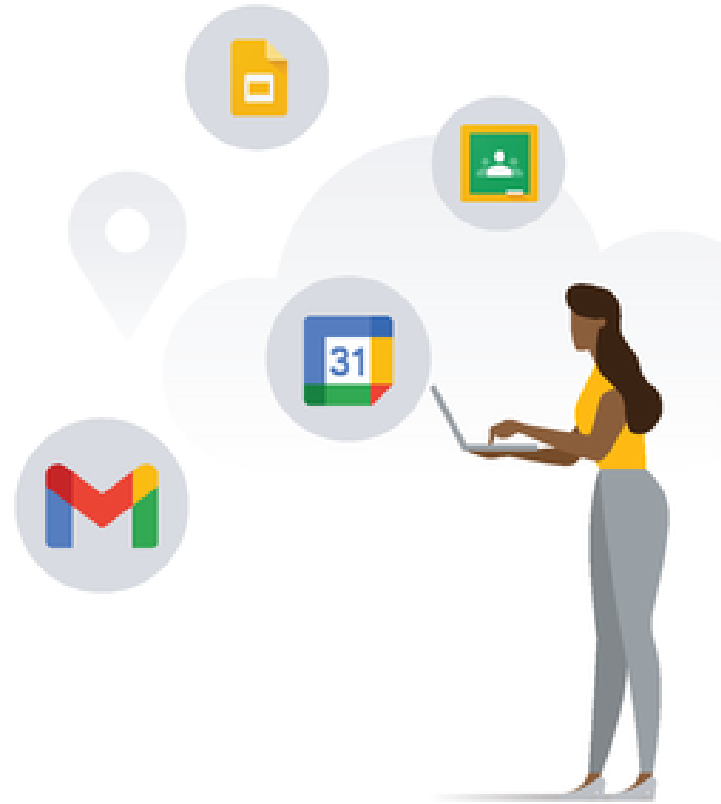
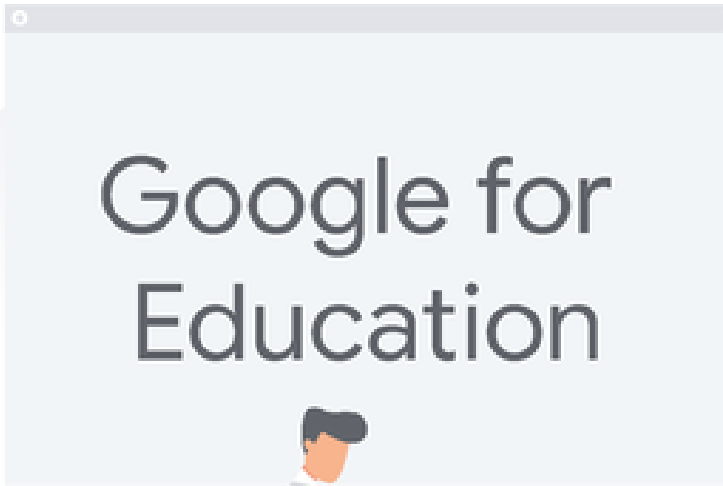


# Google for **Education**

Student Guide

*Version 1.1. (20.09.2022)*



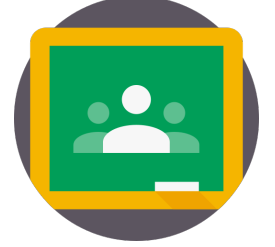


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# Google for Education Back to School Guide



Google for Education offers a virtual workplace to support and carry out learning and teaching activities in a digital context with different digital educational tools.

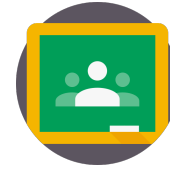
In this virtual learning environment, where learning environments and activities can be built in an interactive, safe and group-friendly structure, different digital tools such as Google Classroom, Google Meet, Google Docs, Google Slides and Google Forms can be used.



This guide has been prepared for our students to provide detailed information and tips about different tools such as Google Classroom, Google Meet, and Google Docs used in online courses conducted at the Turkish-German University through Google for Education.



# Google Classroom



Google Classroom, one of the educational workspaces offered by Google, represents a virtual classroom environment where online educational activities are organized and carried out.

There are three different ways to participate in any virtual class.

## 1. You can join the class with the link sent to you by the course instructor.



### Web

[Click here](#) to see how to log in to Google Classroom via the web **link**.



### iPhone & iPad

[Click](#) to see how to log in to Google Classroom via iOS devices using the **link**.



### Android

[Click](#) to see how to log in to Google Classroom via Android devices using the **link**.

## 2. You can join the class with the class code provided by the course instructor.



### Web

[Click](#) to see how to log in to Google Classroom via the web with your **class code**.



### Android

[Click](#) to see how to log in to Google Classroom with your **class code** on an Android device.

## 3. You can join the class through the invitation sent to you by e-mail from the course instructor.



### Web

[Click](#) to see how to log in to Google Classroom via **web invitation**.



### iPhone & iPad

[Click](#) to see how to log in to Google Classroom with an **invitation** via an iOS device.



### Android

[Click](#) to see how to log in to Google Classroom with an **invitation** on an Android device.



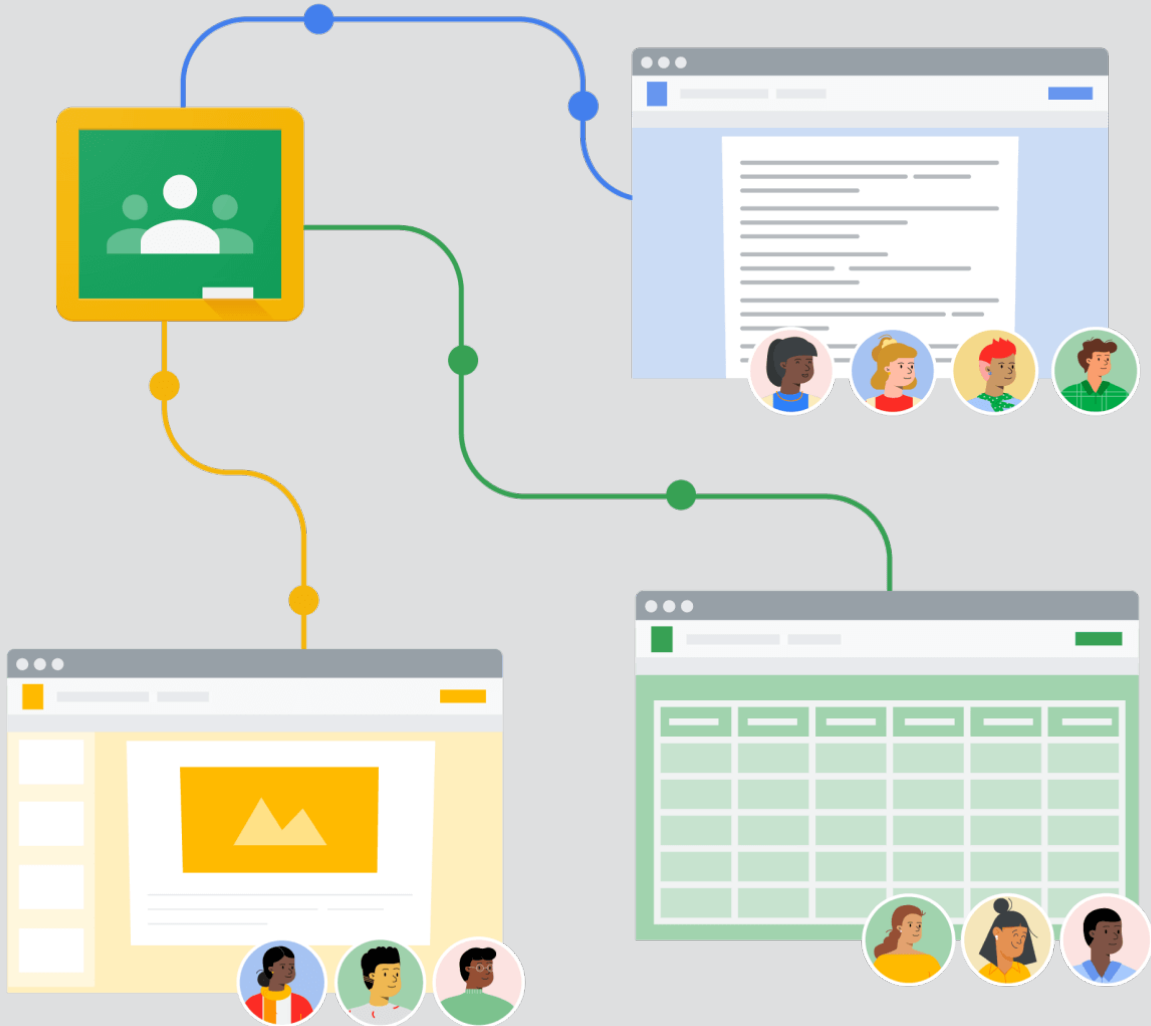


# Google Classroom

You can attend online classes via Google Meet via Classroom, and view and follow assignments or tasks assigned by the course instructor.

It is also possible to see announcements and reminders about the course via the Google Classroom interface.

In addition, uploading assignments, checking the similarity of studies, receiving feedback, polling, in-class and out-of-class group work, discussion environments, exams and grading are carried out with different digital tools brought together in the Classroom interface.



## Basic Classroom Features

It is possible to say that there are some basic activities and features when using Google Classroom in classroom learning-teaching processes.

### After accessing Classroom;

**Click** to review how personal information is updated.

**Click** to view the general class view.

**Click** to see how you can follow class activities.

**Click** to see how to send an e-mail to your instructors or classmates.

### Activities carried out in the classroom environment;

**Click** to get detailed information about sharing in class with a mobile device.

**Click** to get detailed information about sharing in class.

**Click** here to review how to check your work for similarity/plagiarism.

**Click** to see how to tag your friends in your in-class posts.

**Click** to get detailed information about the feedback given by faculty members.

**Click** here to get information about the grading processes carried out through Classroom within the scope of in-class and out-of-class work.

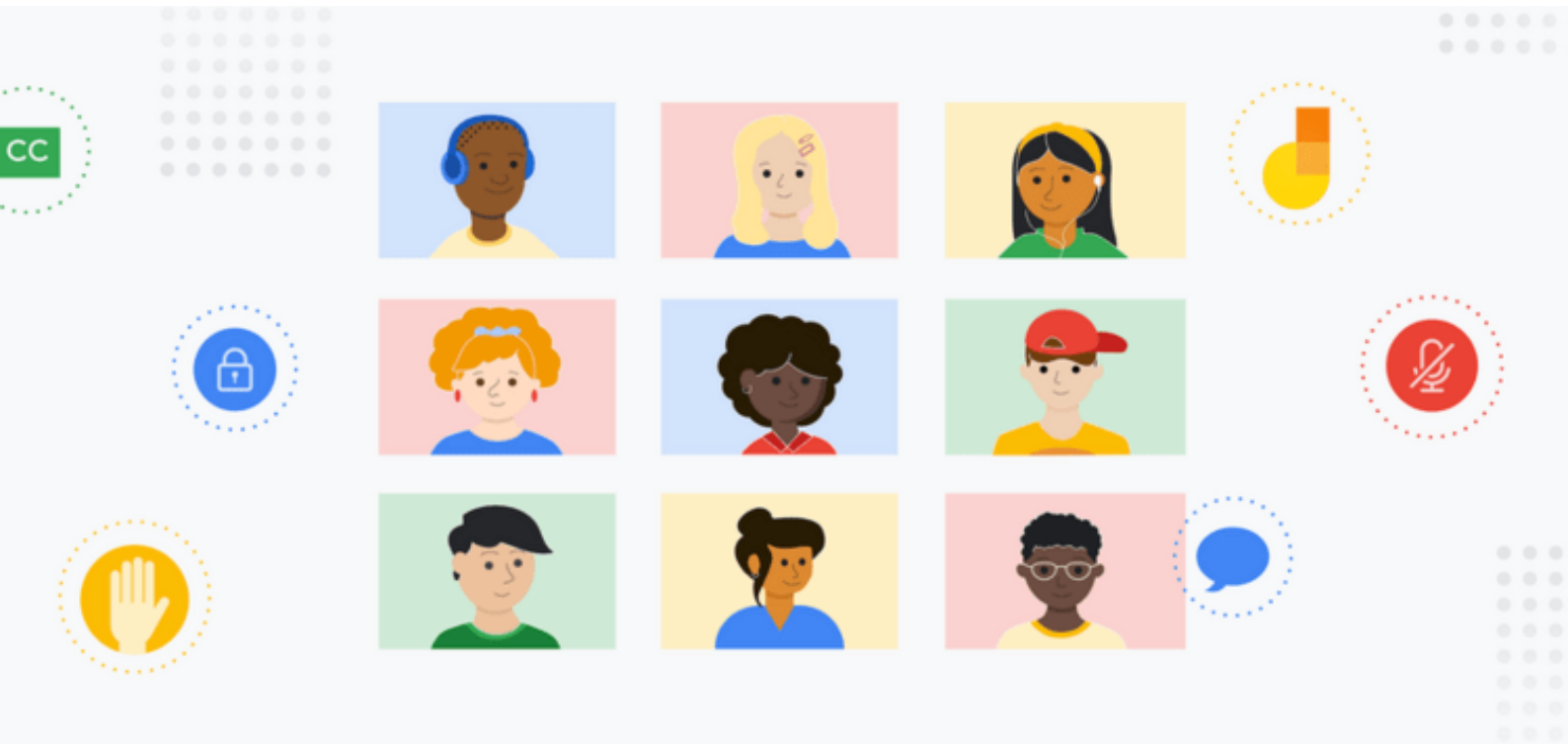
**Click** here to review how to join a Google Meet video call via the Google Classroom interface.

# Google Meet

Google Meet offers an audio and video interaction environment where multiple users can participate through different devices in online education processes.

It is possible to take part in a real-time, collaborative and safe classroom environment with Google Meet, which allows *“taking learning beyond the classroom walls”*

There are different ways to join a Google Meet video conference. It is possible to list them as follows.



Joining the meeting with the meeting code via Google Meet.

Joining the meeting via your Gmail account.

Joining the meeting via the sent meeting link.

Joining a meeting via a Google Calendar event.



*Click* for detailed information.



# Google Docs



Google Docs, one of the educational tools offered within the scope of Google Workspace, is used for activities such as creating, editing and sharing online documents.

Offering a collaborative working environment on documents where different users can view or edit, Google Docs has the advantage of making real-time changes and tracking these changes.

With Google Docs, you can prepare your assignments, create a collaborative workspace with your friends, and share them both in Classroom and on different platforms.

**Click to review basic Google Docs features.**

**Click to watch the video with more tips on using Google Docs.**

**Click to watch the video explaining how to create and edit a Google Docs document.**

**Click to examine the feature that allows you to write Google Docs documents with voice command.**



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