



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

GOOGLE CLASSROOM

A Guideline for the Participant

User Document

Version 1.0
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GENERAL INFORMATION

Google Classroom is a free application designed to help sharing knowledge in a blended mode. The learning platform facilitates the stakeholders to communicate in this volatile, uncertain, complex and ambiguous world.

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Google classroom enables the creation of classes, addition of announcements and materials, addition and grading of assessments, feedback, and management of everything in one place. The classroom integrates with other Google tools like Google Docs, Drive and Google Meet.

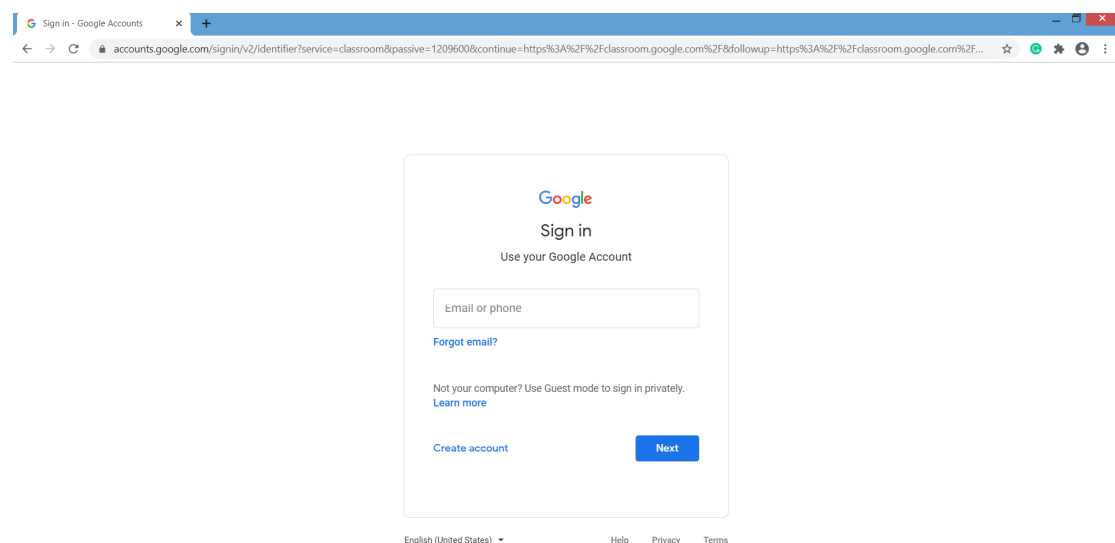
Google Classroom can be opened using a personal computer or laptop via major browser, such as Firefox®, Chrome, Internet Explorer® or Safari®. It is also available for Android and Apple® iOS® mobile devices. The set-up of Google Classroom is stress-free and very instinctive to keep on using it.

SETTING UP GOOGLE CLASSROOM

Follow these steps to set up your Google Classroom:

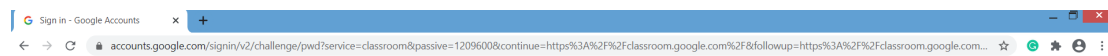
Step 1

For the first time login, go to classroom.google.com.



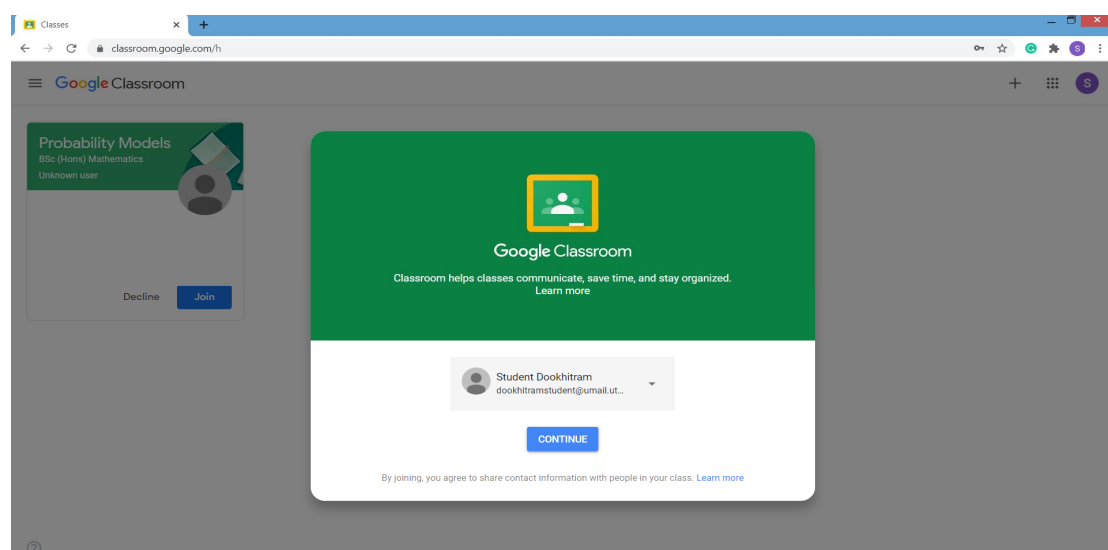
Step 2

Use your %u@mail.utm.ac.mu+email address and click on %Next+. Then put your password and click on %Next+.






Step 3

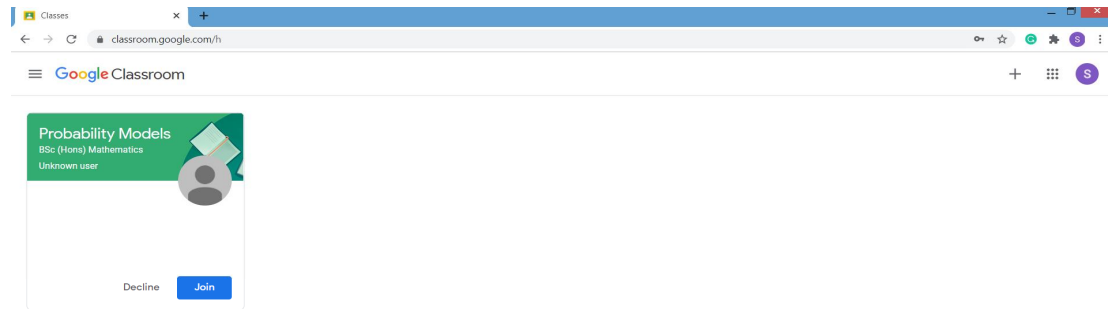
The first time you arrive at the Google Classroom website, you will see a screen like the one below. Click on %Continue+. **Note, you may be provided to select your role as a teacher or student. The teacher role can create and join classes, while student can only join class. You cannot change your role later. Thus, make sure of selecting the right role, that is, STUDENT.**



Step 4

The following screen will appear, where the symbol  on the below left gives you access to help. The  symbol on the right hand side of the screen indicates  in a class. Further, if you have been invited to join a class, it will appear on the screen. The next section will focus on joining a class.

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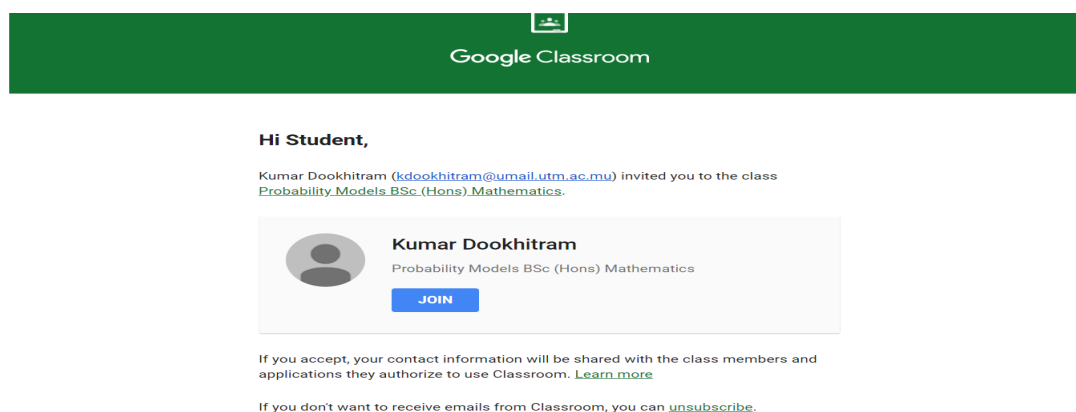
JOINING YOUR CLASS

Follow these steps to join your class:



Scenario 1

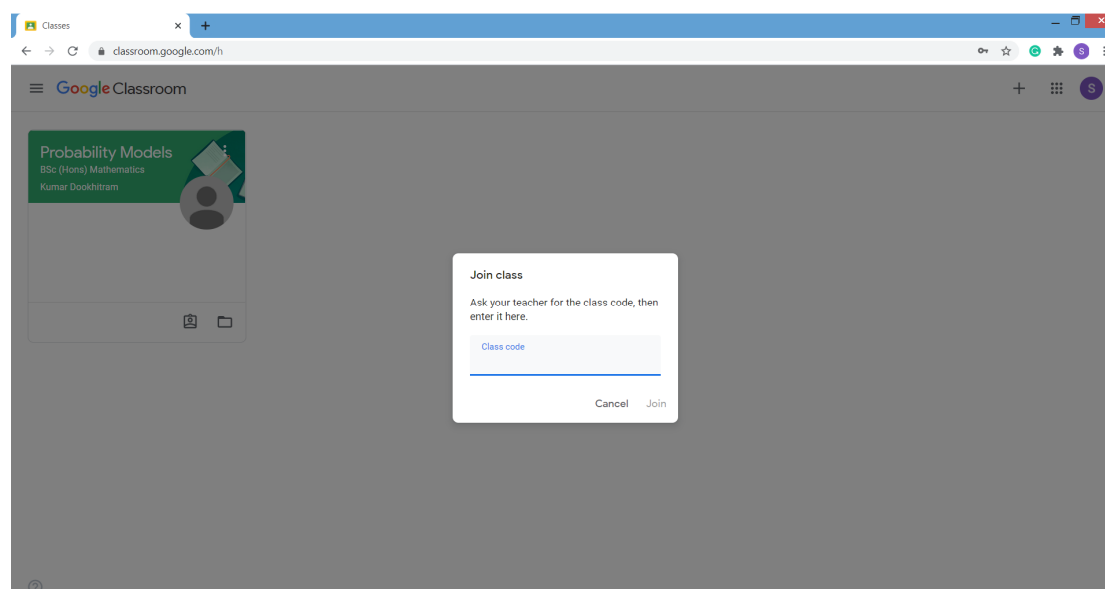
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When you are invited to join a class it will appear on the Google Classroom home page and you will also receive an email with the following content. Click on join to accept the invitation.







Scenario 2

Click on the  symbol and click on . You will see the following screen. You should ask your teacher for the class code to join the class.

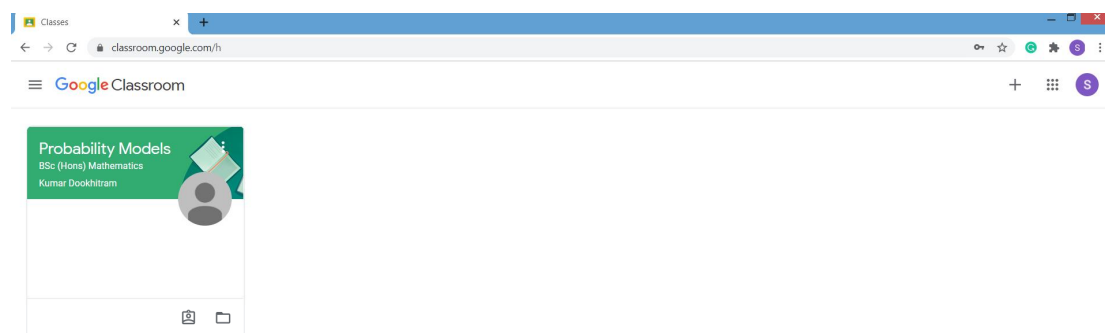




MANAGING YOUR CLASS

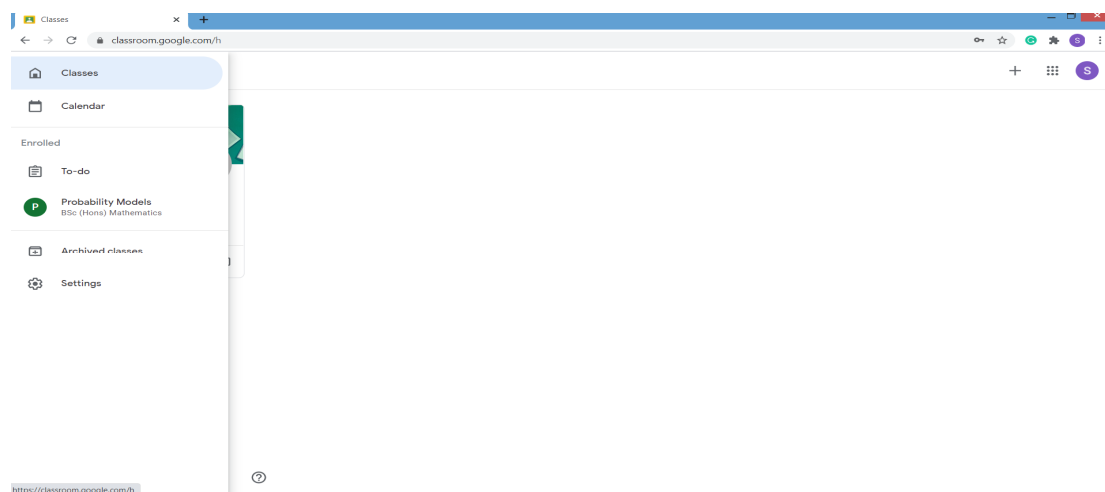
The following section will guide you towards managing your class:

The platform is user friendly with clear instructions and guide. The symbol  at the bottom left corner provides you help with the Google Classroom. To return back to the home of Google Classroom click on the  horizontal lines  symbol on the top left corner and then click on  Classes. You will then see the below screen.

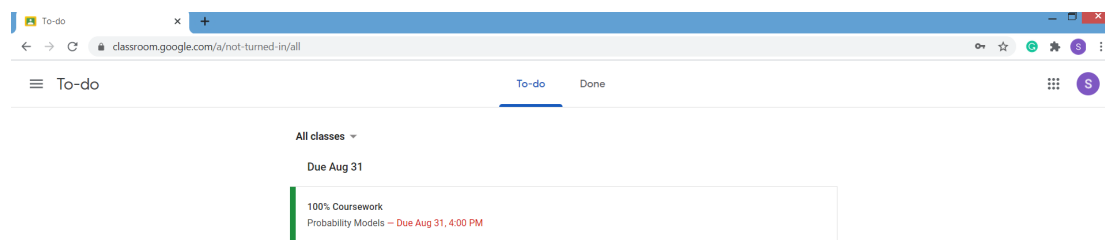
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To view the calendar, to-do list, archived classes and settings of the Google Classroom, you need to click on the  horizontal lines  symbol and select accordingly.



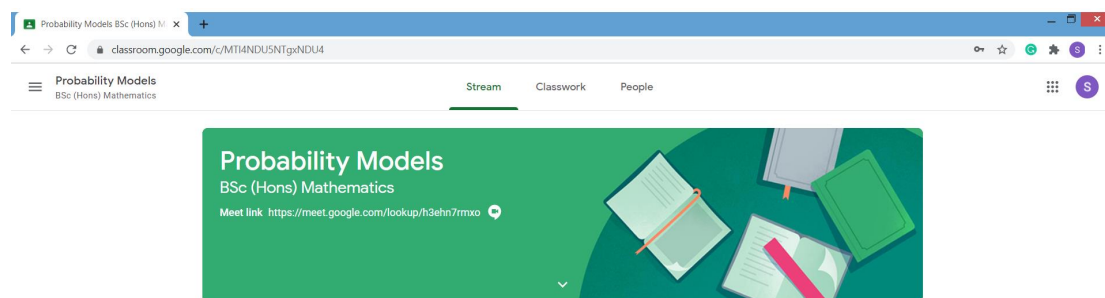
The %To-do+page list all the due work for all your classes. It also help you to monitor all done work. The below screen is an example where there is a due coursework for the module Probability Model with deadline August 31, 2020 at 16:00 hours.



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Stream Page

This page provide you an update about new posts from the lecturer and any comments from your classmates. Depending on the settings set by the lecturer, you may also provide comments. You can also join a video meeting by clicking on %Meet link+.

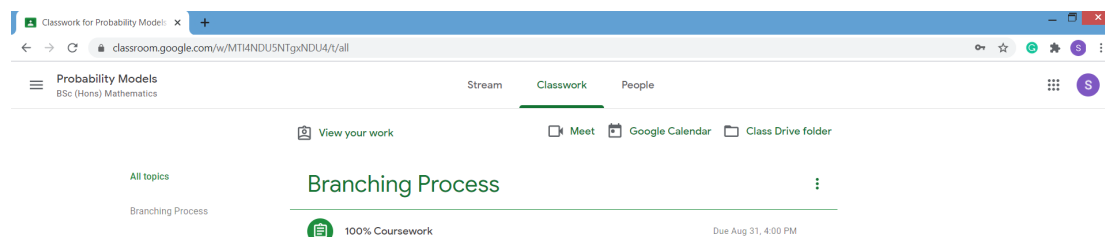


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Classwork Page

You must click on **Classwork+** if you wish to see the materials, assignments and questions that are provided for the module. The screen below shows an example of a **Classwork+** page. You can also access the Meet link, the Google Calendar and a specific folder for your class which is found in the Drive.

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IMPORTANT NOTES

Likewise, you can manage other tasks/activities in the Google Classroom. This user document provides you with the basic knowledge to kick-start with Google Classroom. You can access the inbuilt help centre at any point to understand the different functionalities.

Wish you a fruitful workshop!