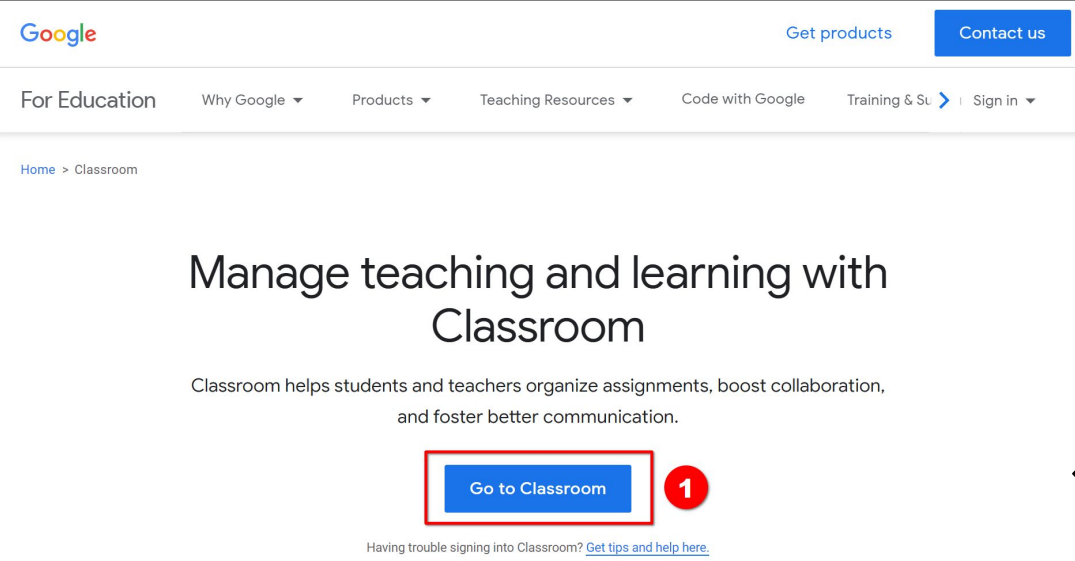# Google Classroom

TCS Student Guide
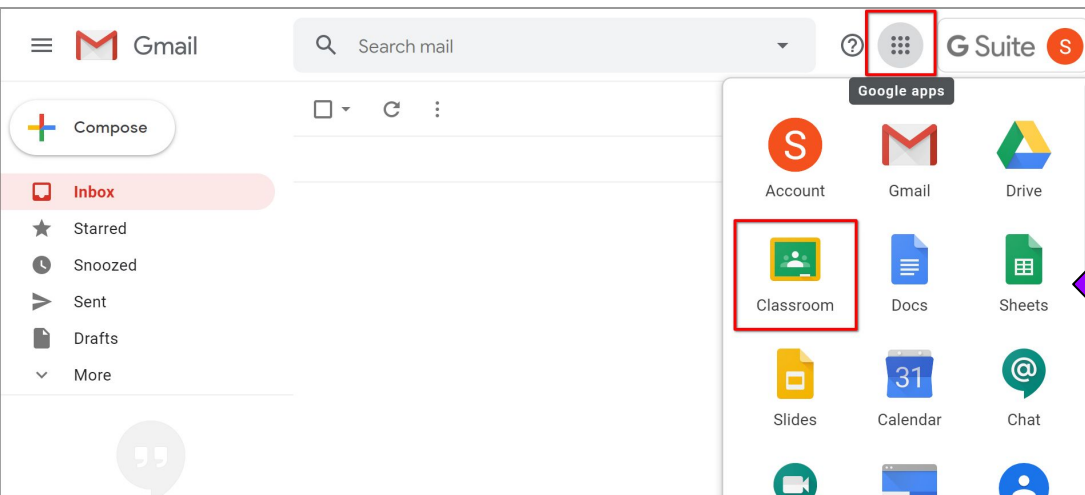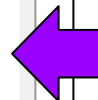
For G.1 - G.12

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.)

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)

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 ▮▮▮▮▮▮@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 ▮▮▮▮▮▮@thaichristian.ac.th account works and agree to the Google Terms of Service and the Google Privacy Policy.

Accept ①

Google   Privacy   Terms   Account settings

English (United States)

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

①

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!)
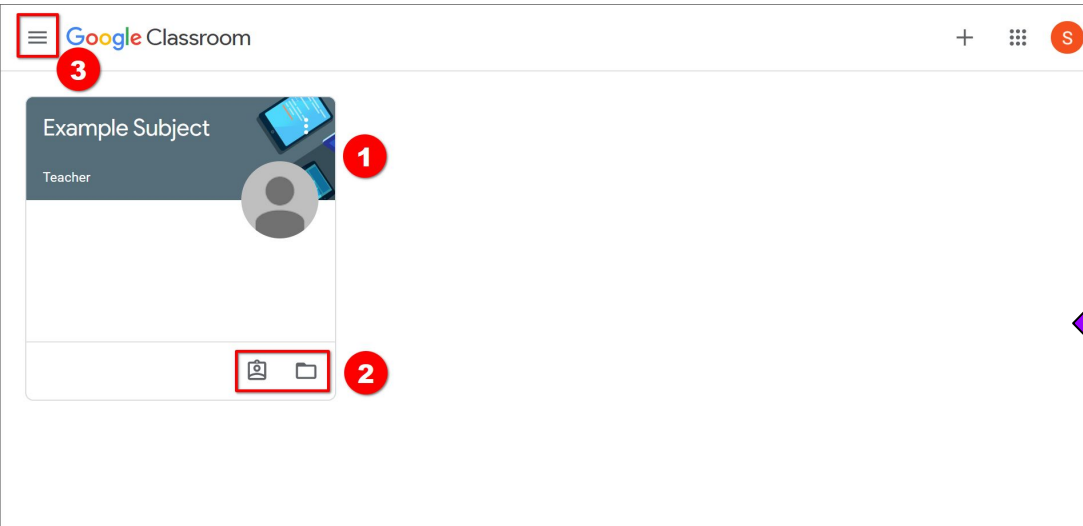
- **Click** "Change password".

(2)
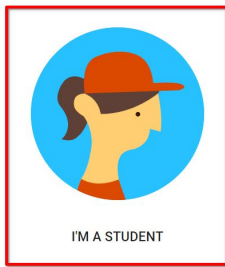
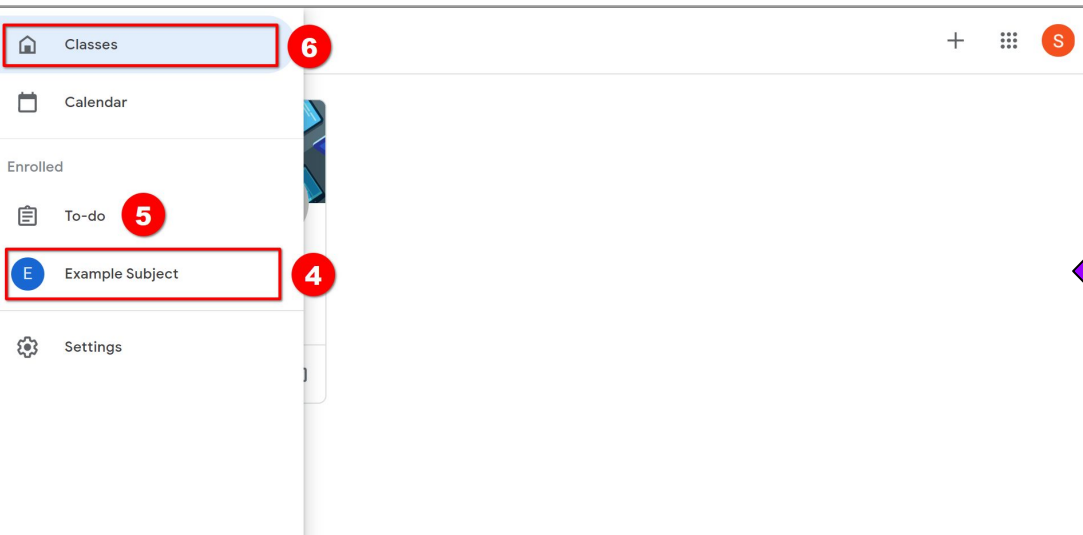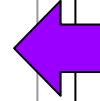# 5. Select "Student"

- **Click** "Continue". ①
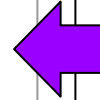
- **Click** "I'M A STUDENT". ②

6. "Classes" Page

- (1) Subjects are listed here.

- (2) Shortcuts to assignments/files.

- (3) Side menu *

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* Under the side menu:

- (4) Subjects are listed here too.

- (5) List of assigned work.

- (6) "Classes" main page.

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.

Example Subject — Stream | Classwork | People

View your work — Google Calendar — Class Drive folder

All topics

Week 1

Week 1

Assignment 1 **(4)** — Due Tomorrow **(3)**

Example Subject — Stream | Classwork | People

View your work — Google Calendar — Class Drive folder

All topics

Week 1

Week 1

Assignment 1 — Due Tomorrow

Posted — Assigned

The teacher can write instructions here.
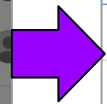
Student - Assignment 1
Google Docs

View assignment **(6)**

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.

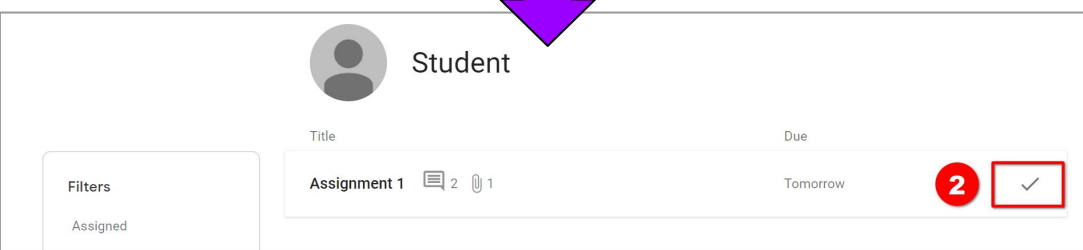## 10. "Slides" Tip

If the teacher assigns a "Slides" file:

- **(1)** **Click** "Present" to view it.

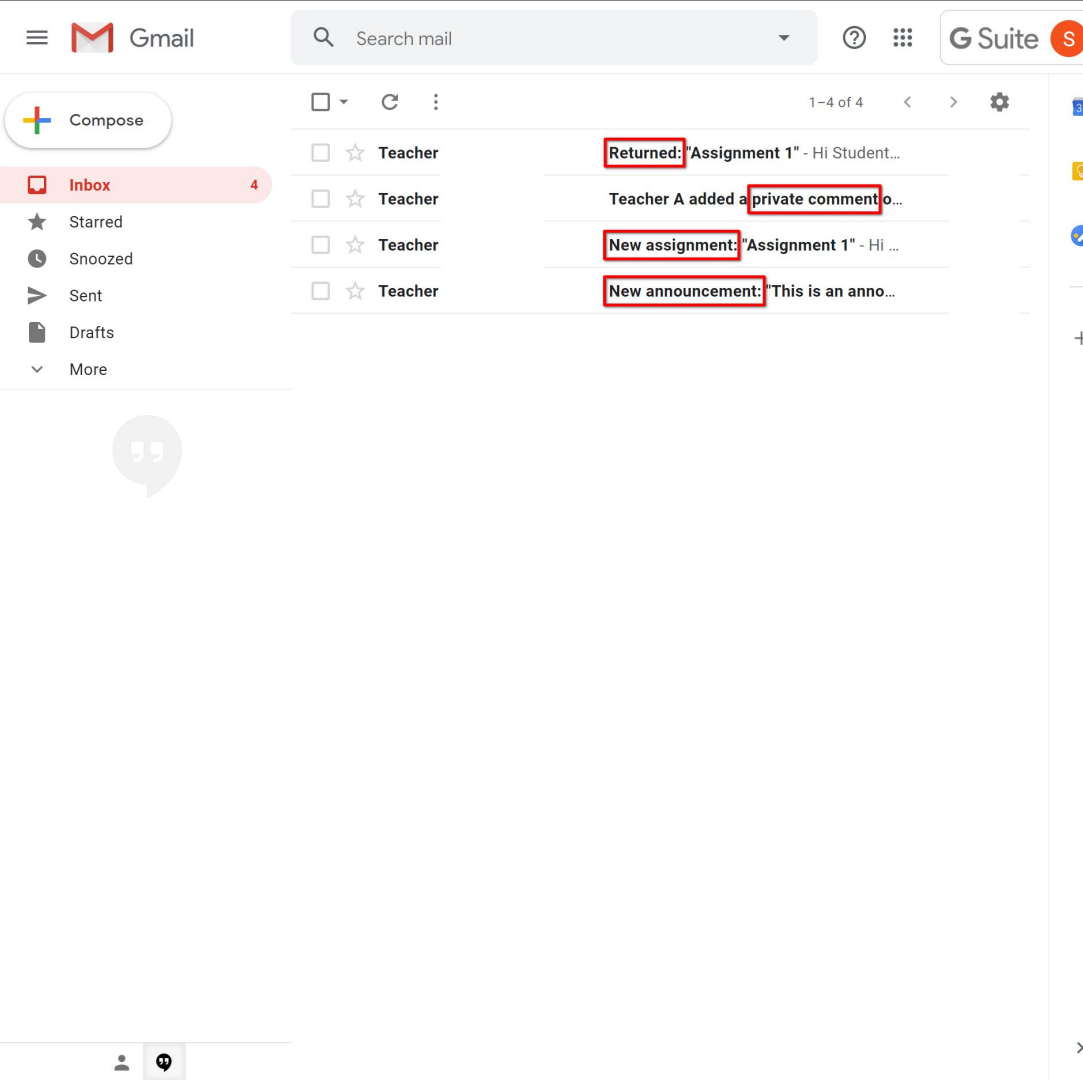   (Any animations, etc. will not play otherwise.)
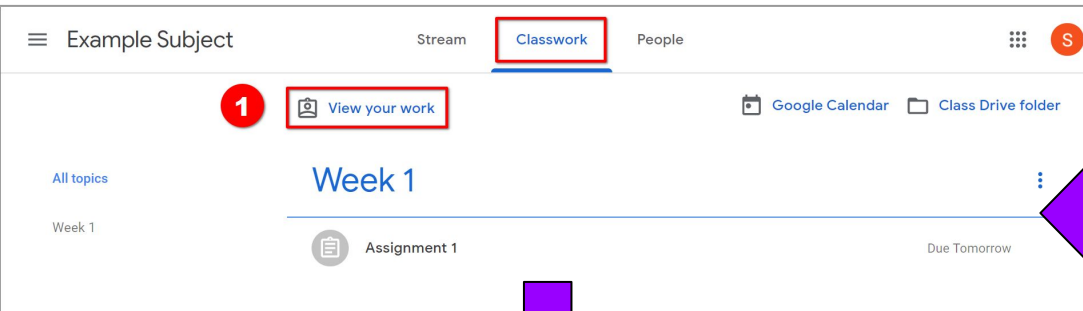
11. "View your work"

Back on the "Classwork" page:

- **(1)** **Click** "View your work".

- **(2)** The status of work is shown.
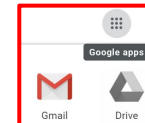
12. Notifications / Email

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

2. Editing PDF Files (using "Kami")

13. Editing Special Files*

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

1. Editing Word (.docx) Files

- **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: **9** 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>, *reload* the page (F5) to see changes. **11** Check the file (or *Add*). **12** *"Turn in".*