

Dear parents

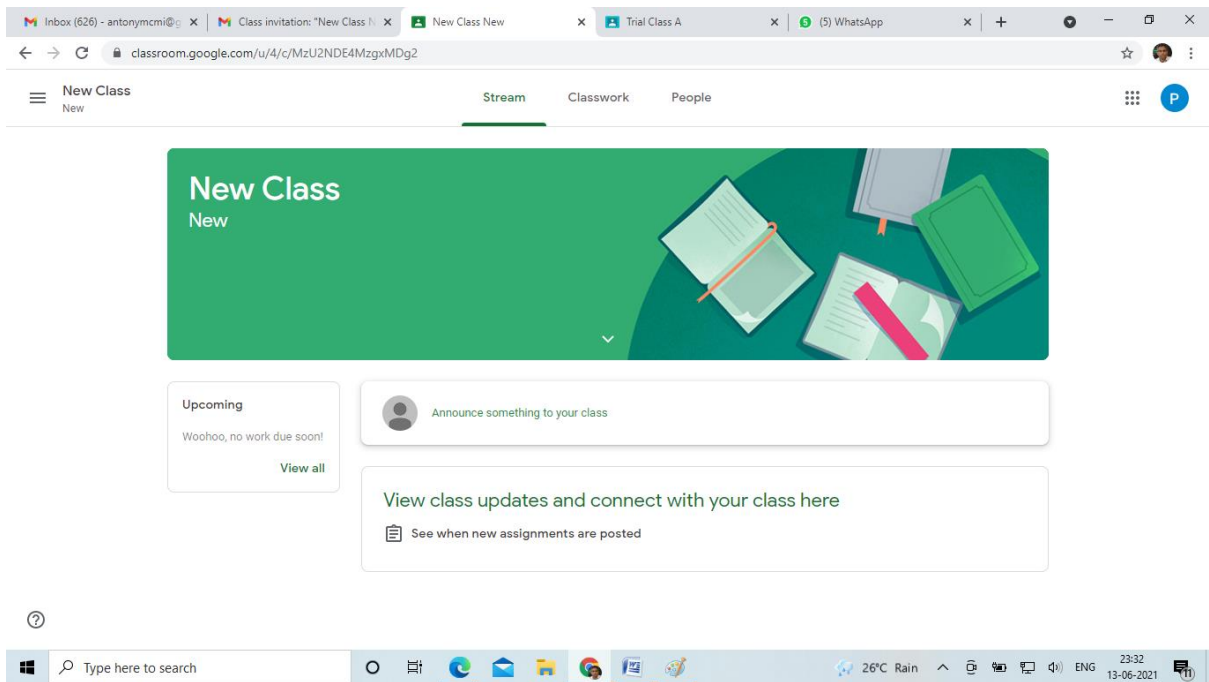
We would like to introduce some changes in the process of joining Google Meet.

From 01-07-2021 (Thursday), it is understood that there will be google meet as per timetable. If there is any change in the timetable, teacher/office will inform either the students or parents through the existing communication system.

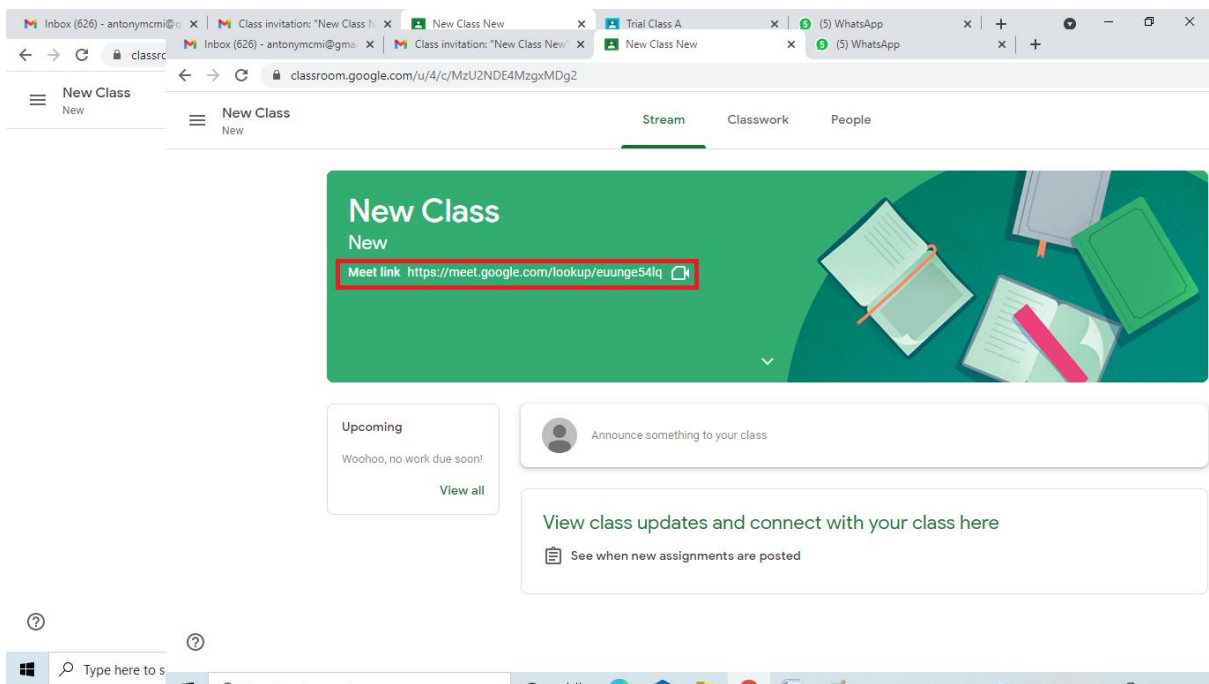
At present, google meet link is sent to the official school mail id of the student and to olash message system. From 01-07-2021 (Thursday), there will not be such mails and messages. Alternative is explained here. In the explanation, English of class 10-B is taken as example. Students of classes 11 & 12 are already using Google Classroom. Therefore, these students need not join the Google Classroom again, but please go through it.

Google Classroom is yet another service by google like google meet. Teachers will create a classroom for each subject and students will be added to the classroom using the official school mail id. Students will receive an invitation in the official school mail id to join the classroom. Students have to accept the invitation and join the classroom. In the header of the classroom, google meet link will appear before 15 minutes for the first 3 days and then after, link will be displayed just before 5 minutes of the class. Step by step procedures are given below:

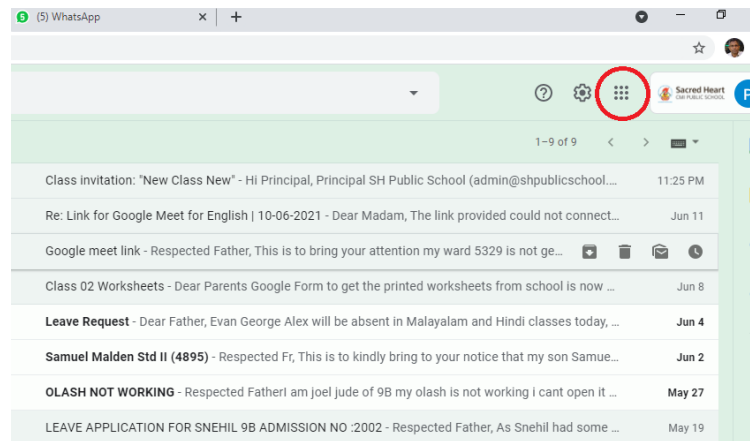
1. Check the mail for the invitation from each subject teacher to join the Google Classroom. Subject of the mail would be like – Class Invitation: 21-22 – 10-B – English B. Open the mail.
2. You will find a box with 'JOIN' in the mail. Click on 'JOIN' to join the classroom.
3. If you have multiple gmail accounts in the device you are using, you will be asked to choose a mail id. If so, choose the official school mail id.
4. In the next step, you will be asked to confirm to join. Click on 'Join' here too.
5. You will be getting a screen like this:



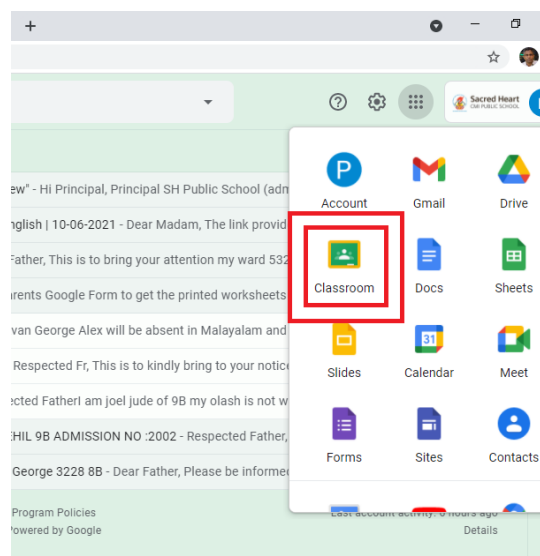
6. In the screen you are getting will have '21-22 – 10-B – English' instead of 'New Class'. In the above image, colour of the header is green. Colour may vary from subject to subject.
7. Now there is no google meet link displayed in the header. In the image given below, the google meet link is displayed.



8. Click on the link to join the meet.
9. If you are joining from the mobile, you should switch the account to the official school mail id.
10. From the second time onwards, students can open Google Classroom from icon of Google Apps of the mail. Open the official school mail id and click on the Google Apps icon.



11. What is given in the red circle is the icon of the Google Apps. Click on the icon and select Classroom.



12. By clicking on the Classroom icon, you will be taken to the google classroom where you will be getting the google meet link.

In this system, nobody can join using private mail id.