

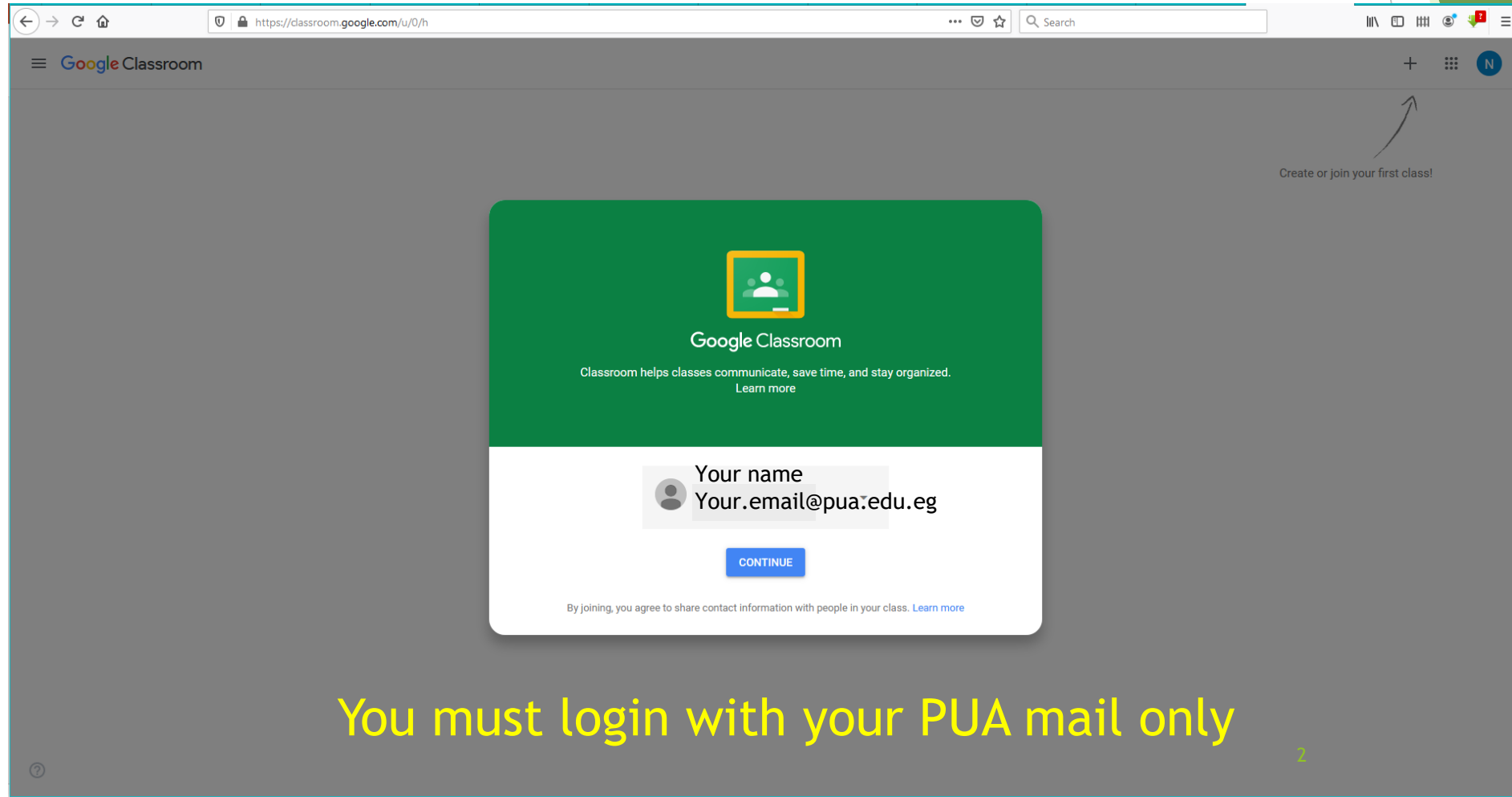


# Google Class Room

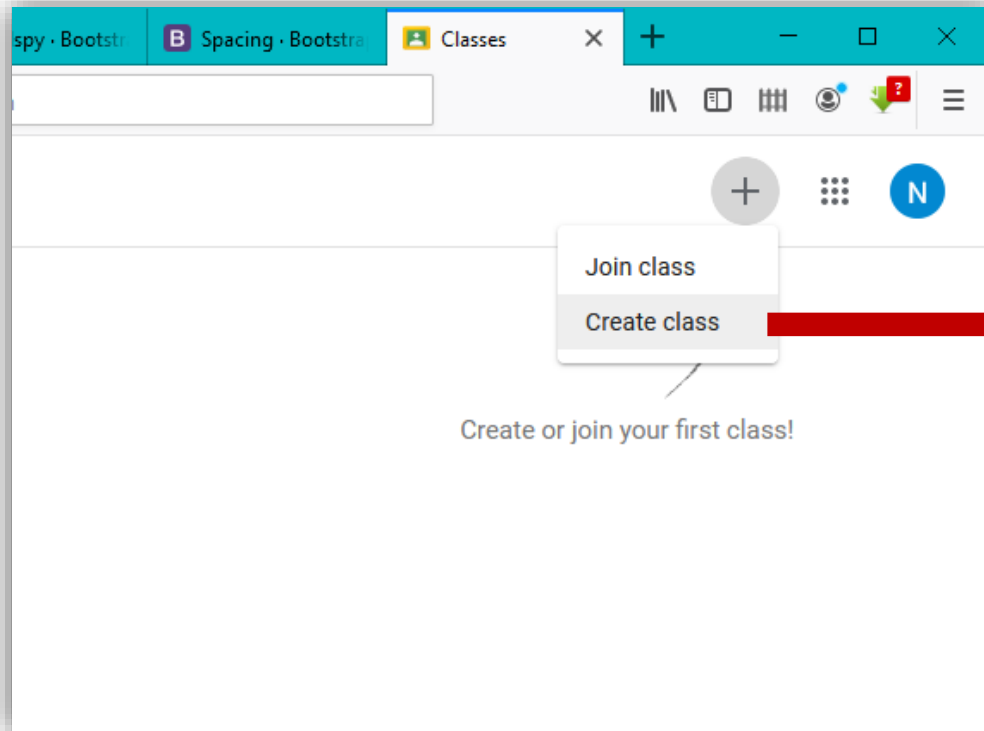
## For Teachers

<https://classroom.google.com/>

# Enter your PUA email account to login



After login you can Create Your first class



A screenshot of the 'Create class' form. The form has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom right, there are 'Cancel' and 'Create' buttons.

# Insert Your course details

**Create class**

Class name (required)  
Engineering drawing 1 (EB 141)

Section  
Basic-freshmen

Subject  
EB 141

Room  
E-215

Cancel

Create

# 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

The screenshot illustrates the process of downloading activity grades from the PowerCampus system. The interface is divided into a main content area and a sidebar. The sidebar contains navigation links: Home, Advising, Classes, and My Profile. The main content area shows the 'Grading/Attendance - Activity Grades' section. A green arrow labeled '1' points to the 'Classes' link in the sidebar. A green arrow labeled '2' points to the 'Grading/Attendance' link in the main content area. A green arrow labeled '3' points to the 'Download' link in the sidebar. A green arrow labeled '4' points to the 'Microsoft Excel' option in the 'Download Format' dropdown menu. The text 'Save it as an excel file type' is displayed next to the dropdown menu. The 'Download' button is also visible.

1

2

3

4

Save it as an excel file type

PowerCampus by Ellucian

Welcome (randa.negm)

Home Advising **Classes** My Profile

Grading/Attendance Manage Assistants

Activity Grades

Overall Grades

Attendance

Options

Select View

Download

Recent Courses

- 1. 2020/Spring/Session 01 D 212/Lecture/L/1
- 2. 2020/Spring/Session 01 ID 412/Tutorial/T3
- 3. 2020/Spring/Session 01 D 212/Tutorial/T2A
- 4. 2020/Spring/Session 01 D 212/Tutorial/T1A

**Grading/Attendance - Activity Grades**

Select Course

Course: 2020/Spring/Session 01 - D 212/Lecture/L/1

Drawing (2)

Ms. randa ismail taha abdelmgeed negm

Ms. shereen mokhtar abdelhamed rezk

Wednesday 1:30 PM - 2:20 PM, PUA/NEW ELTALIMY BUILDING/NB62

Traditional

View All Students' Activity Grades

View All Students' Activity Grades (Datasheet View)

View Grades for the Specified Activity

- Course Work
- Final exam (Jury)

View Grades for the Specified Student

- karim Mohamed Mahmoud Mohamed Hassan - 201600780
- Amr Khaled Osman Mahmoud Soliman - 201702337
- Mohamed Elsayed Salama Mohamed Toto - 201702358
- Ibrahim Mohamed Ibrahim Elidesoky Abdo AlSaudi - 201802767
- Israa Hamdy Marzouk Hasanin Emam - 201702233
- Karim Hossam Eldein Husein Ali Fahmy - 201702347
- Ahmed Magdy Kamal Eldein Abd Elazem - 201702449
- Ahmed Khaled Ahmed Hassan - 201802771

Self-Service - Activity Grades Download - Mozilla Firefox

https://portal.pua.edu.eg/SelfService/CourseManager/AssignmentDownload.aspx?sectionid=120%20

PowerCampus by Ellucian

Close Window

Activity Grades Download

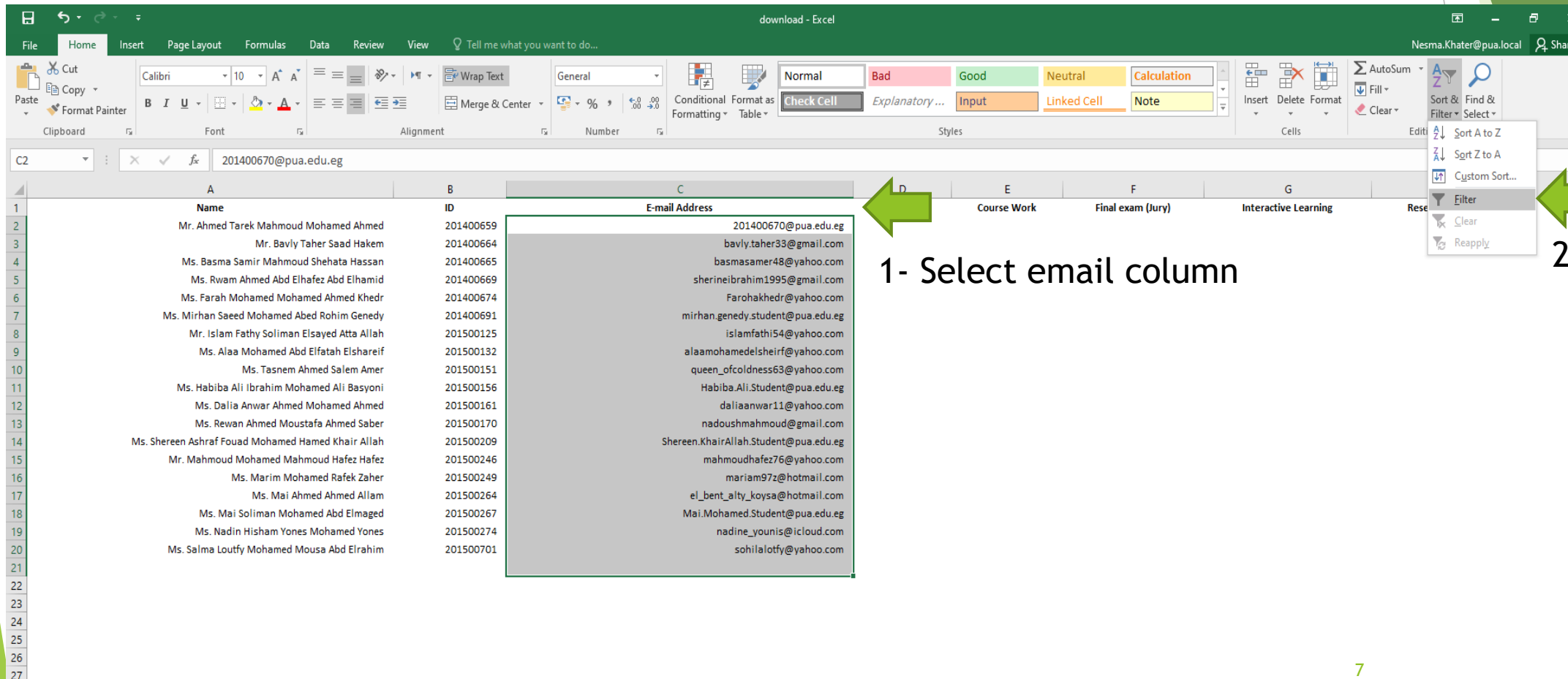
Download Format:

Microsoft Excel

Download

PowerCampus® Self-Service 8.8.3 - Copyright 1995 - 2018 Ellucian Company L.P. and its affiliates.

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



The screenshot shows an Excel spreadsheet with the following data:

|    | A  | B         | C                                     | D | E           | F                 | G                    |
|----|--|-----------|---------------------------------------|---|-------------|-------------------|----------------------|
|    | Name   | ID        | E-mail Address                        |   | Course Work | Final exam (Jury) | Interactive Learning |
| 1  | Mr. Ahmed Tarek Mahmoud Mohamed Ahmed              | 201400659 | 201400670@pua.edu.eg                  |   |             |                   |                      |
| 2  | Mr. Baviy Taher Saad Hakem                         | 201400664 | baviy.taher33@gmail.com               |   |             |                   |                      |
| 3  | Ms. Basma Samir Mahmoud Shehata Hassan             | 201400665 | basmasamer48@yahoo.com                |   |             |                   |                      |
| 4  | Ms. Rwam Ahmed Abd Elhafez Abd Elhamid             | 201400669 | sherineibrahim1995@gmail.com          |   |             |                   |                      |
| 5  | Ms. Farah Mohamed Mohamed Ahmed Khedr              | 201400674 | Farohakhedr@yahoo.com                 |   |             |                   |                      |
| 6  | Ms. Mirhan Saeed Mohamed Abed Rohim Genedy         | 201400691 | mirhan.genedy.student@pua.edu.eg      |   |             |                   |                      |
| 7  | Mr. Islam Fathy Soliman Elsayed Atta Allah         | 201500125 | islamfathi54@yahoo.com                |   |             |                   |                      |
| 8  | Ms. Alaa Mohamed Abd Elfatah Elshareif             | 201500132 | alaamohamedelsheirf@yahoo.com         |   |             |                   |                      |
| 9  | Ms. Tasnem Ahmed Salem Amer                        | 201500151 | queen_ofcoldness63@yahoo.com          |   |             |                   |                      |
| 10 | Ms. Habiba Ali Ibrahim Mohamed Ali Basyoni         | 201500156 | Habiba.Ali.Student@pua.edu.eg         |   |             |                   |                      |
| 11 | Ms. Dalia Anwar Ahmed Mohamed Ahmed                | 201500161 | daliaanwar11@yahoo.com                |   |             |                   |                      |
| 12 | Ms. Rewan Ahmed Moustafa Ahmed Saber               | 201500170 | nadoushmahmoud@gmail.com              |   |             |                   |                      |
| 13 | Ms. Shereen Ashraf Fouad Mohamed Hamed Khair Allah | 201500209 | Shereen.KhairAllah.Student@pua.edu.eg |   |             |                   |                      |
| 14 | Mr. Mahmoud Mohamed Mahmoud Hafez Hafez            | 201500246 | mahmoudhafez76@yahoo.com              |   |             |                   |                      |
| 15 | Ms. Marim Mohamed Rafek Zaher                      | 201500249 | mariam97z@hotmail.com                 |   |             |                   |                      |
| 16 | Ms. Mai Ahmed Ahmed Allam                          | 201500264 | el_bent_alty_koysa@hotmail.com        |   |             |                   |                      |
| 17 | Ms. Mai Soliman Mohamed Abd Elmagd                 | 201500267 | Mai.Mohamed.Student@pua.edu.eg        |   |             |                   |                      |
| 18 | Ms. Nadin Hisham Yones Mohamed Yones               | 201500274 | nadine.younis@icloud.com              |   |             |                   |                      |
| 19 | Ms. Salma Loutfy Mohamed Mousa Abd Elrahim         | 201500701 | sohilalotfy@yahoo.com                 |   |             |                   |                      |

The E-mail Address column (C) is highlighted. A green arrow points to the Filter button in the ribbon, and another green arrow points to the Filter dropdown menu, which is open and showing the Filter option.

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

|    | A  | B         | C                                     | D         | E           | F                 | G                    | H          |
|----|--|-----------|---------------------------------------|-----------|-------------|-------------------|----------------------|------------|
|    | Name   | ID        | E-mail Address                        | Withdrawn | Course Work | Final exam (Jury) | Interactive Learning | Research p |
| 1  |  |           |                                       |           |             |                   |                      |            |
| 2  | Mr. Ahmed Tarek Mahmoud Mohamed Ahmed              | 201400659 | 201400670@pua.edu.eg                  |           |             |                   |                      |            |
| 3  | Mr. Bavly Taher Saad Hakem                         | 201400664 | bavly.taher33@gmail.com               |           |             |                   |                      |            |
| 4  | Ms. Basma Samir Mahmoud Shehata Hassan             | 201400665 | basmasamer48@yahoo.com                |           |             |                   |                      |            |
| 5  | Ms. Rwam Ahmed Abd Elhafez Abd Elhamid             | 201400669 | sherineibrahim1995@gmail.com          |           |             |                   |                      |            |
| 6  | Ms. Farah Mohamed Mohamed Ahmed Khedr              | 201400674 | Farohakhedr@yahoo.com                 |           |             |                   |                      |            |
| 7  | Ms. Mirhan Saeed Mohamed Abed Rohim Genedy         | 201400691 | mirhan.genedy.student@pua.edu.eg      |           |             |                   |                      |            |
| 8  | Mr. Islam Fathy Soliman Elsayed Atta Allah         | 201500125 | islamfathi54@yahoo.com                |           |             |                   |                      |            |
| 9  | Ms. Alaa Mohamed Abd Elfatah Elshareif             | 201500132 | alaamohamedelsheirf@yahoo.com         |           |             |                   |                      |            |
| 10 | Ms. Tasnem Ahmed Salem Amer                        | 201500151 | queen_ofcoldness63@yahoo.com          |           |             |                   |                      |            |
| 11 | Ms. Habiba Ali Ibrahim Mohamed Ali Basyoni         | 201500156 | Habiba.Ali.Student@pua.edu.eg         |           |             |                   |                      |            |
| 12 | Ms. Dalia Anwar Ahmed Mohamed Ahmed                | 201500161 | daliaanwar11@yahoo.com                |           |             |                   |                      |            |
| 13 | Ms. Rewan Ahmed Moustafa Ahmed Saber               | 201500170 | nadoushmahmoud@gmail.com              |           |             |                   |                      |            |
| 14 | Ms. Shereen Ashraf Fouad Mohamed Hamed Khair Allah | 201500209 | Shereen.KhairAllah.Student@pua.edu.eg |           |             |                   |                      |            |
| 15 | Mr. Mahmoud Mohamed Mahmoud Hafez Hafez            | 201500246 | mahmoudhafez76@yahoo.com              |           |             |                   |                      |            |
| 16 | Ms. Marim Mohamed Rafek Zaher                      | 201500249 | mariam97z@hotmail.com                 |           |             |                   |                      |            |
| 17 | Ms. Mai Ahmed Ahmed Allam                          | 201500264 | el_bent_alty_koysa@hotmail.com        |           |             |                   |                      |            |
| 18 | Ms. Mai Soliman Mohamed Abd Elmaged                | 201500267 | Mai.Mohamed.Student@pua.edu.eg        |           |             |                   |                      |            |
| 19 | Ms. Nadin Hisham Yones Mohamed Yones               | 201500274 | nadine_younis@icloud.com              |           |             |                   |                      |            |
| 20 | Ms. Salma Loutfy Mohamed Mousa Abd Elrahim         | 201500701 | sohilalotfy@yahoo.com                 |           |             |                   |                      |            |



download - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Nesma.Khater@pua.local

Clipboard Font Alignment Number Styles Cells Editing

C2 201400670@pua.edu.eg

|    | A  | B         | C                                     | D         | E           | F                 | G                    | H                 |
|----|--|-----------|---------------------------------------|-----------|-------------|-------------------|----------------------|-------------------|
|    | Name   | ID        | E-mail Address                        | Withdrawn | Course Work | Final exam (Jury) | Interactive Learning | Research projects |
| 1  | Mr. Ahmed Tarek Mahmoud Mohamed Ahmed              | 201400659 | 201400670@pua.edu.eg                  |           |             |                   |                      |                   |
| 2  | Ms. Mirhan Saeed Mohamed Abed Rohim Genedy         | 201400691 | mirhan.genedy.student@pua.edu.eg      |           |             |                   |                      |                   |
| 7  | Ms. Habiba Ali Ibrahim Mohamed Ali Basyoni         | 201500156 | Habiba.Ali.Student@pua.edu.eg         |           |             |                   |                      |                   |
| 11 | Ms. Shereen Ashraf Fouad Mohamed Hamed Khair Allah | 201500209 | Shereen.KhairAllah.Student@pua.edu.eg |           |             |                   |                      |                   |
| 14 | Ms. Mai Soliman Mohamed Abd Elmaged                | 201500267 | Mai.Mohamed.Student@pua.edu.eg        |           |             |                   |                      |                   |
| 18 |  |           |                                       |           |             |                   |                      |                   |
| 21 |  |           |                                       |           |             |                   |                      |                   |
| 22 |  |           |                                       |           |             |                   |                      |                   |
| 23 |  |           |                                       |           |             |                   |                      |                   |
| 24 |  |           |                                       |           |             |                   |                      |                   |
| 25 |  |           |                                       |           |             |                   |                      |                   |
| 26 |  |           |                                       |           |             |                   |                      |                   |
| 27 |  |           |                                       |           |             |                   |                      |                   |
| 28 |  |           |                                       |           |             |                   |                      |                   |
| 29 |  |           |                                       |           |             |                   |                      |                   |
| 30 |  |           |                                       |           |             |                   |                      |                   |
| 31 |  |           |                                       |           |             |                   |                      |                   |
| 32 |  |           |                                       |           |             |                   |                      |                   |
| 33 |  |           |                                       |           |             |                   |                      |                   |

Select and copy



## 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)

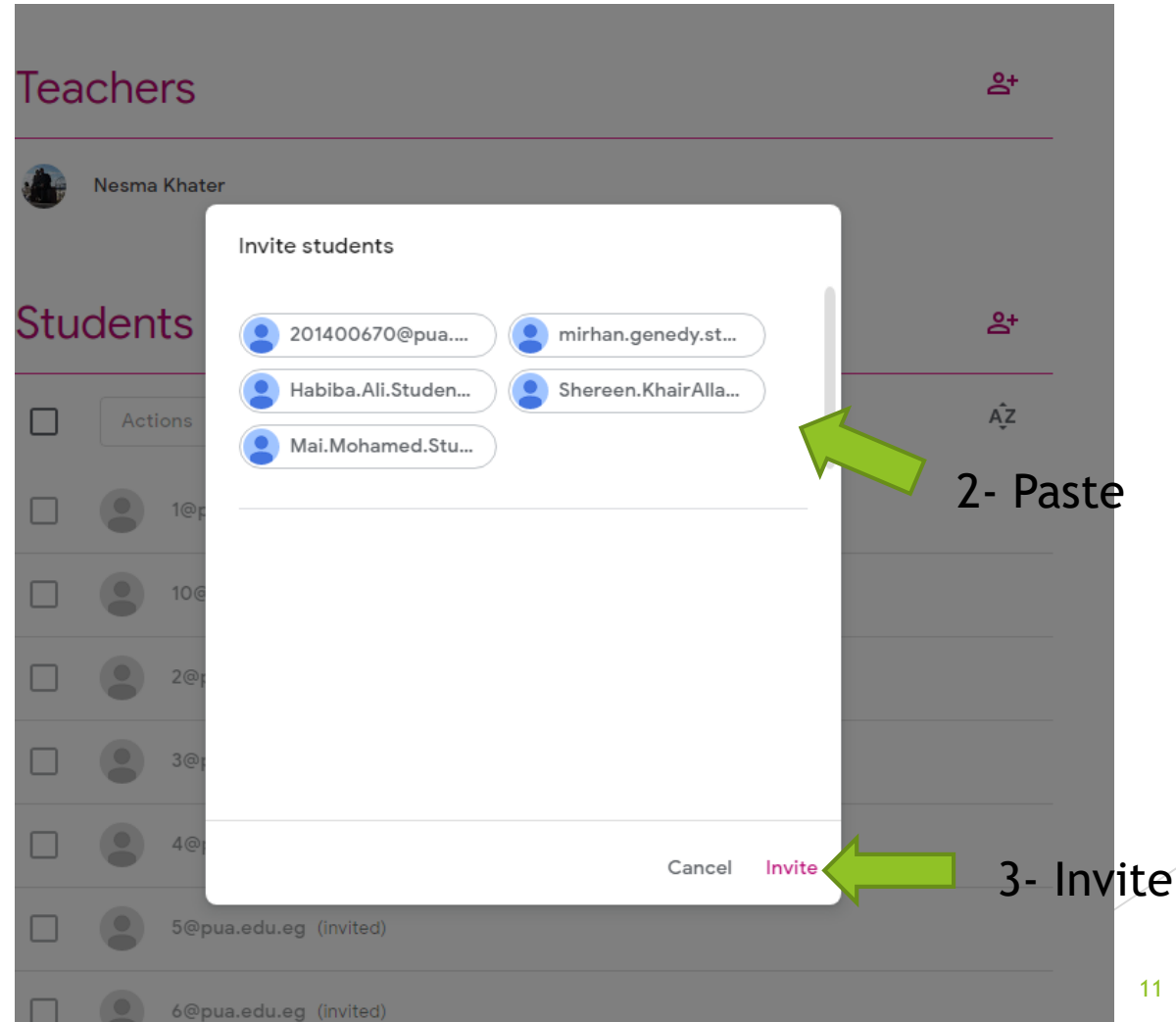


4@pua.edu.eg (invited)



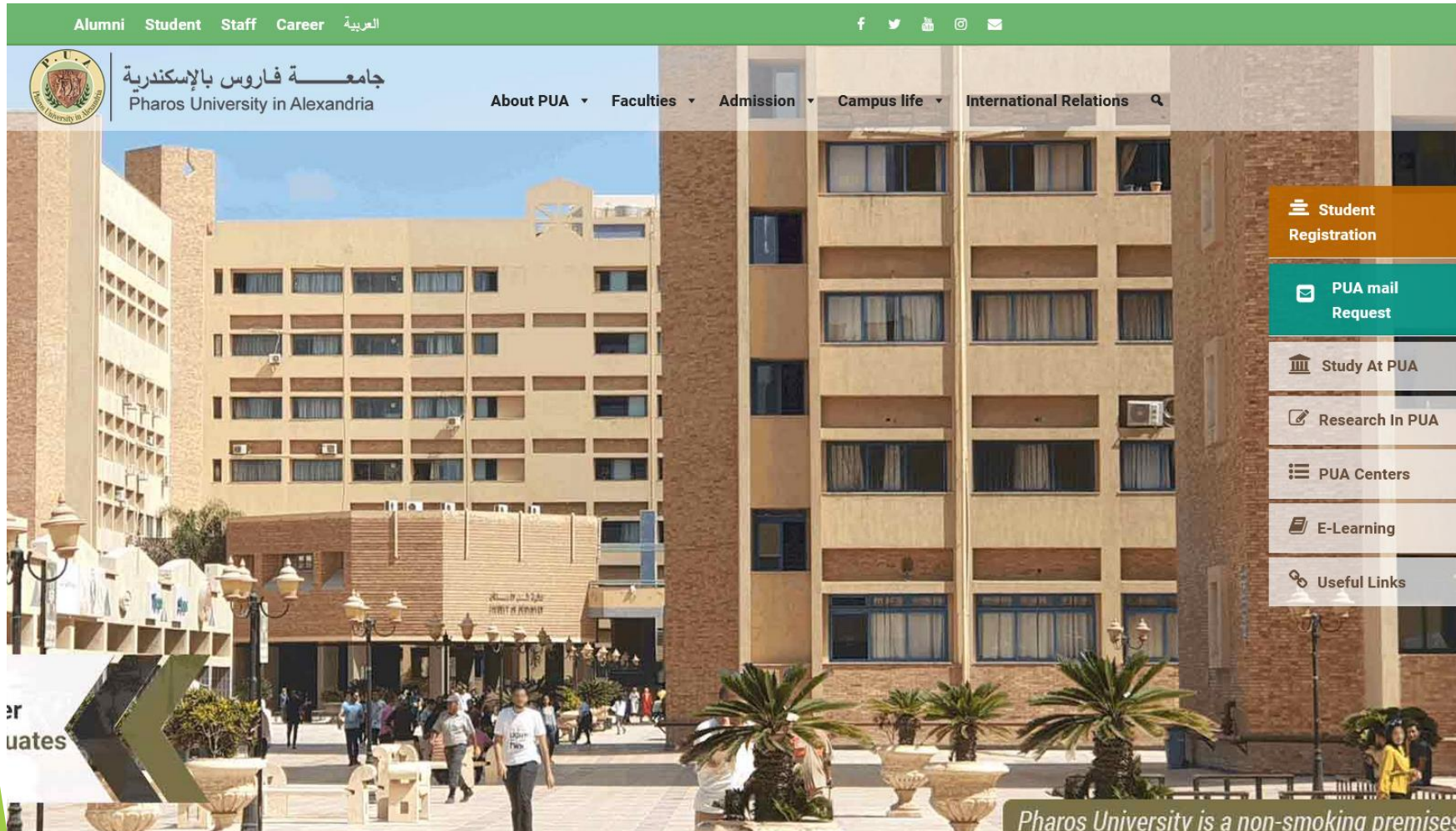
5@pua.edu.eg (invited)

## 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

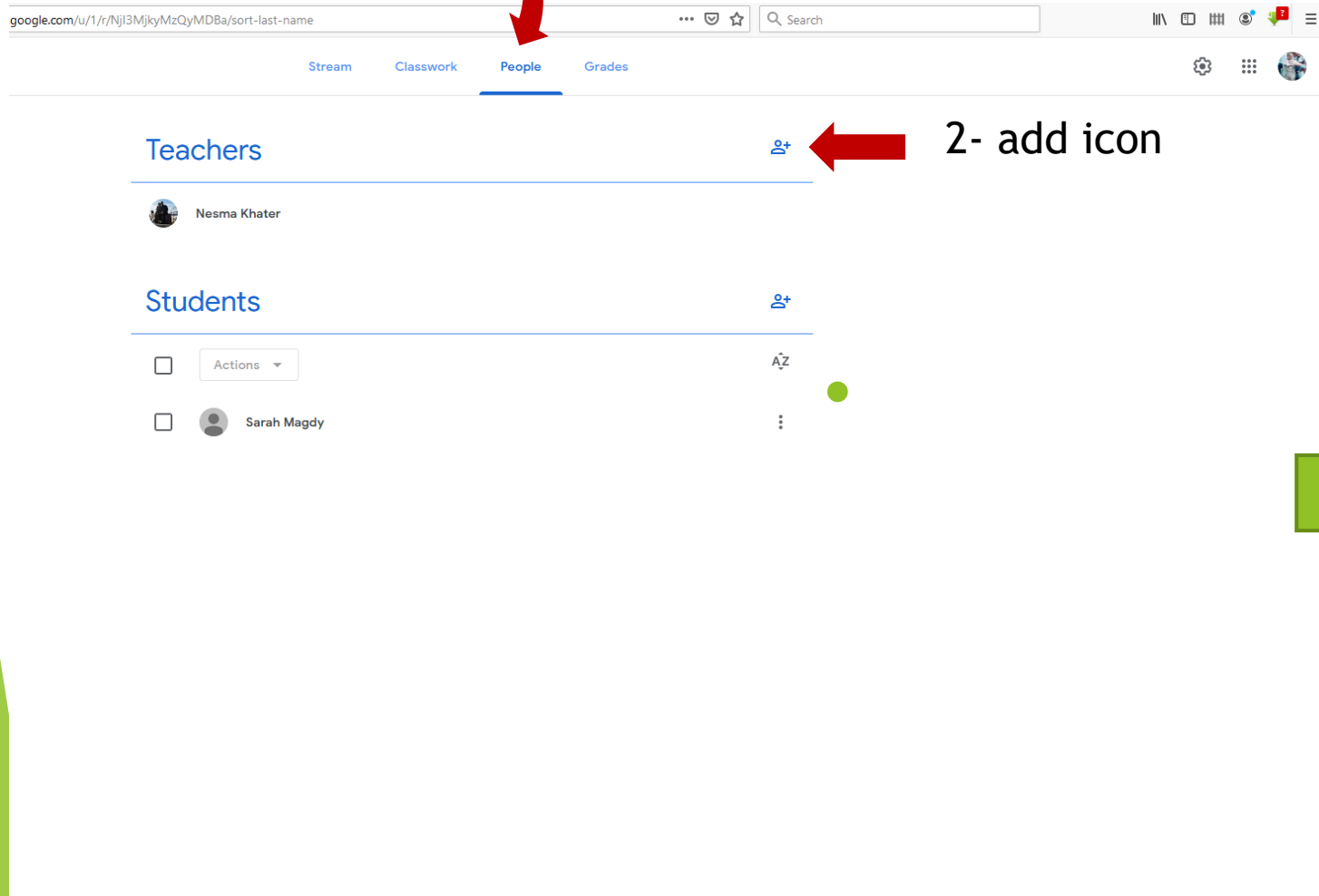
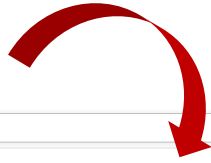
# PUA mail form for students



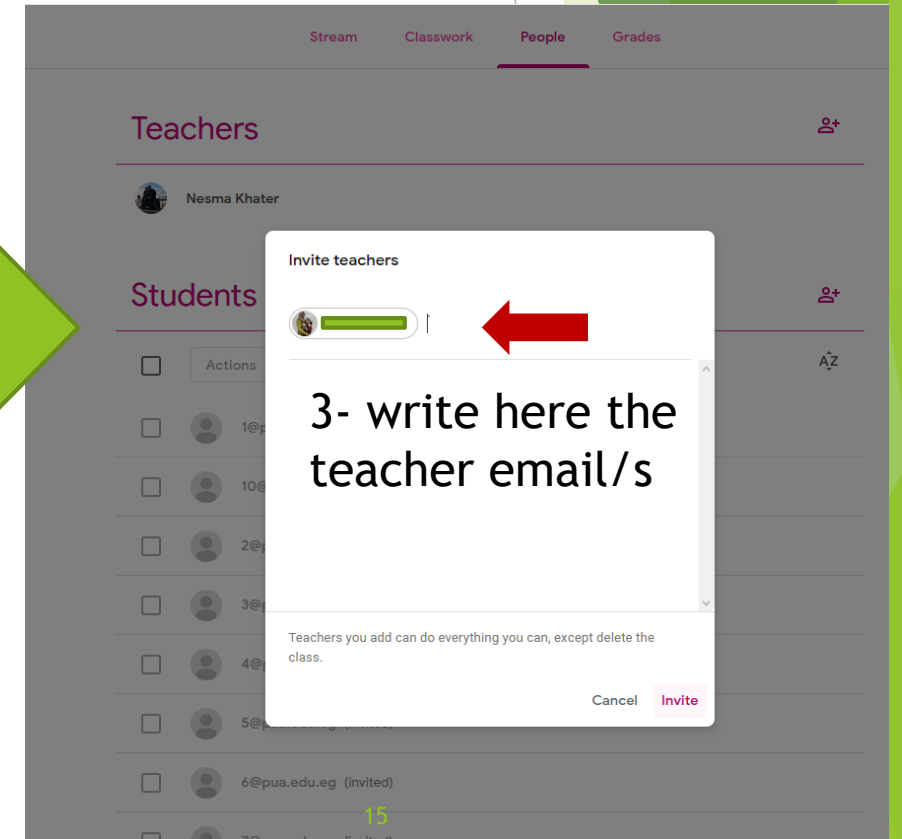
## 2- How to Add Teachers by using people tab

To Add Assistances and Montadab

1



2- add icon



3- write here the teacher email/s

## 3- How to Add Course Material



- Stream tab

Engineering drawing 1 (EB 141)  
Basic-freshmen  
Class code ca77xoa

Stream Classwork People Grades

Engineering drawing 1 (EB 141)  
Basic-freshmen  
Class code ca77xoa

Select theme  
Upload photo

Upcoming  
No work due soon  
View all

For  
Engineering ... All students

Share with your class  
1st announcement

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

Add  
Google Drive  
Link  
File  
YouTube

Cancel Post

your class here  
nouncements

Respond to student posts

You can send an announcement to selected class/s

# Uploading videos

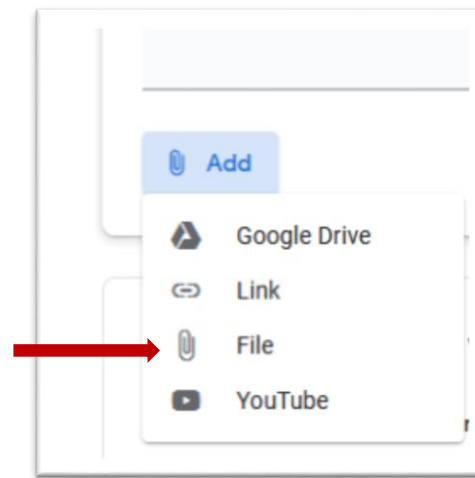
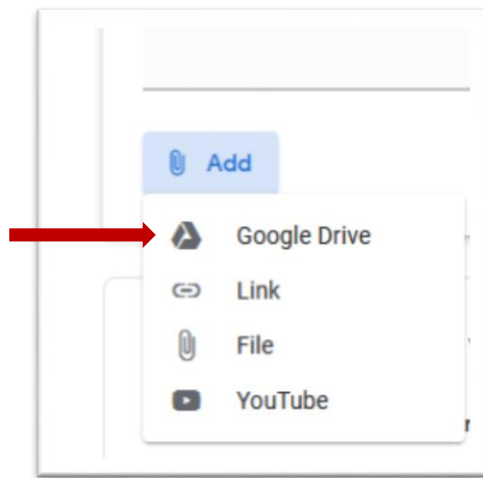
There are 2 ways to get your video into Google Classroom

There is no file size limit as far as we know

Google Drive

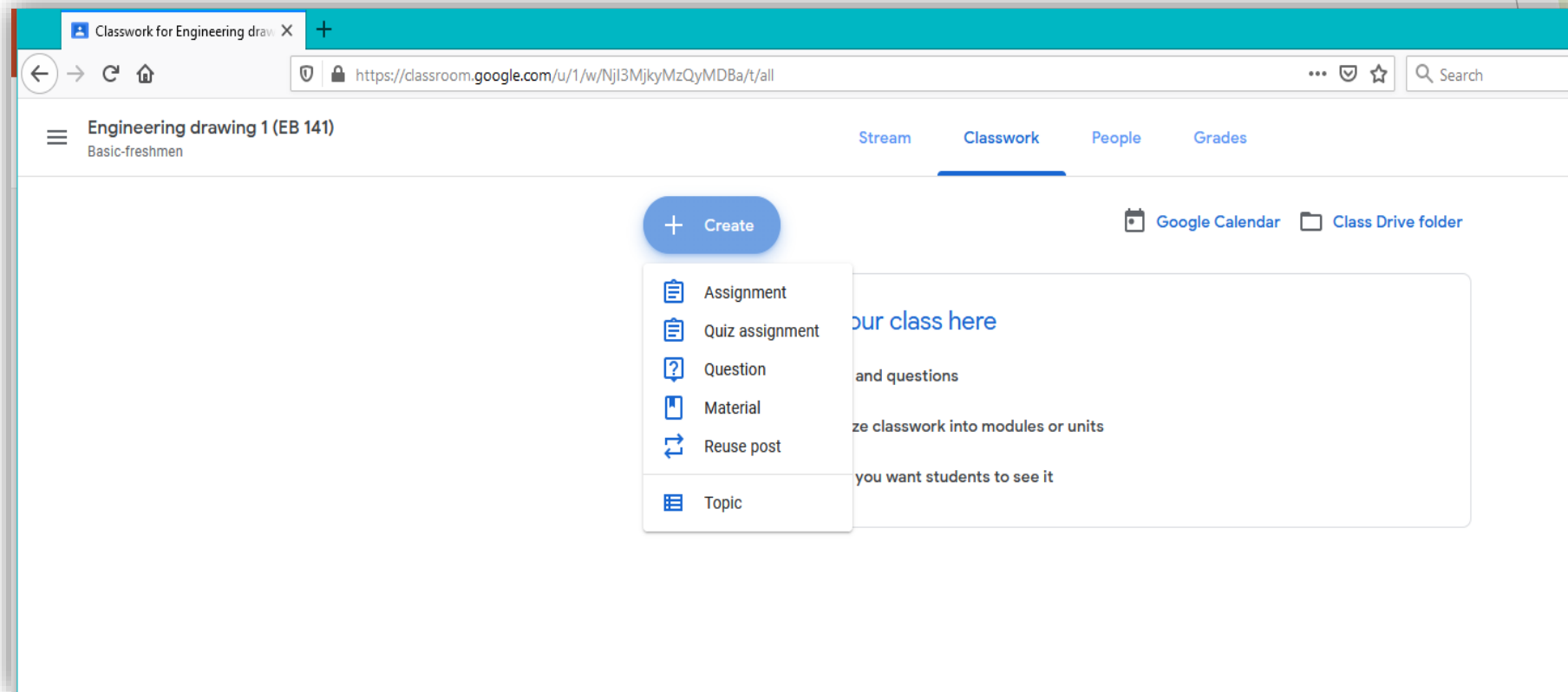
or

upload file



## 4- How to Create Assignments

- Classwork tab



# 1- Create assignment

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

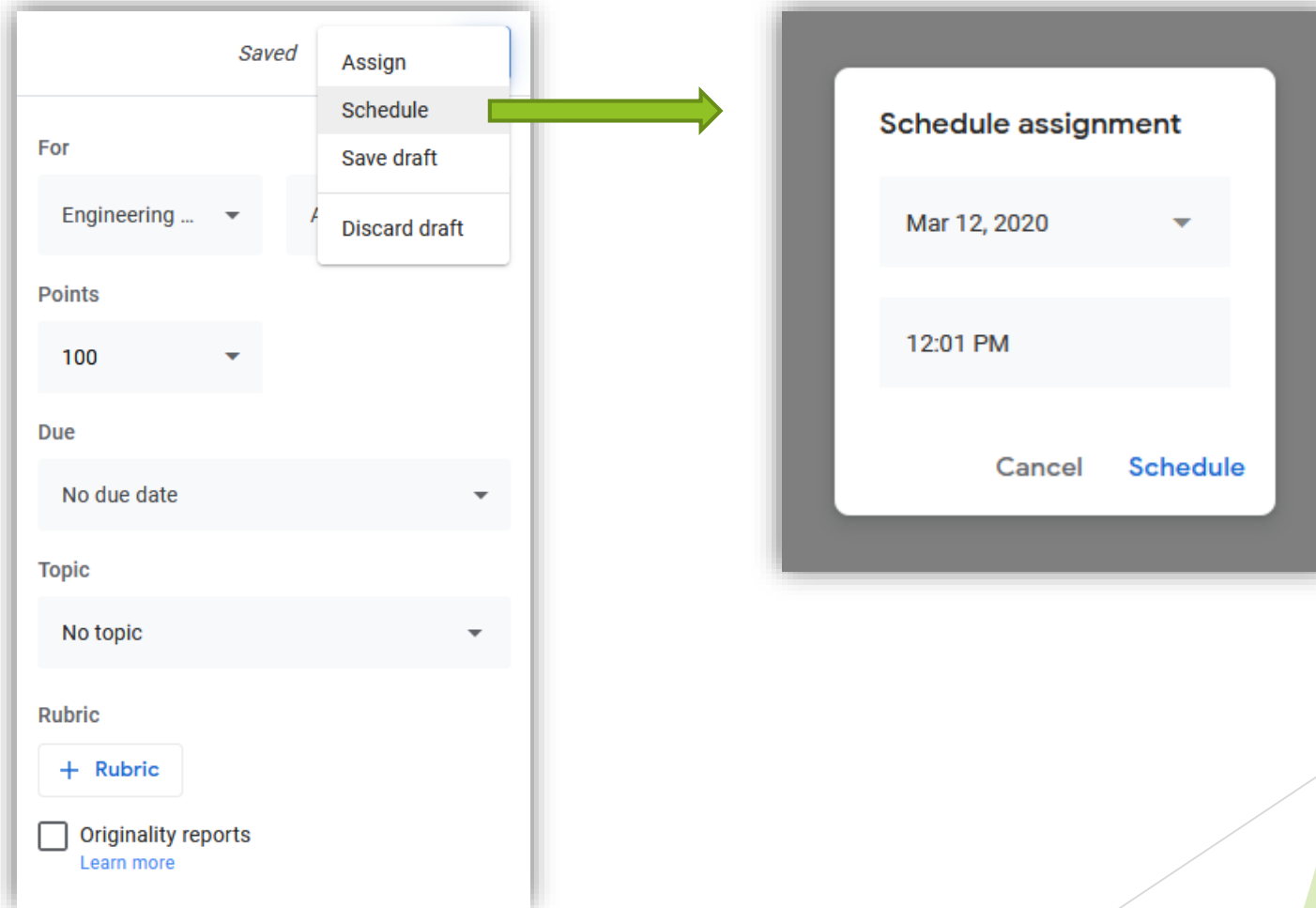
The screenshot shows the 'Assignment' creation form. On the left, there's a sidebar with a close button (X) and the title 'Assignment'. Below the title is a text input field for 'Title' containing 'Assignment for EB 141'. Underneath is a larger text area for 'Instructions (optional)'. At the bottom left of the sidebar, there are two buttons: 'Add' (with a plus icon) and 'Create' (with a plus icon). Below these buttons is a list of options: 'Google Drive', 'Link', 'File', and 'YouTube'. A red arrow points from the 'File' option to the text 'Upload a file' and 'you could upload more than one'. On the right side of the form, there's a 'Saved' status and an 'Assign' button with a dropdown arrow. A red arrow points from this button to a dropdown menu. Below the 'Assign' button, there are several settings: 'For' (with a dropdown menu showing 'Engineering ...' and 'All students'), 'Points' (with a dropdown menu showing '100'), 'Due' (with a dropdown menu showing 'No due date'), 'Topic' (with a text input field showing 'EB 141 group'), 'Rubric' (with a '+ Rubric' button), and 'Originality reports' (with a checkbox and a 'Learn more' link). A red arrow points from the 'Points' dropdown to the text 'Choose grade or Ungraded'.

- Assign
- Schedule
- Save draft
- Discard draft

Choose grade  
or Ungraded

Upload a file  
"you could upload more than one"

You could choose a specific time to publish the assignment



The diagram illustrates the process of scheduling an assignment. On the left is the 'Assignment creation' form, and on the right is the 'Schedule assignment' modal. A green arrow points from the 'Schedule' option in the form's dropdown menu to the modal.

**Assignment creation form:**

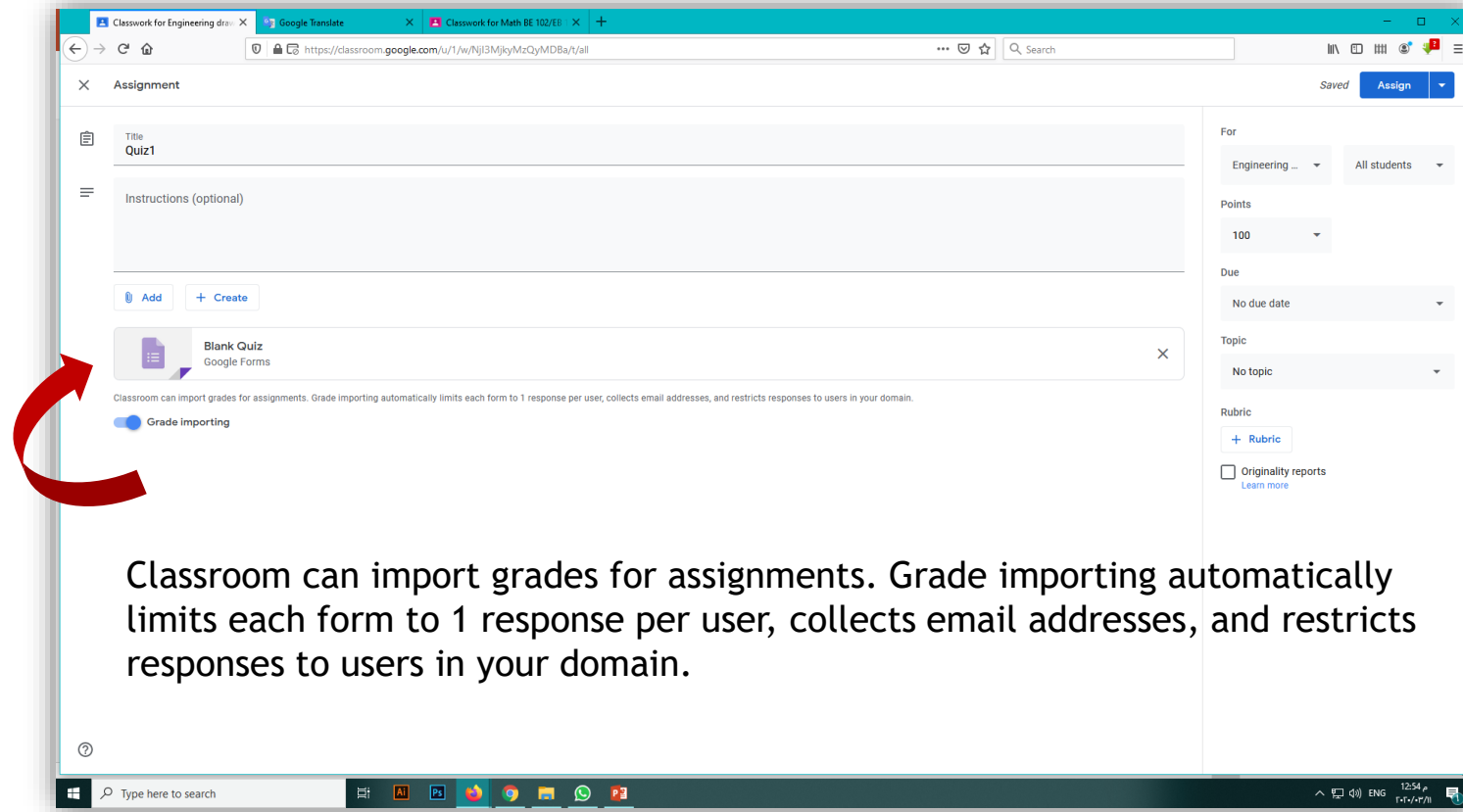
- Saved** (status)
- For**
  - Engineering ...
- Points**
  - 100
- Due**
  - No due date
- Topic**
  - No topic
- Rubric**
  - + Rubric
- ☐ **Originality reports**  
[Learn more](#)

**Schedule assignment modal:**

- Schedule assignment** (title)
- Mar 12, 2020** (date)
- 12:01 PM** (time)
- Cancel** and **Schedule** (buttons)

## 2- Quiz assignment

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



# Google form

Questions Responses Total points: 0

## Blank Quiz

Form description

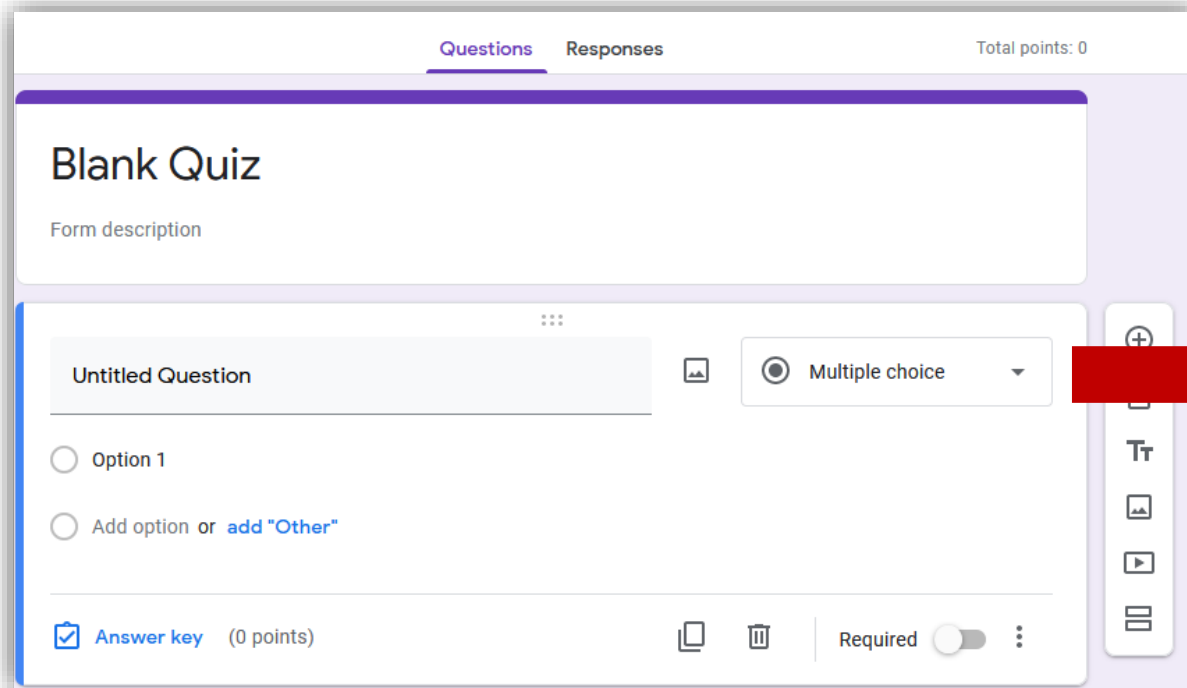
Untitled Question

☐ Option 1

☐ Add option or [add "Other"](#)

☒ Answer key (0 points)

Required ☐



Questions Responses Total points: 0

## Blank Quiz

Form description

Untitled Question

☐ Option 1

☐ Add option or [add "Other"](#)

☒ Answer key (0 points)

Short answer

Paragraph

☒ Multiple choice

☒ Checkboxes

☐ Dropdown

☒ File upload

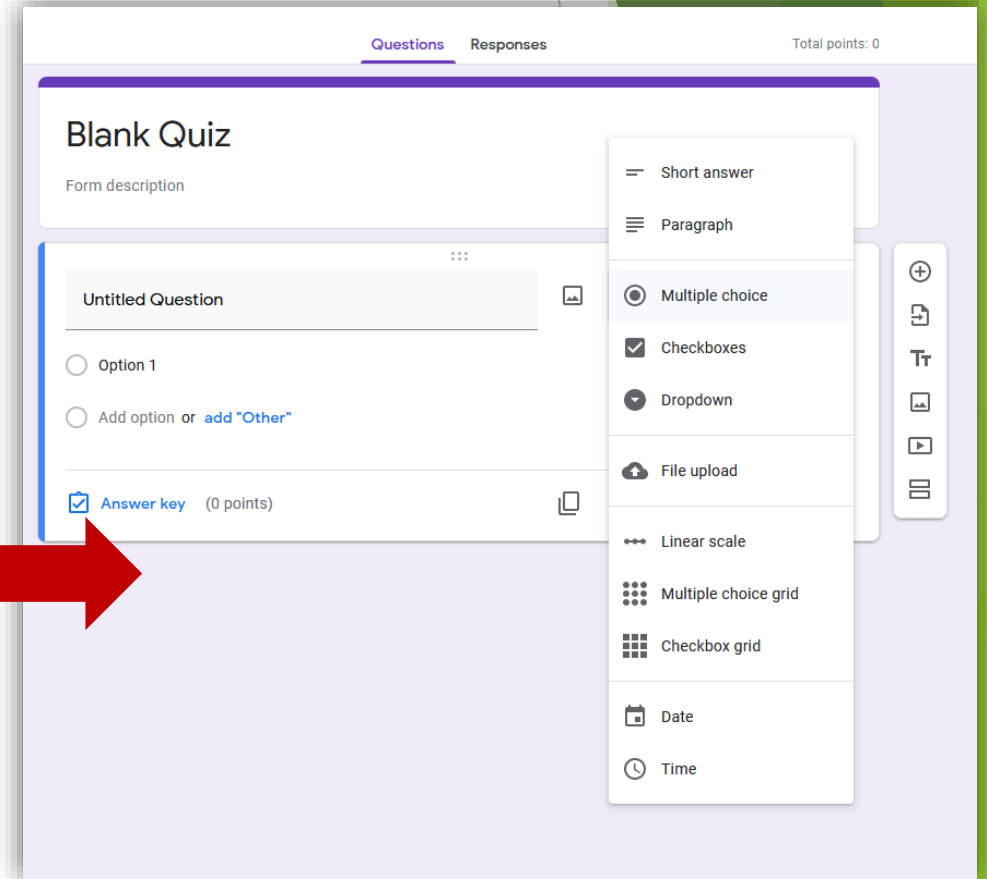
Linear scale

☒ Multiple choice grid

☒ Checkbox grid

Date

Time





You could add  
a presentation

Assignment

For

Engineering ... All students

Points

100

Due

No due date

Topic

No topic

Rubric

+ Rubric

☐ Originality reports [Learn more](#)

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.

Grade importing

Assignment

Title

Quiz1

Instructions (optional)

Add Create

Blank Quiz  
Google Forms

Untitled presentation  
Google Slides

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.

Grade importing

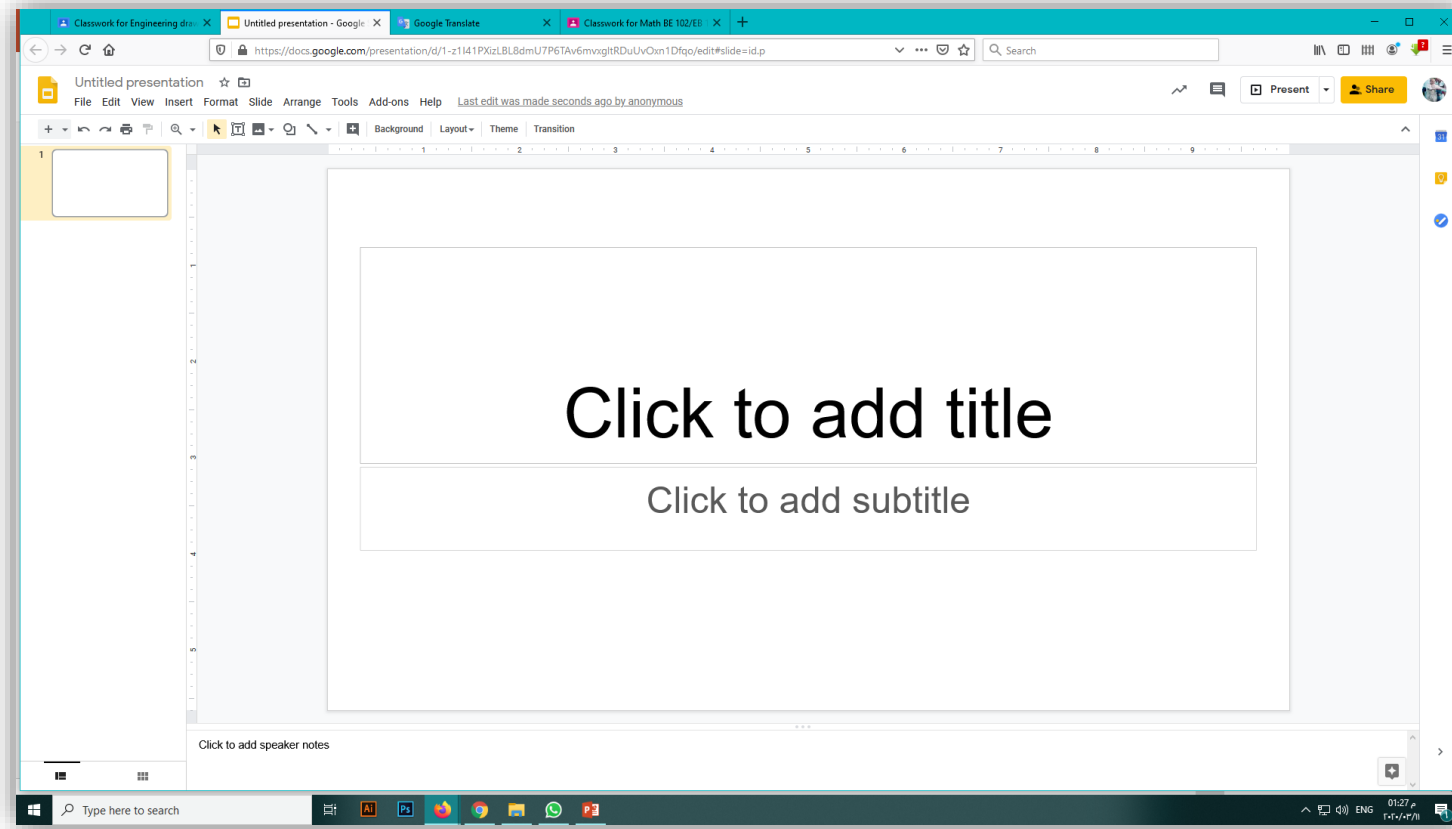
Students can view file

Students can edit file

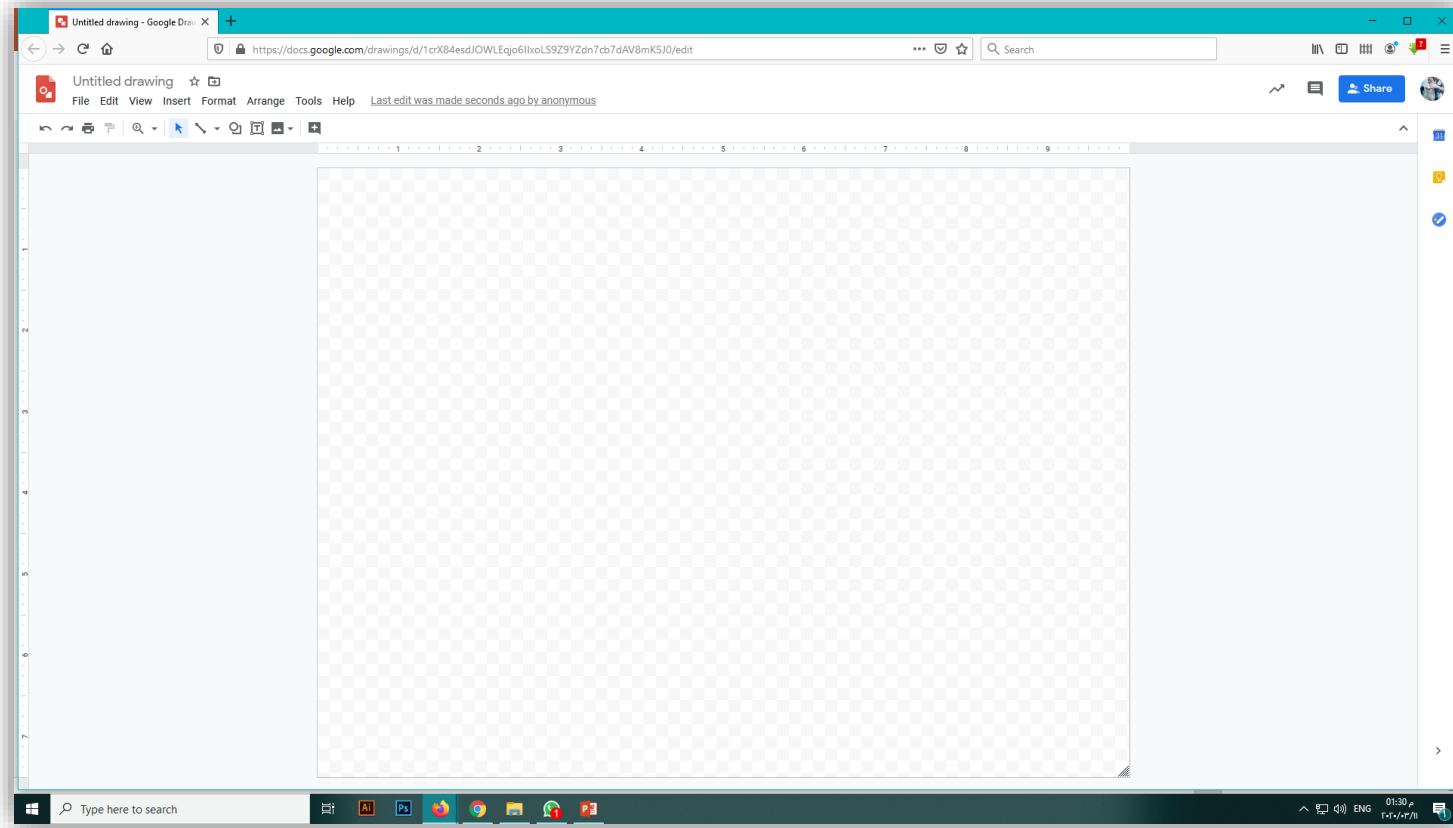
Make a copy for each student

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

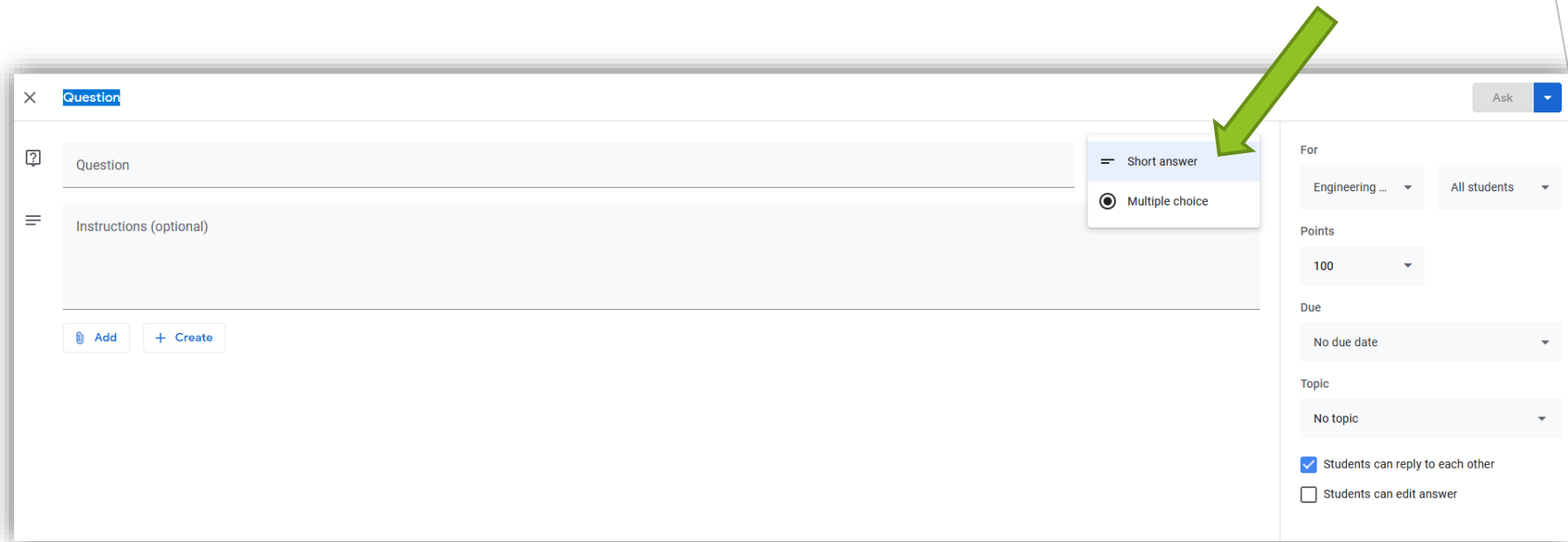
# Google slides



# Google drawing



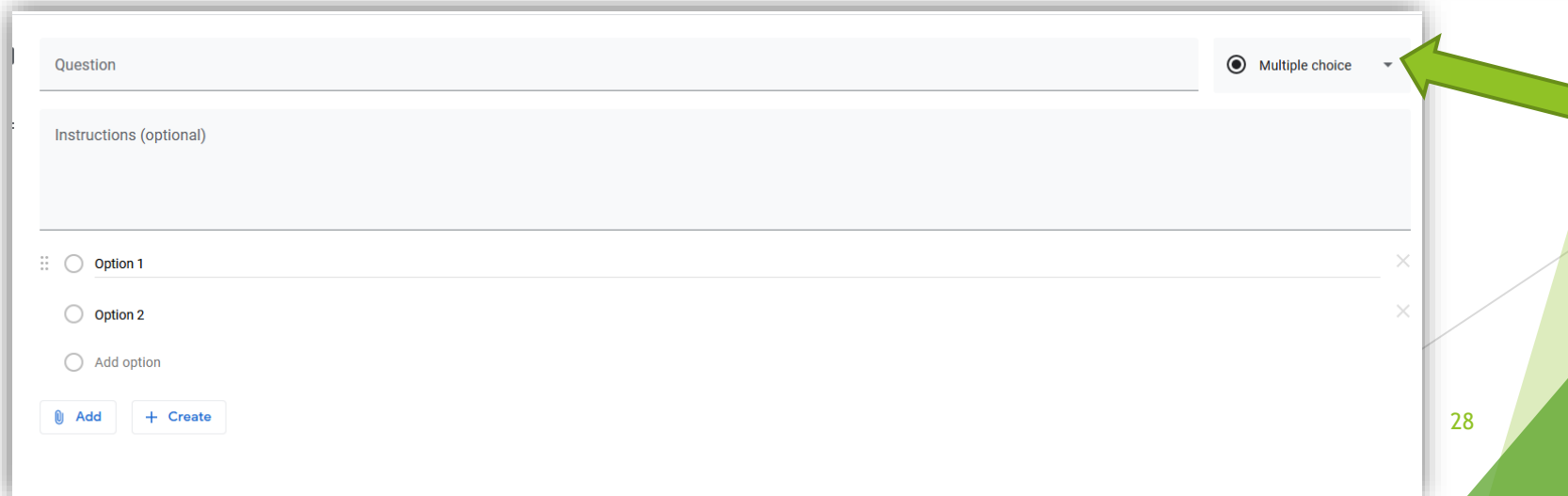
# 3- Question



This screenshot shows the 'Question' creation interface. The main area has two text input fields: 'Question' and 'Instructions (optional)'. Below these are 'Add' and 'Create' buttons. On the right, there is a settings panel with the following options:

- For:** Engineering ... (dropdown), All students (dropdown)
- Points:** 100 (dropdown)
- Due:** No due date (dropdown)
- Topic:** No topic (dropdown)
- ☒ Students can reply to each other
- ☐ Students can edit answer

A green arrow points to the 'Multiple choice' option in the settings panel, which is currently selected.

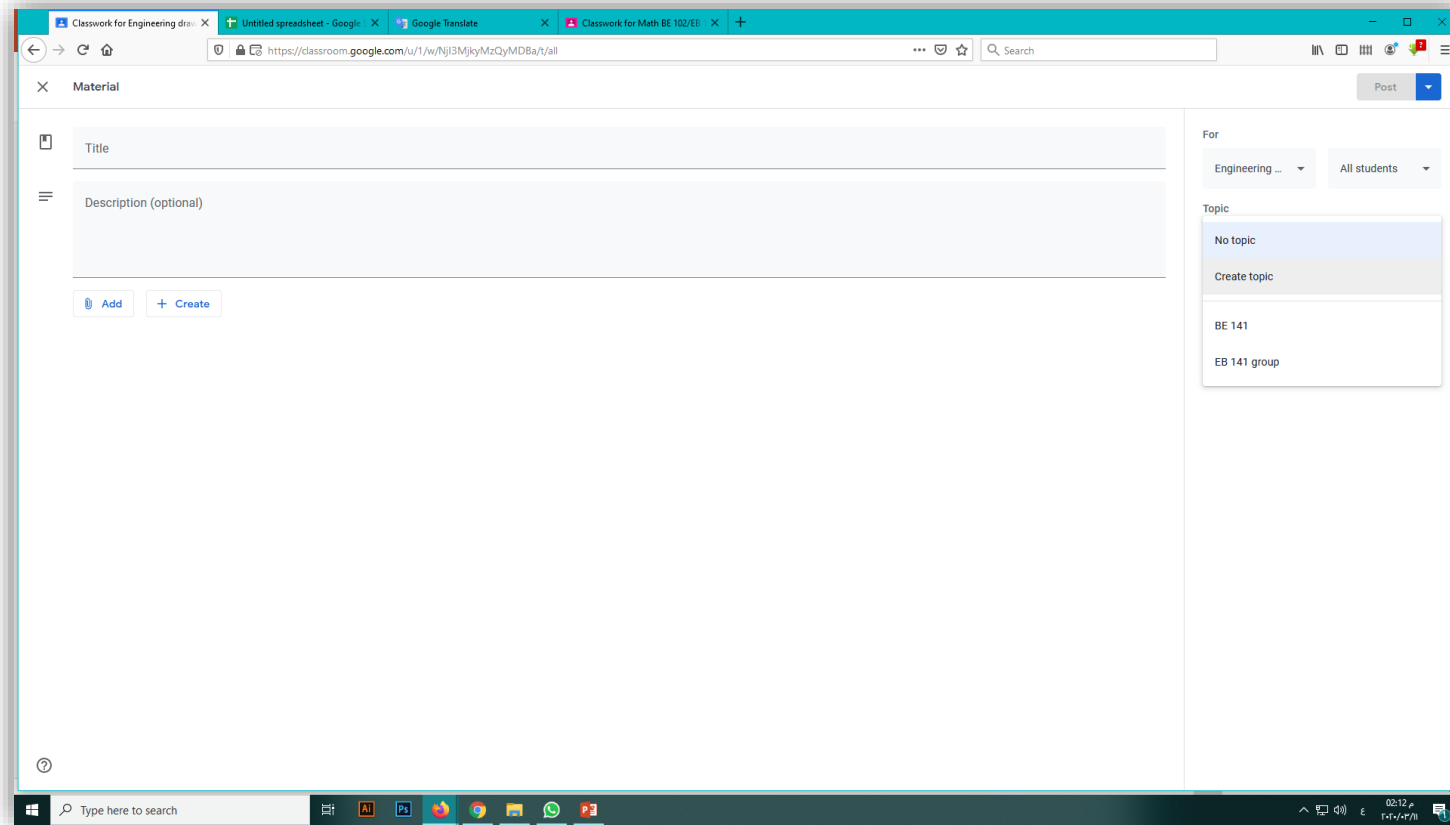


This screenshot shows the 'Question' creation interface with the 'Multiple choice' option selected. The main area has two text input fields: 'Question' and 'Instructions (optional)'. Below these are three radio button options: 'Option 1', 'Option 2', and 'Add option'. At the bottom are 'Add' and 'Create' buttons. On the right, there is a settings panel with the following options:

- For:** Engineering ... (dropdown), All students (dropdown)
- Points:** 100 (dropdown)
- Due:** No due date (dropdown)
- Topic:** No topic (dropdown)
- ☒ Students can reply to each other
- ☐ Students can edit answer

A green arrow points to the 'Multiple choice' option in the settings panel, which is currently selected.

## 4- Add material



Engineering drawing 1 (EB 141/BE 141)  
Basic-freshmen

Stream

**Classwork**

People

Grades

+ Create

Assignment

Quiz assignment

Question

Material

Reuse post

Topic

Google Calendar

Class Drive folder

All topics

mid-term

BE 141

EB 141 group

Assignment

Quiz assignment

Question

Material

Reuse post

Topic

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

30

## 5- How to Update Course Settings

# settings

The screenshot shows a web browser window with the address bar displaying `classroom.google.com/u/1/c/Njl2NTk5MzE0NzNa`. The page title is "Math BE 102/EB 102 pharmacy". The navigation bar includes tabs for "Stream", "Classwork", "People", and "Grades". A red arrow points to the settings gear icon in the top right corner. The main content area features a pink header with the class name "Math BE 102/EB 102 pharmacy" and the class code "c7y6pfi". Below the header, there is a section for "Upcoming" work, which currently shows "No work due soon". To the right of this section, there is a "Share something with your class..." box and a list of posts. The first post is by "Nesma Khater" dated "Mar 15" with the text "b". The second post is also by "Nesma Khater" dated "Mar 10" with the text "tutorial 1".

Math BE 102/EB 102  
pharmacy  
Class code c7y6pfi

Stream Classwork People Grades

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



## Class Details

Class name (required)

Engineering drawing 1 (EB 141/BE 141)

Class description

Section

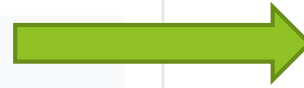
Basic-freshmen

Room

E-215

Subject

EB 141



You could edit your course details

## General

Class code

ca77xoa



Class code: to invite teacher or students

Stream



Students can post and comment

Students can only comment

Only teachers can post or comment

Classwork on the stream

Show deleted items

Only teachers can view deleted items.

- ▶ For any questions contact us @ 3482
  - ▶ Email: [it.dept@pua.edu.eg](mailto:it.dept@pua.edu.eg)