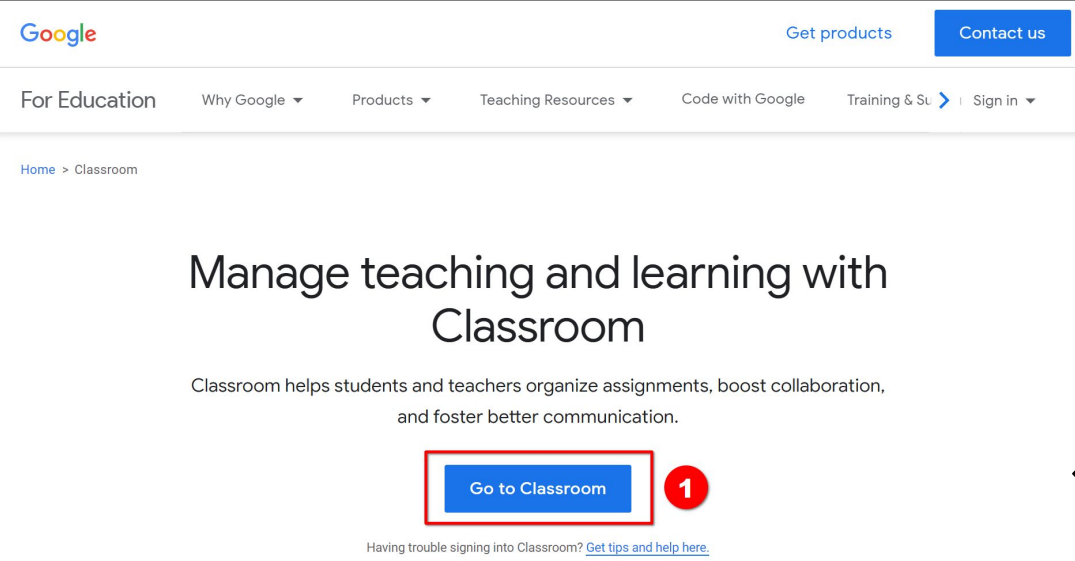


Google Classroom

TCS Student Guide



For G.1 - G.12

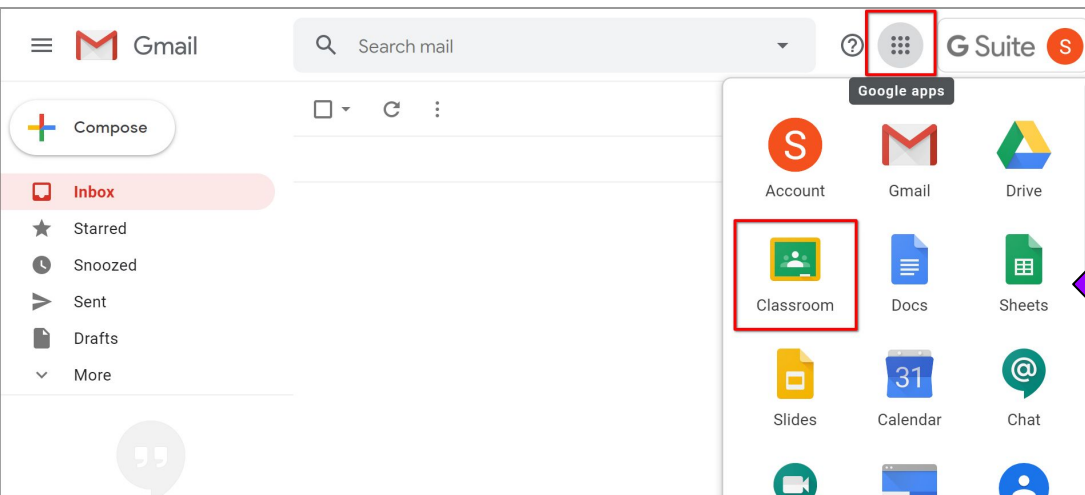
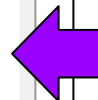


1. Go to Google Classroom

Go to **classroom.google.com**

- If not already signed in, **click** on "Go to Classroom".

(1)



- Another way to go to *Classroom* (if you already signed in):

- The "Google apps" menu (in Gmail, Drive, etc.)





Sign in

Use your Google Account

Email or phone

|

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next



Hi Student

 @thaichristian.ac.th

Enter your password



[Forgot password?](#)

Next

2. Sign In

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

(1) → (2)

- **Type** your password.
(Be careful about lowercase or UPPERCASE letters). Click "Next".

(3) → (4)



Welcome to your new account

Welcome to your new account: [redacted]@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 [redacted]@thaichristian.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 [redacted]@thaichristian.ac.th account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

1

3. Accept the Terms

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

1



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

Change password

1

2

4. Change Your Password

- **Type** a new password for your "____@thaichristian.ac.th" account. (It can use letters ABC, numbers 123, and symbols !?%. 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".

(2)



Google Classroom

Classroom helps classes communicate, save time, and stay organized.
[Learn more](#)

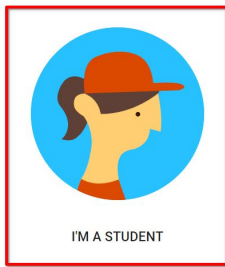


CONTINUE

1

By joining, you agree to share contact information with people in your class. [Learn more](#)

Pick your role



2



I'M A TEACHER

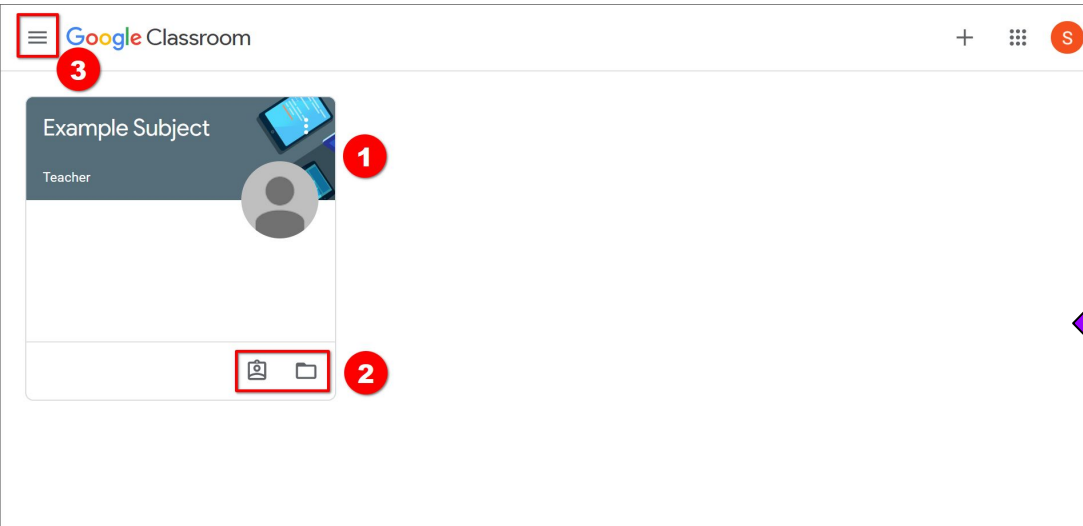
5. Select "Student"

- Click "Continue".

(1)

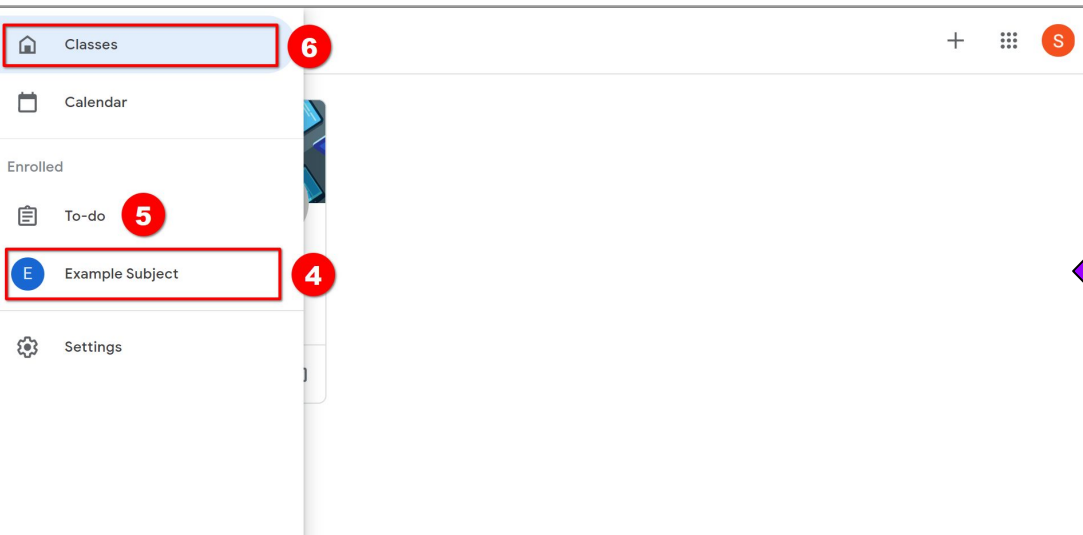
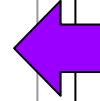
- Click "I'M A STUDENT".

(2)



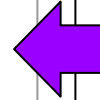
6. "Classes" Page

- (1) Subjects are listed here.
- (2) Shortcuts to assignments/files.
- (3) Side menu *



* Under the side menu:

- (4) Subjects are listed here too.
- (5) List of assigned work.
- (6) "Classes" main page.



Example Subject



Upcoming

4

Due tomorrow
Assignment 1

View all



Teacher posted a new assignment: Assignment 1

3



Teacher

This is an announcement from the teacher.

2



7. "Stream" Page

- **(1)** After clicking on a subject, you see the Classroom's "Stream" page.
- **(2)** The teacher can write announcements.
- **(3)** Assignments (work) are shown. (Assignments are also on the "Classwork" page.)

NOTE: New items are added are at the top, older ones are at the bottom.

- **(4)** "Upcoming" work for this subject is listed here. (Due date is less than a week.)

8. "Classwork" Page

- (1) Work is listed here.
- (2) Work can have a topic.
- (3) See the due date.
- (4) Click to expand.

- (5) The assignment status.
- (6) Click to go to the assignment.



Due Tomorrow

Assignment 1

Teacher

The teacher can write instructions here.

Class comments

Your work

Assigned

+ Add or create

Mark as done

2

3

1

Your work

Assigned

Student - Assign...

Google Docs

×

+ Add or create

Turn in

2 private comments

Student

A message to the teacher

Teacher

A reply from the teacher

Add private comment...



Turn in your work?

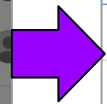
1 attachment will be submitted for "Assignment 1".

Student - Assignment 1

4

Cancel

Turn in



Your work

Turned in

Student - Assignment 1

Google Docs

Unsubmit 5

2 private comments

Student

A message to the teacher

Teacher

A reply from the teacher

9. Assignments

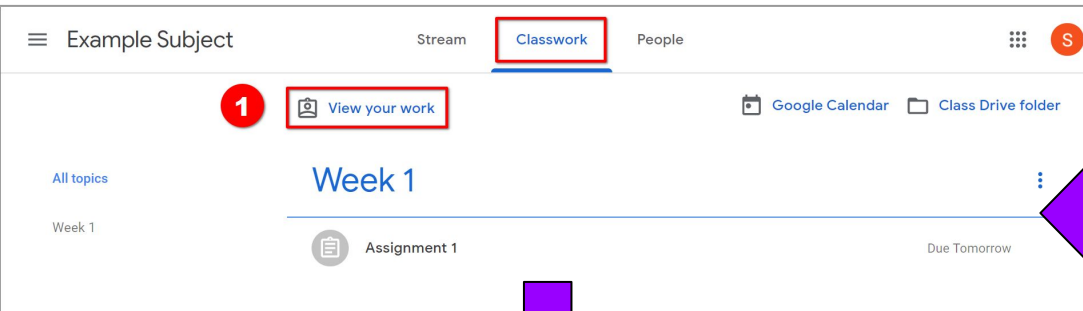
- **(1)** A message can be sent to the teacher if you have a question.
- **(2)** If the assignment is to send work to the teacher, you can edit, create, or upload a file here.
(e.g., Write in a Google "Docs" file.)
- **(3)** *Either:*
 - Click "Mark as done" if there is no work to send (e.g., reading).
 - Click "Turn in" to send work.
- **(4)** Click "Turn in" to confirm.
- **(5)** You can:
 - "Unsubmit" to edit your work.
 - "Resubmit" it if the teacher said to make changes.



10. "Slides" Tip

If the teacher assigns a "Slides" file:

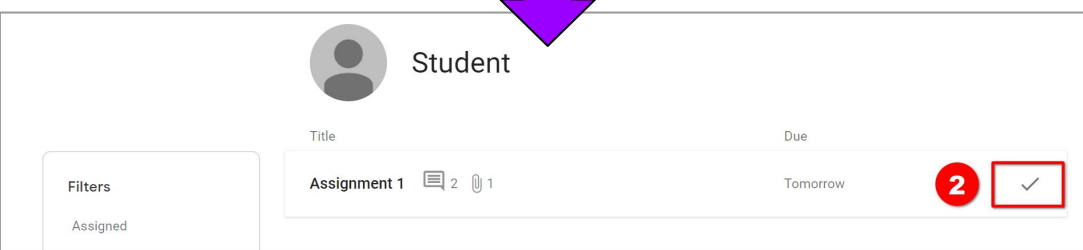
- **(1)** Click "Present" to view it.
(Any animations, etc. will not play otherwise.)

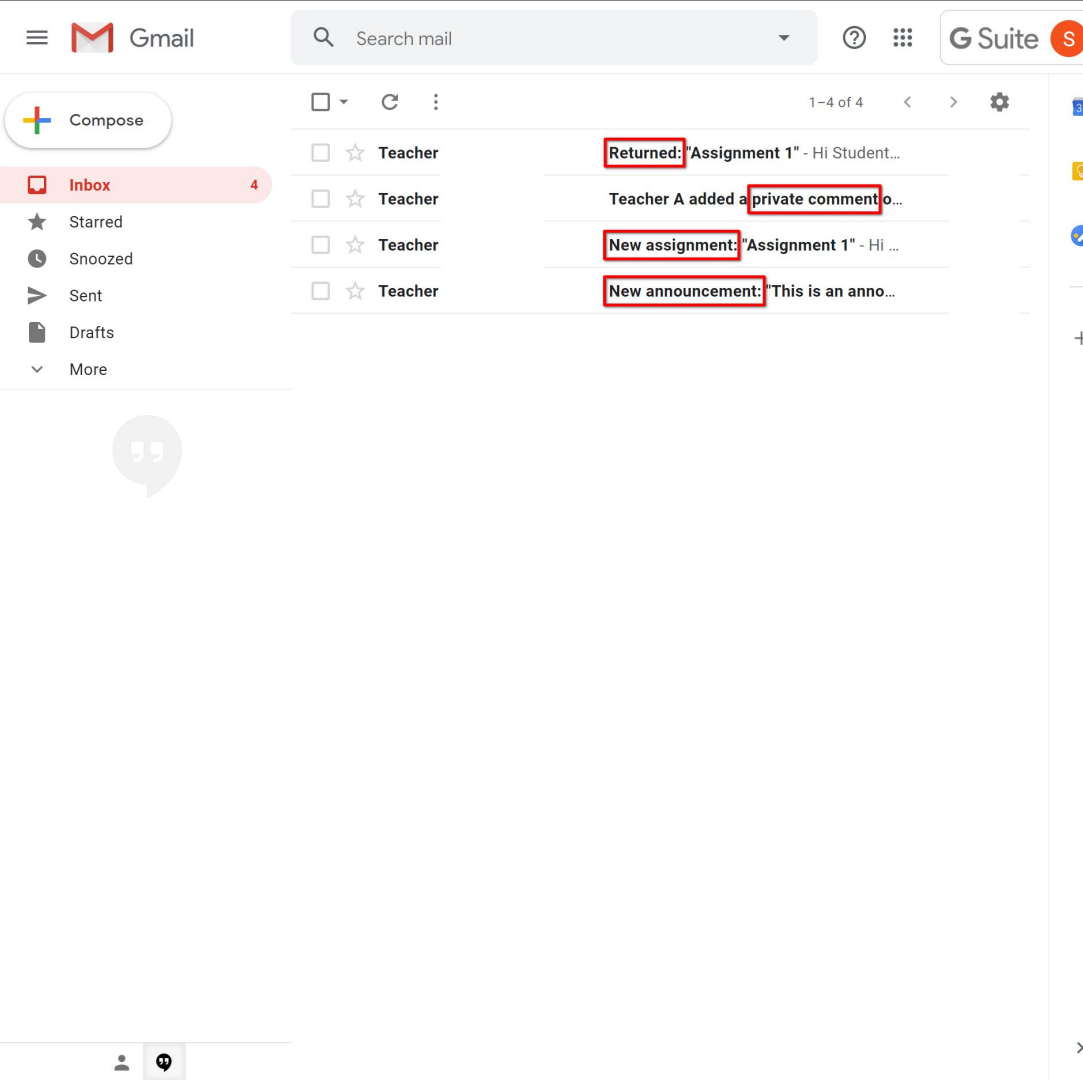


11. "View your work"

Back on the "Classwork" page:

- **(1)** Click "View your work".
- **(2)** The status of work is shown.





12. Notifications / Email

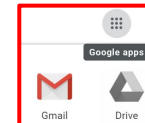
You will receive automatic Google Classroom notifications for each subject.

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:



1. Editing Word (.docx) Files

1 Student Word - Exam... x

+ Add or create

Turn in

Assigned

Details

Open in new window

Open with

Connected apps

Annotate with Kami

Google Docs

Suggested third-party apps

Lumin PDF

Connect more apps

Help

All changes saved in Drive

Calibri

B I

Example

Stream

Classwork

People

Google Calendar

Class Drive folder

My Drive

Classroom

Example Subject

2. Editing PDF Files (using "Kami")

1 Student PDF - Exam... x

+ Add or create

Turn in

Assigned

Details

Open in new window

Open with

Connected apps

Annotate with Kami

Google Docs

Suggested third-party apps

Lumin PDF

Connect more apps

What are you using Kami for?

K-12 School

College/University

Authorize Google Drive

Text Box

14

Example

Answer these questions:

1.1 ... This is my answer

1.2 ...

Example Assignment in PDF Format

Student A - Example Assignment.pdf

Kami PDF

GOOGLE DRIVE

Example Subj...

Save Now

Turn in

Your work

Assigned

Student A - Exam... PDF

+ Add or create

Turn in

13. Editing Special Files*

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

1. Editing Word (.docx) Files

- 1 Click to open the Word file in an assignment.
- 2 Click the menu. 3 "Open in new window".
- 4 "Open with". 5 "Google Docs".
- Your work is saved 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 PDF 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 Classroom, reload the page (F5) to see changes. 11 Check the file (or Add). 12 "Turn in".