

Step by Step Guide for using Google Classroom

1. Open your internet browser by clicking on the internet icon. (This could be Firefox, Google Chrome, Internet Explorer, etc., whichever internet explorer you use most often.)
2. In the toolbar of your internet browser, type in the following **URL: classroom.google.com** and press Enter.
3. Click the **Sign in** button in the middle of the page.
4. Enter with a valid **Gmail ID & Password**.
5. Students will login to **GOOGLE CLASSROOM** via their Gmail accounts & click on the **“+”** sign at the top right corner and click on **“Join class”** by entering the **CODE**.
6. The **Code** will be uploaded in the schools website before the commencement of the exam.
7. On entering the classroom, the students will be able to see the assignment given by the teacher at the center of the window.
8. Student will click on the file to view the questions.
9. Students will then have to write the answers in their copies and once completed they have to take a photograph of the same document, convert to PDF & re-upload the completed file by clicking on the **“Your work”** button on the right side dialog box.
10. Students will then have to click on the **“+ Add or create”** button to select the PDF to be uploaded.
11. After uploading the completed assignment the student will click on **“Hand in”** button.
12. Students have to again click on **“Hand in”** button in order to confirm the uploading.
13. Once the PDF is successfully uploaded, the students will then log out of google Classroom.
14. **Note:** Students have to ensure that they have to upload their PDF's within the stipulated time mentioned, else their paper will not be accepted.



DELHI PUBLIC SCHOOL (JOKA), SOUTH KOLKATA

SESSION: 2020-21

PERIODIC ASSESSMENT II

DAY & DATE	III	IV	V	VI	VII	VIII	IX	XI (SCI)	XI (COM)	XI(HUM)
14.12.2020 MONDAY	MATHS	ENGLISH	SECOND LANGUAGE	ENGLISH	MATHS	SECOND LANGUAGE	MATHS	ENGLISH	ENGLISH	ENGLISH
21.12.2020 MONDAY	ENGLISH	MATHS	ENGLISH	MATHS	ENGLISH	MATHS	ENGLISH	CHEMISTRY	ACCOUNTANCY	POLITICAL SCI/PSYCHOLOGY
04.01.2021 MONDAY	EVS	SECOND LANGUAGE	EVS	SCIENCE	SOCIAL SCIENCE	ENGLISH	SOCIAL SCIENCE	BIOLOGY/ COMP.SCI/ ECONOMICS	ECONOMICS	ECONOMICS
11.01.2021 MONDAY	SECOND LANGUAGE	EVS	MATHS	SOCIAL SCIENCE	SECOND LANGUAGE	SCIENCE	SECOND LANGUAGE	MATHS	MATHS	MATHS
13.01.2021 WEDNESDAY	COMPUTER	COMPUTER	3RD LANGUAGE	COMPUTER	3RD LANGUAGE	COMPUTER	COMPUTER	COMPUTER APPLICATION	COMPUTER APPLICATION	COMPUTER APPLICATION
19.01.2021 TUESDAY			COMPUTER	3RD LANGUAGE	COMPUTER	3RD LANGUAGE		PHYSICAL EDUCATION	PHYSICAL EDUCATION	PHYSICAL EDUCATION
25.01.2021 MONDAY				SECOND LANGUAGE	SCIENCE	SOCIAL SCIENCE	SCIENCE	PHYSICS	BUSINESS STUDIES	HISTORY/ SOCIOLOGY
01.02.2021 MONDAY									HINDI/ BENGALI/ GEOGRAPHY	HINDI/ BENGALI/ GEOGRAPHY

PRINCIPAL