

➤ Steps of joining Google classroom and submitting exam scripts

[N.B: You will see almost same kind of layout both in Smartphone and Computer]

Step 1: Search Google classroom from your browser (**Google Chrome is preferable**).



Search Google or type a URL

Step 2: Next you have to click on “Classroom”



google classroom

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classroom.google.com ▼

Google Classroom

Sign in. Use your **Google** Account. Email or phone. Forgot email? Type the text you hear or see.
Not your computer? Use a private browsing window to sign in.

Classroom

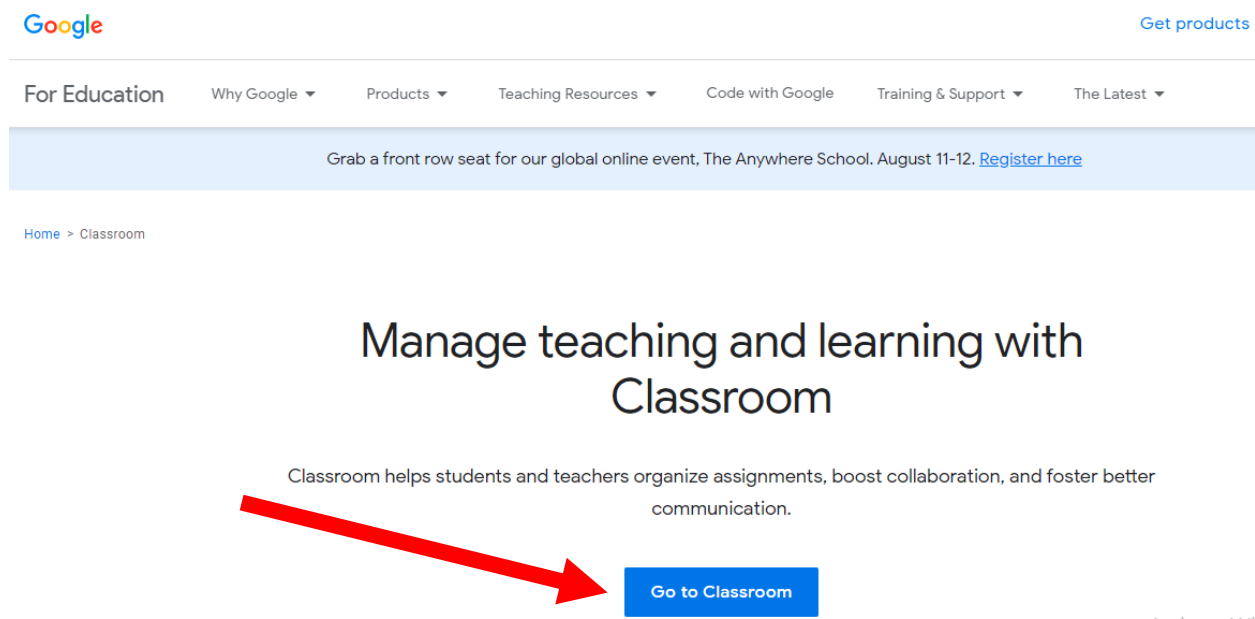
Classroom helps students and teachers organize assignments ...

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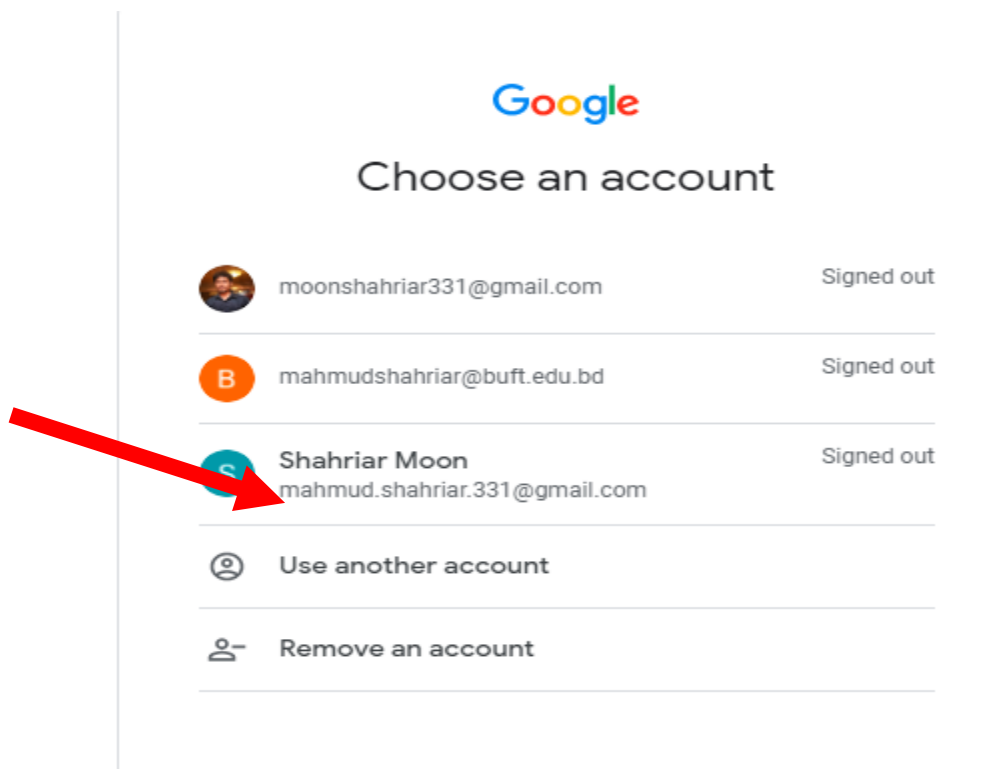
Google Classroom

Use your Google Account. Email or phone. Forgot email? Type the ...

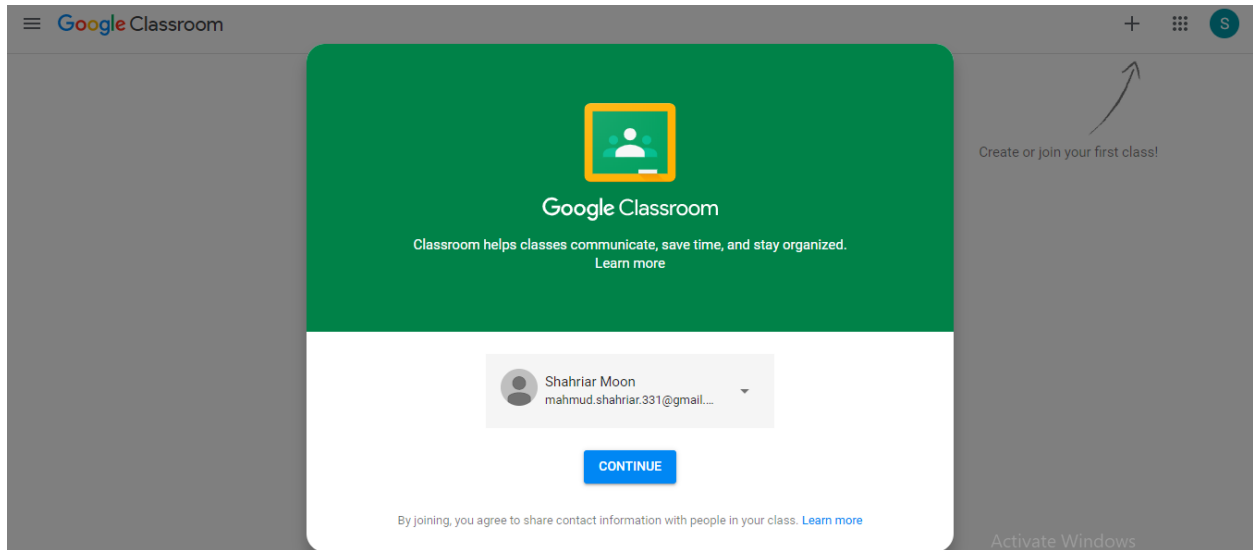
Step: 3- Then you will see the following tab. You have to click on ‘Go to Classroom’



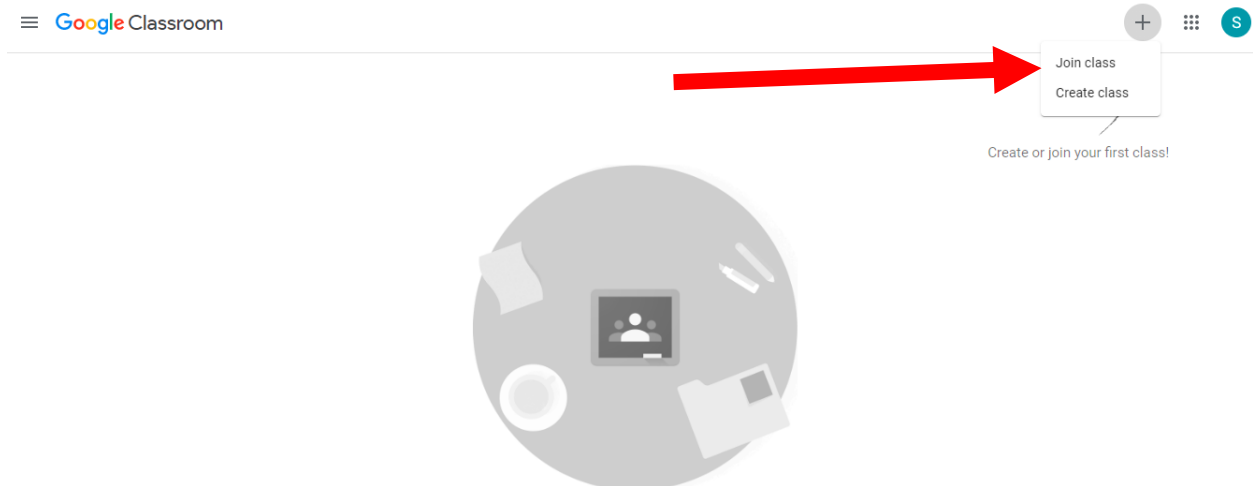
Step: 4- Next you have to login with your Gmail account to join the Classroom. You have to click on your Gmail account and give your password.



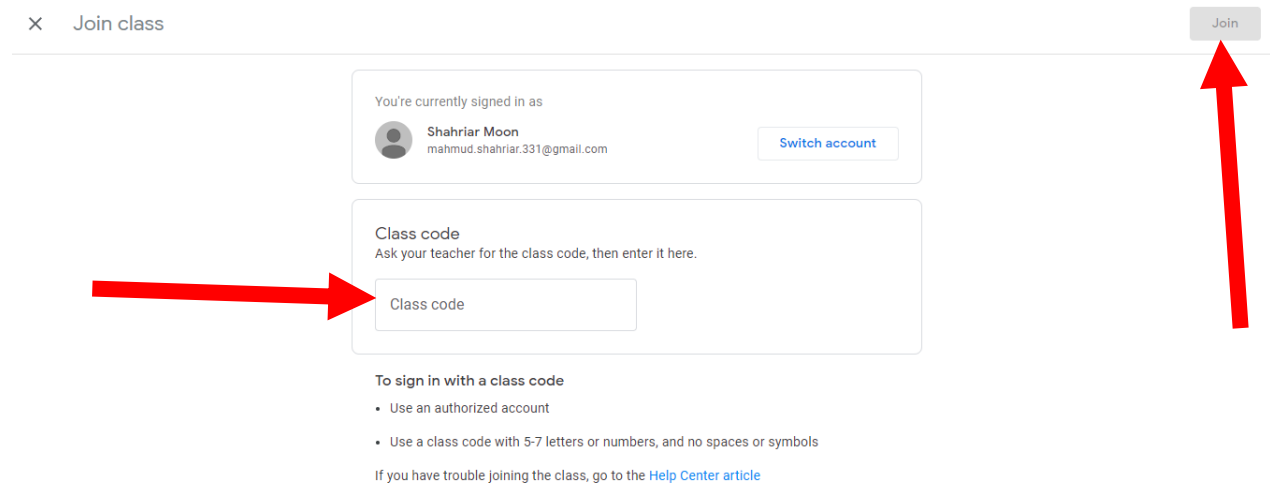
Step: 05- After successful login, you will see the following tab. You have to click on “**CONTINUE**”.



Step: 06- Next you have to click on the indicated sign of the following image. Click on ‘**Join class**’.

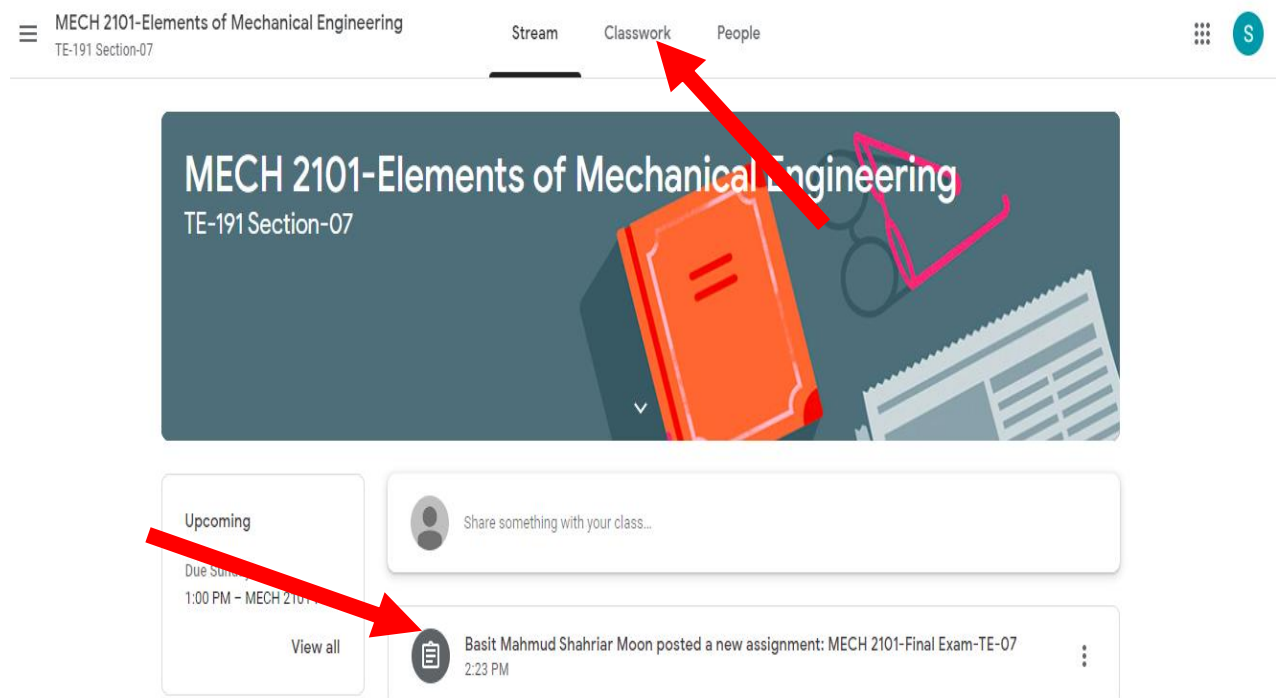


Step-07: Then you will see the following tab. You have to enter your class code given by your course teacher and click on ‘Join’.



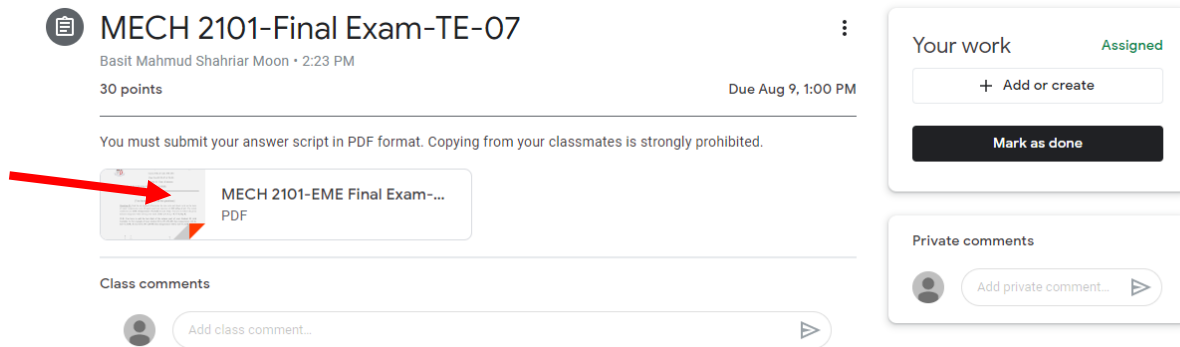
The image shows the 'Join class' interface in Canvas. At the top left is a close button (X) and the text 'Join class'. At the top right is a 'Join' button, indicated by a red arrow. Below this is a box for the current user: 'You're currently signed in as' followed by a profile icon, the name 'Shahriar Moon', and the email 'mahmud.shahriar.331@gmail.com'. There is a 'Switch account' button. Below that is a 'Class code' section with the instruction 'Ask your teacher for the class code, then enter it here.' and a text input field labeled 'Class code', indicated by a red arrow. At the bottom, there is a section 'To sign in with a class code' with two bullet points: 'Use an authorized account' and 'Use a class code with 5-7 letters or numbers, and no spaces or symbols'. A link to the 'Help Center article' is also present.

Step: 08- Now you are in your desired Classroom. You can simply click on given assignment by your course teacher and see your question. You can also click on ‘Classwork’ to find the question paper.

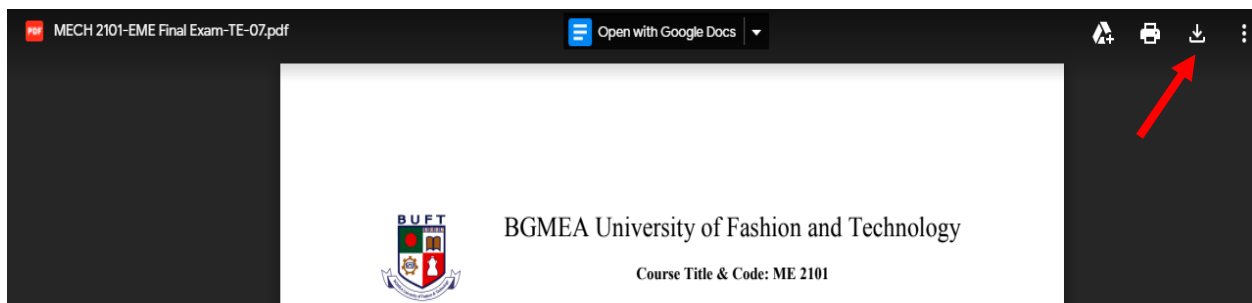


The image shows the Canvas Classroom interface for 'MECH 2101-Elements of Mechanical Engineering' and 'TE-191 Section-07'. The top navigation bar includes a hamburger menu, the course name, and tabs for 'Stream', 'Classwork', and 'People'. A red arrow points to the 'Classwork' tab. On the right side of the navigation bar is a grid icon and a profile icon with the letter 'S'. Below the navigation bar is a large banner image with the course title and a graphic of books and glasses. Below the banner are two main sections. The left section is titled 'Upcoming' and shows a list of upcoming assignments, with a red arrow pointing to one of them. The right section is titled 'Share something with your class...' and shows a post by 'Basit Mahmud Shahriar Moon' about a new assignment: 'MECH 2101-Final Exam-TE-07' posted at 2:23 PM.

Step-09: Next you have to click on your question paper as directed in the following image.

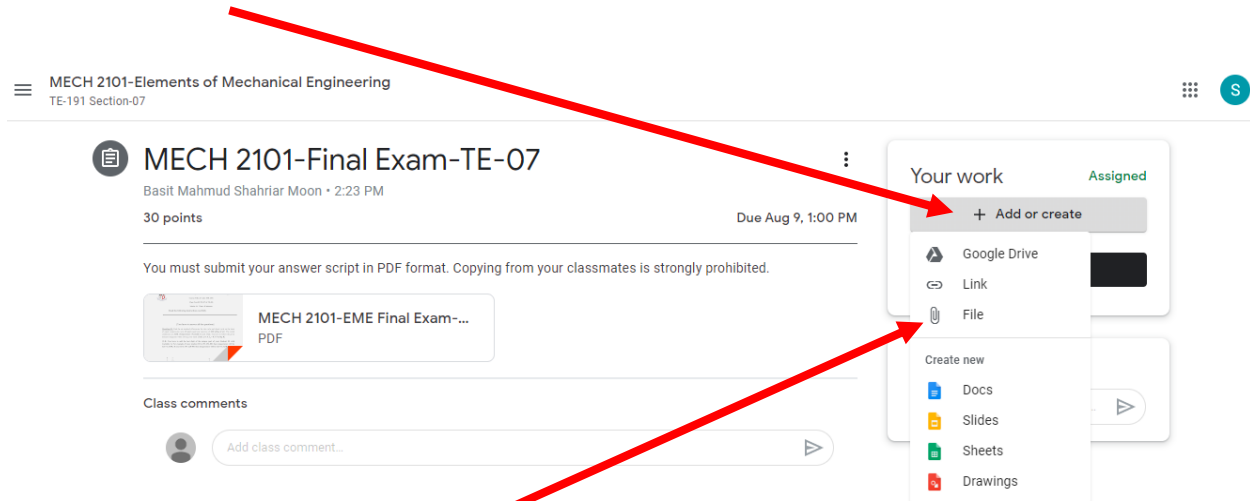


Step-10: You will be able to see your question paper here. To download the question paper you have to click on ‘Open in new window’ and download option can be found there,

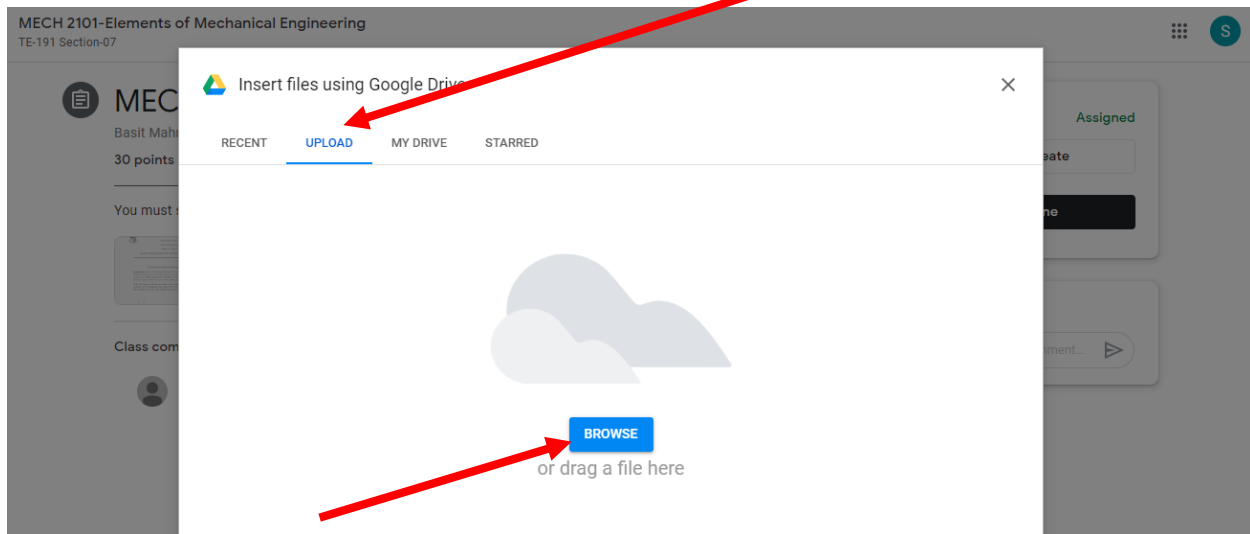


➤ How to submit your answer script

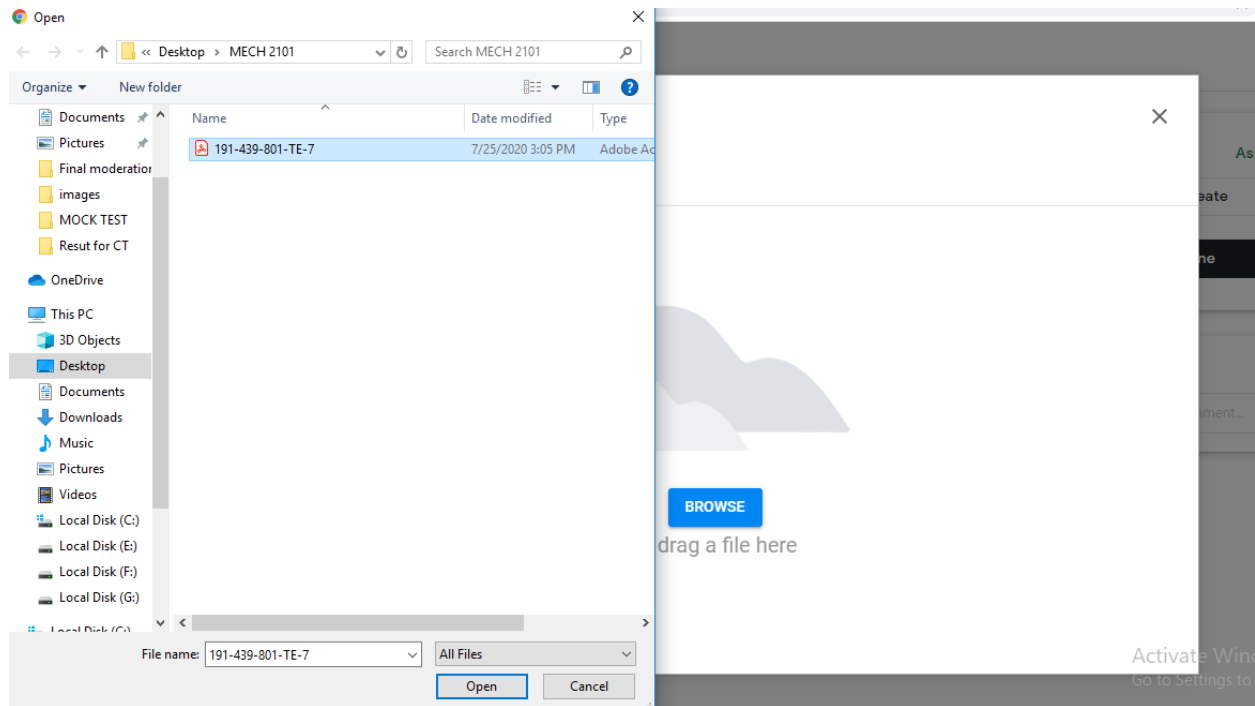
Step: 01- After finishing your writing, you have to take photos of the answer script by using your smartphone. Then you have to make a PDF file using “CamScanner app”. You must save your file using your Student ID. You should mention your student ID and page no in each page. Then, you have to click on the “**Add or create**” option shown in the following image.



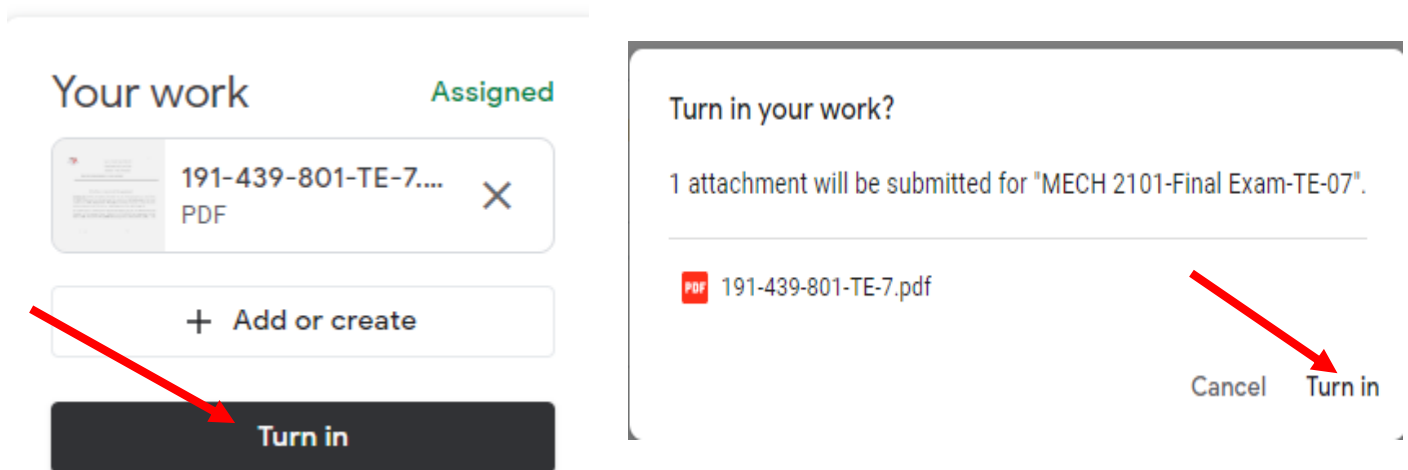
Step: 02- After clicking on “**File**” option you will see the following tab. Next select ‘**UPLOAD**’ and click on ‘**BROWSE**’ option.



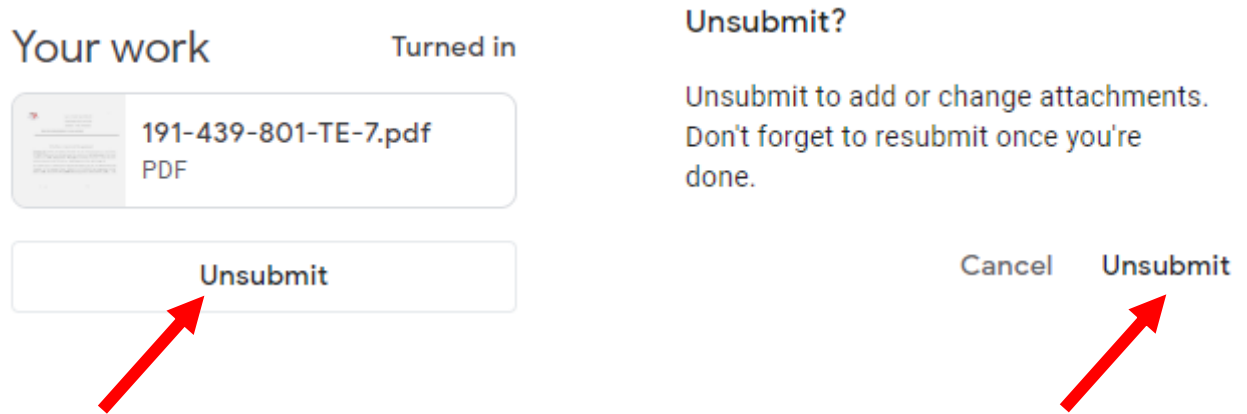
Step: 03- Finally you have to choose file location and select the PDF file of your answer script. Then, click “Open” option.



Step: 04- You will see the following tab after completing Step: 03. You must click on “Turn in” to submit your answer script successfully. Otherwise it will not be submitted.



Step: 05- Your answer script is submitted successfully. If you need to edit your answer script then you can choose ‘**Unsubmit**’ option and follow the same procedure from **Step-01** to **Step 04**.



[N.B: If you are a computer user, you should transfer the file of your answer script from your smartphone to your computer after converting your image into PDF file by using CamScanner app.]