

A GUIDE FOR ONLINE EDUCATION

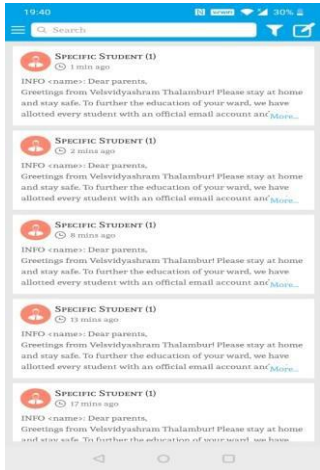
Greetings from Velsvidyashram!

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 navigate and setup for the virt

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



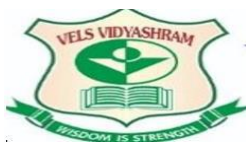
Incase you have missed to view any SMS sent previously, there is an option to access other menus on

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

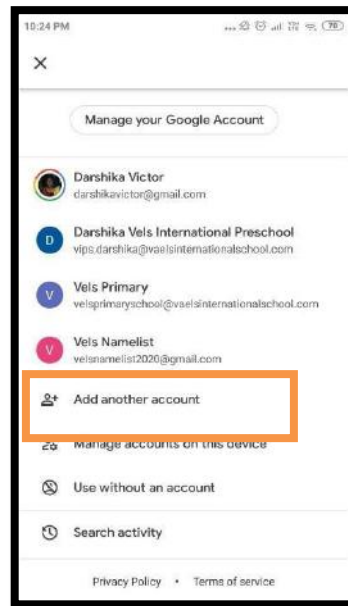
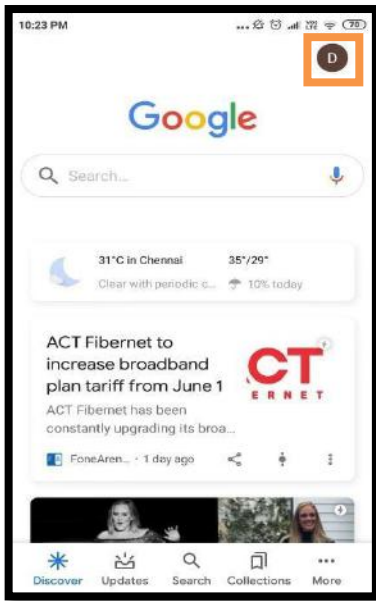


2. The online classes for your children will be implemented using the apps provided by Google Education. Google Education is a safe and user friendly platform for both the student as well as the teacher. We will be using the following apps for effective online teaching – G-Mail, Google Classroom, G Drive and Google Jamboards.
3. Given below is the list of applications that we will be using. While some are inbuilt, we request that you download the other applications for easy navigations. Once downloaded please sign into these applications using the Google ID provided by school.

APPLICATION	APP LOGO	PLAY-STORE LINK	APPLE STORE LINK
G-Mail		https://play.google.com/store/apps/details?id=com.google.android.gm&hl=en	https://apps.apple.com/in/app/gmail-email-by-google/id422689480
Google Meet		https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en	https://apps.apple.com/in/app/google-meet/id1013231476
Google Classroom		https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en	https://apps.apple.com/in/app/google-classroom/id924620788
Google Drive		https://play.google.com/store/apps/details?id=com.google.android.apps.docs	https://apps.apple.com/in/app/google-drive-online-backup/id507874739

SETTING UP YOUR GOOGLE ACCOUNT

- Access any desired google app on your mobile device and access your current google account. You will then find the option to “Add another account”. Click on the option.



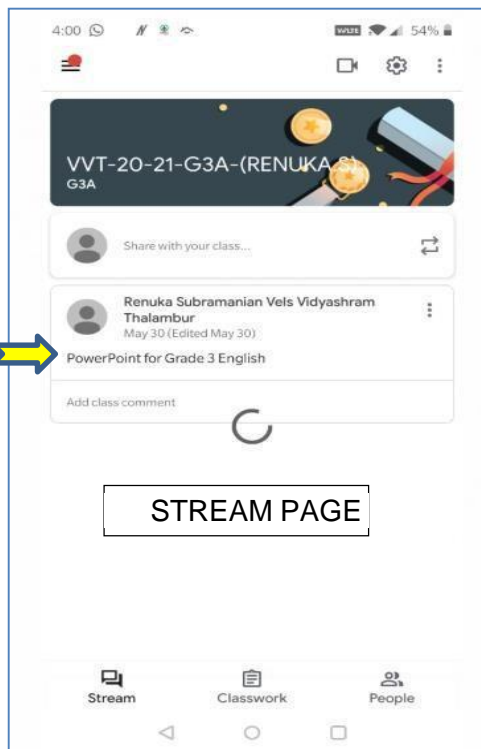
- The following screen will request you to enter your Google Id and password. You must enter the ID and Password allotted by school. Please note that you must enter the complete ID and password in the same manner provided by the school.

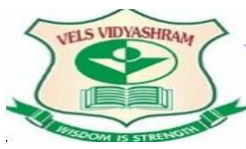


Once your Google account has been setup, you will be able to access the online classes, worksheets and all other activities part of the online curriculum. Please sign into all the four applications required for online education by repeating the same process.

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 word, PPT Google Jamboards application and the Google Forms application. Posted in STREAM Page





ATTENDING A VIRTUAL LIVE INTERACTION CLASS JOINING YOUR VIRTUAL CLASSROOM.



Google Classroom

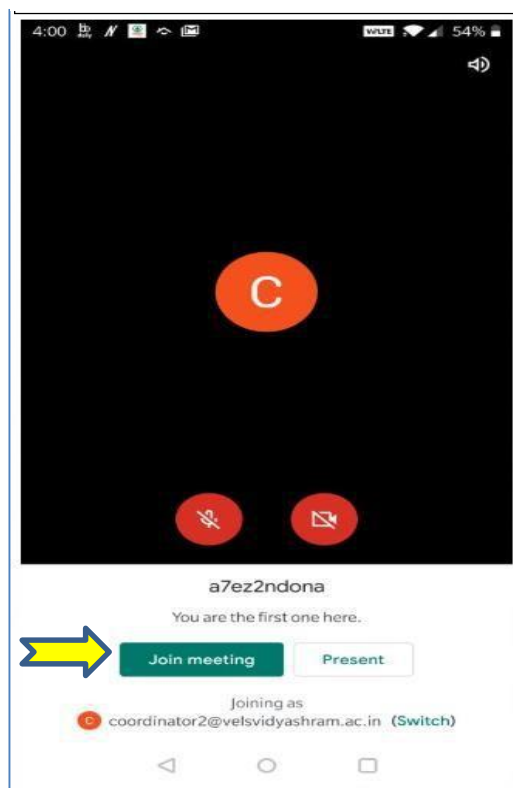
STEP 1 – You will receive an email from the school to the official email ID asking you to join the google classroom.

STEP 2 – Click on the join classroom option and you will be introduced to the google classroom interface.

ATTENDING A VIRTUAL LIVE INTERACTION CLASS (MOBILE)

Step 1: within the google classroom click on the hangouts meet icon, you will be redirected to google meet.

Step 2: Within the hangouts meet app click on join to join the class



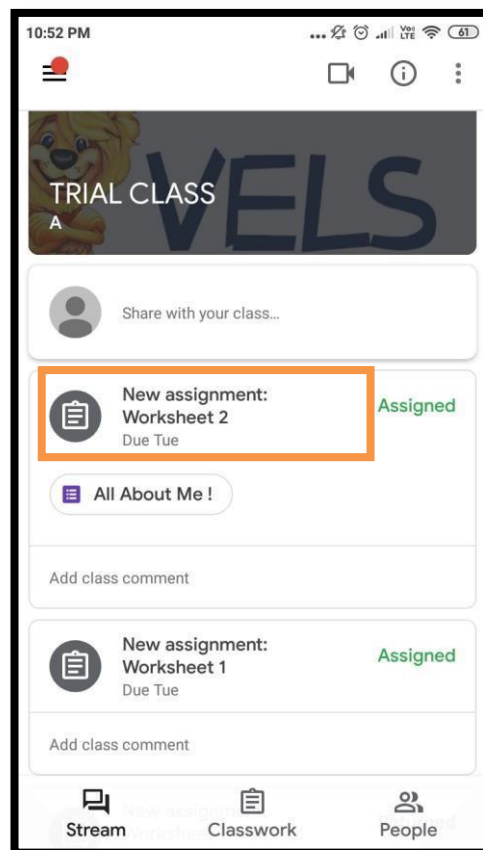
ACCESSING THE ONLINE

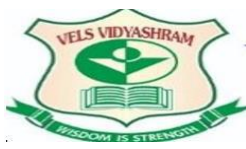
WORKSHEETS

The online worksheets have been created using the Jam boards application and the Google Forms application.

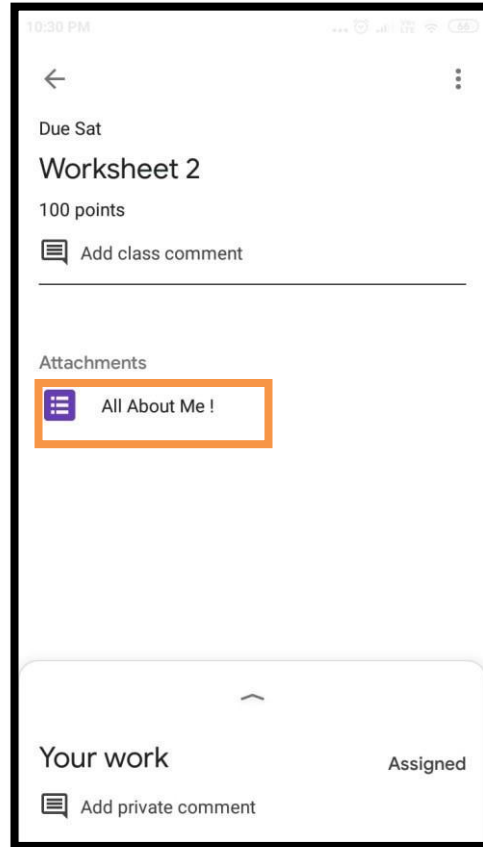
COMPLETING AND SUBMITTING A GOOGLE FORM WORKSHEET

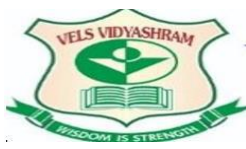
STEP 1 – You will be notified when a worksheet is posted by your teacher. Click on the highlighted portion to view your Google form worksheet. This applies to regular assignments as well.





STEP 2 – The following screen will appear. Click on the Form to complete your worksheet or any attached PDF or word document.





STEP 3 – In case of a google form, the form will appear on a new tab. Proceed to complete your worksheet. Once completed you may click on “Submit”. After clicking on submit, a screen will appear acknowledging your response.

10:30 PM

docs.google.com/form

How are you

Good

Bad

Send me a copy of my responses.

Submit

Never submit passwords through Google Forms.

reCAPTCHA
[Privacy](#) [Terms](#)

This form was created inside of Vaels International School. [Report Abuse](#)

Google Forms

10:30 PM

docs.google.com/form

All About Me !

Response submitted and assignment marked as done.

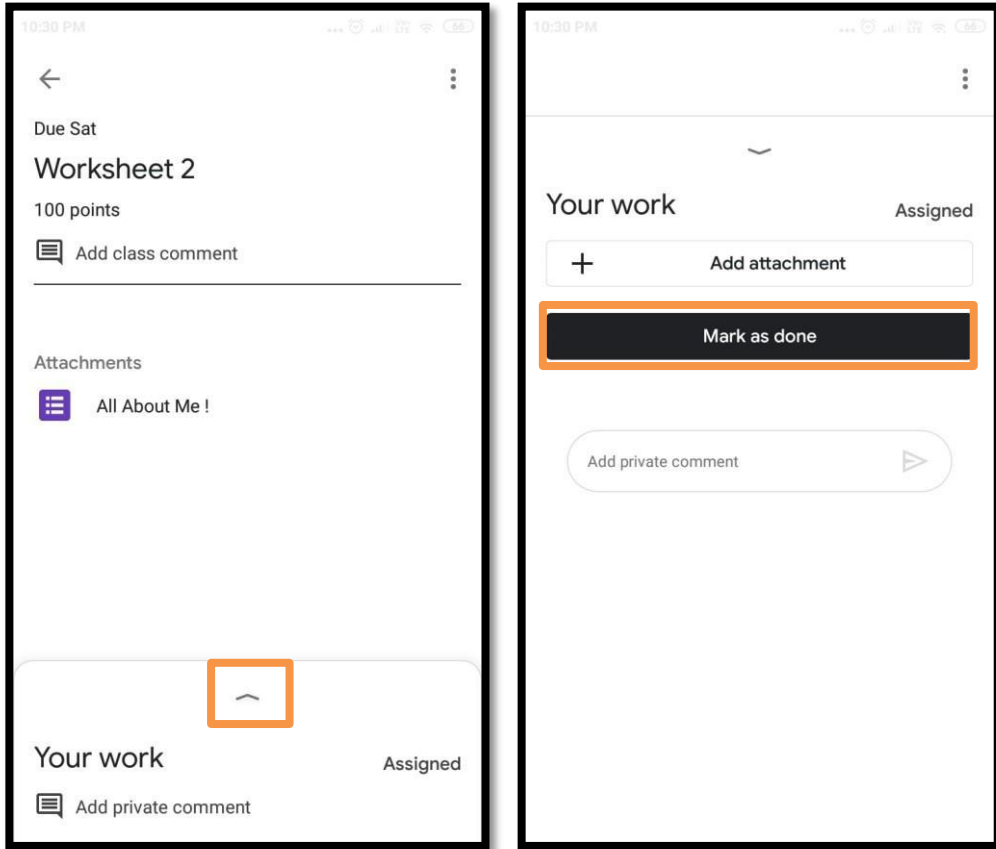
View score

Open assignment

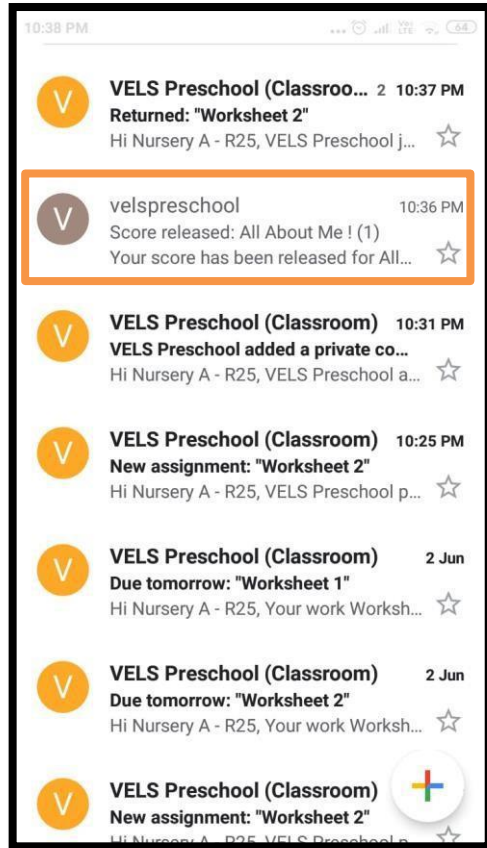
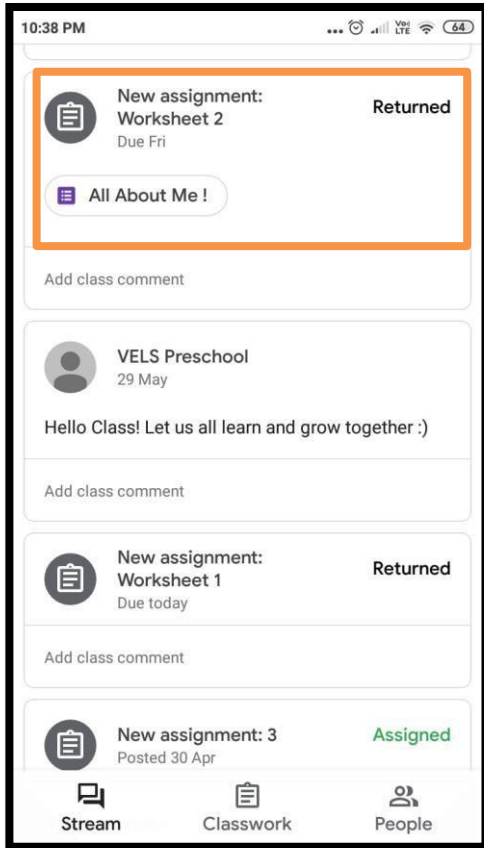
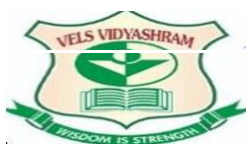
This form was created inside of Vaels International School. [Report Abuse](#)

Google Forms

STEP 4 – Once submitted, return to the Classroom page and click on “Mark as done” to notify your teacher. You will “Mark as done” by clicking on the upward arrow at the bottom of the screen.



You will be notified in the Classroom application if the teacher has checked the worksheet and returned it back. You may click on the worksheet to view teacher feedback and comments. You will also be notified via G-Mail.



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!

*** 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.