



# Google Classroom

Google Classroom allows you to optimize assignments, strengthen collaboration and facilitate communication, to make teaching more productive and meaningful. Lecturers can create courses, assign tasks, send feedback and keep everything under control, in a single application. Classroom complies with other Google products, such as Google Docs and Drive.

## Prerequisites

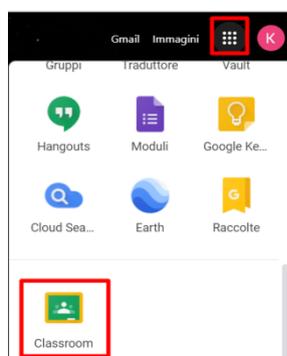
In order to use Classroom it is sufficient to have an Internet connection available, to choose one of the browsers present on the PC (ex. Chrome, Firefox, Internet Explorer or Safari - in general it supports the main versions of the browsers on an ongoing basis).

To use Google Meet for distance learning, you will also need a video camera and microphone, or a laptop PC with camera and integrated microphone.

## Retrieve of IT credentials

All students received a notice e-mail from ced@unizkm.al with their credentials, a brief introduction, and some links about Google Classroom.

Those who have not received this e-mail, or have problems accessing their account, are asked to write to ced+password@unizkm.al specifying Name, Surname, Course of Study.



## How to access Google Classroom

To access the tool, you must first access the mailbox <https://mail.google.com/a/unizkm.al>, authenticating yourself with the institutional credentials @ stud.unizkm.al (n.surname <matriculation number @ stud.unizkm .al, xYzAbcdeF). Then you must access the menu with the square icon (pictogram of squares at the top right) and scroll through the icons in the box until you find Classroom (see example picture1).

As alternative, after logging in with your e-mail credentials, you can reach the Classroom application directly from the link <https://classroom.google.com/>.

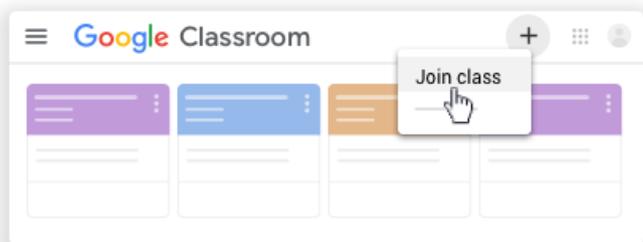
## How to use the Android app

- To download the Classroom app, click [Download the Classroom app](#).
- Click Open.
- Click Get Started.
- Click Add account ► OK.
- Enter your e-mail and click Next.
- Enter your password and click Next.
- If a welcome message appears, read it and click Accept.
- Read the Terms of Service and Privacy Policy and click Accept.
- If you are using a G Suite for Education account, click I am a student.



## How to enroll a class as a student

### Join a class with a class code

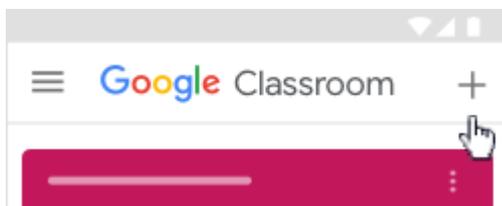


If the lecturer / coordinator / secretary has sent you the Code of a class you are interested in attending (regular or remedial classes) (A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.):

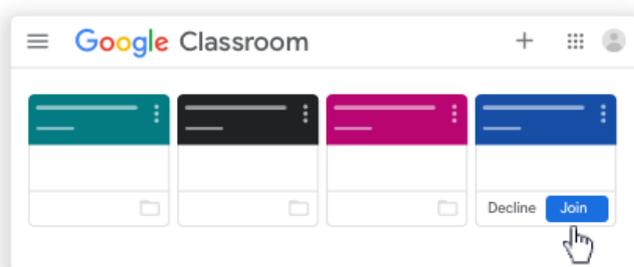
Computer: At the top of the screen, click

Add Join class enter the code, and then click Join.

App Mobile: At the top of the screen, click Add Join class enter the code received by your lecturer, and then click Join.

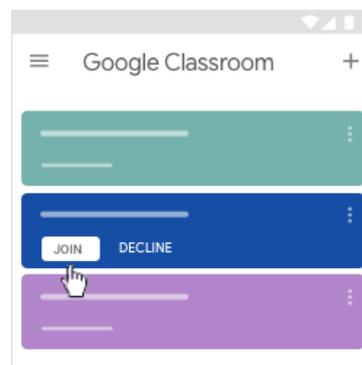
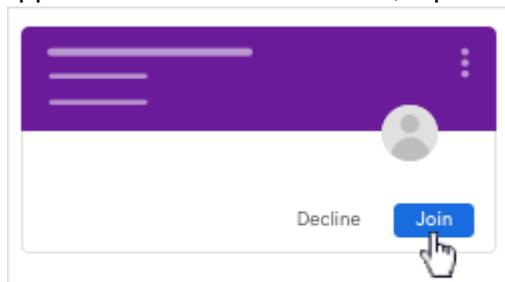


### Accept an invitation from your lecturer

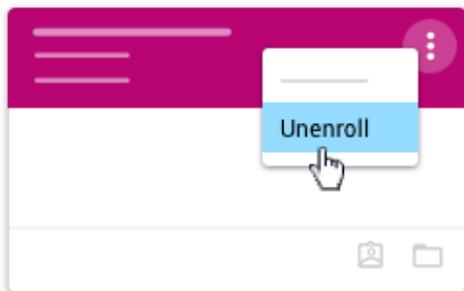


If the lecturer/ coordinator / secretary has added you directly to the course (for all students of your current year), on your classroom home page, you will see the class card, to accept the Invitation click on "Join".

App Mobile: On the class card, tap Join.



## How to Unenroll from a class



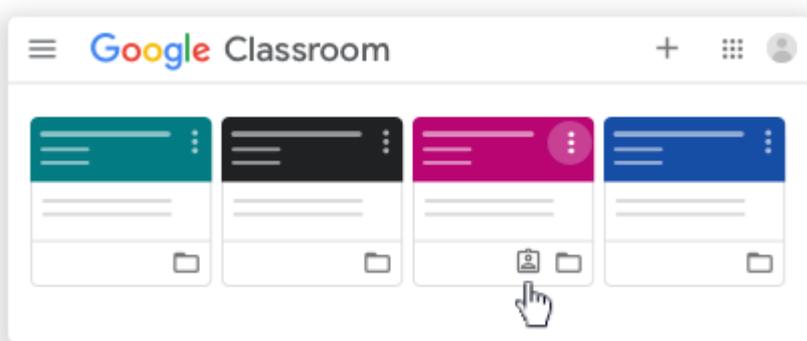
When you unenroll from a class, you will no longer see it in the Classroom, but all your class files are stored in your Google Drive. If you accidentally unenroll from a class and need to re-enroll, see Join a class as a student.

If you don't have the code, ask the lecturer / coordinator to invite you again.

- Click on Menu ► Classes.
- On the class, click More ► Unenroll.
- To confirm, click Unenroll.

## My notice-board Classroom

You can see your class information on the home page.



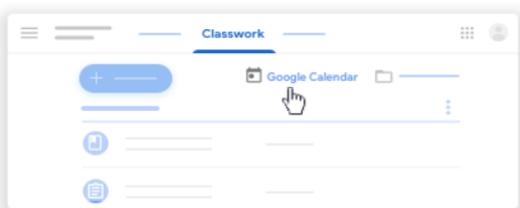
If you click on a class, you will be able to view the class materials, assignments, the other students and even the lecturer. Everything is organized on three menus that you can see (Stream, Classwork, People).



In the "Stream" menu you can view all the materials that the lecturer has included in the course, notifications for assignments.

In the "Classwork" menu you can view all the assignments and course material that the lecturer has made available. You will be able to view assignments (e.g. assignments).

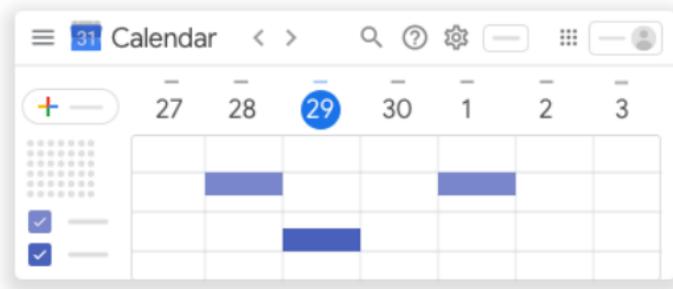
You can view the course information on the Stream page. If the lecturer added information about the class topic, the description, this information may be present.



## How to use Google Calendar

On Google Calendar you will be able to view the events, for example the classes. In the Other calendars list, you can find all the course calendars and specify whether you want to show or hide them.

Click on Classroom > Classwork > clic on Google Calendar .

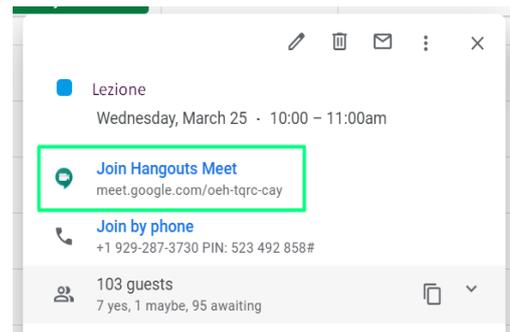


(Optional) Click on an item for more details. (Optional) To show or hide other course calendars, on the left, under Other calendars, check the box for a class.

### How to participate in an online class

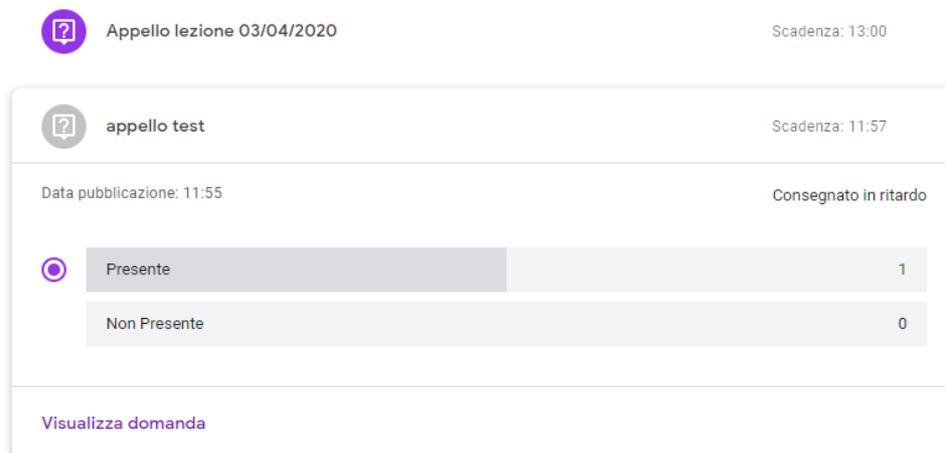
You can be part of an online class through:

- The invitation sent by e-mail by clicking on "Join Hangouts Meet"
- Or, if you have not received the email, from Google Classroom -> Classwork-> To do -> Calendar, always clicking on the event and on the link "Join Hangouts Meet".



### Virtual Appeal for the attendance

In the first 20 minutes of the class, you will see a question for the virtual academic appeal, in the Classwork section. Please reply with "Present". Pay attention, the question is automatically disabled after the first 20 minutes.



### Support Center:

<https://support.google.com/edu/classroom/?hl=it&authuser=0#topic=9049835>

For more information please contact:

IT Office

Email: ced@unizkm.ial

Mob: 00355 4 2273290

Adress: Catholic University "Our Lady of Good Council