



TRAINING MANUAL

09-GETTING STARTED INTO GOOGLE CLASSROOMS **(STUDENTS' PERSPECTIVE)**

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Students will be able to join classrooms after the key will be shared with them from the class instructor. Please note that the Classroom Code will be shared with you in the last week of May 2020.

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 using Google Classroom and setting up classes.

Things You Should Know:

- **GAFE:** Google Classroom is only available to users with Google Apps for Education (GAFE), a free collaborative suite of tools that includes web tools like Google Docs, Google Drive, Gmail, and more. If you have a GAFE account, but do not have access to Google Classroom, contact your campus or district IT department.
- **Google Chrome:** To maximize the features in Google Classroom, teachers and students should use the Google Chrome Browser. Some features work in other browsers, but not all. Plus, Google Chrome is a fantastic learning environment for all things Google! (Download the Google Chrome browser [here](#).)
- **Menus:** Google uses two symbols across Google Classroom, and other Google applications (including mobile applications) to represent menus and more actions:



- three lines = menu (usually the main menu)



- three dots = more actions (additional options and actions)

Anytime you see these symbols, there are additional features, actions or options to explore.

1. First Login:

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paper lessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts.

- Go to <https://www.lms.iiu.edu.pk>. Click on “LMS Login” menu in the menu bar.

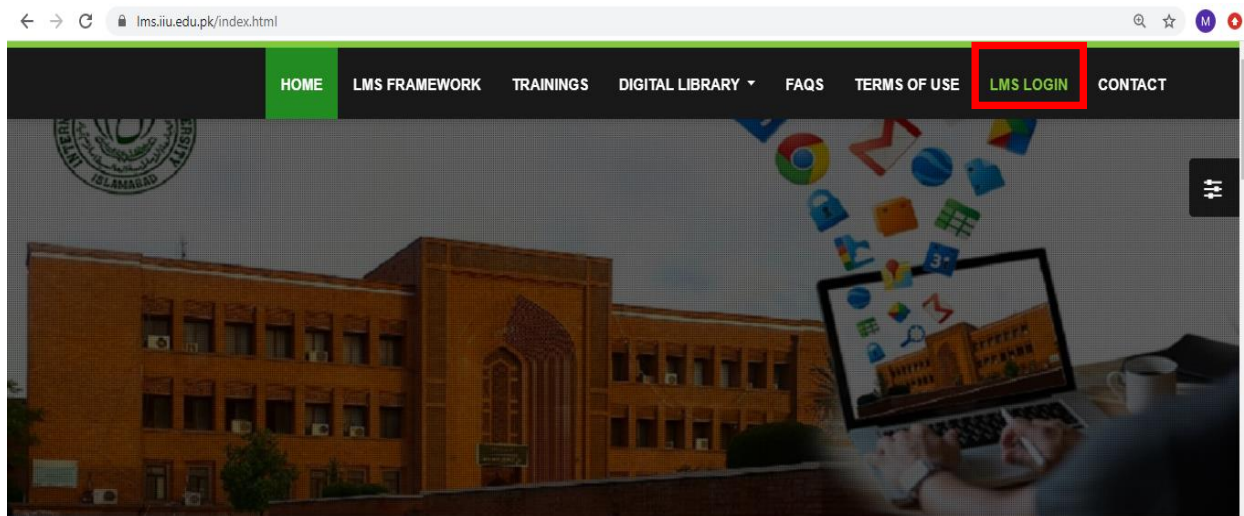


Figure 1: LMS Website Home Page

- ii. The first time you arrive at the Google Classroom website you will see the following screen:

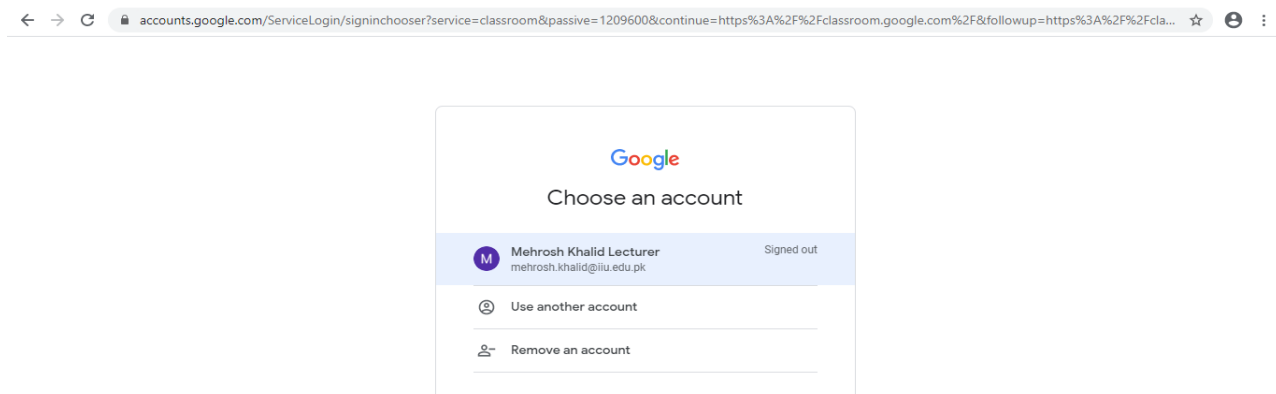


Figure 2: Login Screen

- iii. Enter your IIU Email address and login to the Google Classroom. Your home page will be appeared at successful login as:

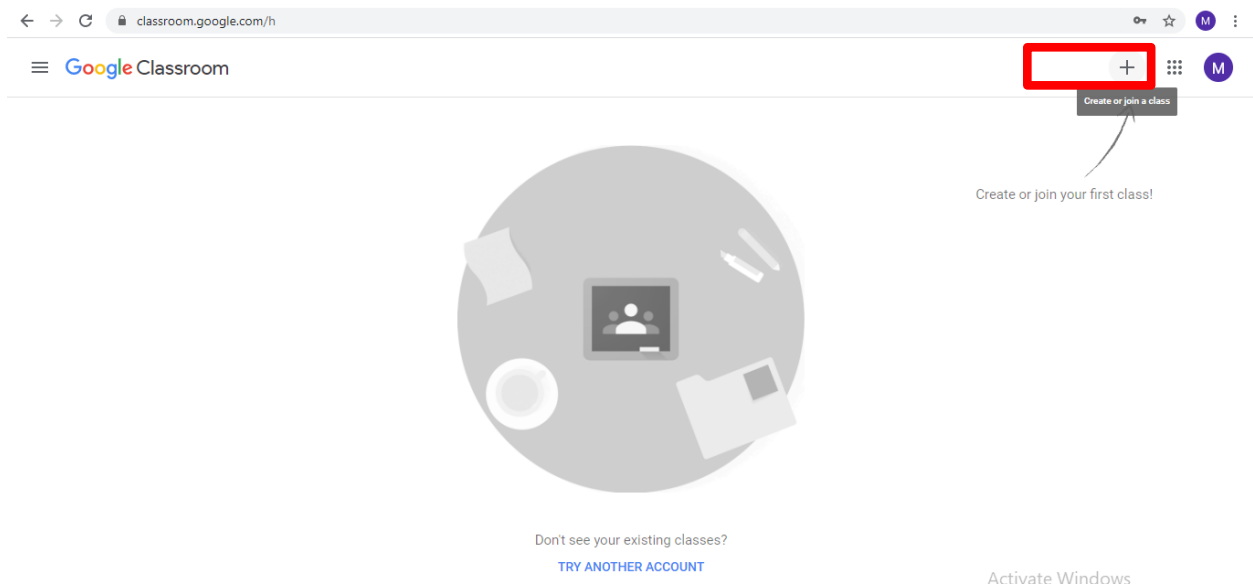


Figure 3: Home Page

- iv. Click the + at the top right class. Being a student, you will be provided with the option to join class

- **Student role:** Can ONLY join classes in Google Classroom.

Note: You cannot change your role later, so be sure to select the correct role. If you or your students select the incorrect role, you must contact your Google Apps IT administrator to correct the error.

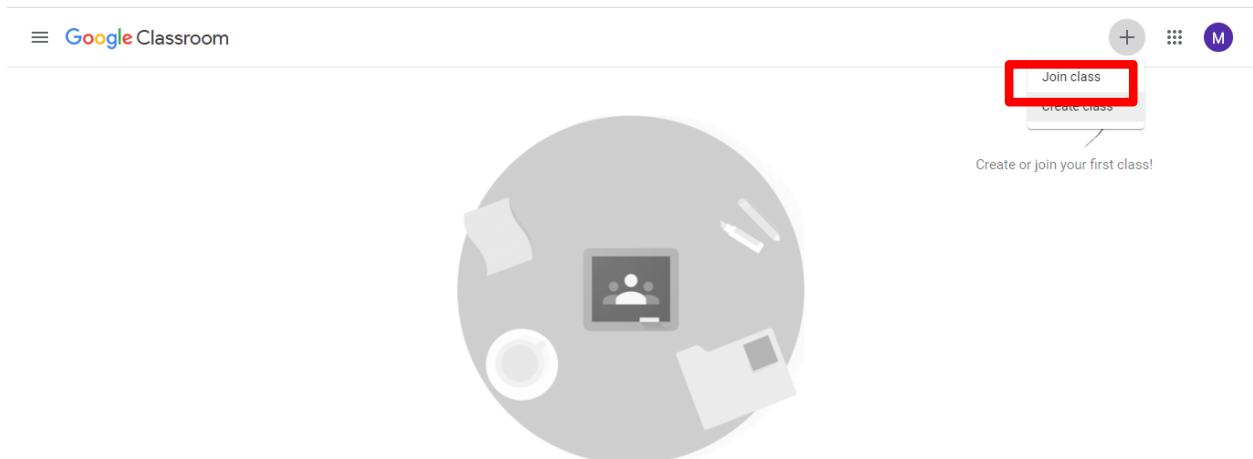


Figure 4: Create Class

- v. Click on the Join Class menu and the following screen will appear:

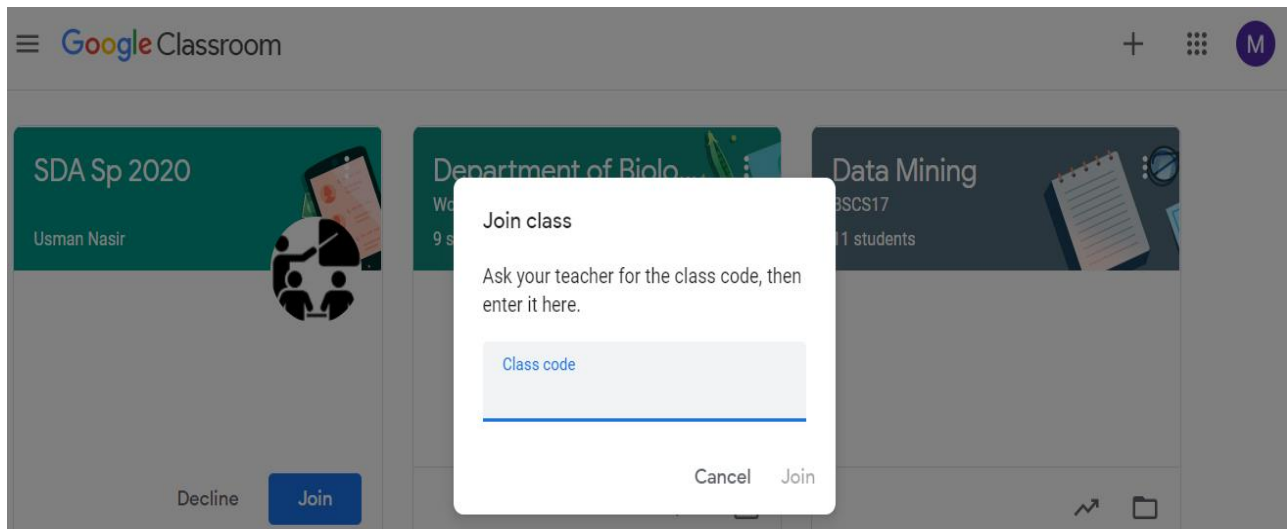


Figure 5: Class Credentials Screen

- vi. Enter the Class code that has been shared with you by your class teacher/course instructor via Email or any other communication medium. Click “Join”

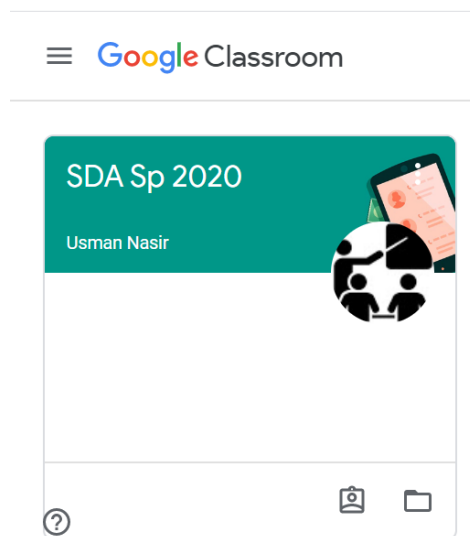


Figure 6: Joined Class Home Screen

- vii. You will be joined in the class. You can see the Name of the Course Instructor mentioned in the header of the class.

2. The Stream:

The Stream is where teachers view and add announcements, assignments, discussion topics, and comments. Announcements are a great way to communicate with your students, share updates, reminders, and general class or school announcements. A student sees what announcements teacher has made and everything that has been uploaded by the teacher. If allowed by the teacher, the student can post or comment in the Stream Section.

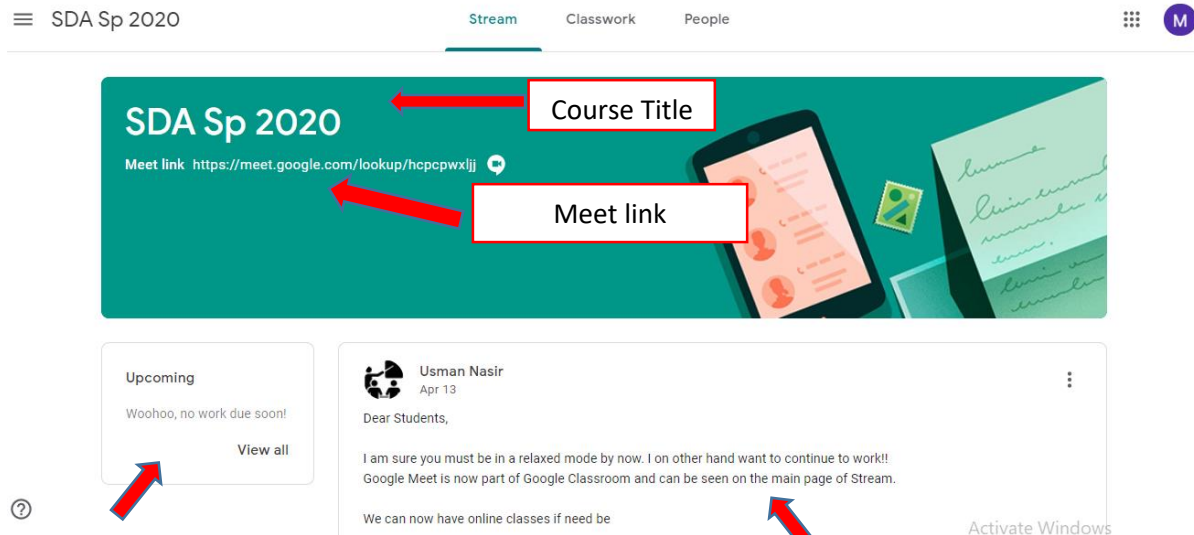


Figure 7: The Course Stream

Due Tasks Details

Announcements made by teacher

- As the teacher has not allowed the students to make any posts or comments, so there is no option visible to make new post or comment. Otherwise, students will be able to see new post or comment options.
- In stream, announcements can be posted now or they can be planned ahead.

3. The Classwork:

- In the classwork section, students are able to see the assigned tasks, deadlines, obtained grades etc.,

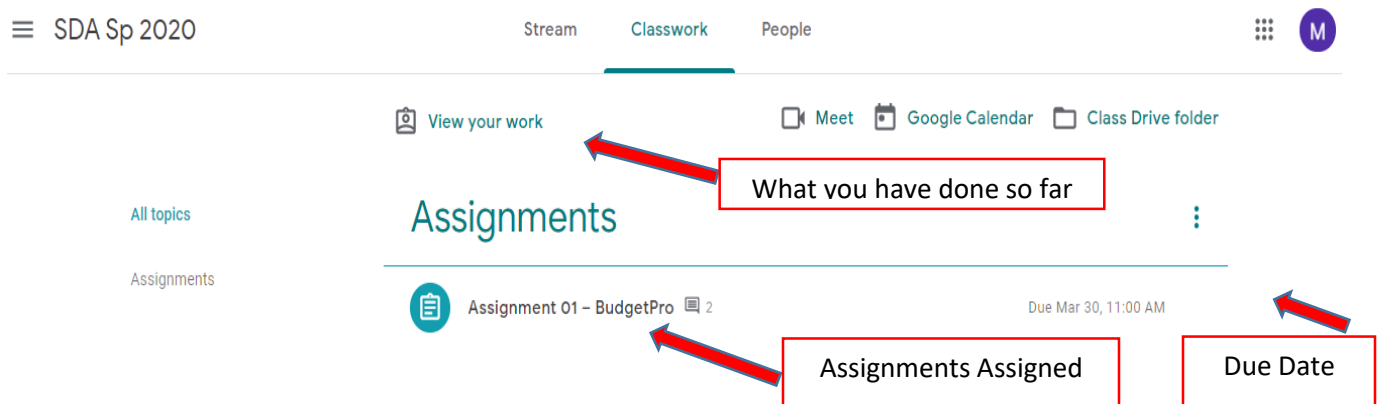


Figure 8: The Classwork Section

3.1 View your work – What you have done so far in response to this assignment. Click on “View your work” and the open window will show you whether you have submitted the assignment on time or not, what are the obtained grades, teacher’s comments, and your submissions.

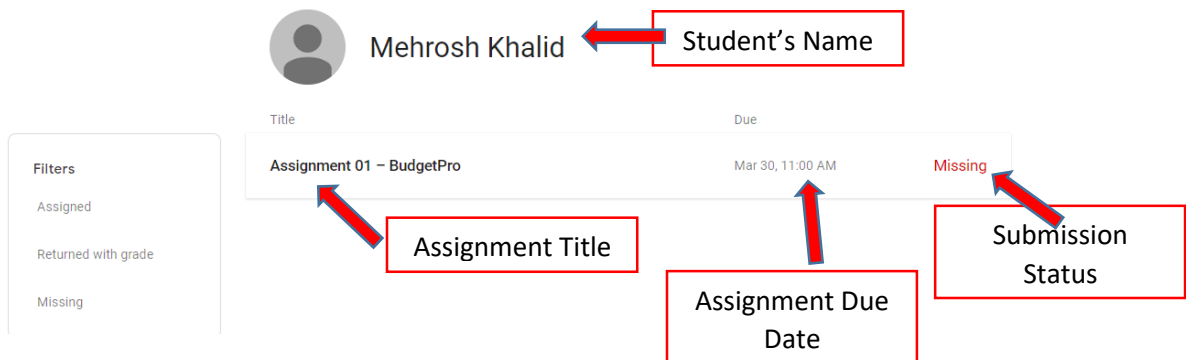


Figure 9: View your work Interface

- In the Filters section,
 - Assigned – shows you the assignment that has been posted/uploaded by the teacher.
 - Returned with grade – shows you the marked assignment with grades.
 - Missing – shows the status that the assignment has not submitted by the student.

3.2 Meet:

Meet option enables you to host a meeting with the participants of the class. It is strictly advised all the students to only generate meeting when asked by the teacher, otherwise strict disciplinary action will be taken.

3.3 Google Calendar:

Google Calendar allows you to schedule your tasks. You can set reminders to keep you alarmed about the approaching deadlines about assignments, quiz, class meetings etc.

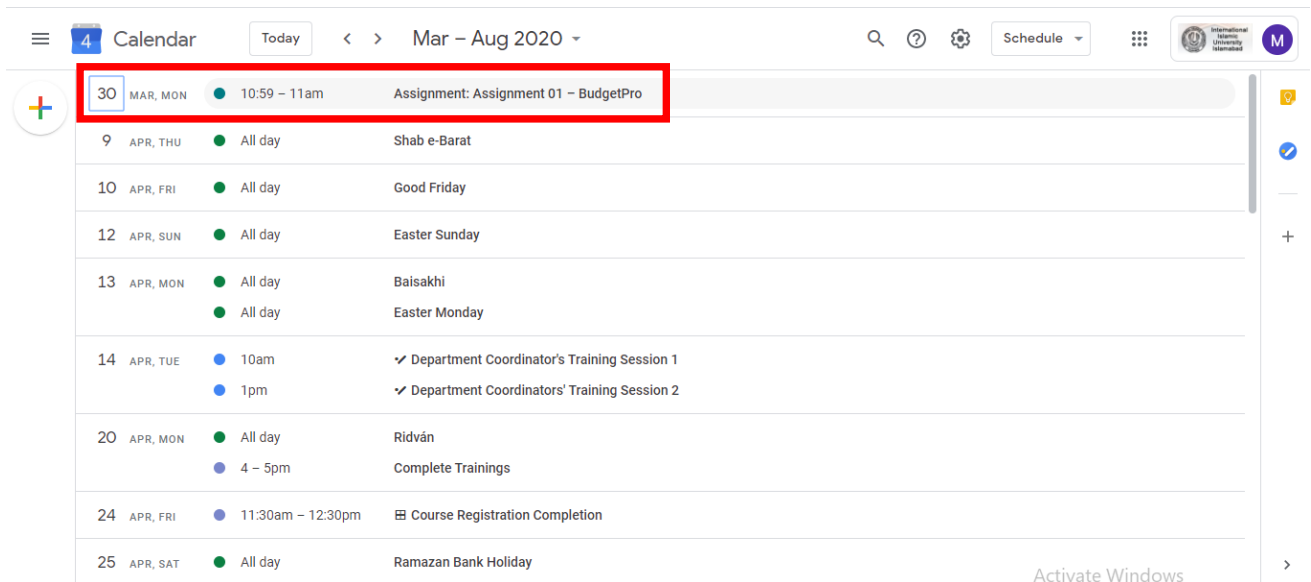


Figure 10: Google Calendar Interface

Whenever, the teacher will post a scheduled task in the classroom, it will automatically be reflected in the Google Calendar.

- Click on the settings icon, and make settings about the tasks and events as desired:

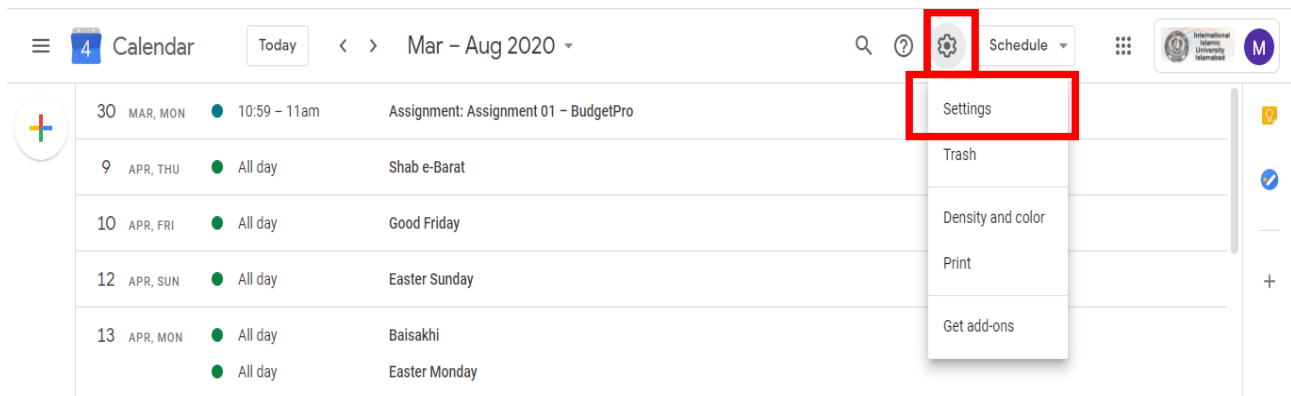


Figure 11: Google Calendar Settings

3.4 Class Drive Folder:

Class Drive Folder, creates an e-folder on your Google Drive containing all the files or folders you have submitted/uploaded in the classroom.

- Click on the “Class drive folder”, it will link to your Google Drive and open that Drive interface:

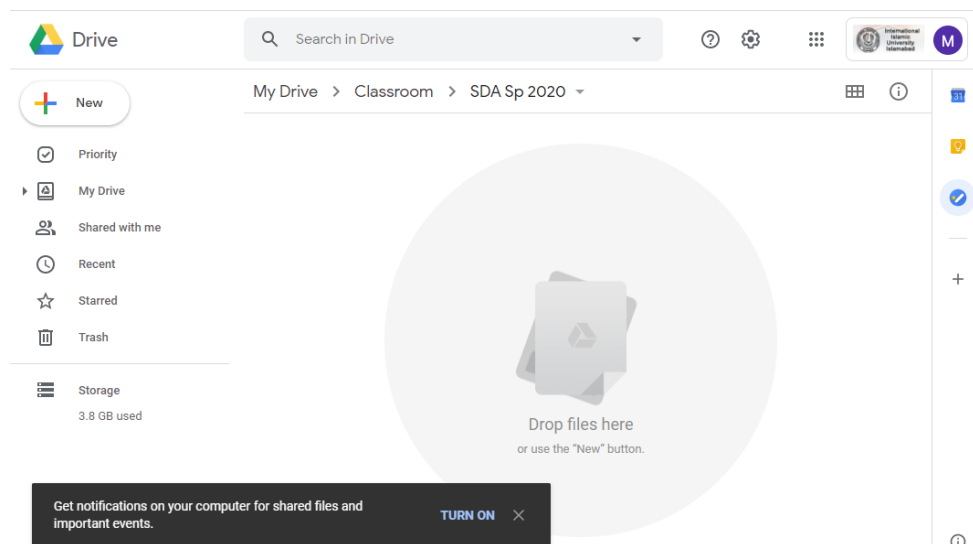


Figure 12: Class Drive folder Interface

As no file has been submitted yet, so the class drive folder is empty.

3.5 Assignment Assigned:

- Click on the Assignment Title, it will show you the Assignment details and comments that the teacher has made about the assignment. From there, student can view / download the assignment file.

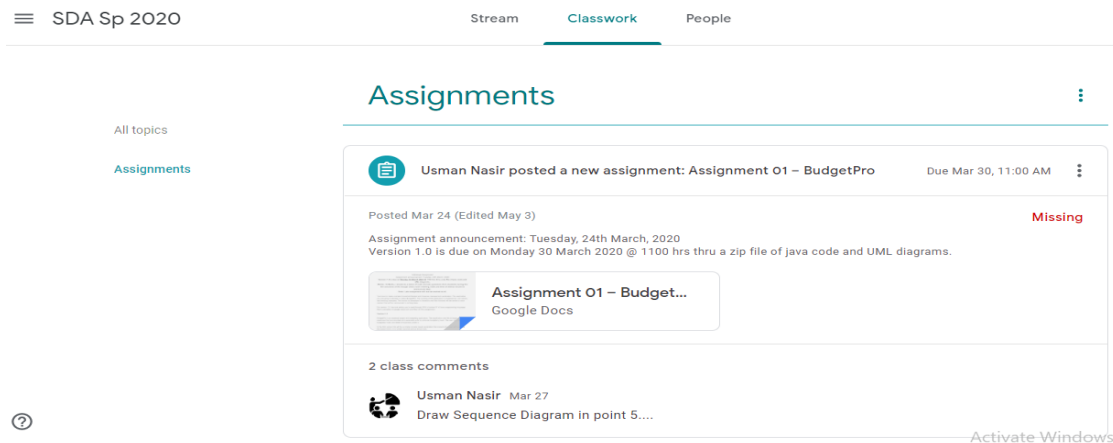


Figure 13: Assignment View Options

4. The People:

The People section shows all the participants of the course including teacher and the students.

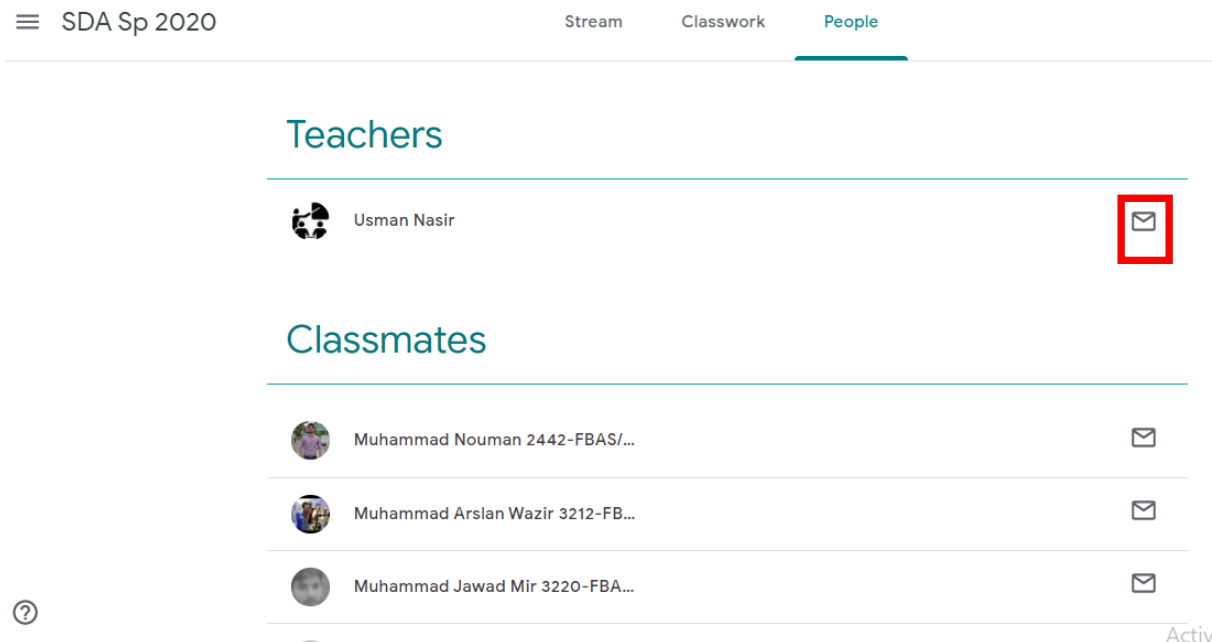


Figure 14: People Interface

- Student can communicate with the teacher as well as other classmates (one or more) via email.

- Click on the envelop icon against the name of any participant and email window will be appeared. Student does not have to write the email address, rather it will be already there and student only needs to compose an email.
- Click on the Send button and the email will be sent to the desired participants.

5. Class General Settings:

- Student can adjust the general settings of the classroom by clicking on the setting icon on the top left corner of the screen adjacent to the Course title.



- A Menu will be appeared. Scroll down towards the bottom, in the end click on the “Settings” option.

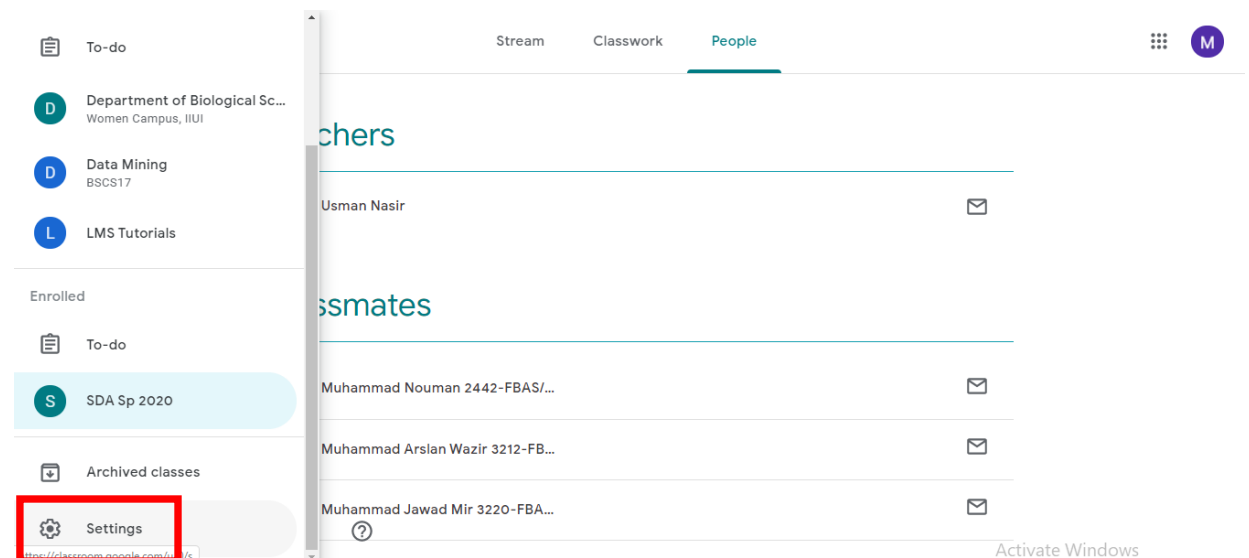


Figure 15: Class Settings Option

- The Classroom Settings interface will be shown up, where students can adjust multiple class settings:

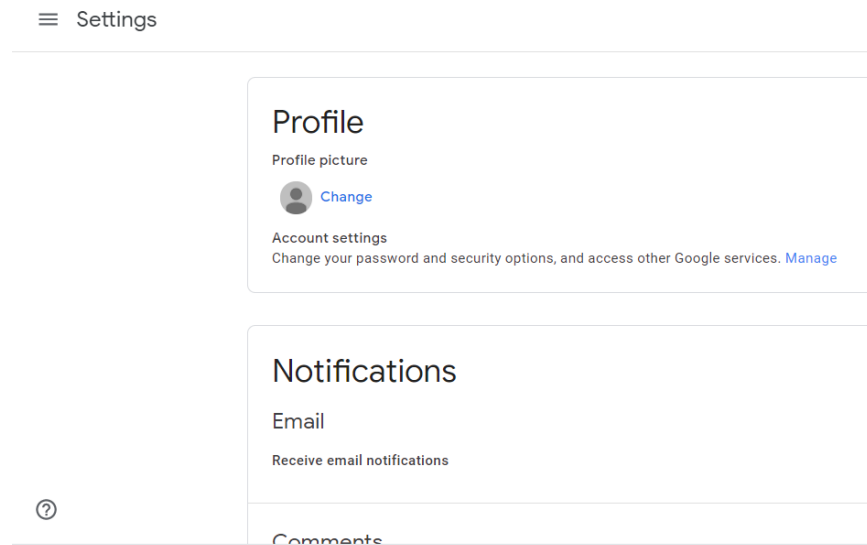


Figure 16: Classroom Settings Interface

5.1 Profile:

The Profile settings let you allow to change your profile picture, change your password for IIUI email account, and security settings.

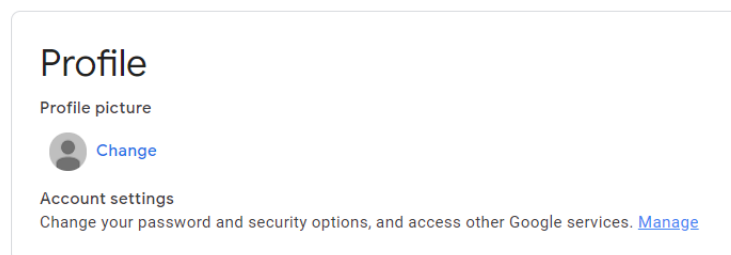


Figure 17: General - Profile Settings

5.2 Notifications:

Notification settings let you select for what particular activity; you want to receive notifications via IIUI email account.

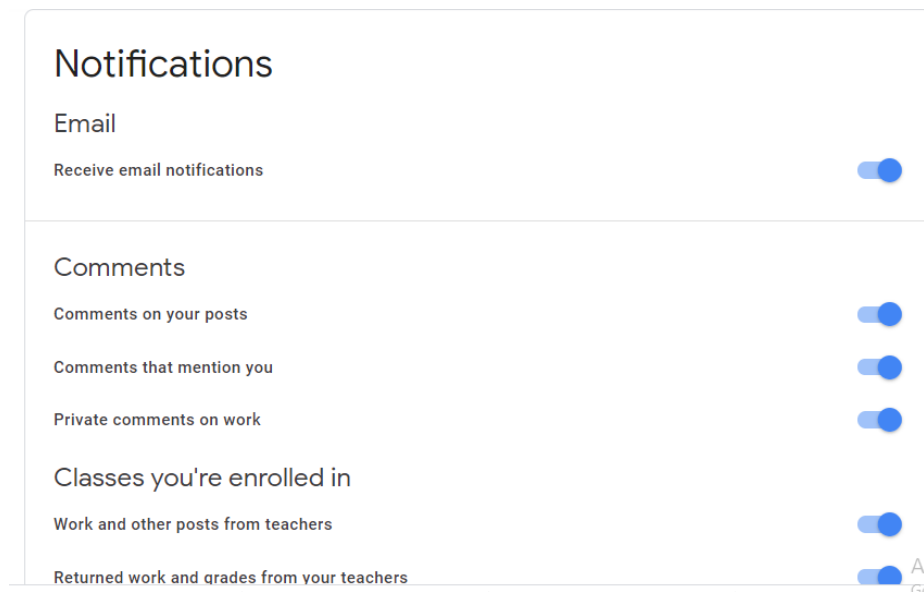


Figure 18: General - Notification Settings

- Email – Enable or disable to receive Email notifications
- Comments – Enable or disable notifications for different kinds of comments.
- Classes you're enrolled in – enable or disable notifications for any class activity in the classes you are enrolled in.
- Class Notifications – turn on or off email or mobile notification for particular classes you are enrolled in:

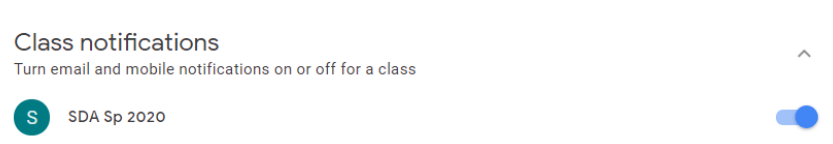


Figure 19: General - Class notifications

Now you are ready for using Google classroom. Please note that the Classroom Code will be shared with you in the last week of May 2020.