VELS VIDYASHRAM
SENIOR SECONDARY SCHOOL

A GUIDE FOR ONLINE EDUCATION

Greetings from Velsvidyashram,Thalambur!

Welcome to the academic year. We are very excited to learn and grow together this year.

This document has been created to guide you through all the components of online education at Velsvidyashram. This is a step-by-step manual that will help you to navigate and setup the virtual

GETTING STARTED

1. Communications for all online classes will take place via Google platforms and ParentApp.


SMS or document sent from school's end will reflect on dashboard as soon the Parent App is opened

Incase you have missed to view any SMS sent previously, there is an option to access other menus on

Click on the icon where the menus are displayed and select option called as "notice board" . Here you will

You will be able to track any specific message sent to your child by following the below steps
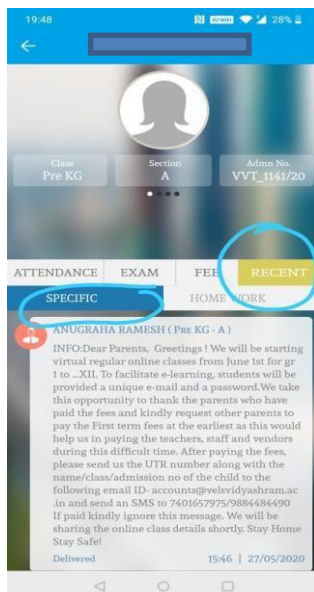
Step1:Go to Menu

Step2: Select "Student

Profile" Step3: Select

"Recent" option

2. The online classes for your children will be implemented using the apps provided by Google Education. Google Education is a safe and user friendly platform for both the student as well as the teacher.

SETTING UP YOUR GOOGLE ACCOUNT

- Access the present google account in your preferred desktop or PC and click on the "Add another account" provision.
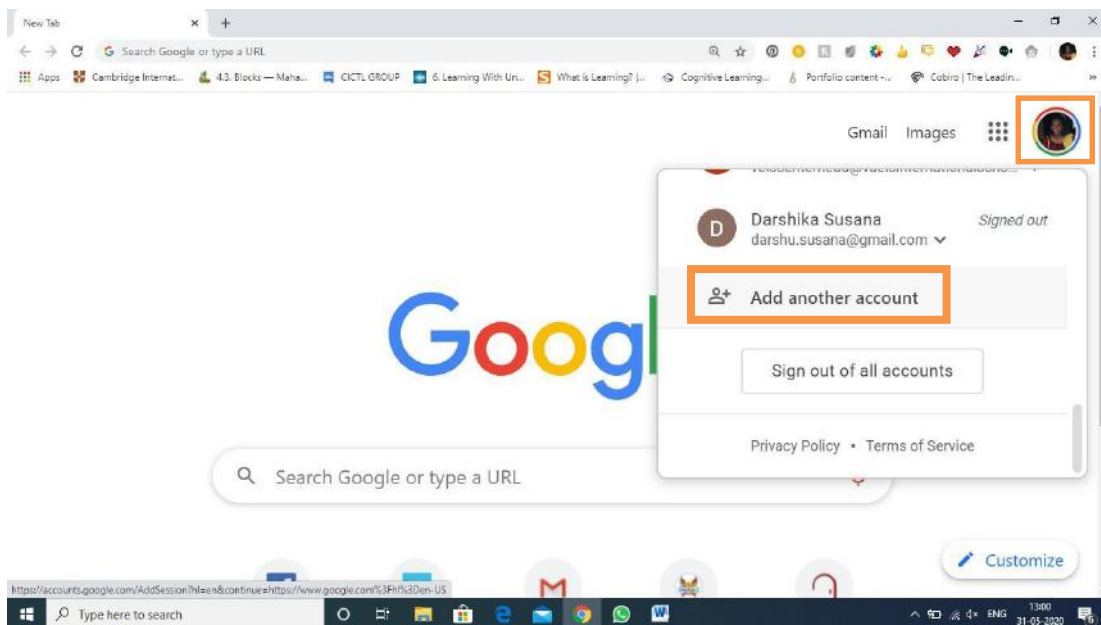
- The following screen will request you to enter your Google Id and password. You must enter the ID and Password allotted by school. Please note that you must enter the complete ID and password in the same manner provided by the school.

Once your Google account has been setup, you will be able to access the online classes, worksheets and all other activities part of the online curriculum.

The online classes will consist of two components:

1. A virtual live interaction platform for students and teachers. This will be carried out through the **Google Meet** platform. Students and teachers will meet via google meet for a limited period of time for a productive and effective teaching and learning interactions. The time table for which will be communicated to you via ParentApp.

2. A virtual classroom to track students work and progress. This will be carried out through the **Google Classroom** platform. The students will receive worksheets and reinforcement resources to aid in the learning process. Teachers will view all student work to track their progress in real time. The worksheets have been created using the Google Jamboards application.

ATTENDING A VIRTUAL LIVE INTERACTION CLASS (DESKTOP)

STEP 1 – You will receive an email invite to the google classroom, to your official email ID. Please click on the join link, it will redirect you to the google classroom.
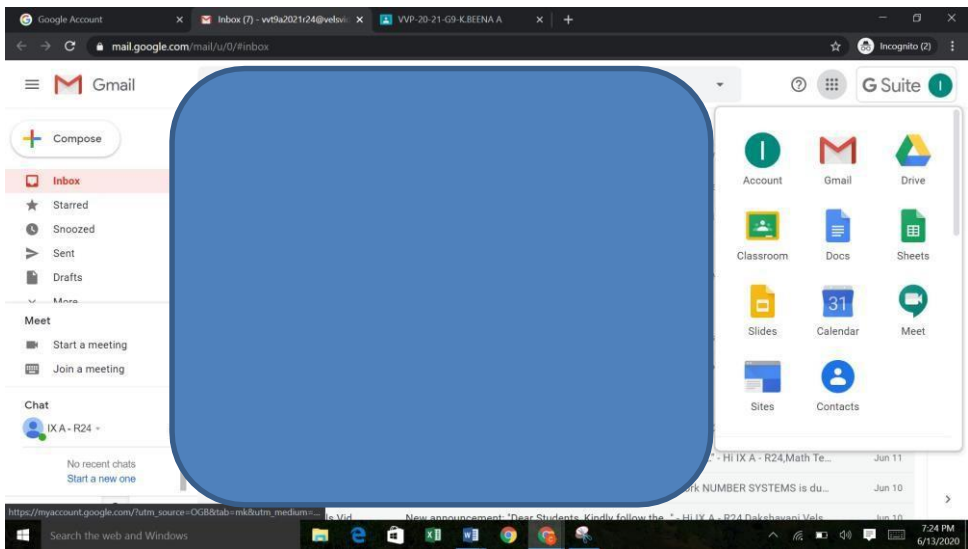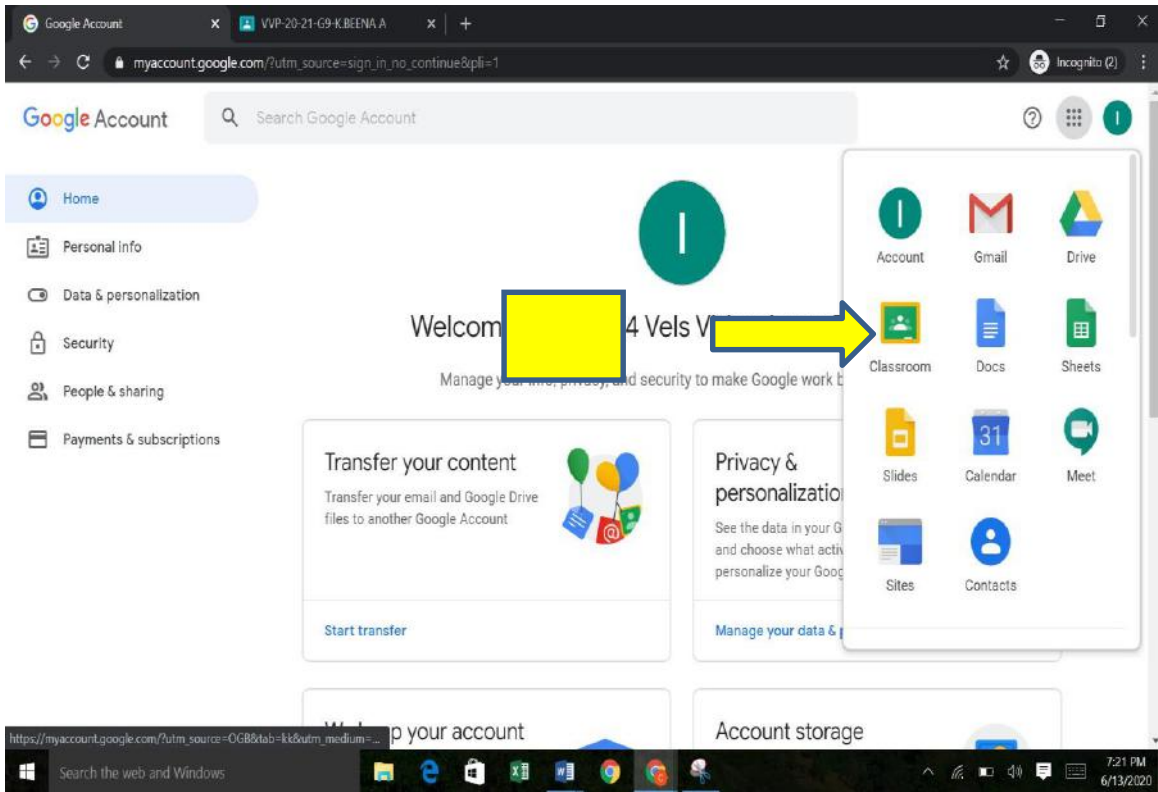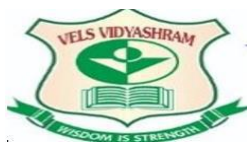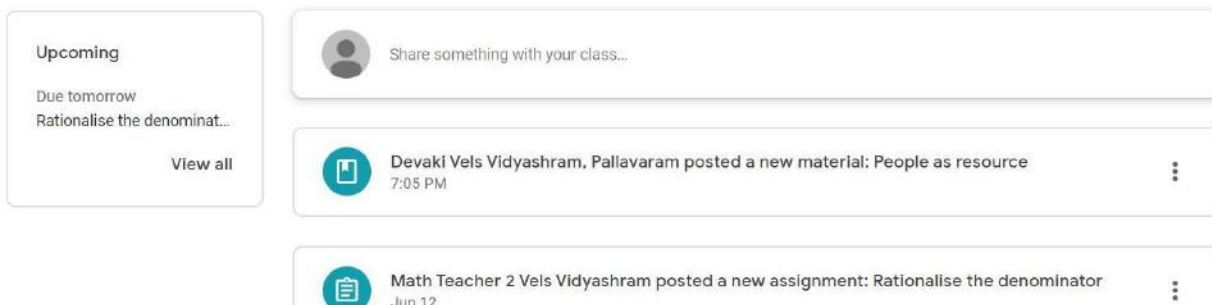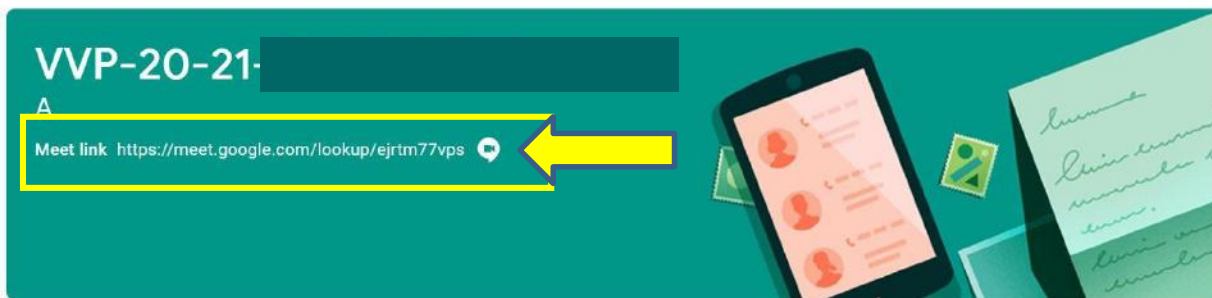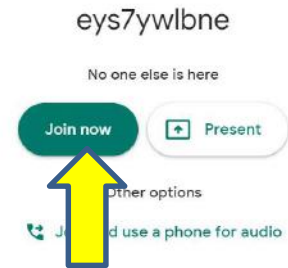
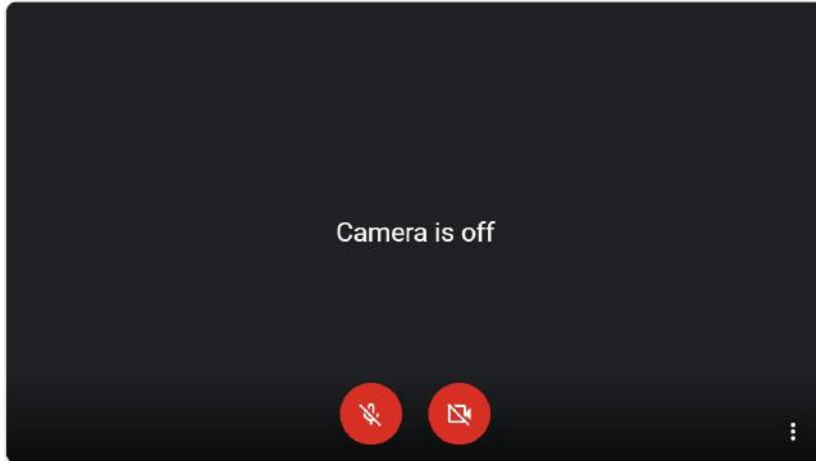## JOINING YOUR VIRTUAL CLASSROOM

Google Classroom

STEP 2 - Open your google classroom and you will see a google meet link.

Step 3: The Hangout meet link will redirect you to the page given below. Click on join now to join the meeting
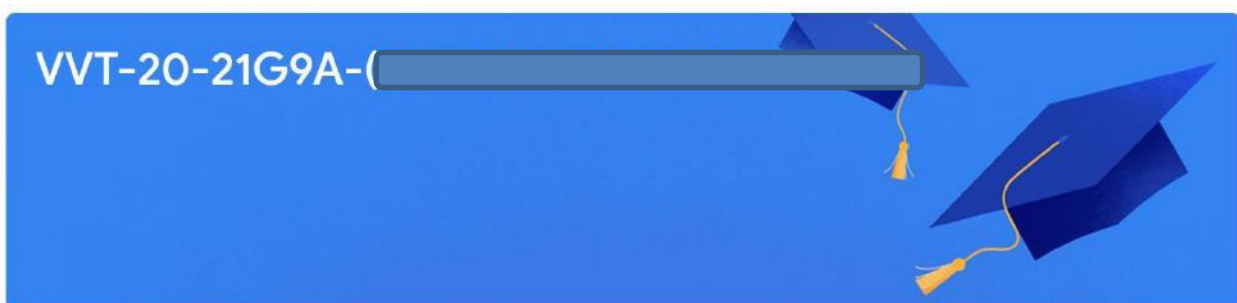
ACCESSING THE ONLINE WORKSHEETS

The online worksheets have been created using the Document, PDF and Forms application.

STEP 1 – Click on the worksheet posted by the teacher.

STEP 2 – The following screen will appear. Click on the worksheet appearing on the right side.
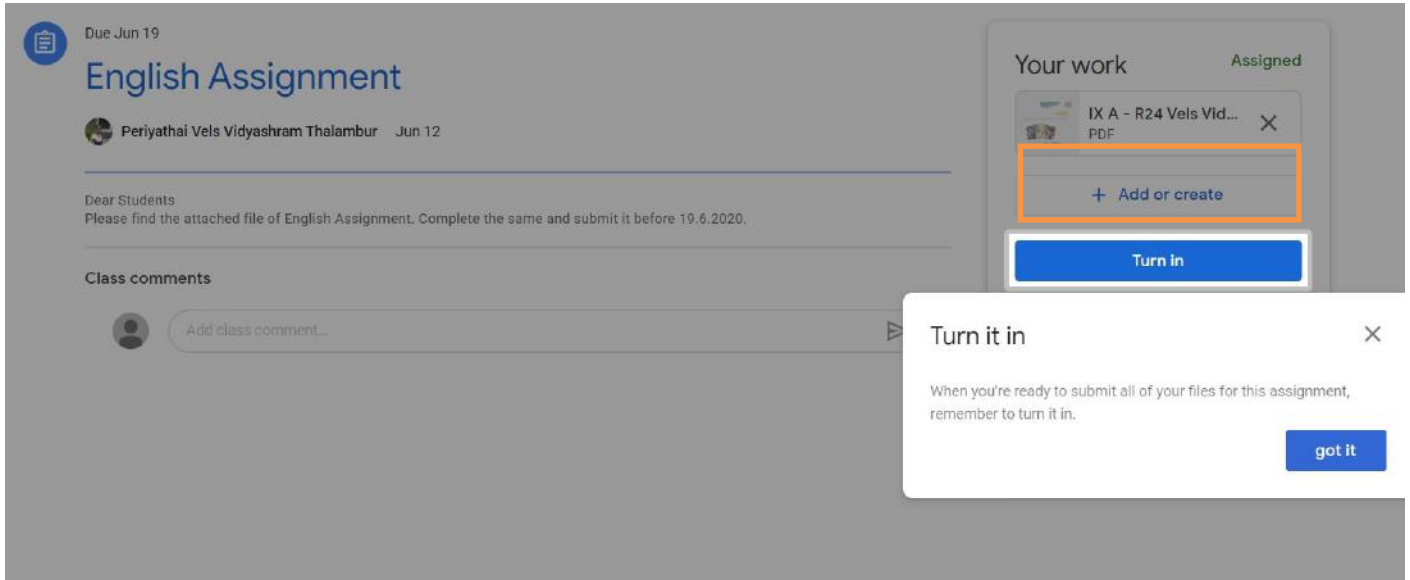
STEP 3 – The worksheet will open in a new tab. The worksheet has been created on by using google forms, pdfs or Word documents.

**STEP 4** – Once back in the Classroom page, click on the Turn in option to submit the completed worksheet to your teacher. You may post a private comment if necessary. Add or create option will allow you to upload the edited files and answer sheets.
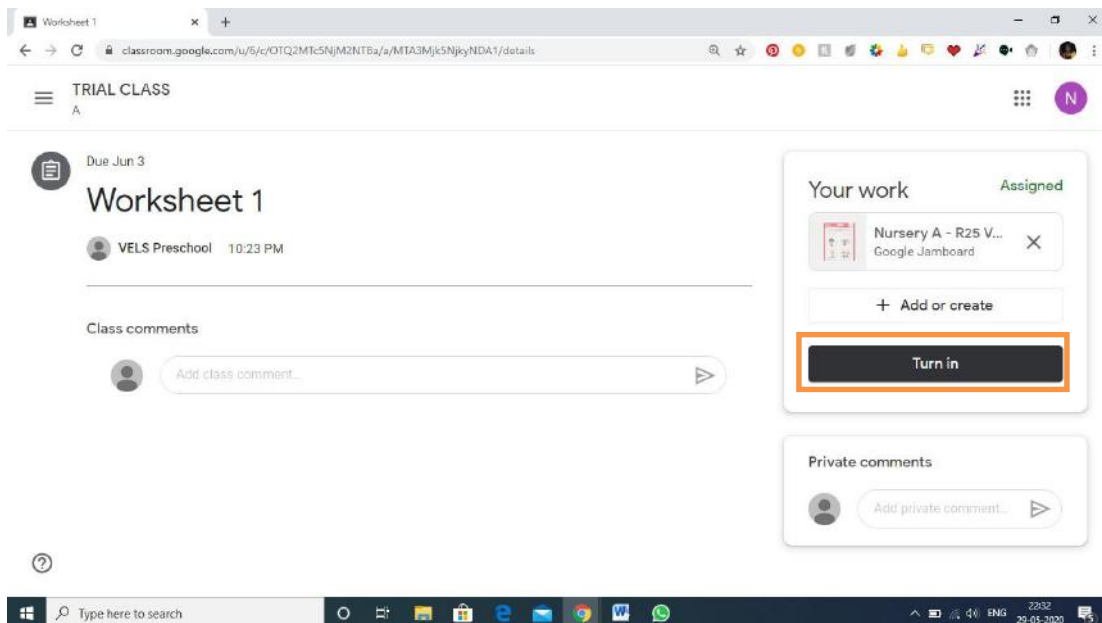
Once the teacher has checked your worksheet, you will be notified by the Classroom application. Click on the worksheet to check the teacher feedback and private comment.
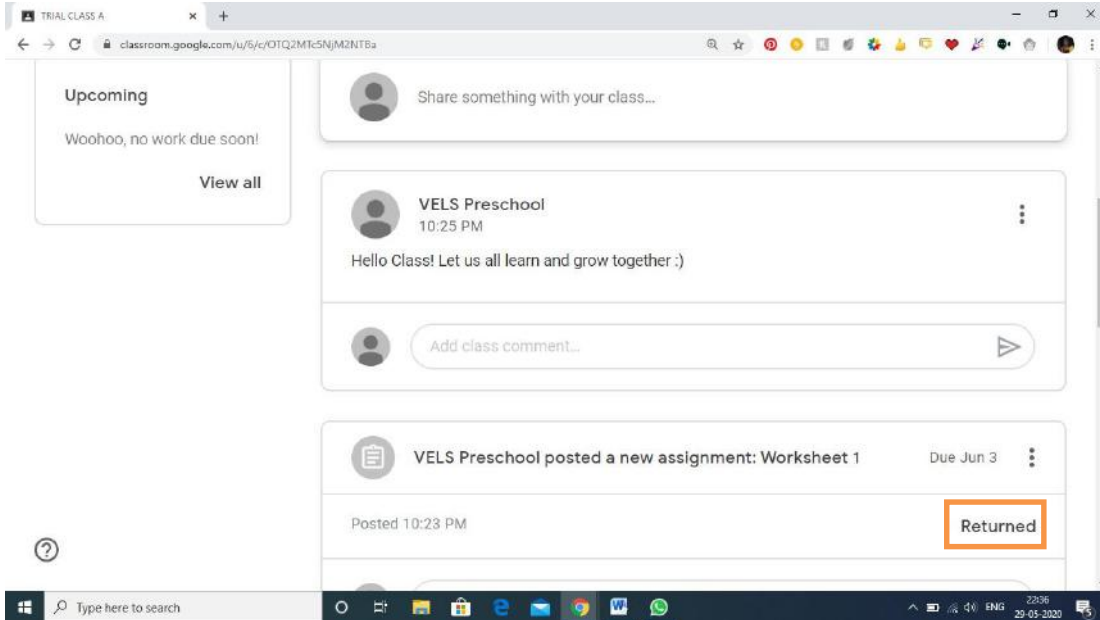
GUIDELINES FOR E-LEARNING

GOOGLE MEET INTERACTIONS

1. Be ready to learn!
2. Put away objects that may distract your child.
3. Be on time
4. Come prepared to the class
5. Put your mike on mute
6. Keep your video on
7. Wait for your turn to respond
8. Be respectful
9. Check in daily and turn in assignments on time
10. Have fun learning!
11. The children are requested to maintain a safe distance from the Laptop or phone screen.
12. The classes have been designed as to minimize the students Screen time.

*** Parents are requested to attend the classes in order to assist your child and to ensure proper utilization of all online resources. If you have any queries during the classes we request that you wait until the end of the session and send a message via E-mail to your teacher.

*** Please note that the Google Meet platform is used solely for virtually interacting with your teacher in real time and the Google Classroom platform is used for communicating worksheets, reinforcement resources and general communication.