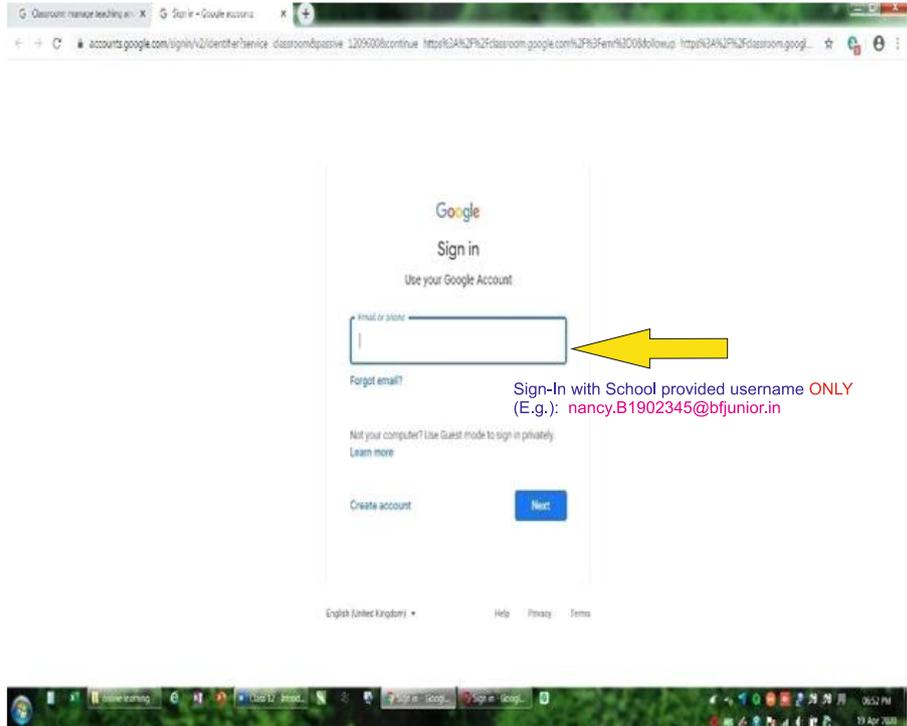
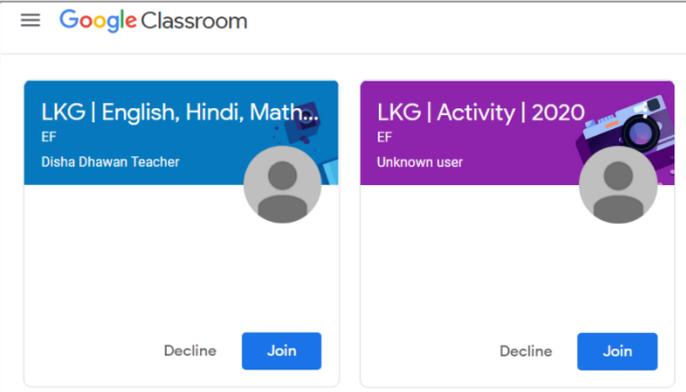
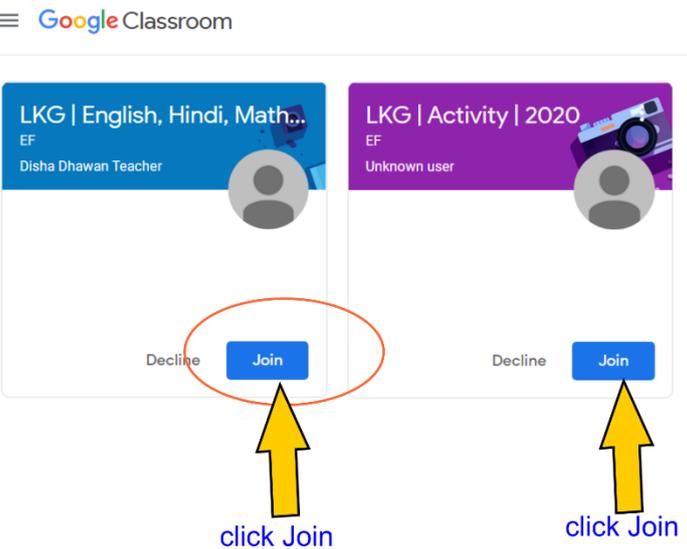
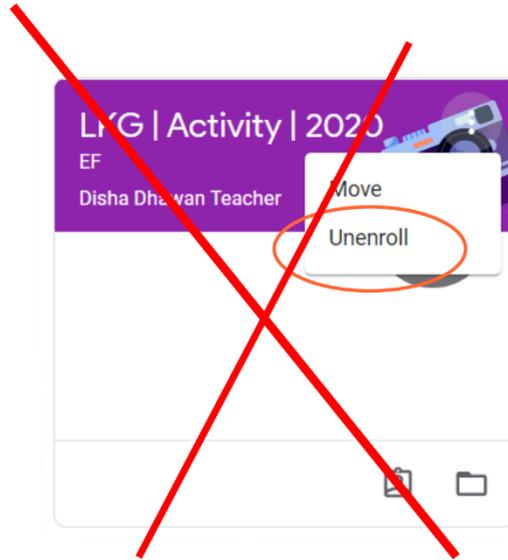


For PC/Laptop Users	
1	Open browser-preferably Chrome
2	Go to classroom.google.com and click Sign in
3	<p>Use the username and password provided to you by school only.</p> <p>Enter your username and click Next.</p> <p>Enter your password and click Next.</p> <p>If there is a welcome message, read it and click Accept.</p> <p>DONOT login with your existing Google accounts or email ids. Choose Sign In by another account and now Use the username and password provided to you by school only. It will read as for e.g. :</p> <p style="text-align: center;">nancy.b1902345@bfjunior.in</p> <p style="text-align: center;"> <input type="text"/> First name <input type="text"/> dot <input type="text"/> Full 8 digit Admission no. <input type="text"/> @ <input type="text"/> bfjunior <input type="text"/> dot <input type="text"/> in </p>  <p>Sign-In with School provided username ONLY (E.g.): nancy.B1902345@bfjunior.in</p>
4	<p>Click I'm A Student Click Get Started.</p>  <p>When prompted during the first sign in, Choose "I'm a student"</p> <p>DONOT click - I'M A TEACHER. Clicking it would result in an error in joining classes. Click Only on the - I'M A STUDENT button. Some Users may not see this option. They can go directly to the next step.</p>

<p>5</p> <p>You will see various coloured boxes or windows, with classroom titles written on them.</p> <p>You DONOT NEED ANY CLASSCODE to see the classroom window to join.</p>	 <p>Classroom windows with your Class, Section and Subject should be visible to you.</p> <p>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.</p> <p>You do not require the Class code.</p>
<p>6</p> <p>Click Join.</p> <p>DONOT click the “Decline” button.</p>	 <p>IMPORTANT: If the student clicks the decline button, then [s]he will not be able to join the class, will be unenrolled and will not be able to attend that class. Contact School by sending an email at info@bfjunior.in with a request in that case.</p> <p>The request processing will take three -five working days.</p> <p>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.</p> <p>Note: THE REQUEST WILL TAKE THREE TO FIVE WORKING DAYS TO PROCESS.</p>

7

Do not Unenroll



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 by email at info@bfjunior.in with a request to Re- Enroll the student in the specific subject/class.

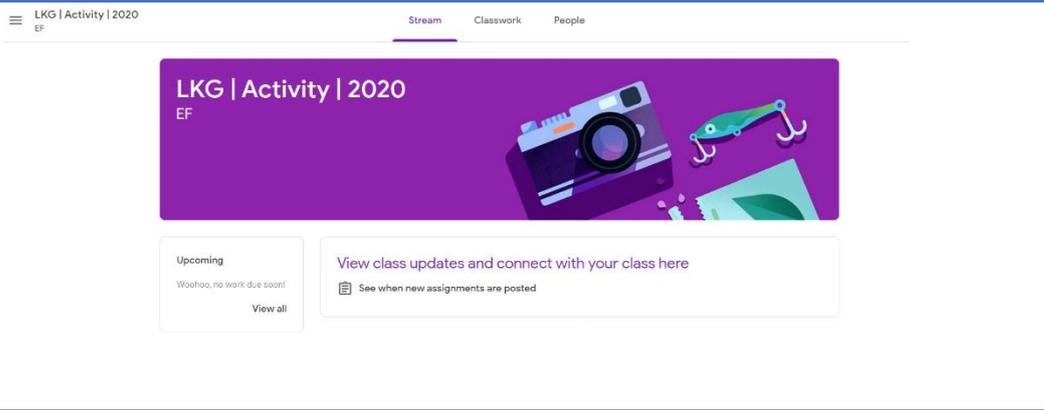
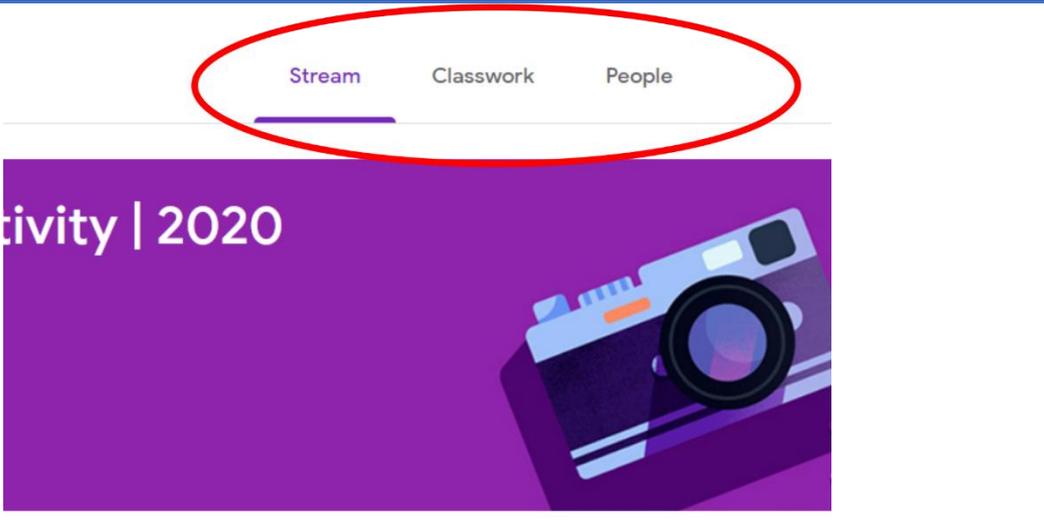
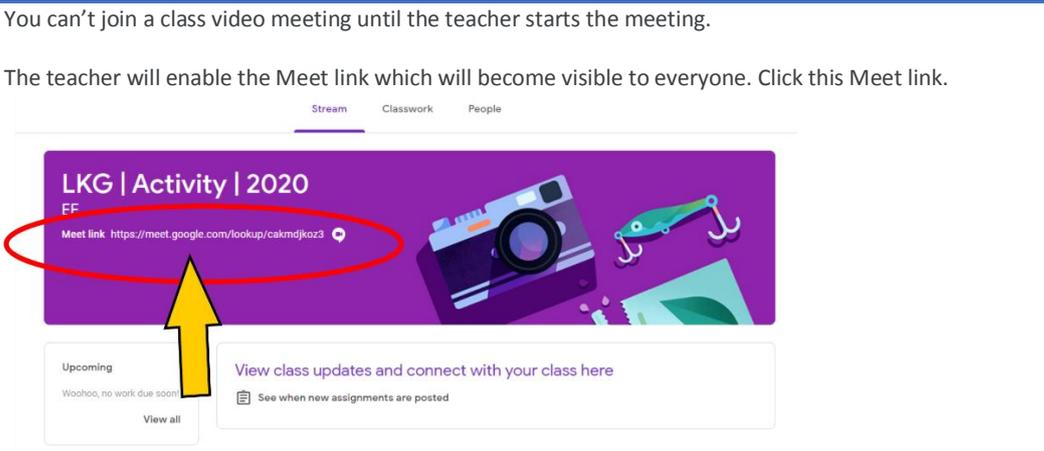
The request processing will take three -five working days.

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.

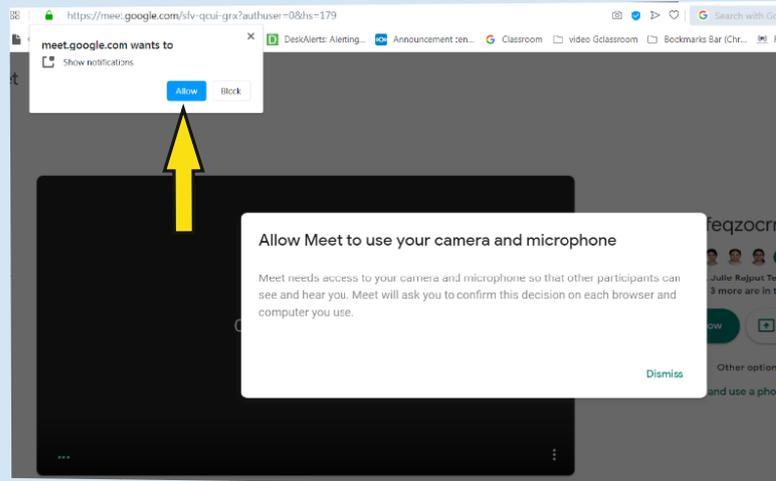
Note: THE REQUEST WILL TAKE THREE TO FIVE WORKING DAYS TO PROCESS.

8

Go to the Respective Class as per your Timetable by clicking the top coloured banner.
Do not enter any other Classroom window.

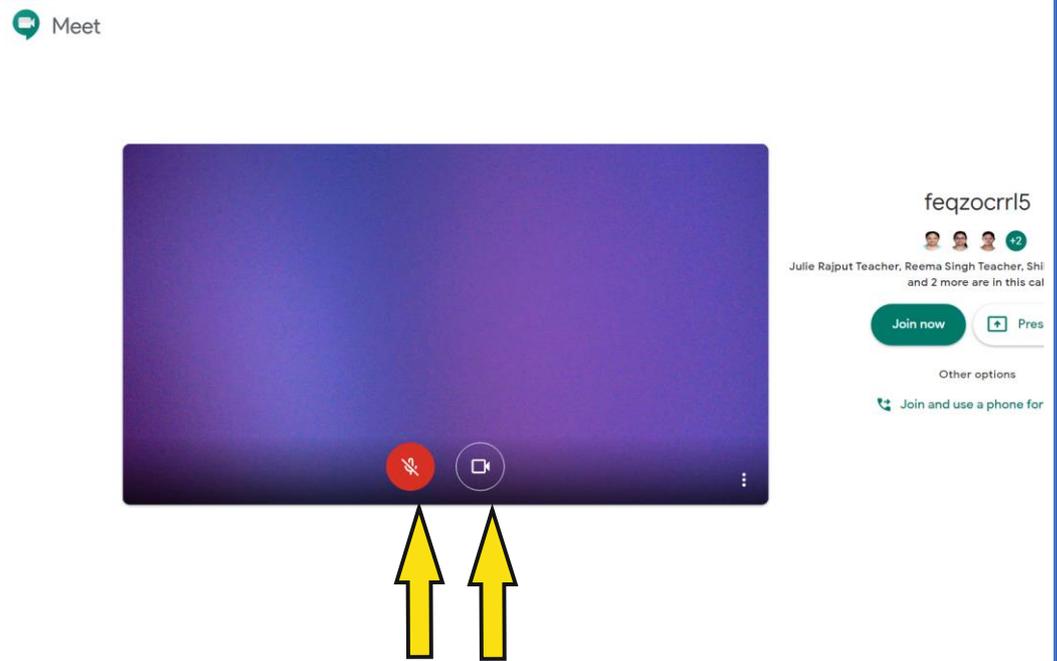
<p>9.</p>	<p>Now you are inside your Respective classroom</p>	
<p>10.</p>	<p>On the top there are three links to open pages: Stream, Classwork and People.</p> <p>Click the Classwork link.</p> <p>The Classwork page opens.</p>	
<p>11.</p>	<p>Open the Daily Attendance Topic, Mark your attendance.</p> <p>Submit by pressing TURN IN</p>	<p>CLASSWORK PAGE IS FOR MARKING ATTENDANCE.</p> <p>Mark your attendance by selecting YES and then Submit by TURN IN. You will see a question: Are you Present today? Click YES here. And then press the TURN IN button.</p> <p>Do not write anything in the Comment Section. Writing Yes in the comment area will not mark your attendance.</p>
<p>12.</p>	<p><i>Come back to the Stream Page by clicking the Stream on the top of the Page.</i></p>	
<p>13.</p>	<p>The student must now Join the Video Meet. The process is as follows:</p>	
<p>14.</p>	<p>WAIT FOR THE TEACHER TO ENABLE THE MEET LINK.</p> <p>IT WILL BECOME VISIBLE ON THE COLOURED BANNER ON THE TOP OF THE CLASSROOM WINDOW.</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. To allow Google Meet to use your camera and microphone, click **Allow**.



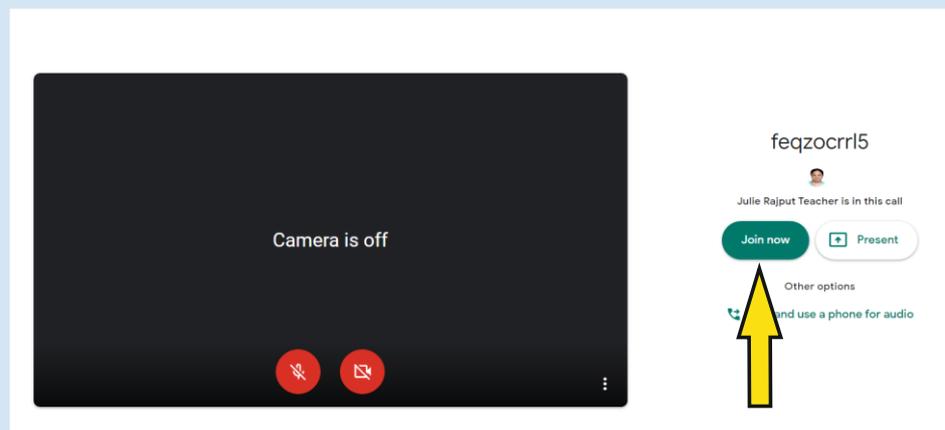
This is the GET READY Page so that you may check if the webcam and audio is working or not.

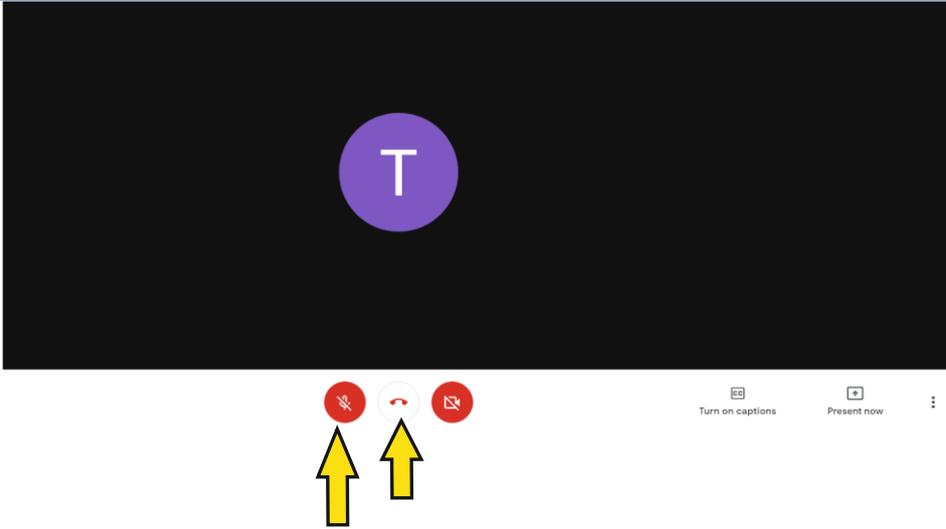
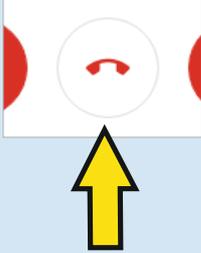
16. **Switch off microphone**
Switch off Camera



Switch OFF Microphone and Switch OFF Camera

17. Immediately Now Join the Class Video Meeting by clicking **Join now**.
Your video session will **Start** now.



<p>18</p> <p>Clicking the lower part of the screen 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 UNMUTE by clicking the microphone button 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 leave the video meet session, click the RED colour Leave Call Button which is at the bottom.</p>	 <p>Leave - Meet Call</p>