



# Welcome to THTI's Student Guide for Online Learning!



Google Classroom

The Tobago Hospitality & Tourism Institute will be using Google Classroom to conduct class sessions beginning March 23, 2020 due to Covid-19 campus closure. Whether you are familiar with online learning or this is your first time using a platform like Google Classroom, we encourage you to review the information presented in this online guide. Your classes may be accessed using a laptop, desktop or cell phone (via download of the mobile application). Please follow these steps:

1. Please ensure that your [@thti.edu.tt](mailto:@thti.edu.tt) email address is activated AND that this is set as your 'default' email address. If you don't remember your password, please contact the IT department at [rodney.stewart@thti.edu.tt](mailto:rodney.stewart@thti.edu.tt) to request a reset.
2. If you have another Gmail account which is synced to your laptop, you may need to sign out of all accounts and then re-enter your THTI email credentials.
3. Using your web browser, search for and enter "Google Classroom". Alternatively, you can search '[classroom.google.com](https://classroom.google.com)'.
4. Once you've entered Google Classroom, you will see an "+" sign to the top right of the page. Open this tab and then select "Join Class".
5. You will then be asked to enter a class code. The course code for this online guide is **axoexc4**. You only have to enter this on the first log-in attempt.
6. Next, you should see "THTI Student Guide" on display. Click on this tab to enter the course.
7. Once inside, please review the material by clicking on the 'Classwork' tab to the top of the page (if using a laptop) or the bottom of the page (if using a mobile application).
8. You can now see all the information guiding you on how to navigate an online course. To review a specific topic, please click on the subject to read more. You can use the 'back arrow' to return to the main window.

We are happy to help should you need any additional guidance. Support coaches are on stand-by to walk you through this. If you have any questions, please email us at [classroom.test@thti.edu.tt](mailto:classroom.test@thti.edu.tt).