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Notice – C- 20/2022-23

**FOR STD VII-VIII only**

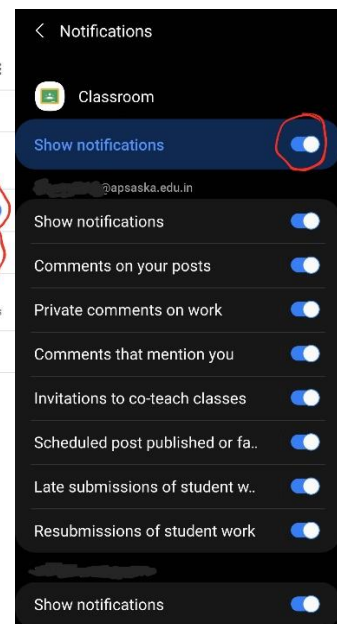
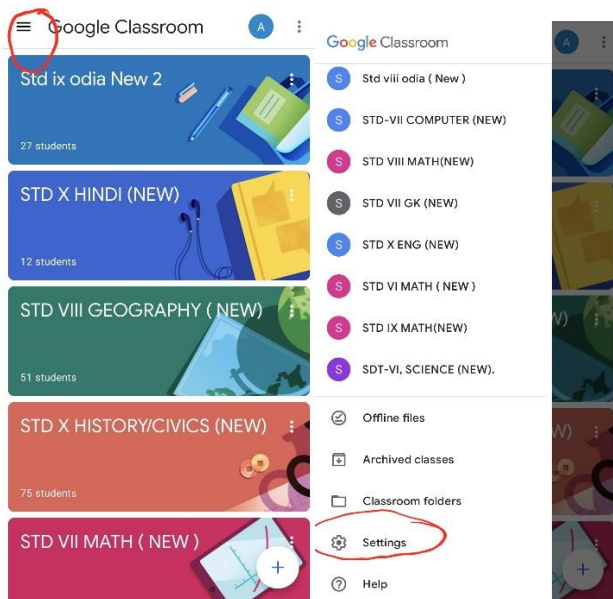
Date: 04/04/2022

Respected Parents,

Online classes for STD VII-VIII will be conducted via the Google Classroom app from 04/04/2022 till 05/05/2022 on Every Monday, Tuesday & Wednesday.

Mentioned below are the steps to help you in installing and configuring the apps required for online classes.

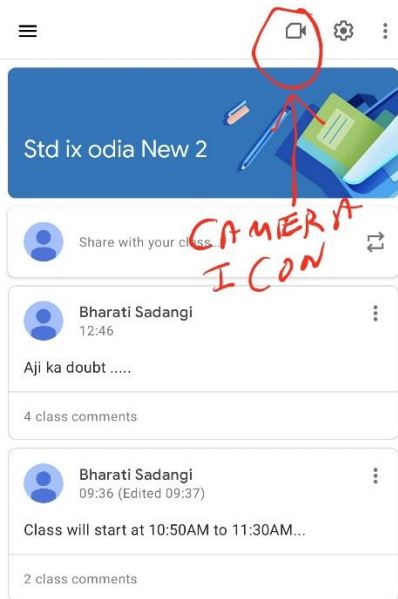
1. If you don't have a screen lock on your phone then kindly **enable** any type of **screen lock** (pattern / pin / fingerprint)
2. Go to Google Play store and install the **Google Classroom** app.
3. Now open the Google Classroom app
4. Click on the **Get Started** button.
5. Click on the **add account** option and enter your user id (**<admission no>@apsaska.edu.in**) and **password** given by school.
6. After that **create new password** and remember that.
7. Then click on **I agree** button.
8. Then go to the top right corner and click the icon and select school user id.
9. Now all the classes should be visible to you in google classroom.
10. Click **Join** on all the classes individually
11. Click on More (3 lines icon) on the top left corner and follow the steps as shown



- 12.
13. As shown above do the following settings

- a. Sync over Mobile Data : **ON**
- b. Send email notifications : **OFF**
- c. Device Notifications > Show Notifications: **ON**

14. Install **"Google Meet"** app from the Play Store.
15. Open Google Meet app and sign in with the **email id (<admission no>@apsaska.edu.in)** and **password** provided by the school
16. Teachers will message the timing of the online class daily in the Google Classroom.
17. On the mentioned time of the online class click on the camera icon to join the online class as shown below.



18.



**19. All students are hereby requested to follow the below given instructions compulsorily while attending the online classes:-**

- a. All of you must attend online classes of all subjects on every Monday - Wednesday.
- b. Be ready with your mobile devices at least 5 minutes before the scheduled time
- c. Sit preferably on a chair table with your subject relevant book / note book/ rough note book & Writing materials.
- d. Respond to the teacher's queries by virtually raising hand & wait to be unmuted (stay muted otherwise)
- e. Chat with Teacher courteously.
- f. Don't let anybody else handle your phone during class.
- g. Sit in a noise – free place & focus on the class
- h. Take notes – Don't disturb classmates.
- i. Finish your eating before class
- j. Submit your assignments regularly and within Time limit.

Sd/-  
Principal