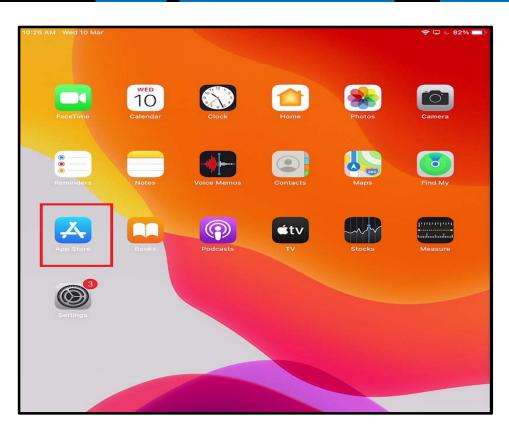


#### **DELHI PUBLIC SCHOOL SURAT**

### **Google Classroom Guidelines- Student View (on iPad)**

#### Step 1: Go to App store

Download Gmail, Google Classroom and Google Drive



Gmail	Google	Google Drive
	Classroom	

# \* How to Login in to Gmail Account and Join to Google Classroom

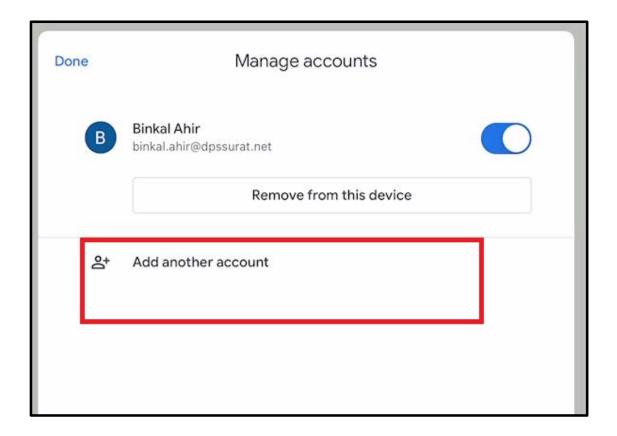
Step 1: Click on Gmail App.



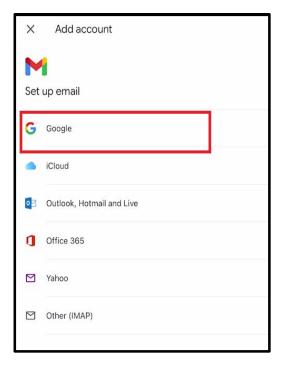
Step 2: Click on Sign in Button.



Step 3: Click on Add another account.



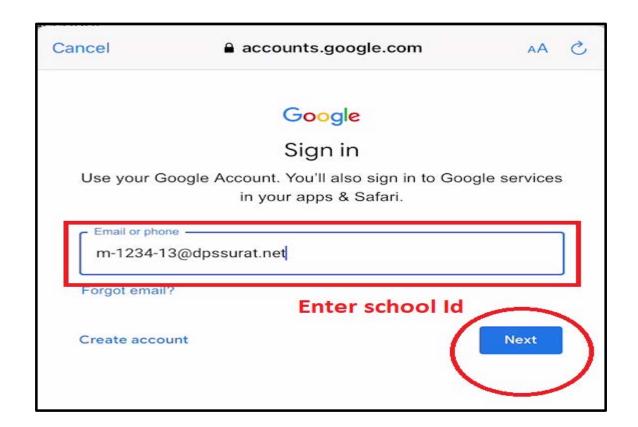
Step 4: Click on Google.



Step 5: Click on Continue.



**Step 6:** Enter Student's **School Email address**, then click on **Next**.



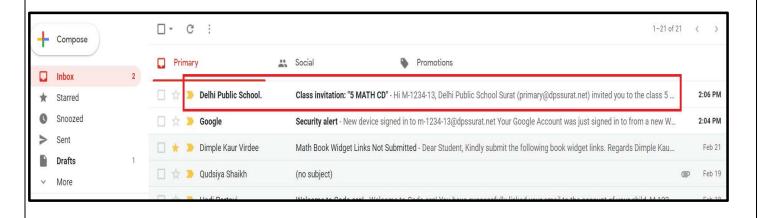
For example: m-1234-13@dpssurat.net is the User ID (e.g. if your admission no. is M-1234-13)

Step 7: Enter your Password, then click on Next.

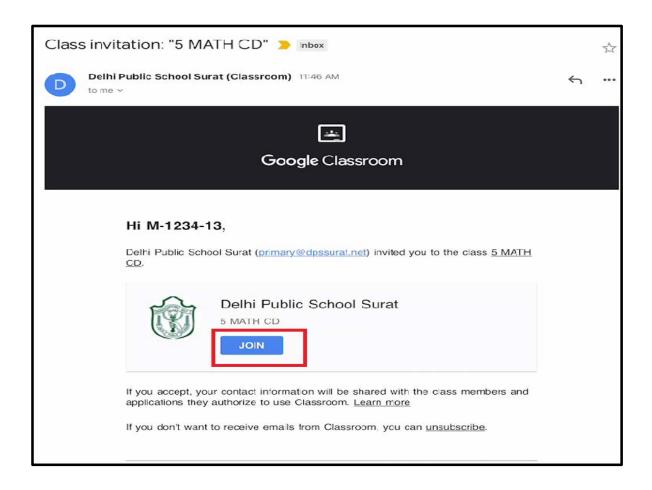


For example: 01022005 is the password (e.g. if your DOB is 1 February 2005)

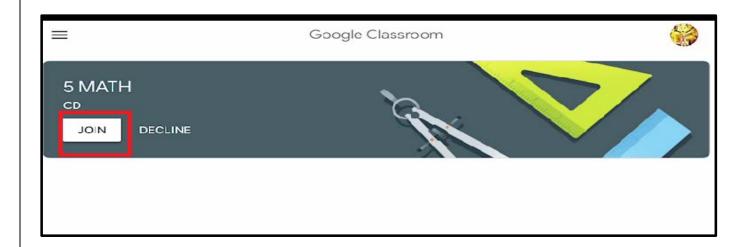
**Step 8**: Once you have logged in, go to your inbox- where you will have received a mail from school.



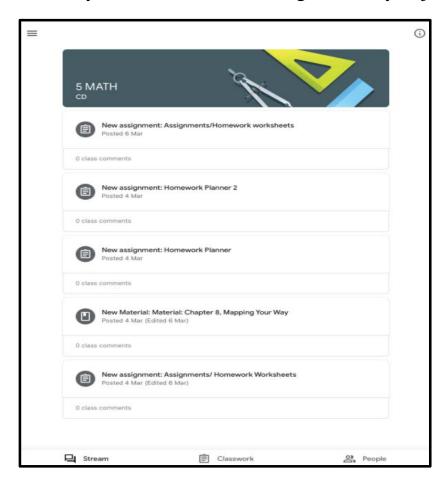
Click on the mail and it will appear as shown below. Click on **JOIN** button to join the class.



Step 9: Click on JOIN.



Step 10: You can view your class as shown in figure once you join it.



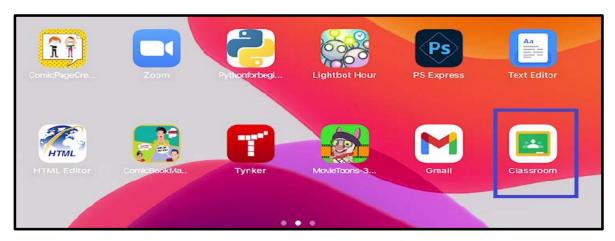
#### Note:

Follow the same procedure 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 classroom Apps icon in your iPad.

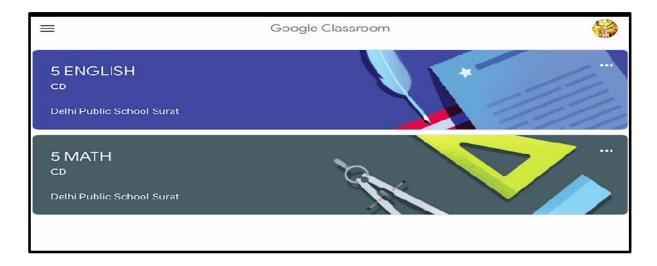


#### \*How to open the Google Classroom

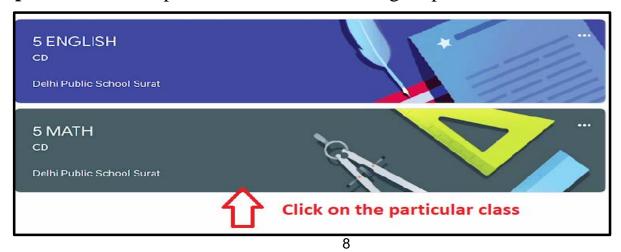
Step 1: Click on the Google Classroom App from your iPad.



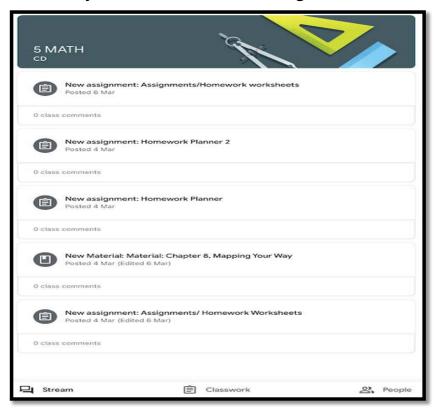
**Step 2:** You can view your list of classes as shown in figure.



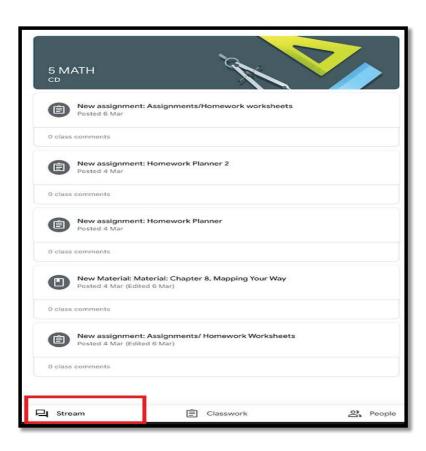
Step 3: Click on the particular class and it will get open.



Step 4: You can view your class as shown in figure.

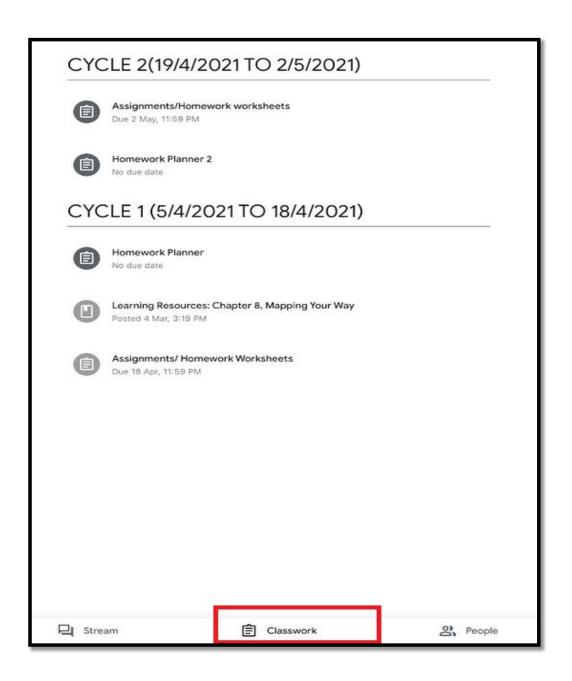


The **Stream** page is the class message board. Your teacher might post announcements or classwork notifications.

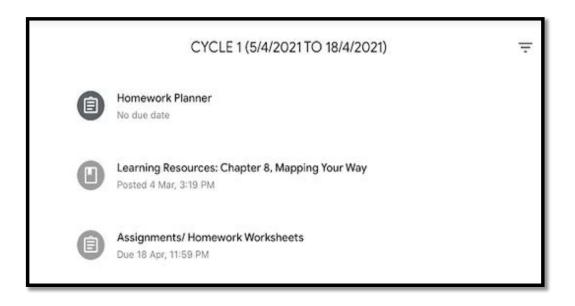


**Step 5:** Tap on **Classwork**, to view your Assignments and Learning resources. On the **Classwork** page, your teacher posts classwork and resources. Here, you will find three categories per cycle.

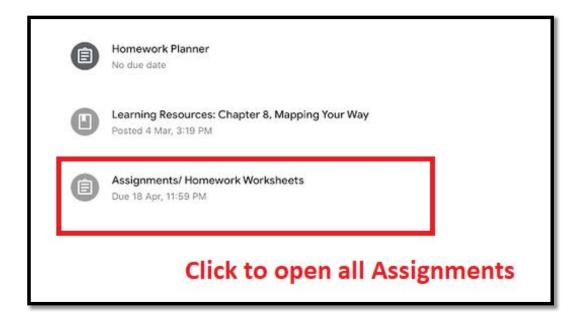
- 1) Homework Planner
- 2) Learning Resources: All pdfs, videos, key notes, iBook (Class resource materials)
- 3) Assignments/Homework worksheets: Book widget links, worksheets etc.



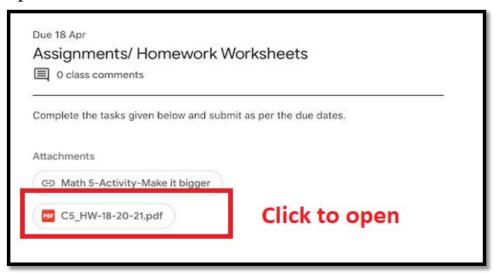
**Step 6:** Click on the particular cycle and you can see your list of content, as shown in the figure below



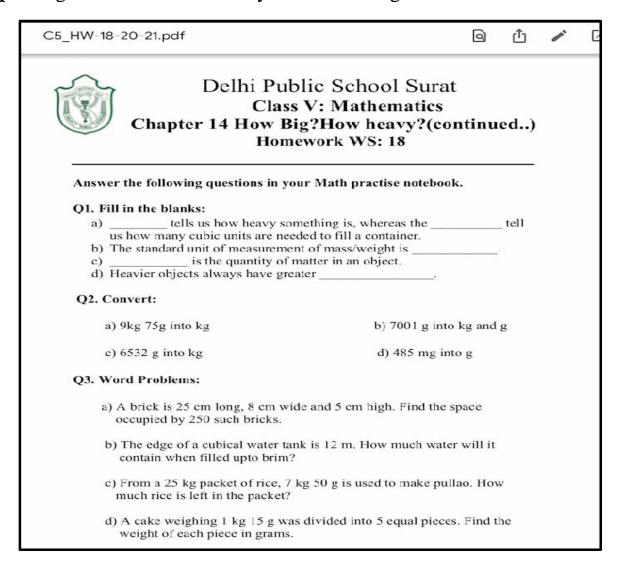
**Step 7:** Click on the Assignments, Learning Resources or Homework Planner to see the content inside it.



To view your assignments or Learning Resources, click on a particular assignment and it will open.



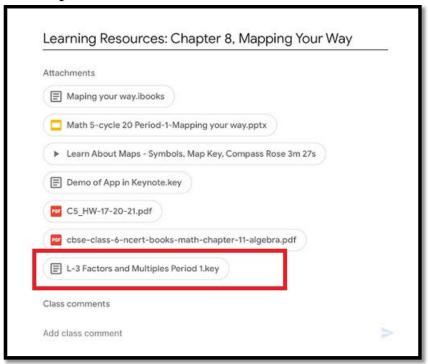
Step 8: Figure below shows how your above assignment will look like.



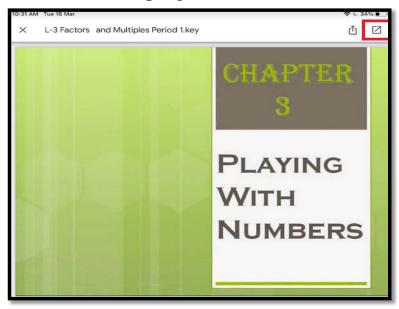
#### \*How to download Keynote File from Google Classroom

Note: If you don't have a Keynote app then please download the keynote app from the App store.

**Step 1**: Click on the **Keynote** file from Classwork. Once you click you will find that your presentation has opened.



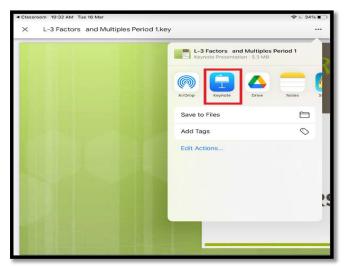
Step 2: Tap on the icon on the top right corner, as shown in the figure.



**Step 3:** Your presentation will directly save in your Google drive and you can see your keynote in it. Click on the three dots on the top right corner and click on open in option as shown in figure.



Step 4: Click on Keynote app to save it.

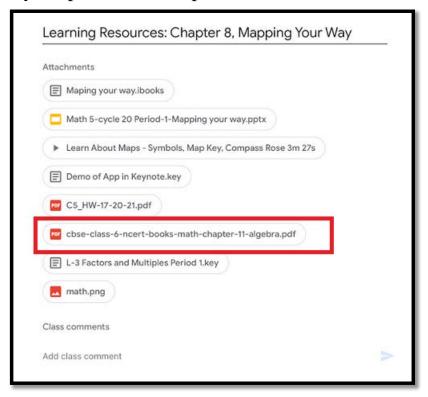


**Step 5:** You can go to the keynote app to see your file.



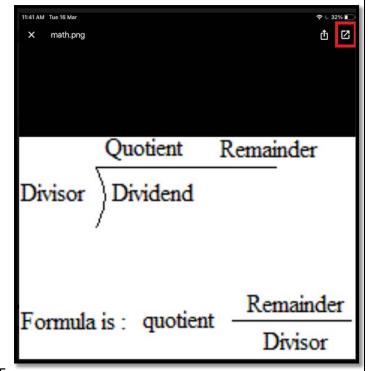
## \*How to download PDF / iBook/Image File from Google Classroom

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



**Step 2**: Tap on the icon on the top right corner, as shown in the figure. Figure shows the examples for the pdf and image file.

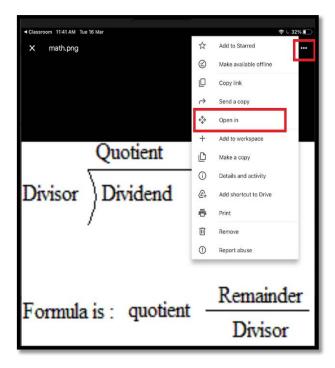




15

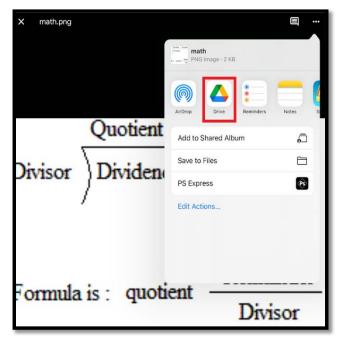
**Step 3:** Your pdf/image/iBook will directly save in your Google drive and you can see your pdf/image/iBook in it. Click on the three dots on the top right corner and click on open in option as shown in figure.



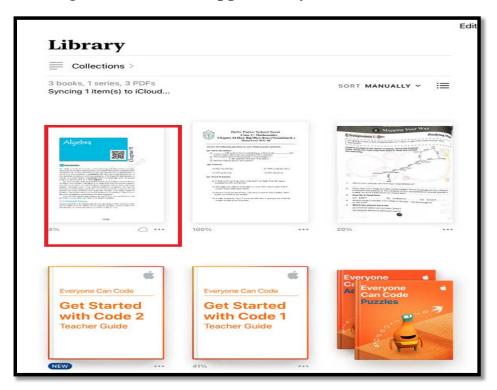


Step 4: Click on Books app to save pdf/iBook. You can save images in Drive.



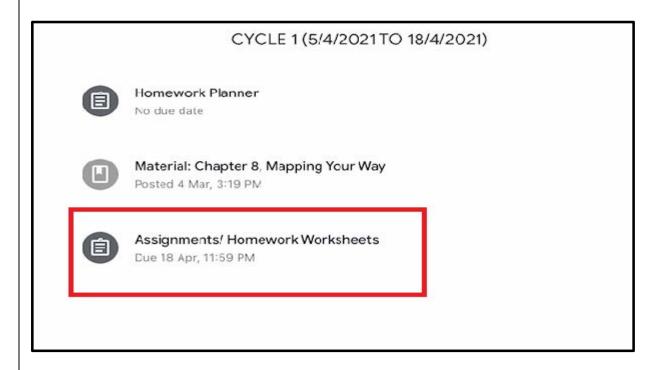


Step 5: You can go to the Books app to see your file.



#### \*How to submit the work in Google Classroom

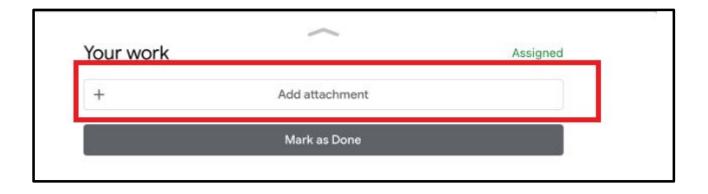
**Step 1:** To attach your file first open the respective Assignment from your classwork.



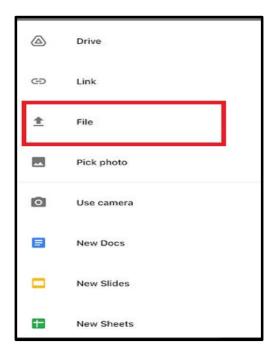
Step 2: Click on the arrow at bottom of the screen as shown in figure.



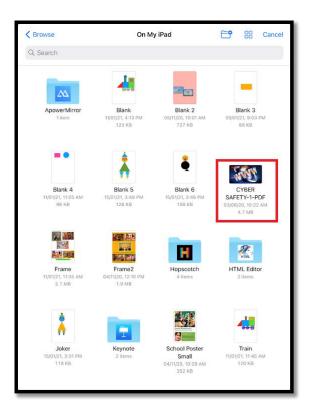
Step 3: Click on Add attachment option as shown in figure.



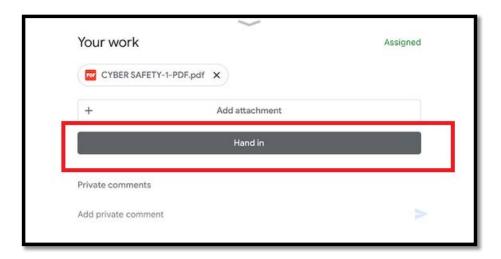
Once you click, you will find one menu has opened. Now click on the file option from the given menu. You can also attach file from your drive by clicking on drive option.



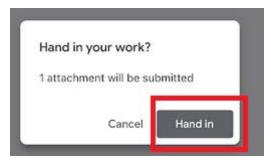
Step 4: Select the file that you want to upload as shown in figure.



Step 5: Once your file has been attached, click on the Hand in option as shown below.



Again, click on Hand in as shown in figure.



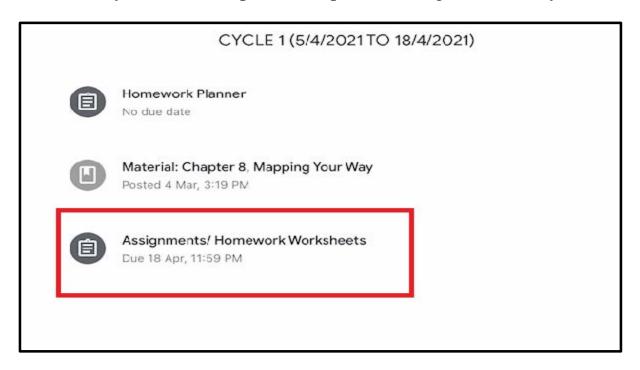
You can see that your file has been attached now.

If you find your work is incomplete and you may want to un submit your assignment then to remove, Click on **Un submit (optional)** 

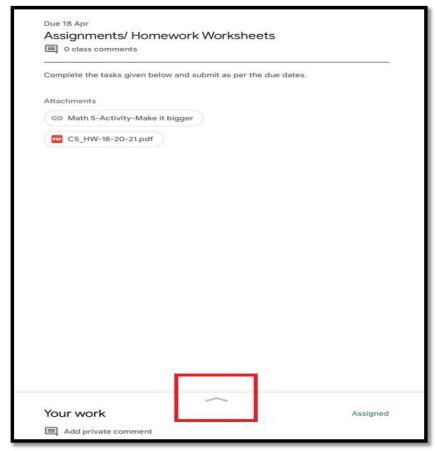


#### \*How to click and attach photo in Google Classroom

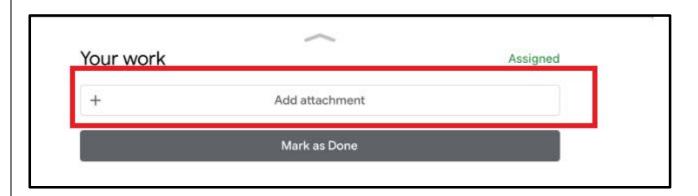
**Step 1:** To attach your file first open the respective Assignment from your classwork.



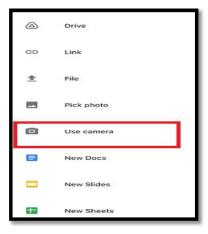
Step 2: Click on the arrow at bottom of the screen as shown in figure.



Step 3: Click on Add attachment option as shown in figure.



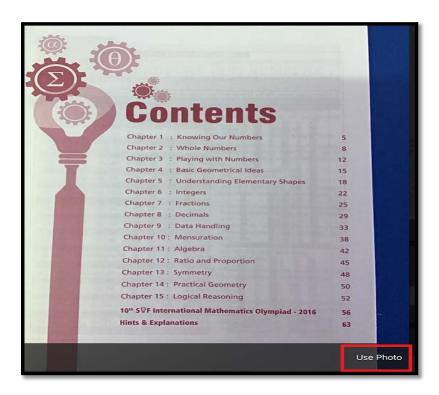
Once you click, you will find one menu has opened. Now click on the Use Camera option to take photo of your work. If you have clicked a photo earlier then you may click on Pick photo option.



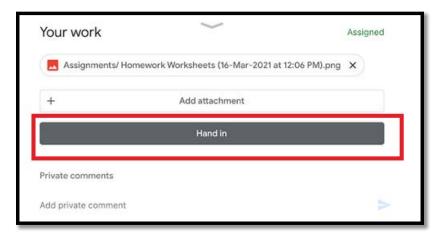
**Step 4:** Click the photo of your content as shown below.



Step 5: Click on Use Photo option as shown below.



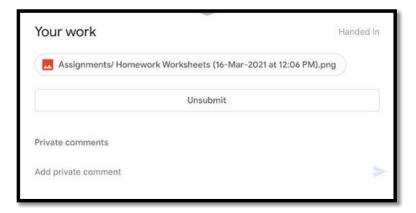
**Step 6**: Click on Hand in option as shown below. If you want to attach other photo then again click on Add attachment option. Otherwise, click on Hand in.



Again, click on Hand in.

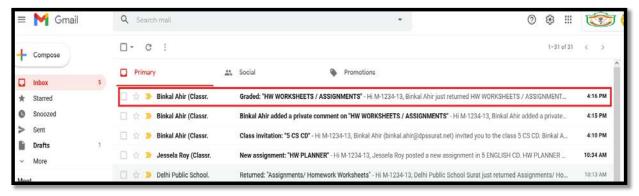


You can see that your photo has been attached.

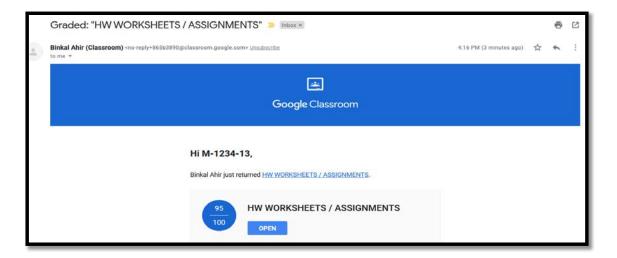


#### \*How to see the result/comment given by your teacher

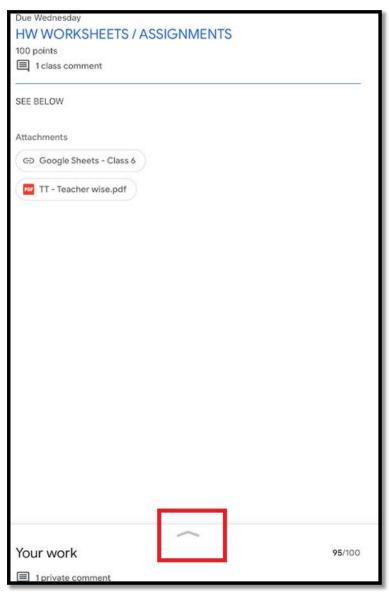
**Step 1**: You would have received a mail from your teacher in your inbox as shown in figure.



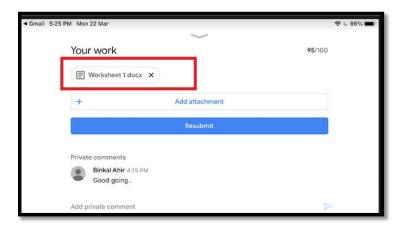
**Step 2**: Click on open as shown below.



Step 3: Click on arrow as shown below.



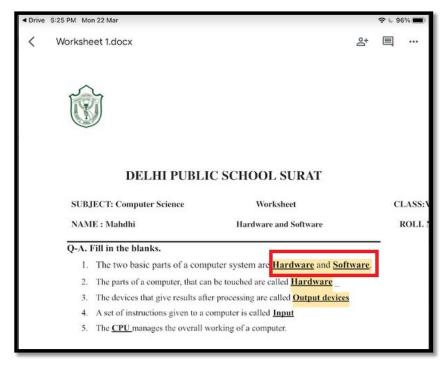
Step 4: Click on your worksheet as shown below



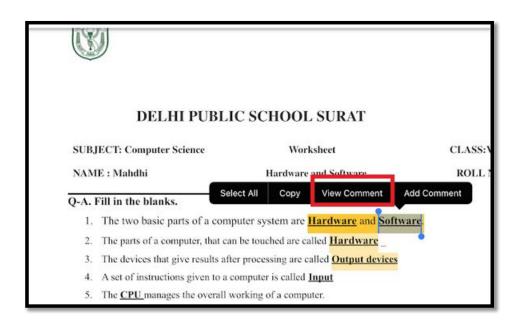
**Step 5**: You will find that your worksheet has opened. Click on the arrow on the top right corner as shown below.



Step 6: You can see that your worksheet with highlighted text has opened.



**Step 7**: To see the comment, click on the highlighted text and click on the view comment option as shown below.



You can see the comment like as shown in figure.

