



## Student Quick Guide to Join Classes For College, Law, and Graduate School

1



### DOWNLOAD APPLICATIONS

- ▶ For mobile users, download and install:
  - Google Chrome
  - Gmail
  - Google Classroom
  - Google Meet
  - Google Chat
  - Google Drive
- ▶ For laptop and PC users, access these apps in Google Chrome web browser.

2



### ACCESS SCHOOL EMAIL

- ▶ Login to the UB Student Portal to know your school email account.  
For new users, visit <https://universityofbohol.edu.ph/online-enrolment-college1.php>
- ▶ Go to mail.google.com
- ▶ Login using your school email  
Temporary Password:  
12345678

3



### CHECK CLASS INVITE OR GET CLASS CODE

- ▶ You can join a class with:
  - an email invite, or
  - a class code
- ▶ Class invitations will be sent to your school email.
  - \* Send a message to the Department FB page to get the class code if no class invitation is received.

4



### SIGN IN

- ▶ Go to the Google Classroom website at [classroom.google.com](https://classroom.google.com) or via mobile app
- ▶ Login using your school email

5



### JOIN CLASS

- ▶ With an email invite
  1. Open your school email.
  2. In the email invite, click Join.
  3. On the class card, click Join.
- ▶ With a class code:
  1. Click the + button on the top right of the page and choose Join Class.
  2. Enter the Class Code given to you by your teacher, and click Join.