



# INDIAN SCHOOL MUSCAT

PO Box: 2470, Ruwi, P.C. 112

Sultanate of Oman



11<sup>th</sup> May 2020

## INSTRUCTIONS TO STUDENTS OF X & XII TO USE GOOGLE CLASSROOM

Dear Parents & Students,  
Greetings from Indian School Muscat!

We have been successfully using the ISMVLE webinar portal for classes IX to XII live online classes. We will continue to use ISMVLE for the students of Classes X & XII. In case of our webinar portal failing / or causing any serious concern of not able to continue with the class, we are looking at Google Classroom as an alternate option. In such a scenario, you are requested to follow the instructions given in the video to create your school email ID.

### **Prerequisite to use Google Classroom:**

Students should login to the ismoman mail id and accept the invitation to join the classroom. (This will come from one of the Computer Science teachers.) If you did not get this invitation in your ismoman gmail inbox, inform the class teacher.

### **Steps to attend the class on Google Classroom**

- If there is a technical issue in VLE, students will be intimated about that. Login to your ismoman mail id and type the password for Google classroom. (Do not confuse this with VLE password.)
- Before logging into the ismoman id, you should make sure that you have logged out of all other mail ids in the system you are using.
- You should login to the mail. Click on the google apps icon on top right bar of the screen, 
- Click on classroom  will see the classroom for which you have accepted the invitation. Click on the classroom.
- A meet link will appear on the stream tab once you are inside the classroom. You can click on this. This will take you to Google meet conference for the subject.
- If you encounter any issue, you can inform your class teacher.
- Mute microphone and turn off the camera and click on join. You will be taken to the classroom. At any point of time during the sessions, you should not switch on your camera and microphone.
- Students are advised to use chat window to ask relevant questions related to the topic.
- Students are strictly warned against trying to upload any material in the Google Classroom. Stringent action will be initiated against such students.
- Students are requested to cooperate with their teachers in conducting the classes smoothly.
- At the end of the session, the students should leave the class by clicking the leave (phone) symbol.

In order to give the students a practice of using the Google Classroom app, we would like to have a demo session on Wednesday, 13<sup>th</sup> May at 3 p.m. for class X and on Thursday, 14<sup>th</sup> May at 3 p.m. for Class XII. Students are requested to join the Google Classroom as per the instructions given above.

With Best Regards

**Dr Rajeev Kumar Chauhan**  
Principal