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

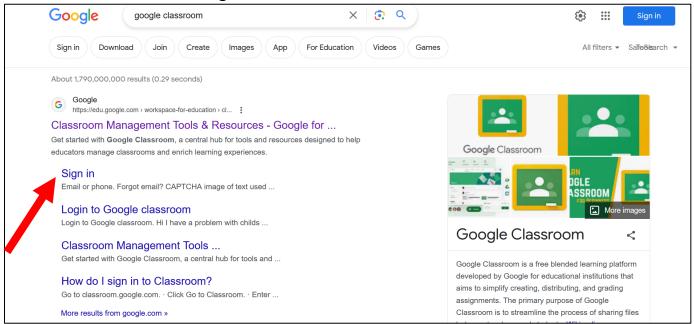


Fig 1: Search result window for google classroom

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

Google	
Google Sign in	Google
Use your Google Account	Oluwasegun Agbakotu
Email or phone	😢 segunagbakotu@gmail.com 🗸
Forgot email?	Enter your password
Not your computer? Use a private browsing window to sign in. Learn more	Show password
Create account Next	Forgot password? Next

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**

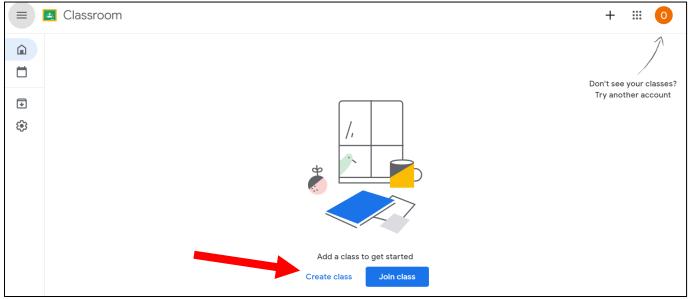


Fig 3: Create class

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

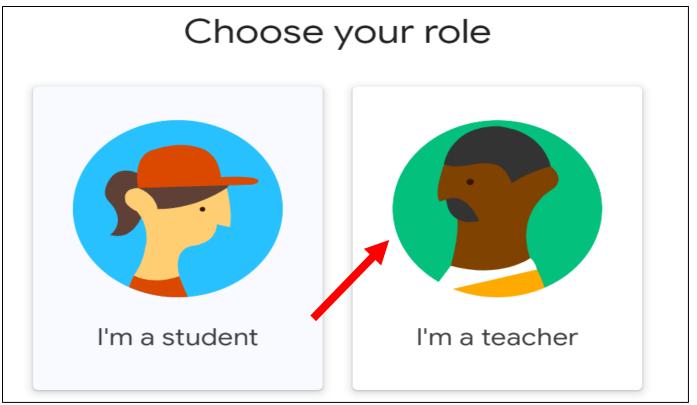


Fig 4: Role selection page

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

Create class			
Class name (required) Sample Class			
Section 100 Level			
Subject All			
Room 1			
		Cancel	Create

Fig 5: Classroom Setup page

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

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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

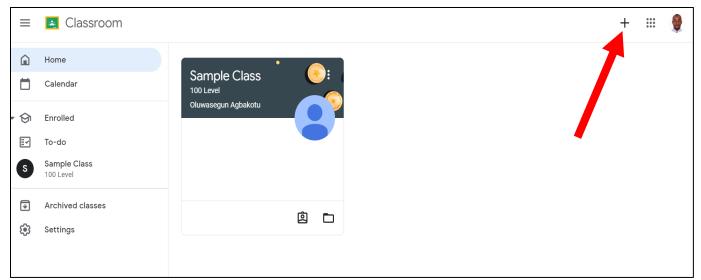


Fig 7: Adding more classrooms

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

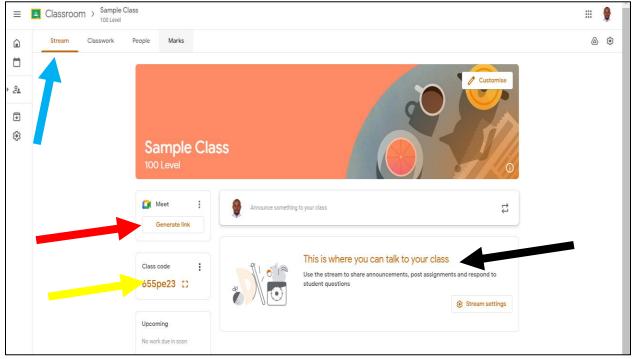


Fig 8: How to generate video link and code and where to start a chat

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

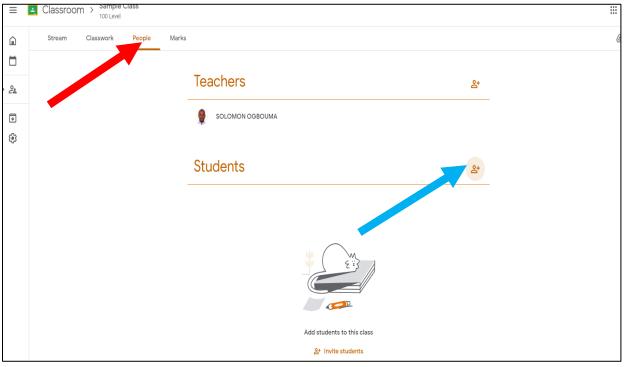


Fig 9: Adding participants

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

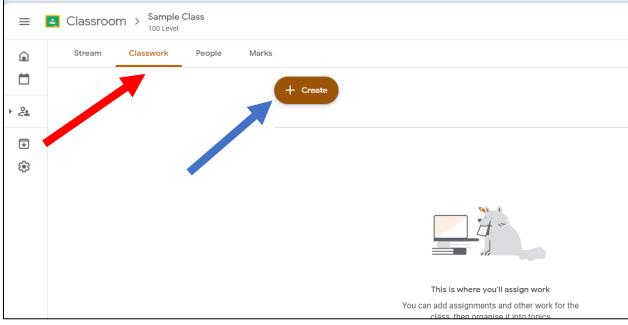


Fig 10: Creating and uploading materials for learning

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 <u>www.edapp.com</u> and enter. This will take you to the Edapp home page shown in Fig 1.

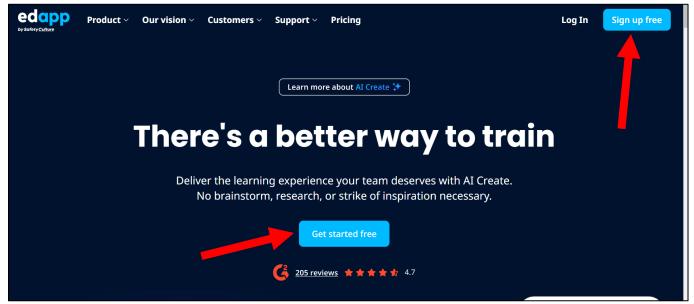


Fig 1: Edapp home page

 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

Get started with	edopp by Sofery Culture	Already have an account? Sign in		
	Create your fr	ee account today!		
EdApp for free	No credit card or cor	nmitment required. Cancel anytime.		
	Work email			
Create, update, and deliver bite-sized courses to your team –	E.g david.smith	@company.com		
no matter the device, location, or internet connection. So your				
team can smash their training goals anytime, anywhere.	Password			
	Password	كيبيولا		
	First name	Last name		
	Eg. David	Eg. Smith		
	Phone (Optional)			
	🔛 ~ +44			
	Invite code (If prov	ided)		
Use oflessons	E.g. Company12	23		
delivered via	Get	t started for FREE		
ter ter		int, you agree to EdApp's terms &		

Fig 2: Creating Account

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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

Create your free	,
No credit card or commi	tment required. Cancel anytime.
Work email	
solomon.ogbouma	@uniben.edu
Password	
•••••	27444
	 One number or special character One lowercase letter
First name	Last name
Solomon	Ogbouma

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

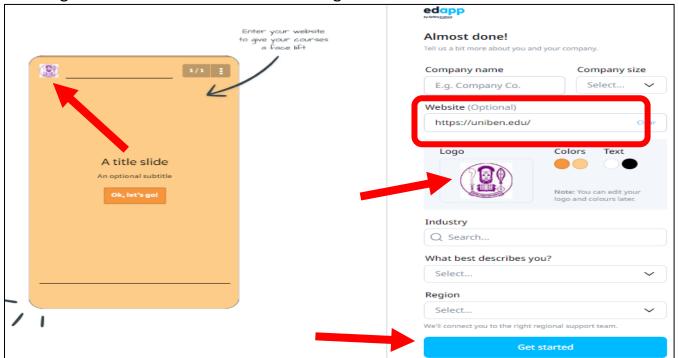


Fig 4: Details to create account

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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

ed Content - Users - Engage	 Facilitate < Analytics < Try EdApp Pro 			g Get started 5	50
Content Courses Rapid Refresh C	Quizzes Brain Boost Paths		Browse cou	urse library + Crea	te
				1	Seedback
	Create a course with AI Create courses or slides at a click of a button – no brainstorming, research, or strike of inspiration necessary. Create a course	Browse course library Browse our free, world-class course library and edit important courses with ease. Check it out	Create course Feeling creative? Create a course from scratch using our no-code authoring tool. Create a course from scratch		

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

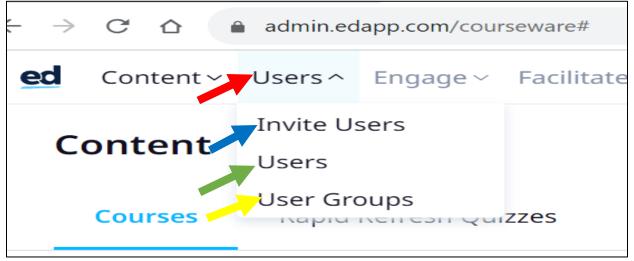


Fig 6: Users platform

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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

			_	Turrita bu link
Invite by email				Invite by link
Send invitations by email to				Anyone with this unique link ca
can bulk invite users throug	gh the Upload CS\	/ feature on	the	your workspace as a learner. Learn more
Users page.				Learning
Email	Learner 🛈	Admin 🗈		https://link.edapp
name@domain.com				Download QR code
				🕸 Advanced settings
name@domain.com			⊗	🔯 Disable link
name@domain.com			8	
+ Add another user				
Email subject line				
You've been invited to joi		Owie		

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).

			1-5	5 of 5 results	2
ROLES	DATE REGISTERED ↑	INVITED	LOGGED IN	VERIFIED	
(4) Content Author, Learner, Owner, Reviewer	30 Sep 2023 about 2 hours ago	\otimes	\otimes	\odot	
(1) Learner	30 Sep 2023 about 2 hours ago	\odot	\odot	\oslash	
(1) Learner	30 Sep 2023 about 2 hours ago	\odot	8	\oslash	
(1) Learner	30 Sep 2023 about 2 hours ago	\odot	\otimes	\odot	
(1) Learner	30 Sep 2023 about 1 hour ago	\odot	\otimes	\odot	
	(4) Content Author, Learner, Owner, Reviewer (1) Learner (1) Learner (1) Learner	(4) Content Author, Learner, Owner, Reviewer 30 Sep 2023 about 2 hours ago (1) Learner 30 Sep 2023 about 2 hours ago	(4) Content Author, Learner, Owner, Reviewer 30 Sep 2023 about 2 hours ago Image: Content Author, Learner, Source about 2 hours ago (1) Learner 30 Sep 2023 about 2 hours ago Image: Content Author, Learner, Source about 2 hours ago Image: Content Auth	(4) Content Author, Learner, Owner, Reviewer 30 Sep 2023 about 2 hours ago Image: Content Author, Learner, about 2 hours ago Image: Content Author, Le	(4) Content Author, Learner, Owner, Reviewer 30 Sep 2023 about 2 hours ago Image: Content Author, Learner, Owner, Reviewer 30 Sep 2023 about 2 hours ago Image: Content Author, Learner, Owner, Reviewer Image: Content Author, Learner, So Sep 2023 about 2 hours ago Image: Content Author, Learner, Owner, Reviewer Image: Content Author, Learner, So Sep 2023 Image: Content Author, Learner, Image: Content Author, Learner Image: Content Author, Learner, So Sep 2023 Image: Content Author, Learner, Image: Content Author, Learner Image: Content Author, Learner, Image: Conten

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

ed	Content ∨	Users ~	Engage ~	Facilitate	ev A	nalytics ~	Try EdApp Pro
C	ontent						
	Courses	Rapid	Refresh Qui	zzes	Braiı	n Boost	Paths

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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