

SAINIK SCHOOL BALACHADI
INSTRUCTIONS FOR MIGRATING TO GOOGLE CLASSROOMS

1. Sainik School Balachadi has registered for Google G Suite for Education and will be using the same platform for conduct of online classes with immediate effect. Since the School is registered at organizational level, personal email-id will not be valid to access the online classes. The email-id created on School domain “ssbalachadi.org” will only be valid for registering for online classes.

We have created email-ids of all the students in the following pattern:

Username: <rollno>@ssbalachadi.org

(for eg. if the student’s roll no. is 5545 then the email id will be 5545@ssbalachadi.org)

Password: ssb@<rollno>

(for eg. if the student’s roll no. is 5545 then the password will be ssb@5545)

2. There are two ways of using the Google Classroom feature:

- a) Using Browser on a Desktop/Laptop
- b) Using Mobile App for Google Classroom.

A) Using Browser on a Desktop/Laptop: In this method you don’t need any software to be downloaded. Only things required are Desktop/Laptop with Webcam & Microphone and Any Web Browser (Google Chrome is recommended).

The steps for logging on for online classes on Google G Suite for Education for Sainik School Balachadi cadets is summarized as under:-

- (i) Open Web browser and type www.google.com.
- (ii) Click “Sign In” and Log-in Page will open.
- (iii) Type the same domain email id as username as provided by the school.
- (iv) Click on Next button.
- (v) Type the same password as provided by the school for log-in on domain email id.
- (vi) Click on Accept
- (vii) Google will ask you to create a new strong password. Enter the new password in the two fields provided namely Create Password & Confirm Password.
- (viii) Click on Change Password.

- (ix) Then Click on Confirm
- (x) Now in a new tab type the URL in address bar “classroom.google.com” and hit Enter.
- (xi) You will see your school domain email id. Ensure it and then click on Continue.
- (xii) Then you will be asked “Choose your role”. **CLICK ON I’M A STUDENT** . (Note: If you click on I’M A TEACHER then your account will be suspended, hence kindly be alert)
- (xiii) On the Classes page, click Add. Join class.
- (xiv) Enter the code and click Join.
- (xv) Now you will see the classes you are enrolled into.
- (xvi) You are now a part of the class and now click on Got It.
- (xvii) Here you will find all the activities going on in the class. On top of the window there are three buttons: Stream, Classwork & People. ‘Stream’ is where you find your Announcements. ‘Classwork’ is where you find your Assignments, Meeting links Google Calendar etc. And ‘People’ is where you find the participants.

B) **Using Mobile/Tablet:** In this method you need to download & install following apps **(Note: Don’t Login right now. Just Install and close the app.):**

a) **Google Classroom :**

<https://play.google.com/store/apps/details?id=com.google.android.apps.classroom>

b) **Google Meet :**

<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>

Once you have installed the above mentioned apps follow the steps given below:

- (i) Open you Gmail App and Click on your Profile Picture present on top-right corner beside Search Mail bar.
- (ii) Now click on Add another account.
- (iii) Choose Google.
- (xviii) Sign in page will appear. Type the same domain email id as username as provided by the school.
- (iv) Click Next.
- (v) Type the same password as provided by the school for log-in on domain email id.

- (vi) Scroll Down and click on Accept.
- (vii) Google will ask you to create a new strong password. Enter the new password in the two fields provided namely Create Password & Confirm Password.
- (viii) Click on Next.
- (ix) Click I agree.
- (x) After a while you will see you Email Id is active.
- (xi) Now close Gmail & open Google Classroom App.
- (xii) Click on GET STARTED.
- (xiii) Choose the account given by the school which you have just Signed in on Gmail App and Click Ok.
- (xiv) Then you will be asked "Pick your role". **CLICK ON I'M A STUDENT** . (Note: If you click on I'M A TEACHER then your account will be suspended, hence kindly be alert)
- (xv) On the homepage, click Add + .
- (xvi) In the box, enter the code that I gave you and click Join.
- (xix) You are now a part of the class.
- (xvii) Here you will find all the activities going on in the class. At the bottom of the window there are three buttons: Stream, Classwork & People. 'Stream' is where you find your Announcements. 'Classwork' is where you find your Assignments, Meeting links Google Calendar etc. And 'People' is where you find the participants.

3. Google Hangouts Meet for Video Conferencing Online Classes.

(A) For Desktop/Laptop PC

- (i) Log-in Google Classrooms on Web browser on classroom.google.com as explained above.
- (ii) Click on the Meet link just below your class name for Google Meet Classroom as scheduled on the Streams Page at designated time.
- (iii) You will connect to Google Hangouts Meet automatically in a new tab. Click on Join now.
- (iv) At designated time when the meet is under progress, you'll join the class.

(v) All scheduled Meet video conferencing classrooms are also scheduled in Google Calendar, which can be accessed from link at top left corner Menu button.

(B) For Android Mobile/ Tablet Device

(i) Open Google Classroom App

(ii) Click on the Class whose live streaming will be done.

(iii) Click on Video icon above your class name on right side of Stream page of Google Classrooms app.

(iv) Google Meet app will get opened and then click on Join meeting & you are done.

(v) All scheduled Meet video conferencing classrooms are also scheduled in Class Calendar, which can be accessed from link at top left corner.