CityU Canvas BCP Google Classroom Instruction for Students

The instructions provided in this document are designed for the Business Continuity Plan (BCP) of Canvas services at CityU. When Canvas is out of service, teachers may use Google Classroom as a temporary channel to conduct e-Learning.

This document will introduce the steps involved in setting up a CityU Google Workspace (GApps) user account that provides access to Google Classroom.
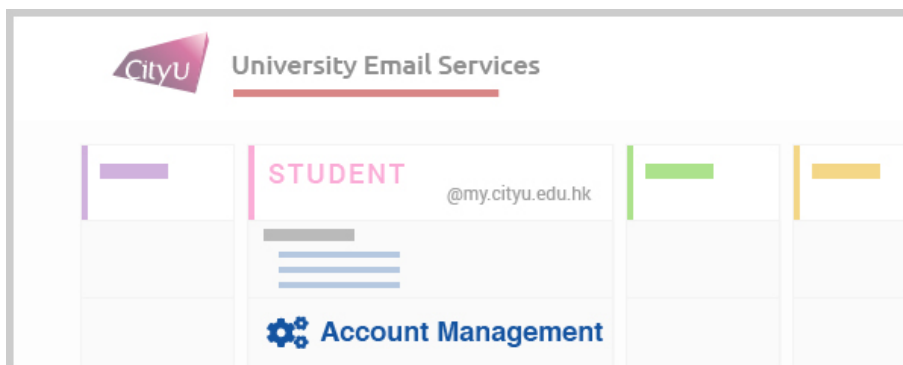
Part I Register CityU Google Workspace (GApps) account

(Please skip to Part II if you already registered your CityU GApps account.)

In order to use CityU Google Classroom (GApps), you need to register for an account.

1. Browse to CityU **University Email Services** web page *(https://email.cityu.edu.hk/home/)*, click **Account Management** under **STUDENT**
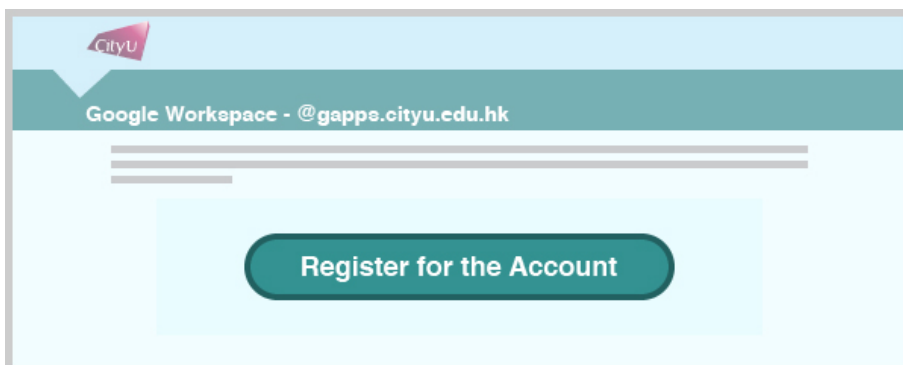

2. Click **Account Application** under **Manage My Google Workspace Account @gapps.cityu.edu.hk**
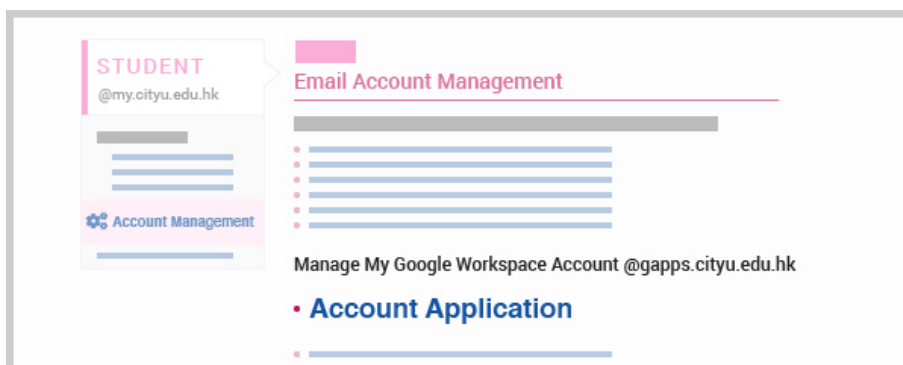
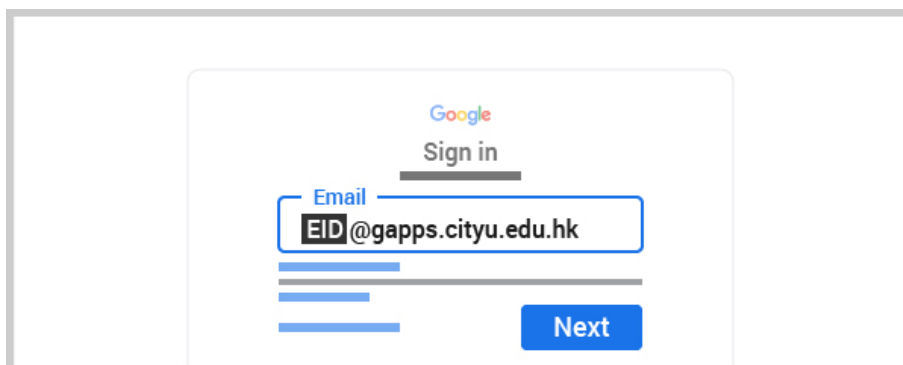3. Log in using your CityU Electronic ID and password

4. Click **Register for the Account** and follow the on screen instructions to set up the GApps account

For more information about CityU GApps, please refer to Frequently Asked Questions on Google Workspace for CityU (https://www.cityu.edu.hk/csc/deptweb/support/faq/email/GApps_faq.htm).

Part II Log in to Google Classroom with CityU GApps

1. Browse to the home page of **Google Classroom** *(https://classroom.google.com)*

2. Input your CityU GApps account (EID@gapps.cityu.edu.hk) and click **Next** button

3. On the CityU authentication page, input your CityU Electronic ID and password, then click **Sign In** button

You will be directed to the Google Classroom using your CityU credential.
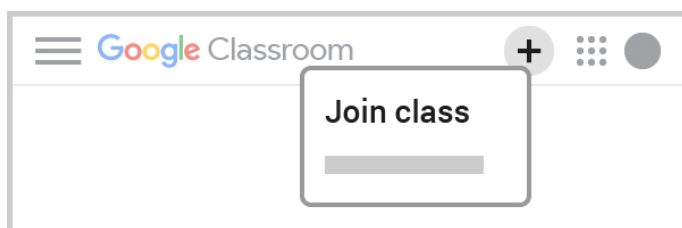
Part III Join Your Class in Google Classroom

(You may perform the following tasks after logging in to Google Classroom. Please refer to Part II for how to log in.)

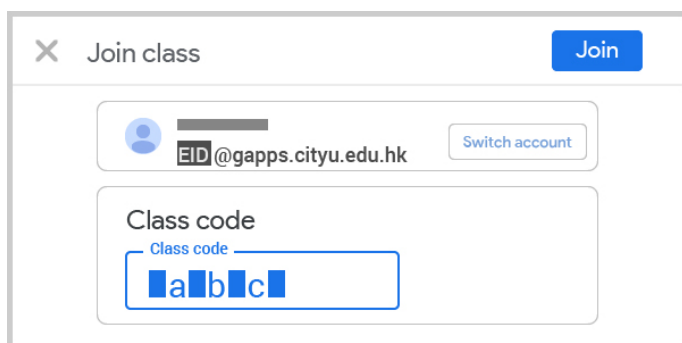On the Google Classroom home, there are two methods to join the class.

Method 1: join by inputting the class code	Method 2: join via invite link

1. Click the **+ icon** to bring up the context menu, select **Create class** from the list of items

Go to the invite link provided by your teacher and then click **Join class** to proceed.

2. Enter the **class code** from your teacher and click **Join**
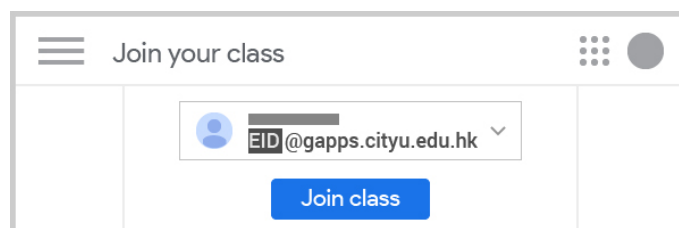
*(important note: Both methods must require the class code or invite link which your teacher has provided.)*

Part IV Access Course Materials

(You may perform the following tasks after logging in tp Google Classroom. Please refer to Part II for how to log in.)

Please visit the **Classwork** page in your course. You may locate the course materials by clicking the filters from the left.
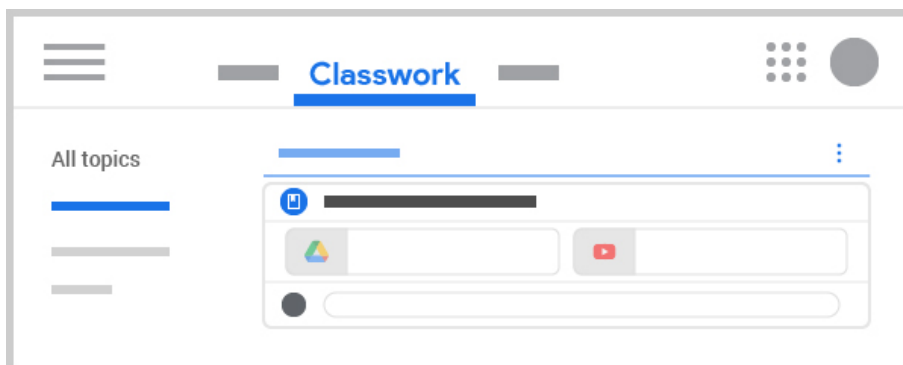
You can also look for the posts about materials shared by teachers under **Stream**.
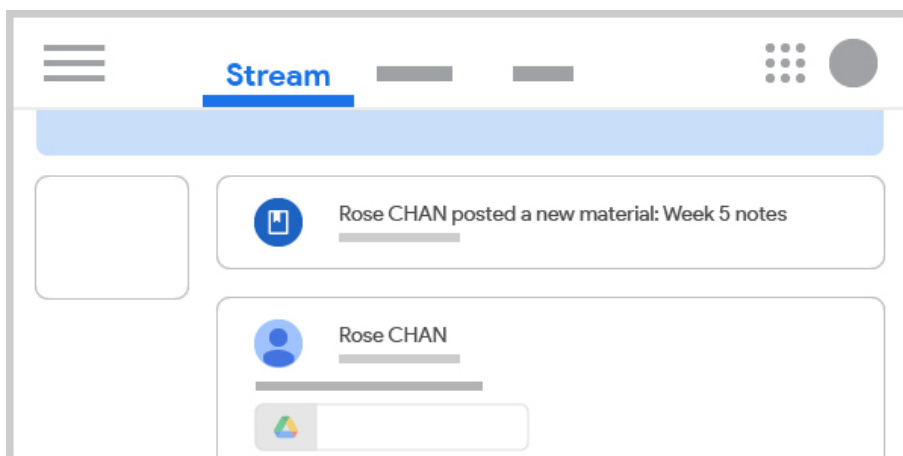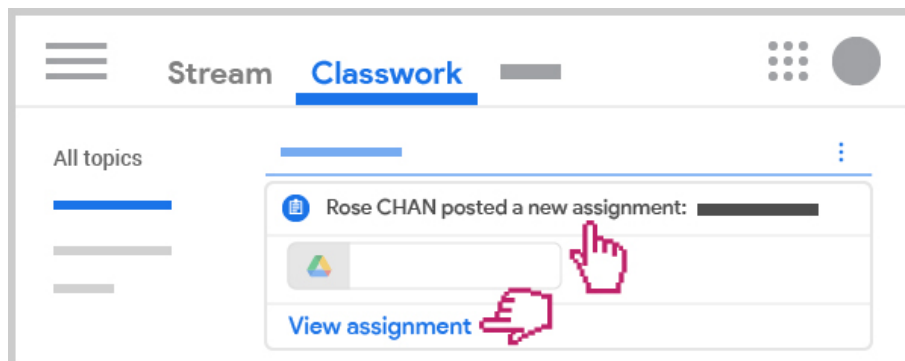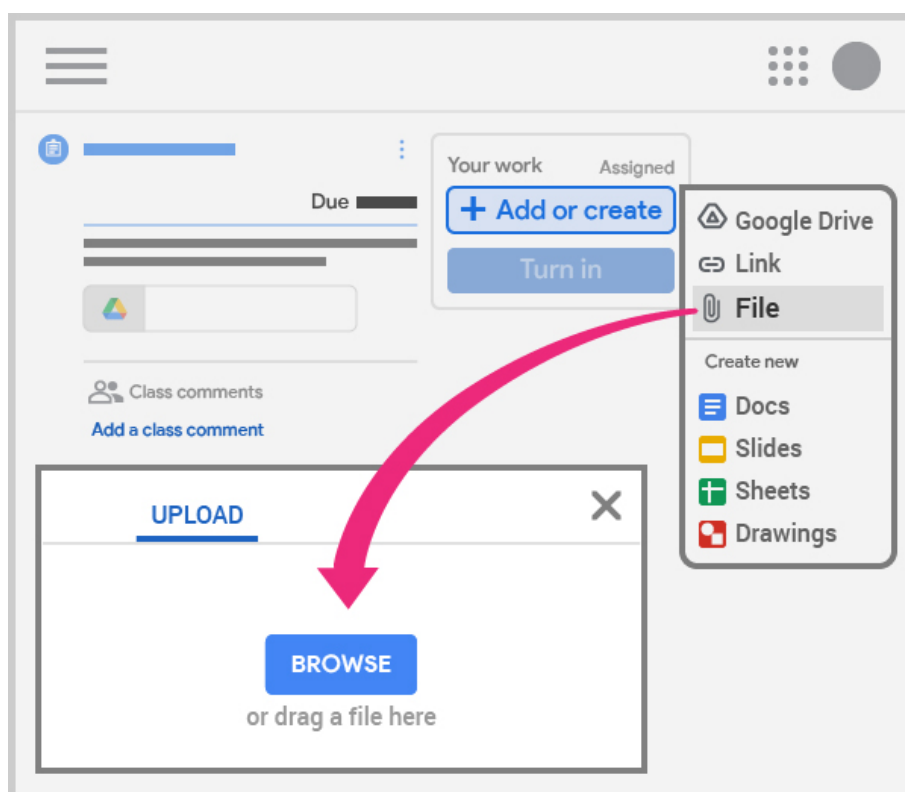
Part V Submit an Assignment

(You may perform the following tasks after logging in to Google Classroom. Please refer to Part II for how to log in.)

Please visit the **Classwork** page in your course.

1. On the assignment item, then click **View assignment** or the header "...... posted a new assignment: ....."

2. Check the assignment instruction and due date

3. Click **Add or create** button to bring up the context menu, select your preferred method
   - **File** : click BROWSE button to select files or drag files on the pop-up
   - **Create new** : submit a new Google Drive document

4. After adding the attachments, click the **Turn in** button to initiate the submission, then click **Turn in** again to confirm
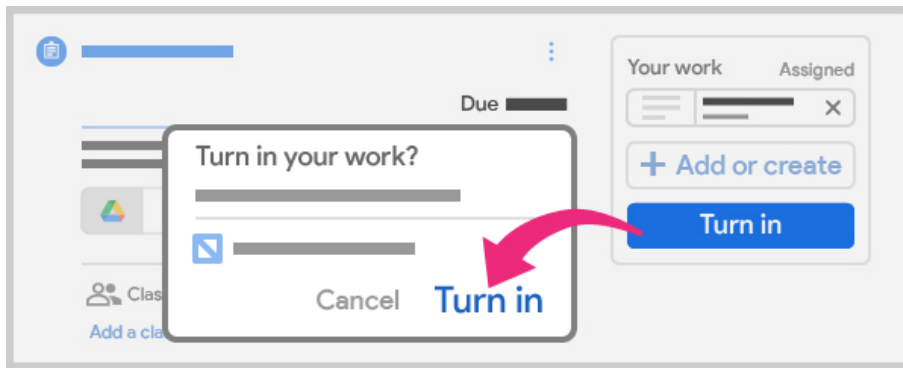
The status of the assignment will change to **Turned in**.

Google Classroom Help - Turn in an assignment
https://support.google.com/edu/classroom/answer/6020285
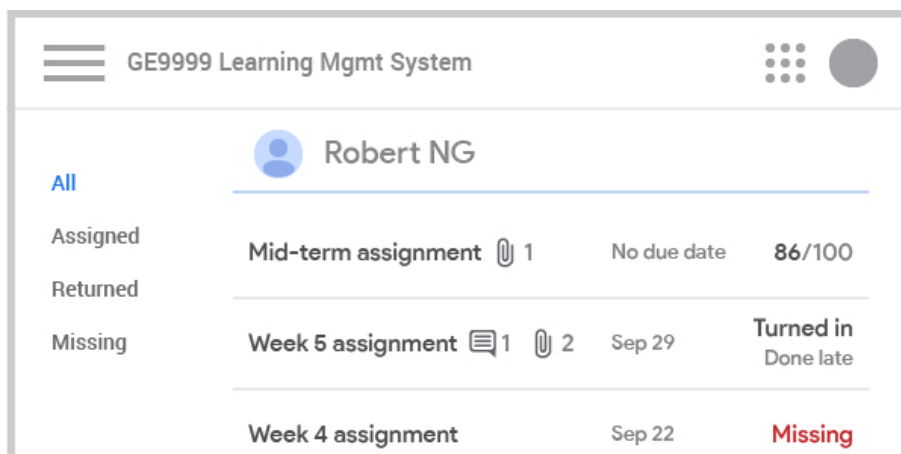
Part VI Check Assignment Grading

(You may perform the following tasks after logging in to Google Classroom. Please refer to Part II for how to log in.)

Please visit the **Classwork** page in your course. You may see the **Graded** status of assignments.

1. To check all grades, click **View your work**
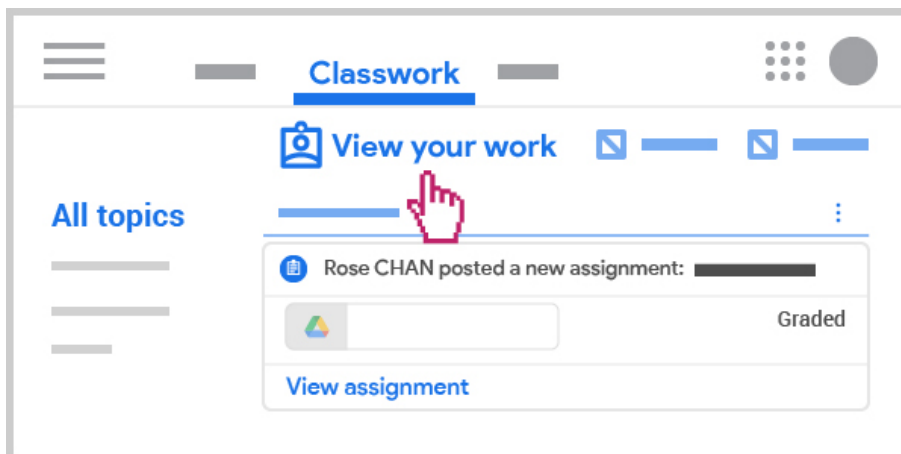
2. The grades will be displayed on the page with the filters (Assigned/Returned/Missing) on left

Google Classroom Help - See your work for a class
https://support.google.com/edu/classroom/answer/6020284