

SAINIK SCHOOL GOPALGANJ

INSTRUCTIONS FOR MIGRATING TO GOOGLE CLASSROOMS

1. Sainik School Gopalganj has registered for Google G Suite for Education and will be using the same platform for conduct of online classes with immediate effect. Since the School is registered at organizational level, personal email-id will not be valid to access the online classes. The email-id created on School domain "ssgopalganj.in" will only be valid for registering for online classes.
2. The steps for logging on for online classes on Google G Suite for Education for Sainik School Gopalganj cadets is summarized as under:-
 - (a) Log-in to School Domain and change password.
 - (b) Log-in to Google and change the password.
 - (c) Download Google Classroom App on your mobile/ tablet and log-in with School domain mail-id.
 - (d) Download Google Hangout Meets App on your mobile/ tablet and log-in with School domain mail-id for Video Conferencing Classes.
 - (e) Join your respective Class as shown on Google Classroom App.
 - (f) For those logging through Desktop/ Laptop PC Google Classroom and Google Hangouts Meet can be accessed through Web Browser and continue with log-in there.
3. The detailed instructions for completing each step are given below.

Step 1 : Login to School domain (ssgopalganj.in) and Change Password.

- (a) Click on below link for login to your domain account or type it in your browser:-
www.ssgopalganj.in/webmail
- (b) Alternatively you can open School website and click Mail icon.
- (c) You will see the screen as shown below:-



Roundcube Webmail

- (d) Type your username and password as sent to you by your Teacher and click LOGIN button.

- (e) You have logged in to your School domain (ssgopalganj.in) email account.
- (f) Click on navigation button on  the webmail page.
- (g) Click on Setting → Password.
- (h) Type your Current Password (with which you just logged in) and New Password of your choice.
- (j) Retype New Password and Confirm New Password.
- (k) Remember your password as it will be needed for your further studies.
- (l) Click on Save option.
- (m) Click on logout option.

Step 2 : Log-in to Google and Change the Password.

(a) **For Desktop/Laptop PC**

- (i) Open Web browser and type www.google.com.
- (ii) Click “Sign In” and Log-in Page will open.
- (iii) Type the same domain email id as username as provided by your Teacher for Step 1 above.
- (iv) Click on Next button.
- (v) Type the same password as provided by your Teacher for log-in on domain email id.
- (vi) Click the gear and choose Settings.
- (vii) Click Accounts and Imports from the list at the top.
- (viii) Click Change Password.
- (ix) Enter your current password.
- (x) Enter your new password twice (ideally keep it same as domain email id for easy remembrance) and click Change Password.
- (xi) Click on logout option.

(b) **For Android Mobile/ Tablet Device**. Your Android Mobile/ Tablet device may be already logged in with your personal Gmail account. There is a need for log-in to your device with your School Domain email-id account. There is no need for removing your personal Gmail account from the mobile and another account can be added to your mobile. You can keep multiple Gmail accounts on your mobile/ tablet device.

It is important to remember that your Google Classroom and Google Hangouts Meet will function with your School Domain email-id only. The steps to log in to your mobile device with School Domain email-id and changing its password are as under:-

- (i) Go on the setting app of your mobile phone/ tablet and click on google.
- (ii) Your personal Gmail account will be shown on your screen.
- (iii) Tap on your personal Gmail account shown there. A Choose Account option will be displayed.
- (iv) Tap on “Add Another Account”.
- (v) Type Password or draw the Pattern for unlocking the screen.

- (vi) Google sign in option will be display there.
- (vii) Type your School Domain Email id provided to you by the Teacher.
- (viii) Tap on Next button.
- (ix) Type the same password as provided to you by the Teacher.
- (x) Tap on Next button.
- (xi) Tap on “Accept” and then Tap on “I Agree”.
- (xii) Now you are log in to your mobile device. Now you have to change the password by the following steps:
- (xiii) Again go on setting → Google.
- (xiv) Choose your school domain email id provided by the teacher.
- (xv) Tap on ‘Manage your Google Account’.
- (xvi) At the top of the screen tap Security.
- (xvii) Under ‘Signing in to Google’ tap Password.
- (xviii) Enter your current password provided by the teacher.
- (xix) Type New Password and Tap on Change Password.
- (xx) Remember the new password as this will be required to log-in to Google Classrooms App and Google Hangouts Meet App.

Step 3 : Log-in Google Classroom

(a) **For Desktop/Laptop PC**

- (i) Open Web browser and type classroom.google.com in the URL bar.
- (ii) Type your School Domain email-id as username and click Next.
- (iii) Type the changed password for Google (as changed at Step 2 above).
- (iv) You will find screen asking “I am a Student” “I am a Teacher”. Click on “I am a Student”. Please do not click “I am a Teacher” as it will keep your account suspended till it is verified and re-designated as Student account from School end by the Vice Principal.
- (v) You will see your Classroom box with your Class Name (for academic session 2020-21). Click on Join on the Classroom box.
- (vi) In case you are not able to see the classroom, Click + sign on top right side and click Join Class.
- (vii) Ask for Class code from your Teacher and feed in the class code to join the class.
- (viii) Explore the classroom and follow the instructions posted there.

(b) **For Android Mobile/ Tablet Device**

- (i) Open Google Play Store and search for “Google Classroom” from Google LLC.
- (ii) Download the Google Classroom App from Google Play Store and install on you mobile device.
- (iii) Ensure that the mobile/tablet device has Lock Screen activated through Pattern/ Password/ PIN/ Finger print or Iris Recognition.
- (iv) Open Google Classroom app and click on “Get Started: button.

- (v) Log-in with your School domain email-id and password (changed for Google at Step 2 above) for log-in to classroom app.
- (vi) In case you already have a Google account logged in on your Android Mobile device, click Add Account and log-in with School domain email-id.
- (vii) You will see your Classroom box with your Class Name (for academic session 2020-21). Click on Join on the Classroom box.
- (viii) In case you are not able to see the classroom, Click + sign on top right side and click Join Class.
- (ix) Ask for Class code from your Teacher and feed in the class code to join the class.

Step 4 : Google Hangouts Meet for Video Conferencing Online Classes.

(a) **For Desktop/Laptop PC**

- (i) Log-in Google Classrooms on Web browser on classroom.google.com as per Step 3 above.
- (ii) Click on the link for Google Meet Classroom as scheduled on the Streams Page at designated time.
- (iii) You will connect to Google Hangouts Meet automatically and join the class with the code provided on your Classroom app "Stream" page.
- (iv) You can also type meet.google.com in the Web browser and log-in with School Domain email-id along with password (changed at Step 2 above).
- (v) At designated time when the meet is under progress, you'll join the class.
- (vi) All scheduled Meet video conferencing classrooms are also scheduled in Class Calendar, which can be accessed from link at top left corner.

(b) **For Android Mobile/ Tablet Device**

- (i) Open Google Play Store and search for "Google Hangouts Meet" from Google LLC.
- (ii) Download the Google Hangouts Meet App from Google Play Store and install on you mobile device.
- (iii) Open Google Hangouts Meet app and click on "Get Started: button.
- (iv) Log-in with your School domain email-id and password (changed for Google at Step 2 above) for log-in to classroom app.
- (v) In case you already have a Google account logged in on your Android Mobile device, click Add Account and log-in with School domain email-id. There is no need to logout from your previous Google account. Only remember to log-in Google Hangouts Meet with School Domain mail id.
- (vi) You can directly access and join Meet Video conferencing online classes by clicking on the link posted by your teacher on stream page of Google Classrooms app.
- (vii) Alternatively, you can also join the online classes from Meets App by Joining with the Code as given on your Stream page,
- (viii) All scheduled Meet video conferencing classrooms are also scheduled in Class Calendar, which can be accessed from link at top left corner.