# 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

1. **How to attend the class through Google meet?**

* Use Google Classroom Meet link to attend the class on class time.

1. **Attendance System**

* The faculty creates the question. Students must answer and Click “turn in.”

1. **How to get lecture slides?**

* Get slides from Google Classroom
* Download Slide from Google Classroom

1. **Todo List**

* Dues of upcoming works.

1. **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.”

1. **How to get an assignment mark?**

* Enter the assignment to get the mark.
* “View your work” in Classwork section

1. **How to attend a quiz exam?**

* The teacher can take exam instantly
* After checking, the faculty will import grades

1. **How to access quiz marks?**

* Students can check grade after the faculty imports
* “View your work” in Classwork section

1. **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