Adding from Google Drive

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.

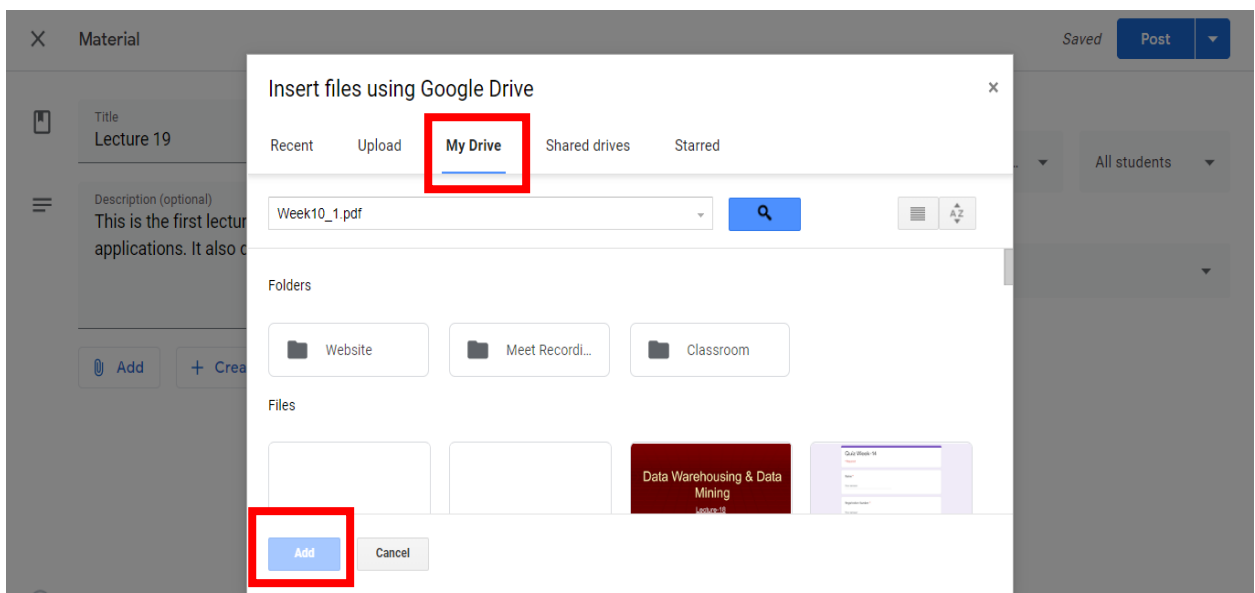
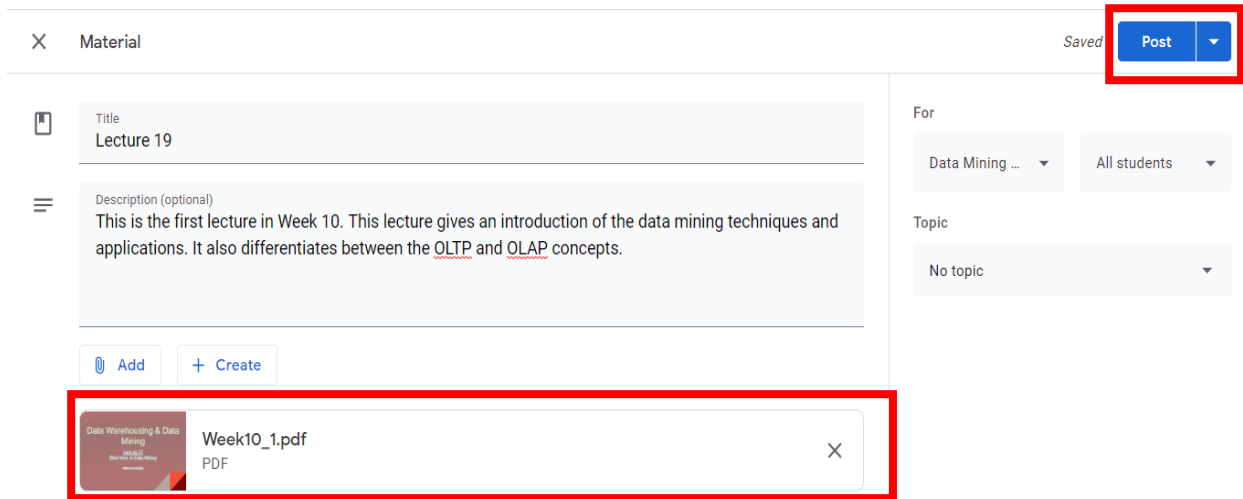


Figure 12: Uploading from Google Drive

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.



X Material Saved Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add + Create

Week10_1.pdf PDF

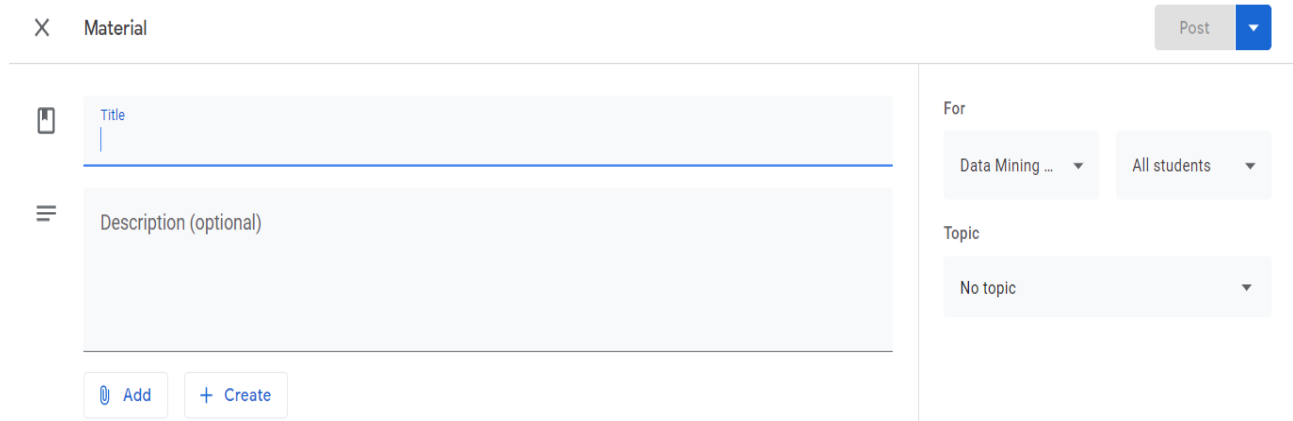
For
Data Mining ... All students

Topic
No topic

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:



X Material Post

Title

Description (optional)

Add + Create

For
Data Mining ... All students

Topic
No topic

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.

Material Saved Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For
Data Mining ... All students

Topic
No topic

Add + Create

- 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.

Material Saved Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For
Data Mining ... All students

☒ **D** Data Mining BSCS17
☐ **D** Department of B... Women Campus, IIUI
☐ **T** Trainings

Add + Create

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:

Material Saved Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For
Data Mining ... All students

☒ **All students**
☒ Akhtar Aziz Assis...
☒ Ayaz Afsar
☒ Chairman DME
☒ Erum Jamil Assis...
☒ Inam UI Haq Gha...

Add + Create

- 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.



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✕

Material

Saved

Post

▼

📄

Title

Lecture 19

☰

Description (optional)

This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

📎 Add

+ Create

For

Data Mining ... ▼

All students ▼

Topic

No topic

Create topic

Week 10

Week 11

- 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.

X Material Saved Post

Title

Lecture 19

Description (optional)

This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For

Data Mining ... ▾

Topic

No topic ▾

Schedule

Save draft

Discard draft

Schedule material

Apr 22, 2020 ▾

8:00 AM

Cancel Schedule

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

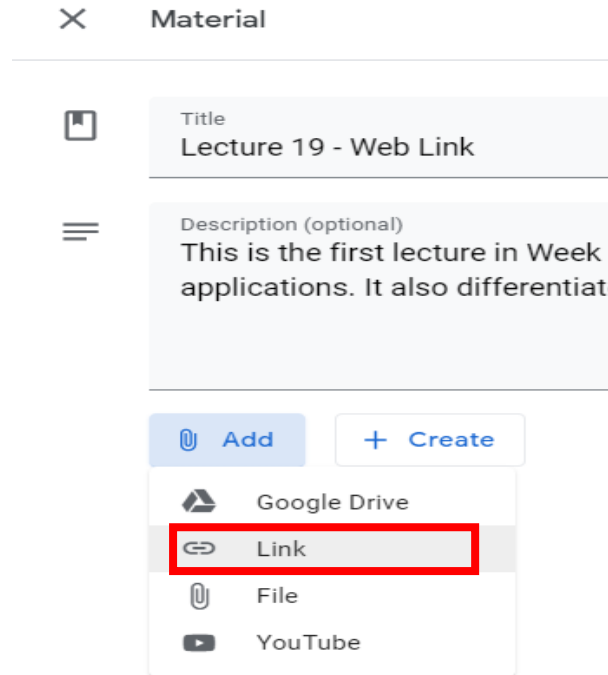


Figure 14: Adding Link

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.

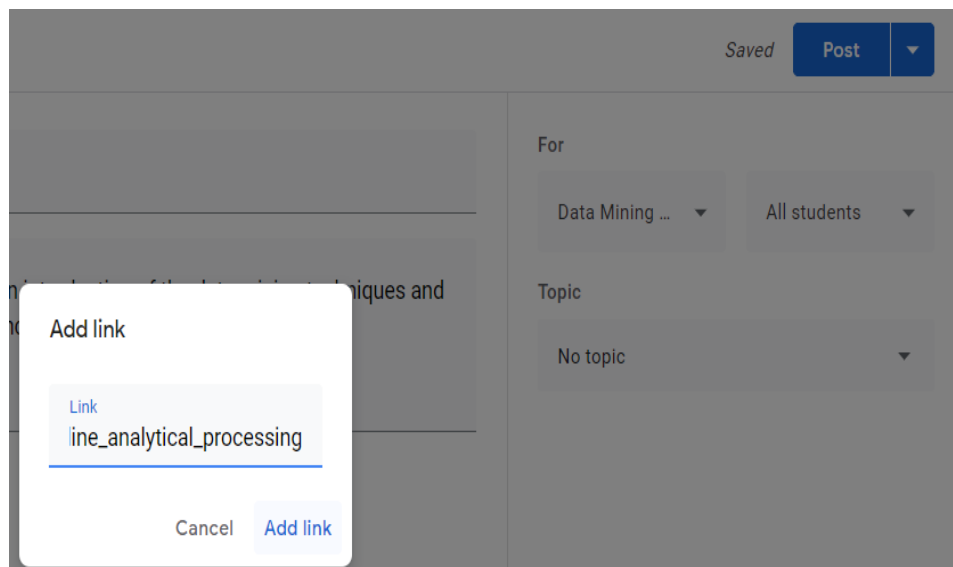
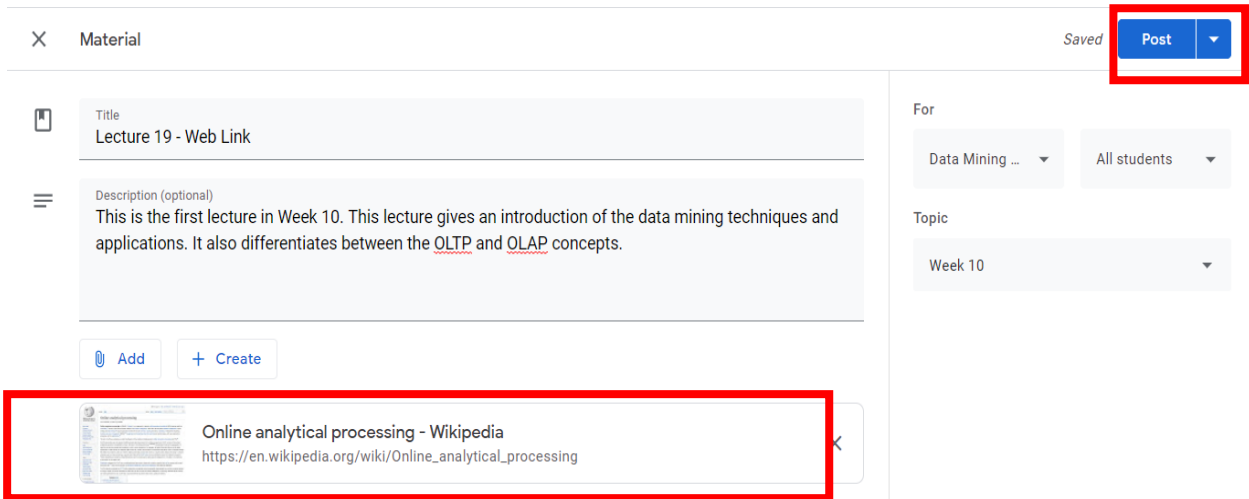


Figure 15: Adding Web Link Resource

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.

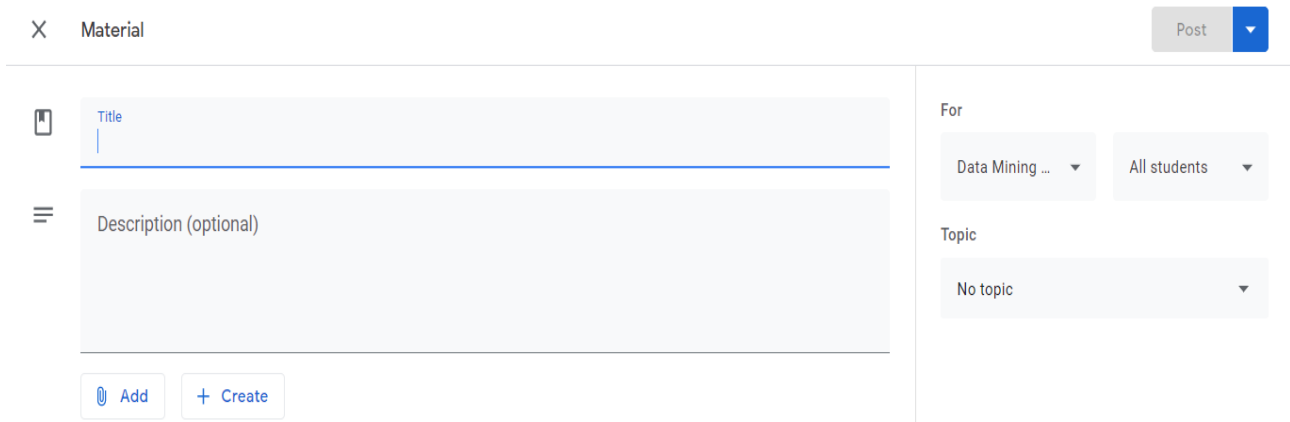


The screenshot shows the 'Material' creation page. At the top right, there is a 'Post' button highlighted with a red box. The main form has a 'Title' field with the text 'Lecture 19 - Web Link' and a 'Description (optional)' field with the text 'This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.' Below the description are 'Add' and 'Create' buttons. A red box highlights a preview of a web page titled 'Online analytical processing - Wikipedia' with the URL 'https://en.wikipedia.org/wiki/Online_analytical_processing'. On the right side, there are dropdown menus for 'For' (set to 'Data Mining ...'), 'All students', and 'Topic' (set to 'Week 10').

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:



The screenshot shows the 'Material' creation page. At the top right, there is a 'Post' button. The main form has a 'Title' field and a 'Description (optional)' field. Below the description are 'Add' and 'Create' buttons. On the right side, there are dropdown menus for 'For' (set to 'Data Mining ...'), 'All students', and 'Topic' (set to 'No topic').

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.

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

Topic
No topic

- 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.

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

☒ D Data Mining BSCS17
☐ D Department of B... Women Campus, IIUI
☐ T Trainings

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:

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

☒ All students
☒ Akhtar Aziz Assis...
☒ Ayaz Afsar
☒ Chairman DME
☒ Erum Jamil Assis...
☒ Inam UI Haq Gha...

- 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.



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✕

Material

Saved

Post

▼

📄

Title

Lecture 19

☰

Description (optional)

This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

📎

Add

+

Create

For

Data Mining ...

All students

▼

Topic

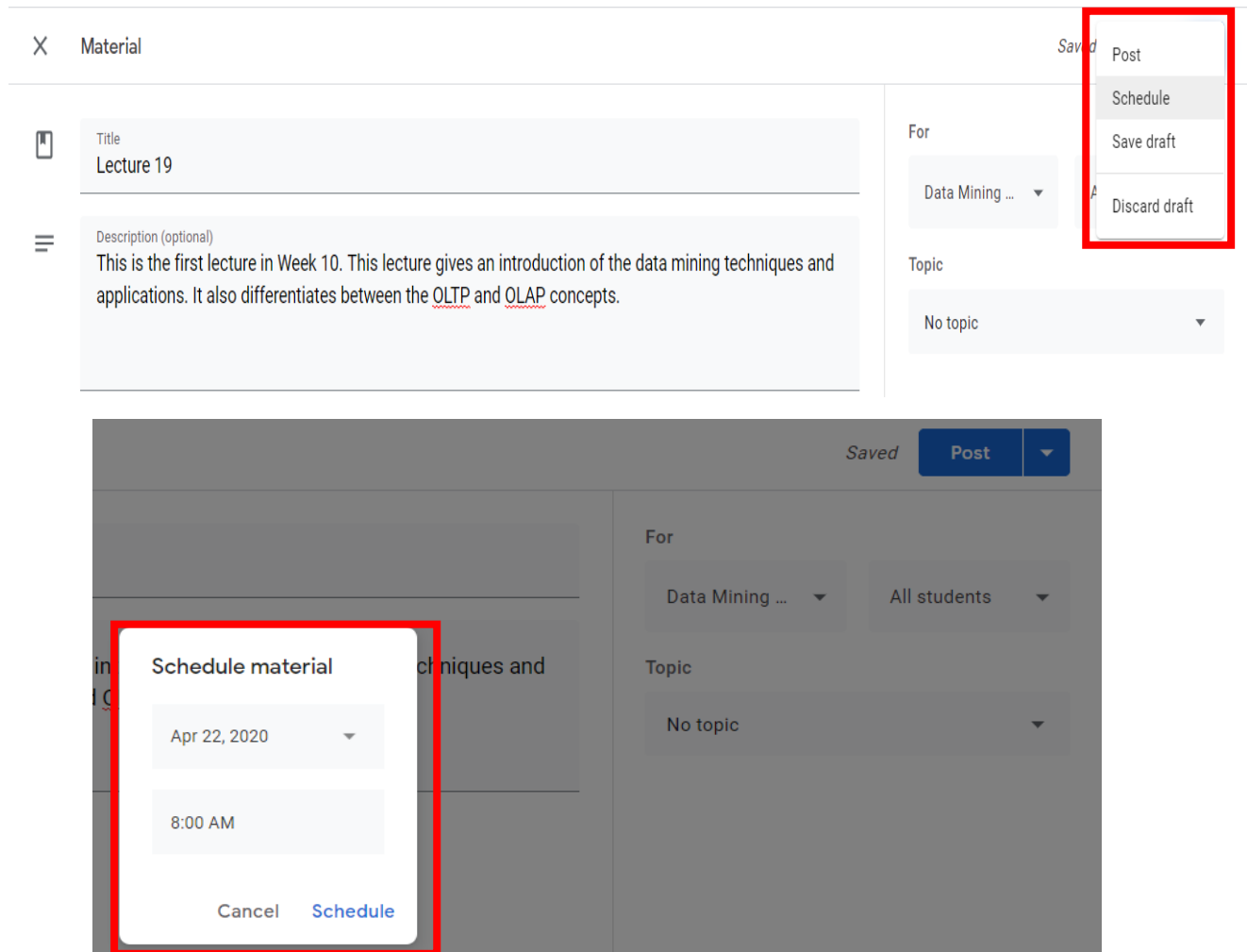
No topic

Create topic

Week 10

Week 11

- 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.



X Material

Saved

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For
Data Mining ...

Topic
No topic

Post
Schedule
Save draft
Discard draft

Schedule material

Apr 22, 2020

8:00 AM

Cancel Schedule

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.

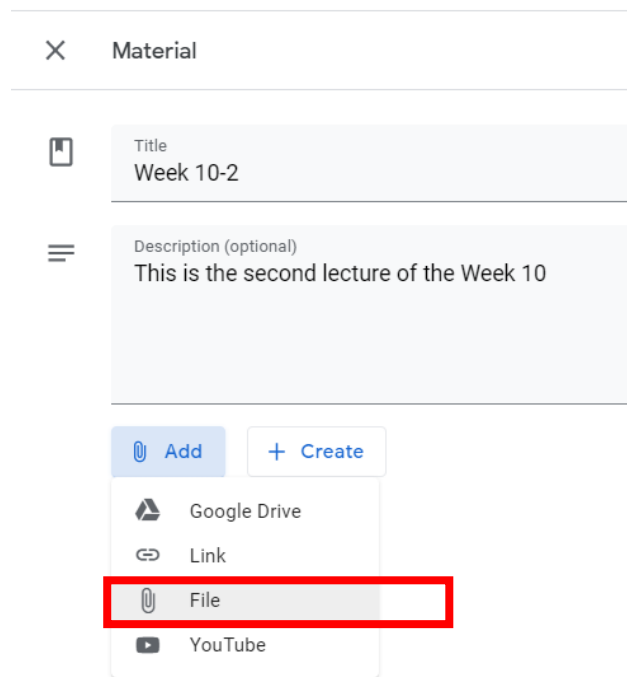
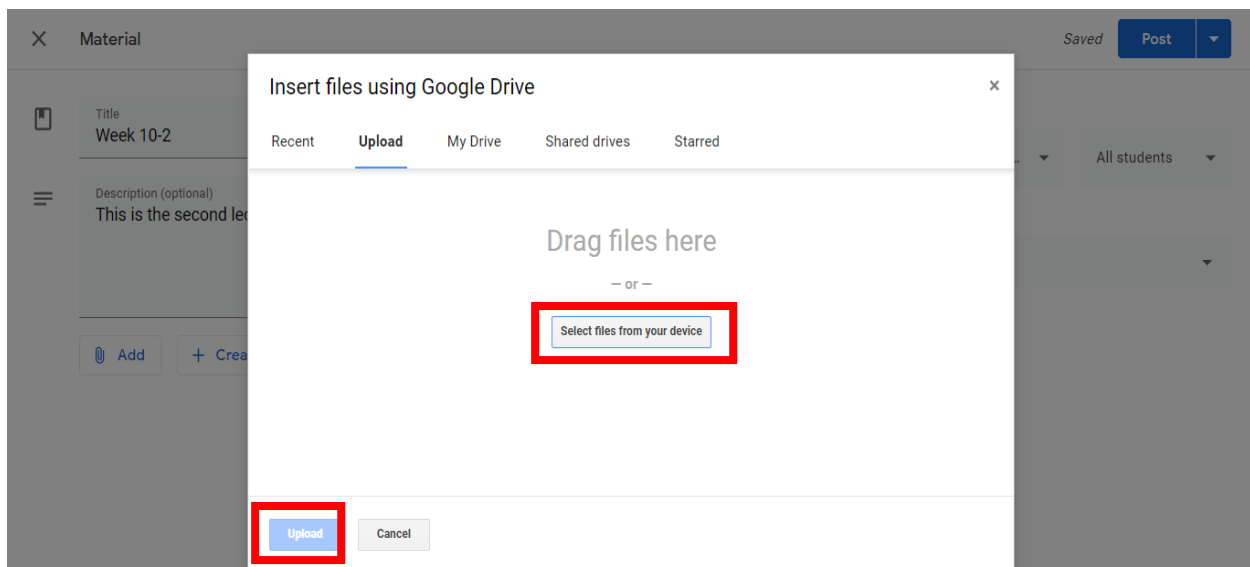
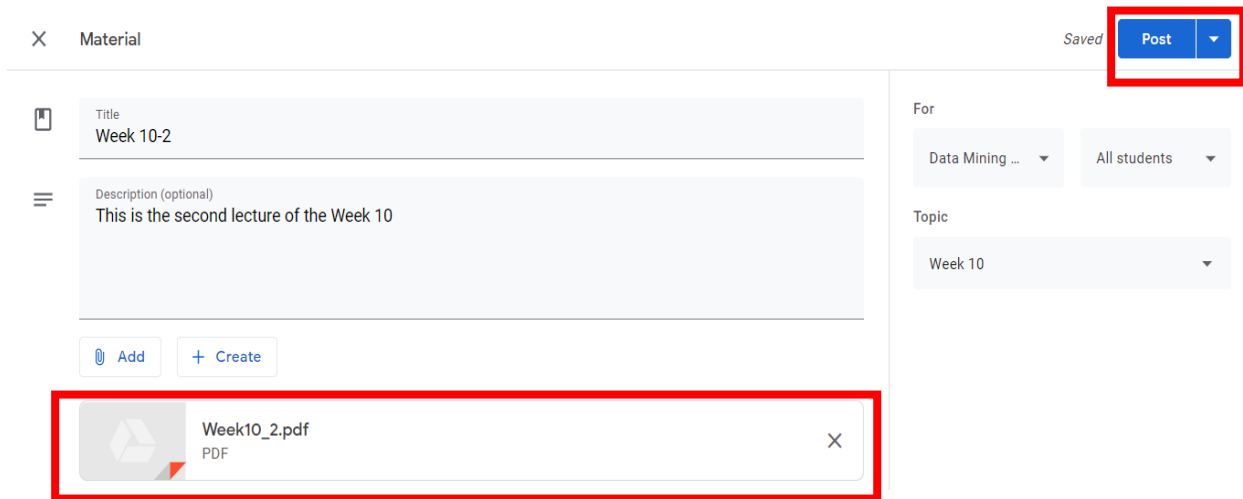


Figure 17: Adding local File

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.




X Material Saved **Post**

Title
Week 10-2

Description (optional)
This is the second lecture of the Week 10

Add **+ Create**

 Week10_2.pdf PDF ×

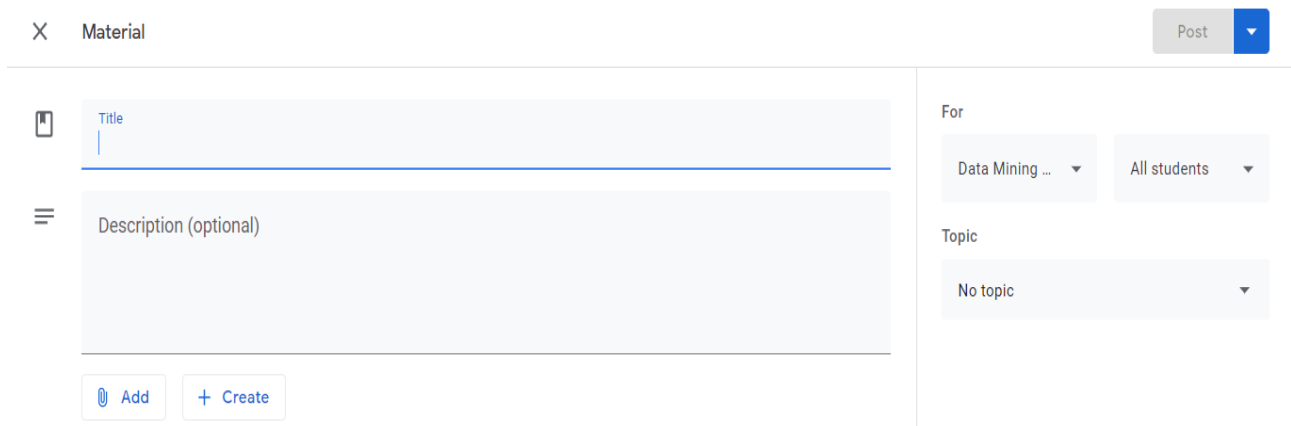
For
Data Mining ... All students

Topic
Week 10

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:



X Material Post

Title

Description (optional)

Add **+ Create**

For
Data Mining ... All students

Topic
No topic

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.

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

Topic
No topic

- 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.

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

☒ D Data Mining BSCS17
☐ D Department of B... Women Campus, IIUI
☐ T Trainings

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:

X
Material

Saved
Post

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add
Create

For
Data Mining ...
All students

☒ All students
☒ Akhtar Aziz Assis...
☒ Ayaz Afsar
☒ Chairman DME
☒ Erum Jamil Assis...
☒ Inam UI Haq Gha...

- 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.

X Material Saved Post ▼

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

Add + Create

For
Data Mining ... ▼ All students ▼

Topic
No topic
Create topic
Week 10
Week 11

- 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.

X Material Saved Post ▼

Title
Lecture 19

Description (optional)
This is the first lecture in Week 10. This lecture gives an introduction of the data mining techniques and applications. It also differentiates between the OLTP and OLAP concepts.

For
Data Mining ... ▼

Topic
No topic ▼

Schedule
Save draft
Discard draft

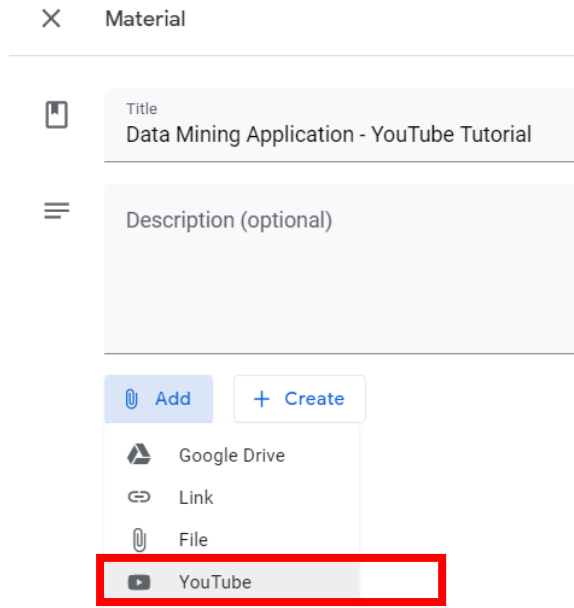
Schedule material

Apr 22, 2020 ▼

8:00 AM

Cancel Schedule

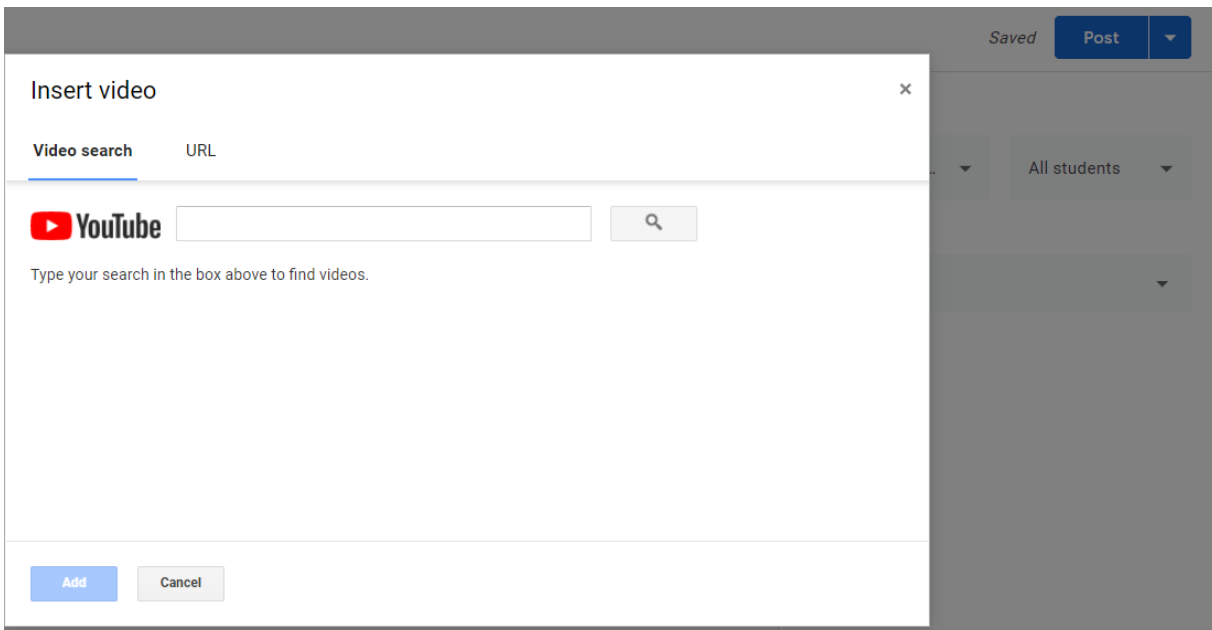
- Click on Add and from the option provided, Click on Google Drive. This will allow you to upload material directly from your Google Drive.



The screenshot shows a form titled 'Material' with a close button (X). It has a 'Title' field with the text 'Data Mining Application - YouTube Tutorial' and a 'Description (optional)' field. Below these fields are two buttons: 'Add' (with a paperclip icon) and '+ Create'. A dropdown menu is open below the 'Add' button, showing four options: 'Google Drive' (with a Google Drive icon), 'Link' (with a chain link icon), 'File' (with a paperclip icon), and 'YouTube' (with a YouTube icon). The 'YouTube' option is highlighted with a red rectangular box.

Figure 19: Adding YouTube Video

- 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.



The screenshot shows a 'Saved' status and a 'Post' button with a dropdown arrow. Below this is a 'Video search' tab and a 'URL' tab. The 'Video search' tab is active, showing a YouTube logo, a search bar, and a magnifying glass icon. Below the search bar is the text 'Type your search in the box above to find videos.' At the bottom of the pop-up are 'Add' and 'Cancel' buttons. The background shows a partial view of a page with a dropdown menu set to 'All students'.

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.

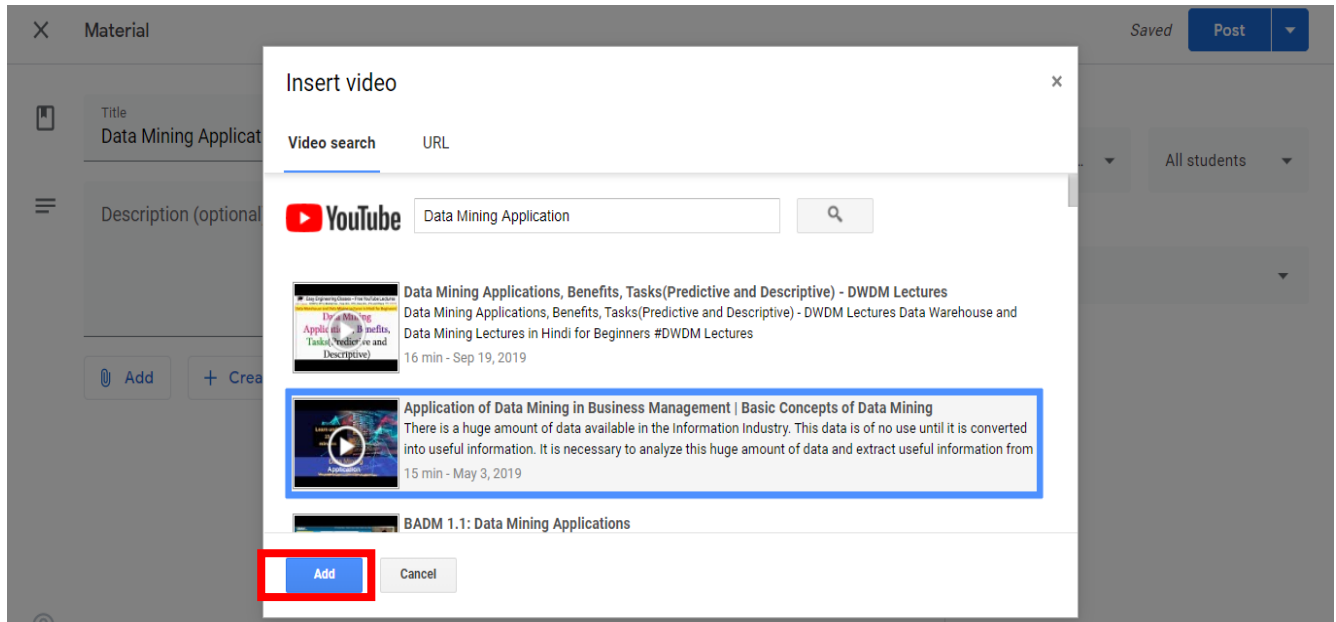
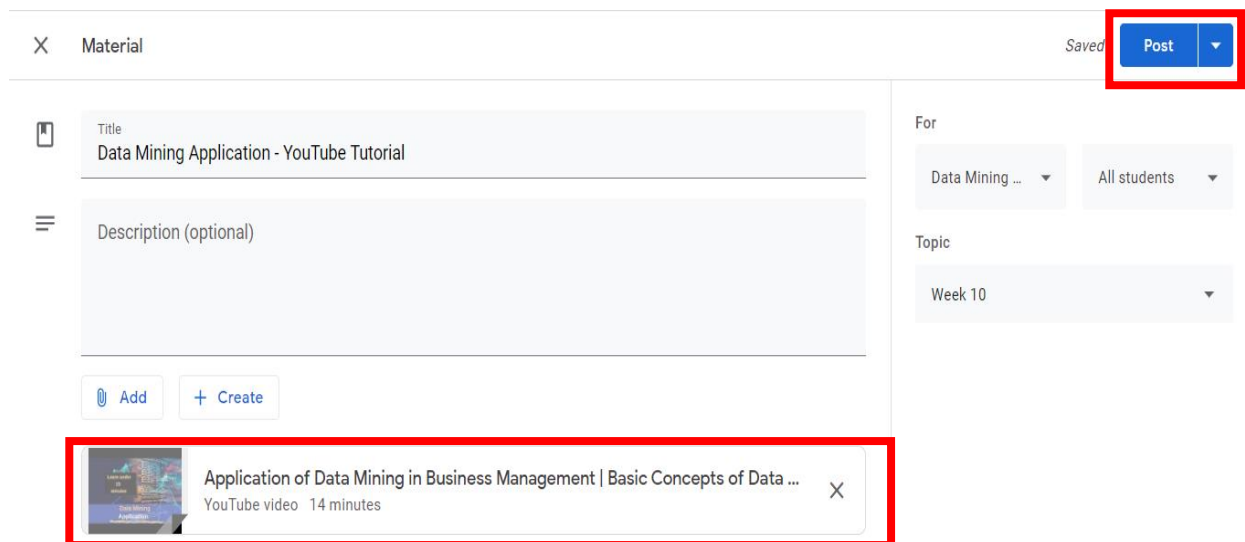


Figure 21: Searching and Adding the YouTube Video

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:



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LMS TRAINING MANUAL

☰

Data Mining
BSCS17

Stream

Classwork

People

Grades

⚙️

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Week 10

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Data Mining Application - YouTube Tutorial

Posted 4:54 PM

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Lecture 19 - Web Link

Posted 4:29 PM

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Lecture 10-2

Posted 8:03 AM

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Lecture 10-1

Posted Apr 17

Figure 22: Added Materials in the Week