Student Manual Google Classroom



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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;
 - <u>https://classroom.google.com/</u>
- 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.

Google			
Sign in			
Use your Google Account			
Email or phone			
Not your computer? Use Guest mode to sign in privately. Learn more			
Create account Next			

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.



Google	
Welcome	
@uetpeshawar	.edu.pk 🗸
Enter your password	0
Forgot password?	Next

Figure 2-3 Password screen

- 7. Enter your password and click "Next".
- 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.

≡ Google Classroom		+	 T
CS 101 - Computer F	CS 318 - Data Science		
Decline Join	Decline Join		

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.

≡	CS 101 - Computer Fundamenta	als Stream	Classwork	People	
	CS 101 - Com	puter Funda	amental ~		
	Upcoming Woohoo, no work due soon!	Share something with	ı your class		
	View all	Test Instructor 1 Apr 9 (Edited Apr 9) Welcome to CS 101 - Computer Please visit this space to get la	r Fundamentals. test updates about th	he classes.	:

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.

Â	Classes
	Calendar
Enrolle	ed.
Ê	To-do
D	
С	CS 101 - Computer Fundament
*	Archived classes
1	Settings

Figure 3-2 Hamburger menu option



Profile picture Porfile picture Change Change your password and security options, and access other Google services. Manage	
Notifications Email Receive email notifications	•
Comments Comments on your posts Comments that mention you Private comments on work Classes you're enrolled in	•
Work and other posts from teachers Returned work and grades from your teachers	

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.

≡	CS 101 - Computer Fundamenta	IS Stream	Classwork	People			
		오 View your work			Google Calendar	Class Drive f	older
	All topics	Lecture Slide	es				:
	Lecture Slides	Lecture 01				Posted 11:42 AM	
	Assignments	•					
		Assignments	5				:
	-	Assignment 01				Due 12:15 PM	

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.

Teachers	
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.

Lecture 01	Edited 1:14 PM
CS 101 - Damputer Fundamentals	
View material	

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)





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.

Assignment 01	Due 1:45 PM
Posted 11:47 AM (Edited 1:26 PM)	Assigned
Assignment_01.pdf PDF	
View assignment	

Figure 5-1 Assignment screen

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

Due 1:45 PM Assignment O1 I1:47 AM (Edited 1:26 PM)	10 points Your work Assigned + Add or create	
Assignment_01.pdf	Private comments	ן ר
Class comments Add class comment.	Add private comment.	J

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.
- The assignment can be downloaded by clicking on the file (see orange box in Figure 5-2).
- 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.

Insert files using Google Drive				
Recent	Upload	My Drive	Starred	
				Drag files here
				- or -
				Select files from your device
Upload	Cancel			

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 in visible.
- 16. Click on the "Turn in" button, a confirm submission.

Due 1:55 PM Assignment 01 Test Instructor 1 11:47 AM (Edited 1:47 PM)	10 points Your work Assigned Sol_Assignment 0 ×
Assignment_01.pdf PDF	+ Add or create
Class comments Add class comment_	Private comments Add private comment.

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.

Duiz 01	Due Tomorrow, 1:00 AM
Posted 11:49 PM	Assigned
Quiz 01 Google Forms	

Figure 6-1 Quiz screen I

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

Due 1:00 AM Quiz O1 Test Instructor 1 Apr 11	10 points Your work Assigned + Add or create
Quiz 01 Google Forms	Mark as done Private comments
Class comments Add class comment	Add private comment_

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 (@@uetpeshawar.edu.pk) will be recorded when you submit this form. Not you? Switch account
* Required
2+2*2*
8
O 6
O 2
O None
Describe the phrase 'Cogito, ergo sum' *
Your answer
Submit
Never submit passwords through Google Forms.

Figure 6-3 Sample quiz