

Catholic University of Zimbabwe



Getting Started with Google Classroom for Students

E-learning Handbook
(S.Mbasera 30-Sept-2015)
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What is Google Classroom?

Classroom is a 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 three options to locate Google Classroom

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

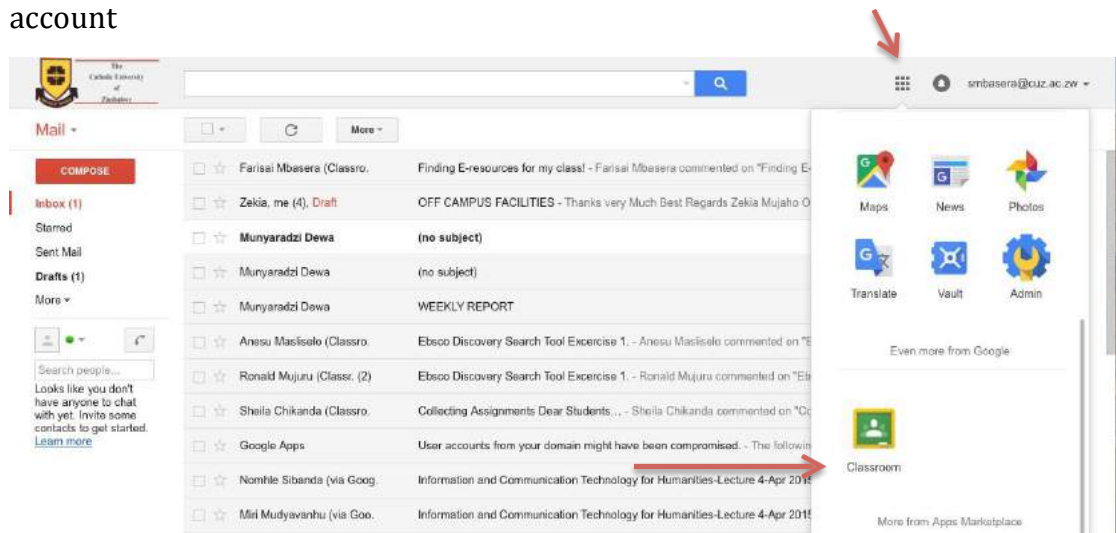


Figure 1: Opening Classroom from Gmail

2. Or going to <https://classroom.google.com> and then logging in with your CUZ gmail account

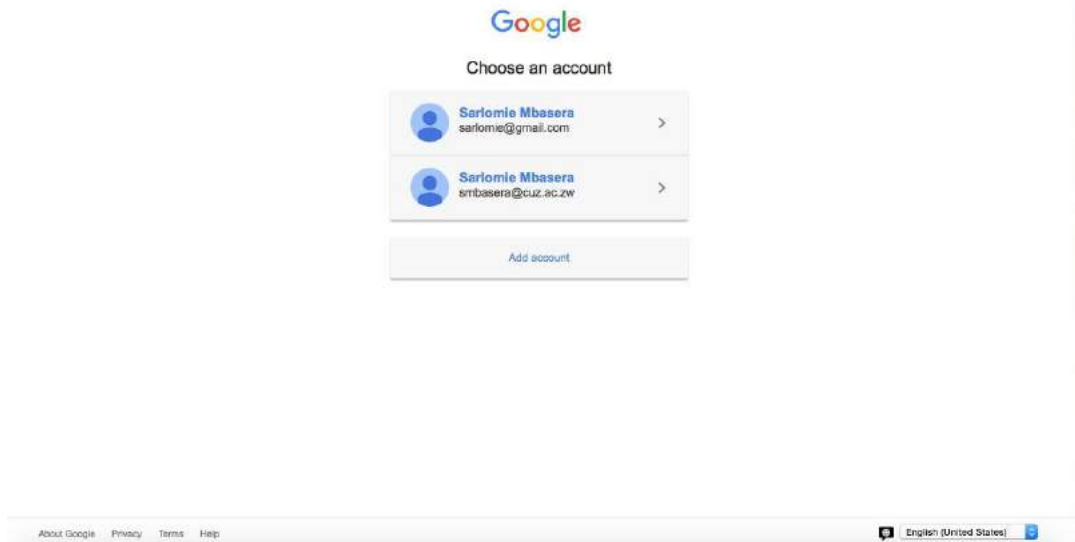


Figure 2: Opening Classroom from classroom.google.com

3. Or lastly opening E-learning under the Tab Online Services on the main CUZ Website (<http://www.cuz.ac.zw>).

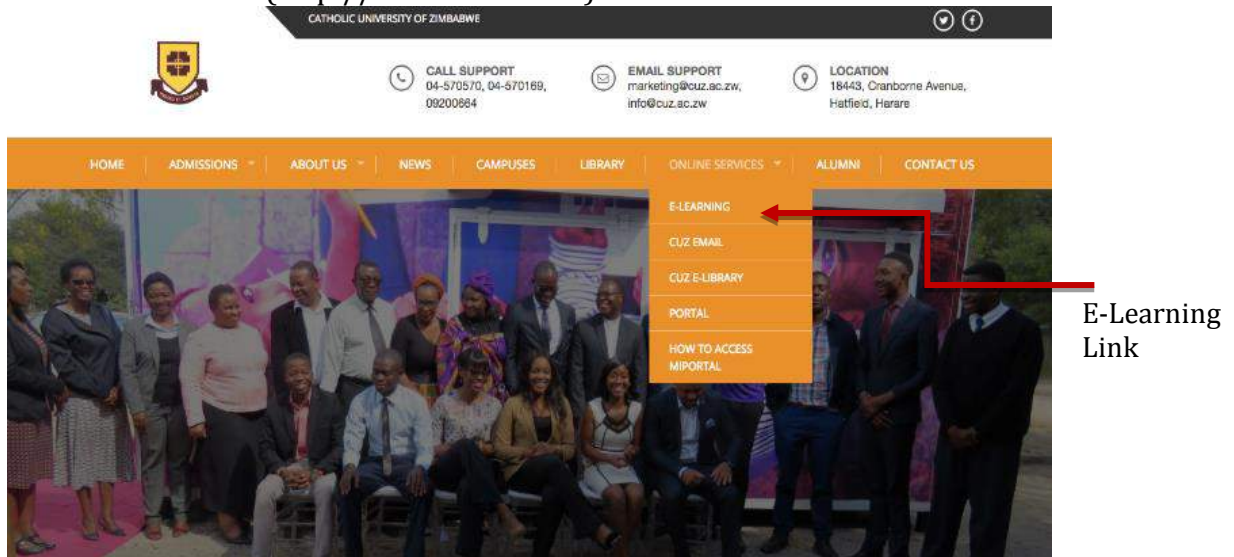


Figure 3: Accessing Classroom via CUZ Website

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

Joining a new class

You can join a class by either following a link in your invitation email from your lecturer, or directly from Google Classroom in the Classroom dashboard as shown below.

1. Enter Class Code given by your lecturer

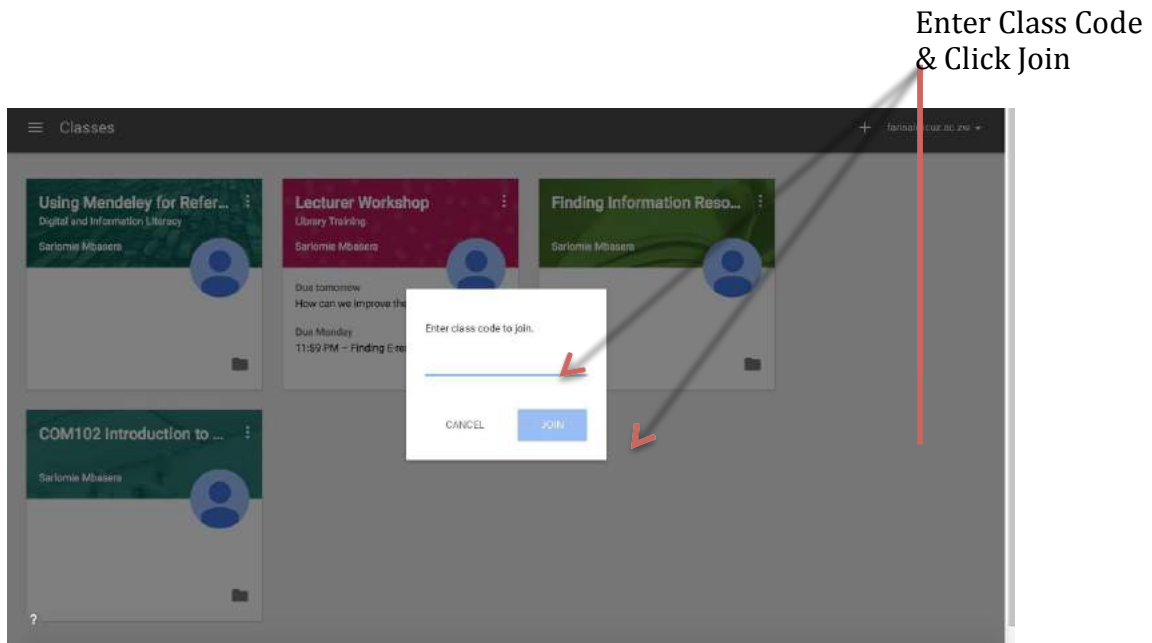


Figure 4: Joining Class with Class Code

Classroom Dashboard

The Classroom Dashboard is where all the classes you will have access to will appear as in the example below

2. Click on join Class (accessed via the + icon as shown by arrow)

Takes you to the homepage

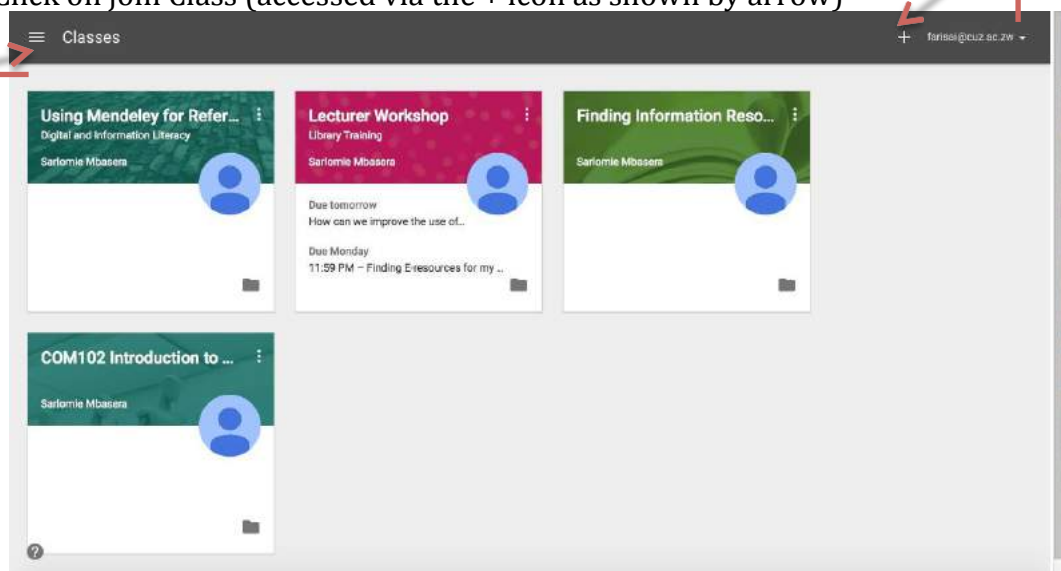


Figure 5: Google Classroom Dashboard

3. Click Join and you join a new class

Classroom Features

The major features of Classroom from a Student's view are Stream, Classwork and People. These are explained below.

Stream

The stream view is where all the lecturers post announcements related to the class.

If enabled, the student can also create posts/comment to the class by clicking on the + icon.

Attachments can include YouTube Videos, files from your computer and from Google Drive, links to websites or articles!

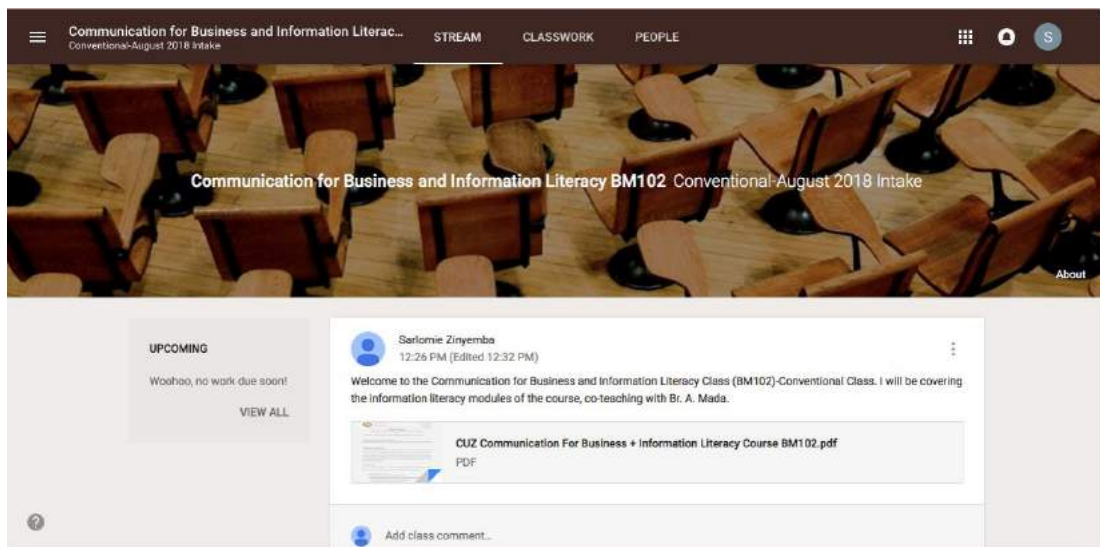


Figure 6: Stream View

About Link

It is Located on the Stream Tab and it provides information about your class posted by your lecturer.

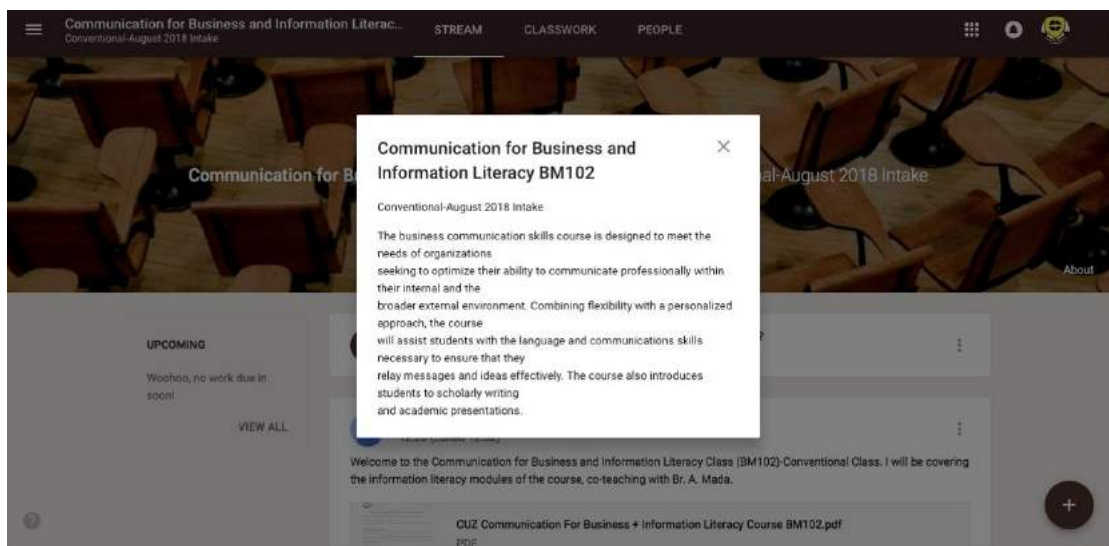


Figure 7: About Link

Create Post

Use this tool from the + button in Stream to post any announcements that you want to broadcast to the whole class. You may add attachments from your computer, google drive folder, YouTube videos, or link to a website or file. Then click post to broadcast!

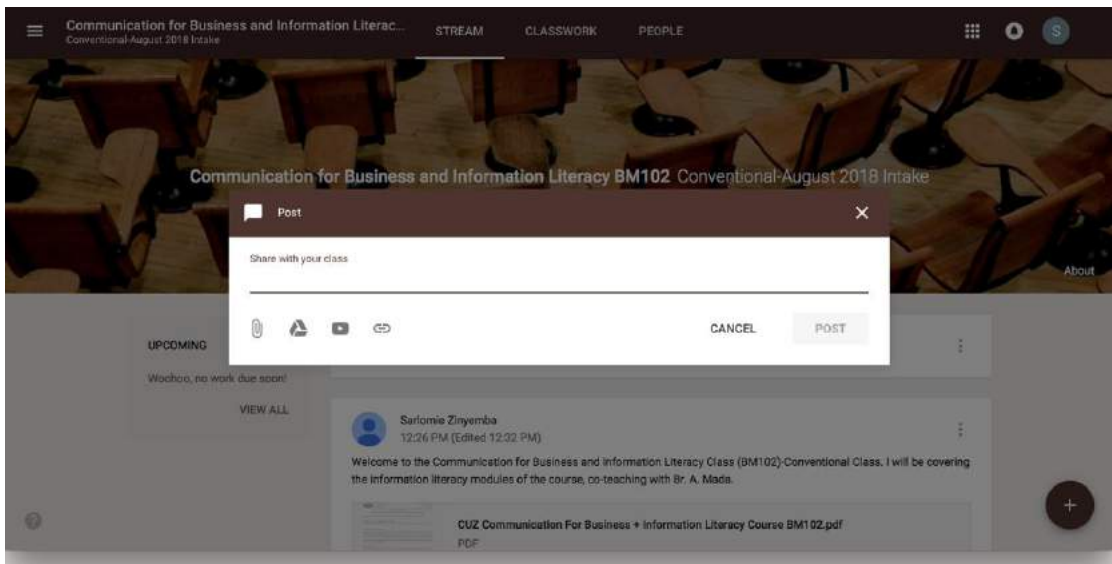


Figure 8: Create Post

Classwork

From the Classwork Tab; students can view assignments, questions, course materials/ contents, and topics posted by the lecturer.

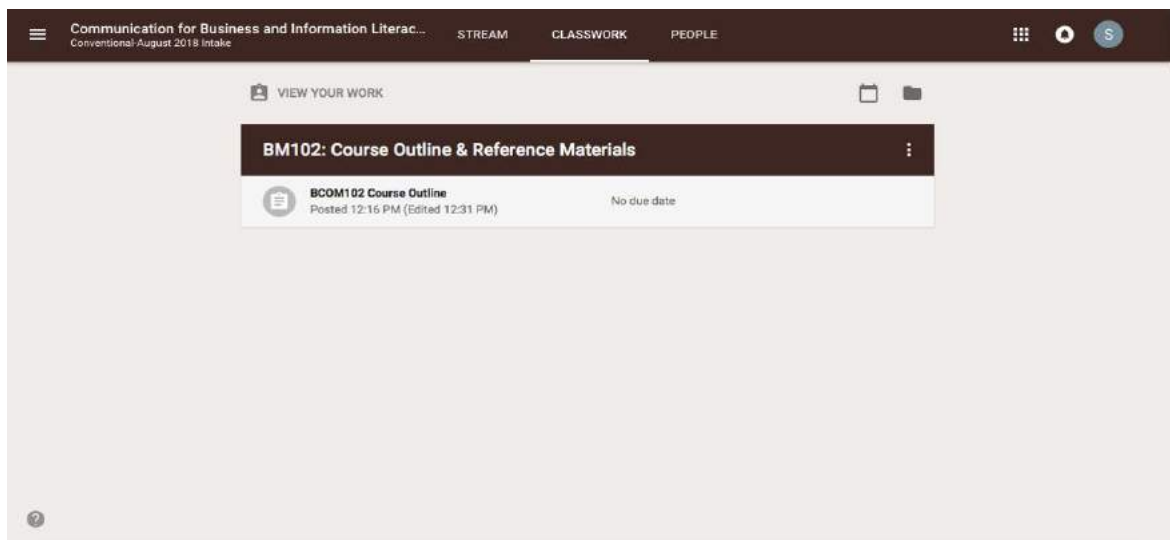


Figure 9: Classwork Tab

Viewing Assignments or Questions

To view posted assignments/questions/items; Click the post link, this will reveal the details of the post and a button to view question/assignment.

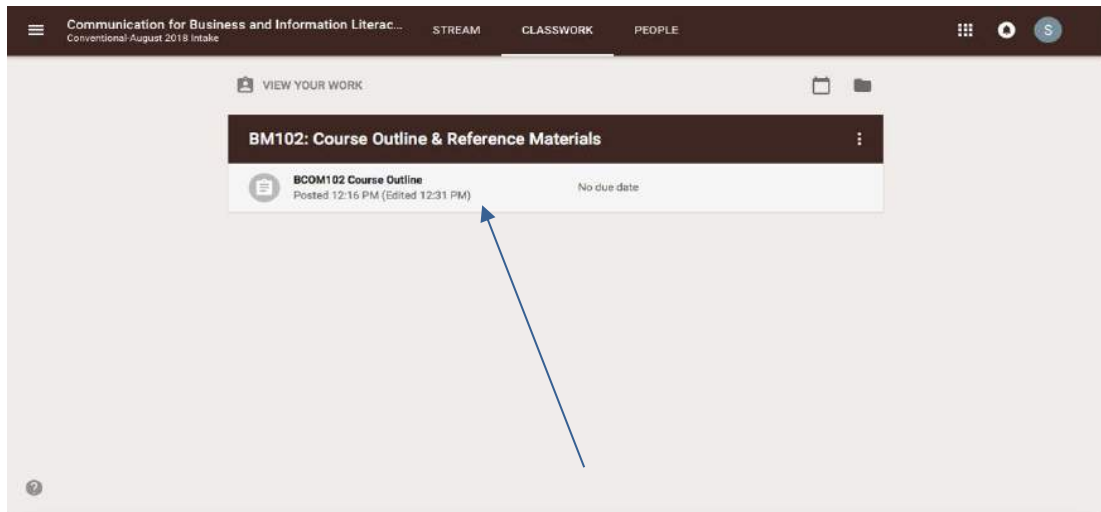


Figure 10: Viewing Assignments or Questions

Assignment View Page

On this page, you can submit your responses to the assignment or question by uploading a document, typing in google apps (docs, sheets etc.), attach a video etc. Click on view Assignment to view instructions.

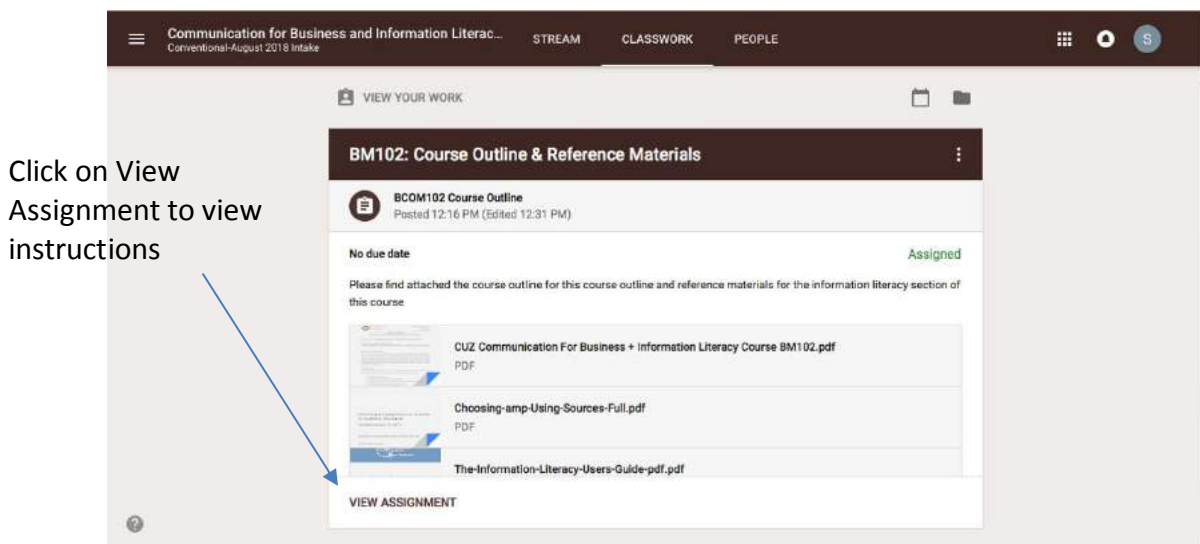


Figure 11: Viewing Assignments

Uploading an Assignment File

Click on Add, then upload a file from your computer, Google Drive, Google Docs, Sheets, Slides etc. as shown below. Select Mark as done if you have already done the assignment

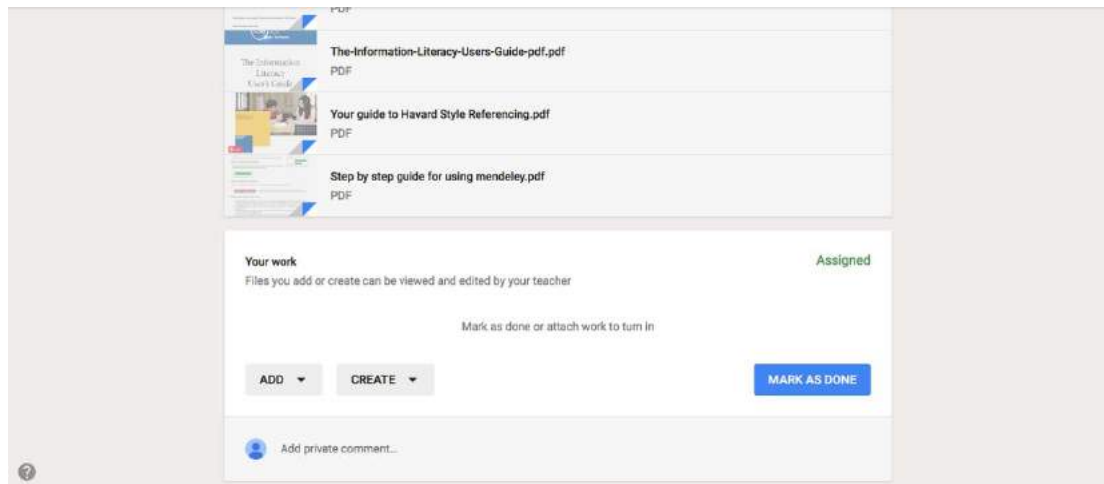


Figure 12: Uploading an Assignment File

Turned in Assignment

Turned in Assignments will be marked Turned In and greyed out as shown below;

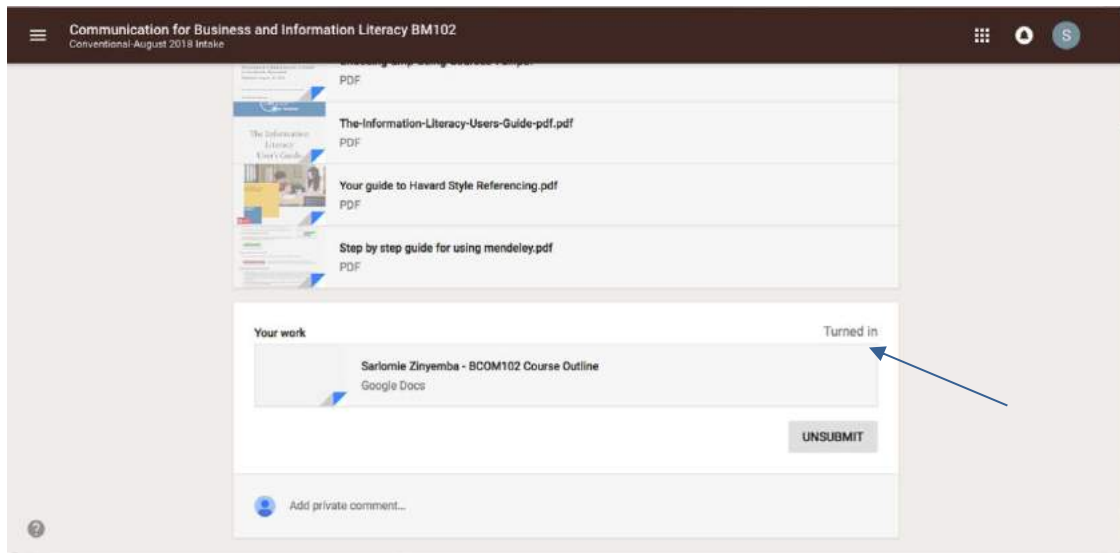


Figure 13: Turned In Assignment

Viewing Answers

On the question view page, you have the section where you can view your answer, as well as are able to view your other classmates' answers.

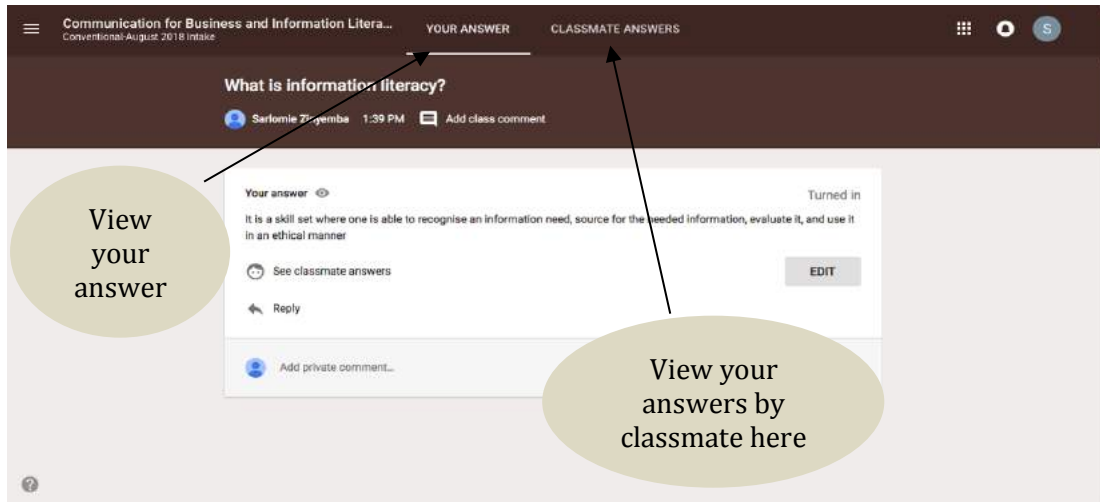


Figure 14: Viewing Answers

Work returned by the lecturer

When your lecturer has marked, graded and returned your assignment submitted your marks, it will reflect as shown in the figure below.

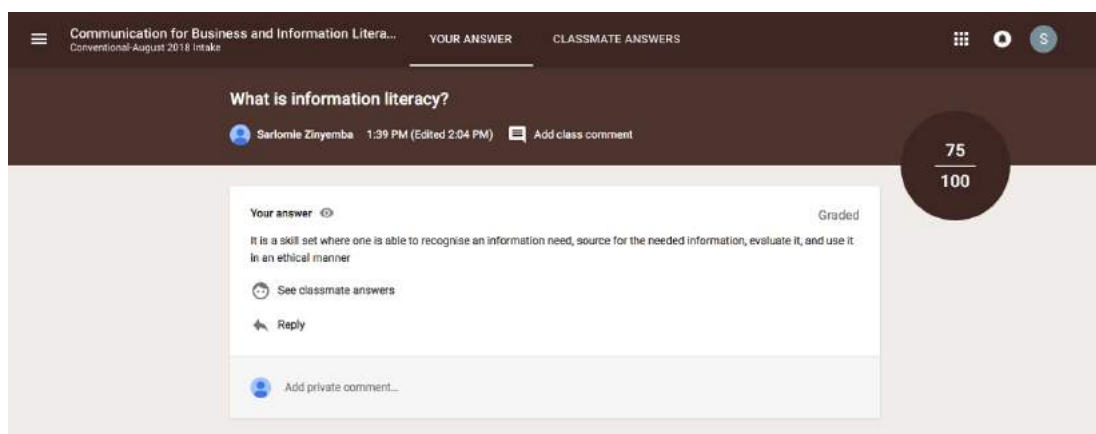


Figure 15: Work returned by lecturer

People Tab

From the classmates tab, you are able to view a list of fellow students who are in your class. From there you can send emails to individual or selected students.

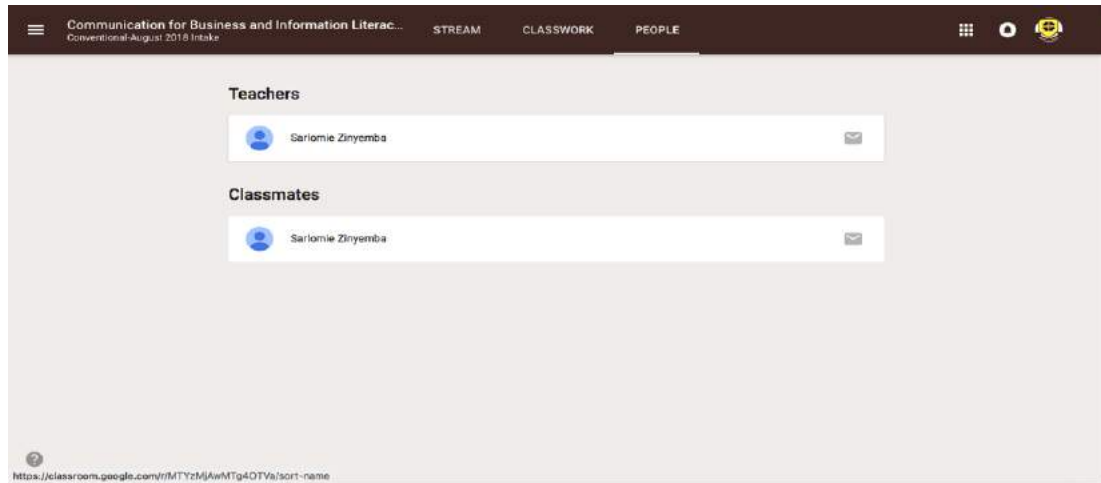


Figure 16: Classmates tab

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:

ICT Department: ict@cu.ac.zw

Library Department: cu.library@cu.ac.zw or librarian@cu.ac.zw