University of Nairobi

Google Classroom

User Manual

Table of Contents

Google Classroom on a Computer

1: Making an Account

If you already have a Google Account, you can skip these instructions.

1. Open up your **internet browser** by clicking on the internet icon. (This could be **Firefox**, **Google Chrome**, **Internet Explorer**, etc., whichever internet explorer you use most often.)

2. In the toolbar of your internet browser, **type in the following URL** classroom.google.com and **press enter.**
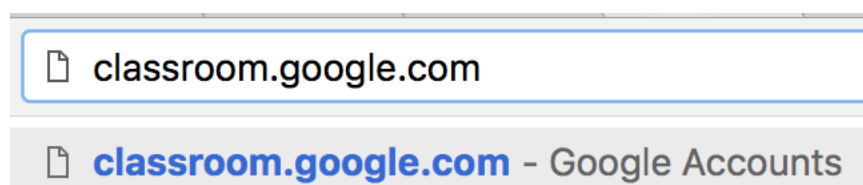
3. Click the **SIGN IN** button in the middle of the page.

4. Create a Google Account by clicking on the **Create account** link.

5. On the right side of the page, **fill in the necessary information to create your Google Account.** You will have to choose your own username and password. (*It is recommended to write this information down elsewhere so that you don't forget it.*)

6. After you have filled out all of the necessary information, click the ![Next step] button.

7. Click the ![Continue to Classroom] button in the middle of the page.

You have now successfully created a Google Classroom account!

2: Change Your Profile Photo

1. At the top left, click Menu ≡.
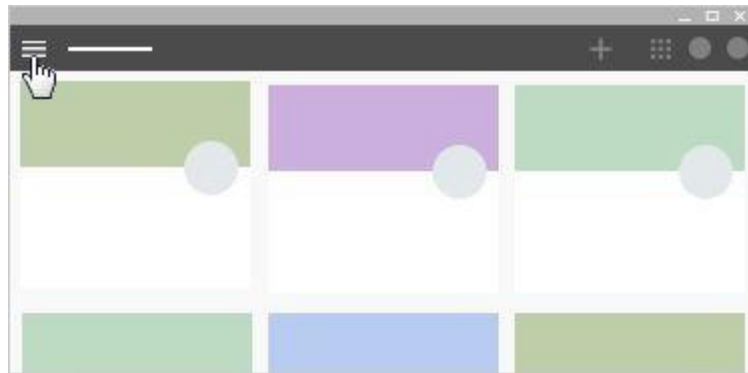
2. Scroll down and click **Settings**.

3. Under **Profile picture**, click **Change.**

4. Click or drag a photo from your computer.

5. *(Optional)*Resize the box over your photo.

6. Click **set as profile photo**.

3: Customize your Notifications

1. At the top left, click Menu ≡.
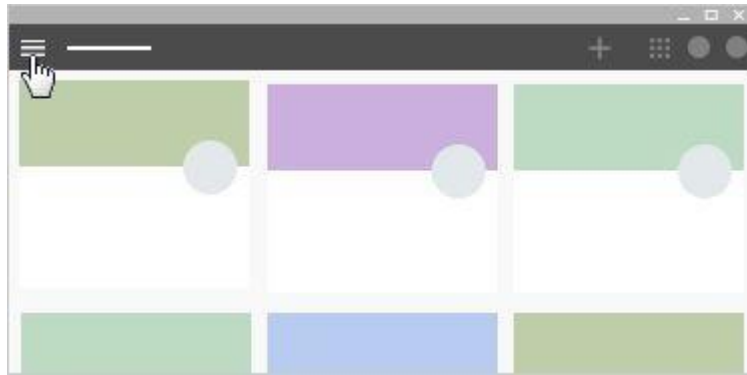
2. Click **Settings** in the bottom left (you might need to scroll down).
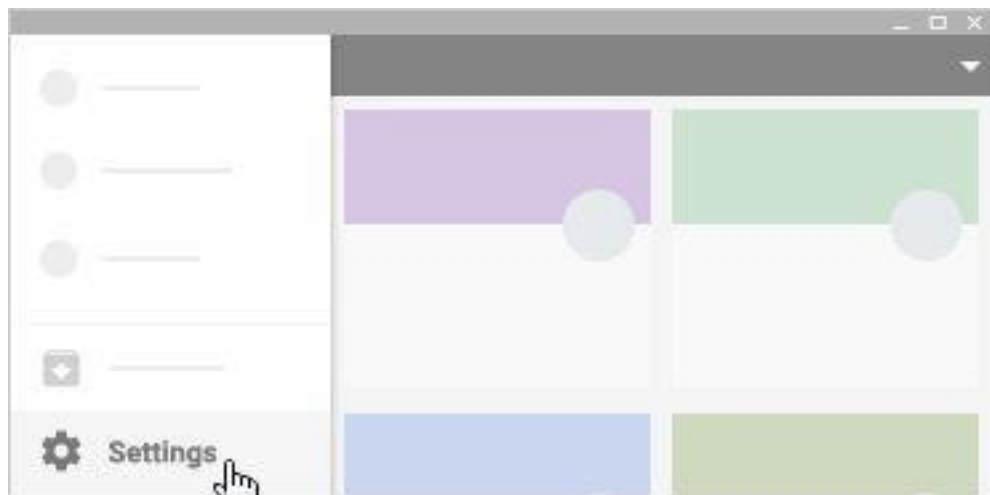
3. Click any notification to turn it on or off.
4. *(Optional)* To turn all notifications off, at **Receive email notifications,** click Turn off ⬤ .

4: Join a Class

Join a Class with a Class Code

1. Go to classroom.google.com. If it is your first login, be sure to select your role as Student

2. Click the + on the top right of the page to Join Class.

3. Enter the Class Code given to you by your teacher, and click Join.

Join a Class with an Email Invitation

1. Go to classroom.google.com. If it is your first login, be sure to select your role as Student.

2. Click the ⊞ on the top right of the page to access other Google software.

3. Press the M symbol. Your newly created Google Mail page should open on a new tab in your browser.

4. Open the email with the following subject: **Class Invitation: "<CLASS NAME>"**

5. Click the JOIN button to accept the class invitation.

5: View Your Class Resource Page
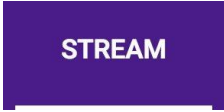
1. Click a class.
2. At the top, click **About**.

3. Here you can click on a variety of options to open them.

6: Comment on an Announcement

1. If you are not already on the Stream page, click on the **STREAM** button.

2. Your screen may say "Stream was updated" in the top middle. If it does, click on the **SHOW** button.

3. Near the middle of the screen there will be a post to the class stream. Click on the "Add a class comment" to type your comment on the post.

Hello and welcome to the training class!

Add class comment...

Click here to type your comment on the post

4. After you have typed your comment out, click the **POST** button to post your comment for the rest of the class to see.

7: Access a Topic

1. On the left hand side of your "Stream" page, you will see a TOPICS section, which is where your instructor has categorized your class into topics. A class topic section might look like this:

TOPICS

Biodiversity

Nature Conservation

Sustainable Energy

2. You can access the content in each topic by clicking on a topic name:

TOPICS

Biodiversity

Click here to
access content
on **Biodiversity**

Nature Conservation

Click here to
access content on
**Nature
Conservation**

Sustainable Energy

Click here to
access content
on **Sustainable
Energy**

8: Post an Announcement

1. Click on a class.
2. At the bottom right of the page, click +and then click **Create post**.

3. In the **Share with your class**box, enter your message.
4. To post your announcement, click **POST**

Attach a File From Your Computer

1. Click on the paper clip icon

2. Click **Select files from your computer**, find the file on your computer, then double click on the file.
3. Click **Upload**

Attach a File From Google Drive

1. Click on the Google Drive icon
2. Select the file, then click **Add**

Attach a Youtube Video

1. Click on the Youtube icon
2. Search for the video using the search bar. Once you have found the video, click **Add**

Attach a Link

1. Click on the link icon
2. Paste the link in the **Link** bx
3. Click **ADD LINK**

9: Complete a PDF Assignment

1. Click a class.
2. Scroll until you find the article assignment, and then click on the title of the assignment. In this case, the title is "Article about the Social Obstacles Faced by Blind People." The assignment can either be under a topic or on the homepage of the class.

3. This will bring you to a new page.

Complete an Assignment Without Attaching a File

1. If your assignment does not ask you to complete any work or attach a file, to mark your assignment as complete click on **MARK AS DONE**.
2. This will open the following pop up. Click **MARK AS DONE** again to mark the assignment as complete.

Mark as done?

You didn't attach work for "Video", so your teacher will just see it's done.

CANCEL   MARK AS DONE

Attach an Already Existing File

1. To attach a file that you have already created, click **ADD**, which will bring up the following drop down menu.

Google Drive ← Click here to attach a file from Google Drive

Link ← Click here to attach a link

File ← Click here to attach a file from your computer

2. After attaching your submission, click **TURN IN**.
3. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

Create a New File to Complete Your Submission

1. To create a file from scratch on Google Drive, click **CREATE**, which will bring up the following drop down menu.

2. Click on one of the options, and this will develop a file for your submission.

Your work

Files you add or create can be viewed and edited by your teacher

> **Article Assignment Submission**
> Google Docs   ✕

3. Click on the file and a new tab will open up for you to edit the file and complete the assignment.

4. Once you have completed the assignment, click **TURN IN** in the top right corner.
5. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

10: Complete a Video Assignment

1. Click a class.
2. Scroll until you find the video assignment, and then click on the title of the assignment. In this case, the title is "Video." The video can either be under a topic or on the homepage of the class.

3. This will bring you to a new page.

Complete an Assignment Without Attaching a File

1. If your assignment does not ask you to complete any work or attach a file, to mark your assignment as complete click on **MARK AS DONE**.
2. This will open the following pop up. Click **MARK AS DONE** again to mark the assignment as complete.

Attach an Already Existing File

1. To attach a file that you have already created, click **ADD**, which will bring up the following drop down menu.

2. After attaching your submission, click **TURN IN**.
3. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

Create a New File to Complete Your Submission

1. To create a file from scratch on Google Drive, click **CREATE,** which will bring up the following drop down menu.

2. Click on one of the options, and this will develop a file for your submission.

Your work   **NOT DONE**

Files you add or create can be viewed and edited by your teacher

Video Assignment Submission Google Docs	✕

3. Click on the file and a new tab will open up for you to edit the file and complete the assignment.

4. Once you have completed the assignment, click **TURN IN** in the top right corner.

5. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

11: Take a Quiz

1. If your instructor has posted a quiz, you can access it in the "Stream" page, or in a specific "Topic" page.

Due Apr 13, 11:59 PM

OPEN

Center Background
Fill out this quiz about background about your center.

> **Center Background**
> Google Forms

2. Click the **OPEN** button to access the quiz.
3. This will lead you to another page, where you will need to click on the quiz title in the middle of the page to access the quiz.

Click on the title to access the quiz

Fill out this quiz about background about your center.

> **Center Background**
> Google Forms

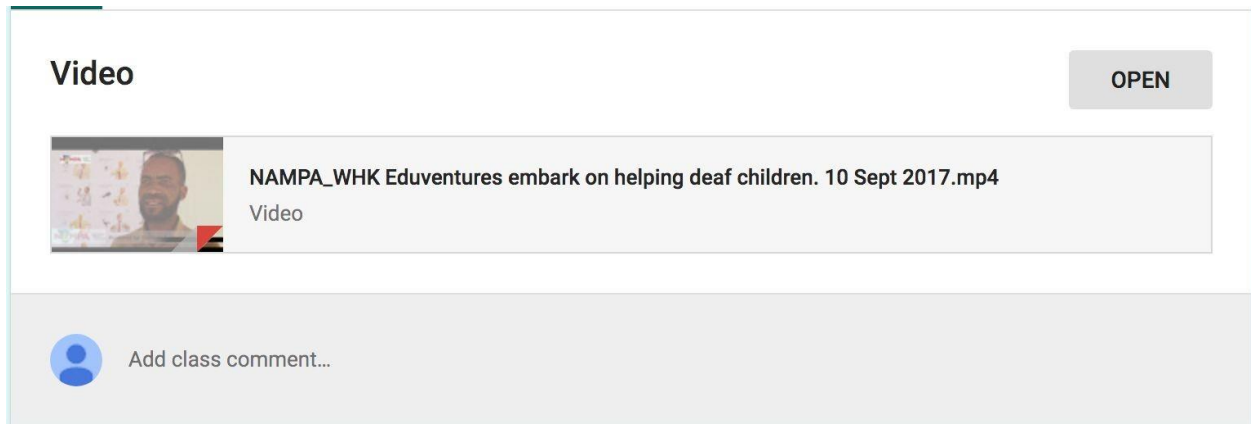**Your work**   NOT DONE

Files you add or create can be viewed and edited by your teacher

Mark as done or attach work to turn in

ADD ▾   CREATE ▾   MARK AS DONE

Multiple Choice Questions

1. To answer a multiple choice question, click on one circle which you believe to be the correct answer.

The star means that a question is mandatory to answer

Click on the circle next to the correct answer

What is an example of a harmful greenhouse gas? *

- ● CO2 (Carbon Dioxide)
- ○ H2O (Water)
- ○ O2 (Oxygen)

Short/Long Answer Questions

1. To answer a short answer question, click on the text

Click here to type your name

What is your name? *

Your answer

2. Type your name in the box provided. You would follow the same procedure for a question that requires a longer answer.

What is your name? *

Corris Kaapehi

Checkbox Questions

1. To answer questions that require boxes to be checked, click on all of the boxes that apply to the correct answer.

Check all the forms of energy that are renewable.

☐ Oil

Click all boxes that apply → ☑ Sun

→ ☑ Water

☐ Coal

→ ☑ Wind

Dropdown Questions

1. To answer a question with dropdown options, click on the "Choose" button.

Click here to see the options for the answers → **Which of these is an example of non-renewable energy?**

Choose ▾

2. Select the correct answer from the dropdown menu.

Which of these is an example of non-renewable energy?

Choose

Click on the correct answer → Coal

Water   SUBMIT

Wind   ords through Google Forms.

Which of these is an example of non-renewable energy?

Coal ▾

File Upload Question

1. To answer a question that requires a file upload, click on the "Add File" button.

Click here
to upload a
file

Please upload a picture of yourself, your center, or your center's logo. *

ADD FILE

2. Select a file from your computer to upload.

Linear Scale Question

1. To answer a linear scale question, select the number which corresponds best to your selected answer.

How satisfied were you with the quality of the training guides?

Click the number corresponding to your response

	1	2	3	4	5	
Not at all satisfied	○	○	○	○	○	Very satisfied

How satisfied were you with the quality of the training guides?

Clicking on "5" would mean that you were very satisfied with the quality of the training guides

	1	2	3	4	5	
Not at all satisfied	○	○	○	○	◉	Very satisfied

Clicking on "1" would mean that you were not at all satisfied with the quality of the training guides

How satisfied were you with the quality of the training guides?

	1	2	3	4	5	
Not at all satisfied	◉	○	○	○	○	Very satisfied

How satisfied were you with the quality of the training guides?

	1	2	3	4	5	
Not at all satisfied	○	○	◉	○	○	Very satisfied

Clicking on "3" would mean that you felt neutral towards the quality of the training guides

Multiple Choice Grid Questions

1. To answer a multiple choice grid question, select the number that best corresponds to each category, similar to how you answered a linear scale question.

How much did you like each part of the conference?

	Strongly disliked	Disliked	Neither disliked nor liked	Liked	Strongly Liked
The instructors	○	○	○	○	○
The food	○	○	○	○	○
The training guides	○	○	○	○	○
The location	○	○	○	○	○
The online system	○	○	○	○	○

How much did you like each part of the conference?

	Strongly disliked	Disliked	Neither disliked nor liked	Liked	Strongly Liked
The instructors	○	○	○	○	◉
The food	◉	○	○	○	○
The training guides	○	◉	○	○	○
The location	○	○	◉	○	○
The online system	○	○	○	◉	○

Click on the circle corresponding to how you felt about each topic. For example, these answers would mean that you "Strongly Liked" the instructors, and that you "Strongly disliked" the food

Checkbox Grid Question

1. To answer a checkbox grid question, select the answers on the left that best correspond with the answers on the top. The difference between this type of question and the multiple choice grid question is that you can choose the same answer for one category.

Select which forms of energy are renewable and which are non-renewable.

	Oil	Coal	Wind	Solar
Renewable	☐	☐	☐	☐
Non-renewable	☐	☐	☐	☐

Select which forms of energy are renewable and which are non-renewable.

	Oil	Coal	Wind	Solar
Renewable	☐	☐	☑	☑
Non-renewable	☑	☑	☐	☐

Click on all answers that apply. Wind and solar are renewable forms of energy. Oil and coal are non-renewable forms of energy

Date Question

1. To answer a question that requires a date as a response, type in the correct answer in the space provided.

When did Namibia gain independence?

Date

mm/dd/yyyy

Type in "03" then "21" then "1990" to answer that Namibia gained its independence on March 21st, 1990

When did Namibia gain independence?

Date

03/21/1990

Time Question

1. To answer a question that requires a time as an answer, type in the correct answer in the space provided.

What time do you wake up in the morning?

Time

___ : ___   AM ▼

Click on the space provided and type in the correct answer in the space provided

What time do you wake up in the morning?
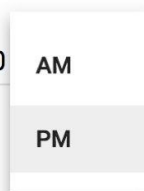
Time

08 : 00   AM ▼

What time do you wake up in the morning?

Time

08 : 00

AM

PM

If necessary, you can change the time between "AM" and "PM"

12: Basic Functions

1. Click on a class
2. At the top of the page, there is the following menu
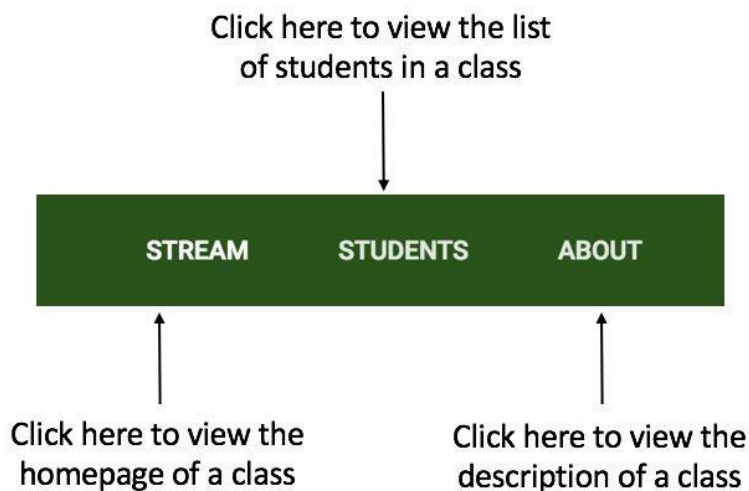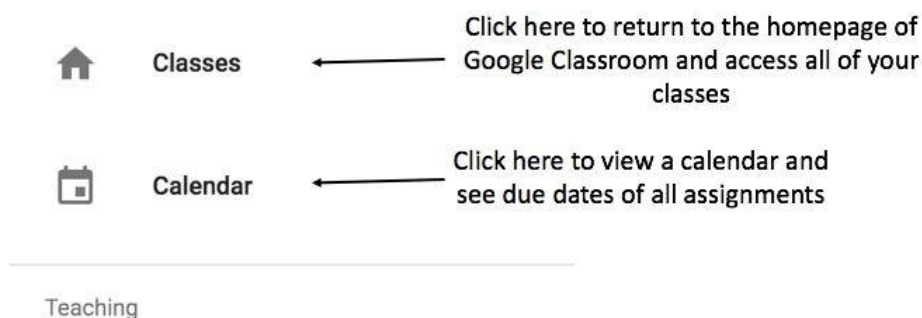
**Click here to view the list
of students in a class**

| STREAM | STUDENTS | ABOUT |

**Click here to view the
homepage of a class**

**Click here to view the
description of a class**

3. Click this icon ☰ in the top left to access the following sidebar

🏠 Classes ⟵ **Click here to return to the homepage of
Google Classroom and access all of your
classes**

📅 Calendar ⟵ **Click here to view a calendar and
see due dates of all assignments**

Teaching

In this sidebar, you can also access all of the classes that you are enrolled in, classes that you are a instructor for, and the settings for your account.

Google Classroom on a Cell Phone

1:Download the Application

1. Open your phone's respective **app store.**This may be the google play store or the apple store.

2. In the search toolbar of your app store, **type in the following search query:**"Google Classroom" and **press enter.**

3. Download the Google classroom application.
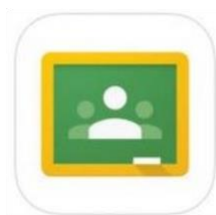
4. Click the **Get Started**button in the middle of the page.

5. If you have an Google Account, skip steps 6 and onwards and simply sign in using your username and password.

6. If you do not have an account, click the **create account**prompt.
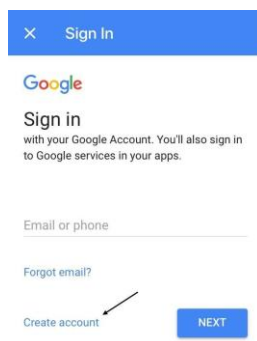
7. Fill in the necessary personal information to create the account.

2: Change Your Profile Photo

1. At the top, click Menu ≡ .
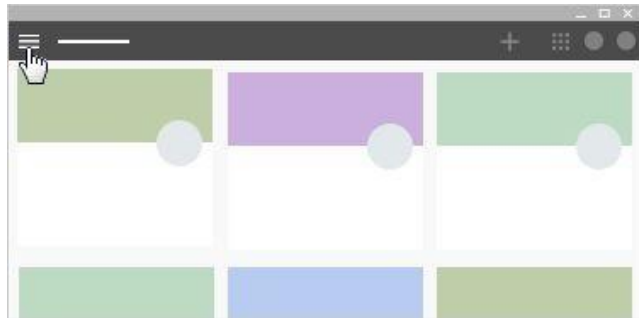
2. Scroll down and click **Settings**.

3. Under **Account Settings**, click **Update Photo** then **Set Profile Photo**.
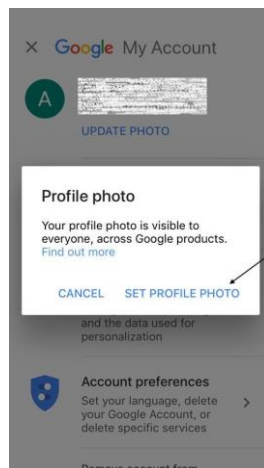
4. Click to **choose from photos** or to **take a photo** .

3: Customize Notifications

1. At the top, click Menu ≡ .
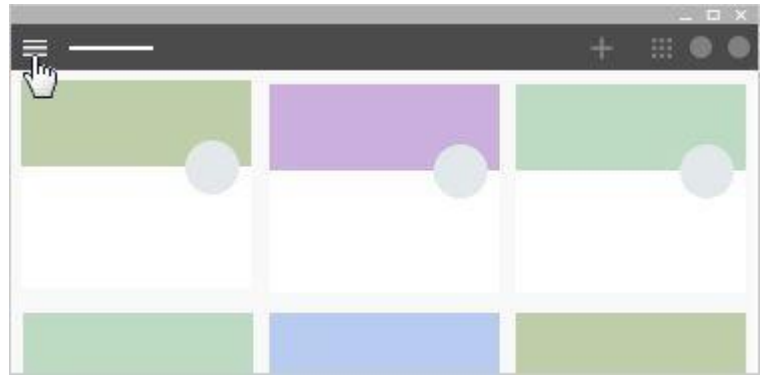
2. Click **Settings** (you might need to scroll down).

3. Go into the **notifications** tab and click any notification to turn it on or off.
4. (Optional) To turn all notifications off, at **Receive email notifications**, click Turn off ⬤ . To turn of all notifications off, **Device Notifications**, click Turn off ⬤ .

4: Join a Class

Join a Class with a Class Code

1. Open the Google Classroom app.
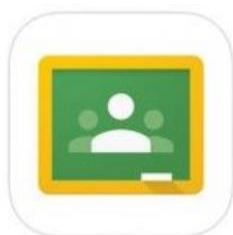
2. Click the ➕ on the top right of the page then **Join Class**.

3. Enter the Class Code given to you by your teacher, and click **Join**.

Join a Class with an Email Invitation

1. Open your phone's respective **app store.**This may be the google play store or the apple store.

1. In the search toolbar of your app store, **type in the following search query:**"Google

   Classroom" and **press enter.**

2. Download the Google classroom application.

3. Press the   symbol. Your newly created Google Mail page should open on a new tab in your browser.

4. Open the email with the following subject: **Class Invitation: "<CLASS NAME>"**

5. Click the button to accept the class invitation.

5: View Class Resource Page

1. Click a class.

2. At the top, click Menu ≡ .
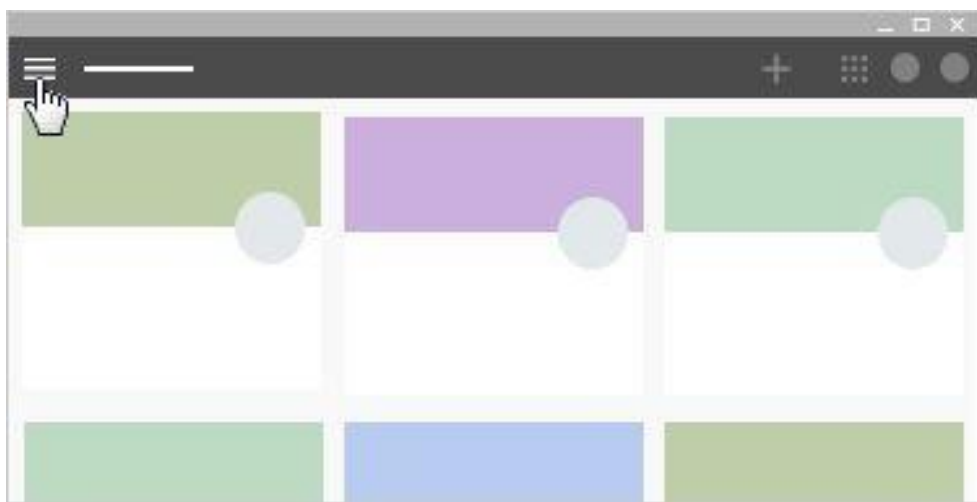
3. Here you can click on a variety of options to open them.
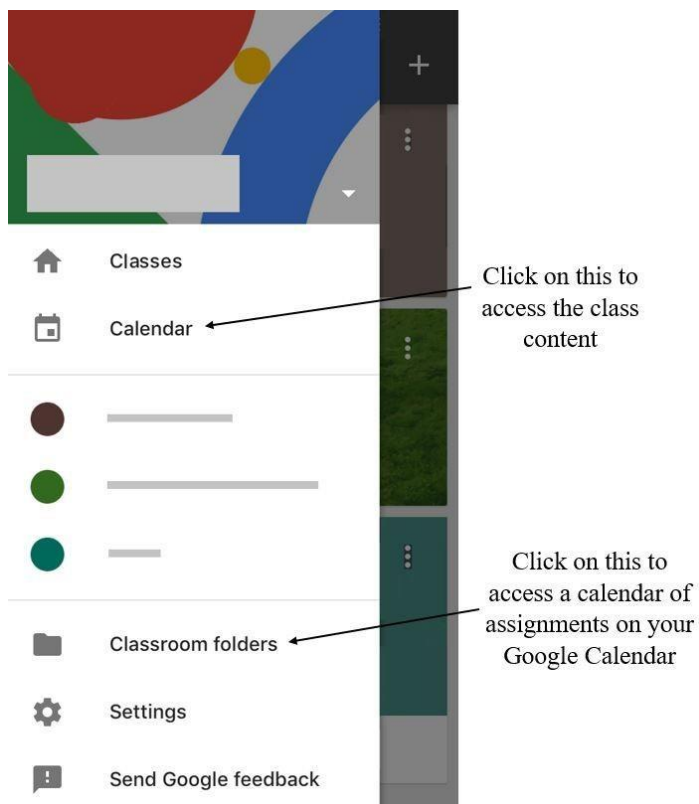
6: Comment on an Announcement

1. If you are not already on the Stream page, click on the **STREAM** button.

2. Your screen may say "Stream was updated" in the top middle. If it does, click on the **SHOW** button.

3. Near the middle of the screen there will be a post to the class stream. Click on the "Add a class comment" to type your comment on the post.

Hello and welcome to the training class!

Add class comment...

Click here to type your comment on the post

4. After you have typed your comment out, click the **POST** button to post your comment for the rest of the class to see.

7: Access a Topic

1. On the top right side of your screen, you will see a **topic filter**sign.
2. Click on the topic you would like to access.

8: Make an Announcement

1. Click on a class
2. At the bottom right of the page, click +and then click **Create post**.

3. In the **Share with your class**box, enter your message.
4. To post your announcement, click **POST**

Attach a File From Your Computer

1. Click on the paper clip icon

2. Click **Select files from your computer**, find the file on your computer, then double click on the file.
3. Click **Upload**

Attach a File From Google Drive

1. Click on the Google Drive icon
2. Select the file, then click **Add**

Attach a Youtube Video

1. Click on the Youtube icon
2. Search for the video using the search bar. Once you have found the video, click **Add**

Attach a Link

1. Click on the link icon
2. Paste the link in the **Link** bx
3. Click **ADD LINK**

9: Complete a PDF Assignment

1. Click a class.

2. Scroll until you find the article assignment, and then click on the title of the assignment. In this case, the title is "Article about the Social Obstacles Faced by Blind People." The assignment can either be under a topic or on the homepage of the class.

Due Apr 18, 10:59 PM

Article about the Social Obstacles Faced by Blind People
Please read this article and upload a document outlining your thoughts on the author's point that blindness inhibits effective social interactions.

Effect of Blindness on Social Interactions .pdf
PDF

Add class comment…

3. This will bring you to a new page.

Due Wednesday, 11:59 PM
Article about the Social Obstacles Faced by Blind People
Add class comment

Click here to comment on the assignment

Please read this article and upload a document outlining your thoughts on the author's point that blindness inhibits effective social interactions.

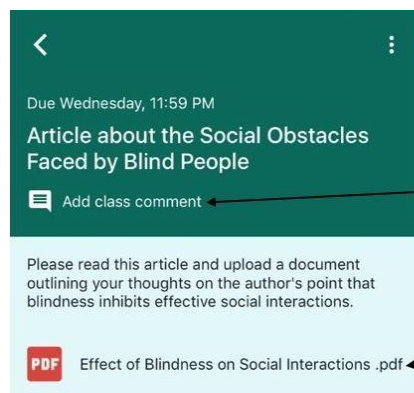PDF   Effect of Blindness on Social Interactions .pdf

Click here to read the article

Your work   ASSIGNED

No work attached

+   Add attachment

MARK AS DONE

Add private comment

Click here to send a comment privately to you teacher
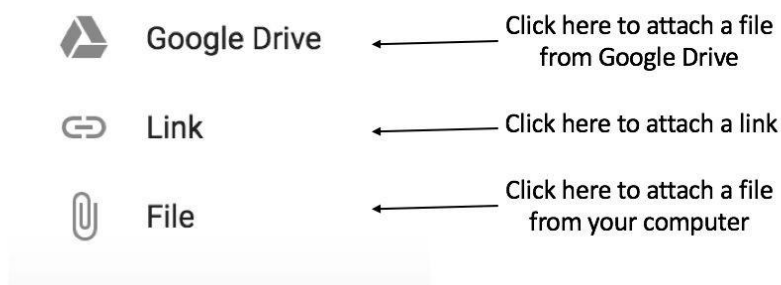
Complete an Assignment Without Attaching a File

1. If your assignment does not ask you to complete any work or attach a file, to mark your assignment as complete click on **MARK AS DONE**.

2. This will open the following pop up. Click **MARK AS DONE** again to mark the assignment as complete.
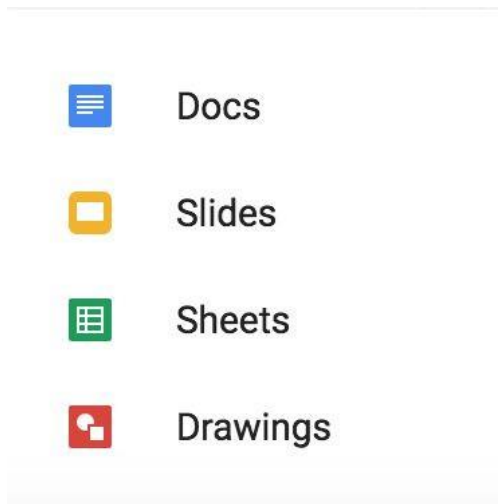
Attach an Already Existing File

1. To attach a file that you have already created, click **ADD**, which will bring up the following drop down menu.

2. After attaching your submission, click **TURN IN**.
3. This will open a pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

Create a New File to Complete Your Submission

1. To create a file from scratch on Google Drive, click **CREATE**, which will bring up the following drop down menu.
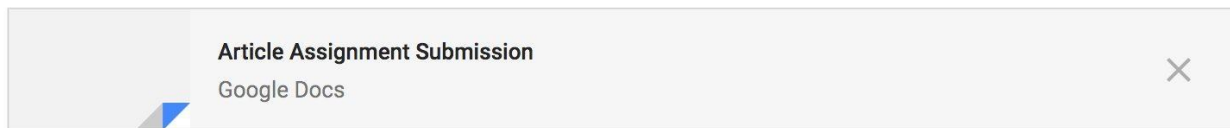
2. Click on one of the options, and this will develop a file for your submission.

3. Click on the file and a new tab will open up for you to edit the file and complete the assignment.

4. Once you have completed the assignment, click **TURN IN** in the top right corner.
5. This will open a pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

10: Complete a Video Assignment

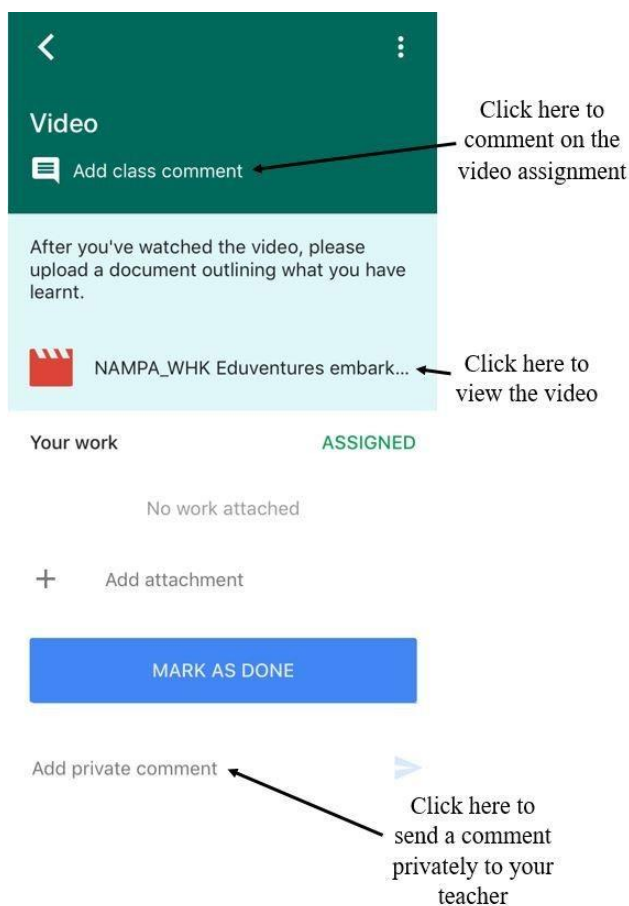1. Click a class.

2. Scroll until you find the video assignment, and then click on the title of the assignment. In this case, the title is "Video." The video can either be under a topic or on the homepage of the class.

3. This will bring you to a new page.

Complete an Assignment Without Attaching a File

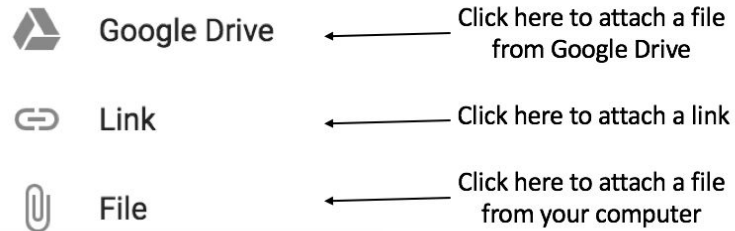1. If your assignment does not ask you to complete any work or attach a file, to mark your assignment as complete click on **MARK AS DONE**.

2. This will open the following pop up. Click **MARK AS DONE** again to mark the assignment as complete.
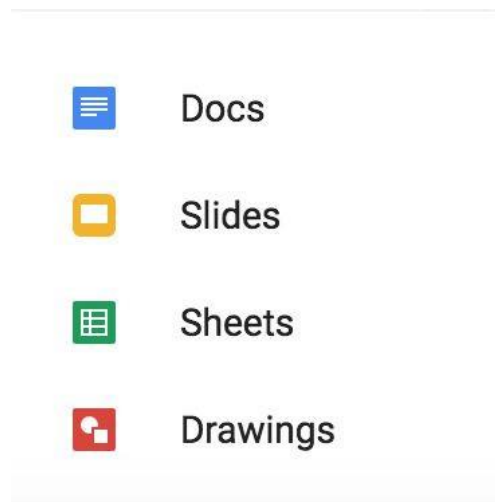
Attach an Already Existing File

1. To attach a file that you have already created, click **ADD**, which will bring up the following drop down menu.

2. After attaching your submission, click **TURN IN**.
3. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.

Create a New File to Complete Your Submission

1. To create a file from scratch on Google Drive, click **CREATE**, which will bring up the following drop down menu.
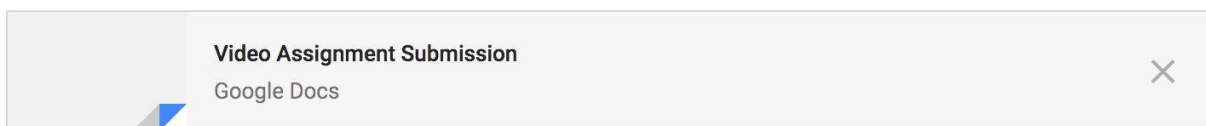
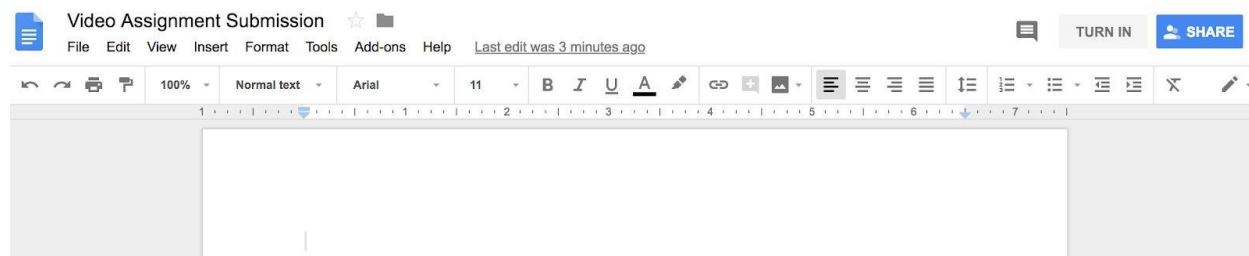2. Click on one of the options, and this will develop a file for your submission.

Your work   **NOT DONE**

Files you add or create can be viewed and edited by your teacher

Video Assignment Submission
Google Docs   ✕

3. Click on the file and a new tab will open up for you to edit the file and complete the assignment.

Video Assignment Submission
File Edit View Insert Format Tools Add-ons Help   Last edit was 3 minutes ago   TURN IN   SHARE

4. Once you have completed the assignment, click **TURN IN** in the top right corner.
5. This will open the following pop up, asking if you would like to submit your work. Click **TURN IN** again to submit your assignment.
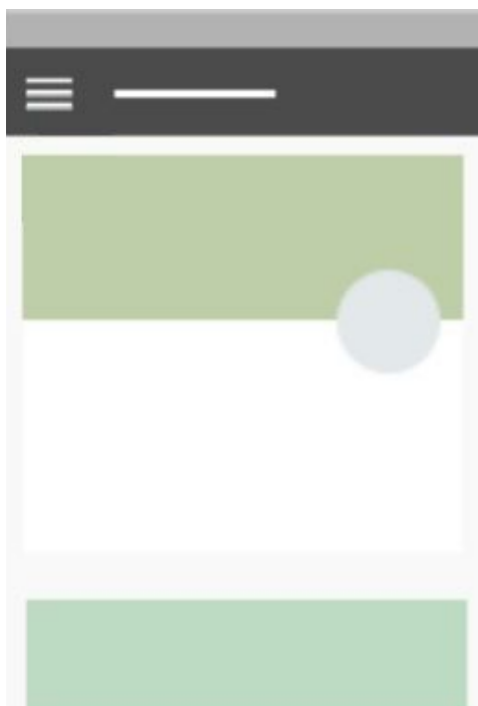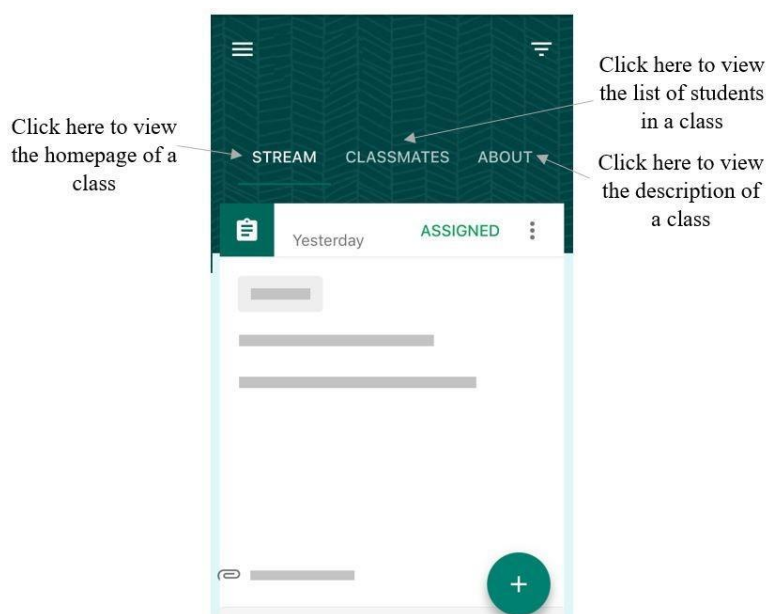
11: Take a Quiz

1. If your instructor has posted a quiz, you can access it in the "Stream" page, or in a specific "Topic" page.

2. Click the button to access the quiz.

3. Click **SUBMIT** once your done with the quiz.

12: Basic Functions
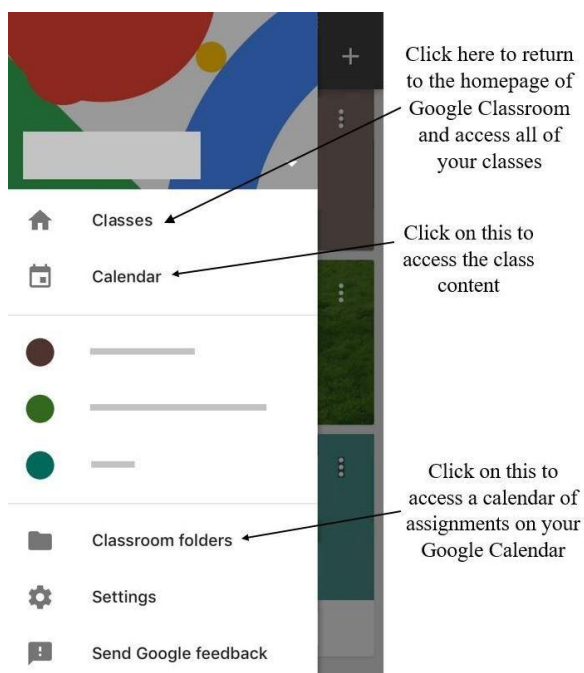
1. Click on a class.

2.

Click here to view the homepage of a class

STREAM   CLASSMATES   ABOUT

Click here to view the list of students in a class

Click here to view the description of a class

Yesterday   ASSIGNED

3. Click this icon [≡] in the top left to access the following sidebar

In this sidebar, you can also access all of the classes that you are enrolled in, classes that you are a teacher for, and the settings for your account.