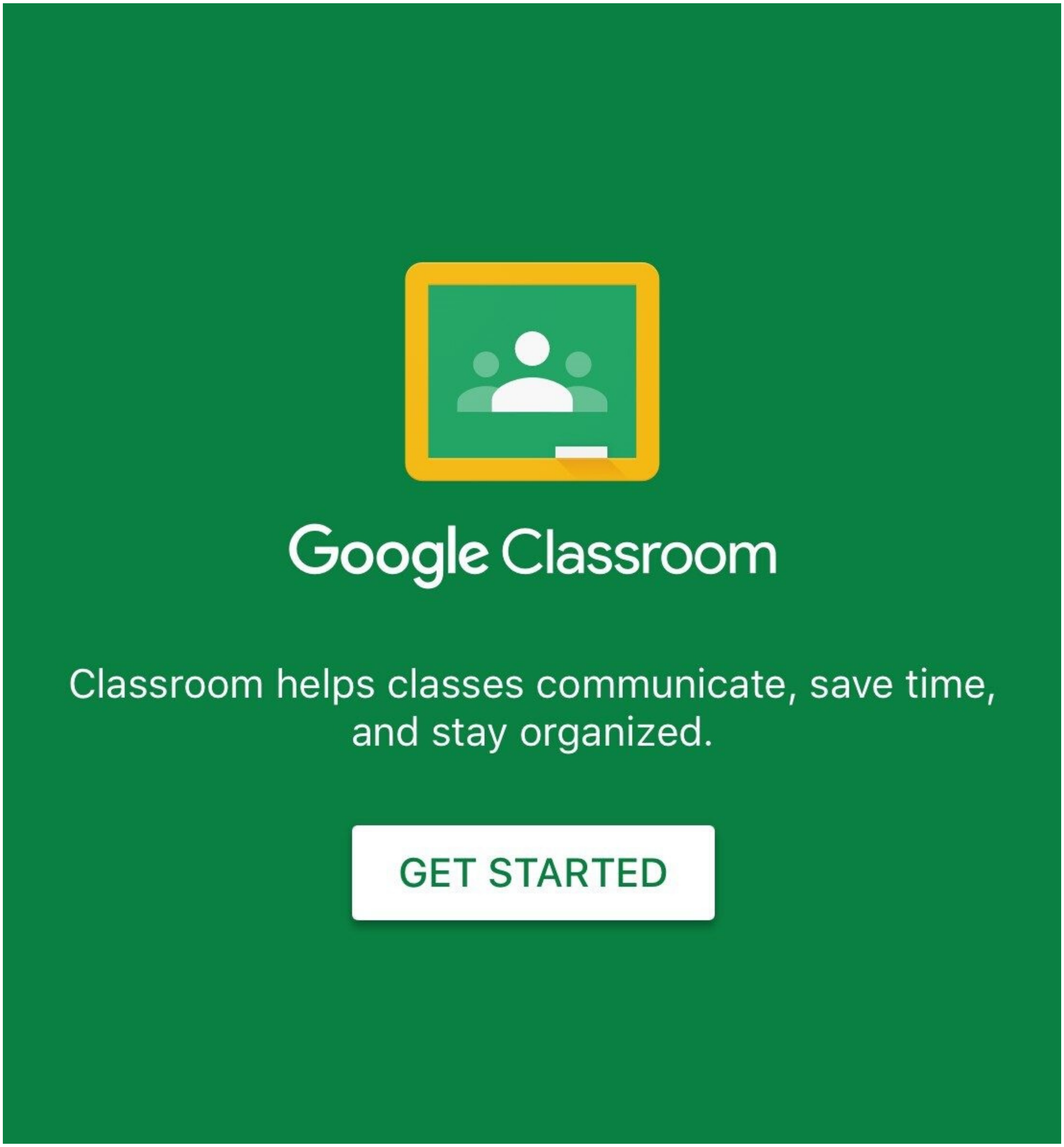
GOOGLE CLASSROOM



MILLER INTENSIVE ENGLISH CENTRE

Darasa la Google Jinsi ya kutumia Darasa la Google kwa wajibu (jinsi inavyo faa)

Hizi ni kanuni (au sharia) kwa wale hawaja wahi kutumia Darasa la Google

1. Kuwa mwenye heshima kwa waalimu wako na wanafunzi wenzako.

2. Usichapishe chochote kisicho na heshima katika chapisho la majadiliano.

3. Usitumie sarufi isiyofaa.

4. Angalia spelling yako (tumia “spell check)).

5. Usiandike kwa kutumia herufi zote kubwa. KUTUMIA HERUFI KUBWA sio sawa.

6. Tuma kazi yako mwenyewe kama "kukopa au ku copy" kutoka kwa wenzako wa darasa lako hairuhusiwi.

7. Hakikisha usome chapisho lako kabla ya kupeleka.

8. Usibishane na wanafunzi wenzako na / au maoni yao au imani.

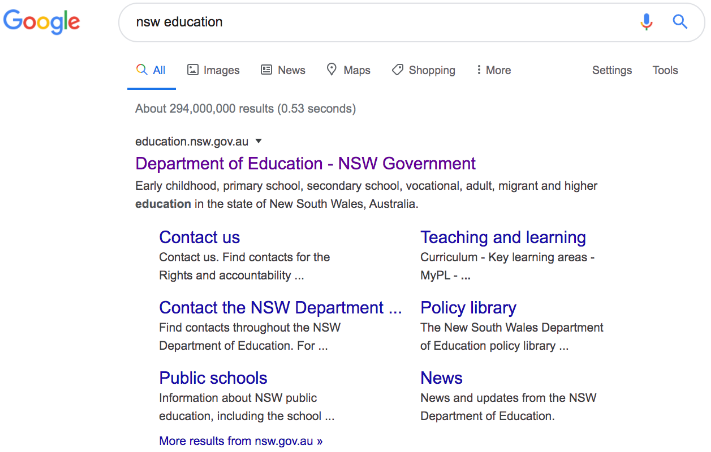
9. Usitumie vibaya kazi ya nakala / kubandika kutoka kwa Neno kama vile: /// hkljk34bn $ # @

10. Usikosoe kazi ya wanafunzi wenzako. Unastahili kuchangia kwa kujadili mazungumzo.

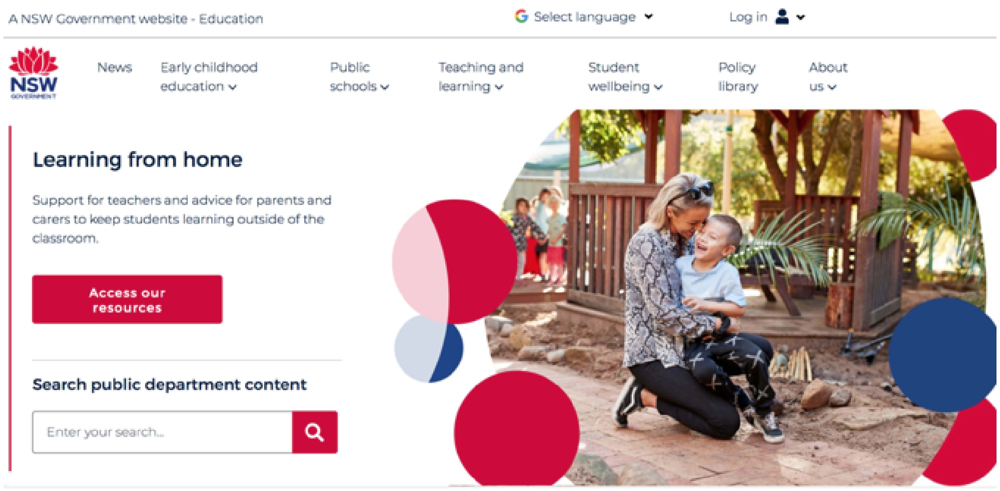
11. Kumbuka kuwa na furaha na ufurahie kujifunza kwako kwenye mtandao wa internet.

Jinsi ya kujiunga na Darasa la Google kwenye kompyuta ndogo au kompyuta ya meza

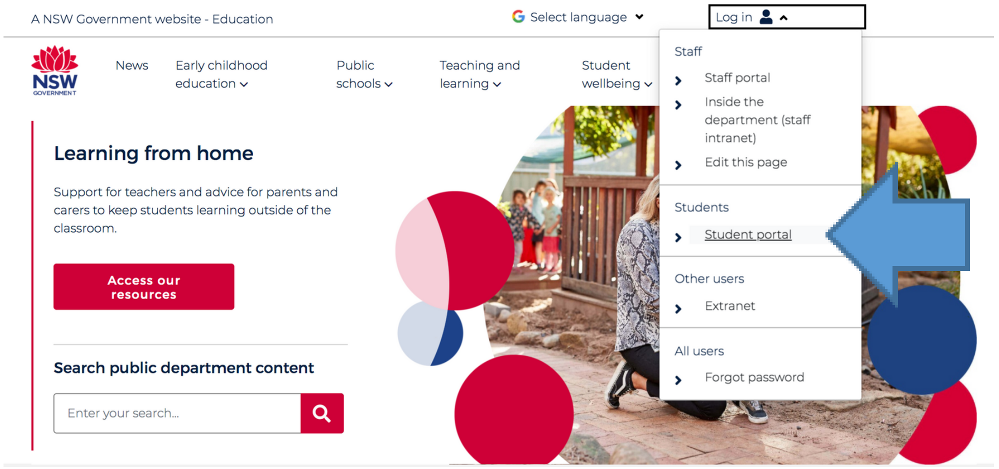
1. Nenda kwa Google na utafute; andika: NSW Education



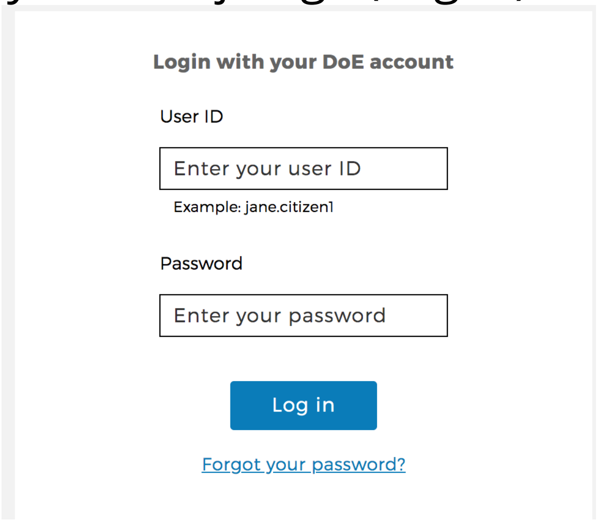
2. Nenda kwa DET portal



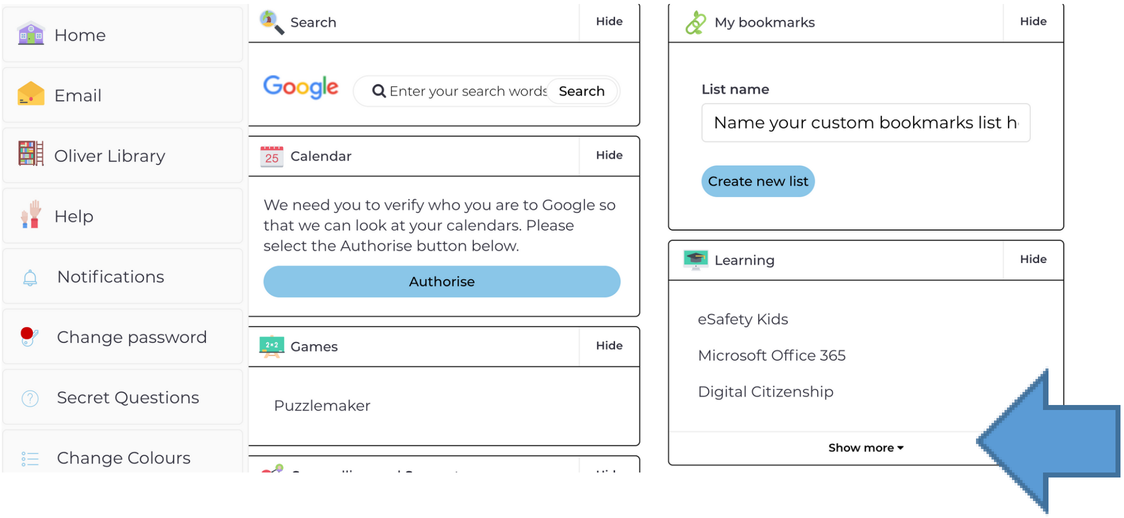
3. Ingia kwenye portal ya mwanafunzi (student portal)



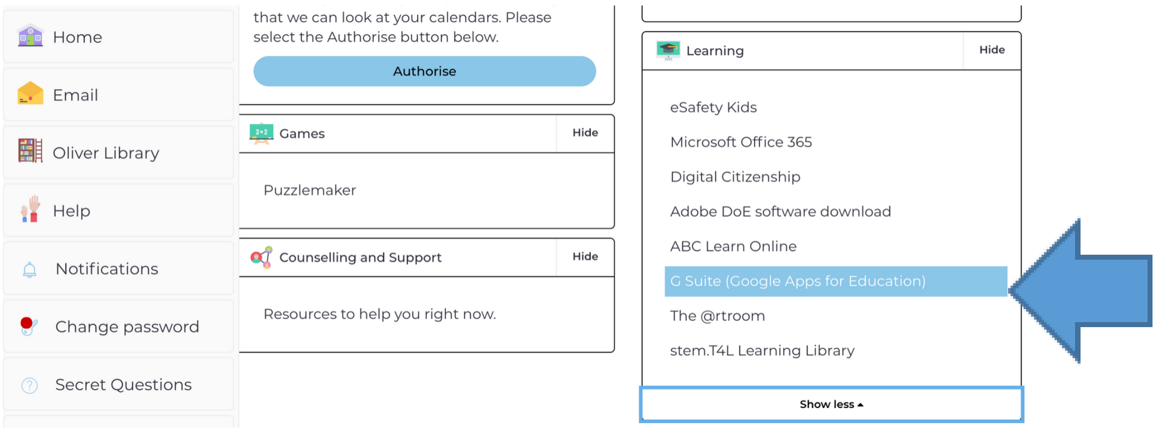
4. Andika jina lako (username) la mtumiaji na neno yako ya siri (password), kisha bonyeza na ujiunge (Log In)



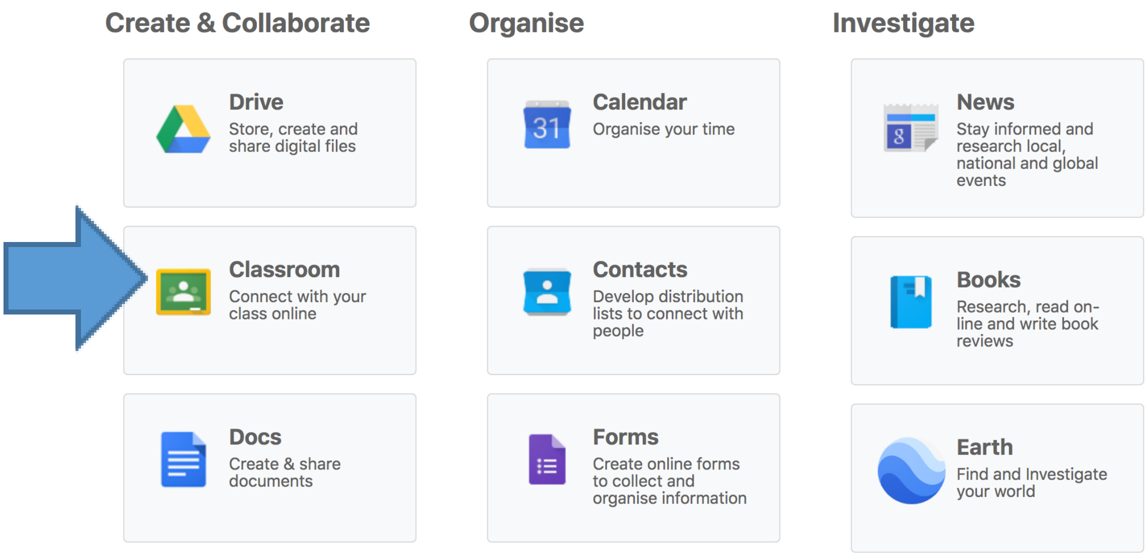
5. Angalia kusoma (learning) na bonyeza Onyesha Zaidi (Show More)



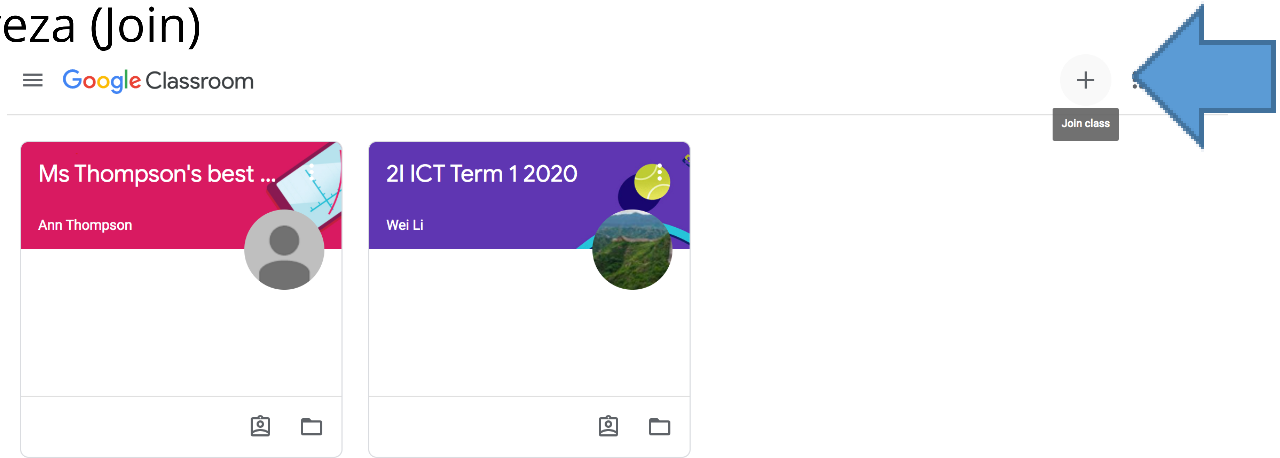
6. Bonyeza G Suite (Google Apps for Education)



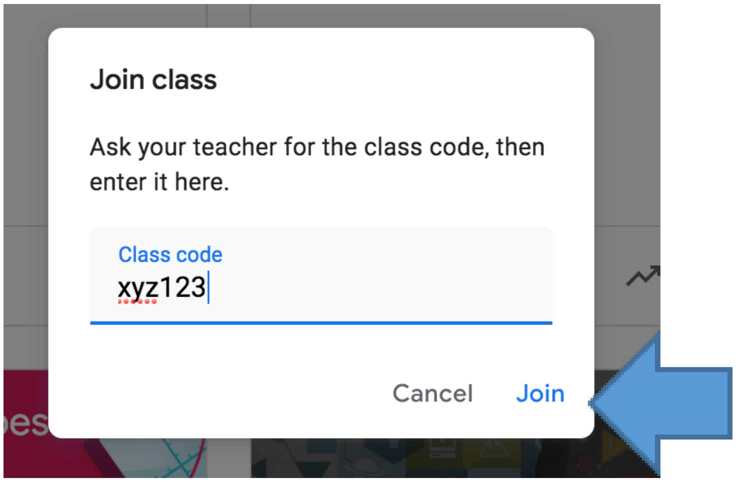
7. Bonyeza Darasa (Classroom)



8. Bonyeza alama ya (+) na kisha Jiunge kwenye darasa kwa kubonyeza (Join)

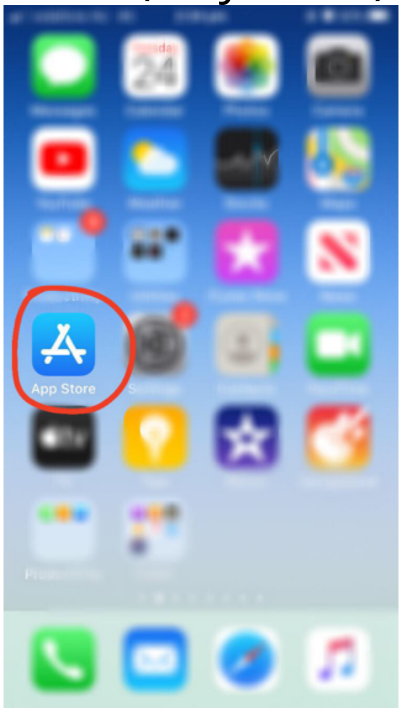


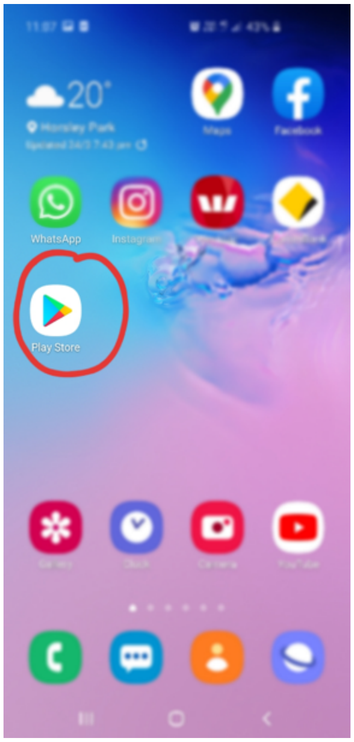
9. Andika msimbo wa darasa kutoka kwa mwalimu wako (class code) na ubonyee Kujiunga (Join)



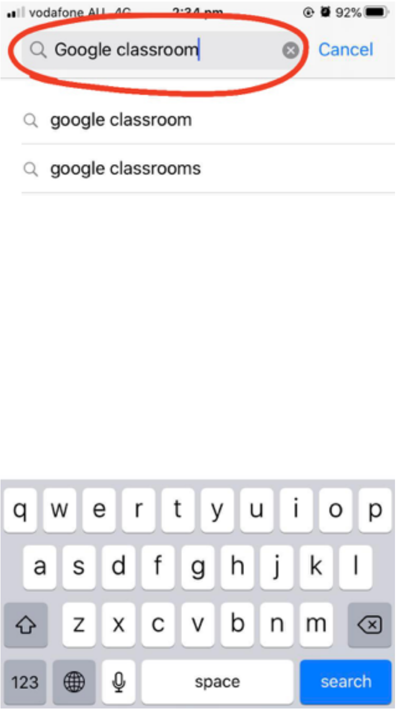
Jinsi ya kujiunga na Darasa la Google kwenye simu ya mkononi (mobile phone) au iPad Hii inaweza kuonekana tofauti kwenye simu tofauti

1. Nenda kwenye Duka la programu (App Store) au Duka la kucheza (Play Store)

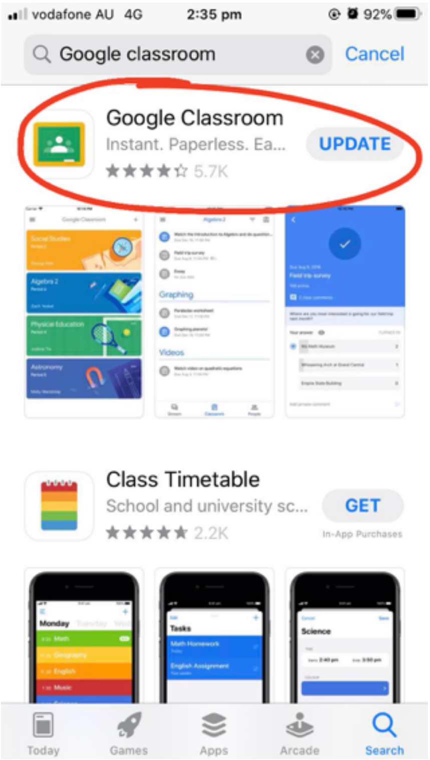


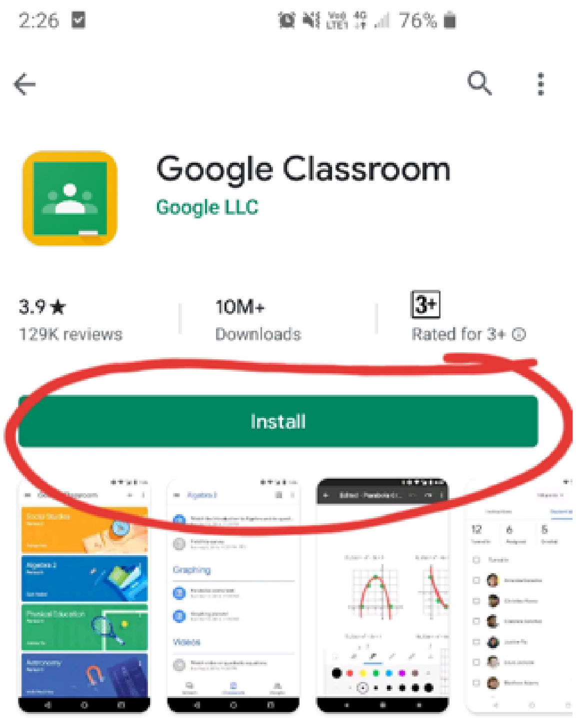


2. Tafuta Darasa la Google; andika (Google Classroom)

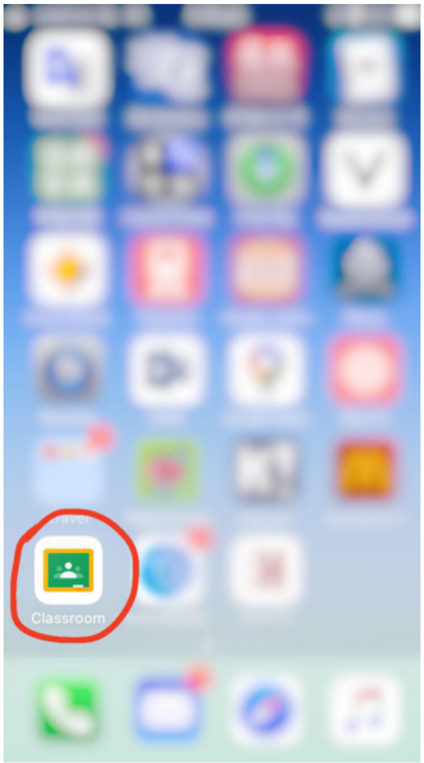


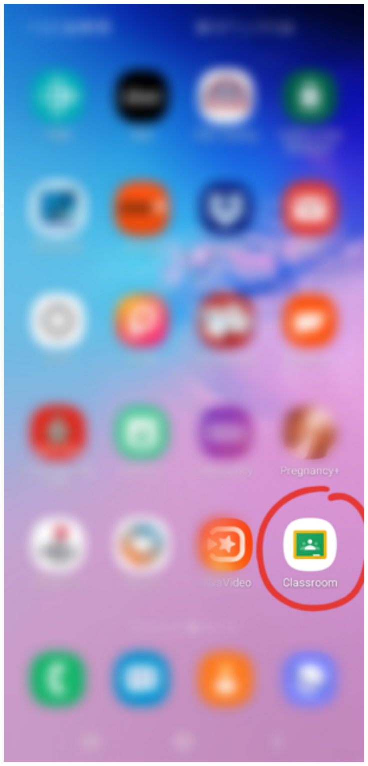
3. Pakua (Download) Darasa la Google (Google Classroom)



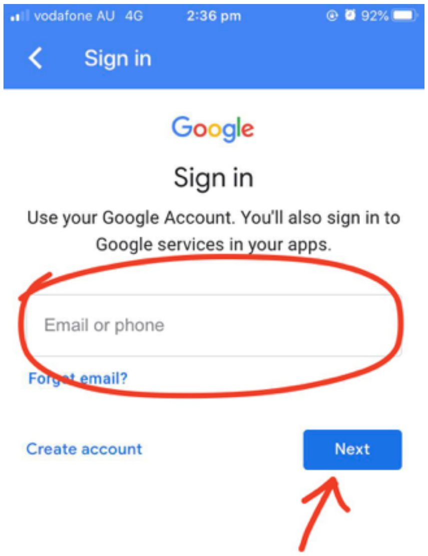


4. Fungua (Open) programu ya Darasa la Google (Google Classroom)

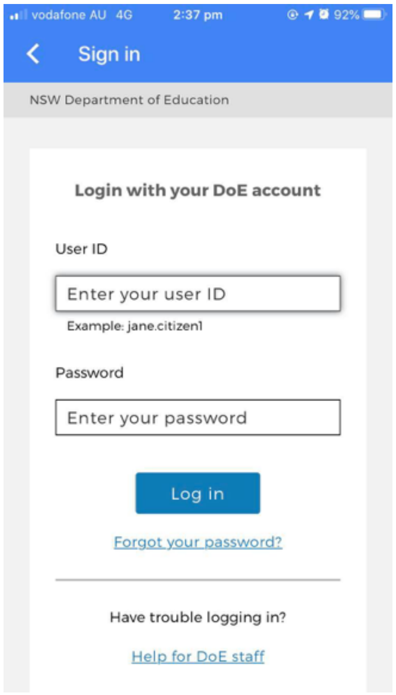




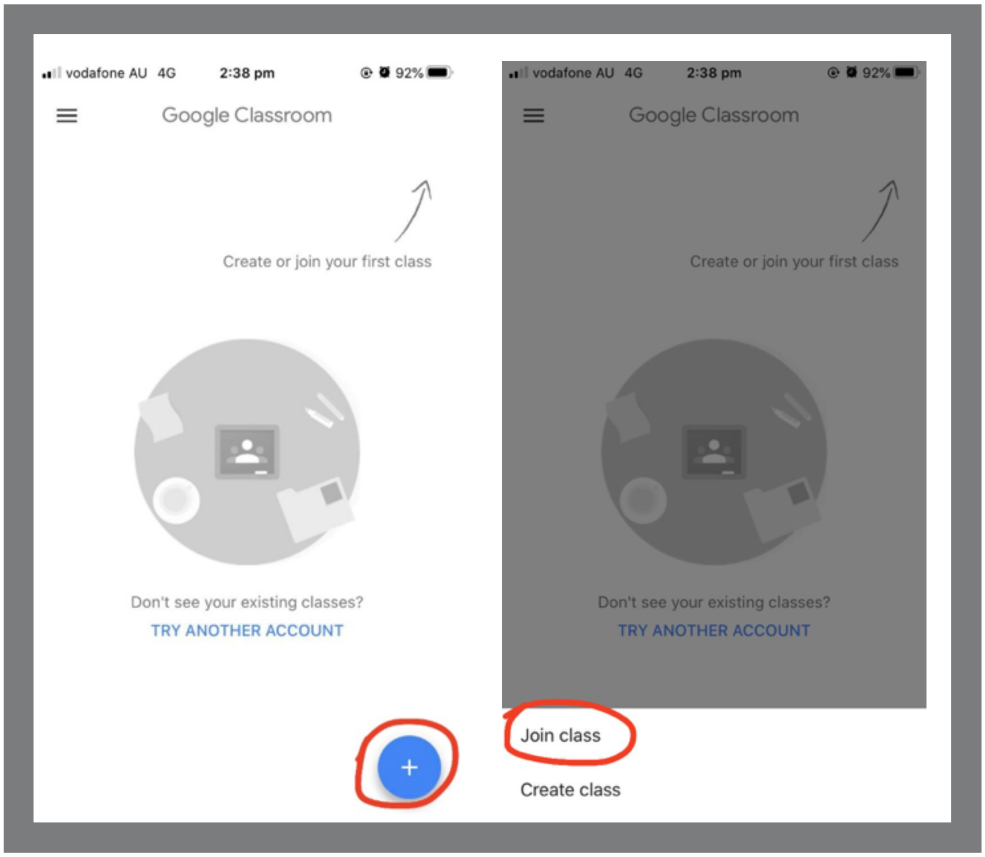
5. Ingia (Sign in) na email yako:
________________________@education.nsw.gov.au

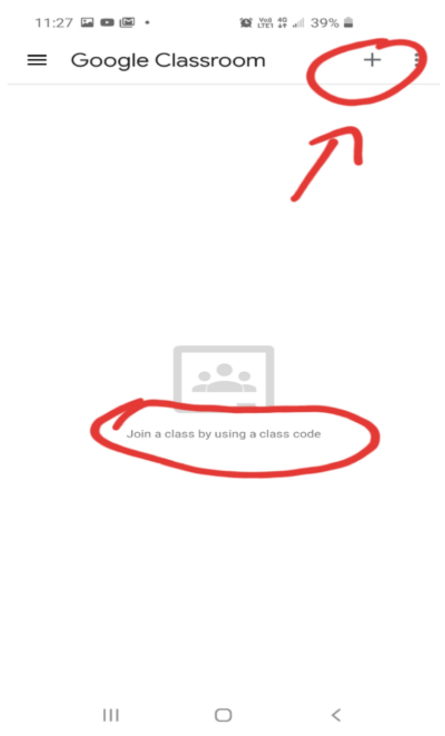


6. Andika jina lako la mtumiaji (username) na neno la siri (password), kisha bonyeza (Log In)

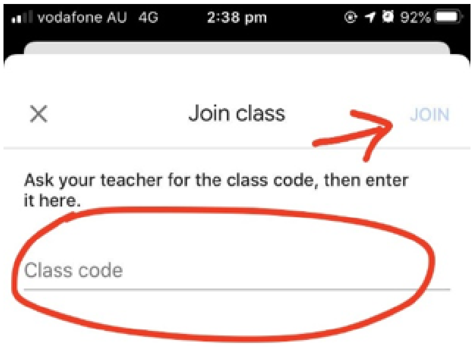


7. Bonyeza alama (+) na kisha Jiunge kwa kubonyeza (Join Class)



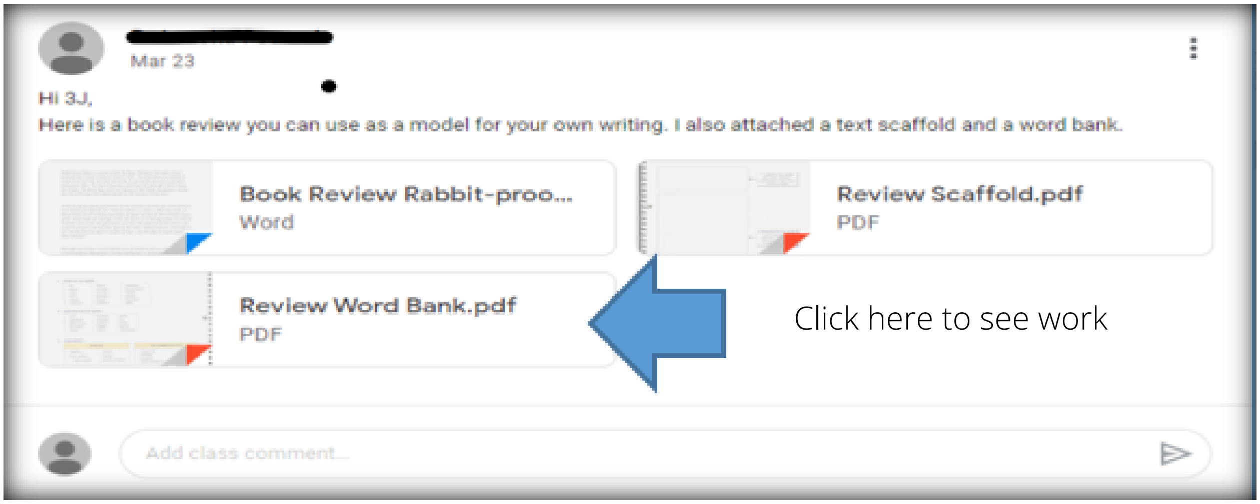


8. Andika Class code ya darasa kutoka kwa mwalimu wako kisha ubonyee Join

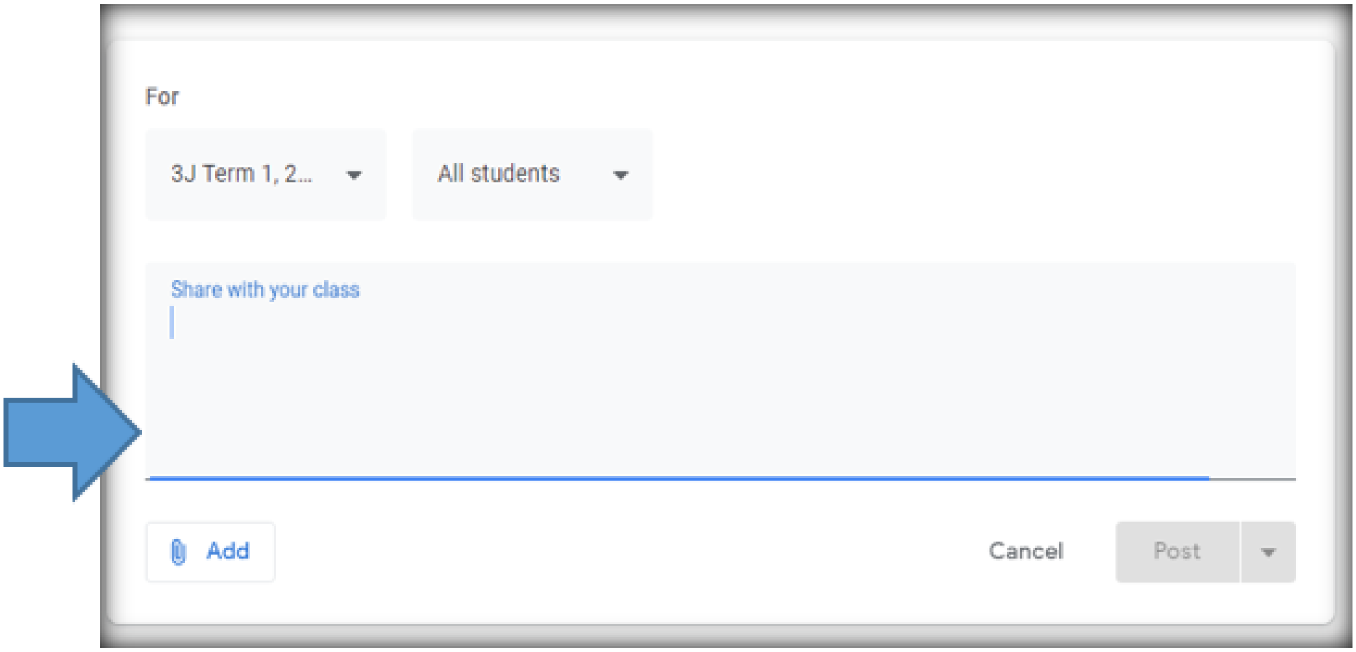


Jinsi ya kutumia Darasa la Google (Google Classroom)

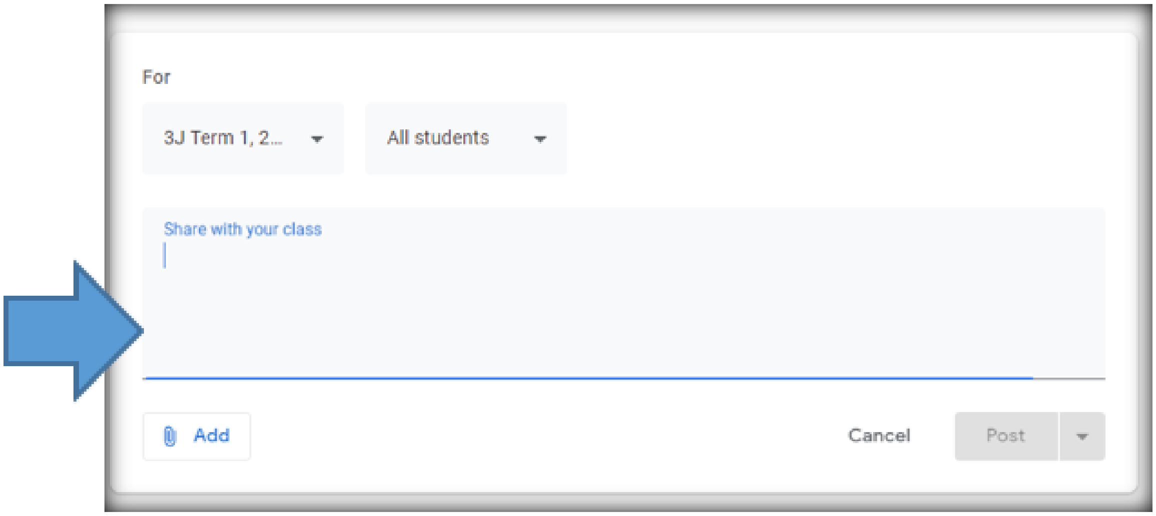
1. Mwalimu atatoa masomo na kushirikisha darasa. Mwalimu ata (Post and share). Picha yake inafanana hivi:



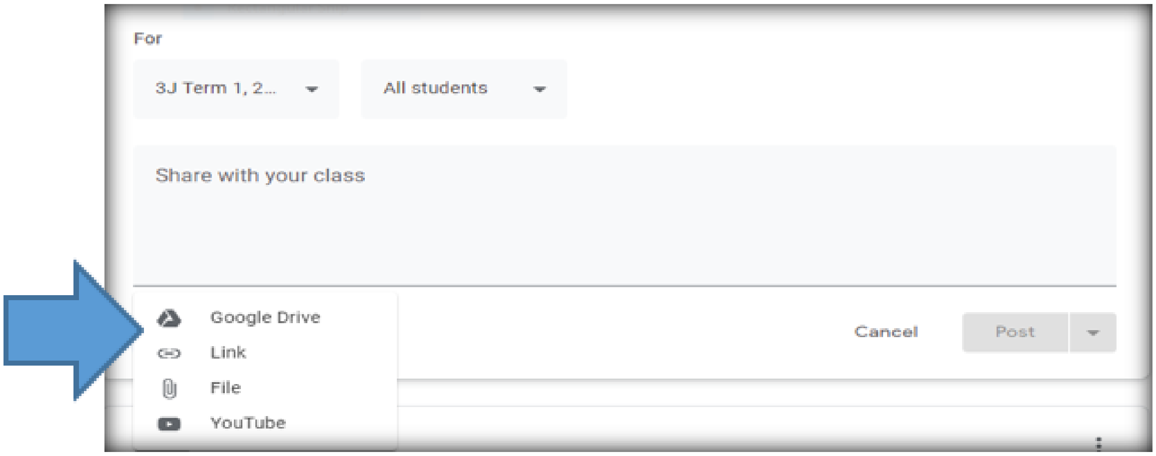
2. Kuandika maoni (comment) tumia nafasi hii na bonyeza Chapisha (Post)



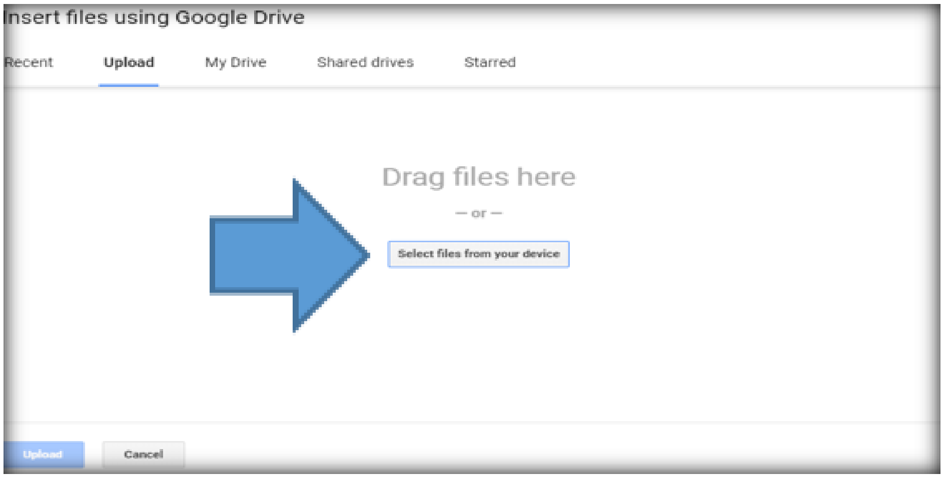
3. Kupakia (upload) bonyeza kwenye Ongeza (Add)



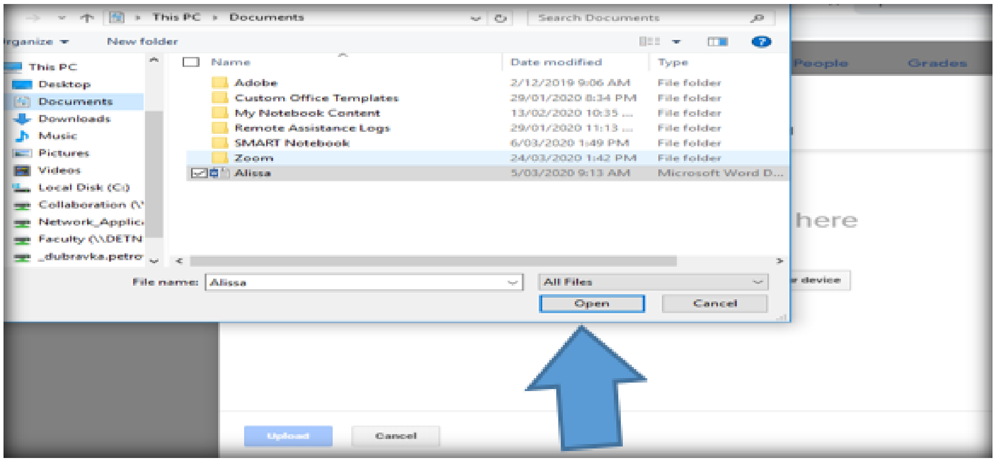
4. Tumia kisanduku cha kushuka (drop-down box) kuchagua aina ya hati (document) unayopakia (uploading)



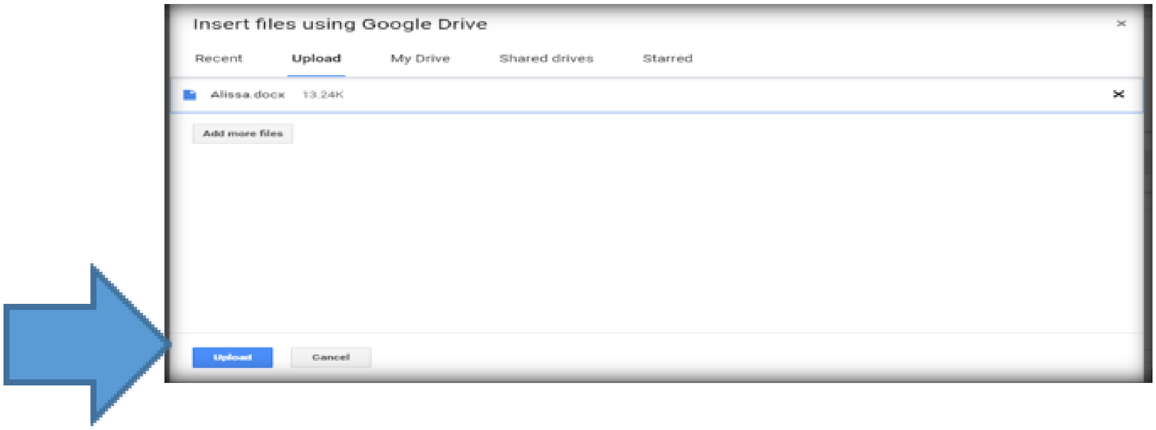
5. Chagua faili kutoka kwa kifaa chako kwa kubonyeza kitufe (button)



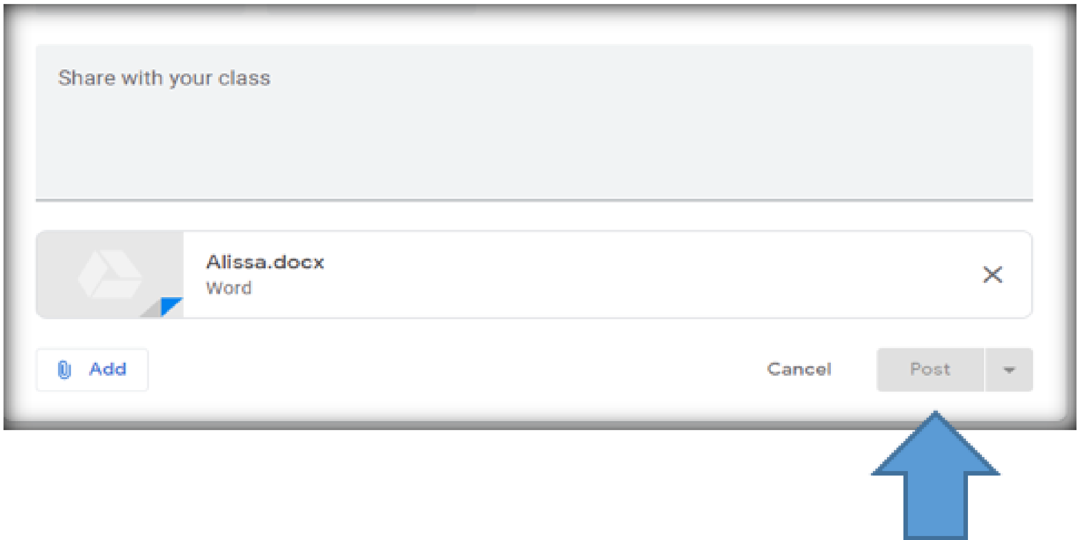
6. Chagua faili yako kutoka kwa folda yako ya Hati zilizohifadhiwa (Saved Documents) kisha bonyeza Bonyeza



7. ini kama hii itaonekana na utaweza kupakia (upload) hati yako (document) sasa

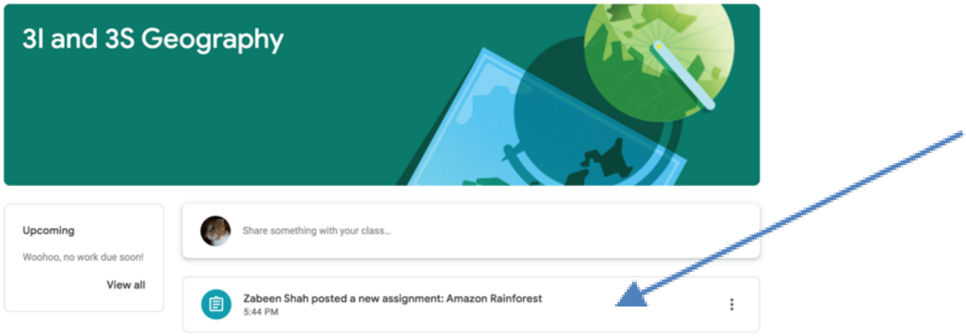


8. Bonyeza (Post) kushiriki (share) hati (document) na darasa lako

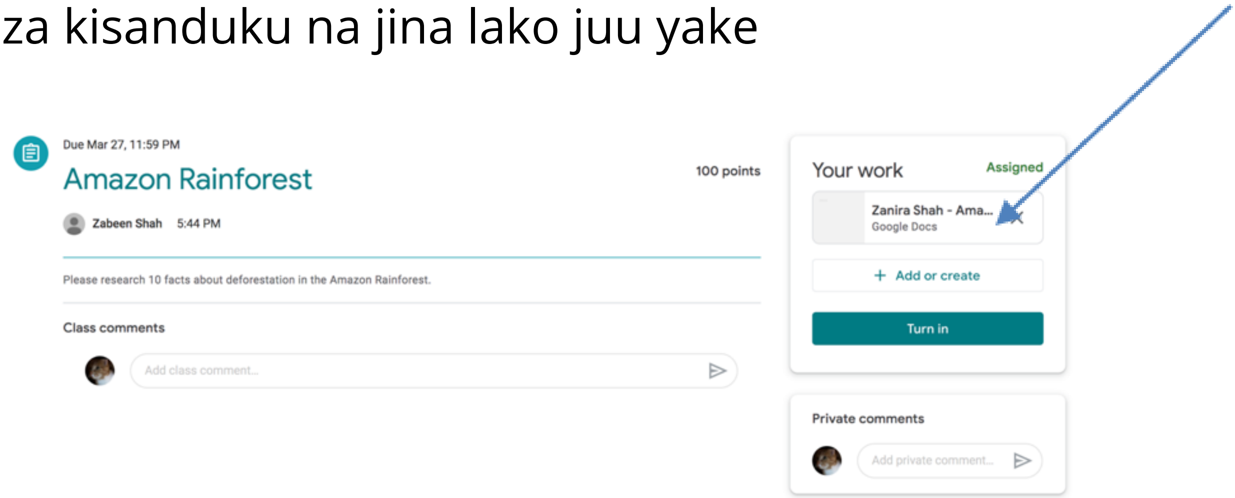


Jinsi ya kutumia Hati za Google (Google Docs) kwenye Darasa la Google (Google Classroom)

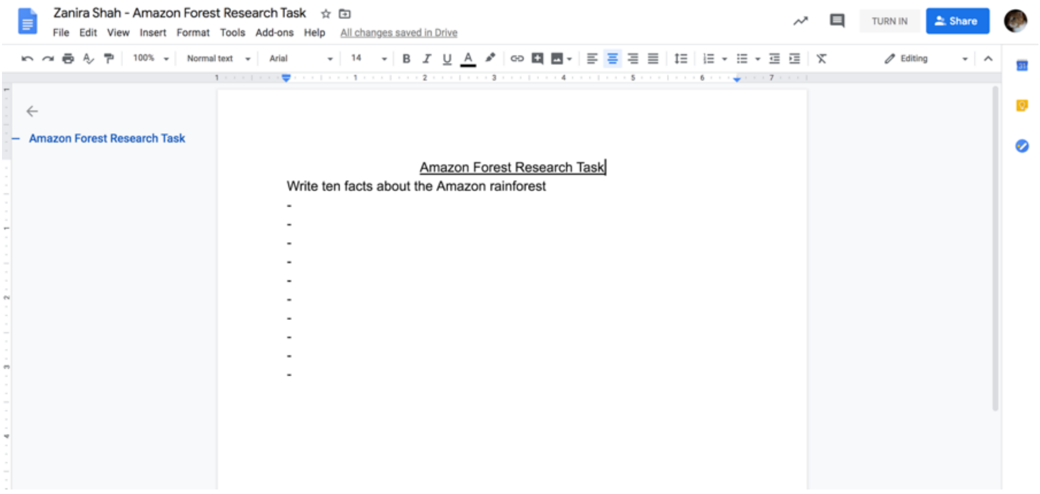
1. Soma na bonyeza kisanduku refu chini ya maoni (comment) kuona kazi yako



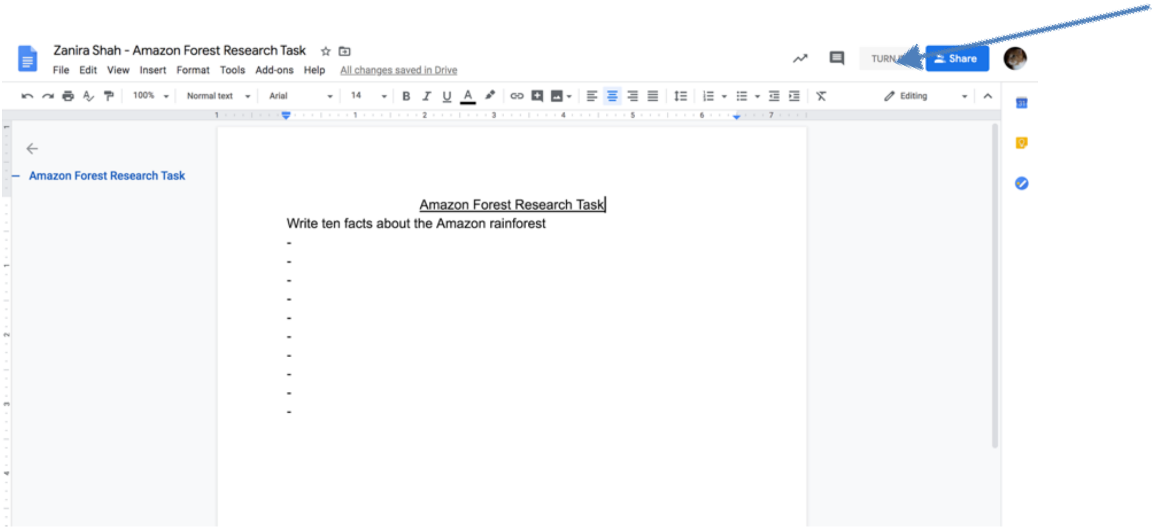
2. Bonyeza kisanduku na jina lako juu yake



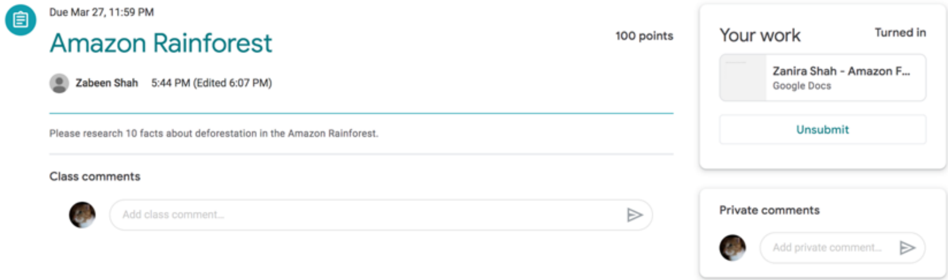
3. Fanya na umalize kazi yako



4. Unapomaliza, bonyeza (Turn In)



5. Angalia na uhakikishe kuwa kazi yako imewasilishwa (submitted) Ilnafanana hivi: Usibonyeze kujiondoa (unsubmit).



Jinsi ya muundo (To format)

Badilisha ukubwa wa herufi (font size)

Fanya maandishi yawe makubwa (bold), na upigilie mstari (underlined)