Steps to join Online class through laptop/PC

1. Sign in to your school email account (eg: abc@afshebbal.ac.in)
2. Open your Google Classroom of the subject to find the link of the online class which you need to attend.
   (Eg: If you have a Math online class, then you need to open your Math Google classroom to find the link)
3. **Click on the link and before you join turn off the camera and mute the mic.**
4. Click on the Join button to join the class.
5. Incase, you have a problem with your mic and you cannot speak. You can also additionally join the class using the same link through your mobile and use it for interacting with your teacher. Or You can alternatively type your query in the chat window.
6. After the class, Click on leave call to end the session/leave the class.

Steps for joining Online class through your Mobile/Tab

1. Ensure that you have logged in to your school email account in the mobile (Gmail app).
2. Install "**Hangouts meet**" from the ioS App/App Store.
3. Find the Meet icon on the top right and click to join the class

   Or

   Click on the link provided to you through google classroom or WhatsApp and open it through the Meet app (to be installed in your mobile).
4. **Mute your mic and turn off the camera.**
5. After the class, Click on leave call to end the session/leave the class.

Common Instructions

1. **Unmute your mic only when it is necessary to speak with your teacher and immediately mute your mic**
2. **Maintaining discipline and decorum is of at most importance. Failing which you might be immediately removed from the class.**
3. **Understand that you need to let the other person speak and wait for your opportunity to speak when required or use the chat option to convey your message to the teacher.**

Hoping that all of you will make the best use of this new platform and enjoy this way of learning too.

Regards
AFSH