

Students Orientation About Online Class

1. **Login From your ULAB Email Account**
2. **How to enroll in a class?**
 - Check your Registration Slip for which **Course** and **Section** you have enrolled.
 - Faculty has all registered students' info of his/her class
 - The faculty will add you to the Google Classroom by sending an email invite.
 - If you do not receive an invitation from the faculty, email him/her asking for the Class Code, which you can then use to join the classroom. Students must mention the **Course Code** and **Section** when requesting for class code through email.
 - If you are enrolled in the wrong class by mistake, then you can "Unenroll" yourself.
 - Discuss Stream (Class Announcement), Classwork (Materials, Activity) and People of Google Classroom
3. **How to attend the class through Google meet?**
 - Use Google Classroom Meet link to attend the class on class time.
4. **Attendance System**
 - The faculty creates the question. Students must answer and Click "turn in."
5. **How to get lecture slides?**
 - Get slides from Google Classroom
 - Download Slide from Google Classroom
6. **Todo List**
 - Dues of upcoming works.
7. **How to submit assignments?**
 - You can ask a question as a comment under an assignment. You can also comment privately.
 - Upload your work and click "Turn in."
8. **How to get an assignment mark?**
 - Enter the assignment to get the mark.
 - "View your work" in Classwork section
9. **How to attend a quiz exam?**
 - The teacher can take exam instantly
 - After checking, the faculty will import grades
10. **How to access quiz marks?**
 - Students can check grade after the faculty imports
 - "View your work" in Classwork section
11. **Get overall marking**
 - Click on class work
 - Click "view your works" to get the overall marking you have achieved.

Common mistakes by students

- Course Code and Section when asking for class code
- Download Lecture Notes
- Turn In during submission