Description of G Suite Classroom functionality for students

Once you've successfully logged in to your Google account, you must launch the Classroom application.
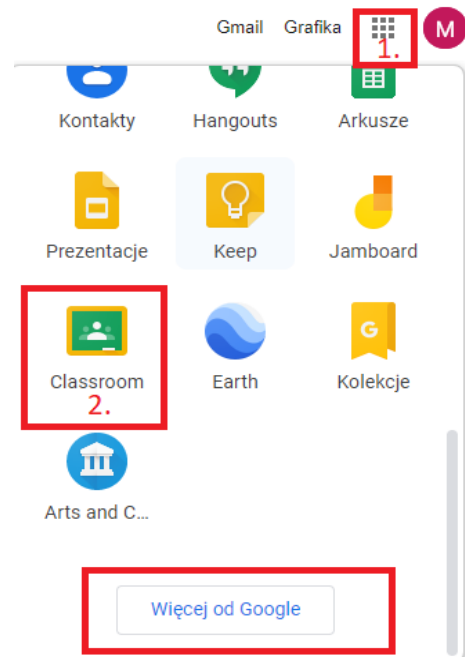
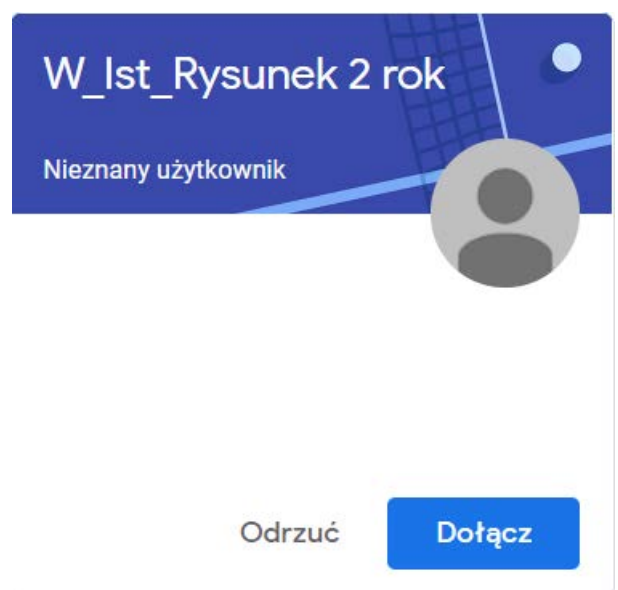**1. Enter the upper right corner**

in the application list [1.]

2. Search for Classroom [2.]

WARNING

In case Classroom is not on the list
select the **[Wiecej od Google] [More from Google]** button
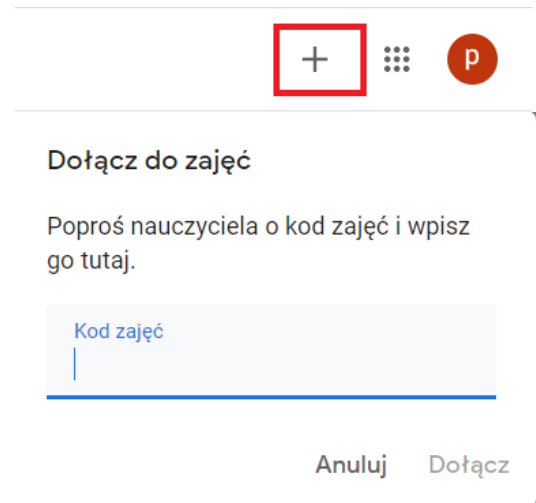and in the displayed list we find Classroom.

After starting the Classroom application, you should join all student groups to which you have been assigned or invited by the lecturers and administrators **(Dolacz).**
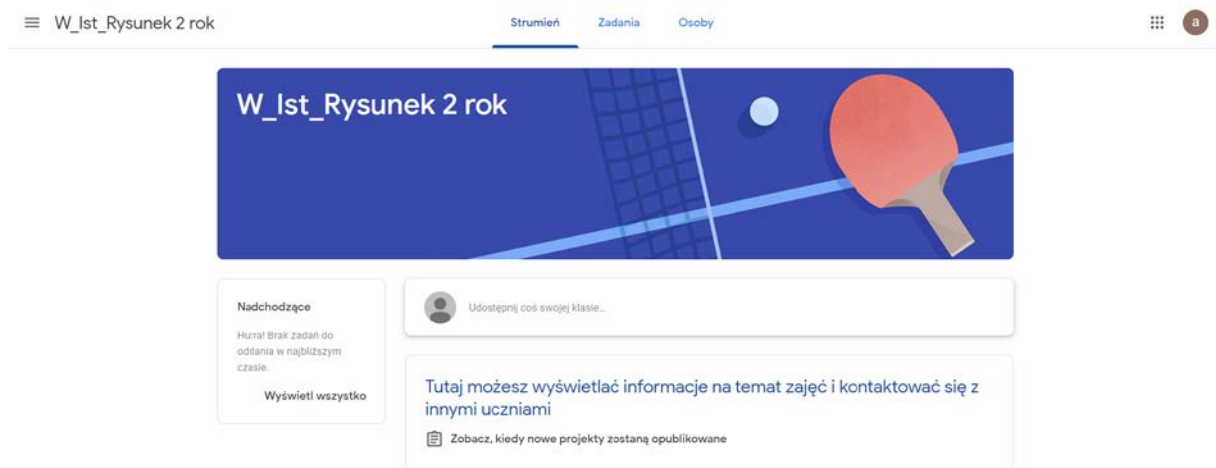
If it turns out that you were not invited to the study group that you attend at the Academy of Fine Arts in Katowice, you should::

1. Ask the teacher for the **Kod zajec (Class code).**

2. After receiving the code in the upper right corner of the browser, select the option **Dolacz do zajec (Join the class)** and enter the code received and click **Dolacz (Join).**

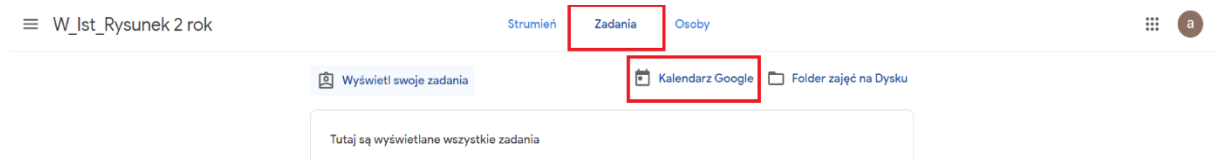**After accepting all groups, we get access to the e-learning panel.**

Content provided by Lecturers should be expected in the **Zadania (Tasks tab).**
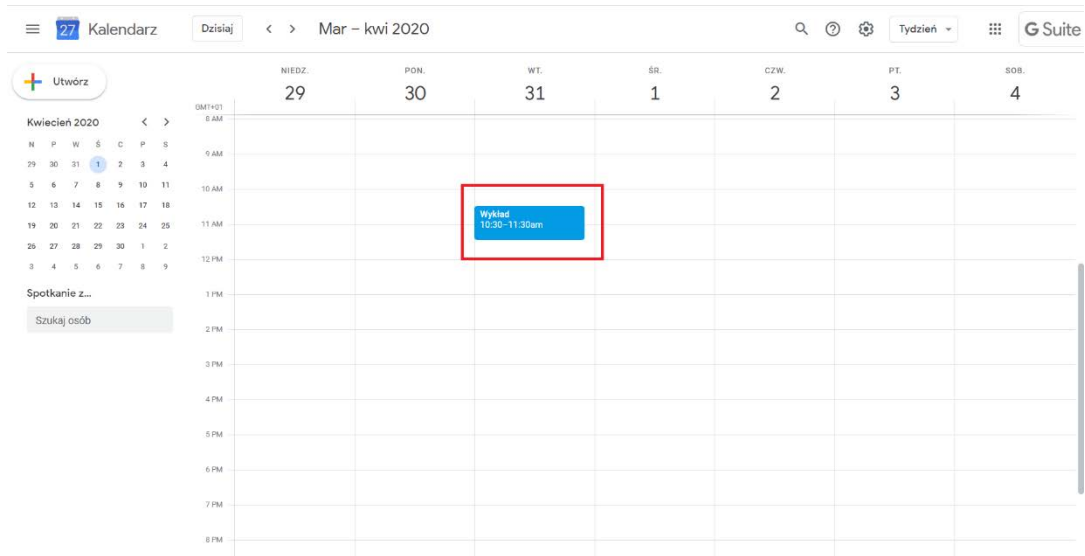
After selecting the **Kalendarz Google (Google Calendar)** button, we can join the classes in the form of a webinar on a specific date.

After launching the Calendar, the page will look like this in the photo.

Here we have the ability to view scheduled activities and the ability to join video conferences.
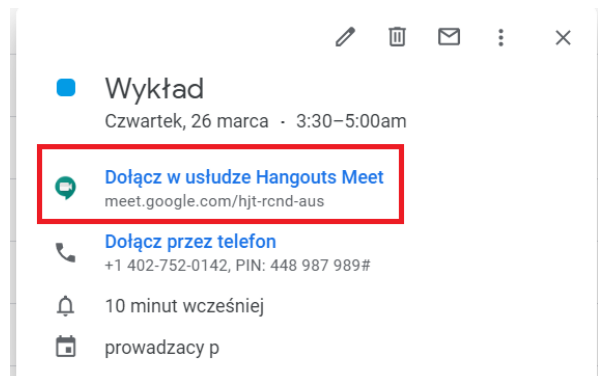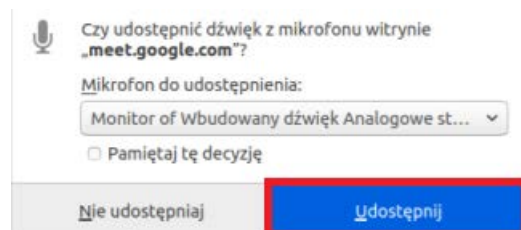
Calendar

To join the video conference, click on the date added in the calendar and select

Dołącz w usłudze Hangouts Meet (Join in Hangouts Meet).

After joining the conference for the first time, a window will appear in the browser asking whether to share the sound from the microphone. Click **Udostępnij (Share).**

When we join the meeting in the upper right corner we can see the list of **meeting participants and chat (1.),** while in the lower right corner we have the option to **share your screen (2.) and change the display modes and settings (3.).** At the bottom, however, three icons for **turning the microphone on / off, disconnecting the call, and turning the camera on and off (4.)**