Introduction to Google Classroom

"NEW NORMAL"

PMCA
PILOO MODY COLLEGE OF ARCHITECTURE

ONLINE CLASS: Google Classroom

Install the Google Classroom APP

- Google Classroom will be the **Academic Interface** for this semester.
- Classes will be conducted over Google Meet.
- Lecture notes, assignments, etc. will be shared through Google Drive attached to Google classroom.
- Attendance, submissions, quizzes, tests all in Google Classroom.

CONTENT OF THE PRESENTATION

• Joining a classroom Using Web Browser

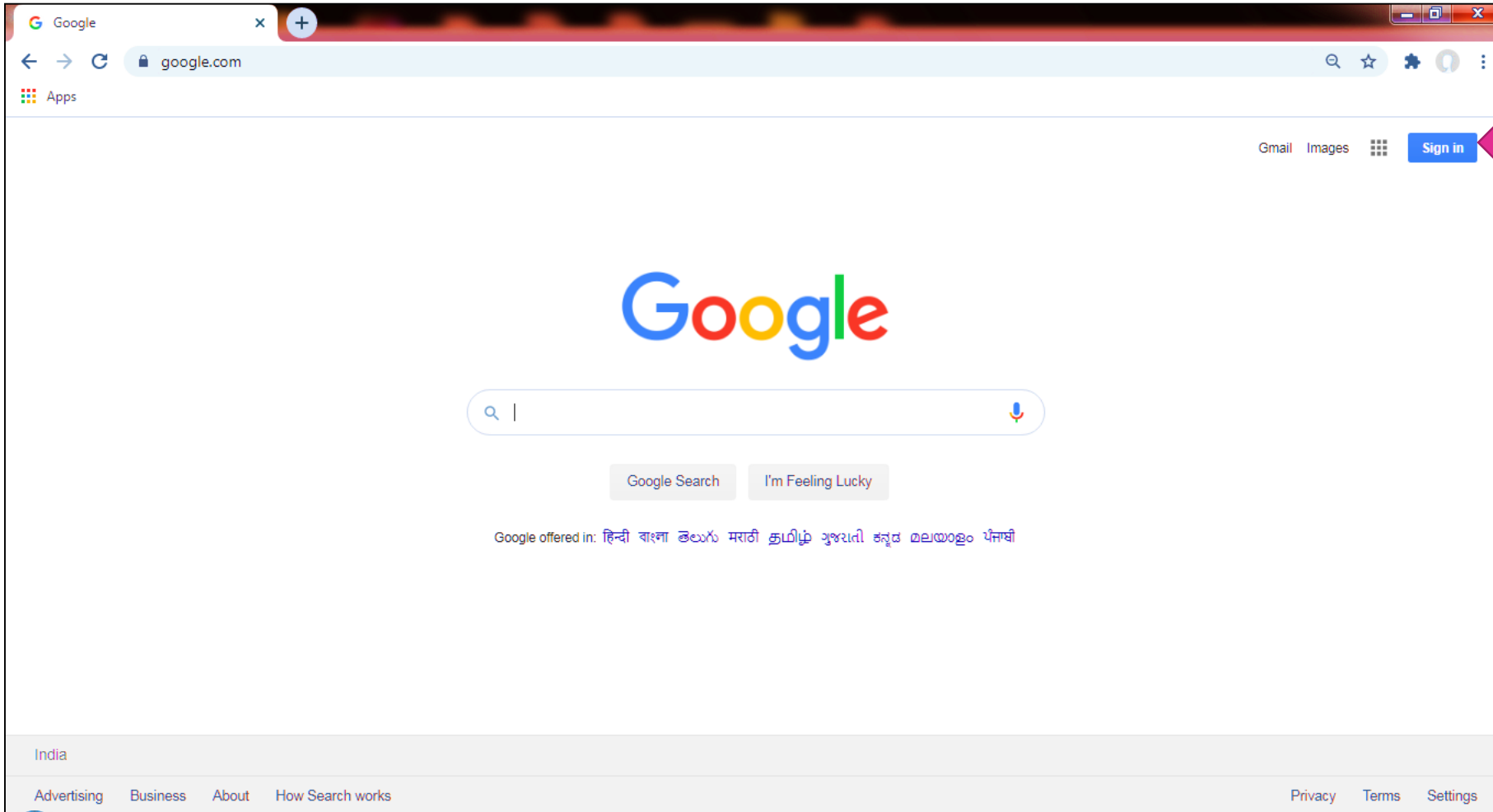• Joining a classroom Using Google classroom app

Joining a classroom using
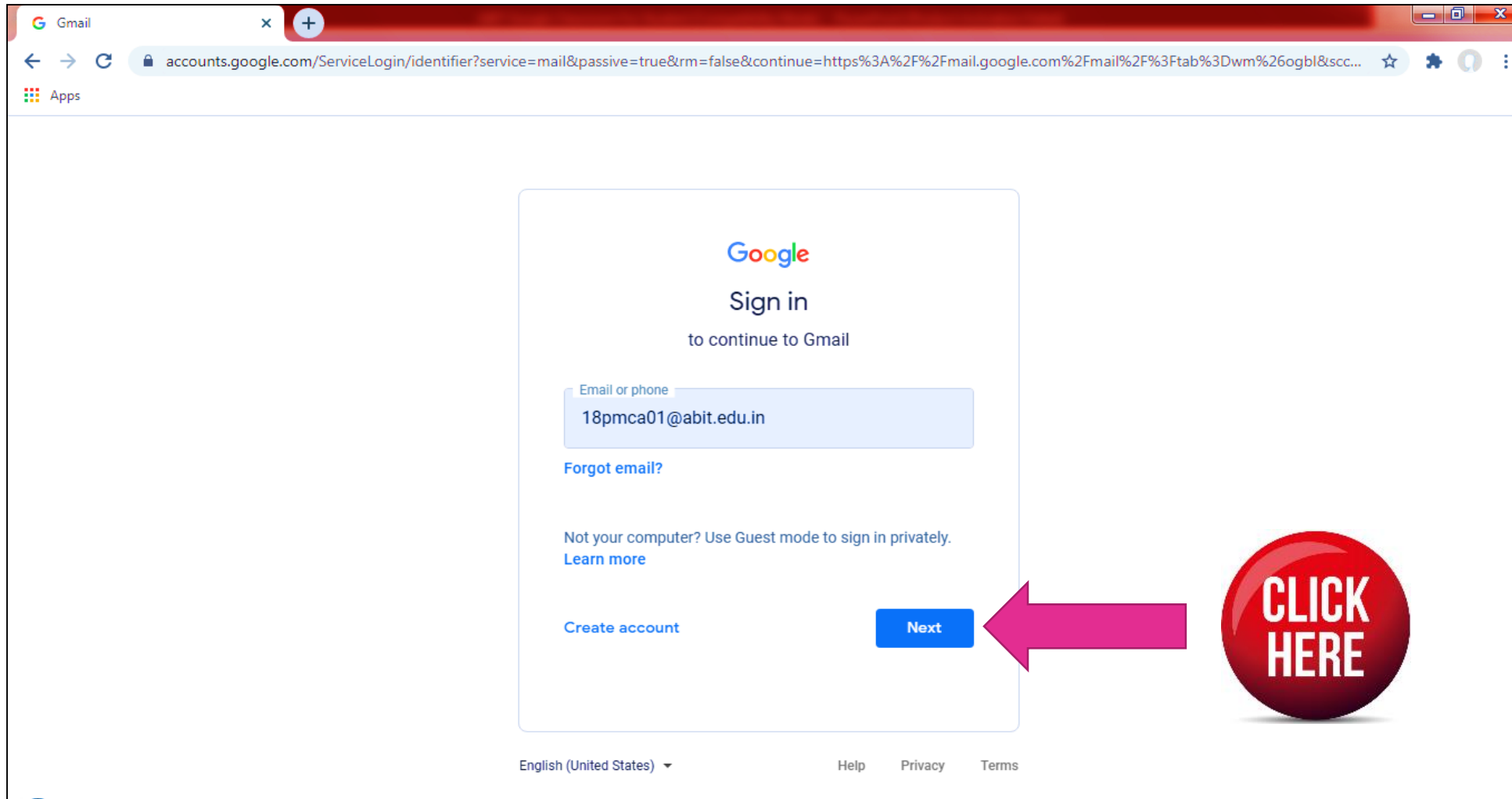# Web Browser (Laptop/Desktop)

Sign-up/ Sign-in

Go to https://www.google.com/ OR https://www.classroom.google.com/

In the top right corner of your screen, click the blue Sign In button.

Sign-up/ Sign-in

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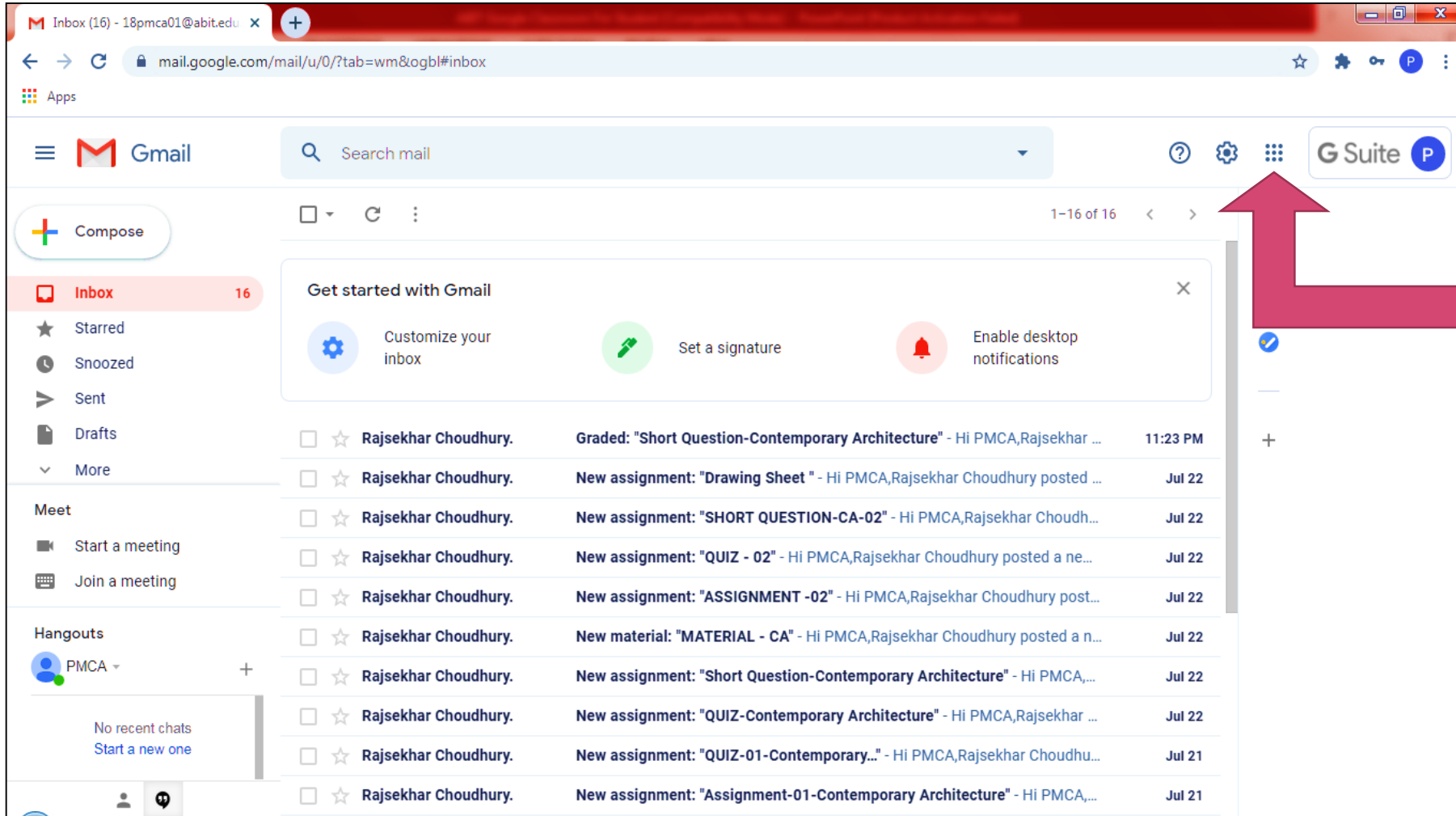Enter your email address (username@abit.edu.in) and press Next.

Sign-up/ Sign-in

Enter your password and Log-in.

If you do not know your email address or password, or you are having issues logging in, contact Faculty.
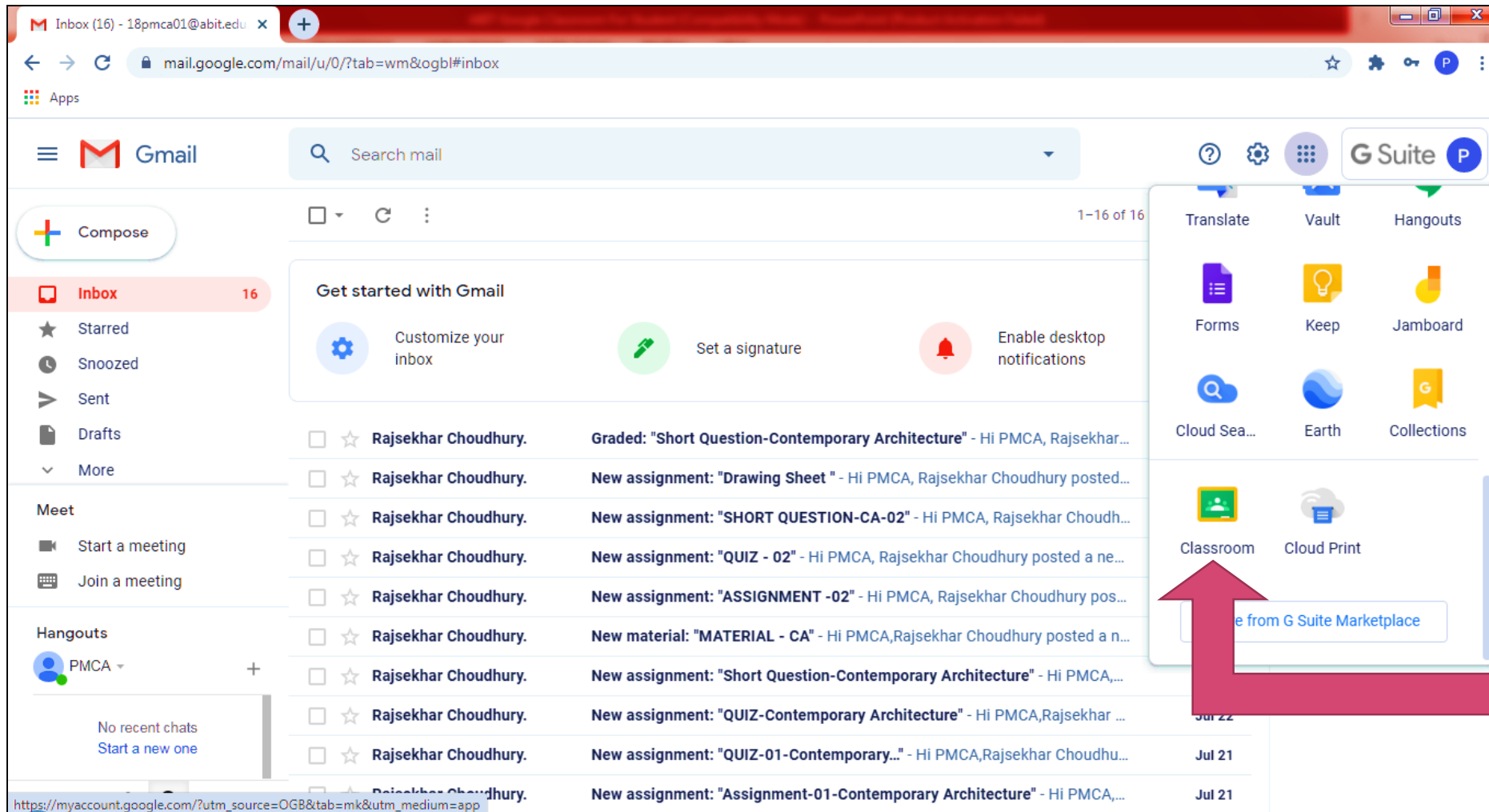
Entering Classroom

In the top right corner of your screen, click on the Google apps icon (9 tiny squares) and then select Google Classroom icon.

Entering Classroom

In the top right corner of your screen, click on the Google apps icon ⊞ (9 tiny squares) and then select Google Classroom 📗 icon.

Entering Classroom

Step for Verifying Classroom for a Student login

Entering Classroom

Selection of login profile
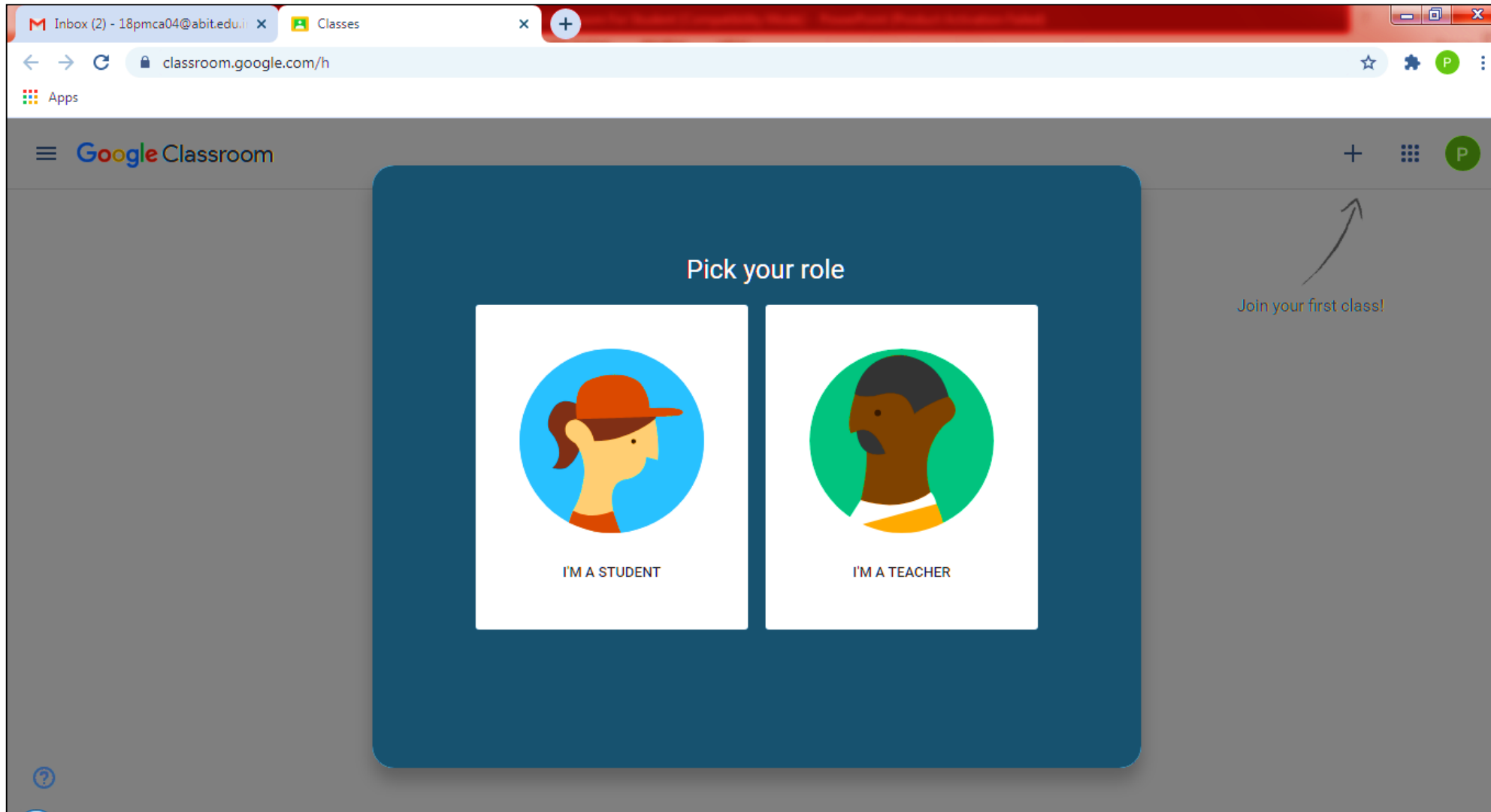
Ahhh Finally!! Classroom

Classroom interface with Course Options / Classes

Entering a Course / Class

To enter into a class you have two options:

- **OPTION 1:** Entering through Google Calendar *(if you don't know the timetable)*

- **OPTION 2:** Entering directly through Classroom Tabs *(if you are aware of the timetable)*

1.Entering through Google Calendar
(Alas! You don't know the timetable?!)

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In the top right corner of your screen, click on the Google apps icon ⣿ (9 tiny squares) and then select Google Calendar **31** icon.

1.Entering through Google Calendar
(Alas! You don't know the timetable?!)

In the top right corner of your screen, click on the Google apps icon ⊞ (9 tiny squares) and then select Google Calendar 📅 icon.

1.Entering through Google Calendar
(Alas! You don't know the timetable?!)

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Viewing Weekly or Monthly Calendar.

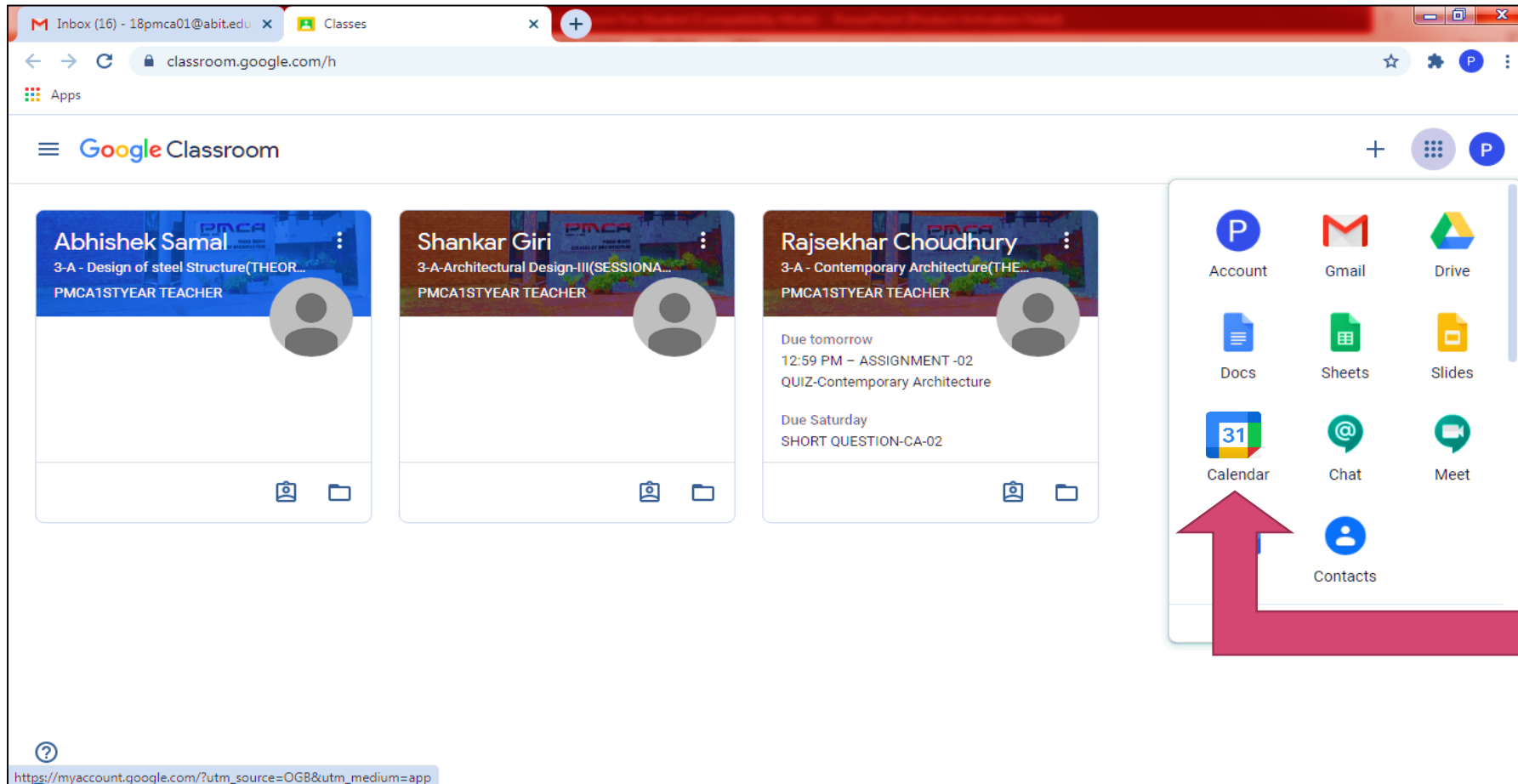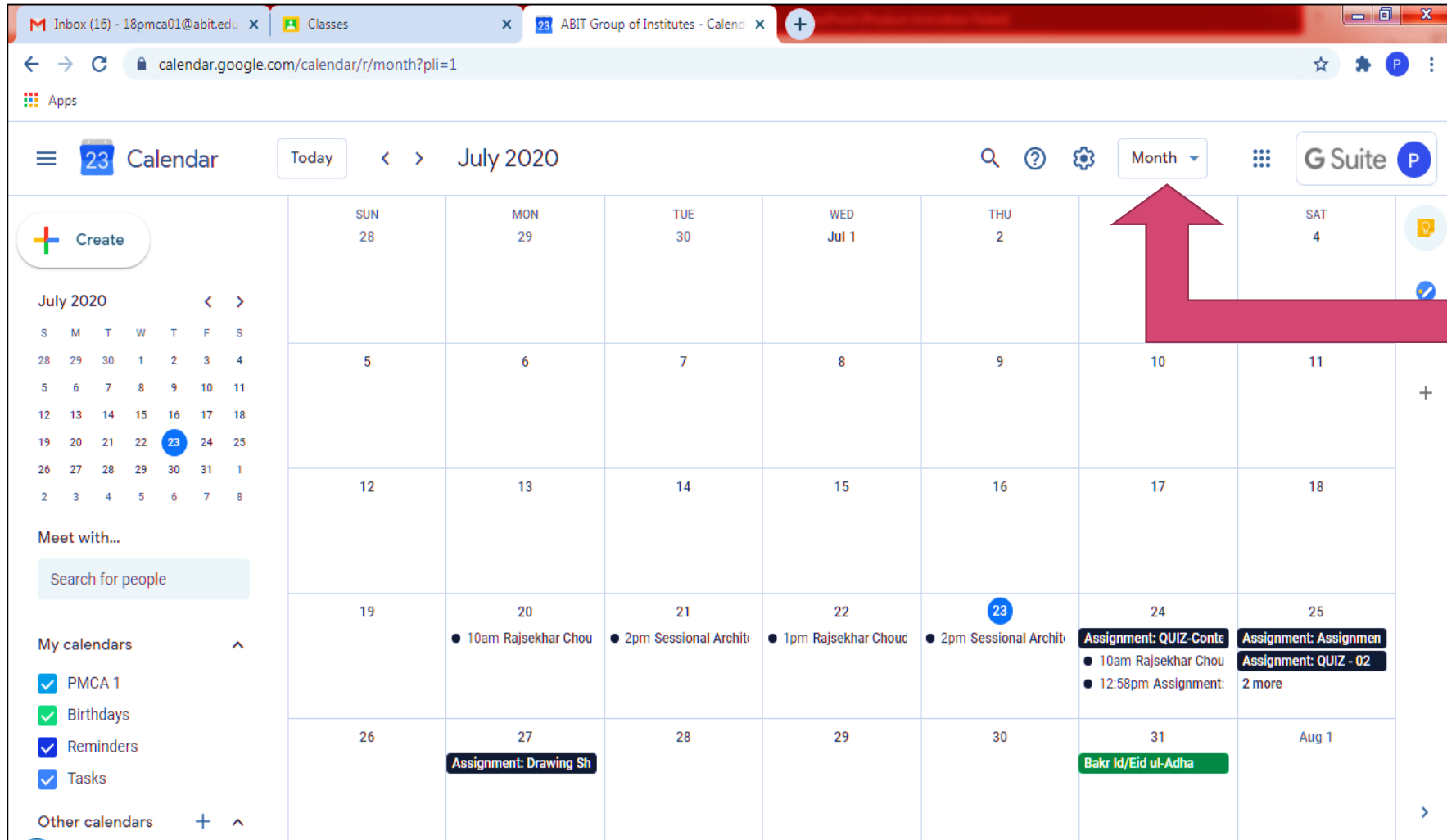To Change Calendar view: Week or Month & see the schedule (i.e., date & time) of class.

1.Entering through Google Calendar

(Alas! You don't know the timetable?!)

To join Classroom Meet click on the highlighted class in the Calendar.
A pop-up window shall appear. Click on **Join with Google Meet**

1.Entering through Google Calendar
(Alas! You don't know the timetable?!)

Google Meet window shall open. To join Classroom Meet click on the **Join now** button.
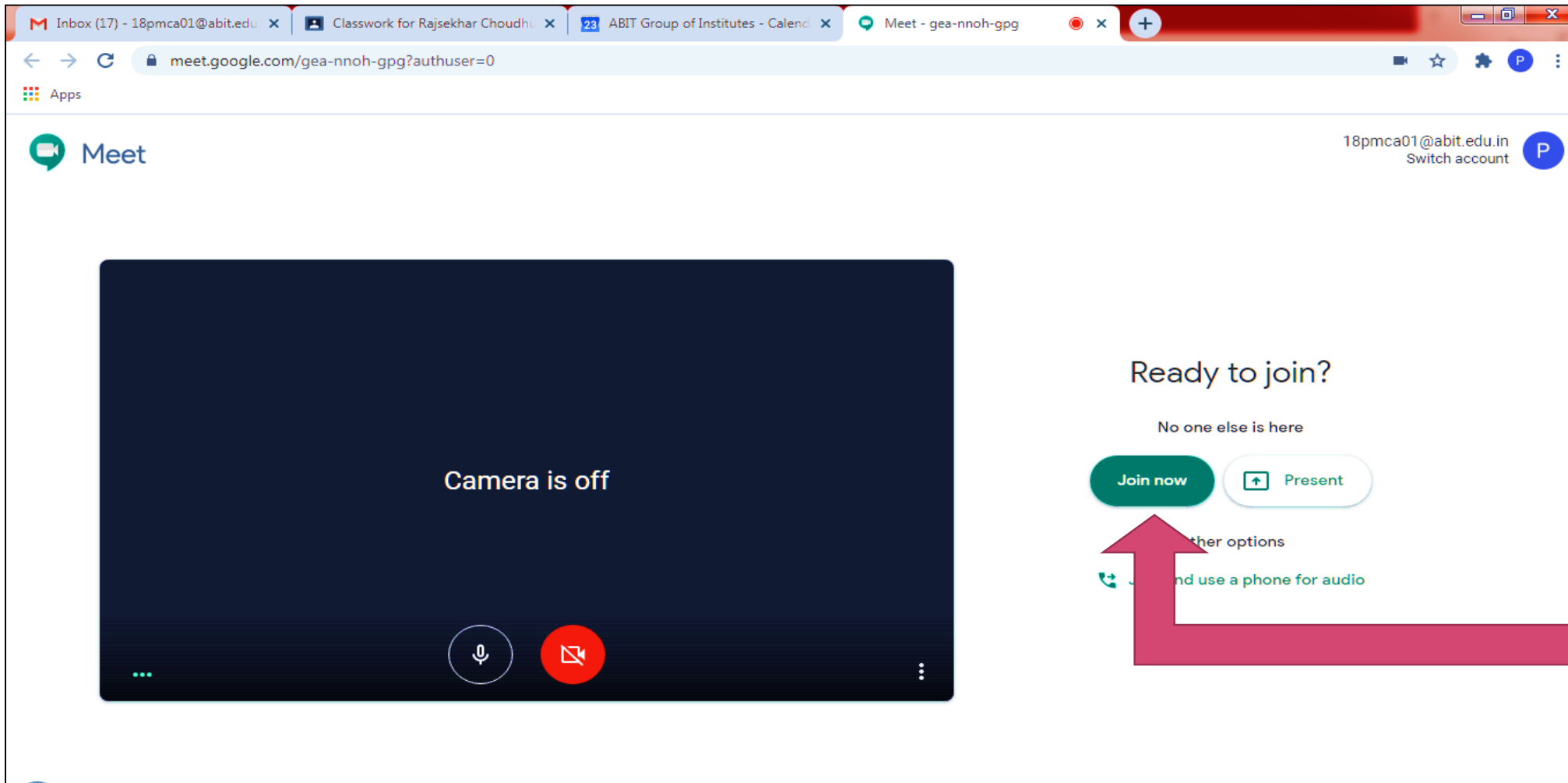
2.Entering through Classroom Tabs
(Hurrah!! You are aware of the timetable!! Good!)

Click on the Course / Class Tabs to enter a particular classroom.

2.Entering through Classroom Tabs

(Hurrah!! You are aware of the timetable!! Good!)

Within the Classroom there are three tabs: STREAM, CLASSWORK & PEOPLE

2.Entering through Classroom Tabs
(Hurrah!! You are aware of the timetable!! Good!)

Under "STREAM" tab, you may see 'anything' streamed by 'anybody' in the classroom.

2.Entering through Classroom Tabs
(Hurrah!! You are aware of the timetable!! Good!)

So, we go to "CLASSWORK" tab. Here, you may check Study Materials, Assignments, MCQs, Quizzes, etc. **Here, its all study no fun.** Now common! Click on the ▭◢ Meet icon.

2.Entering through Classroom Tabs
(Hurrah!! You are aware of the timetable!! Good!)

Google Meet window shall open. To join Classroom Meet click on the **Join now** button.

Eureka!!! I'm in a Class!!

Joining a classroom using
Google Classroom App (Mobile)

Joining a classroom using Google Classroom App (Mobile)

Go to Play Store in your Phone.
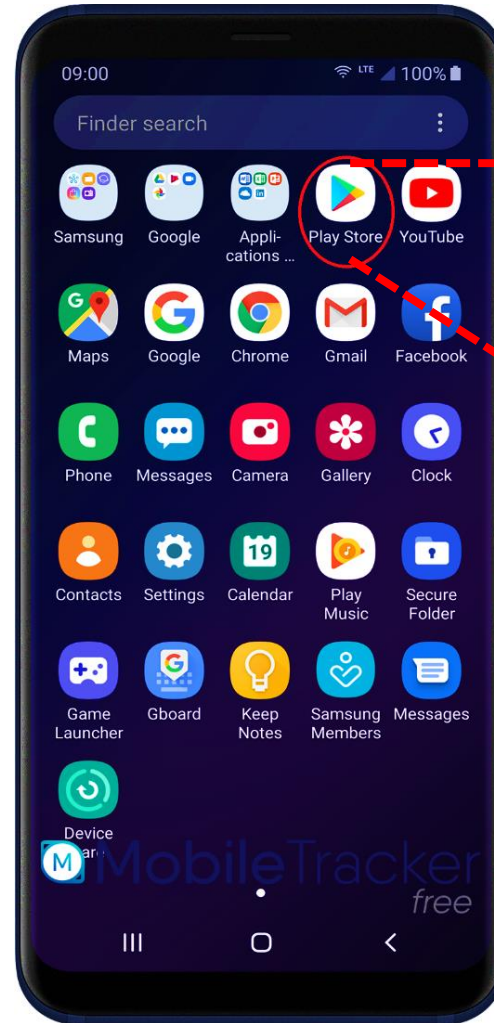
Joining a classroom using
Google Classroom App (Mobile)

Search & Install Google Classroom App.
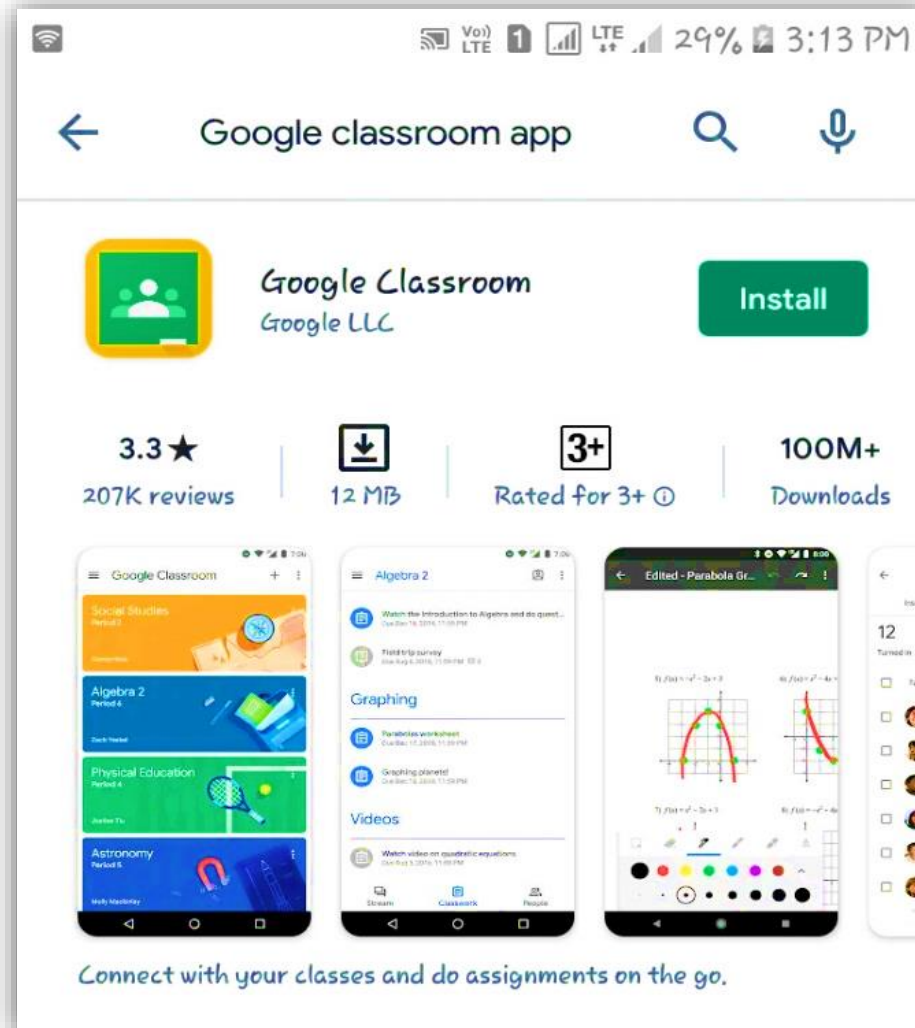
Joining a classroom using Google Classroom App (Mobile)
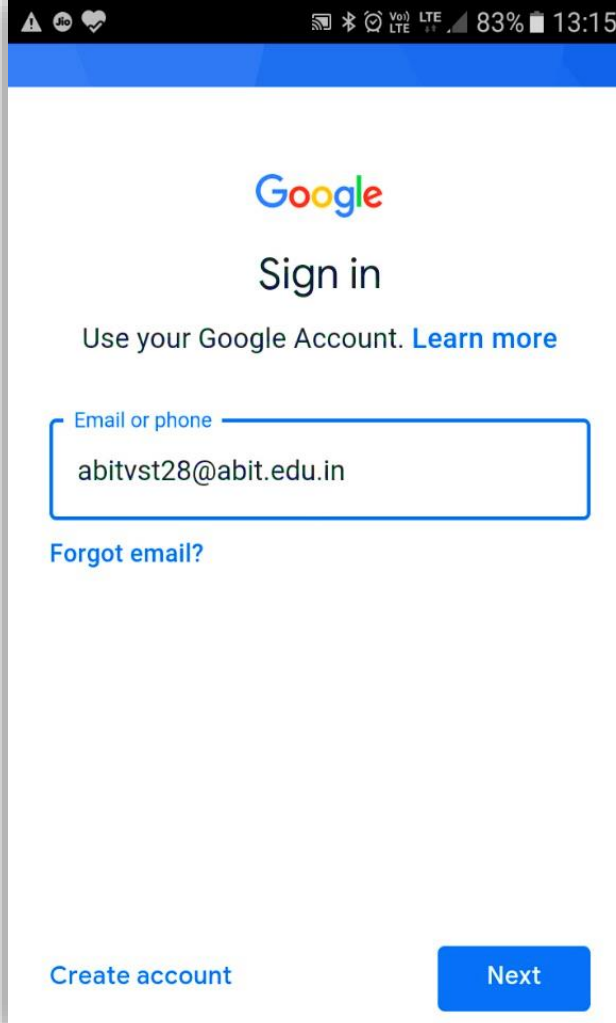
Launch Google Classroom App.
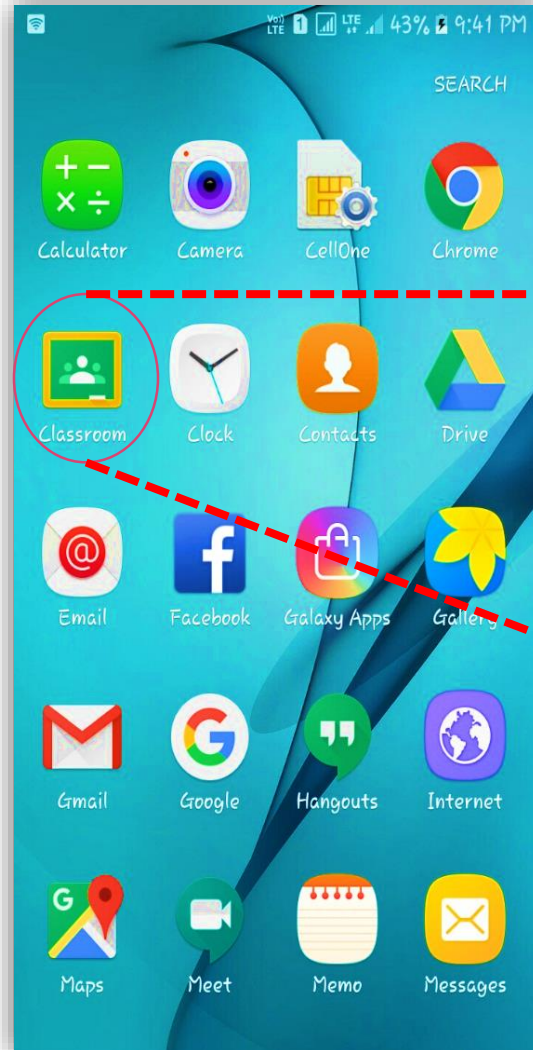
Google classroom
app icon

Joining a classroom using Google Classroom App (Mobile)

Enter User ID (xxx@abit.edu.in) and click next.

Joining a classroom using Google Classroom App (Mobile)

Enter using the provided password and login.
Upon first time login, you shall be prompted for password change.
Change the password suitably.
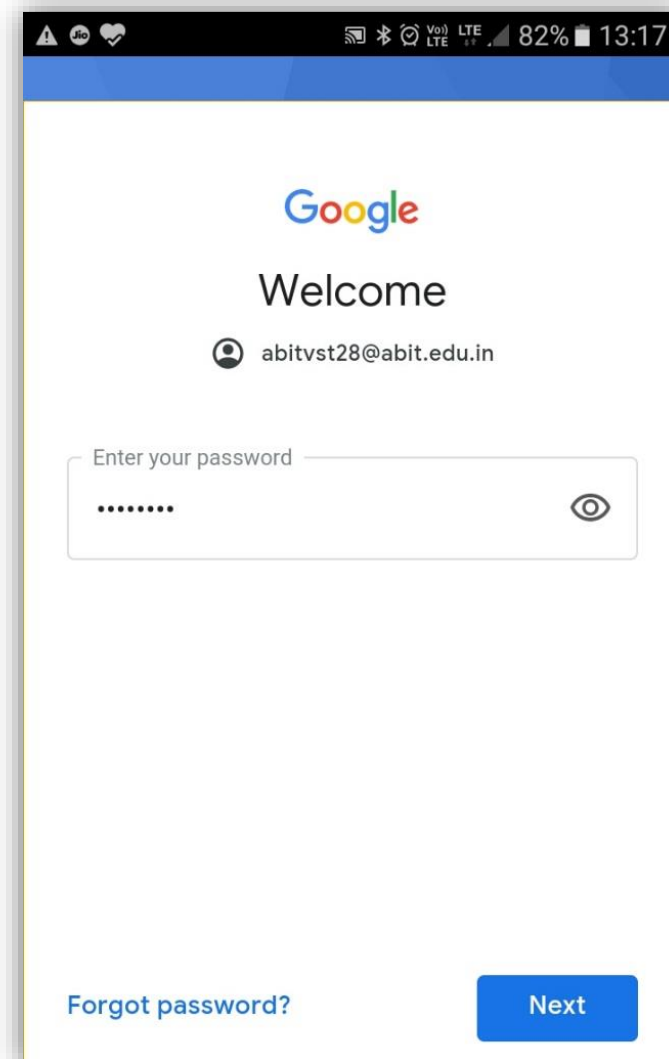
Joining a classroom using Google Classroom App (Mobile)

Selection of login profile
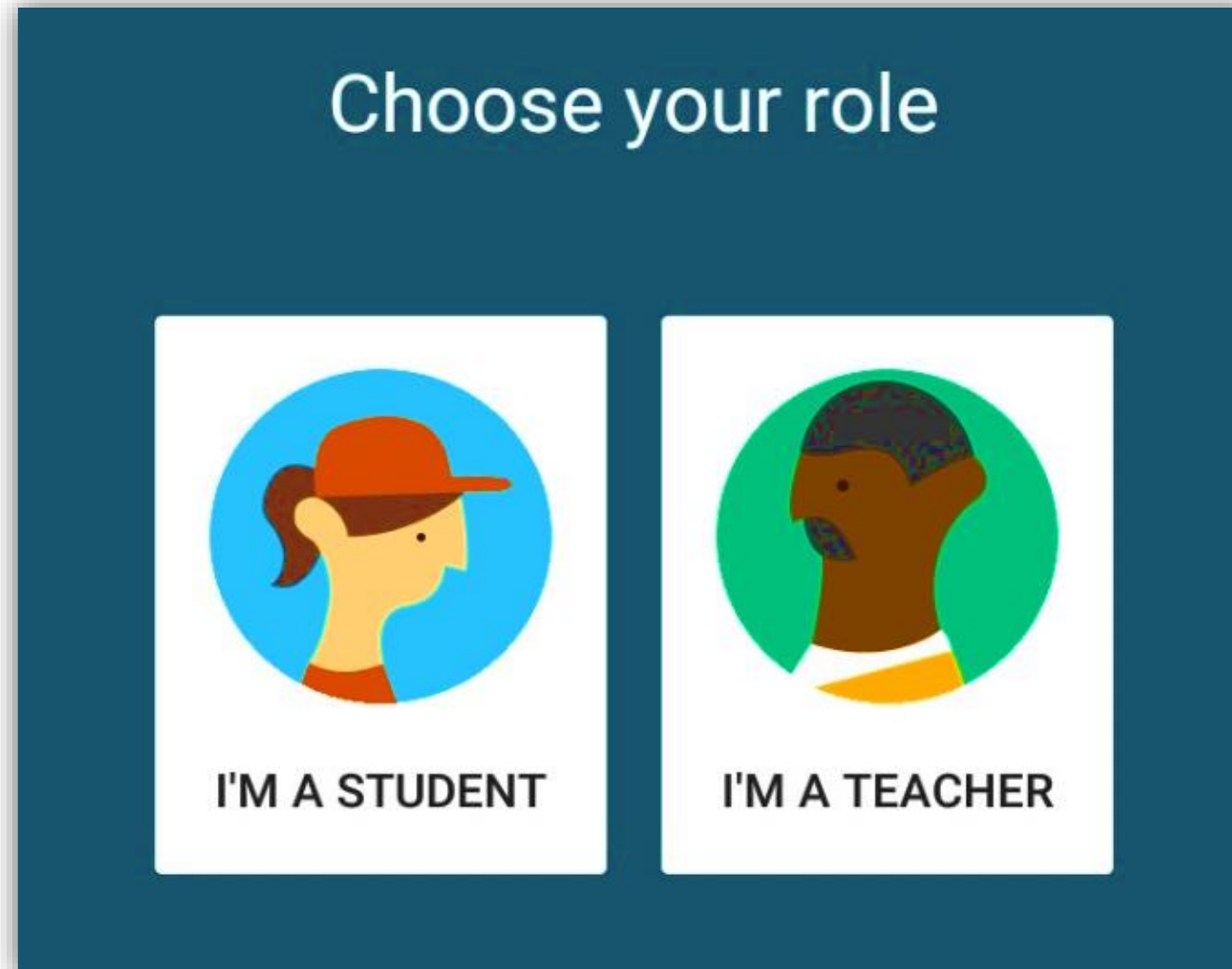
Joining a classroom using Google Classroom App (Mobile)

Check Course options / Classes in the Classroom and click on "Join" button (first time). Next time onwards you may enter the Classroom Directly.
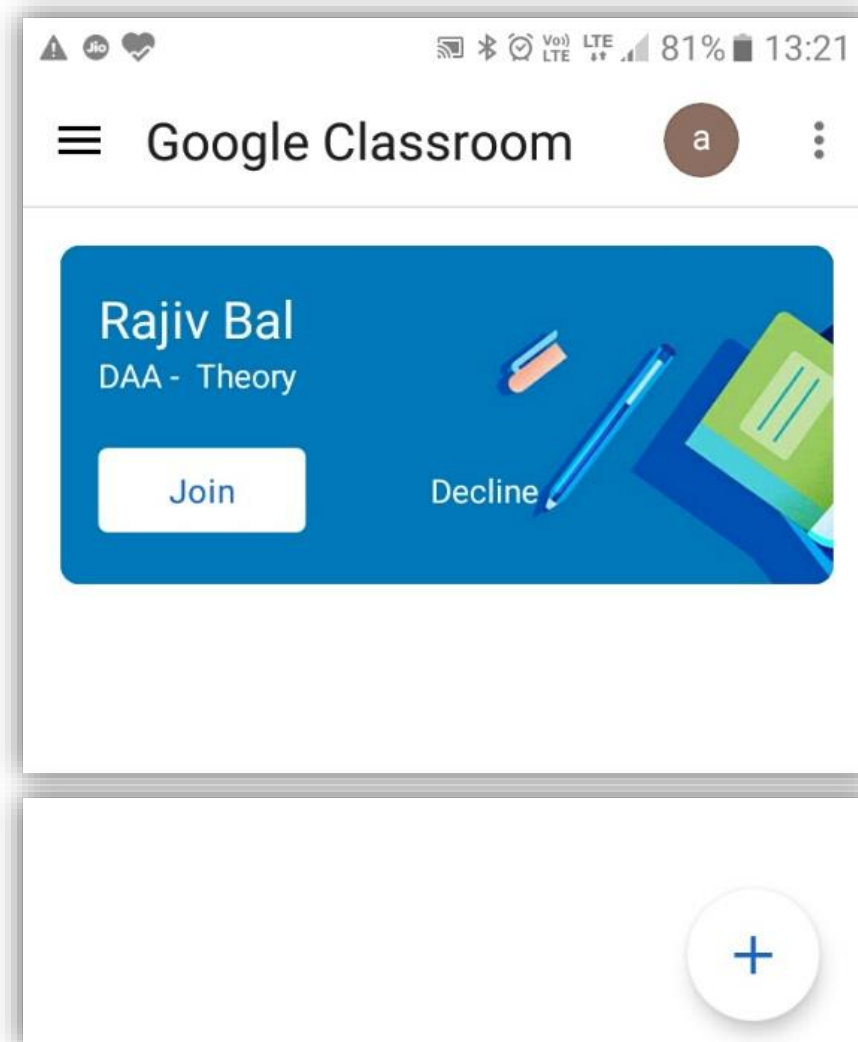
Joining a classroom using Google Classroom App (Mobile)

Within the Classroom there are three tabs: STREAM, CLASSWORK & PEOPLE

- Under the "STREAM" tab, you may see 'anything' streamed by 'anybody' in the classroom.

- Under the "CLASSWORK" tab, you may check Study Materials, Assignments, MCQs, Quizzes, etc.

- Under the "PEOPLE" tab, you may find all the person associated with the class (teachers & students).

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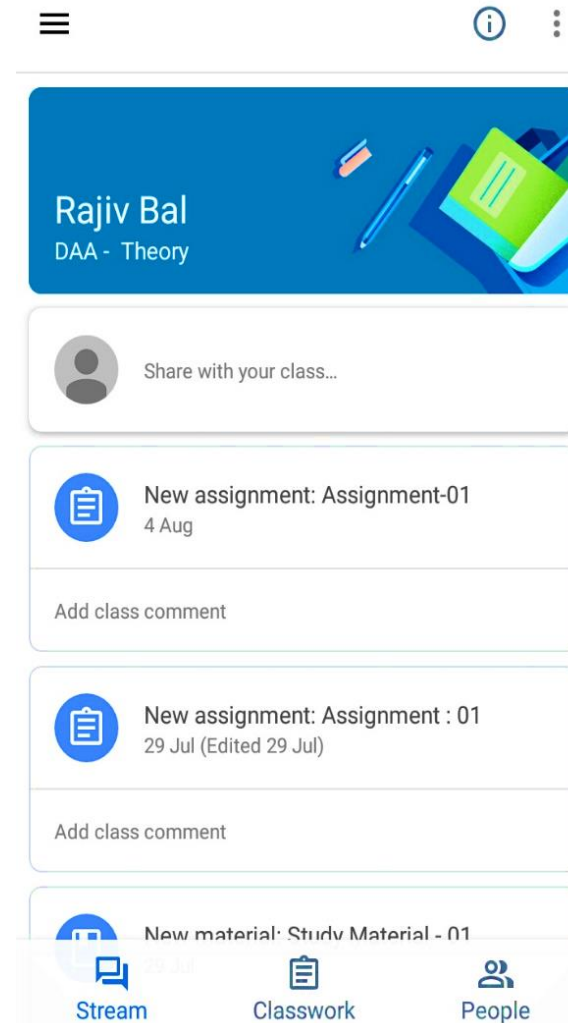
Joining a classroom using Google Classroom App (Mobile)

To check and submit an Assignment, go to the Classwork tab. Search for the Assignment by scrolling up/down and click on it.
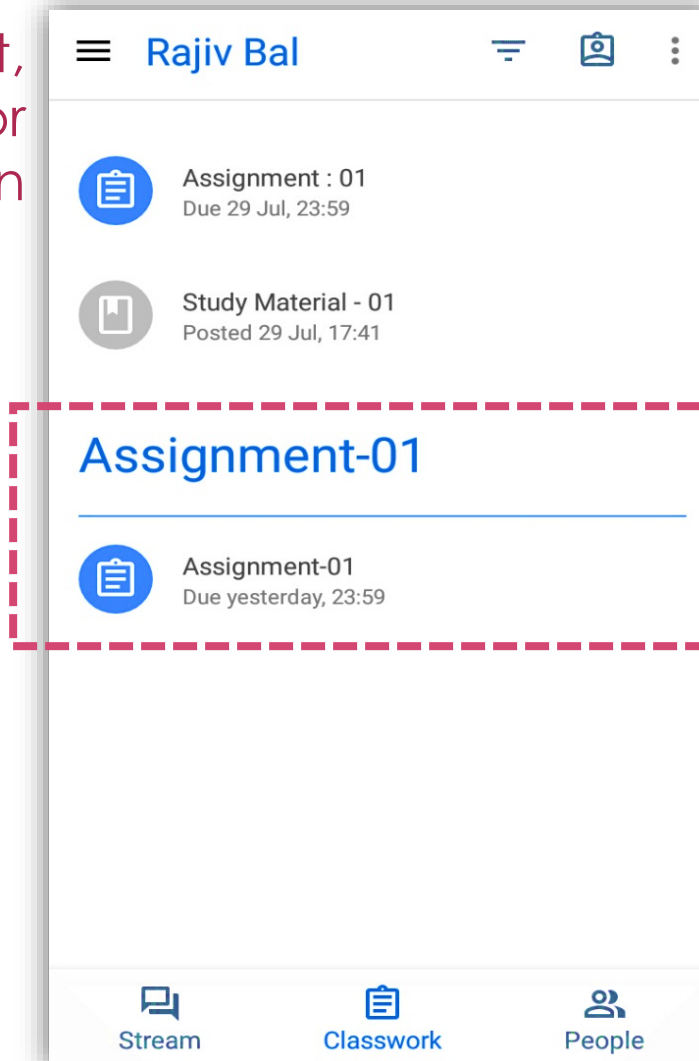
Joining a classroom using Google Classroom App (Mobile)

Upon clicking, the Assignment window will open and you can see the Assignment details.

Go to "Your Work" at bottom of the screen and click it open.

Here you can submit your assignment by clicking "Add attachment".

←   ⋮

Due 14 Oct, 23:59

Synopsis Submission

100 points

💬 1 class comment

Students are required to submit synopsis pertaining to the project allotted to them as per format discussed in class.

Your work   Missing

💬 Add private comment

⋮

Your work   Missing

+   Add attachment

Mark as done

Add private comment   ▷

CLICK HERE

CLICK HERE

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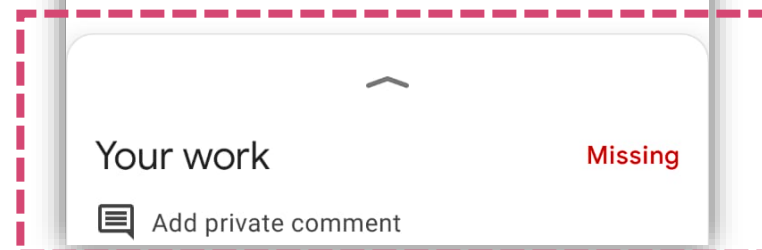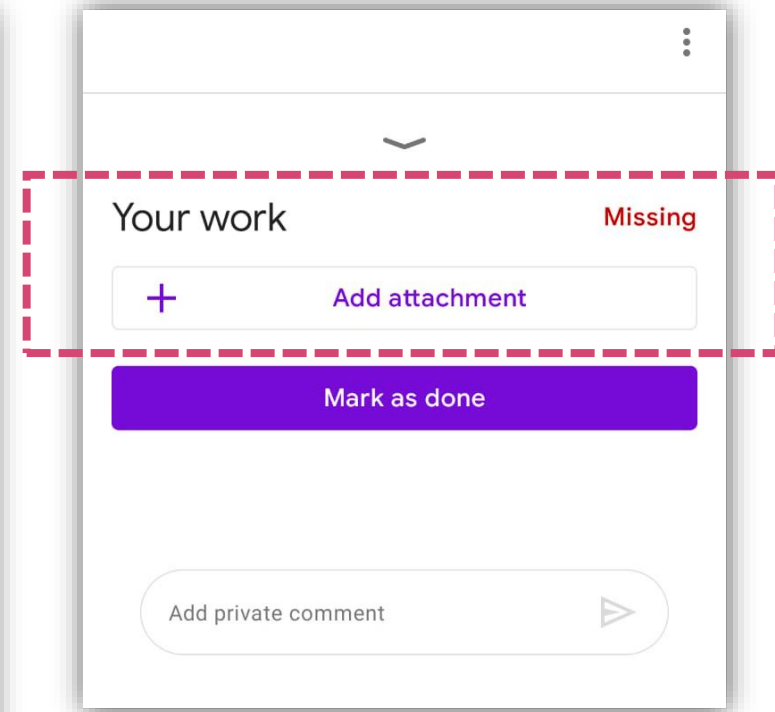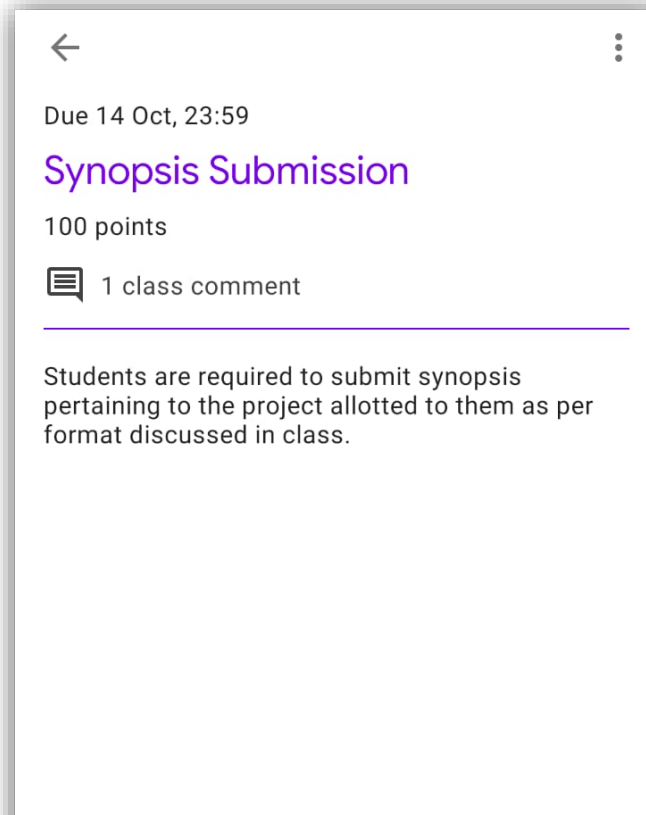
Joining a classroom using Google Classroom App (Mobile)

Now choose the appropriate option (Google Drive/any web link/any file from your phone memory) from where you may be able to choose your assignment file and upload it.

Attach

Drive

Link

File

Take photo

Record video

Create

New Docs

New Slides

New Sheets

New PDF
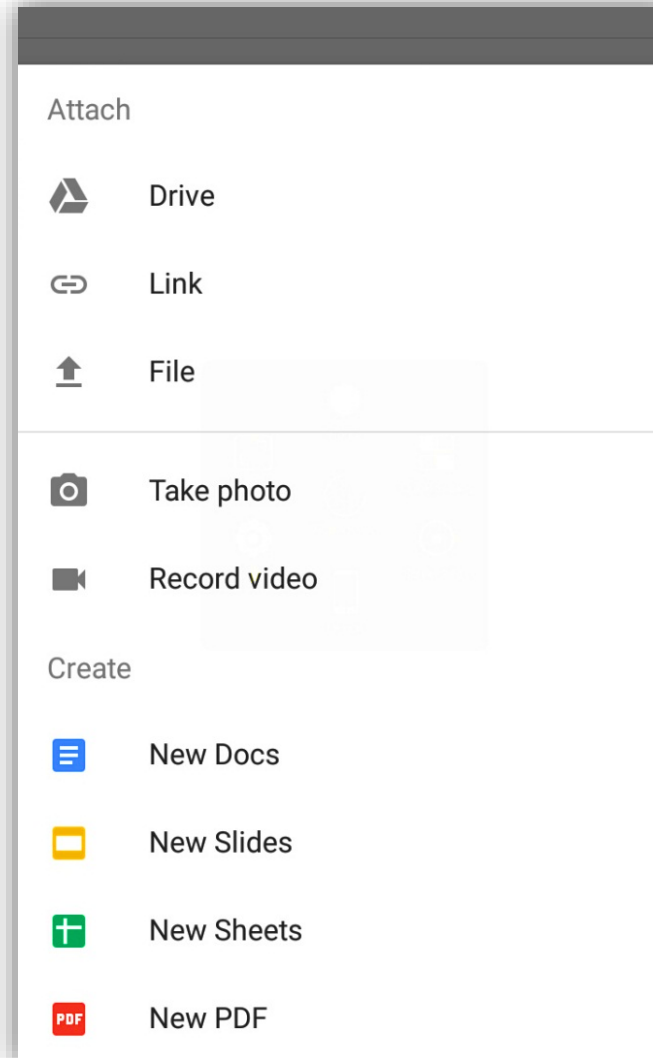
Joining a classroom using Google Classroom App (Mobile)

Once the assignment file is uploaded, it will show up. Now click on "Hand in" button to submit it.

Once the assignment file is submitted, it will show as "Unsubmit"

Uploaded assignment file

Your work — Missing

PDF List of Holidays of BPUT Office at Rourkela for the Year 2020.pdf ×

+ Add attachment

Hand in

CLICK HERE

Add private comment

Your work — Handed in
Done late

PDF List of Holidays of BPUT Office at Rourkela for the Year 2020.pdf

Unsubmit

Add private comment
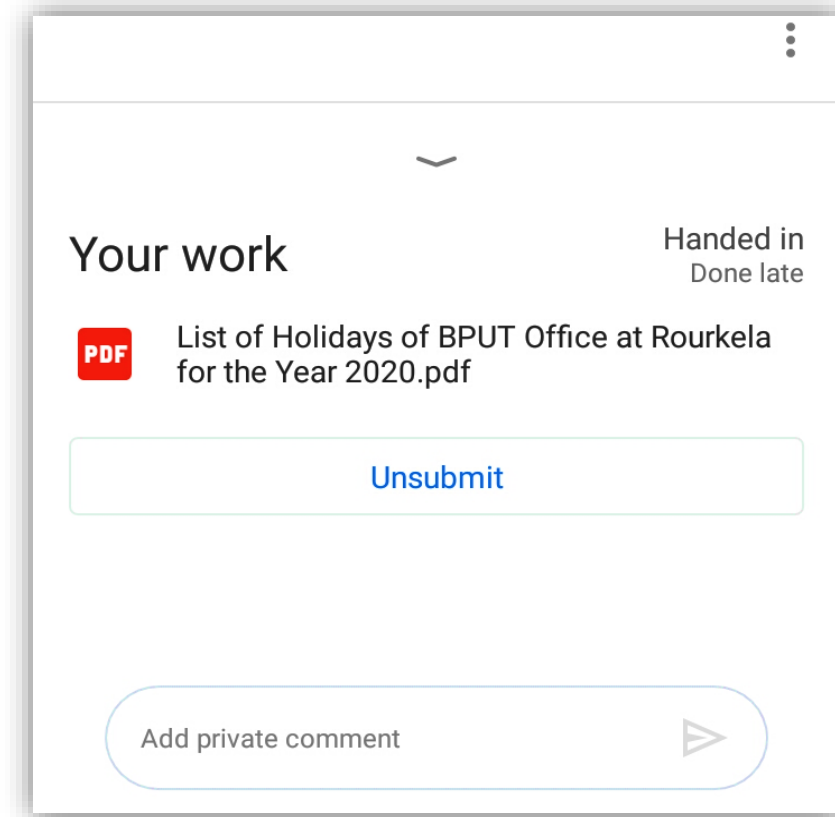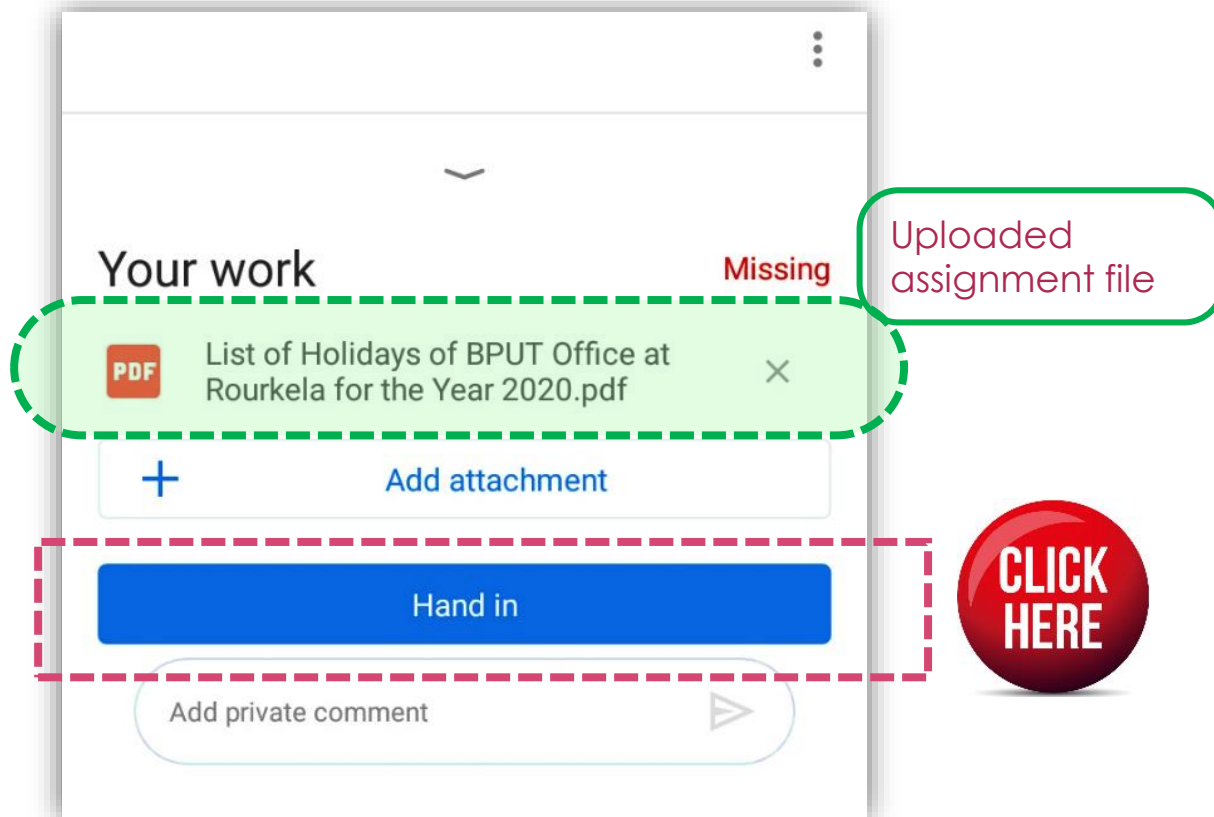
Introduce yourself & Respect your peers

Test your Hardware

Be Punctual
Log-in on time

Refer additional online resources

Sit on a Table-chair!! Don't lie on a bed & take the class!!!

DO's

Read the Syllabus
It's the roadmap

Embrace being flexible

Set up your space
Make sure its quiet & undisturbed

Don't be a wallflower
Don't be afraid to speak up

Don't disrupt the class
Wait for your turn

DON'Ts

Don't get discouraged

NO
Excuses for bad logistics

Don't get distracted by other **websites / pop-ups**

Any Doubts??!! Don't feel shy to contact:

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Technical Coordinators (Google Classroom):
Mrs. Maya Acharya *(9437129676)*
Ms. Manisha Patsani *(7008097198)*

Faculty coordinator:
Ar. Rajsekhar Choudhury

THANK YOU!

All the Best!!

Welcome to PMCA!!!