



Purpose of the document

The purpose of the document is to provide teachers with clear and concise instructions on how to use the Google classroom mobile application's features and functionalities. It cover topics such as creating and managing classes, assignments, communication with students, and customizing app settings and preferences. It also include visual aids and be well organized for ease of use.

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Google Classroom

Google Classroom is an online platform, you can streamline classroom management, assignments, and communication, making it easier for you to organize, distribute, and grade assignments while facilitating effective student engagement and feedback.

Getting started

You can install Google Classroom to stay organized and engaged with your classes, and access assignments, announcements, and student submissions from anywhere.

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

Google Classroom application will be installed

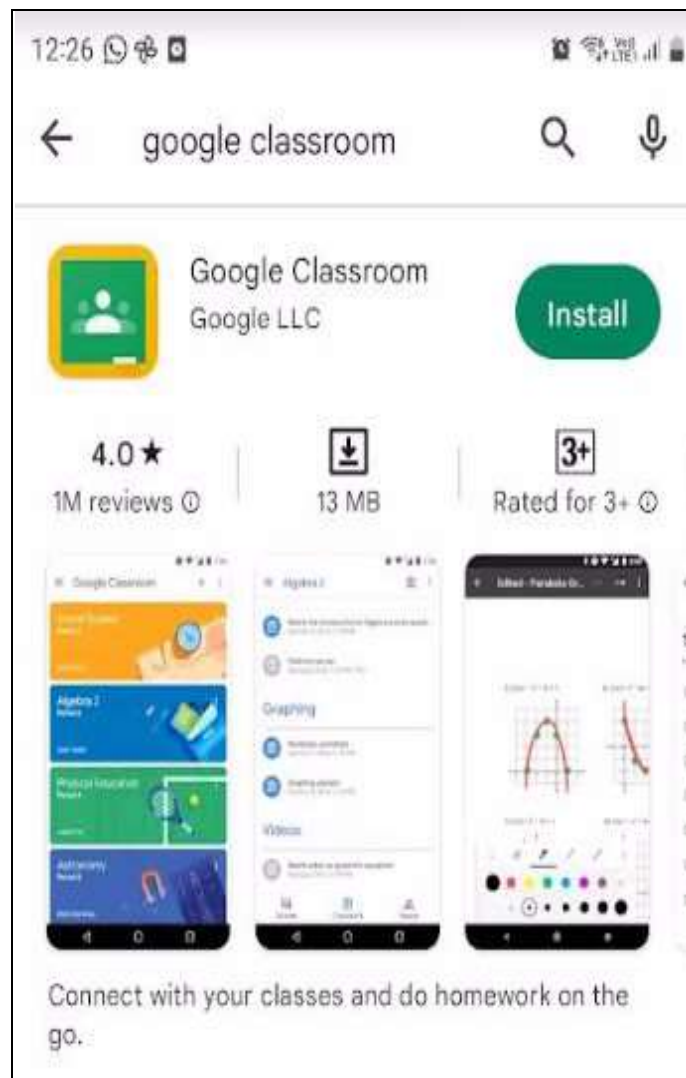



Figure 1

Sign in

You can sign in to access and utilize the platform's features, ensuring a personalized and effective teaching 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 Teacher**

You will be signed in to your Google account

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

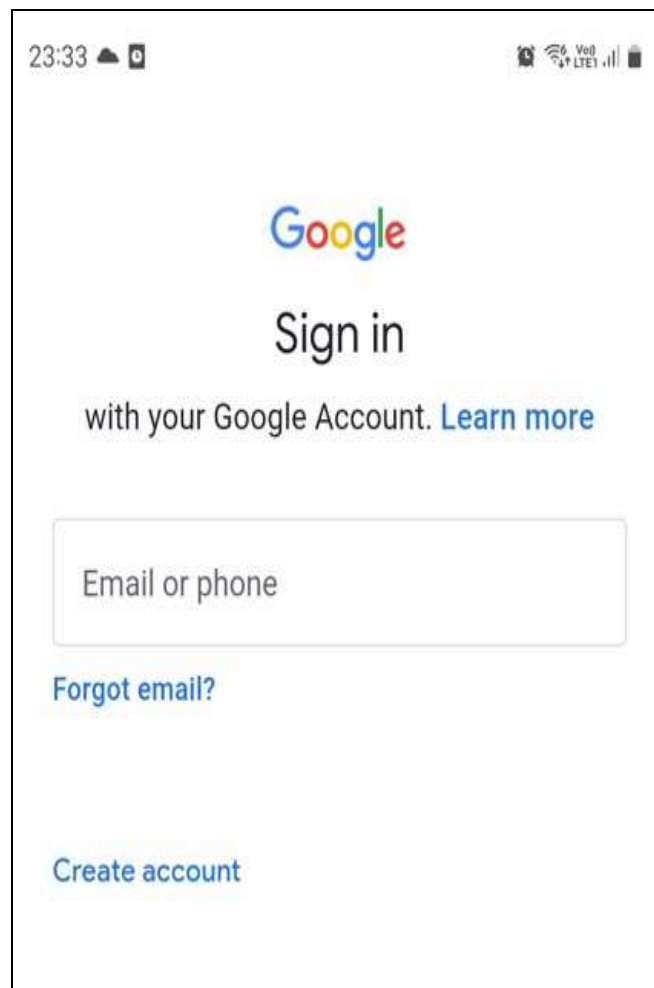


Figure 2

Classes

You can tap class card to streamlines classroom management and facilitates efficient assignment distribution and communication.



- Tap **Classroom** 
- Tap **Class card**
- Tap **Menu** , and then **Classes**




Figure 3

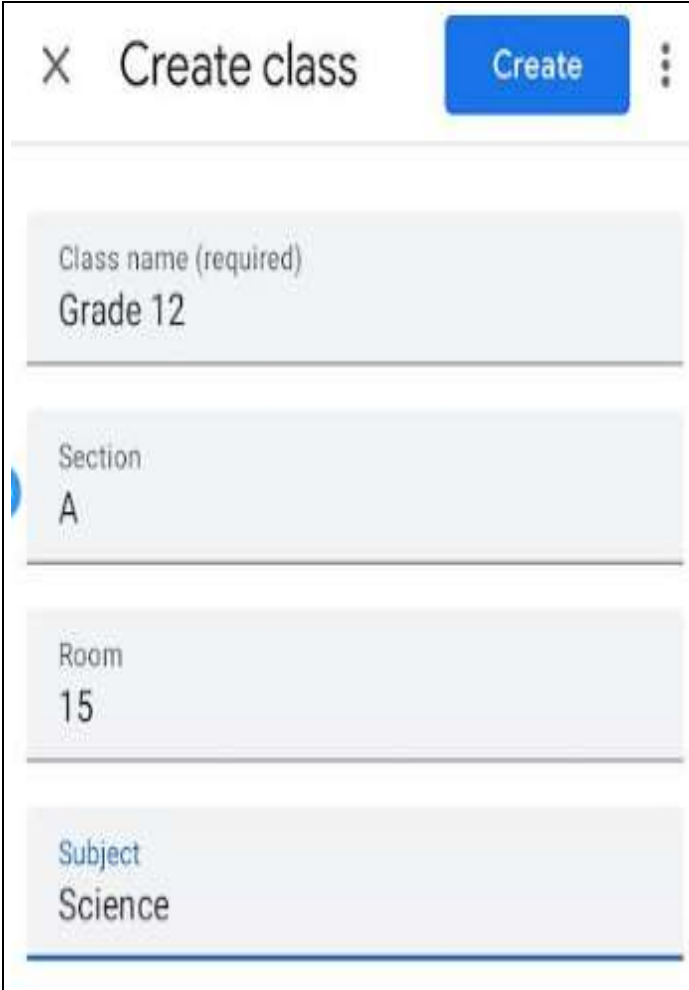
Classroom

You can create and manage assignments, communicate with your students, and track their progress all in one place

Create a class

You can create a class to invite students, conduct sessions, create assignments, and communicate with them

- Tap **Classroom** 
- Tap + add icon, and **Create class**
- Enter class name in **Class name** box
- Enter **Section**, **Room**, and **Subject** in required box
- Tap the **Create** button



× Create class Create ⋮

Class name (required)
Grade 12

Section
A

Room
15

Subject
Science



Figure 4

Stream

You can use the stream to communicate with your students in real-time, share class materials, and create assignments.

Create a post

You can create a post to share announcements, instructions, resources, and engage in discussions with students

- Tap **Classroom** 
- Tap **Class**
- Tap **Share with your class**
- Enter message in **Share with your class**
- Tap **Add attachment** , and choose an option to attach the file
You can't post an attachment without a message
- Tap **Post**

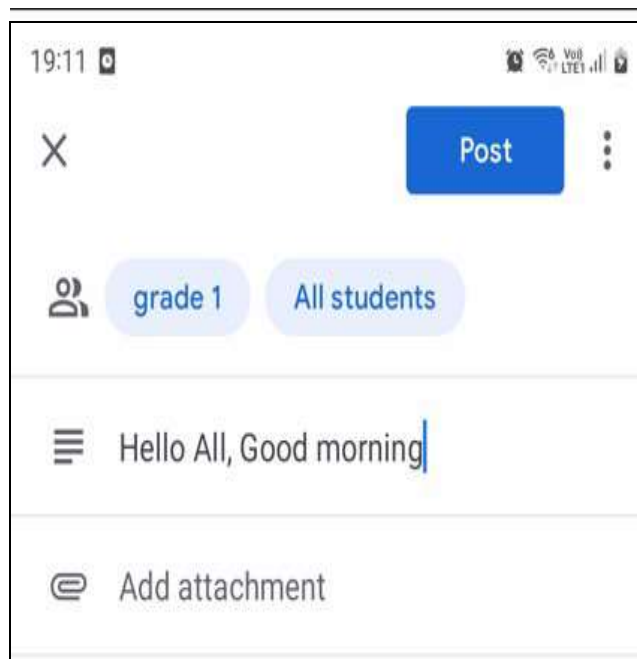




Figure 5

Delete a post

You can delete posts to remove outdated or incorrect information, correct errors, or revoke access to certain content for students.

- Tap **Classroom** 
- Tap **Class**
- Tap More  on post, and select **Delete**
- Tap **Delete** to confirm

You can only delete your own posts

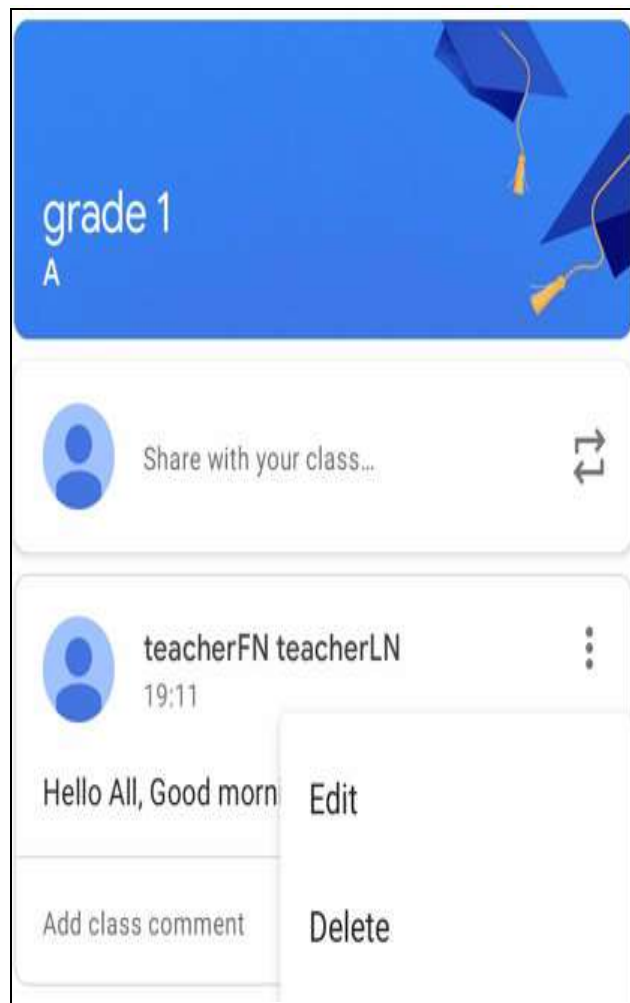




Figure 6

Add a comment

You can add a comment to provide feedback, answer questions, and engage in discussions with students on assignments and class materials.

- Tap **Classroom** 
- Tap **Class**
- Tap **Add class comment**, and tap **Add class comment**
- Enter comment in **Class comments** box, and tap **Post** 

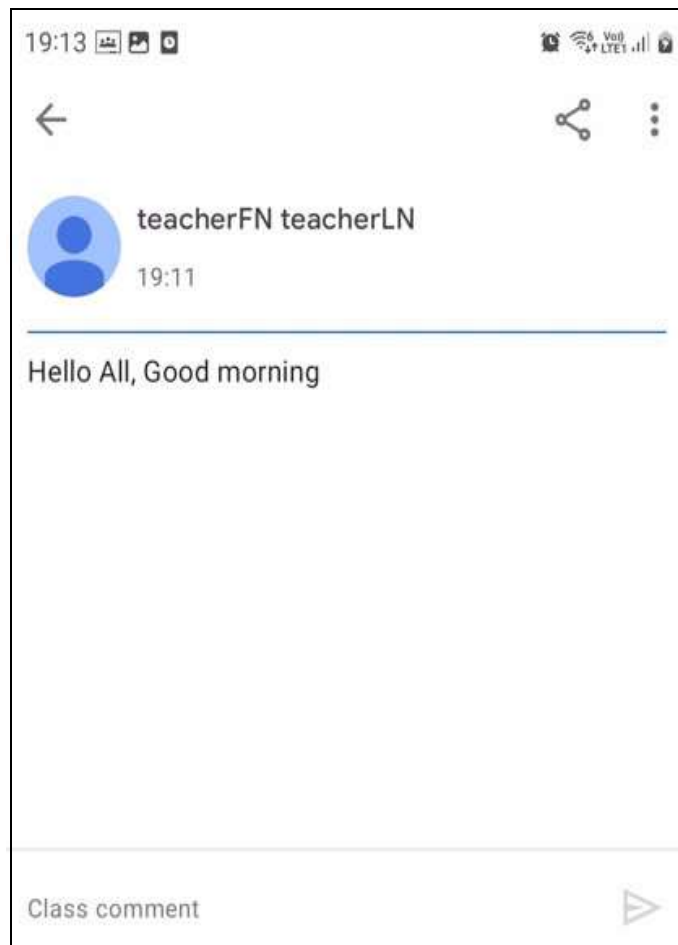




Figure 7

Delete a comment

You can delete comments to maintain a positive learning environment for your students and ensure that all comments are appropriate for the classroom setting.

- Tap **Classroom** 
- Tap **Class**
Find post with your comment
- Tap **Class comments**
- Tap **More** , and tap **Delete**
- Tap **Delete** to confirm
You can only delete your own comments

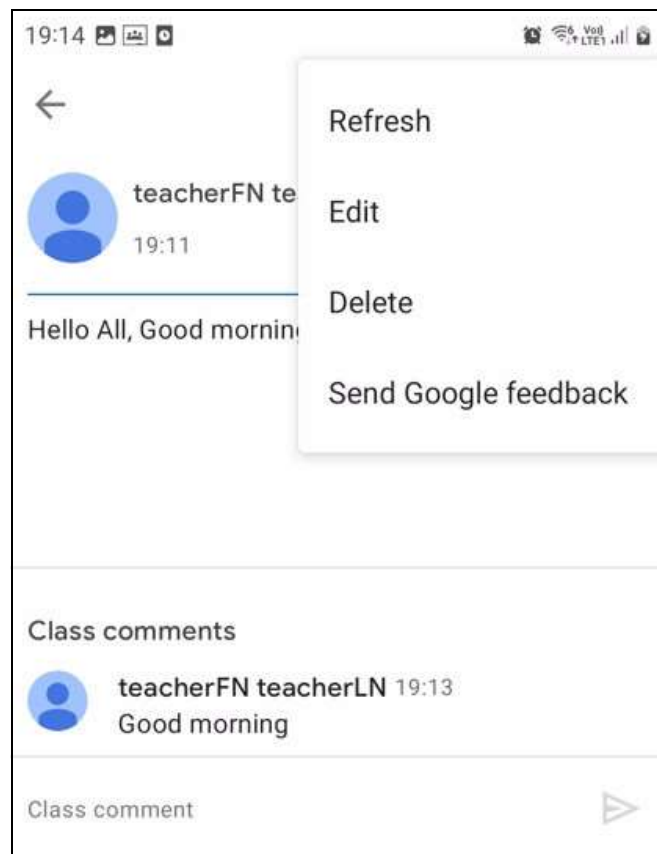


Figure 8

Reply



You can reply to a comment that mentions the person who made the comment
This feature is only available in the computer version of Classroom

Classwork

You can add a topic and add class material for the topic. This feature simplifies the learning process and helps students stay organized and on track.

Add topics

You can add topic to categorise and organise course content, making it easier for students to find and access materials.

- Tap **Classroom** , and tap **Class**
- Tap **Classwork** 
- Tap + add icon, and then **Topic**
- Enter topic name in **Topic** box
- Tap the **Create** button

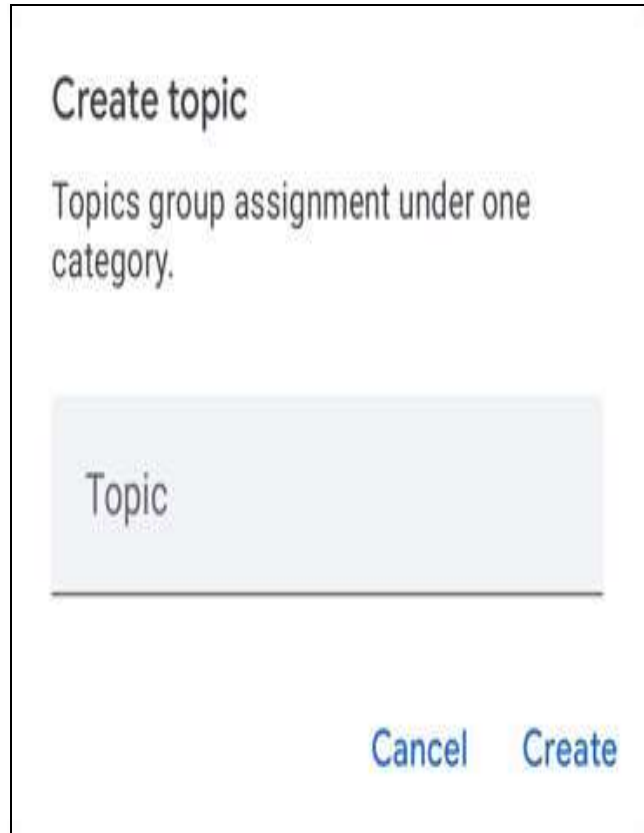





Figure 9

Add materials

You can use add material feature to upload and share course content with students.

- Tap **Classroom** , and tap **Class card**
- Tap **Classwork** , tap + add icon, and tap **material**
- Enter description in **Description** field
- Tap **Add attachment** , and then choose an option to attach the file
- Tap **Topic**
Choose an option:
To create a topic, tap New topic, then enter a topic name
To select a topic in the list, tap the topic name
- Tap **Done** to confirm
- Tap the **Post** button

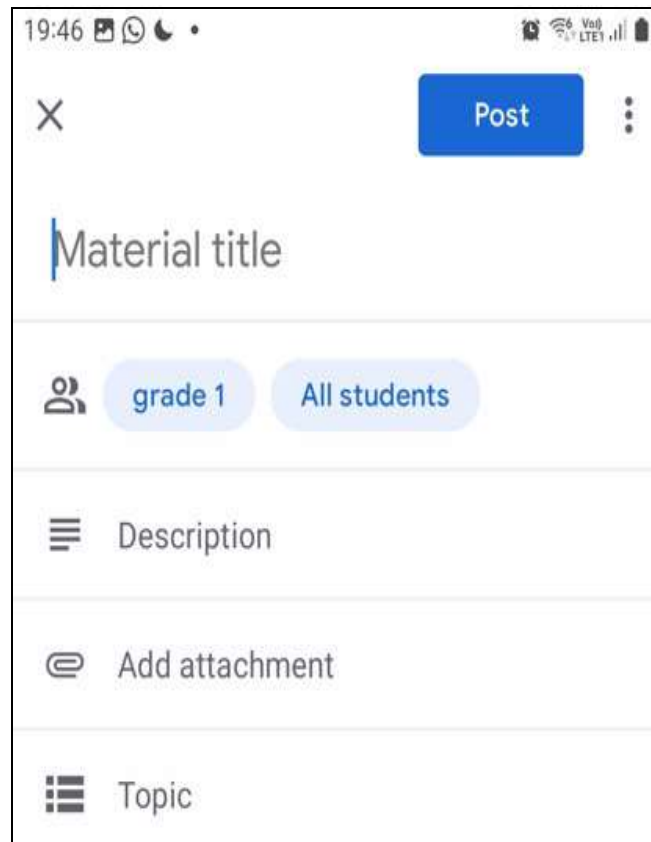








Figure 10

Create an assignment

You can create an assignments to access student learning.

- Tap **Classroom** , and **Class**
- Tap **Classwork** , and + add icon
- Tap **Assignment**
- Enter **Assignment title**, and **Description** in required field
- Tap **Add attachment** , and choose an option to attach file
- Set points 
- Select **Due date** 
- Select **Topic** 
- Click the **Done** button
- Click the **Assign** button

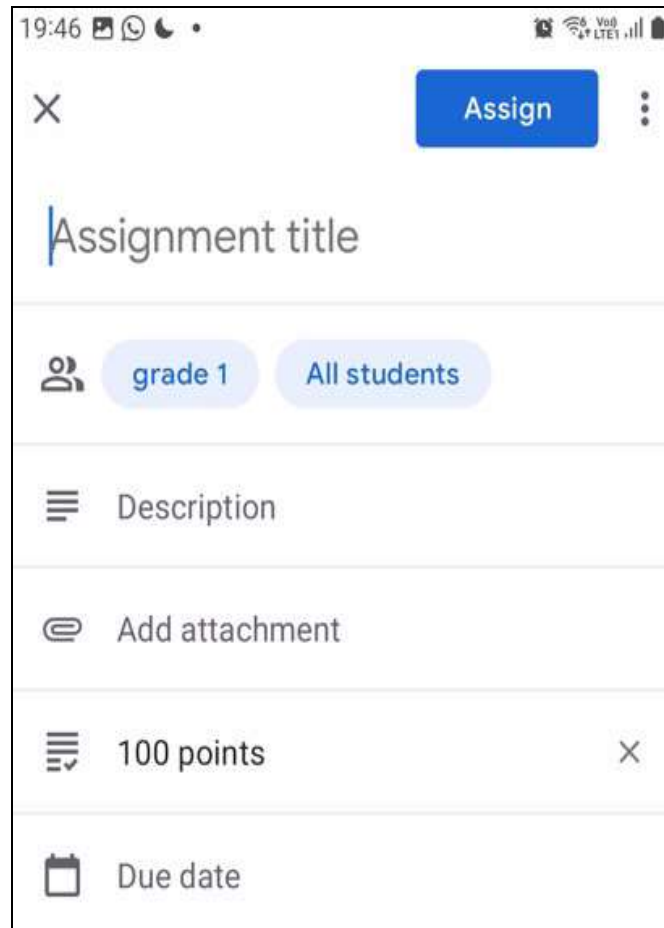




Figure 11

Return an assignment

You can use the return feature to provide personalised feedback and grades to students.

- Tap **Classroom** , and **Class**
- Tap **Classwork** , and tap **Assignment**
- Tap box next to each student whose assignment you want to return
- Click the **Return** button
- Tap **Return** to confirm

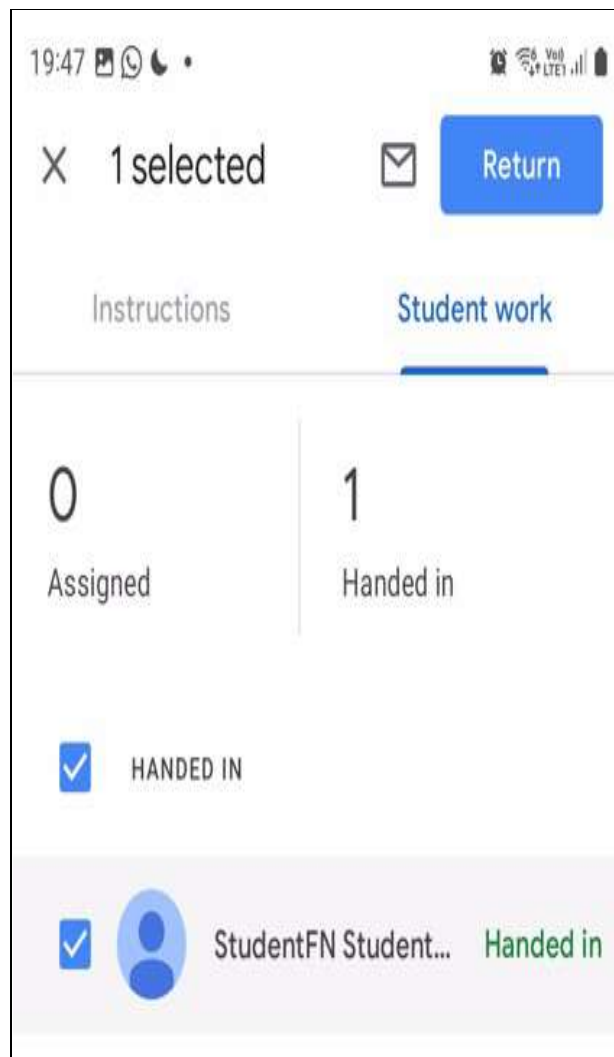


Figure 12

People

Using the People feature, you can manage the class roster, communicate with students, and collaborate with other teachers

Invite a students

You can invite a student to ensure seamless enrollment, efficient communication, and assignment distribution.

- Tap **Classroom** , and **Class**
- Tap **People** 
- Tap **Add student** 
- Enter **Name or email address** in box
- Tap **Add recipient**
- Tap the **Invite** button

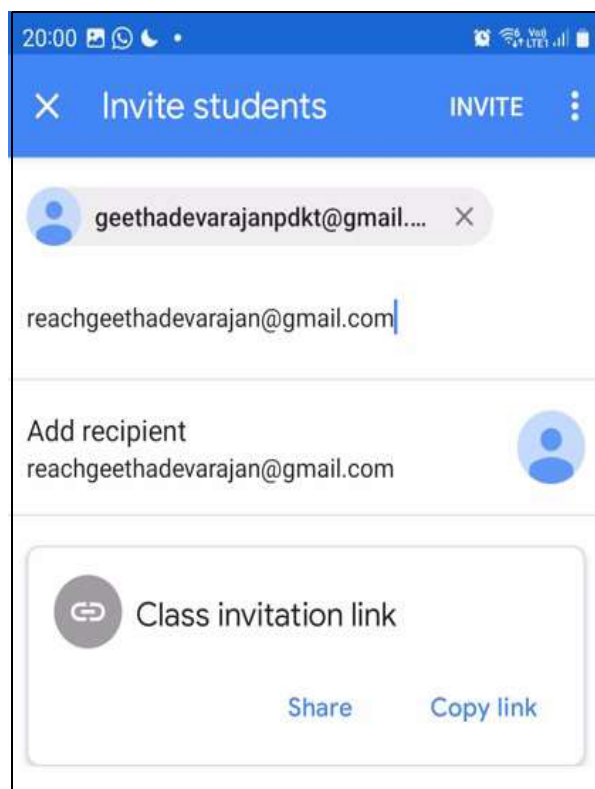





Figure 13

Remove a student

You can remove a student to maintain a focused learning environment and address any disciplinary or administrative needs.

- Tap **Classroom** , and **Class**
- Tap **People** 
- Select student, and tap **More** 
- Select **Remove**
- Tap **Remove** to confirm

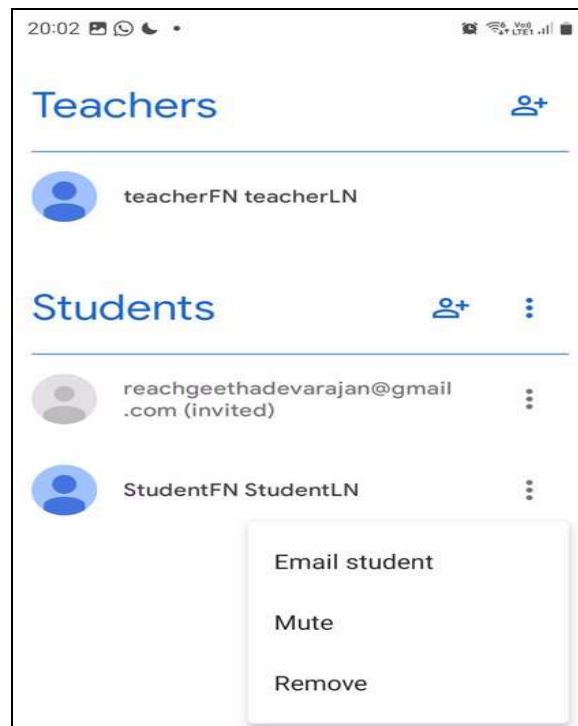





Figure 14

Mute a student

You can mute students to temporarily suspend a student's ability to post or comment on the class stream.

- Tap **Classroom** , and **Class**
- Tap **People** 
- Select student, and tap **More** 
- Select **Mute**
- Tap **Mute** to confirm

Teaching

Teaching provides you with quick access to essential teaching features such as class management, assignment creation, communication with students, and access to course materials, ensuring convenient and efficient teaching on the go.

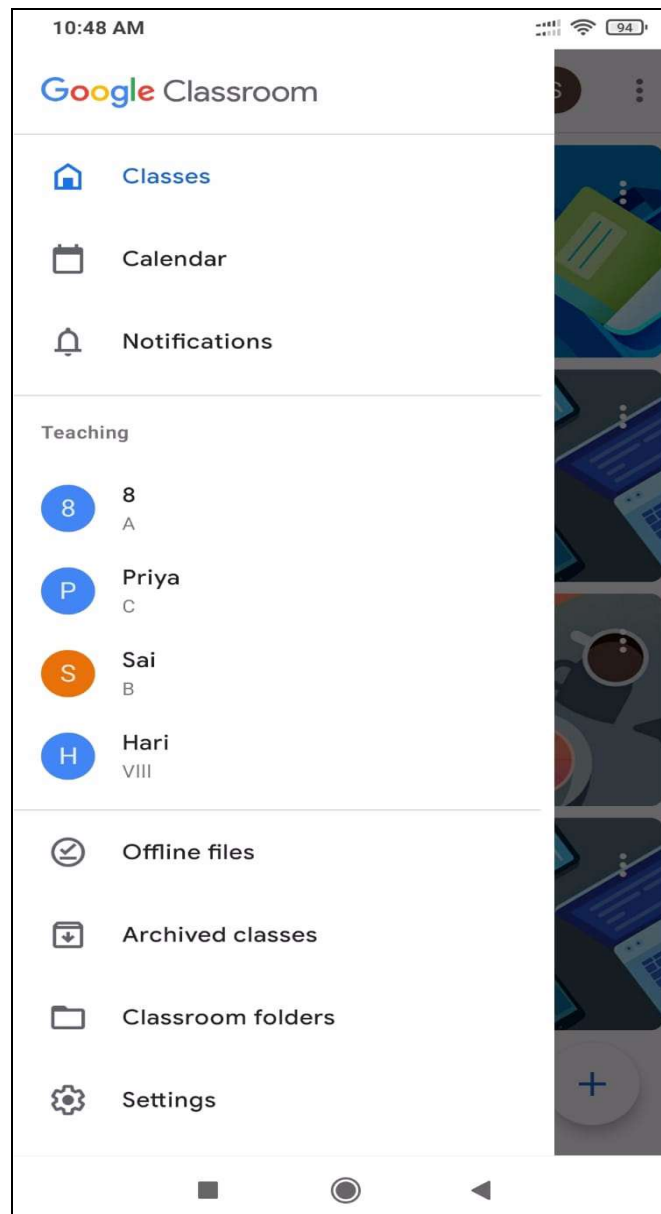





Figure 15

Calendar

Calendar allows you to track class schedules and important events, facilitating effective planning, organization, and timely management of your teaching responsibilities.

Add Classes in calendar

By adding classes in the calendar, you can sync and display your class schedules, assignments, and important dates within your personal calendar, ensuring efficient organization and timely planning for your teaching responsibilities.

- Tap **Classroom** , and tap Menu 
- Tap **Calendar** 
- Select date
- Tap + add icon
- Enter **Title**, **Location**, **Notes**, and **Invitees** in required box
- Tap the **Save** button

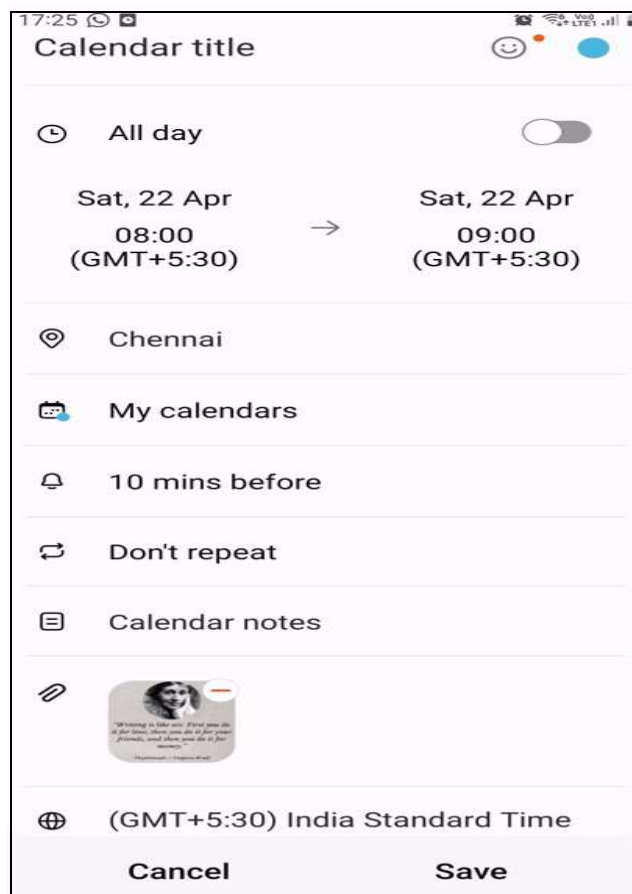


Figure 16

Schedule / View assignment due dates

You can schedule due dates for assignments and assessments, and these deadlines will automatically appear on the classroom calendar

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

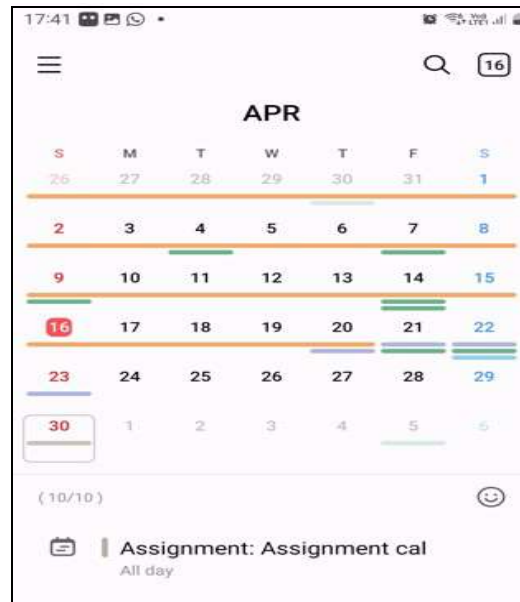


Figure 17

- Select date
- View assignments with due dates

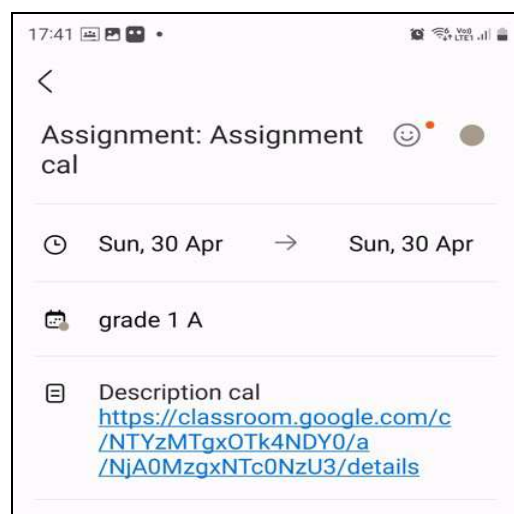







Figure 18

Notifications

Notification enables you to receive timely updates and alerts on student submissions, comments, and class announcements.

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 

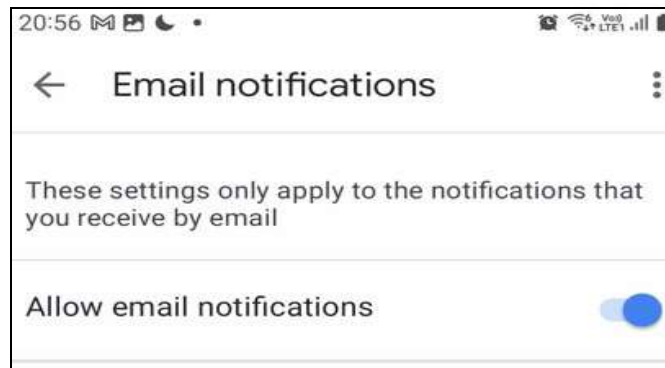


Figure 19

Read notifications

You can quickly check your notifications to stay updated on new announcement, student submissions, and class activities.

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

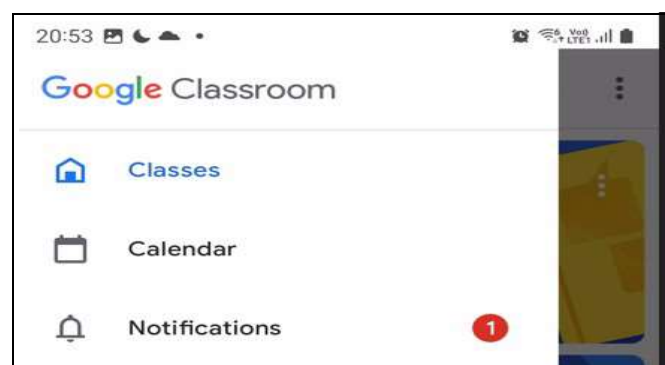


Figure 20

Customize notifications

You can customise your notification settings to receive updates on activities and events that matters to you




- 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 student sends you a private comment
Comments that mention you	Someone mentions you in a post or comment
Late submissions of student work	A student submits work after the due date
Resubmissions of student work	A student resubmits work
Invitations to co-teach classes	A teacher invites you to teach a course as a co-teacher
Scheduled post published or failed	A scheduled post published or failed to post

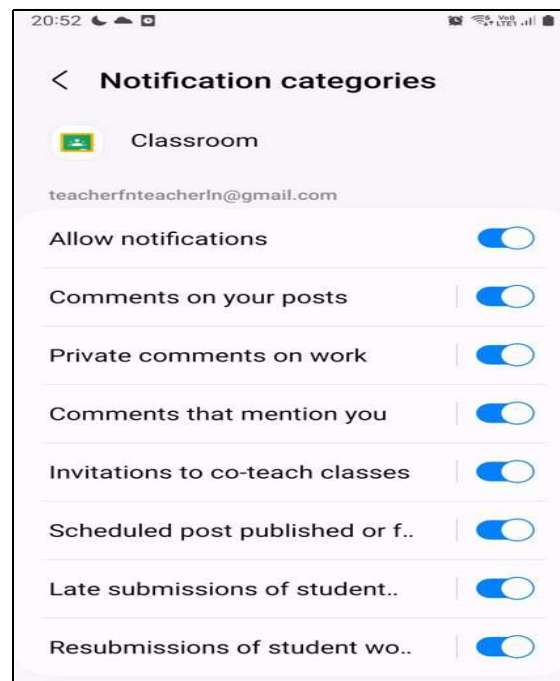





Figure 21

Offline files

You can access to educational resources, promote inclusivity, and maximize learning outcomes without an Internet connection

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

To view and edit offline file

- Tap **Classroom** 
- 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

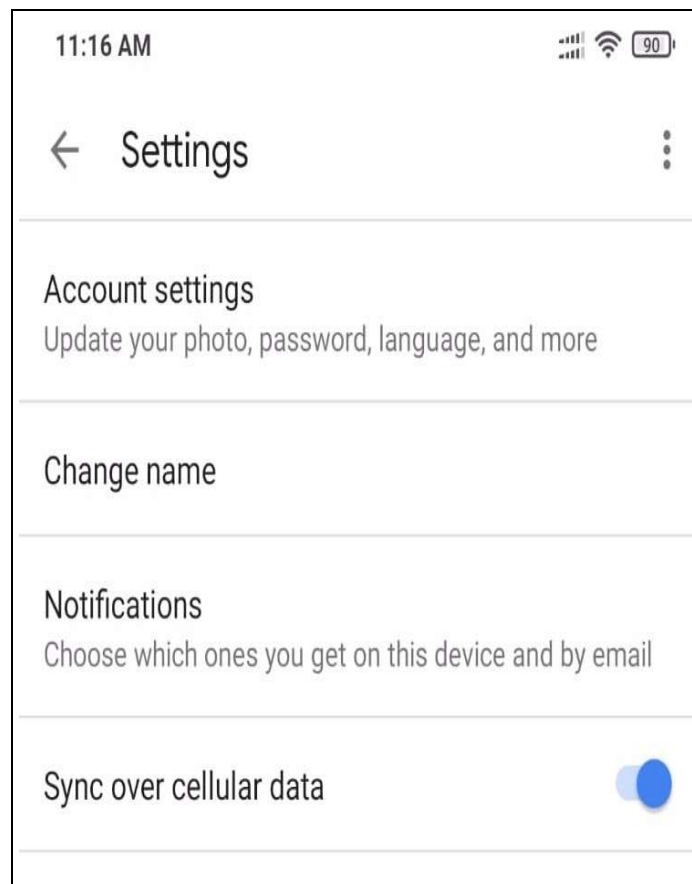



Figure 22

Download files

You can download a copy of your class data, including posts, assignments, and student work, for offline use or as a backup. This allows you to access your class content even when you don't have internet access.

- Tap **Classroom** , and **Class card**
- Open material that you have attached
- Tap **Save all file offline**

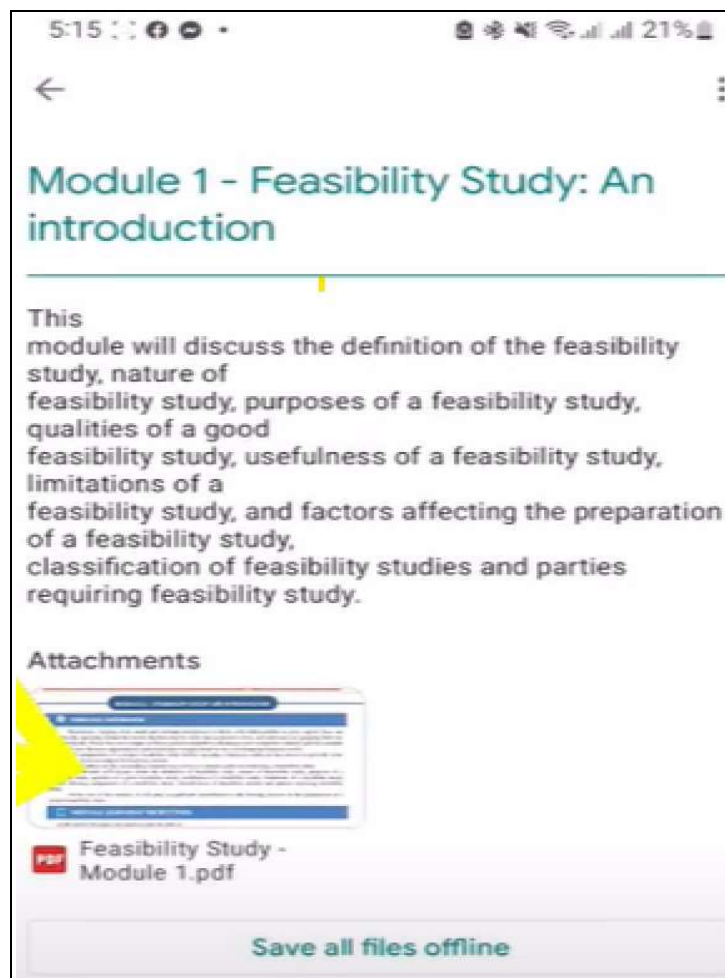


Figure 23

Archived classes

You can archived classes to organize your interface, declutter your active classes, and maintain a clear distinction between current and completed courses.

- Tap **Classroom** 
- Tap **More** in **Class Card**, and **Archive**
- Tap **Archive** to confirm

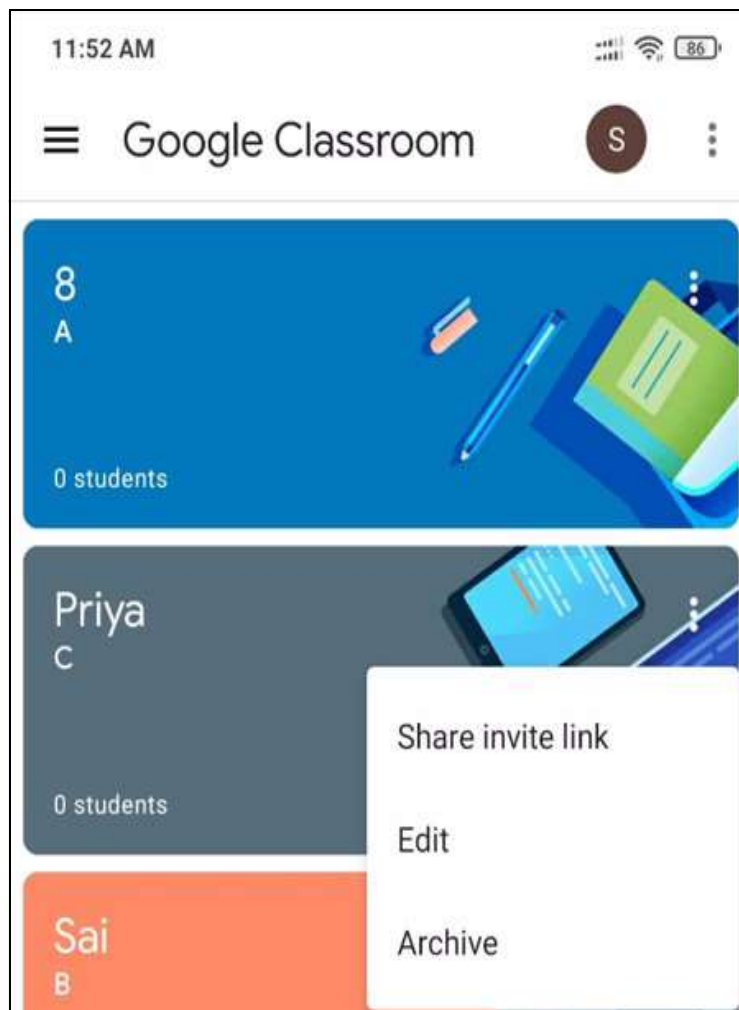




Figure 24

View archived class

You can view archived classes to review past course materials, access student assignments and grades, or extract information for record-keeping or assessment purposes

- Tap **Classroom** 
- Tap **Menu** , and tap **Archived classes**
Note: If you haven't archived any classes, there won't be any classes inside this folder
- Tap **class card**, and then view class

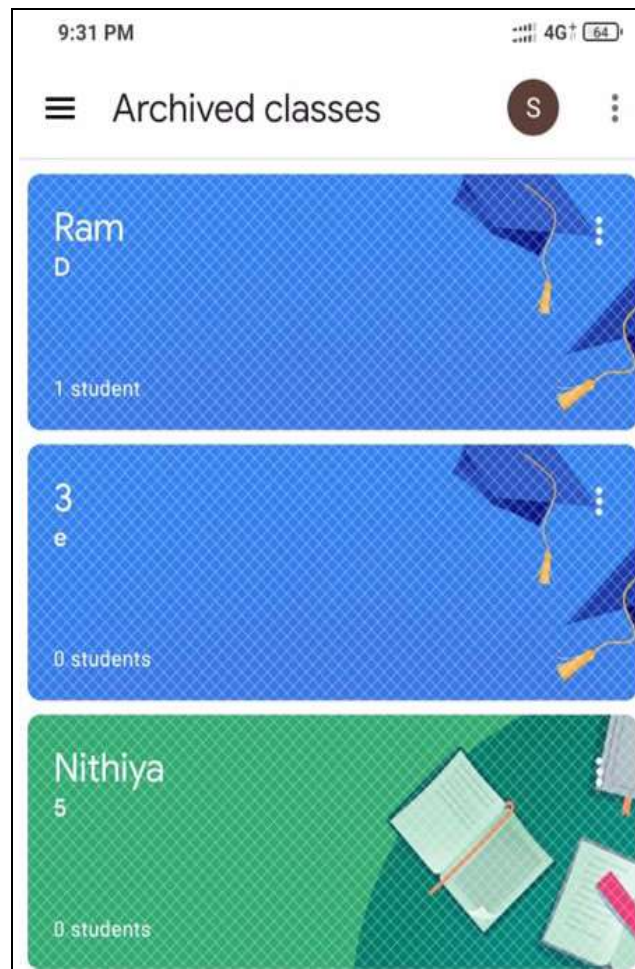




Figure 25

Restore archived class

You can restore an archived class to retrieve important course content, revisit past student work, or reactivate a class for future reference or continuation.

- Tap **Classroom** 
- Tap **Menu** , and **Archived classes**
- Tap **More**, and **Restore**
- Tap **Restore** to confirm

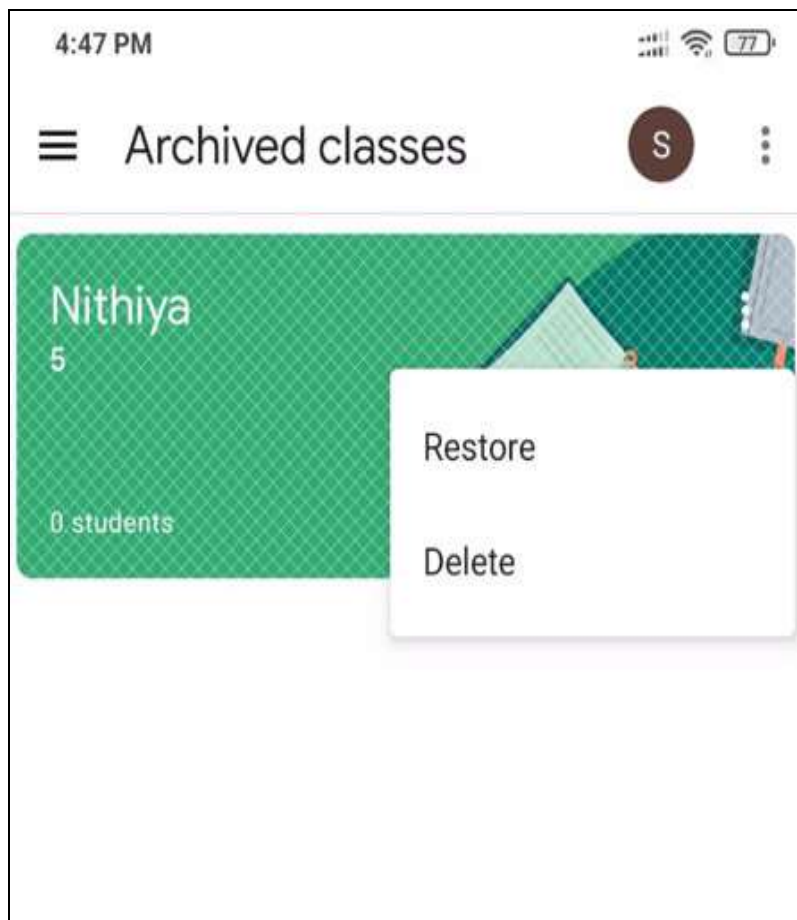




Figure 26

Delete archived class

You can permanently remove a class from your account to declutter your interface, maintain organization, and prioritize active and current classes.

Warning: *There's no way to undo deleting a class. If you tap Delete, you no longer have access to any class posts or comments. However, you and your students can still access your class files in the class Drive folder.*

- Tap **Classroom** 
- Tap **Menu** , and **Archived classes**
- Tap **More**, and **Delete**
- Tap **Delete** to confirm

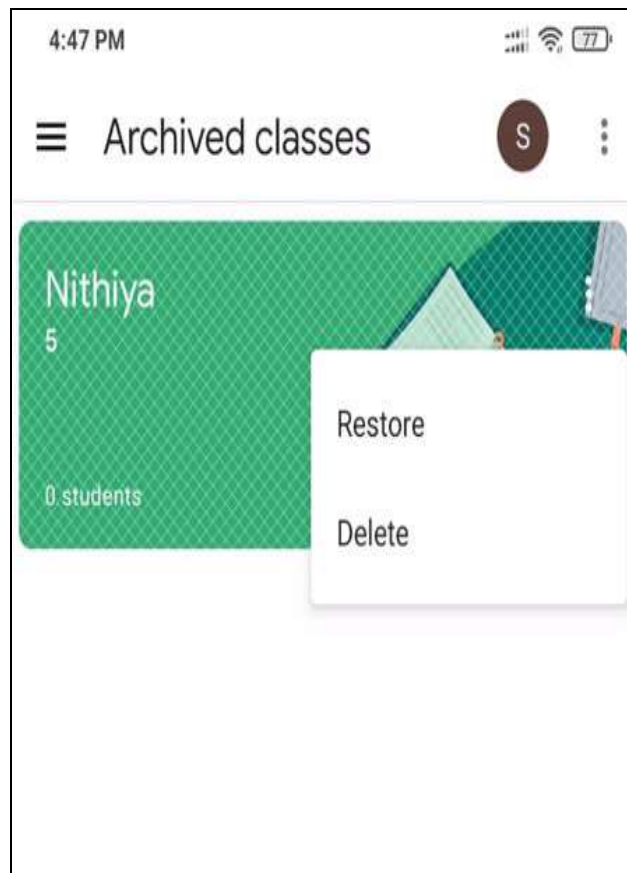




Figure 27

Classroom folders

You can organise your course materials with classroom folders. You can create and manage folders to store and categorize your class resources, making it easy for students to find and access the materials they need.

Open folder

You can easily open your class Drive on mobile versions of Classroom to access class materials

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

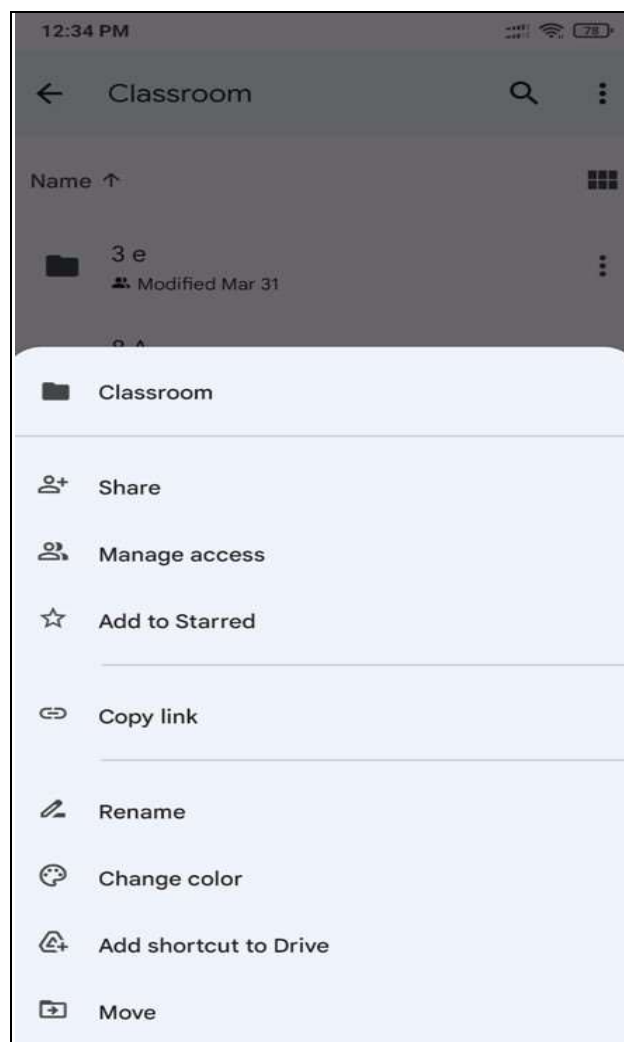


Figure 28

Settings




You can access the settings options to customize your class settings. With settings, you can modify class information, set permissions for students, control notifications, and more.

Class details

You can view student information, edit class settings, and copy class details to replicate successful class structures. It helps you to manage your classroom, track student progress, and support learning.

View/Edit Class details

You can view and edit class details such as the class name, subject, room, and section from the class settings. It allows you to keep your class information up to date and relevant to your students

- Tap **Classroom** 
- Tap **Class**
- Tap **Stream** , and tap **Settings** 
- Enter your changes, and tap the **Save** button

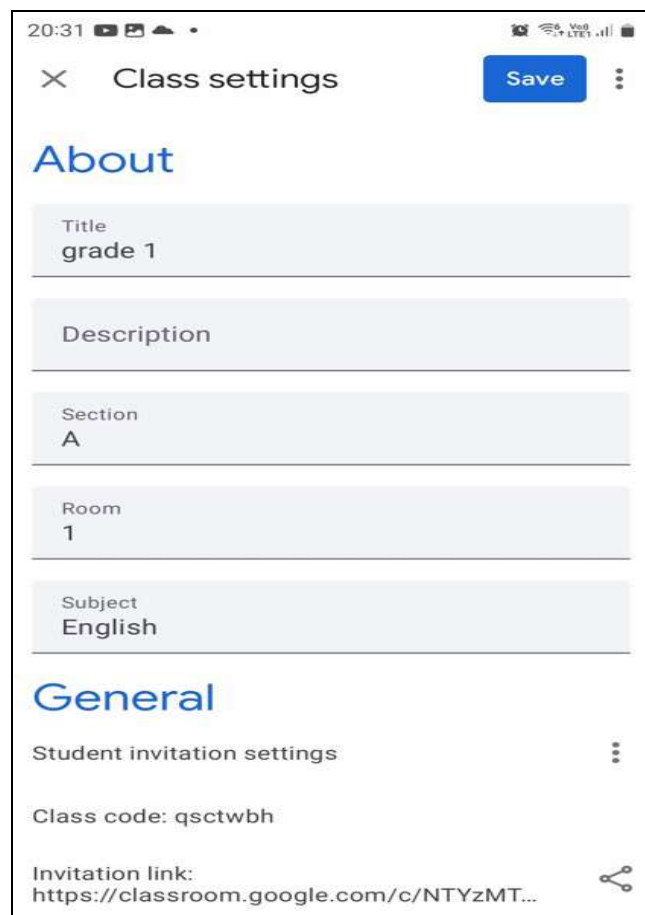





Figure 29




View/Copy Class code

You can manage your class code with ease. Edit and view your unique class code to share with students quickly and easily.

- Tap **Classroom** 
- Tap **Class**
- Tap **Stream** , and tap **Settings** 
- Click **Class code** to copy

View/Copy link

You can view and edit link to your class. To customise class link, you can make it easier for students to access your class.

- Tap **Classroom** 
- Tap **Class**
- Tap **Stream** , and tap **Settings** 
- Click **Invitation link** to copy

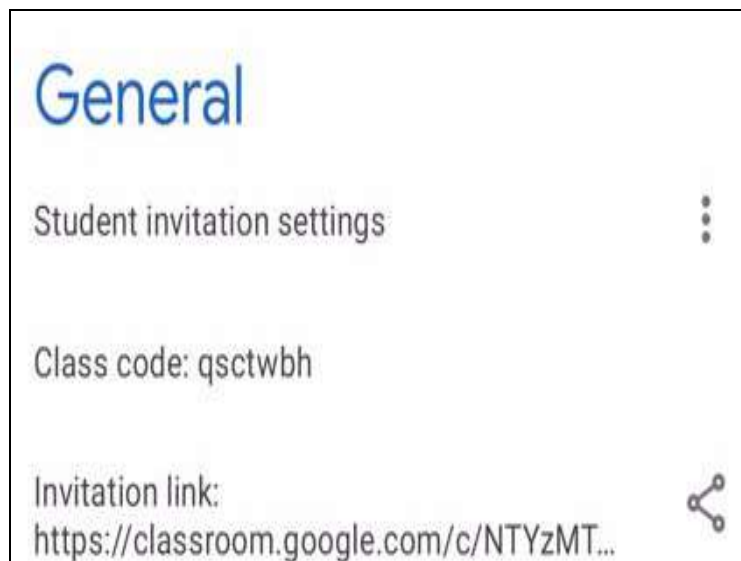





Figure 30

Page details

You can show or hide notifications to stay informed while minimizing distractions, and set permissions for page details to control student access to course materials and resources.

Show/hide notifications

You can show or hide notifications depending on your preferences. It allows you to stay informed about your class activity or reduce distractions when necessary.

- Tap **Classroom** 
- Tap **Class**
- Tap **Stream** , and tap **Settings** 
- Tap **Classwork on the stream**, and choose an option

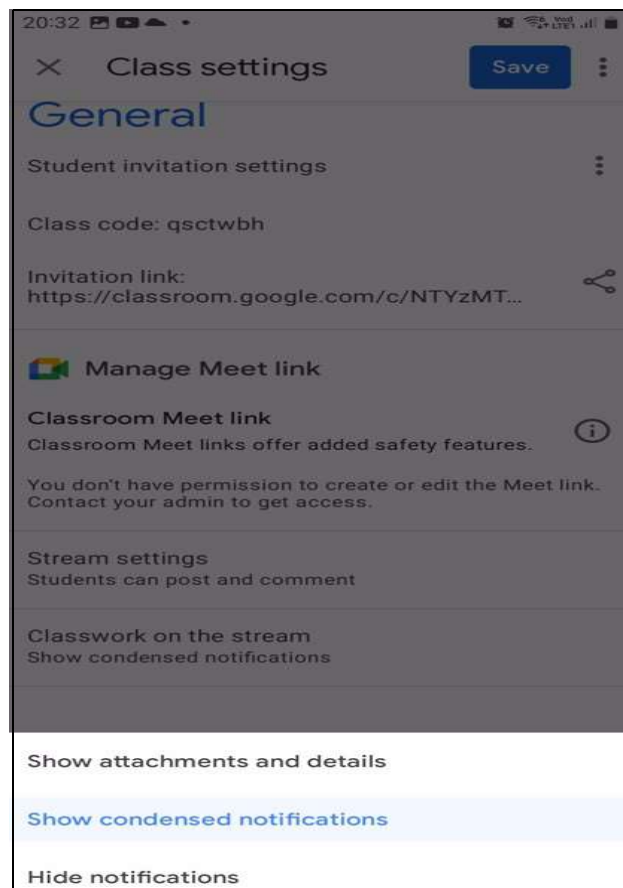


Figure 31

Show attachments and details—Students see an expanded view of notifications.




Show condensed notifications—Students see notifications without attachments and details.

Hide notifications—No Classwork notifications show on the Stream page

- Tap the **Save** button

Set permissions

You can set permissions for various activities. Permissions can be set for posting and commenting in the stream, creating assignments, making announcements, and more.

- Tap **Classroom** 
- Tap **Class**
- Tap **Stream** , and tap **Settings** 
- Tap **Stream settings** and choose an option

Students can post and comment—(Default) Students can create a post on the Stream page and comment on any item.

Students can only comment—Students can comment on an existing post, but not create a post.

Only teachers can post or comment—Students can't comment on or create posts on the Stream page. This setting is the same as muting all students

- Tap the **Save** button

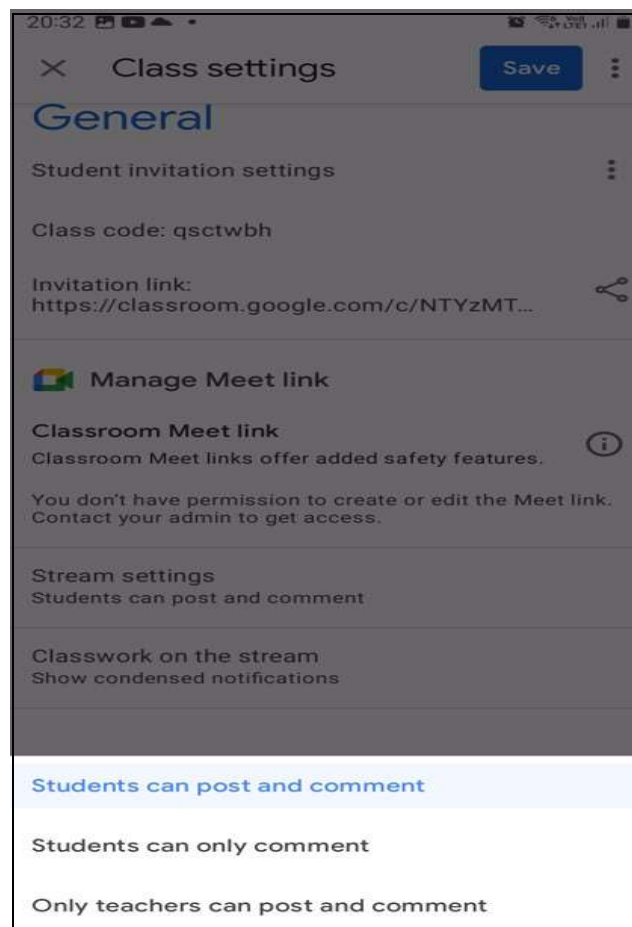


Figure 32

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 your Google account

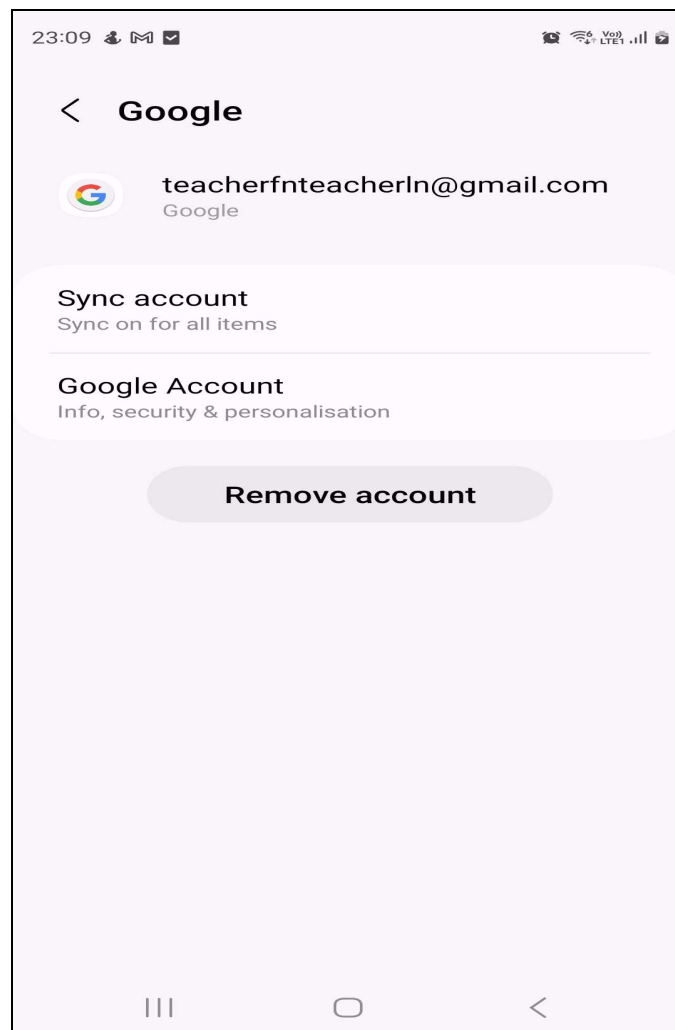


Figure 33