

# Christian Teaching Institute CTI

## THE Student's Quick Guide ..... TO .....



# Google Classroom

&



# Google Meet

G Suite for Education



# First Login

## Google Classroom

Google Classroom is part of the G Suite for Education set of tools that is designed to help teachers and students communicate, manage paperless assignments, and stay organized.

## First Login

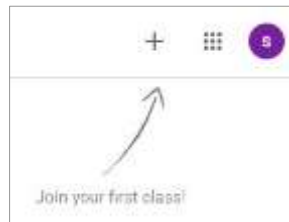
Go to **classroom.google.com** and sign in using the username (yourname@cti-school.com) you received from CTI. You can follow the steps shown in the video attached [here](#) for your first log in. Use the class codes you receive from your teachers to join your classes.

Alternatively, Google Classroom can be accessed using mobile apps (**Android and iOS**).

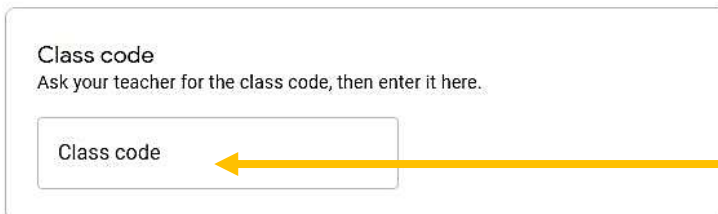
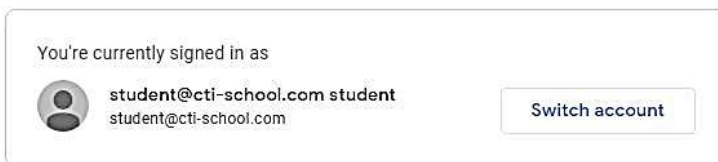
# Join a Class with a Class Code

## Join a Class with the Class Code:

1. Click the + on the top right of the page to Join Class.



2. Enter the Class Code given to you by your teacher, and click Join.



### To sign in with a class code

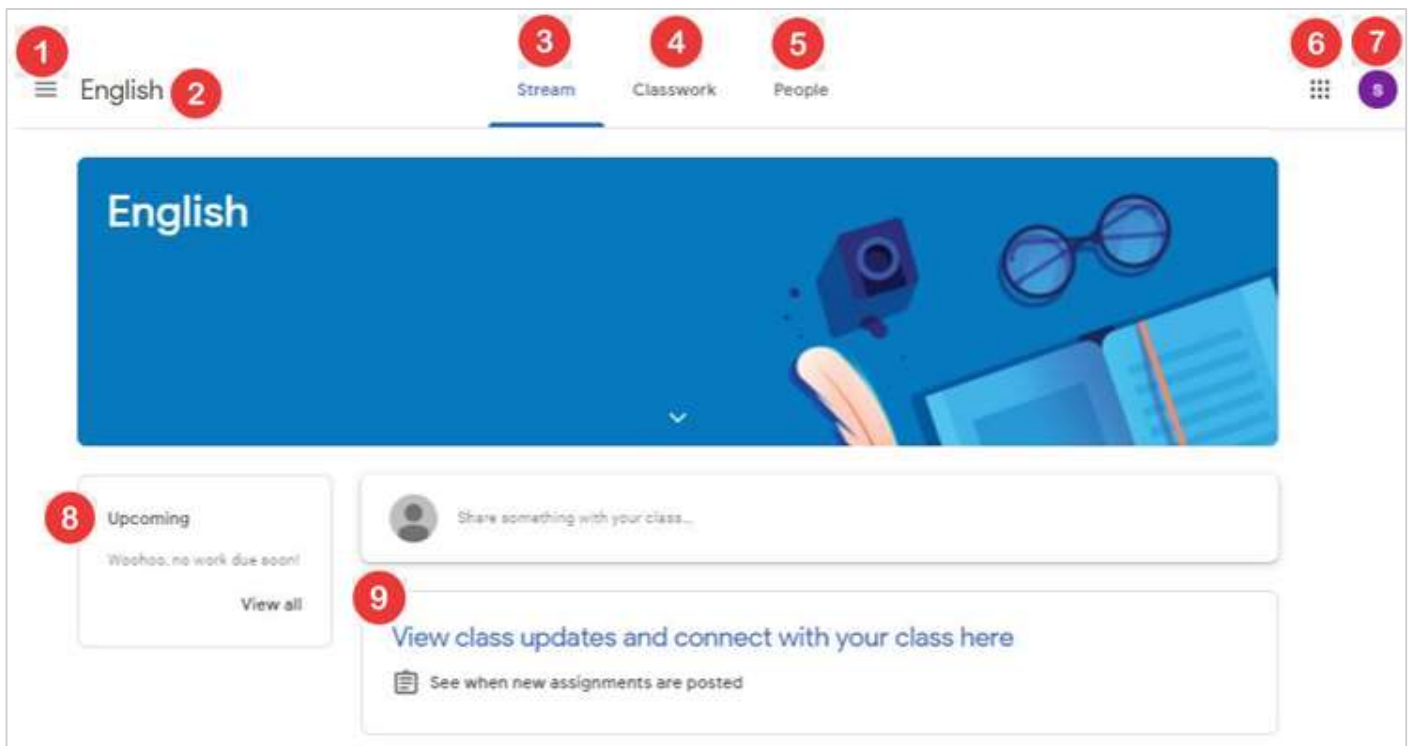
- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

# Student's View: The Stream

Once the students have logged in, they will see the class overview page. From here they can see all of their classes and assignments.

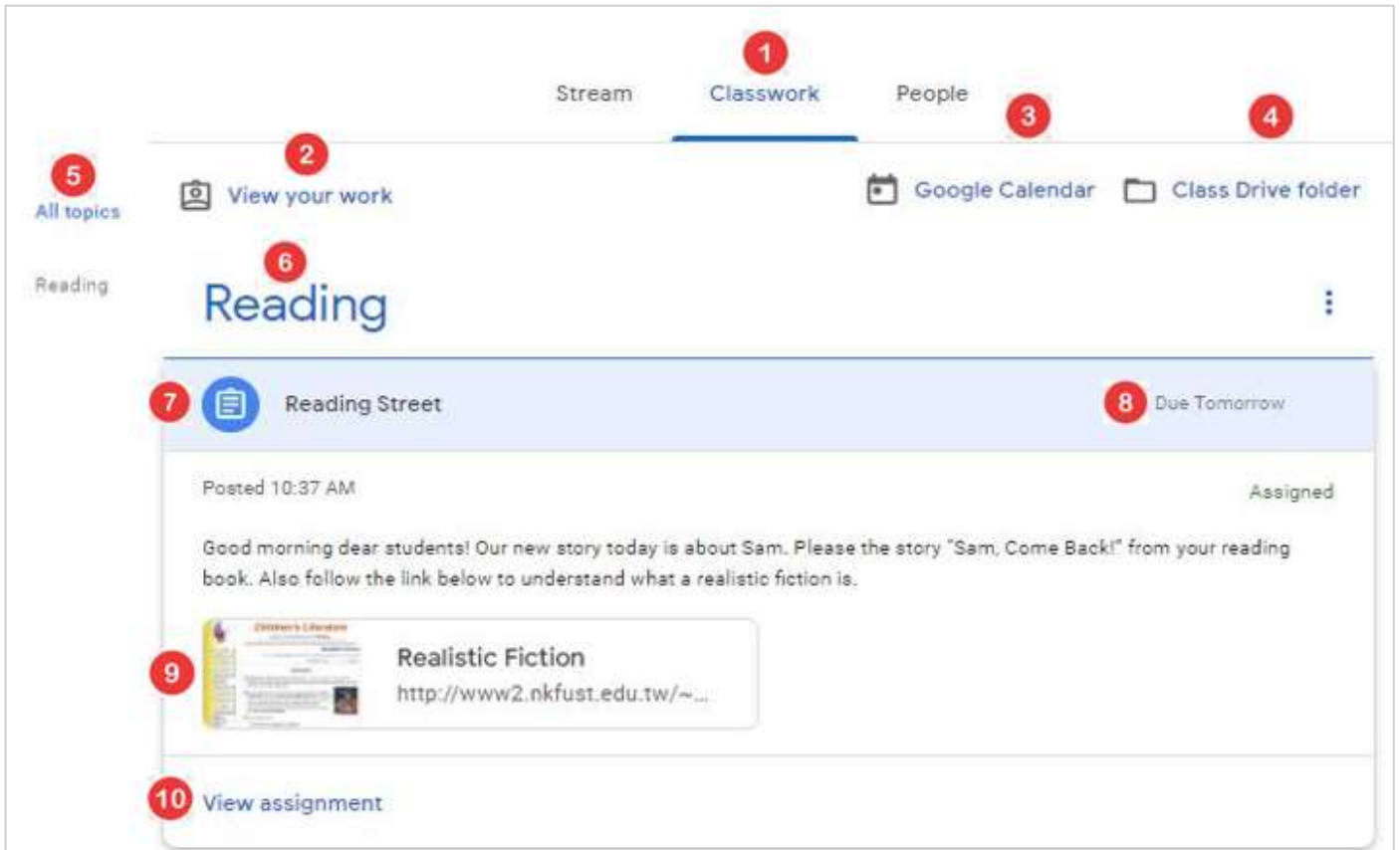
**Stream** shows a list of posts made to the classroom by teachers. This includes announcements, questions and homework/assignments.



- 1 Menu of Classes
- 2 Current class
- 3 Announcement Page
- 4 Assignments
- 5 Teacher(s) and Classmates

- 6 Other G Suite Apps
- 7 Current class
- 8 Upcoming Assignments
- 9 Updates from your teacher

**Classwork** provides assignment details.



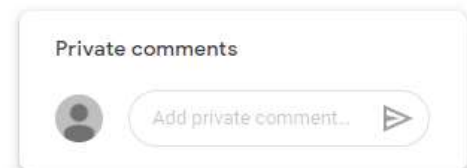
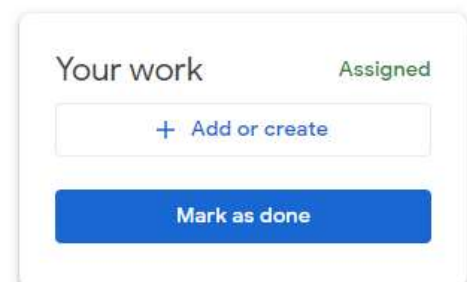
- |                        |                             |
|------------------------|-----------------------------|
| 1 Classwork Tab        | 6 Topic Heading             |
| 2 See your grades      | 7 Assignment Title          |
| 3 See Due Dates        | 8 Assignment Due Date       |
| 4 View your files      | 9 Attached files/Links      |
| 5 All Topics Available | 10 Click to view assignment |

### Submitting homework online

Homework can be submitted directly within Google Classroom.

To open homework assignments go to [classroom.google.com](https://classroom.google.com).

- 1) Click **View assignment**.
- 2) To attach an item: Under Your work, click **Add** or **Create** and click Google Drive, Link, or File.
- 3) Click **Turn In** and **Confirm**. The status of the assignment changes to Turned in.

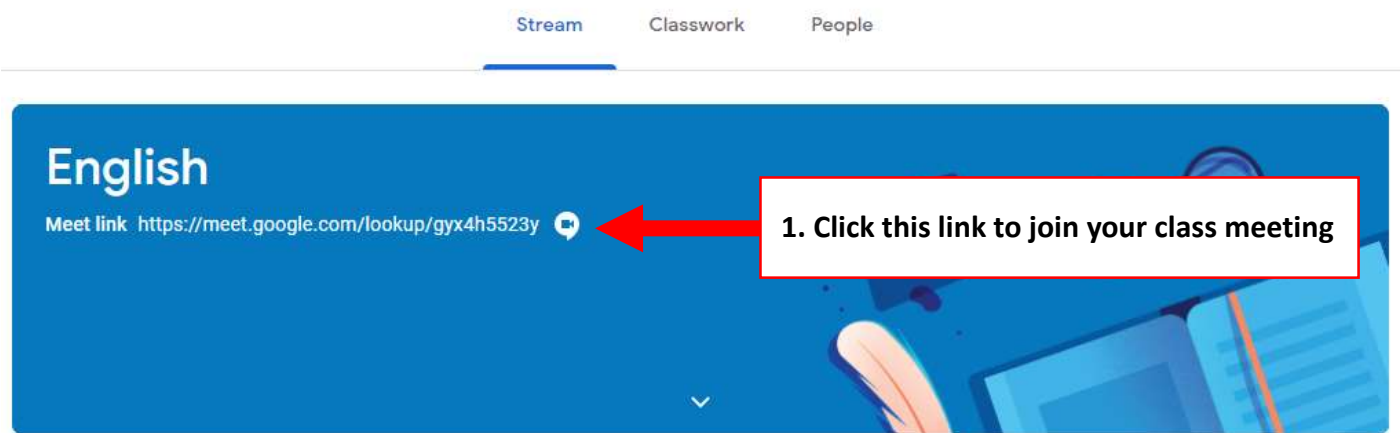


# Google Meet

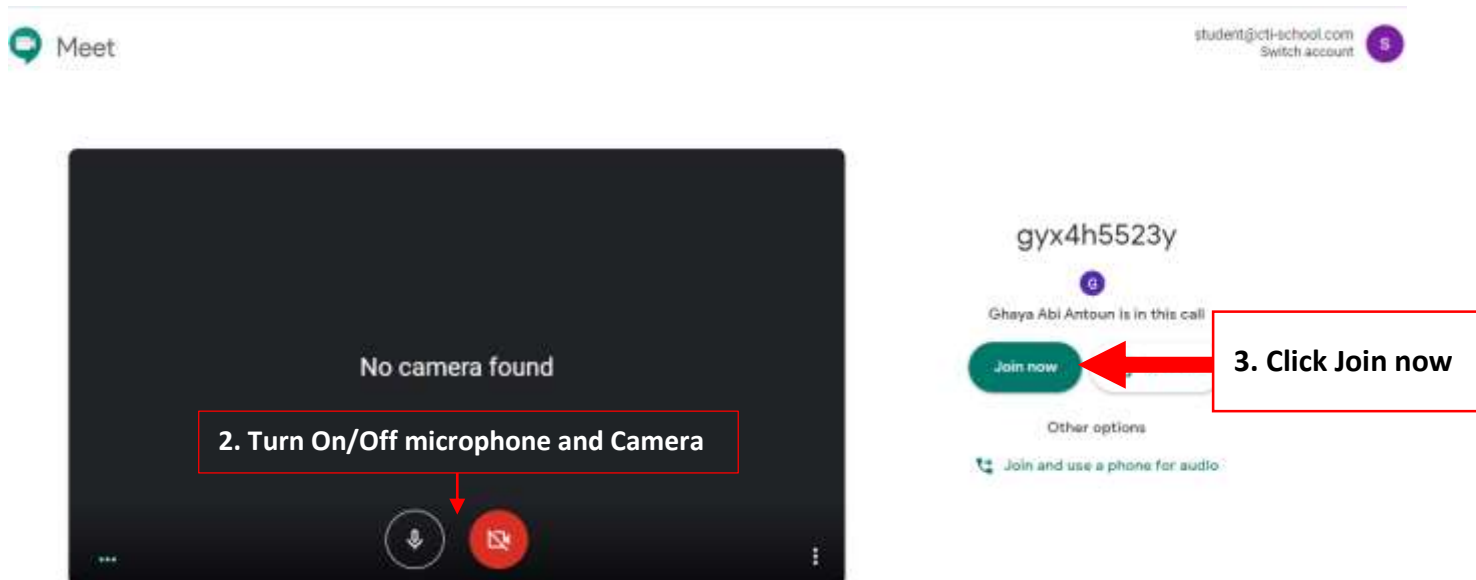
Google Meet is a video conferencing tool that is integrated into your Google Classroom.

## How to join Google Meet

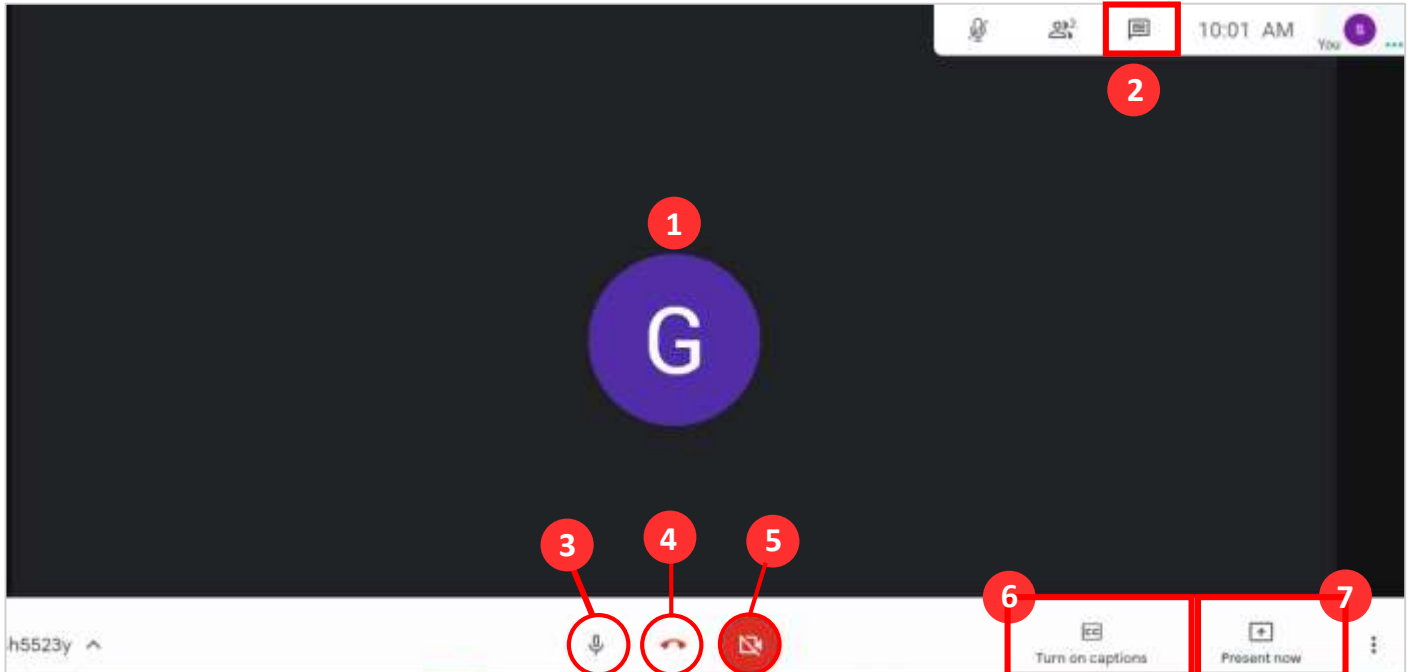
You can join Google Meet by clicking on the Meet link provided to you on the Stream page.



Once you click this link, you will be presented with this screen:



After you join you will reach your meeting screen.



- 1 **Main screen:** This is where your teacher will appear
- 2 **Chat:** Chat with your teacher and classmates
- 3 **Microphone:** Turn your microphone on and off
- 4 **End call:** Leave the class meeting
- 5 **Camera:** Turn your camera on/off
- 6 **Captions:** Turn on captions to read what you're hearing
- 7 **Present now:** Share your screen

Best wishes for the coming school year!  
God Bless