NSU Uses Gmail platform for official email communication

Faculty needs to sing in to create virtual classroom & click "Next"
Enter password and click on "Next"
After successful login it shows the "List of Google Apps"

Needs to click on "More" link in order to locate "Classroom" option at bottom
"Classroom" Icon is located at the bottom. Now click on "Classroom" icon.
Locate plus sign (+) at the top right corner of the screen and click on it.

"Create class" option will be visible and click on it.
Enter class name, section, subject & room number

Click on "Create" link once class information is entered.
A new virtual class room is created for "ACT201" and each classroom contains four tabs such as 'Stream', 'Classwork', 'People' & 'Grades'.

System generated class code as "pwjur1".

Faculty member can share this class code (pwjur1) with students so that student can join in newly created virtual class room "ACT201 - Fall 2019".
In order to conduct online class faculty needs to click on "Generate Meet Link"
Click on "Generate Meet Link" again.
Click on "Save" link
Notice that meet link is created and each student will also see the same link in order to join online class as scheduled.
Faculty member navigates to "Classwork" tab of virtual classroom. "Create" button will provide more features.
Once click on "Create" button it opens more options to manage virtual classroom.

List of joined students can views from "People" and grades can be viewed from "Grades".

Faculty can locate my Drive for this virtual classroom "ACT201" & section 1 through this option.
Student (joined in virtual class) list will be displayed in ascending order.

- Select All students
- Actions: Email, Remove, Mute
- Invite students
- Invite other teachers
- Sort by Last Name or First Name
- Email to student individually