

# Student Manual

## Google Classroom



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## Document Version History

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## **Disclaimer**

Google Classroom logo is a registered trademark of Google LLC. The screen shots in this manual are for demonstration and educational purpose only



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## 1. Introduction

Google Classroom is a free online web service offered by Google. Google Classroom helps in organizing materials for online classes by providing support for hosting classroom materials (such as lecture slides, assignments, quizzes, and other supporting materials).

### 1.1 Objective

The objective of the manual is to enable students to;

- Join Google Classroom,
- Understand and navigate the structure of Google Classroom,
- Download the lecture slides, and other supporting material,
- Download and submit the assignment,
- Attempt a quiz.



## 2. Join a Google Classroom

The following steps should be followed to join a Google Classroom.

1. Visit the following URL;
  - <https://classroom.google.com/>
2. A screen as shown in Figure 2-1 will appear (If a user has previously visited Google Classroom, a screen shown in Figure 2-2 will appear).



Figure 2-1 Google Classroom initial screen

3. Click on “Go to Classroom”.
4. A screen as show in Figure 2-2 will appear.

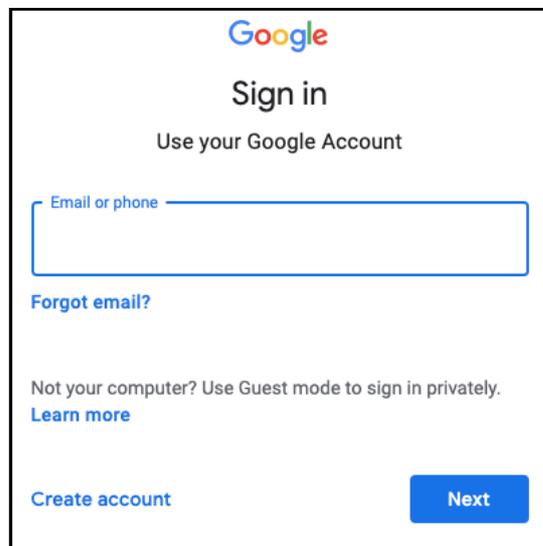


Figure 2-2 Sign-In page

5. Enter the UET Peshawar email address and click “Next”.
6. A screen as shown in Figure 2-3 will appear.

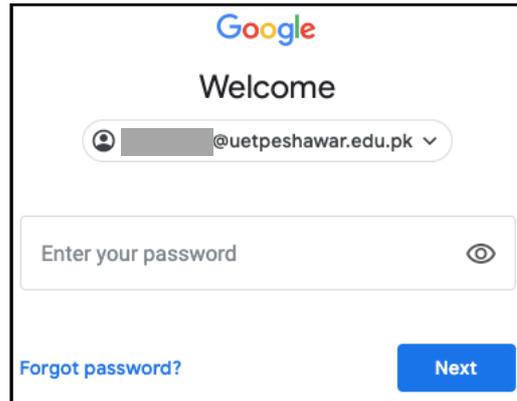


Figure 2-3 Password screen

7. Enter your password and click “Next”.
8. A screen as shown in Figure 2-4 will appear (all the classes that a student can join will appear). If you do not see your respective class(es), please contact the departmental CMS operator.

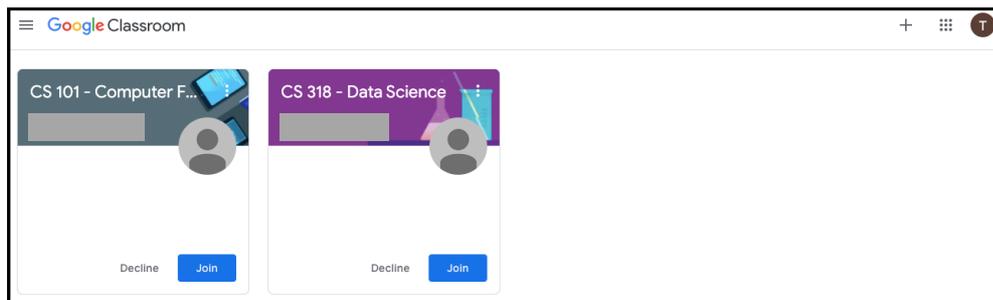


Figure 2-4 Google Classroom post sign-in page

9. Click “Join” the respective class. (say CS 101 – Computer Fundamentals)
10. A screen as shown in Figure 2-5 will appear.

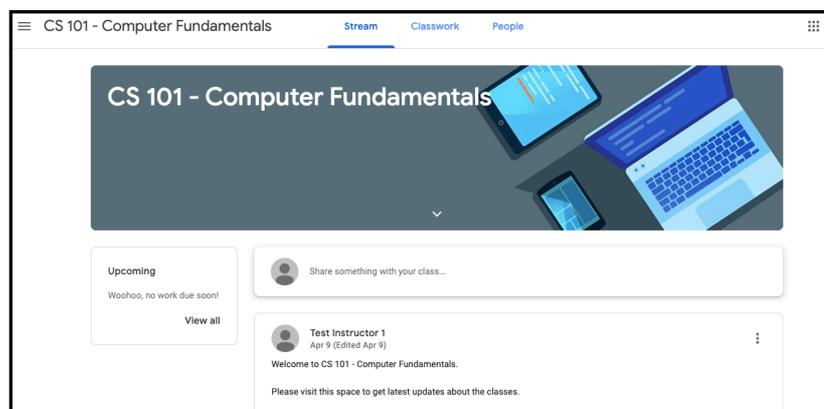


Figure 2-5 Google Classroom main screen

11. Congratulations! You have successfully joined a class.
12. For joining other classes, repeat Steps 8 – 9



### 3. Understand and Navigate Structure of Google Classroom

After joining a class, the student views a screen as shown in Figure 3-1. In the top left of the screen the course code and title are displayed. To the left of the course title, an expandable menu (three horizontal lines called hamburger menu) is displayed. To the right of the course title, three tabs “Stream”, “Classwork” and “People” are visible.

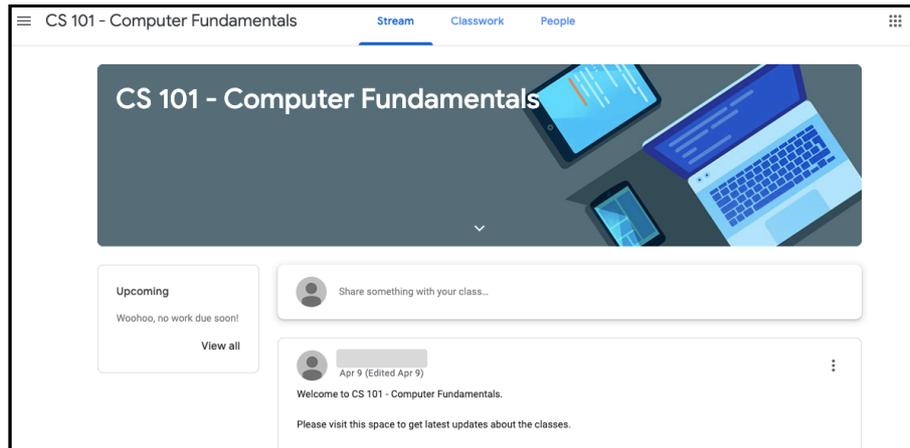


Figure 3-1 Classroom main screen

#### 3.1 Hamburger Menu

Clicking on the hamburger menu, will open a set of settings as shown in Figure 3-2. The menu displays, Calendar, To-do (to view various deadlines for courses), the names of all classes a student is enrolled, Archived classes (old/previous classes), and Settings. Clicking on the “Settings” sub-menu will open a set of option as shown in Figure 3-3. Student can adjust/change various settings such as “Account Settings” and “Email Notifications”. If a student feels that he/she is getting too many emails from the Google Classroom, the settings can be changed from here.

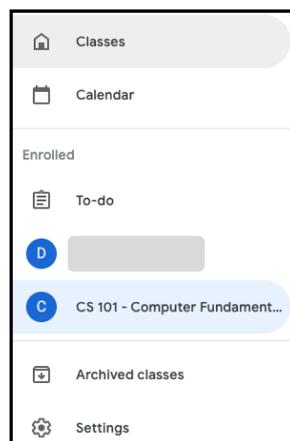


Figure 3-2 Hamburger menu option

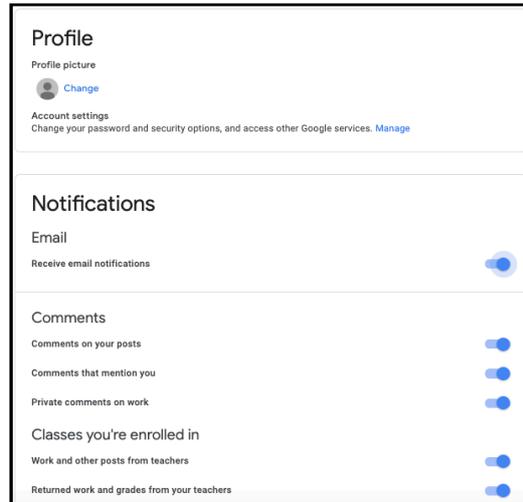


Figure 3-3 Setting sub-menu options

### 3.2 Stream

The tab “Stream” is akin to a notice board. All the activities related to class including announcements, lecture upload notifications, discussions are displayed here. Student can ask question here, which is visible to the whole class (including instructors). Other fellows and instructors can comment on the posts.

### 3.3 Classwork

The tab “Classwork” (see Figure 3-4) holds all the materials (such as lecture slides, assignments, quizzes, video lectures etc). A student can download the material by clicking on a specific material.

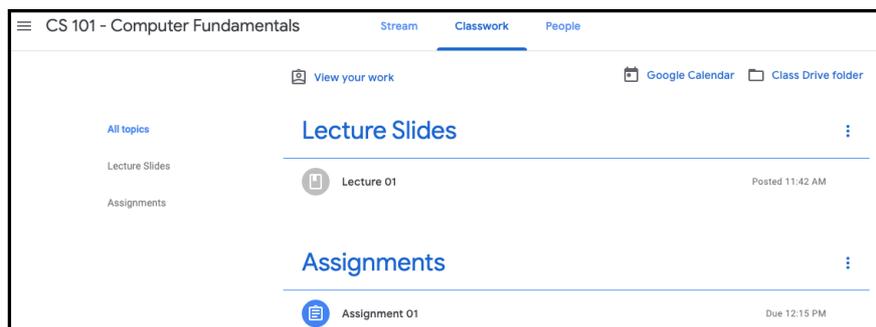


Figure 3-4 Classwork



### 3.4 People

The tab “People” (see Figure 3-5) lists all instructors and classmates. To ensure privacy of students, no direct (personalized) interaction is allowed between the classmates.

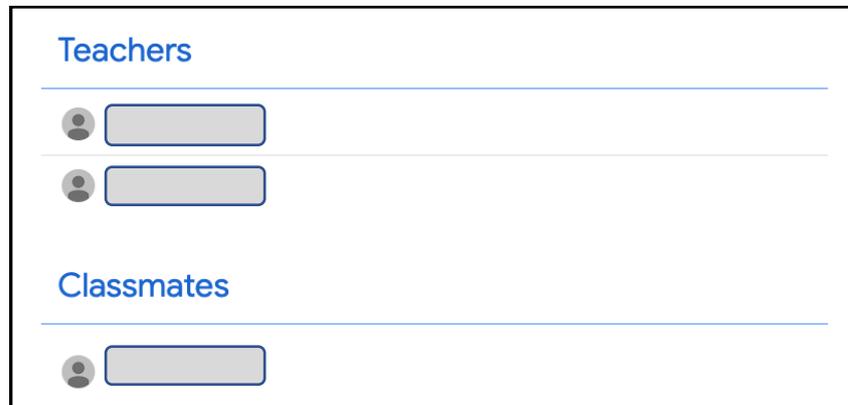


Figure 3-5 People tab in Google Classroom



#### 4. Download Lecture Slides

The following steps should be followed to download lecture slides;

1. Navigate to the “Classwork” tab.
2. Locate the topic (category) “Lecture Slides”.
3. Locate and click on the desired lecture slides.
4. A screen as shown in Figure 4-1 will appear.

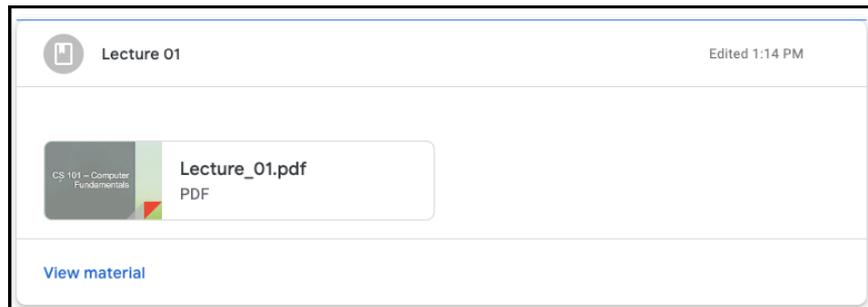


Figure 4-1 Sample lecture slides

5. Click on “View material”
6. A screen as shown in Figure 4-2 will appear.
7. Click on the desired material (say Lecture\_01.pdf)

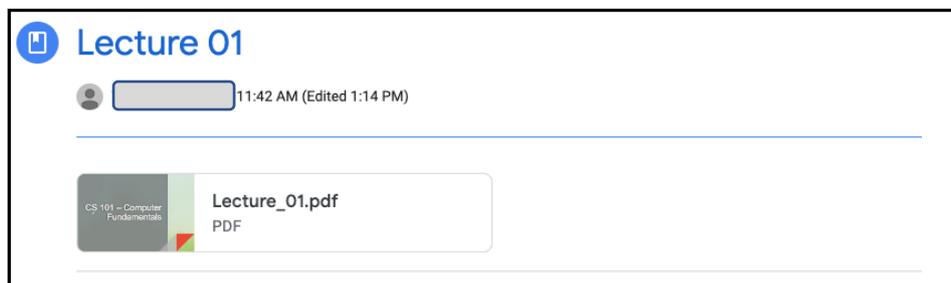


Figure 4-2 Lecture slides

8. A screen as shown in Figure 4-3 will appear. Click on the “three vertical dots” (top right corner) to show the sub-menu. Click “Open in New Window”

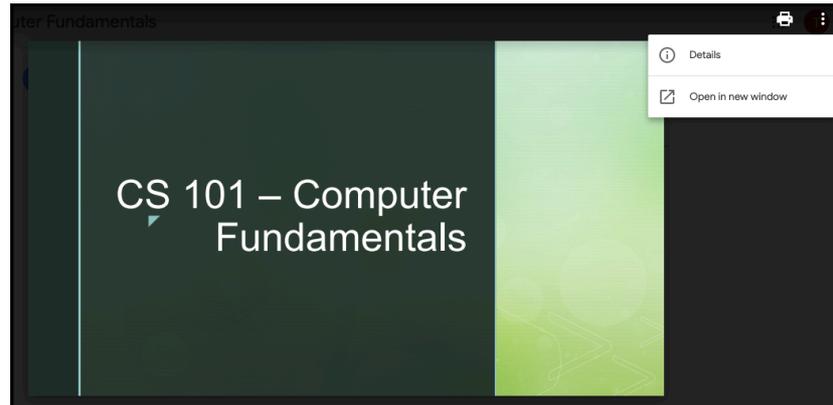


Figure 4-3 Lecture slides download screen

9. The file will open in new window, which can then be downloaded to computer.



## 5. Download and Submit an Assignment

The following steps should be followed to download and submit the assignment.

1. Navigate to the “Classwork” tab and locate the “Assignment” topic/category.
2. Click on the desired assignment, a screen as shown in Figure 5-1 will appear.

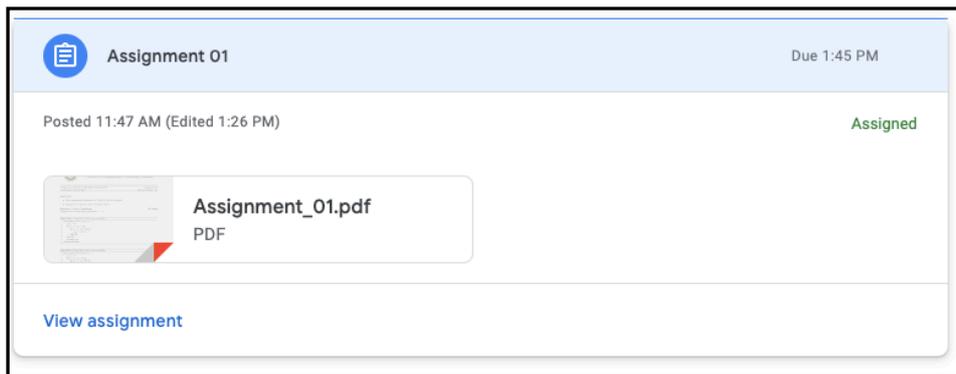


Figure 5-1 Assignment screen

3. Click “View Assignment”
4. A screen as shown in Figure 5-2 will appear.

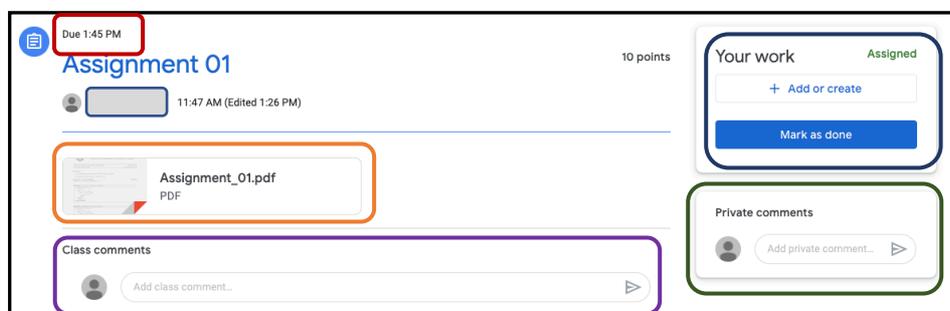


Figure 5-2 Assignment submission screen

5. The screen presents a number of information such as;
  - a. Due Date : Assignment submission deadline. Just above the assignment title (Assignment 01). See the red box in Figure 5-2.
  - b. The assignment file. See the orange box in Figure 5-2.
  - c. Class comments: Comments made by students on assignment, this is visible to whole classroom. See purple box in Figure 5-2.



- d. Your Work : Student can submit his/her solution here. See the dark blue box (top right corner) in Figure 5-2.
  - e. Private comments: Private communication between student and instructor regarding the assignment. Visible only to student and instructor(s). See the dark green circle (bottom right) in Figure 5-2.
6. The assignment can be downloaded by clicking on the file (see orange box in Figure 5-2).
  7. Student can submit the solution by clicking on “+ Add or create” button. See the dark blue box (top right) in Figure 5-2.
  8. A screen as shown in Figure 5-3 will appear.

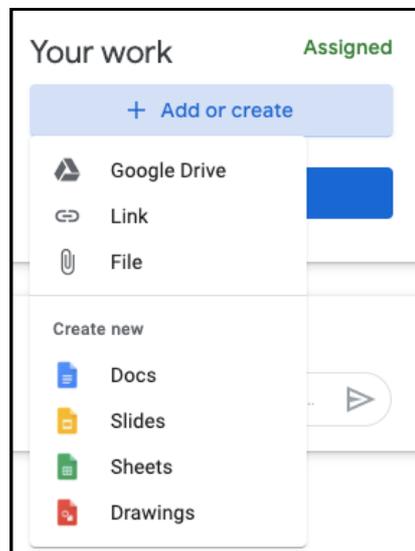


Figure 5-3 Adding submission

9. Click on the “File”.
10. A screen as shown in Figure 5-4 will appear.

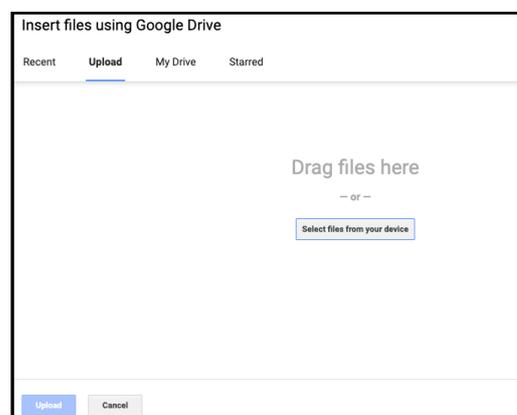


Figure 5-4 Assignment upload screen



11. Drag the file or click on “Select files from your device” and navigate to the desired folder in the computer to upload the selected file.
12. Click on the “Upload” button.
13. A screen as shown in Figure 5-5 will appear.
14. Check the section “Your Work” (top right corner).
15. Make sure that your selected file is visible.
16. Click on the “Turn in” button, a confirm submission.

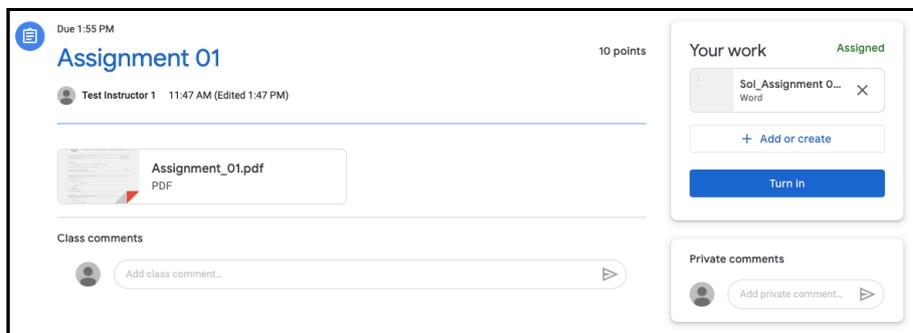


Figure 5-5 Assignment submission final screen

17. Congratulations!!!, you have successfully submitted the assignment.



## 6. Attempt a Quiz

The following steps should be followed to attempt a quiz.

1. Navigate to the “Classwork” tab and locate the “Quiz” topic/category.
2. Click on the desired quiz, a screen as shown in Figure 6-1 will appear.

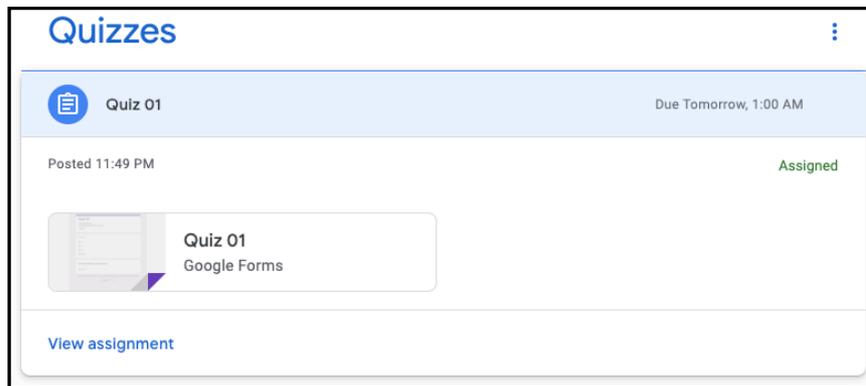


Figure 6-1 Quiz screen I

3. Click “View assignment”.
4. A screen as shown in Figure 6-2 will appear.



Figure 6-2 Quiz screen II

5. Click on “Quiz 01” (Figure 6-2, blue box).
6. A new browser tab will open.
7. A sample is shown in Figure 6-3.
8. Read the instructions carefully and answer the questions.
9. When finished, click “Submit” button.
10. The quiz is submitted.



### Quiz 01

Attempt all questions.  
You are allowed to attempt it only once.

Your email address ( [redacted]@uetpeshawar.edu.pk) will be recorded when you submit this form. Not you? [Switch account](#)

**\* Required**

$2 + 2 * 2$  \*

8

6

2

None

Describe the phrase 'Cogito, ergo sum' \*

Your answer \_\_\_\_\_

Never submit passwords through Google Forms.

Figure 6-3 Sample quiz