

Catholic University of Zimbabwe



Getting Started with Google Classroom For Lecturers

E-learning Handbook
(S.Mbasera 30-Sept-2015)

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What is Google Classroom?

Classroom is a new product in the suite of tools called Google Apps for Education. Classroom gives teachers and professors a simple way to:

- create,
- collect,
- grade, and
- return assignments paperlessly using Google Apps.

Getting Started with Google Classroom

Setup your cuz.ac.zw email address

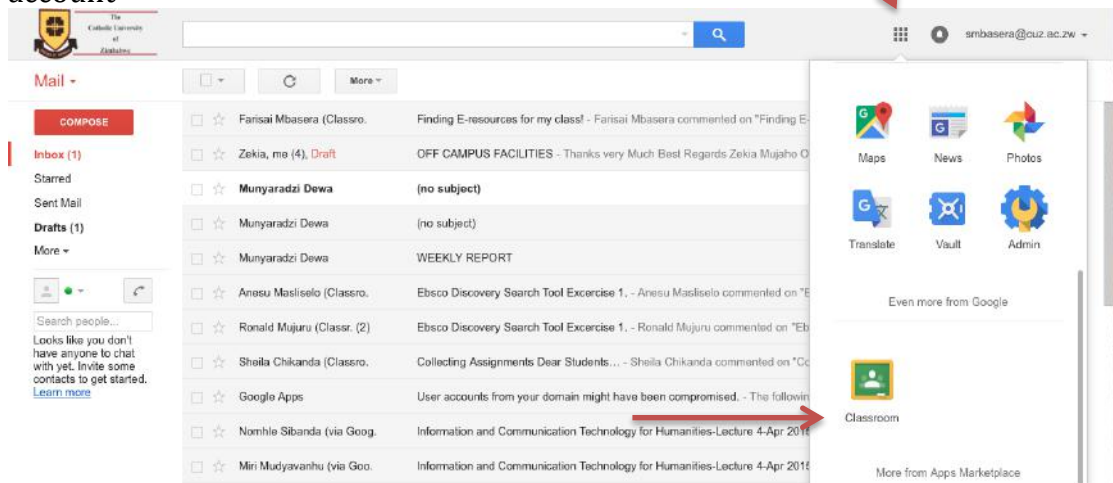
To begin using Google Classroom, you need to set up and activate your cuz.ac.zw email account, as this will give you access to Classroom

1. Obtain your cuz.ac.zw email address from the CUZ IT Administration Department- Mr. G. Kunonga
2. Follow the log in details on www.gmail.com
3. Change password for your new email

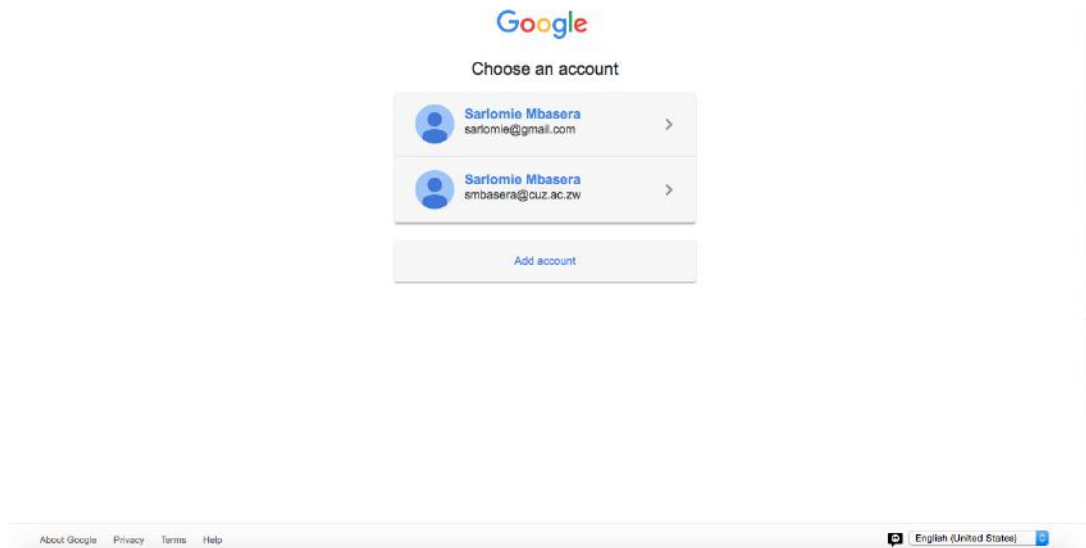
Accessing Google Classroom

There are two options to locate Google Classroom

1. Directly from the google apps icon once you have opened your CUZ Gmail account



2. Or going to classroom.google.com and then logging in with your CUZ gmail account

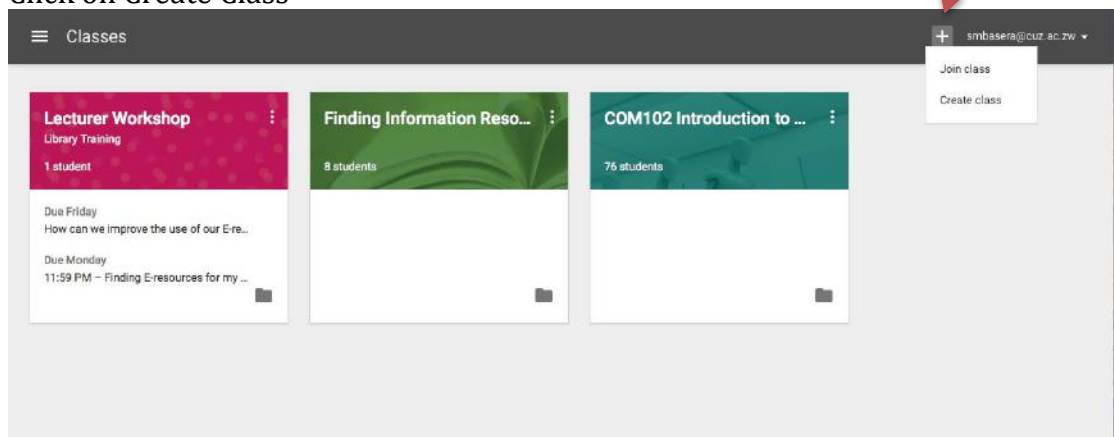


3. When you open Classroom for the first time, indicate whether you are a teacher or student

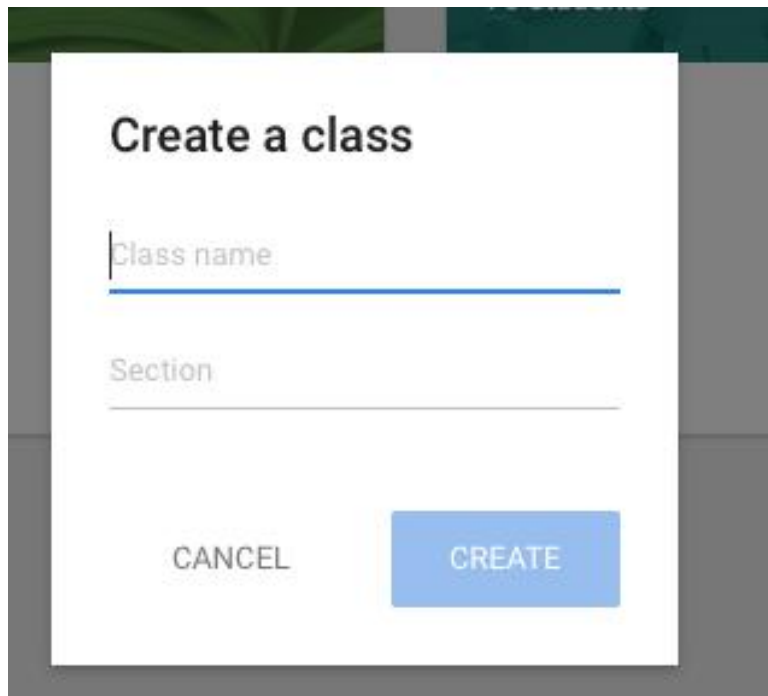
Setting up a Class

You will be taken to the Classroom Dashboard where all the classes you will create will appear

1. Click on Create Class

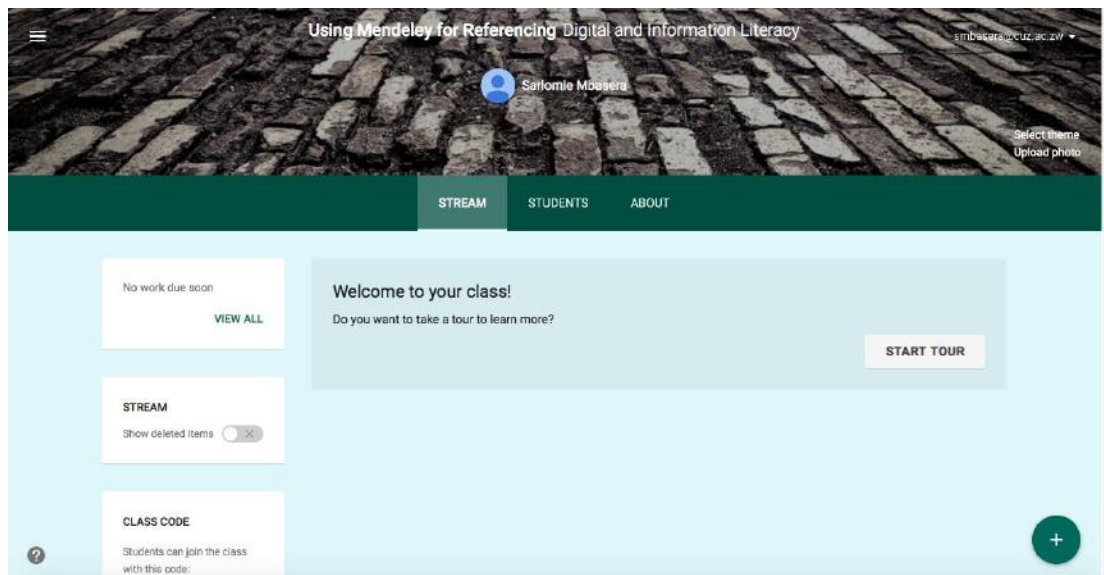


2. Enter Class Name and Section e.g. Class Name: Programming with Java , Section: Progammng Languages



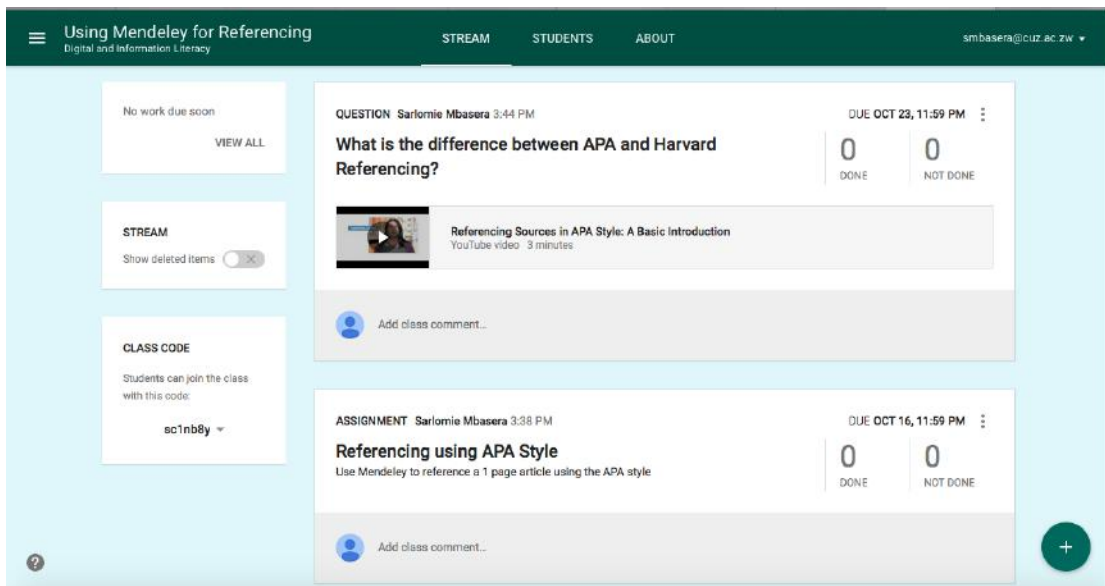
3. Click Create and your new class will be created

Classroom Features



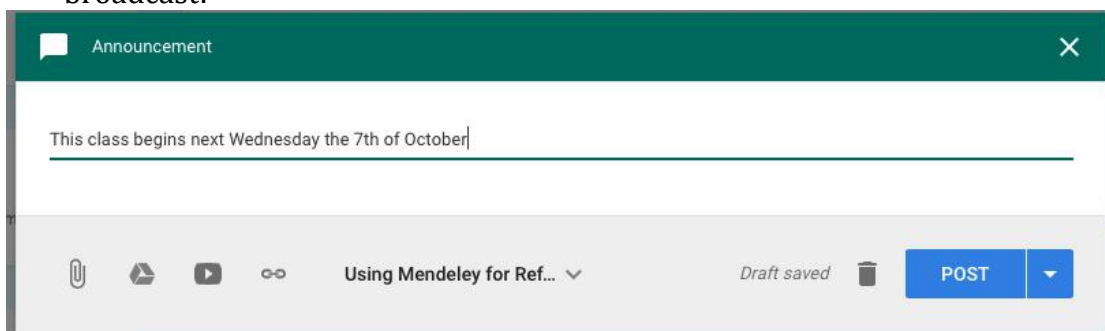
1. Stream

In Classroom stream you can post announcements, create assignments and ask questions to your class using the + icon.



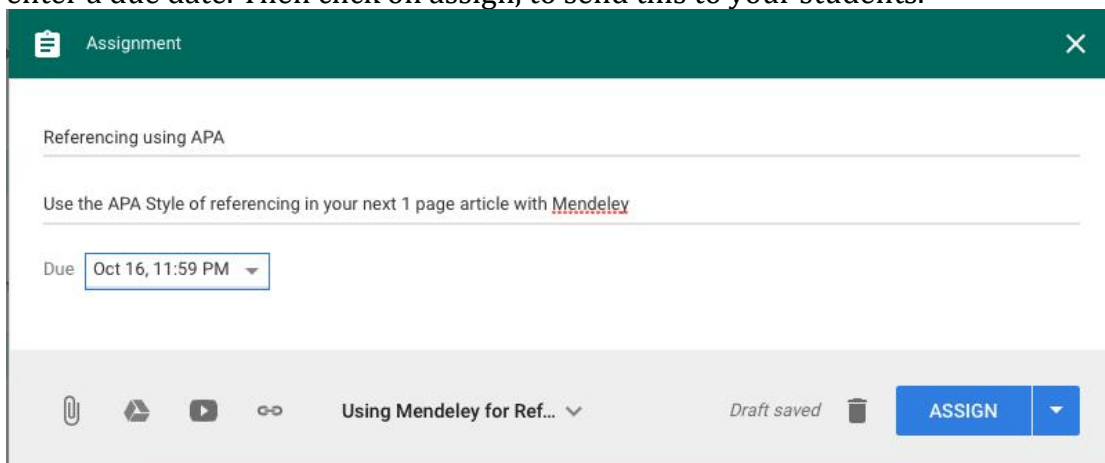
1.1. Announcements

Use this tool to post any announcements that you want to broadcast to your class. You may add attachments from your computer, googledrive folder, youtube videos, or link to a website or file. Then click post to broadcast!



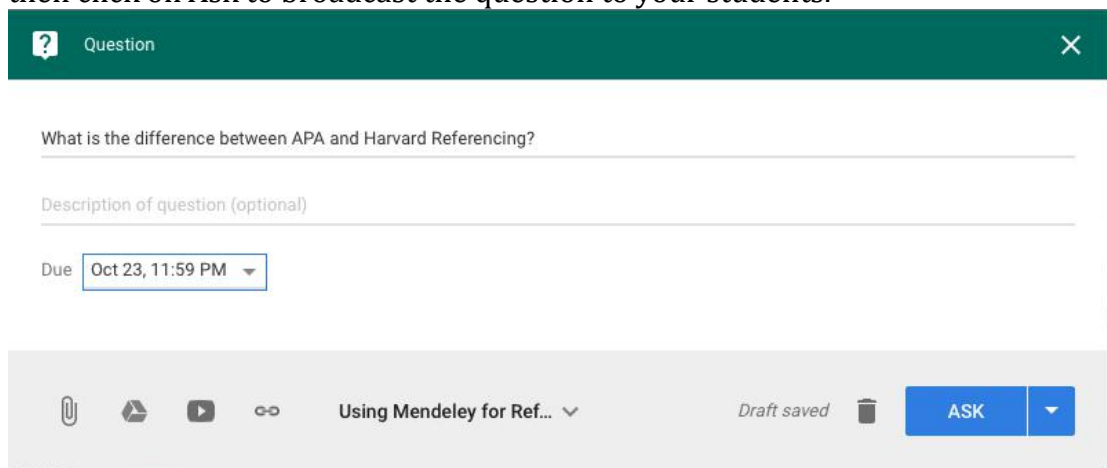
1.2. Create Assignment

Use this tool to create an assignment for your class. Give a title for your assignment and including a description of the assignment. You may then enter a due date. Then click on assign, to send this to your students.



1.3. Ask Question

You can also use this tool to ask a question to your class, add a due date and then click on Ask to broadcast the question to your students.



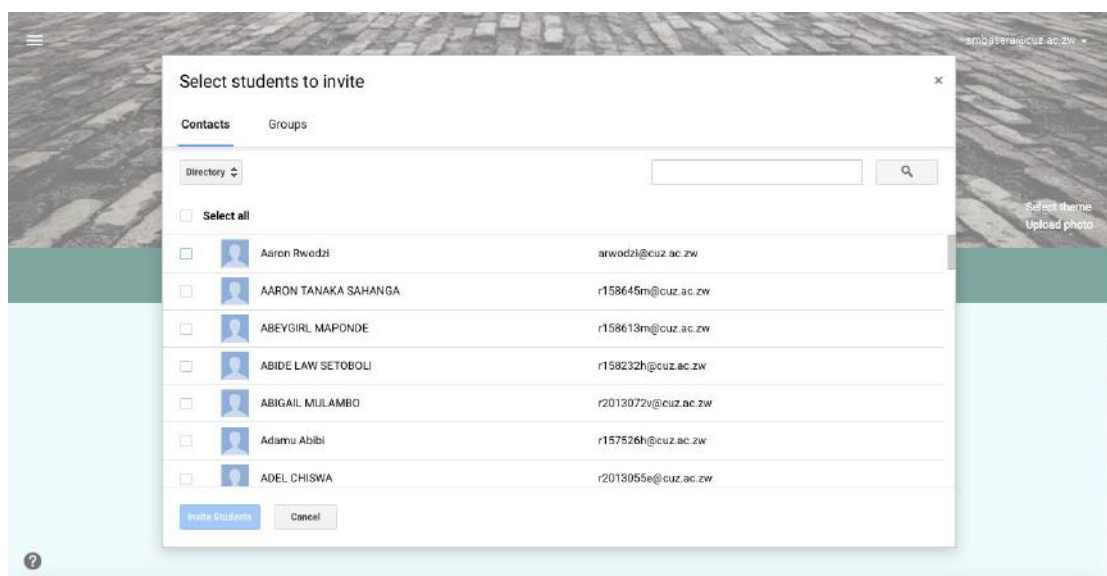
1.4. Class Code

Stream also displays the class code generated for your class. You can give out the code given to allow students to join your class. Alternatively you could directly invite your students to your class via email from the Students Tab.

2. Students Tab

From the students tab, you are able to invite students to your class via email, or you can also view the class code for joining the class

2.1. Invite Students



Select students to invite from the CUZ Directory using your class list. Alternatively if your students have been placed in groups e.g. BBM & IT

Intake 2015, you may select their names from the list and click invite Students.

Note. Once the students accepts the invitation or join your class, you will be able to see the active list of students in your class.

2.2. Send Emails to individual or selected students

From the students tab you may also send emails to individual or selected students within your class.

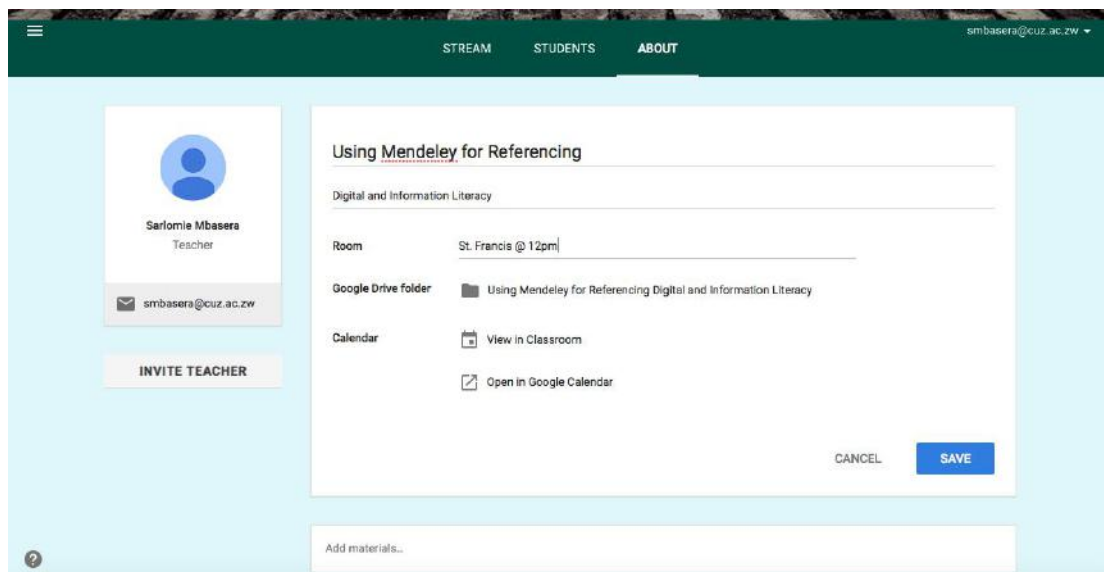
3. About Tab

3.1. Information about the class

In the About tab, you may inform your students all information that pertains your class including:

- Title and Description of Course,
- attaching your Course Outline,
- attaching Lecture Materials and
- pointing users to Reference Materials.

You may add a section using the Add Materials tool in this section



3.2. Invite Teachers

You may use this tool to invite other leacturers to your class, by adding them via the “Invite Teachers” Tab.

Please Note: At CUZ all lecturers are kindly requested to invite the Registrar, Rector and Librarian as teachers for Quality Management Purposes. The email addresses are: rector@cu.ac.zw, registrar@cu.ac.zw, librarian@cu.ac.zw.

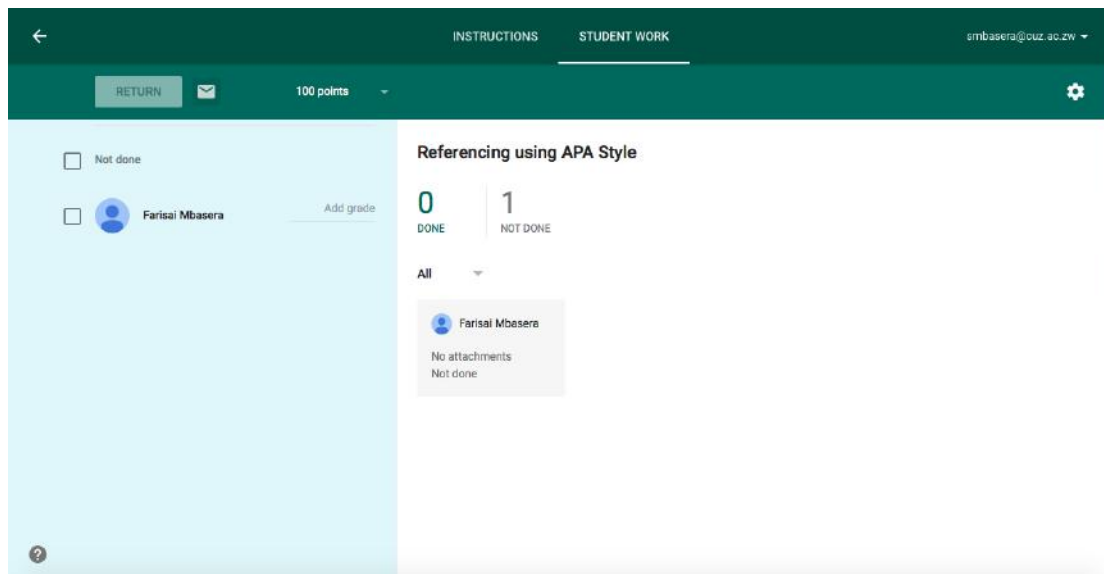
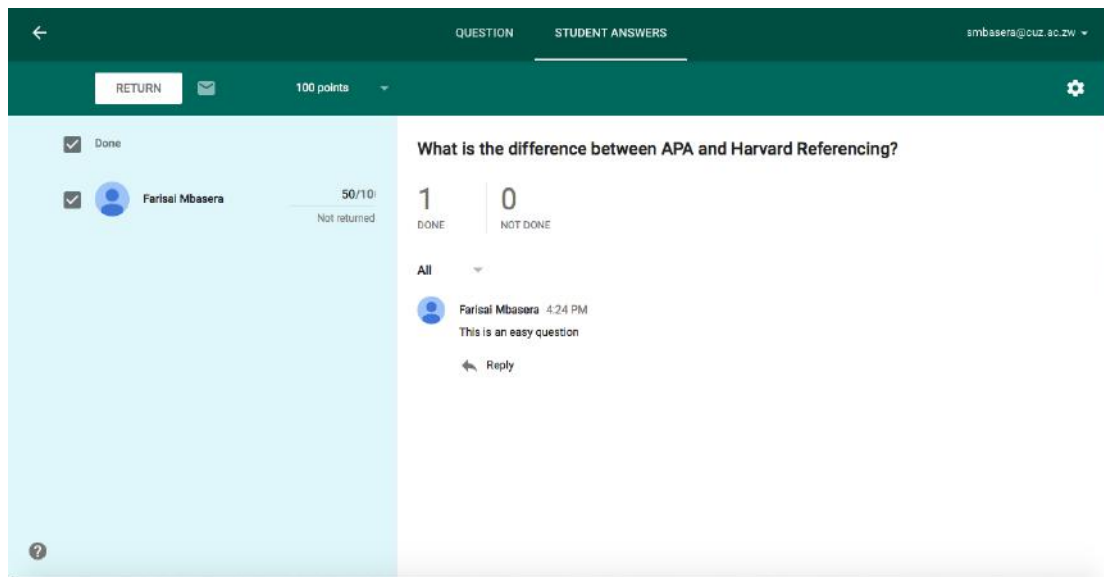
You may also use this tool to invite other lecturers teaching the same courses at the satellite campuses.

4. Marking Assignments

From the Streams Tab you can follow the link to the question or assignments you will have posted. This will lead you to a page where you can retrieve student answers, assign assignment or question marks, and then return the grades to the student.

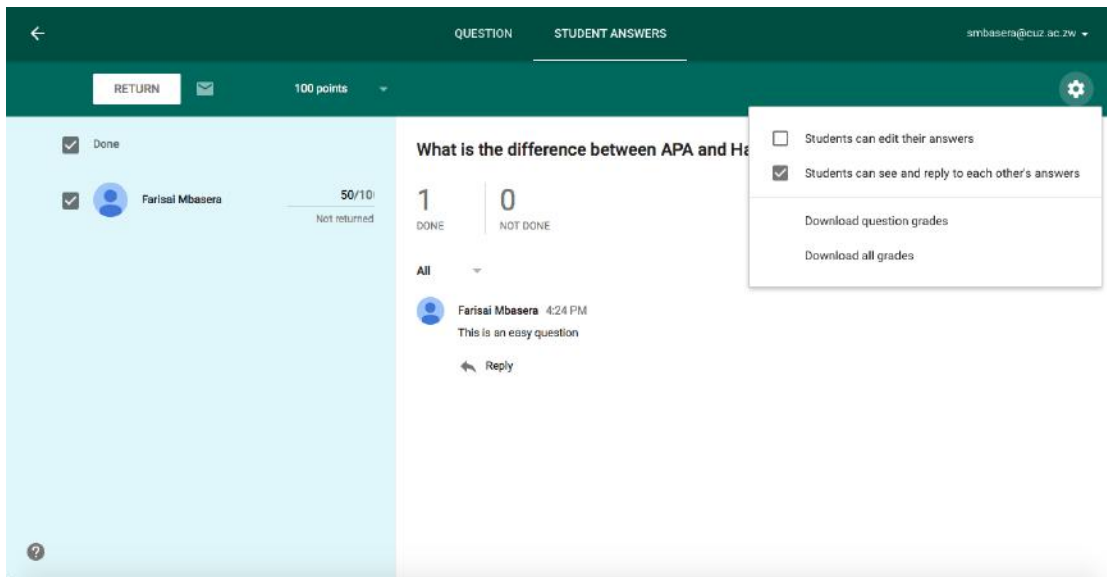
4.1. Student Answers /Work Tab

On this section you are able to view a student's responses and assign grades to an answer. Once you have completed marking and grading, you may return the work to the student.

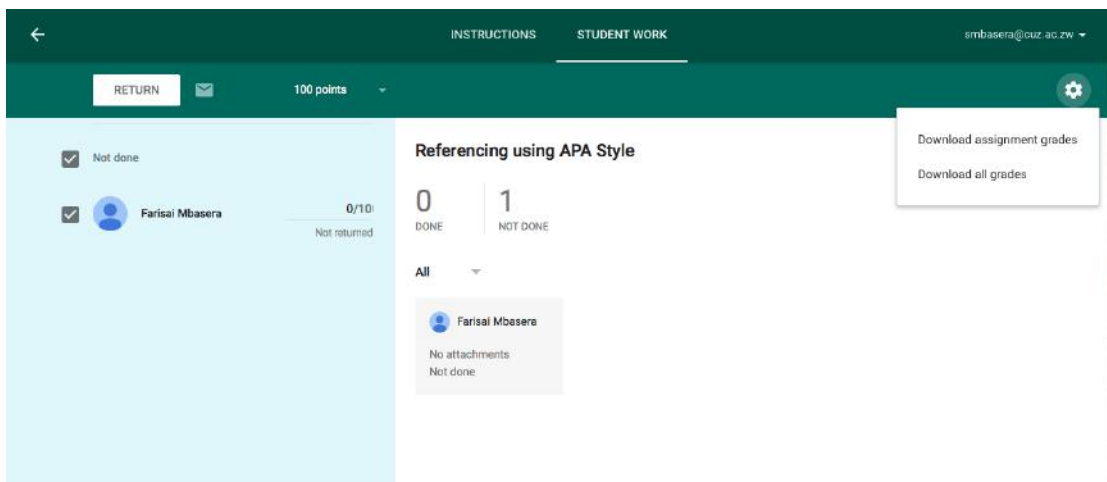


4.2. Download Question or Assignment Grades

This section also allows you to download question or assignment grades. You can also indicate whether or not students can edit their answers.

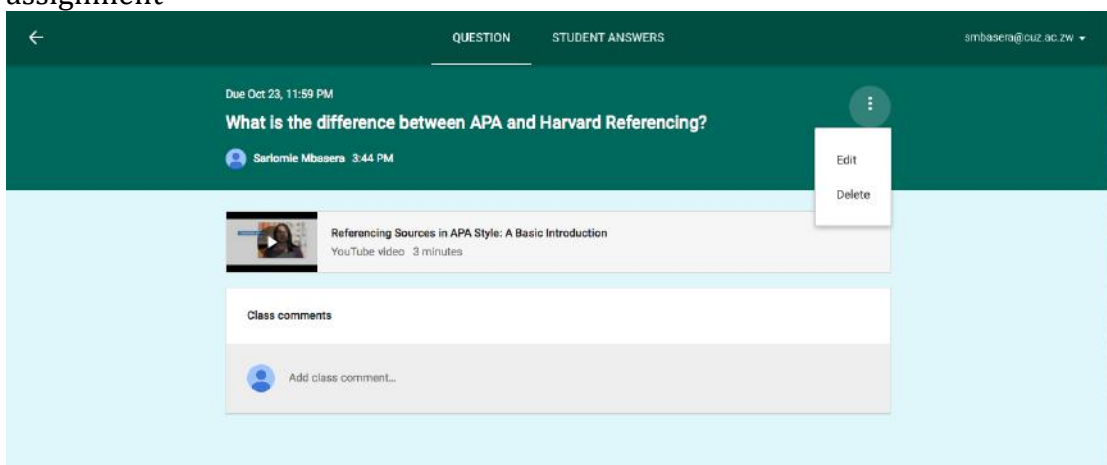


for assignments

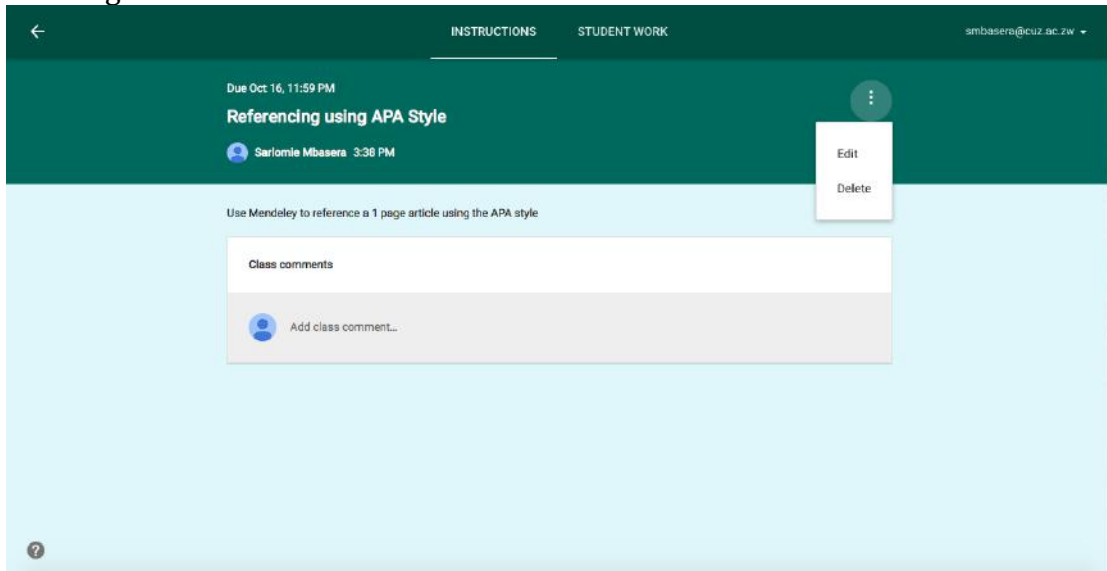


4.3. Question or Instructions Tab

The Question or Instructions Tab allows you to edit or delete the question or assignment



for assignment



Google Classroom on the Go

You may access Google Classroom on Apple, Android or Chrome phones or tablets. Visit Itunes, Google Playstore and Chrome Store to download!

For enquiries or further assistance contact:

Gilbert Kunonga: gkunonga@cuza.ac.zw or ict@cuza.ac.zw

Sarlomie Mbasera: smbasera@cuza.ac.zw or librarian@cuza.ac.zw