

## Guidelines for Student Portal and Google Classroom Access

1. Student Portal: Usually Students are getting trouble to access the student portal at Air University website. There are few steps to understanding about how to use/access the student portal. First of all, Student should click on **Student Portal** on the top navigation of the website.

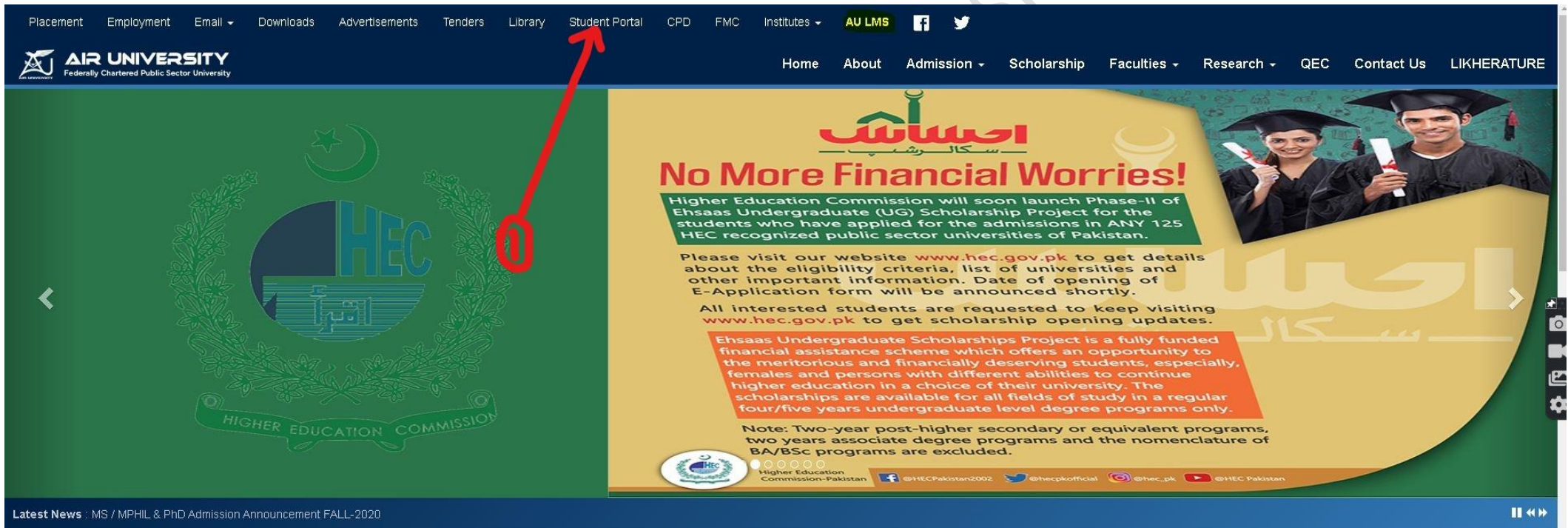


Fig 1.1 Student Portal Tab

Now, Air University has provides the **GMAIL ACCOUNT** for Student to easily access the environment of university. So student should be click on Red Button **'Sign in with Google'** in Fig 1.2

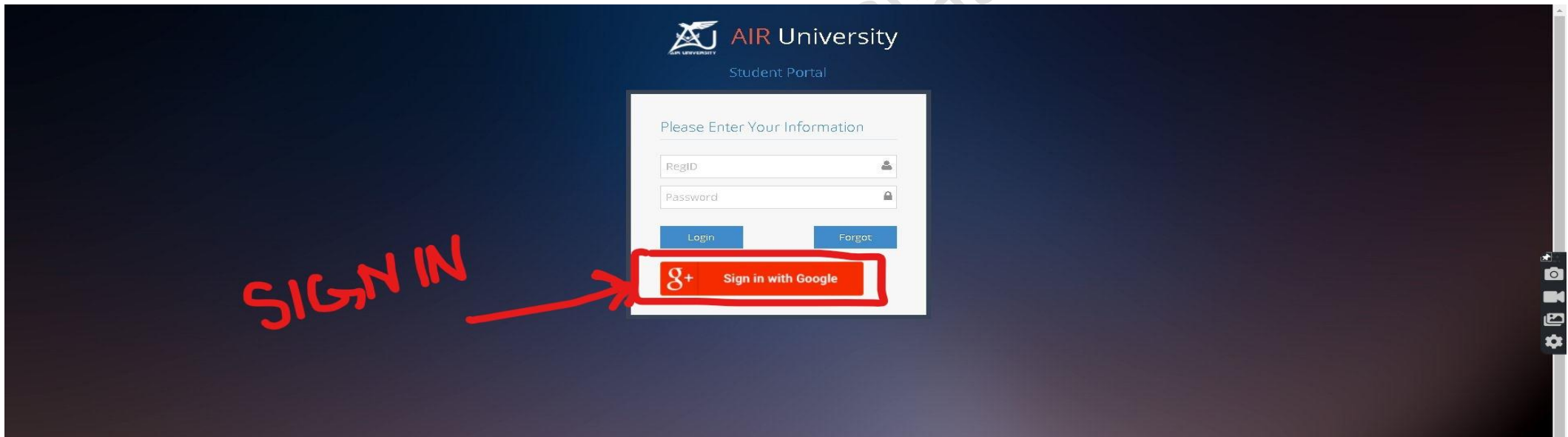


Fig 1.2 Student Portal Windows

Above mention that Student has their own/allocate **Air University GMAIL** account to access the Student Portal, so Sample of Gmail is:

[YourRegistrationID@gmail.com](mailto:YourRegistrationID@gmail.com) and Provided password & Click on **Next** Button.

Note: Student should be entering correct email and password.

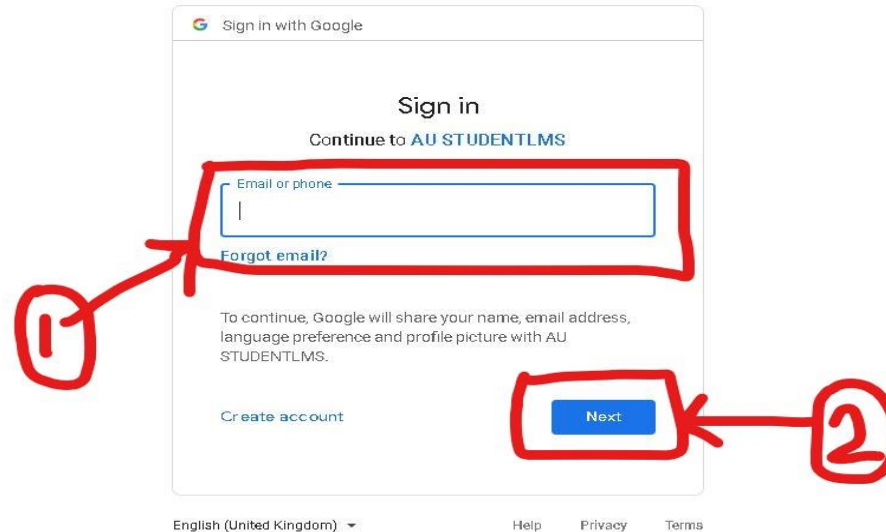


Fig 1.3 Google Sign in Window

If this error has been occur during the sign in it mean that a user personal ID has been already ‘sign in’ in Google Chrome. Student should Sign out their personal account and enter their ‘Air University Gmail’ account in ‘Sign in Window’ for access of student portal site.

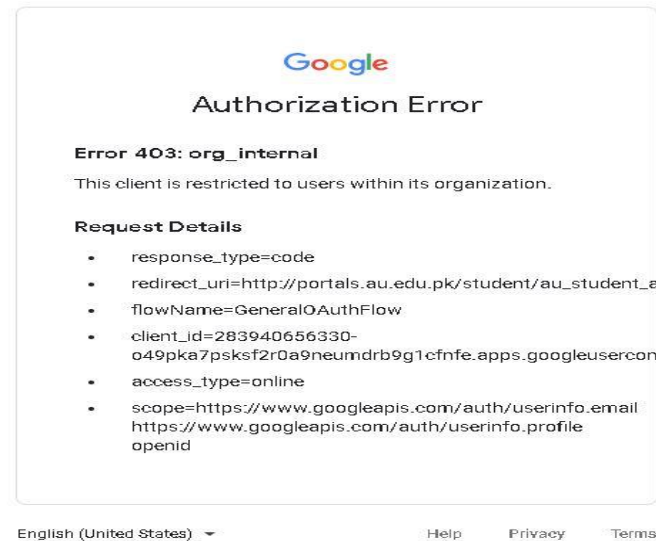


Fig 1.4

2. Google Classroom: student must select AULMS Tab from top navigation of the Website. **AULMS** tab has been highlight in yellow color on website.

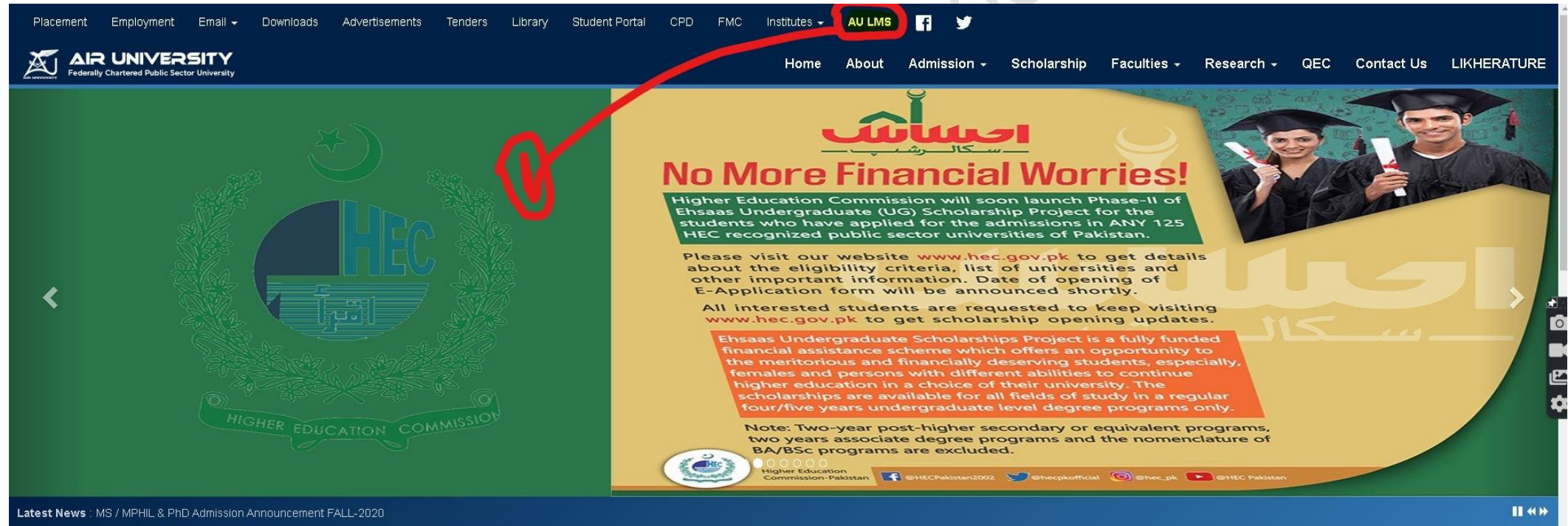


Fig 2.1 AU Website



In AULMS Window, Classroom Box has been shown following given fig 2.2, so student must be click on classroom box.

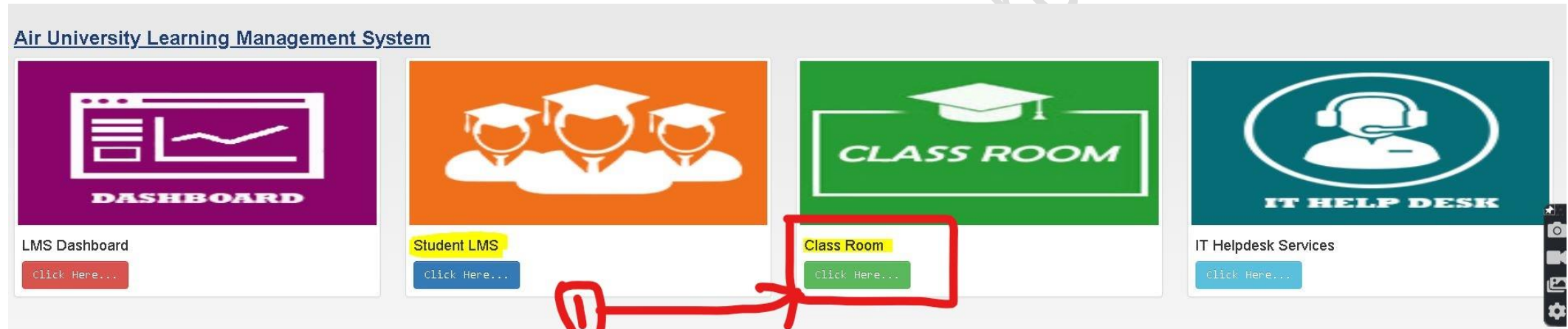


Fig 2.2 Classroom Window

Now, user must click on **Go to classroom** button to access the classroom.

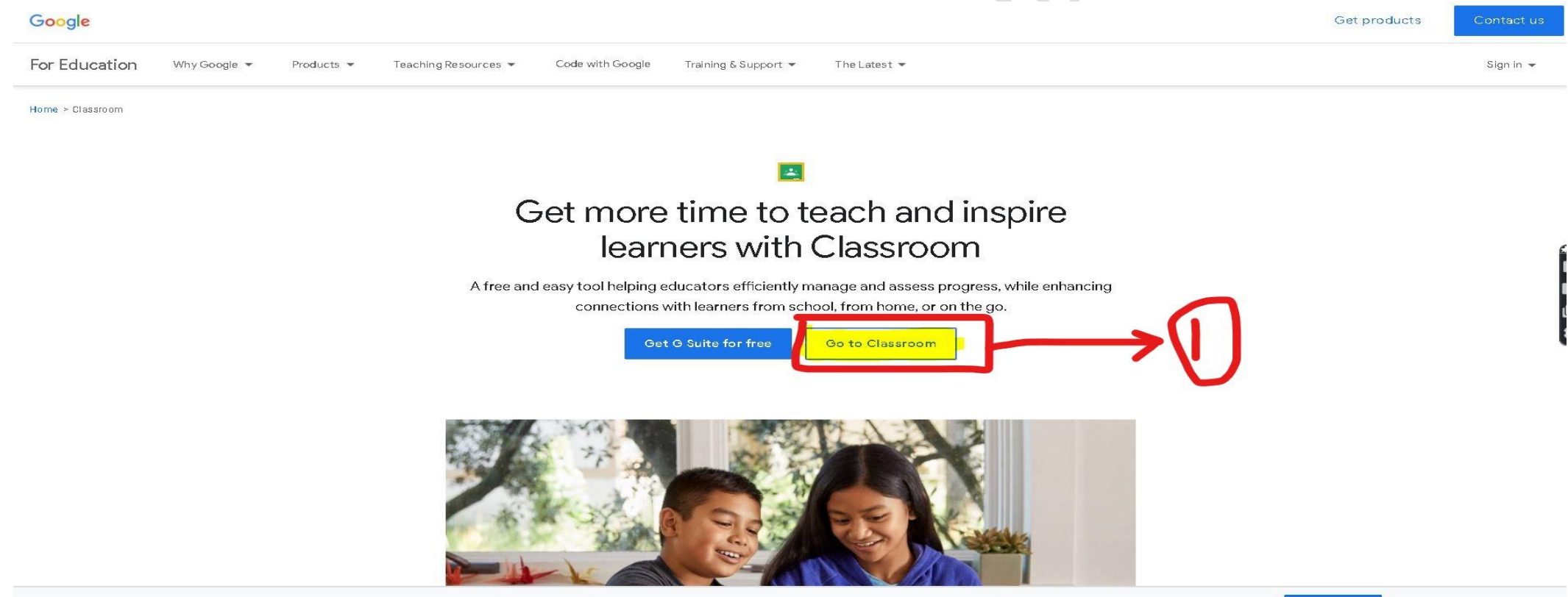
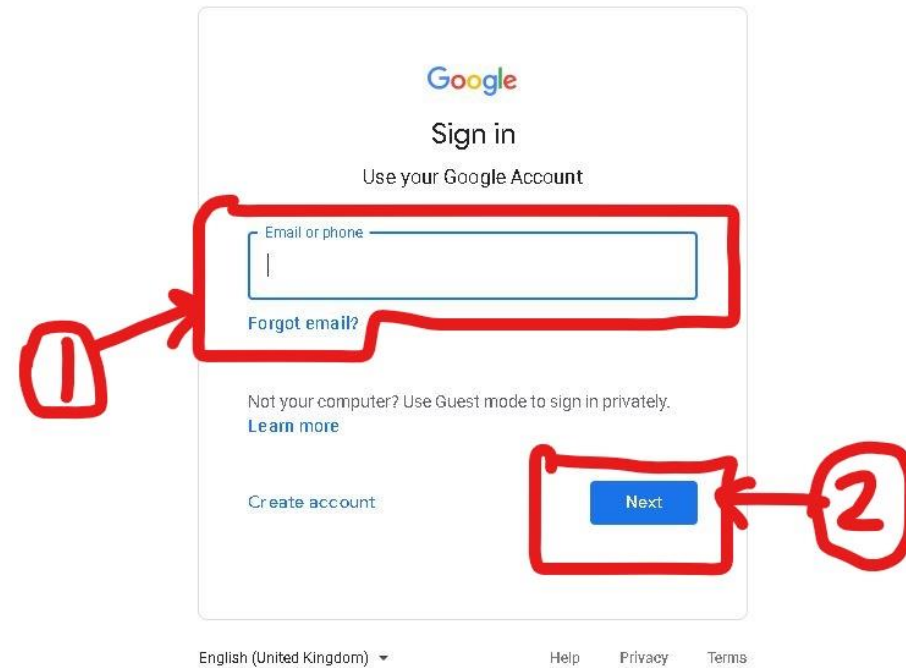


Fig 2.3 Classroom Dashboard

User will enter the Provided **Email** and **Password** to access the classroom dashboard in Fig 2.4.



The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a cursor inside. A red box is drawn around this input field, and a red circle with the number "1" is next to it, with an arrow pointing to the box. Below the input field is a link that says "Forgot email?". Further down, there is text that says "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". Below that is a link "Create account". At the bottom right of the main content area is a blue button labeled "Next". A red box is drawn around this button, and a red circle with the number "2" is next to it, with an arrow pointing to the button. At the very bottom of the page, there is a footer with "English (United Kingdom)" on the left, and "Help", "Privacy", and "Terms" on the right.

Fig 2.4 Classroom Sign in



After Successfully Classroom Sign in, user will add the course through '+' option shown in dashboard has been given in Fig 2.5

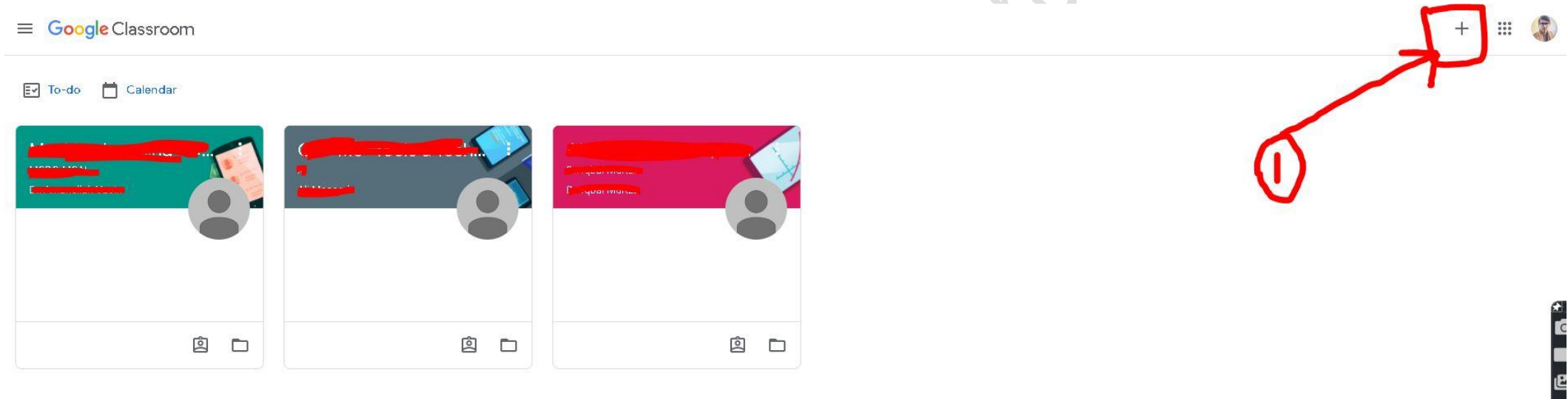
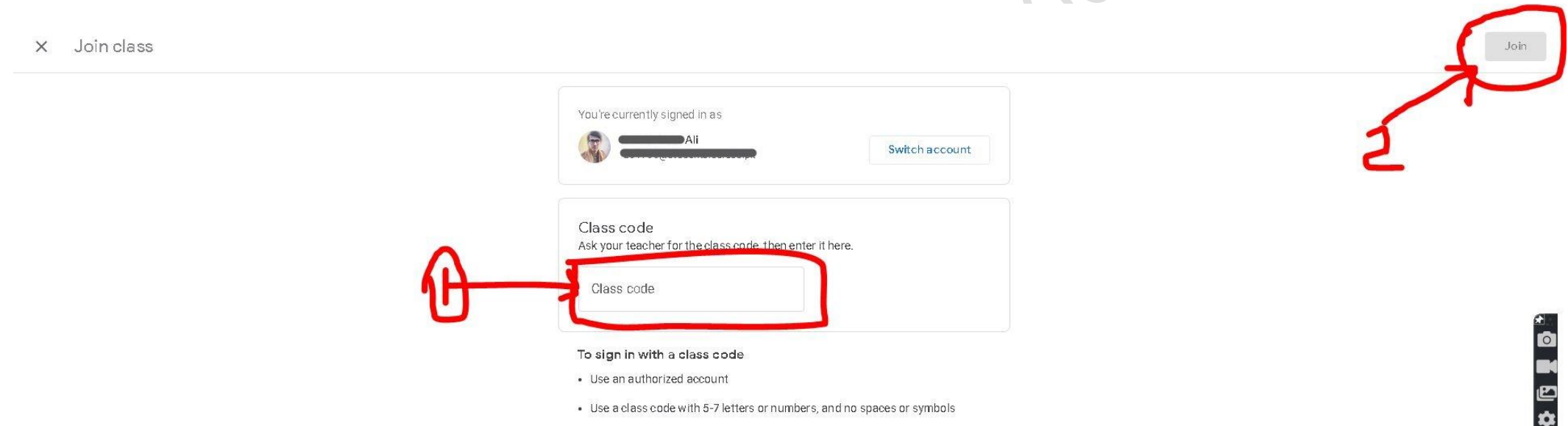


Fig 2.5 Classroom Course Dashboard

Class teacher will provide the class code to student for study the Course Material; Which User will enter the “Class code” in Class Code Section and press the “join” button.



The screenshot shows a 'Join class' window. At the top left is a close button (X) and the title 'Join class'. Below this is a section for the current user, 'You're currently signed in as', showing a profile picture and the name 'Ali', with a 'Switch account' button. The main section is titled 'Class code' with the instruction 'Ask your teacher for the class code, then enter it here.' Below this is a text input field labeled 'Class code', which is highlighted with a red rectangle and a red arrow pointing to it from the left. To the right of the input field is a 'Join' button, also highlighted with a red rectangle and a red arrow pointing to it from the left. Below the input field, there is a section titled 'To sign in with a class code' with two bullet points: 'Use an authorized account' and 'Use a class code with 5-7 letters or numbers, and no spaces or symbols'. On the right side of the window, there is a vertical toolbar with icons for a star, camera, microphone, screen sharing, and settings.

Fig 2.6 Class code Window