



Google Classroom for Teachers

PART – III GETTING STARTED WITH GOOGLE CLASSROOM USING SMARTPHONES

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Google Classroom for Teachers

For non-live online teaching/learning using *Smartphones*



What we need for

1. Teachers

- 1.1 Mobile data/Wi-Fi connection,
- 1.2 A Smartphone,
- 1.3 A Gmail account **to create online classes**, and
- 1.4 **Google classroom app**

2. Students

- 2.1 Data/internet connection,
- 2.2 Laptop/Desktop PC/Mobile Phone,
- 2.3 A Gmail account **to join the online classes**,
- 2.4 Google Classroom - *a site where online classes can be **accessed***, and
- 2.5 Google classroom app (to be used with smartphones)

It may be convenient for teachers to use the site , <https://classroom.google.com>, while creating classwork on a laptop/desktop PC for various reasons.

However, a smartphone offers a few added advantages like - portability, take a photo of an explanation, and/or attach a video recording while preparing a class material.

Google Classroom for Teachers

For non-live online teaching



- W** We, through these pictorial slides, are trying to explore the features of Google Classroom (GC) using a smartphone. *This can be further extended by ourselves once we acquire the basic knowledge of GC.*
- O** One can follow the subsequent slides or go over the video tutorials given in the reference section for Google Classroom as per convenience.
- P** Please note that there are more information on [Classroom help](#) from Google and video tutorials on [YouTube](#) on how to use Google Classroom which a teacher can refer to anytime, anywhere.

Google Classroom for Teachers

Part – III Getting Started with *Google Classroom* using Smartphones



In **Part – I and II**, we **covered** the creation of **Classwork** and sharing the same using a **Class code** for a particular subject/paper. We also covered, in Part –II, **setting/ asking a question/assignment** to **one, few, or all** students in a class.

Here in Part – III of the series, we shall cover

1. Installation of Google Classroom App on a smartphone (**Step – 1 to 9**),
2. Creation of Classwork (**Step – 10 to 24, 29 to 30**) –
 - 2.1 Class materials,
 - 2.2 Asking questions, and
 - 2.3 Sending assignments etc.

for a whole class, a group of students or a particular student.
3. Invite your students to a class (**Step – 25 to 26**),
4. Remove a student from a class (**Step – 28**),
5. Add a co-teacher to a class. Also remove a co-teacher from a class (**Step – 27**).

Part – III Getting Started with Google Classroom using Smartphone

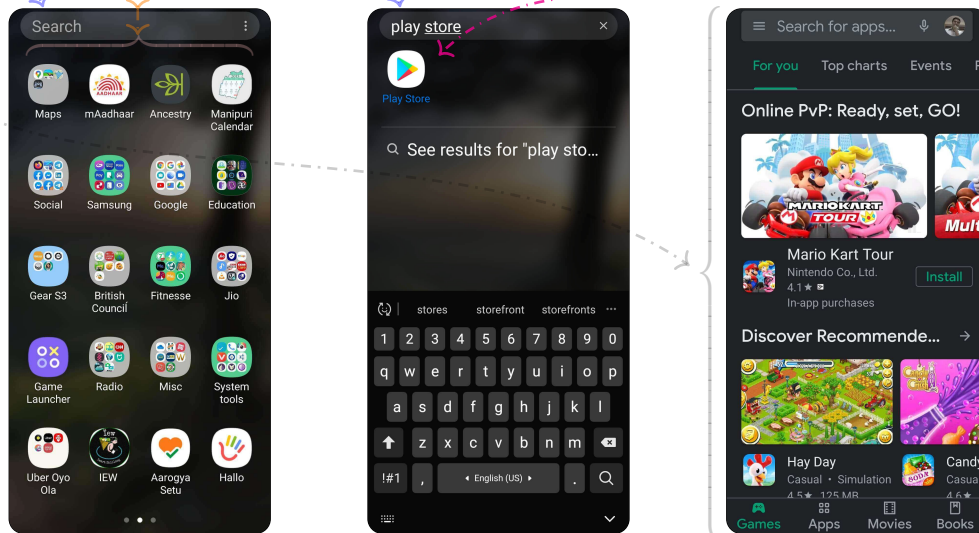
Installation of Google Classroom on any android based smartphone



Step - 1 Depending on the type of the smartphone, we *swipe up* or tap on the *group Apps* icon to get the **installed Apps**.

Step - 2 **Search** for the **Play Store App** (▶) on the phone. And **tap** the app (▶) to open.

Data/internet connection on the smartphone must be ON during the entire session of this tutorial.



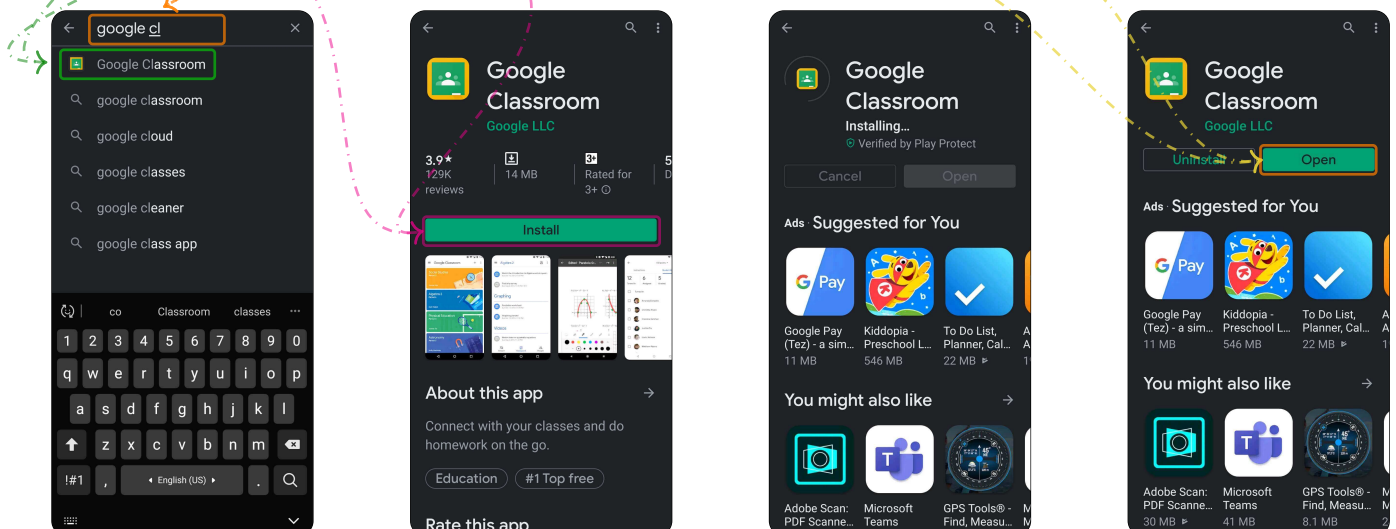
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Installation of Google Classroom on any android based smartphone



Step - 3 After opening the *Play Store App* (▶), we now **search** for the **Google classroom App** (👤) in the store by entering the keywords, “google classroom” and thereafter **tap** on the **Google Classroom** suggestion to get the **App**.

Step - 4 We then **tap** on the **Install button** and again **tap** the **Open button**.



Part – III Getting Started with Google Classroom using Smartphone

Set up an account for **Google Classroom** on any android based smartphone



Step - 5 On the welcome screen of the Google Classroom, **tap** on the **GET STARTED** button.

Step - 6 An email account is required to be used with the Classroom. And for this, **tap** on the **Add account** option and then **tap** on the **OK** button.



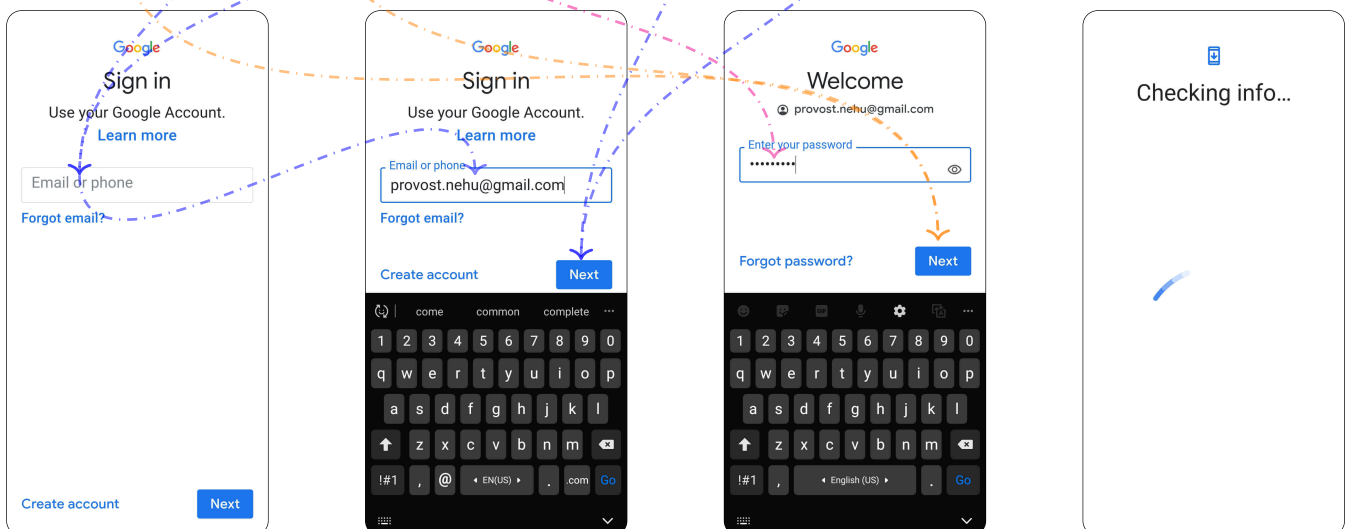
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Set up an account for **Google Classroom** on any android based smartphone



Step - 7 Enter an **email** or **phone** number and **tap** the **Next** button.

Step - 8 Then enter the **password** of the email or phone number provided in Step – 7 and **tap** the **Next** button again.

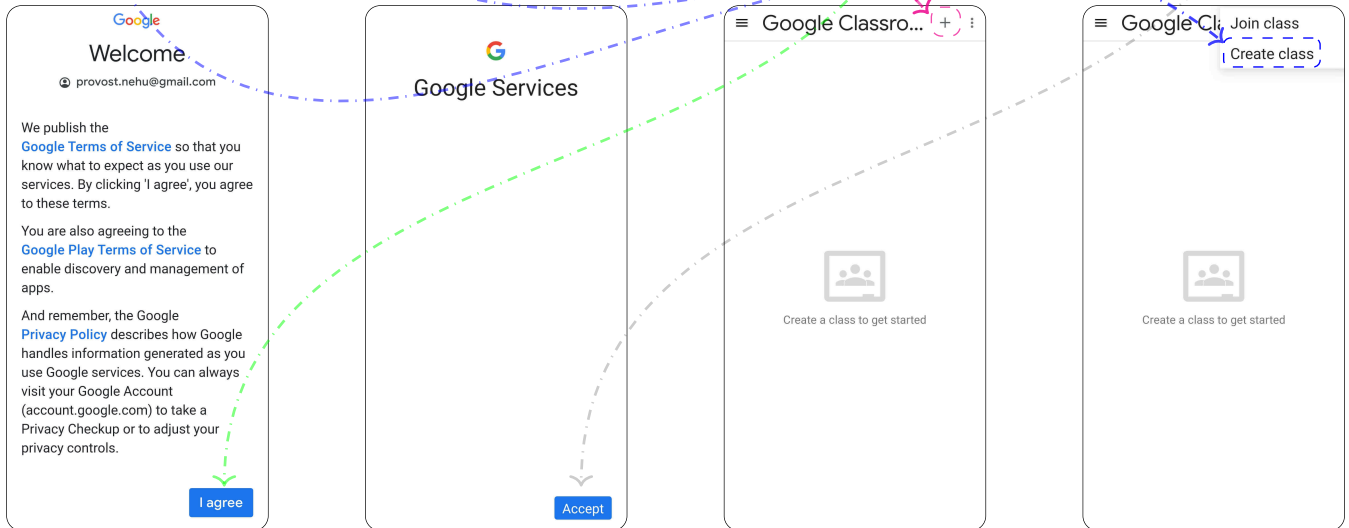


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Creating a Google Class on any android based smartphone



- Step - 9** Read the Google's Terms of Service and **press I agree** button and then **Accept**.
- Step - 10** **Tap** on the **Add (+)** button to **Join class** or **Create class**. Please note that **Join class** option is meant for **Students** while **Create class** for **Teachers/Educators**.
- Step - 11** **Tap** on the **Create class** option to have a **class created**.

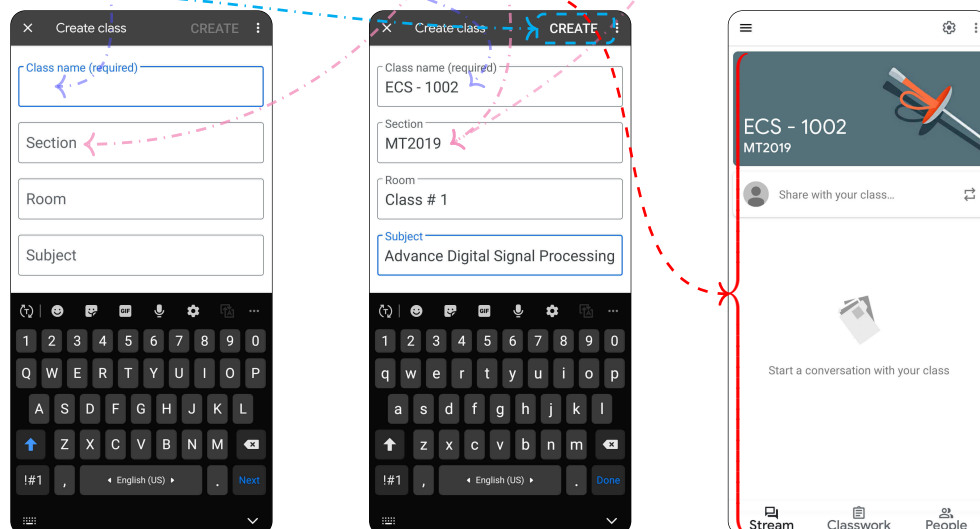


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Creating a Google Class on any android based smartphone



- Step - 12** **Enter** a **class name** and then a **section**. e.g. MT2019 for a PG batch admitted in 2019.
- Step - 13** Also **enter** the location for the class as a Room (*Note: A few items are optional*).
- Step - 14** To add a **subject**, **tap** the Subject textbox and **enter** a subject name. Now, **tap** on the **CREATE** button. **A class has been created now.**



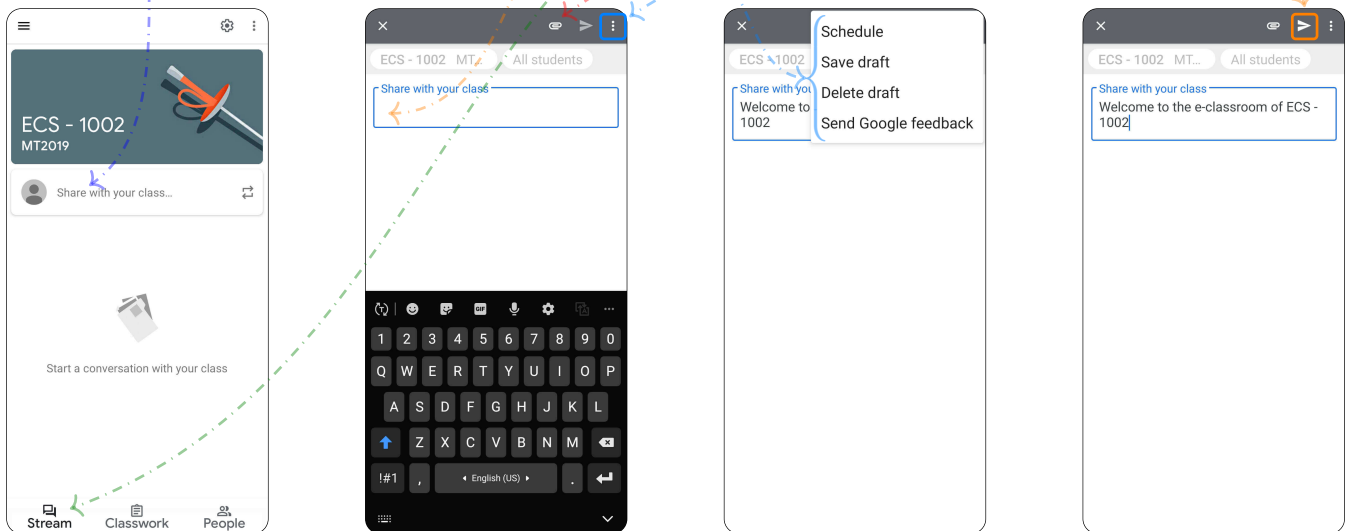
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Post an announcement to the Class on the Stream page



Step - 15 Tap **Share something with your class** on the Stream page to make an announcement to the class. And type the announcement. An attachment, in the form of a file, take a photo, record video or a new pdf, may also be included.

Step - 16 We may also schedule/save draft/delete the announcement. **Tap** to Post.



Part – III Getting Started with Google Classroom using Smartphone

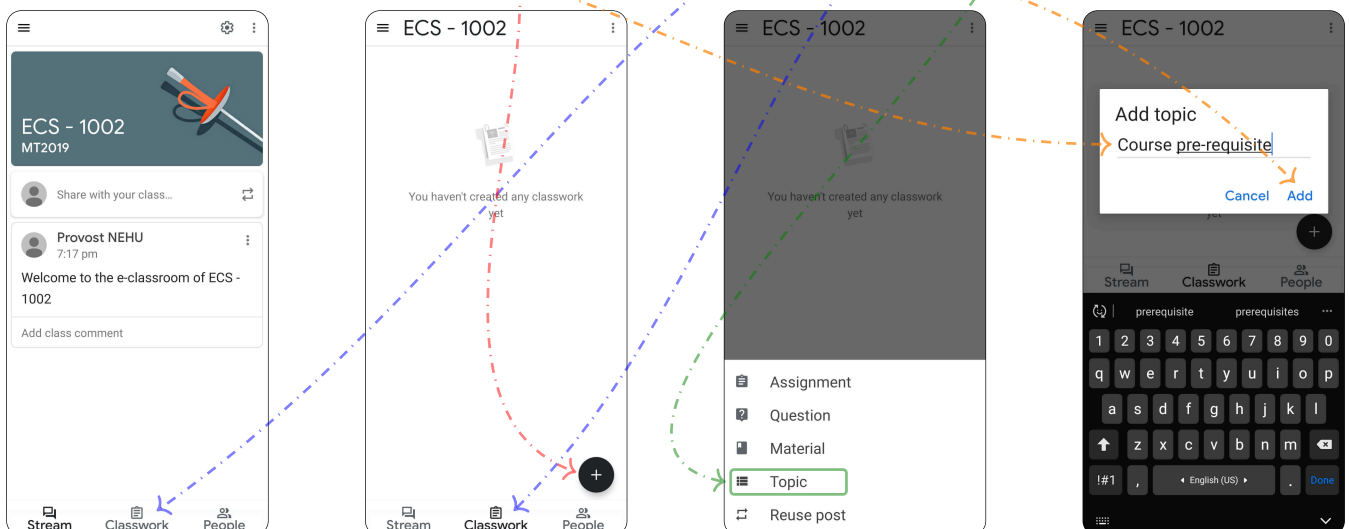
Add a topic to the Classwork page



Step - 17 For adding topics, materials, questions, assignments etc., **tap** the *Classwork* page.

Step - 18 **Tab** the **Add (+)** button and then **tap** on the *Topic* option.

Step - 19 Type a topic and **tab** the Add.



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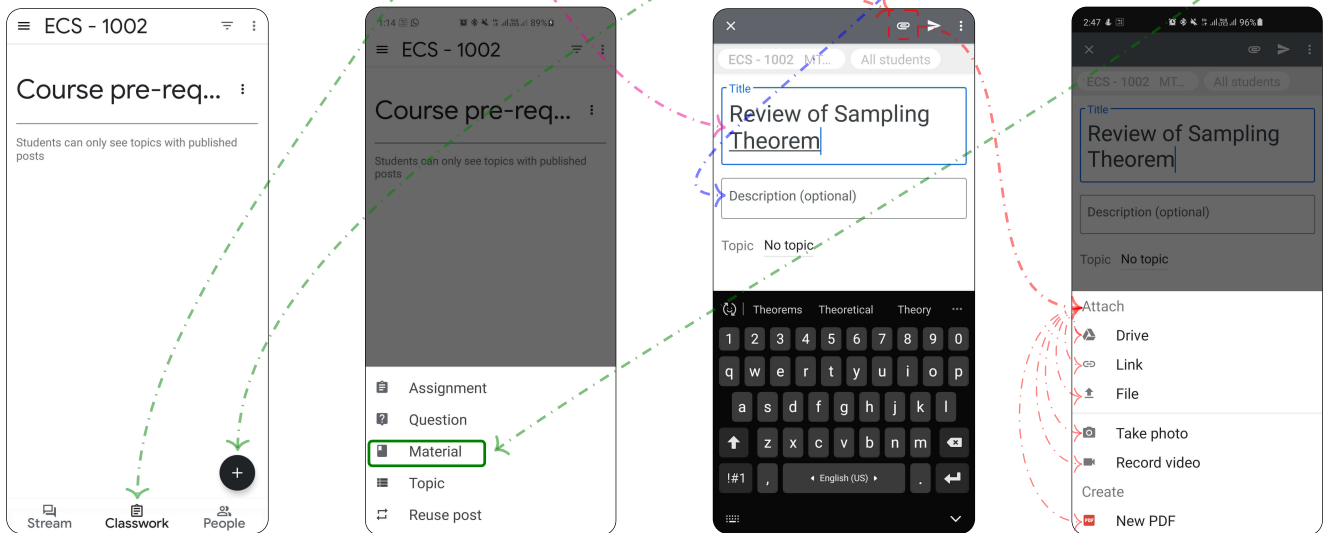
Add a teaching **material** to a *topic* of the Classwork page



Step - 20 On the Classwork page, **tap** the **Add (+)** button, then **tap** the **Material** option.

Step - 21 **Type** a **title** of the material. **Description** of the material may also be given.

Step - 22 **Tap** Attach for adding a file from Google Drive, link, smartphone, take photo, record video **or** create a new pdf file.



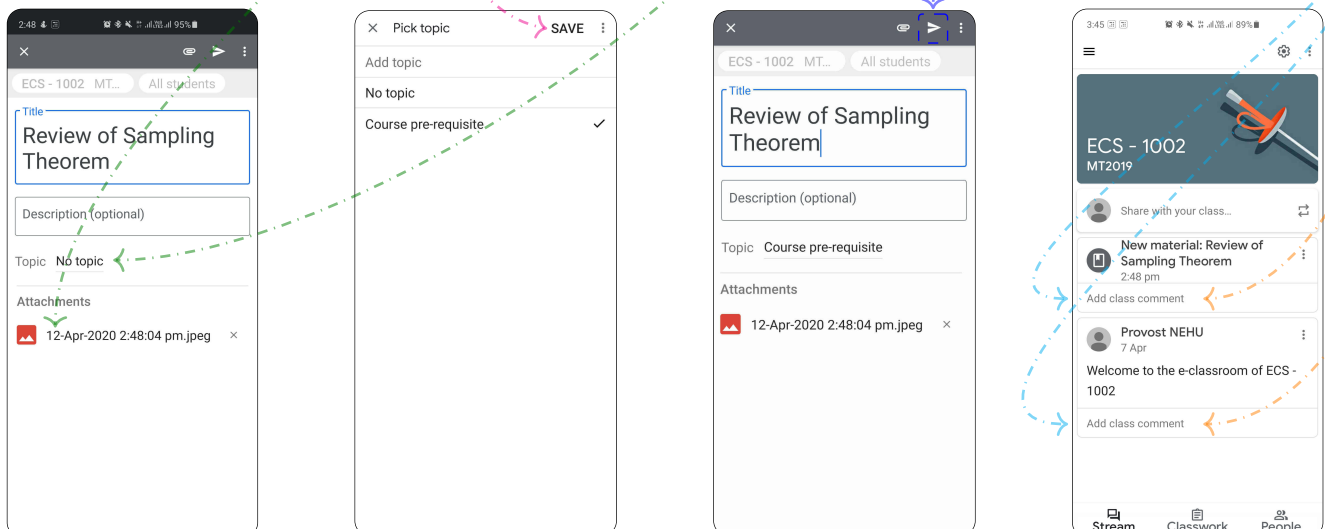
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Add a teaching **material** to a *topic* of the Classwork page



Step - 23 After the attachment is done, select the topic under which the **material** is to be posted. Then, **save** the topic. Now, we can **tap** to **Post** the material in the class.

Step - 24 We may write a comment on the material and also on the announcement as well. To do that, just **tap** on the textbox - **Add class comment**.



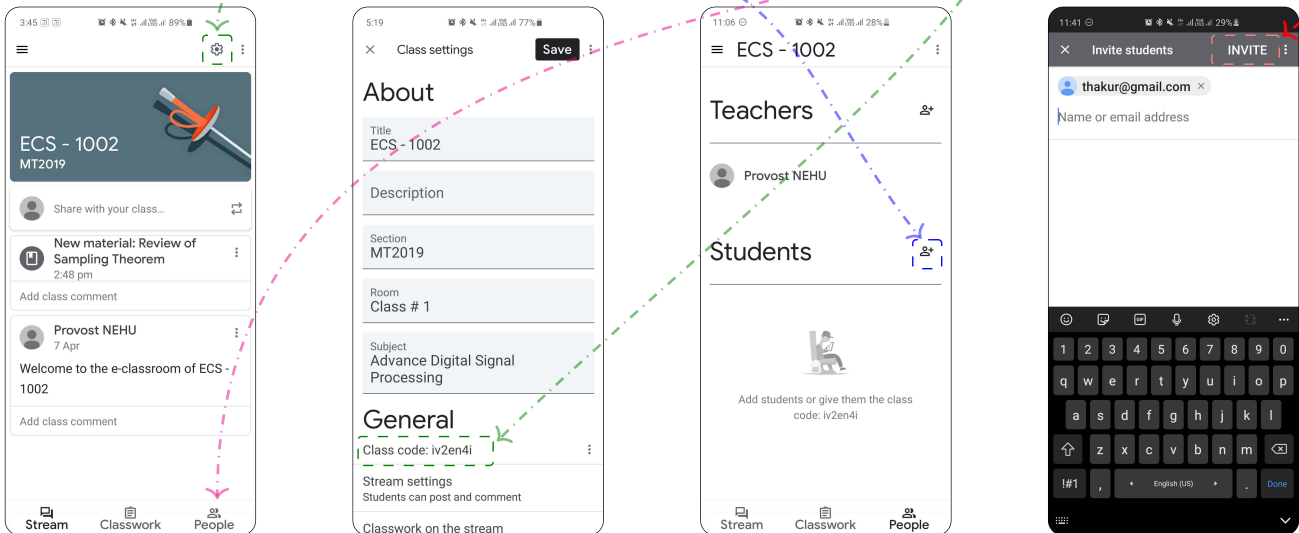
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Adding **students** to a *class*: with a class code or through invitation



Step - 25 After adding materials to a class, we can ask students to **join the class with a class code**. To **get this code**, **tap** the setting. The code is under the General setting.

Step - 26 We can also tell students to **join a class through an invitation**. For this, **tap** the **People page** and again **tap** to invite students by entering their mail IDs & **INVITE**.



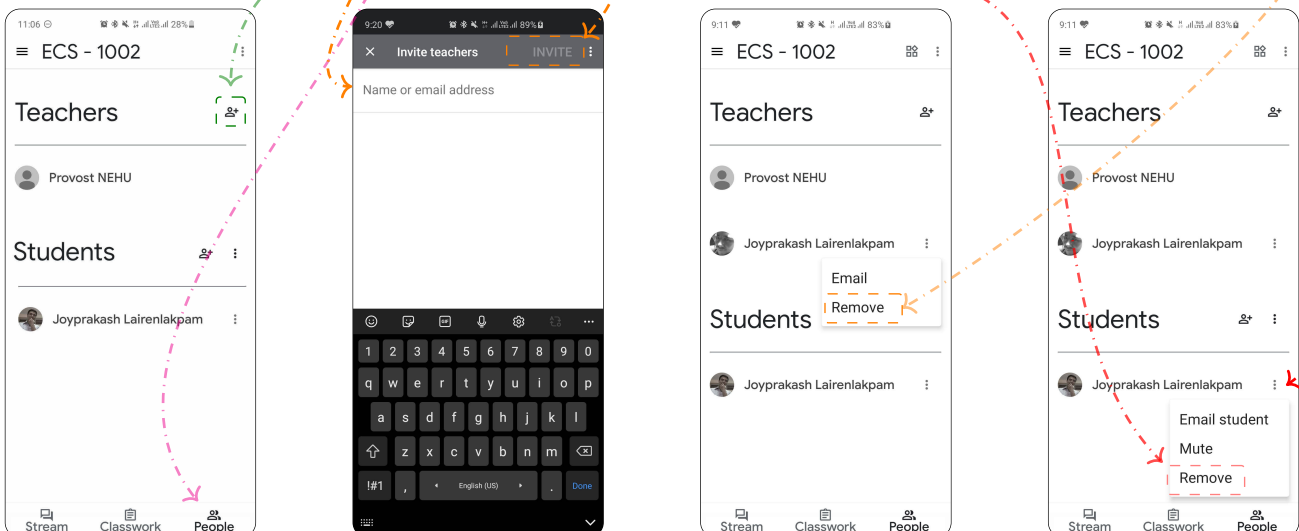
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Adding a **co-teacher**; remove i) a co-teacher, ii) a student from a class code



Step - 27 In the **People page**, a teacher can be invited to become a co-teacher in a class. Type in the email ID and **tap** **INVITE**. An added co-teacher may also be removed.

Step - 28 Similarly, an enrolled **student** can also be **removed**. In the **People page**, **tap** the **Actions (⋮)**, and from the action option, **tap** the **Remove** option.



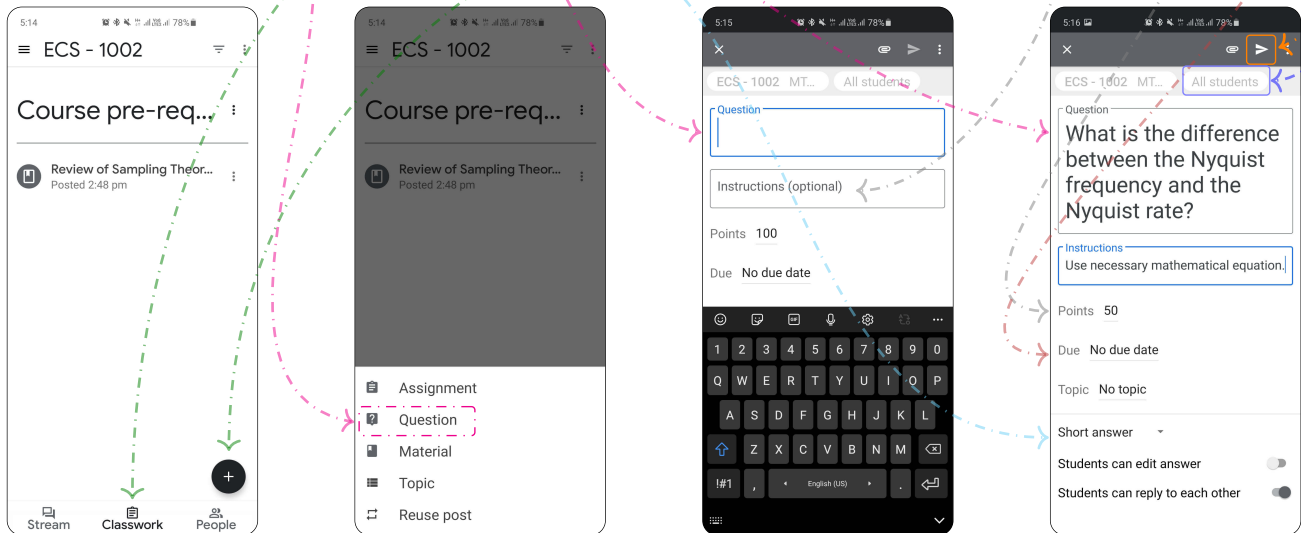
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Add a **question** to a *topic* of the Classwork page









Step - 29 To add a question, we go to the Classwork page and **tap** the **Add (+)** button.

Step - 30 **Tap Question** and type it. In addition, we can provide instructions, points, due date and time, topic, type of question, send the question to all, few or a particular student(s) (*possible option if the students join the class*). After that, **Tap to post**.



References

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