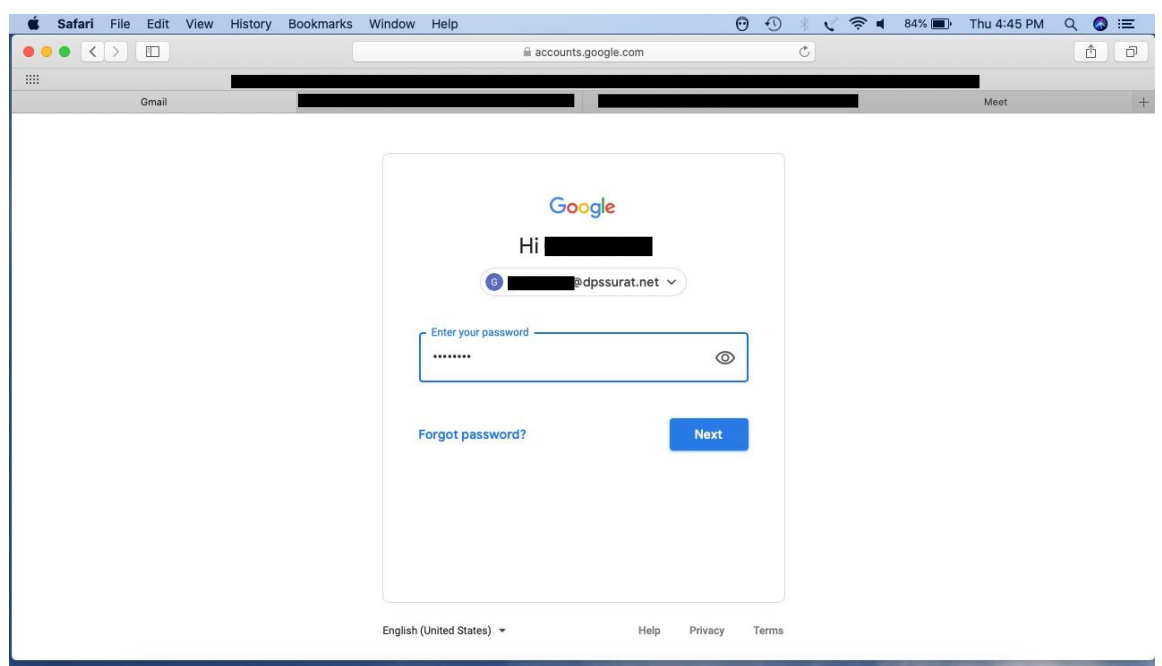
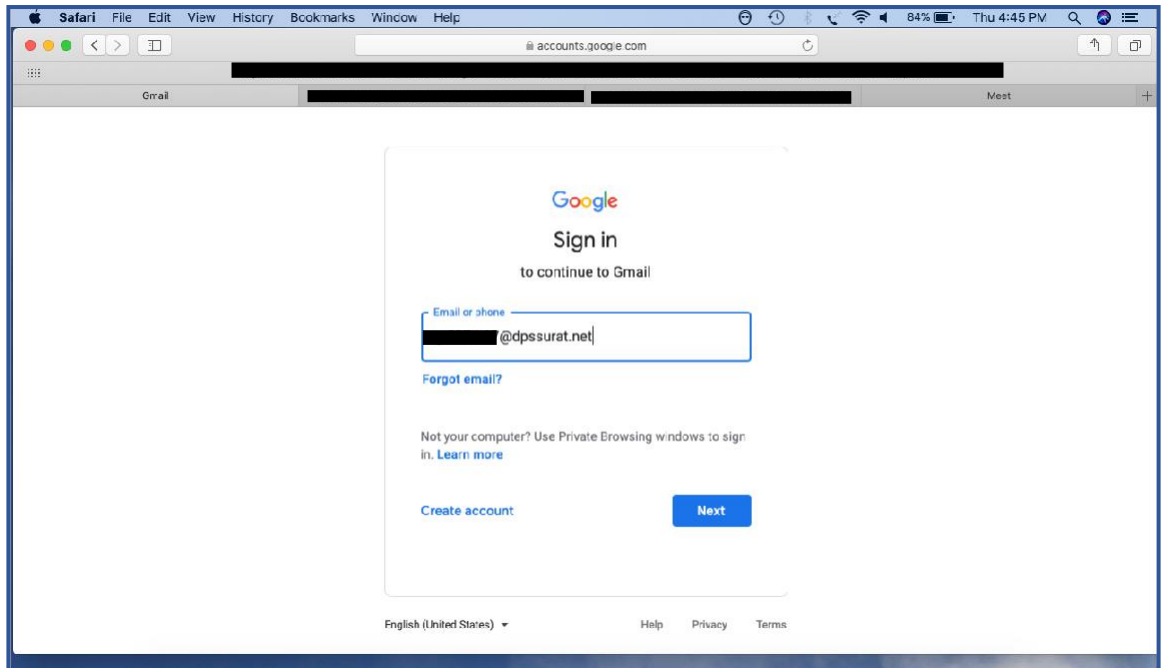
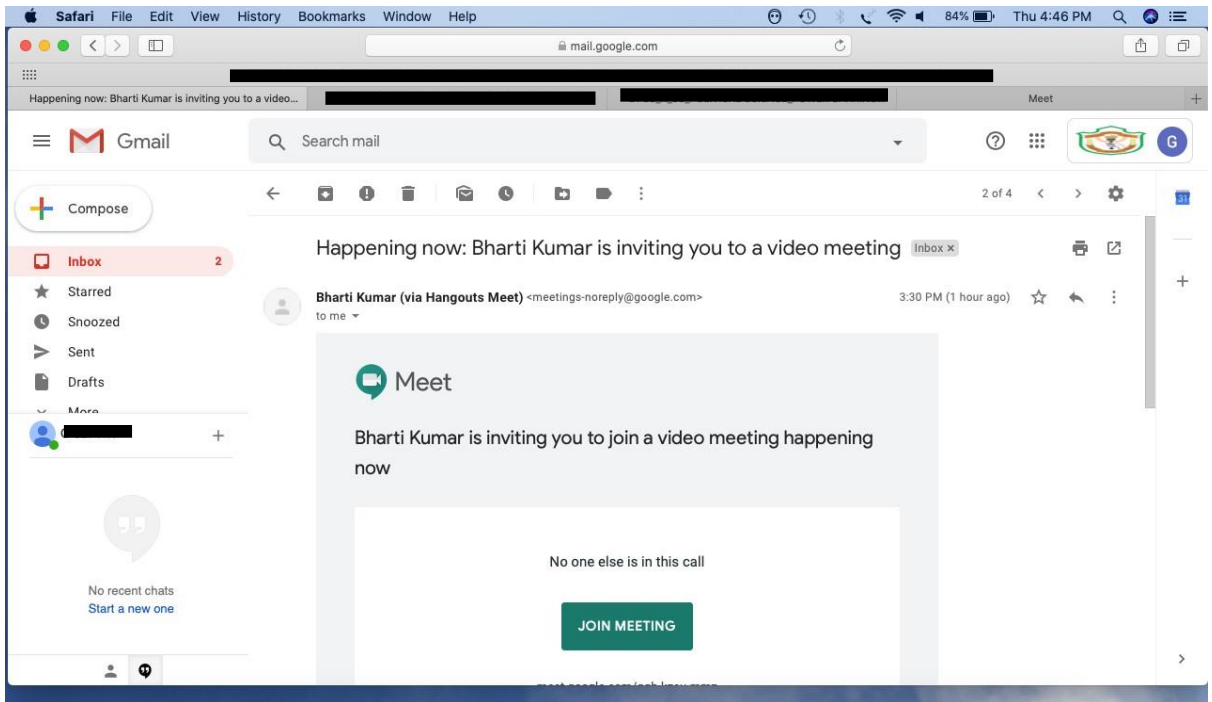


## Steps to be followed by students to go for online class through Google MEET:

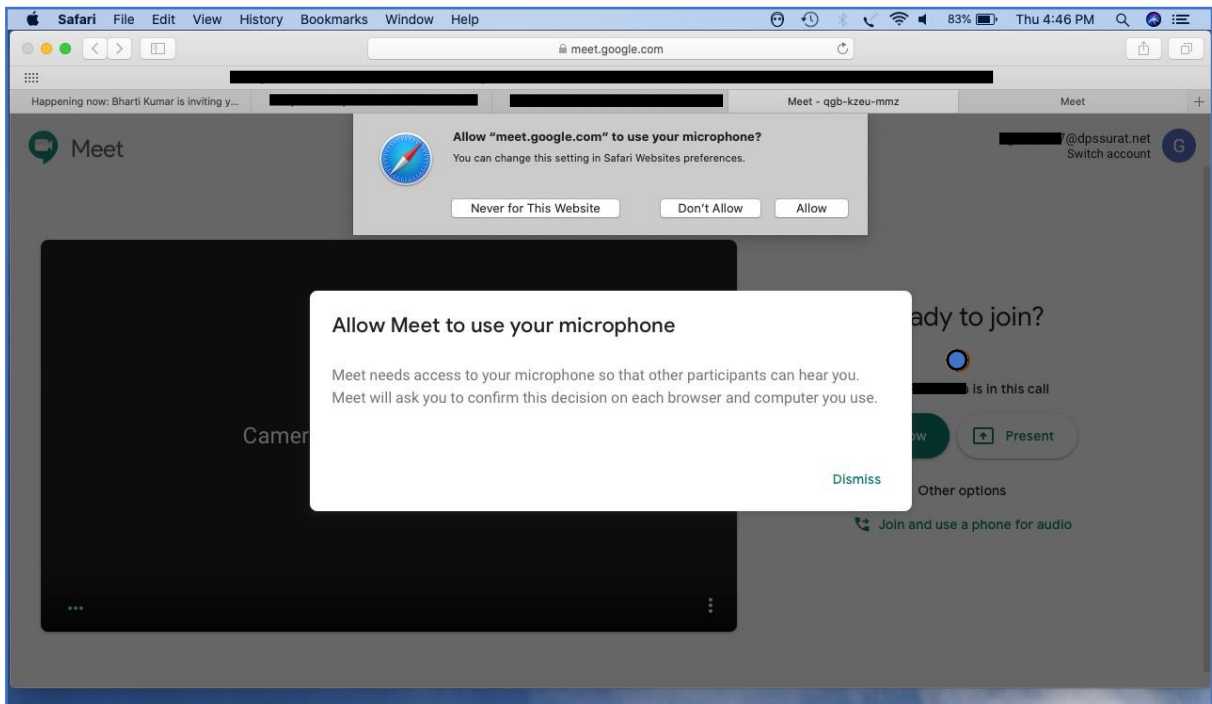
- 1) Students you will use the User ID and password given by the school.
- 2) All students will use this User ID and password **only** to login to Gmail.
- 3) User ID is [yourschooladmissionno@dpssurat.net](mailto:yourschooladmissionno@dpssurat.net) and password is your date of birth in ddmmyyyy format.  
For example: [m-0123-10@dpssurat.net](mailto:m-0123-10@dpssurat.net) is the User ID and  
Password: 01022005 (e.g. if your admission no. is M-0123-10 and DOB is 1 February 2005)



- 4) Once you have logged in – go to your inbox- where you will receive a mail from your teacher. It will appear like this:-



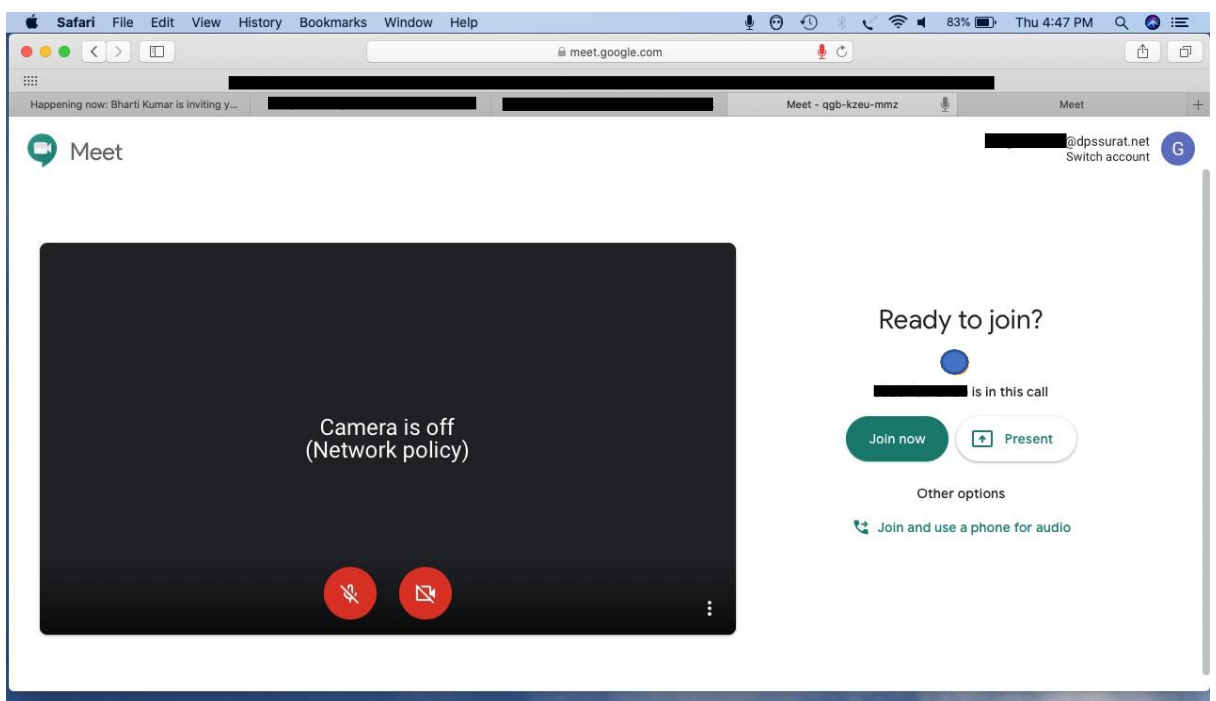
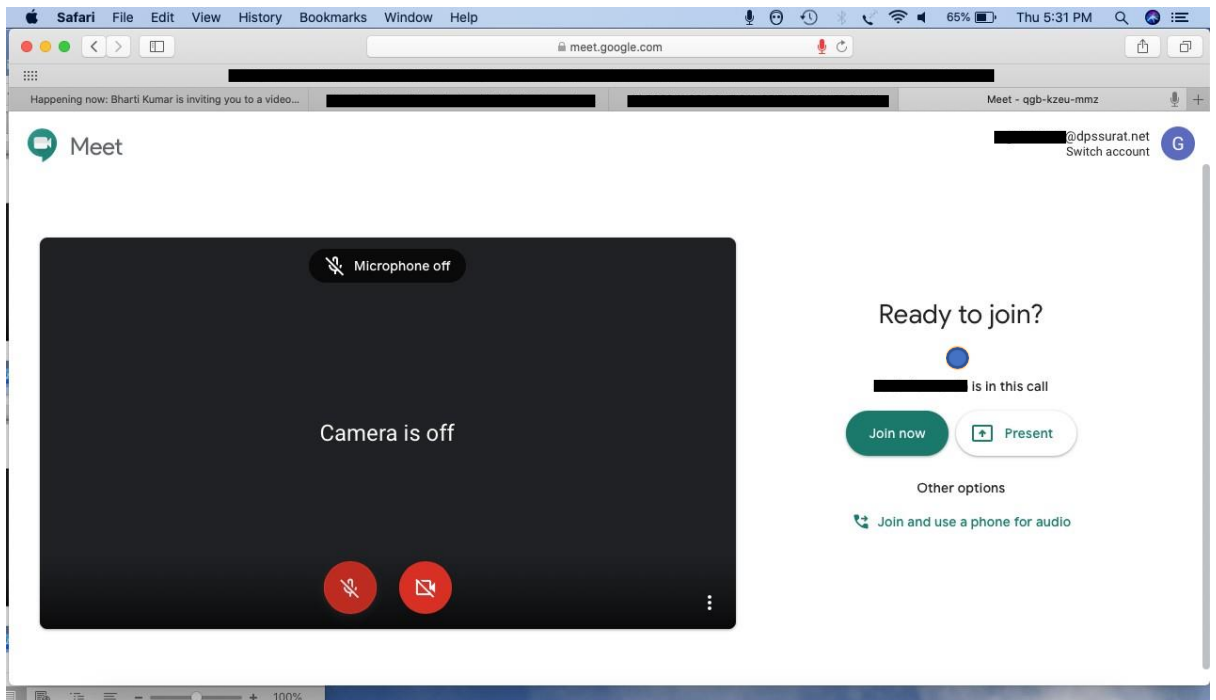
- 5) Open the mail sent by your teacher and click on:  
**JOIN MEETING**
- 6) After joining meeting the screen will appear in this manner:



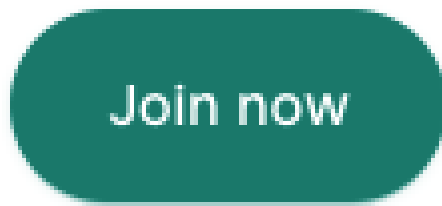
First, click on **Dismiss**.

Then out of the three options: **Never for This Website**, **Don't Allow** and **Allow** – you may select '**Allow**'.

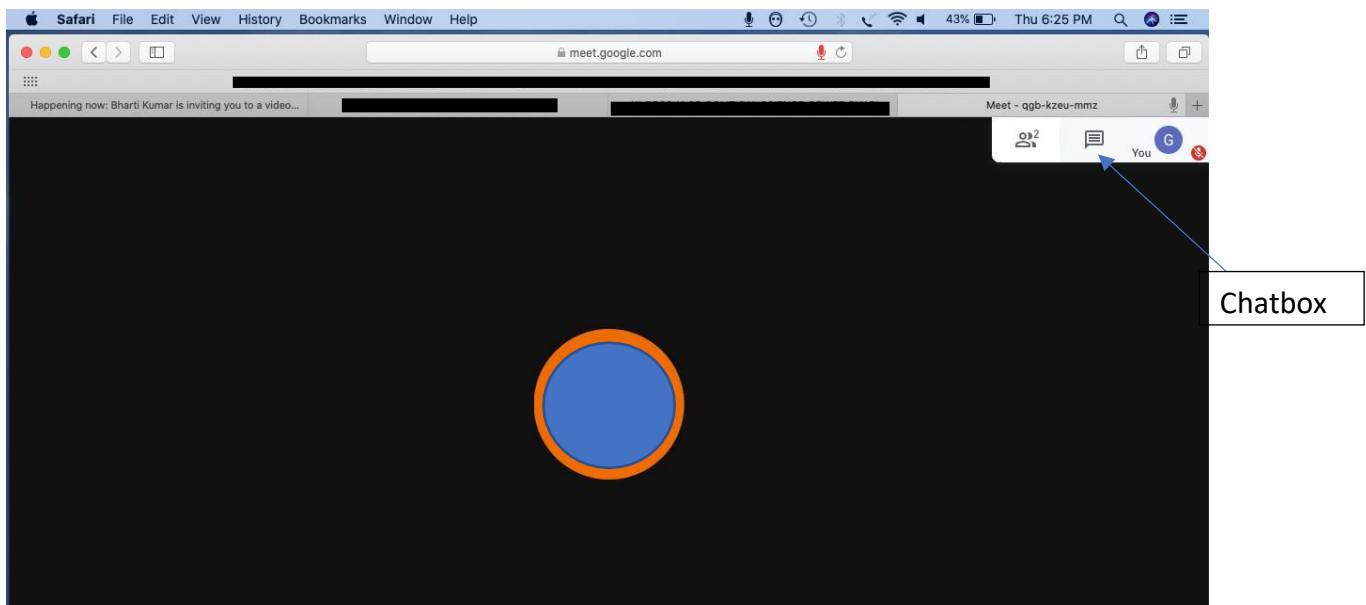
**But students need to keep their microphone on mute and camera off as shown below.** This will ensure that there is no disturbance during the class.



7) Now students have to click on green button **JOIN NOW**.



- 8) Now you are connected to an online class with your teacher.
- 9) Once you are in class no student is allowed to unmute the microphone or turn on the camera. Your actions will be monitored by the teacher and action may be taken against students disobeying the instructions.
- 10) After the session gets over students will be allowed to ask their doubts using Chat Box only.



- 11) **Students will exit Google MEET when the session ends.** Please do not continue any interactions amongst yourselves. Remember that everything is being monitored.
- 12) Again after the break for next session of another subject, students need to go to inbox, where they will get the link from some other subject teacher for the new session.

Hope all of you will follow the above instructions to enjoy your learning experience.

## **GUIDELINES FOR GOOGLE MEET**

*All the students are requested to follow the given guidelines so that the classes can be conducted in a disciplined manner:*

1. Students are requested to follow the time table given.
2. It is recommended to join at least 10 minutes prior to the session by opening the URL in browser.
3. Please follow the instructions about how to join the meeting. These instructions will be provided to you.
4. Please keep your cameras off. Keeping cameras on impacts bandwidth, which then affects the quality of the session.
5. Your microphones should be kept on mute throughout the session.
6. Please post your queries in the chat box at the end of the session. You will be allotted 5-10 minutes at the end of the session to clear your doubts.
7. Google Meet is a formal platform meant only for educational purposes. Students are not expected to indulge in frivolous conversations with each other on the Google Meet page. (e.g. Hi / Hello / Ok / Good Morning / etc)
8. Please note that student activity will be monitored. Any kind of misbehaviour will not be tolerated.
9. Students need to wait for the teacher to initiate the class and follow the given instructions.
10. Subject content and links uploaded on the Task Sheet must be accessed by the students regularly.
11. Prior preparation by noting the doubts and queries is highly desirable to increase the effectiveness.
12. Regularity needs to be ensured by the students in every class. Students should mark their presence in all the classes, every day during the time slot mentioned by the teacher. This would be extremely beneficial for the student.
13. Students please keep a notebook and pen handy to note down important points or to jot down your doubts for clarification.
14. Students please exit the session when the teacher requests you to do so because the next session will follow soon.
15. Students are requested to be presentable when joining the session to maintain the decorum of the session.
16. Please note that the duration of each class will be around 30-45 minutes.
17. Parents are requested to monitor their ward's activities during the session so that the session may go on smoothly without any interruptions and their wards may derive maximum benefit from the same. Parents please note that the topics already covered will not be repeated in the class once school reopens.

*We hope that our collaborative efforts would bear the fruit and make these classes meet the set objectives.*