

# Moffat Google Classroom Student Tutorial

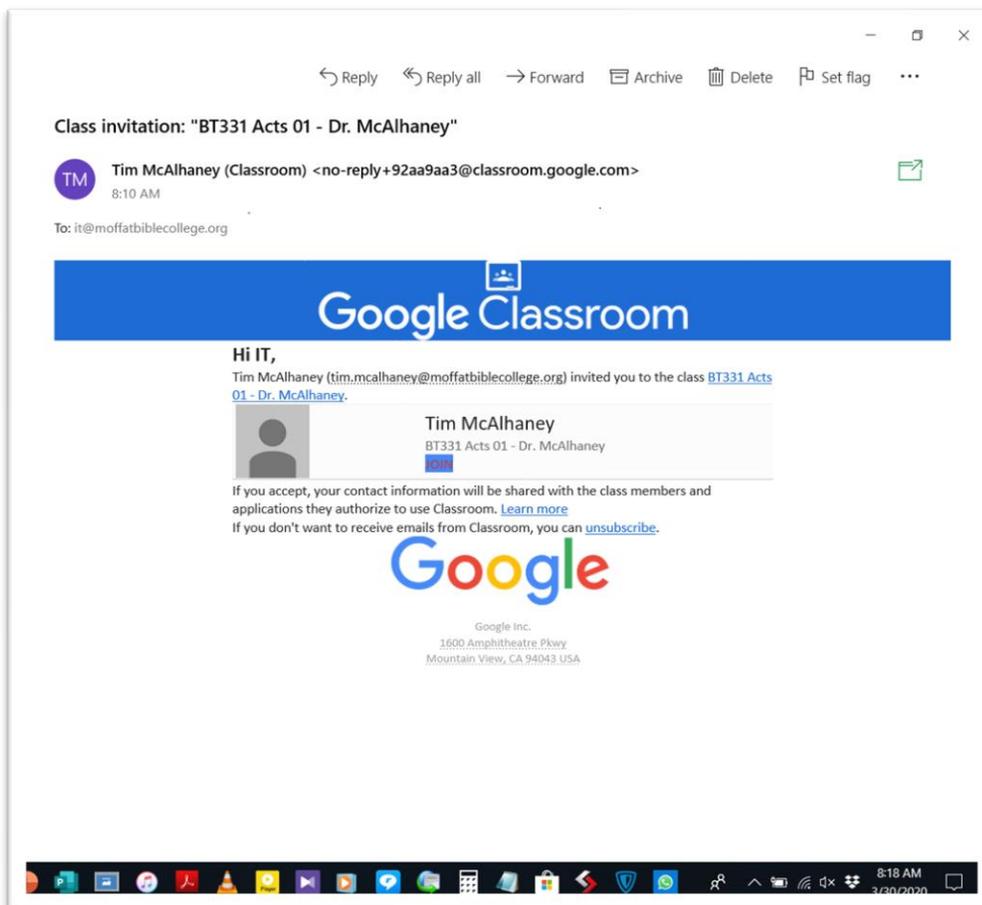
## Overview

Online learning is different from the face-to-face classroom but can be very beneficial. Moffat has moved to the online environment using the Google Classroom platform. You may access your classes through a web-browser or phone app. Keep in mind that the web-browser may offer more functionality.

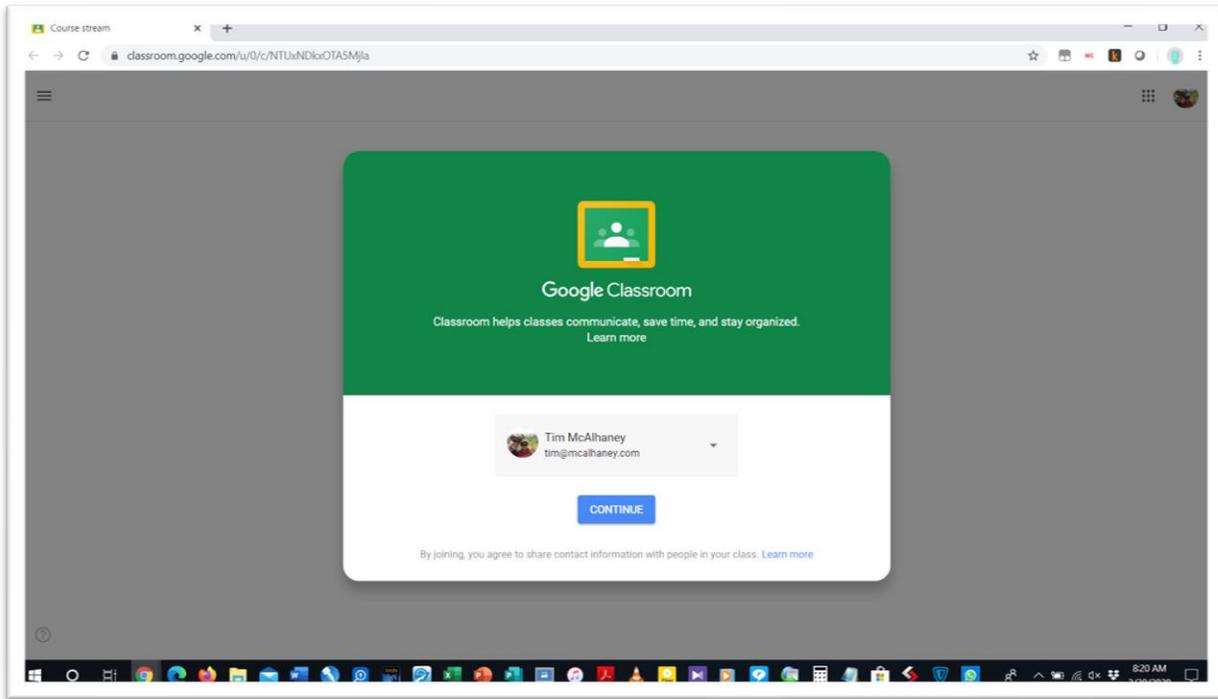
Your access for Google Classroom is your personal Gmail account which you provided to Moffat. You will need your password to login at times and when submitting assignments, you may be asked to enter your email address. Please be careful to enter the correct address.

*Course Access* - Once you have registered for the term, you will receive an email to join each of your classes. You might need an access code but typically we have disabled this feature.

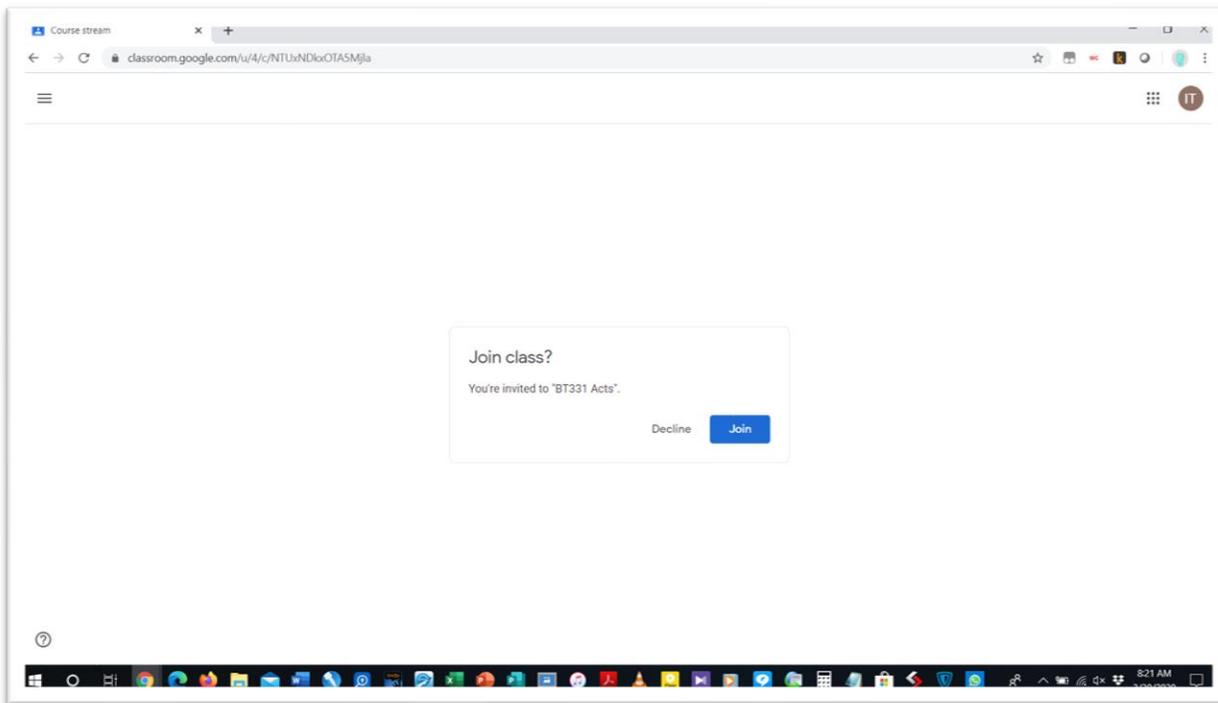
Click "Join" in the Invitation Email:



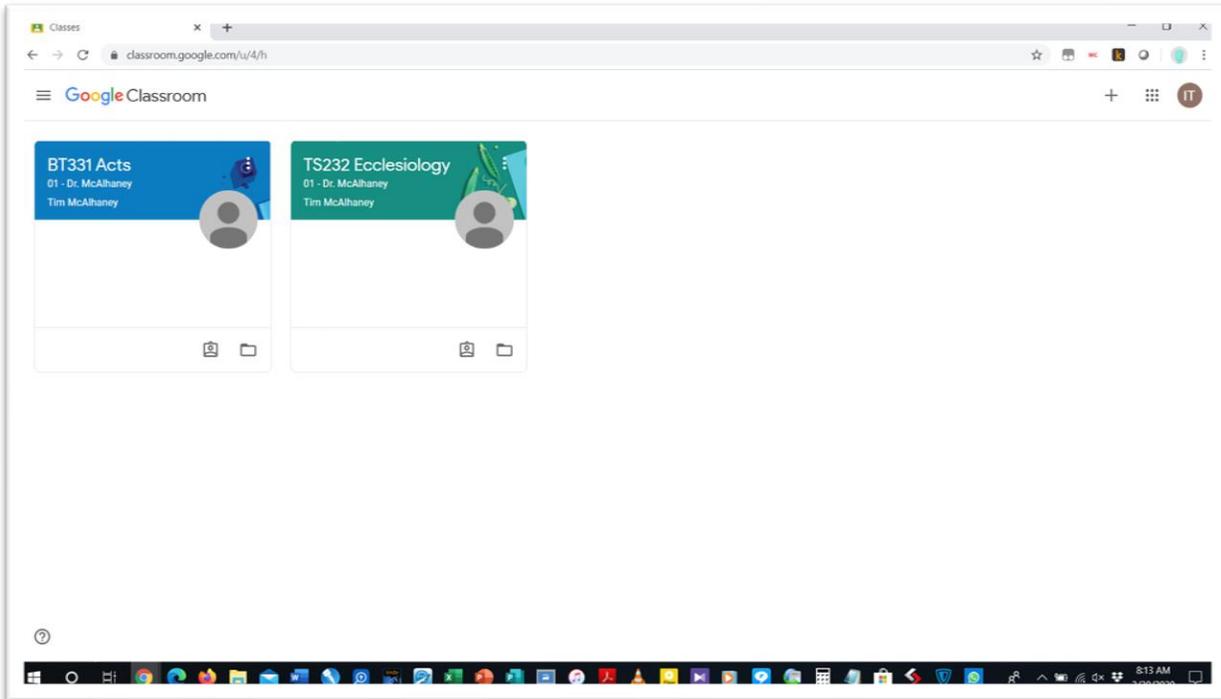
A new page in your default web browser with open. Be sure that your correct Gmail account is listed and click "Continue." If the correct account is not listed, then click the down arrow and choose the correct account.



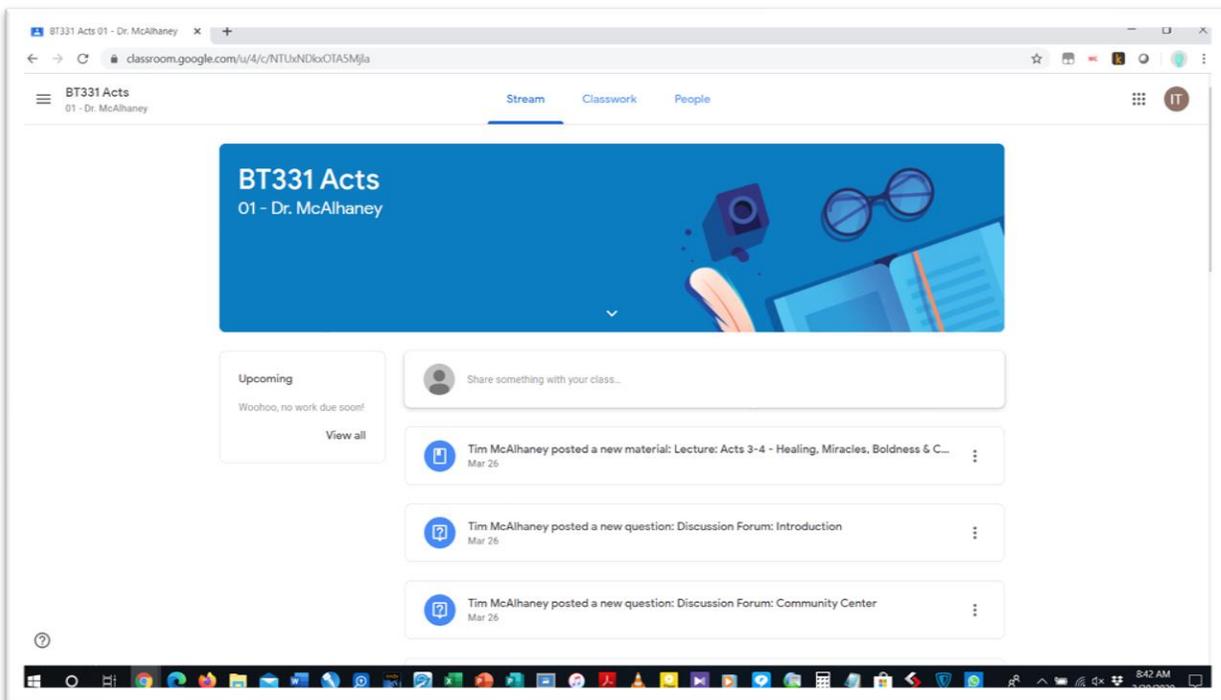
Click "Join" on the following page:



*Landing Page* - Once you have joined the class, you will be taken to your Google Classroom Landing Page. Every course you have joined will be listed here. Click on the course to access.



*Main Course page* – In each course there are three pages - Stream, Classwork, and People – listed at the top of the page. Stream lists announcements, upcoming assignments, etc. Classwork contains weekly folders with reading assignments, lectures, etc. People lists your teacher(s) and classmates.

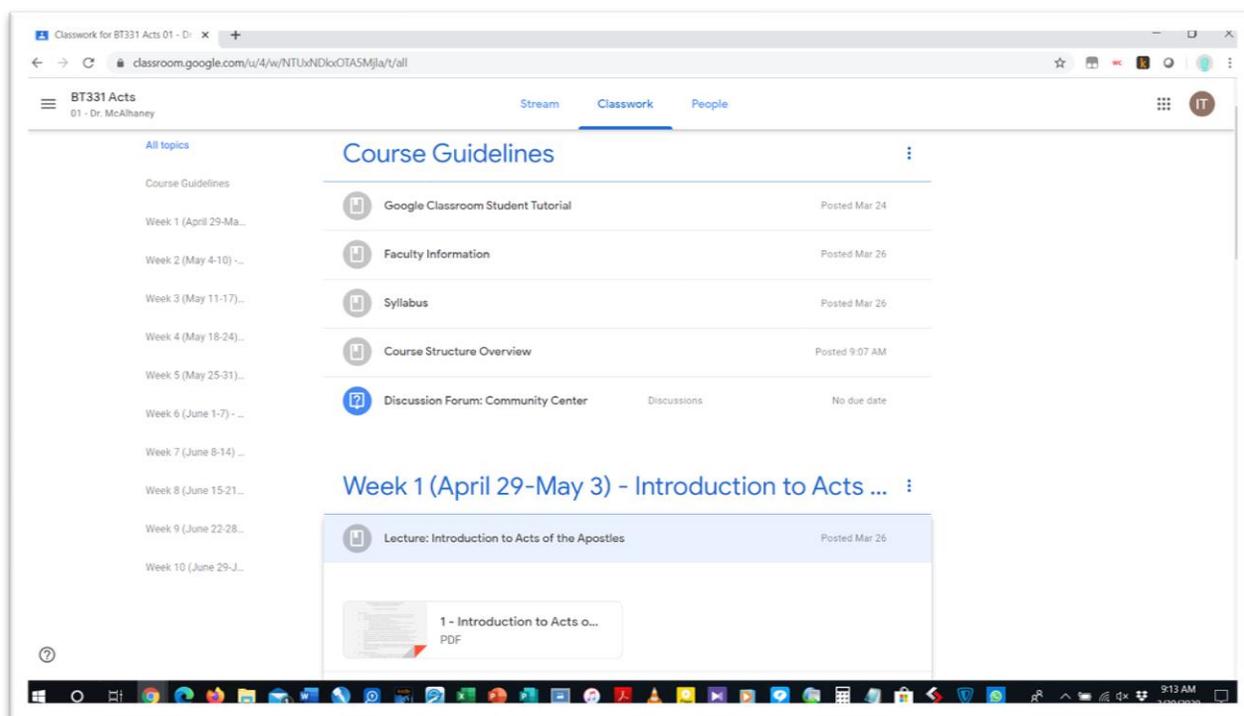


## ***Classwork Page***

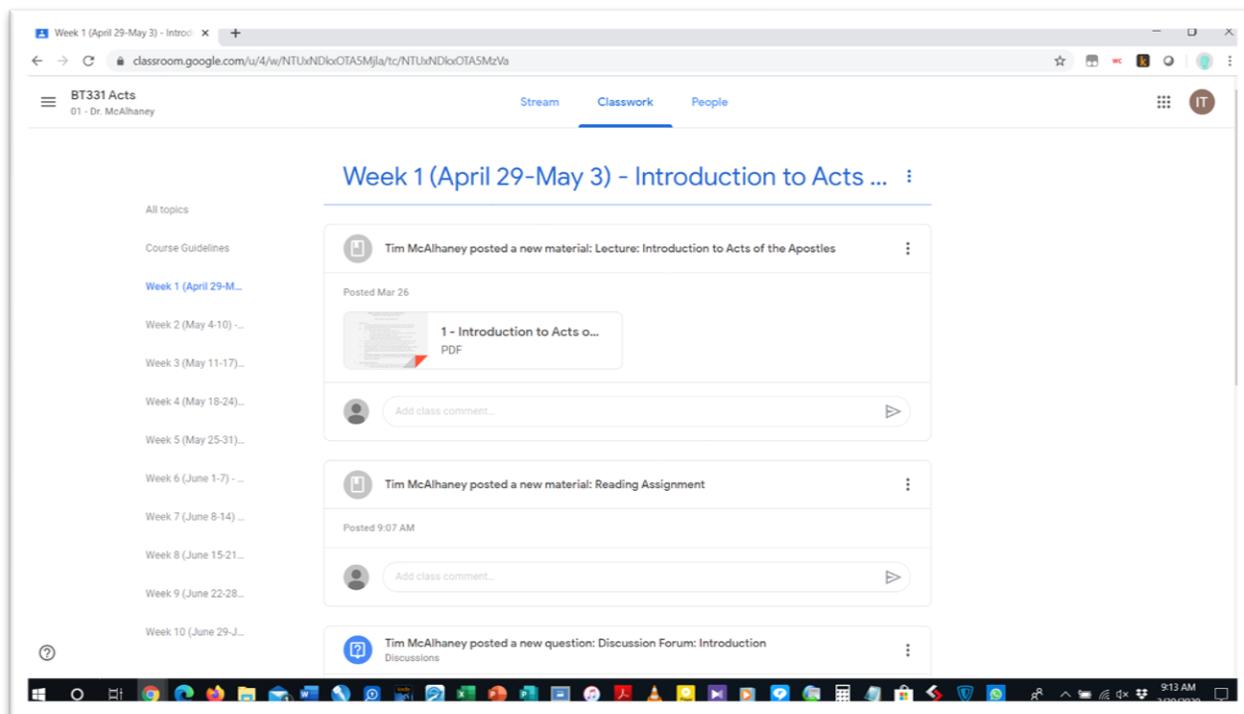
*What's on the Classwork Page?* Classwork is divided into Weekly Topics and also includes a Course Guidelines section.

- Course Guidelines - In addition to this tutorial, you will find Faculty Information, the Syllabus, a Course Structure Overview, and a Community Center Discussion Forum.
- Weekly Topic Divisions - Your course is divided by weeks, typically, beginning on Monday and ending on Sunday. All classwork - readings, lecture notes, quizzes, exams, discussion forums, etc. that are due to be completed each week are contained within the Topic section for that week.
  - Lecture Notes - Typically, these are PDF files. You can click to view within the browser. You may also download and print.
  - Reading Assignments - Faculty may also assign additional reading assignments such as websites, online books, etc.
  - Quizzes and Exams - Both quizzes and exams can be taken in Google Classroom. You will see objective questions such as multiple choice and true/false as well as subjective short answer and essay.
  - Discussion Forums - These forums are a part of most online learning environments and allow a level of interaction among students.
  - Written Assignments - You may also be asked to submit various written assignments.

Navigating the Classwork Page: You may access items directly from the main Classwork page . . .

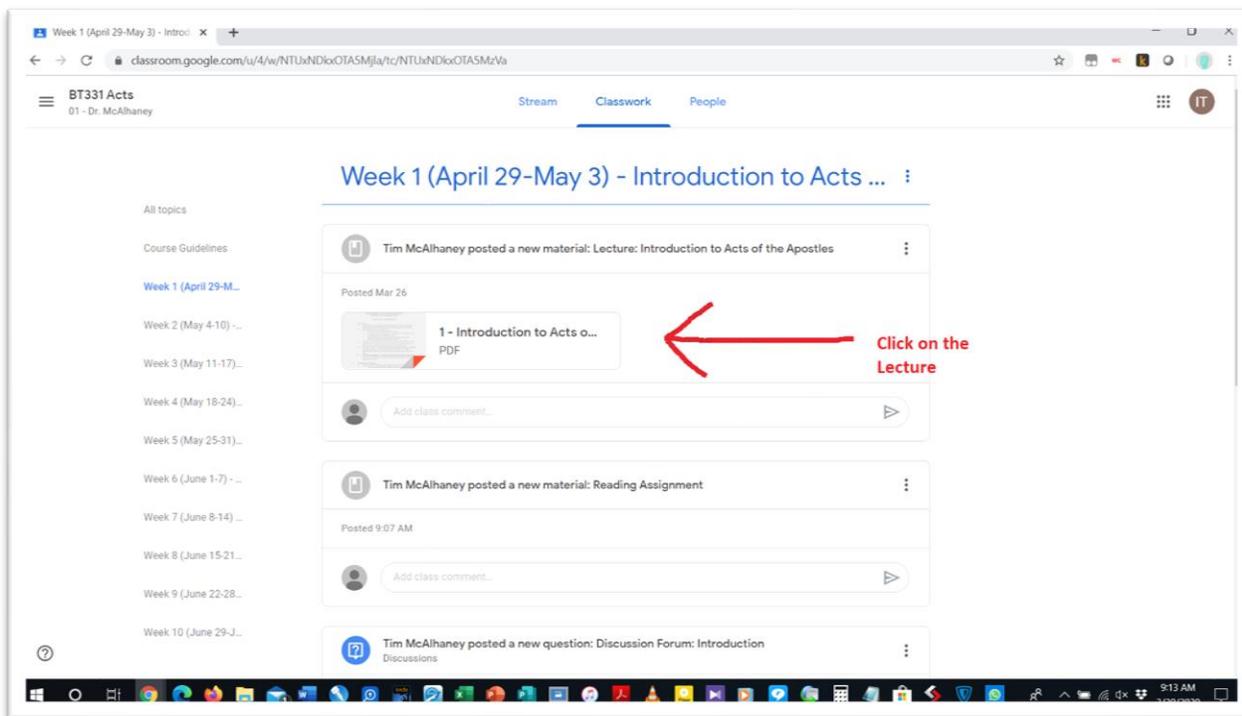


Or you may click on each Weekly Topic and display only those items for that week . . .

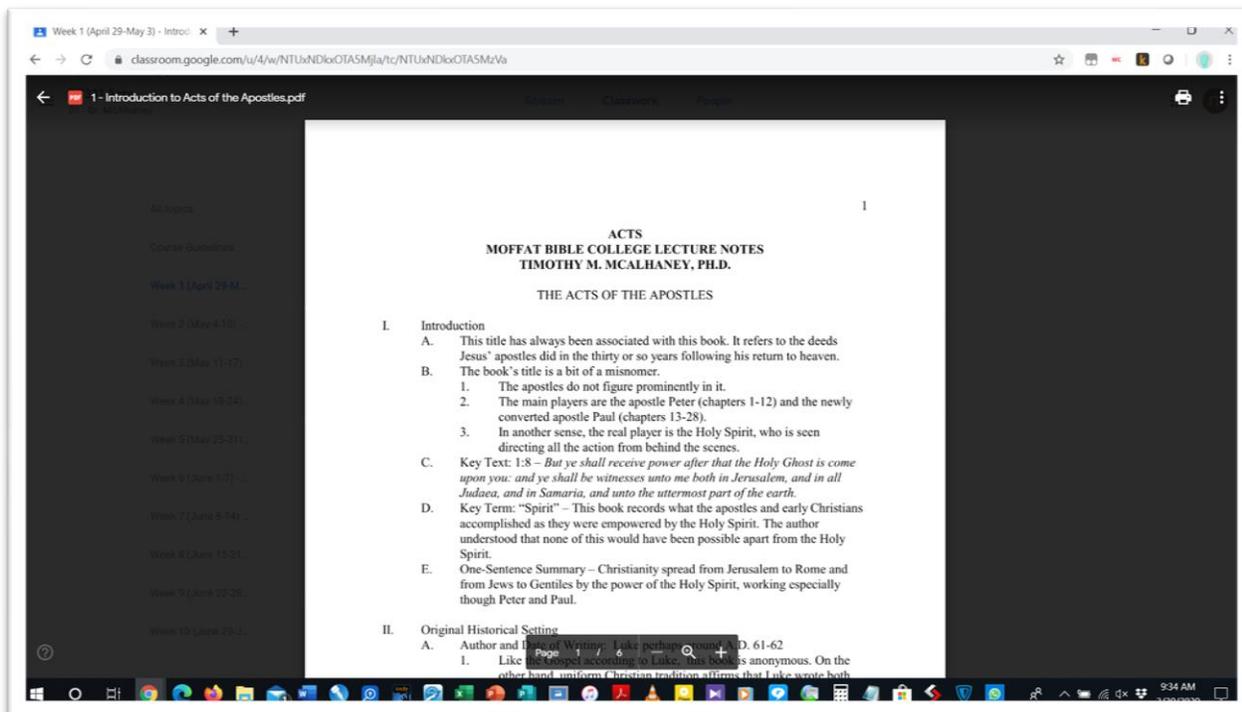


## How To – Read Lectures

Click on the Lecture Item link to display the attached Lecture File. See prior screenshot. Then click on the attached file to display the notes.



Your Lecture will display in the web browser. To Exit, click the arrow in the top left. Scroll to read. To download, you may need to open the file in a new window – click the “three dot” menu in the top right.

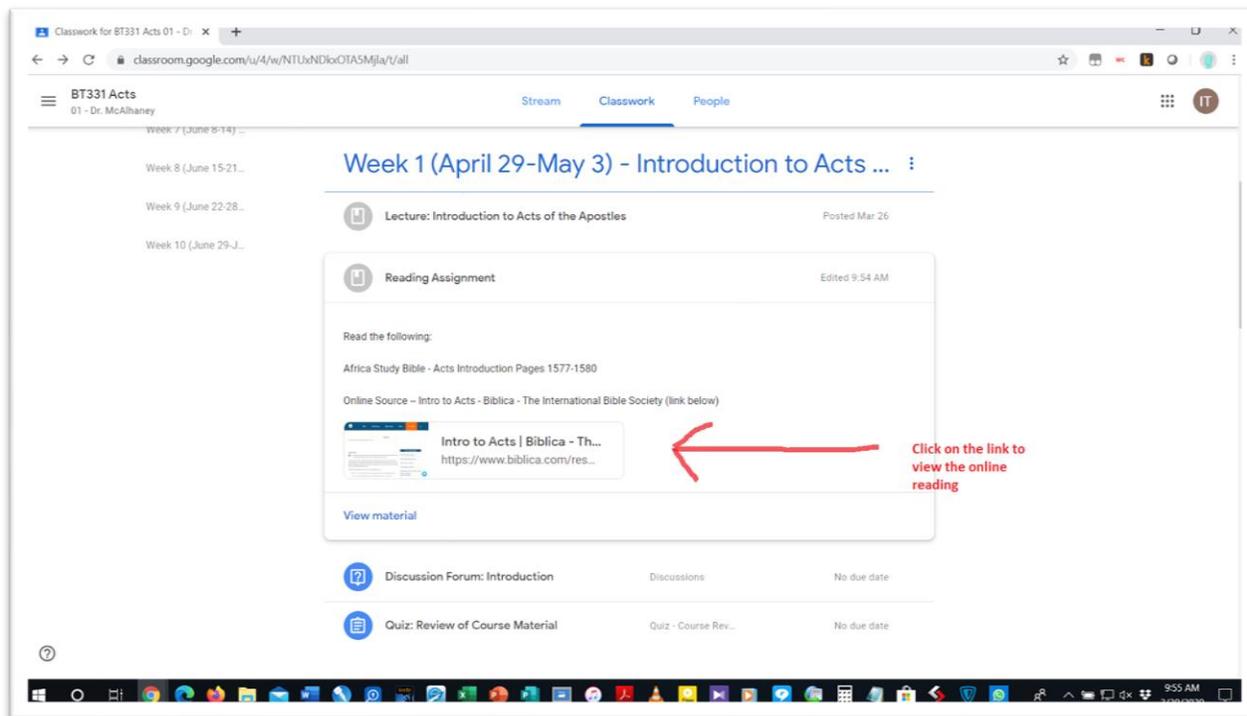


## How To – Access Reading Assignments

Reading Assignment may be attached PDF files – follow the instructions for reading a Lecture.

Lecturers may also post a reading assignment to a Bible passage. Simply read from your Bible.

Reading Assignments may be a link to an online source. Click that link to go to the online source.



The screenshot shows a Google Classroom interface for a course titled "BT331 Acts" by Dr. McAlhaney. The page is set to "Week 1 (April 29-May 3) - Introduction to Acts ...". Under the "Classwork" tab, there is a "Lecture: Introduction to Acts of the Apostles" posted on Mar 26. Below it is a "Reading Assignment" edited on 9:54 AM. The assignment text reads: "Read the following: Africa Study Bible - Acts Introduction Pages 1577-1580. Online Source – Intro to Acts - Biblica - The International Bible Society (link below)". A red arrow points to a link titled "Intro to Acts | Biblica - Th..." with the URL "https://www.biblica.com/res...". A red text box next to the arrow says "Click on the link to view the online reading". Below the reading assignment, there are two other items: a "Discussion Forum: Introduction" and a "Quiz: Review of Course Material", both with "No due date".

## How To – Take a Quiz or Exam

Quiz and Exam files are attached like a PDF but use the Google Forms feature. Find your quiz/exam in the Weekly Topic section and click on the attached file.

The screenshot shows a Google Classroom interface for a course titled "BT331 Acts" by Dr. McAlhany. The "Classwork" tab is active, displaying a list of assignments for "Week 1 (April 29-May 3) - Introduction to Acts ...". The assignments include a lecture, a reading assignment, a discussion forum, and a quiz titled "Quiz: Review of Course Material". The quiz is marked as "Assigned" and "No due date". Below the quiz title, there is a text box with instructions: "Before taking this quiz, be sure to review all of the material included in Course Guidelines including the Faculty Information, Syllabus, Course Structure Overview and the Google Classroom Tutorial." Below this text is a file icon for "Quiz: Review of Course ... Google Forms". A red arrow points to this file icon, and a red text box to the right says "Click the Forms file to open the Quiz or Exam".

You will need to enter your email address (please use the address that is registered in the class) and also enter your name where indicated.

The screenshot shows a Google Forms interface for a quiz titled "Quiz: Review of Course Material". The form is marked as "Required". It contains the following fields and questions:

- Email address \***: A text input field with the placeholder "Your email".
- Name and Student ID Number: \***: A text input field with the placeholder "Your answer".
- Have you reviewed the Google Classroom Student Tutorial provided within Course Guidelines?**: A multiple-choice question with 25 points, offering "Yes" and "No" options.
- Have you reviewed the Syllabus provided within Course Guidelines?**: A multiple-choice question with 25 points, offering "Yes" and "No" options.

Once you have completed the Quiz/Exam, be sure to click the Submit button at the bottom.

The image shows a web browser window displaying a Google Forms quiz. The browser's address bar shows the URL: docs.google.com/forms/d/e/1FAIpQLScz4HPpFGME1LoLNNqK7r9rDyq9Z02ZVTHH4x06fw5pBAd2w/viewform?hr\_submission=Chkzch93-QBEHAlvMSXuc0BEgclkb6Xuc0BEAE. The form contains two questions, each with a 25-point value and radio button options for 'Yes' and 'No'. The first question asks, 'Have you reviewed the Faculty Information provided within Course Guidelines?'. The second question asks, 'Have you reviewed the Course Structure Overview provided within Course Guidelines?'. Below the questions is a toggle switch for 'Send me a copy of my responses.' and a purple 'Submit' button. A green progress bar indicates 'Page 1 of 1'. At the bottom of the form, there is a reCAPTCHA logo and a footer note: 'This form was created inside of Moffat Bible College. Report Abuse'. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:15 PM.

Yes  
 No

Have you reviewed the Faculty Information provided within Course Guidelines? 25 points

Yes  
 No

Have you reviewed the Course Structure Overview provided within Course Guidelines? 25 points

Yes  
 No

Send me a copy of my responses.

**Submit**

Page 1 of 1

Never submit passwords through Google Forms.

reCAPTCHA  
Privacy Terms

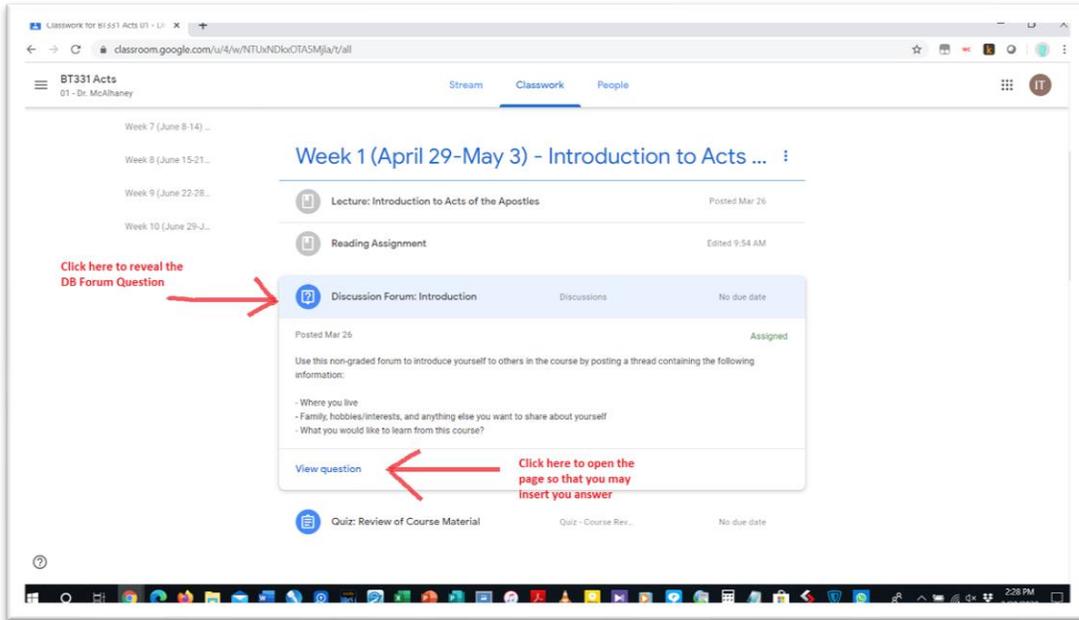
This form was created inside of Moffat Bible College. Report Abuse

## How To – Submit a Discussion Board Forum Post and Reply to a Classmate

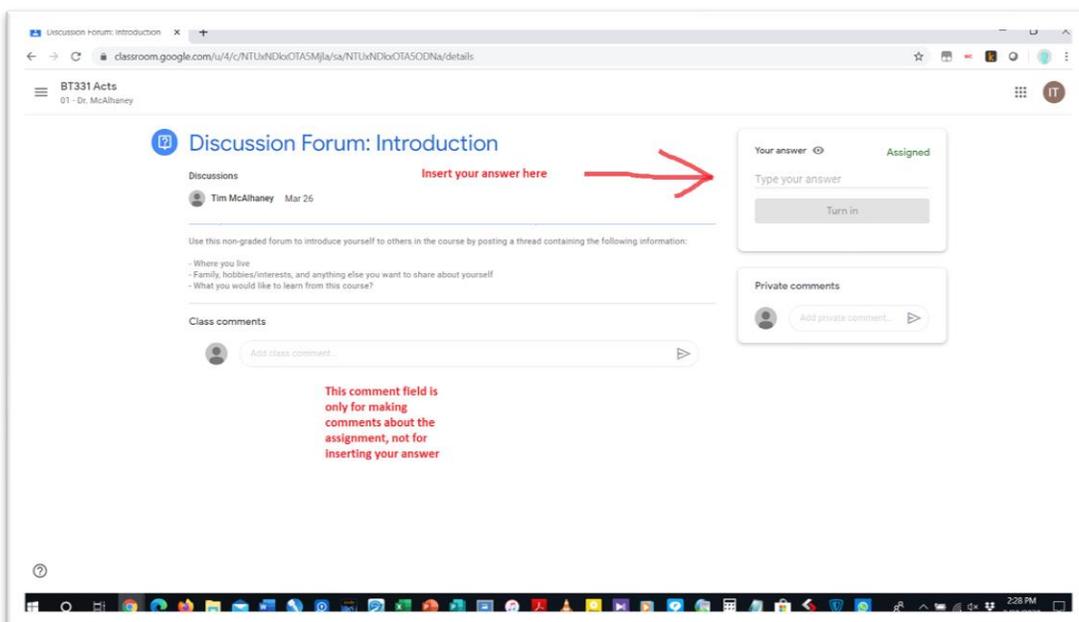
This assignment is designed to allow interaction with your classmates. As such, you need to post your answer (an initial) to the question posed by your lecturer and then typically you need to respond to at least two of your classmate’s initial post. See your course syllabus for more detailed information.

There are two ways to find the correct page for submitting a Discussion Board.

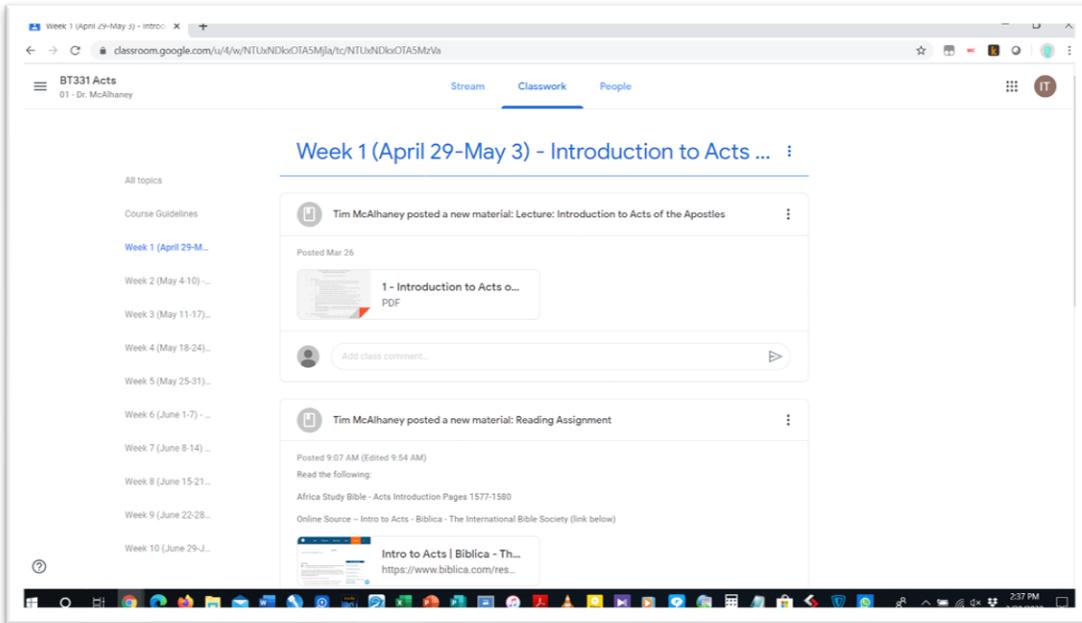
1. Option 1: From the main Classwork page (showing all Topic Weeks), you can click on the Discussion Board Forum title and the question will show. But, you then need to click “View question” at the bottom to open the page that will allow you to insert your answer.



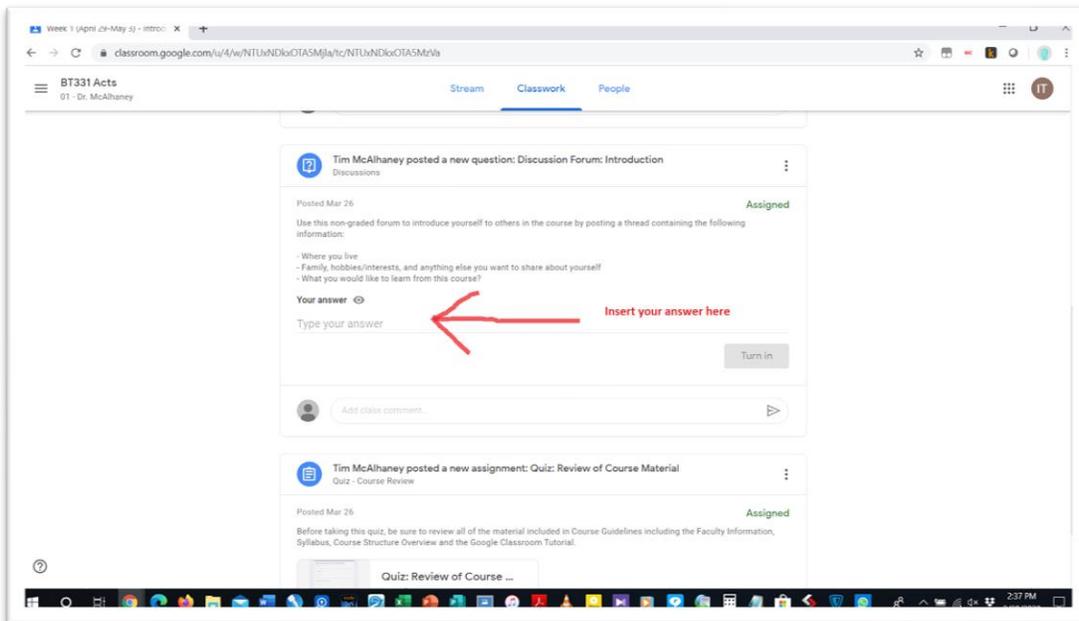
Once you have typed (or copied and pasted) your answer, be sure to click “Turn in.”



- Option 2: Click on the Weekly Topic which contains the Discussion Board and display only those items for that week.

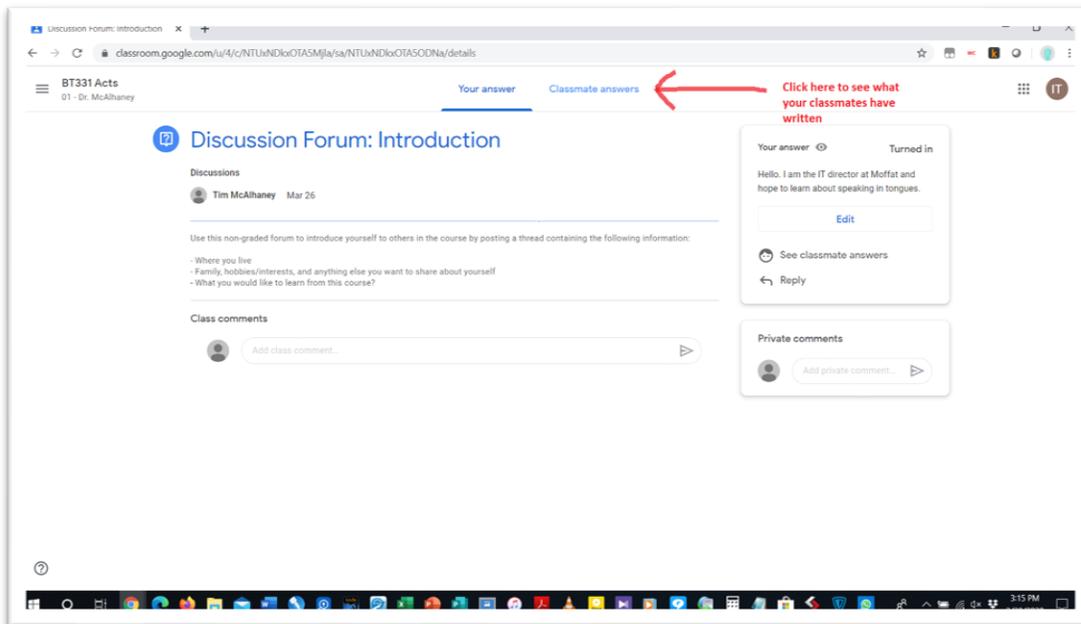


Scroll down to the Discussion Board Forum item, type (or copy and paste) your answer, and then click “Turn in.”

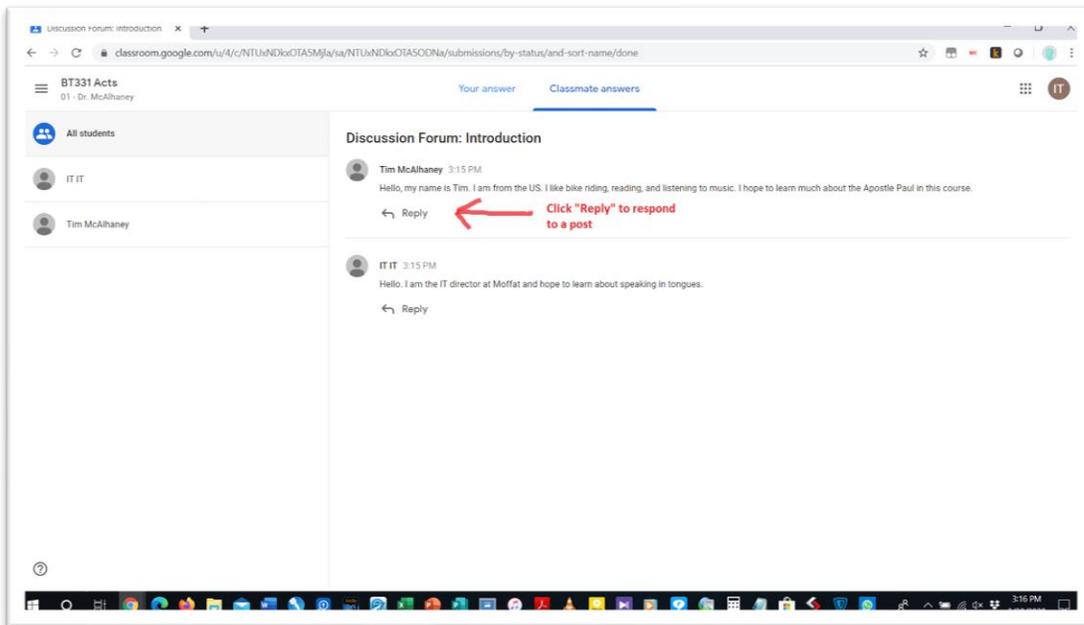


Once you have submitted your initial post, you will then need to navigate to your classmates' posts and respond to at least two.

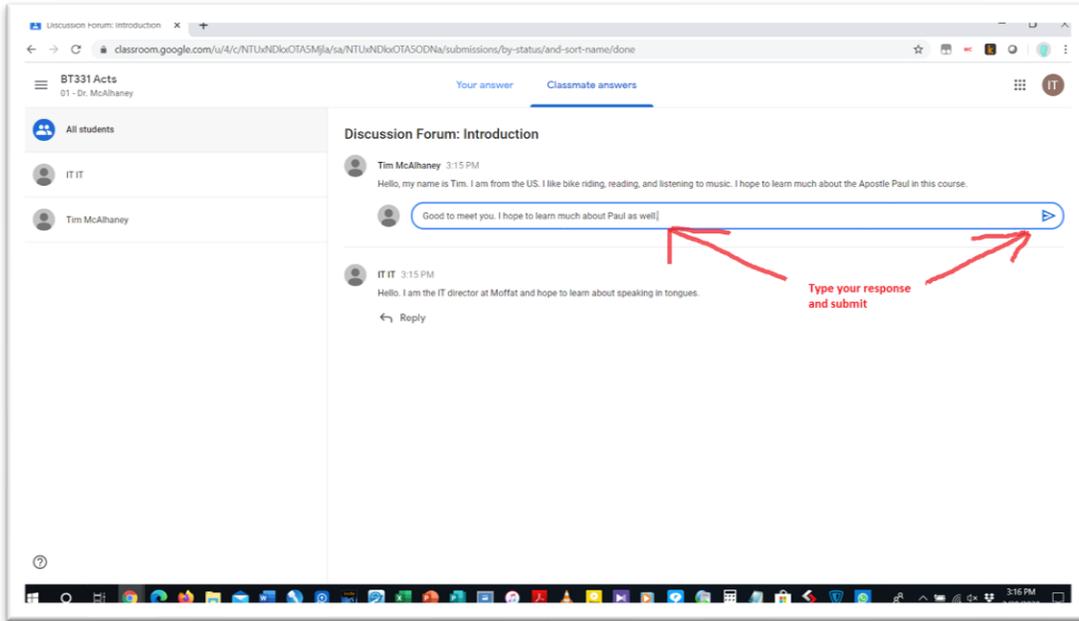
Click on "Classmate answers" at the top of the page to view all answers submitted.



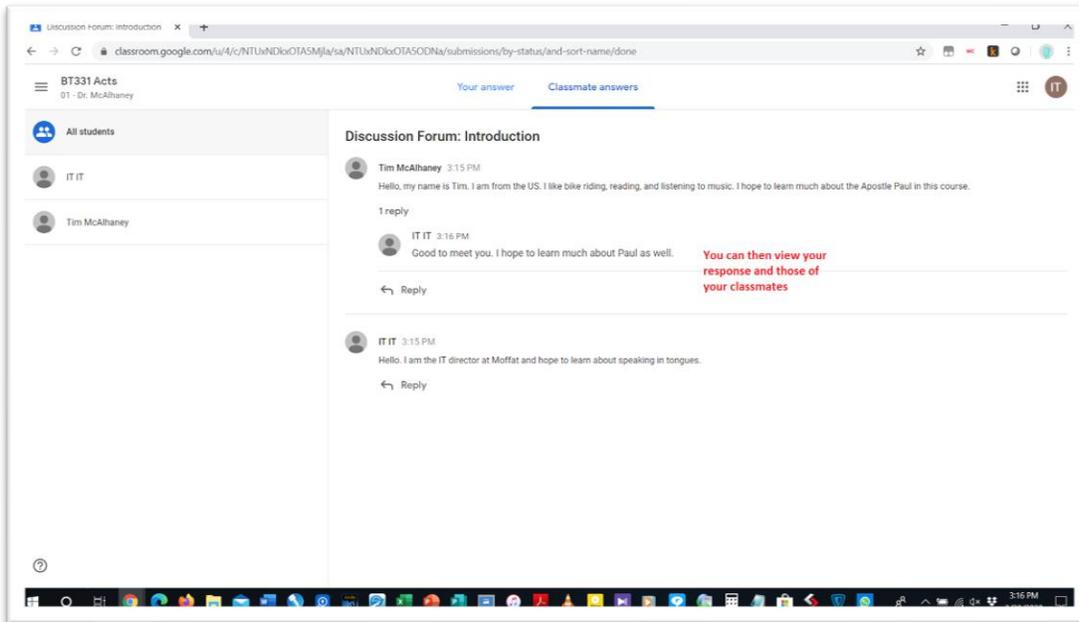
Click "Reply" to begin the process of responding to a classmate.



Type (or copy and paste) your response and then click the submit button on the right.



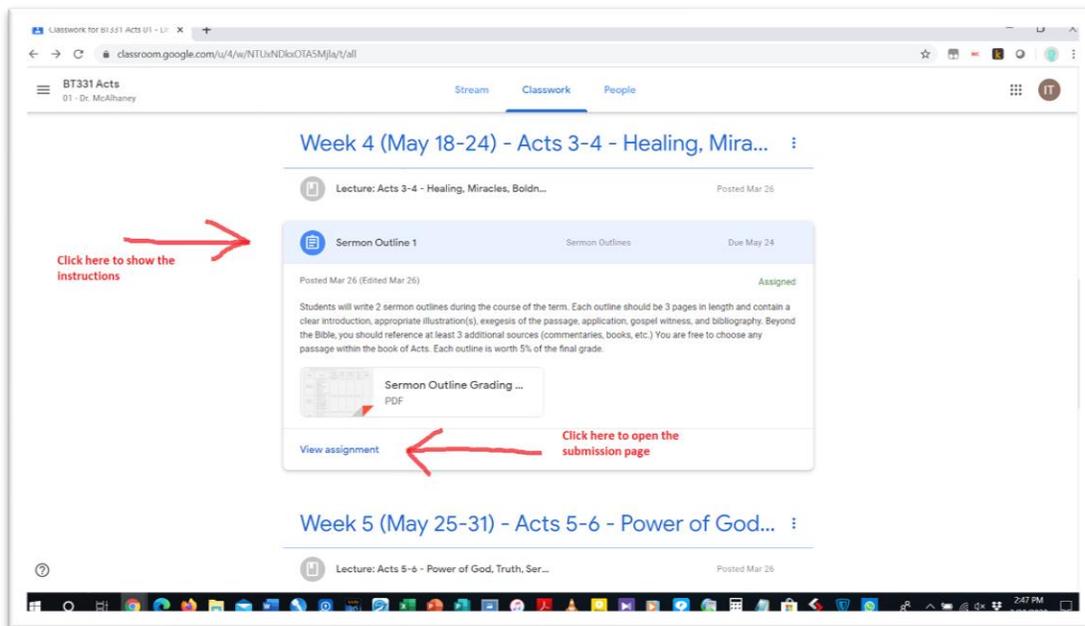
You can now view your response and those of others.



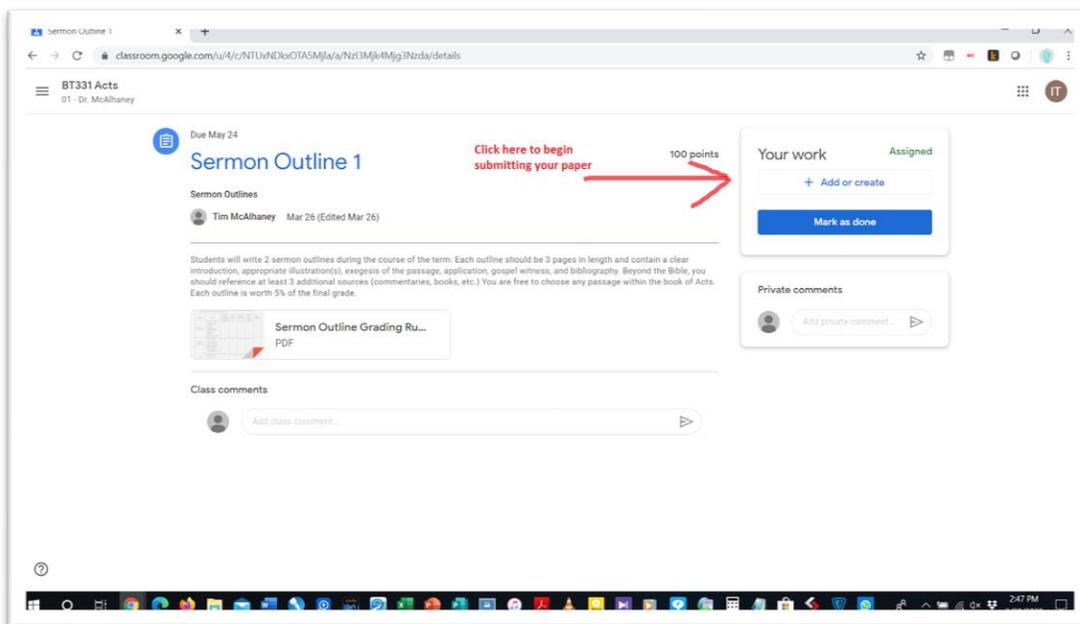
## How To – Submit a Written Assignment

There are a variety of written assignments which you may need to submit – research paper, book review, article review, sermon outline, etc. You can access the submission form either from the Classwork page or from within the appropriate Weekly Topic section. The following instructions show how to submit a written assignment from the Classwork page.

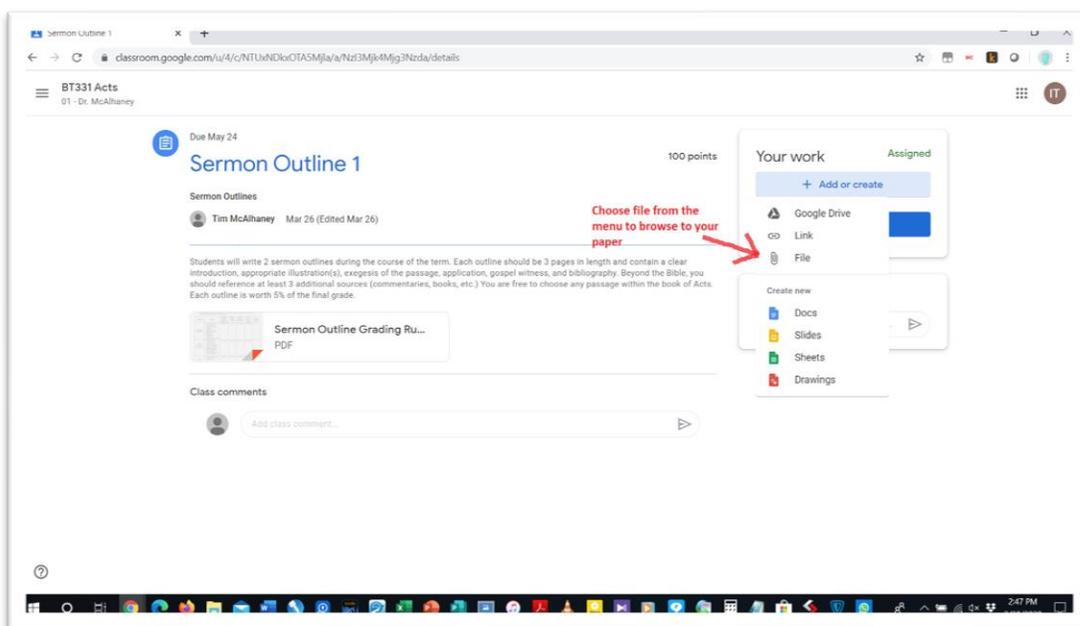
Click on the Assignment Title to reveal the instructions and the “View assignment” button. Open the submission page by clicking “View assignment.”



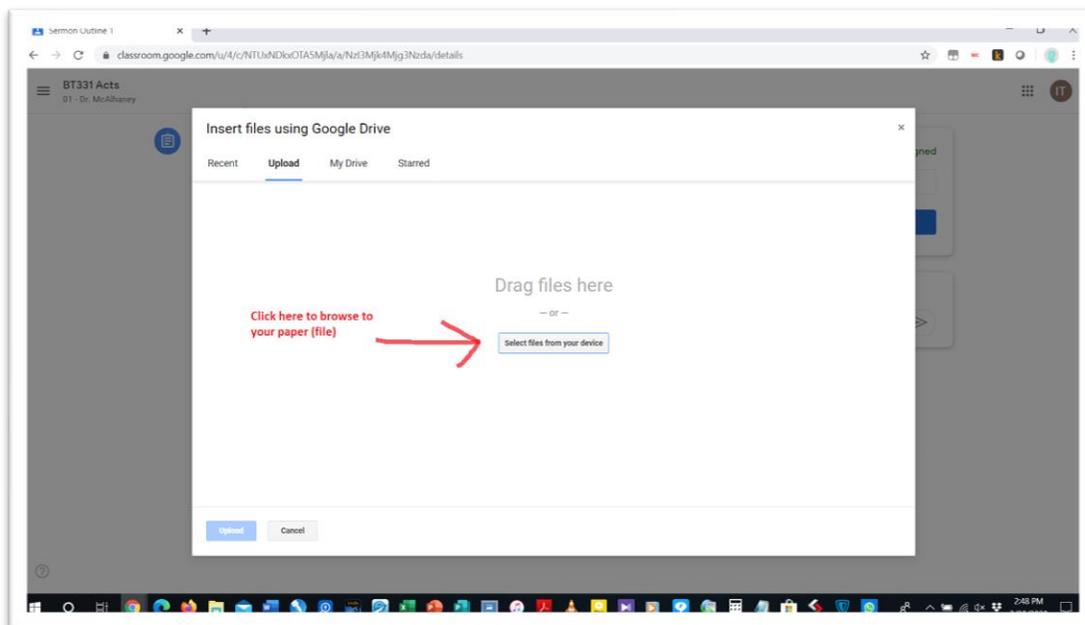
Click “+ Add or create” to begin browsing for your paper/file.



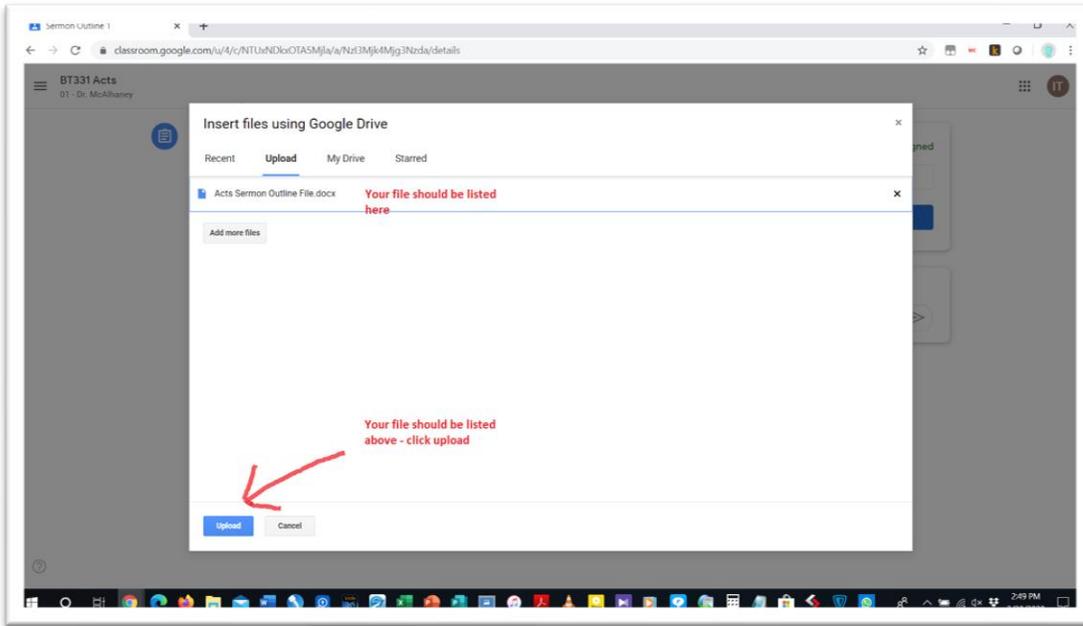
From the pull-down menu, choose file to locate your paper on your computer or USB drive.



Click "Select files from your device" to browse for your file.



Once you have chosen your file, it will appear at the top of the Insert File page. Click “Upload” to upload your file to your class in Google Classroom.



Once your file is uploaded, click “Turn in” to submit your paper for grading.

