**Students Orientation About Online Class**

1. **Login From your own ULAB Email Account**
2. **How to enrol in a class?**

* **Check your Registration Slip which Course and Section you have enrolled**
* **Faculty has all registered students info of his/her class**
  + **Faculty will send you an email request to add in the Google Classroom**
* **If the Faculty will miss to add, Email the Faculty and ask the Class Code of Google Classroom.**
* **If unfortunately, you enrol in the wrong class, 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**

* **Create question from faculty side and you have to answer and Click “turn in”**

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

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

1. **Todo List**

* **Dues of upcoming works.**

1. **How to submit assignments?**

* **Ask Question as a comment under an assignment or can comment privately**
* **Upload your work and click “Turn in.”**

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

* **Enter on 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 Faculty will import grade?**

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

* **Student can check grade after the import by teacher**
* **“View your work” in Classwork section**

1. **Get overall marking**

**Click on class work-> “view your works” to get overall marking you have achieved**

**Common mistakes by students**

* **Turn In while submission**
* **Download Lecture Notes**