

# Welcome



## Manual of Google Classroom

# Prerequisites



Must have to have  
Gmail account  
or  
Gsuite/Institutional email account

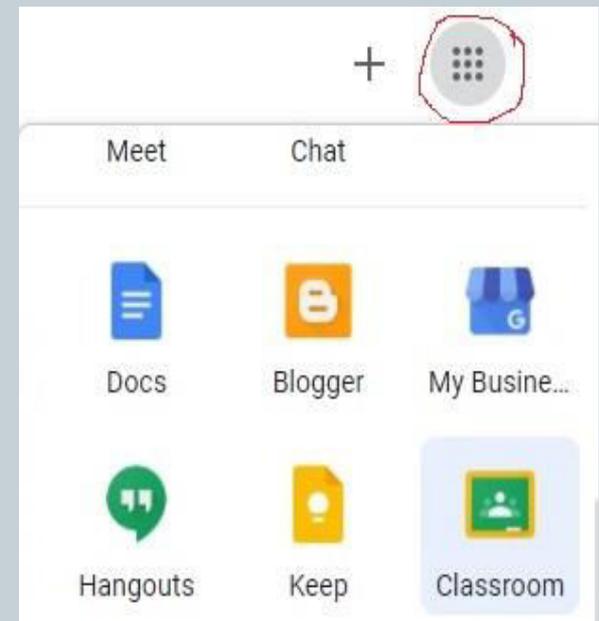
# Getting Started



- Sign in using gmail or gsuite account
- Browse <https://classroom.google.com>

Or

Click on **Google apps (red marked)** button then **Classroom** as shown in figure.



# How to Create a Class



## Why we should create a Class?

Our main objectives is to create an Assignment or Quiz assignment (for taking exam).

The assignment must be under a class so first we have to make a class

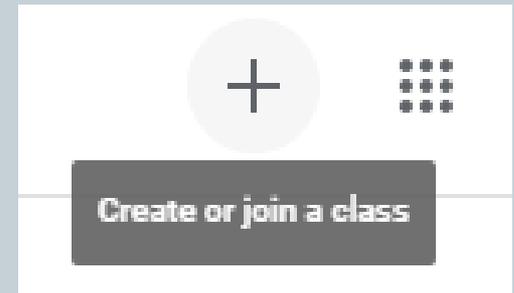
# How to Create a Class



Click on **+** button at top right corner

Two option will be shown

1. **Join class**
2. **Create class**



# How to Create a Class



Click on **Create class** a new window will appear with some text fields. Fill up text field with class information then click on **Create** button (at bottom right corner)

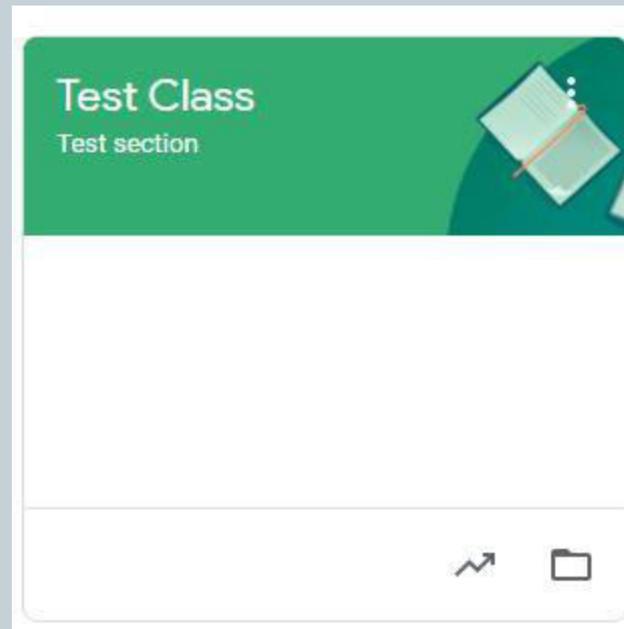
The screenshot shows a 'Create class' form with the following fields and buttons:

- Create class** (Title)
- Class name (required)** (Text field)
- Section** (Text field)
- Subject** (Text field)
- Room** (Text field)
- Cancel** (Button)
- Create** (Button)

# Pictorial view of a sample class



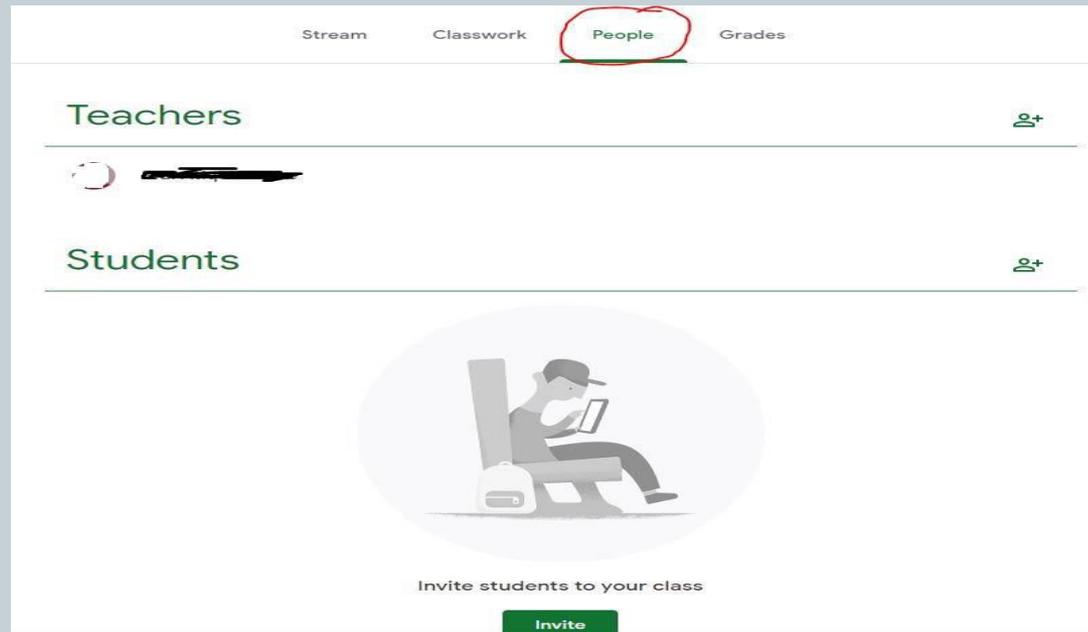
I've created a sample class named **Test Class** as shown below



# How to invite people



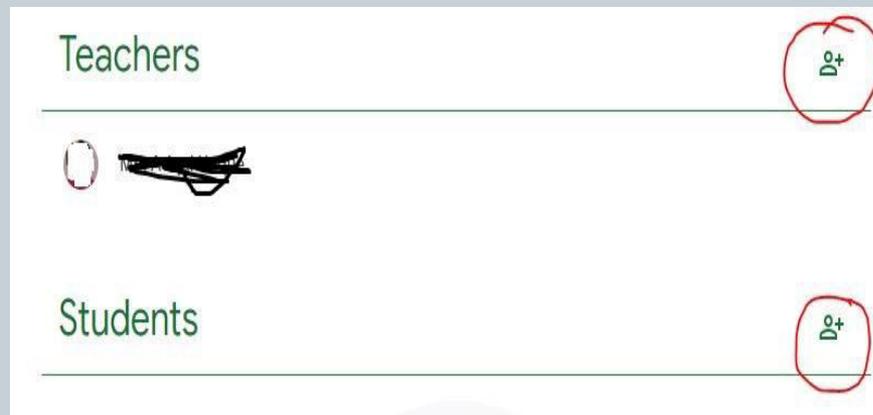
We will have to invite student to join class.  
We can also add more people as a teacher.  
To do that click on **People** option



# How to invite people



To invite a Teacher or Student Click on respective button marked as red coloured.

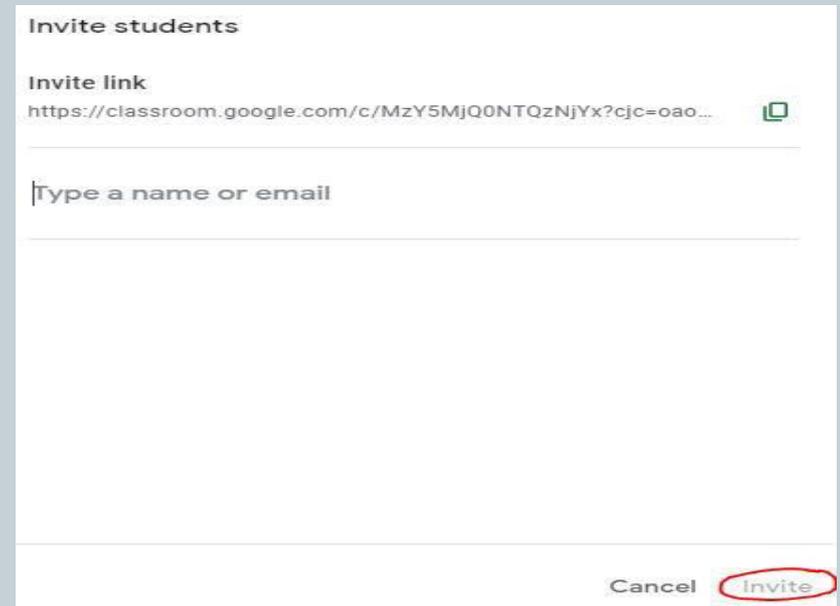
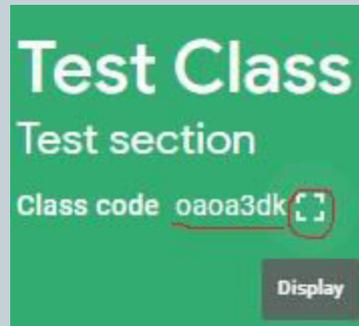


# How to invite people



Invitation window will appear.  
You can share **Invite link**  
or

Share **Class code**.  
Click on display button,  
Class code will view as  
large font.



Type email address then click the link **Invite** (red marked)

# Receiving invitation



People (Student) will receive an joining email.

Or

Class code

I'll show, how to join in a class later part of this tutorial

# How to create an assignment



Now we will create an assignment of class “Test Class”

Click on link “Test Class” a new window will appear as below

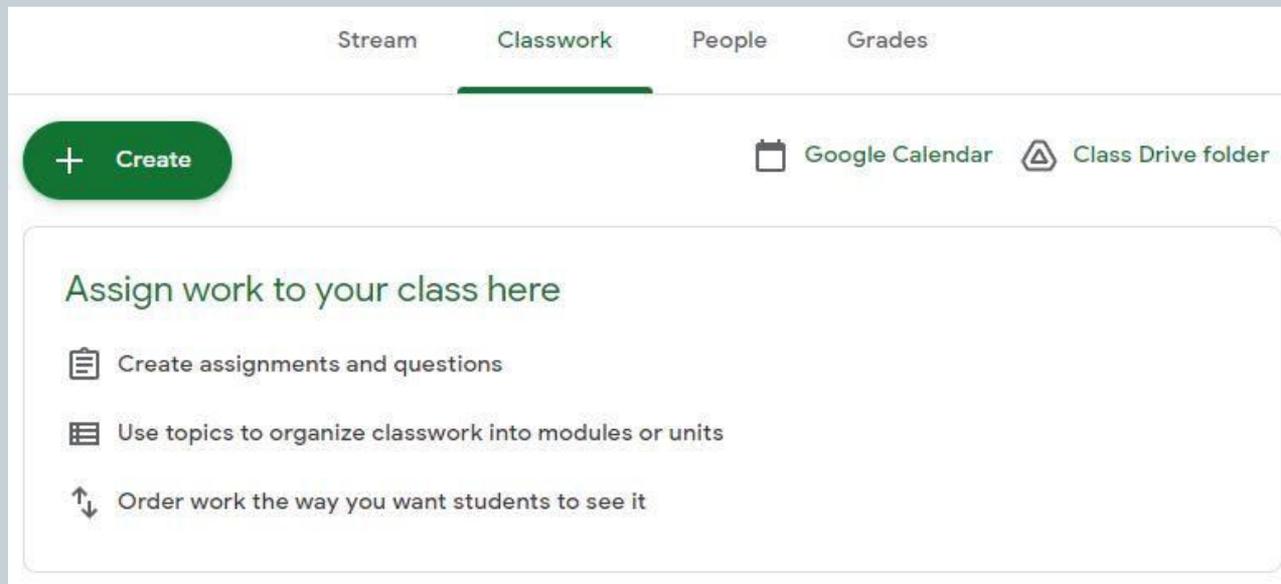
The screenshot shows the Blackboard interface for a class named "Test Class". At the top, there are navigation tabs: "Stream", "Classwork", "People", and "Grades". The "Classwork" tab is highlighted with a red circle. Below the tabs is a green header banner with the text "Test Class", "Test section", and "Class code oaoa3dk". To the right of the banner is an illustration of books and papers. Below the banner, there is a section for "Upcoming" with the text "No work due soon" and a "View all" link. To the right of this is a text box for "Announce something to your class" with a refresh icon. Below that is a section titled "Communicate with your class here" with two options: "Create and schedule announcements" and "Respond to student posts".

# How to create an assignment



Some menu item like [Stream](#), [Classwork](#), [People](#), [Grades](#) will be available.

Go to [Classwork](#) to create an assignment then you will find blue coloured [Create](#) button as shown in figure.

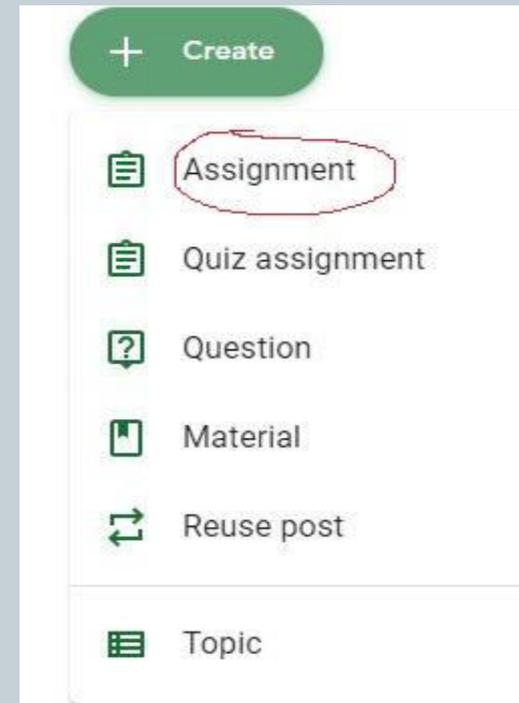


# How to create an assignment



Clicking on create button will produce some options shown in picture.

Click on **Assignment** option



# How to create an assignment



Assignment Assign

Title

Instructions (optional)

**B** *I* U ☰ ✕

Add Create

For

Test Class T... ▼ All students ▼

Points

100 ▼

Due

No due date ▼

Topic

No topic ▼

Rubric

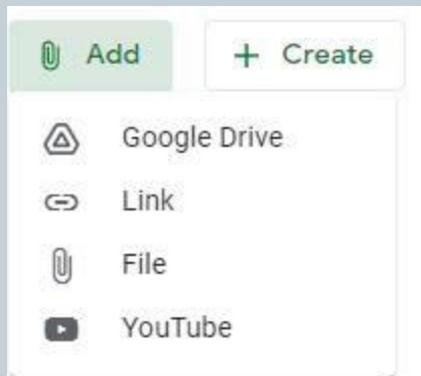
Rubric

# How to create an assignment



Fill up the title, instruction (optional)

If you have already prepared an assignment somewhere, you can add this using Google Drive, Link (your assignment link), File (as attachment) or youtube

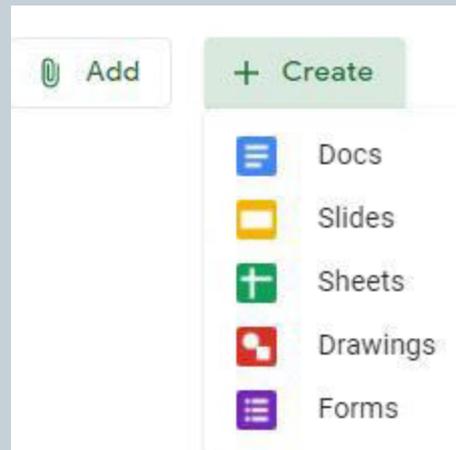


# How to create an assignment



You can also create an assignment using Google docs, Slides, Sheets, Drawings and Forms.

I'll create a tutorial on Google form later.



# How to create an assignment



Now you have to select Class, Students, points (assign marks for this assignment), due date and time (time is optional), topic of this assignment.

Rubic (optional): Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

Finally click on [Assign](#) button (Top right corner)

Selected students will get this.

The screenshot shows the assignment creation interface. At the top right, there is a "Saved" status and a green "Assign" button with a dropdown arrow. Below this, the "For" section has two dropdown menus: "Test Class T..." and "All students". The "Points" section has a dropdown menu set to "100". The "Due" section has a dropdown menu set to "No due date". The "Topic" section has a dropdown menu set to "No topic". At the bottom, there is a "Rubric" section with a button labeled "+ Rubric".

# Grades



**Grades:** This option only for teacher. Teacher can view students activity from here.

Test Class Test section		Stream	Classwork	People	Grades
Sort by last name ▼	No due date <b>Test 1</b> Assignm... out of 100	Jul 18 <b>Test</b> assignm... out of 100			
Class average					
Mr. [redacted]		___/100			
	Return View submission	Ctrl+Alt+R Ctrl+Alt+V			

A student has submitted his assignment (**Test assignm...**).  
Teacher can return or view submission clicking on red marked button.

# Grades



Click on View submission a window with two section well open. Left portion will view the open document (submitted by student).

Right portion as shown in image. Teacher can assign grade after evaluation or can return the assignment.

Teacher can send message to the student using **private comments** field.

The screenshot displays a submission review interface. At the top right, there is a blue 'Return' button and a dropdown arrow. Below this, the 'Files' section shows 'Turned in on Jul 16, 12:58 AM' and a link for 'See history'. A file named 'Answer.docx' is listed with a document icon. The 'Grade' section features a text input field containing a red circle, followed by '/100' and a vertical ellipsis menu. The 'Private comments' section includes a text input field with the placeholder 'Add private comment...', a 'Cancel' button, and a 'Post' button.

# Grades



After assigning marks 90 (for an example)

Sort by last name ▼	No due date <b>Test 1 Assignm...</b> out of 100	Jul 18 <b>Test assignm...</b> out of 100
 <b>Class average</b>		
 <b>Mr. ██████████</b>		<b>90/100</b> <i>Draft</i> 

# Exam/Quiz Assignment



Quiz assignment

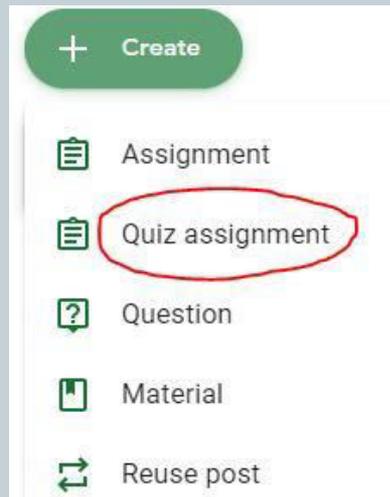
# Quiz Assignment



To take online exam using google Classroom

- You have to initialize quiz assignment.
- The process of creation quiz assignment is as same as process of creation of assignment

Follow slide-12, 13 then select **quiz assignment** option as shown in image



# Quiz Assignment



After selecting **Quiz assignment**, the below window will appear.

The screenshot shows a configuration window titled "Assignment" with a close button (X) in the top left and an "Assign" button in the top right. The window is divided into two main sections: a left sidebar for content and a right panel for settings.

**Left Sidebar:**

- Title:** A text input field.
- Instructions (optional):** A large text area with a rich text editor toolbar below it containing icons for Bold (B), Italic (I), Underline (U), List (≡), and Link (🔗).
- Buttons:** "Add" (with a plus icon) and "Create" (with a plus icon).
- Card:** A card titled "Blank Quiz" with the subtext "Google Forms" and a close button (X).

**Right Panel:**

- For:** Two dropdown menus. The first is set to "Test Class T..." and the second is set to "All students".
- Points:** A dropdown menu set to "100".
- Due:** A dropdown menu set to "No due date".
- Topic:** A dropdown menu set to "No topic".
- Rubric:** A button labeled "+ Rubric".

# Quiz Assignment



We have seen this window in slide no. 16. Also you have to follow slide no. 16-18. One thing you may have noticed that is **Blank Quiz**.

**Blank Quiz** is nothing but a Google form that have to be configured to take online examination.

For this task we have to learn Google form.

Assignment

Assign

Title

Instructions (optional)

**B** *I* U **☰** **✕**

Add Create

Blank Quiz  
Google Forms

For

Test Class T... All students

Points

100

Due

No due date

Topic

No topic

Rubric

+ Rubric

# Student Part



Student can join various way:

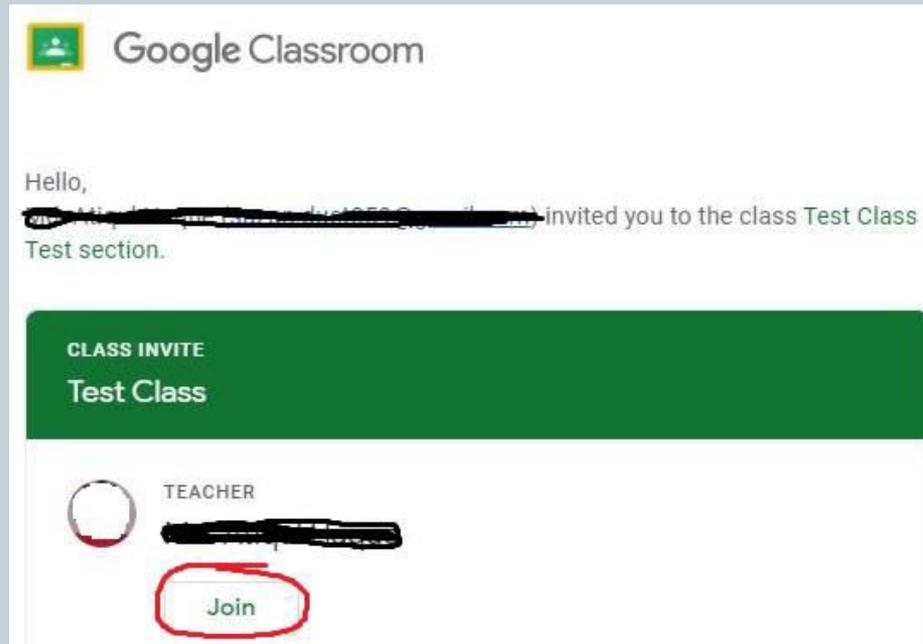
1. Through the invitation email, other is
2. Using Class code. To do so student will have to follow slide 2,3.

# How to join a Class



Student can join various way:

1. Through the invitation email. Click on **Join** button.



2. Using Class code.

# View assignment



After joining, student can view three options (Stream, Classwork, People).

**Stream:** View summary.

**Classwork :** Contain work in detail.

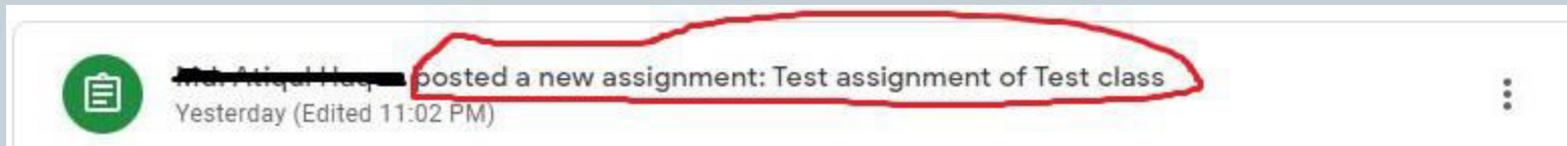
The screenshot displays a class page interface with the following elements:

- Navigation Tabs:** Stream (selected), Classwork, and People.
- Header Banner:** A green banner with the text "Test Class" and "Test section" on the left, and an illustration of books and papers on the right.
- Upcoming Section:** A box on the left containing the text "Upcoming", "Due Sunday", "Test assignment of Test cl...", and a "View all" link.
- Announcement:** A box with a person icon and the text "Announce something to your class".
- Assignment List:** A list of two assignments, each with a document icon, a user profile picture, the text "posted a new assignment: [assignment name]", and a timestamp. The first assignment is "Test Assignment 2" posted "Yesterday". The second is "Test assignment of Test class" posted "Yesterday (Edited 11:02 PM)".

# How to do the work (Assignment)

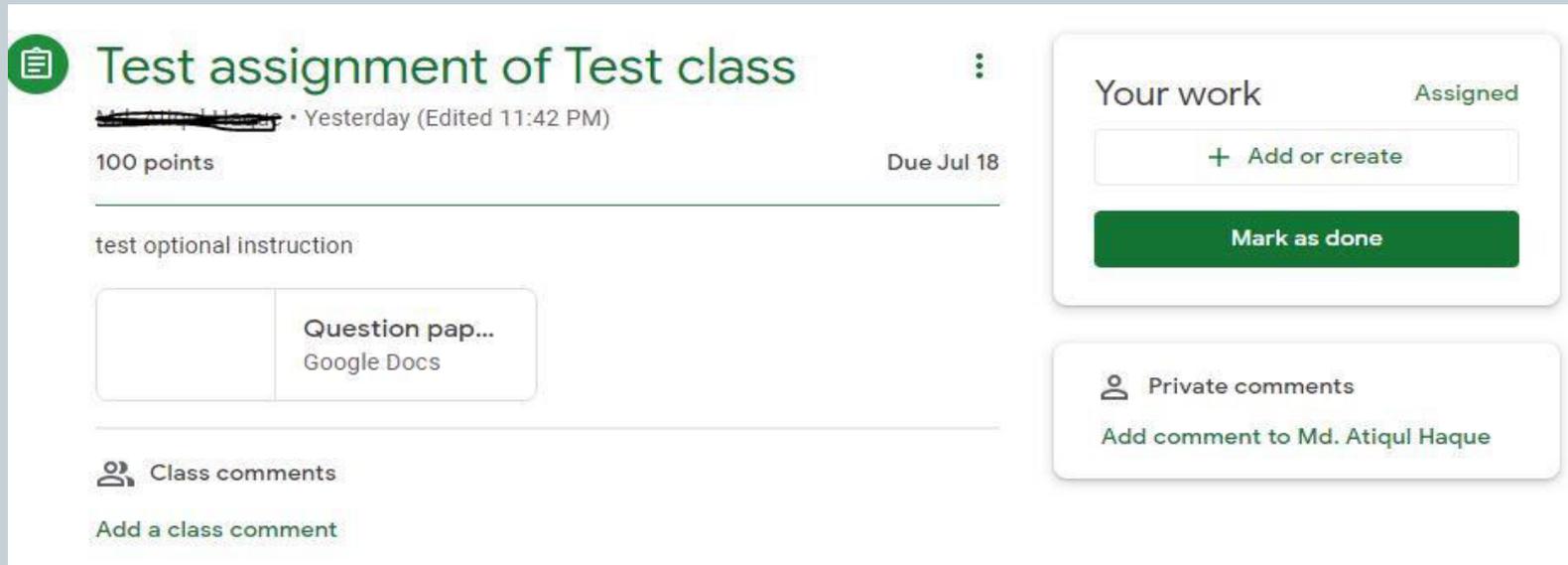


Student can start work on assignment by clicking on assignment's title



# How to do the work (Assignment)

Figure, where students will work



The screenshot displays a Canvas LMS assignment page. The main heading is "Test assignment of Test class" with a green icon of a document. Below the heading, the instructor's name is redacted with a black box, followed by "Yesterday (Edited 11:42 PM)". The assignment is worth "100 points" and is due on "Jul 18". The description includes "test optional instruction" and a link to a "Question paper... Google Docs". On the right side, there is a "Your work" section with a status of "Assigned", a "+ Add or create" button, and a green "Mark as done" button. Below that is a "Private comments" section with a link to "Add comment to Md. Atiqul Haque". At the bottom left, there is a "Class comments" section with a link to "Add a class comment".

Student can make a comment to class using [Add a class comment](#) link. Student can also make a private comments for the purpose of the teacher using [Add comment to ...\(teacher's name\)](#)

# How to do the work (Assignment)



**Test assignment of Test class** Assigned

~~XXXXXXXXXX~~ • Yesterday (Edited 11:42 PM)

100 points Due Jul 18

test optional instruction

[Question pap...](#)  
Google Docs

[+ Add or create](#)

[Mark as done](#)

[Class comments](#)

[Add a class comment](#)

[Private comments](#)  
[Add comment to Md. Atiqul Haque](#)

Assignment created using Google Docs (**Question pap...**). Student can open and view this docs by clicking on.

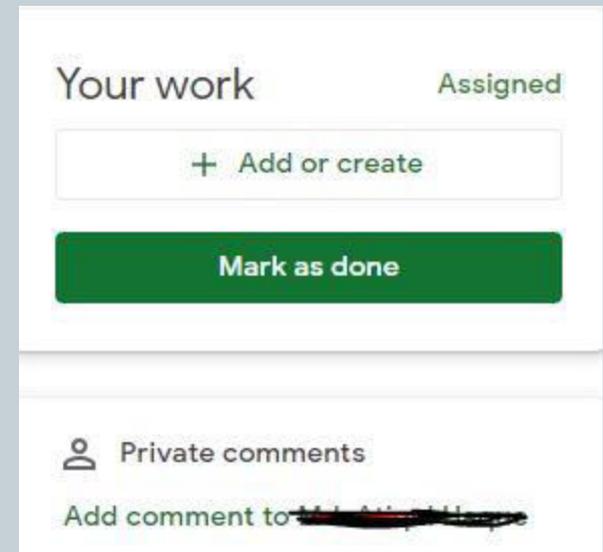
# Assignment submission



Students can add the work assigned to them from Google Drive, Link (source of document file), File (from computer).

Student can also create Docs, Slides, Sheets, Drawing to complete the job.

Finally click on [Mark as done](#) button to submit.



# Assignment submission



Finally **Turn in** button appear then click on.

The screenshot shows a submission interface. At the top, it says "Your work" and "Assigned". Below that, there is a file named "Answer.docx" with the extension "Word" and a close button (X). Underneath the file is a button that says "+ Add or create". At the bottom of the interface is a prominent green button labeled "Turn in".

End of student part

# Google Classroom



Thanks to you all