

CLASSROOM VIRTUAL CLASSES MANUAL

PART 1: PHONE / TABLET DEVICE

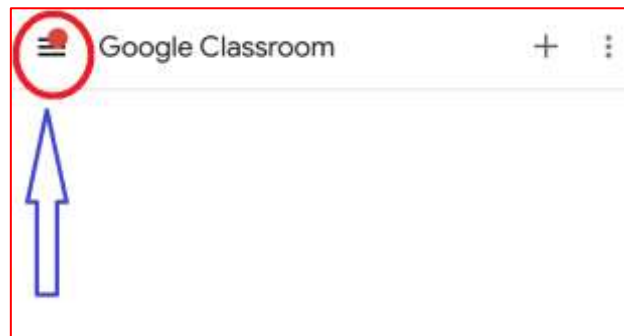
Step 1

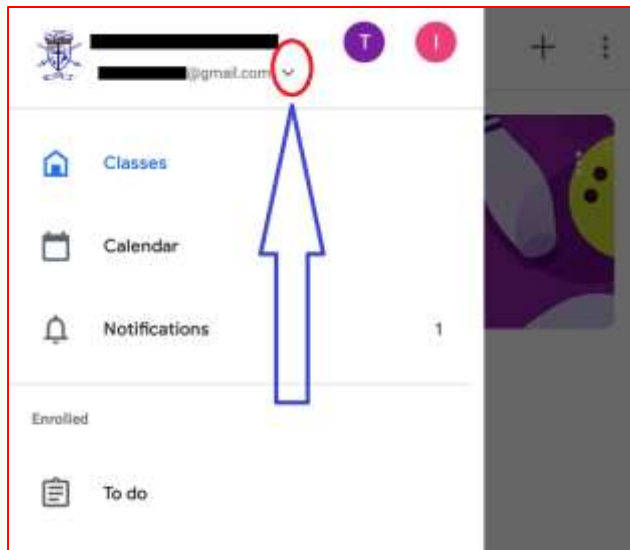
- a) Download and install **Google Classroom** from Google play store.
- b) Download and install **Google Meet** from Google play store.

After installing Open **Classroom**,
If you have already installed the App open it and move to step 2

Step 2

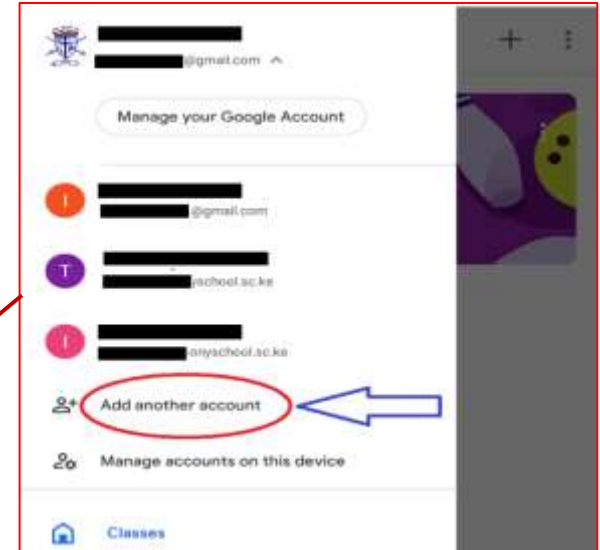
At the Top left corner **there is a menu (3 lines)** Tap on that as directed below and a window opens on the left. Move to Step 3





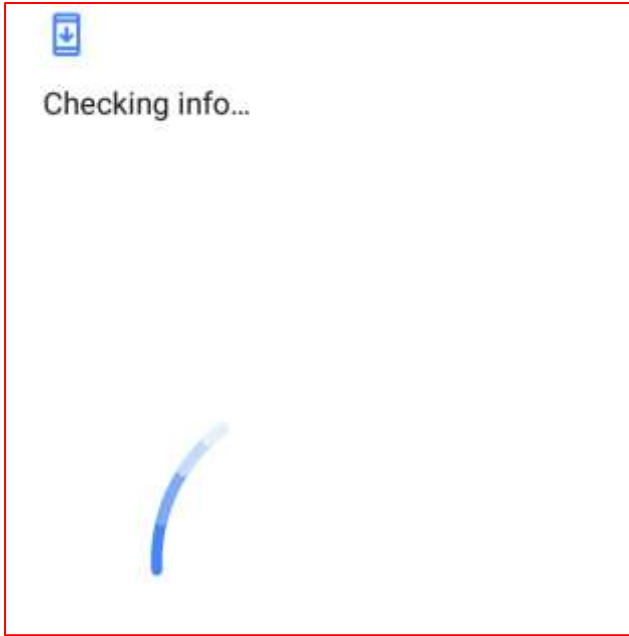
Step 3

At the top You should see an email already signed-in your device. Next to it there is a **downward facing arrow** Tap on it as directed above and Move to Step 4. *If there is no email signed-in your device go to Step 6.*

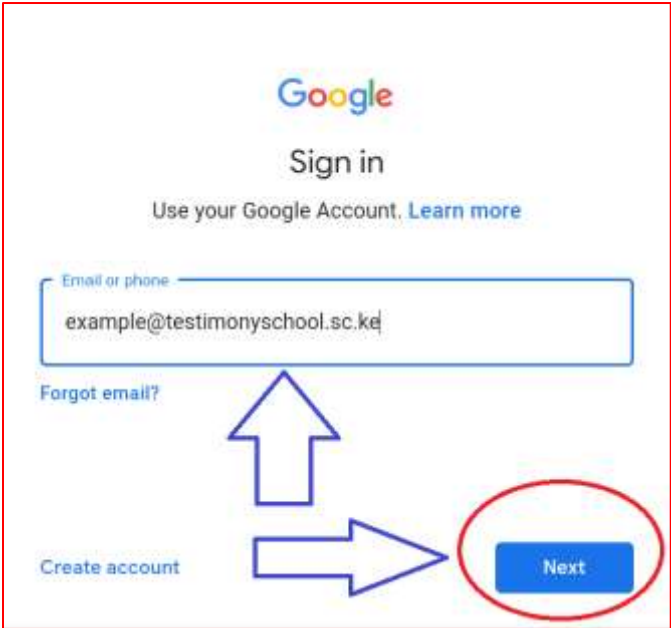


Step 4

Down to it Tap on **Add another account** as directed above. Continue to Step 5



Step 5
Your Device will check info you may also be required to **confirm your device's pattern/PIN/fingerprint.**
Continue to Step 6



Step 6
Enter the pupil's/student's school email that we provided via school class WhatsApp groups /SMS and tap on **Next**. If you are not sure kindly contact the Class Teacher/Headteacher/IT Technician. The email has **@testimonyschool.sc.ke** domain.
Continue to step 7



Step 7

Enter the first-time password as **testimony** as it is, all Small letters.
Tap on **Next** and continue to Step 8



example example

Welcome to your new account

Welcome to your new account: example@testimonyschool.sc.ke. Your account is compatible with many **Google services** (<https://support.google.com/a/answer/181865>), but your testimonyschool.sc.ke administrator decides which services you may access using your account. For tips about using your new account, visit the **Google Help Center** (<https://support.google.com/a/users/answer/161937>).

When you use Google services, your domain administrator will have access to your example@testimonyschool.sc.ke account information, including any data you store with this account in Google services. You can find out more here (<https://support.google.com/accounts/answer/181692>), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can **manage which account you use with Google services and switch between them** (<https://www.google.com/safetycenter/everyone/start/accounts/>) whenever you choose. Your username and profile picture can help you to ensure that you're using the intended account.

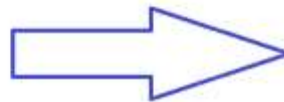
If your organisation provides you access to the G Suite **core services** (https://www.google.com/apps/intl/en/terms/user_features.html), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>). Certain Additional Services may also have **service-specific terms** (<https://support.google.com/a/answer/181865>). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

account is compatible with many **Google services** (<https://support.google.com/a/answer/181865>), but your testimonyschool.sc.ke administrator decides which services you may access using your account. For tips about using your new account, visit the **Google Help Center** (<https://support.google.com/a/users/answer/161937>).

When you use Google services, your domain administrator will have access to your example@testimonyschool.sc.ke account information, including any data you store with this account in Google services. You can find out more here (<https://support.google.com/accounts/answer/181692>), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can **manage which account you use with Google services and switch between them** (<https://www.google.com/safetycenter/everyone/start/accounts/>) whenever you choose. Your username and profile picture can help you to ensure that you're using the intended account.

If your organisation provides you access to the G Suite **core services** (https://www.google.com/apps/intl/en/terms/user_features.html), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>). Certain Additional Services may also have **service-specific terms** (<https://support.google.com/a/answer/181865>). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your example@testimonyschool.sc.ke account works and agree to the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>).



Accept

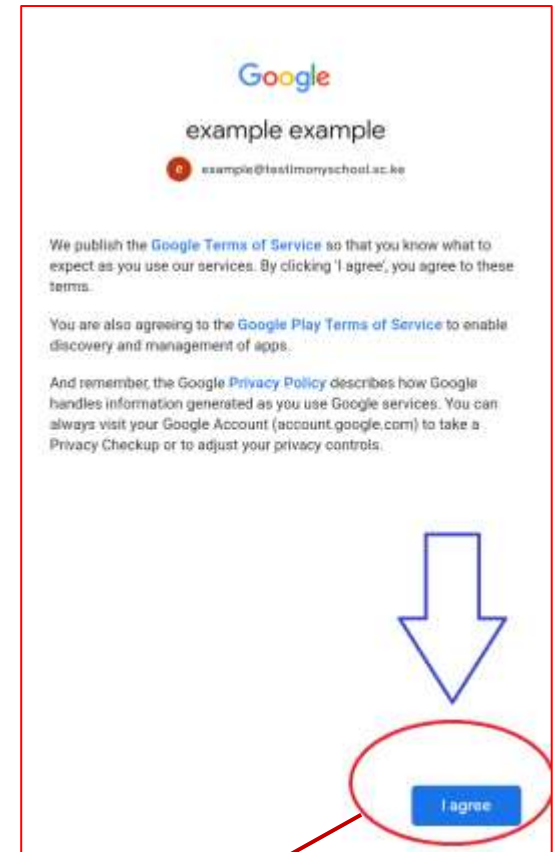
Step 8

The next screen will show Google terms of service. Scroll down and Tap on **Accept** as shown here then continue to Step 9



Step 9

The next screen will require you to change your password, please do. You may use a combination of letters and numbers to create a strong password. Please remember this password since it will be the one to use for future classroom access. Type the password in both spaces provides as shown here. When done click on **Next**.



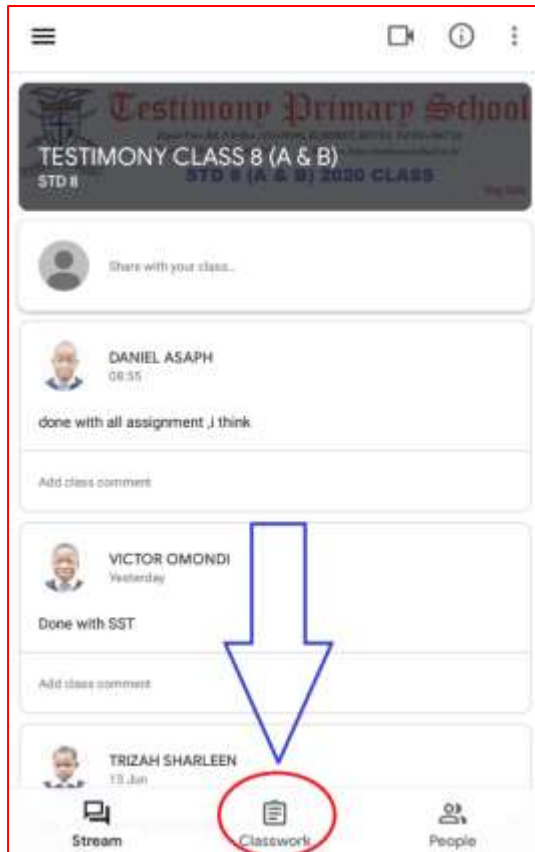
Step 10

On the next screen you will be shown **Google Terms of service** Tap on **I Agree** below the screen as shown here. Continue to Step 11



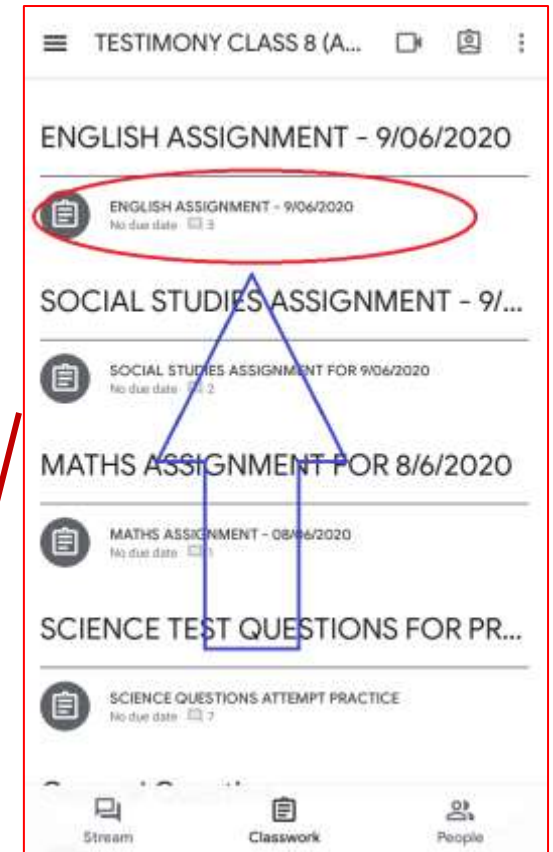
Step 11

The next screen will show you classes you are supposed to join. Tap on **Join** and the student will now be in the online classroom. To access Assignment, continue to Step 12.



Step 12

Under **Stream** section you are able to see comments from other students, you are also encouraged to **Share with your class** whenever you want any help or clarification on an issue. To see other members in your class, Tap on **People**. At the bottom of the screen Tap on **Classwork** to view assignments/notes from your teachers.



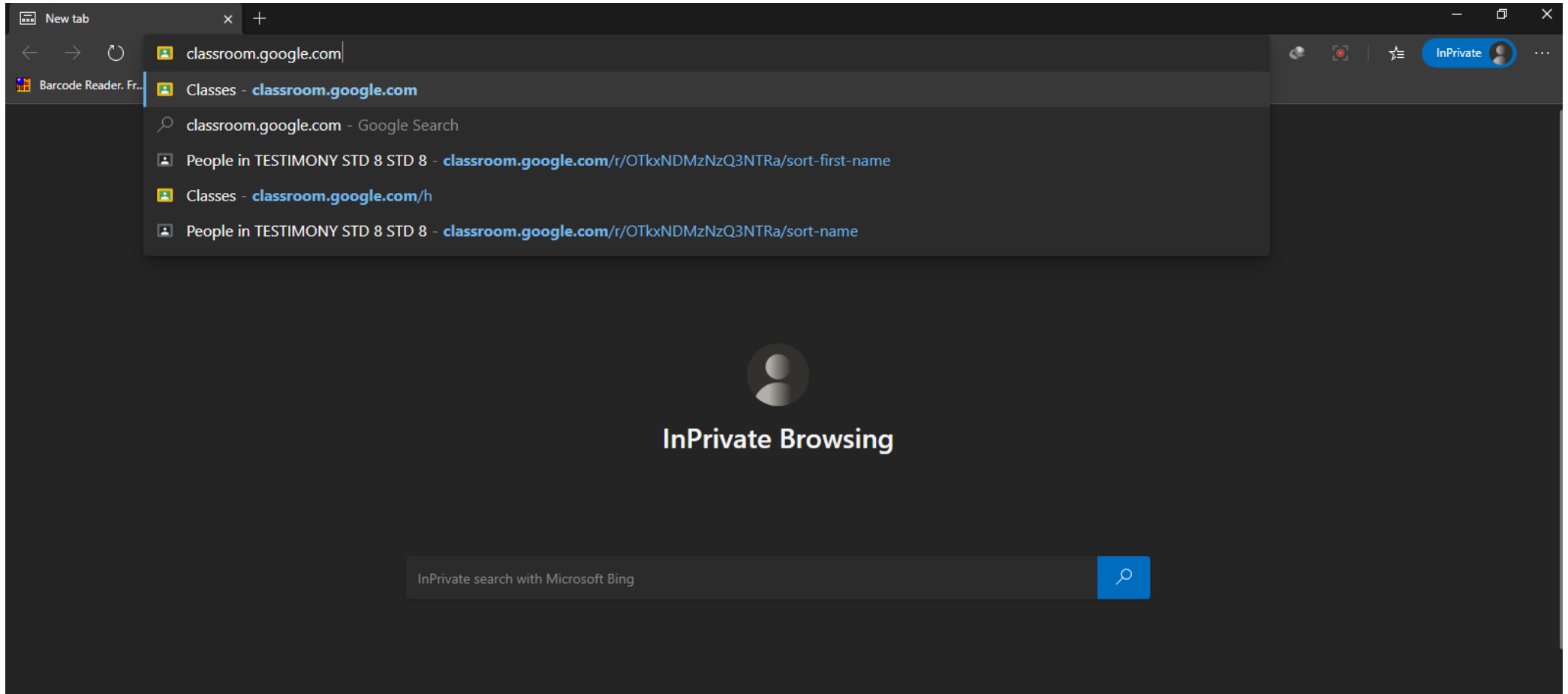
Step 13

On the next screen you are able to see posted assignments/Notes. To access an assignment, Tap as shown above.

PART 2: LAPTOP / DESKTOP COMPUTER

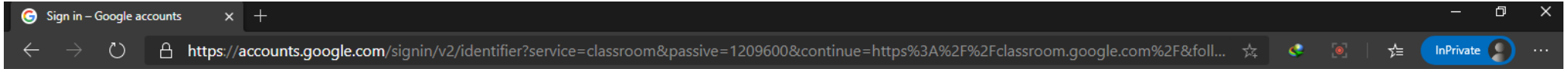
Step 1

On your browser go to classroom.google.com



Step 2

You will be required to sign in with the student accounts I provided. Enter the student Email in the **Email** or **Phone** field and click next.



Google

Sign in

Use your Google Account

Email or phone

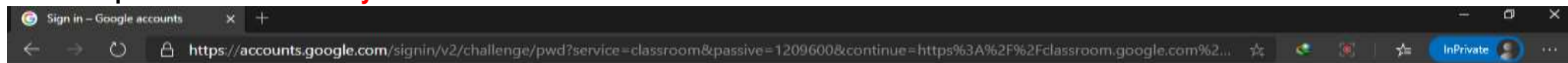
[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more](#)

[Create account](#)

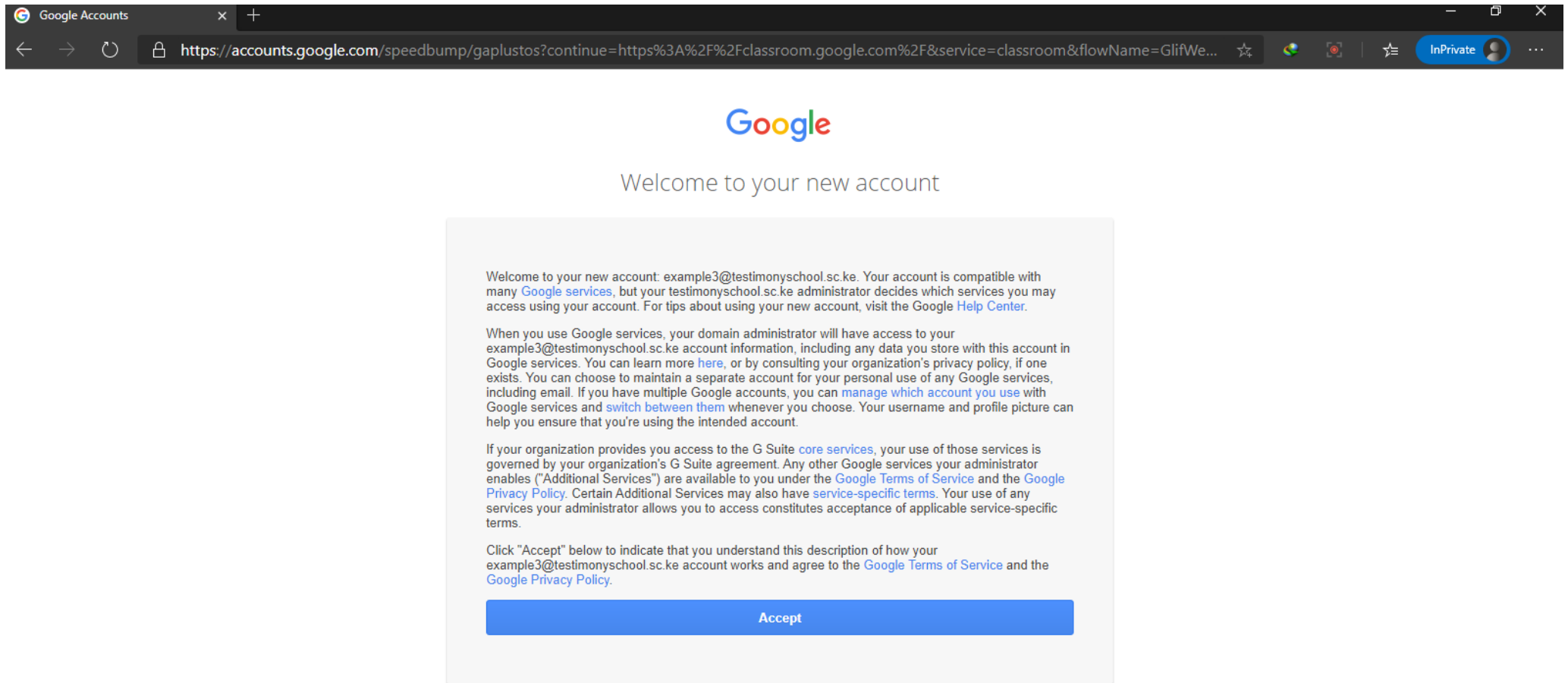
Step 3

Enter the password as **testimony** and click on Next

A screenshot of the Google sign-in page. The page features the Google logo at the top, followed by the word 'Welcome'. Below this is a dropdown menu displaying the email address 'example2@testimonyschool.sc.ke'. A password input field is present with the text 'testimony' and a 'Next' button. The 'Next' button is circled in red. At the bottom of the page, there are links for 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'.

Step 4

Accept The terms of service



Google Accounts

https://accounts.google.com/speedbump/gaplustus?continue=https%3A%2F%2Fclassroom.google.com%2F&service=classroom&flowName=GlifWe...

Welcome to your new account

Welcome to your new account: example3@testimonyschool.sc.ke. Your account is compatible with many [Google services](#), but your testimonyschool.sc.ke administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your example3@testimonyschool.sc.ke account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your example3@testimonyschool.sc.ke account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Step 5

On the next screen You will be required to change your password. Please change a password that you'll remember whenever asked to sign-in. When done click on **Change password**

Change Password

https://accounts.google.com/speedbump/changepassword?continue=https%3A%2F%2Fclassroom.google.com%2F&service=classroom&flowName...

Google

Change password for
example3@testimonyschool.sc.ke

[Learn more about choosing a smart password](#)

Create a new, strong password that you don't use for other websites.

Create password

.....

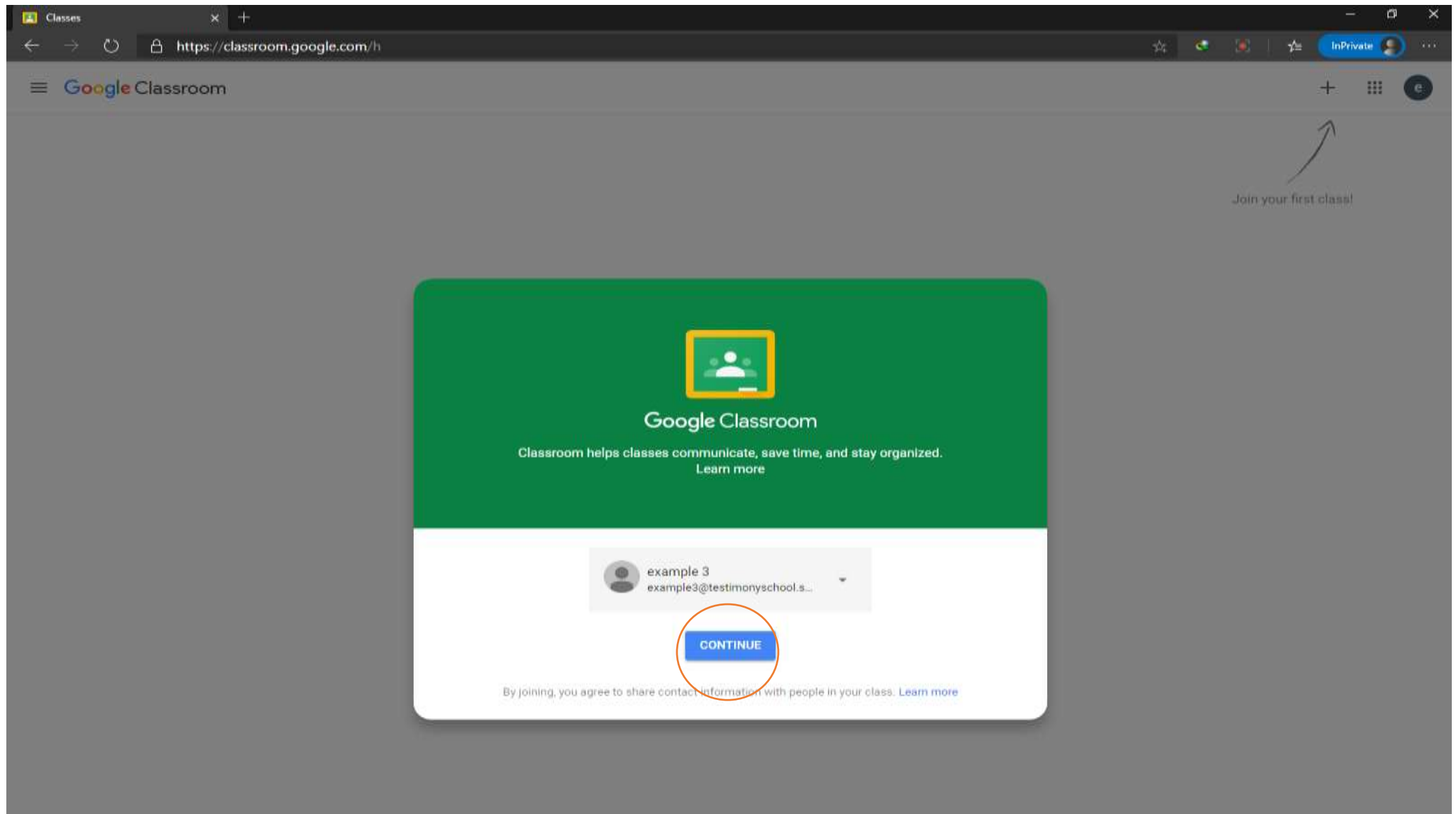
Confirm password

.....

Change password

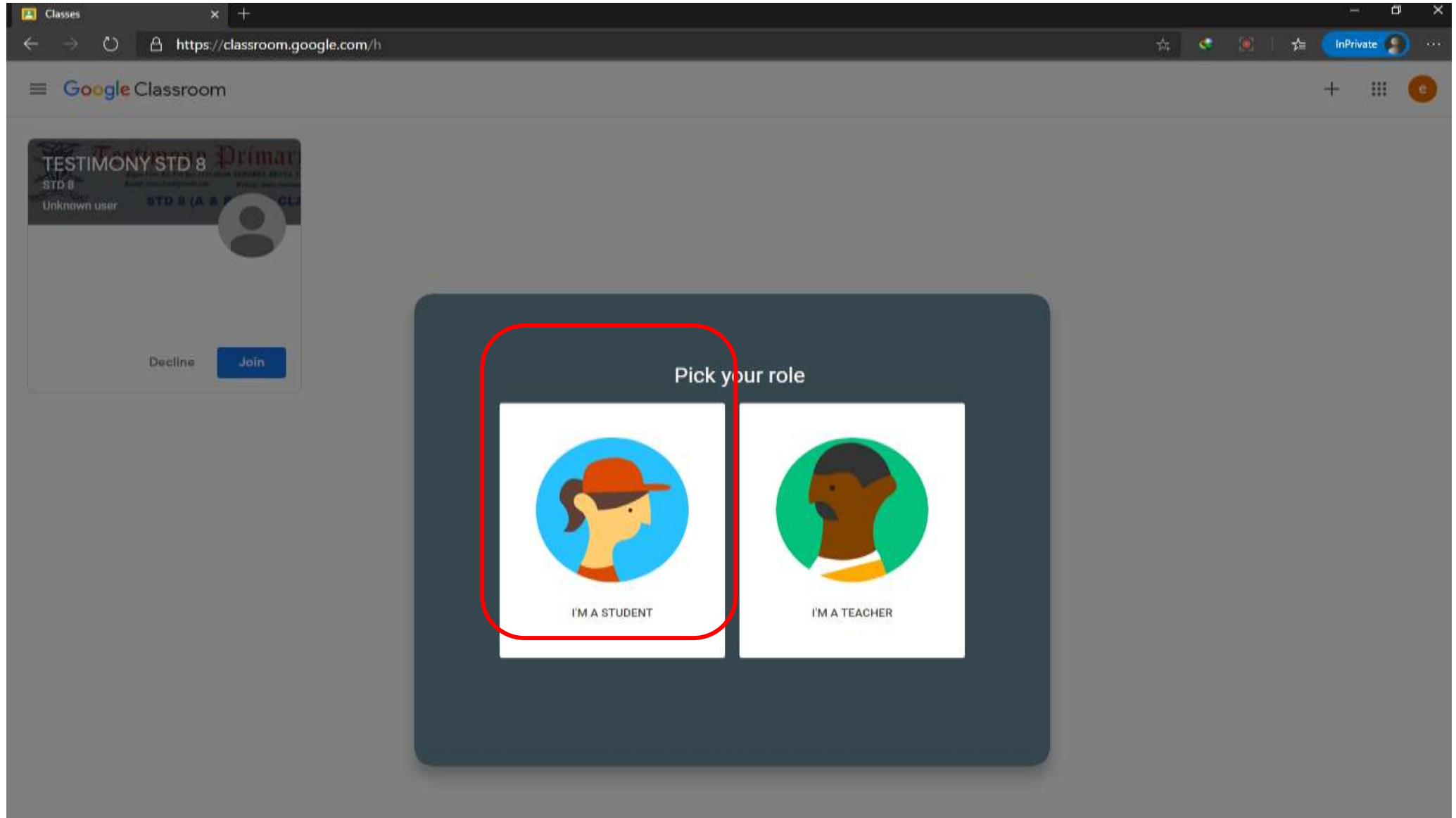
Step 6

On the next screen click Continue to join classes.



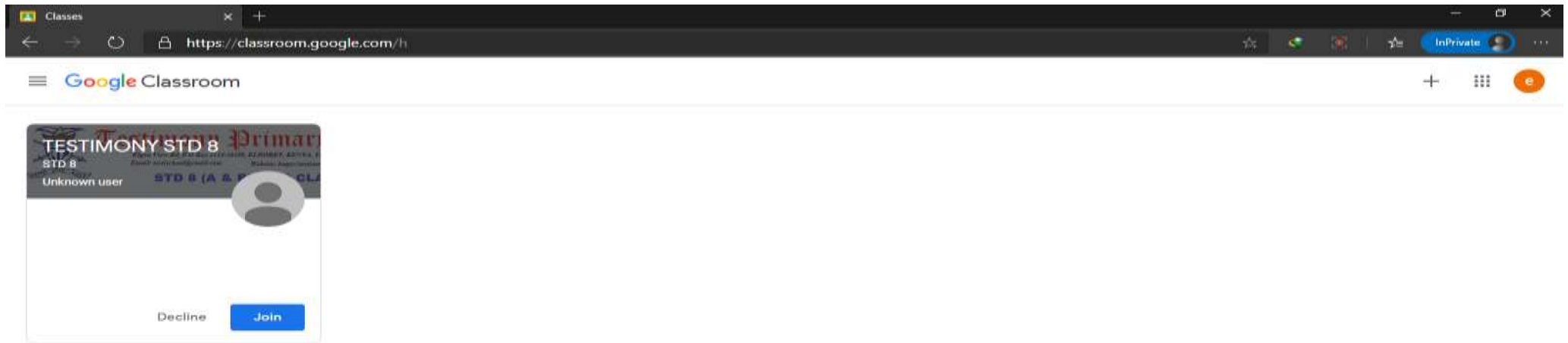
Step 7

On the next screen select the role as **"I'M A STUDENT"**



Step 8

On the next screen you'll be able to see all the classes the student is supposed to join. Join all of them by clicking on join.



Prepared by Testimony School IT Office.

- THE END -