

# Instruction for the students to join and work with google classroom

## Join a Google classroom as a student

To use Classroom,

1. Go to [classroom.google.com](https://classroom.google.com)
2. Login using your Institute email id ( Ask to Computer Center if you have not created till now you may write to: [medarisha.hynniewta@nitm.ac.in](mailto:medarisha.hynniewta@nitm.ac.in) for Institute id creation)

You need to sign in on your computer or mobile device (using Institute Email id) to join the classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

Kindly use your Institute e-mail Id to join the class.

## How to join a class

[You have 2 ways to join a class:](#)

1. **Join a class with a class code**—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
2. **Accept an invitation from your teacher**—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code. If the code isn't working, ask your teacher for help.

**Note:** You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again. (Different classes will have different class code)

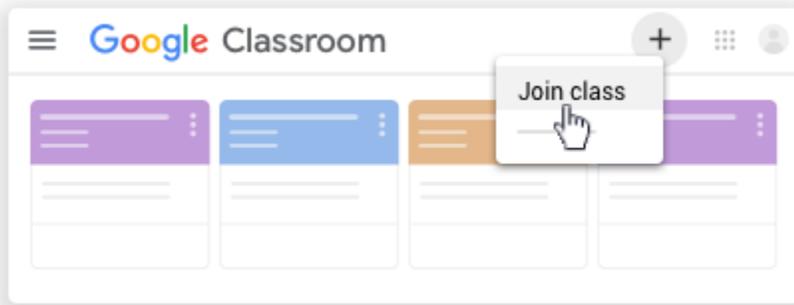
Join a class : Using PC, Android iPhone & iPad

Join a class with a class code

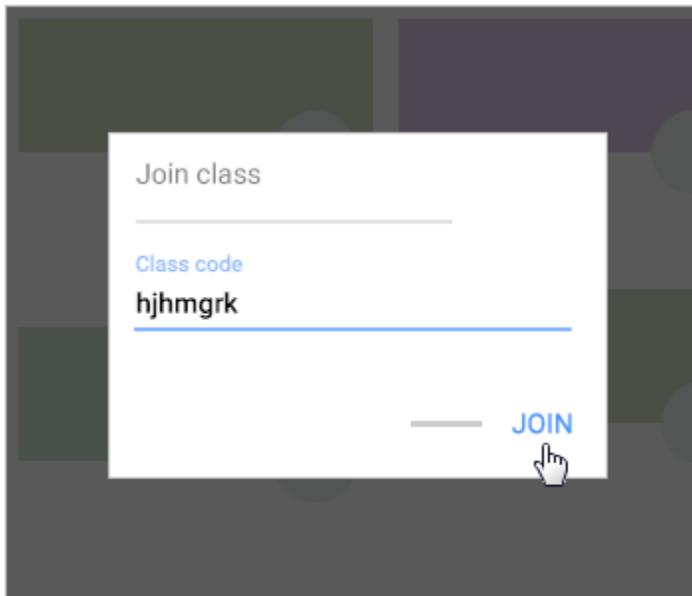
1. Go to [classroom.google.com](https://classroom.google.com).

## Instruction for the students to join and work with google classroom

2. At the top, click Add + > Join class.



3. Enter the class code your teacher gave you and click Join. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.

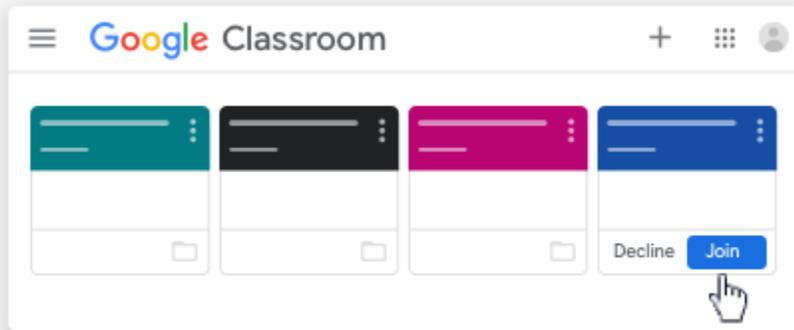


Accept an invitation from your teacher

1. Go to [classroom.google.com](https://classroom.google.com).
2. **Join only those classes for which you have enrolled in the current semester** (There may be some more invitations by different Professors, I recommend you join only your subjects class, Accept Invitation from your Professor only).

## Instruction for the students to join and work with google classroom

3. On the class card, click Join.



Remember you have to login through your Institute e-mail id only. (We are preferring Institute Id because we have support from CC in case of any problem)

### See your work for a class

You have multiple ways to view your work for a class:

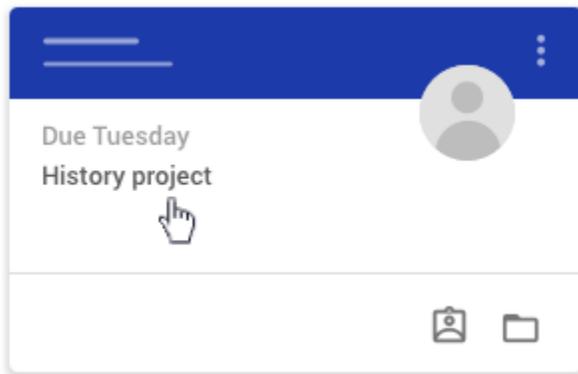
- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page
- Filter work by class on the To-do page
- See the latest work on the Stream page
- See work arranged by topic on the Classwork page

### Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You'll see the title and due date for up to 3 items.

1. Go to [classroom.google.com](https://classroom.google.com).
2. (Optional) To see details, click the title of the work.

## Instruction for the students to join and work with google classroom

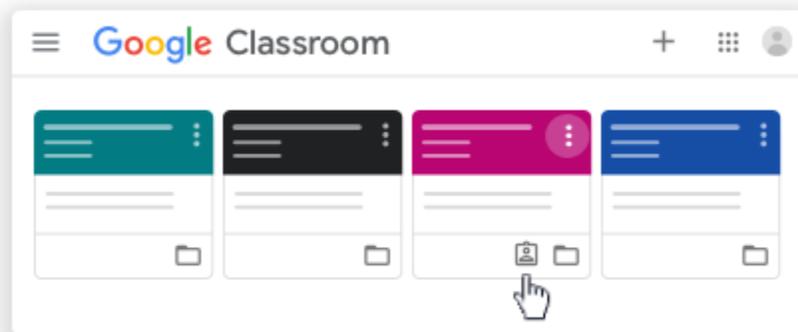


### See all your work for a class

You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

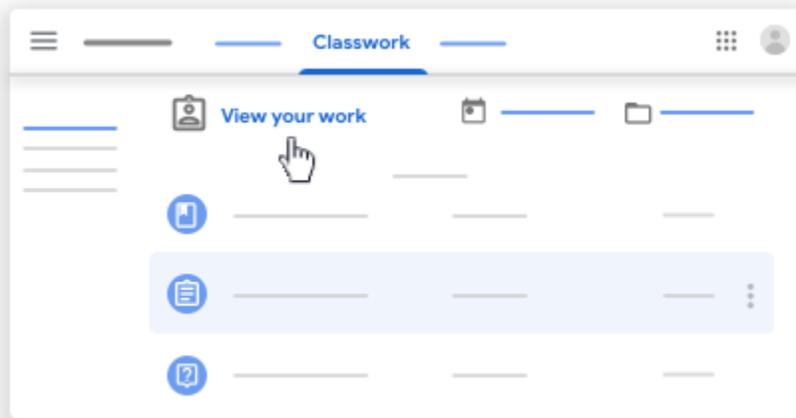
1. Go to [classroom.google.com](https://classroom.google.com).
2. Choose an option:

On a class card, click Your work .



# Instruction for the students to join and work with google classroom

Click the class > Classwork > View your work.



3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > View details.
4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.

## Filter work by class

On the To-do page, you can filter work by class, and see work that's:

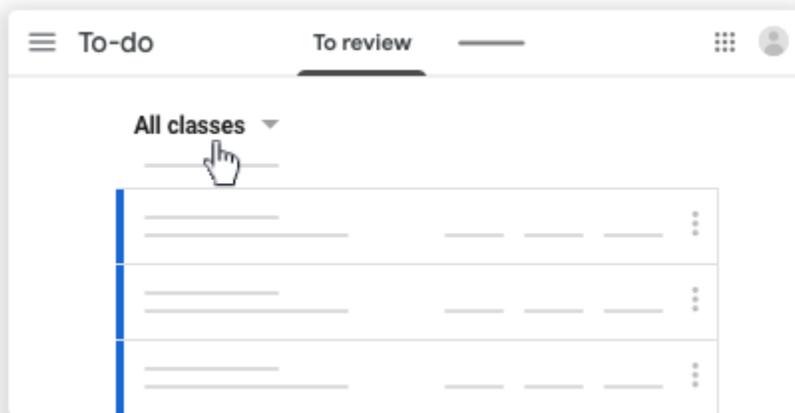
To-do—Work assigned and not yet completed. You'll see the class and work titles grouped as missing, no due date, due today or within the week, or later.

Done—Work you completed and turned in. You'll see the status of the work—turned in or done late—and grades if the work is graded.

## To see your work:

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click Menu ≡ > To-do.
3. (Optional) To filter your work by class, click All classes and select a class.

## Instruction for the students to join and work with google classroom



4. Click a title.
5. (Optional) To see work you have already submitted, click Done and select a title to see feedback.  
If the work is graded, the grade is listed.

### See the latest work and announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

### See work arranged by topics

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. At the top, click Classwork.
4. Under a topic, look for Question or Assignment.
5. (Optional) To see any instructions or feedback, click the post > View assignment or View question.

### Turn in an assignment

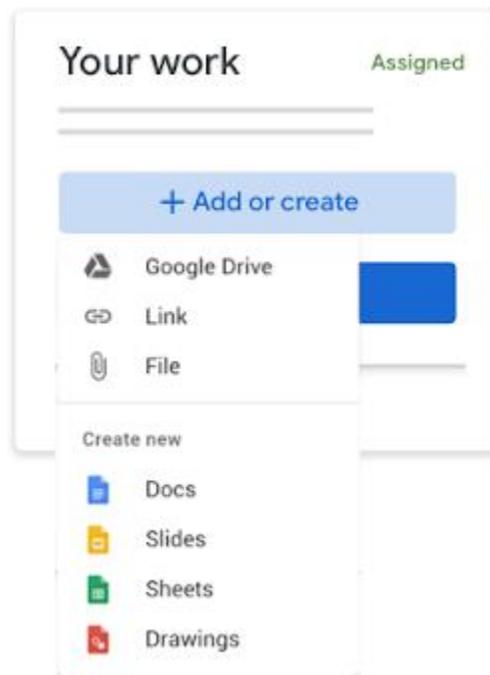
# Instruction for the students to join and work with google classroom

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

If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.

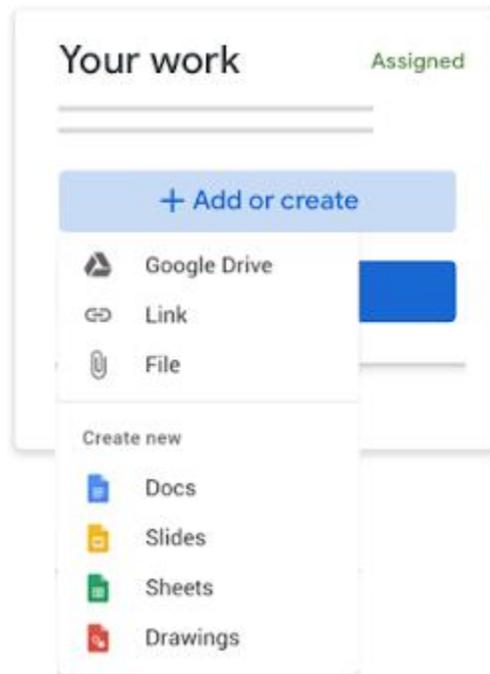
## Turn in an assignment

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. To attach an item:
  - Under Your work, click Add or create > select Google Drive , Link , or File .



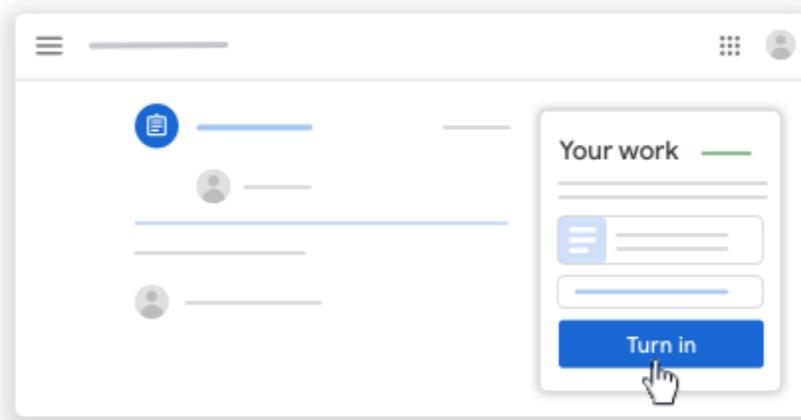
- Select the attachment or enter the URL for a link and click Add.  
**Note: You can't attach a file you don't own.**
4. To attach a new doc:
    - Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .
    - A new file attaches to your work and opens.

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- 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's name, click Remove .
  6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
  7. **Click Turn In and confirm.**

The status of the assignment changes to Turned in.



# Instruction for the students to join and work with google classroom

## Turn in a quiz assignment

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. Click the form and answer the questions.
4. Click Submit > Mark as done and confirm.  
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

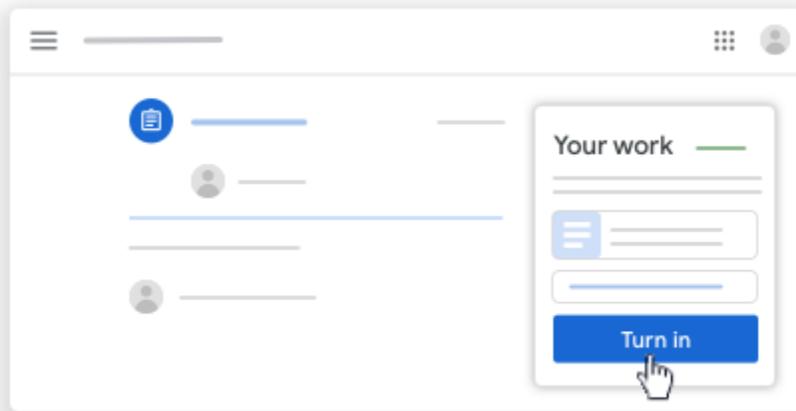
## Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:

In the document, click Turn in and confirm.

In Classroom, in the assignment, click Turn In and confirm.



The status of the assignment changes to Turned in.

## Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.

## Instruction for the students to join and work with google classroom

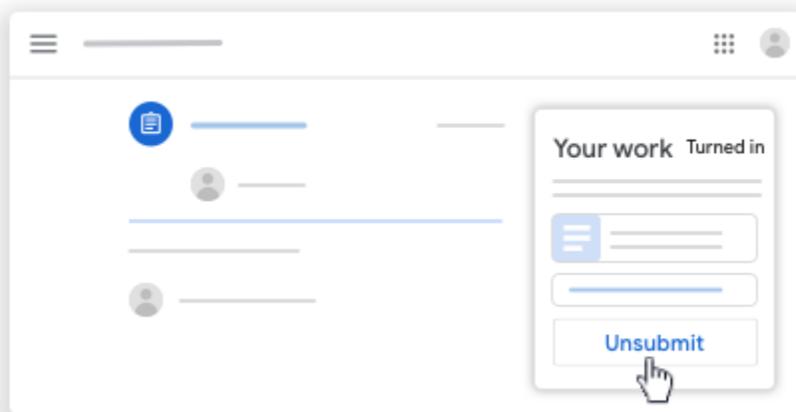
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click  Mark  as  done  and  confirm.  
The status of the assignment changes to Turned in.

### Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Resubmit it before the due date.



### Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to [classroom.google.com](https://classroom.google.com).
2. On a class card, click Your work .
3. At the right, you see the work status of each item:
  - Assigned—Work assigned by your teacher. Check the due date.
  - Turned in—Work you turned in on time.
  - Graded—For graded work that your teacher returned, you see your grade.

## Instruction for the students to join and work with google classroom

Returned—For ungraded work that your teacher returned, you see a check ✓.

Missing—Work you didn't turn in.

Turned in: Done late—Work you turned in late.

4. (Optional) For more details, click an item to expand it > click View details.

### Post to the Stream page

If your teacher allows, you can communicate with your class on the Stream page using posts, comments, and replies.

A post is information or a question you add to the class stream.  
For example: *When do we visit the museum?*

A comment is a response to a post or another comment.  
For example: *We go next Friday.*

A reply is a response to someone's comment that mentions them.  
For example: *+commenter's name Thanks!*

Not all teachers allow posts and comments on the Stream page.

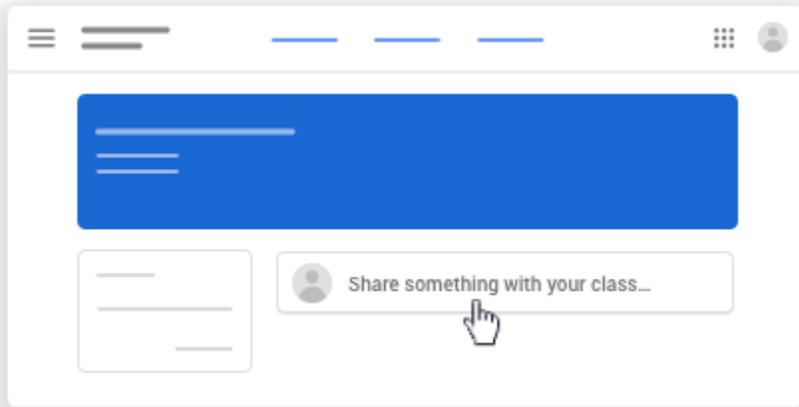
Note: If you don't want to post to the Stream page, you can send a private comment to your teacher on an assignment or question.

### Create a post

To ask a question or to share information with your teacher and classmates, create a post.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. On the Stream page, click Share something with your class.

# Instruction for the students to join and work with google classroom



Note: If you don't see Share something with your class, your teacher turned off permissions to post.

4. Enter what you want to say and click Post.

## Add an image, file, video, or link to your post

You can attach items to your post, such as images, files, Google Drive items, YouTube videos, or links.

1. Follow the steps above to create a post.
2. Attach an item to your post:

Attachment type	Directions
Image or file	<ul style="list-style-type: none"><li>• Click Attach .</li><li>• Drag files to attach or select them from your computer.</li><li>• Click Upload.</li></ul>
Drive	<ul style="list-style-type: none"><li>• Click Drive and select your file.</li><li>• Click Add.</li></ul>

## Instruction for the students to join and work with google classroom

YouTube	<p>Search for a video:</p> <ul style="list-style-type: none"><li>• Enter keywords and click Search .</li><li>• Click the video &gt; Add.</li></ul> <p>Attach a video link:</p> <ul style="list-style-type: none"><li>• Click URL and enter the URL.</li><li>• Click Add.</li></ul>
 Link	<ul style="list-style-type: none"><li>• Click Link  and enter the URL.</li><li>• Click Add Link.</li></ul>

3. Click Post.

Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to your post and saves it to the class Drive folder.

### Delete a post

You can only delete your own posts.

If you delete a post, all the comments associated with it are also deleted. You can't undo this action. Teachers can delete anyone's post and see all deleted posts.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. On the post, click More  > Delete.
4. Click Delete to confirm.

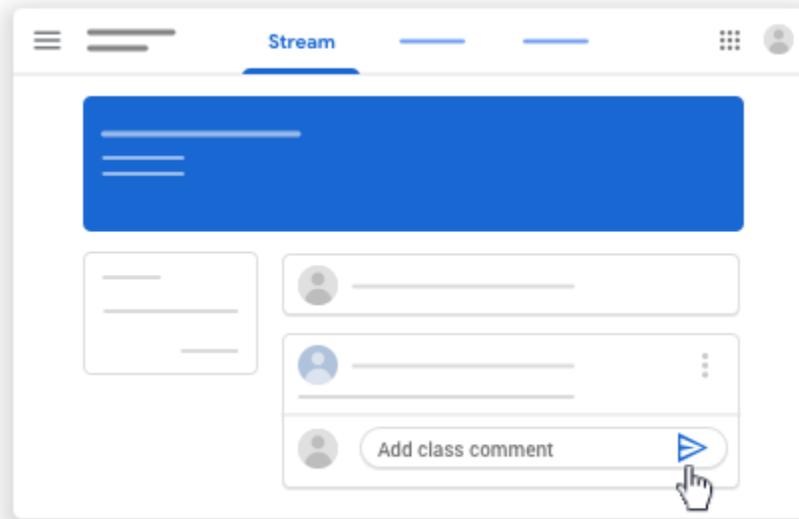
### Add a comment to a post

If your teacher allows, you can comment on other posts and comments. Teachers can delete comments and turn off permissions to comment.

Note: Comments are text only—you can't add pictures, links, or videos.

# Instruction for the students to join and work with google classroom

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. Find the post and in the Add class comment box, enter your comment.



Note: If you don't see Add class comment, your teacher turned off permissions to comment.

4. Click Post ➤.

## Reply to a comment

When you reply to a comment, the person you reply to is automatically mentioned. You can only use Reply with comments, not posts.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. Point to the comment and click Reply ↩.  
The person you are replying to is automatically mentioned in your reply.
4. Enter your reply and click Post ➤.

## Delete a comment

You can only delete your own comments.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. On the comment, click More ⋮ > Delete.

## Instruction for the students to join and work with google classroom

4. Click Delete to confirm.

### Send a private comment to your teacher

You can make a comment to your teacher that only they can see. When you're assigned work, you can send a private comment to your teacher from the assignment or question.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. On the Stream page, click the assignment or question.
4. (Optional) Click View assignment or View question.
5. Click Add private comment, enter your comment > click Post >.

### Further you may refer:

1. <https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en>
2. <https://www.youtube.com/watch?v=awmgsegm710>
3. <https://www.youtube.com/watch?v=xfqqtCi7hdo>

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