

For Mobile Users

Advisory

BEFORE Downloading anything on your Android phone, we suggest you to create another Google account in the settings of your phone with the username and password provided by the School.

By default, your personal Google /Gmail account already in your mobile will have preference over the new account (school Id) and your apps will open with your personal account ids. and not with School id. In order to avoid that it is better to create a Google Account using School id beforehand and make it default. Just the way you created your personal account in your Android phone, Create the School's google account with the credentials provided to you by School.

Your School Online Google class id will read as

e.g.:

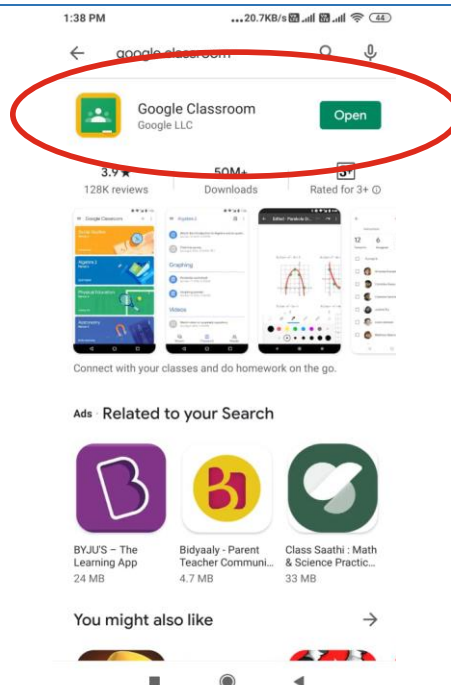
nancy.b1902345@bfjunior.in

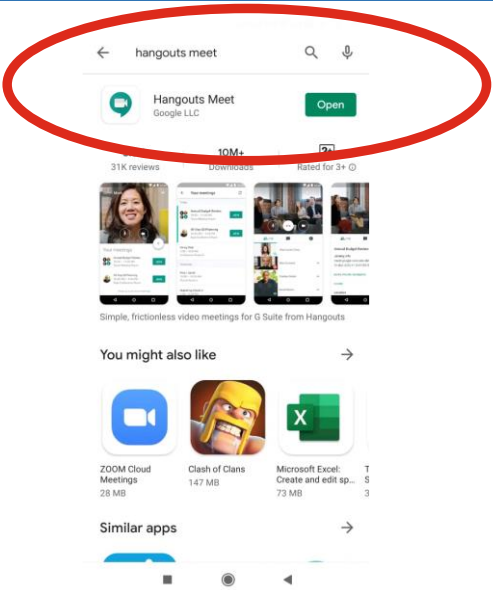
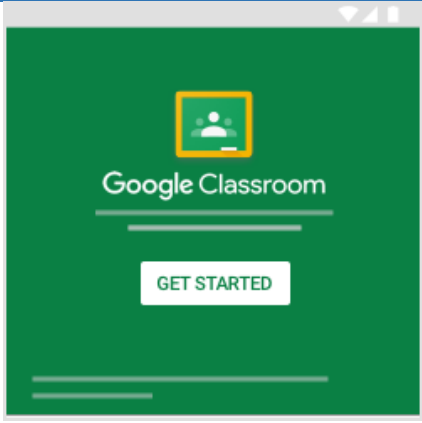
First name dot Full 8 digit Admission no. @ bfjunior dot in

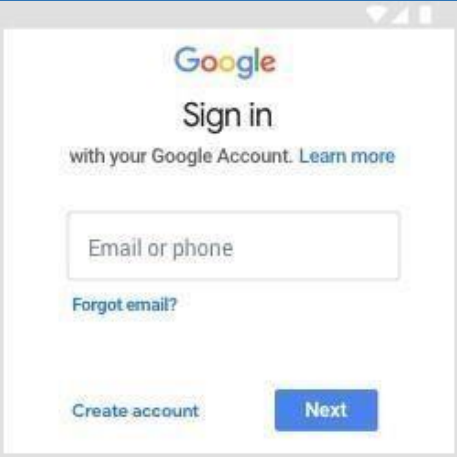
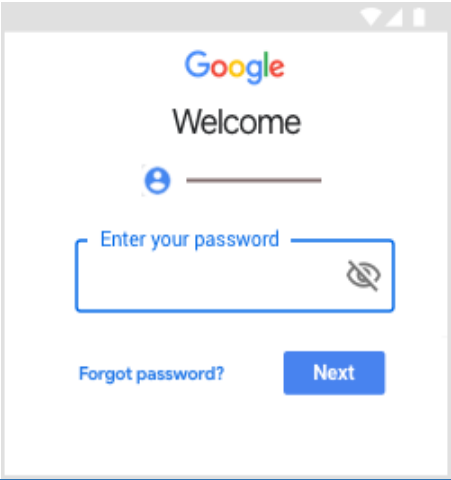

1.


Download the
Google Classroom
app


and

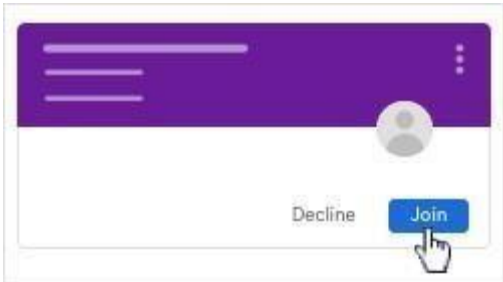


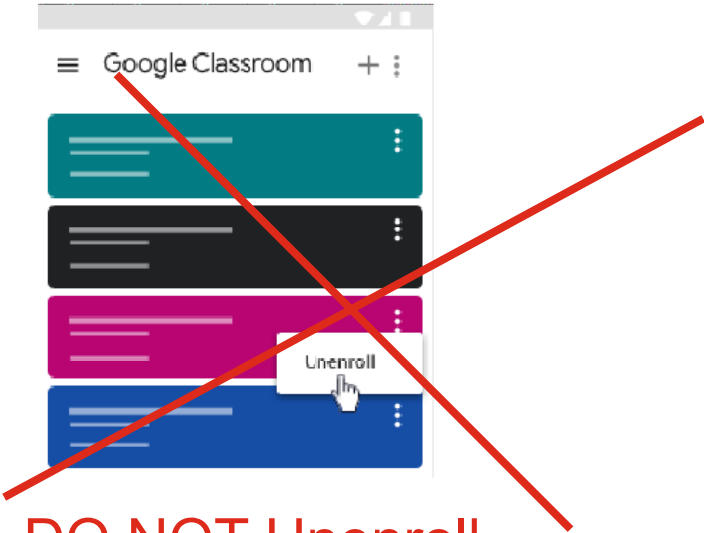
	Google Hangouts Meet app from google play store.	
2.	Tap Classroom app.	<p>DONOT LOGIN WITH YOUR EXISTING PERSONAL GOOGLE ACCOUNTS or PERSONAL EMAIL IDS</p> <p>Your School Online class id will read as e.g.: nancy.b1902345@bfjunior.in</p> <p>First name dot Full 8 digit Admission no. @ bfjunior dot in</p>
3.	<p>It may happen that after installing the classroom app and clicking classroom you may not get access to classroom and an error message will ask you to contact the administrator. This is because the mobile is trying to get access of classroom with your personal google account. You must create a separate google account in your mobile with the login credentials given to you by school.</p>	
4.	<p>Tap Get Started.</p> <p>Tap Add account.</p> <p>OK</p>	

5.	Enter your username and tap Next.	 <p>The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by 'Sign in' and 'with your Google Account. Learn more'. Below this is a text input field labeled 'Email or phone'. Underneath the field is a link for 'Forgot email?'. At the bottom, there are two buttons: 'Create account' on the left and 'Next' on the right.</p>
6.	Enter your password and tap Next	 <p>The screenshot shows the Google 'Welcome' screen. It features the Google logo and the word 'Welcome'. Below the logo is a blue person icon followed by a horizontal line. A text input field labeled 'Enter your password' is shown with a toggle icon on the right. At the bottom, there is a link for 'Forgot password?' and a blue 'Next' button.</p>
7.	If there is a Welcome Message, read it and tap Accept	 <p>The screenshot shows a 'Welcome' screen with the Google logo. Below the logo is the text 'Welcome to your new account' followed by several lines of placeholder text. At the bottom right, there is a blue 'ACCEPT' button with a hand icon pointing at it.</p>

8.	Read the Terms of Service and Privacy Policy and tap I agree	
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9.	Tap I'm A Student.	
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10.	<p>Enter a class Accept an invitation from your teacher on the Class Card - Tap Join. DONOT click Decline.</p>	 <p>Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-left corner, tap Menu select or add your account.</p> <p>IMPORTANT: If the student clicks the decline button, then [s]he will not be able to join the class, would be unenrolled and 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 complete, you will see the Classroom window with "Join" and</p>
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		<p>"Decline" buttons. This time remember to click the Join Button.</p> <p>Note: THE REQUEST WILL TAKE THREE TO FIVE WORKING DAYS TO PROCESS.</p>
11.	<p>Join the Class (This is not Video joining) Mark Attendance.</p>	<p>Note: Go to the respective class as per your Time Schedule. Do not enter any other classroom window.</p> <p>In class card mark your attendance by going to CLASSWORK TAB .</p>
12.	<p>IMPORTANT NOTE: DONOT Unenroll yourself from the class.</p> <p>Mobile Users Should not UN-ENROLL from the Class. Doing so will remove the student from the Class and s[he] will not be able to Re-join the Class</p>	 <p>DO NOT Unenroll</p> <p>Note: The Process of RE-ENROLLING of the Student takes Three to Five days.</p>
13.	<p>Join the Video Class</p>	<p>If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can't join a class video meeting until the teacher starts the meeting.</p> <ul style="list-style-type: none"> At the top of the Stream or Classwork page, tap Meet . <u>After the teacher has posted the link, tap the video meeting link.</u> <ol style="list-style-type: none"> (Optional) To allow Meet to use your camera and microphone, tap Allow. Before joining the meeting, in the top-right corner, check that you're signed in with your Classroom account. If not, switch to your Classroom account.

		4. To join the class video meeting, tap Join now.
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14.	Switch Off Mic and Camera	Before joining the meeting, switch off camera and mic. To join the class video meeting, tap Join now.
15.	Leave the video meeting	<p>Leave a video meeting</p> <ul style="list-style-type: none"> • Tap the meeting window End call by clicking the Leave button icon .