

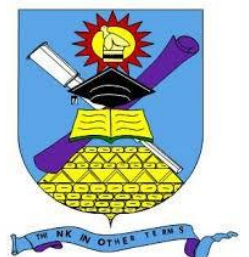
# Supporting Students to Learn Online



**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

- Faculty of Science and Technology Education -

*Getting Started with Google  
Classroom - for Students*



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## 1. Using NUST Email

Before you begin using google classroom you need to ensure you are able to access google account and subsequently your email. This is important because all google classrooms will only be open to NUST students. To access certain resources your NUST email credentials may be required.

### Your NUST Email

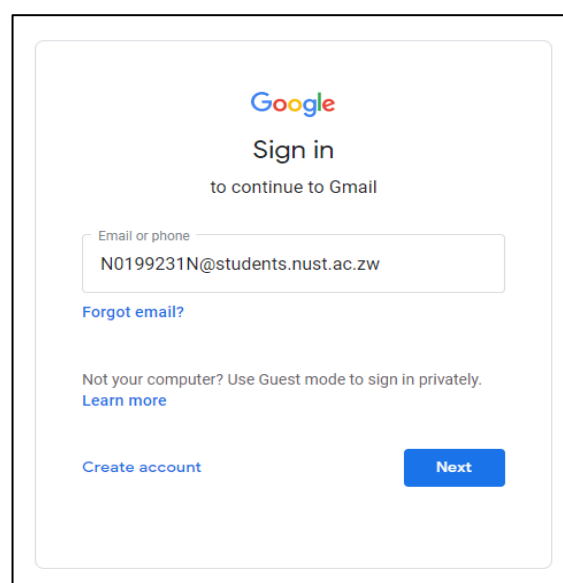
Your NUST Email takes the syntax, Student\_ID@students.nust.ac.zw, meaning that your username is your NUST ID. For instance, if your student ID is N0199231N then your complete NUST email address will be:

N0199231N@students.nust.ac.zw

Your Email password by default is your barcode number found on your NUST ID Card. To access your Email, you may use the traditional Gmail platform:

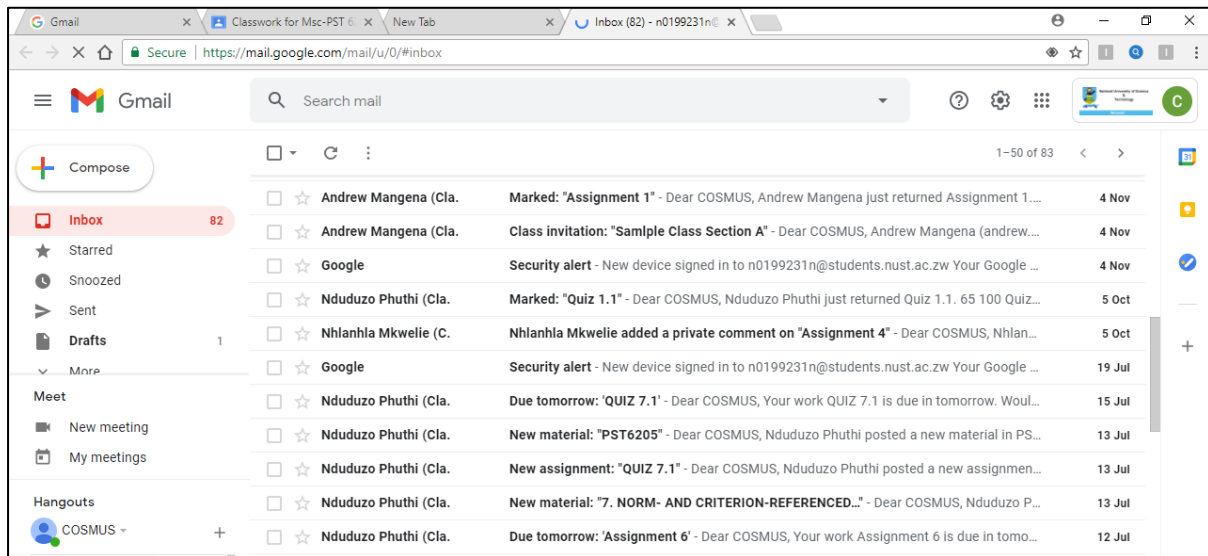
### Steps in Accessing Email

1. Open your web browser such as Google Chrome or Microsoft Edge on a computing device such as a Laptop, Desktop, Smartphone, Tablet or iPad.
2. Open your Gmail at <https://www.google.com/gmail/>
3. Sign in with your NUST Email



The image shows a screenshot of the Google Sign in page for Gmail. At the top, the Google logo is displayed in its multi-colored font. Below it, the text 'Sign in to continue to Gmail' is centered. There is a text input field labeled 'Email or phone' which contains the email address 'N0199231N@students.nust.ac.zw'. Below the input field, there is a blue link that says 'Forgot email?'. Further down, there is a line of text: 'Not your computer? Use Guest mode to sign in privately.' 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.

#### 4. Enter password which is your barcode.



To watch or download video on using NUST Email, follow the link:

<https://drive.google.com/file/d/1fvdVftuOYSmIJABSjOBER06be8Hlv1rA/view?usp=sharing>

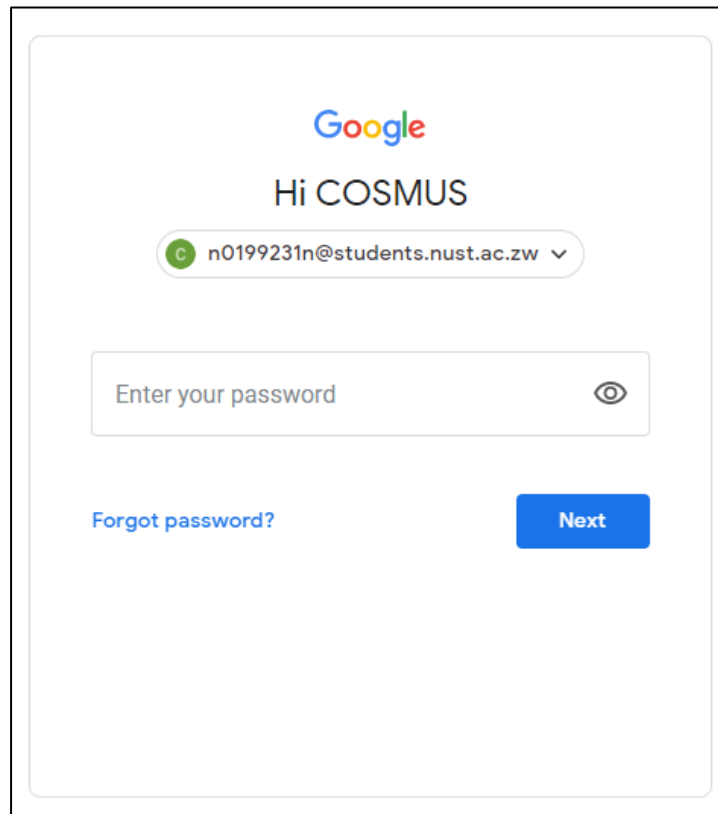
## 2. Logging into Google Classroom

To log into google classroom you can either enter the google classroom site (<https://classroom.google.com/>) in the web address bar or you can locate the google classroom app on the right hand side of your web page

once you have logged in. even if you open google classroom without signing into your google account you will be later on required to sign in using your email address and password. If you are signed in already using a personal email please sign out first then sign in later using your NUST details. NB. Do not use your personal email address for online learning

## Steps in Logging into Google Classroom

1. Open your web browser such as Google Chrome or Microsoft Edge on a computing device such as a Laptop, Desktop, Smartphone, Tablet or iPad.
2. Open your google classroom at <https://classroom.google.com/>
3. Sign in with your NUST Email
4. Enter password which is your barcode
- 5.



## Joining a Google Classroom

After opening your Google Classroom page, you now have to join your different classes. Ideally each course/module will have different classes. There are two most common ways you

would join a classroom, joining with a class code and joining via Email Invitation:

### Joining a Google Class via Class Code

Your Lecturer may send you a Class Code generated by Google

Classroom. You then type it into the required textbox

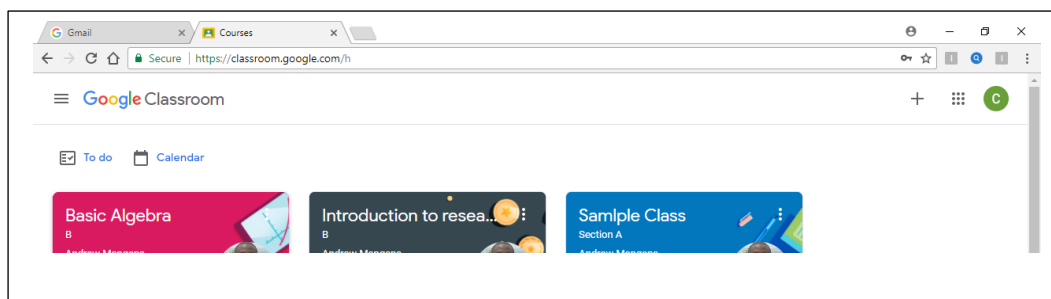
### Steps in Joining Classroom with Class Code

1. After opening your Google classroom click on the small

plus sign on the top right had side of your page

2. Click on “Join” Class.
3. Enter the Class Code for the respective Course.”.

NB The class code is not the Course Code that is used by NUST e.g., but rather the Google class code that is being referred to here is a code generated by google classroom that your lecturer gets when the course is opened. It is usually a combination of meaningless characters such as “o5tro4c”.

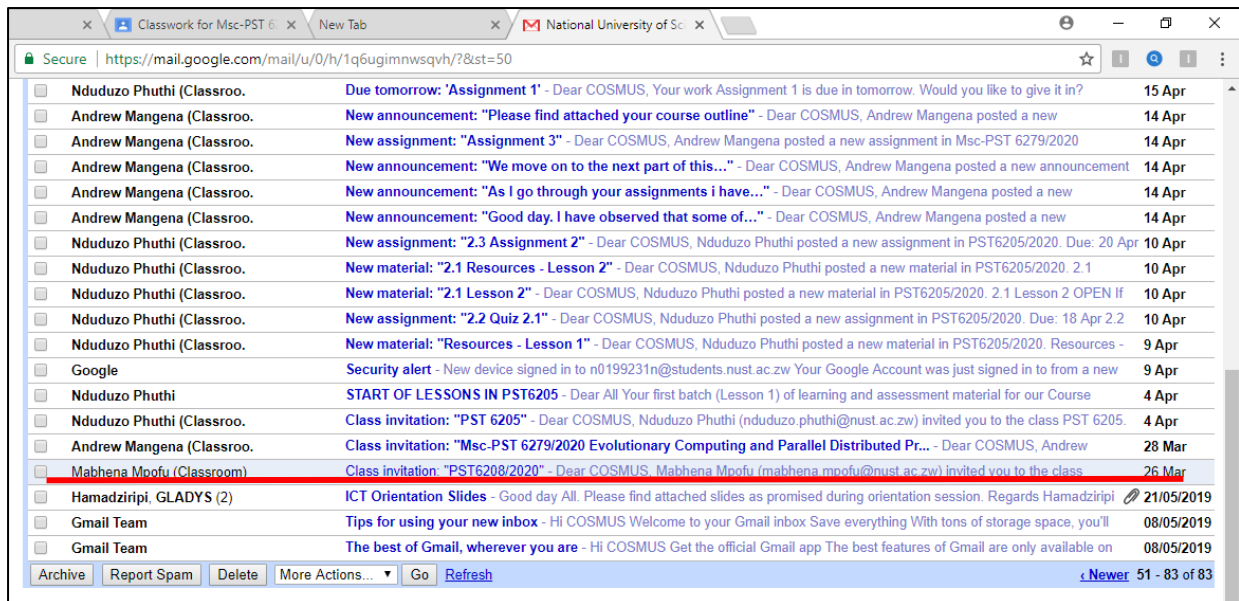


## Entering a Class Code

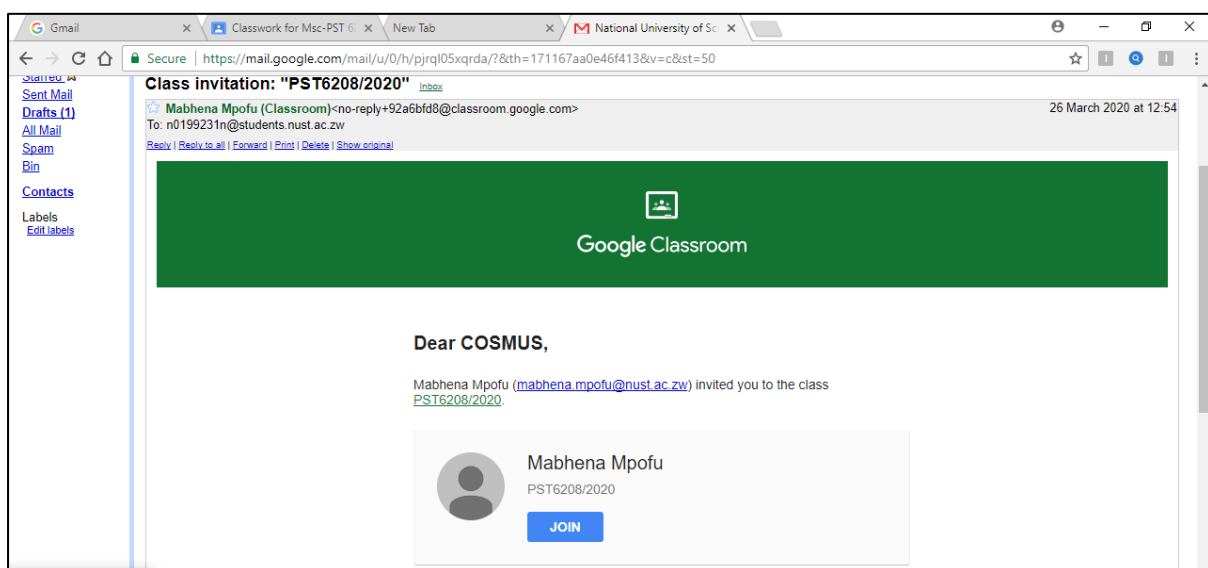
The class code needs to be entered exactly as it was sent so that it works properly.

 A screenshot of the Google Classroom 'Join Class' interface. At the top right, there is a blue 'Join' button. Below it, a box shows the user is signed in as 'COSMUS BADZA' with the email 'n0199231n@students.nust.ac.zw' and a 'Switch account' link. The main section is titled 'Class code' and includes the instruction 'Ask your teacher for the class code, then enter it here.' Below this is a text input field with the label 'Class code' and the code 'o5tro4c' entered. At the bottom, there are instructions on how to sign in with a class code, including a list of requirements: 'Use an authorised account' and 'Use a class code with 5-7 letters or numbers, and no spaces or symbols'. A link to the 'Help Centre article' is provided for users having trouble.

## Joining a google classroom via an invitation.



Your lecturer may decide to send you an email with an invitation link to join the class. You therefore need to open your email and respond to it by following the join link.

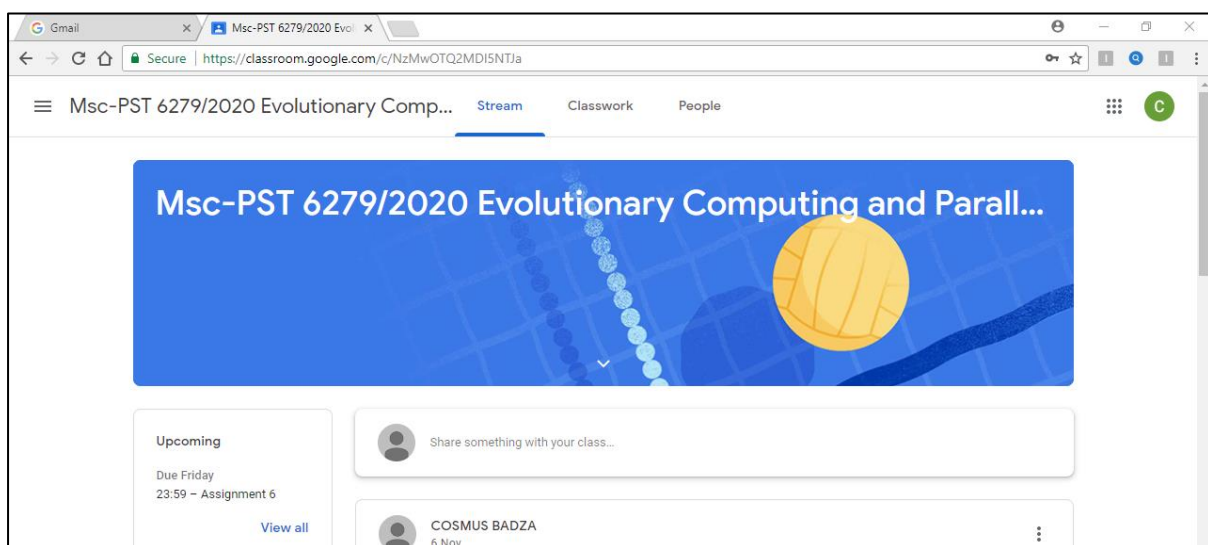


To watch or download video on Logging into Google classroom and joining a class, follow the link:

<https://drive.google.com/file/d/1oQUuRTkwVPXenV9WhL6lMvOJuN4EBToK/view?usp=sharing>

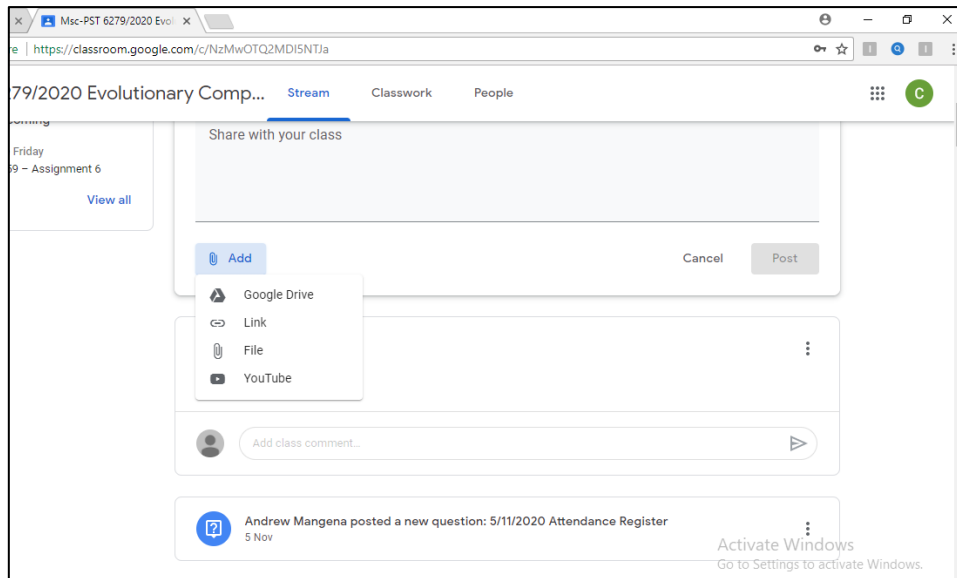
### 3. Students Stream and People

The Stream is the area where you will find all announcements that your lecturer has posted. In addition, you will be able to see posts that include new classwork notifications such as questions, material or assignments your lecturer has created for you. In addition, you can also post and share comments on the Stream area. Your colleagues and lecturer can also respond and comment further forming an instant chat platform, a forum feel in which you can be chatting with each other creating a thread of messages.



On the left-hand side, you find “Upcoming Work”. In the upcoming work you get to see your classwork that is almost due. It’s an easy access section so that you see what work is due so you are reminded to do your work.

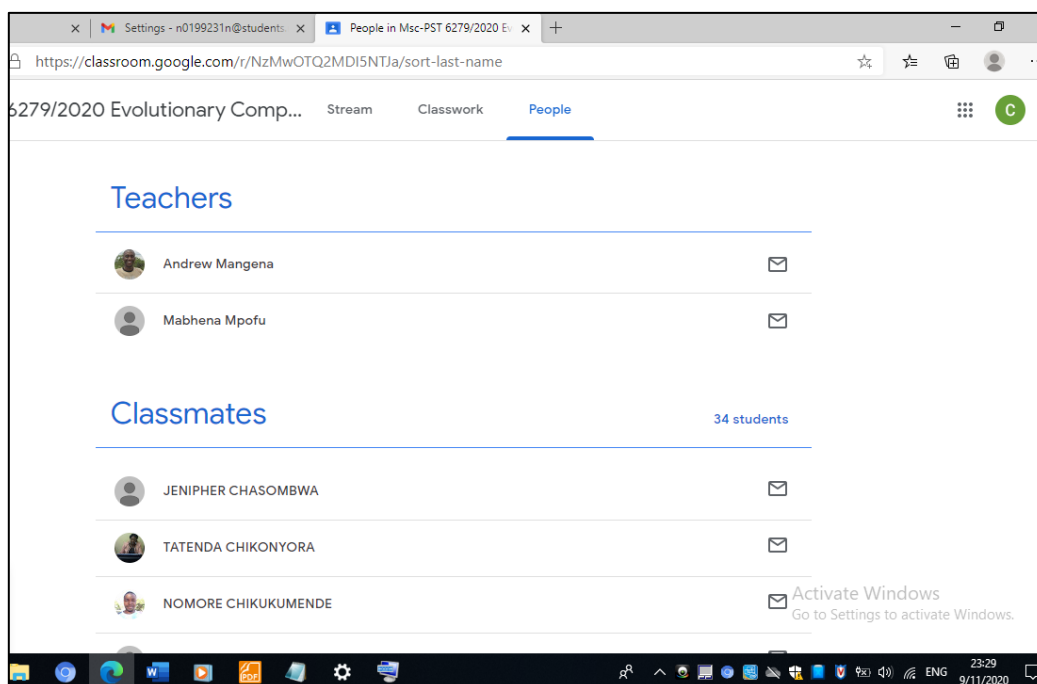




As you type your post you are also at media to share files and links to share with everyone.

## People

The “People” Section is the area you use to see who is lecturer and who are your classmates.



On top you have Teachers. *Teachers* are your actual lecturers. You may find several teachers in your Teachers section. In most cases the other teachers will be the Departmental Chairperson and/or the Faculty Deans. You also have an option email your lecturer straight from this window.

Below you have *classmates*. Classmates are your colleagues that are doing the same course as you. If you wish to email them there's also the option of directly sending them an email from this section.

To watch or download video on Stream and People follow the link:

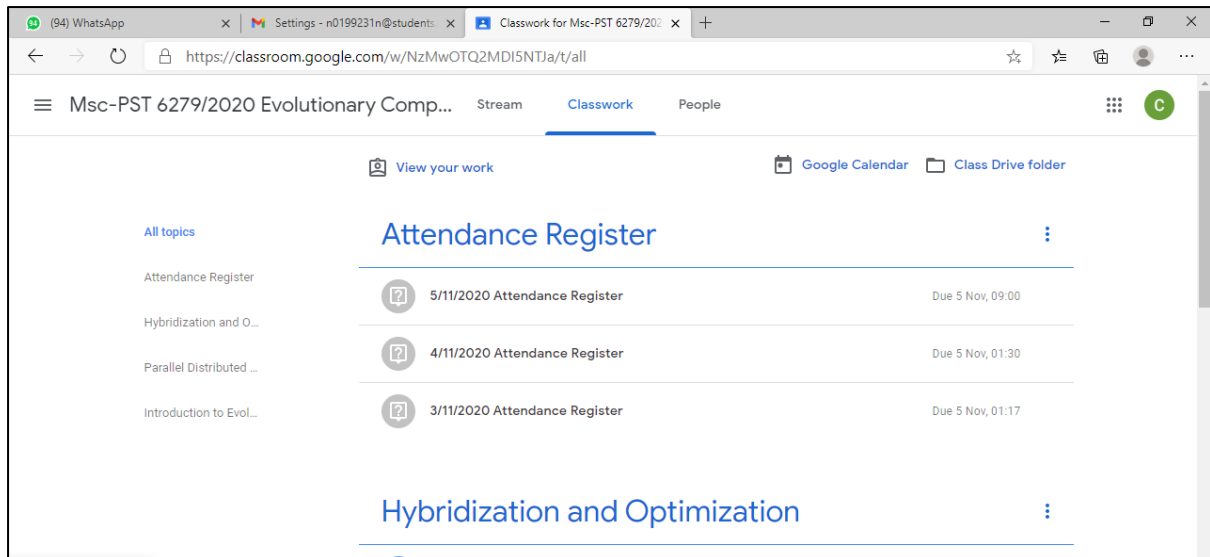
<https://drive.google.com/file/d/15uzu9FFp21lrZGkmMQXIGj1myqd2pdEj/view?usp=sharing>

#### 4. Classwork

The Classwork section is the area you find all the daily work and assignments that your lecturer gives.

- In this area you view all your work that has been done and handed in.
- Here you find the calendar that allows you to see all work in pictorial view on the dates they are due.
- There is the folder that allows you to view google drive class folder
- This is the area in which all the topics are viewed

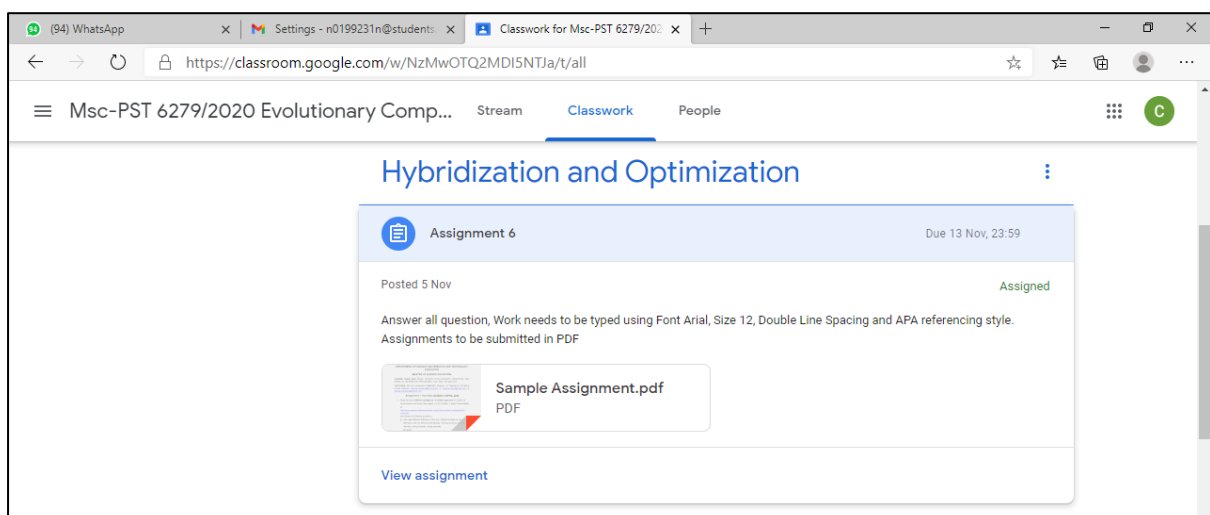
A lecturer may decide to order his work by topics, chapters, materials, units, sections, by day, by type of work or by anything they decide, this order will be shown here.



The screenshot shows a Google Classroom interface for the course 'Msc-PST 6279/2020 Evolutionary Comp...'. The 'Classwork' tab is active, displaying a list of topics. The 'Attendance Register' topic is selected, showing three assignments: '5/11/2020 Attendance Register' (due 5 Nov, 09:00), '4/11/2020 Attendance Register' (due 5 Nov, 01:30), and '3/11/2020 Attendance Register' (due 5 Nov, 01:17). Below the assignments, the 'Hybridization and Optimization' topic is visible.

## Viewing an Assignment Steps

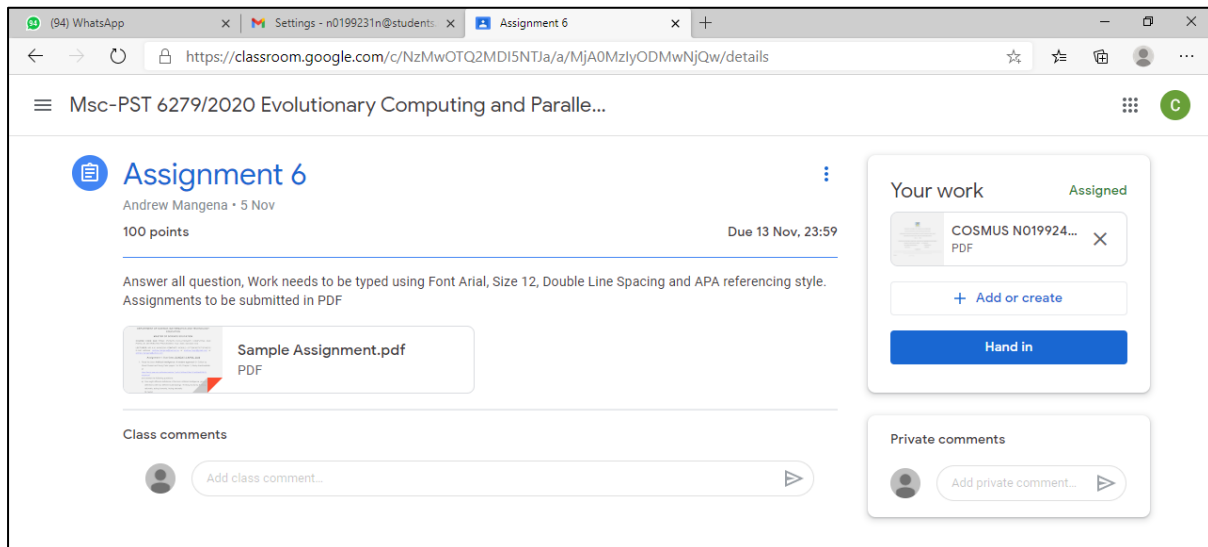
1. Click on Assignment/Question post
2. Click view assignment
3. Read Instruction
4. Print/Download Attached Material



The screenshot shows the 'Hybridization and Optimization' topic page. An assignment post titled 'Assignment 6' is displayed, due on 13 Nov, 23:59. The post includes the text: 'Posted 5 Nov' and 'Assigned'. The instructions state: 'Answer all question, Work needs to be typed using Font Arial, Size 12, Double Line Spacing and APA referencing style. Assignments to be submitted in PDF'. A PDF attachment titled 'Sample Assignment.pdf' is shown. A 'View assignment' button is located at the bottom of the post.

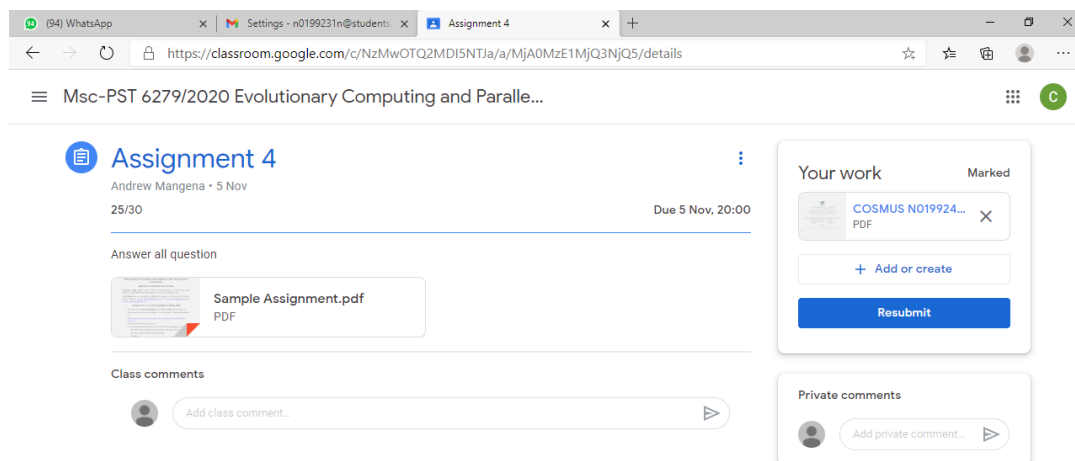
## Submitting an Assignment

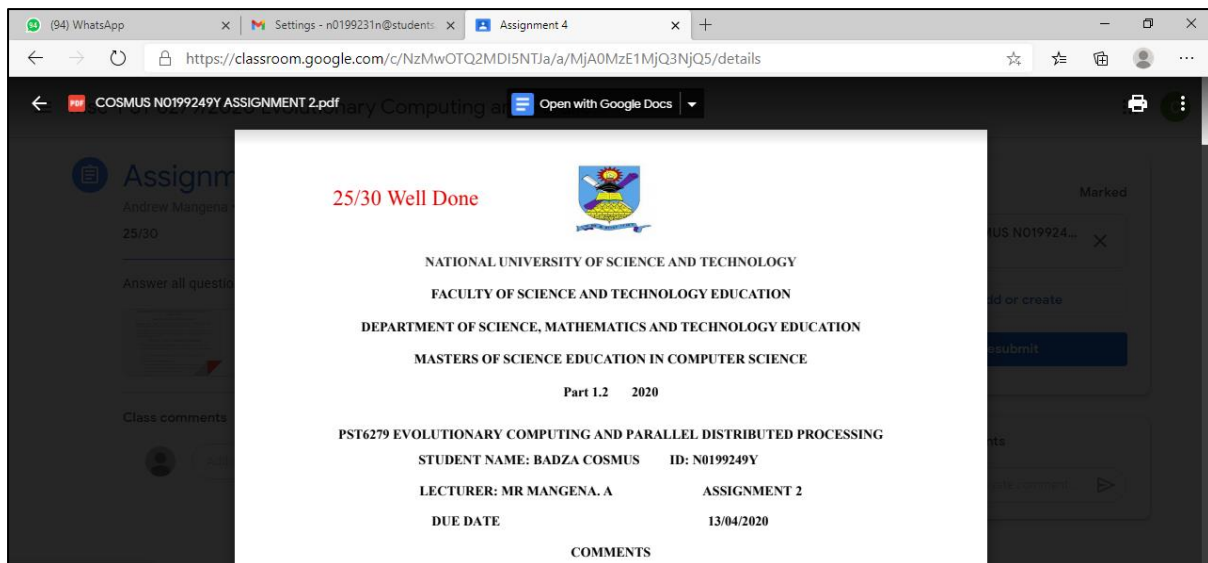
1. Click on Assignment/Question post
2. Click view assignment
3. Click on Add or Create
4. Click on Hand in



## Viewing Marked Work

1. Click on Assignment/Question post
2. Click view assignment
3. In the Your work Box click on the file you submitted for marking
4. View/Print/Download



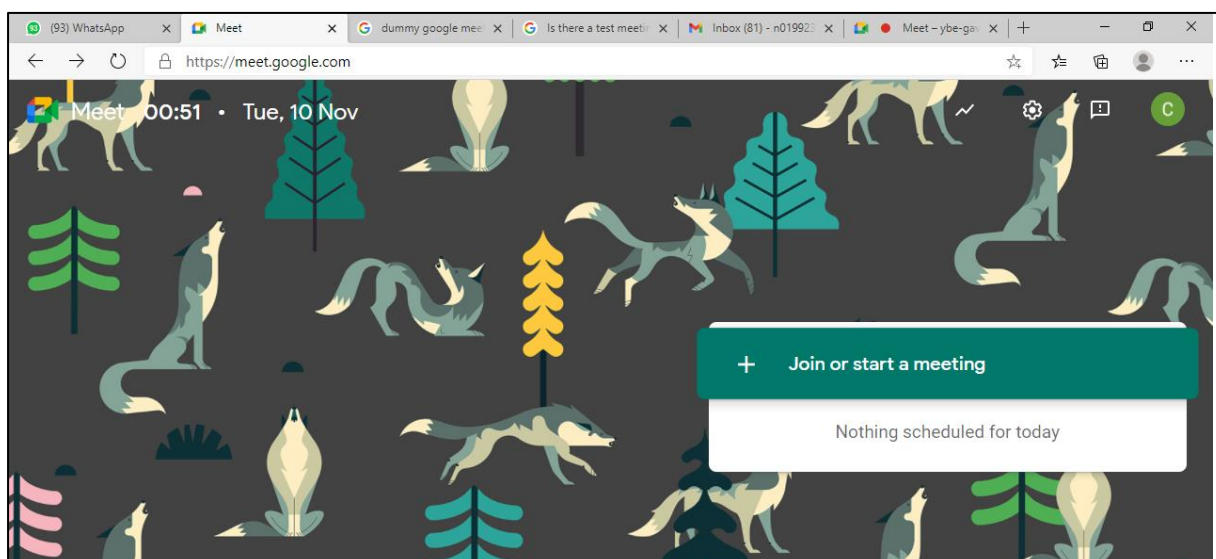


To watch or download video on Classwork follow the link:

<https://drive.google.com/file/d/1I3VZFtCxGfiGRrAo8KuLMvhDI2oTpOx5/view?usp=sharing>

## 5. Google Meet for Students

Google Meet is an online application that goes beyond video conferencing. Intergrated into google, it comes with many capabilities such video recording, speech recognition, white board, chat and many more. Lecturers are likely to use it for demonstrations. Joining a Google meet is very simple. Options are already in Gmail as well as visiting the google meet site.

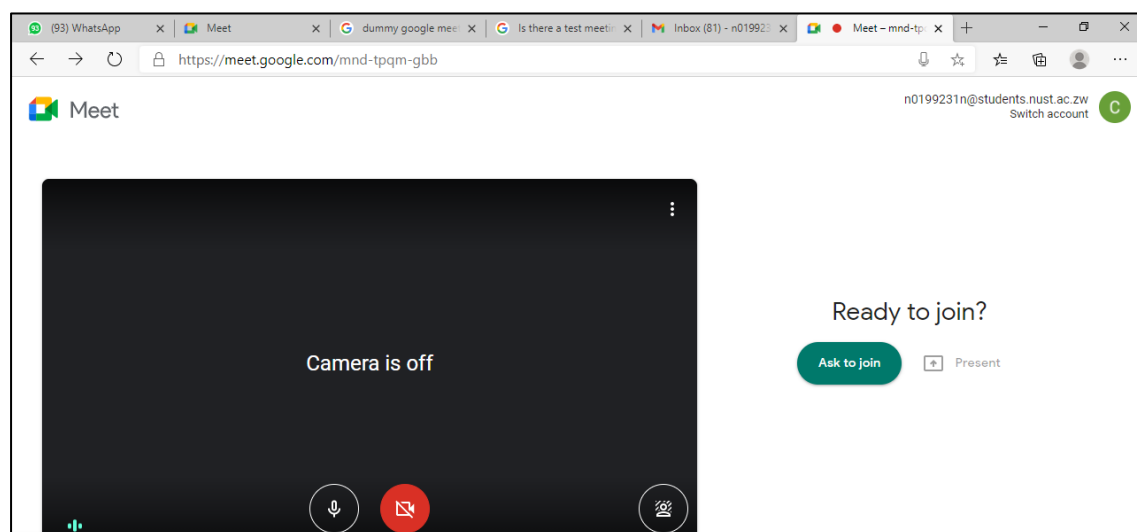


## Joining a Google Meet

Google meet may be accessed from the official google meet site, from there you can create or join a meeting. In most cases as a student your teacher will send you a Google meet link, an example looks like: <https://meet.google.com/xxz-ihfg-bge>.

### Steps in joining a google meeting

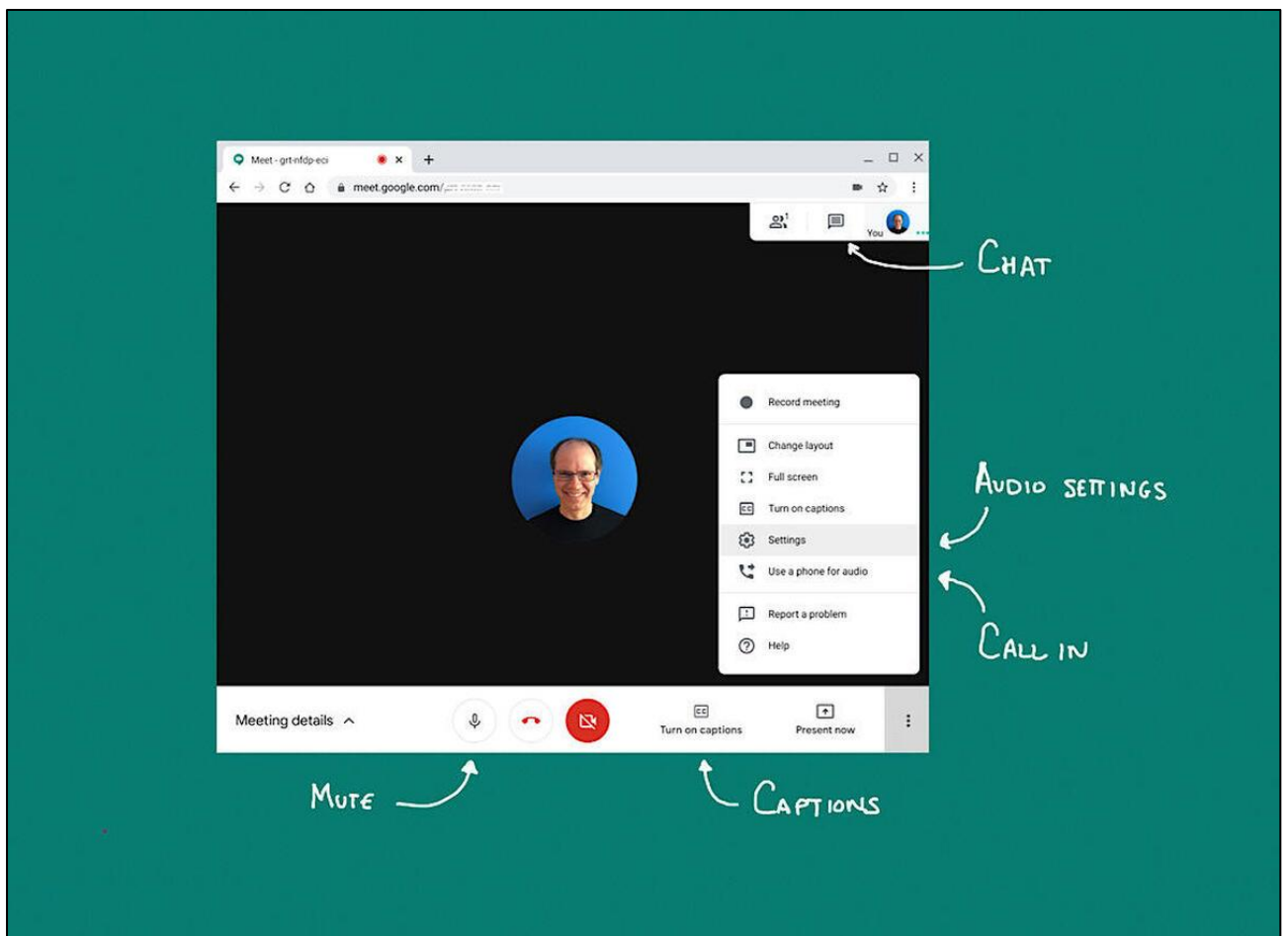
1. Click on the Google meet link sent by your lecturer
2. Click on join
3. Enter your name or leave blank then click on continue
4. The click on “ask to join”



Alternatively google meet can be launched from your Email options as well as your calendar in google classroom if it has been set.

## Google Meet Options

- The chat option allows you to have a text-based chat during the google meet at any time, very useful for asking questions.
- Record meeting allows you to record everything, the video is stored onto your open google drive and is available for viewing or download anytime
- Turn on captions allows speech recognition which shoes all spoken words in text formats
- Change layout allows you to manipulate the set up or appearance of your meet.
- Present now allows you present either the entire screen, a chrome tab or a window to everyone
- Mute disables microphone from working
- End call allows you to exit your google meet
- Camera option allows you witch or switch off your webcam



To watch or download video on using google meet please follow the link:

<https://drive.google.com/file/d/1JxYtsRl8CMj6wZX5WPZp31J4EikkCtGP/view?usp=sharing>

## 6. Links for Videos

1. To watch or download video on using NUST Email, follow the link:

<https://drive.google.com/file/d/1fvdVftuOYSmIJABSjOBer06be8HlvlrA/view?usp=sharing>

2. To watch or download video on Logging into Google classroom and joining a class, follow the link:

<https://drive.google.com/file/d/1oQUuRTkwVPXenV9WhL6lMvOJuN4EBToK/view?usp=sharing>

3. To watch or download video on Stream and People follow the link:

<https://drive.google.com/file/d/15uzu9FFp21lrZGkmMQXIGj1myqd2pdEj/view?usp=sharing>

4. To watch or download video on Classwork follow the link:

<https://drive.google.com/file/d/1I3VZFtCxGfiGRrAo8KuLMvhDI2oTpOx5/view?usp=sharing>

5. To watch or download video on using google meet please follow the link:

<https://drive.google.com/file/d/1JxYtsRl8CMj6wZX5WPZp31J4EikkCtGP/view?usp=sharing>