



UNIVERSITÀ CATTOLICA  
NOSTRA SIGNORA DEL BUON CONSIGLIO

# Guide to Teaching Online

## Google Classroom



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## Google Classroom

Google Classroom allows you to make teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Educators can create classes, distribute assignments, send feedback and keep everything under control, in a single application. Classroom also seamlessly integrates with other Google tools like Google Docs and Drive.

### Prerequisites

In order to use Classroom it is sufficient to have an Internet connection available, to choose one of the browsers present on the PC (ex. Chrome, Firefox, Internet Explorer or Safari - in general it supports the main versions of the browsers on an ongoing basis).

To use Google Meet for distance learning, you will also need a video camera and microphone, or a laptop PC with camera and integrated microphone.

### Retrieve of IT credentials

The email address and the link to enter the desired password is sent via email from "G Suite Team", in your private email, made available to the coordinator.

The "Welcome Email" contains a link / button. By clicking the link opens a window where you can put a new password. Mark carefully and remember this password, it will be valid for the duration of your teaching at NSBC.

If you cannot click on the button, or if the link is no longer valid, please contact our technical support via email: [ced+password@unizkm.al](mailto:ced+password@unizkm.al)

#### Your Google Account password has been reset

Hello Webmaster,

Your administrator has reset your Google Account password for Catholic University "Our Lady of Good Counsel".

Click **Reset password** below to set a new password. To keep your account secure, follow [these password guidelines](#).

Reset password

For your security, the reset password link expires after 48 hours. After that, please contact your [administrator](#) for your password.

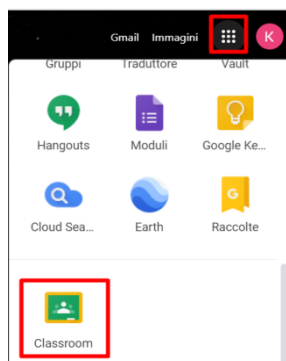
Regards,

The Google Cloud Team

### How to access Google Classroom

To access the tool, you must first access the mailbox <https://mail.google.com/a/unizkm.al>, authenticating yourself with the institutional credentials@prof.unizkm.al (n.surname@unizkm.al, password). Then you must access the menu with the square icon (pictogram of squares at the top right) and scroll through the icons in the box until you find Classroom (see example picture1).

As alternative, after logging in with your e-mail credentials, you can reach the Classroom application directly from the link <https://classroom.google.com/>.





## Create and Configure the class (the coordinator / enabled lecturers)

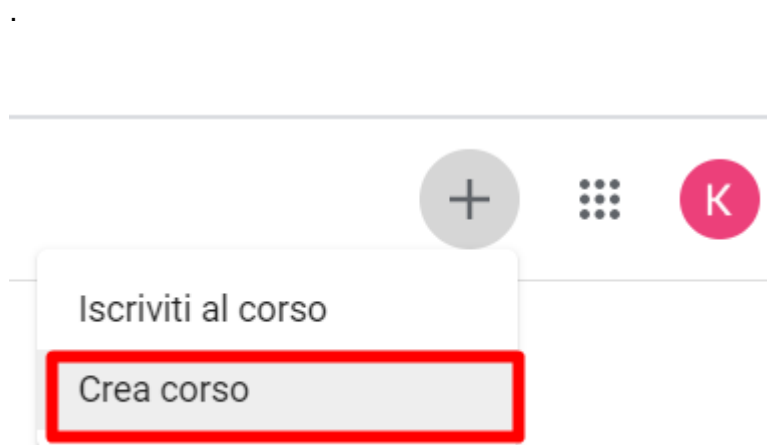
For each lecturer and subject planned (and obviously configured by the coordinator in the UniMS-> University-> Lessons Management section), must be created a "Class".

### Create a class

As a lecturer, one of the first things you will have to do in a Classroom is create one class for each of the classes you teach. In a class, you can assign work and post announcements to students.

Each class in Classroom corresponds to a single subject.

At the first authentication, simply click on the + symbol at the top right ("Create your first course or Register") by selecting the item CREATE CLASS



You can create a class, simply by entering the following information:



## Crea corso

Nome corso (richiesto)

Nome Insegnamento - Nome Corso di studio

Sezione

2019/2020 - Anno materia

Materia

Nome Insegnamento

Stanza

Annulla

Crea

## Add a lecturer to the class

This action is only needed if the "Class" has been created by the coordinator, and must be added the lecturer of the subject.

Once the class has been created, you enter the class created and add the lecturer as in the picture, using his personal email address @ prof.unizkm.al

Stream

Lavori del corso

Persone

Voti

## Insegnanti



Kostika GoricaD

## Add students

Students are also added to the same section.

### Regular students of the ongoing year

As shown in the picture, click on "Invite Students", and use the right group (example [group.fisioterapia1@stud.unizkm.al](mailto:group.fisioterapia1@stud.unizkm.al)- Physiotherapy students first year)

### Other students categories

For students of the other years who need to regain attendance, or students of other classes who want to attend the subject (as in the case of medicine and students attempting to transfer), the lecturer /



the coordinator shares the PIN code of the course with the students concerned (through the didactic secretary).

## Manage the class

The class home page is made of 4 main sections: "Stream", "Classwork", "People", "Grades".

### Create announcements

The first section "Stream" (as shown in picture 4) is dedicated to creating and scheduling announcements, responding to posts left by students, and aims to define a streamlined and direct communication with the students of the course

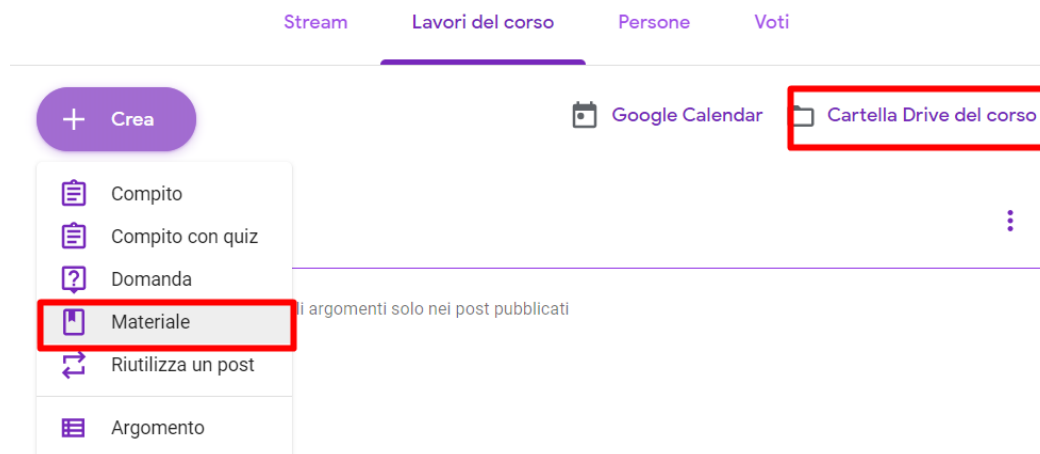
## Add materials

As a Classroom lecturer, on the "Classwork" page you can post materials and resources such as, for example: a study program, Classroom rules, or topic-related reading.

Like other types of posts on the Classwork page, materials can be organized by topic, reordered, and scheduled to post later.

\*Note. All materials included within the class are automatically saved within a "Classroom" folder in the lecturer Google Drive. Inside the "Classroom" folder, the teacher will find "X" folders as many classes as are created in Classroom.

The second "Classwork" section allows the lecturer to create and share teaching materials (for example: quiz assignments, questions, upload materials [pdf, slide video]), organizing everything by topic.



## Student attendance appeal

To make the appeal for attendance, you must go to "Classwork => Create => Question". In the question write "Appeal" specifying the lesson date or even the time if you want to make an appeal for each lesson-hour. On the right you have to choose "Multiple choice" and to add the options click on "Add options". There should be at least two options, so write Present and Not Present.

This question is also displayed in "Classwork" in Stream. Pay attention to the application deadline, so limit the time when students can declare their presence.



×

Domanda

Salva

?

Domanda

Apello 03/04/2020

Scelta multipla

≡

Istruzioni (facoltativo)

☐ Presente

☐ Non Presente

☐ Aggiungi opzione

Aggiungi

+ Crea

Per

Tutti gli stud...

Punti

Senza voto

Scadenza

12:00

Argomento

Nessun argomento

☐ Gli studenti possono visualizzare il riepilogo del corso

After the lesson or later, the lecturer can check the answers and fill in the Attendance Forms about the student presence:

≡

Sistemi di elaborazione fisio 1

2019/2020

Domanda

Risposte de

Restituisci

✉

100 punti

☐ Tutti gli studenti

Ordina in base alla risposta

☐ Presente

☐ Hegi Stud

\_\_\_/100

Apello 03/04/2020

1

0

Consegnato

Assegnati

Presente

Non Presente

## Google Meet

By using Google Meet you can carry out video lessons, or meetings in large groups connected remotely. It allows you to communicate via chat and video conference, both two participants and in groups. It includes accessibility tools, such as automatic subtitles.

To face the COVID-19 emergency, through July 1, 2020, G Suite for Education customers can use advanced Google Meet video conference features, such as larger meetings (up to 250 participants), live streaming, and recording of the meeting on Google Drive (live streaming).



## Create Events calendar Google Meet

Open the Classwork Calendar by clicking as shown in the picture:

Stream

Lavori del corso

Persone

Voti



Google Calendar



Cartella Drive del corso

Or you can also go directly to the [calendar.google.com](https://calendar.google.com) page.

To create the event, click and drag the time, then click on Other options, and fill in as follows:

- Name, Subject as the name of the event;
  - The lesson time;
  - Repetition (Repeat event-> Customize) This allows the link for the Google Meet call to remain the same for the duration of the class;
  - Add conference;
  - Choose the class calendar (attention, by default your personal calendar can be chosen);
  - You can add attachments related to the lesson, to have them available during the lesson;
- Then click Save.

× Nome Insegnamento

Salva

24 mar 2020 3:00AM - 4:00AM 24 mar 2020 Fuso orario

☐ Tutto il giorno Ogni settimana di martedì, fino al 26 giu 2020

Dettagli evento Trova un orario

Invitati Sale



Aggiungi posizione



Hangouts Meet

Partecipa a Hangouts Meet  
[meet.google.com/edy-arsf-dhr](https://meet.google.com/edy-arsf-dhr)



Aggiungi notifica



Sistemi di elaborazione fisio 1 2019/2020



Occupato

Visibilità predefinita



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✂

Aggiungi descrizione

Autorizzazioni p

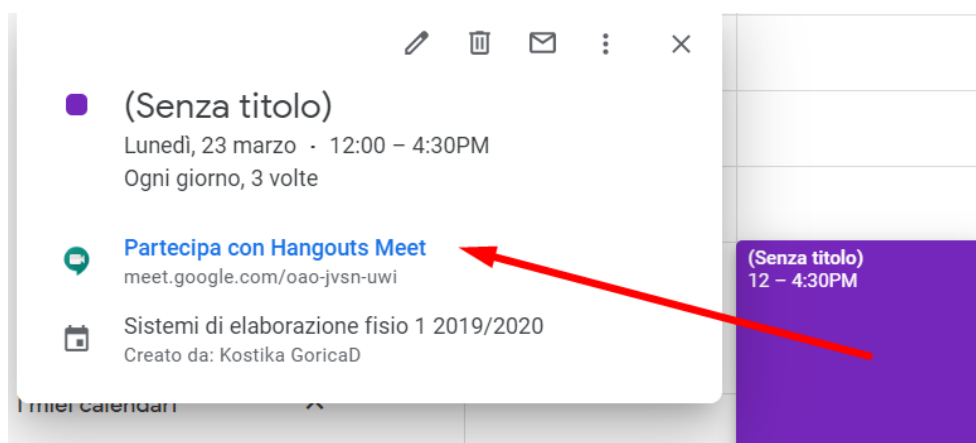
☐ Modificar

☒ Invitare al

☒ Vedere l'e

## Start a call

From the created event, click to participate.



The lecturer, checking the screen, will have to allow (only the first time) the system to use the webcam / microphone of his PC (it is possible to manage the quality of the audio and video through the controls of the PC).

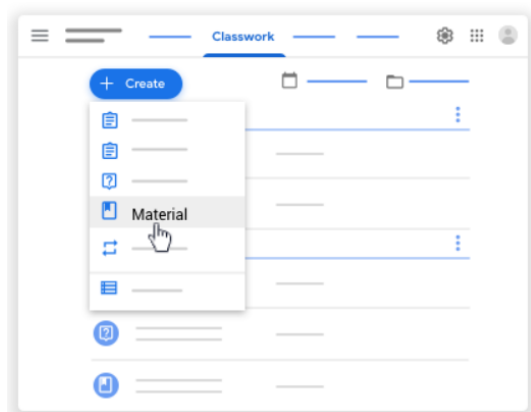
The lecturer can obtain the link of the video call (see picture 20) by clicking on "Copy participation information" and pasting it on the tool chosen for sharing with the students (E-mail, Classroom, Moodle ...).


**It is important to recommend participants in the video call to turn off their device's microphone before connecting to avoid background noise / interference**

### Record meeting -upload a video on Classroom

To record a video meeting, click **More - Record meeting**. Wait for the recording to start. The other participants are informed when the registration starts or stops.

When the meeting is over, click More - Stop recording. Registration also stops when all attendees leave the meeting. After a few minutes, the recording file is created and saved in the organizer (coordinator or teacher) folder **My drive> Meet Recordings**. The file name corresponds to the Meet code. In addition, the person who organized the meeting and the person who started the registration will receive an email containing a link of the registration.

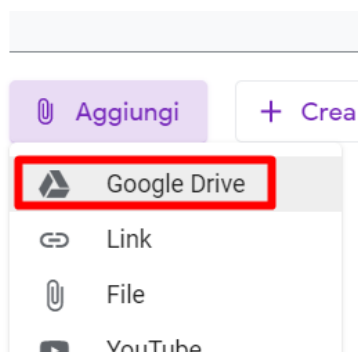


In order to share the recording with the students, on the Classroom page, **Classwork** section, click **Create Material**. The title should include the date of the lesson and the topic if possible. And then click Attach  Drive element by choosing from "My Drive" -> "Meet Recordings" -> Lesson file. Finally, click publish this post, so the material is published on the page for all participants of the class.





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Useful information for fans and curious

Download Google Classroom app

[https://support.google.com/edu/classroom/answer/6118412?hl=it&ref\\_topic=7175285](https://support.google.com/edu/classroom/answer/6118412?hl=it&ref_topic=7175285)

Enable or Disable Notifications

[https://support.google.com/edu/classroom/answer/6141557?hl=it&ref\\_topic=9049890](https://support.google.com/edu/classroom/answer/6141557?hl=it&ref_topic=9049890)

Install the Share extension in Chrome's Classroom

[https://support.google.com/edu/classroom/answer/6270443?hl=it&ref\\_topic=7175285](https://support.google.com/edu/classroom/answer/6270443?hl=it&ref_topic=7175285)

Add materials to the Classwork page

[https://support.google.com/edu/classroom/answer/9123621?hl=it&ref\\_topic=9049977](https://support.google.com/edu/classroom/answer/9123621?hl=it&ref_topic=9049977)

Edit class details

[https://support.google.com/edu/classroom/answer/6076302?hl=it&ref\\_topic=9049977](https://support.google.com/edu/classroom/answer/6076302?hl=it&ref_topic=9049977)

Learning Support Center:

<https://support.google.com/edu/classroom/?hl=it&authuser=0#topic=9049835>

For more information please contact:

IT Office

Email: [ced@unizkm.ial](mailto:ced@unizkm.ial)

Mob: 00355 4 2273290

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