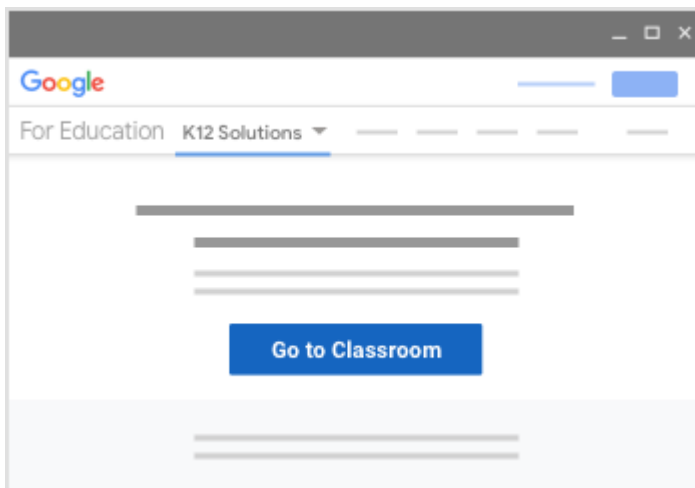


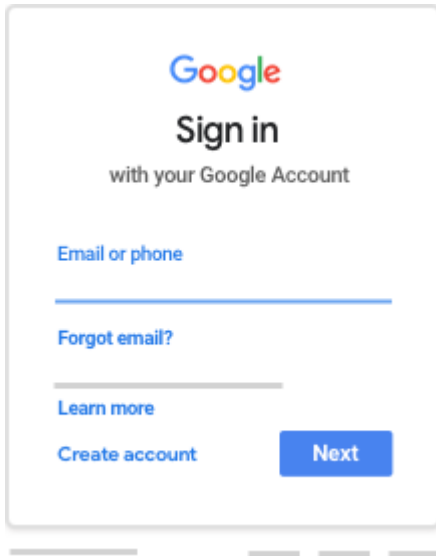
GOOGLE CLASSROOM STUDY GUIDE FOR STUDENTS

1. Sign in for the first time.

1. Go to classroom.google.com and click Go to Classroom.

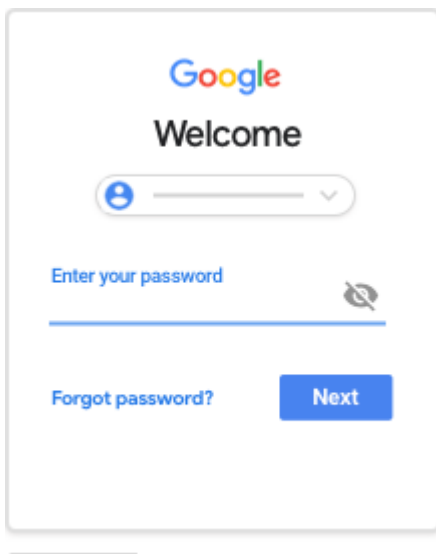


2. Enter your username and click Next. (Your faculty number +@nvna.eu)



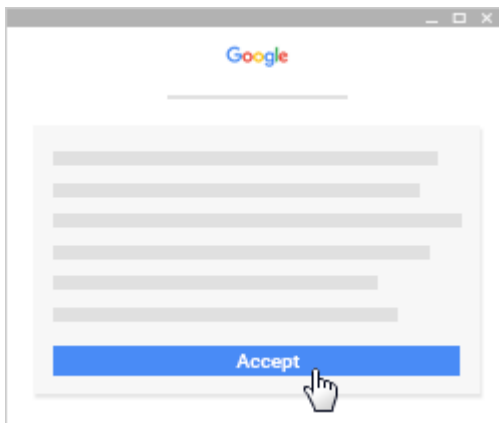
The image shows a Google sign-in interface. At the top is the Google logo, followed by the text "Sign in with your Google Account". Below this is a text input field labeled "Email or phone" with a blue underline. Underneath the input field are two links: "Forgot email?" and "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next".

3. Enter your password and click Next. (Password: Parola.1)

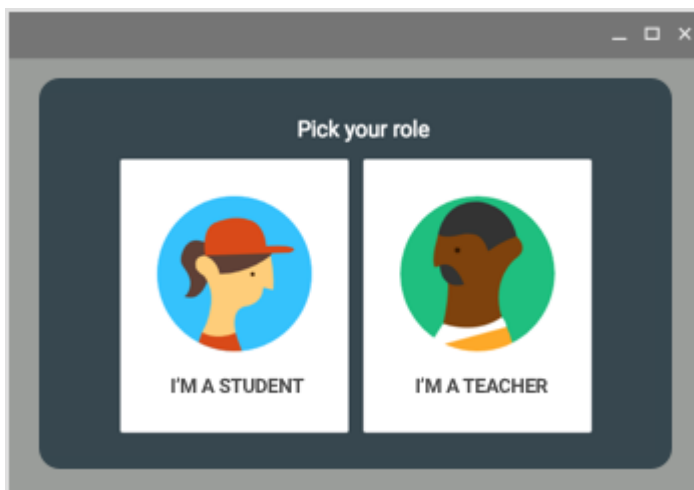


The image shows a Google welcome screen. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu with a blue plus icon on the left and a downward arrow on the right. Underneath the dropdown is a text input field labeled "Enter your password" with a blue underline and a small eye icon on the right. At the bottom left is a link "Forgot password?", and at the bottom right is a blue button labeled "Next".

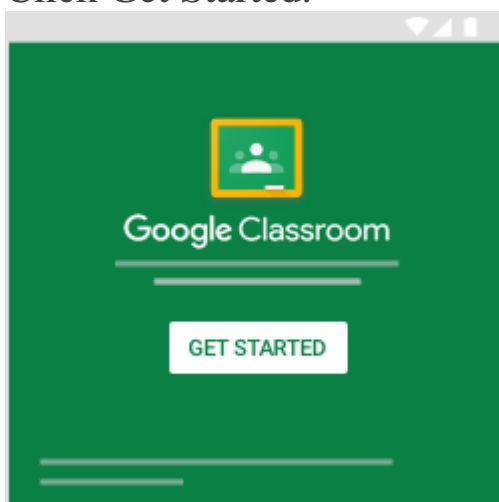
4. If there is a welcome message, read it and click Accept.



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.



2. Join a class as a student.

How to join a class

You have 2 ways to join a class:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

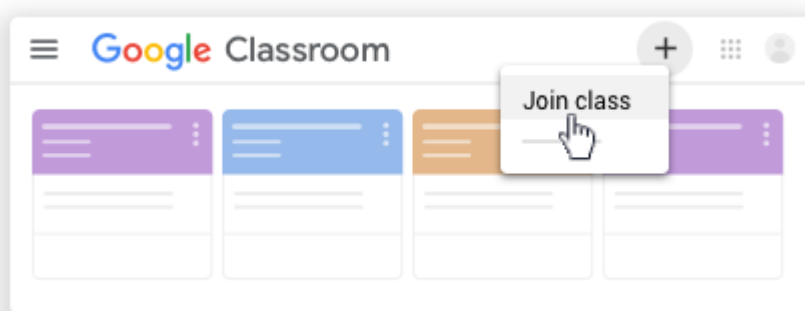
If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

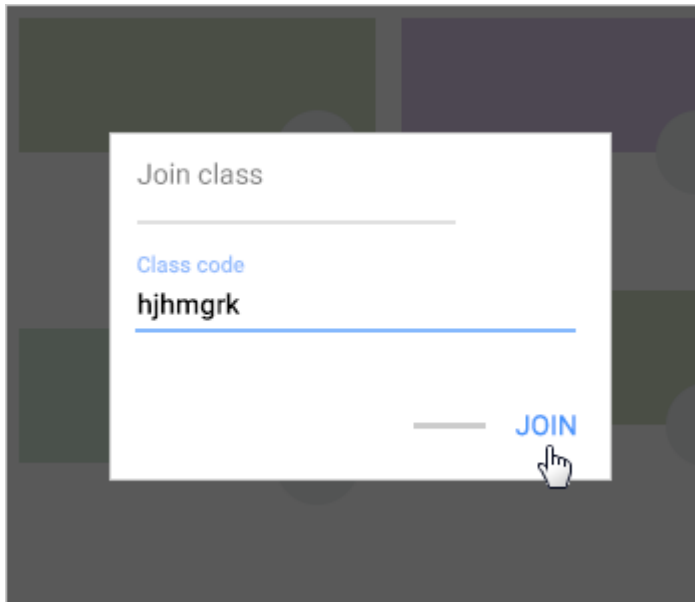
Join a class

Join a class with a class code

1. Go to classroom.google.com.
2. At the top, click Add + > Join class.

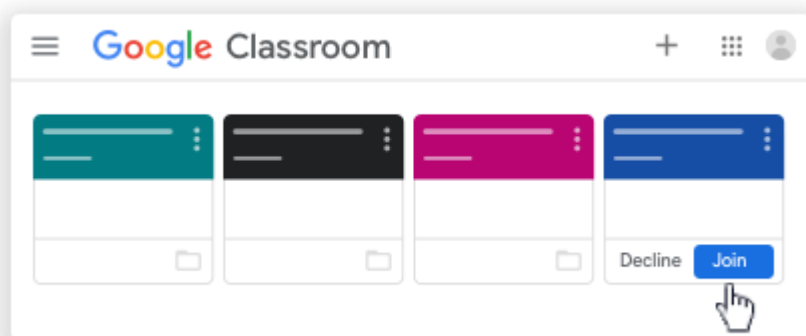


3. Enter the class code your teacher gave you and click Join. A class code consists of 6 or 7 letters or numbers. For example, hjhmrk or g5gdp1.



Accept an invitation from your teacher

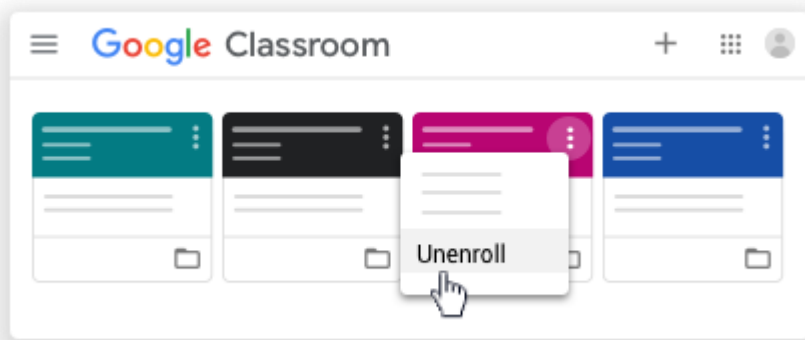
1. Go to classroom.google.com.
2. On the class card, click Join.



3. Unenroll from a class.

When you unenroll from a class, you will no longer see it in Classroom, but all your class files are stored in your Google Drive.

1. Go to classroom.google.com.
2. Click Menu ☰ > Classes.
3. On the class, click More ⋮ > Unenroll.



4. To confirm, click Unenroll.

4. See your class information.

You can see your class information on the Stream page. If your teacher added this information, it may contain the class's subject, room number, and description.

1. Go to classroom.google.com.
2. Click the class > Stream.
3. At the top, underneath the image, click the Down arrow ▼.
4. (Optional) To collapse the class information, click the Up arrow ^.

5. View due dates and events on your calendar.

What can you do with each calendar?

Note: Classroom calendar is available only on computers, not mobile devices.

Google Calendar	Classroom calendar
<ul style="list-style-type: none">• View classwork due dates• View class events• Add personal reminders only you see• Add events, such as study sessions	<ul style="list-style-type: none">• View classwork due dates• Click an item to open it in Classroom

5.1. View items on your calendars

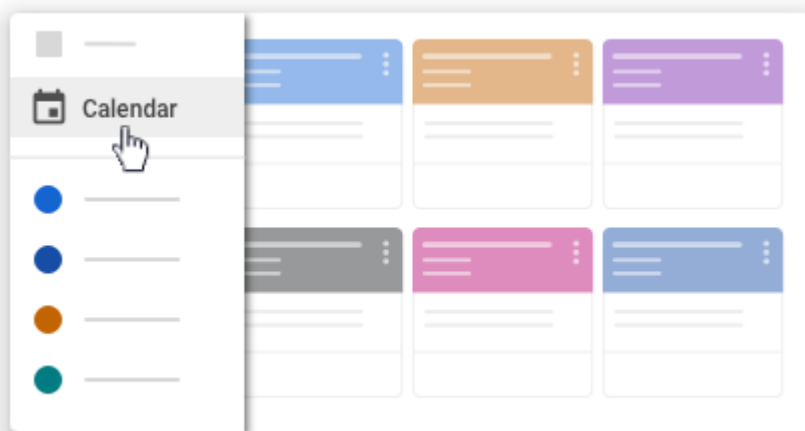
5.1.1. View due dates on your Classroom calendar

On the Classroom calendar, you can see classwork due dates. You can't add any items.

1. Go to classroom.google.com.
2. At the top, click Menu ☰.

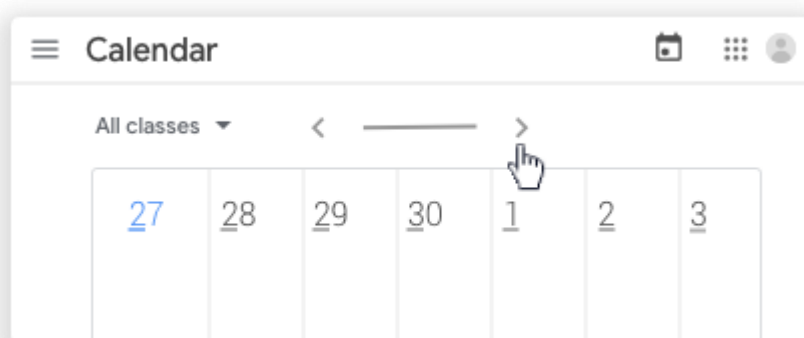


3. Click Calendar.

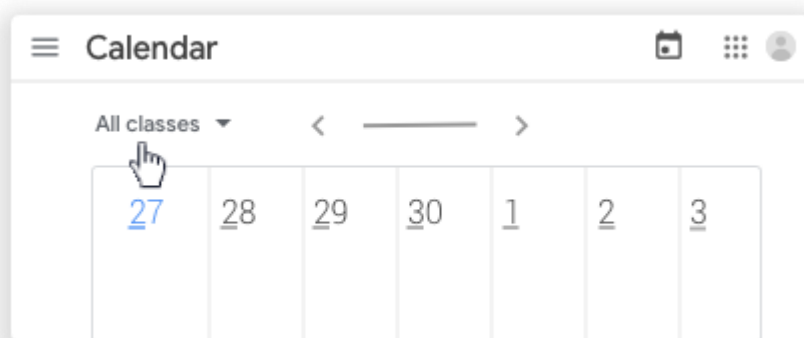


4. Choose an option:

- To see past or future work, next to the date, click Back < or Next > .



- To see assignments for all your classes, click All classes.



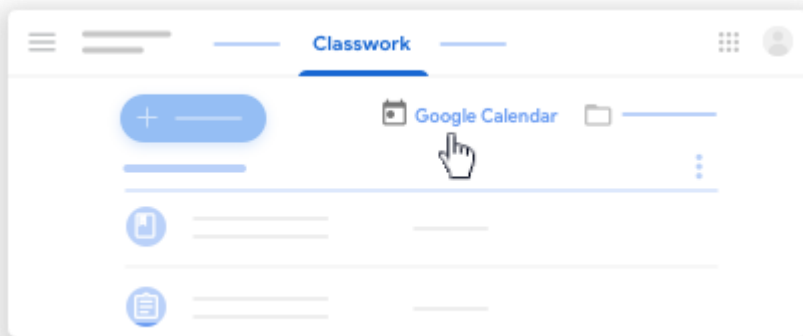
- To see assignments for one class, click All classes > select the class.

5. (Optional) To open classwork, click an assignment or question.

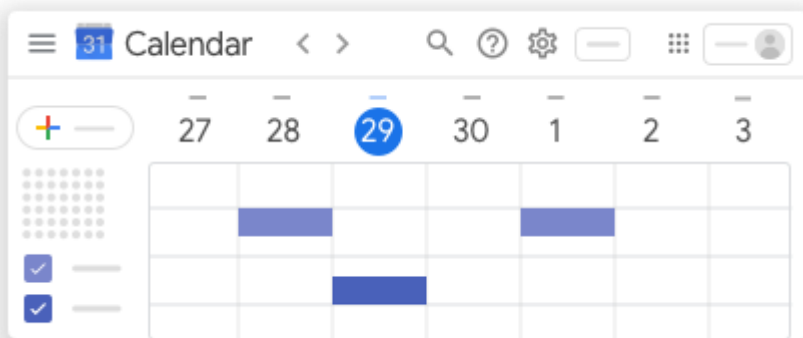
5.1.2. View due dates and events on your Google Calendar

On your Google Calendar, you can see classwork due dates and class events, such as field trips or exams. In your Other calendars list, you can find all your class calendars, and select if you want to see or hide them.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click Google Calendar .



4. (Optional) For details, click an item.



5. (Optional) To see or hide other class calendars, at the left, under Other calendars, check a box for a class.

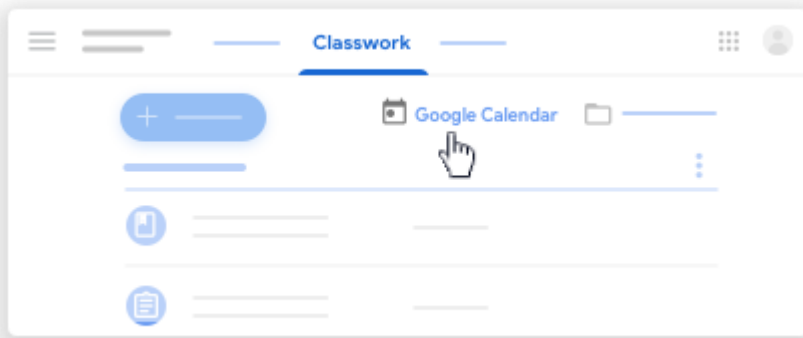
5.2. Add items to your Google Calendar

5.2.1. Add a personal reminder

You can add a personal reminder, such as a note to remember your calculator. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
2. Click the class > Classwork.

3. Click Google Calendar .



4. For more instructions, go to [Add reminders](#).

5.2.2. Add an event

You can add events, such as a study session, and invite classmates. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click Google Calendar .

