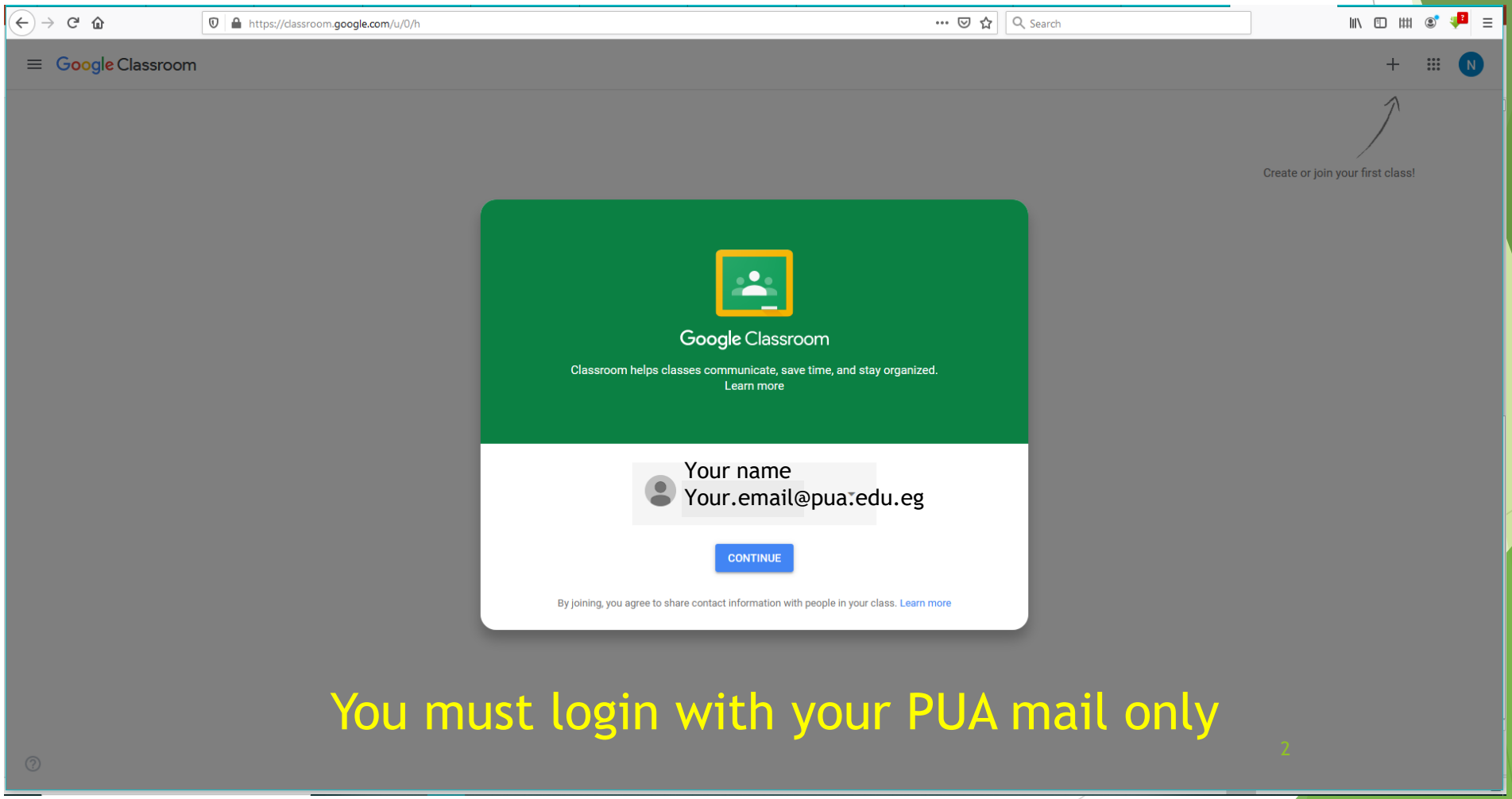
Google Class Room

For Teachers

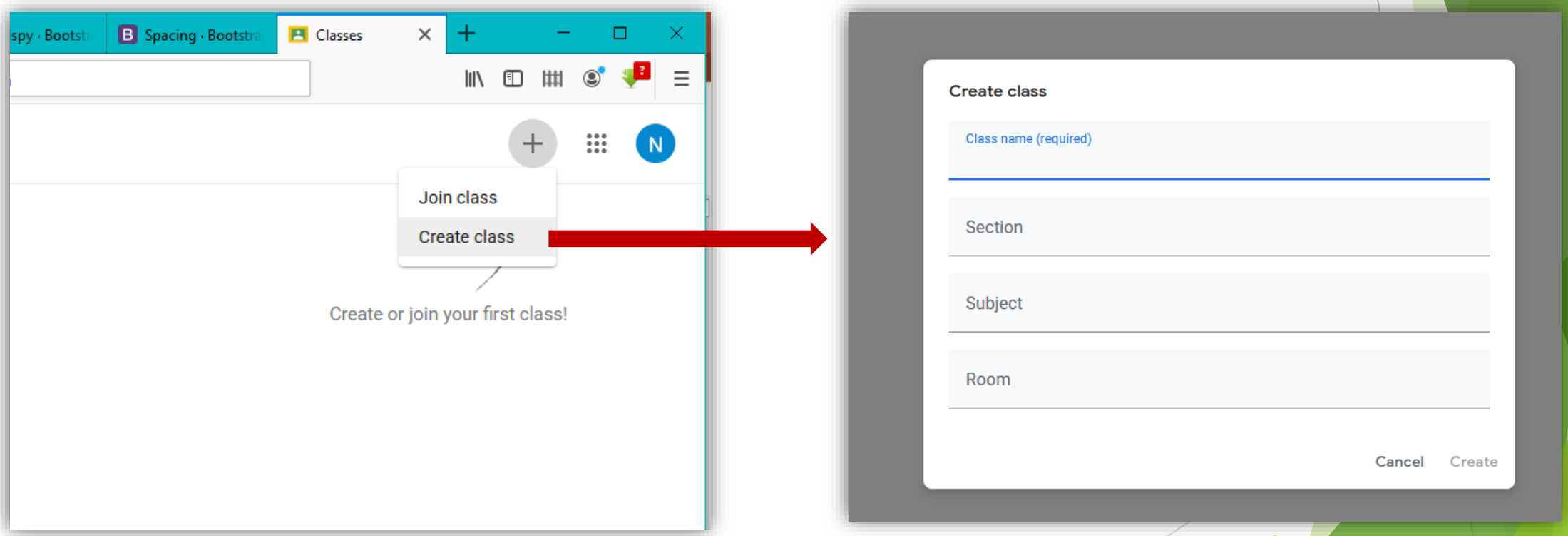
https://classroom.google.com/

Enter your PUA email account to login

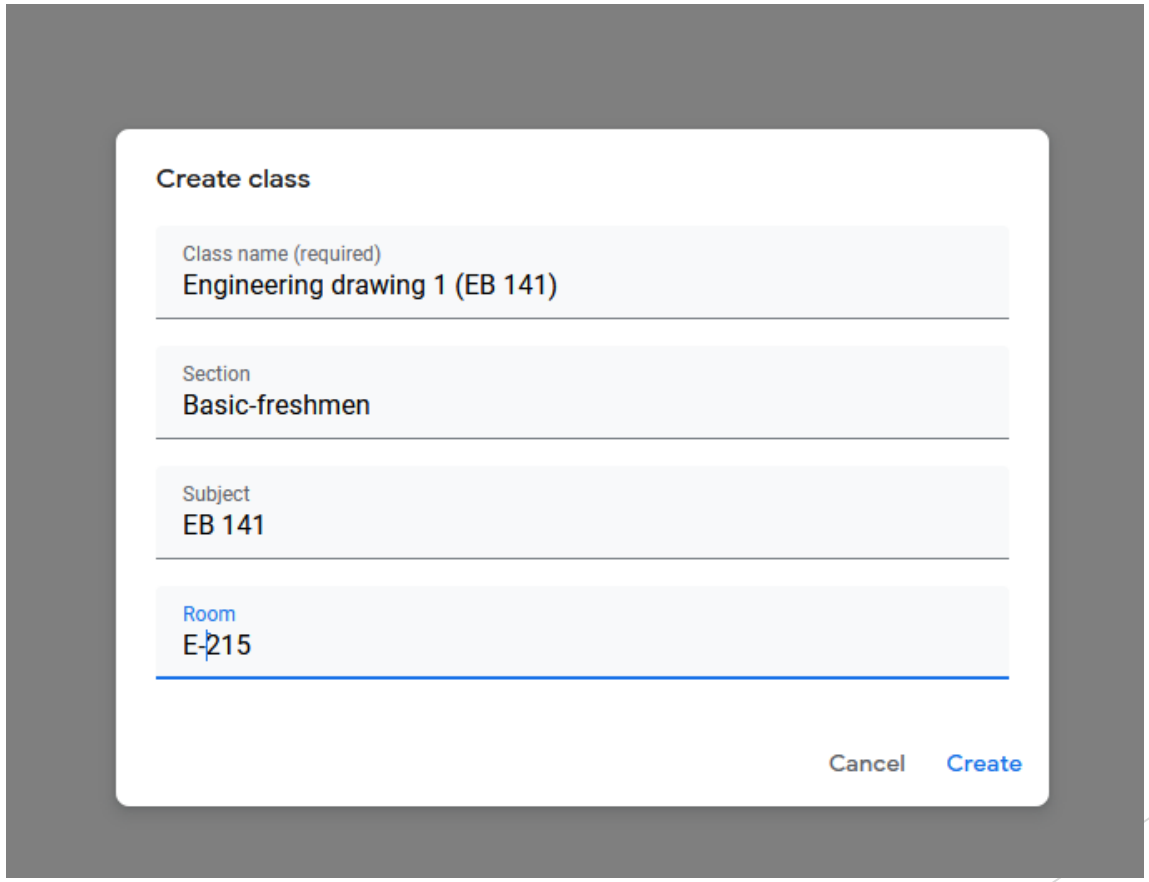


You must login with your PUA mail only

After login you can Create Your first class



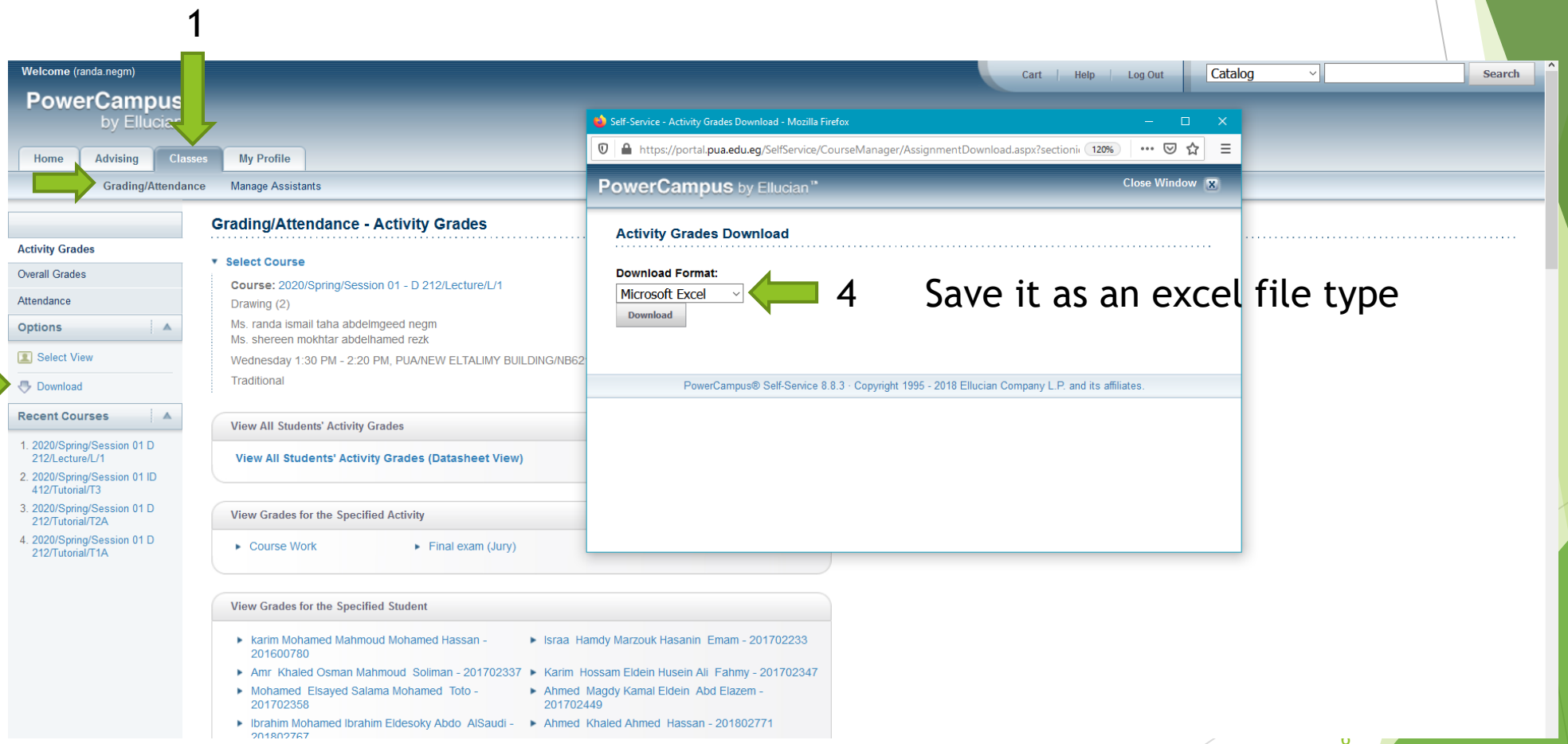
Insert Your course details



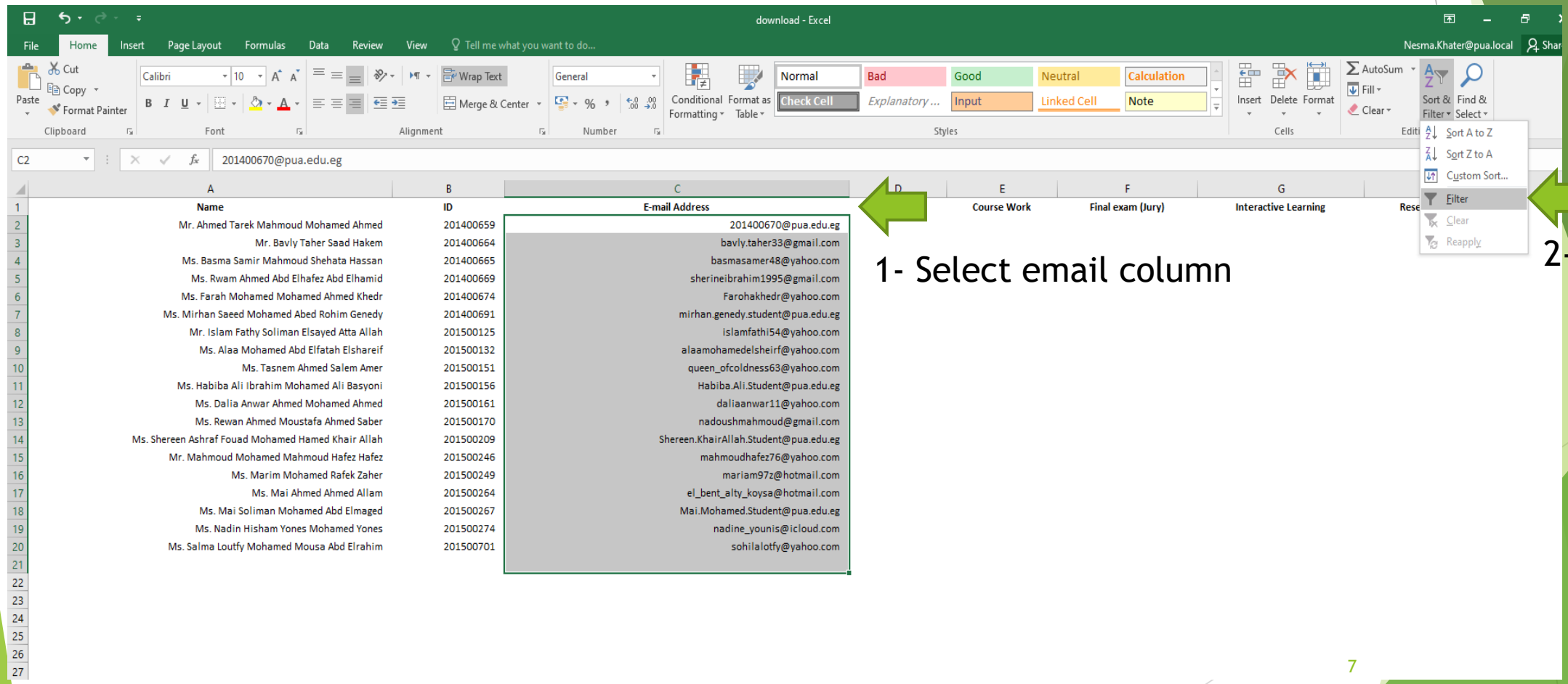
1- How to add your students

- Get students' PUA Emails From Power Campus

A- First step: select your students info from the power campus and save the file as an excel sheet



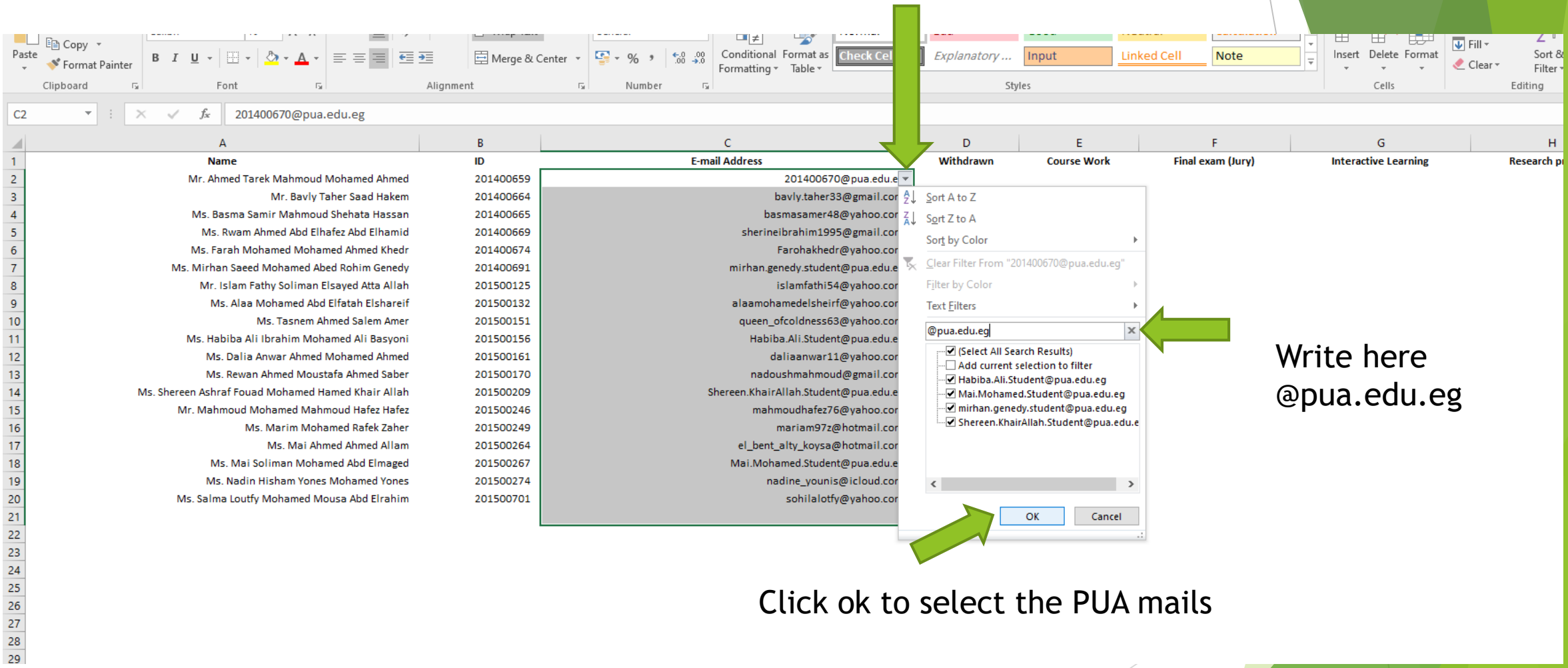
here is the Excel sheet. Please filter the students emails column to select only the PUA mails



1- Select email column

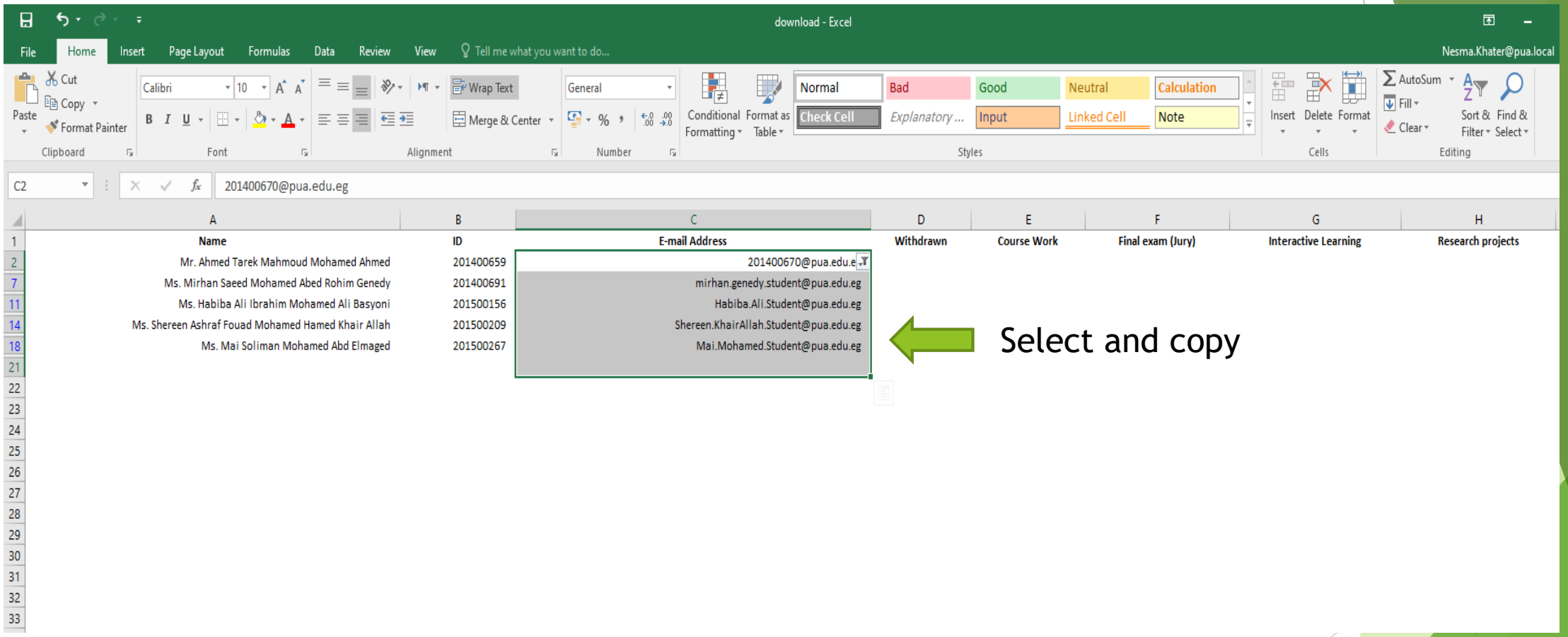
2- use filter tool

This arrow will appear please click on it

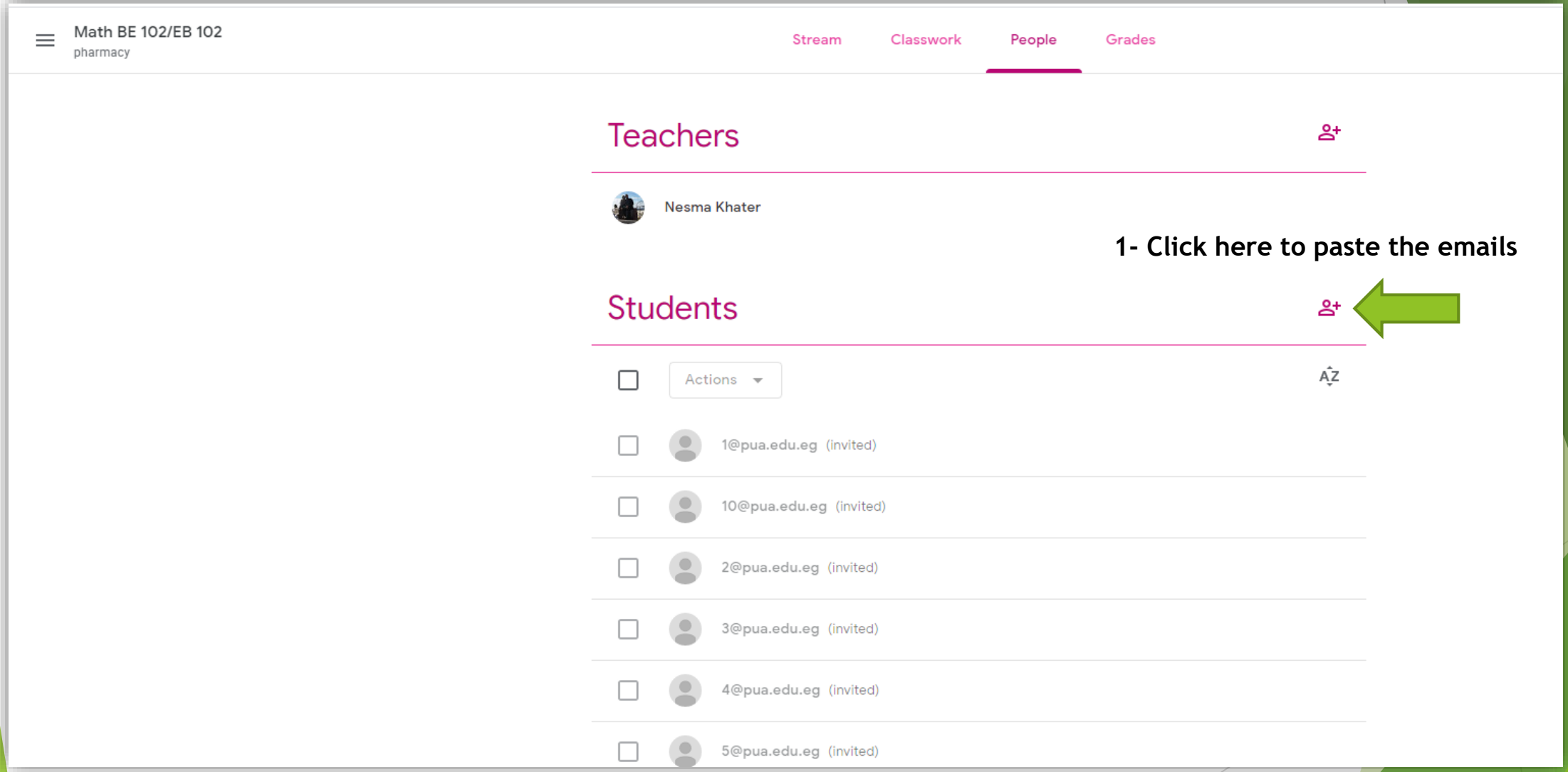


Write here @pua.edu.eg

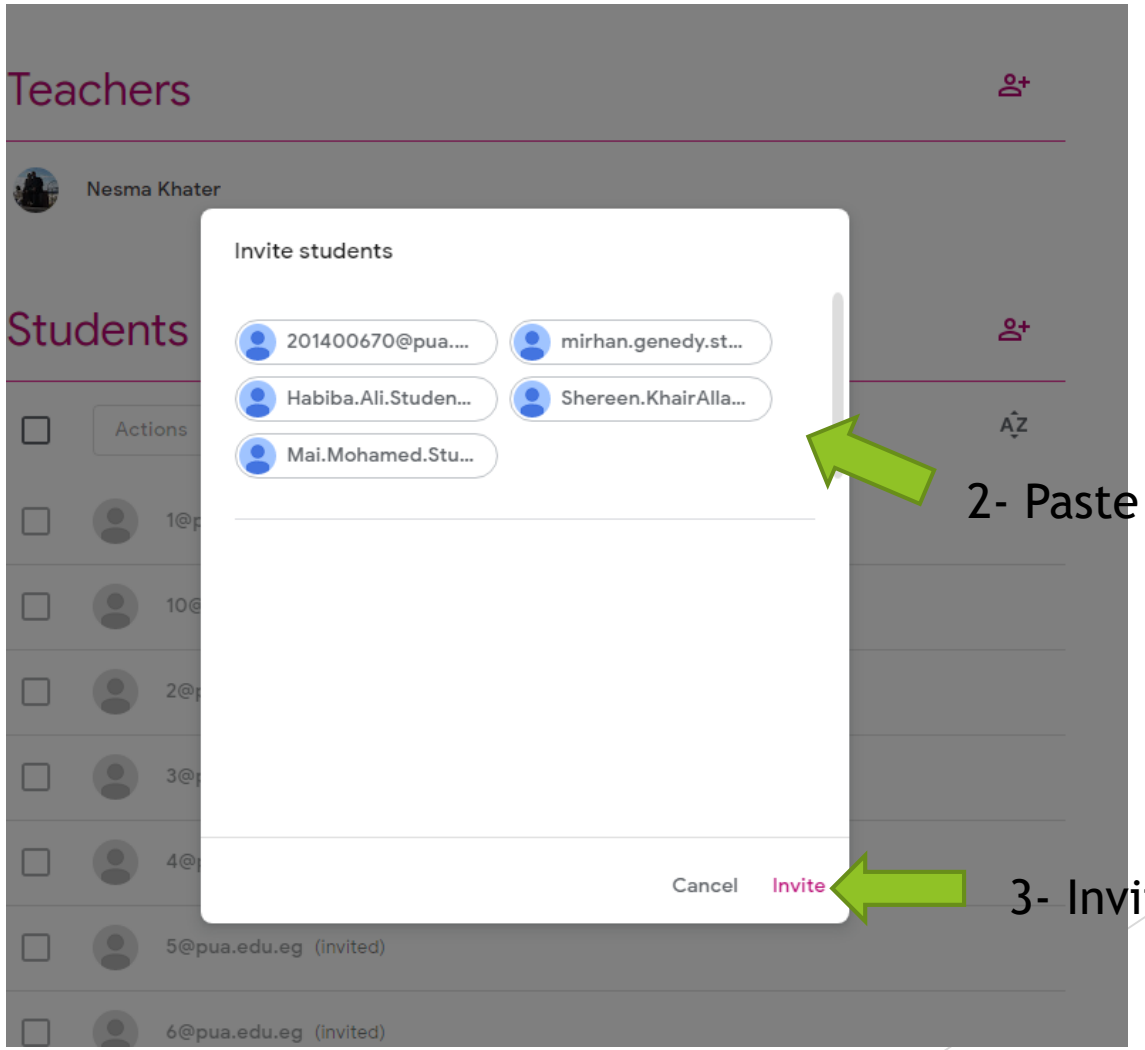
Click ok to select the PUA mails



Select and copy


Math BE 102/EB 102
pharmacy
Stream
Classwork
People
Grades
Teachers
Nesma Khater
1- Click here to paste the emails
Students
Actions
1@pua.edu.eg (invited)
10@pua.edu.eg (invited)
2@pua.edu.eg (invited)
3@pua.edu.eg (invited)
4@pua.edu.eg (invited)
5@pua.edu.eg (invited)

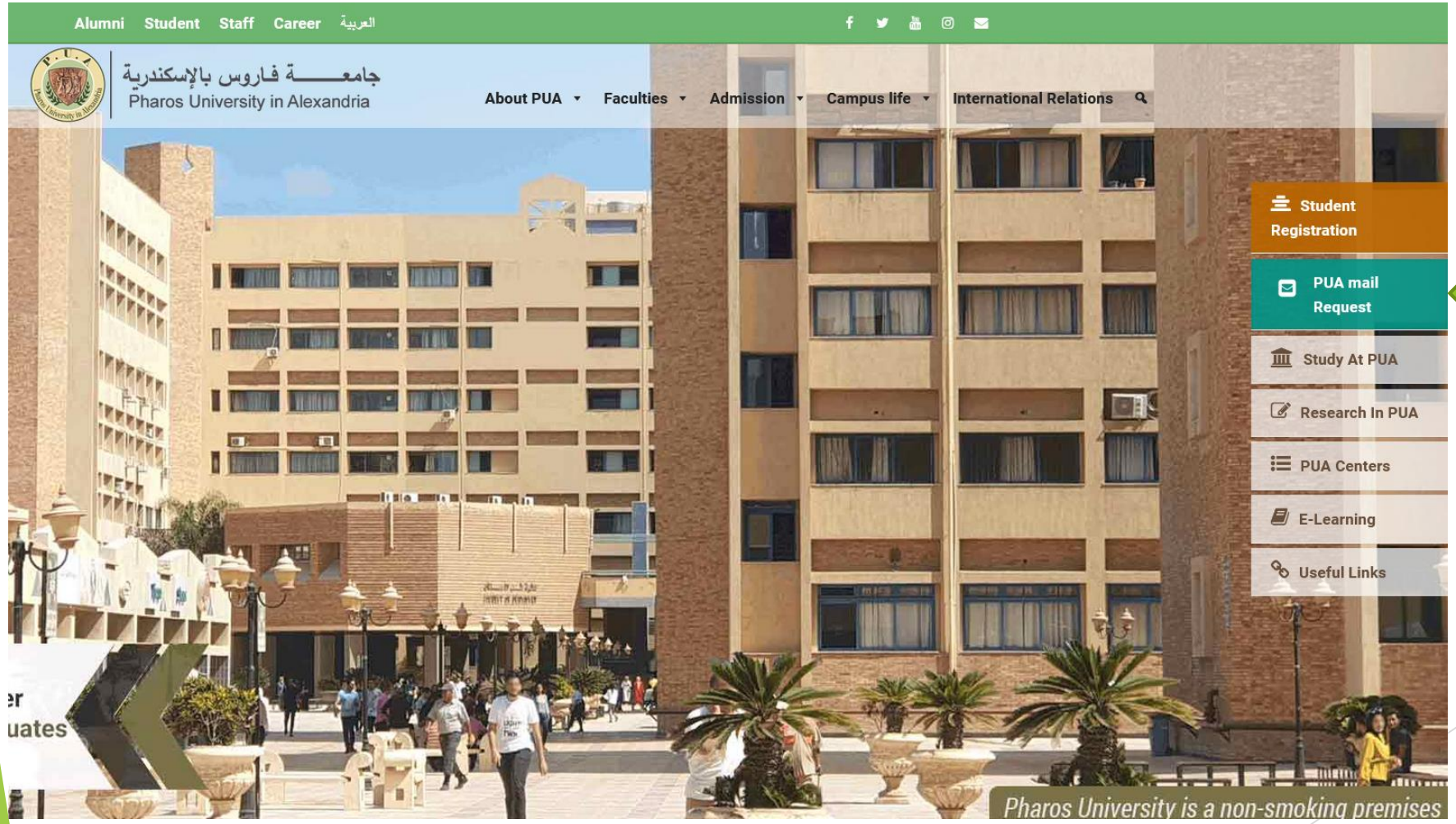
B- second step: past here



Send mails to students which have other emails (Gmail – yahoo …)

To Fill PUA mail Request from PUA website As below

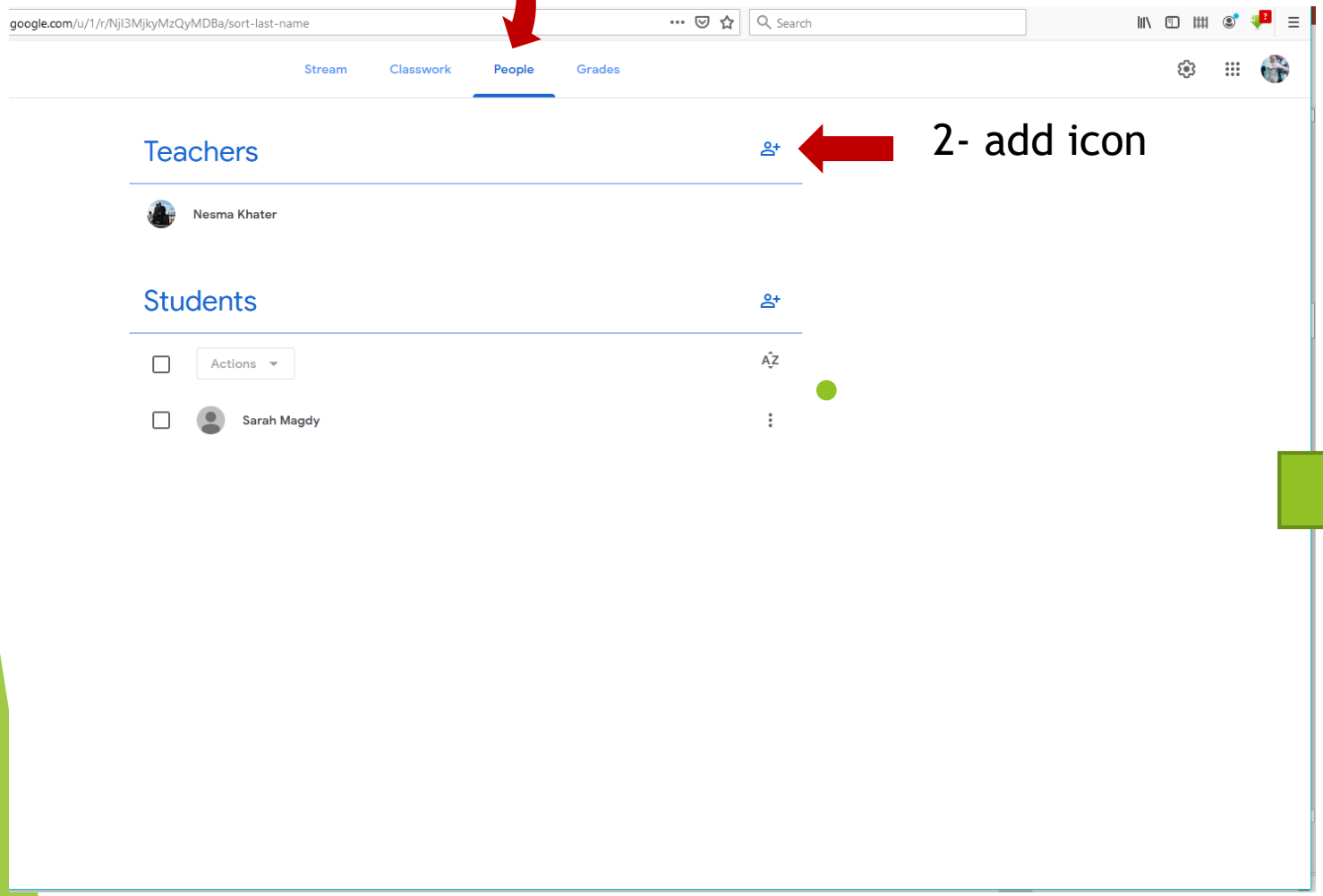
PUA mail form for students



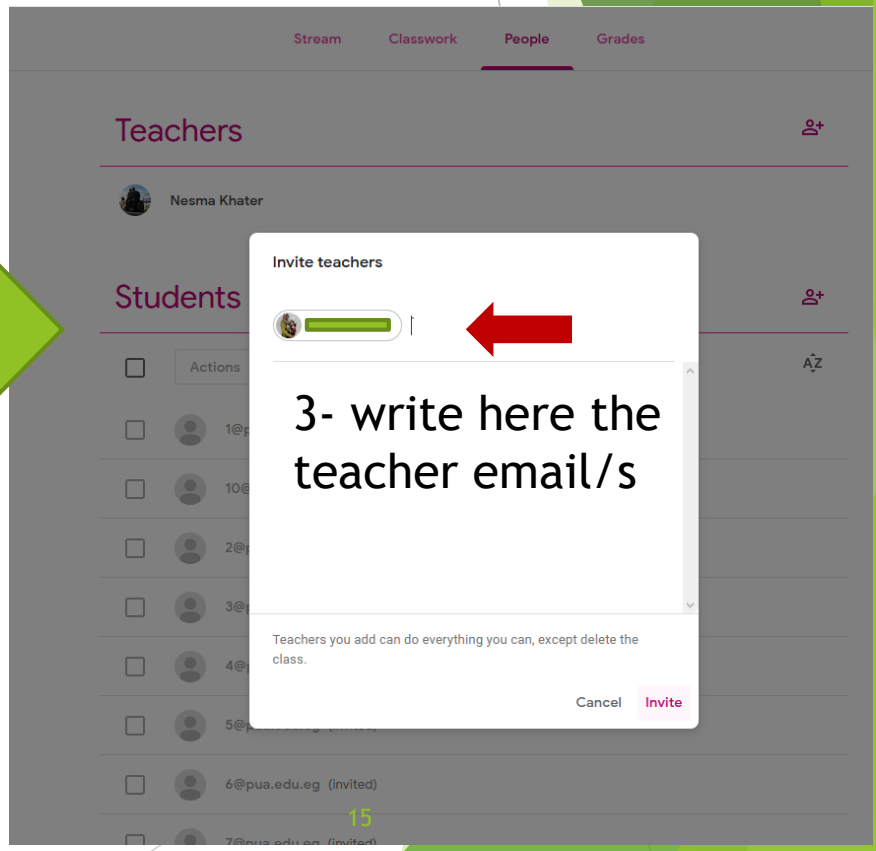
2- How to Add Teachers by using people tab

To Add Assistances and Montadab

1

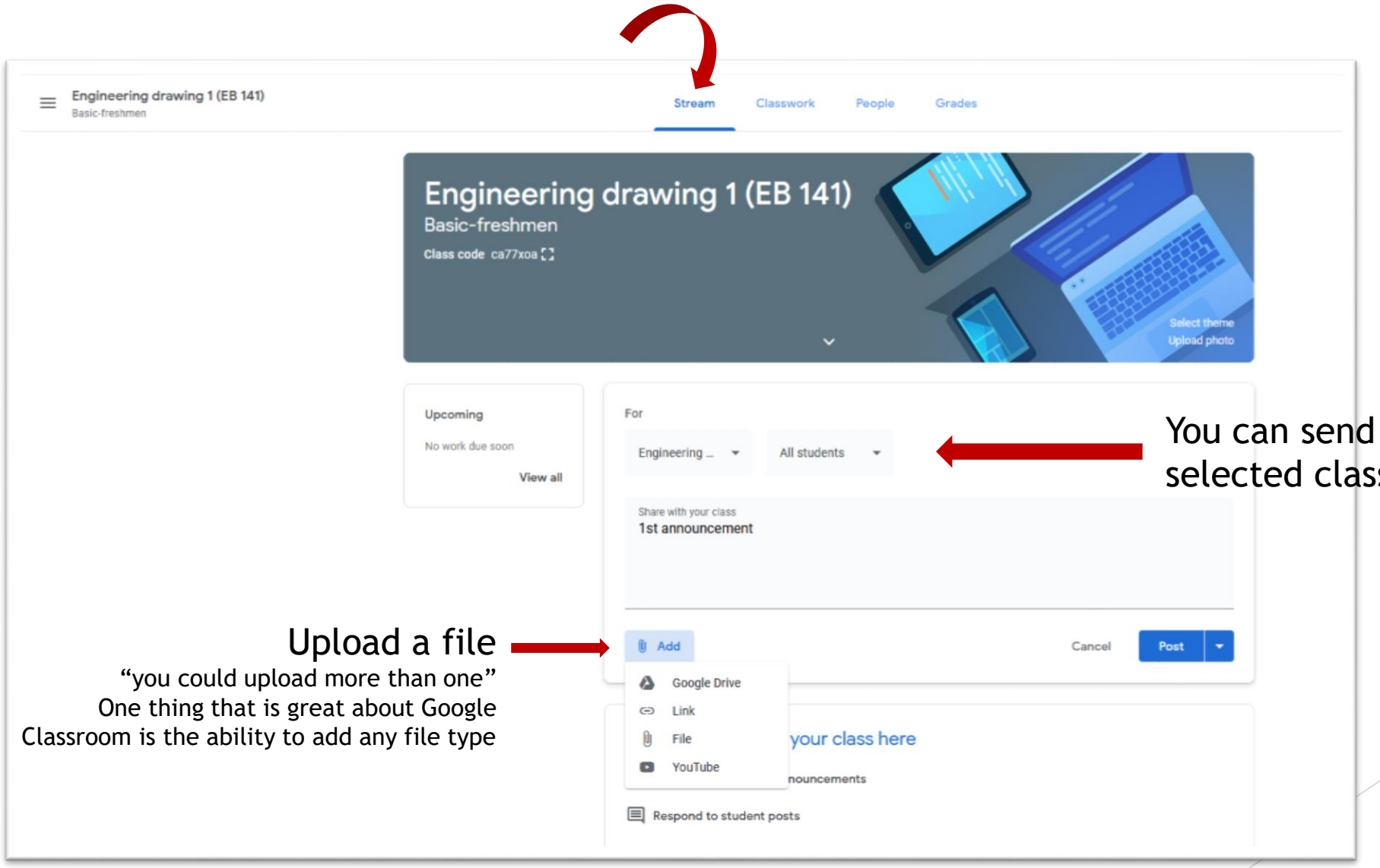

google.com/u/1/r/NjI3MjkyMzQyMDBa/sort-last-name
Search
Stream
Classwork
People
Grades
Teachers
Nesma Khater
Students
Actions
Sarah Magdy

2- add icon


Stream
Classwork
People
Grades
Teachers
Nesma Khater
Students
Actions
Invite teachers
3- write here the teacher email/s
Teachers you add can do everything you can, except delete the class.
Cancel
Invite
6@pua.edu.eg (invited)

3- How to Add Course Material

• Stream tab



You can send an announcement to selected class/s

Upload a file

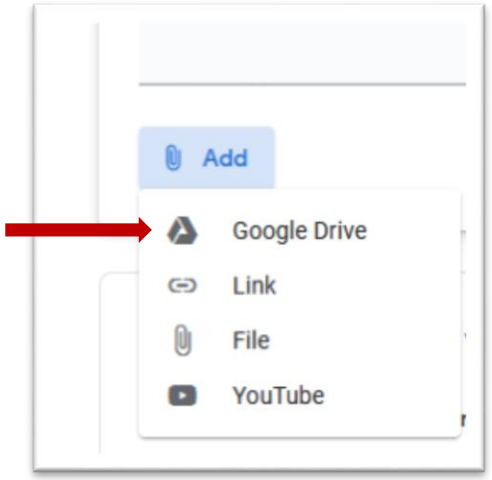
"you could upload more than one"
One thing that is great about Google Classroom is the ability to add any file type

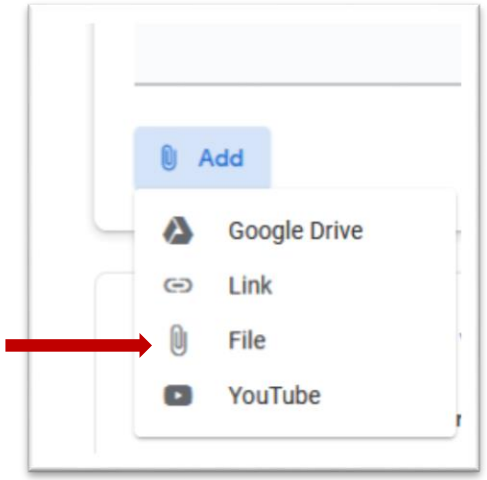
Uploading videos

There are 2 ways to get your video into Google Classroom

There is no file size limit as far as we know

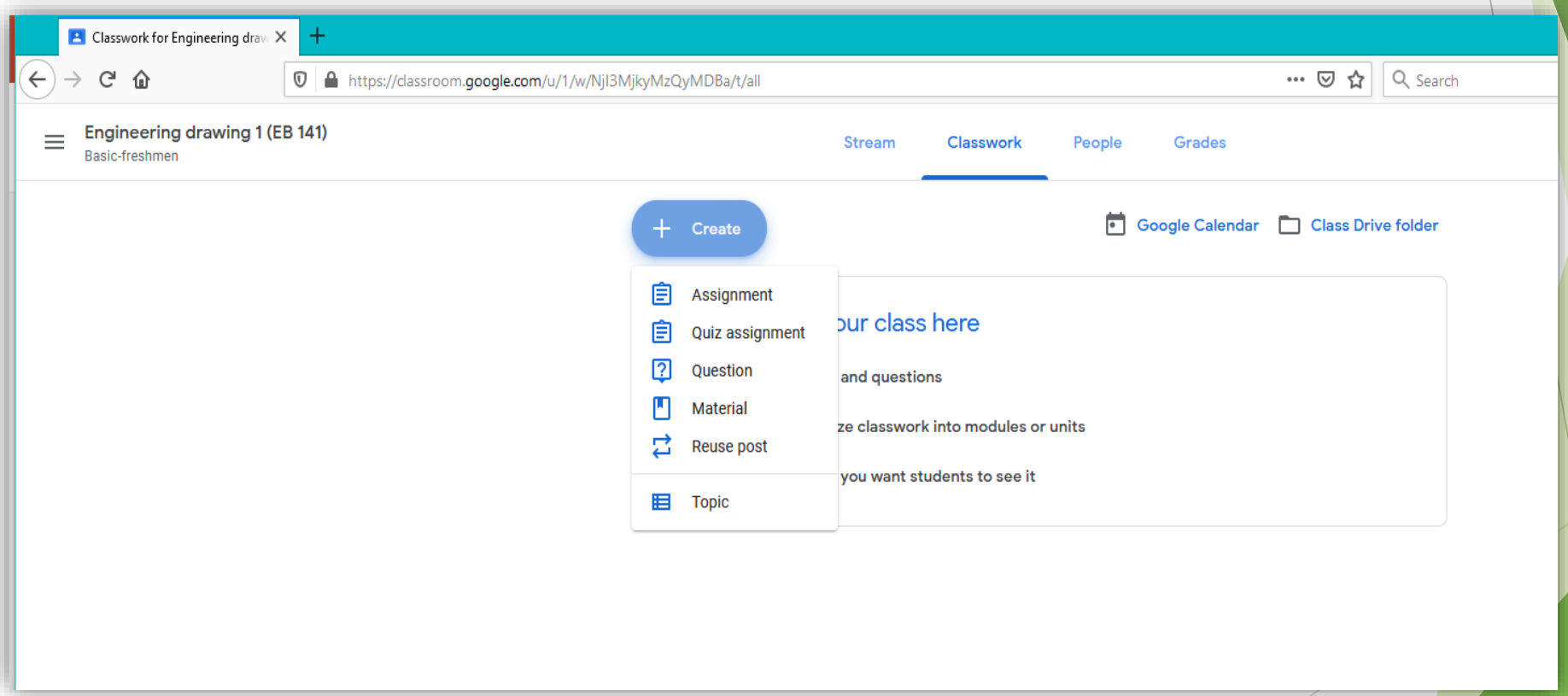
Google Drive or upload file





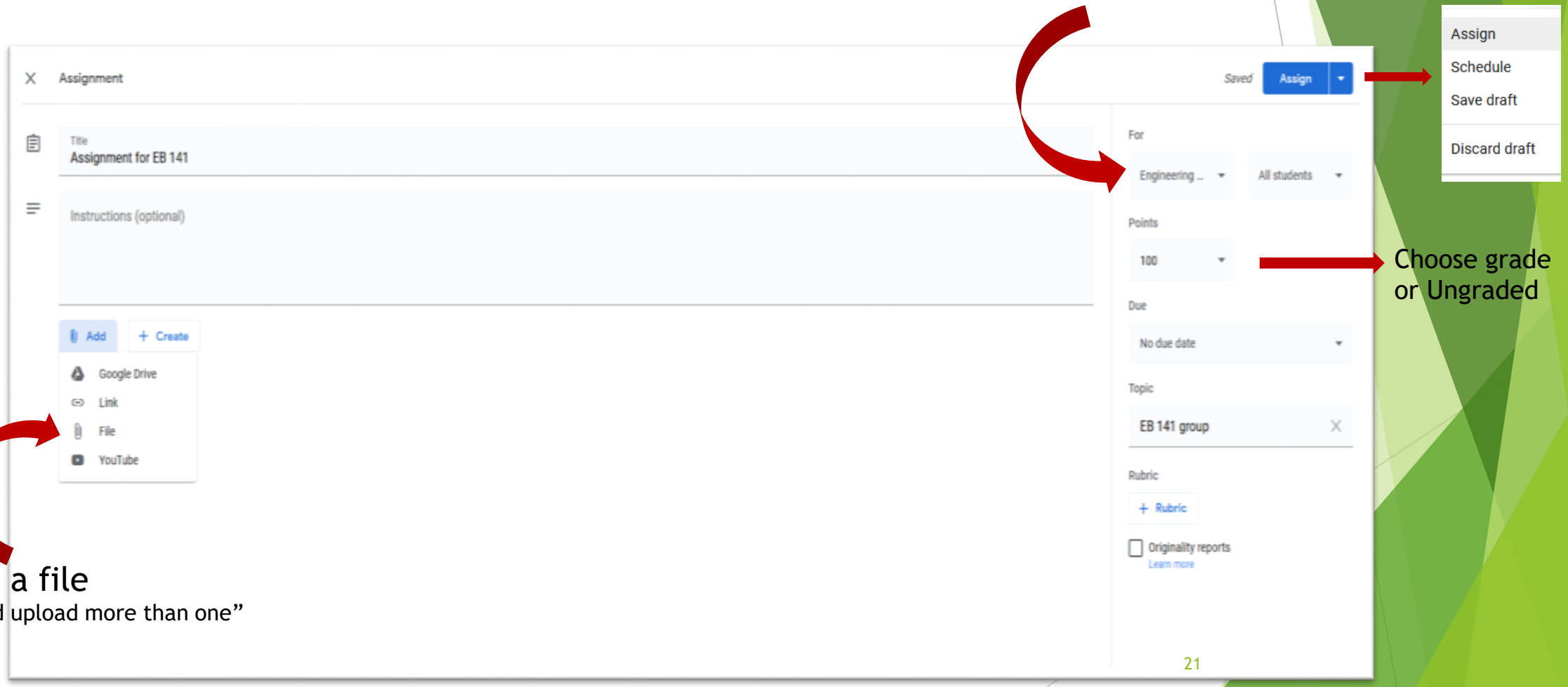
4- How to Create Assignments

- Classwork tab



1- Create assignment

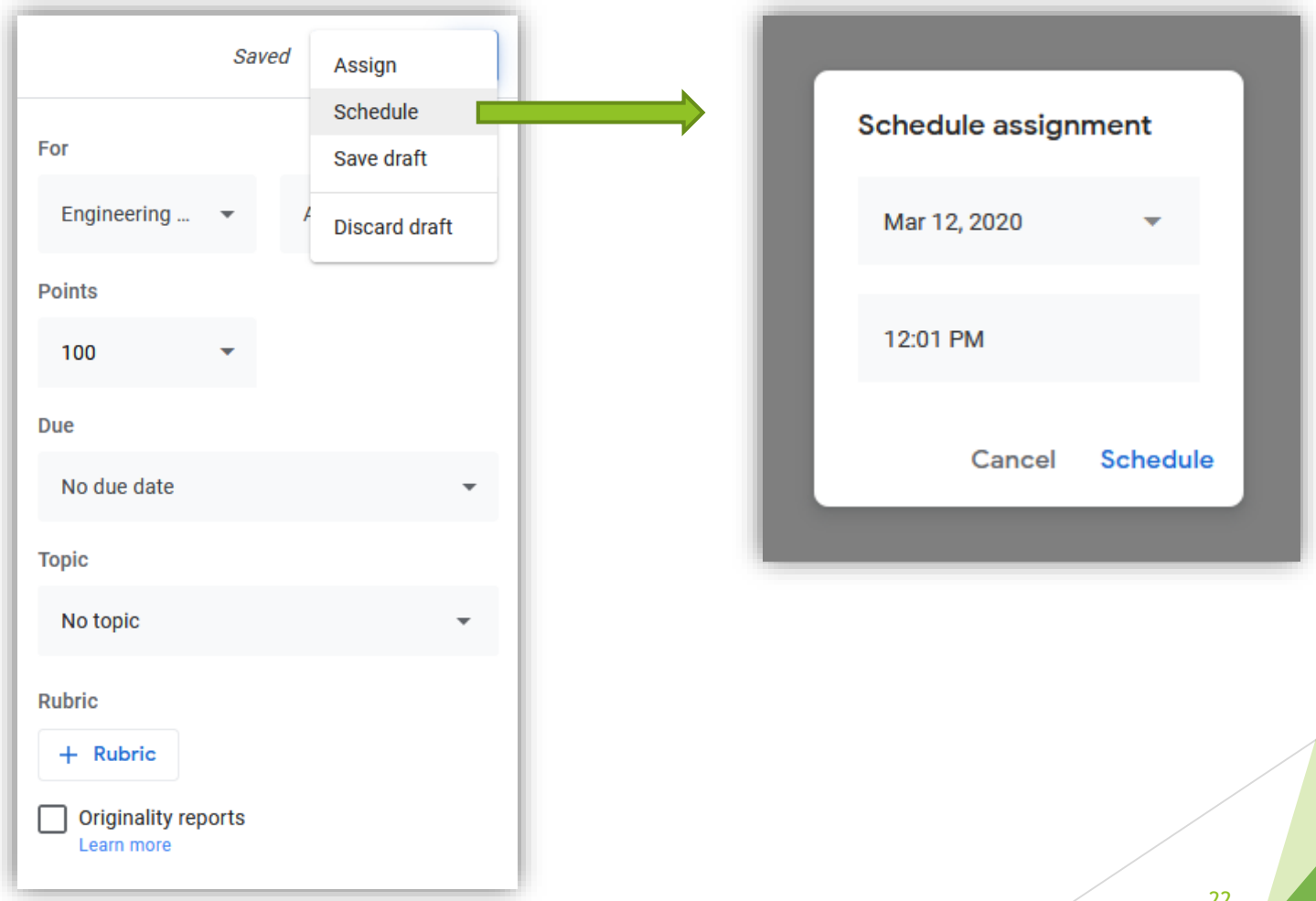
You can choose selected student/s
or selected class/s



Choose grade
or Ungraded

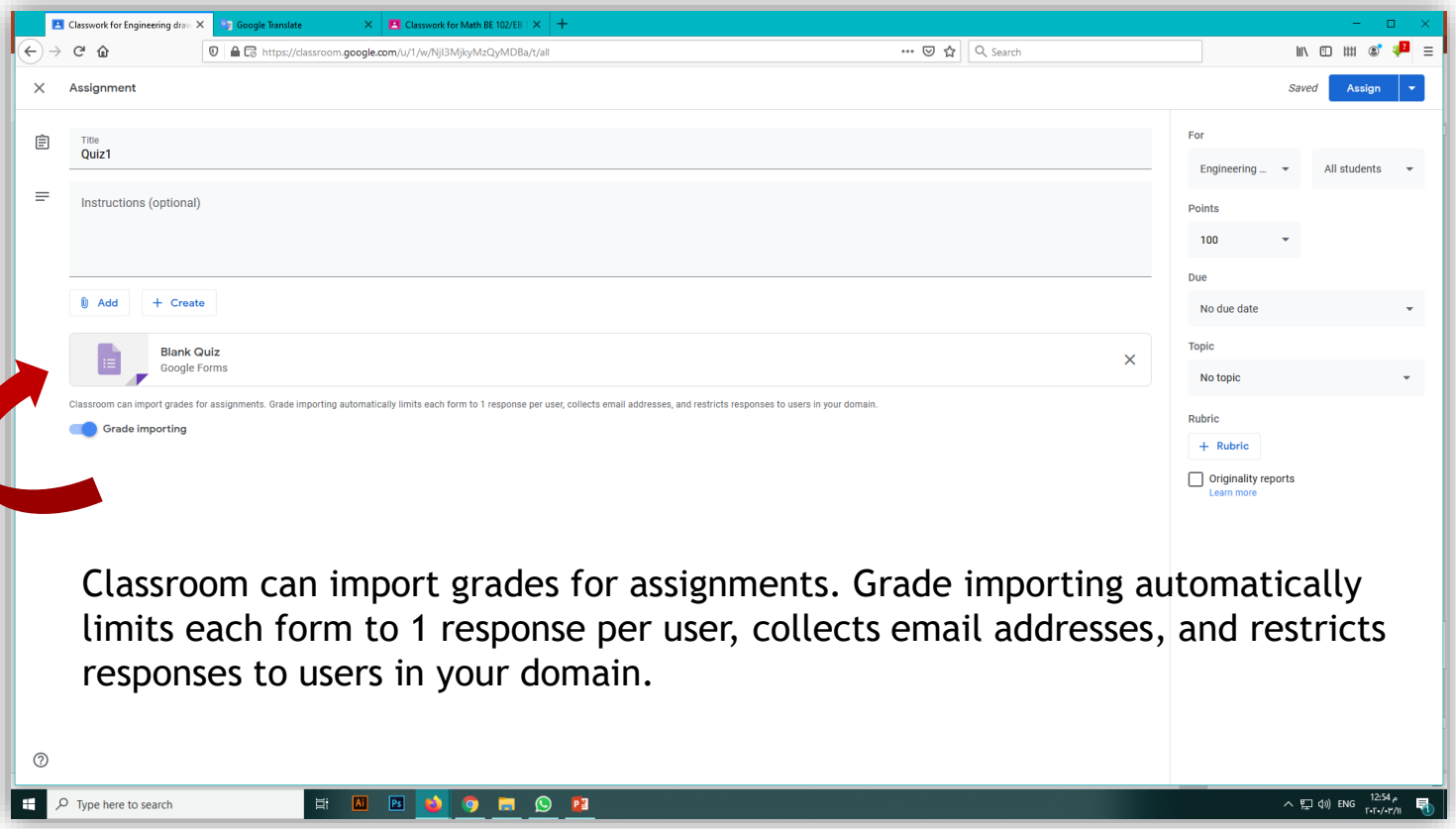
Upload a file
"you could upload more than one"

You could choose a specific time to publish the assignment



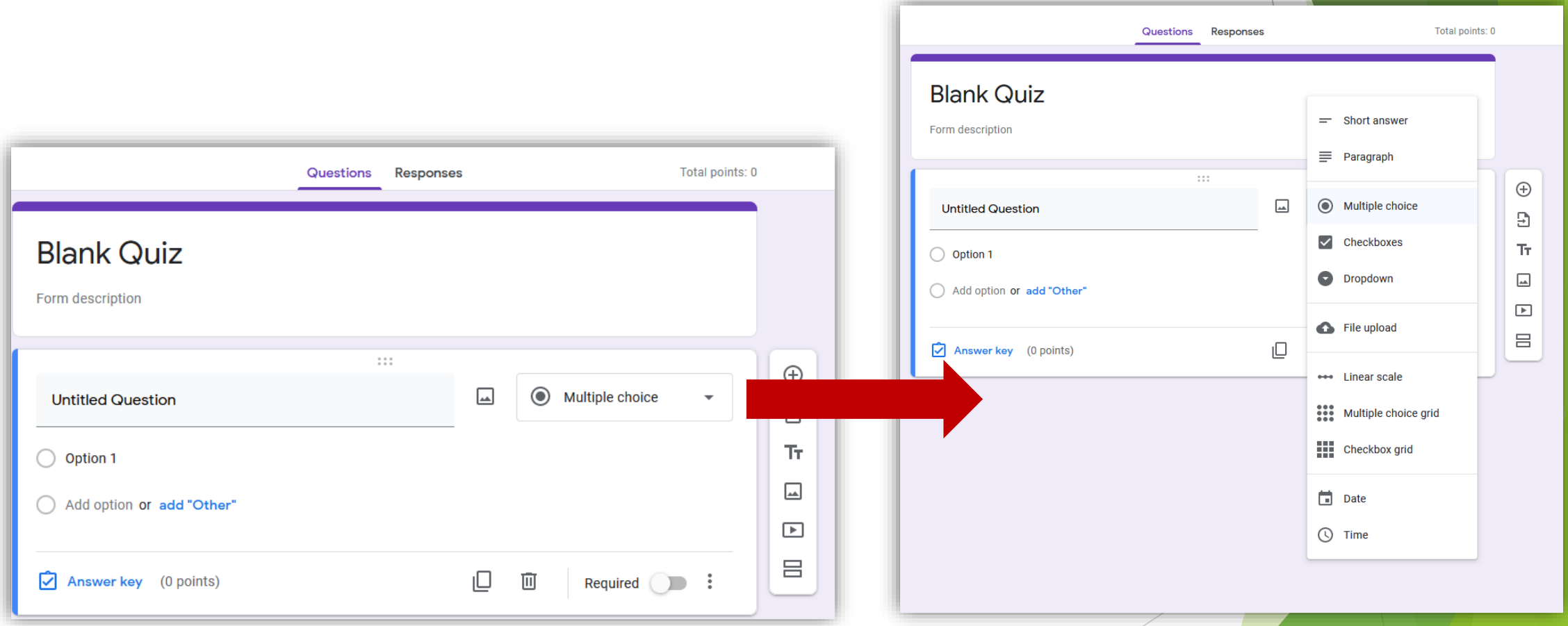
2- Quiz assignment

It creates by default a blank quiz which you can edit or delete it

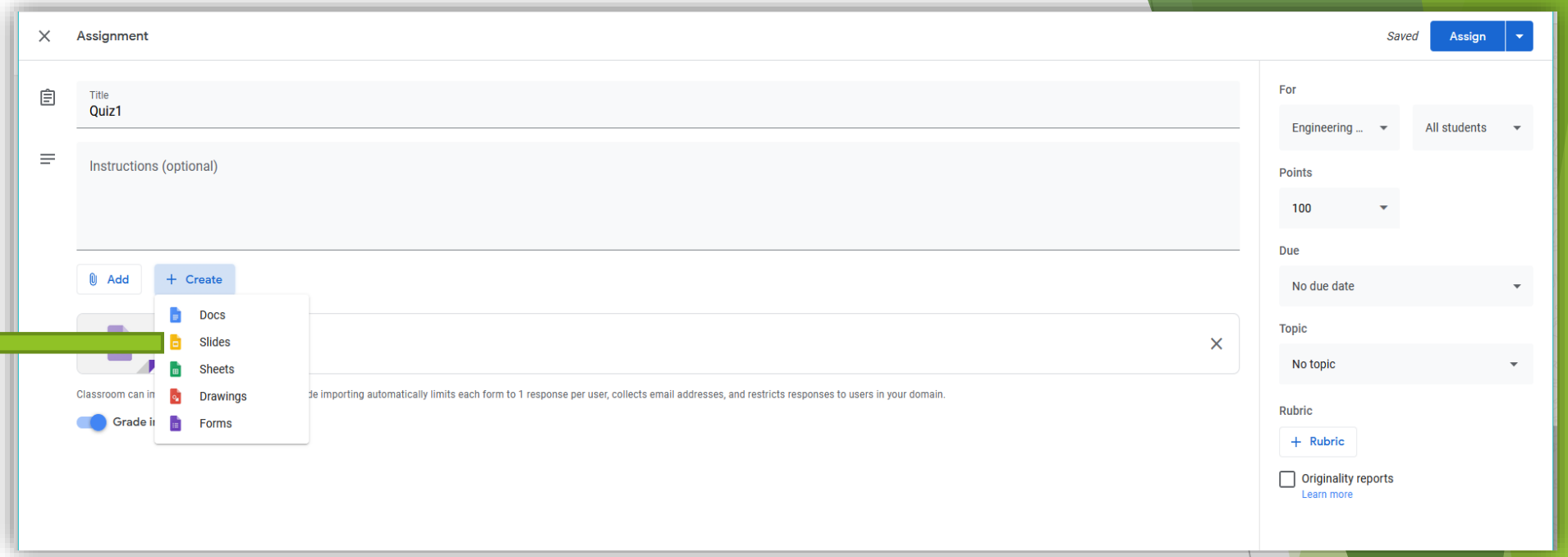


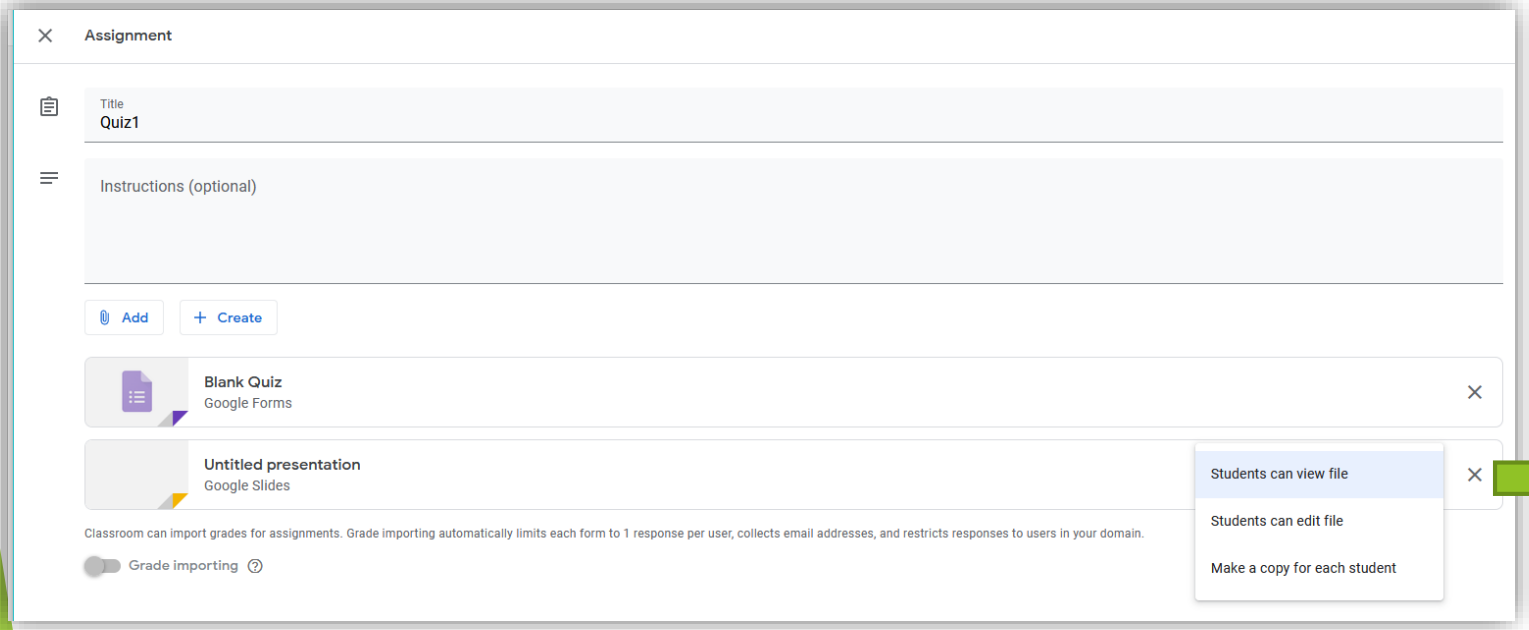
Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

Google form


Questions
Responses
Total points: 0
Blank Quiz
Form description
Untitled Question
Multiple choice
Option 1
Add option or add "Other"
Answer key (0 points)
Required
Short answer
Paragraph
Checkboxes
Dropdown
File upload
Linear scale
Multiple choice grid
Checkbox grid
Date
Time

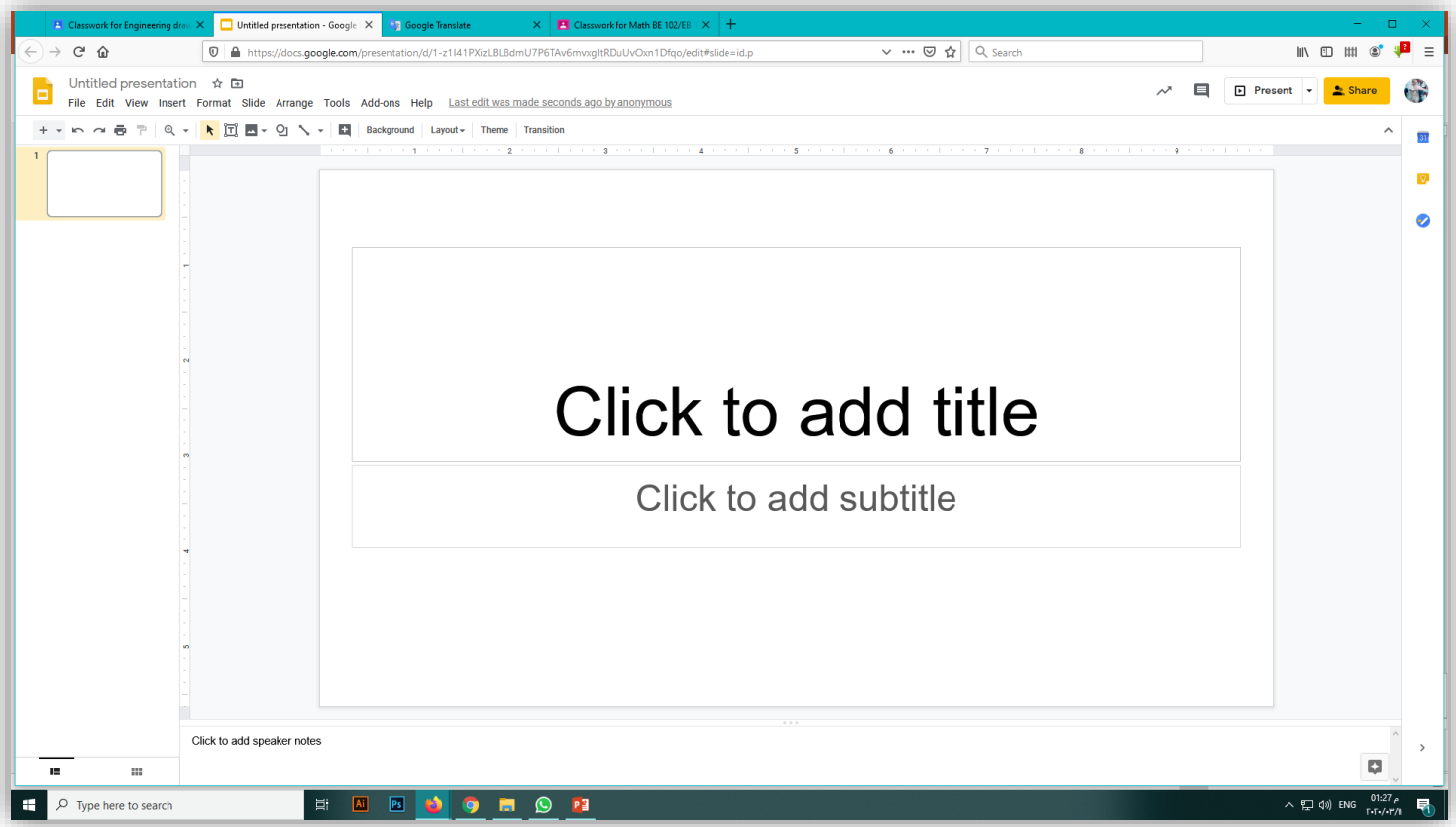
You could add a presentation



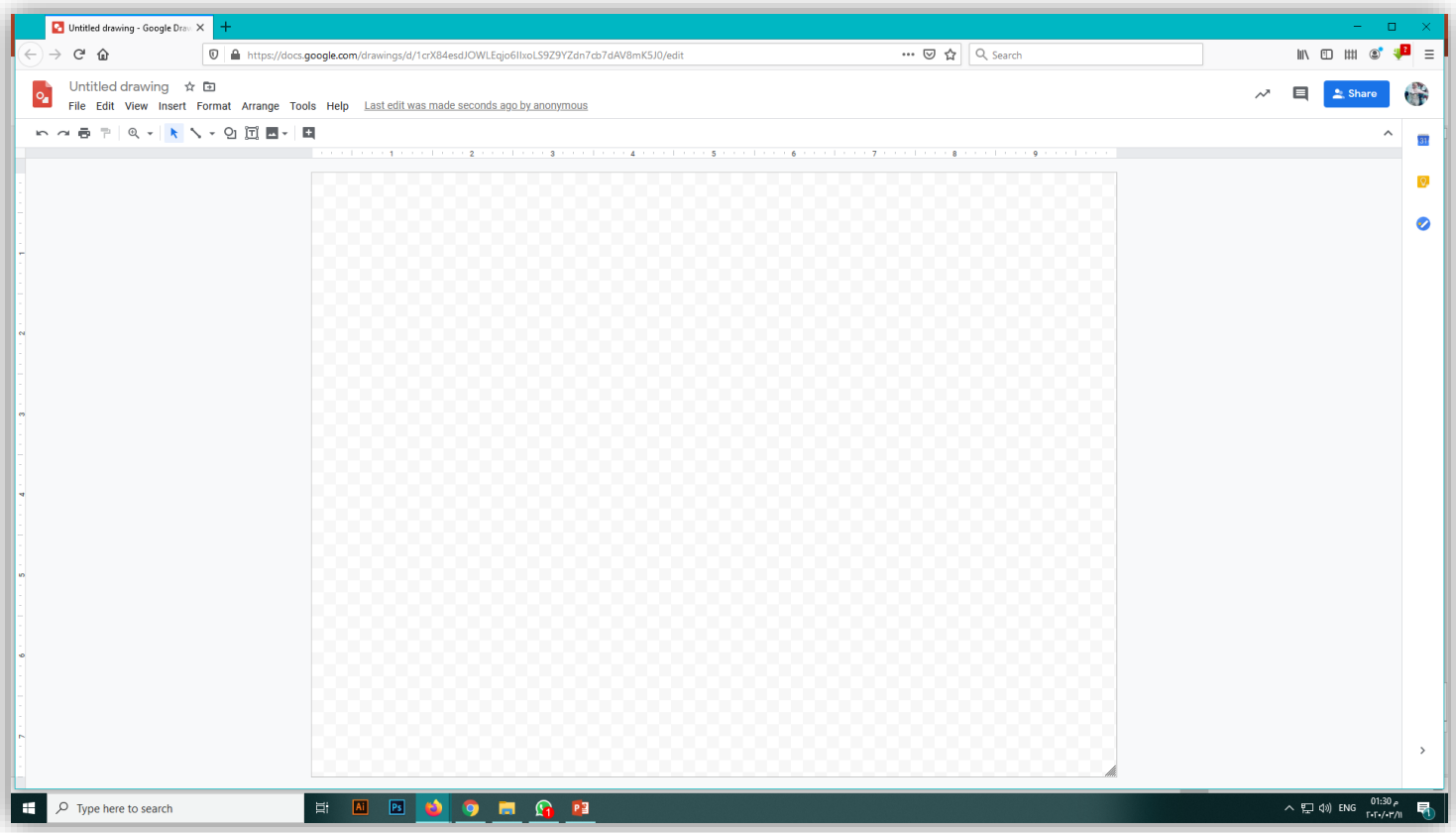


1- Students can view this single file
2- Students can edit the same single file
3- each student will have his own copy

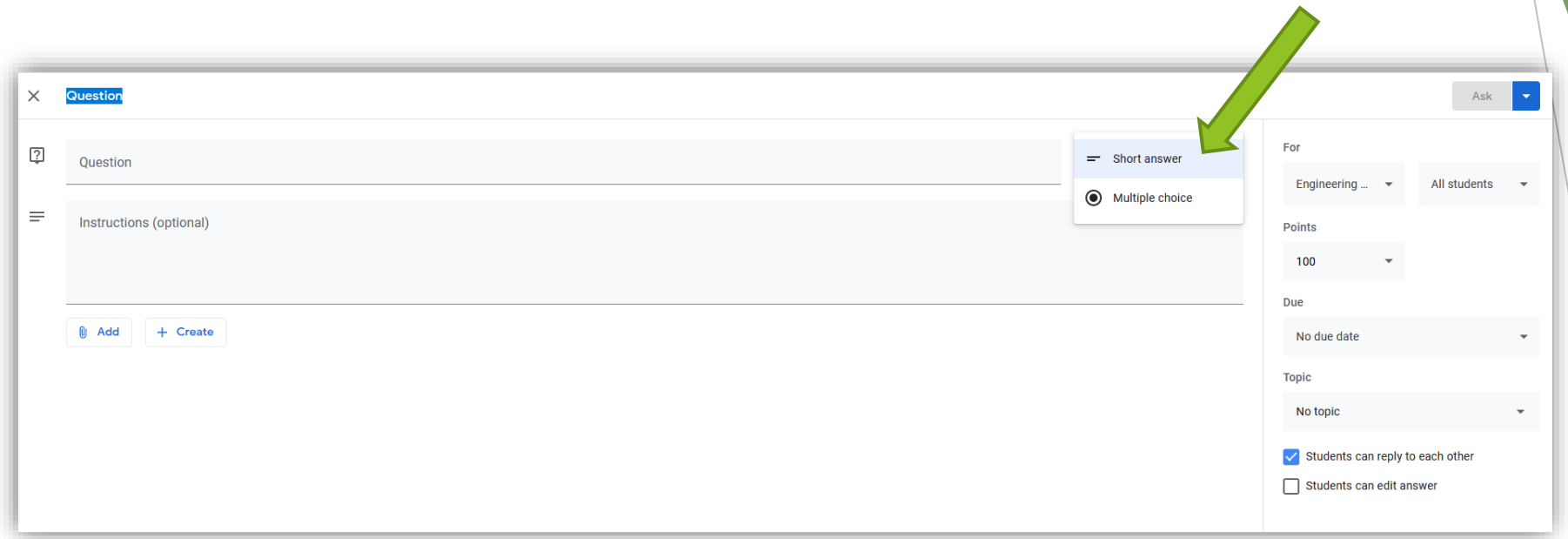
Google slides

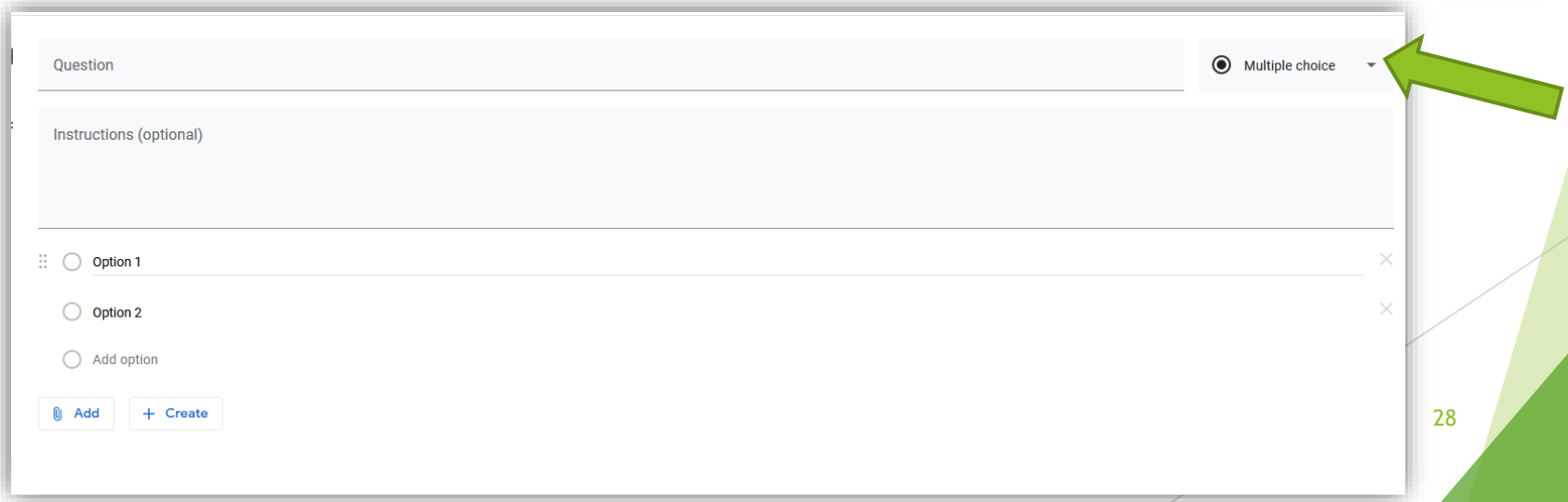


Google drawing

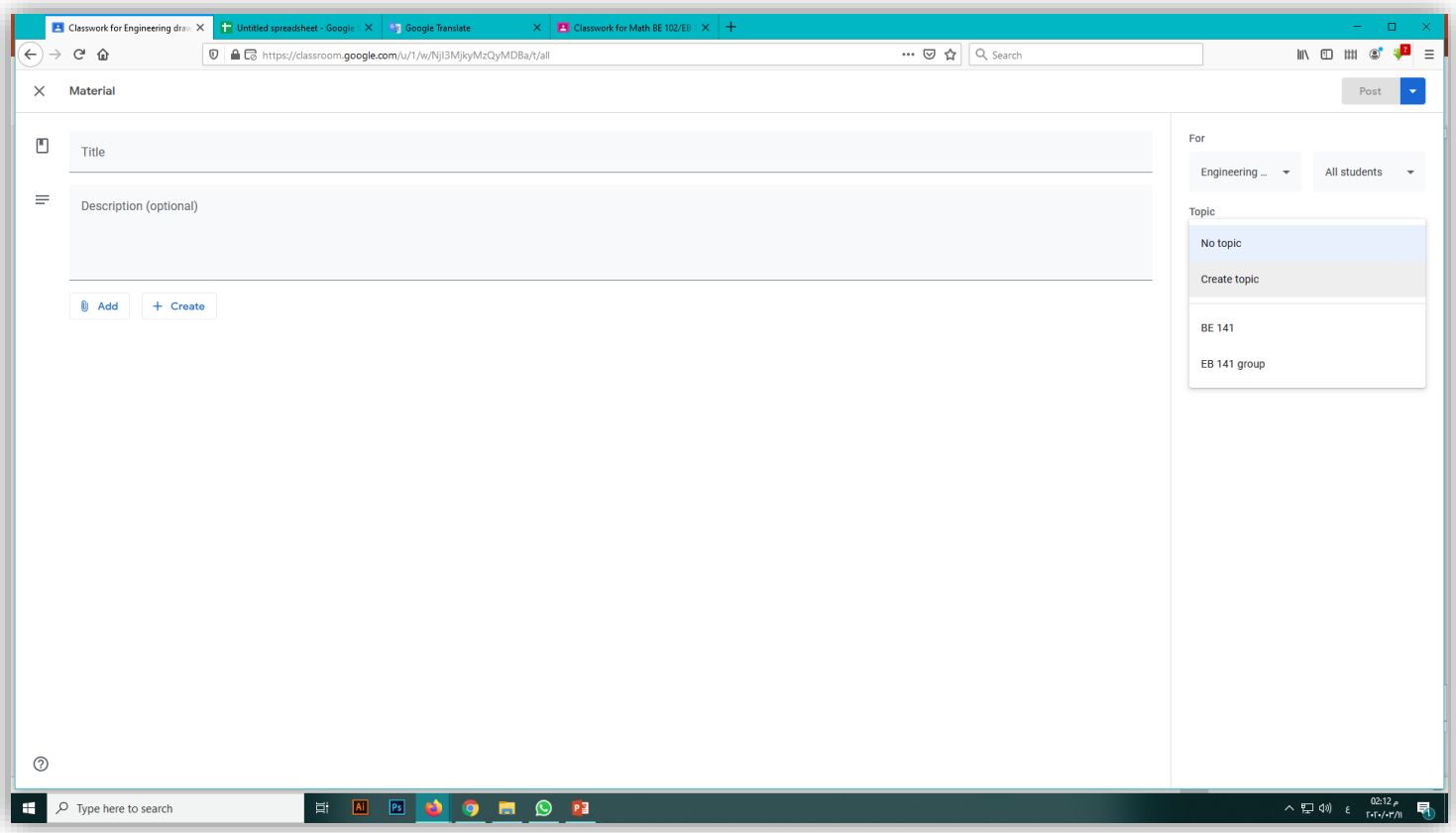


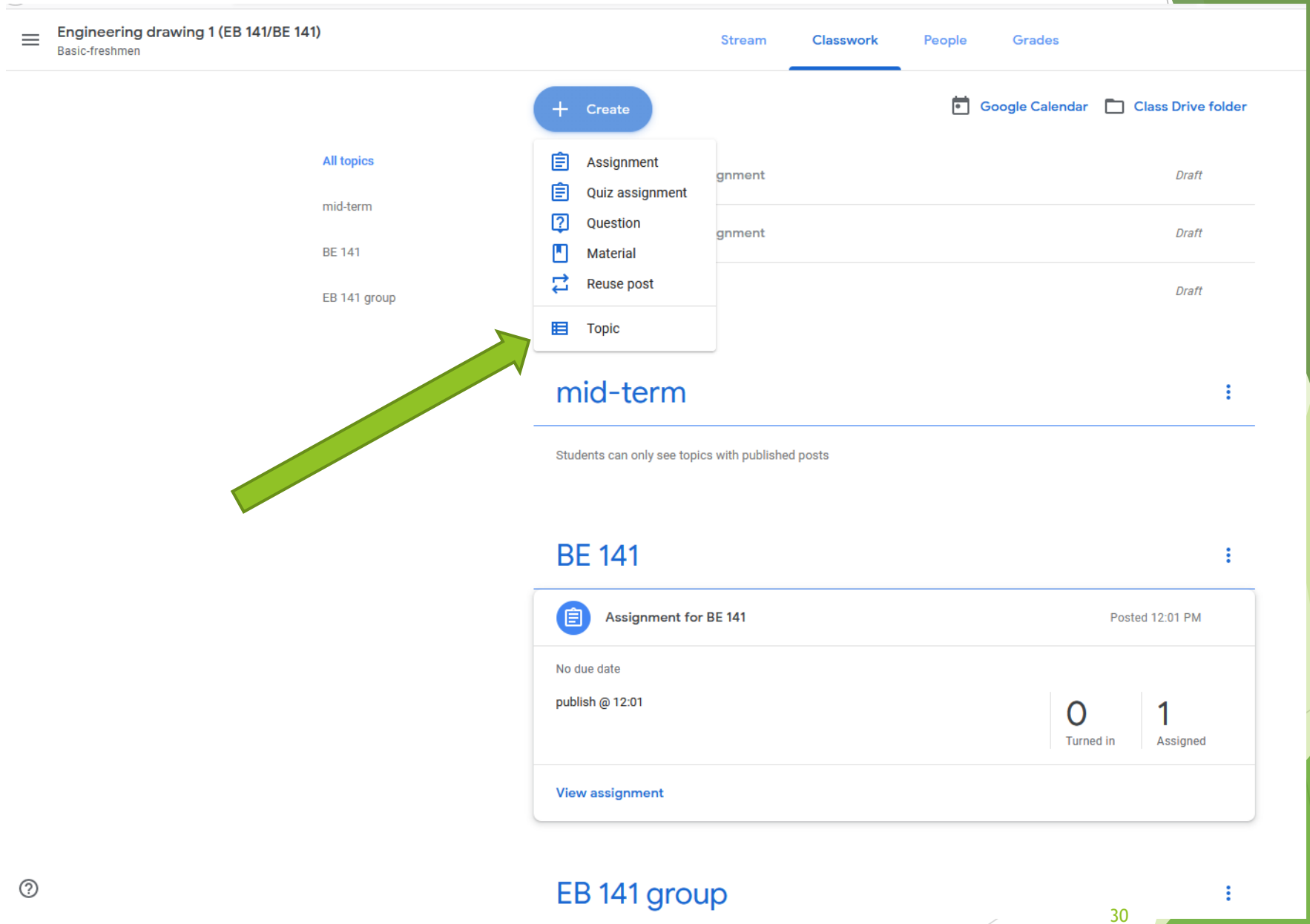
3- Question


Question
Ask
Question
Instructions (optional)
Add
Create
Short answer
Multiple choice
For
Engineering ...
All students
Points
100
Due
No due date
Topic
No topic
Students can reply to each other
Students can edit answer


Question
Multiple choice
Instructions (optional)
Option 1
Option 2
Add option
Add
Create

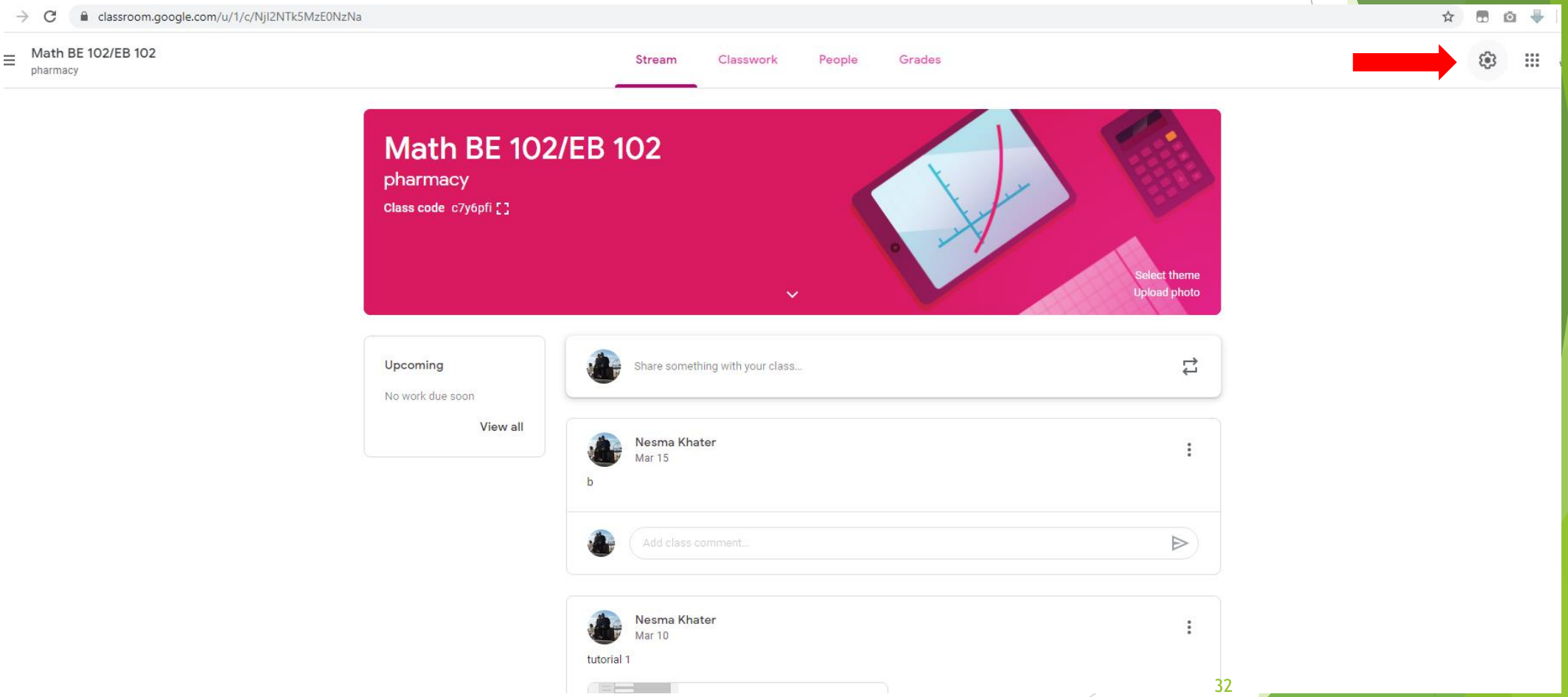
4- Add material

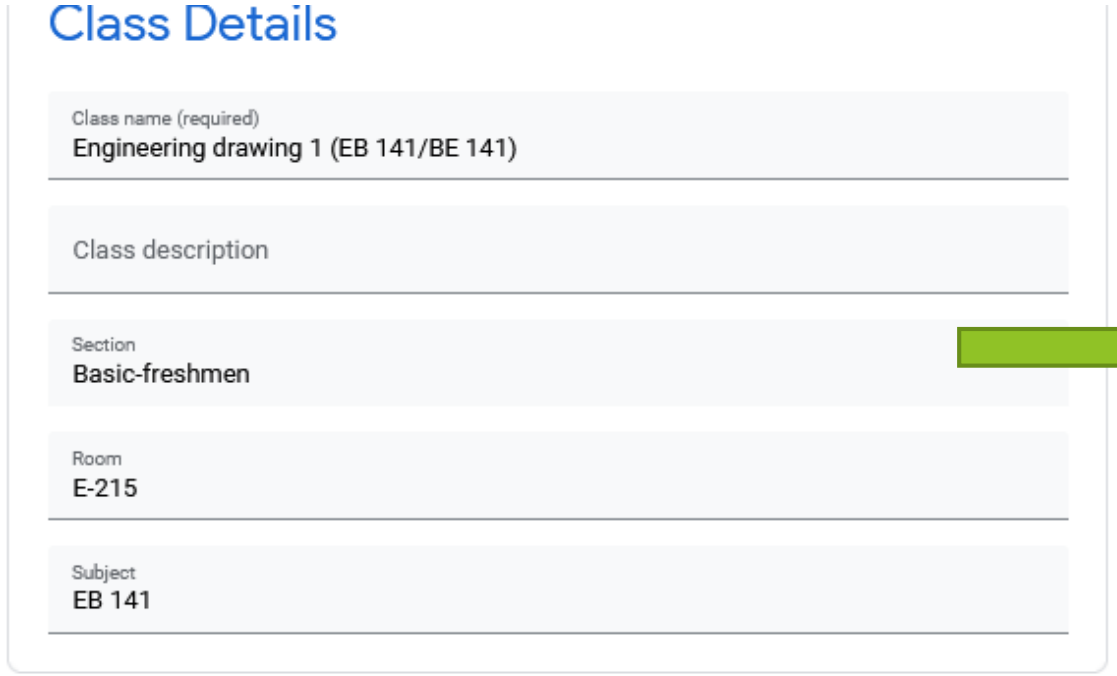



Engineering drawing 1 (EB 141/BE 141)
Basic-freshmen
Stream
Classwork
People
Grades
Create
Google Calendar
Class Drive folder
All topics
mid-term
BE 141
EB 141 group
Assignment
Quiz assignment
Question
Material
Reuse post
Topic
Draft
Draft
Draft
mid-term
Students can only see topics with published posts
BE 141
Assignment for BE 141
Posted 12:01 PM
No due date
publish @ 12:01
0
Turned in
1
Assigned
View assignment
EB 141 group

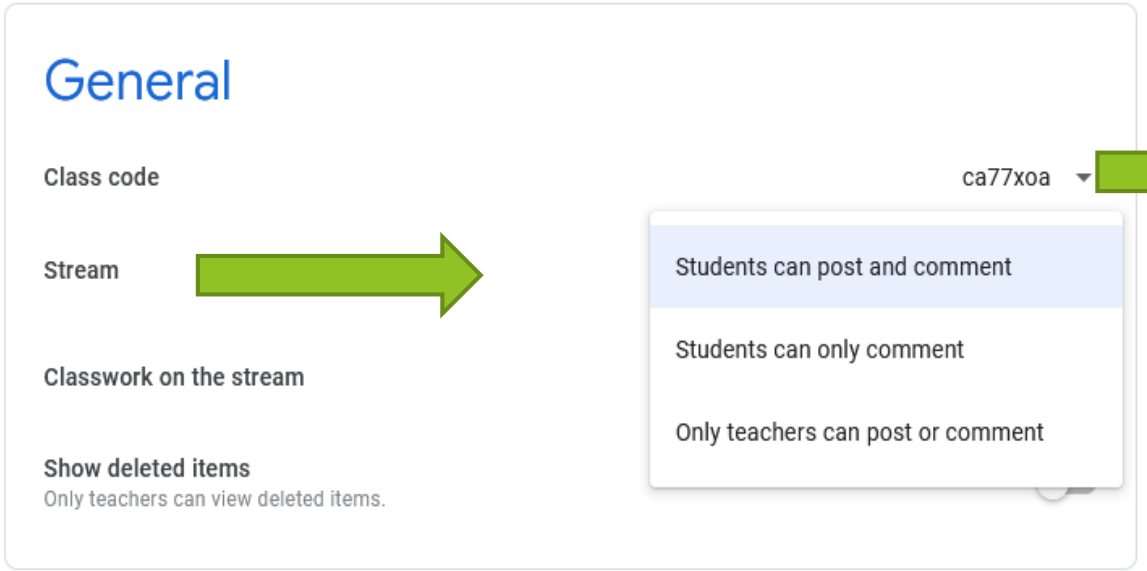
5- How to Update Course Settings

settings


classroom.google.com/u/1/c/NjI2NTk5MzE0NzNa
Math BE 102/EB 102
pharmacy
Stream
Classwork
People
Grades
Math BE 102/EB 102
pharmacy
Class code c7y6pfi
Select theme
Upload photo
Upcoming
No work due soon
View all
Share something with your class...
Nesma Khater
Mar 15
b
Add class comment...
Nesma Khater
Mar 10
tutorial 1



You could edit your course details



Class code: to invite teacher or students

- For any questions contact us @ 3482
  - Email: it.dept@pua.edu.eg