

# GOOGLE CLASSROOM TUTORIAL FOR FACULTY



# E-Resource Guideline

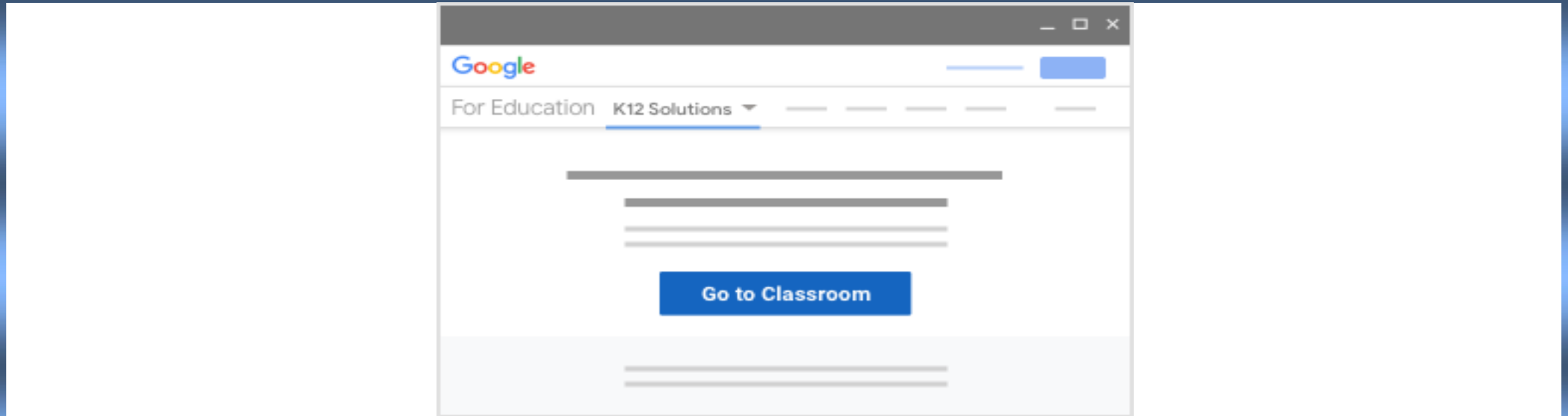
## GOOGLE CLASSROOM TUTORIAL for FACULTY

READY TO SIGN IN?

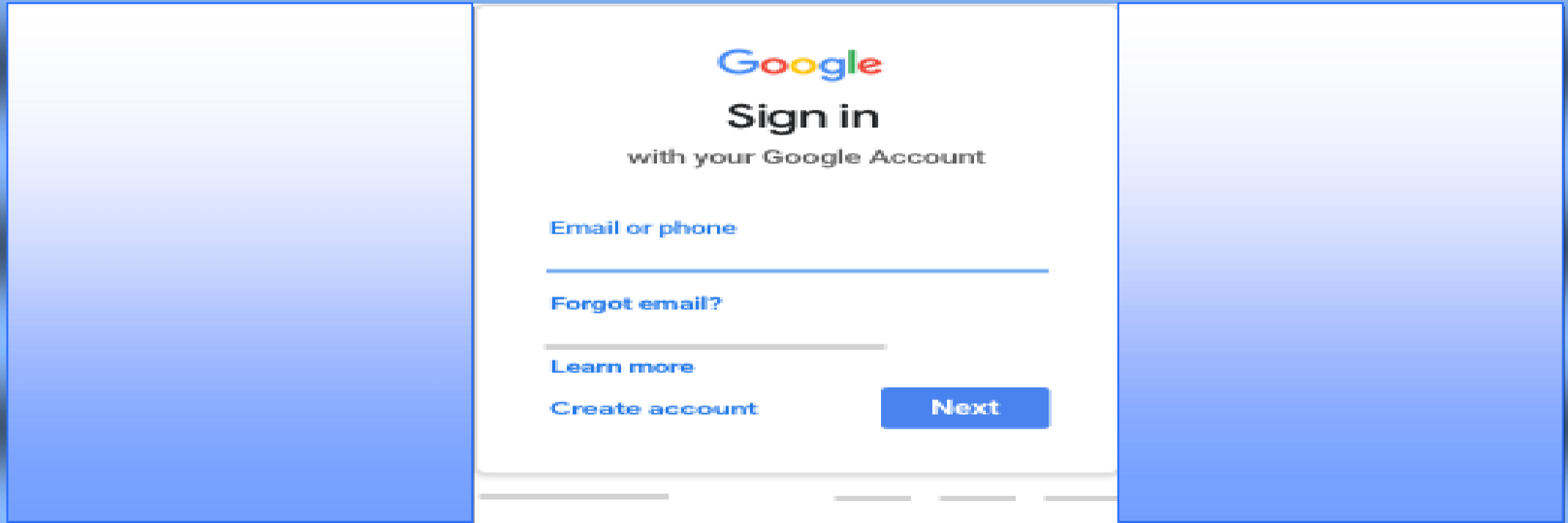
YOU MUST HAVE AN ACTIVE INTERNET CONNECTION TO SIGN IN. IF YOU ALREADY KNOW HOW TO SIGN INTO CLASSROOM, GO TO [classroom.google.com](https://classroom.google.com) OR, FOLLOW THE DETAILED STEPS BELOW

## Sign in for the first time

1. Go to [classroom.google.com](https://classroom.google.com) and click Go to Classroom.



2. Enter the email address for your Classroom account and click Next.

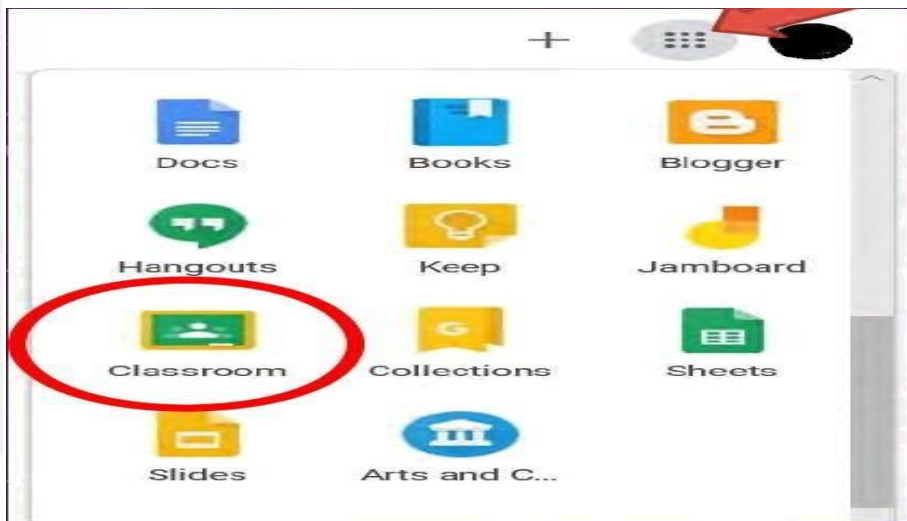
A screenshot of the Google sign-in page. The page is white with a blue border. At the top center is the Google logo in its multi-colored font. Below the logo, the text "Sign in" is displayed in a large, bold, black font, followed by "with your Google Account" in a smaller, regular black font. Underneath, there is a blue label "Email or phone" above a horizontal input field. Below the input field is a blue link "Forgot email?". Further down is another horizontal input field, followed by a blue link "Learn more". At the bottom left, there is a blue link "Create account". At the bottom right, there is a blue button with the text "Next" in white. The entire sign-in area is flanked by two vertical blue bars on either side.

3. Enter your password and click Next.

Google  
Welcome

Enter your password

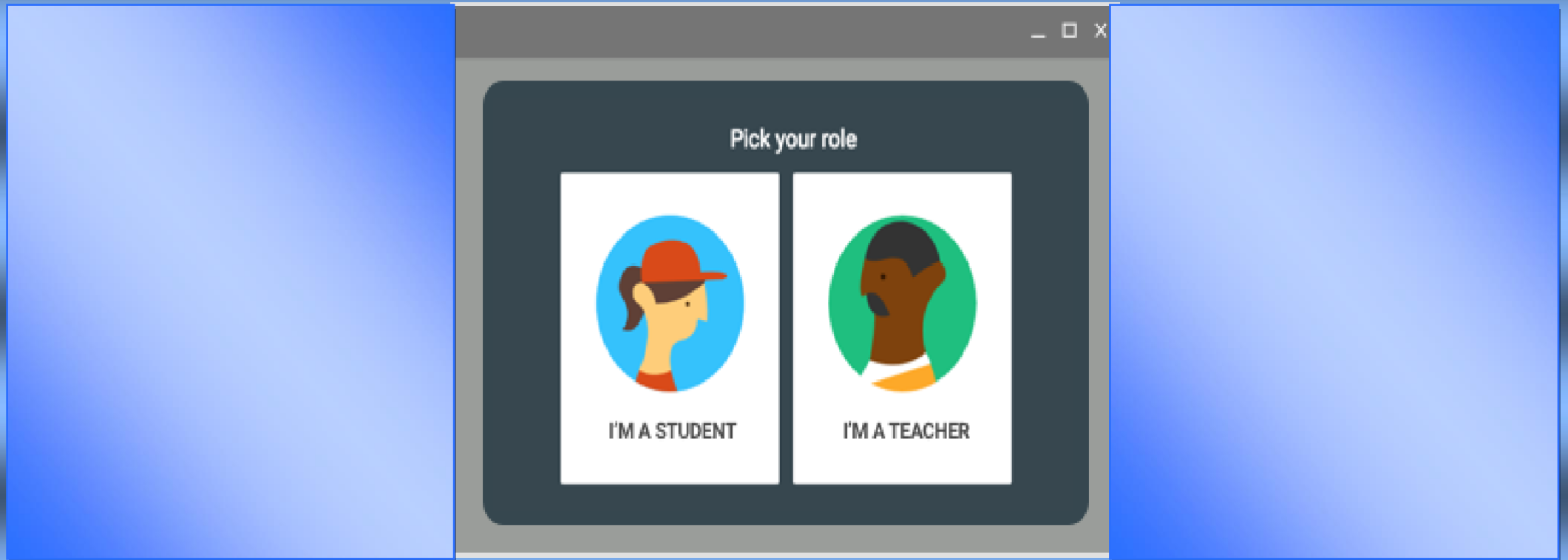
Forgot password?



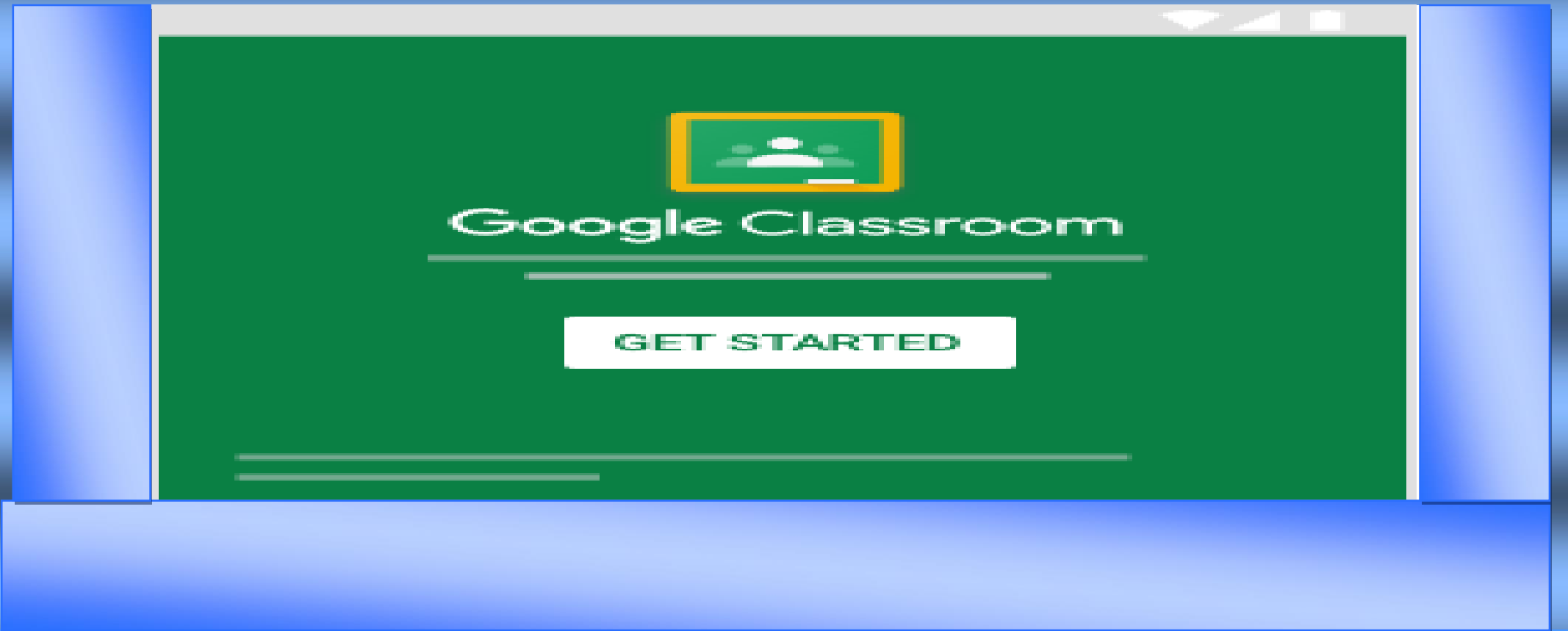
4. If there is a welcome message, review it and click Accept.

5. If you're using Google Workspace for Education account, click **I'm A Teacher**.

Tip: Users with personal Google Accounts won't see this option.



6: CLICK HERE TO GET STARTED



THE TEACHER THEN INFORMS THE CLASSROOM CODE TO THE COORDINATORS

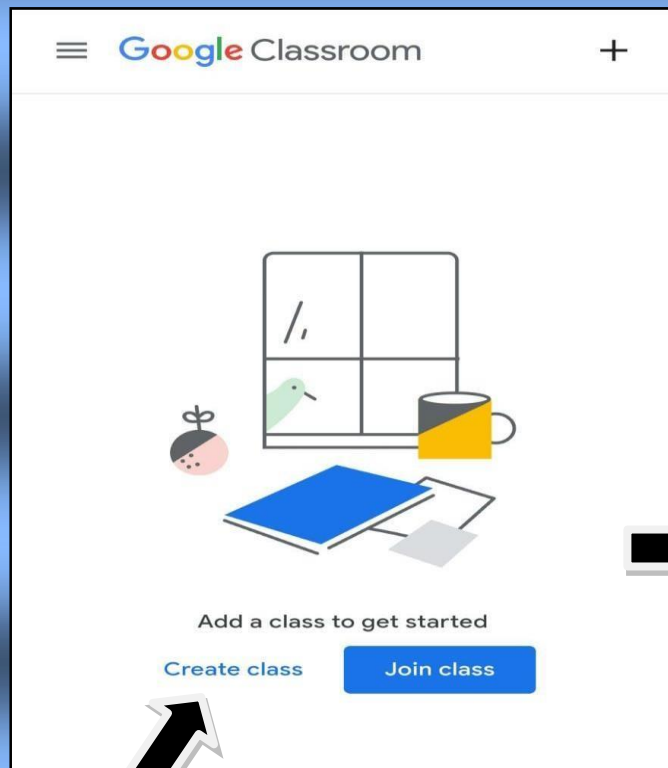


Dear Final Year Students ,

THE GOOGLE CLASSROOM CODE  
FOR ASSIGNMENT GIVEN BY  
FACULTY is xyz

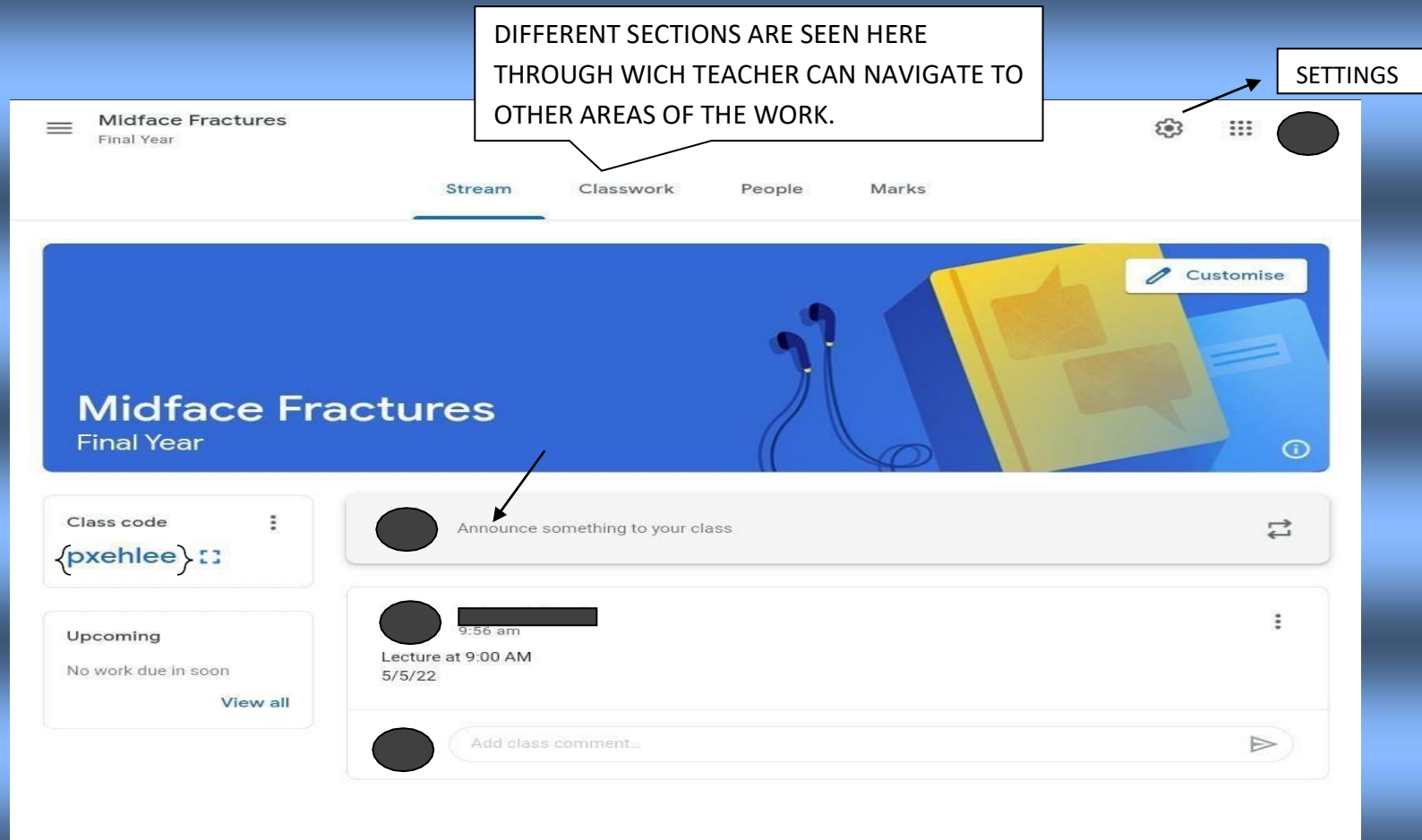


THE COORDINATORS SHARE THAT WITH THE SPECIFIC BDS BATCH VIA WHATSAPP



CLICK CREATE CLASS

ENTER THE DETAILS OF THE CLASSROOM THEN CLICK ON CREATE.



**PLEASE FIND THIS UNIQUE CLASS CODE AT THE UPPER LEFT CORNER OF THE CLASS.**

**ALL THE COMMUNICATION WILL BE MADE THROUGH THIS CODE.**

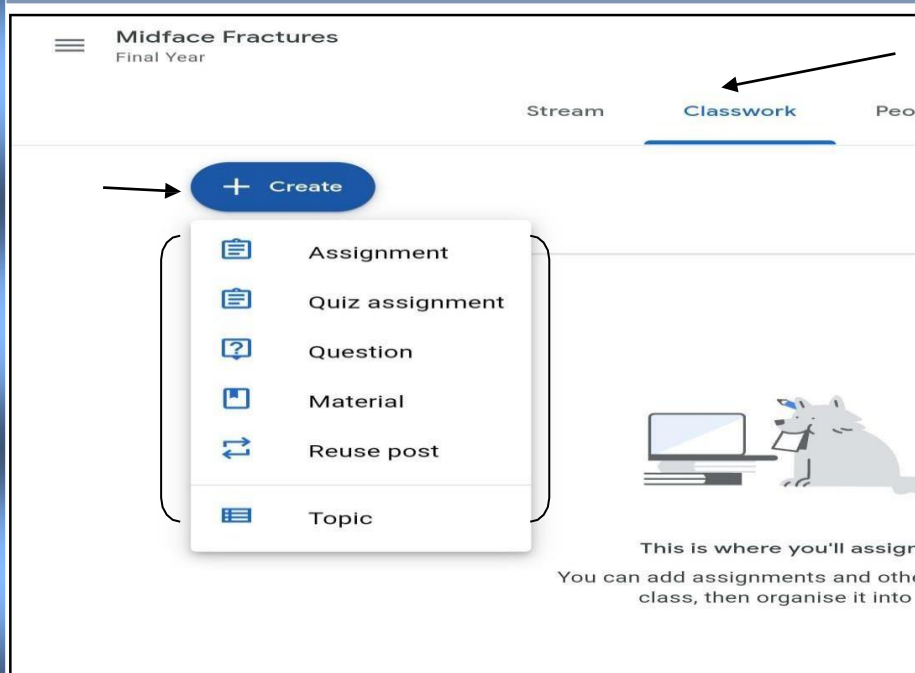
**THIS CODE SHOULD BE FORWARDED TO ALL THE STUDENTS SO THAT EACH ONE CAN JOIN THE CLASSROOM.**

**ANNOUNCEMENTS CAN BE MADE HERE ON THE HOMEPAGE OF THE CLASSROOM THAT EVERY STUDENT CAN SEE.**

The screenshot shows the Blackboard classroom interface. At the top, there are navigation tabs: 'Stream' (selected), 'Classwork', 'People', and 'Marks'. Below this is a header banner for the class 'MIDFACE FRACTURES' with a class code 'aelb7nr'. The banner features a purple background with a tennis ball, a blue leash, and a purple bone. To the right of the banner are options to 'Select theme' and 'Upload photo'. Below the banner is a 'Stream' section. On the left of the stream is an 'Upcoming' sidebar showing a due date of 'Wednesday' for 'MIDFACE FRACTURES AS...' and a 'View all' link. The main stream area contains three posts: 1. A post with a black profile picture and the text 'Share something with your class...'. 2. A post with a purple profile picture, a document icon, and the text 'posted a new assignment: MIDFACE FRACTURES ASSIGNMENT' at 12:36. 3. A post with a black profile picture, the text 'LECTURE PDF OF CLASS' at 11:39, and a PDF thumbnail titled 'FINAL MIDFACE FRACTUR... PDF'. A red oval highlights the assignment and lecture posts.

**THE E-CONTENT ( LECTURES/ VIDEO LINKS/ REFERENCE BOOKS/ JOURNALS/ CASE SERIES/ ASSIGNMENTS) WILL BE VISIBLE IN THE HOME SCREEN ON OPENING THE CLASSROOM**

**TEACHERS CAN CREATE AN ASSIGNMENT OR QUIZ ETC BY CLICKING THE CREATE OPTION IN THE CLASSROOM. IN THE CLASSWORK SECTION THE STUDENT WILL BE ABLE TO SEE THE ASSIGNMENT GIVEN BY THE TEACHER. STUDENT WILL DOWNLOAD THE FILE, COMPLETE THE WORK & RE-UPLOAD THE COMPLETED FILE BY "ADD YOUR WORK" BUTTON**



## Class details

Class name (required)  
Midface Fractures

Class description

Section  
Final Year

Room

Subject  
Oral Surgery

## General

### Invitation codes

Manage invitation codes Turned on

Settings apply to both invitation links and class codes.

Invitation link <https://classroom.google.com/c/NDg1NzQ0NjlyMzU1?cjc=pxehlee>

Class code pxehlee

Class view Display class code

Stream Students can post and comment

Classwork on the stream Show condensed notifications

Show deleted items Only teachers can view deleted items.

### Manage Meet link

Classroom Meet link  
Classroom Meet links offer added safety features. [Learn more](#)

i You don't have permission to create or edit the Meet link. Contact your admin to get access.

## Marking

### Mark calculation

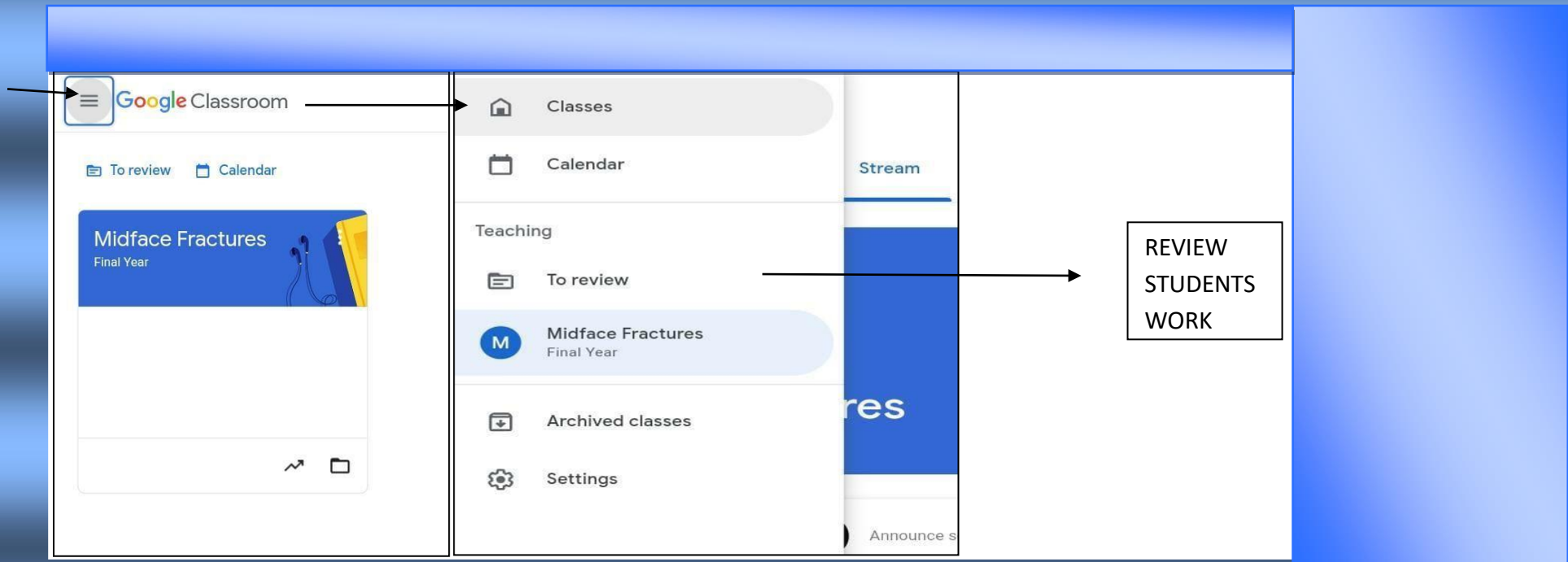
Overall mark calculation No overall mark  
Choose a grading system. [Learn more](#)

Show overall mark to students

### Mark categories

[Add mark category](#)

CLASSROOM SETTINGS CAN BE CHANGED ACCORDING TO REQUIREMENT OF TEACHER FROM CLASS SETTINGS ON THE TOP RIGHT SPACE ON THE DESKTOP.



ON CLICKING THIS ICON TEACHER CAN NAVIGATE THROUGH THE CLASSES, CALENDER, REVIEW THE ASSIGNMENTS, AND THE CLASSES UPCOMING OR PREVIOUS ONES.

TEACHER CAN EVALUATE THE SUBMITTED ASSIGNMENTS, AND ADDRESS THE QUERIES POSTED BY THE STUDENTS.

THE TEACHER CHECKS THE COMPLETED ASSIGNMENT GIVEN BY THE STUDENTS & PUTS MARKS IN THE POINTS SECTION & PUTS COMMENTS (IF ANY )

# THANK YOU



## AMC DENTAL COLLEGE, AHMEDABAD