



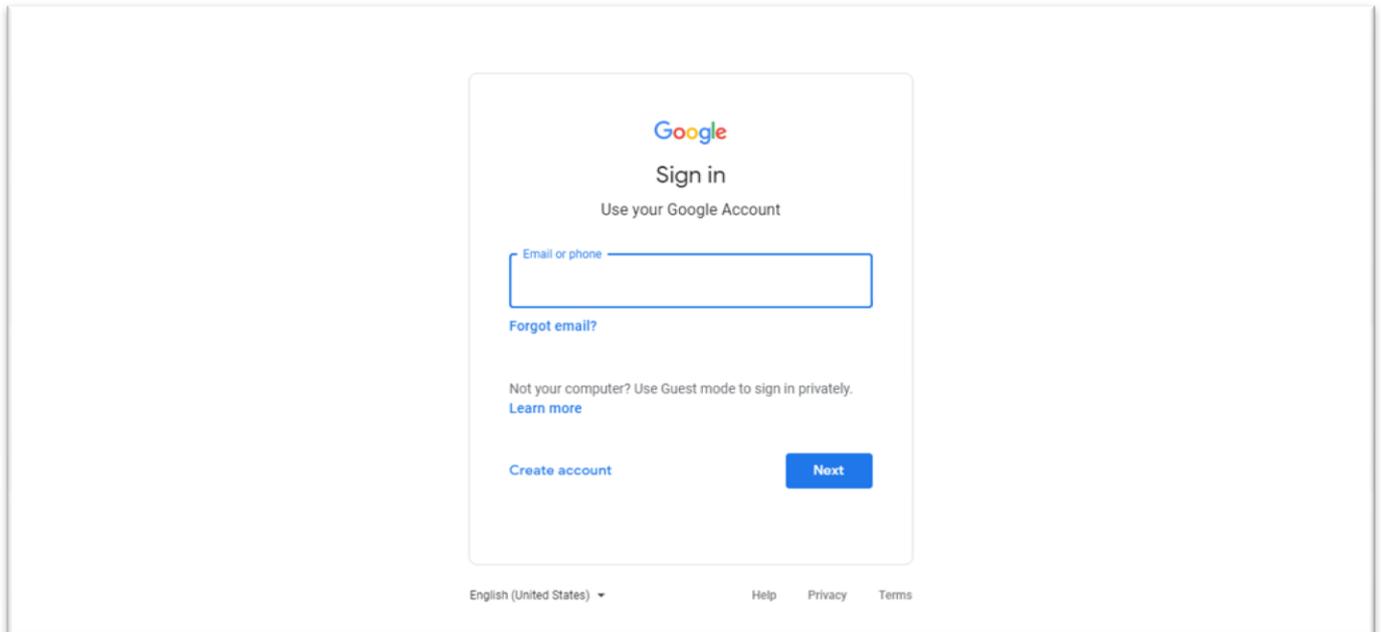
HOW TO USE GOOGLE CLASSROOM (FOR STUDENTS)

FOR LAPTOP / DESKTOP USERS

To log into Google Classroom, visit:

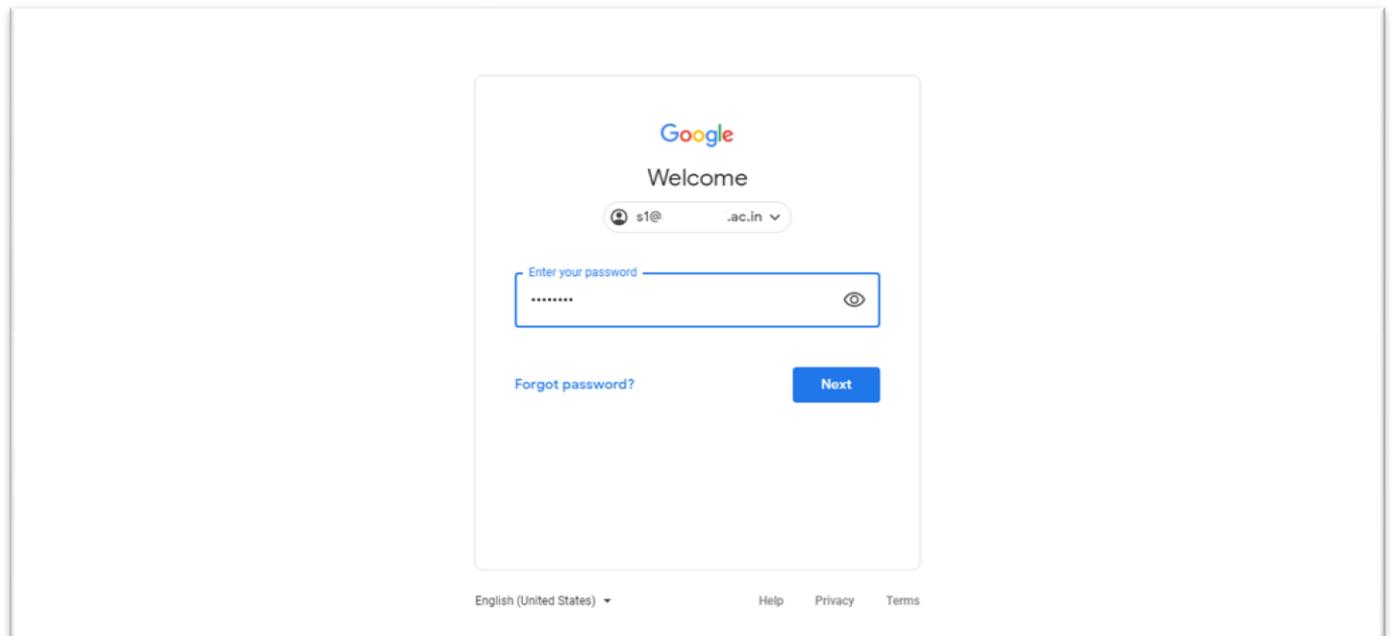
<https://classroom.google.com>

Enter the email address given to you by the school and click **“Next”**



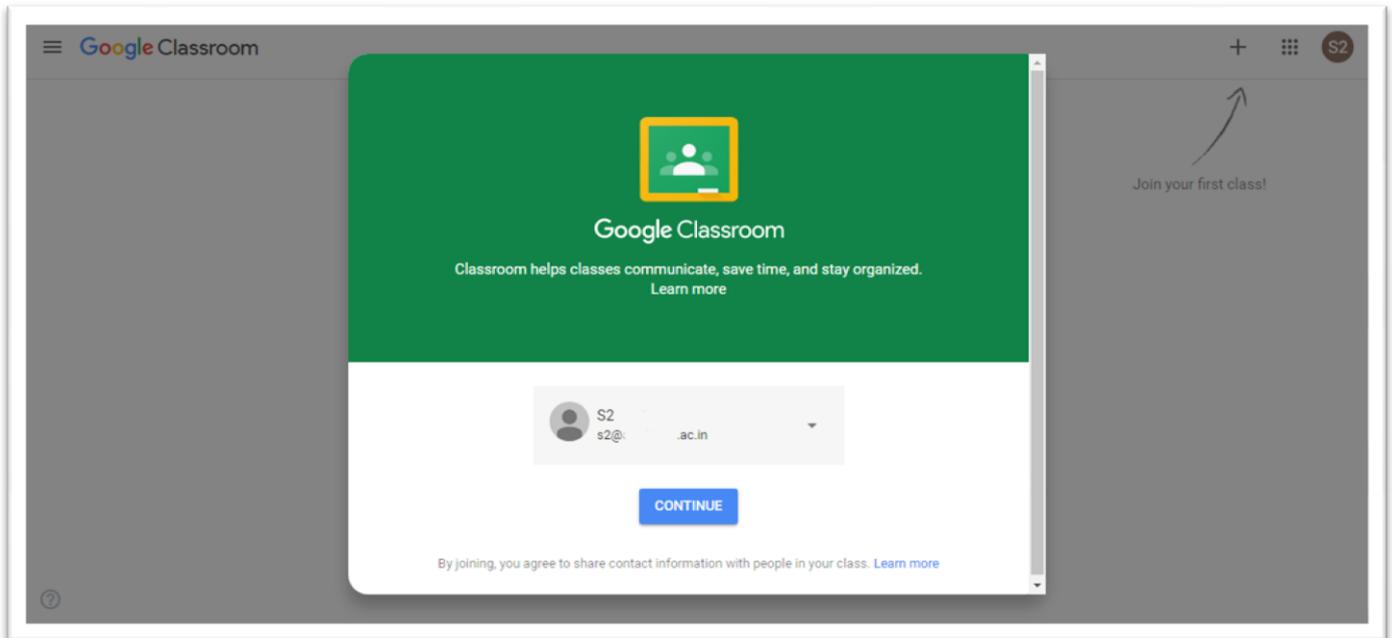
The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a link for "Forgot email?". A note below that says "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom of the sign-in box are two buttons: "Create account" and "Next". The footer of the page includes "English (United States)", "Help", "Privacy", and "Terms".

Enter the password of your Google Account and click **“Next”**

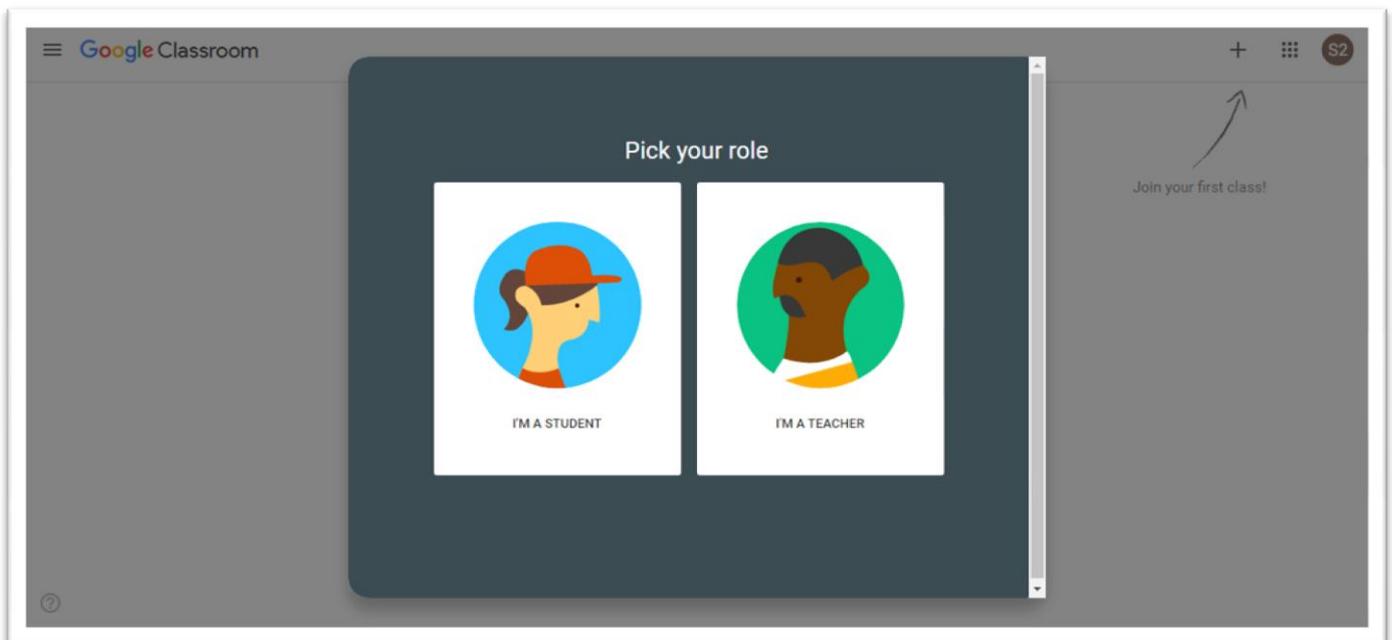


The screenshot shows the Google password entry interface. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing "s1@" and ".ac.in". Underneath is a password input field labeled "Enter your password" with a masked password "*****" and a visibility toggle icon. Below the field is a link for "Forgot password?". At the bottom of the sign-in box is a "Next" button. The footer of the page includes "English (United States)", "Help", "Privacy", and "Terms".

When signing in for the first time, you'll be presented with the following screen. Click **"Continue"**



On the following screen, click on **"I'M A STUDENT"**

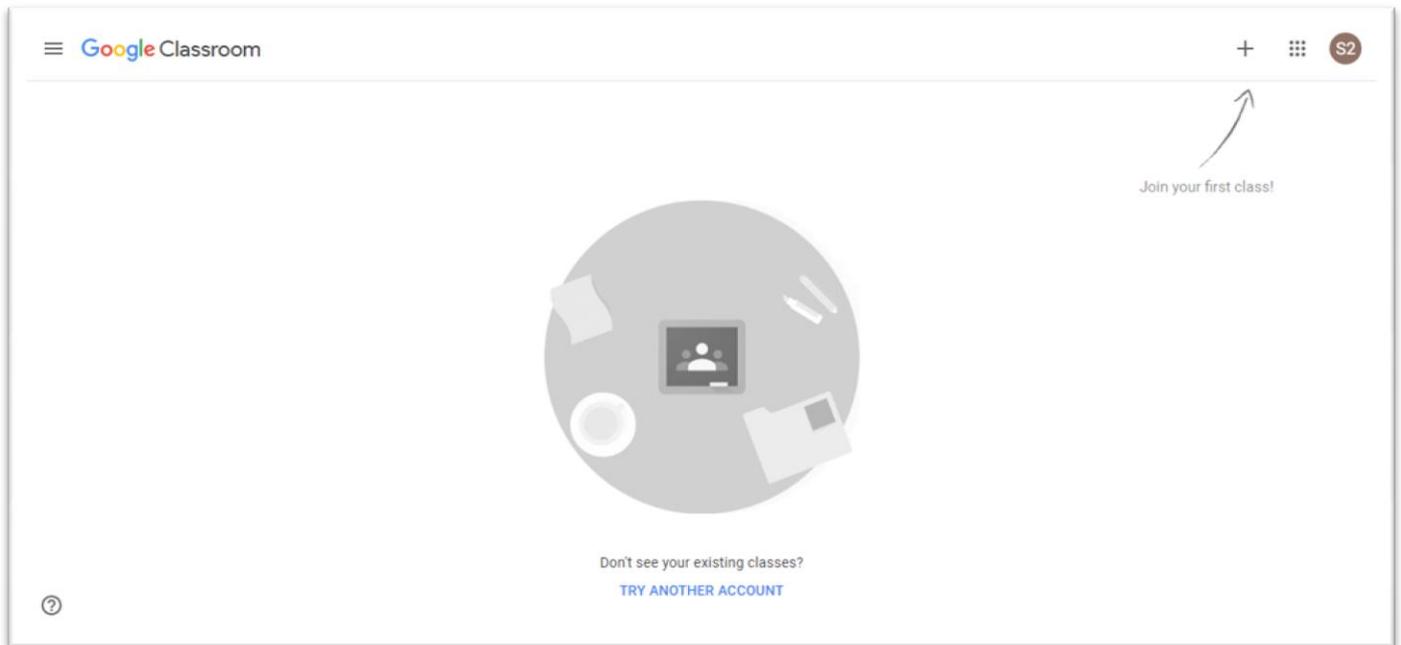


You're now required to join classes for all subjects that you are studying.

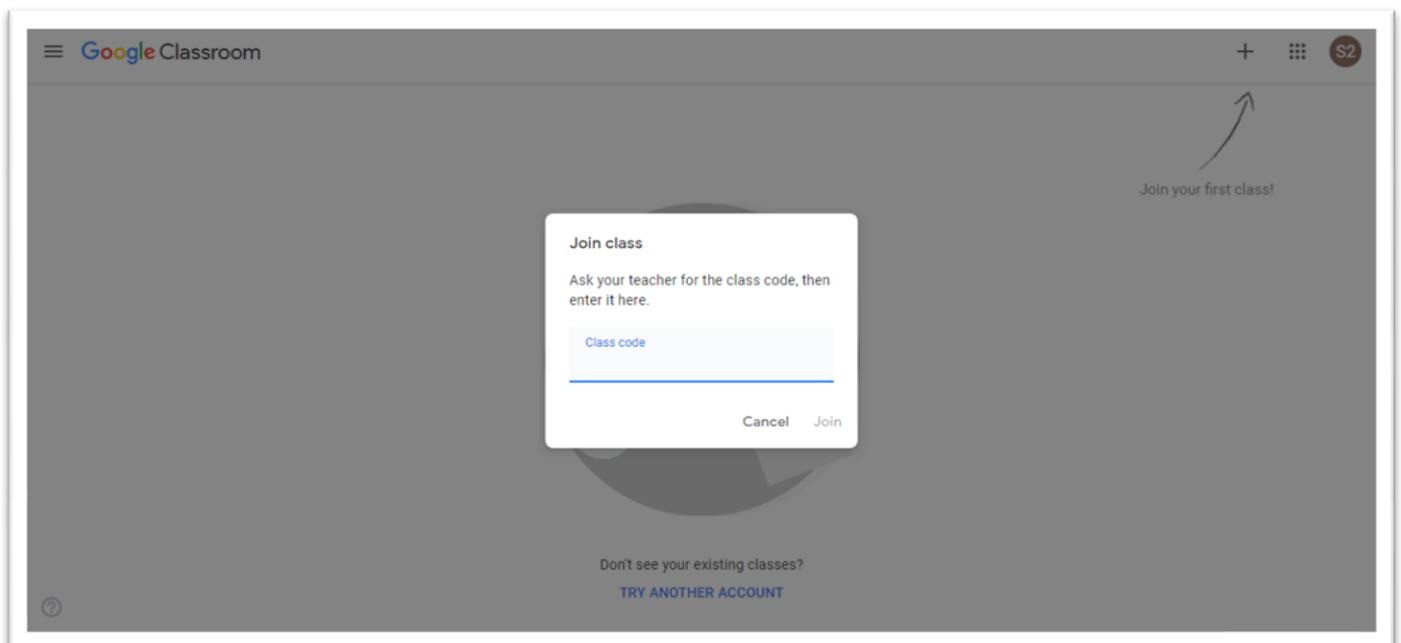
There are two ways you can join a class.

- a) The teacher adds you in a class and you'll receive an email informing you. You need to accept and join the class.
- b) You'll be given a class code which will have to be entered on your own and join the class.

Now, click “+” sign to join classes.

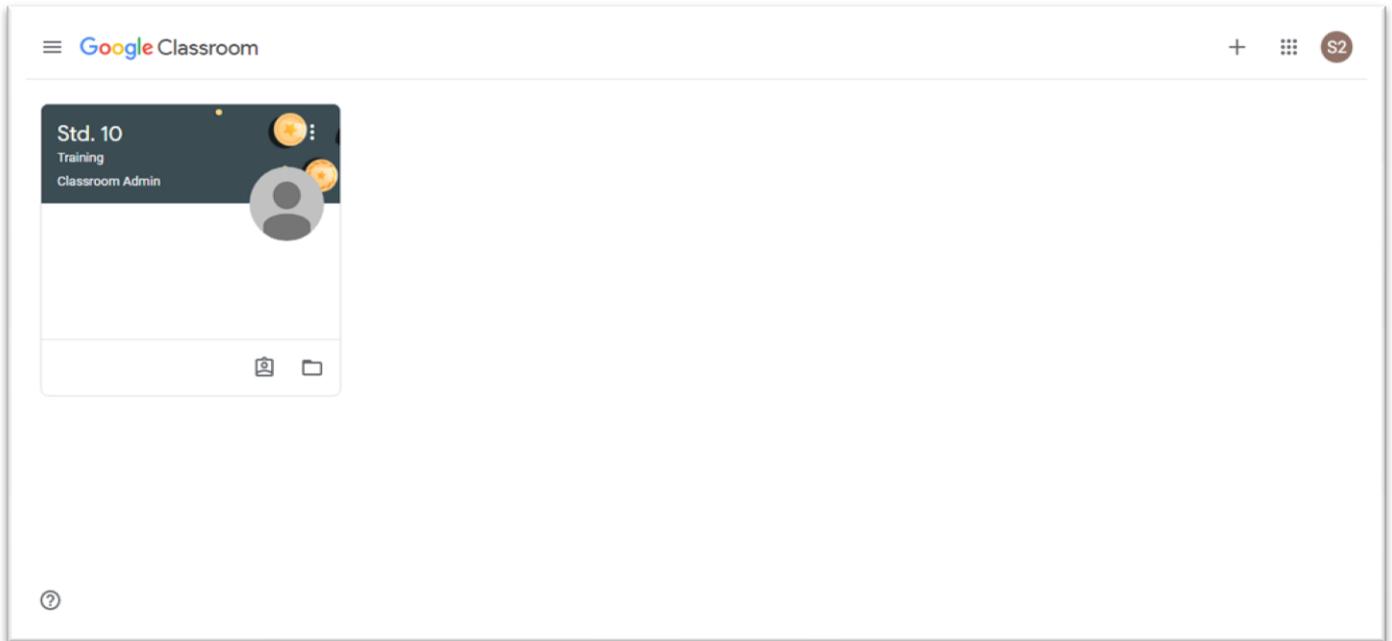


Enter the class code of the class that you wish to join.



Repeat the process for all classes that you wish to join.

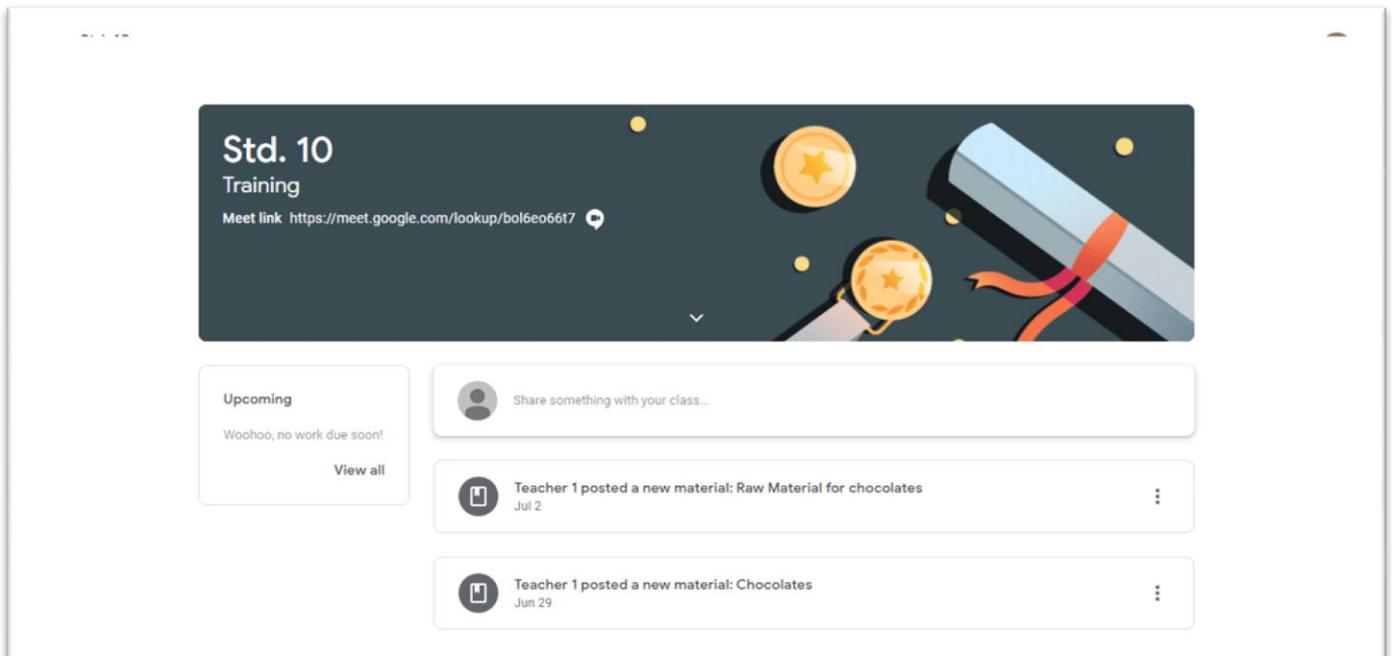
You will see all the classes that you've joined on the Classroom home.



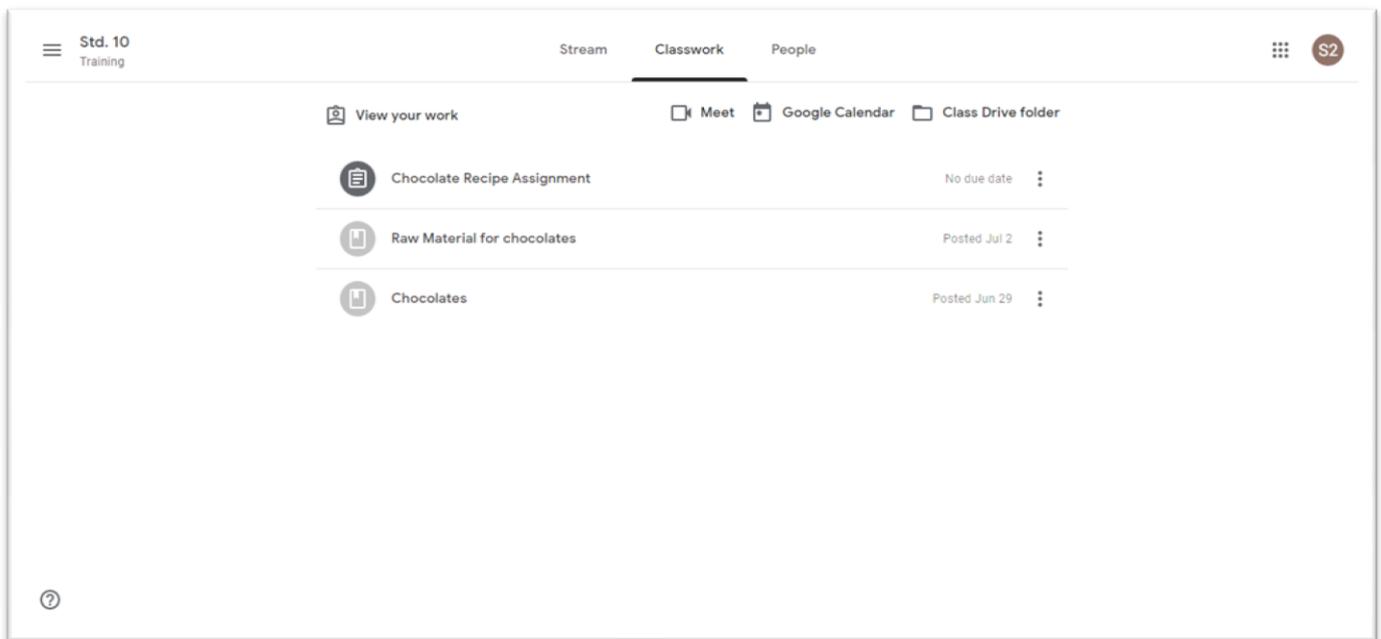
Click on the class that you wish to enter.

You will now see all that notes and assignments shared by your teacher.

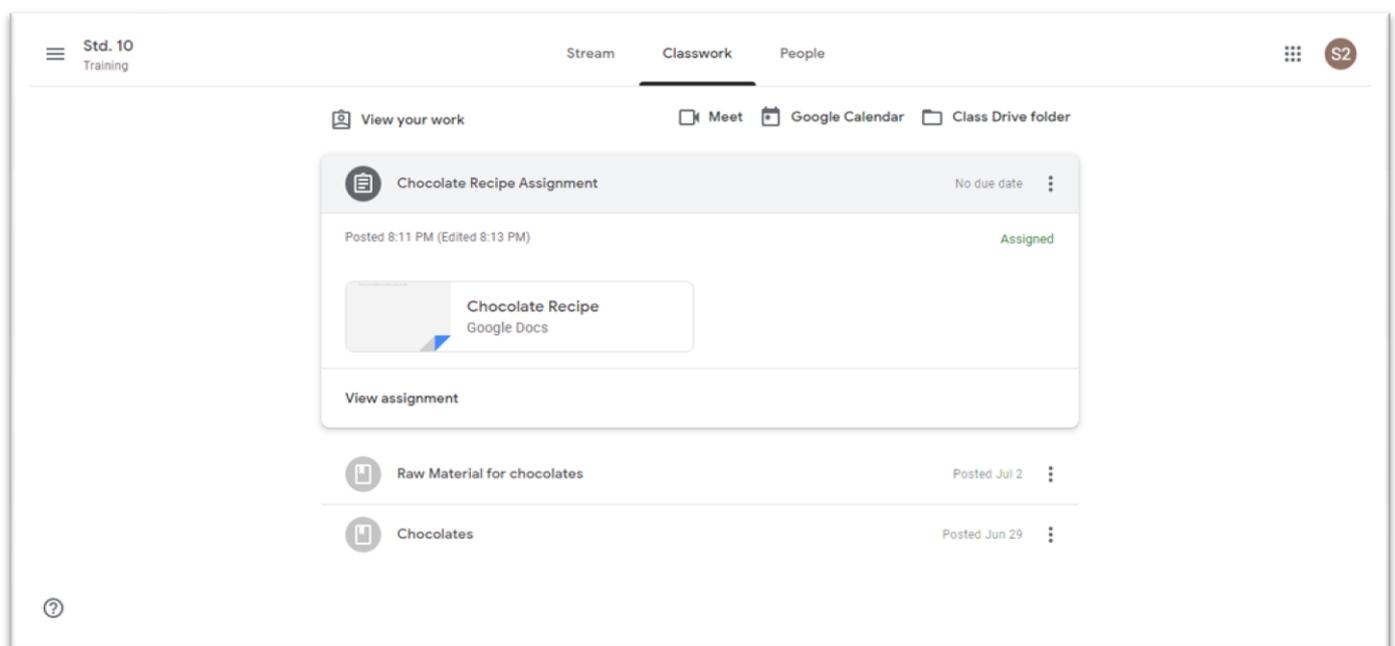
You will also see a Google Meet link if the teacher has scheduled a meeting.



Click on the “**Classwork**” tab to see all class notes, assignments etc. shared by your teacher.



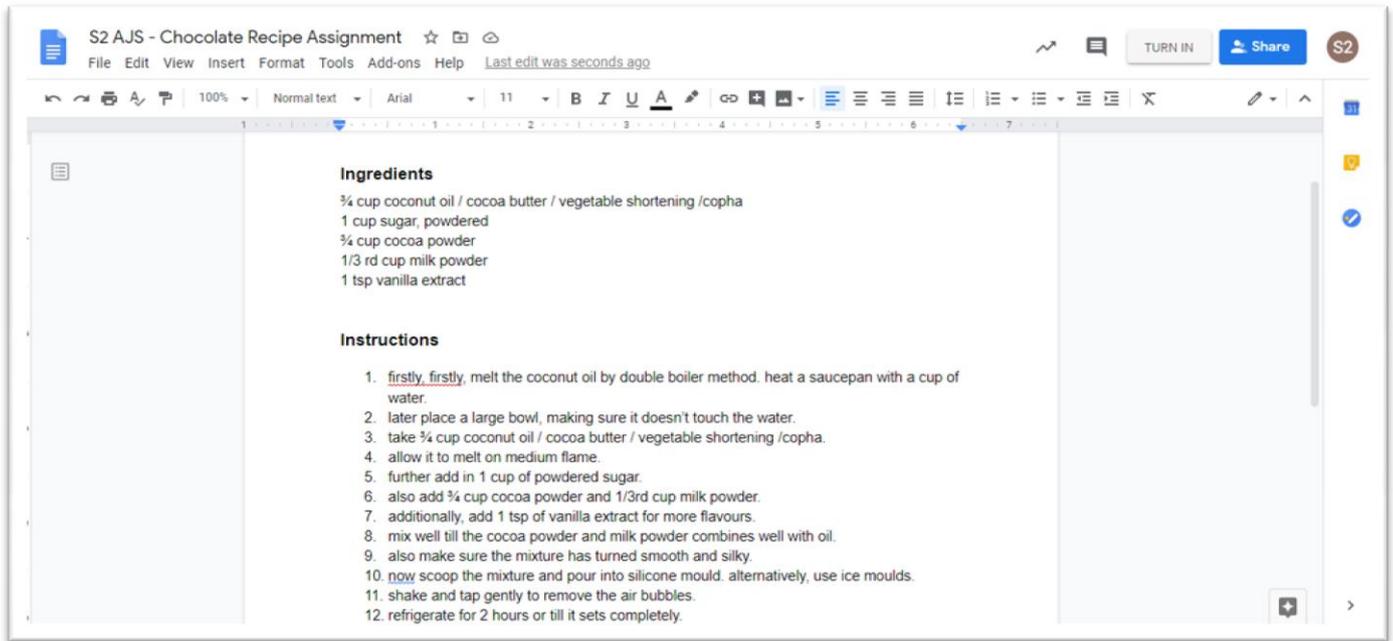
Click on the note / assignment you wish to see.



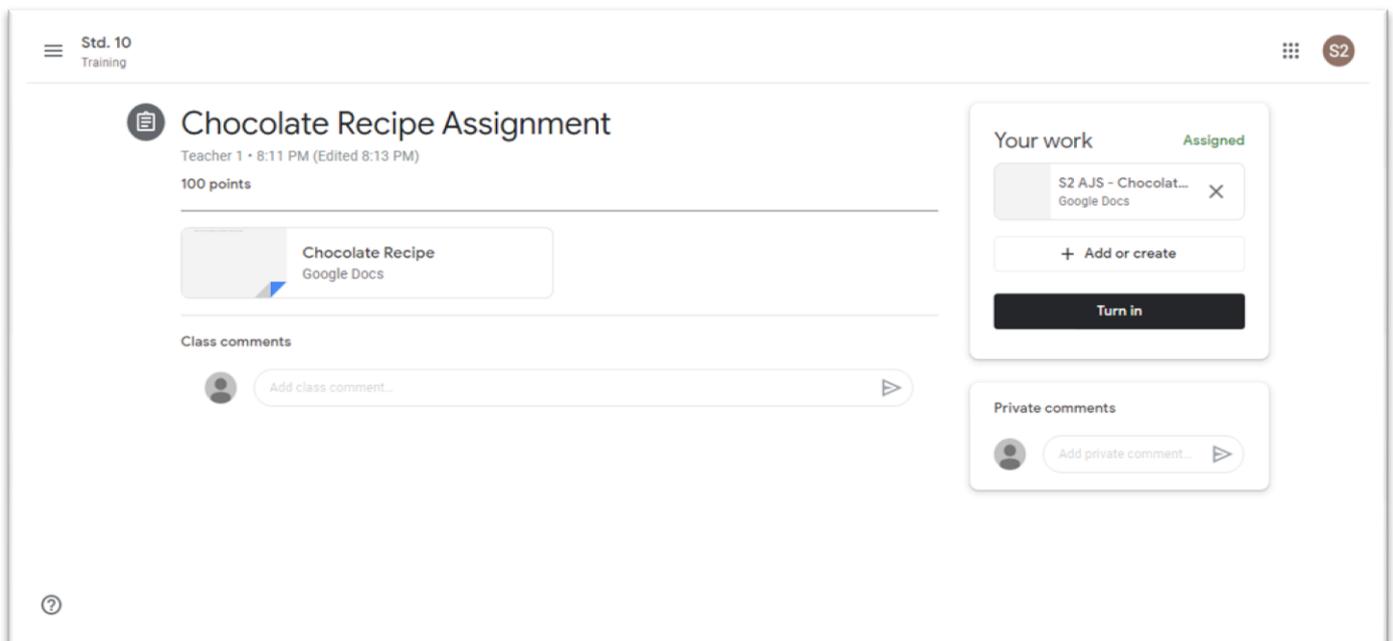
Once inside, you'll see the assignment and other material with it if any.

On the right hand side is “**Your Work**” section. Here you will be able to submit you replies/answers to the assignment given to you.

Create your answer using available resources (Docs, Sheets, Slides, etc.)

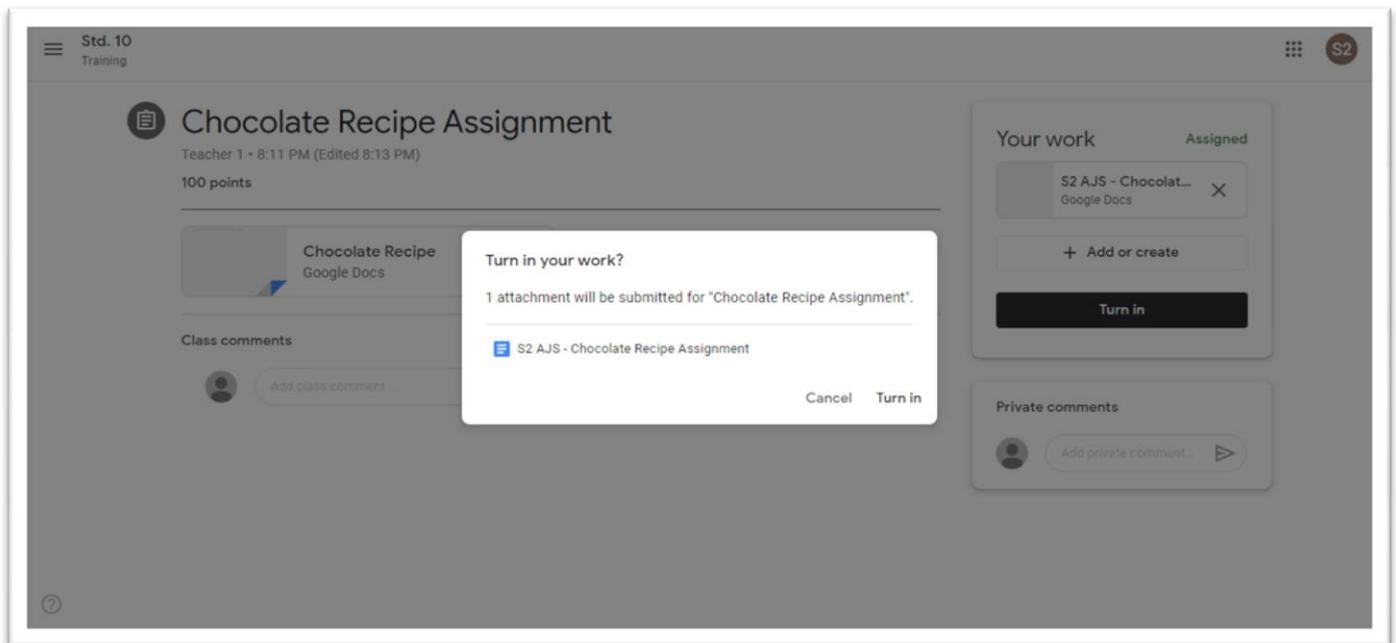


Once ready, click “Turn in” to submit your answer to the assignment.



A confirmation dialog box will appear.

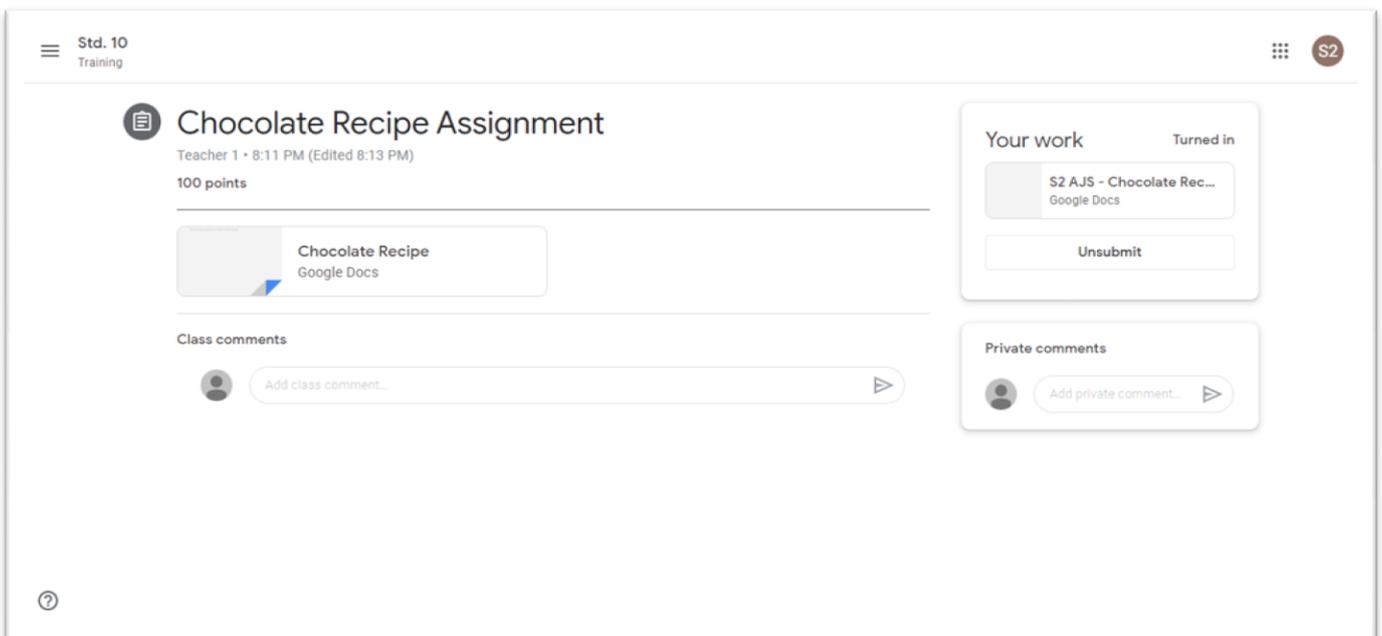
Click “Turn in” to submit your assignment or “Cancel” to cancel the submission.



Once submitted, the assignment will appear as **“Turned in”**

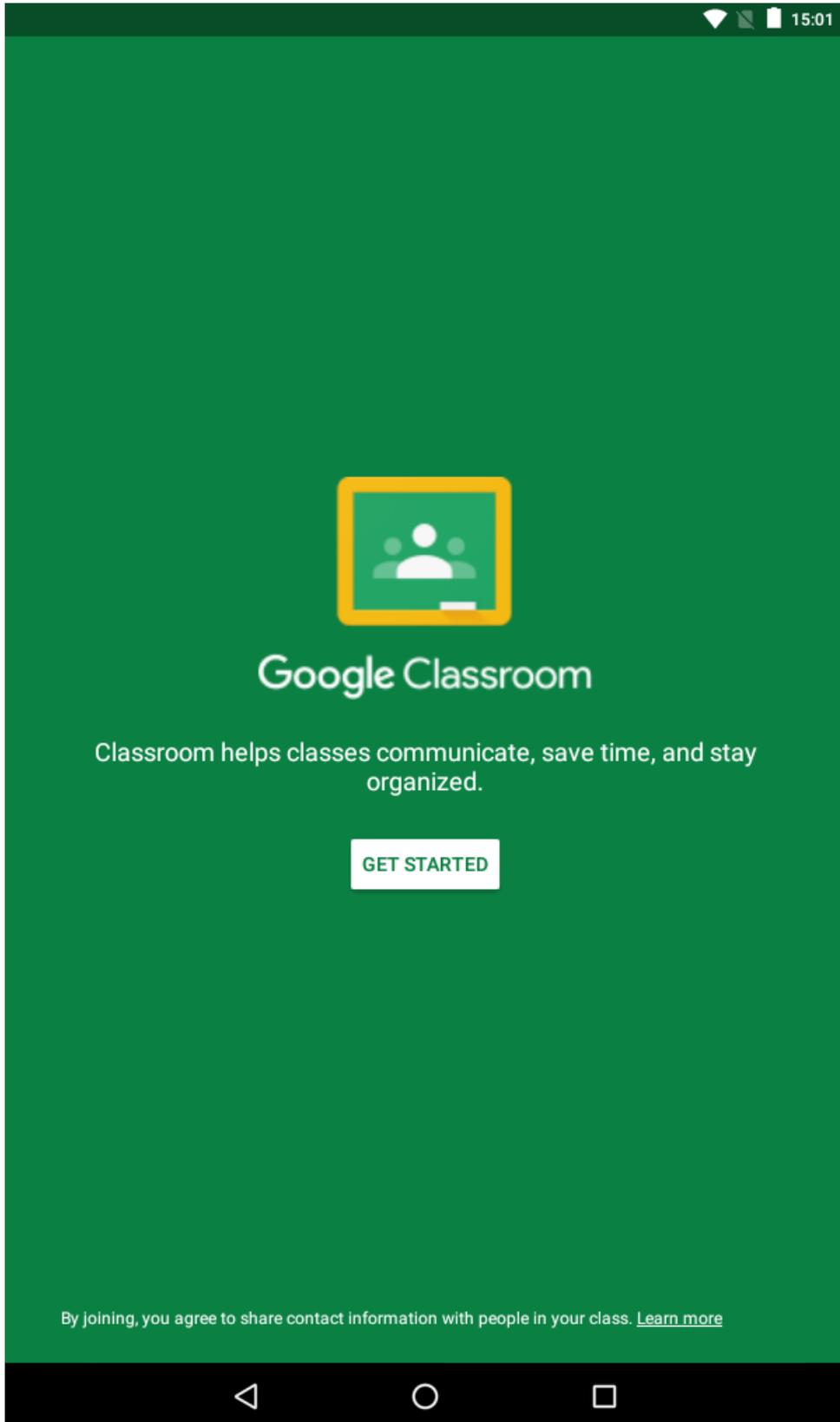
You may withdraw your submission of the assignment by clicking the **“Unsubmit”** button under **“Your Work”**.

A submission cannot be withdrawn after the teacher has checked the assignment.



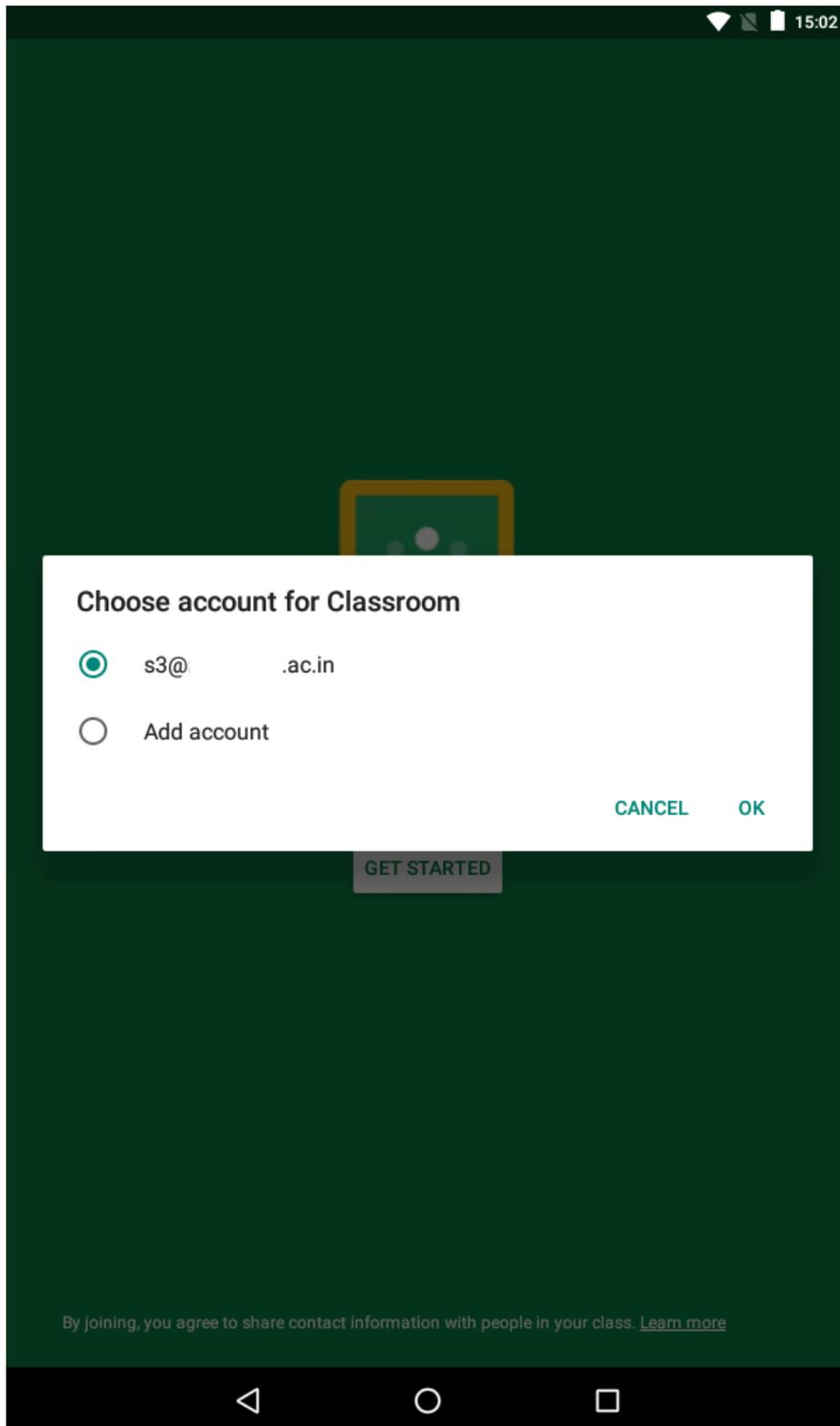
**FOR
SMARTPHONE / TABLET
USERS**

Download and install Google Classroom from Google Play Store / Apple Store

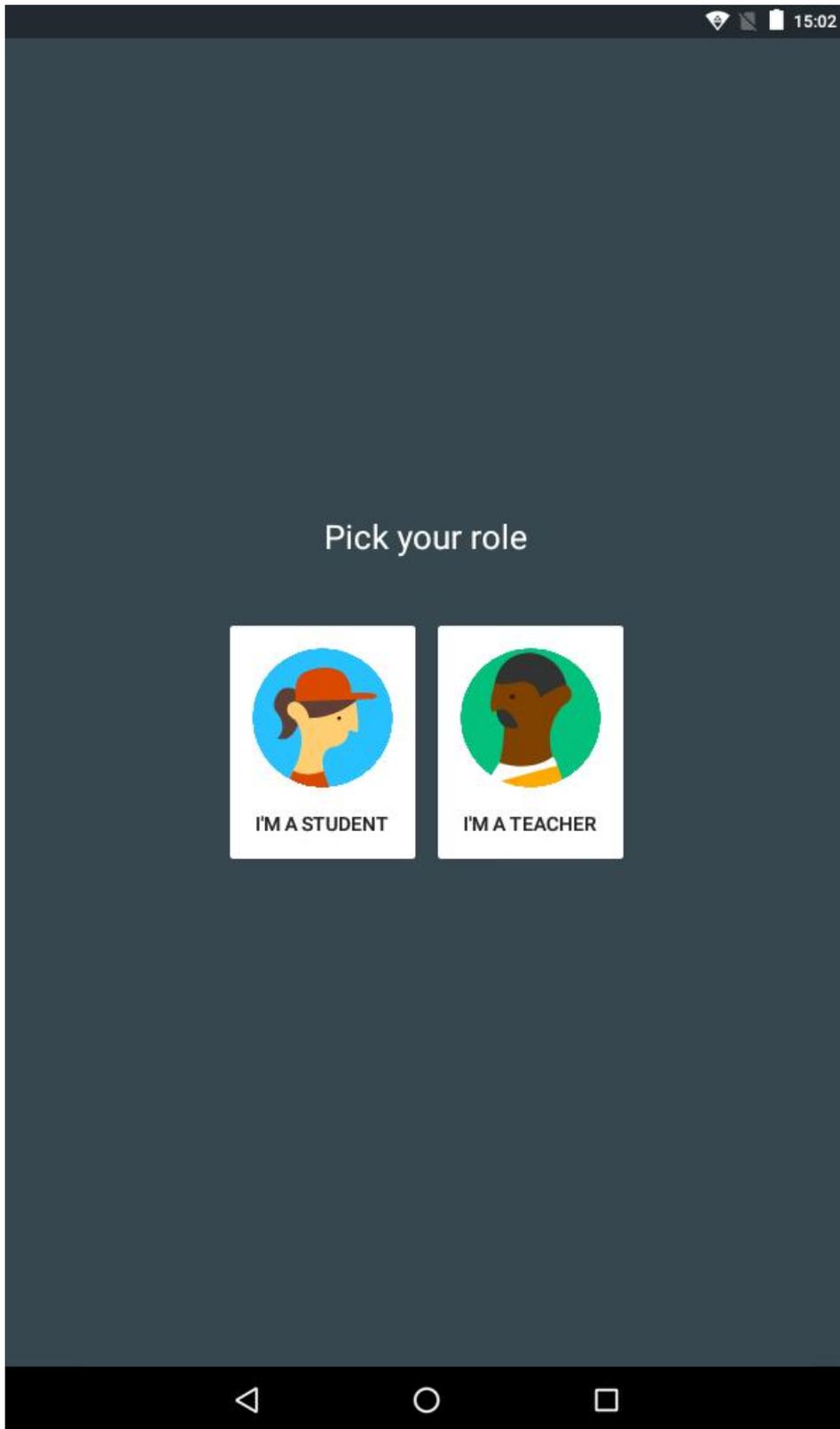


NOTE: It is assumed that the Google Account given to you by the school is already configured in the smartphone / tablet.

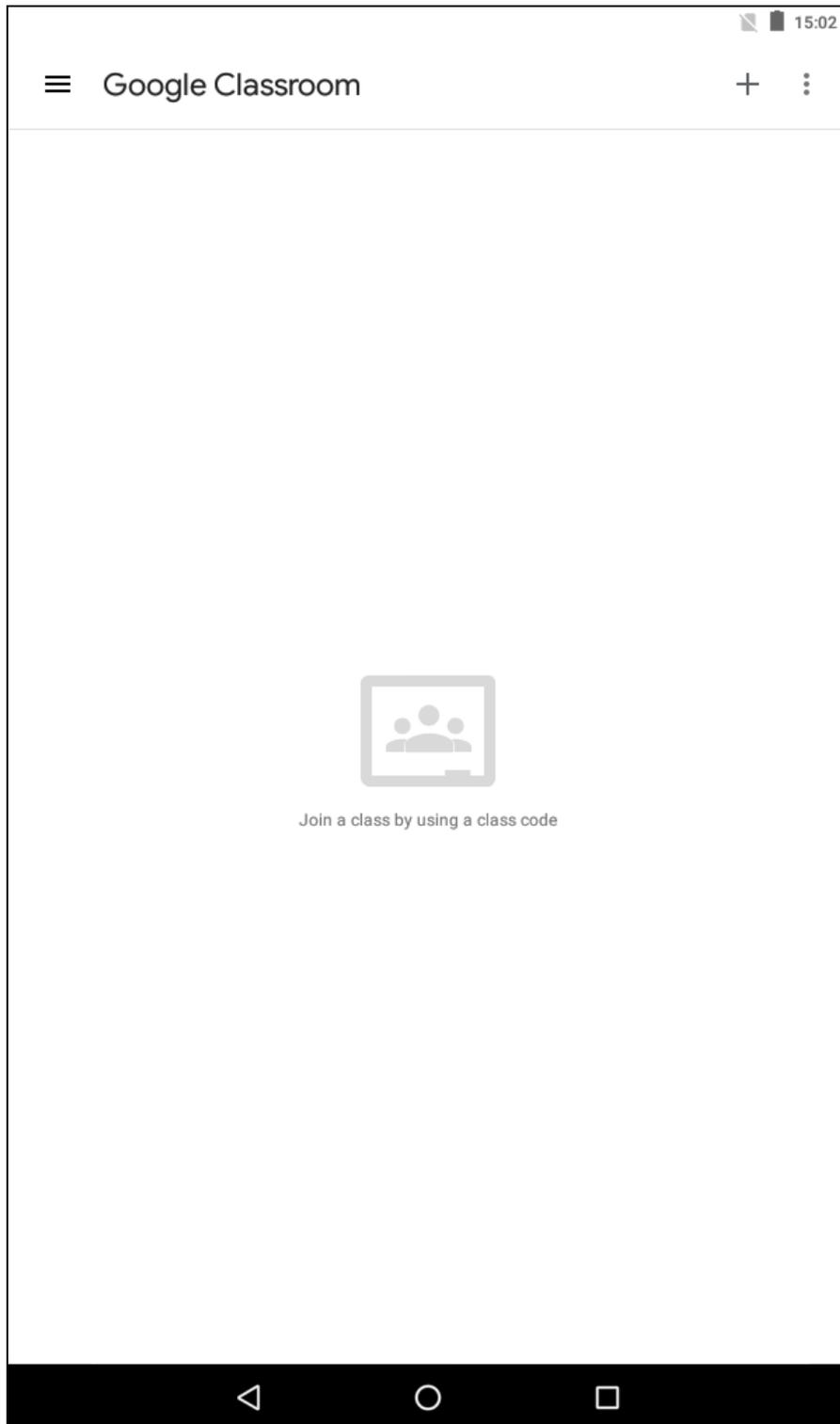
When starting the App for the first time, select the school's account for Classroom and tap **OK**



Next, pick your role as a **Student**, tap on “**I’M A STUDENT**” option

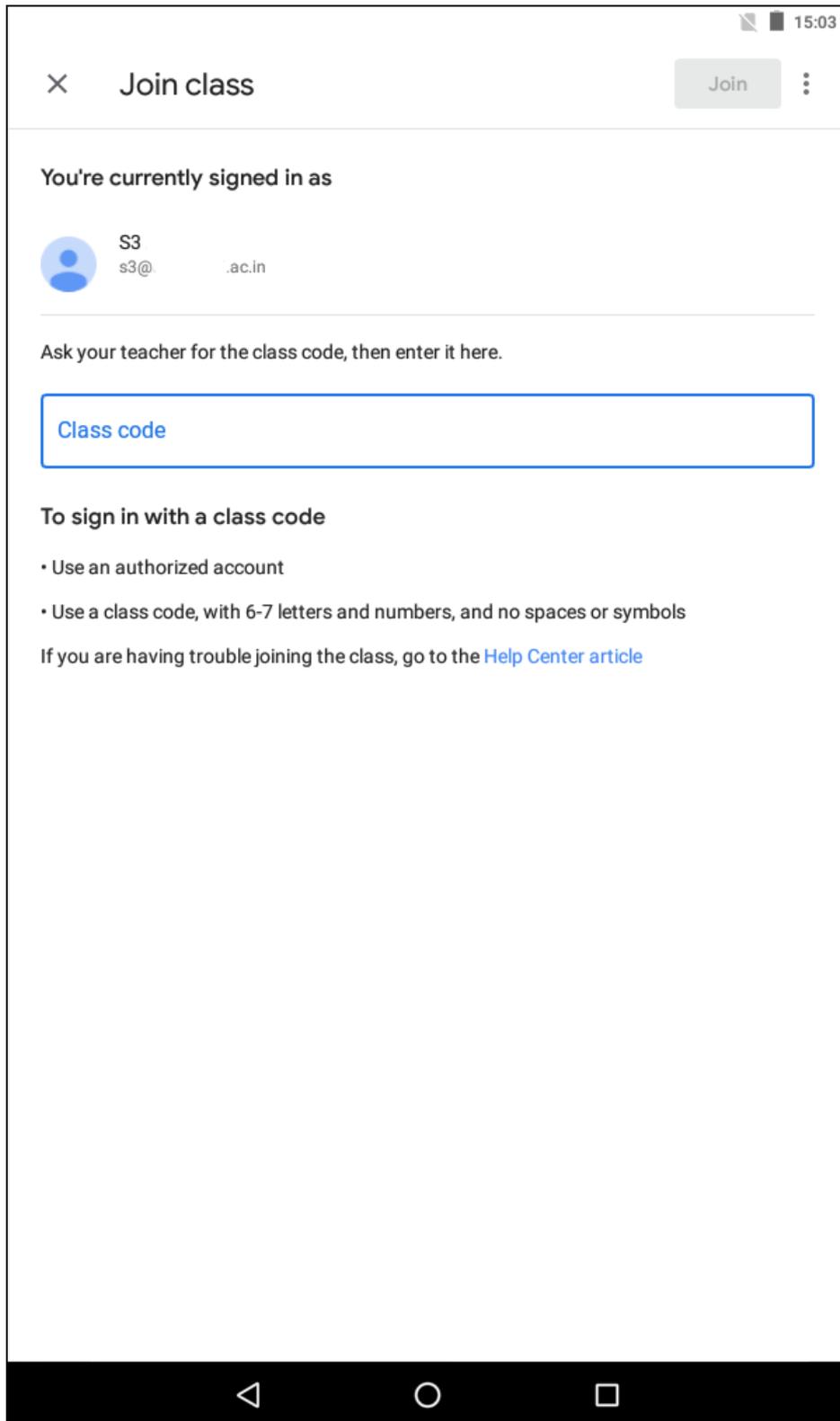


You'll now see the Classroom Home page.

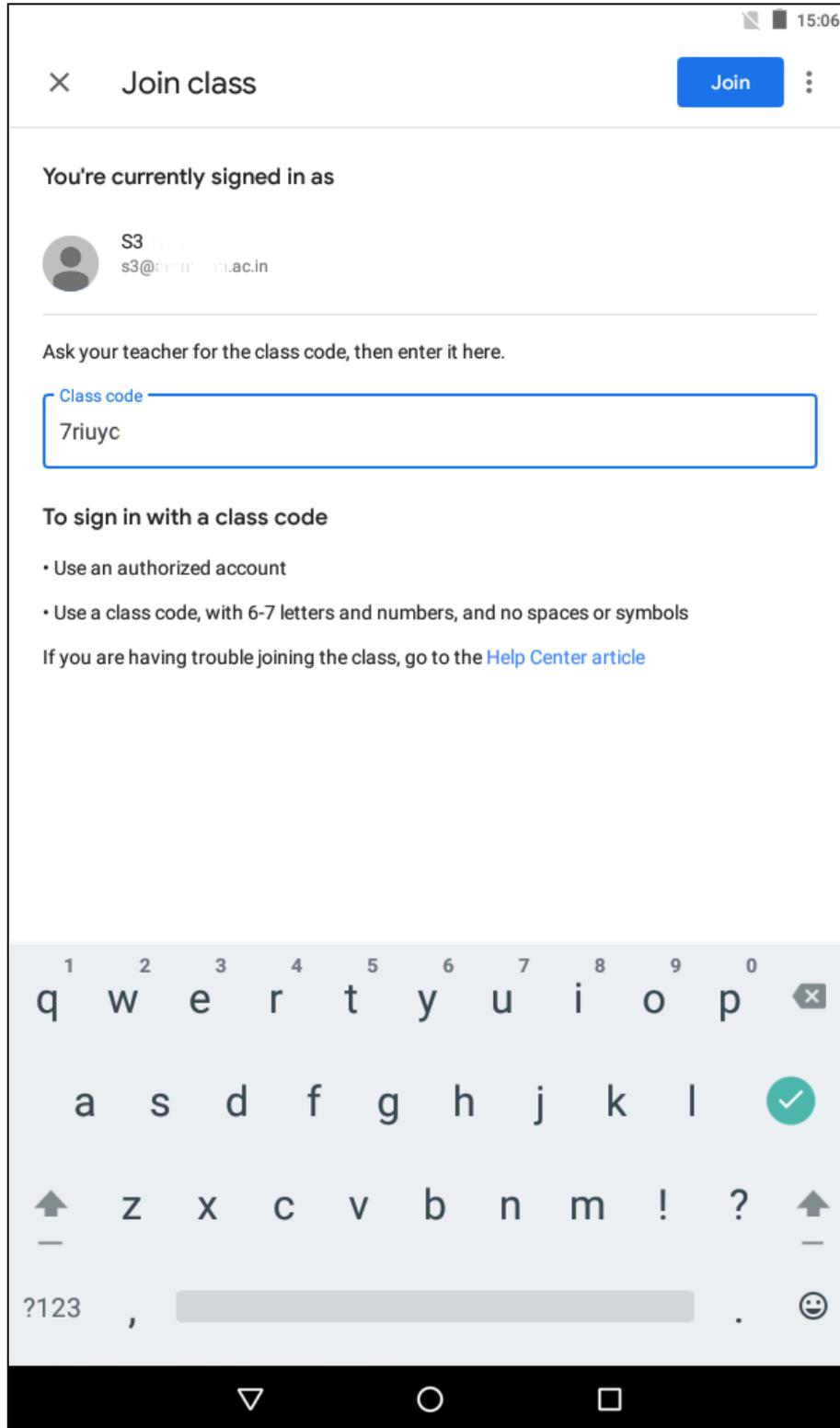


Click on the **+** sign on the upper right corner to join classes.

Enter the class code of the subject applicable to your standard and division



After entering the class code, tap **Join** on the upper right corner to join the class.



Once you've joined, you'll be taken inside the classroom.

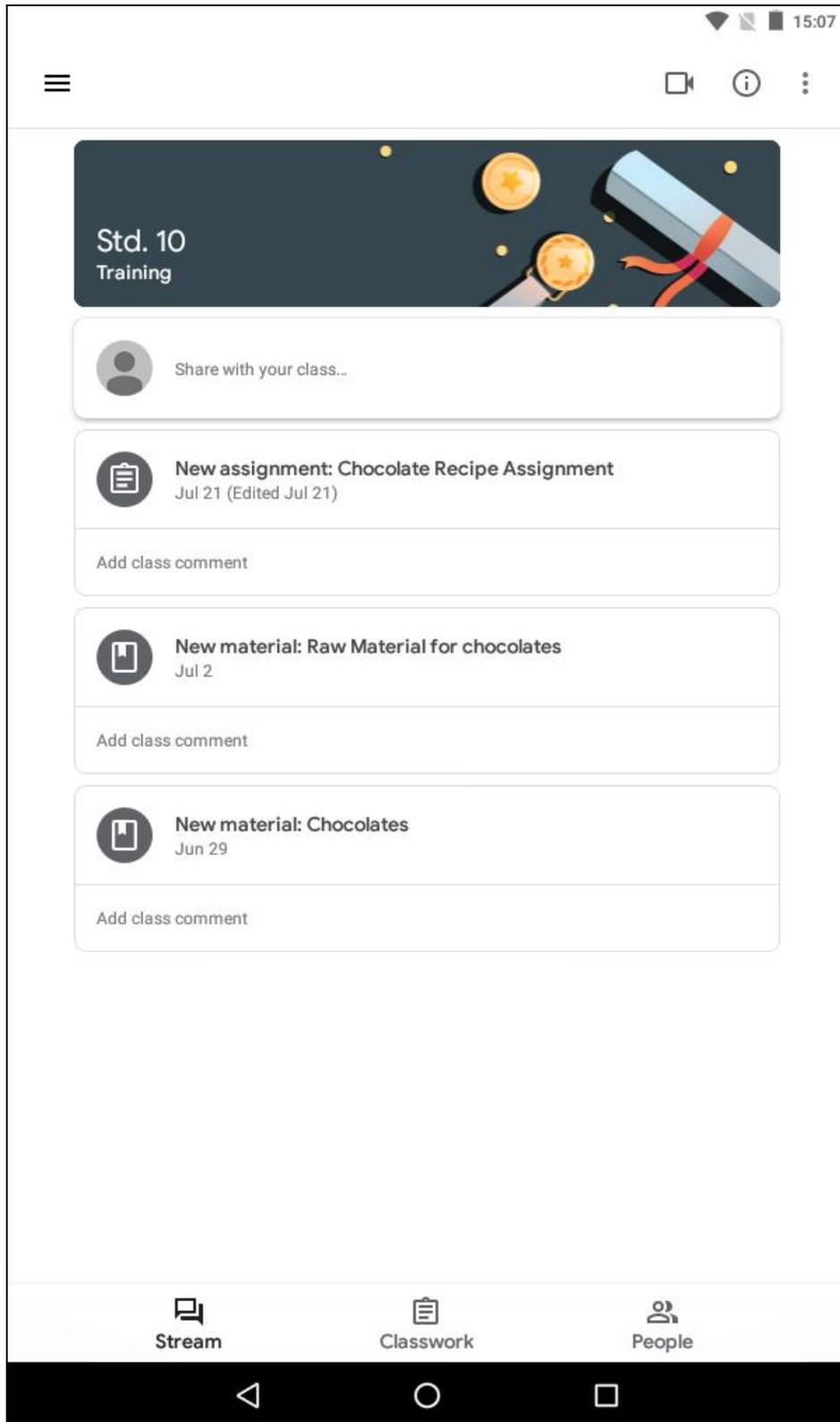
Tap the burger menu (three horizontal lines) on the upper left corner and select **Classes**

Repeat this procedure (adding classes) for all subjects that you are required to attend.

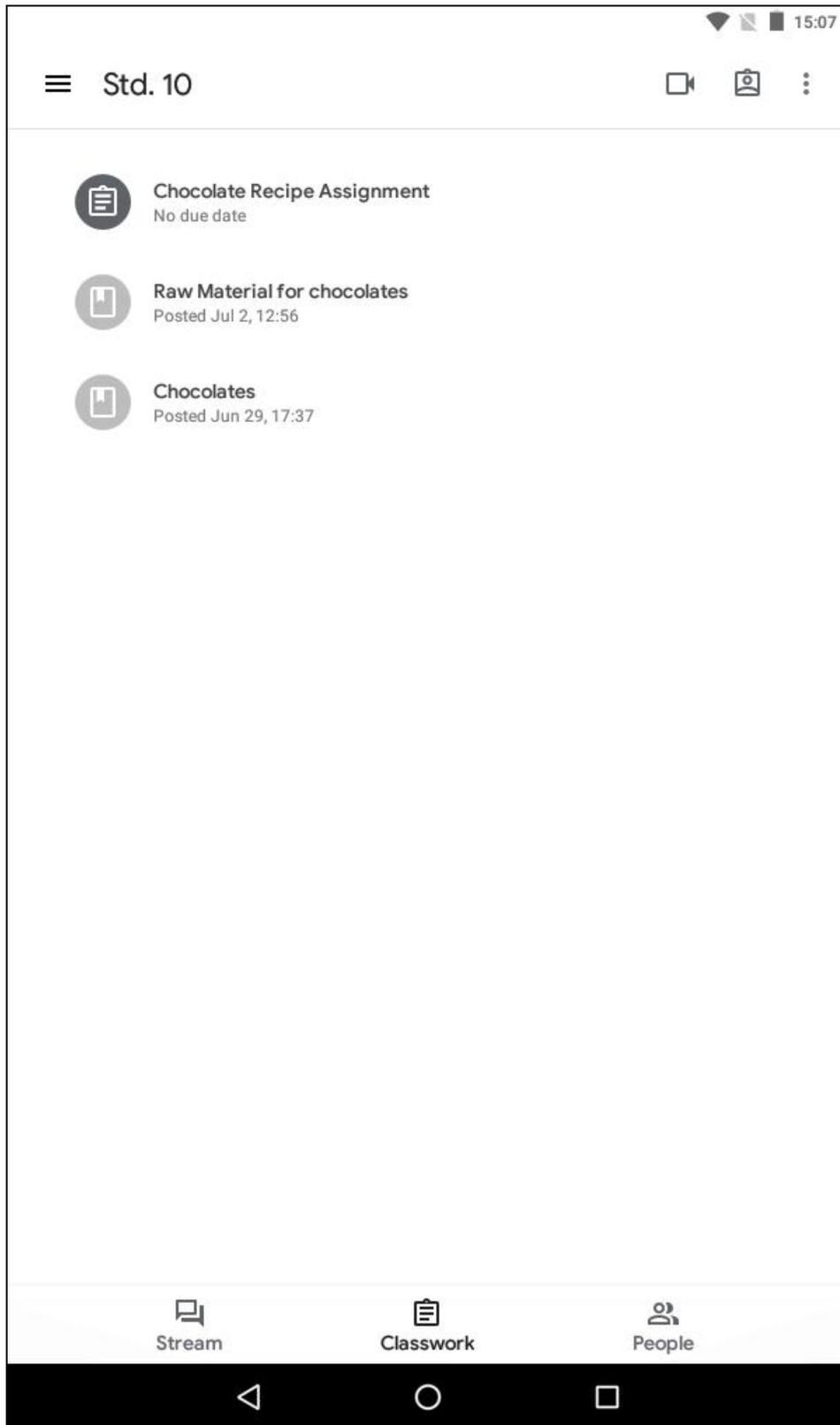
Once inside the Classroom,

Stream – Shows the material and assignments shared by the teacher and other communication

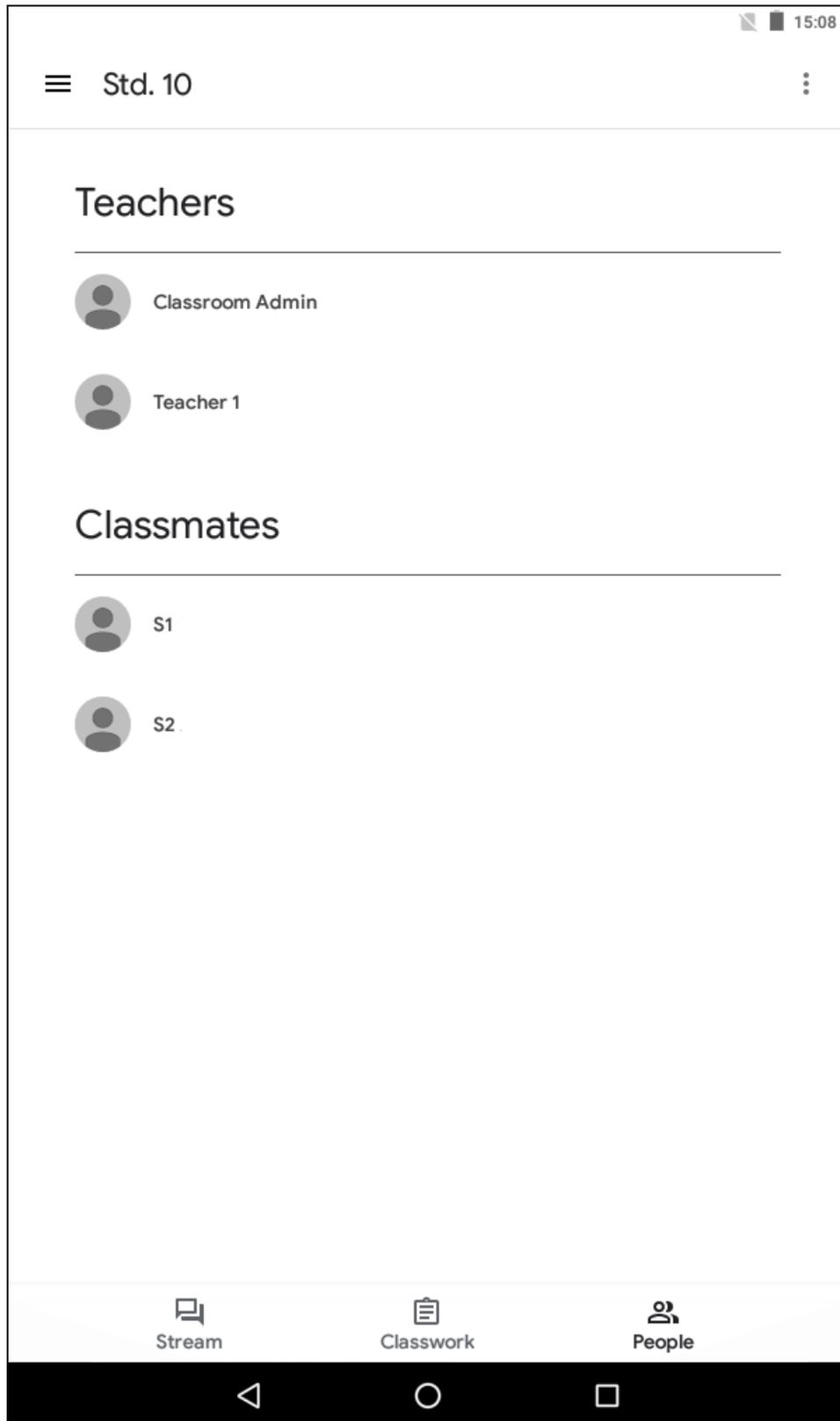
Tap on the material / communication / assignment to open the content.



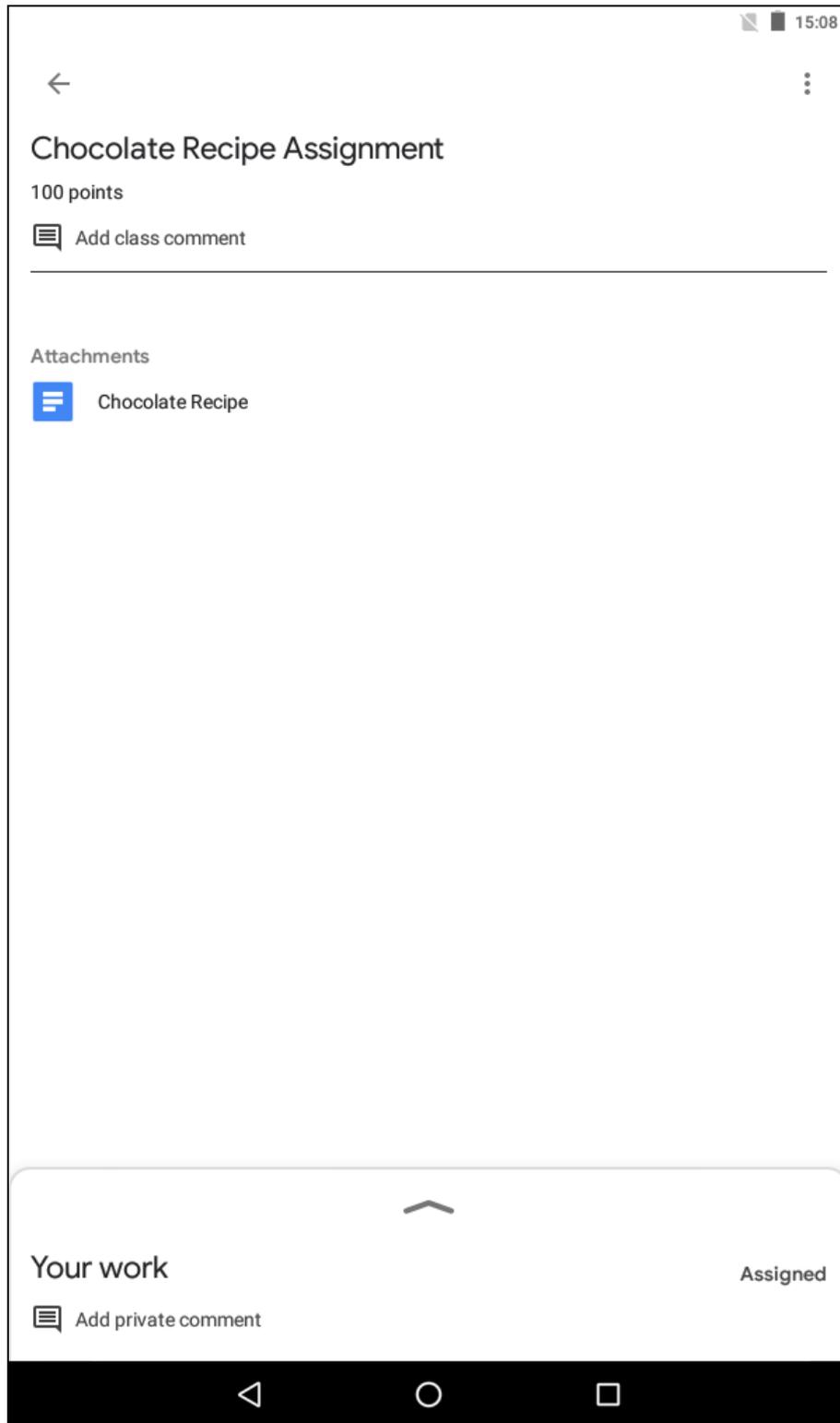
Classwork – Shows the class work shared by the teacher



People – Shows the class teachers and fellow classmates

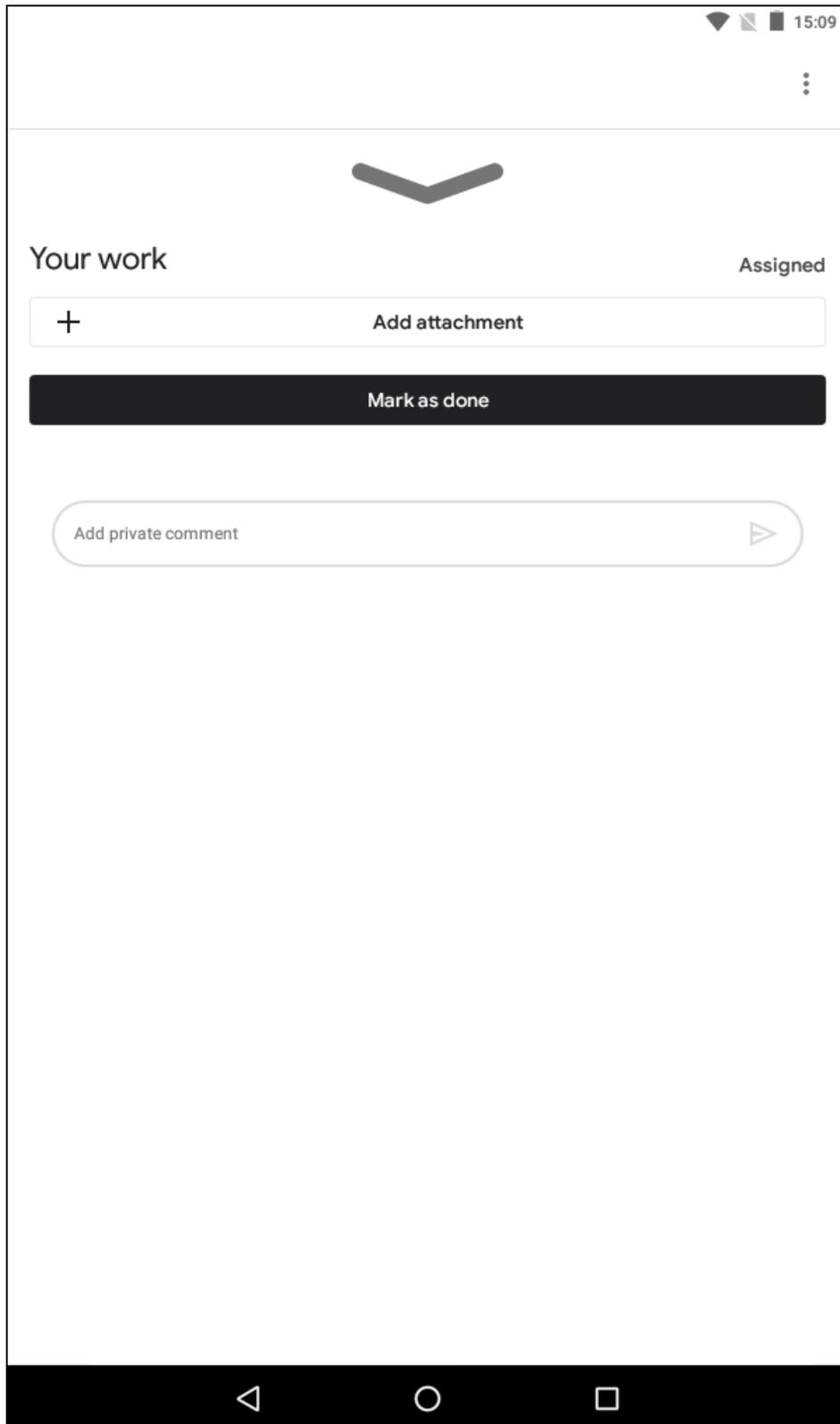


In the Classwork section, tap on the assignment you wish to work on and submit after completion.

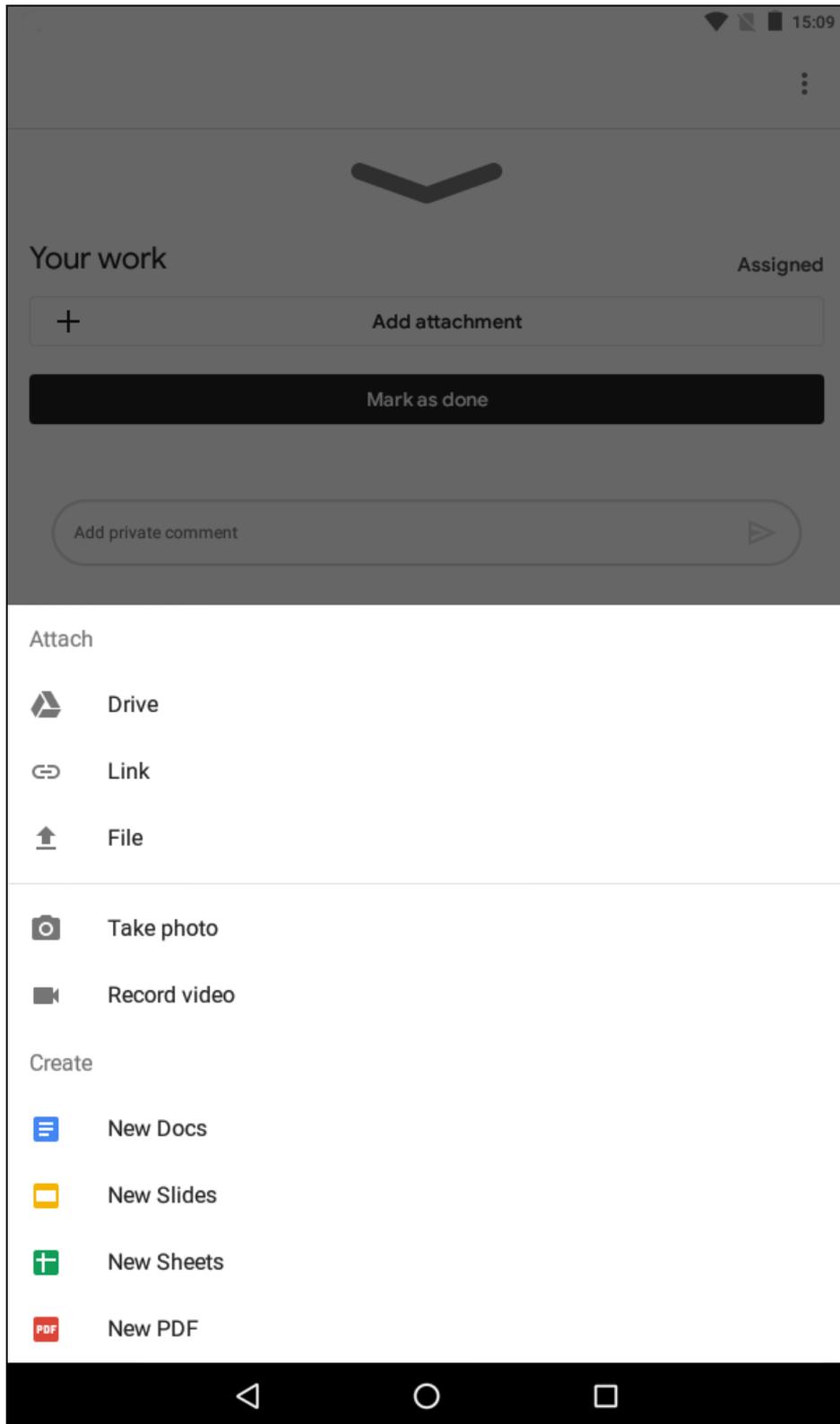


Tap on the assignment to go through it and make necessary preparations to answer it.

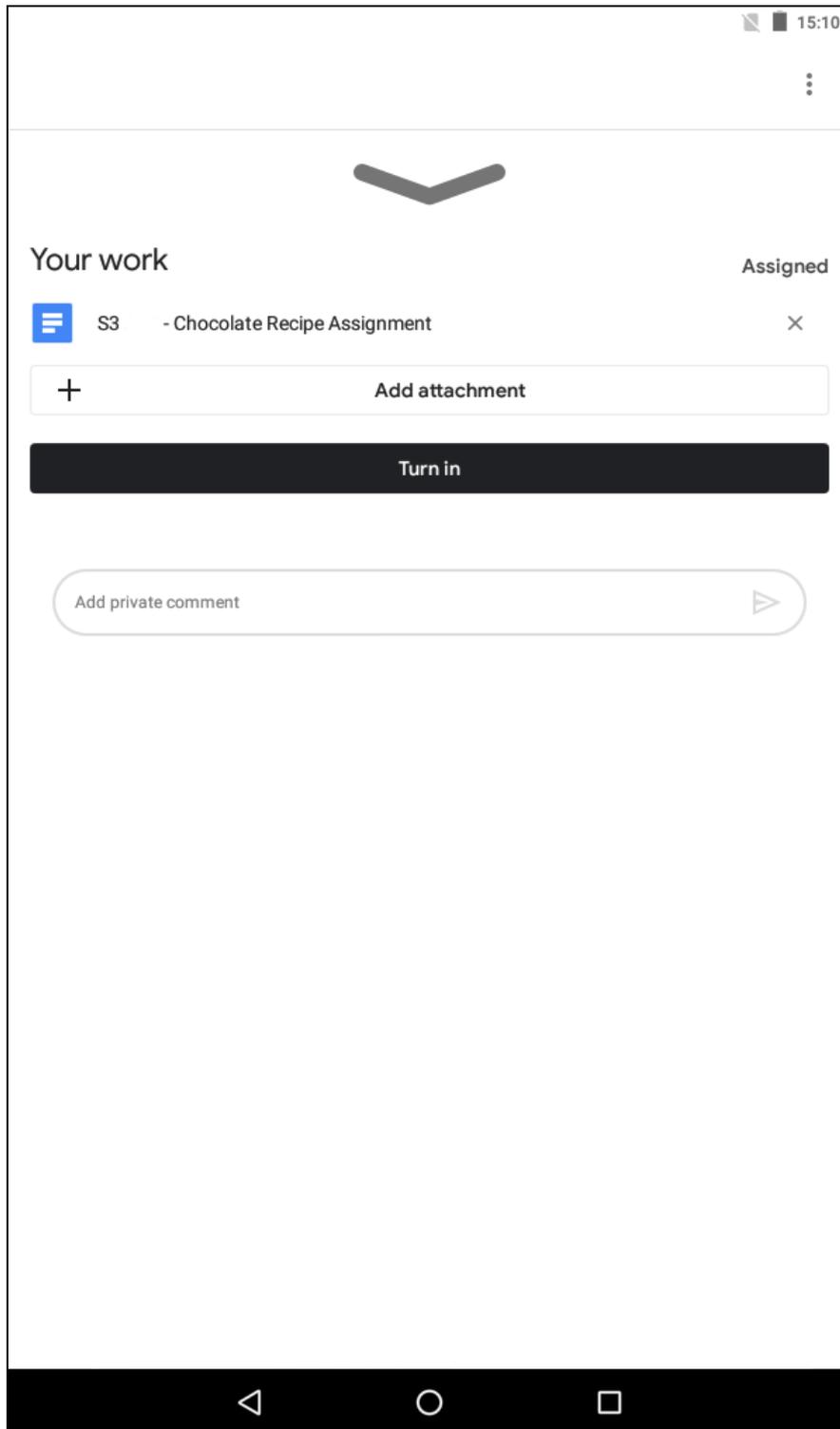
Once you've gone through the assignment, tap the arrow pointing upwards in the **Your Work** section (at the bottom of the screen)



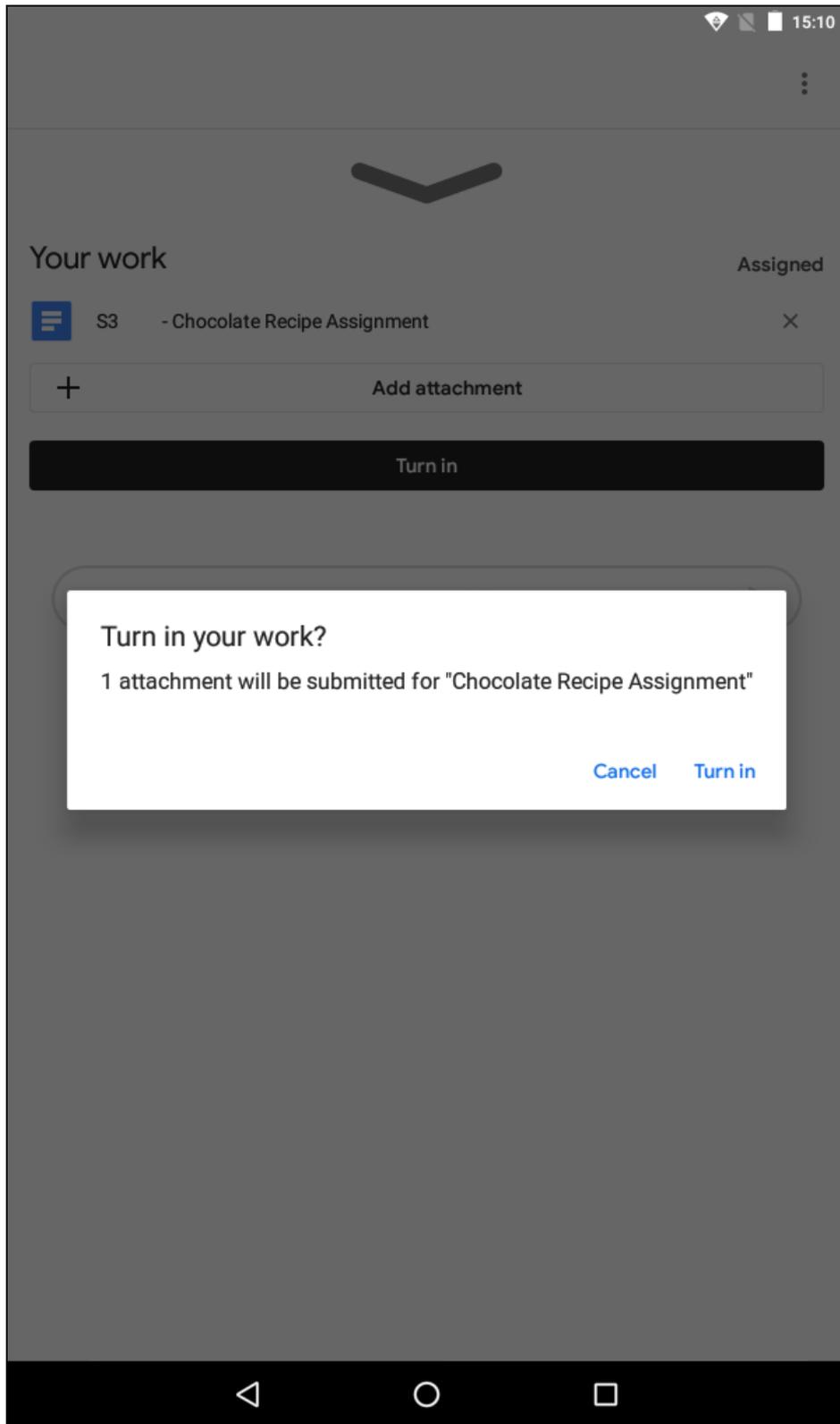
Tap **Add attachment** to add attachments from your device / drive and various other sources as answer(s) to the assignment.



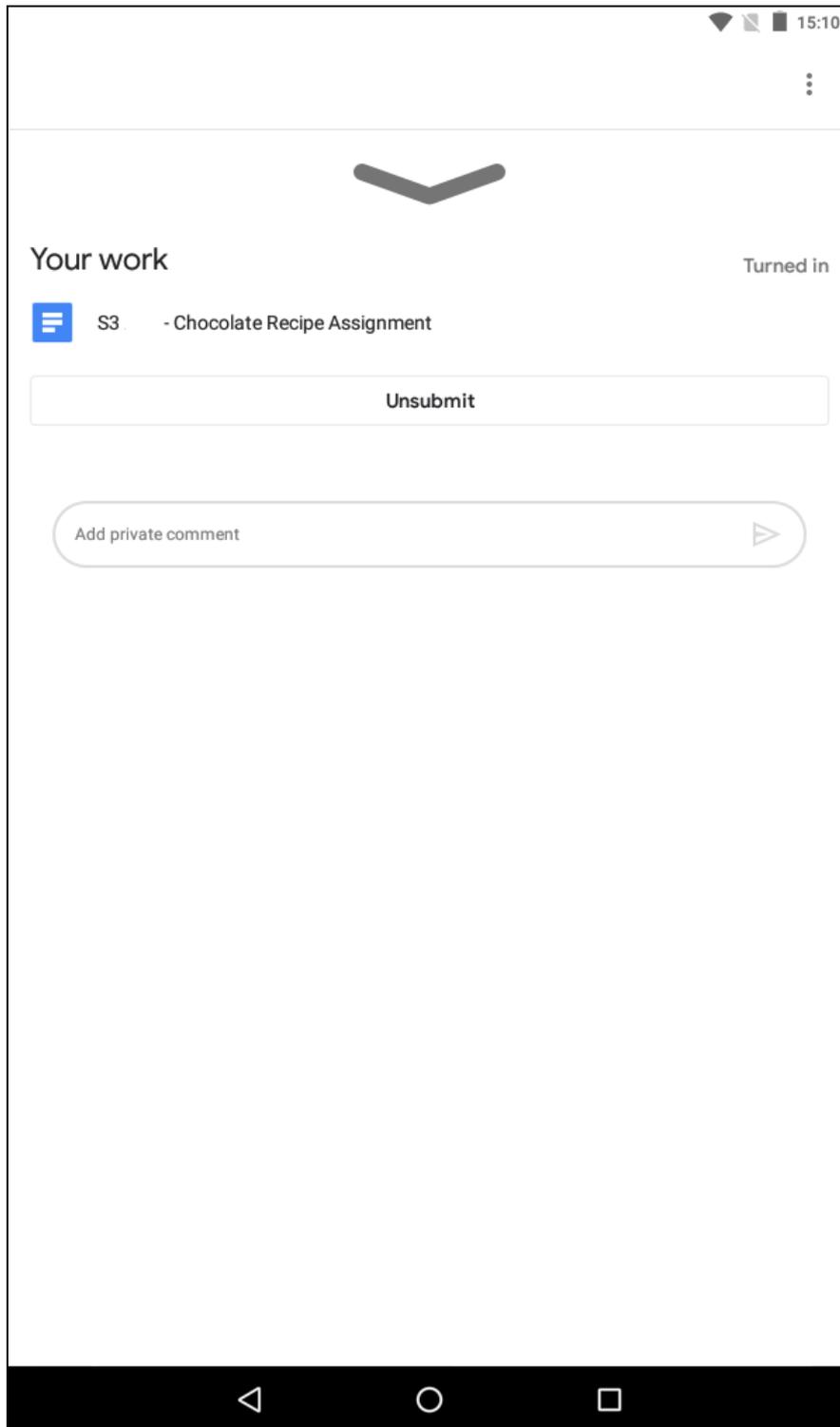
Once finished, tap **Turn in**. This will submit your assignment and the teacher will be informed about your submission.



You'll be asked to confirm your submission.



The screen will now show that the assignment has been submitted (Turned in)



You may withdraw your submission of the assignment by clicking the **Unsubmit** button under **Your Work**.

A submission cannot be withdrawn after the teacher has checked the assignment.

You may tap the big arrow pointing downwards to return to the assignments screen.

The App is under constant development and you may notice feature updates and additions.