SVPV Online Teaching Using Google Classroom for Standard 1 to 5.

Overview (for Smartphone users):

- Install *Google Calendar* APP on mobile

- Login to *Gmail* APP using your svpv.in email ID

- Install Classroom APP

  o Join *Classroom* Using ClassCode

- Install Google Meet APP

  o Join *Google Meet* using Meet Code on the day and time as per Time Table

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ADD svpv.in email account to GMail APP on Android phone :

- On your Android phone or tablet, open the **Gmail** app M.

- In the top right, tap your profile picture / profile alphabet.

- Tap "Add another account".

- Under "**Set up email**", click on "**Google**".

- On the "**Sign in**" page, in the box, enter your new **svpv.in** email address.

  o Email address format is *RefNo*@svpv.in

  o That is, *ReferenceNumber*@svpv.in

  o For Example…

    ▪ email address for student having ref.no S123 would be, *s123@svpv.in*

    ▪ email address for student having ref.no U001 would be *u001@svpv.in*

    ▪ and so on.

- and click "**Next**".

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- On the "Welcome" screen, enter your password in the box.

  o Password is in this format : *SURNAME12345* (*Your surname in CAPITAL letters, followed by 12345, no spaces in-between*)

  o If your surname is **Sawant**, your password would be **SAWANT12345**

  o Use the surname as printed on your ID card of 2019-20.

  o If you don't have a surname, use your first name, in place of surname.

  o If the password doesn't work, email us on info@svpv.in for assistance with your details.

  o Once you login, you will be asked to change your password. Set a stronger password, which you can remember. Do **not** share your new password with anyone.

- and click "**Next**".

- On the next screen, click "Accept"

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- On the next screen, under "create a strong password", type your own password, which you can easily remember in the "create password" box. Type the same password again in the "Confirm" box. And then click "Next"
- On the screen, click "I agree".
- You will see "Just a sec" message for a few seconds, and then, you are done.
- To view/use your svpv.in email account, click on your profile pic again on the upper right corner of the screen, and you will see a list of email addresses. Click on svpv.in email address, and view emails sent by us.
- We will send you all the emails to this account, including, invitations to JOIN GOOGLE CLASSROOM, and JOIN GOOGLE MEET.

S V P V

Download and Install Google CLASSROOM APP on Android phone :

- Install "Google Classroom" APP from play store.

- Launch the "Google Classroom" APP.

- Click on "GET STARTED".

- On the next screen, tap on your svpv.in email address. This is important. Do NOT select your personal Gmail.com email address. You must select your svpv.in email address, otherwise you will not be able to view your classroom.

- Click "OK".

- Under "Choose your role", tap on "I'M A STUDENT"

- Now you may exit the "Google Classroom" App.

- Go back to your Gmail APP, and check emails of svpv.in email account.

- We will send you email of invitation to JOIN CLASSROOM. In your inbox, you will see something like…

IT Admin (Classroom)

Class Invitation: "3-A"

o This is an invitation to join Class 3-A. Tap on this email, and click JOIN.

o It will ask you to open either an Internet Browser or Classroom APP. Click on CLASSROOM APP. And tap on "ALWAYS".

o This will open Classroom APP, and you have successfully joined your class. (Class 3-A, in the abovementioned example)

o If you get an error, that says "You don't have access to Google Classroom. Please contact your domain administrator", then check if you have set a password / pin for the screenlock of your phone. Make sure to set a screenlock password/pin for your phone, and restart the phone and see if the problem is resolved.

- **Using the Google Classroom APP:**

o Open the classroom app.

o TAP on a class (3-A, in this example) , to enter classroom.

o On the bottom, you will see 3 TABS.

- STREAM : This is where you will see POSTS by your teacher. POSTS could be of Announcements / Instructions…etc. If you need to ask any question to your teacher, you may do so here, typing your question in "Share with your Class" Box.

- CLASSWORK : This is where you will see assignments posted by your teacher.

- PEOPLE : Here, you will see names of your teacher and classmates.

o In the upper left corner of the screen, you will see ≡ sign. Clicking on it will open a Sliding menu.

- CLASSES : You go to home screen, to see your class, by tapping on this option.

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- CALENDAR : You can view your GOOGLE CALENDAR by taping on this option. ALL of your scheduled GOOGLE MEET live video sessions' entries can be viewed in GOOGLE CALENDAR. One the day and time of the scheduled meet, simply open your google calendar, click on the scheduled event, and it will automatically start your GOOGLE MEET APP, and you will automatically join live google meet with the teacher and other classmates.
- NOTIFICATIONS : All the alerts, including invitations to join, can be viewed by taping on this option.

Download and Install Google MEET APP on Android phone :

- Install "Google MEET" APP from the play store.

- Launch the "Google MEET" APP.

- Click on "Continue".

- Select your svpv.in email address.

    Using the Google MEET APP:

    o Launch the Google MEET App.

    o On the bottom, you will see "Your Meetings". Swipe it Upwards, and you will see all your upcoming scheduled meetings.

    o On the day and time of the meeting, come back to this screen and join the meet. Alternatively, you may open Google Calendar app and click on the MEET link on the day and time of the scheduled meet.

Download and Install Google Calendar 📅 **APP if you have not already done so.**

Things to do frequently :

- Keep checking "Notifications" in Google Classroom

- Keep checking "Classwork" and "Stream" in Google Classroom

- Keep checking Google Calendar, for upcoming Google MEET sessions

- Keep checking svpv.in email inbox, for any new emails sent by school / IT / IT Admin / Hardware Admin / Software Admin

- Keep checking school website *svpv.in >> Student Portal >> Primary / Secondary Section >> Standard - x* for new announcements / information / instructions.

- Keep in touch with your classmates to get updated information.

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If You are using a Computer / Laptop at Home, instead of Android Phone :

- Alternatively, you may directly visit website *gmail.com* and login with your abovementioned email address and password.

- You may directly visit website *classroom.google.com* and login with your abovementioned email address and password.

- You may directly visit website *meet.google.com* and login with your abovementioned email address and password.

ALL THE BEST.

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