

## Welcome to Classroom

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# <u>Classroom</u>

كانت جوجل قد أطلقت خدمة جديدة في يوليوز الماضي وهي المنصة التعليمية (Classroom، والتي توفر العديد من التطبيقات التعليمية ضمن الصفوف الافتراضية . و كانت الخدمة عند انطلاقتها تحتاج إلى تسجيل أولي لتجربتها ، و رغم ذلك فقد قام أكثر من 100 ألف مدرس من 45 بلد حول العالم بالتسجيل و الاستفادة منها ، لكن المستجد اليوم هو أن googleقامت بفتح الخدمة لكافة مستخدمي تطبيقات جوجل. خدمة جوجل هذه متاحة بـ 42 لغة مختلفة بما فيها اللغة العربية وتعمل على الهواتف الذكية والأجهزة اللوحية إضافة للحواسب الشخصية



• سهولة الإعداد

فيمكن للمعلمين إضافة الطلاب مباشرة أو مشاركةً أحد الرموز مع فصولهم للانضمام إلى التطبيق و يستغرق الأمر دقيقة واحدة فقط للإعداد.

•توفير الوقت

يتيح سير عمل الواجبات الإلكتروني والبسيط للمعلمين إنشاء الواجبات ومراجعتها ووضع الدرجات بسرعة، كل ذلك في مكان واحد. تحسين مستوى النظام

يستطيع الطلاب رؤية كل الواجبات والمهام على صفحة الواجبات الدراسية، كما يتم حفظ جميع المواد الدراسية في مجلدات على Google Drive تلقائيًا.

•تعزيز التواصل

يسمح Classroom للمعلمين بإرسال إشعارات وبدء المناقشات الدراسية على الفور. ويمكن للطلاب مشاركة الموارد مع بعضهم أو الإجابة عن الأسئلة المطروحة.

الأمان ومحدودية التكلفة

لا يحتوي على إعلانات ولا يستخدم المحتوى المتعلق بك أو بيانات الطالب لأغراض الدعاية، كما أنه متاح مجانا للمدارس.

## **Getting started does not take many long steps**

you only need: 1-Access the Google Classroom platform from this hyperlink <u>https://classroom.google.com</u>, or by writing in google search (google classroom)

2- you sign in with your Gmail you will see the platform's main board.

#### **G Suite for Education accounts**

For teachers with a G Suite for Education account, Classroom has the following size limitations for each class:

•Maximum number of teachers: 20

•Maximum number of members students: 1,000

#### **Classroom limits with a personal Google Account**

Class size (teachers and students)	250

## 1-Go to classroom.google.com and click Sign In.



2-Enter your G Suite for Education username or your personal Google Account username and click Next.

Remember: Your G Suite for Education username might look like *you@yourschool.edu.* Your personal account username might look like *you@example.com*.



## **3-Enter your password and click Sign in.**

			×
	Google		
	Sign in		

### 4-If there is a welcome message, read it and click Accept.

	_ □	×
Google		
Accept		
-		

## 5-If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher



## 6- Click Get Started.



## teacher

## Create a class

1.Go to <u>classroom.google.com</u>.

2.Click Add + Create class.



### **3-Enter the class name.**

1.(Optional) Enter text, such as grade level or class time.

2.(Optional) Enter a subject or click one from the list that appears when you enter text.

**3.Click Create.** 

Next steps: Classroom automatically creates a class code when you create a new class. You use it to <u>invite students</u> to the class. If you want, you can <u>change the</u> <u>class theme</u> and <u>display a profile photo</u>. You can archive a class if you no longer need it



Go to the

classroom Drive

folder

Activate Windows Go to Settings to activate Windows.

### Change the class theme

After you create a class, you can change the default image or color pattern that's displayed at the top of the class stream. Only a teacher can change the theme.

#### Choose a different theme image from the gallery

1.Go to classroom.google.com



2.Click the class and at the bottom of the image, click Select

- Drag a photo from your computer to the middle of the screen.
- Click Select a photo from your computer, choose the image you want to use for your class, and click Open.

3.Choose an option:

•Select an image from the gallery and then click Select class theme.

•Click Patterns, select a color and pattern, and click Select class theme.













## Add class information

1.Go to <u>classroom.google.com</u>.2.Click the class> About.



The class name is automatically entered.



3-(Optional) Add a class description or location.
Note: If you leave either of these fields blank, they won't appear in the student view of the page.

4-Click Save.

## Add resource materials

**1.Under the class information, click Add class materials and enter a title.** 

2.You can add multiple resources under a single title or add them separately with specific names.

#### 1.To attach a file, Google Drive item, YouTube video, or link, click the appropriate icon.

2.Locate and select the relevant item and click Add. To attach a link, enter or paste the link and click Add. If you decide that you don't need the attachment, click

Remove next to it.

#### **3.Click Post.**

Your email address and a link to the Google Drive folder for the class are automatically included in each item you add to the resource page and can't be changed.

## **Invite co-teachers or groups of co-teachers**

1.Go to <u>classroom.google.com</u>.

2.Click the class you want to add co-teachers or groups to.

3.At the top, click **About**.



4.You can invite individual teachers or a group. Enter the teacher's or group's email address. As you enter text, an autocomplete list might appear.

5.From the Search results, click a teacher or group or click Add recipient.

## Remove a teacher from a class

#### 1.Go to classroom.google.com.

2.Click the class you want to remove a teacher from. 3.At the top, click About.

4.Next to the teacher's name, click More > Remove from class.



**5.Click Remove to confirm.** 



## Invite students or groups of students

1.Go to <u>classroom.google.com</u>.

2.Click the class you want to add students or groups to.3.At the top, click **Students > Invite Students**.



4. You can invite individual students or a group. Enter the student's or group's email address. As you enter text, an autocomplete list might appear.

5. From the **Search results**, click a student or group or click **Add recipient**.

6.(Optional) To invite more students or groups, repeat steps 4-5.

7.Click Invite.

### Invite students from outside the school domain

You can invite students from outside your school's or organization's domain if your school's IT administrator has enabled the setting. Contact an administrator for help.

If the setting is enabled, you can invite students from other domains the same way you invite people from your domain. See <u>Invite students or groups of</u> <u>students</u> or <u>Give students a code to add themselves</u>.

If you're an administrator, see <u>Configure class settings</u> to turn the setting on or off.

If students have a problem using the class code, you can reset it. You can also disable the code.

1.Go to <u>classroom.google.com</u>.

2.Click the class > **Students**. The class code is on the left.

3.Click the code > **Reset** or **Disable**.

4.(Optional) To enable a disabled code, click the code > **Enable**.

### Archive a class

1.Go to <u>classroom.google.com</u>.2.On the class card, click More > Archive.



3.Click Archive to confirm.

#### View an archived class

1.Go to <u>classroom.google.com</u>.

2.At the top, click Menu



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3.Scroll down and click Archived classes.



4.Select the class you want to view.

#### **Restore an archived class**

1.Scroll down and click **Archived classes**.



2.On the class card, click More



3.Click **Restore** to confirm.

## Delete an archived class

You can't delete a class unless it's archived. You (and students) can still access any files in Drive after a class is deleted.

1.Go to <u>classroom.google.com</u>.

2.At the top, click Menu =



3.Scroll down and click Archived classes.

4.On the class card, click More  $\rightarrow$  **Delete**.

5.Click **Delete** to confirm.