

Guideline 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 school 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 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 answer sheet the student will click on “**Hand in**” button.
12. Once the PDF is successfully uploaded, the students will log out of google Classroom.
13. **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.
14. **NOTE: FOR FURTHER REFERENCE YOU CAN VISIT THE MENTIONED LINK**
<https://www.youtube.com/watch?v=pl-tBjAM9g4>