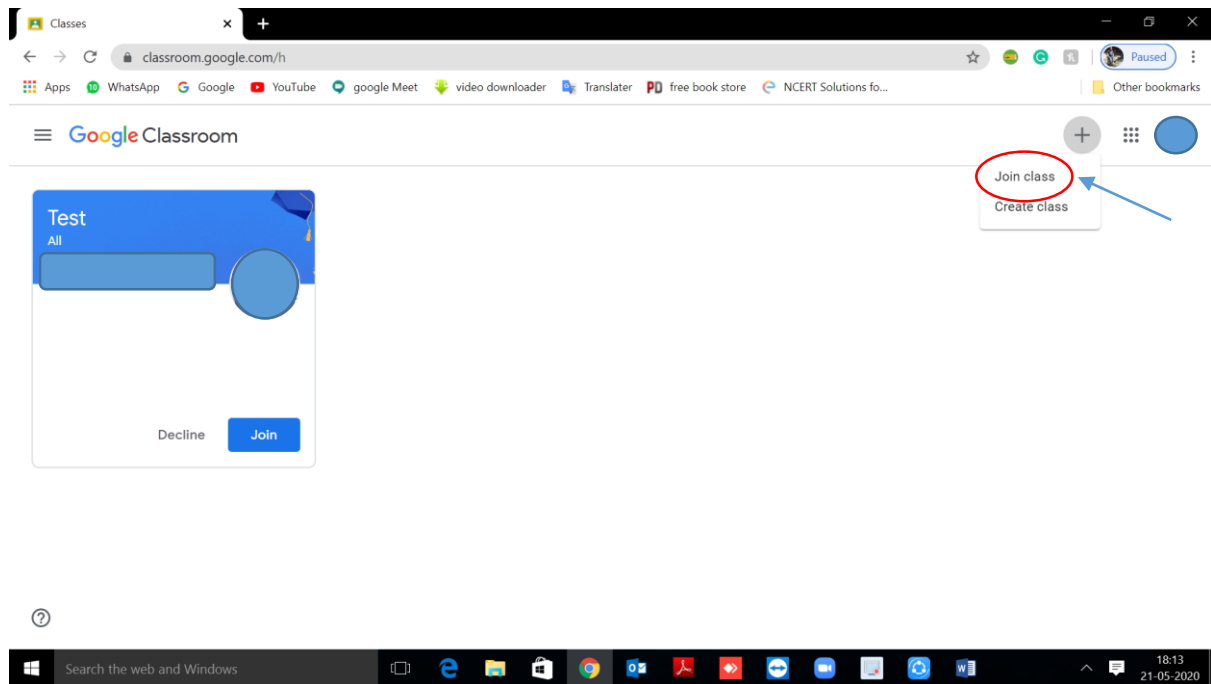
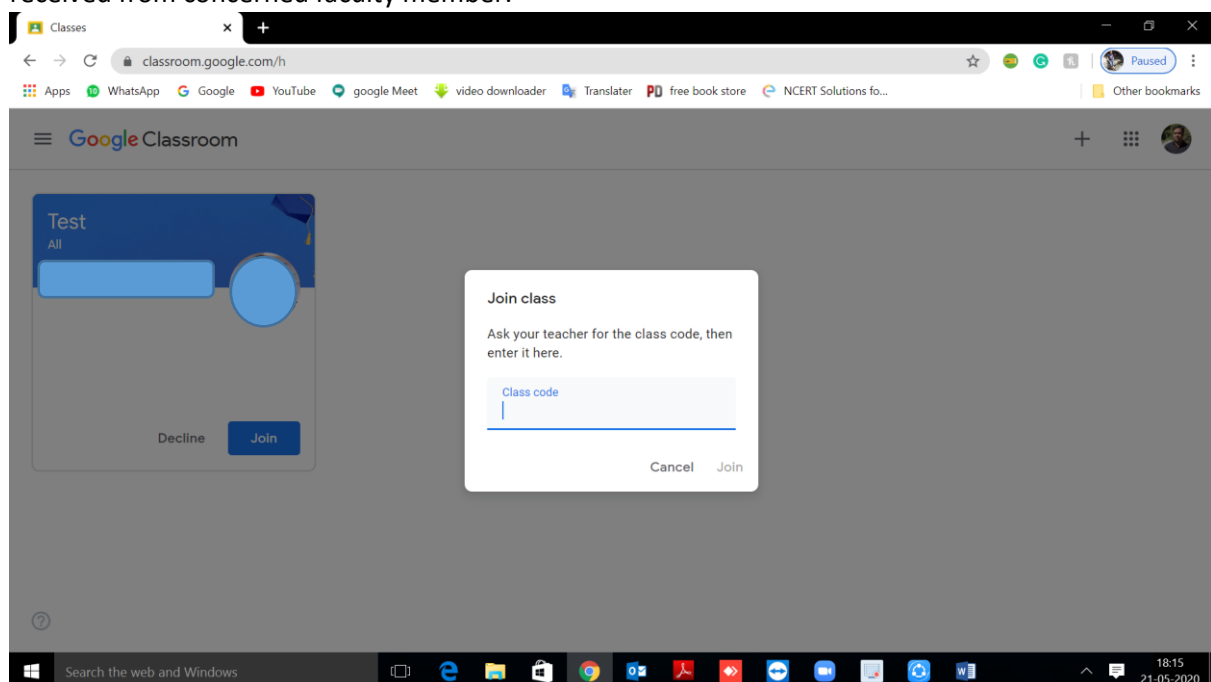


SOP : Google Classroom for Student

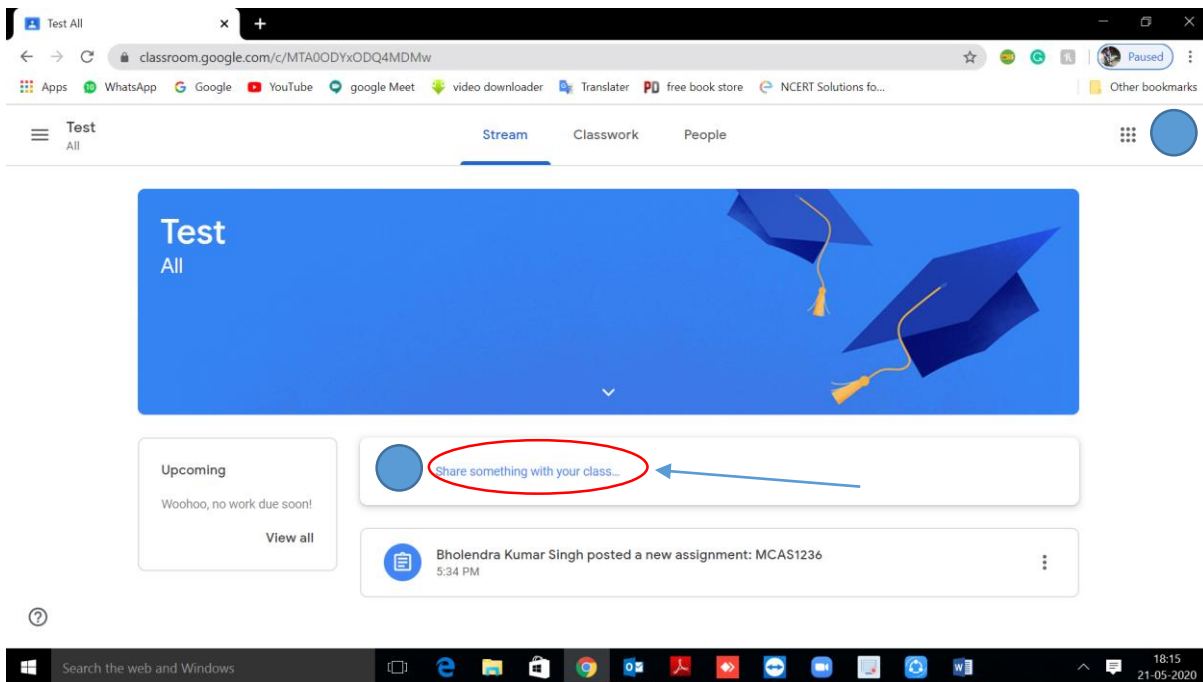
1. Student has to login through their **University mail id**.
2. A **class code** shall be shared by the concerned faculty member along with the assignment and subject name to the students:
3. After login on student mail id student has to click on “+” sign and select “join class” (red circled) as per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



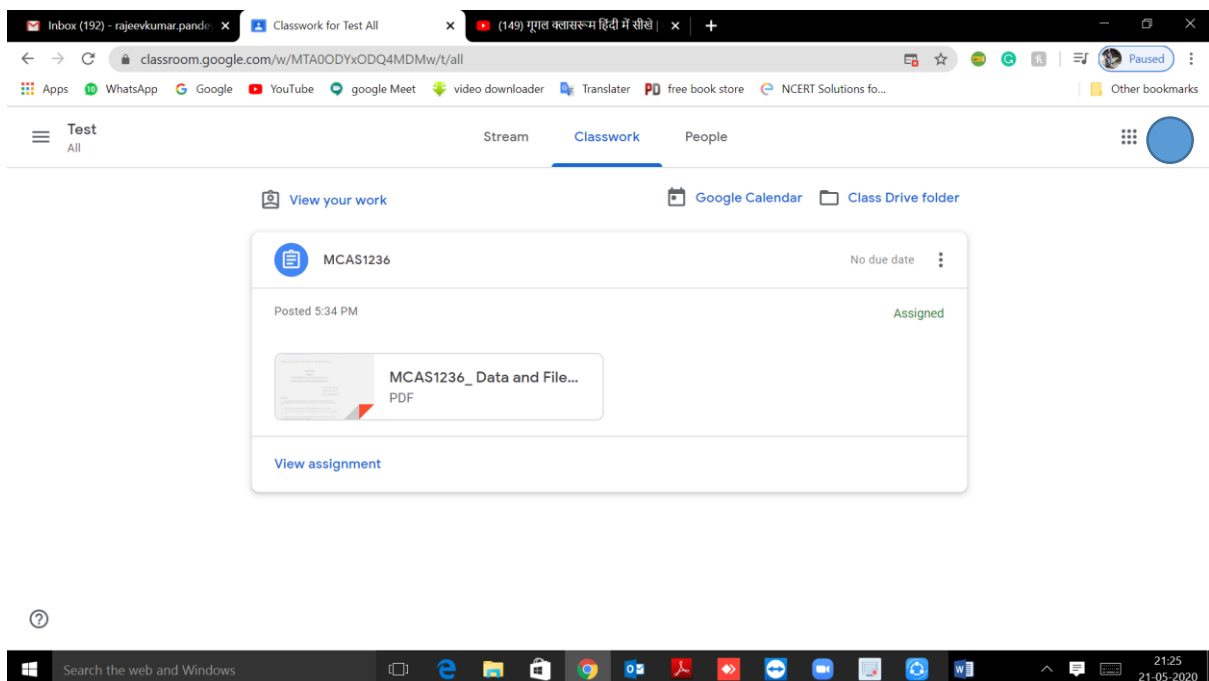
4. After selecting join class following window will appear where student has to Enter the given class code received from concerned faculty member:



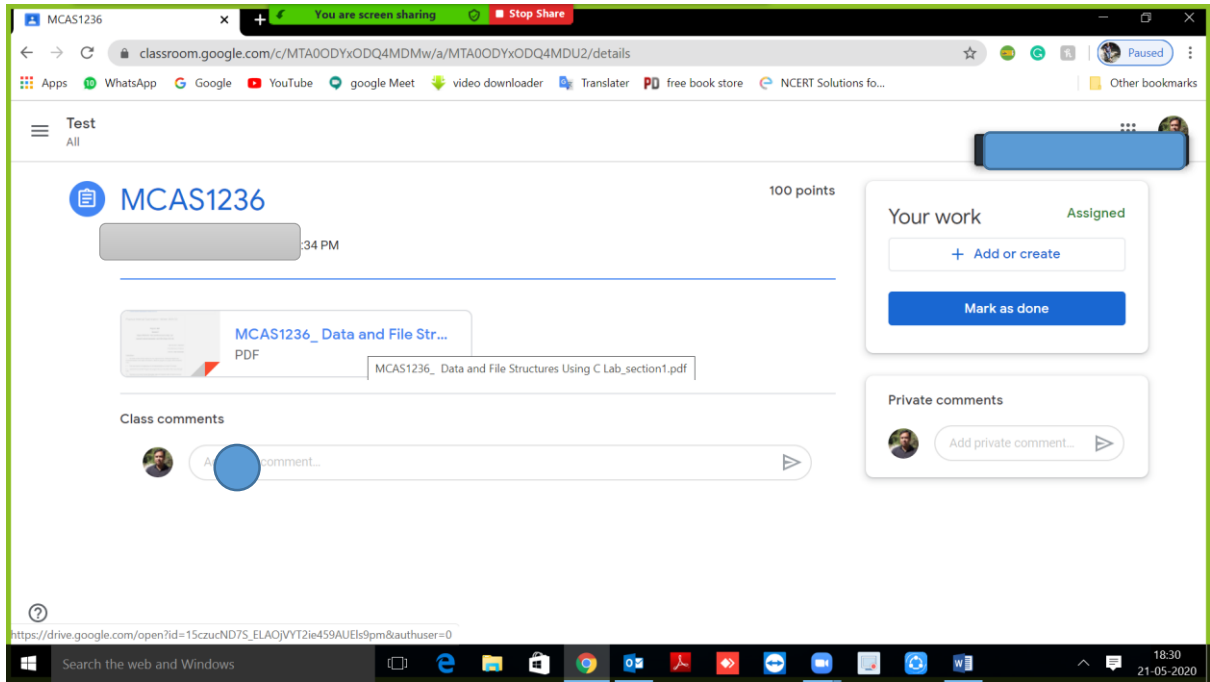
5. After entering the code following window will appear. There will be appeared three tabs i.e. Stream, Classwork & People. In the Stream tab, student can see the all attachment given by the concern faculty. Student can comment on “share something with your class” (red circled).



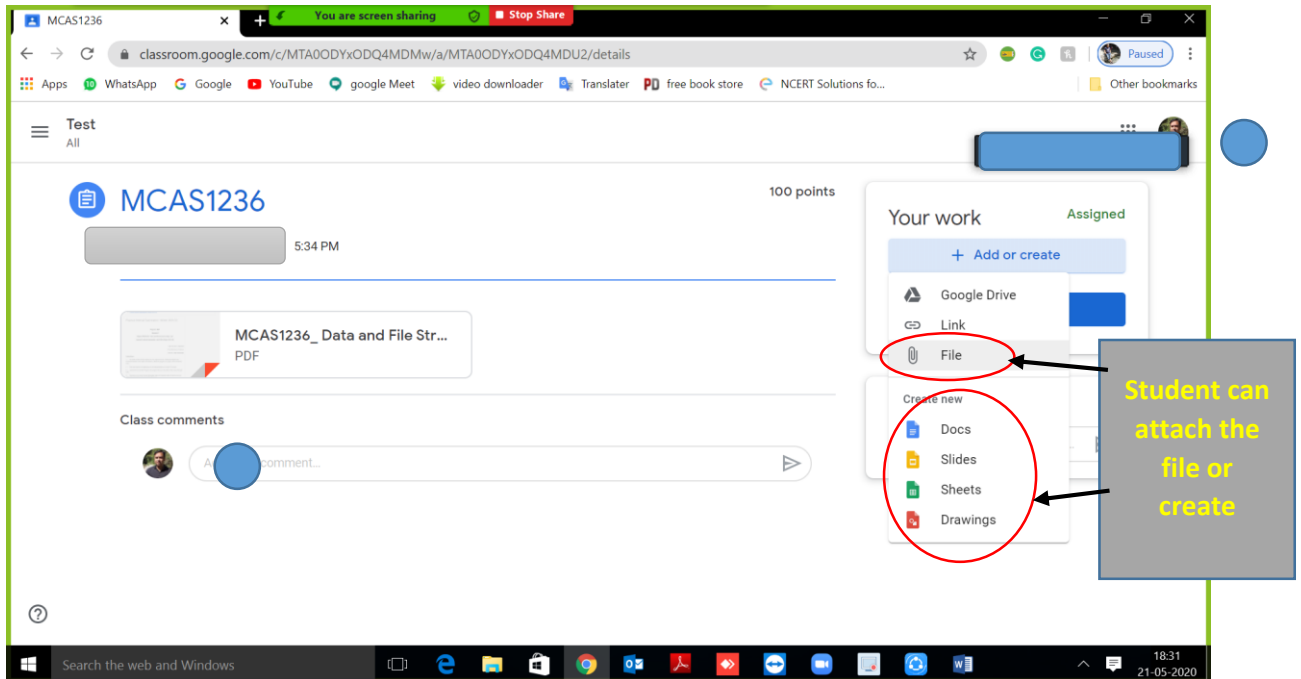
6. In the **Classroom** tab student can view the attachment. Student has to click on **view assignment** for downloading the assignment and answering the same.



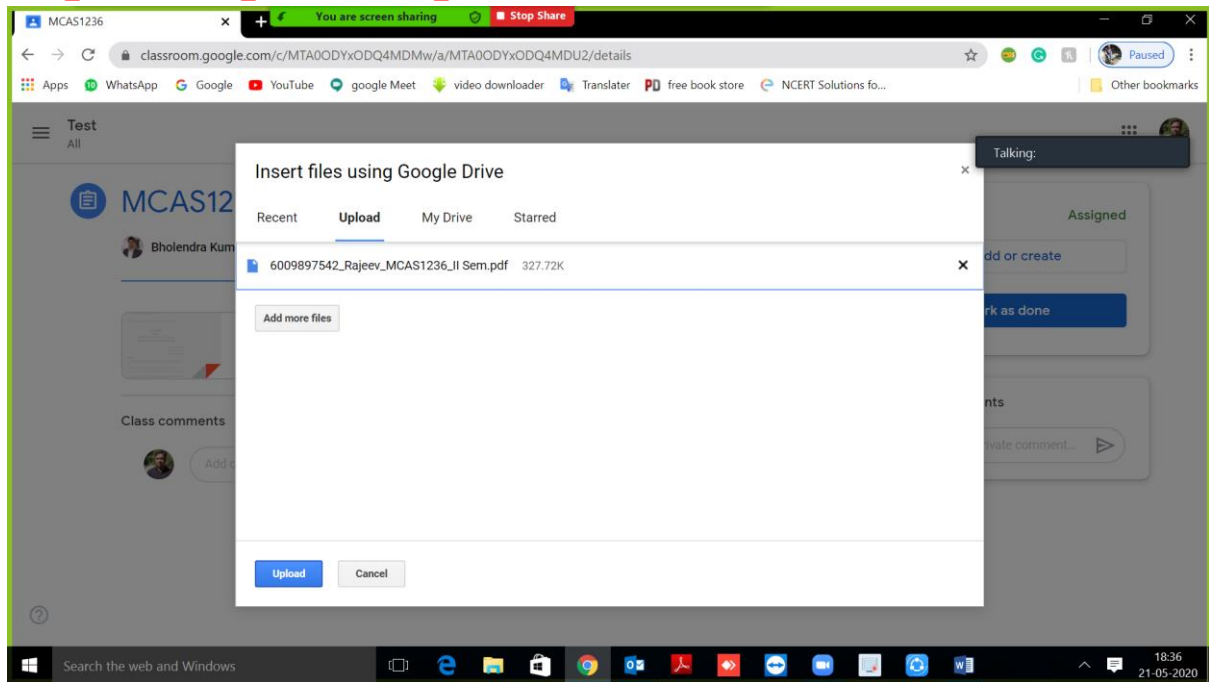
7. When clicking on the **view assignment** following window will be displayed:



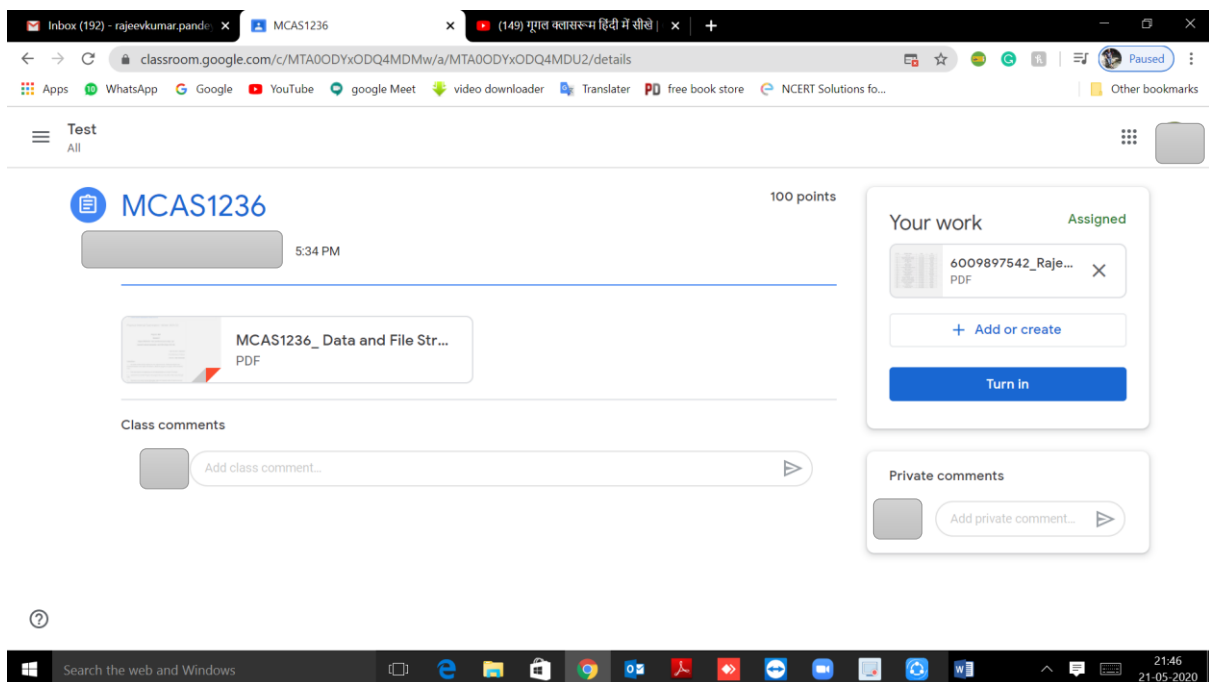
8. Here student download the assignment. Student can create a word/excel file or attached PDF file of his/her assignment (after answering the question) and can upload as per below screenshot:

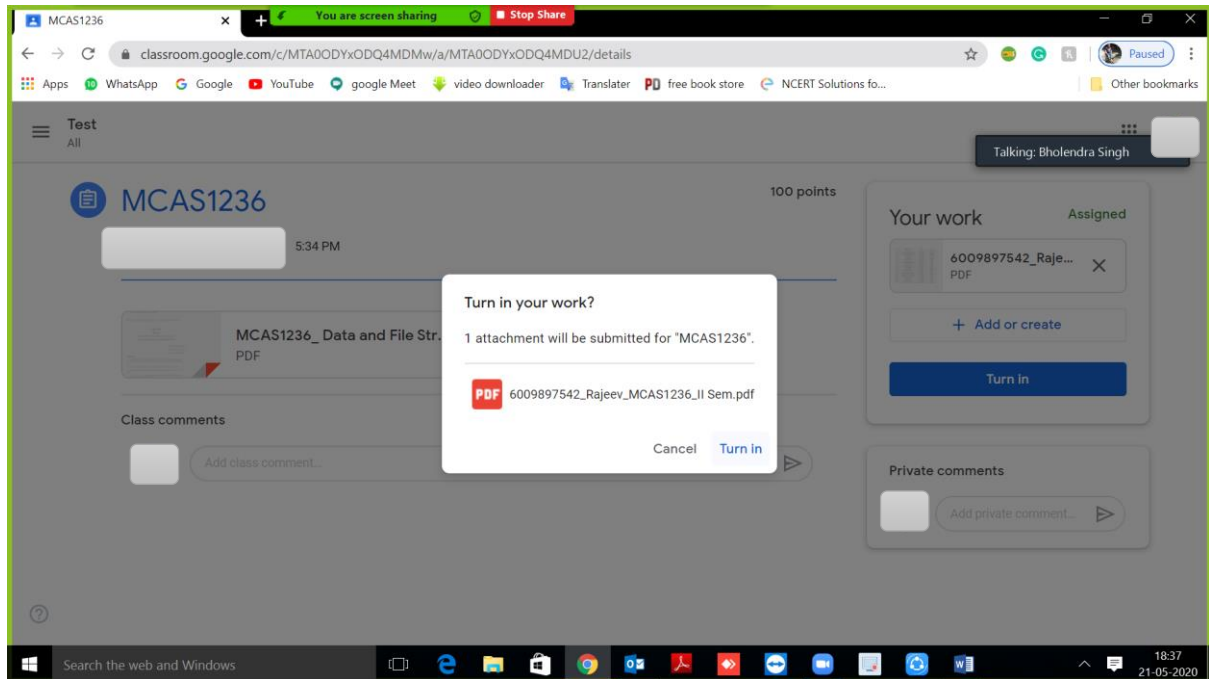


9. Note: Student should also upload the completed assignment in a nomenclature i.e. **<Enrolment No.>_<First Name>_<Course code>_<Semester>**.



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





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.

