STEP-BY-STEP GUIDE FOR SETTING UP GOOGLE CLASSROOM AND EDAPP VIRTUAL CLASSES

GOOGLE CLASSROOM

The reality before us, whether we believe and accept it or not, is that remote teaching and learning is already taking over direct teaching and learning. And one of the ways to make maximum use of remote teaching and learning is through the use of virtual classes that adopt interactive and collaborative learning.

Several applications are available for facilitating remote teaching using virtual classrooms. One of the free and user-friendly application is Google classroom.

To set up a google classroom, first ensure that your institutional email (uniben email) is activated. You can only get access to use most of the tools in google classroom such as video **meet** when you use your institutional email. Then follow the steps below to set up your Google Classroom:

1. Open your browser and type google classroom. This will open a search result window as shown in fig 1
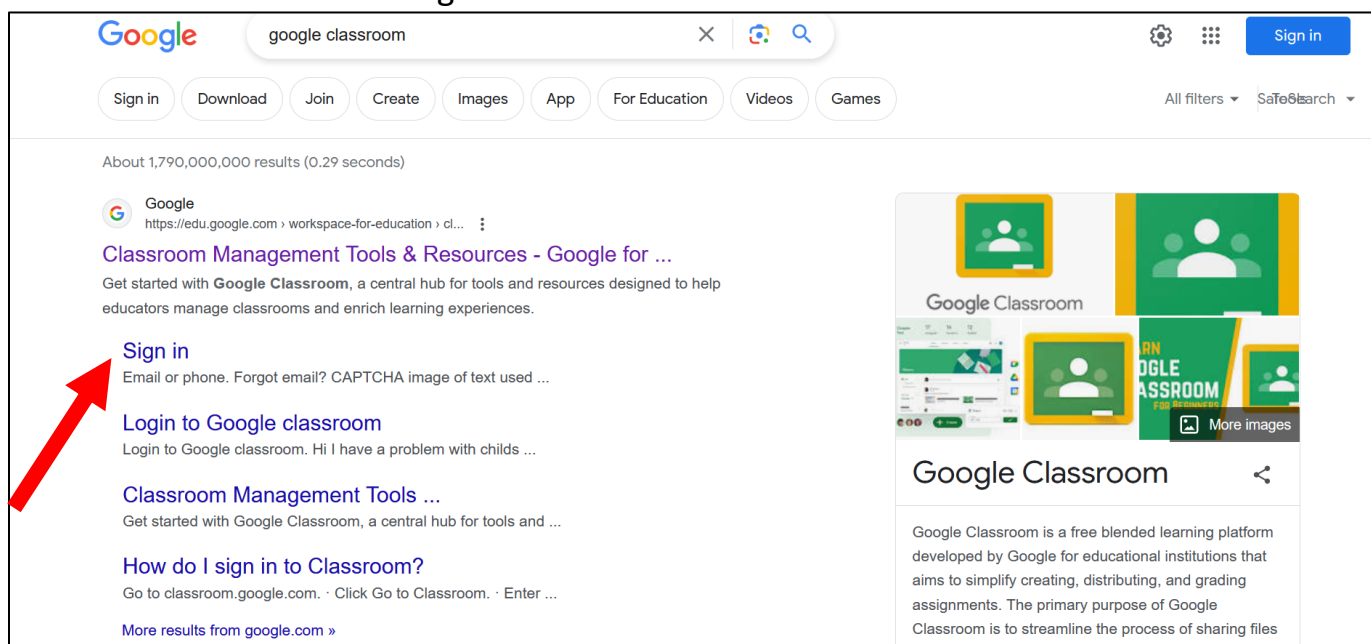

Fig 1: Search result window for google classroom

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2. Click on **sign in** as shown in Fig 1. This will open another window where you will be prompted to input your e-mail details (uniben email username and password) as shown in Fig 2
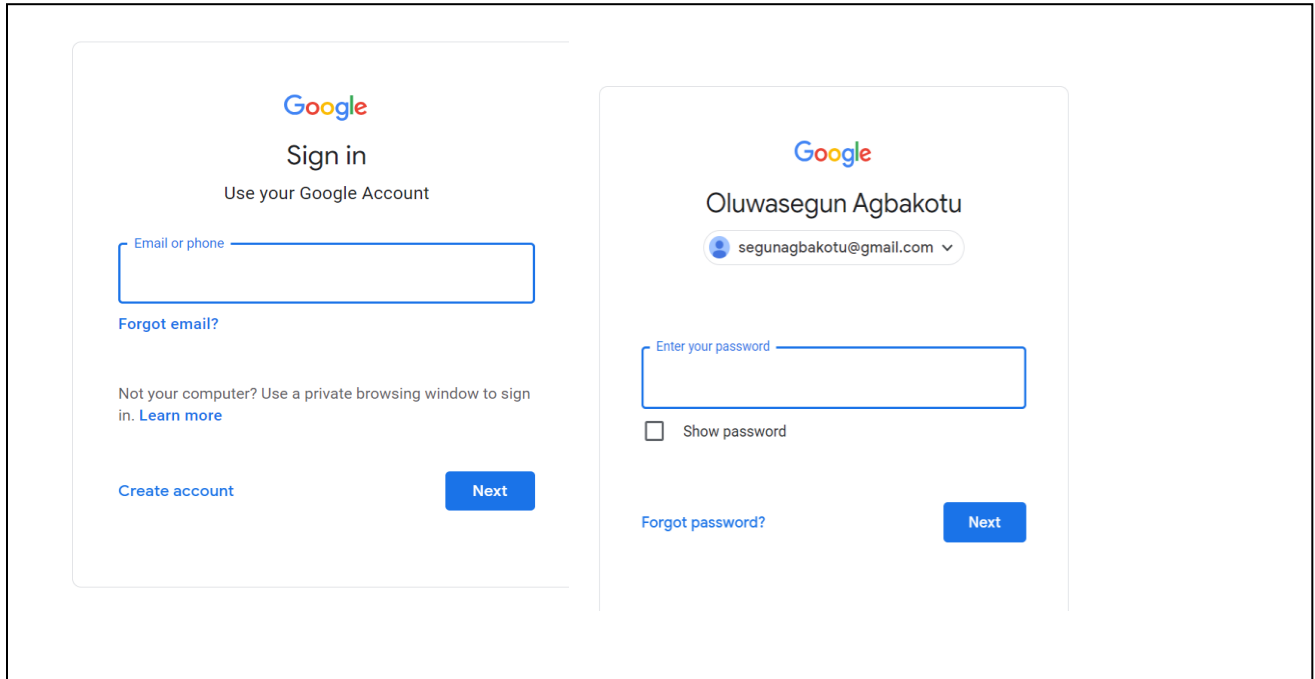

Fig 2: Sign in page for username and password

3. After inputting password, click next. This will open the Google classroom home page as shown in Fig 3. On this page, click on **Create Class**
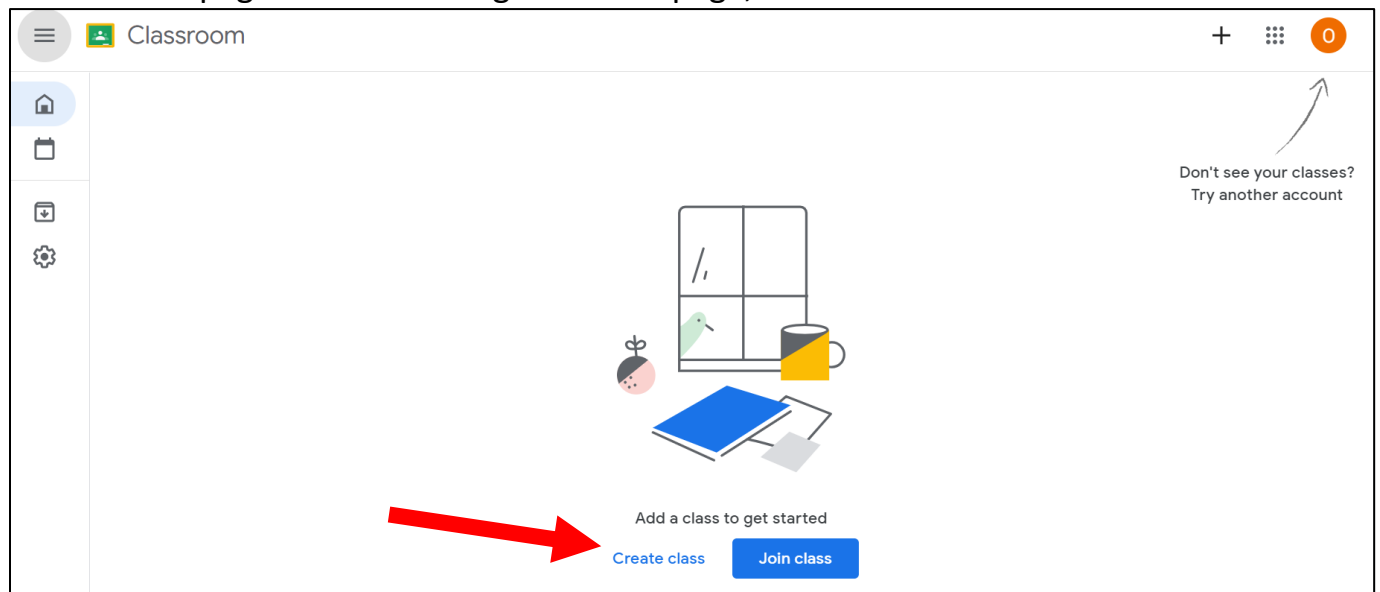

Fig 3: Create class

4. This will open another window that will prompt you to choose your role either as a student or a teacher. Select and click on I'm a teacher as shown in Fig 4
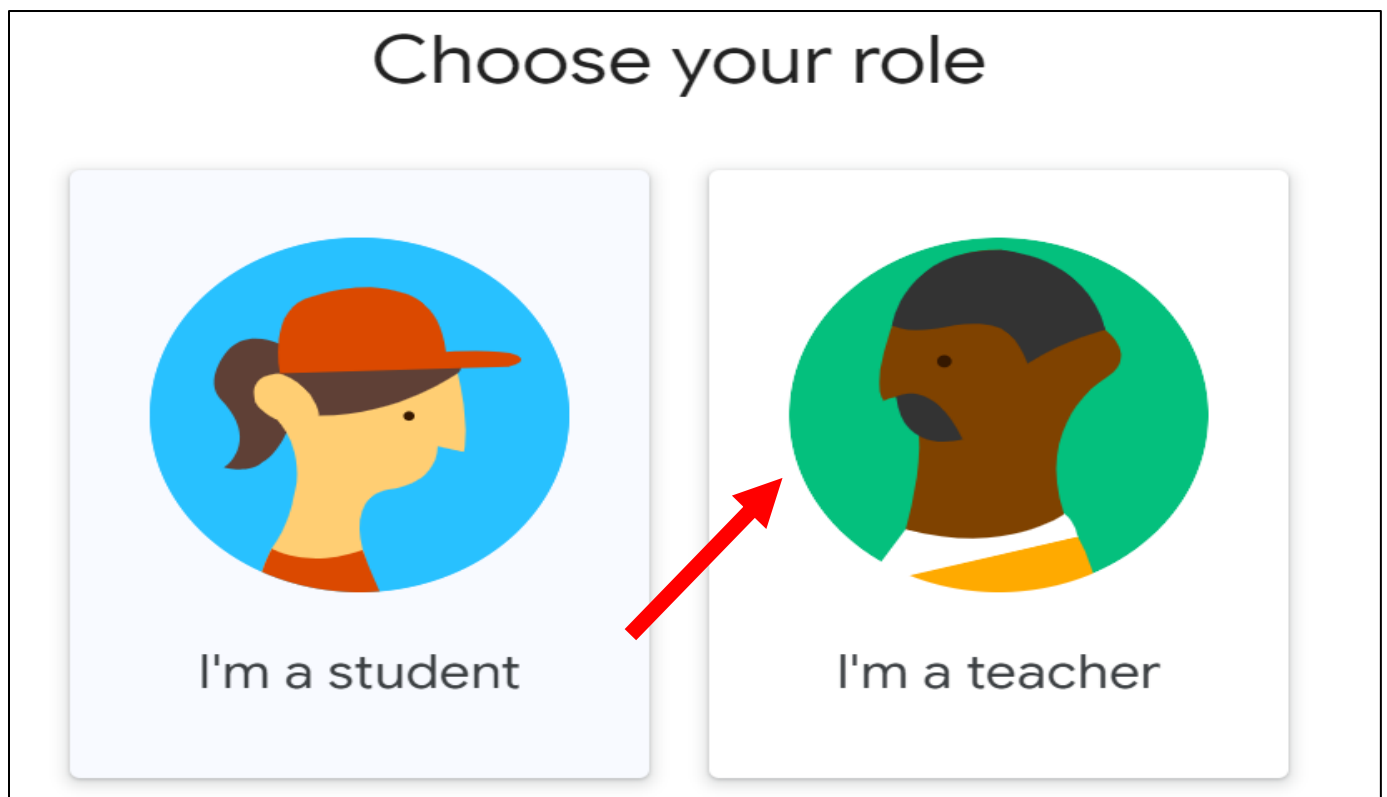
Fig 4: Role selection page

5. Another window will open (Fig 5) where you will set up the class profile. This include

   Class Name (Give the class a name, Eg Undergraduate Class);

   Section (What part or level of the class? Eg, 100 level, 200 level, full time, diploma, etc);

   Subject (What subject are you going to be handling in this class?). U can use a class for several subjects. You may also use it for a single subject;

   Room (You can use this to give a specific identity to the class….this is optional).
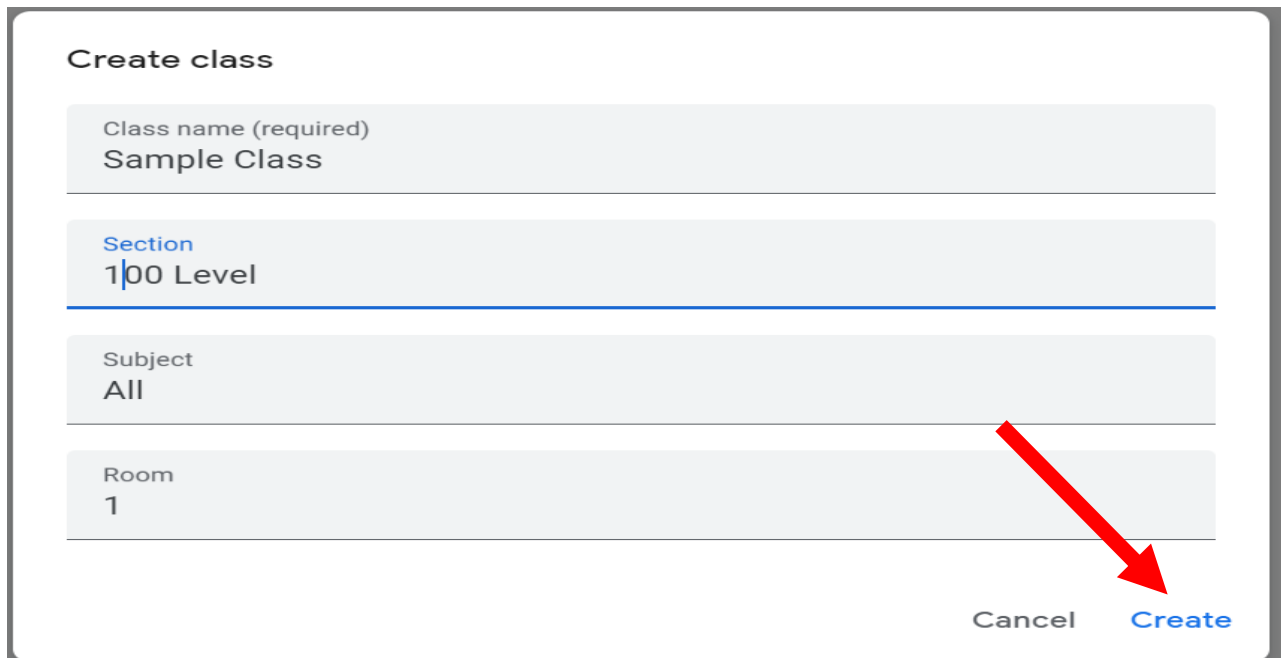
   Then click create as shown in Fig 5

Fig 5: Classroom Setup page

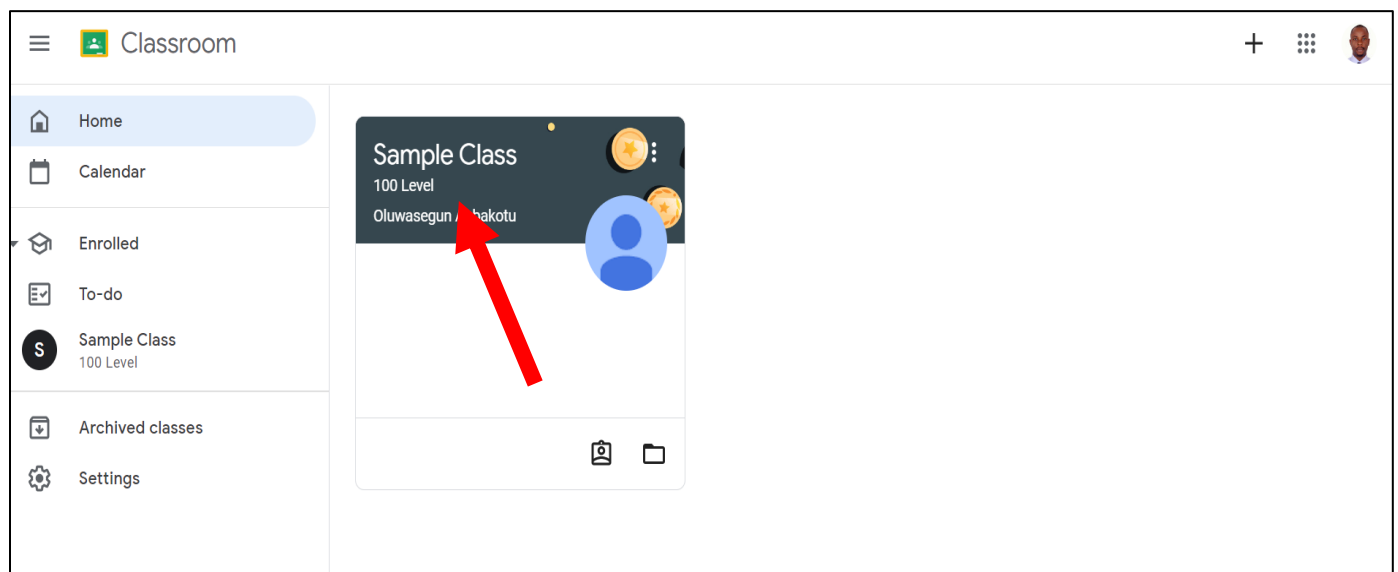6. That's it. Your Google classroom is ready. See Fig 6

Fig 6: Home page of Google Classroom

7. You can now populate the class with the appropriate students and materials. You can create more classrooms by clicking on the plus (+) sign on the top right-hand corner as shown in Fig 7
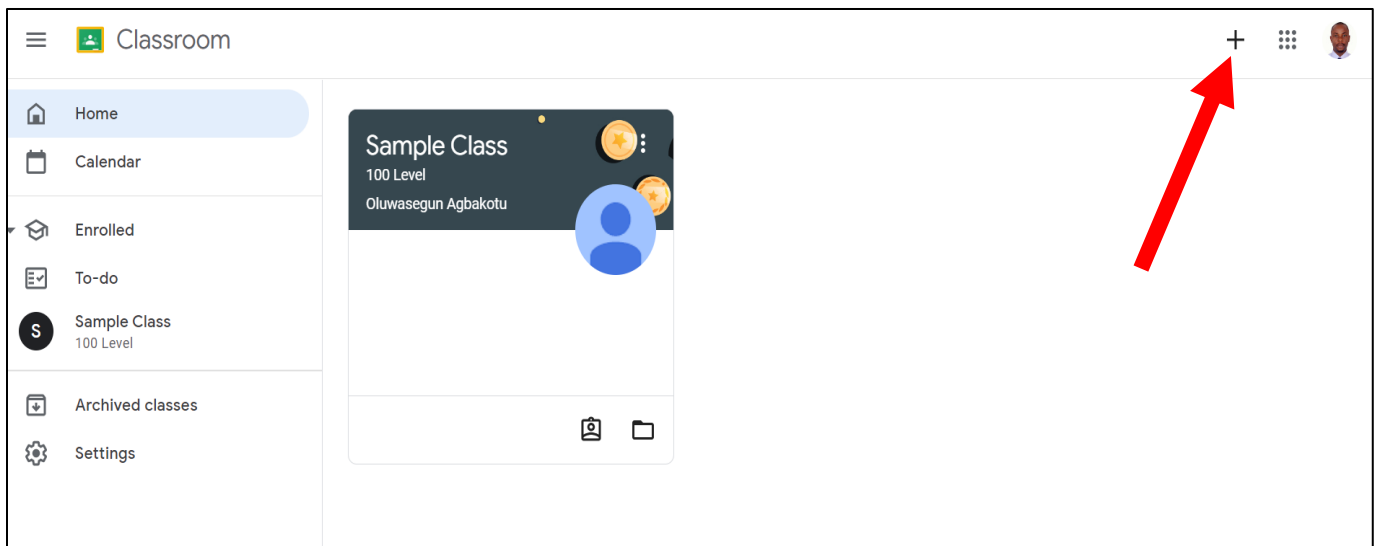
Fig 7: Adding more classrooms

8. To generate a link for video conferencing, click the **Stream** menu button (Blue Arrow), then click on the **Generate Link** under **Meet** (Red Arrow)
To get code for adding participants, copy the **class code** (Yellow Arrow)
To chat with participants, enter your message in the space indicated by the black arrow…………..See Fig 8
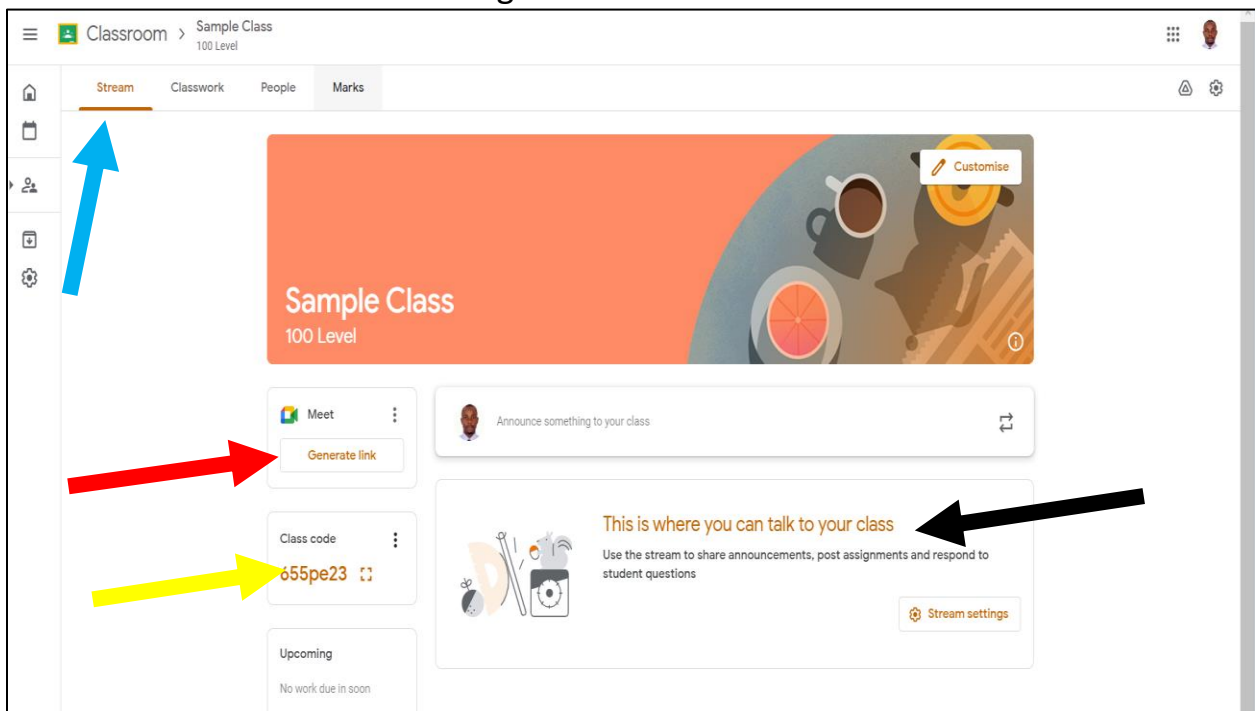

Fig 8: How to generate video link and code and where to start a chat

9. To invite students to the class, click on the **People** menu button (Red Arrow). Then click on the icon beside **Students** (Blue Arrow). See Fig 9
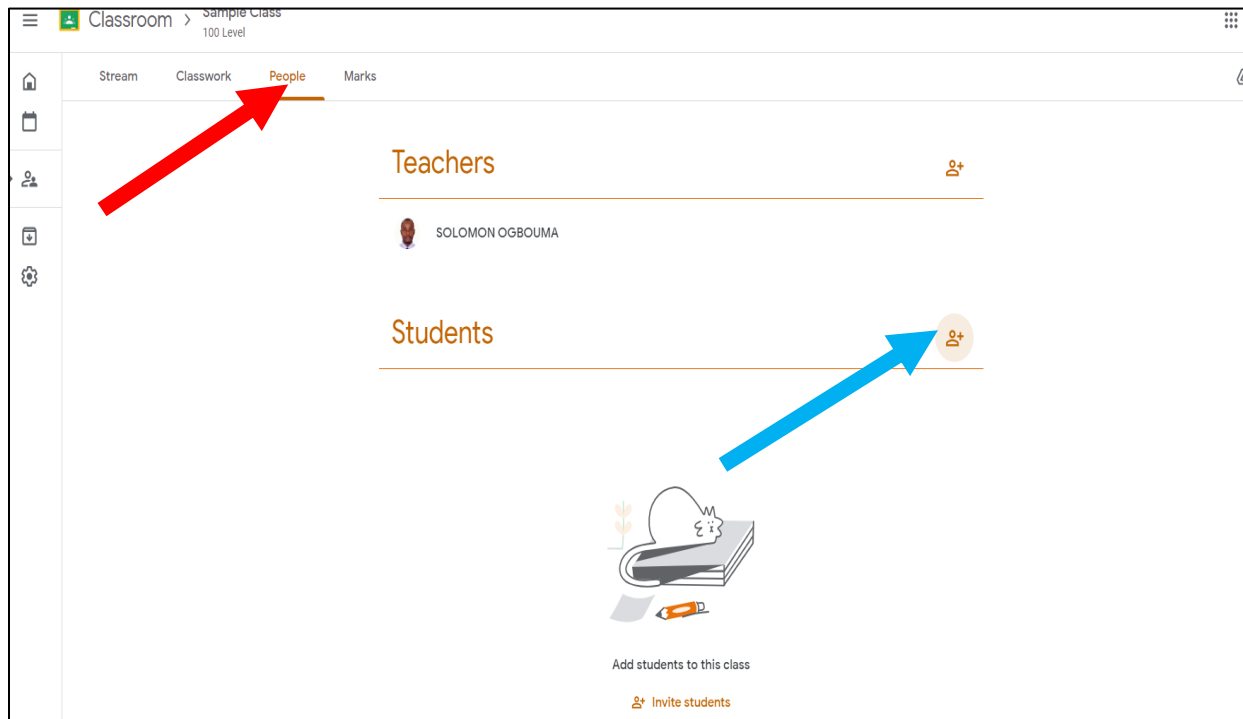
Fig 9: Adding participants

10. To create materials or upload materials, click the **Classwork** menu button (Red Arrow). Then click on the **Create** menu button (Blue Arrow)
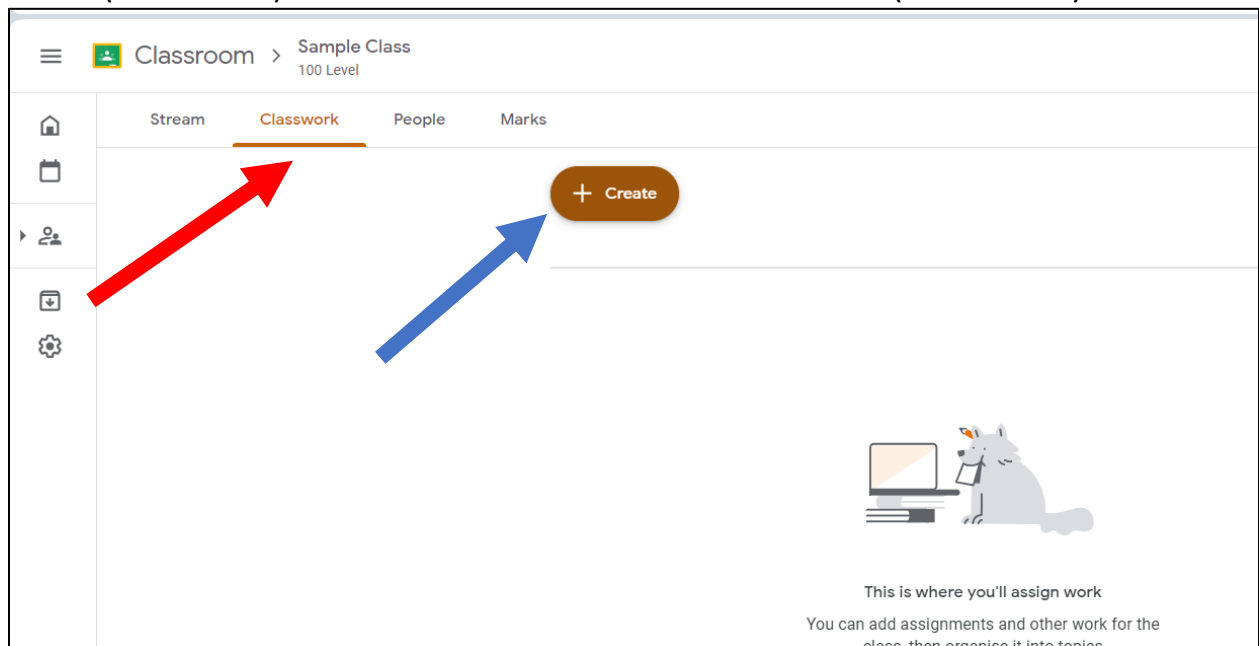

Fig 10: Creating and uploading materials for learning

That's all. With Google Classroom, you can explore and use several options to maximize your interactive and collaborative learning experience.

EDAPP

This is another user friendly and versatile virtual learning platform with less restrictions on the free version. It can accommodate unlimited number of students even in its video class session.

To setup Edapp account, take the following steps:

1. Open your browser and type www.edapp.com and enter. This will take you to the Edapp home page shown in Fig 1.
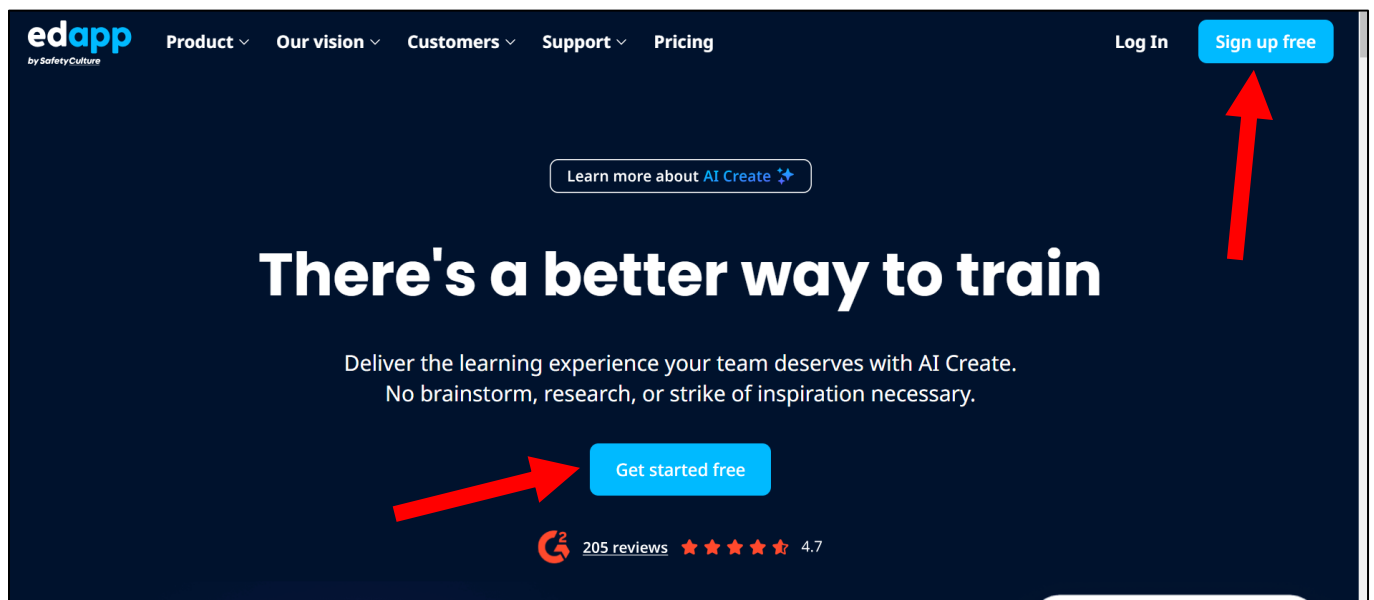

Fig 1: Edapp home page

2. Click on the **sign up free** or **Get started free** button shown on the home page (Fig 1). This will open a new window where you will be required to enter some details to create a free account as shown in Fig 2

Fig 2: Creating Account

3. Note that when creating your password, it must meet the requirements listed on Fig 3, otherwise, you won't be able to proceed beyond that page

Fig 3: Password requirements

4. After filling all necessary details, click the **Get started** button. Note that when you use your institutional email, uniben website will automatically be entered into the **Website url** space. You may choose to leave or delete it (it is optional). When you leave it, Uniben logo will be displayed under the url box and on the box to your left while the colour of the box will be orange as against the default blue colour. See Fig 4

Fig 4: Details to create account

5. After clicking the **Get started** button, a new window will open that will present the home page.

   At the top left corner of the home page are the **Content, Users, Engage, Facilitate**, and **Analytics** menu buttons (Red box). To create learning materials, click on the **Content** or **create** button (Red Arrows). This will open options for either creating course material with AI (Artificial Intelligence: Green Arrow), browse Edapp library for materials (Blue Arrows), or create a course from the scratch (create your own course by uploading materials you already designed: Yellow Arrow). See Fig 5
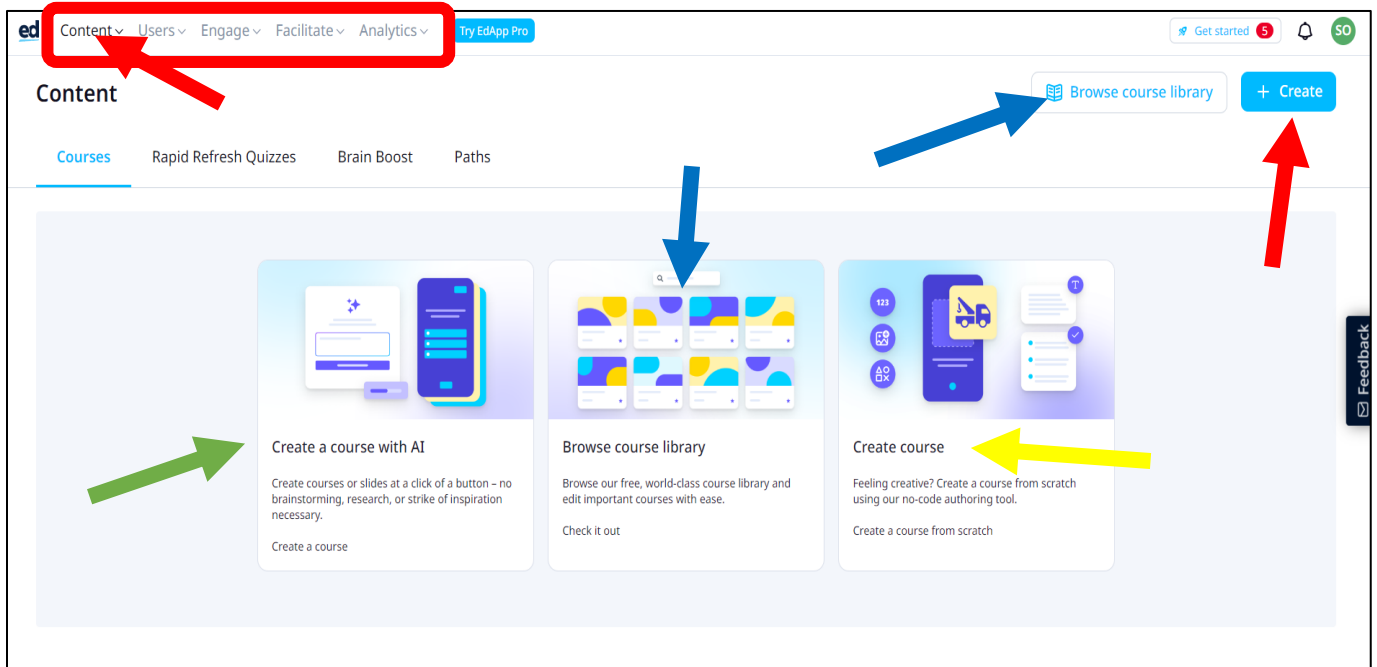

Fig 5: Course creation

6. To Add participants, click on the **Users** button (Red Arrow). This will open a dropdown menu with options to **Invite Users (**Blue Arrow**)**, view **Users** (Green Arrow), and view **User Groups** (Yellow Arrow). See Fig 6
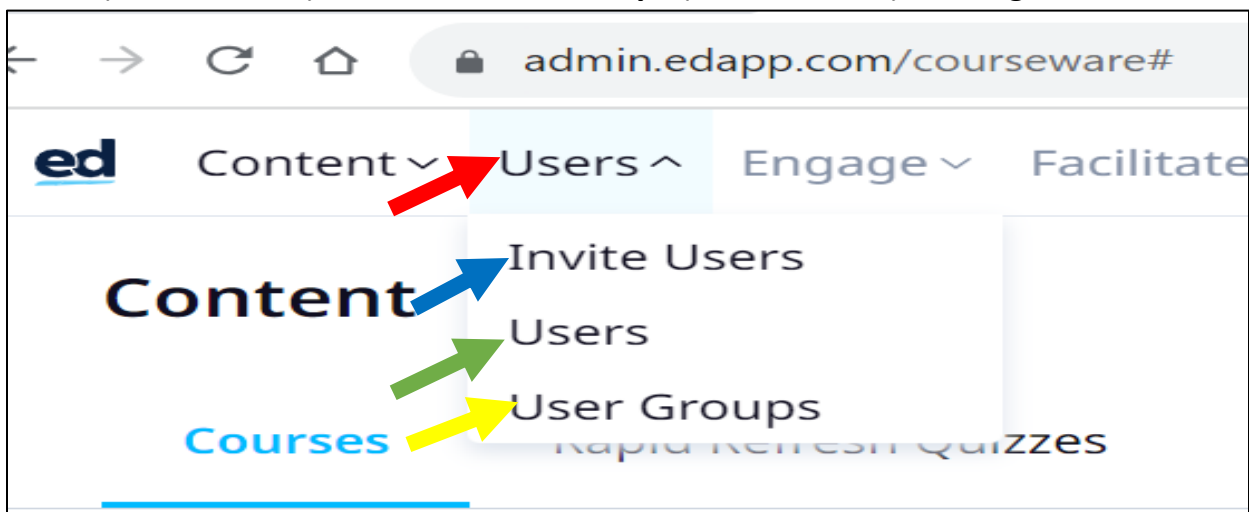

Fig 6: Users platform

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7. Click on the **Invite Users** button to open a new window with options to either invite Users by email (add their emails and send: Red Box) or by link (copy the link and send to users: Red Arrow). See Fig 7
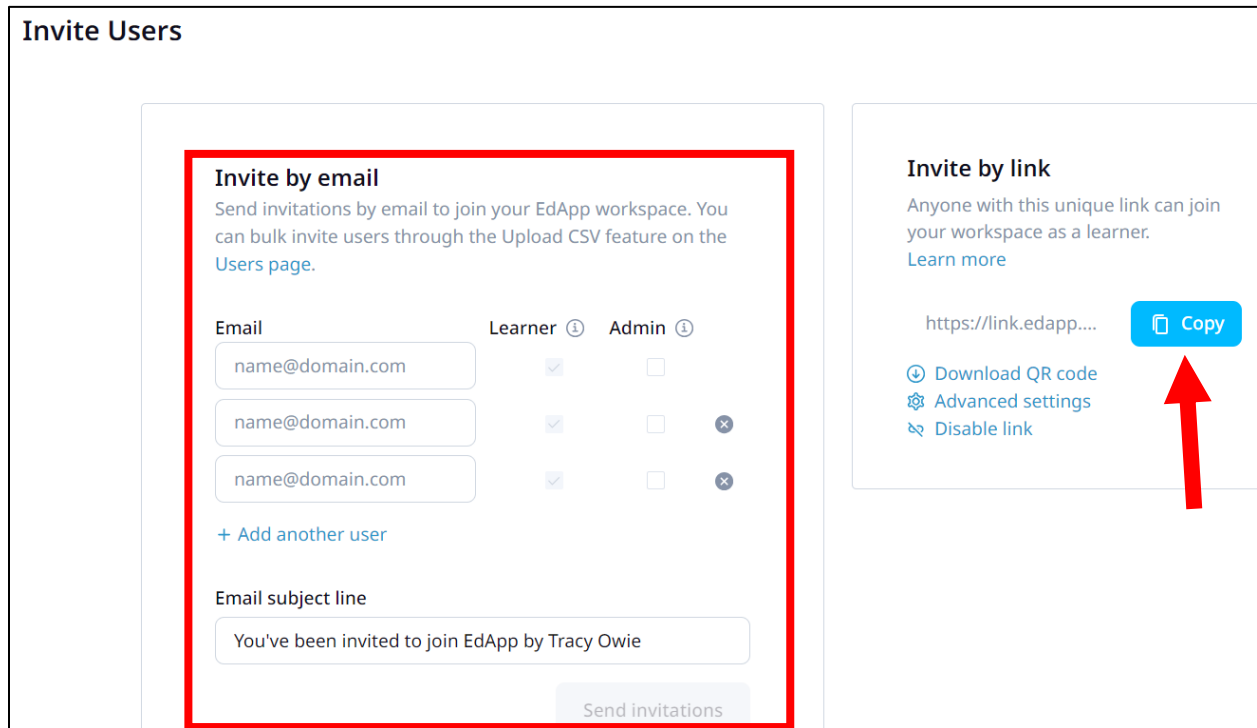

Fig 7: Users Invite page

8. To view all users (participants), click on the users button (see Fig 6: Yellow Arrow). This will open a new window showing all users (Fig 8: Red Box) and their respective status (Fig 8: Green Box).
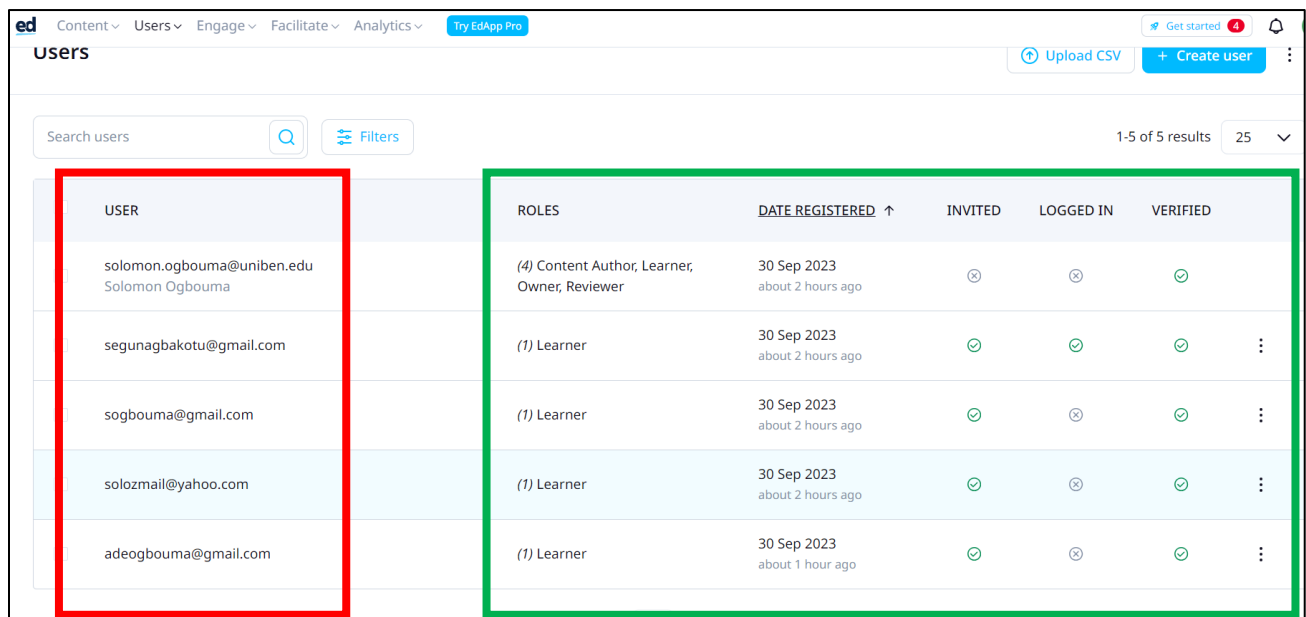

Fig 8: Users Platform

9. Once learning materials have been created and users added, other functions such as **Engage**, **Facilitate**, and **Analytics** can be deployed as and when necessary. See Fig 9
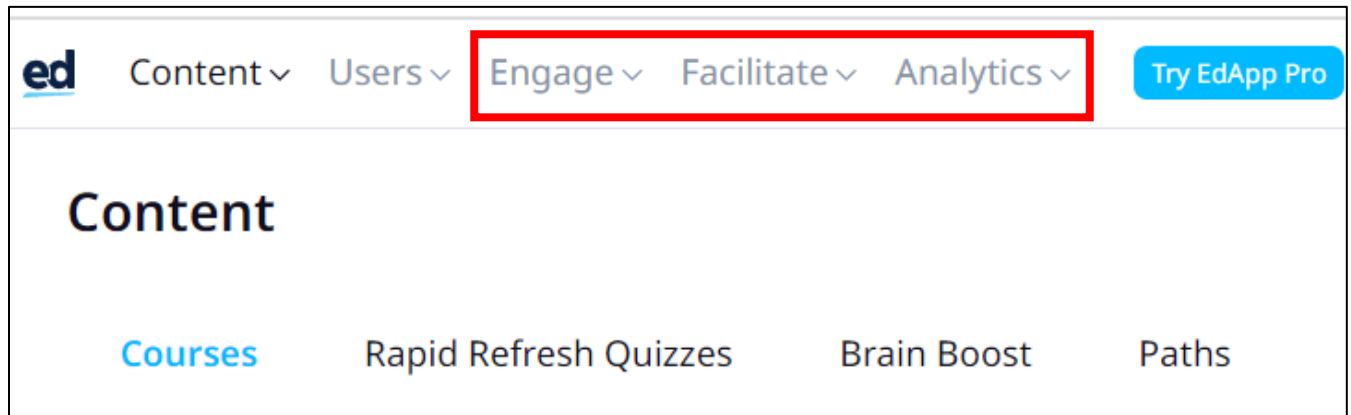

Fig 9: Other functions

That's all. The free version of Edapp provides several functions that are needed in any virtual class. However, to get maximum functionality, the paid version can be purchased.

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