Google Classroom for Teachers
PART – III GETTING STARTED WITH GOOGLE CLASSROOM USING SMARTPHONES

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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.

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.

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**).

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.
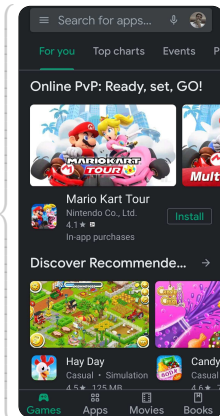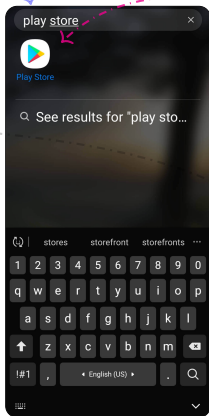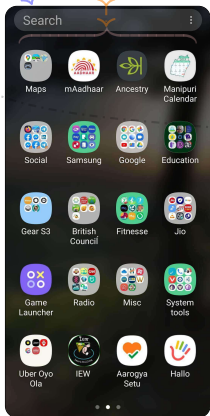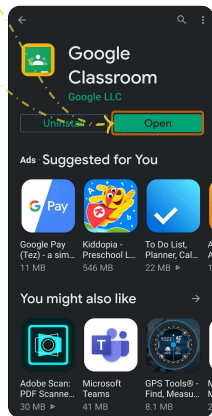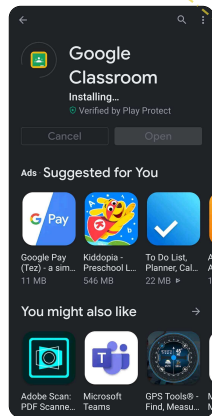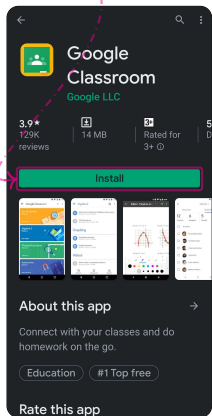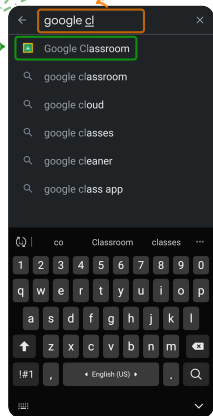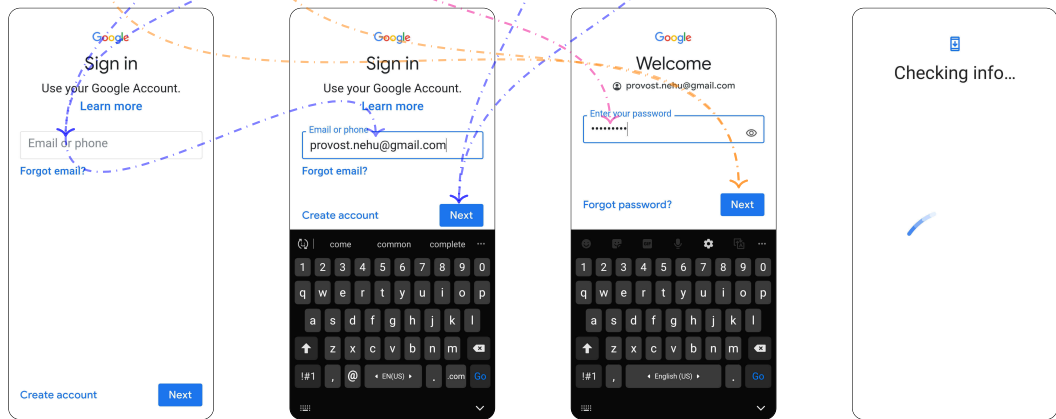
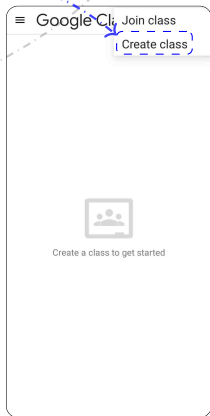# Part – III Getting Started with Google Classroom using Smartphone
Installation of **Google Classroom** on any android based smartphone

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**.

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.

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*.
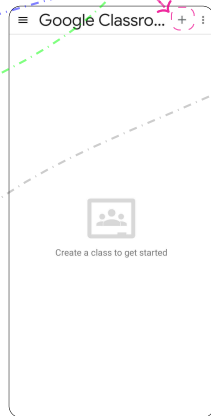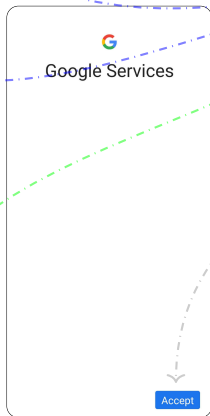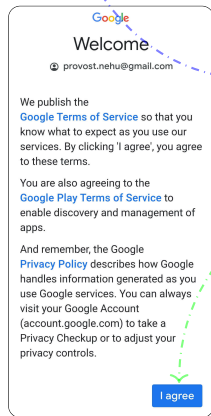
Part – III Getting Started with Google Classroom using Smartphone
Creating a **Google Class** on any android based smartphone

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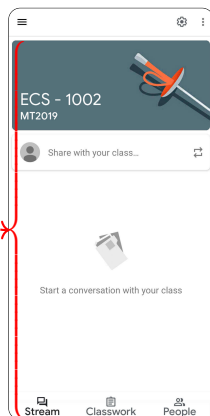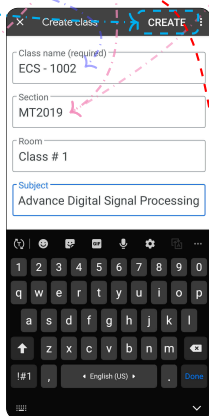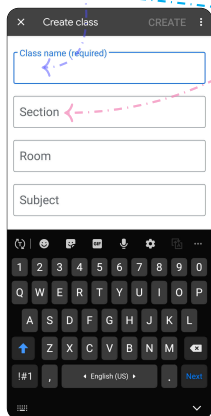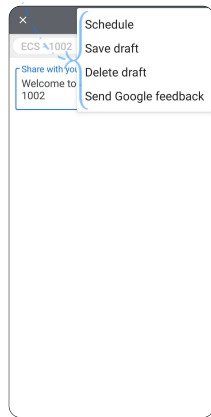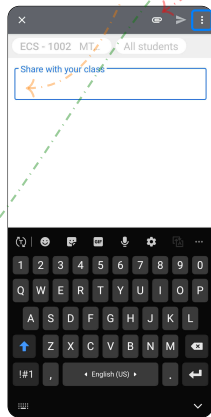
Step - 15 **Tap** Share something with your class on the Stream page to make an announcement to the class. And type the announcement. An attachment, in the form of a file, take a photo, record video or a new pdf, may also be included.

Step - 16 We may also schedule/save draft/delete the announcement. **Tap** to Post.
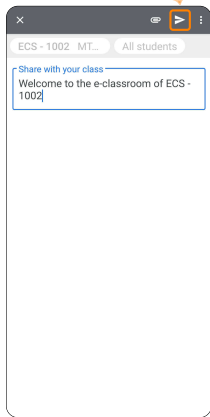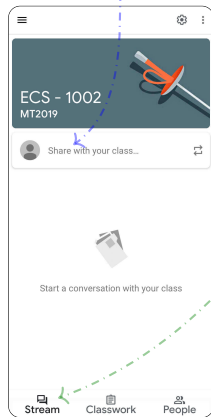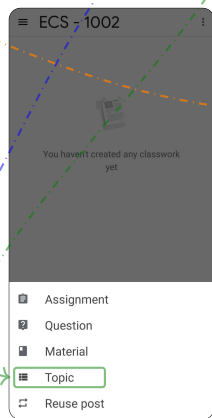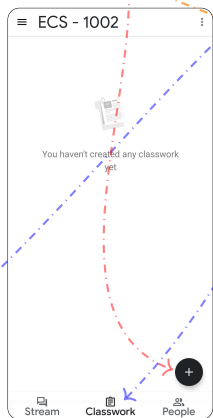
Step - 17 For adding topics, materials, questions, assignments etc., **tap** the *Classwork* page.

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

Step - 19 Type a topic and **tab** the Add.
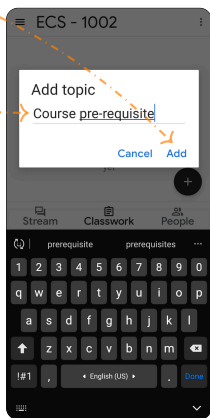
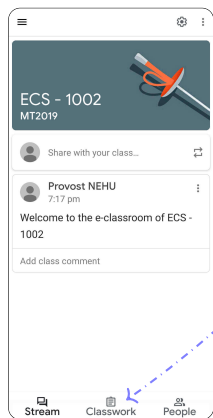# Part – III Getting Started with Google Classroom using Smartphone

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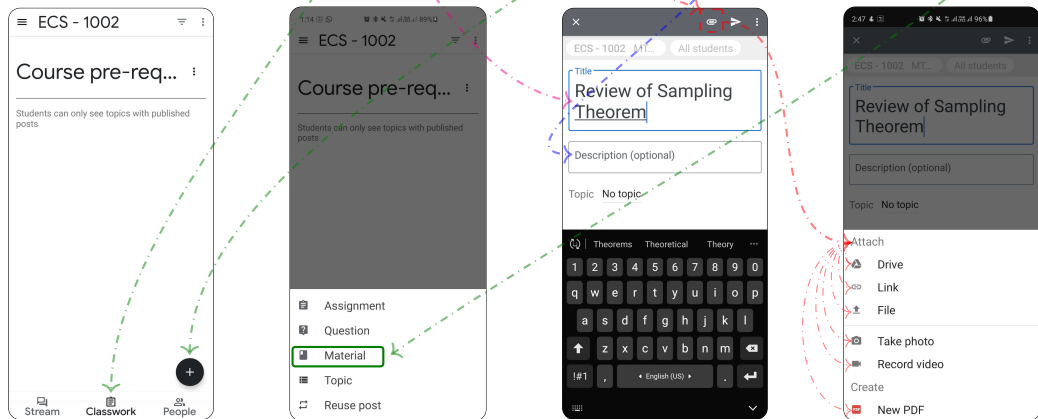
Step - 23 After the attachment is done, select the topic under which the **material** is to be posted. Then, **save** the topic. Now, we can **tap** to ***Post*** the material in the class.

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.
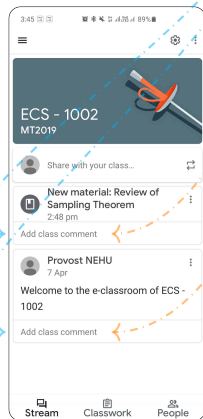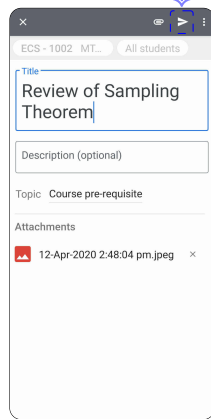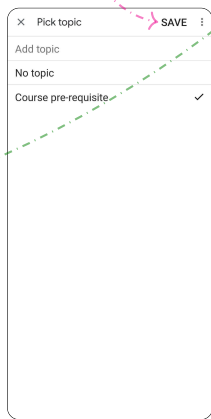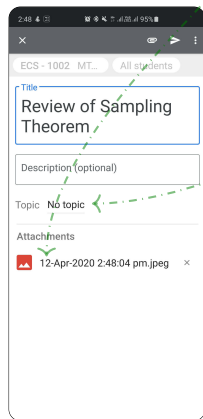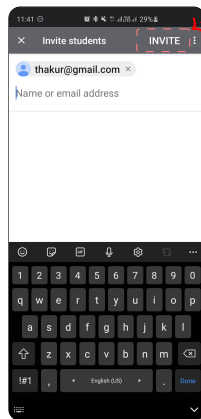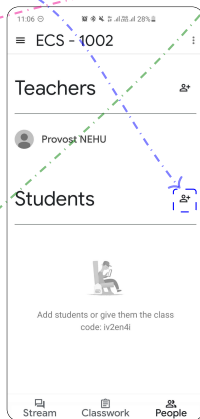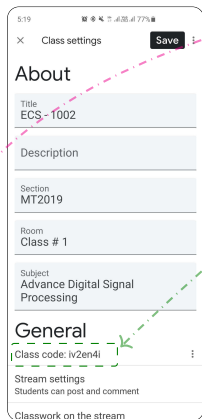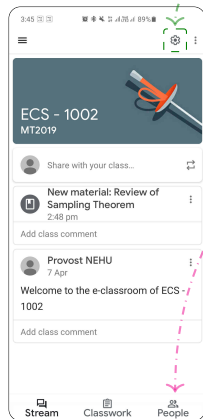
Part – III Getting Started with Google Classroom using Smartphone

Adding **student**s 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 **remove**d. In the People page, **tap** the Actions (:), and from the action option, **tap** the Remove option.

# Part – III Getting Started with Google Classroom using Smartphone

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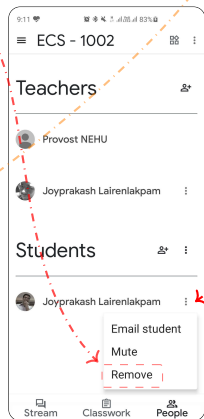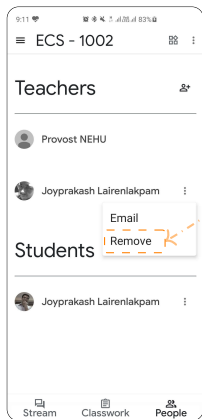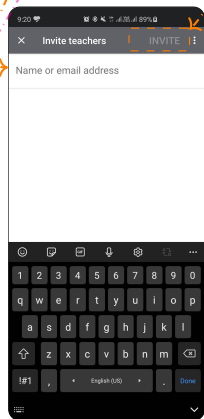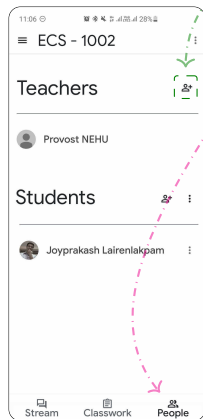
Step - 29 To add a question, we go to the Classwork page and **tap** the Add $(+)$ button.

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.
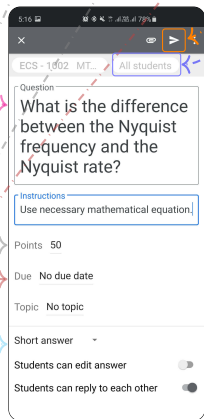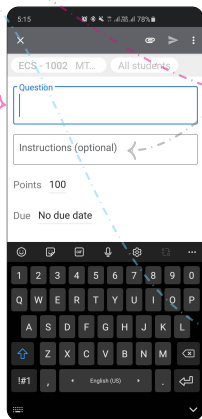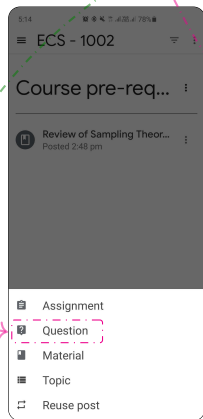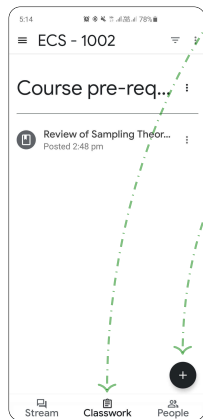
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