



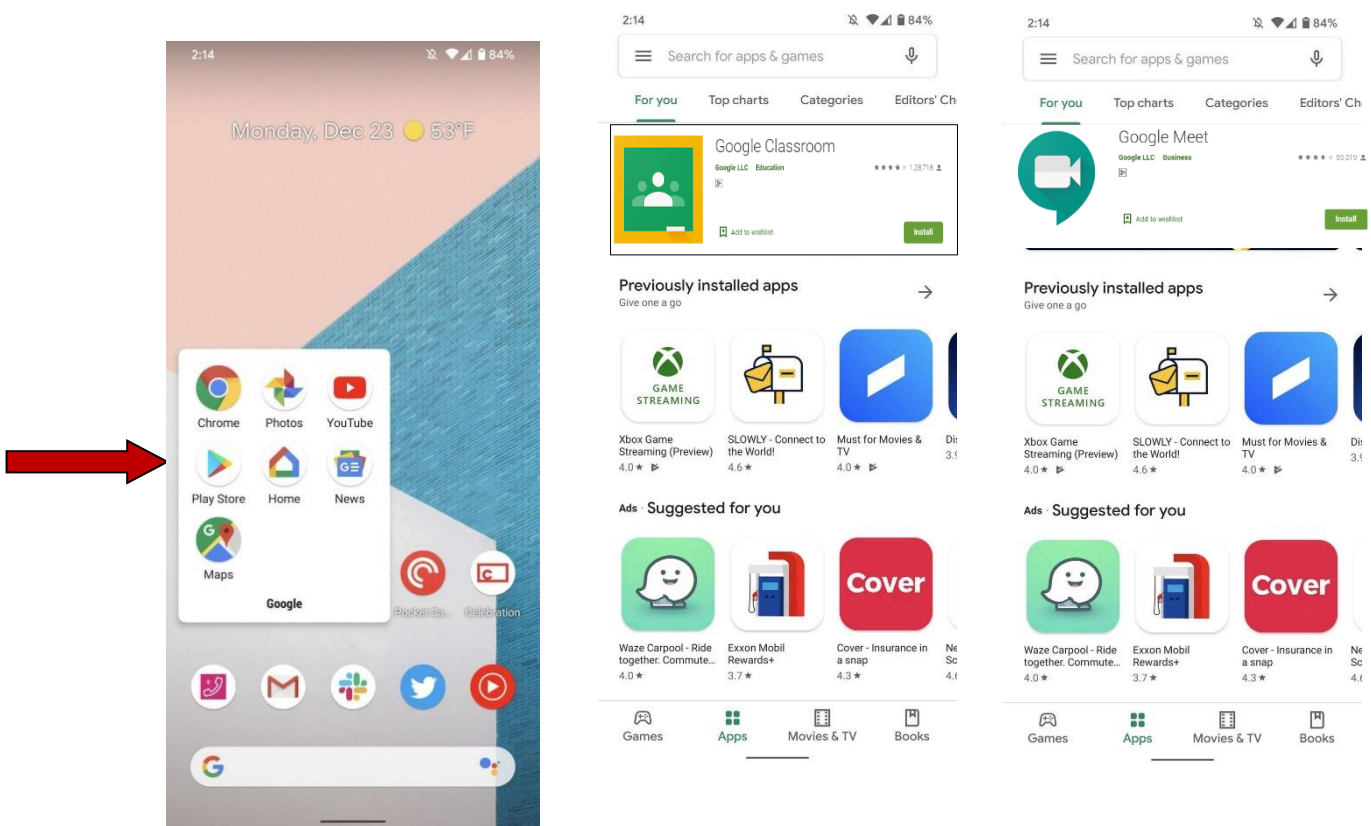
**PROCEDURE FOR ACCESSING GOOGLE CLASS ROOM / GOOGLE MEET
THROUGH EMAIL ACCOUNT CREATED UNDER OUR SCHOOL DOMAIN**

FROM ANY ANDROID DEVICE

Before accessing **Google Class Room** you must change your email password

FOR ANDROID MOBILE/ TABLET DEVICE

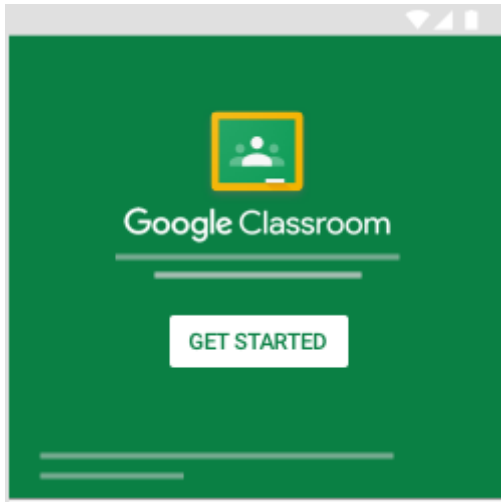
Step (1) : Open Google Play Store and search for “Google Classroom” from Google LLC.



Step (2) :- Download the Google Classroom App and Google Meet App from Google Play Store and install on you mobile device.

Note : Ensure that the mobile/tablet device has Lock Screen activated through Pattern/ Password/ PIN/ Finger print or Iris Recognition.

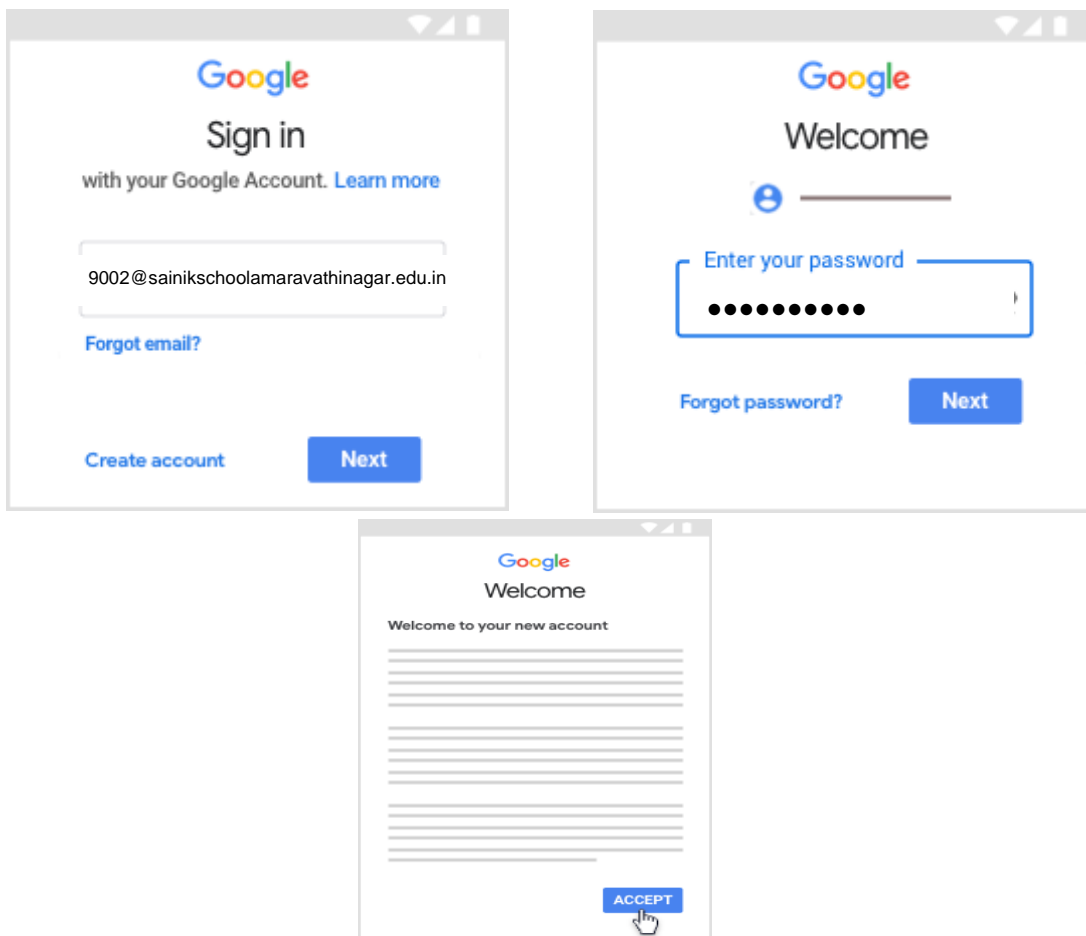
Step (3) :- Open Google Classroom app and click on “Get Started: button.



Step (4):- Log-in with your School domain email-id and password (changed for Google at Appendix 'B') for log-in to classroom app.

Note : In case you already have a Google account logged in on your Android Mobile device, click Add Account and log-in with School domain email-id.

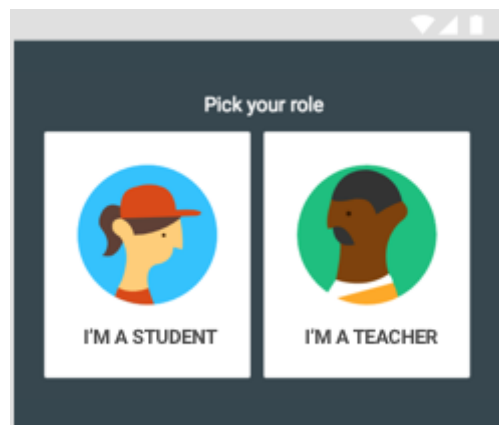
There is no need to logout from your previous Google account. Only remember to log-in Google Classroom with School Domain mail id.



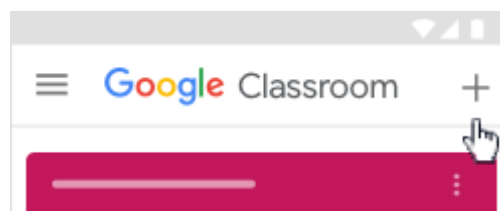
Step (5):- You will find screen asking “**I AM A STUDENT**” “**I AM A TEACHER**”.

Tap on “**I AM A STUDENT**”

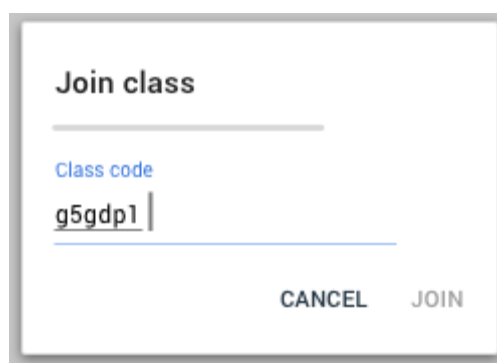
Please do not click “I am a Teacher” as it will keep your account suspended till it is verified and re-designated as Student account from School end by the Vice Principal / IT Admin.



Step (6):- At the top, tap Add + > Join class.



Step (7):- Enter the class code that your teacher gave you and tap Join. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.

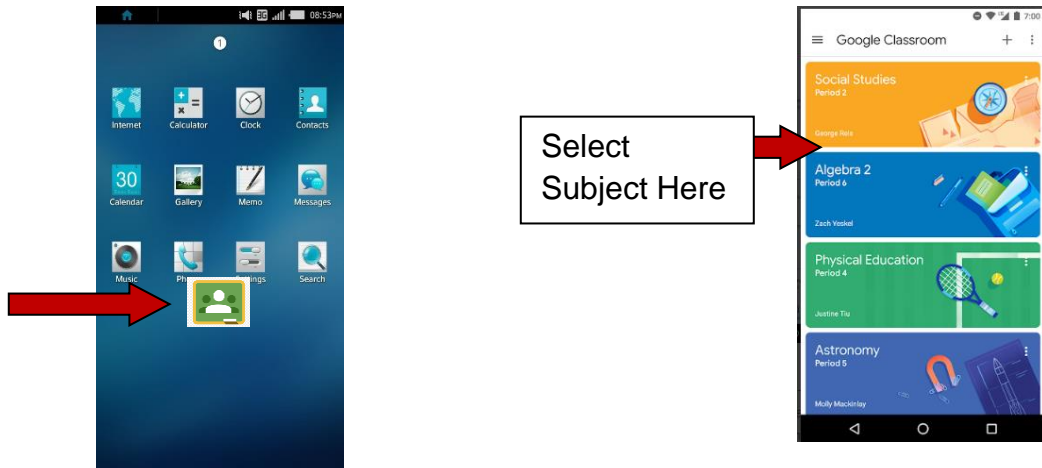


- (i) Ask for Class code from your Teacher and feed in the class code to join the class.
- (ii) Explore the classroom and follow the instructions posted there.

GOOGLE MEET FOR VIDEO LIVE INTERACTIVE ONLINE CLASSES.

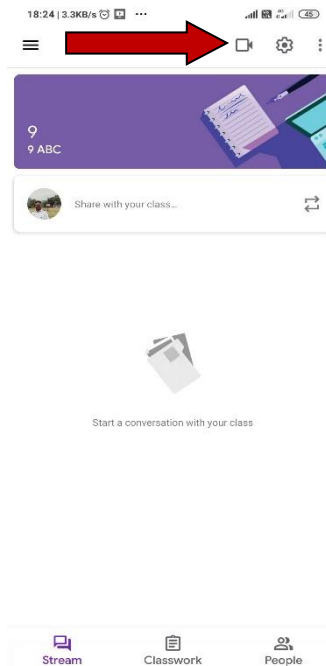
(a) FOR ANDROID MOBILE/ TABLET DEVICE


Step (1) :- Open Google Class Room App and click which class you have live session (Check your Live Class Schedule from our School website) and ensure you have joined in all the subjects offered by our School.



Step (2) :- You can directly access and join Meet Video conferencing online classes by clicking on the link posted by your teacher on stream page of Google Classrooms app. (Or)

After selecting particular Subject tap on Video Camera Icon



Step (3): After Selecting Video  Camera Icon automatically Google Meet App will be opened.



(i) Alternatively, you can also join the online classes from Meets App by Joining with the Code as given on your Stream page,

(ii) All scheduled Meet video Online classrooms are also scheduled you can check our school website for updates of class schedule.

Step (4) – Tap on Join Meeting for your Live Session

Note : Please switch off Mic for clear audio