



Purpose of the document

The purpose of the document is to provide students with a comprehensive resource for using the Google Classroom platform effectively. It aims to help you understand the features and functionalities of Classroom so that you can streamline your workflow, stay organized, and communicate effectively with your teachers and peers.

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Google Classroom

Google Classroom is an online platform, It enables you to access assignments, resources, and class materials through a user-friendly platform. It facilitates direct communication with teachers, allows for convenient submission of assignments, and promotes collaborative learning experiences.

Getting Started

You can install Google Classroom and stay connected with your classes and access assignments, discussions, and announcements from anywhere.

- Tap Play Store 
 - Search **Google Classroom** application
 - Tap the **Install** button
- Google Classroom application will be installed*

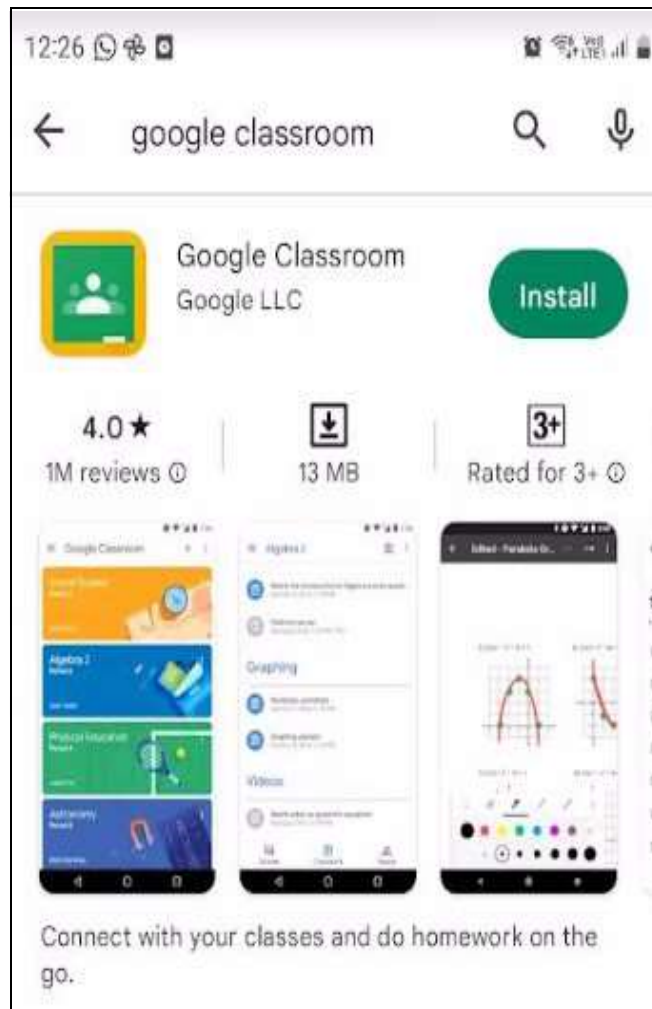



Figure 1

Sign in

Signing in enables you to access and utilize the platform's features, ensuring a personalized and effective learning experience.

- Tap **Classroom** 
- Tap **Get Started**
- Tap **Add account**, and tap the **OK** button
- Enter email address in **Email or phone** box, and tap **Next**
- Enter password in **Password** box, and tap **Next**
- Tap **Accept** for welcome message
- Review **Terms of Service and Privacy Policy**, and tap **I agree**
- Tap **I'm A Student**

You will be signed in to your google account

Tip: Users with personal Google Accounts won't see this option.

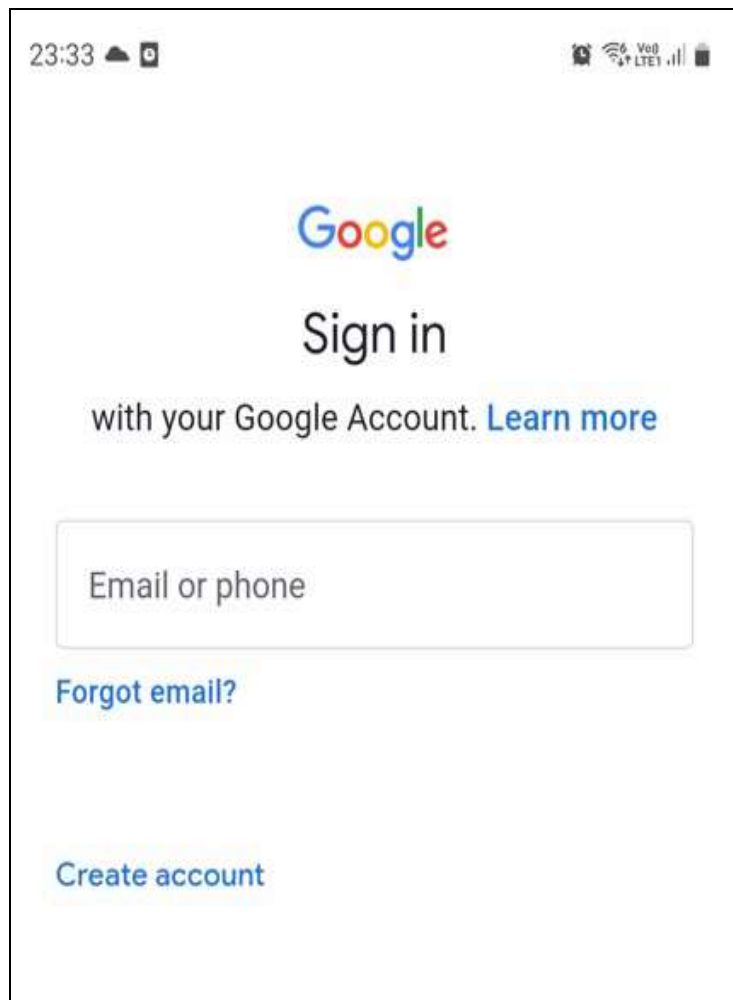


Figure 2

Classes

You can tap class card to manage your classes and coursework. It allows you to view your assignments, and submit your work.



- Tap **Classroom** 
- Tap **class card**
- Tap **Menu** , and tap **Classes**



Figure 3

Classroom

Using Classroom, you can access your classes, view and submit assignments, and communicate with your teachers and classmates.

Join class

You can join a class to access class materials, participate in discussions, and submit your assignments. You can join a class using,

A class link—Your teacher sends you the link.

A class code—Your teacher sends or tells you the class code.

An email invite—Your teacher sends you the invite

Join class - link

You can join a class by simply clicking on the link shared by your teacher to access class materials, assignments, and discussions


- Tap **Class link** that your teacher shared
Make sure you're signed in with the correct account for Classroom
- Tap the **Join class** button



Figure 4

Join class - code

You can join a class by simply entering the class code shared by your teacher to access class materials, assignments, and discussions

- Tap **Classroom** , and + add icon
- Enter **Class code** that your teacher shared
- Tap the **Join class** button

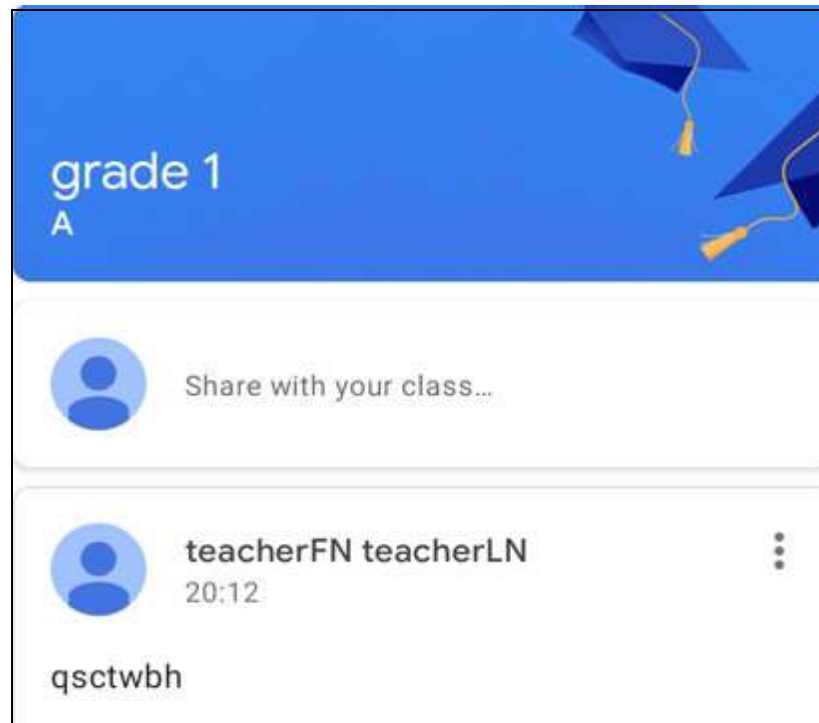


Figure 5

Join class - email invite

You can join a class by simply clicking on the link with an email invite sent by your teacher to access class materials, assignments, and discussions

- Open email you use for classroom
- Tap the **Join** button in email invite from your teacher

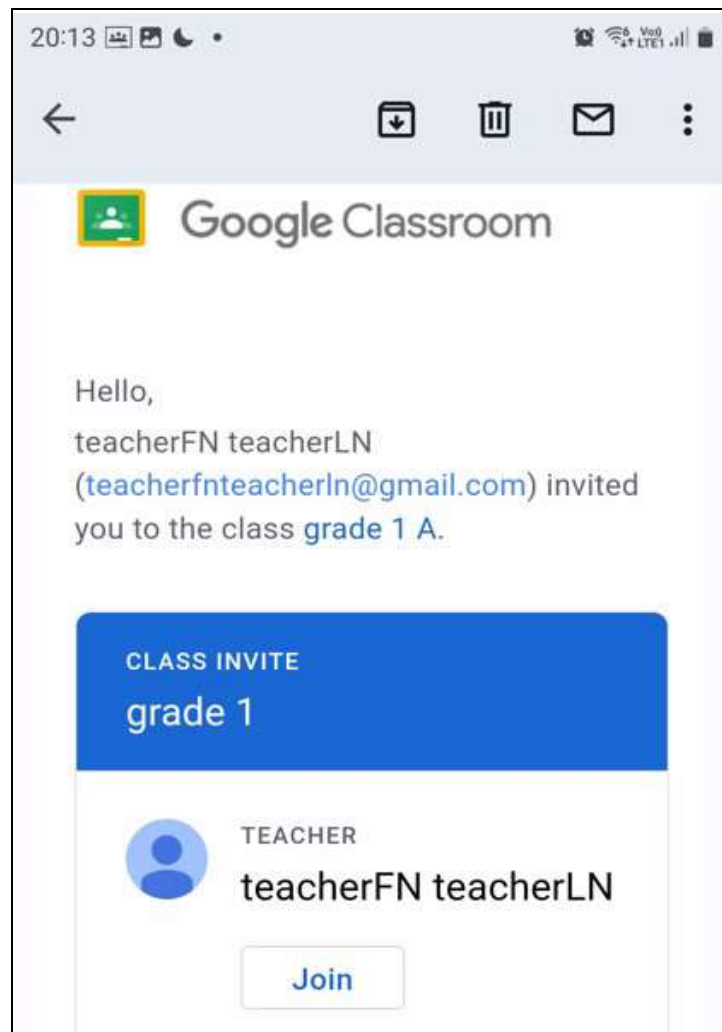




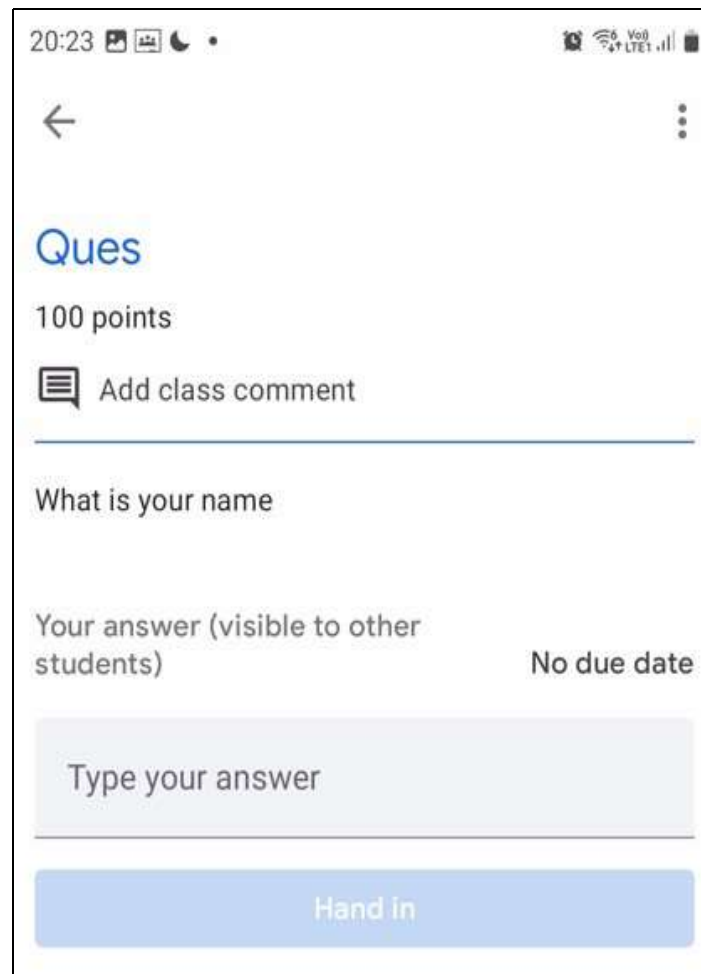
Figure 6


Answer Questions


You can answer questions to actively participate in class discussions and explain your understanding of the material

- Tap **Classroom** 
- Tap **class card**, and tap **Classwork** 
- Tap question
- Read question, and review any instructions or attachments
- Enter answer in **Type your answer** box
- Tap the **Hand in** button, and then tap **Submit**
Your answer will be submitted

Tip: You cannot tap Hand in until you enter an answer




20:23 

← 

Ques

100 points

 Add class comment

What is your name

Your answer (visible to other students) No due date



Type your answer

Hand in

Figure 7

Submit an assignment

You can submit an assignment to get feedback from your teacher.

- Tap **Classroom** 
- Tap **Class**, and tap **Classwork** 
- Tap assignment
- Tap the + **Add work** icon button
- Select attachment, and tap select
- Tap the **Hand in** button, and tap **Hand in** to confirm
Your assignment will be submitted

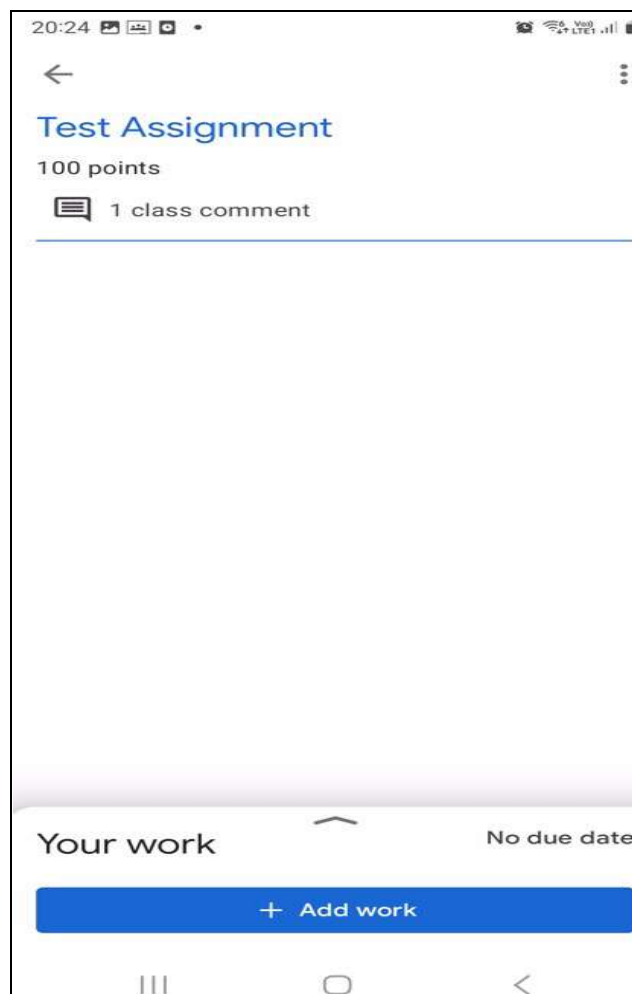




Figure 8

Enrolled

Enrolled enables you to easily access your enrolled classes, assignments, resources, and communicate with teachers and peers, ensuring seamless engagement and participation in your academic journey while on the go.

To do

To Do enables you to keep track of upcoming and past-due assignments, effectively manage your coursework, and avoid missing deadlines

- Tap **Classroom** 
- Tap **Menu** , and **To do**
- Tap **Assigned**, **Missing**, or **Done** to filter your work

Note

Assigned - You can see work that your teacher has assigned

Missing - You can see work that you didn't hand in

Done - You can see work that your teacher has returned

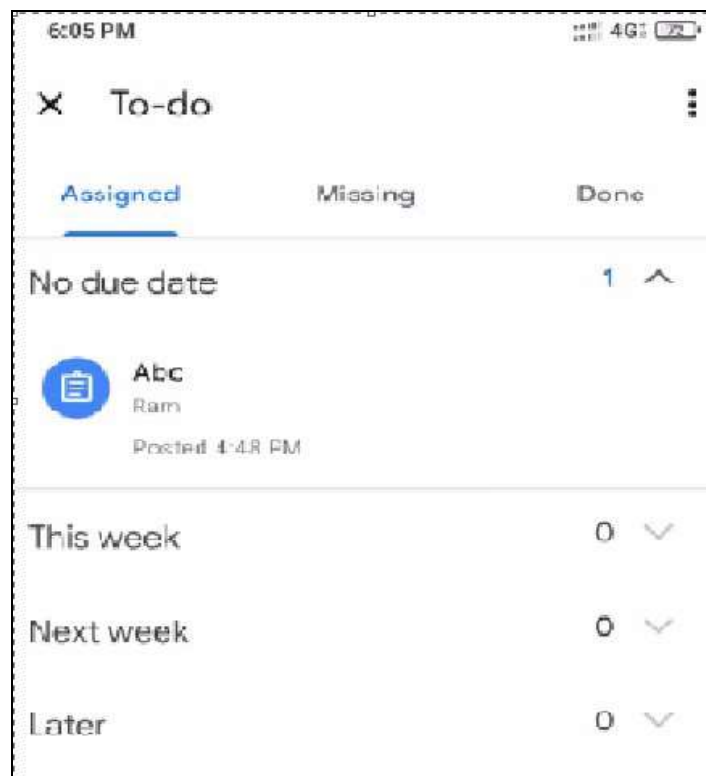




Figure 9

Calendar

Calendar allows you to easily view and manage your assignment due dates, class schedules, and important events.

View assignment due dates

You can view your upcoming assignment due dates on the calendar, enabling you to plan your work accordingly and stay on track with your coursework

- Tap **Classroom** , and tap **Menu** 
- Tap **Calendar** 

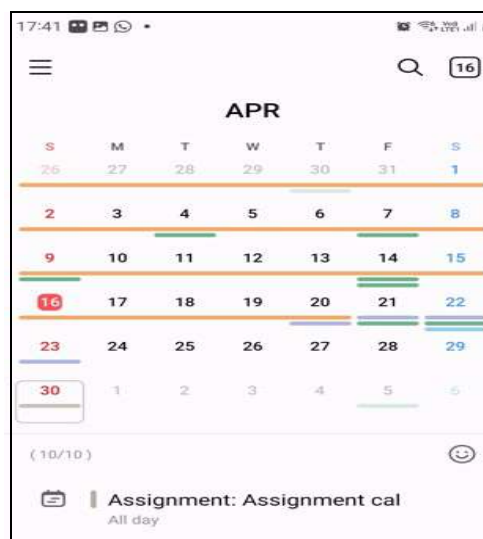


Figure 10

- Select date
- View assignments with due dates

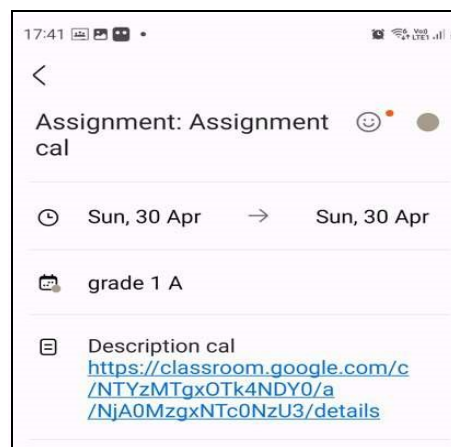







Figure 11

Notifications

Notification module enables you to receive instant notifications and updates on assignments, announcements, and discussions from your class teacher.

Turn On/Off notifications

The Turn On/Off Notifications feature allows you to control and customize your notification settings, ensuring that you receive relevant alerts and updates based on your preferences.

- Tap **Classroom** , and tap **Menu** 
- Tap **Settings** 
- Tap **Notifications**, and tap **Email**
- Tap **Allow email notifications** to switch off  or on 

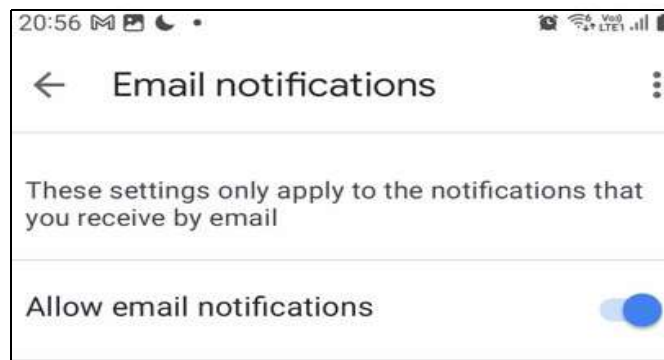


Figure 12

Read notifications

You can read notifications in your email program or in your device's notification center to identify new activities, announcements, and comments in your classes.

- Tap **Classroom** , and tap **Menu** 
- Tap **Notifications**

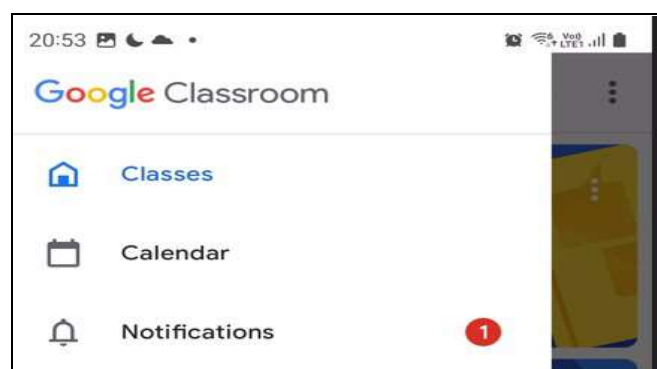


Figure 13

Customize notifications

You can customize notifications that helps you manage time efficiently, minimize distractions, and stay informed about important updates in your classes.




- Tap **Classroom** , and tap **Menu** 
- Tap **Settings** 
- Tap **Notifications**, and tap **On this device**
- Turn on **Allow notifications**
- Tap **Notification categories**

Table 1:

Notifications	Description
Comments on your posts	Someone comments on your post
Private comments on work	A teacher sends you a private comment
Comments that mention you	Someone mentions you in a post or comment
Work and other posts from teachers	A teacher creates an assignment, question, or announcement
Returned work and grades from your teachers	A teacher grades or returns work
Invitations to join classes as a student	A teacher invites you to a new class
Due-date reminders for your work	You have unsubmitted work that's due within 24 hours

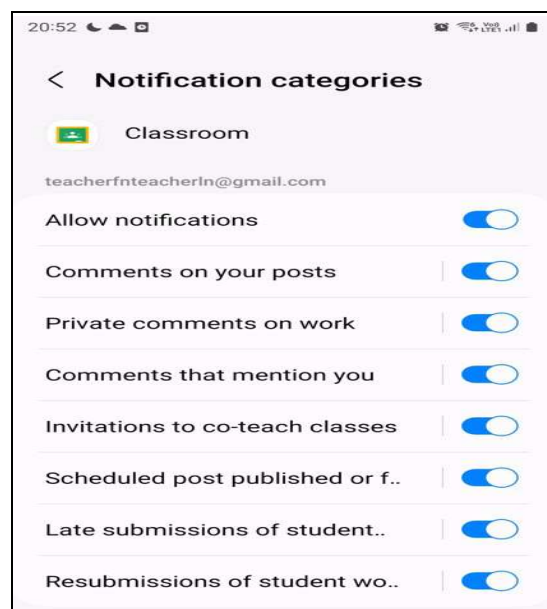




Figure 14

Offline files

Offline files allow you to access and study educational resources even without an internet connection, ensuring continuous learning regardless of connectivity limitations.

- *Review class announcements and assignments*
- *View and edit downloaded assignment attachments*
- *Manage and remove offline files*

To download, view and edit offline file

- Open Drive app
- Tap **Menu** , and **Settings** 
- Turn on **Sync Over Cellular data**

Important: To save your files, you must be connected to the Internet and have enough available space on your device

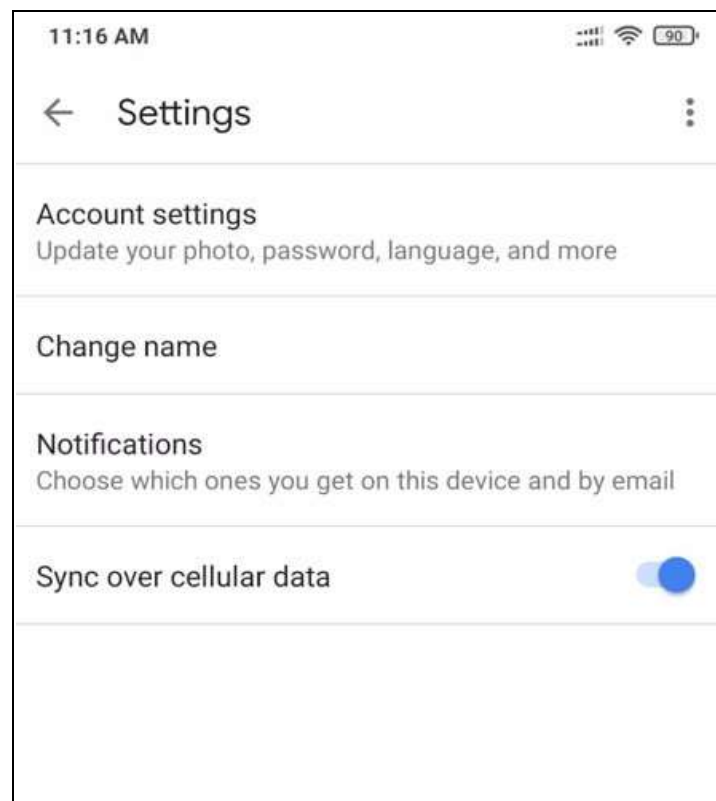


Figure 15

Download files

Download files

You can download files to save and access educational materials offline, enabling convenient studying and learning without requiring an internet connection.

- Tap **Classroom** , **Class Card**, and **Classwork**
- Open **assignment**
- Tap the **Save all file offline** button

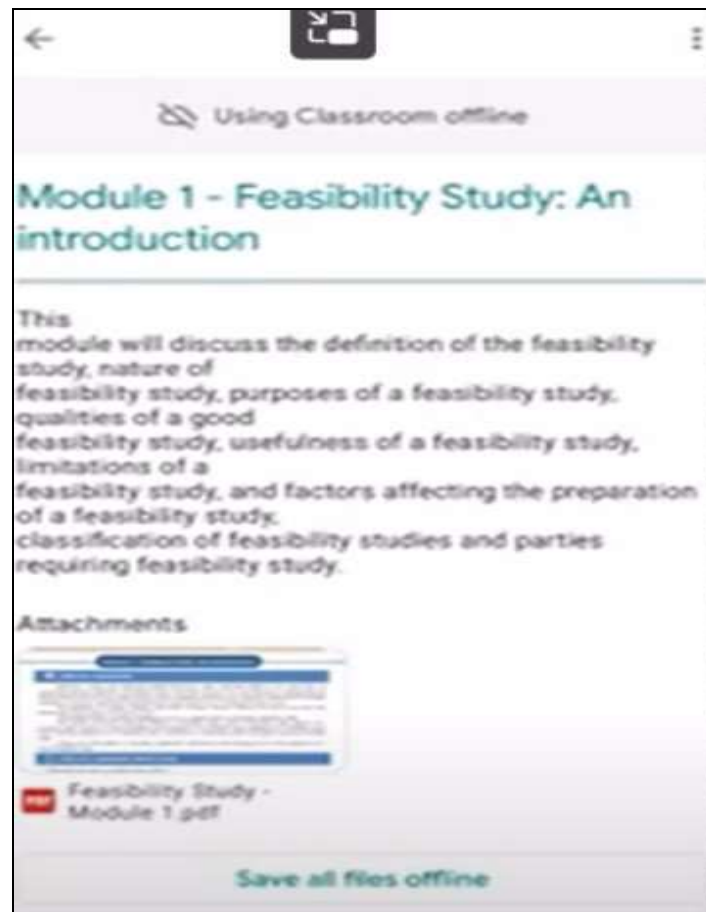




Figure 16

Archived classes

You can revisit classes from previous terms or academic years to review past assignments or reference previous course materials.

- Tap **Classroom** 
- Tap **Menu** , and tap **Archived classes**
Note: If you haven't archived any classes, this option won't be in the menu
- Tap class in **Class Card** to view

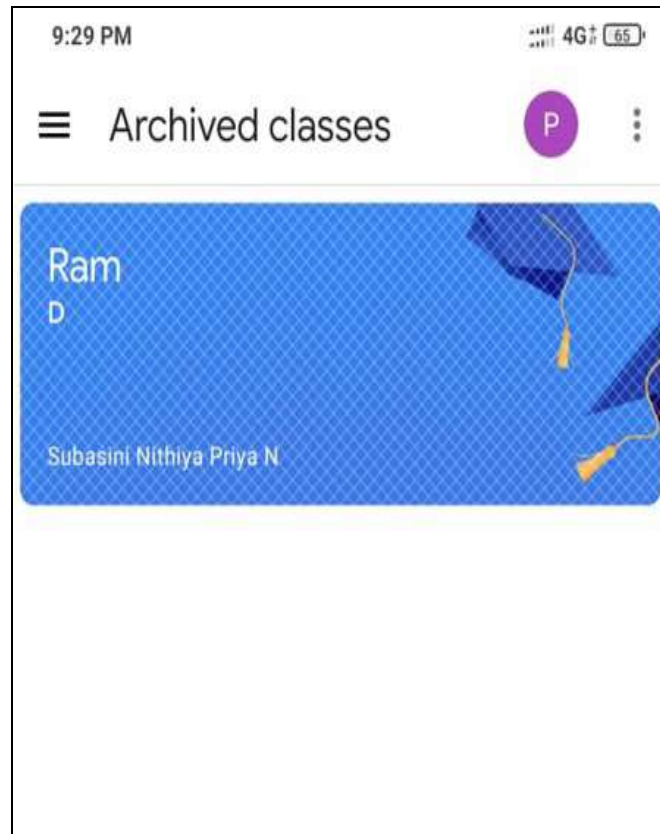




Figure 17

Classroom folders

You can access a dedicated folder for each class you're enrolled in to organize and access shared resources and materials for your classes.

- Tap **Classroom** 
- Tap **Menu** , and tap **Classroom folders**
- Tap **Folder** for a specific class
You can Share, Send, Make, Move, Remove copy from folder
- Tap **Back** to go back to folders for all your classes

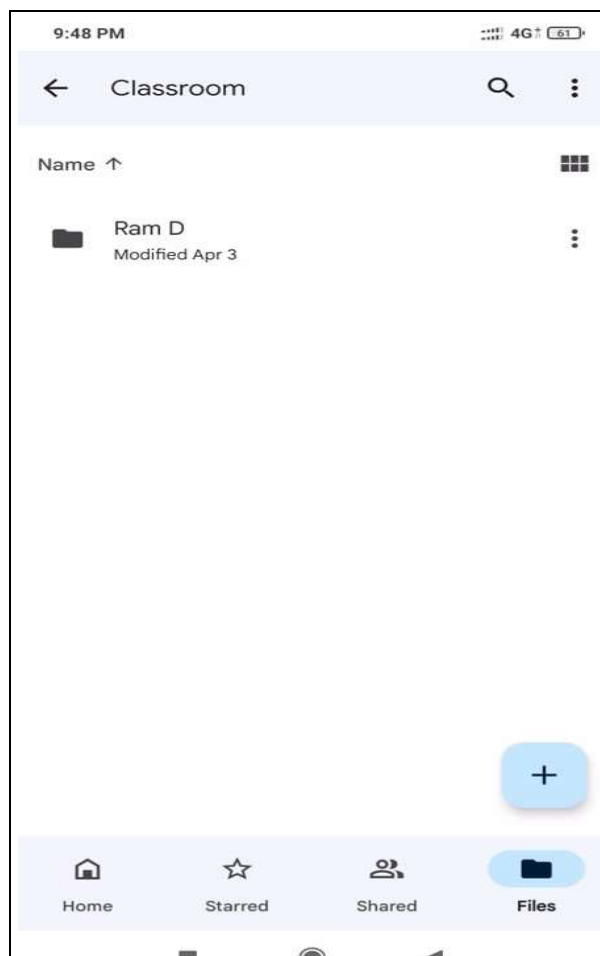


Figure 18

Sign out

You can sign out Google Classroom accounts to protect sensitive information and prevent unauthorized access.

- Tap **Account image** or **Profile picture**
- Tap **Manage accounts on this device**
- Choose your account
- Tap the **Remove account** button

You will be signed out from Google account

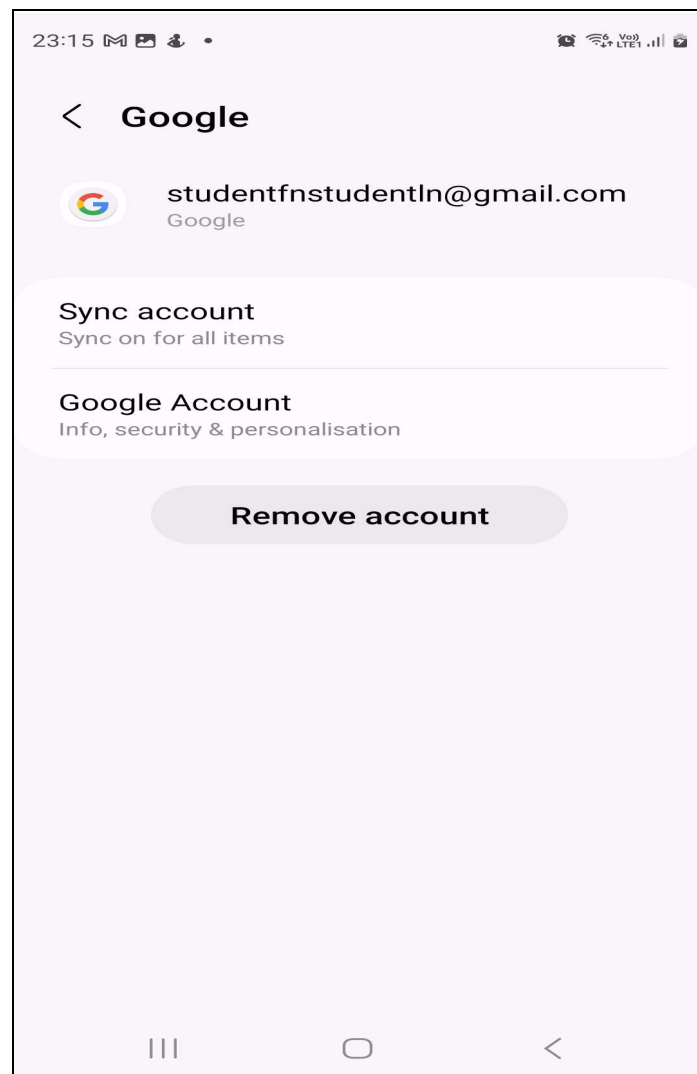


Figure 19