



## How to use Google Classroom LUMSA professor and student brief guide

[Professors](#)

[Students](#)

Google Classroom is a platform used to assign and grade homework online.

Google Classroom is included in LUMSA G Suite, it is available for LUMSA professors and students and can be used for any kind of lesson, replacing in person class.

How the workflow works:

Come funziona il flusso di lavoro



L'insegnante crea un compito e allega i file.

The teacher creates an assignment and attaches the files.



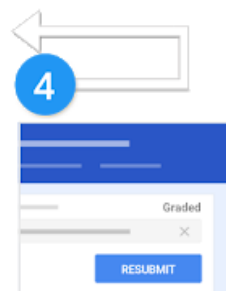
Gli studenti allegano materiali o modificano i file ricevuti dall'insegnante, quindi consegnano il lavoro svolto.

The students attach their files or edit the received files, then they return the assignment.



L'insegnante valuta i compiti e li restituisce agli studenti.

The teacher grades the assignment and returns it to the students.



Gli studenti vedono i voti e il feedback.

Facoltativo: possono apportare modifiche e consegnare di nuovo i propri compiti.

The students can see their grades and their feedback: they can also edit the assignment and hand it over.

Precondition to use Classroom

TEACHER: the teacher must have the @lumsa.it credentials

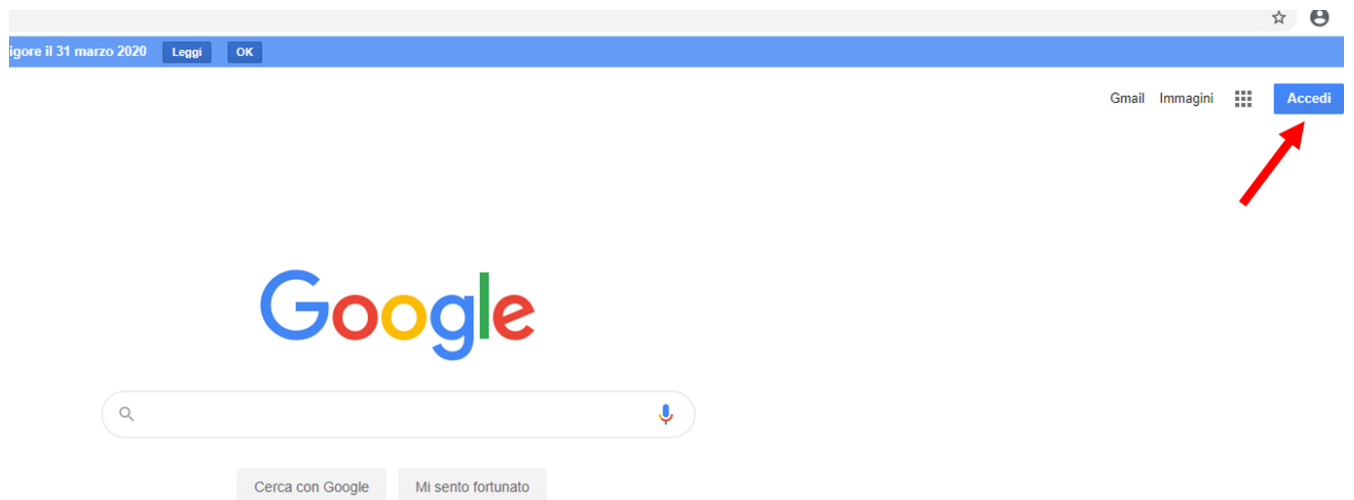
STUDENTE: the student must have the @lumsastud.it credentials

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## PROFESSORS

The professor must connect to any PC inside or outside LUMSA net.

He/She must start Google Chrome and login with @lumsa.it credentials.





## Testmail LUMSA

 testmail@lumsa.it ▾

Inserisci la password

[Password dimenticata?](#)

**Avanti**

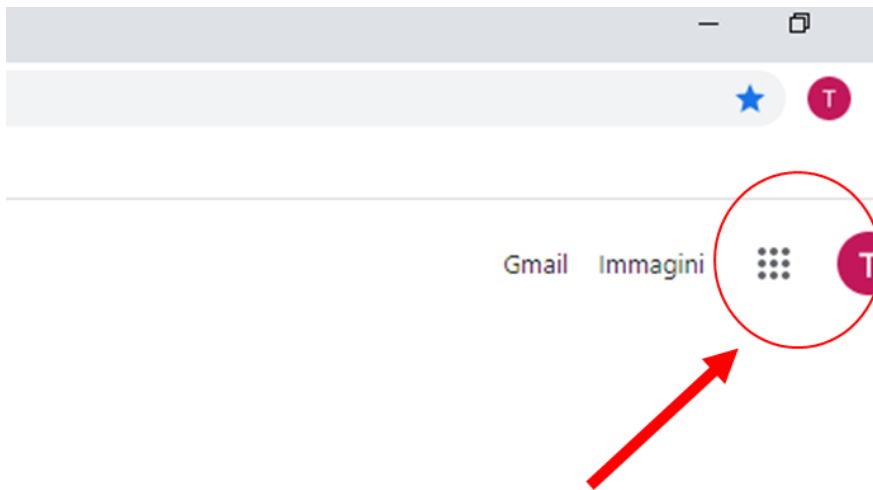
Italiano ▾

[Guida](#)

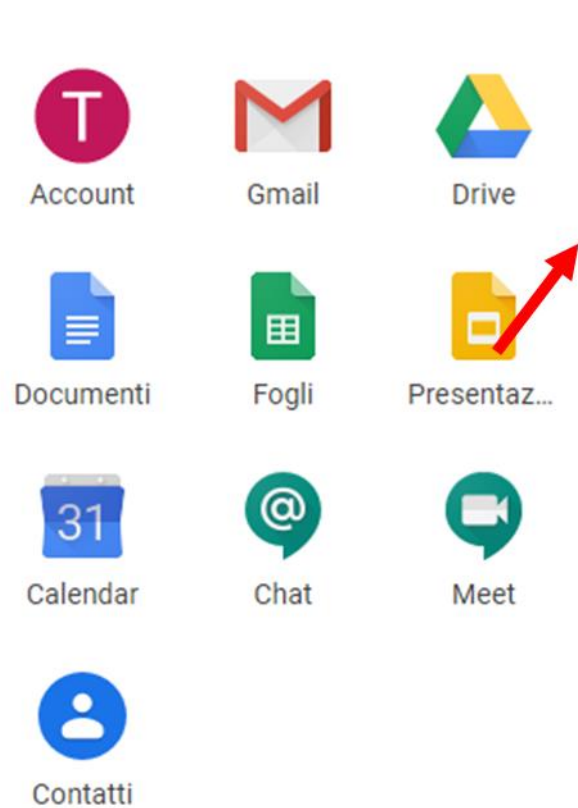
[Privacy](#)

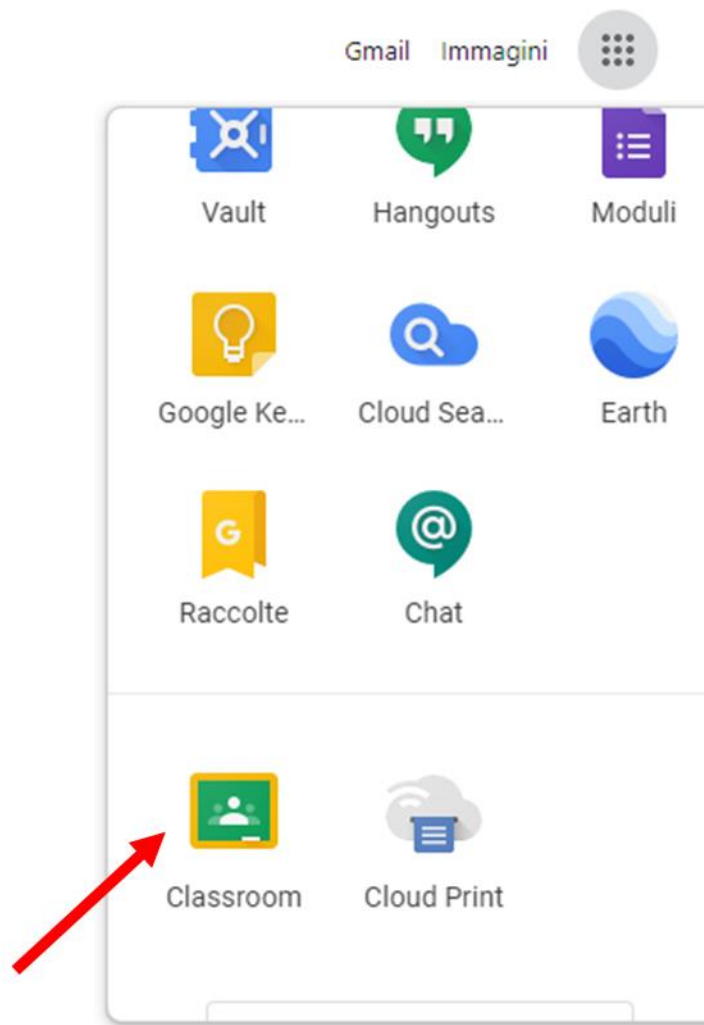
[Termini](#)

Click on the G Suite menu;



Scroll the right sidebar, click on the Classroom icon;

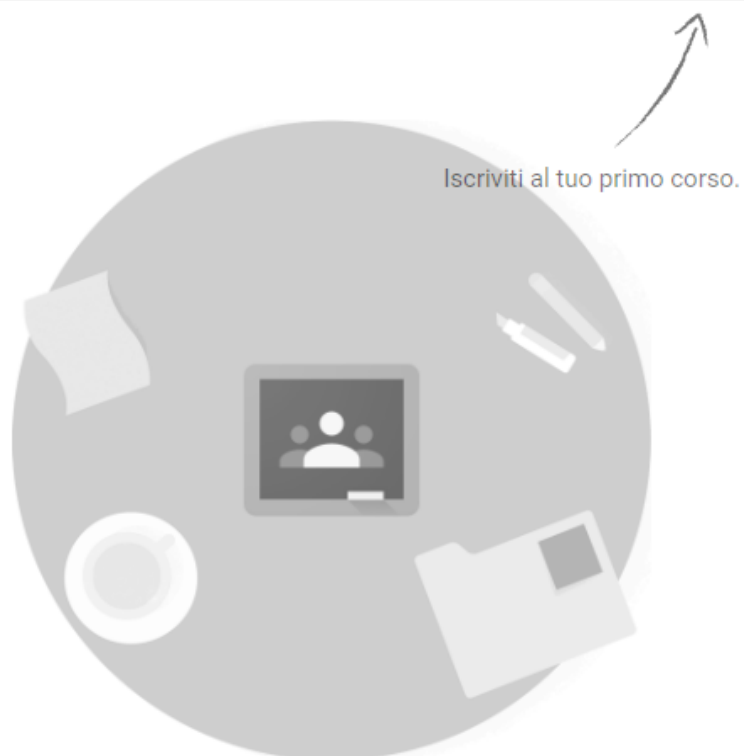




Launch Classroom;

How to create a class or a lesson.

When you launch Classroom, you will see the homepage.



Non visualizzi i corsi esistenti?

[PROVA UN ALTRO ACCOUNT](#)

To start a new lesson, click on the right top, on the + and click on **Create a course**.

Enter the name of the course, the section, the subject and if necessary the number of classroom, then press **Create**.

**Crea corso**

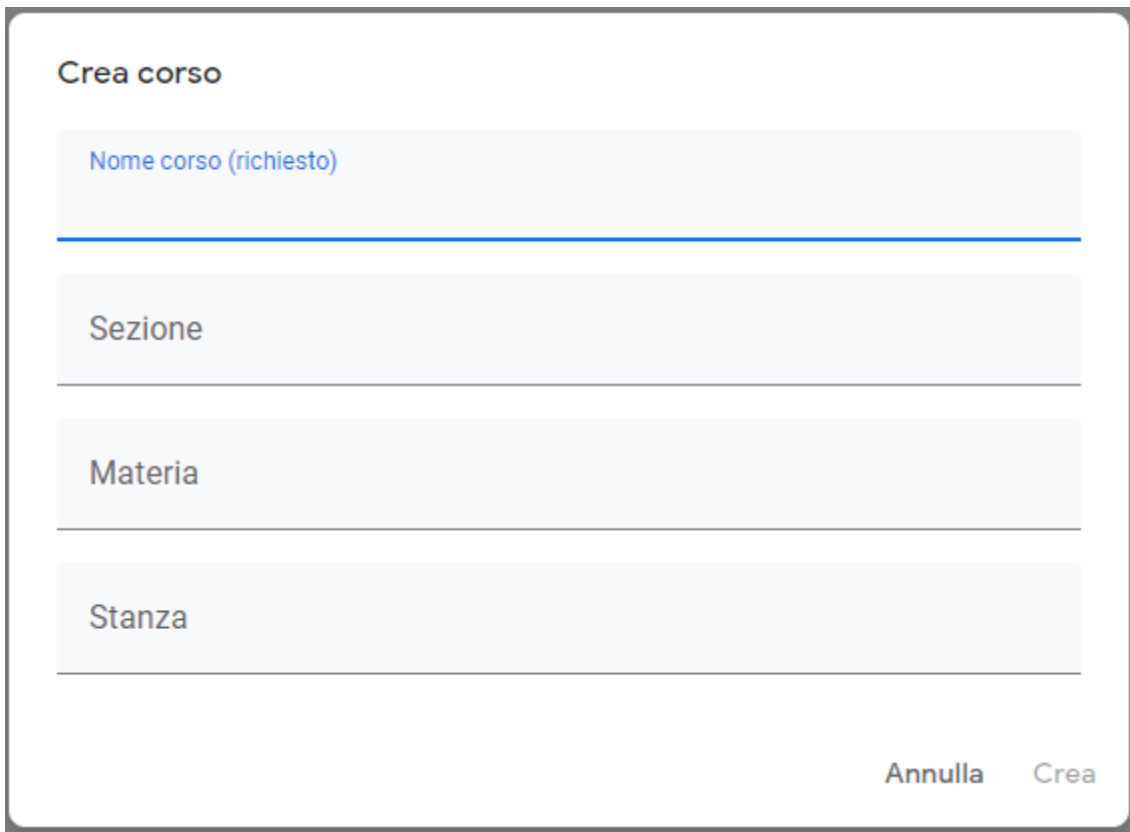
Nome corso (richiesto)

Sezione

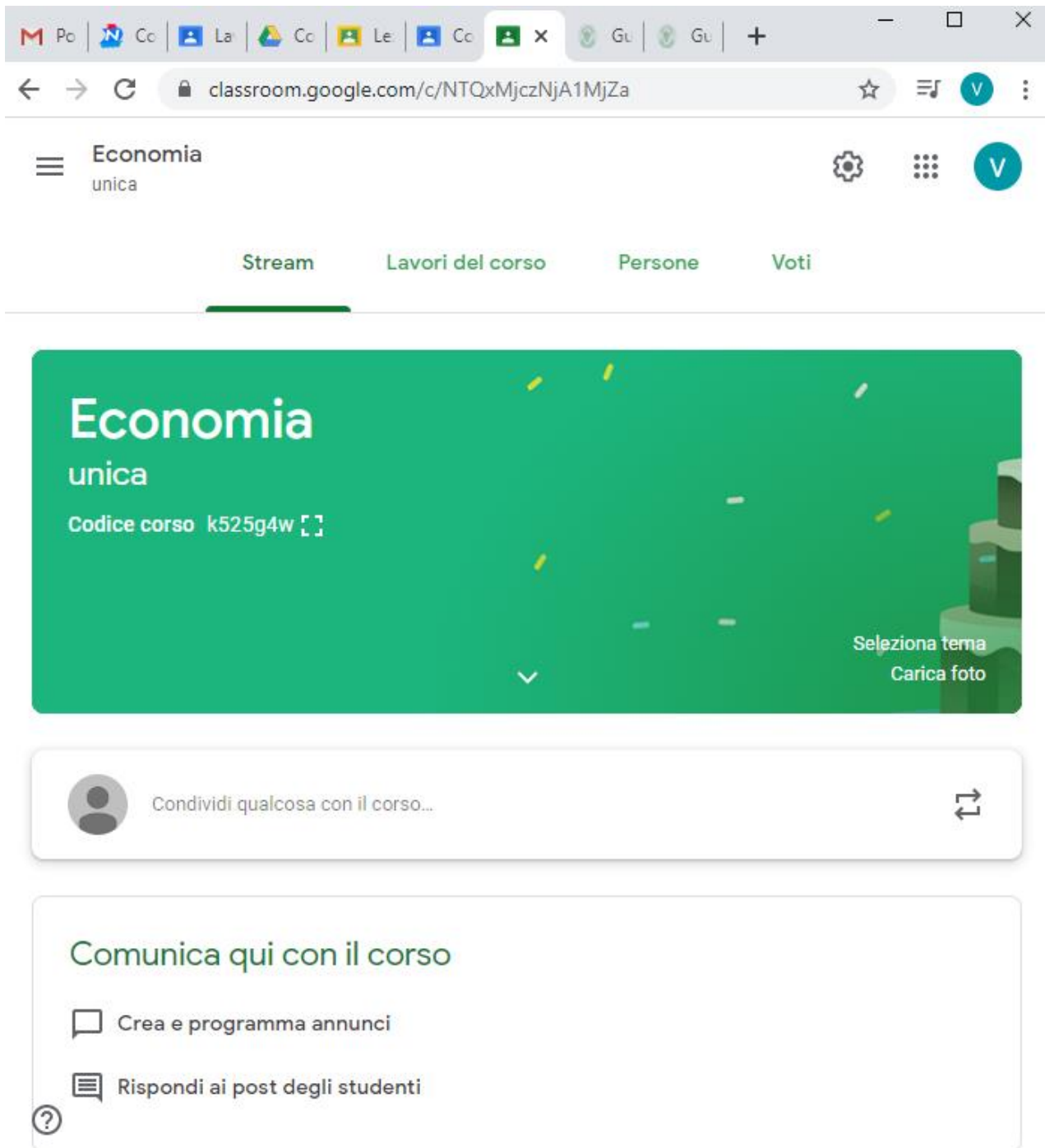
Materia

Stanza

**Annulla** **Crea**



You will see the tab of the new course.

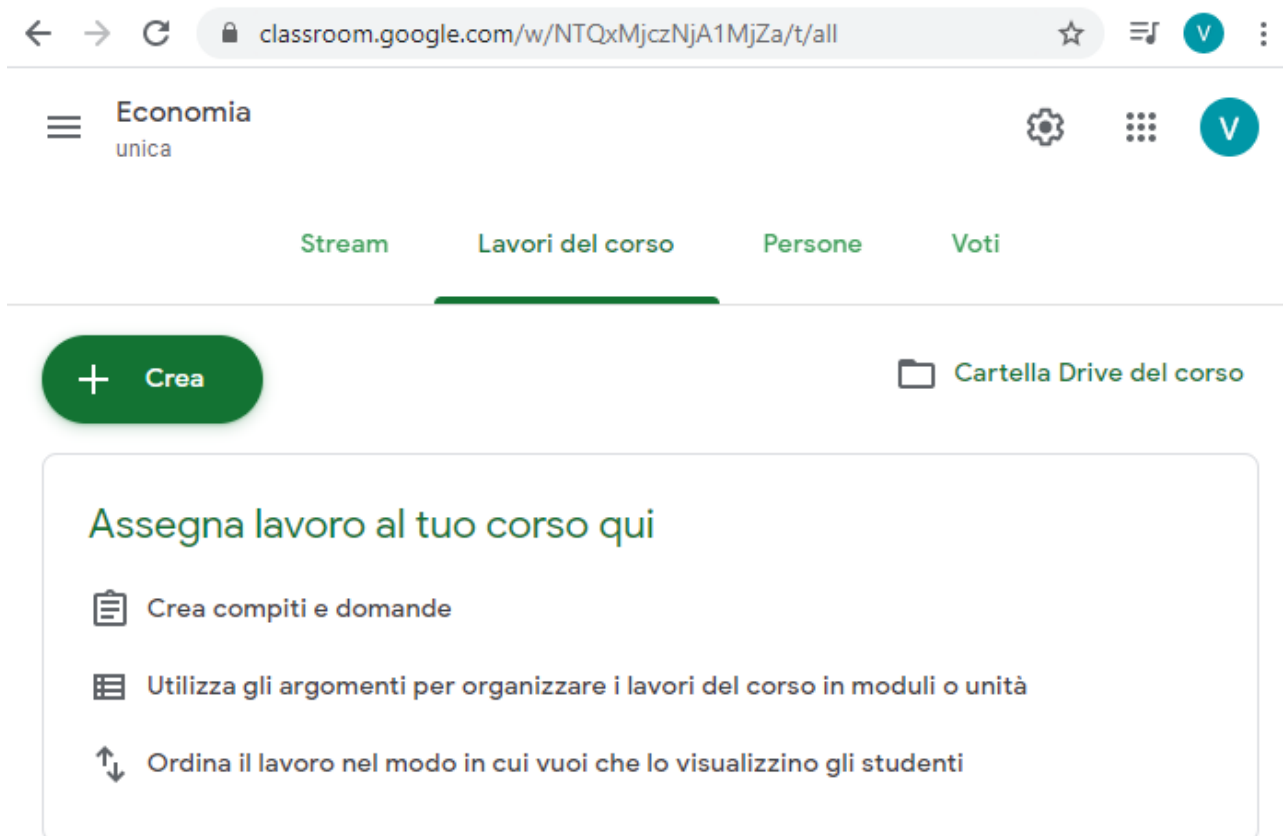


The interface is parted in many tabs: **Stream, Classwork, People, Grades**

The **Stream tab** is a kind of board, where you can leave messages to the students, create and plan notifications for tests or answer to the student requests (students can leave their messages in the personal Stream board).



In the **Classwork tab** the professor can create standard assignments, quizzes, ask questions, upload files useful for the students (the files will be saved in a Google Drive reserved to the class). If you click on Create you can create an Assignment.



To create a new assignment, fill in all the fields, attach files if necessary and a grade grid to evaluate the students. In the same screen you can choose to whom you can assign the work, so that you can also assign recovery tasks for weak students.

Compito

Assegna



Titolo



Istruzioni (facoltativo)

Aggiungi

+ Crea

Per

Economia un...

Tutti gli stud...

Punti

100

Scadenza

Nessuna data di scac

Argomento

Nessun arg...

Griglia

+ Griglia



In **People** tab you can check all the students in the class, so that you can see their progress and how they manage the online assigned tasks.

The screenshot shows the Google Classroom interface for a course named 'Economia unica'. The browser address bar displays 'classroom.google.com/r/NTQxMjczNjA1MjZa/sort-last-name'. The navigation menu includes 'Stream', 'Lavori del corso', 'Persone' (which is the active tab), and 'Voti'. Under the 'Persone' tab, there are two sections: 'Insegnanti' and 'Studenti', each with a person icon and a plus sign. Below these sections, a light gray box contains the text: 'Invita gli studenti o fornisci loro questo codice del corso: k525g4w'.

Finally in the **Grades** tab there is a summary of all the assigned grades for each work, so that one can have a grade point average.

How to add students to the course.

To add students to the course you must inform them by email or messages about the lesson code, that you can find in the Stream screen, under the name of the course.

**Economia**  
unica  
Codice corso **k525g4w** [QR]

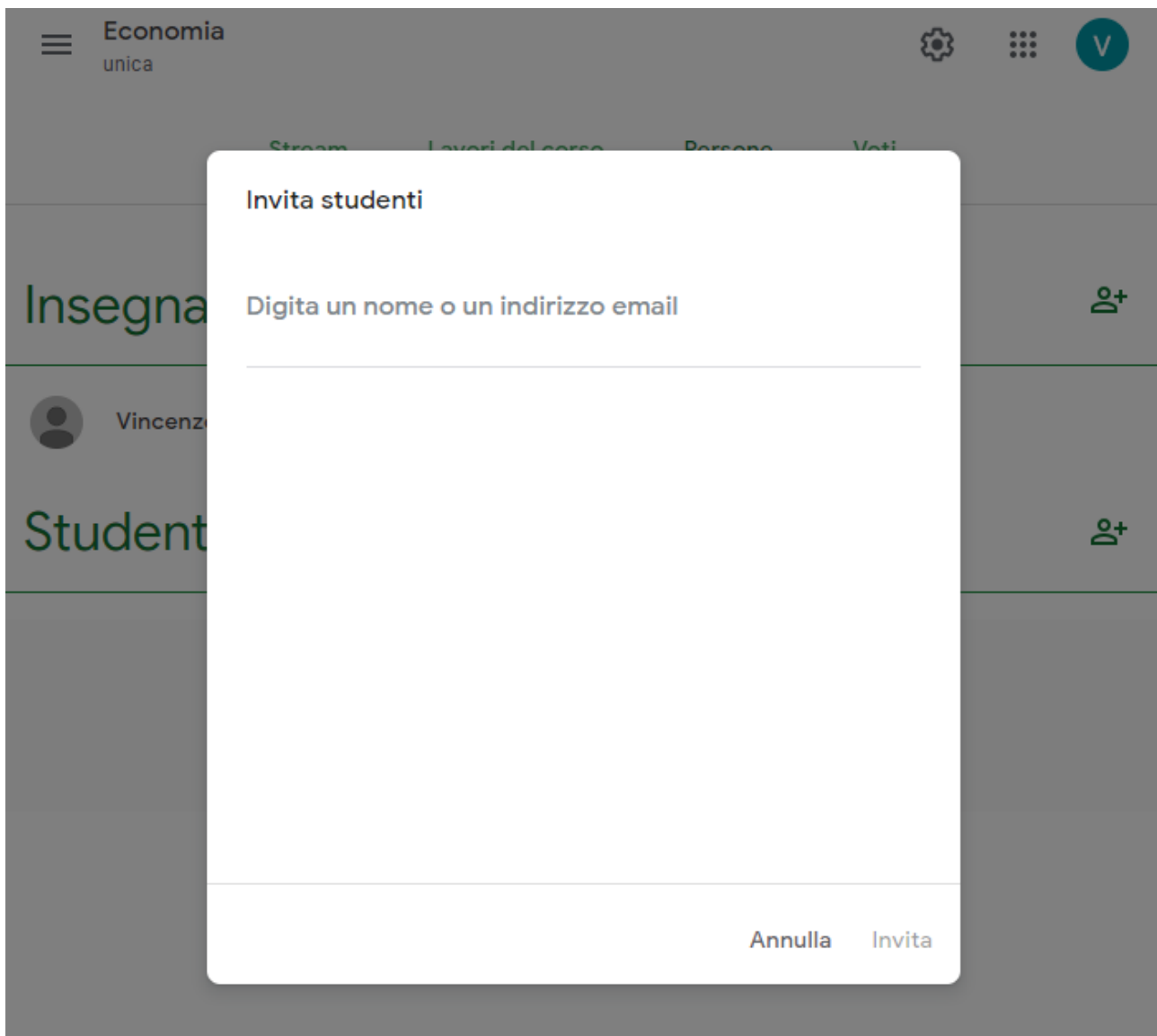
Seleziona tema  
Carica foto

Condividi qualcosa con il corso...

Otherwise you can invite the students one by one in the People tab pressing + next to the icon



, that you can find in the section of the screen reserved to the students.



### Add people

From this screen it is possible to add all the students that must join the course adding their @lumsastud.it email address.

The professor can correct the assigned homework in the classwork tab, clicking on the work and checking that in the screen Completed there is the number with all the students. Clicking on that number you can enter the grade screen of each work turned in by the students, you can check the assignments and grade them, the grade is customizable (base-10 , base-100 value, and so on)

## Grading

At the end of the grading of all the students, you can click on Return and send a notification to the students to inform them about their grade.

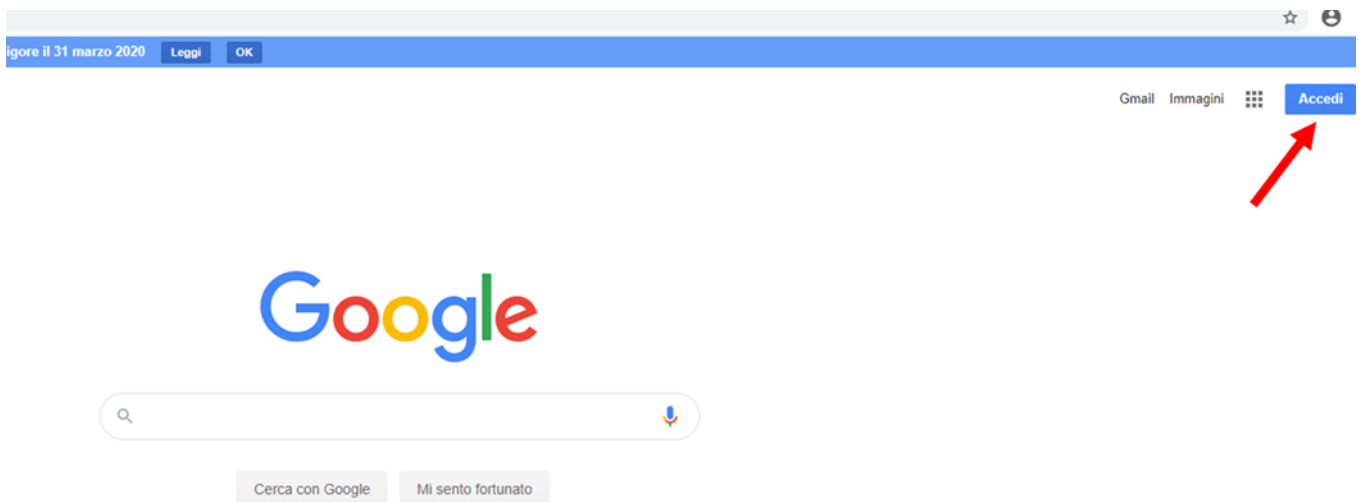
The professor can check the grades of the entire class using the section Grades, from his/her interface, the professor can choose if the student can see their grade point average.

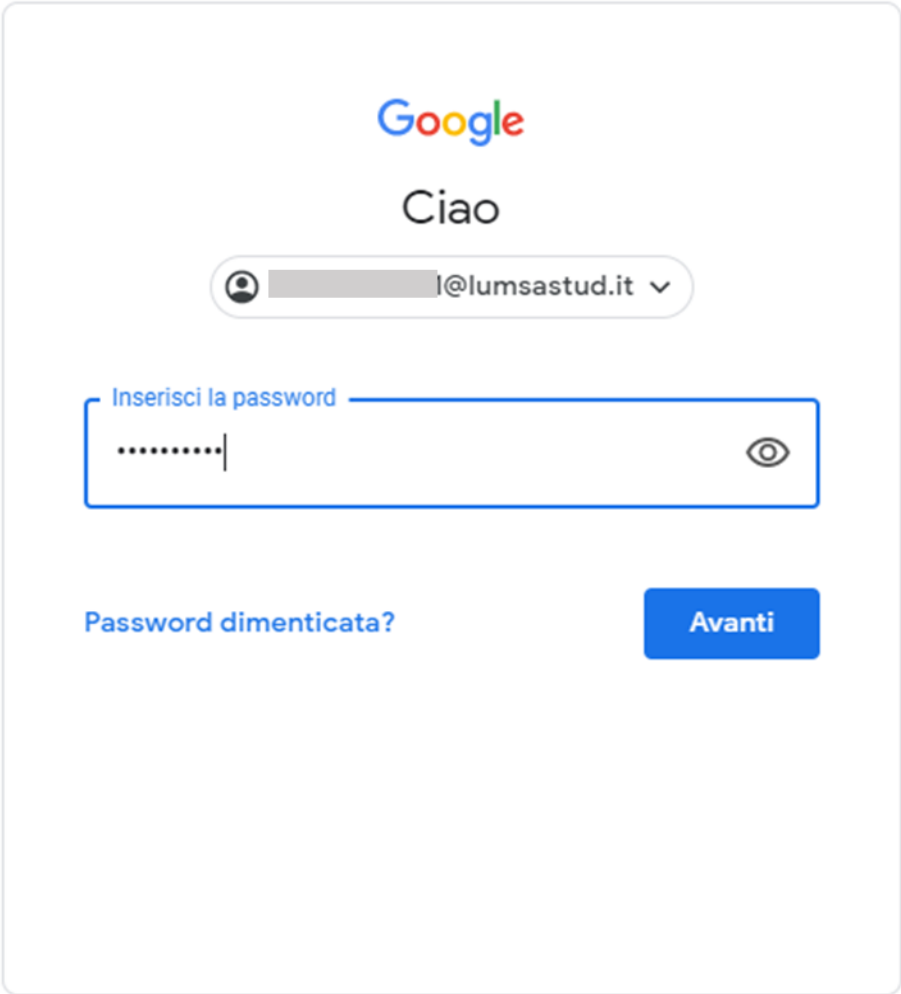
# STUDENTS

Connect to any PC inside or outside LUMSA net.

Warning: the student credentials (@lumsastud.it) cannot be used from the PC of the LUMSA professorship.

Start Google Chrome and login with one's credentials (@lumsastud.it).





Italiano ▾

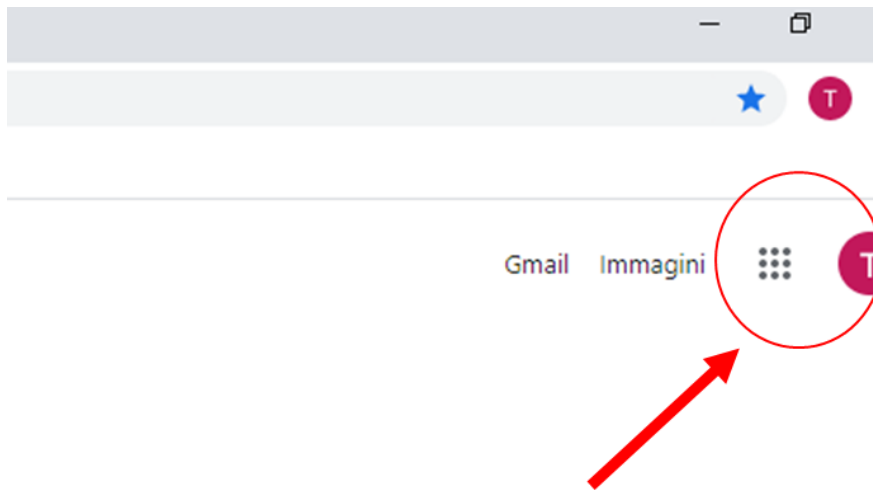
[Guida](#)

[Privacy](#)

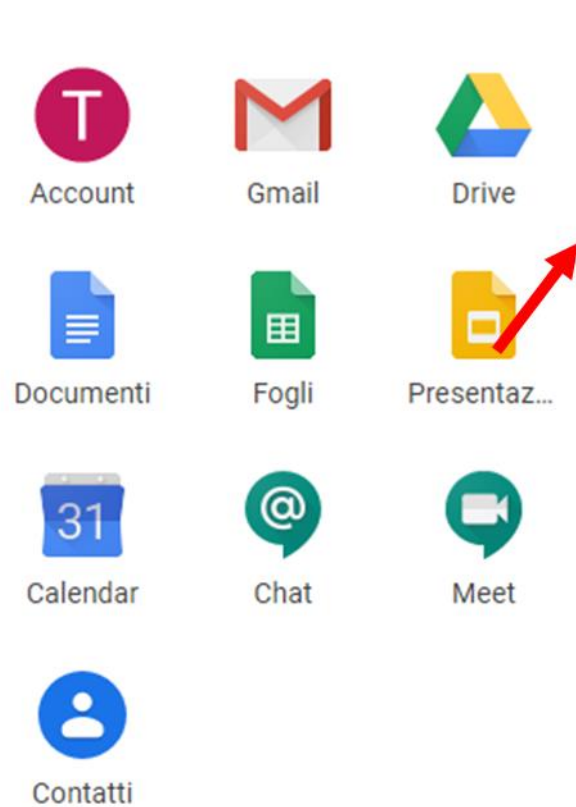
[Termini](#)

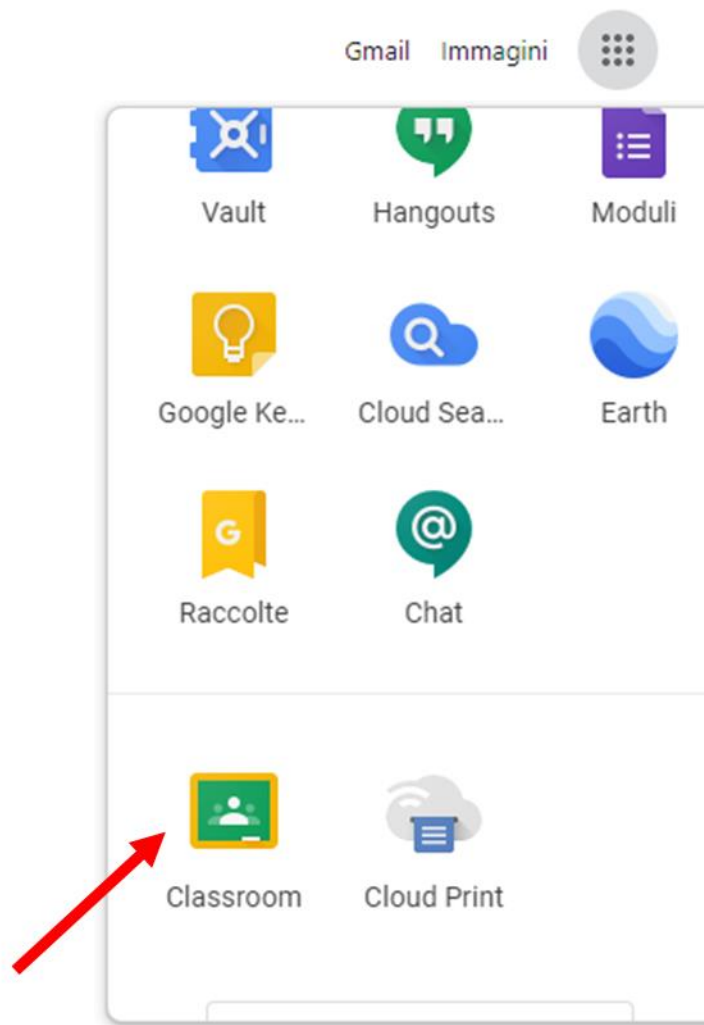
Click on the G Suite Menu





Scroll the right sidebar, click on the Classroom icon

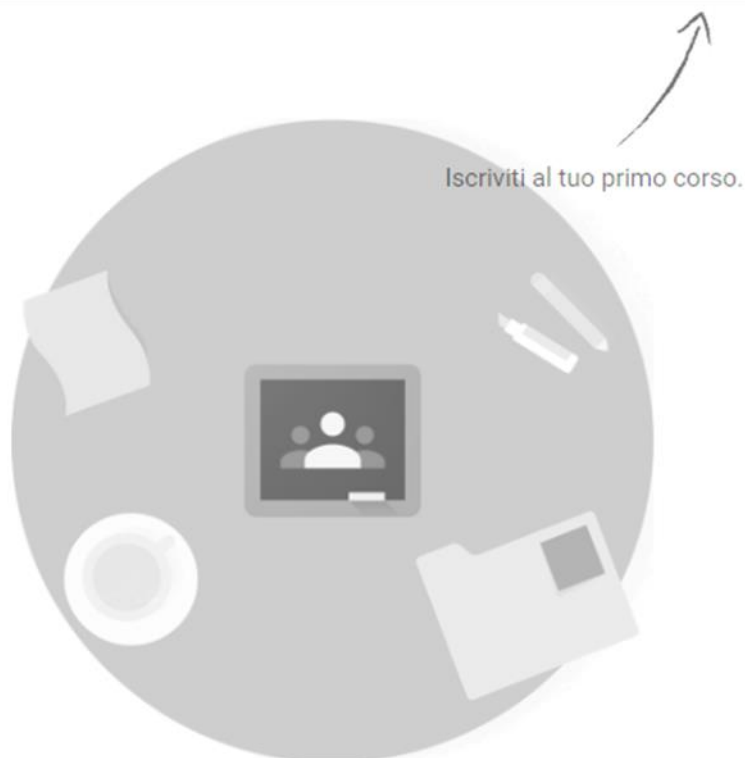




Launch Classroom;

How to join a class or a lesson as a student.

To join the online course, when the professor gives the code press on the right top on the + and then press Join the course.



Non visualizzi i corsi esistenti?

[PROVA UN ALTRO ACCOUNT](#)

### Registration for a course

**Iscriviti al corso**

Chiedi il codice del corso all'insegnante e inseriscilo qui.

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Annulla    Iscriviti

When you add the course code, click on Register to enter the student interface, where you can find the Stream, The Classwork and People tabs.



## Student interface

In the Stream tab you can ask questions to the teacher or to the class, while in the classwork tab you can enter all the posted assignments.

## How to study online and grade the students

If the teacher posted an assignment, it will be in the Classwork section; the student must click on the assignment, do it and then the return it. The student can add a file clicking on Add or on Create, on the top right.

Scadenza: 20 mar, 23:59

primo compito 100 punti

Utente sconosciuto 11:20

nessuna istruzione /10

crterio numero 1 /10

Il tuo lavoro Assegnato

+ Aggiungi o crea

Contrassegna come completato

Commenti sul corso

Aggiungi commento per il corso...

Commenti privati

Aggiungi commento privo...

Once you complete the assignment, click on Turn it.

Lesson

In the same screen the student can post a comment on the assignment, (public o just for the teacher).

Further information:

<https://support.google.com/edu/classroom>