Google Classroom TCS Student Guide For G.1 - G.12



คู่มือการใช้งาน Google Classroom สำหรับ ป.1 - ม.6





2. Sign In (ลงชื่อเข้าใช้)

• **Type** your full TCS email address, "_____@thaichristian.ac.th". Click "Next".

(1) → **(2)**

พิมพ์ Email address ตามที่ได้รับจากทาง โรงเรียน

• **Type** your password.

(Be careful about lowercase or UPPERCASE letters). **Click** "Next".

 $\textbf{(3)} \rightarrow \textbf{(4)}$

พิมพ์ Password ตามที่ได้รับจากทางโรงเรียน

Google

Welcome to your new account

Welcome to your new account: @@thaichristian.ac.th. Your account is compatible with many Google services, but your thaichristian.ac.th administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

When you use Google services, your domain administrator will have access to your

Cubaichristian.ac.th account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite core services, your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your @thaichristian.ac.th account works and agree to the Google Terms of Service and the Google Privacy Policy.

Accept

3. Accept the Terms (คลิก Accept)

• **Click** "Accept" for the Google Terms of Service and Privacy Policy.

(1)

คลิก Accept สำหรับเงื่อนไขการให้บริการ และนโยบายส่วนบุคคล

English (United States)

Google

Change password for @thaichristian.ac.th

Learn more about choosing a smart password

Create a new, strong password that you don't use for other websites.	
Create password	
Confirm password	

4. Change Your Password

การเปลี่ยน password

• **Type** a new password for your "_____@thaichristian.ac.th"

account. (It can use <u>letters *ABC*</u>, <u>numbers 123</u>, and <u>symbols !?%</u>. The password is CaSe-SeNsItIvE.)

(1)

Your password must be:

- 8 characters or more.
- Easy for YOU to remember!
- Hard for someone to guess!
- Kept SECRET! (Change your password if someone learns it!)
- Click "Change password".





5. Select "Student" (เลือก "Student")

• Click "Continue".



• Click "I'M A STUDENT".







*ข้อสังเกต หัวข้อใหม่จะเพิ่มเข้าไว้ให้ข้างบนสุดและของเก่าจะเลื่อนลงไปอยู่ด้านล่าง

บทเรียนถัดไปสำหรับรายวิชาที่ขึ้นให้ที่นี่

(กำหนดการส่งภายใน 1 สัปดาห์)

7. "Stream" Page (หน้าสตรีม)

- After clicking on a subject, you see the Classroom's "Stream" page.
- (2) The teacher can write announcements.
- Assignments (work) are shown.
 (Assignments are also on the "<u>Classwork</u>" page.)
- **<u>NOTE</u>**: <u>New</u> items are added are at the <u>top</u>, older ones are at the bottom.
 - 4 "Upcoming" work for this subject is listed here. (Due date is less than a week.)





9. Assignments (การมอบหมาย)

- A message can be sent to the teacher if you have a question.
- If the assignment is to send work to the teacher, you can edit, create, or upload a file here. (e.g., Write in a Google "Docs" file.)
- (3) Either:

Click "<u>Mark as done</u>" if there is no work to send (e.g., reading).
 Click "<u>Turn in</u>" to send work.

(4) Click "Turn in" to confirm.

- (5) You can:
 - "<u>Unsubmit</u>" to edit your work.
 - "<u>Resubmit</u>" it if the teacher said to make changes.





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	Inbox 4	Teacher	Teacher A added a private comment o	<u>v</u> ,
*	Starred			
C	Snoozed	Teacher	New assignment: "Assignment 1" - Hi	0
≻	Sent	🗌 🕁 Teacher	New announcement: "This is an anno	
	Drafts			+
~	More			

นักเรียนจะได้รับการแจ้งเตือนอัตโนมัติสำหรับแต่ละวิชา ผ่านอีเมล เช่น

- การประกาศ
- การสั่งงาน/การบ้าน
- ข้อคิดเห็นจากครู
- ส่งคืนงานที่ตรวจ[ิ]แล้ว

การเช็ค gmail ของโรงเรียน

ไปที่ gmail.com

หรือ คลิก apps menu ที่มุมขวาด้านบน

12. Notifications / Email (การแจ้งเตือน/อีเมล)

You will receive automatic Google Classroom notifications for each subject.

Notifications are by email, e.g.:

- Announcements.
- Assignments.
- Comments from the teacher.
- Returned (checked) work.

To check your school Gmail account:

- Go to gmail.com
- Or click the apps menu in the top

right corner:

>





13. Editing Special Files*

* If <u>editing</u> (not viewing!) non-Google formats (like Microsoft Word & PDF), there are some <u>extra steps</u>.

1. Editing Word (.docx) Files

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- (1) Click to open the <u>Word</u> file in an assignment.
- **(2)** Click the menu. **(3)** "Open in new window".
 - (4) "Open with". (5) "Google Docs".
- Your work is <u>saved</u> as you type. (6)
- You can find your file in My Drive, either:
 7 "Classwork" page. 8 "Class Drive Folder".
 Or: http://drive.google.com/ 9

2. Editing PDF Files (using "Kami")

- [1] Click to open the <u>PDF</u> file in an assignment.
- [2] Click the menu. [3] "Open in new window".
- 4 "Open with". 5 "Annotate with Kami".
- (6) "K-12 School" + "Student".
 (7) "Authorize"
- (8) Use "Text Box" to write.
- 9 Click the save icon. [10] "Save Now". Close it.
- In <u>Classroom</u>, <u>reload</u> the page (F5) to see changes.
 (11) Check the file (or Add). (12) "Turn in".