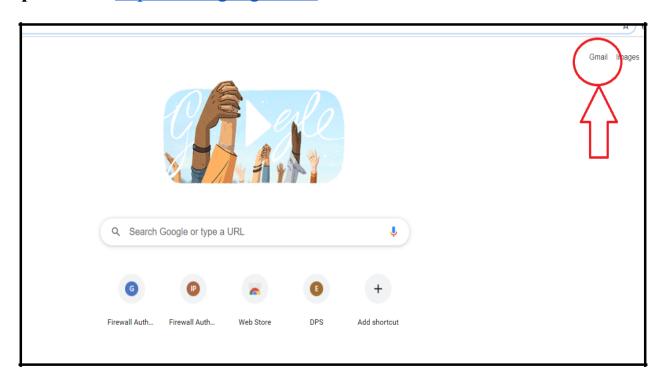


## **DELHI PUBLIC SCHOOL SURAT**

# \*How to Login in to Gmail Account and Join to Google Classroom (If you are using PC/Laptop)

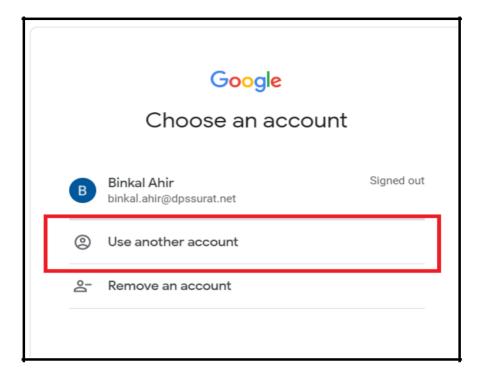
**Step 1:** Open any web browser [Google chrome, Mozilla fire fox, Internet explorer etc.)

Step 2: Go to <a href="http://www.google.com">http://www.google.com</a>

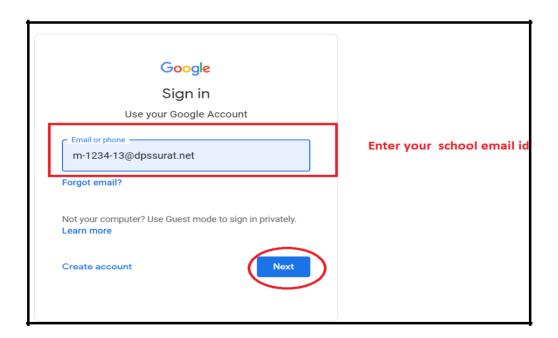


Click on the Gmail button which is on the top right corner.

Click on Use Another account option as shown in figure.

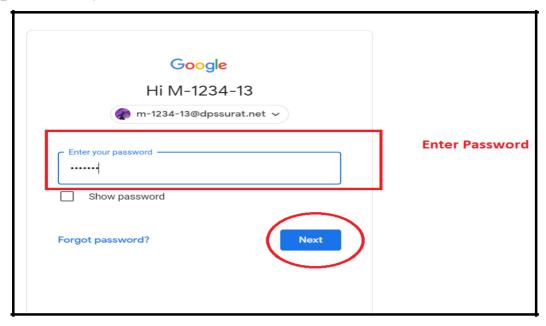


Step 3: Enter Student's School Email address, then click on next.



For example: m-1234-13@dpssurat.net is the User ID (e.g. if your admission no. is M-1234-13)

Step 4: Enter your Password, then click on next.

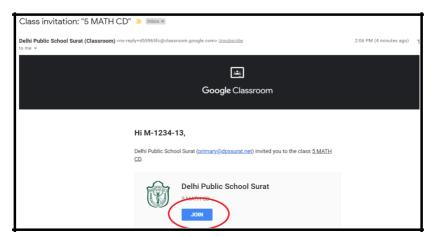


For example: 01022005 is the password (e.g. if your DOB is 1 February 2005)

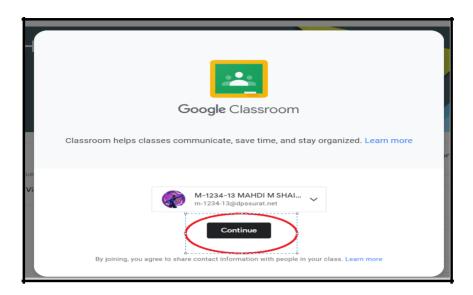
**Step 5**: Once you have logged in – go to your inbox- where you will have received a mail from school.



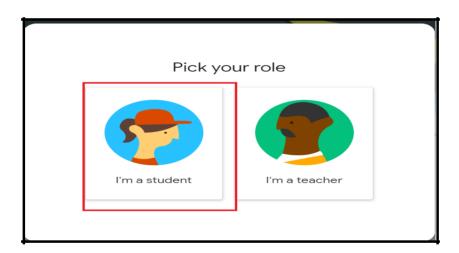
Click on the mail and it will appear as shown below. Click on **JOIN** button to join the class.



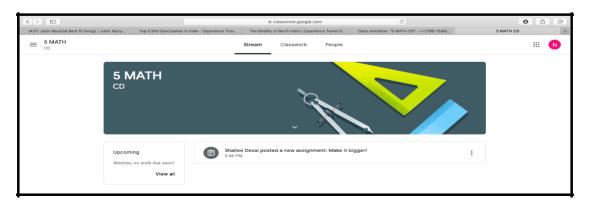
Step 6: Click on continue as shown below.



Step 7: Select your role as -I'm a student as shown below.



Step 8: You can view your class as shown in figure once you join it.



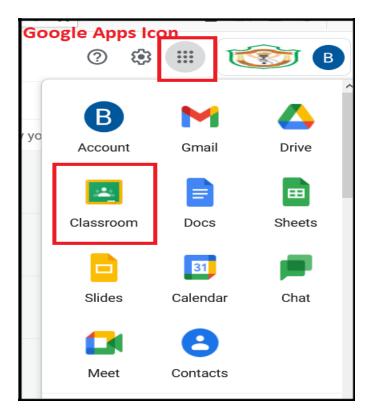
#### NOTE:

- The same procedure you will follow to join other subject classes as well.
- You have to join the class only for the first time for the particular subject. Once you have joined the class you can access it by clicking on the Google Apps icon on the top right corner in your g mail account and selecting the Classroom option from the apps as shown below.

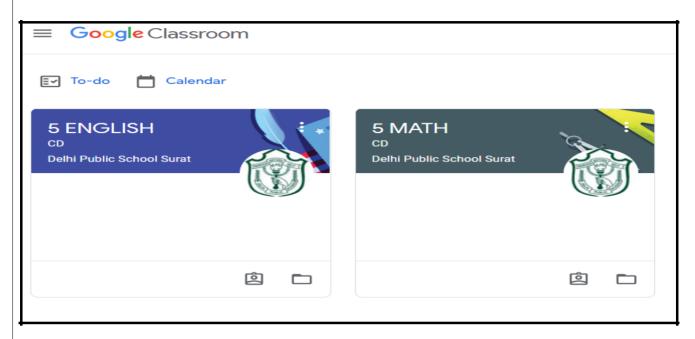
### \*How to open the Google Classroom

**Step 1:** First login into the Gmail account as explained above.

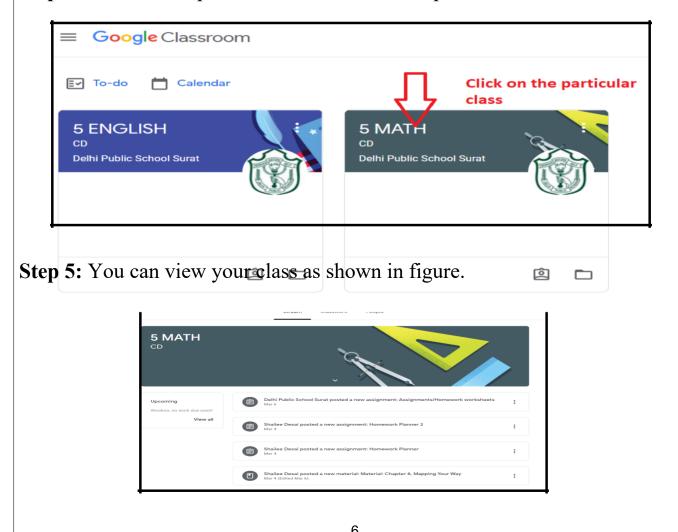
**Step 2:** Click on the Google Apps icon on the top right corner and select the Classroom option from the apps as shown below.



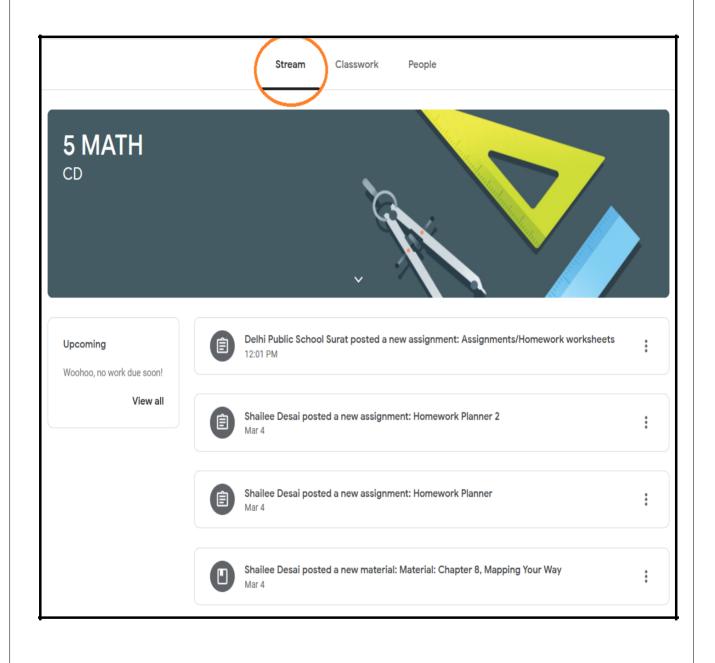
Step 3: You can view your list of classes as shown in figure.



Step 4: Click on the particular class and it will open.

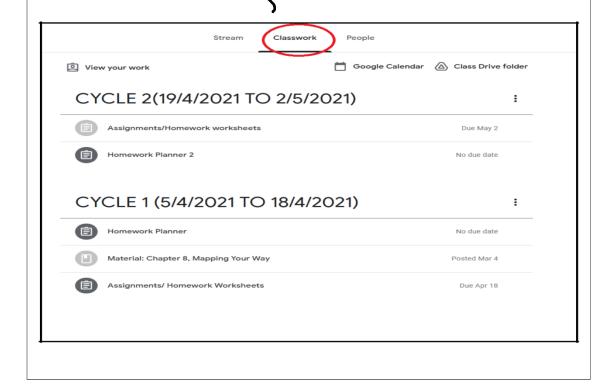


The **Stream** page is the class message board. Your teacher might post announcements or classwork notifications.

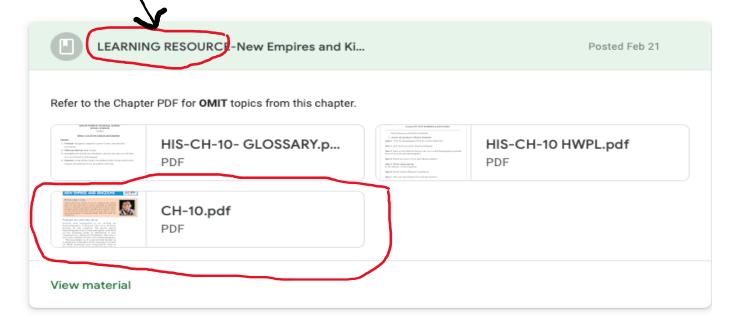


Step 6: Tap on Classwork option, to view your Learning

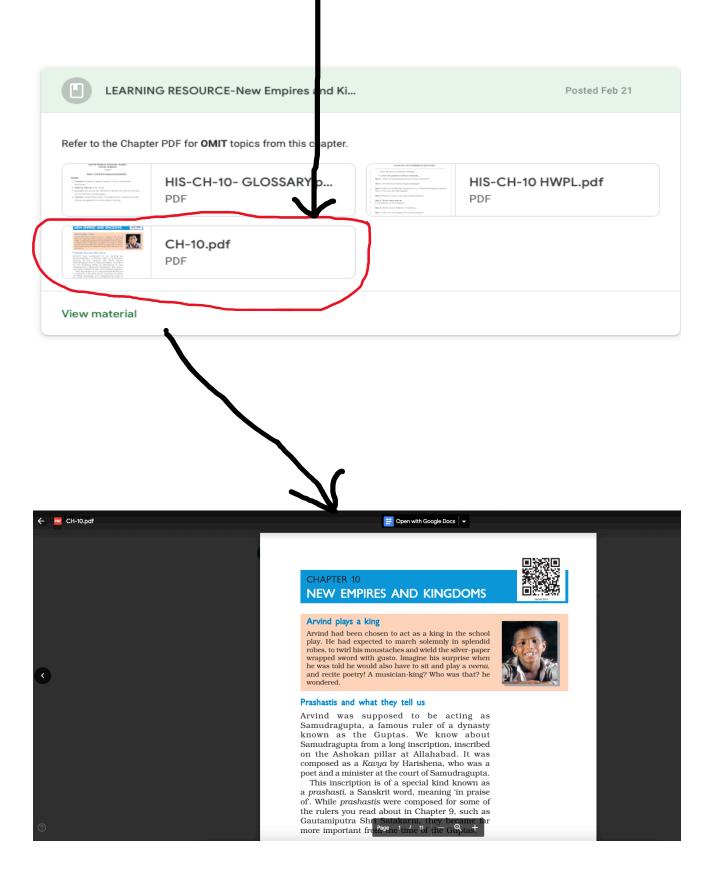
Resources(materials). On the **Classwork** option, your teacher posts Learning Resources(materials) related to the topic. Click on Cycle.



Here, **Learning Resources**: All pdfs, videos, ,images, book widget links related to the topic.

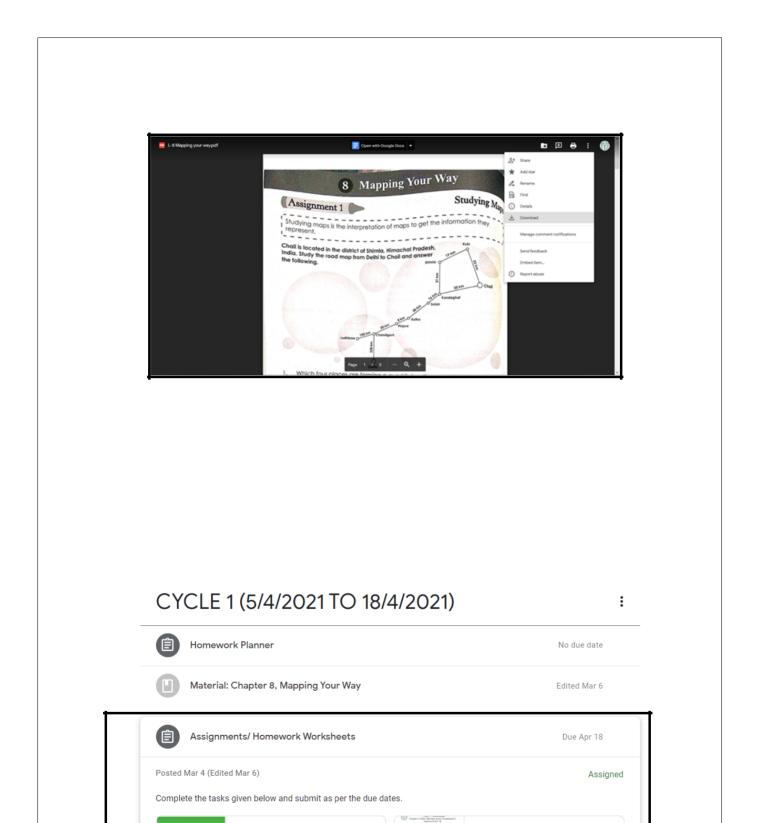


**Step 7:** To view your material, click on a material and it will open.

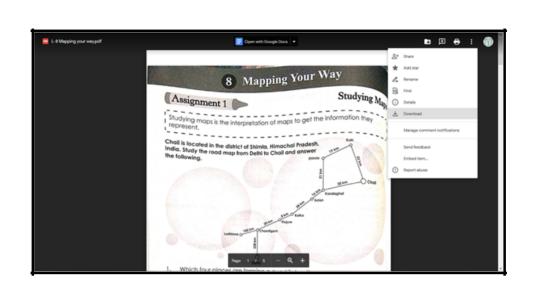


## \*How to download PDF / image from Google Classroom

**Step 1**: Click on the **PDF material** from Classwork. Once you click you will find that your pdf has been opened.



- Step 2: Click on three vertical dots on the top right corner as shown in figure and then click on open in the new window option. You will find that your pdf has been opened in a new tab now, so go to that tab.
- **Step 3:** Again Click on three vertical dots on the top right side and click on the **download**, to download the pdf file.
- Step 4: You can see your file in the download window of your computer



Note: You can access Google Classroom using iPad and Mobile phone also.