



**UNIVERSITI ISLAM ANTARABANGSA SULTAN
ABDUL HALIM MU'ADZAM SHAH
(UniSHAMS)**

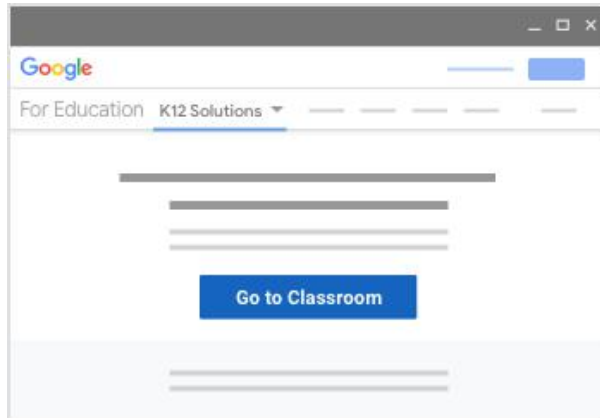
**Google Classroom
Module 1: Getting Started, Creating and Managing
Classes for Lecturers and Students**

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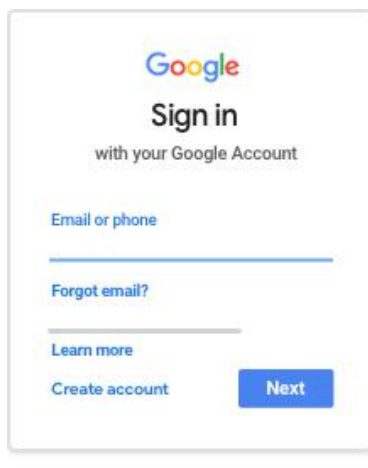
Getting Started: Sign in to Google Classroom

Sign in to Google Classroom using email provided by the university. Eg: xxx@unishams.edu.my.

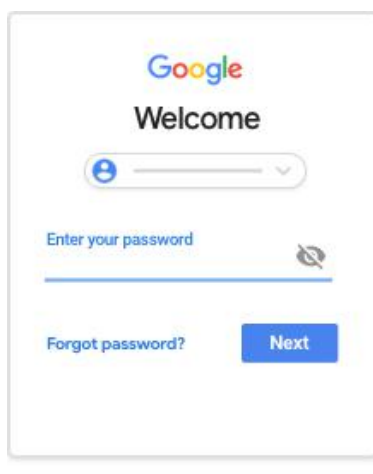
1. Go to classroom.google.com and click **Go to Classroom**.



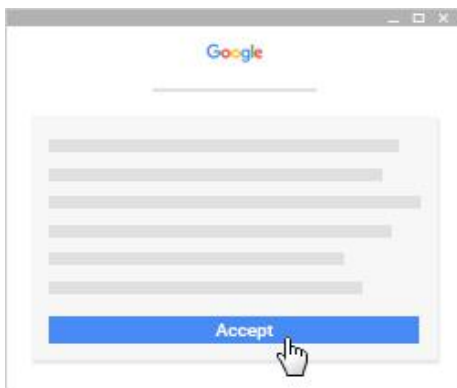
2. Enter your UniSHAMS's email and click **Next**.



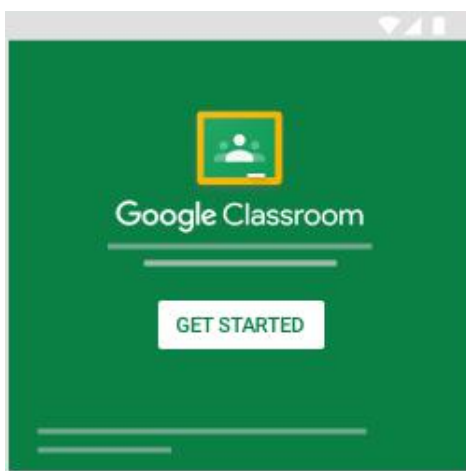
3. Enter your UniSHAMS's email password and click **Next**.



4. Read the welcome message and click **Accept**.



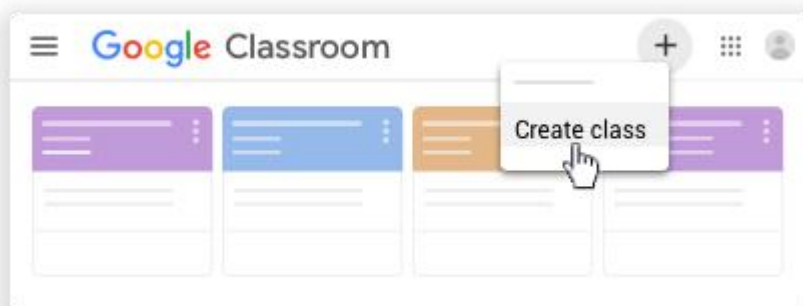
5. Click **Get Started**.



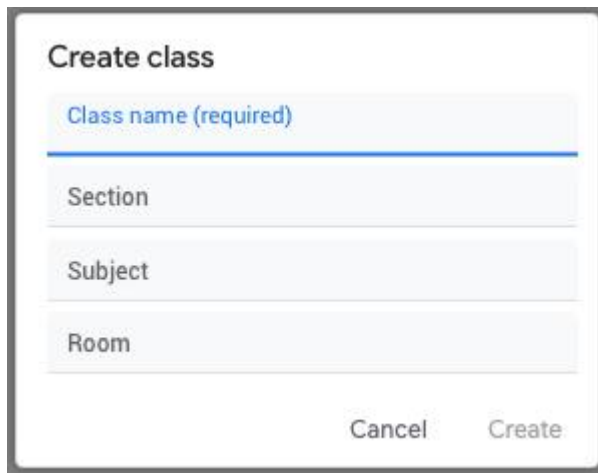
Create a Class

Create a class for each of the classes assigned to lecturer in the semester. In class lecturer can assign work and post announcements to students.

1. Go to classroom.google.com and click **Sign In**. Sign in using UniSHAMS's email and password. Eg: xxx@unishams.edu.my.
2. On the Classes page, click Add + > **Create class**.



3. Click and insert the class name. E.g. Computer.



Create class

Class name (required)

Section

Subject

Room


Cancel Create

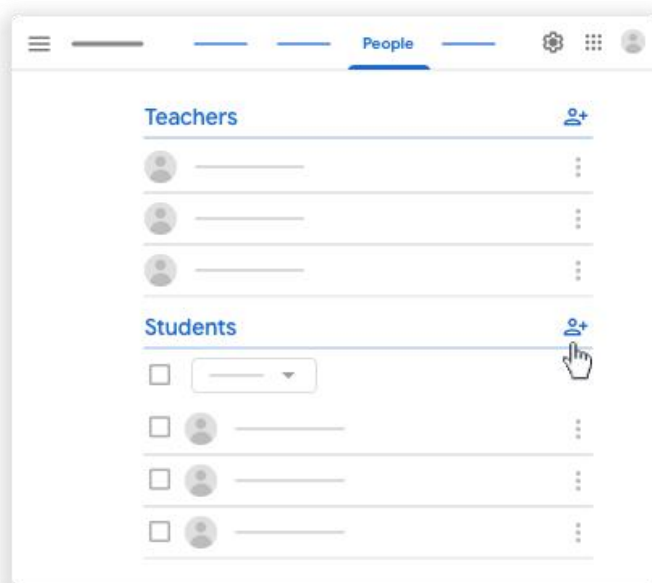
4. Click **Section** (enter the short description of the class). E.g. grade level. This is optional.
5. Click **Subject** (enter the subject name). E.g. UKK1012 Computer Application. This is optional.
6. Click **Room** (enter the location of the class). E.g. G12. This is optional.
7. Then click **Create**. Once lecturer create a class, Classroom automatically creates a class code.

Invite Students to a Class

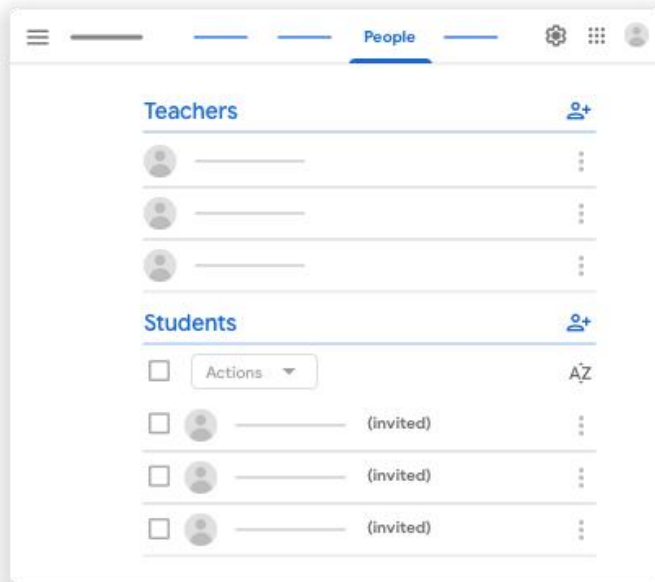
Enroll students in the class, lecturer need to invite them or give them a code to join. Students can remove themselves from classes and their grades are removed.

Invite Students Using Email

1. Go to classroom.google.com and **Sign In**. Sign in using UniSHAMS's email and password. Eg: xxx@unishams.edu.my.
2. Choose the class to add students or a group of students.
3. At the top, click **People** > Invite students 

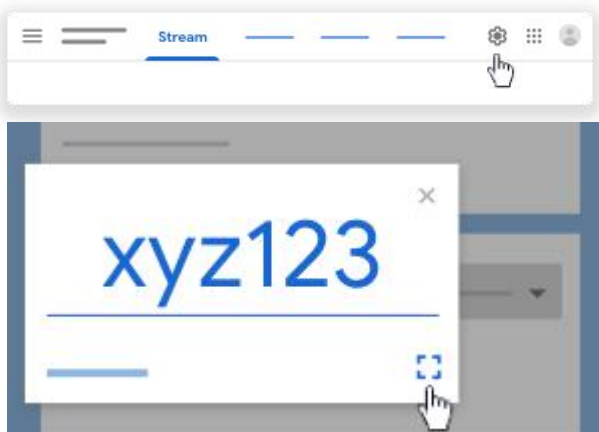


4. Enter the student's or group's Google email (gmail) address. As the text is entered, an auto complete list might appear.
5. Under the **Search results**, click a student or a group. To invite more students or groups, repeat steps 4 and 5.
6. Then click **Invite**. Once email invitation is sent, the class list updates to show the names of invited students.



Invite Students Using Class Code

1. Go to classroom.google.com and **Sign In**. Sign in using UniSHAMS's email and password. Eg: xxx@unishams.edu.my.
2. Choose the class.
3. Click Setting and choose Class code. Then display the code.



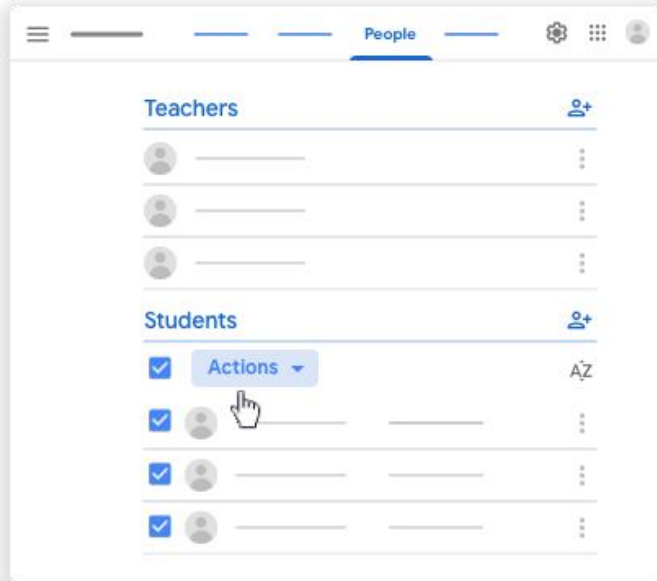
4. Give the students these instructions to join the class:
 - i. Go to classroom.google.com and **Sign In**. Sign in using Google email (gmail) address.
 - ii. On the Classes page, click **Add** +
 - iii. Then **Join Class**.
 - iv. Enter the code and click **Join**.

Remove a Students from a Class

1. Go to classroom.google.com and **Sign In**. Sign in using UniSHAMS's email and password. Eg: xxx@unishams.edu.my.
2. Click the class > **People**.



3. Check the box next to the students to be removed.
4. At the top, click **Actions** > **Remove**.



5. Click **Remove** to confirm.