

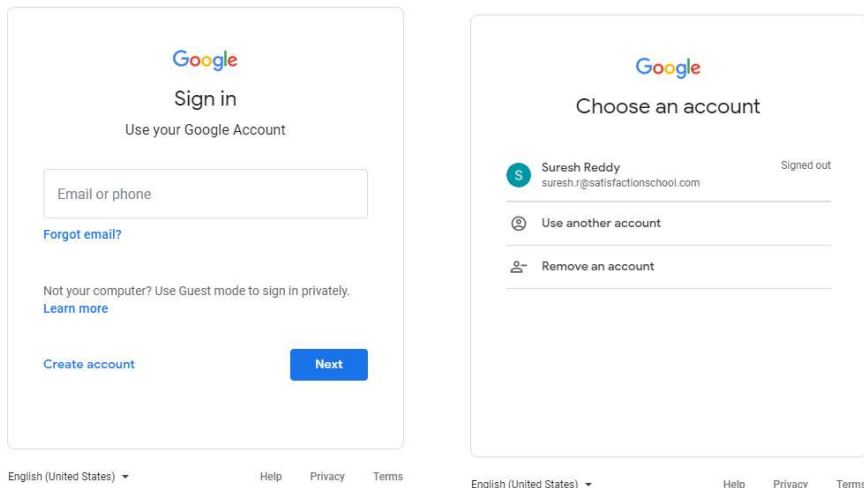
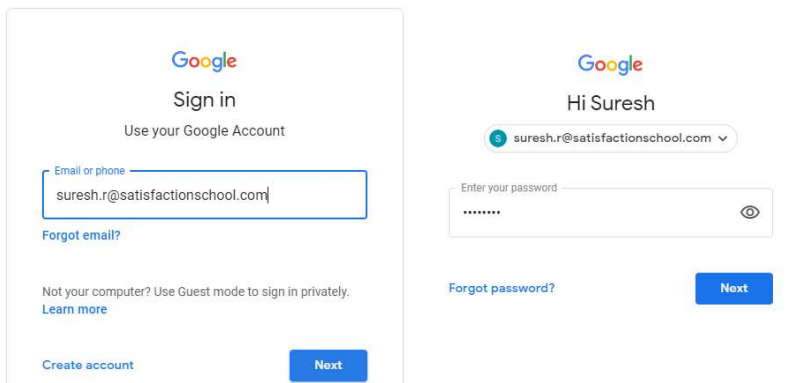


Steps to be followed to log into Google Classroom

1. You will receive a SMS with Email ID and password of your Google Classroom account.
2. If you are using a Smart Phone – from Play Store, download app -
 - a. Google Classroom  and
 - b. Google Meet Or else If you are using a PC or Laptop - On web browser open link - <https://www.classroom.google.com>
3. On opening 'Google Classroom' App or On opening the above link, you will be directed to one of the Sign in screen as shown below



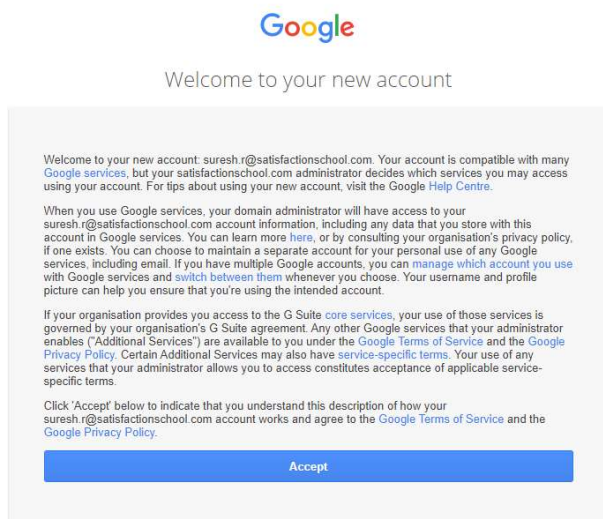
4. If you see screen similar to the second screen shown above, click on "Use another account". This screen appears if you already have an existing Google account on your PC/laptop/Smart Phone. In that case you have to use the option – "Use another account" and enter the Email ID shared through SMS
5. Now enter the Email ID and password that you received through SMS



6. You need to enter the complete email ID. For example, if the student name is Suresh Reddy, then the email ID will be suresh.r@satisfactionschool.com.

Please note that at times the email ID shared through SMS gets truncated, i.e last few alphabets are cut. So in SMS the email id shared might appear as 'suresh.r@satisfactionschool' only but **you need to enter the complete ID** - 'suresh.r@satisfactionschool.com' when you first log in.

7. You will then see the welcome screen as shown below. Click on 'Accept' button.

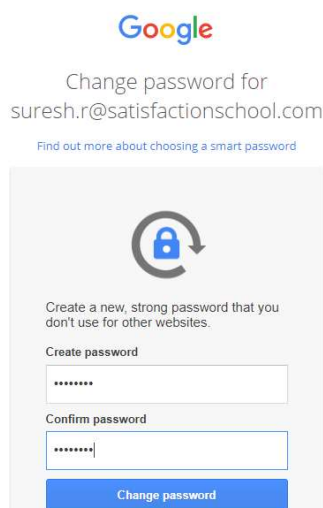


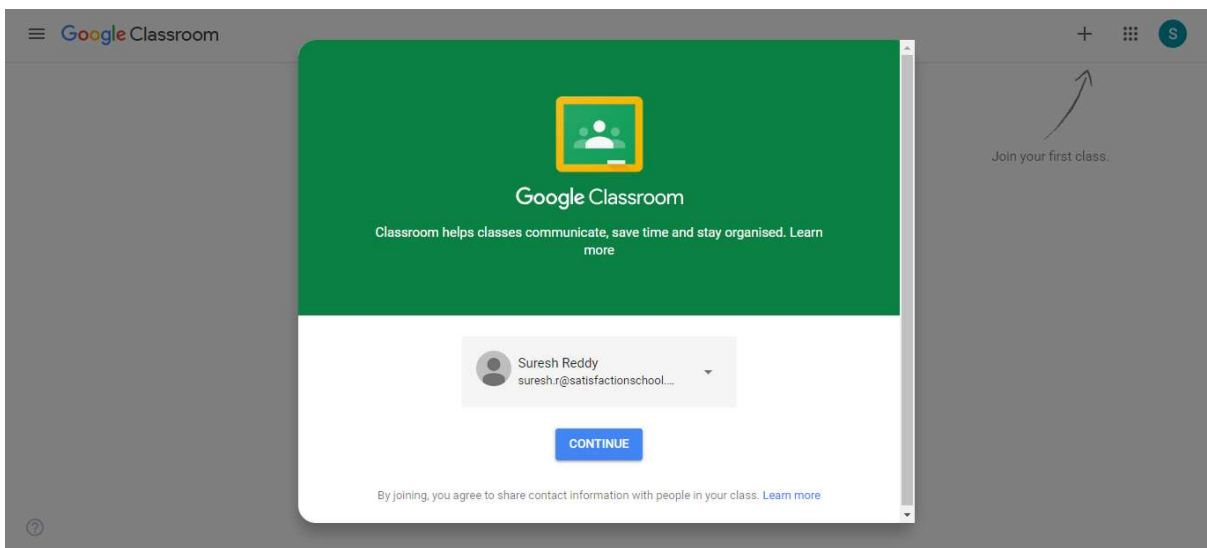
8. You will then need to change password. Enter a new password, confirm and click on "Change Password".

You can change any one character from the original password to create the new password.

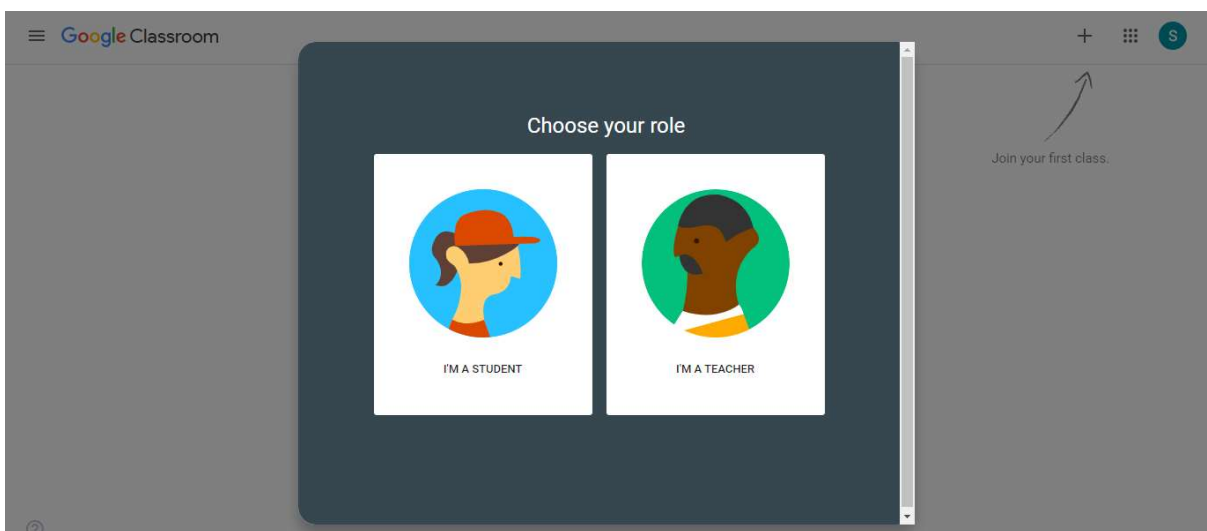
Kindly write down the new password in student's notebook. This password will be required in future if you wish to log into another device.

After changing the password you will see screen similar to the second screen shown below. Click "Continue".

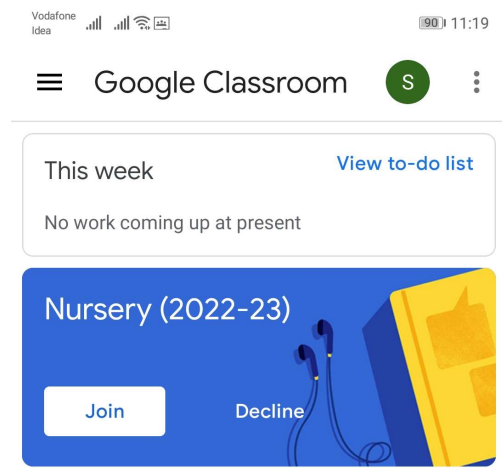





9. Choose your role – I'M A STUDENT

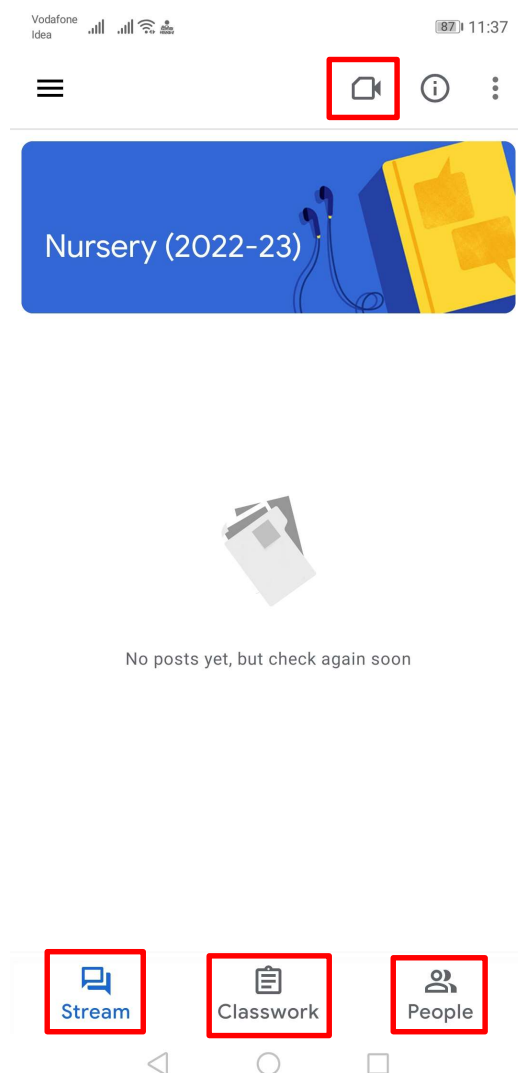


10. After choosing the role - 'I'M A STUDENT', you will see your class with 'Join/Decline' option as shown below. Click on 'Join'.



11. After joining the class, you will see screen similar to the one shown below.

- a. Click on the 'Google Meet' icon  to start the 'Online Interaction'.
- b. In 'Stream' section, you can see all the communication related to any study material/assignment shared by the teacher.
- c. In 'Classwork' section you will get the study material/assignment shared by the teacher.
- d. In 'People' section you can see the Teachers and other Students in your class.



Please note that all the screenshot are of opening Google Classroom on a web browser. In case you use the Google Classroom App from play store, the screenshots will differ slightly but the steps will remain the same.