



HANDBOOK

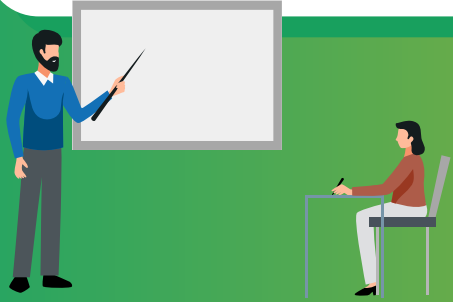


Google
Classroom

FOR STUDENT



is designed to help lecturers and students to



Communicate **Collaborate**

Manage assignments paperlessly **Organized**

MUIC students can access google classroom via

Google for education email (xxxx.xxx@mahidol.edu)

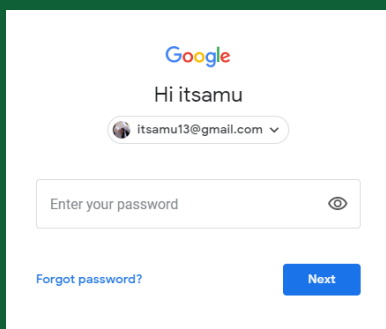
If you are not activated. You can access via this qr code



scan here !

How to access classroom

1



Login with your Gmail account
xxxxxxx@gmail.com
xxxxxx.xxx@mahidol.edu



Click at Classroom icon

2

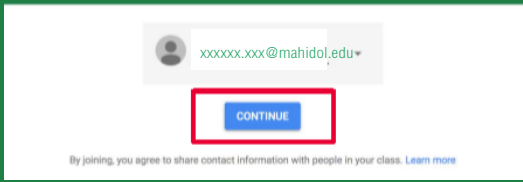
Access with link :

<https://classroom.google.com>

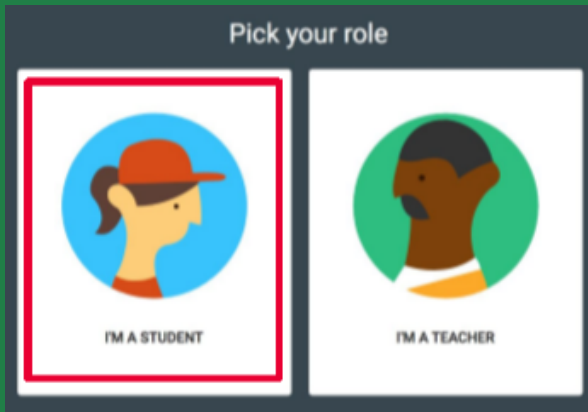


Google Classroom

Classroom helps classes communicate, save time, and stay organized. Learn more



Set your role

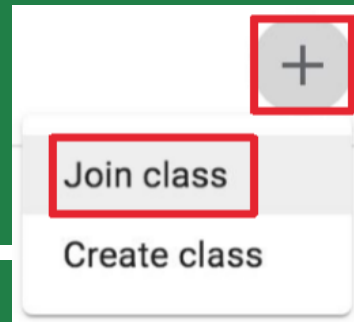


Click on **“I'M A STUDENT”** button as your role so you can join your lecturer's class.

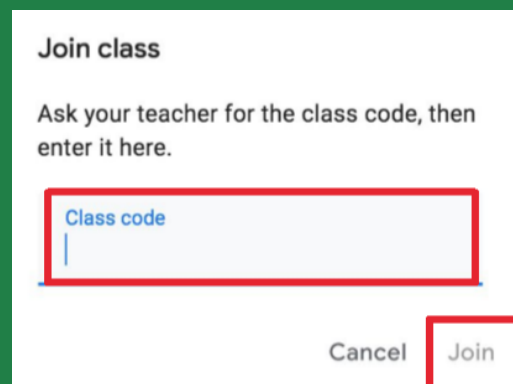
***Note :** You cannot change your role later, so be sure to select the correct role.

Join a class

- Enter the class code given to you by your lecturers. Then, CLICK **“Join”**

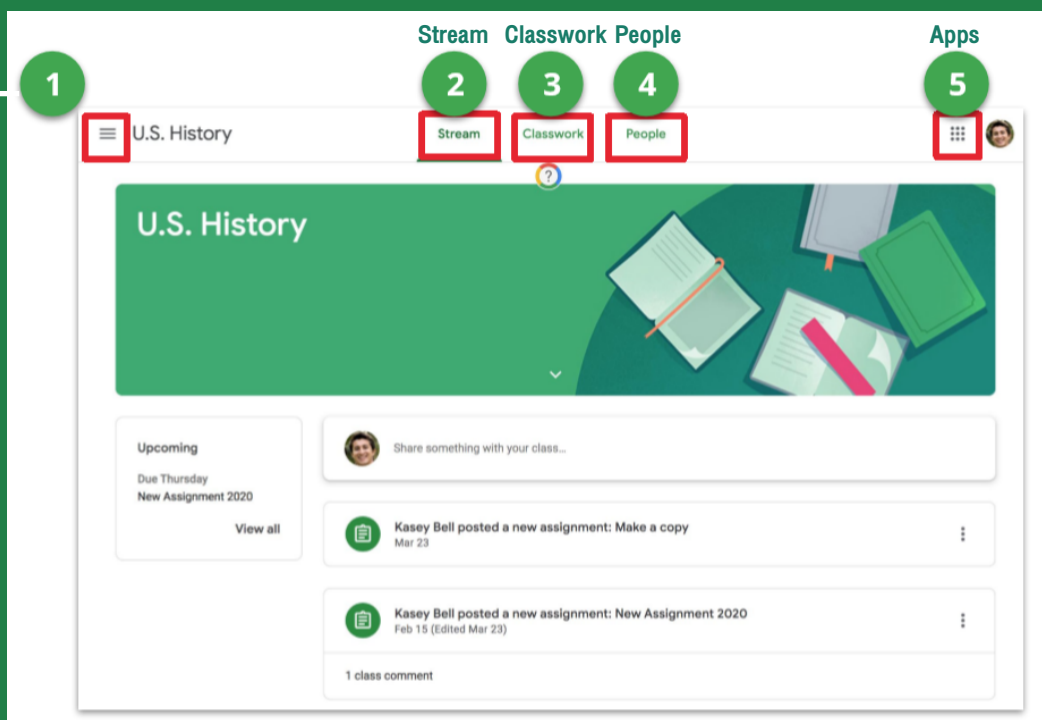


- Select **“Join class”** to join your lecturer's class.



Navigation

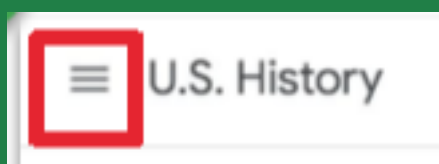
Main Menu
(3 lines)



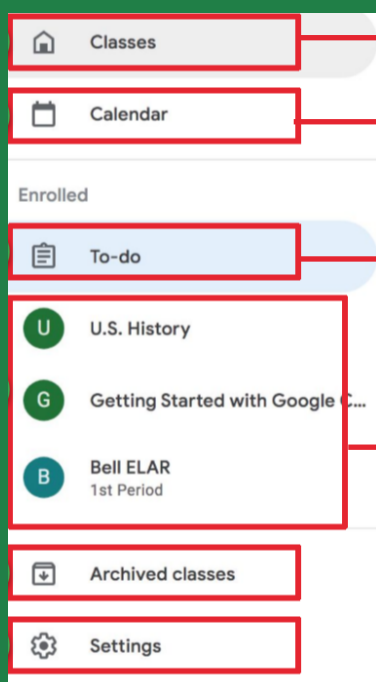
Student Navigation details

- 1 **Main Menu (3 lines)** : Access all of your classes,calendar, student work, and settings.
- 2 **Stream** : The stream is where you will find announcements from your lecturers, upcoming deadlines, and you can post and comment (if your lecturers enables this for you).
- 3 **Classwork** : The Classwork page is where you will find your assignments and class materials.
- 4 **People** : The People page is where you can email your lecturers and classmates.
- 5 **Apps** : This icon represents your G Suite apps. You can click on this icon to open other G Suite applications (ex. Google Drive ,Google Sheet, Google Calendar etc,..)

Main Menu



The main menu will always be available in the top-left (three lines)



Classes : View all Classes

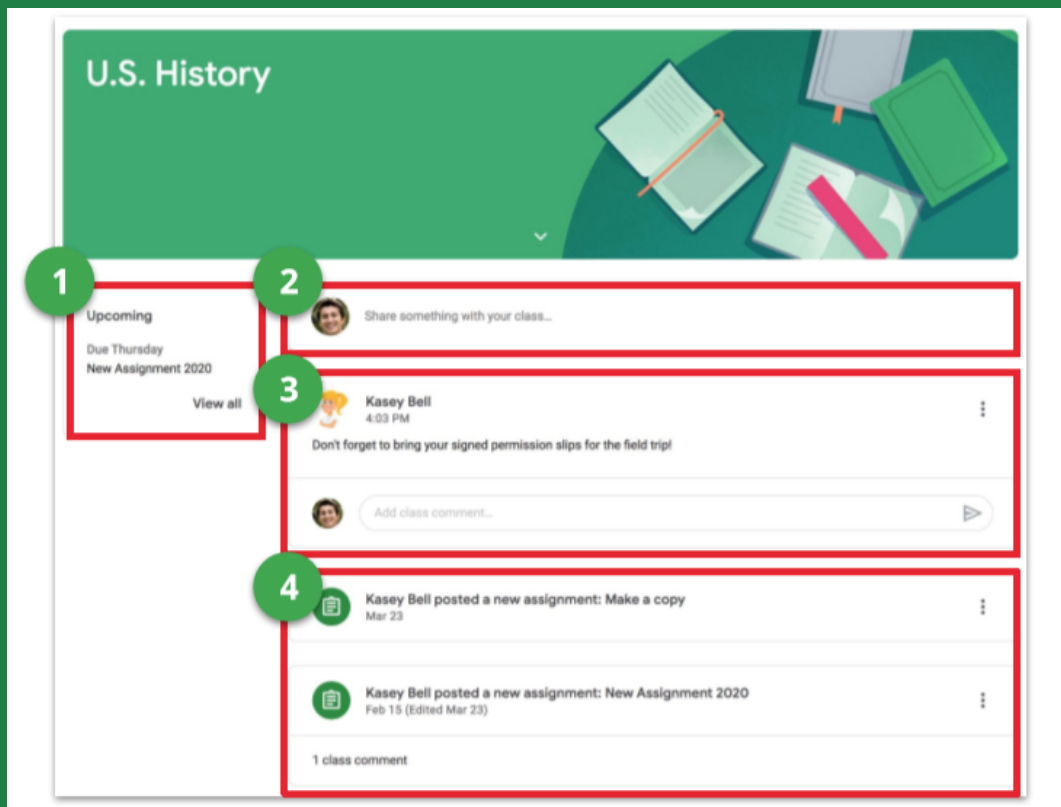
Calendar : View Calendars

Calendar : View Calendars

Each of your classes will be listed here.

Stream

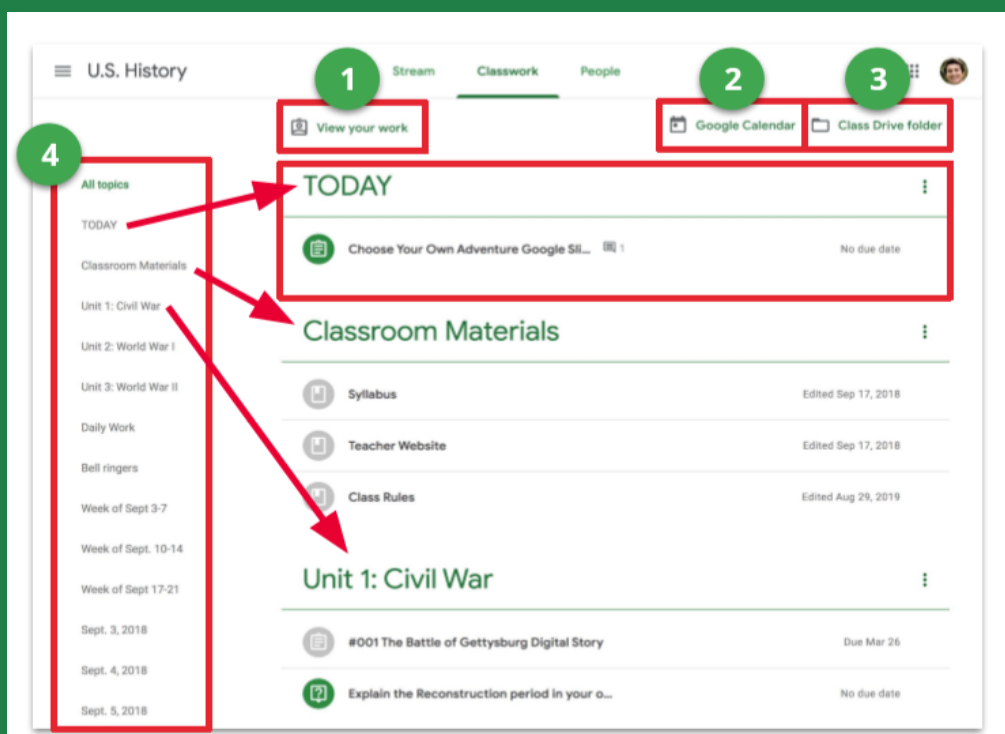
Stream is where you will find announcements from your lecturer, upcoming deadlines, and where you can post and comment (if your lecturer enables this for you).



- 1 **Upcoming** : Upcoming assignment deadlines will appear to the left sidebar
- 2 If your lecturers allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class.
- 3 Your lecturers may also post announcements like this in the Stream.
- 4 Your lecturers may also post notifications of new assignments in the stream. But you can always see your assignments on the **Classwork** page

Classwork

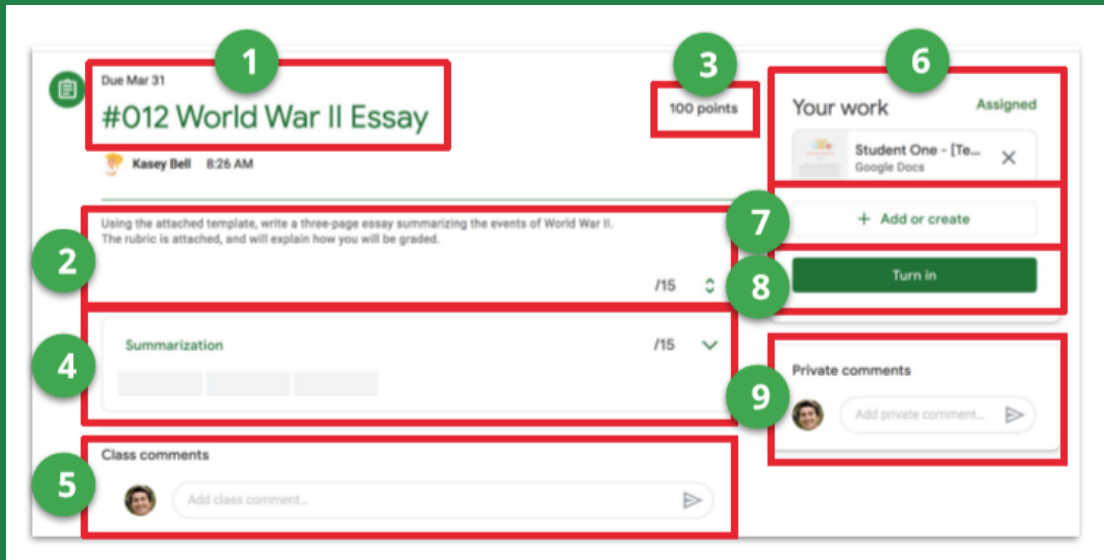
Classwork page is where you will find your assignments and class materials.



- 1 View your work, turn in status, due dates, and grades for your class.
- 2 View your class calendar, including due dates for assignments.
- 3 View your Class Drive folder in Google Drive.
- 4 Your lecturers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

ASSIGNMENT PAGE

When you click on “View your work” from the Classwork page, you will be taken to a new page that gives you more details about your assignment.



- 1 Assignment title and due date
- 2 **Instructions:** Instructions for the assignment from your lecturers.
- 3 **Total points:** Total point value of the assignment (the highest grade you can make)
- 4 **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5 **Class comments:** If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
- 6 **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7 **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8 **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9 **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments

TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your lecturers assigned to you, create your own, or add files to the assignment.

How to turn in assignment

Go to
“Class”

Click
“Classwork page”

Click on
“View Assignment”

3 Ways you can complete your assignment

A

To use the file that your lecturers attached for you

1. Click on the attachment under your work with your name on it.
2. Enter your work
3. Click the “Turn in” button on the document and confirm, or click the “Turn in” button on the assignment in Google Classroom.

B

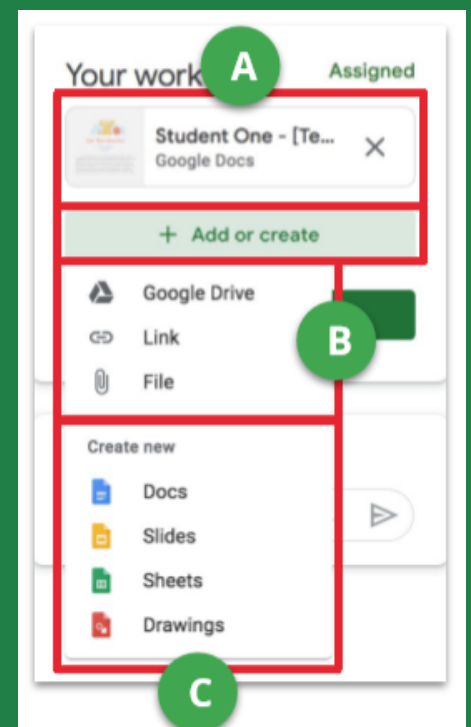
To attach an item that has already been created:

1. Under Your work, click Add or create and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click Add.
4. Note: You can't attach a files you don't own.

C

To attach and create a new file:

1. Under Your work, click Add or create and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work file.
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click Remove.
6. Click Turn In and confirm.
7. The status of the assignment changes to Turned in



ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click “View question” to complete the assignment.



- 1 Due date
- 2 The question assigned to you.
- 3 Total points possible
- 4 Directions from your lecturer
- 5 **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6 **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
- 7 **Add a Private Comment:** Use this space to leave a comment or question for your teacher.
- 8 **Turn In:** When you have completed your work, click the Turn in button.