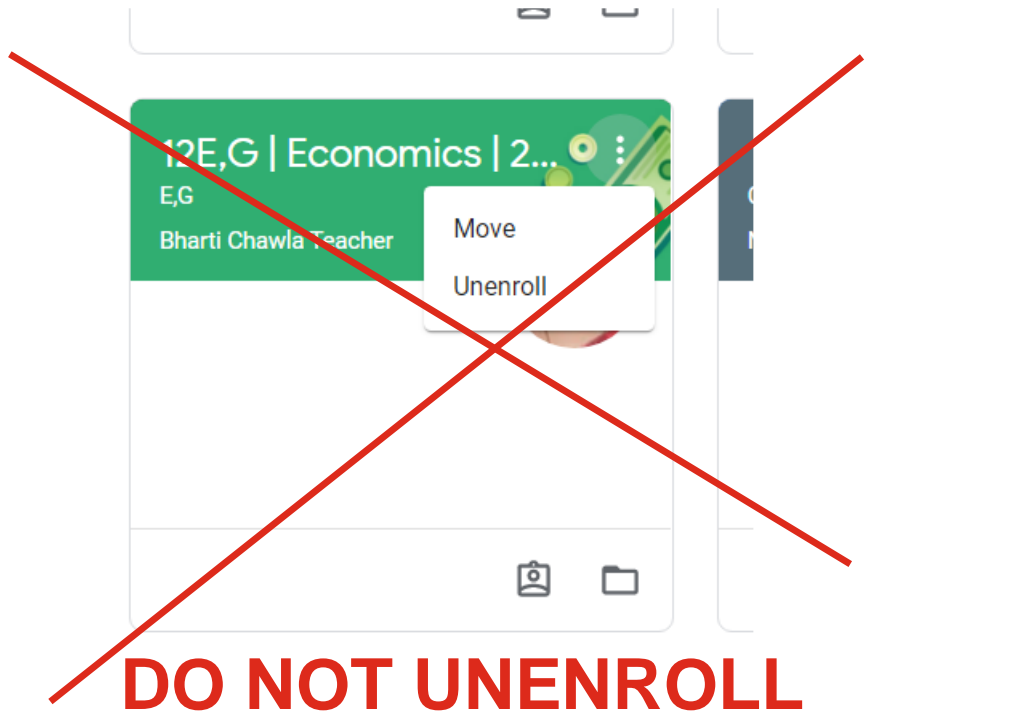




<p>5</p> <p>You will see various coloured boxes or windows, with classroom titles written on them.  <b>You DONOT NEED ANY CLASSCODE to see the classroom window to join.</b></p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 10px; width: 150px; height: 150px; background-color: #007bff; color: white; text-align: center;"> <p>12G   Painting   2020</p> <p>G</p> <p>Mani Solanki Teacher</p> <p style="font-size: small;">Decline <span style="margin-left: 20px;">Join</span></p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 150px; height: 150px; background-color: #28a745; color: white; text-align: center;"> <p>12F   Economics   2020</p> <p>F</p> <p>Jaya Rai Teacher</p> <p style="font-size: small;">Decline <span style="margin-left: 20px;">Join</span></p> </div> </div> <p style="color: #007bff; text-align: center;"><b>Classroom windows with your Class, Section and Subject should be visible to you.</b></p> <p style="text-align: center;"><b>Do not go to the top right-hand side of the page button where there is a plus button - which asks you to join the class with a Class code.  You do not require the Class code.</b></p>
<p>6</p> <p><b>Click Join.</b></p> <p><b>DONOT click the “Decline” button.</b></p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 10px; width: 150px; height: 150px; background-color: #007bff; color: white; text-align: center;"> <p>12G   Painting   2020</p> <p>G</p> <p>Mani Solanki Teacher</p> <p style="font-size: small;">Decline <span style="margin-left: 20px;">Join</span></p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 150px; height: 150px; background-color: #28a745; color: white; text-align: center;"> <p>12F   Economics   2020</p> <p>F</p> <p>Jaya Rai Teacher</p> <p style="font-size: small;">Decline <span style="margin-left: 20px;">Join</span></p> </div> </div> <div style="text-align: center; margin-top: 10px;"> </div> <p><b>IMPORTANT:</b> If the student clicks the <b>decline</b> button, then [s]he will <b>not be able to join the class, will be unenrolled and</b> will not be able to attend that class. Contact School with a request in that case.  The request processing will take three -five working days.  The school after verifying will re-start the process for you to re-join the class. Once the re-start process is completed, you will see the Classroom window with “Join” and “Decline” buttons. This time remember to click the Join Button.  <b>Note: THE REQUEST WILL TAKE THREE TO FIVE WORKING DAYS TO PROCESS.</b></p>

7

**Do not  
Unenroll**



**IMPORTANT:** On clicking the three white dots on the top right corner of the classroom card, two options - “Move” and “Unenroll” will appear.

**DONOT CHOOSE UNENROLL.** If the student clicks by pressing Unenroll, [s]he will **not be able to join the class, will be unenrolled. The Classroom card will disappear from the screen.** Contact School with a request to Re- Enroll the student in the specific subject/class.

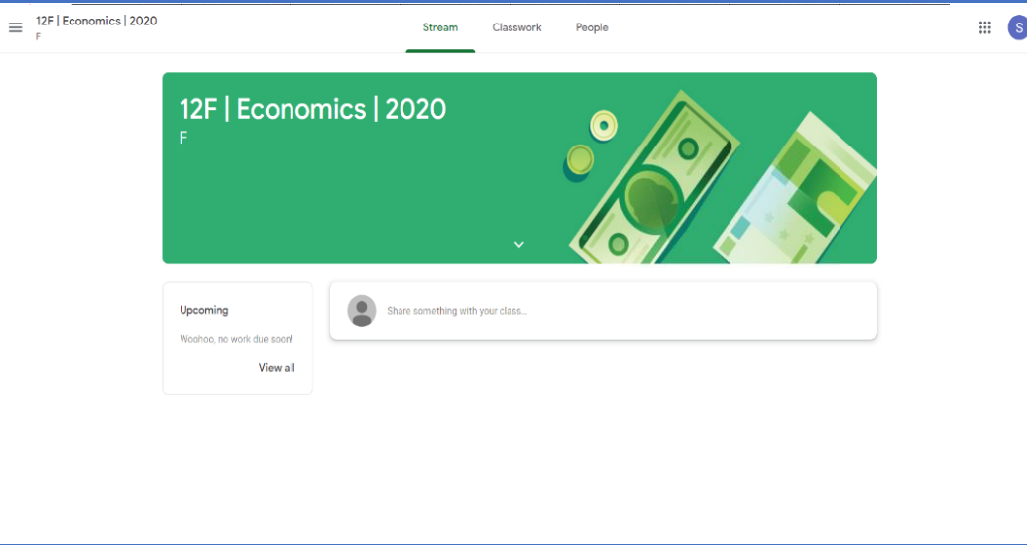
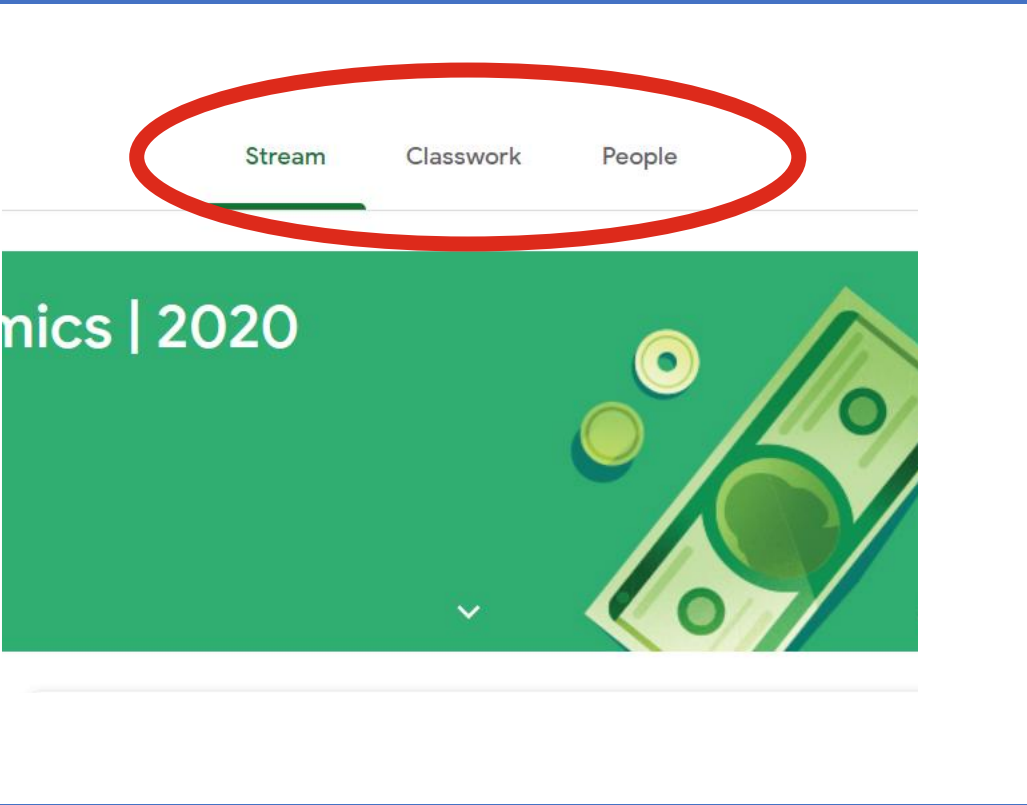
The request processing will take three -five working days.


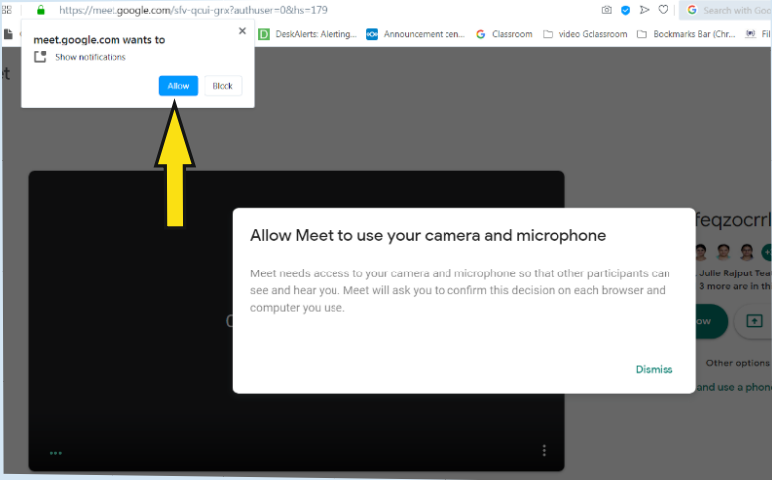
The school after verifying will re-start the process of Re-**Enrollment** of the student into the specific online class. Once the Re-enrolling process is complete, you will see the Classroom window again with “Join” and “Decline” buttons. Choose Accept and this time Remember **not to choose Unenroll** by clicking the three dots on the top right corner.

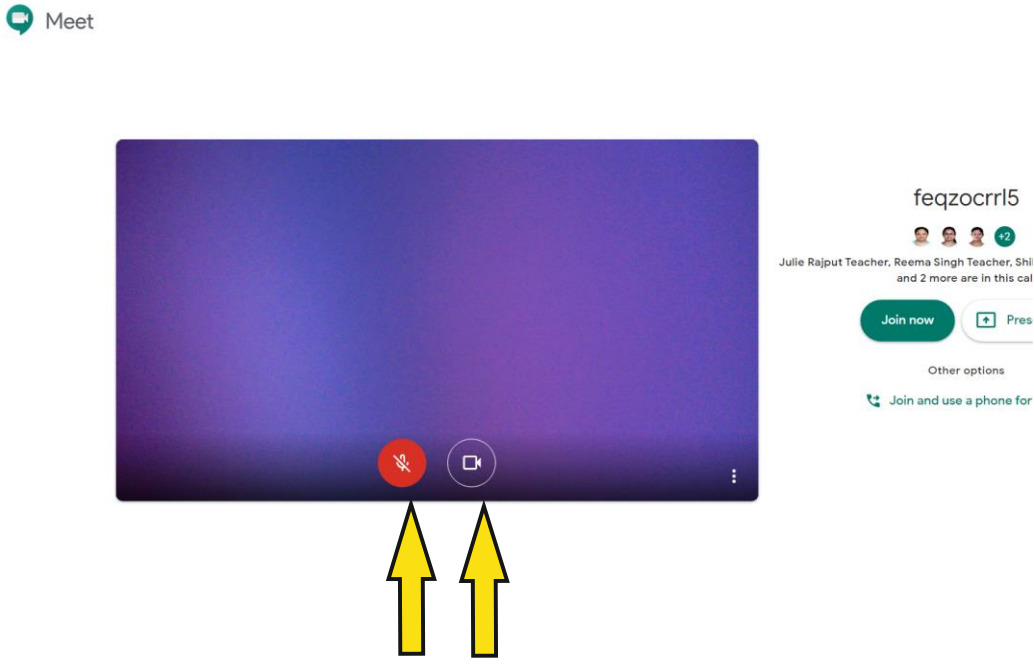
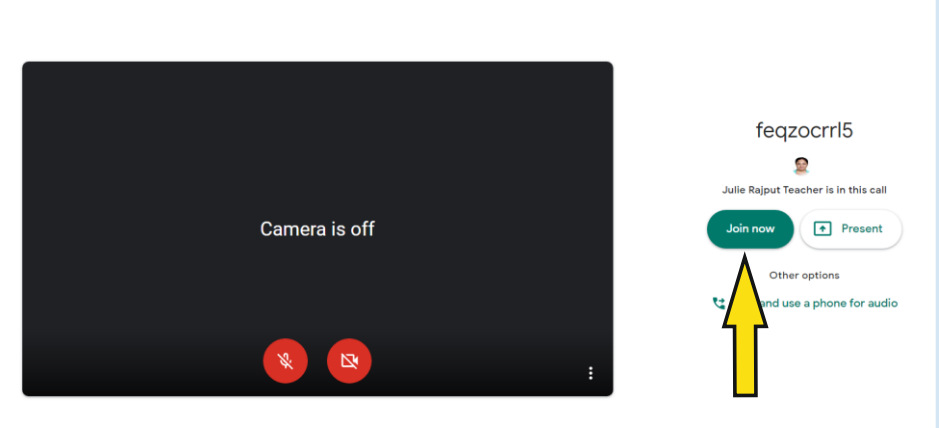
**Note: THE REQUEST WILL TAKE THREE TO FIVE WORKING DAYS TO PROCESS.**

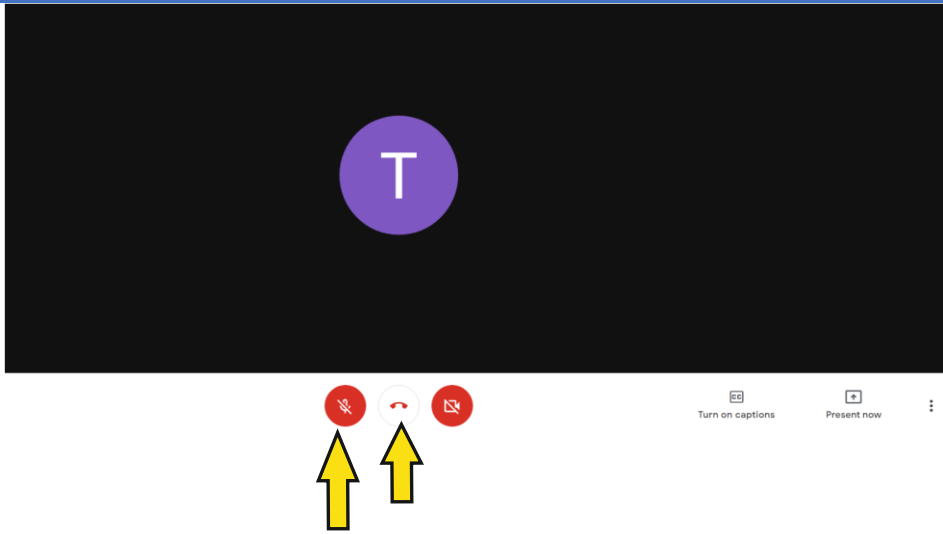
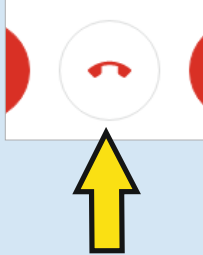
8

**Go to the Respective Class as per your Timetable by [clicking the coloured banner](#).**  
Do not enter any other Classroom window.

<p>9.</p>	<p>Now you are inside your Respective classroom</p>	
<p>10.</p>	<p>On the top there are three links to open pages: <a href="#">Stream</a>, <a href="#">Classwork</a> and <a href="#">People</a>.</p> <p><b>Click the Classwork link.</b> The Classwork page opens.</p>	
<p>11.</p>	<p>Open the Daily Attendance Topic, Mark your attendance. <b>Submit by pressing TURN IN</b></p>	<p><b>CLASSWORK PAGE IS FOR MARKING ATTENDANCE.</b></p> <p>Mark your attendance by selecting YES and then Submit by TURN IN. You will see a question: <b>Are you Present today? Click YES here. And then press the TURN IN button.</b> <b>Do not</b> write anything in the Comment Section. Writing Yes in the comment area will not mark your attendance.</p>

12.	<b>Come back to the Stream Page by clicking the <a href="#">Stream</a> on the top of the Page.</b>	
13.	<b>The student must now Join the Video Meet. The process is as follows:</b>	
14.	<p><b>WAIT FOR THE TEACHER TO ENABLE THE MEET LINK.</b></p> <p><b>IT WILL BECOME VISIBLE ON THE COLOURED BANNER ON THE TOP OF THE CLASSROOM WINDOW.</b></p> <p>Click the Meet link</p>	<p>You can't join a class video meeting until the teacher starts the meeting.</p> <p>The teacher will enable the Meet link which will become visible to everyone. Click this Meet link.</p> 
15.	<p>To allow Google Meet to use your camera and microphone, click <b>Allow</b>.</p>	 <p>This is the GET READY Page so that you may check if the webcam and audio is working or not.</p>

<p>16.</p>	<p><b>Switch off microphone</b></p> <p><b>Switch off Camera</b></p>	 <p>The screenshot shows a Zoom meeting interface. At the top left, it says 'Meet'. The main area is a blurred video feed. On the right, the host's name 'feqzocrr15' is displayed, along with a list of participants: 'Julie Rajput Teacher, Reema Singh Teacher, Shi and 2 more are in this call'. There are 'Join now' and 'Pres' buttons. Below these are 'Other options' and 'Join and use a phone for'. At the bottom center, there are two red circular icons: a microphone with a slash and a camera with a slash. Two yellow arrows point upwards from the text below to these icons.</p> <p>Switch OFF Microphone and Switch OFF Camera</p>
<p>17.</p>	<p>Immediately Now Join the Class Video Meeting by clicking <b>Join now.</b></p> <p>Your video session will <b>Start</b> now.</p>	 <p>The screenshot shows a Zoom meeting interface. The main area is a black rectangle with the text 'Camera is off' in the center. At the bottom center, there are two red circular icons: a microphone with a slash and a camera with a slash. On the right, the host's name 'feqzocrr15' is displayed, along with a list of participants: 'Julie Rajput Teacher is in this call'. There are 'Join now' and 'Present' buttons. Below these are 'Other options' and 'Join and use a phone for audio'. A yellow arrow points upwards from the text below to the 'Join now' button.</p>

<p>18</p>	<p>Clicking the <b>lower part of the screen</b> will bring a white band which will have the Audio Microphone button, Red LEAVE CALL Button and the Camera Button</p> <p>When prompted by the teacher to speak during Online class, you may <b>UNMUTE</b> by <b>clicking the microphone button</b> at the bottom of the video screen.</p> <p>After you have spoken, MUTE the sound by clicking the microphone button again.</p>	 <p>The Audio microphone and Camera are always to be kept OFF except during <i>Query time</i> or when you are <i>prompted by the teacher</i> to speak or show yourself.</p>
<p>19</p>	<p>To <b>leave</b> the video meet session, click the <b>RED colour Leave Call Button</b> which is at the bottom.</p>	 <p>Leave - Meet Call</p>