

# SAINIK SCHOOL PURULIA

## USER GUIDE FOR ONLINE CLASSES

This guide is intended to help parents and cadets towards joining the online classes conducted at Sainik School Purulia. This document will guide you to register and join the online classes. For the schedule of the online classes, you will be intimated through School Mobile App as well as SMS.

### HOW ARE WE GOING TO CONDUCT ONLINE CLASSES AT SAINIK SCHOOL PURULIA?

Online Classes will be conducted using two online platforms namely Google Classroom Mobile App for sharing assignments and Microsoft Teams Mobile App for participating in Live Online Classes.

### WHAT WILL YOU REQUIRE TO JOIN ONLINE CLASSES?

1. Smart phone with 3G/4G capabilities/laptop/computer
2. Internet connection (you are suggested to have high speed plan for ensuring uninterrupted connection during live class)
3. Gmail account.
4. **Download Google Classroom Mobile App and Microsoft Teams Mobile App on your smart phone.**
5. **For getting softcopy of NCERT Books, download mobile application ePathshala from google play store. Softcopy of books are available at <http://ncert.nic.in/textbook/textbook.htm>**

### HOW TO REGISTER WITH SCHOOL FOR THE ONLINE CLASSES?

**STEP 1 Forwarding the Cadet's Details.** The school has already contacted parents towards forwarding student details (Name, Roll No, WhatsApp Mobile No of parent & Gmail id) on following school email ids. If you have still not forwarded forward it:-

<u>Class</u>	<u>Forward Details to us on following email ids</u>
VII	<a href="mailto:class7ssp@gmail.com">class7ssp@gmail.com</a>
VIII	<a href="mailto:Class8ssp@gmail.com">Class8ssp@gmail.com</a>
IX	<a href="mailto:Class9ssp@gmail.com">Class9ssp@gmail.com</a>
X	<a href="mailto:Class10ssp@gmail.com">Class10ssp@gmail.com</a>
XI	<a href="mailto:Class11ssp@gmail.com">Class11ssp@gmail.com</a>
XII	<a href="mailto:Class12ssp@gmail.com">Class12ssp@gmail.com</a>

**STEP 2 Registration of a Cadet By School.** The School Training Team post verification of the details forwarded will send you class code on your Gmail id towards joining the Google Classroom through Mobile App. For joining the live online classes on Microsoft Teams, your gmail id will be added as a guest by the school and the invitation will be forwarded to you on your Gmail Id.

Post completion of registration by school only you will be allowed to join the Online Classroom and Live Classroom.

## **HOW TO JOIN GOOGLE CLASSROOM THROUGH MOBILE APP?**

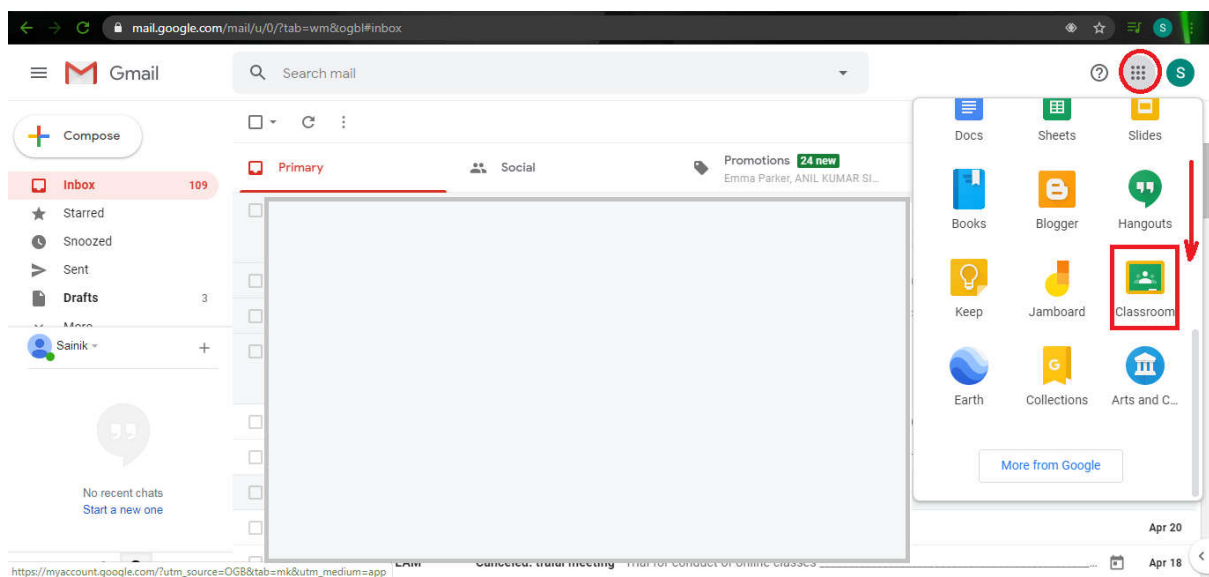
Follow the video link given below:-

<https://www.youtube.com/watch?v=5G61nWj4K00>

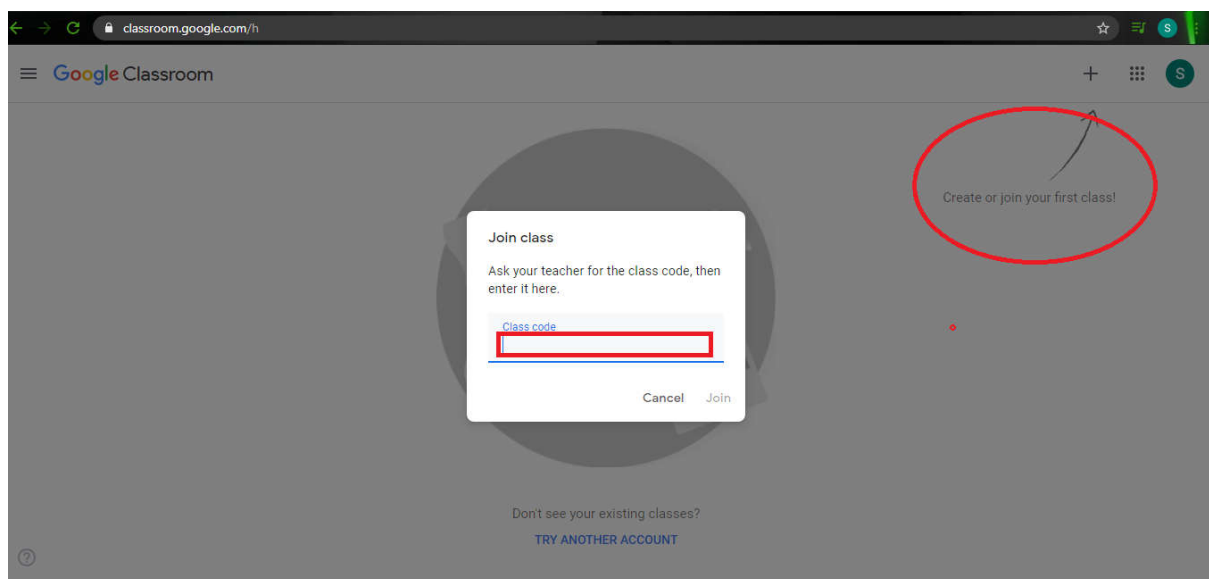
Follow the link given below if you are still unable to login:-

<https://support.google.com/edu/classroom/answer/6020297?co=GENIE.Platform%3DAndroid&hl=en>

If you are using computer/laptop you will be able to open your Google classroom from your Google App Consol, after opening your gmail.

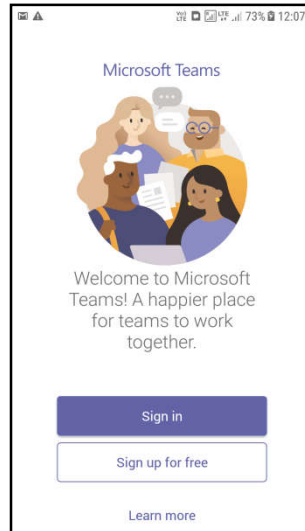


Click on join your first class and enter the class code shared to you by training team on your email.

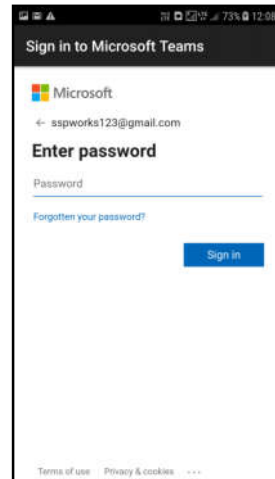
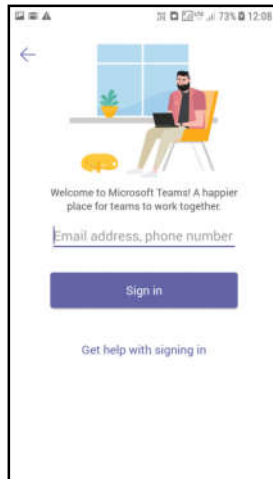


## HOW TO JOIN MICROSOFT TEAM MOBILE APP?

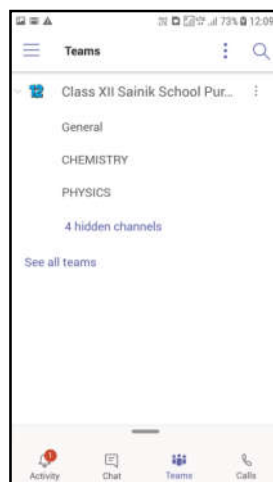
### STEP 1 Open the Microsoft Team Mobile App



### STEP 2 Enter your gmail id and password to login to the mobile application.



### STEP 3 Click on teams icon . You will see the Class and Subjects on your mobile screen



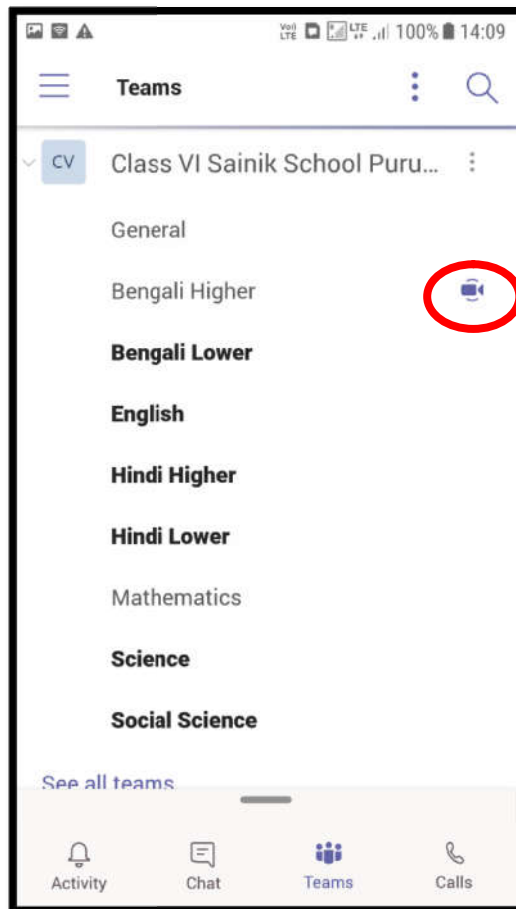
## HOW TO JOIN A LIVE CLASSROOM ON MICROSOFT TEAMS APP?

**STEP 1** Refer to the daily schedule of classes on the school website & school mobile app. A sample TIME TABLE is given below for your reference only:-

<b>SAMPLE TIME TABLE</b>							
<b>MONDAY</b>							
TIME	CLASS VI	CLASS VII	CLASS VIII	CLASS IX	CLASS X	CLASS XI	CLASS XII
0800-0840	MATHS	MATHS	MATHS	MATHS	MATHS	PHYSICS	PHYSICS
0850-0930	SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE	CHEMISTRY	CHEMISTRY
0940-1010	SST	SST	SST	SST	SST	BIO/COMP	BIO/COMP
1020-1150	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	MATHS	MATHS
1200-1240	HINDI HR & LR	HINDI HR & LR	HINDI HR & LR	HINDI	HINDI HR & LR	ENGLISH	ENGLISH
1250-1330	BENGALI HR & LR	BENGALI HR & LR	BENGALI HR & LR	BENGALI	BENGALI HR & LR		

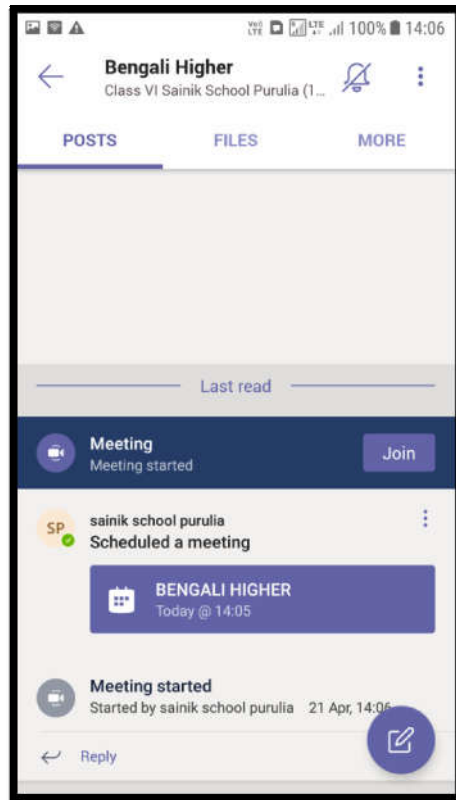
NOTE:-- THIS IS NOT FINAL TIME TABLE

**STEP 2** Login to your mobile app at class timing. You will see a camera symbol for beside the subject name.

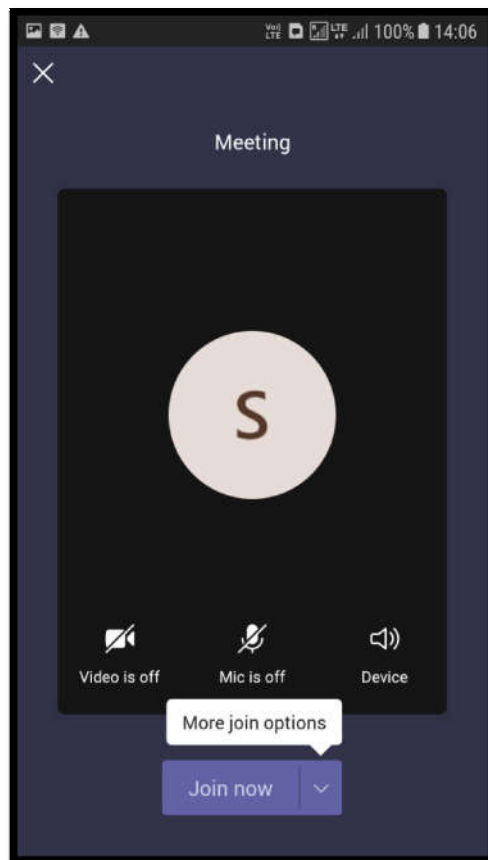


**STEP 3** Click on the Subject Name.

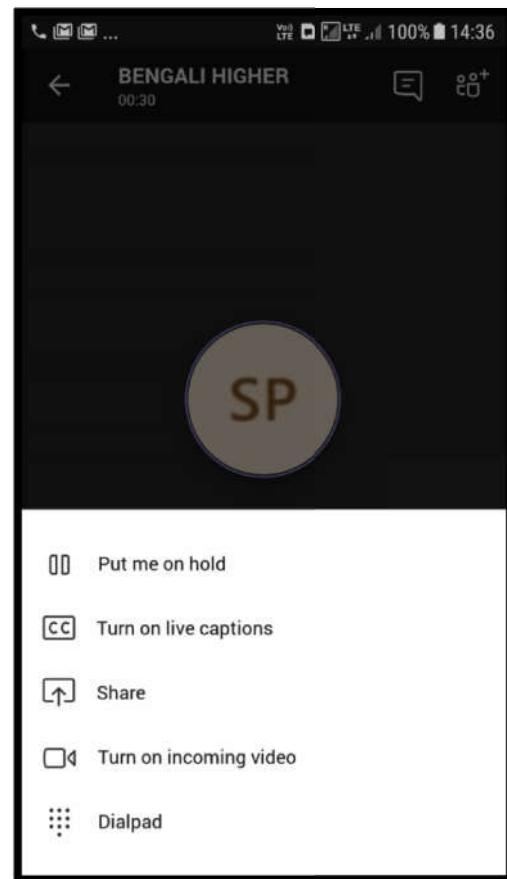
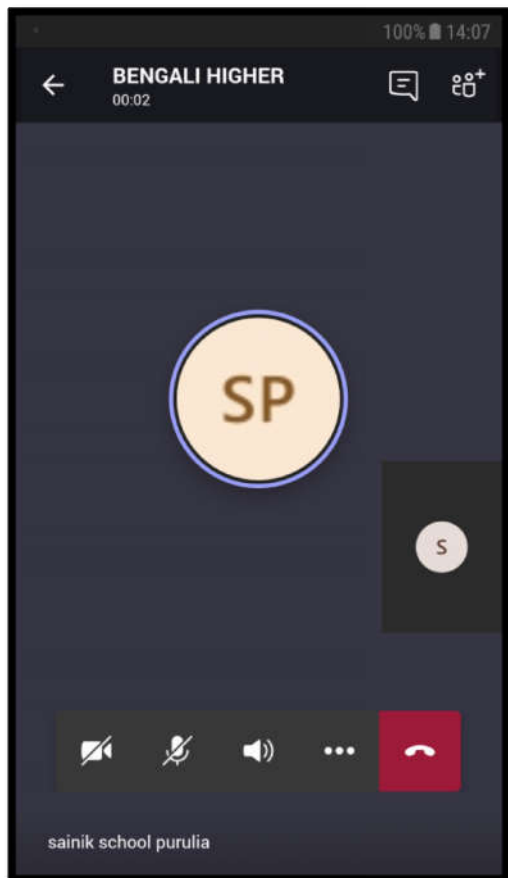
STEP 4 You will get the screen shown as below. Click on Join.



STEP 5 Press Join Now

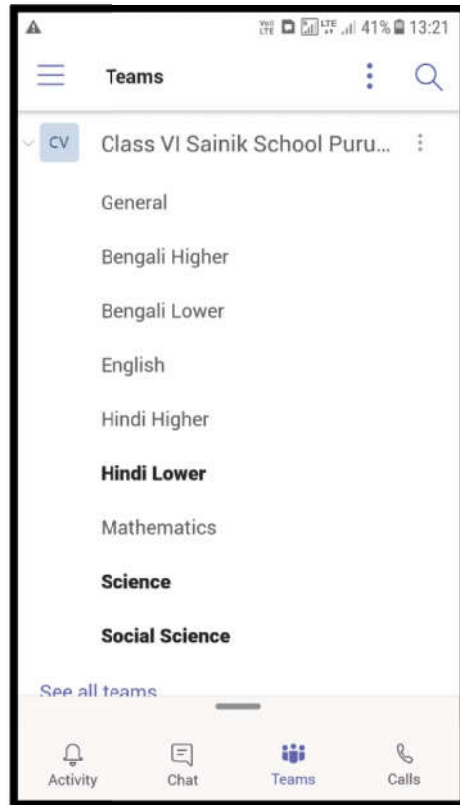


Step 6 To view your teacher, press on three dots and select Turn on incoming video

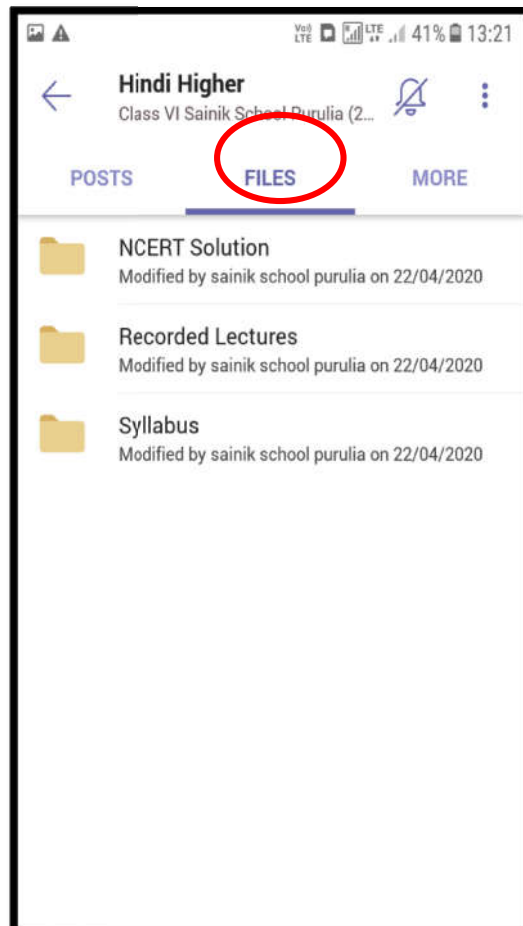


## HOW TO VIEW COURSE MATERIAL IN MICROSOFT TEAMS?

**STEP 1** OPEN YOUR MICROSOFT TEAM APP AND CLICK ON THE SUBJECT NAME

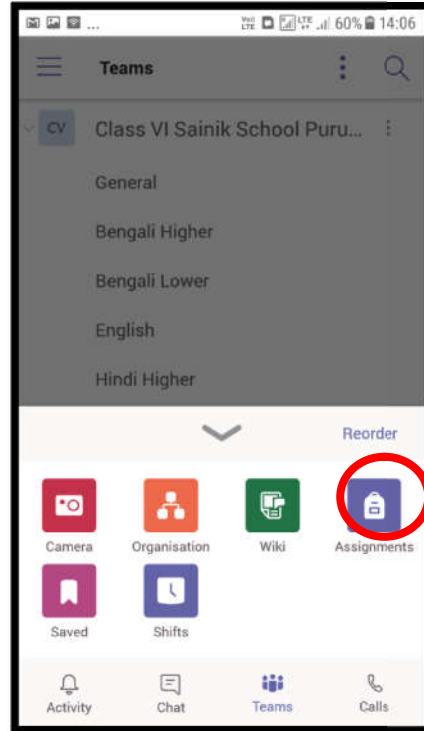
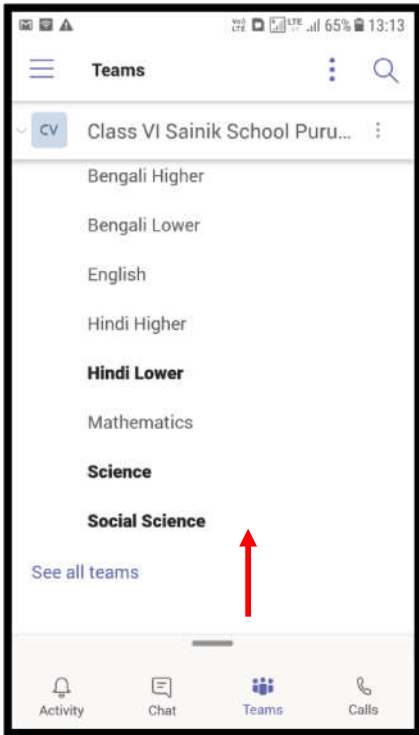


**STEP 2** CLICK ON 'FILES', you will be able to see the contents uploaded by your teacher



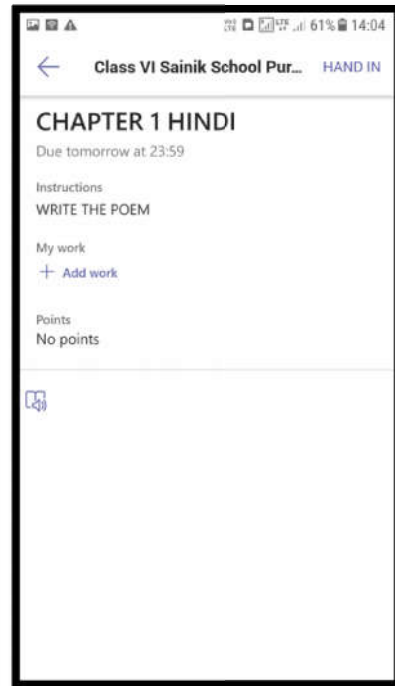
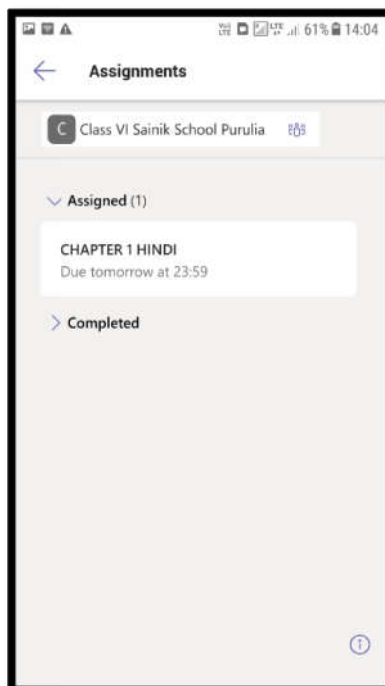
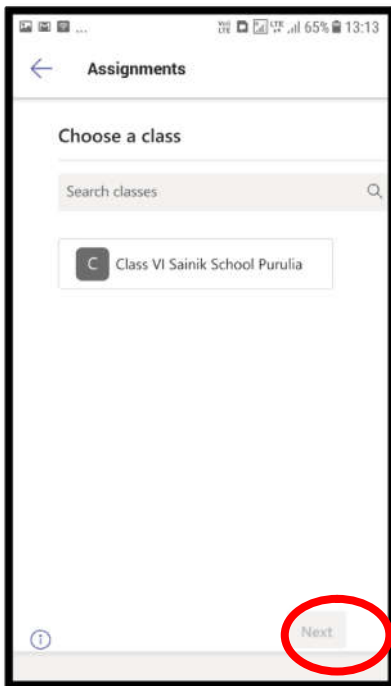
## HOW TO VIEW ASSIGNMENTS GIVEN TO ME?

**STEP 1** Open the Microsoft Teams App and scroll up the tab as shown below:-



**STEP 2** Click on Assignment and Select Class and press Next button to view the assignment:-

(Assignment link will be given to you, by clicking on which you will be directed to Google form/Google Classroom where you will be able to submit your response.)



**QUERY/COMPLAINTS/HELP FOR JOINING OR ATTENDING ONLINE CLASSES CAN BE FORWARDED ON CLASS EMAIL ID.**