

Google Meet – Step by step guide

You will be receiving an invite to join the **Google Classroom**. **If you do not have a Gmail account, please create one and notify the college as On-line set-up will work on Gmail only.**

Once the students have access to all their resources, they can post questions, make suggestions etc.

Step by step guide to join the Google Classroom

From your Gmail account click on the top right corner on the Google apps (9 little dots next to the questions mark) and access Classroom.

1. Student will be receiving invitation to join classroom from the trainer
2. Click on the link to join the class
3. Student will automatically enter the classroom
4. Student can access all Study and Assessment material from **Classwork Tab**
5. Student can access all announcement and discussions from the trainer in **Stream Tab**
6. Student can find Class Code on Stream Tab at Left hand corner under the Unit name

Step by step guide to join the Online Classroom

As per scheduled day of the class, trainer will send an invite to join Online Class

7. Click on “Join” to start a meeting
8. Enter the Unit Code and Unit Name and click “continue”
9. Click on “Join now”
10. If needed you can find Class Code on Stream Tab at Left hand corner under the Unit name
11. Trainer will provide access to enter the class
12. You can click on Present Now anytime to share specific queries in the class.

If you are facing any problem, please contact to Admin Team through:

Phone: 08 7228 5424

Email: admin@aspencollege.edu.au