CityU Canvas BCP Google Classroom Instruction for Teachers

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 consider using 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 and Google Classroom as a course site to host course materials and assignments for students.
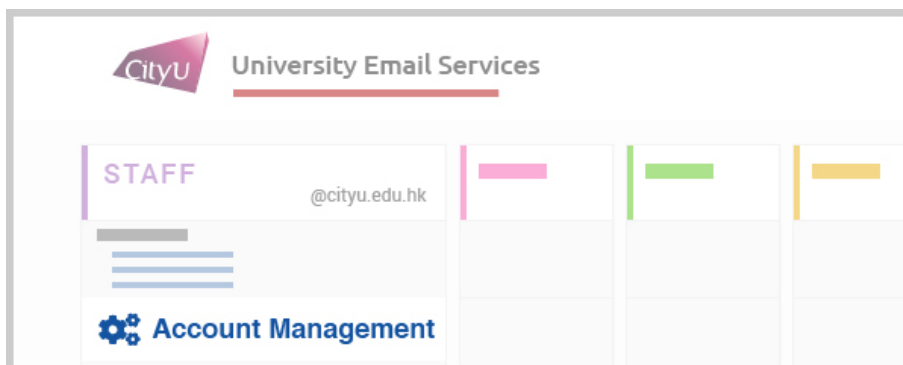
Part I Register CityU Google Workspace (GApps) account

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

In order to use CityU Google Workspace (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 **STAFF**
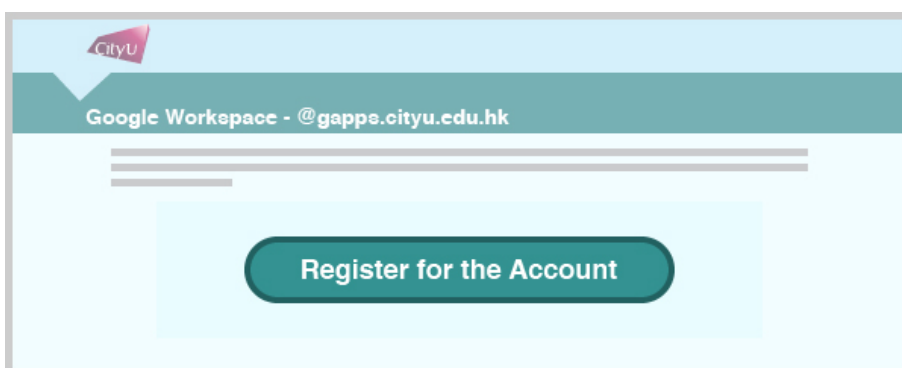

2. Click **Account Application** under **Manage My Optional Google Workspace Account @gapps.cityu.edu.hk**
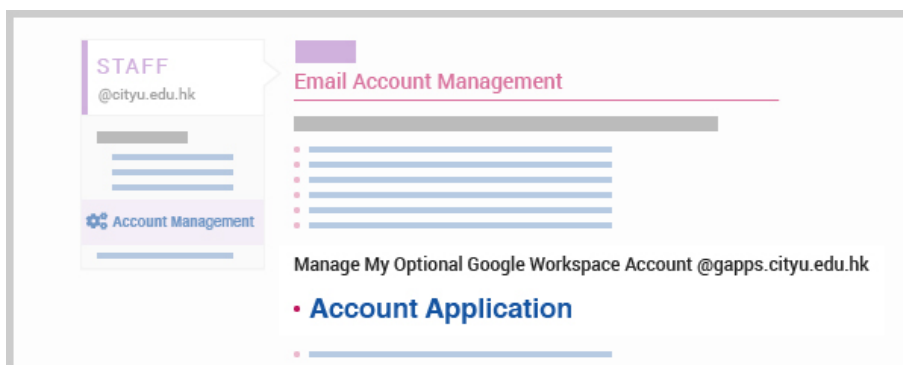
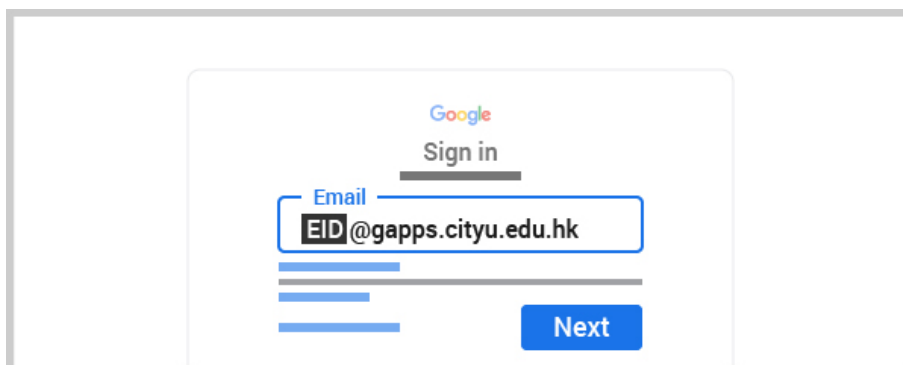3. Log in using your CityU Electronic ID and password

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
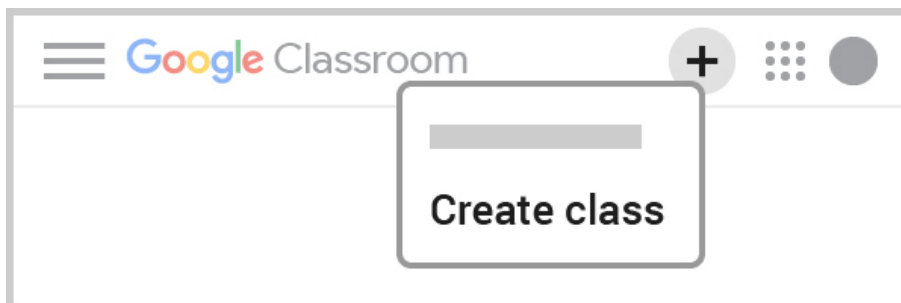

You will be directed to the Google Classroom using your CityU credential.

Part III Create 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.)
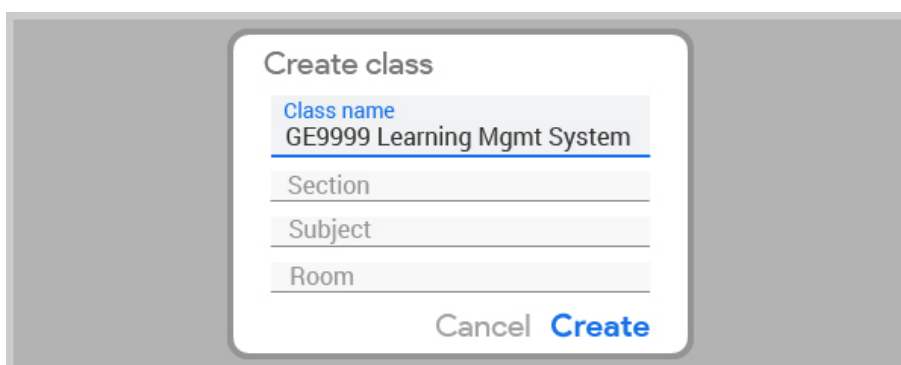
On the Google Classroom home

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

In the class creation form

2. Enter the course code and title as the **Class name**

3. Enter **Section** if necessary

4. Press **Create** to proceed

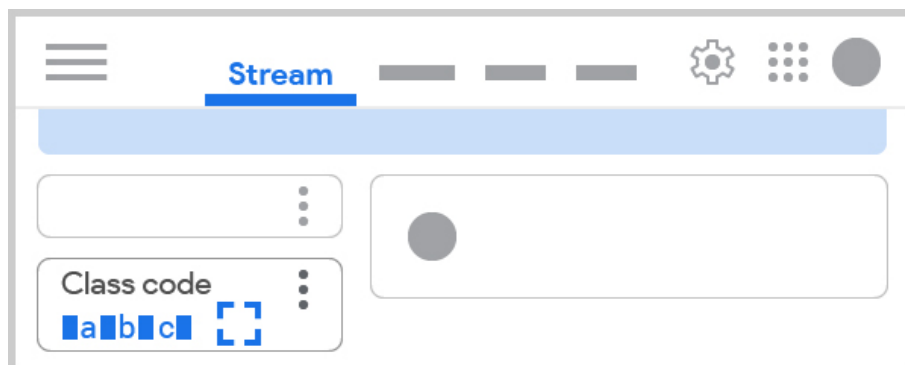After a couple seconds, the class will be created immediately.

Part IV Invite Students to Join Your Class

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

Inside your class, you can find the **class code** on the left panel of course page. To zoom in the class code

1. Click ⌞ ⌟ which is next to the **class code**

2. **Copy invite link** or jot down the unique **class code**

3. Distribute the invite link or code to students through email or other communication channels

   Students can only use their CityU GApps account to join the class. Please also provide the below student guide through your preferred communication channel.

   **Business Continuity Plan (BCP) Google Classroom Instruction for Students**
   https://www.cityu.edu.hk/elearn/pdf/bcp/googleclassroom/instruction-student.pdf

Part V Share Course Materials to Students

(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, and then click **Create** > **Material**.
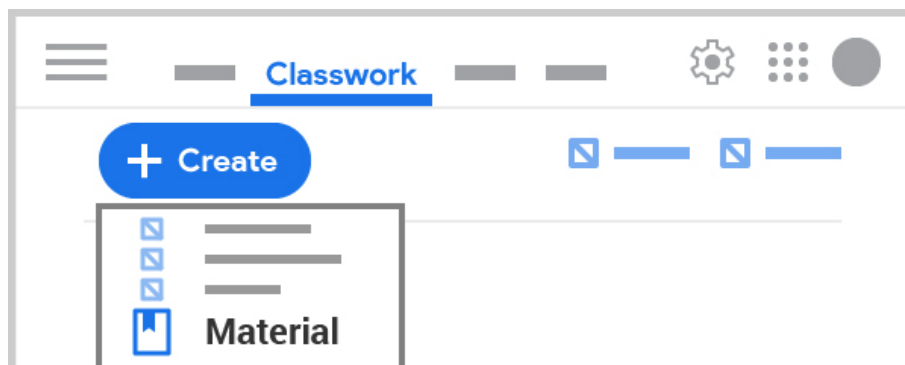
On the **Material** page
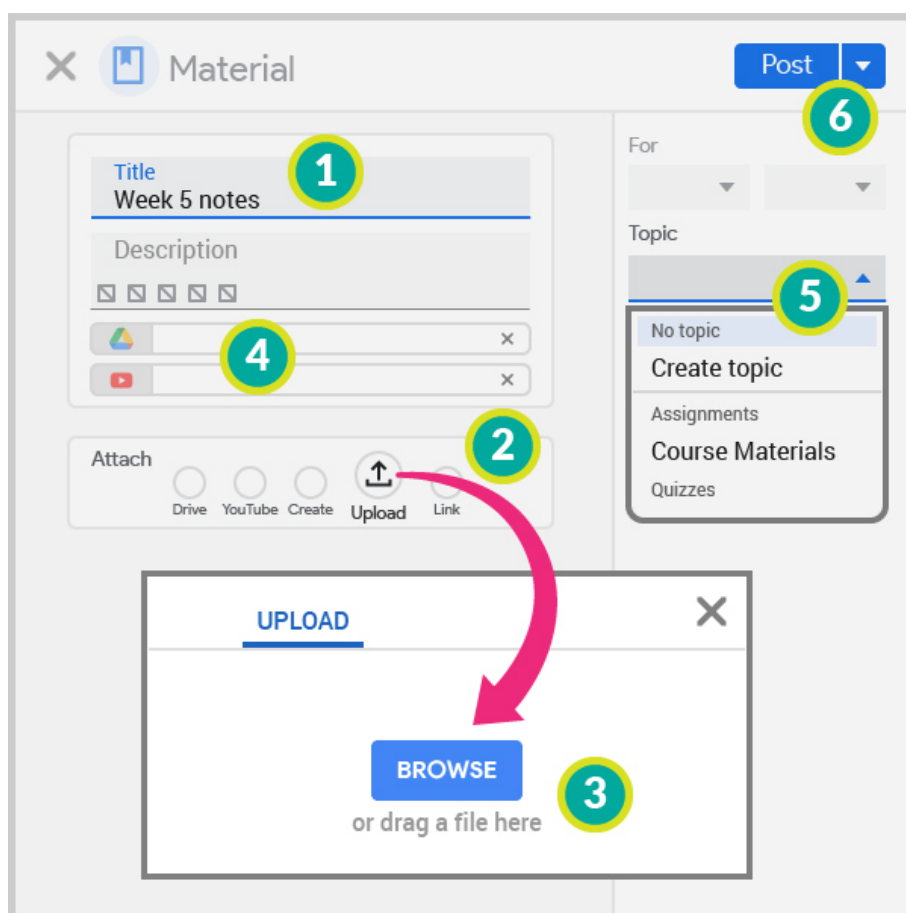
1. Enter the title and (optional) description

2. Select the **Attach** method

3. If select **Upload** method, click BROWSE button to select files or drag files on the pop-up

4. Check the attachments if more should be added (repeat step 3) or removed (click ×)

5. Click the Down arrow next to **Topic**, create or select topic
   (Topic filters are listed on the left panel under **Classwork**)

6. Click **Post** to publish, or the Down arrow to explore further options such as "Schedule"

The material item will be located with topic filters on the **Classwork** page. The post about the new material item will be added on the "Stream".
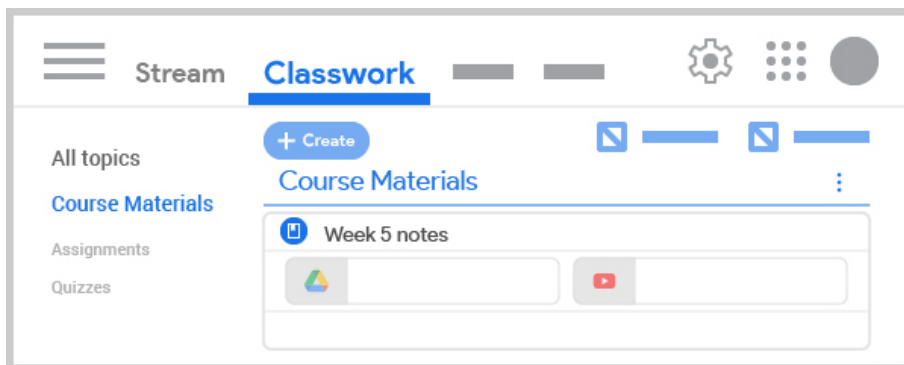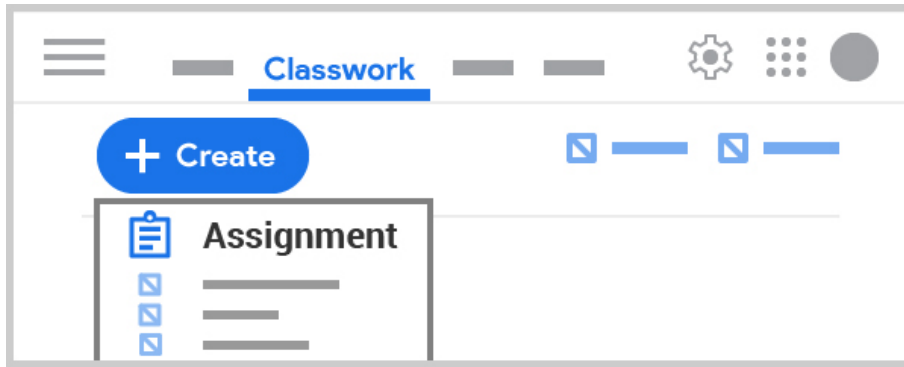

Google Classroom Help - Add materials to the Classwork page
https://support.google.com/edu/classroom/answer/9123621

Part VI Create Assignment for Students

(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 and then click **Create** > **Assignment**.

On the **Assignment** page
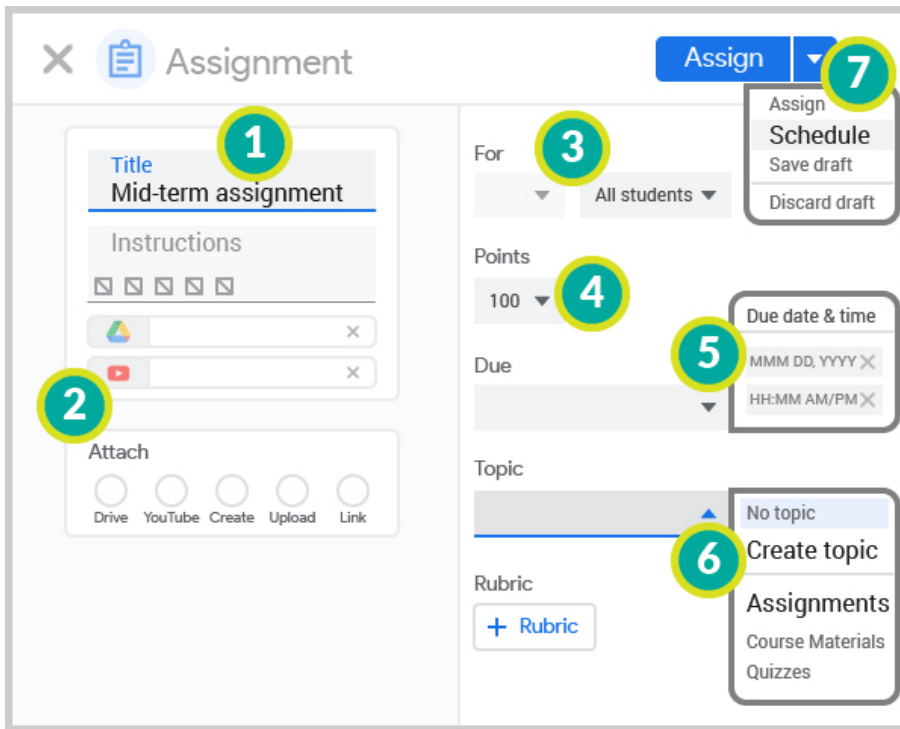
1. Enter the title and (optional) instruction

2. (optional) **Attach** documents

3. (optional) If it is released to individual students, click the Down arrow next to **All students** and then select students

4. Under **Points**, update the point value or select "Ungraded"

5. Pick the **Due** date/time

6. Click the Down arrow next to **Topic**, create or select topic
(Topic filters are listed on the left panel under **Classwork**)

7. Click the Down arrow next to **Assign**, select **Schedule** and then pick the start time to schedule

Google Classroom Help - Create an assignment
https://support.google.com/edu/classroom/answer/6020265

Part VII Check/Grade Assignment Submissions

(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, locate the assignment and then click one of the categories.
- **Turned in** - Submissions that students turned in
- **Graded** - Graded submissions you have returned
- **Returned** - Ungraded submissions you have returned
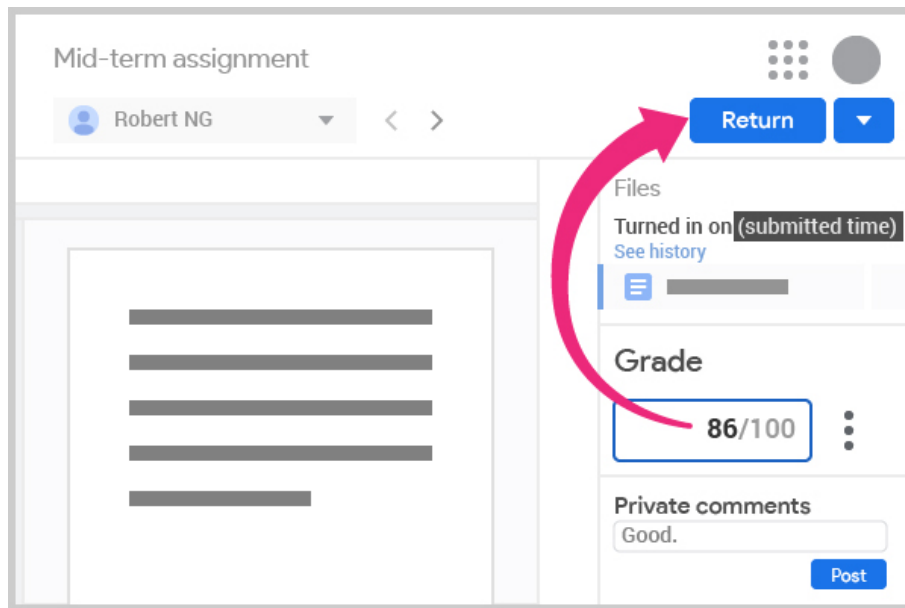- **Assigned** - Submissions that assigned students have not submitted
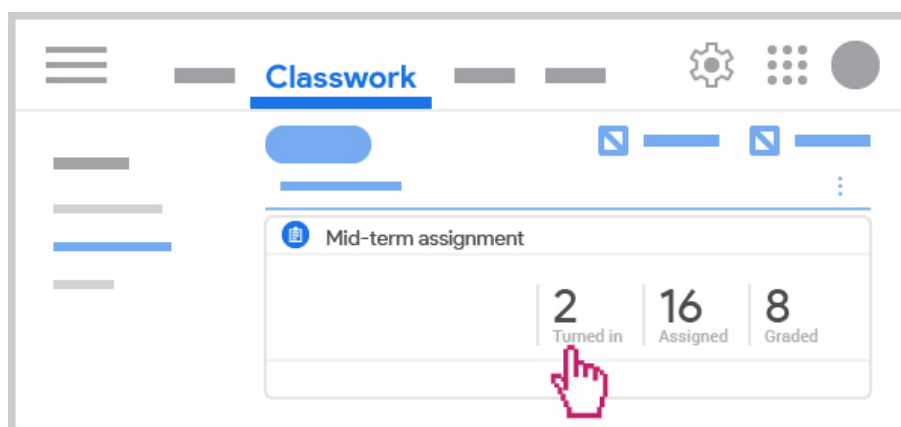
After clicking **Turned in** / **Graded** / **Returned**, the filtered submissions will be listed on the left panel of **Student work** page. To view a student submission, click on the name from the left.

To view the submitted document, click on the document item to open it.
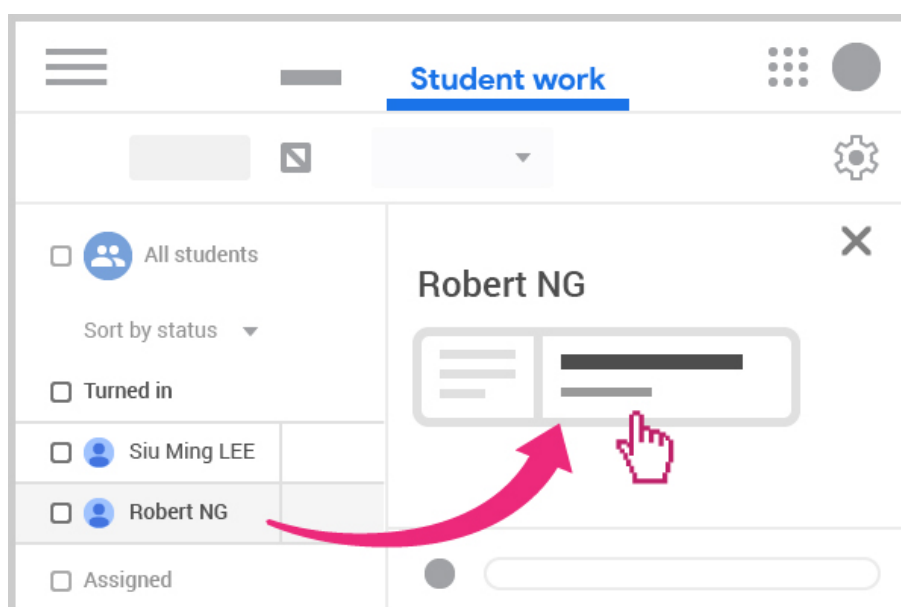
To grade a submission, input the **Grade** and then click **Return** button.

Google Classroom Help - Grade and return an assignment
https://support.google.com/edu/classroom/answer/6020294