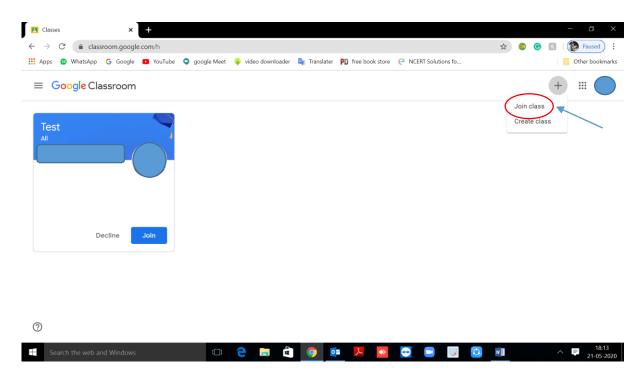
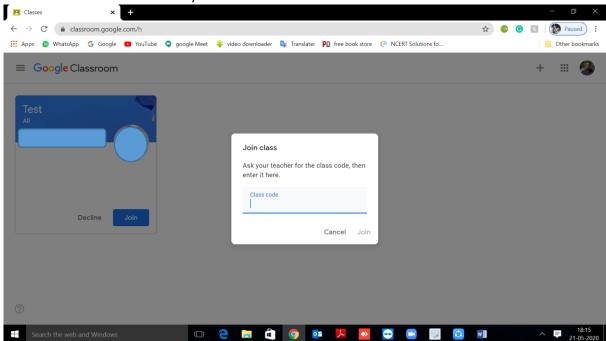
## **SOP : Google ClassRoom for Student**

- 1. Student has to login through their University mail id.
- 2. A **class code** shall be shared by the concerned faculty member along with the assignment and subject name to the students:
- 3. After login on student mail id student has to click on "+" sign and select "join class" (red circled) as per screenshot:



4. After selecting join class following window will appear where student has to Enter the given class code received from concerned faculty member:



5. After entering the code following window will appear. There will be appeared three tabs i.e. Stream, Classwork & People. In the Stream tab, student can see the all attachment given by the concern faculty. Student can comment on "share something with your class" (red circled).

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6. In the Classroom tab student can view the attachment. Student has to click on view assignment for downloading the assignment and answering the same.

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7. When clicking on the view assignment following window will be displayed:

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8. Here student download the assignment. Student can create a word/excel file or attached PDF file of his/ her assignment (after answering the question) and can upload as per below screenshot:

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9. Note: Student should also upload the completed assignment in a nomenclature i.e. <Enrolment No.> <First Name> <Course code> <Semester>.

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10. Once upload the document following window will appear, here student has to click on Turn in. This will be final submission the document.

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11. The final window will be as below after pressing Turn in. By this student can complete the process of uploading assignment through google sheet.

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