

# GOOGLE CLASSROOM TUTORIAL



## Quick Reference Guide

Dear Students, welcome to THTI's Student Guide for Online Learning!

For the next few weeks, we'll be using Google Classroom and Google Meet to conduct sessions at THTI. Whether you are familiar with online learning or this is your first time using a platform like Google Classroom, we encourage you to review the information presented in this online guide. Your classes may be accessed using a laptop, desktop or cell phone (via download of the mobile application).

Okay, let's begin! Please follow these steps:

### Step One

Please ensure that your (firstname.lastname@thti.edu.tt) email address is activated and that this is set as your 'default' email address. If you don't remember your password, please contact the IT department at rodney.stewart@thti.edu.tt to request a reset.

### Step Two

If you have another Gmail account which is synced to your laptop, you may need to sign out of all accounts and then re-enter your THTI email credentials.

### Step Three

Using your web browser, search for and enter "Google Classroom". Alternatively, you can search 'classroom.google.com'.

### Step Four

Once you've entered Google Classroom, you will see an "+" sign to the top right of the page. Open this tab and then select "Join Class".

### Step Five

You will then be asked to enter a class code. The course code for this online guide is axoexc4. You only have to enter this on the first log-in attempt.

### Step Six

Next, you should see "THTI Student Guide" on display. Click on this tab to enter the course.

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### **Step Seven**

Once inside, please review the material by clicking on the 'Classwork' tab to the top of the page (if using a laptop) or the bottom of the page (if using a mobile application).

### **Step Eight**

You can now see all the information guiding you on how to navigate an online course. To review a specific topic, please click on the subject to read more. You can use the 'back arrow' to return to the main window.

We're happy to help should you need any additional guidance. Your support team is on stand-by to walk you through this. If you have any questions, or issues using Google Classroom please email us at [classroom.test@thti.edu.tt](mailto:classroom.test@thti.edu.tt) or contact Ms. Ramsey on WhatsApp @ 489-6999.

Happy learning!