

## Help Manual to use G Suite Services from Laptop / Computer

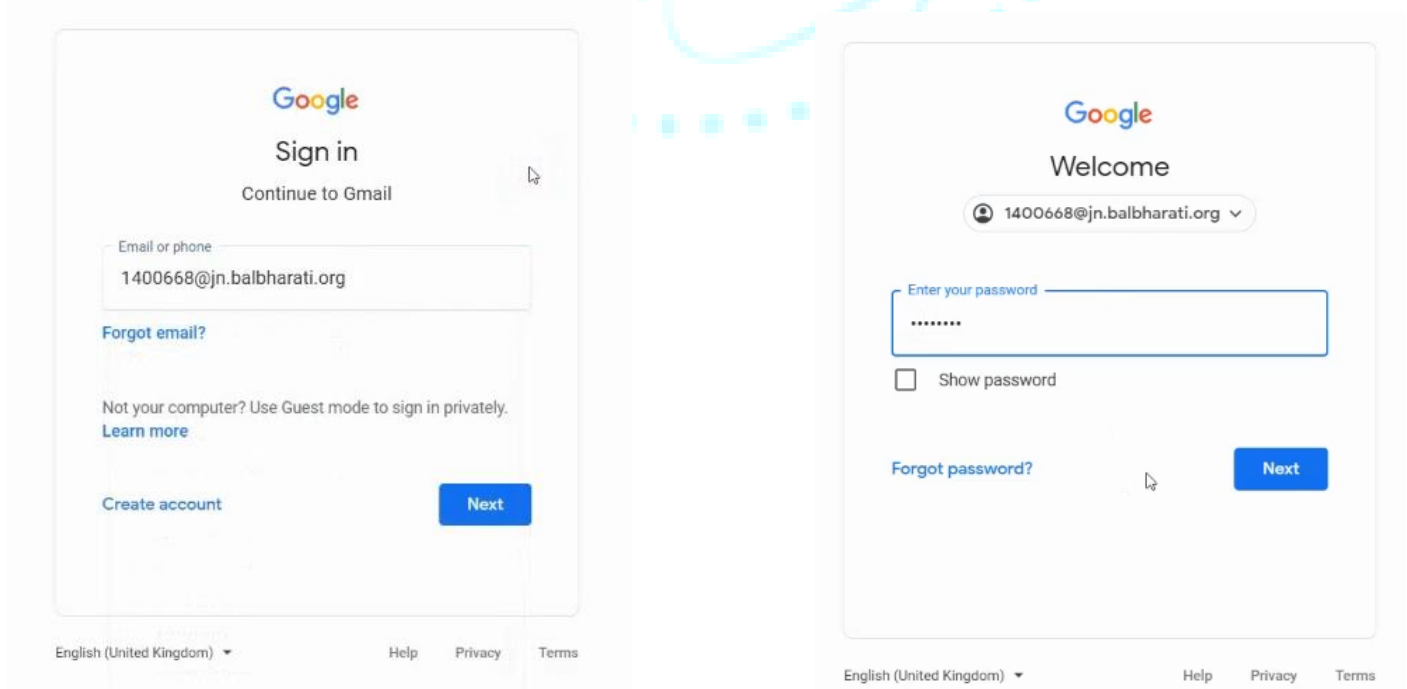
### Steps to Join Google Classroom

**Step 1:** Login to <https://classroom.google.com/>

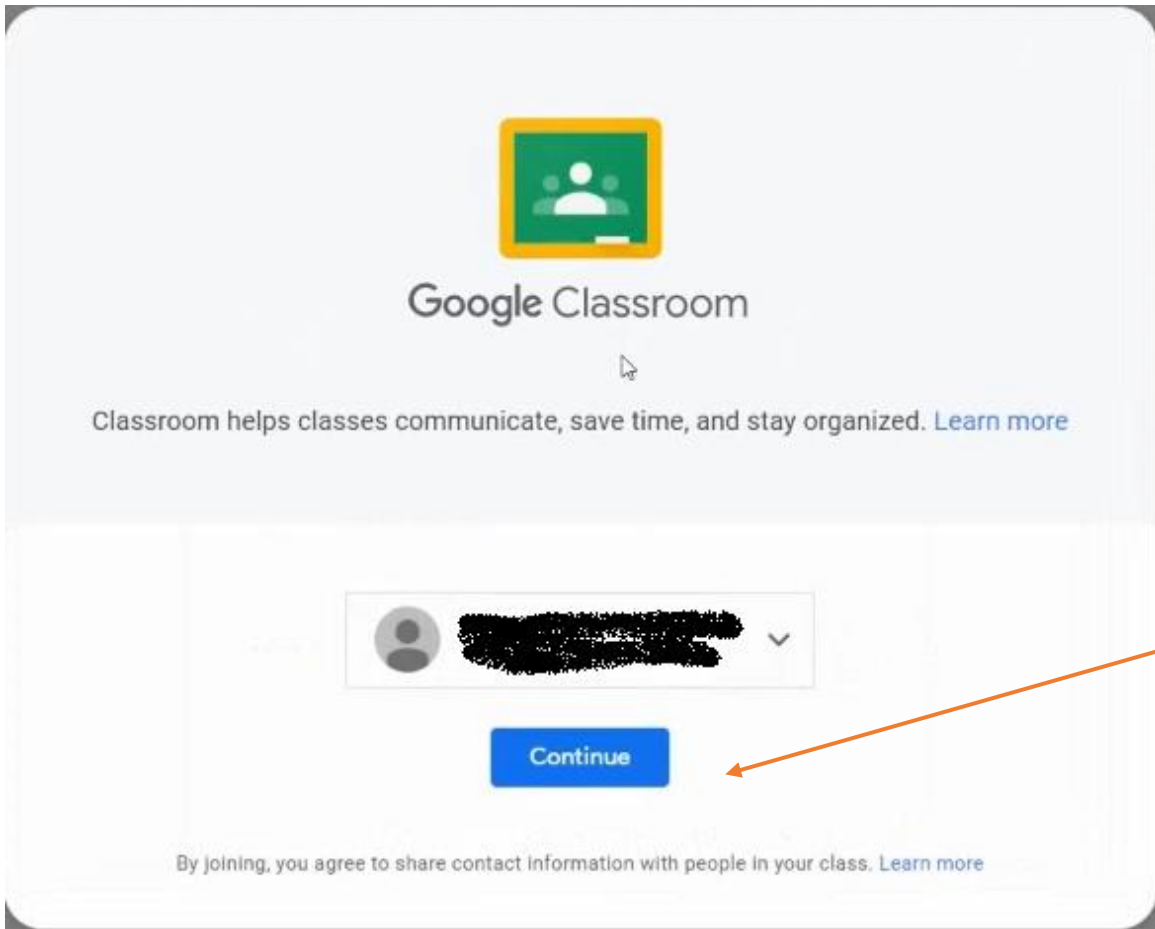
**Step 2:** Go to Classroom.



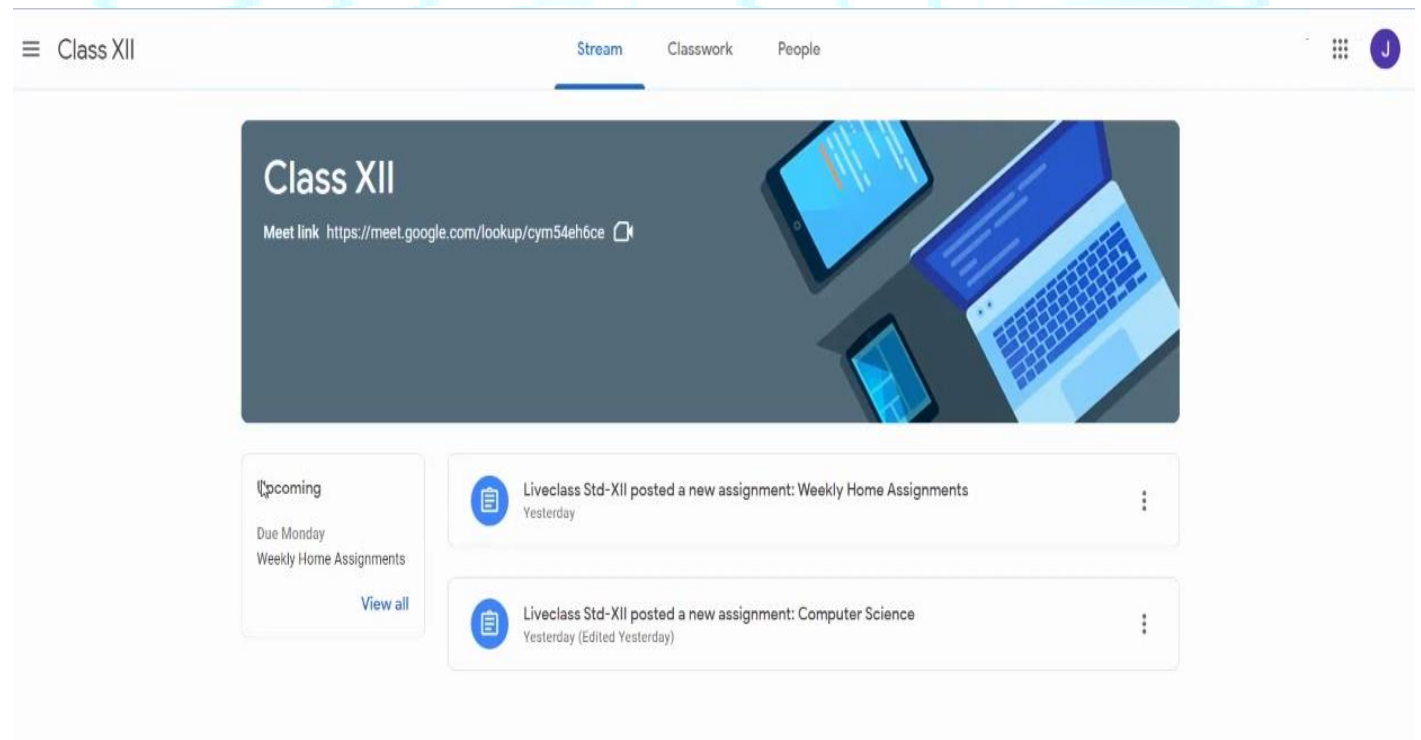
**Step 3:** Enter your [jn.balbharati.org](mailto:jn.balbharati.org) Email Id and Password to login.



**Step 4:** Verify your name and press on Continue.



Once name is verified, Press Continue



**View of Google Classroom Dashboard**

## Dashboard of Google Classroom

### Modules Available to Students:

- 1) Stream: To view Circulars, announcements
- 2) Classwork: To view and submit Homeworks
- 3) People: To view Subject Teachers and Classmates.

## Features/Modules in Google Class Room

### 1) STREAM

- This Module will display all notifications like Circulars, Messages, instructions sent from School.



Circular/  
Notifications  
will appear  
here.

- Circulars can have attachment files like Pdf, Jpg which can be opened by clicking / tapping on it.

Liveclass Std-XII  
2:04 AM

Test Circular

WELCOME-ST-IVES.jpg  
Image

Add class comment...

## **2) CLASSWORK**

- This module will display all Weekly Assignments and Homework Solutions sent every week.
- To Open an assignment, student need to Click / tap on the same.

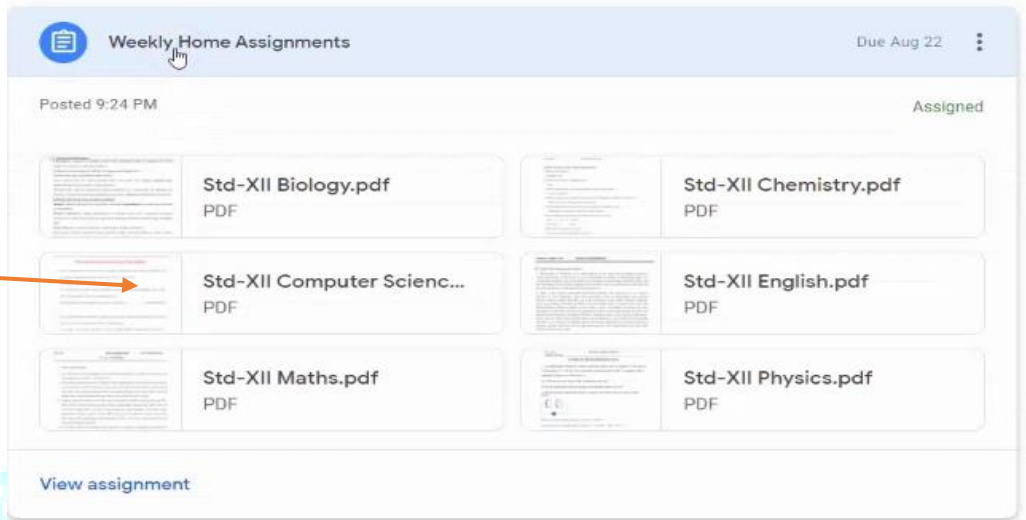
Stream **Classwork** People

View your work Meet Google Calendar Class Drive folder

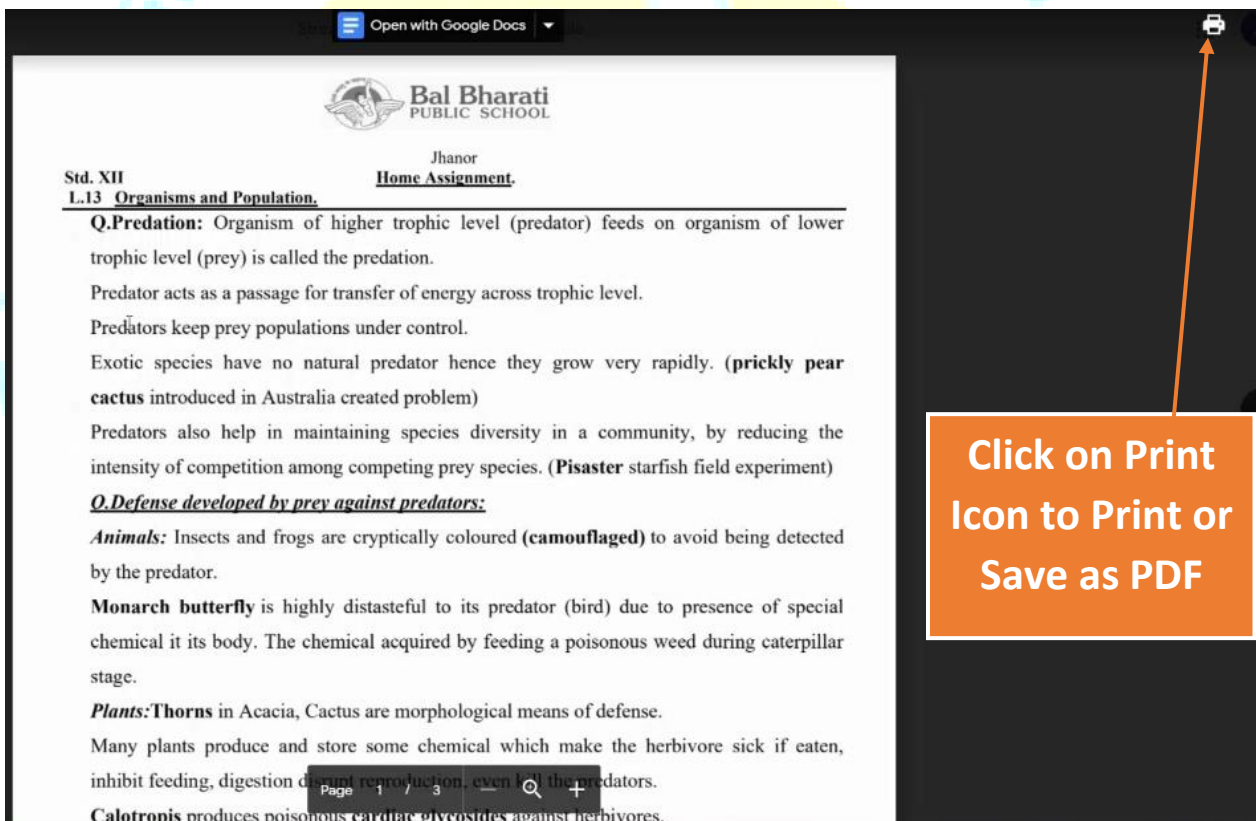
Weekly Home Assignments Due Aug 22

Weekly Home Assignments Due Aug 16

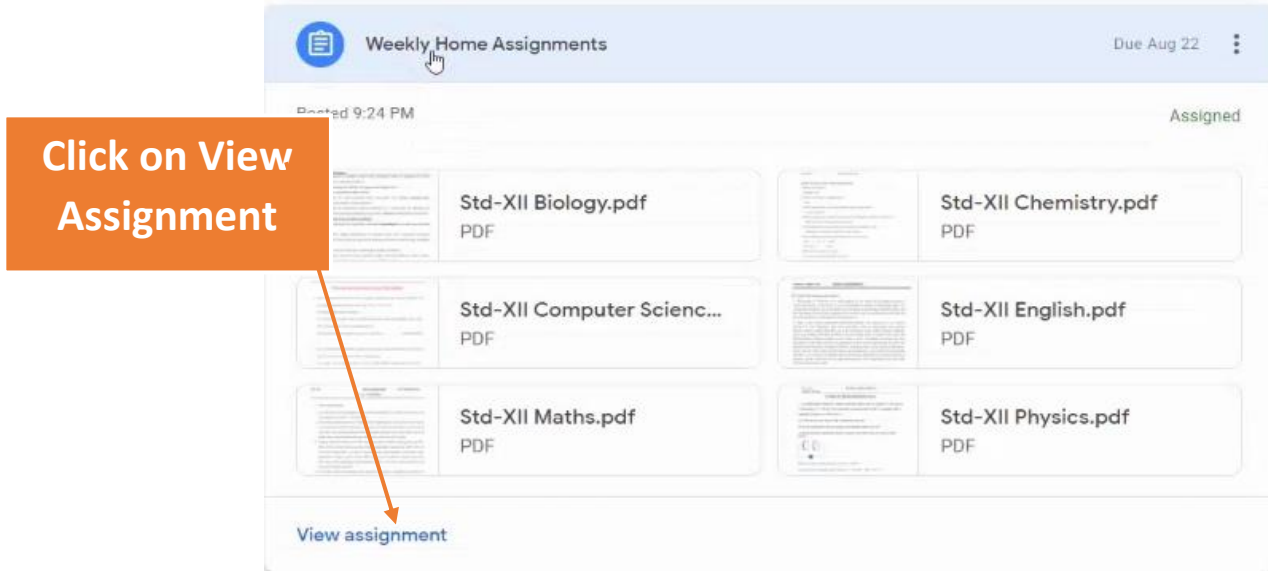
**Click to Open**



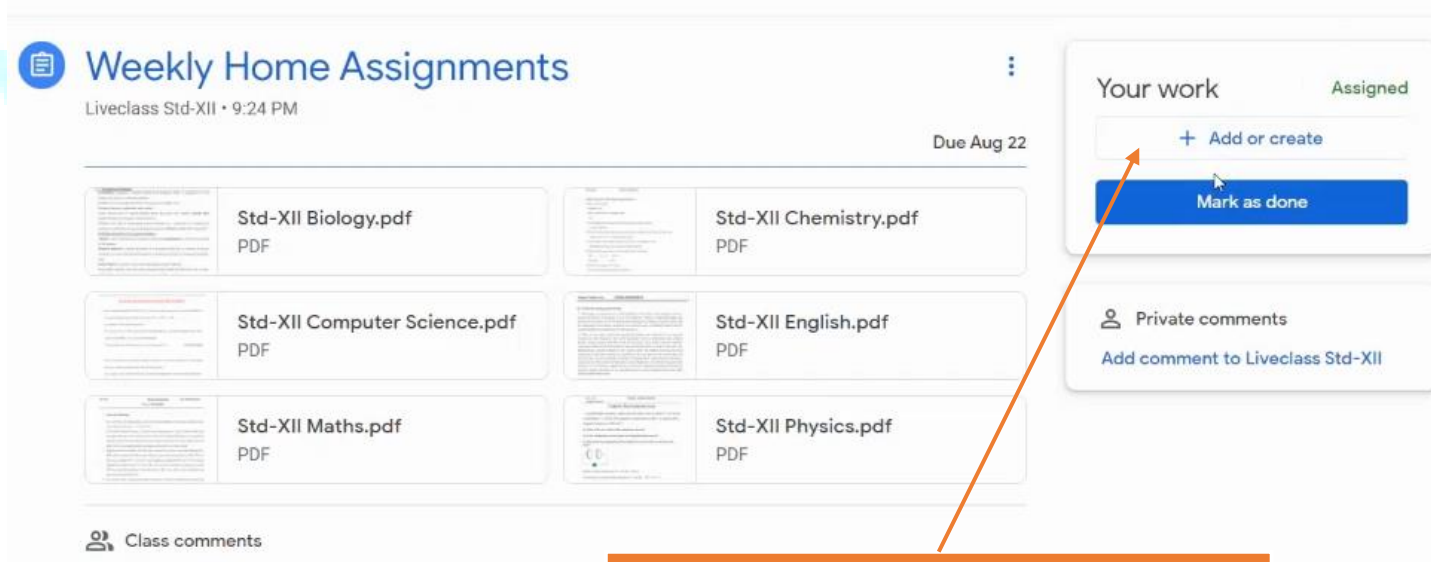
- To take Print out of the assignment, students can click on the Print Icon.



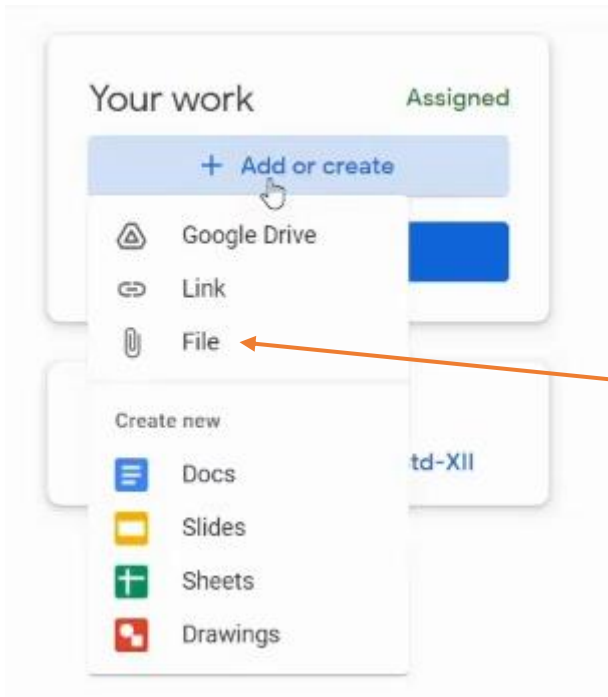
- To download an assignment file, Students can make use of the Print Icon and save the file as PDF.
- In Google Classroom, it is possible for Students to sent the Homeworks back to the Subject Teacher so that it can be checked and assessed.



- To send a Homework after completion, click on View Assignments
- Click on Add or Create and add your file in Image, PDF or any other supported format. Multiple Homework files can be attached if needed.



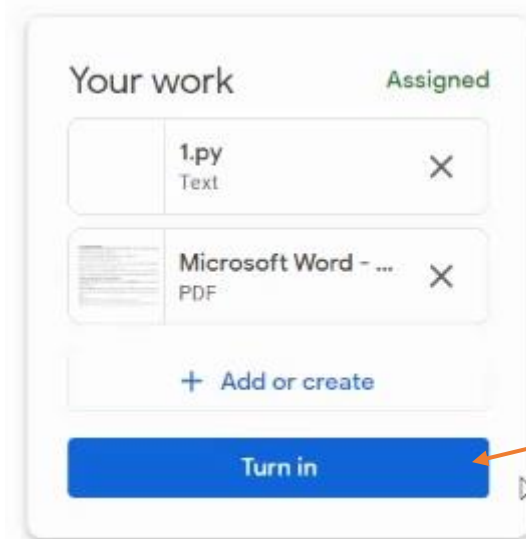
To send completed Homework files click on Add or Create



### Add Files

Files can be PDF, Image or Word file. Multiple files can be added

- Once all the required Homework files are selected. Submit it to the Subject teacher by clicking on Turn In.



Once all files are added, to submit to the teacher, click on Turn In



- Once a Subject Teacher assesses the Homework and awards marks or comments, students will be notified and can see the marks or comments.

**Marks / Comments by Teachers on Homework can be viewed**

### **3) PEOPLE**

This module will display all Subject teachers and Classmates of a particular class.

**Teachers**

Liveclass Std-XII

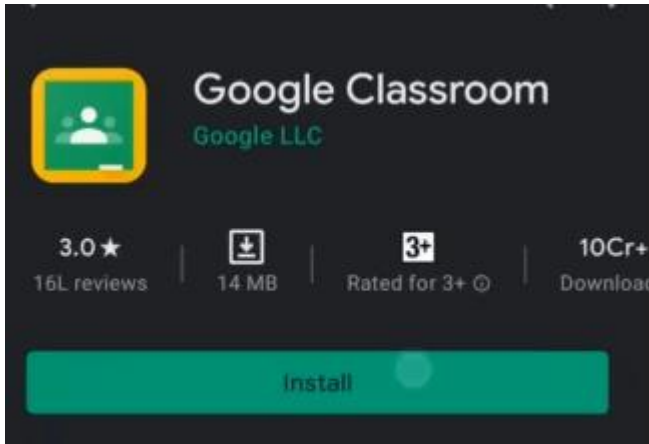
**Classmates**

4 students



## **STEPS TO INSTALL GOOGLE CLASSROOM APP ON MOBILE PHONE**

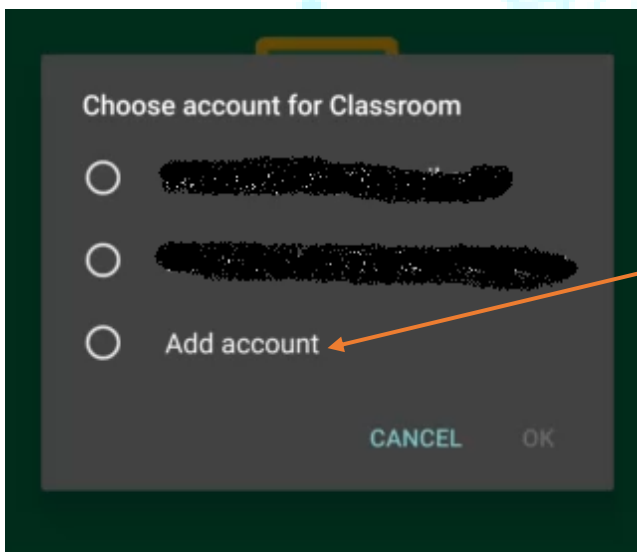
Step 1: Open Play Store / App Store and Search for “Google Classroom” and install it. Allow all permissions when asked for. Click on Get Started.



**Click on Get Started after opening the Application**

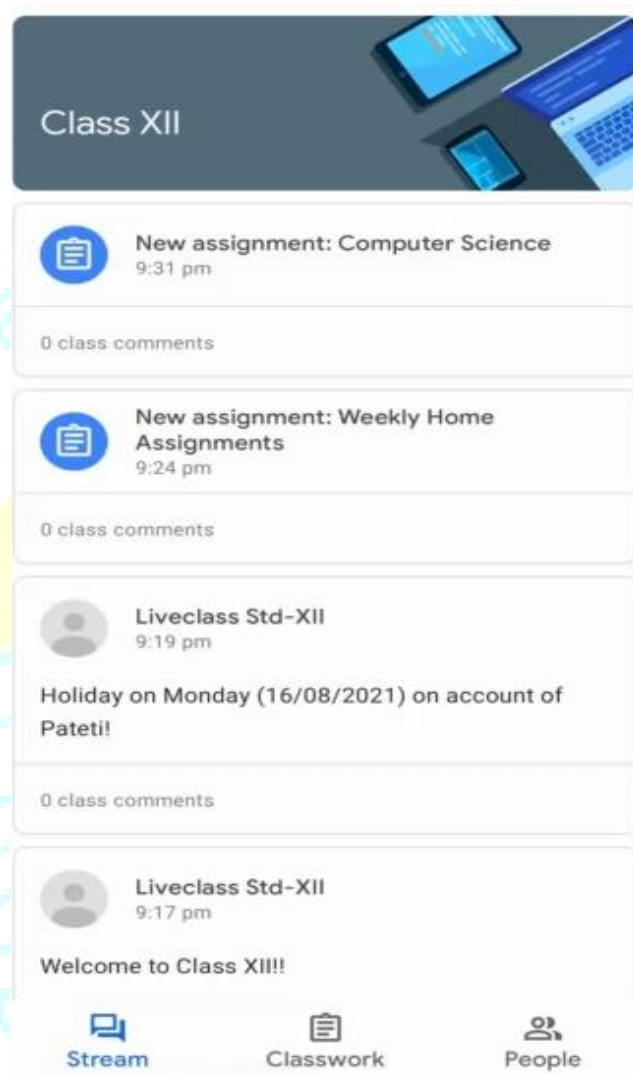


Step 2: If any existing google account exists, click on Add Account and use the Student’s [jn.balbharati.org](mailto:jn.balbharati.org) Email ID and password to login.



**Click on Add account and add your Bal Bharati email account**

The Application interface will show Modules: Stream, Classwork and People as explained earlier.



All features explained for computer / laptop operations are also available with Google Classroom mobile app.

**Thank You**