

KENDRIYA VIDYALAYA, CRPF PALLIPURAM

INSTRUCTIONS TO PARENTS REGARDING JOINING TO ONLINE PORTALS

Dear Parent,

Principal & Staff of Kendriya Vidyalaya CRPF Pallipuram wish you all a healthy and safe stay at home in this pandemic situation due to covid 19. It has been decided by the competent authority to start online classes for our students with effect from 29.5.2020. In this regard , we expect your cooperation for the smooth conduct of online classes.

Schedule for online classes will reach you shortly

Kindly make all arrangements for your ward to watch live streaming/recorded classes as per the schedule sent by class teachers

GENERAL INSTRUCTIONS FOR PARENTS & STUDENTS

1. Children have to be ready in their seats 15 minutes before the start of a particular session.
2. They have to maintain neatness and hygiene at all times.
3. Parents should provide the right physical infrastructure to create a learning atmosphere for the child at home.
4. Parents and students should go through the schedule and join the class at the given slots.
5. Reduce distractions at home during class hours
6. Use a calendar and color-code it, once the schedule is shared by the school.
7. Students will get plenty of exercises and assignments and ensure that your child upload his/her assignments as per teacher's instructions
8. Reach out to your child's teacher to overcome the difficulties faced by the child at any part of the day.
9. Please don't panic if you miss a class due to poor connectivity. Class teacher will help you if the reason is genuine.
10. There will be 2 sessions of 40 minutes each for classes 2 to 7 and 2 sessions of 1 hour each for class 8 to 10 & 12 and the remaining time will be used for completing the work assigned by the teacher.
11. If the given time schedule changes due to certain admn reasons. new timing will be published by the class teacher This will be intimated to parents on the previous day itself.
12. Parents are requested to provide the students with headphones, necessary accessories and writing materials for joining online classes.
13. All the ncert textbooks can be downloaded for reference.
14. Use of mobile phones and internet connection by students to be strictly monitored by parents.

Your cooperation is solicited

PRINCIPAL
KV CRPF PALLIPURAM



In this regard our school will be using two portals/apps for the smooth conduct of online classes

1. **Google classroom (for scheduled classes)**
2. **Google Meet (for online interactive classes)**

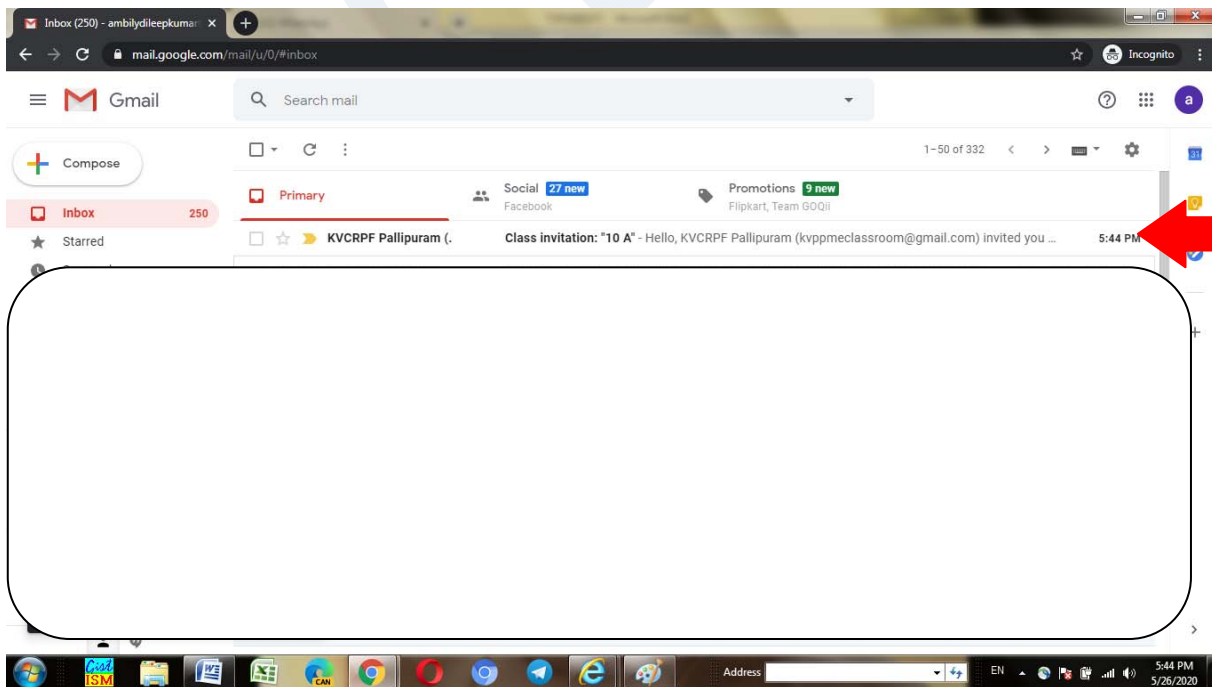
Google classroom

It is a free portal for easy communication between students and teachers. Teachers will give invitation through mail ID provided by you (**Only gmail id**). Accept that link and then you will be able to see the dashboard of your ward's class room. Time table will be given to you. Also reminders will be send through whatsapp. It can be accessed in both smart phone and desktop or laptops. Directly you can visit the portal by giving the website.

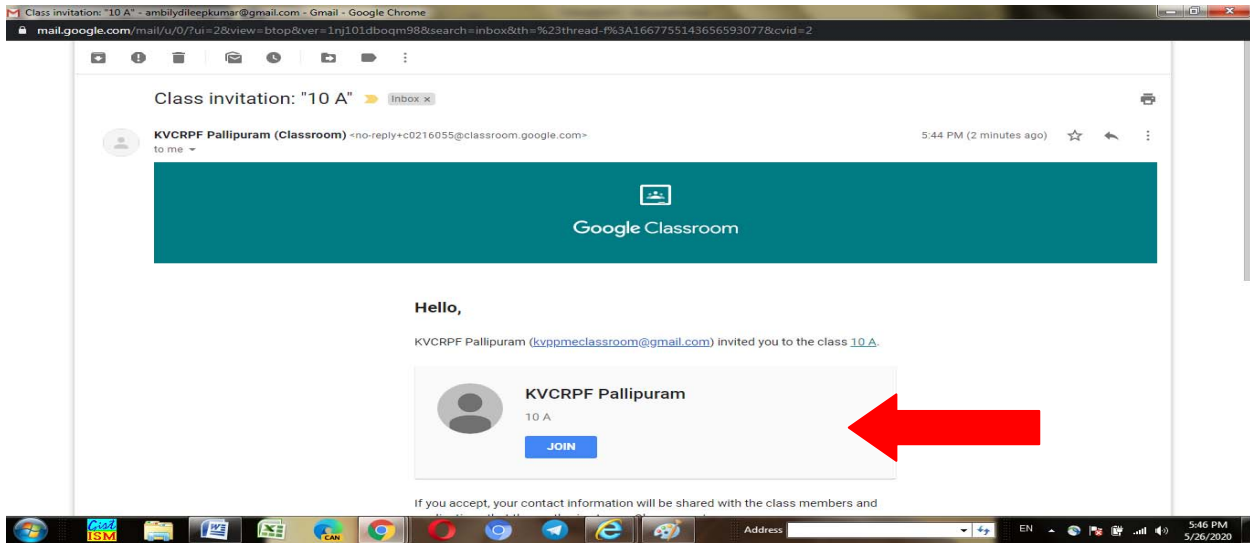
url : <https://classroom.google.com/>

1. Joining a Class for first time (Only one time process)

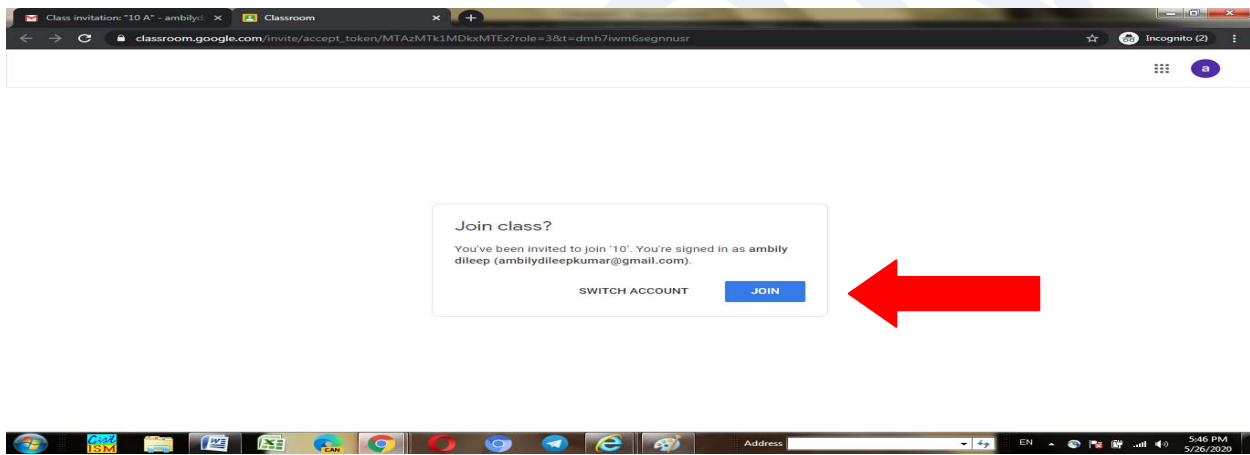
Use your gmail ID that was given to your ward's class teacher. Upon intimation from your ward's class teacher Open your gmail id. There will be an invitation link from your ward's class



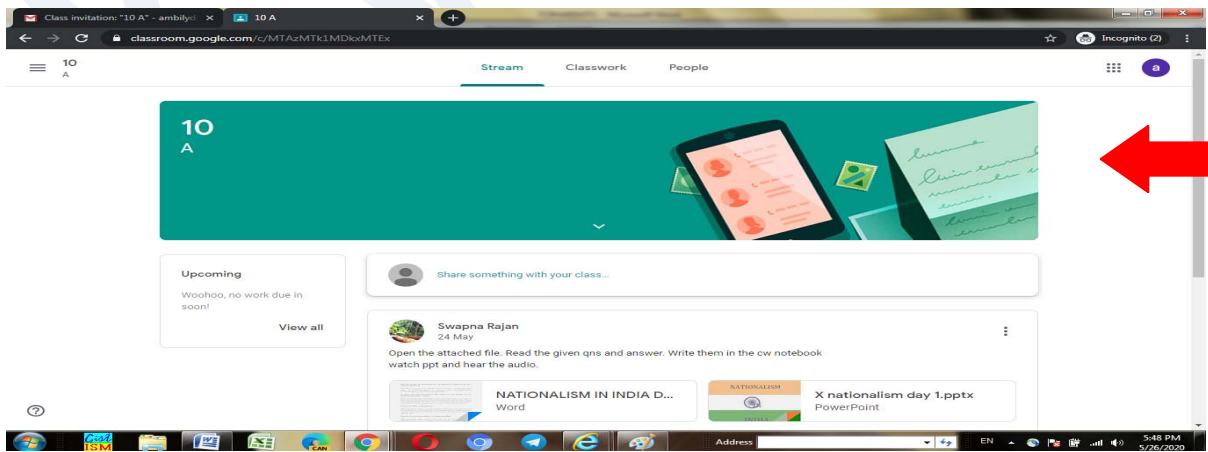
Click on the link. The following screen will be showed. Click on the "JOIN" button



Click on "JOIN" Button



You will be entering your ward's classroom



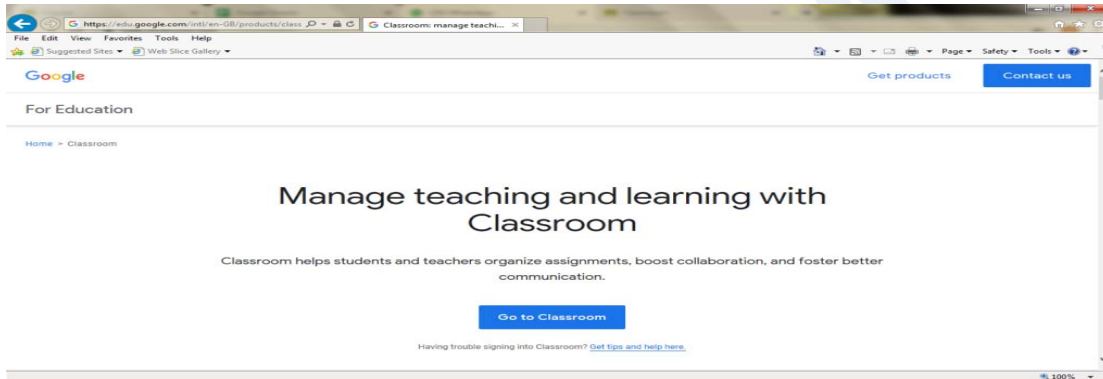
This is the dashboard of student. All the assignments for the student can be seen here.

2. Accessing a Class

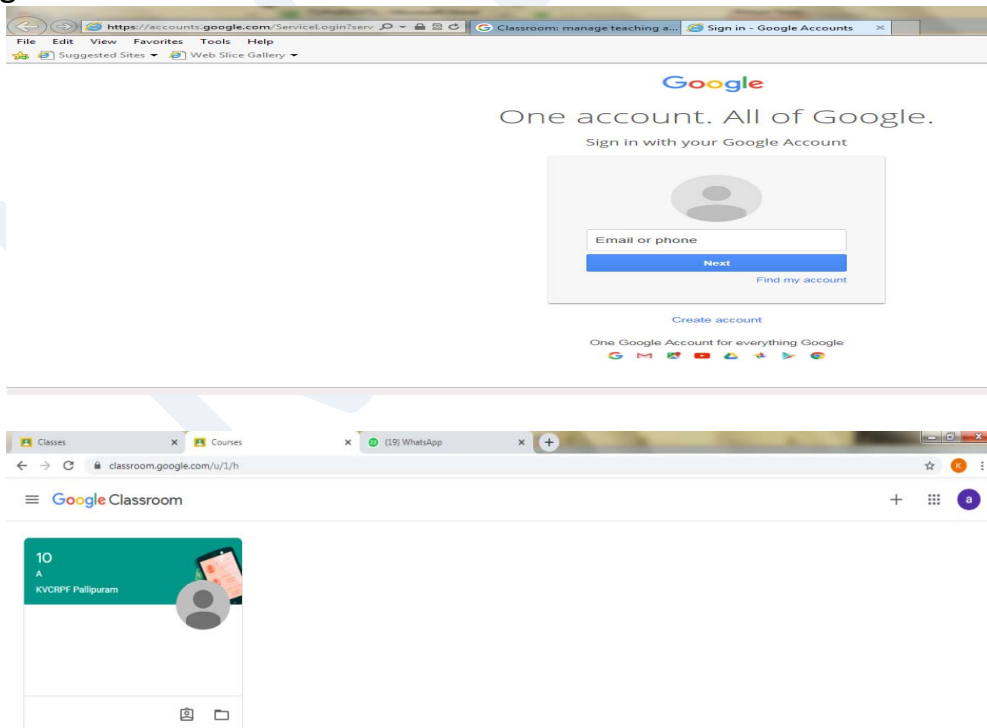
- Through desktop or laptop

It is a web portal and hence no software downloading or installation is required in desktops. Joining is a one time process. After that you can directly go to the url given and view your class.

Open Internet Explorer or Google chrome and type <https://classroom.google.com/> The following screen will appear. click on the “Go to Classroom” Button.

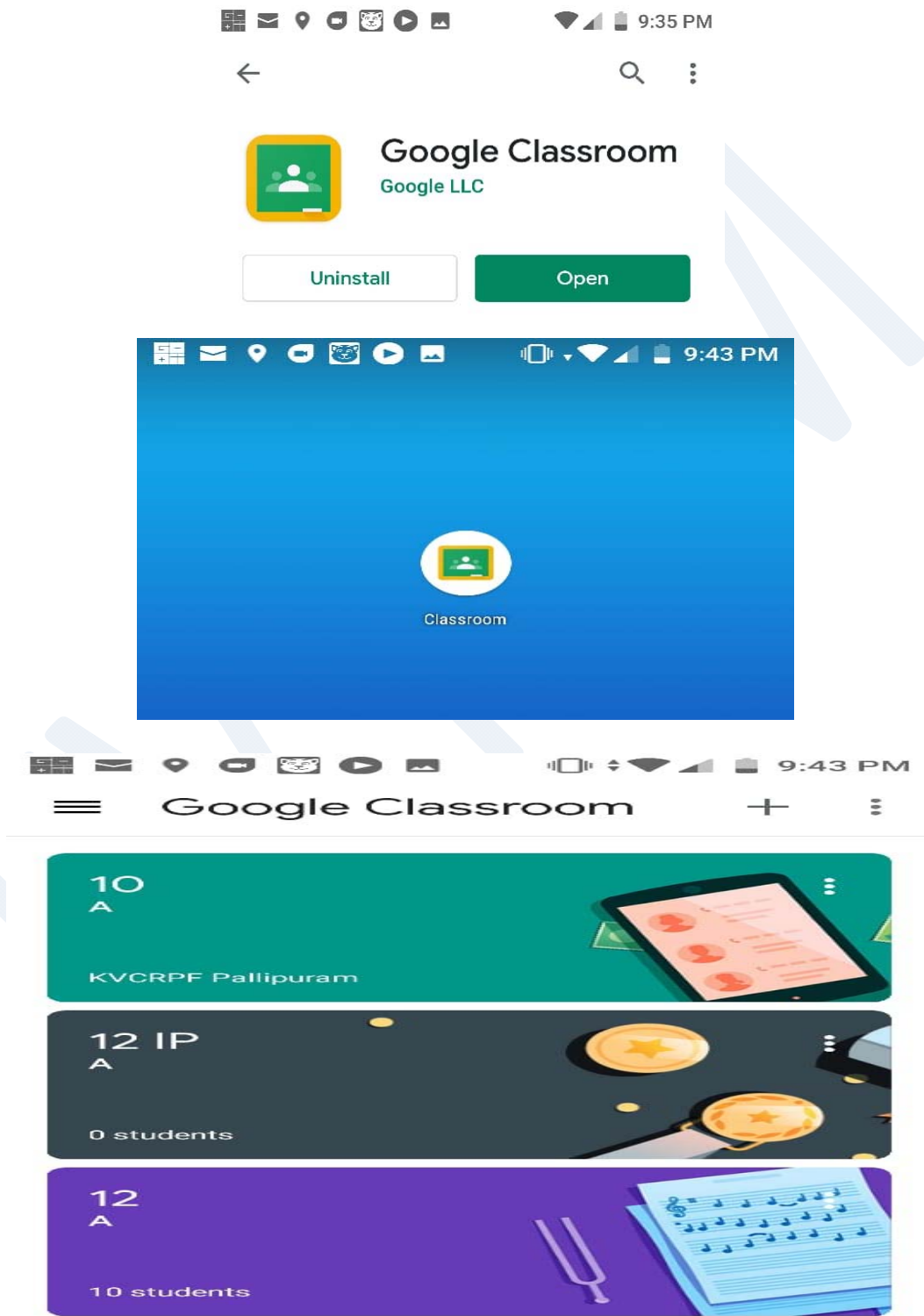


You will be asked to log into gmail if you are not logged in other wise you will be viewing the class’s dash board. Use the email id you used to join your ward’s classroom and login.



- Through Smart Phone

You can also use the google classroom app in smart phone and view your classroom. Go to google playstore/appstore for anroid/iphone. Install the app.



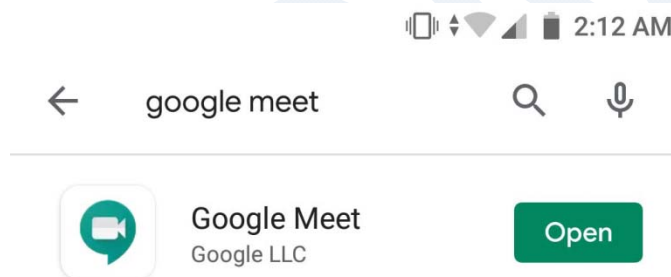
Google Meet

It is also a free app with which we can easily conduct online video conferences for around 100 people. The app can be installed on your smartphone or computer. For video conferences we will use Google Meet.....

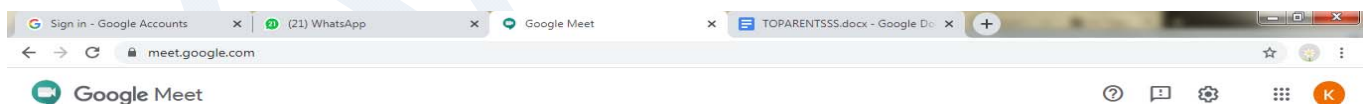
It can be used either from desktop or through phone. Here also Gmail login is needed.

<http://meet.google.com/>

- In phone when you enter this link you will be asked to download the app. Continue installation of the Google Meet app and be ready for an online class as per the instructions from class teacher.



- In desktop or laptop, no need for installation of any other software. Just go to the link given above. You have to login to your Gmail account. Then if a meeting is there, enter the code (which will be sent by your class teacher) and join the meeting.



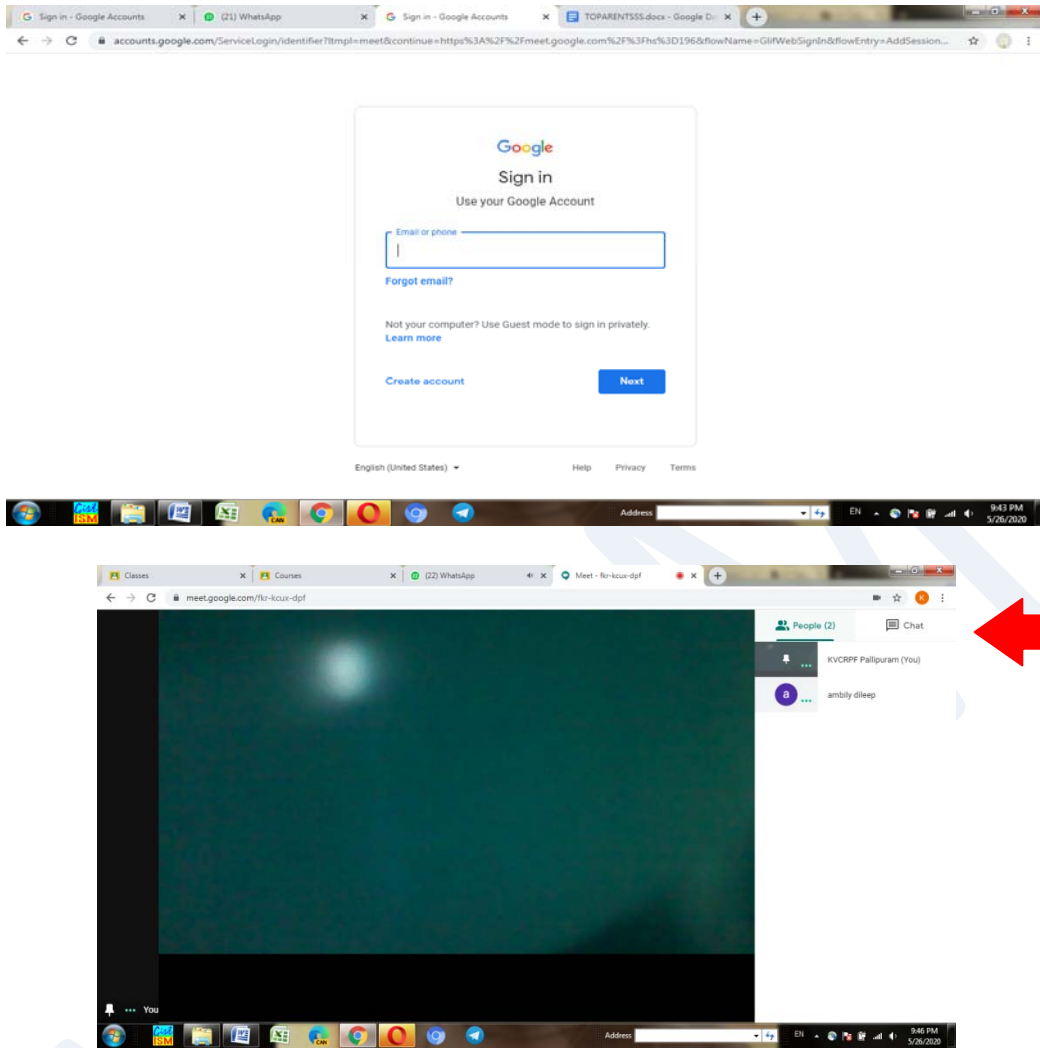
Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

or

[Learn more about Google Meet](#)





Rules for Video Conference

- Once you enter the chat room mark your attendance. You have to go to chat and then type there “<<**yourname**>> is present”
- Mute you mike and unmute only when require.
- At the end click on the red phone button to disconnect the chat.
- You can give your doubts in the form of text messages through the chat or you can raise your hand and interfere your teacher.
- Follow the general guidelines given by your teacher from time to time.

*Thank
you*