

Guidelines for using google classroom and zoom for teaching online

A. Using google classroom

1. Go to classroom.google.com.
2. Sign in with your Gmail account.
3. On the Classes page, click Add + > Create class.



4. Enter the class name.

A screenshot of the 'Create class' form in Google Classroom. The form has a title 'Create class' and four input fields: 'Class name (required)', 'Section', 'Subject', and 'Room'. At the bottom of the form, there are two buttons: 'Cancel' and 'Create'.

5. (Optional) To enter a short description, grade level, or class time, click Section and enter the details.
6. (Optional) To add a subject, click Subject and enter a name, or click one from the list that appears when you enter text.
7. (Optional) To enter the location for the class, click Room and enter the details.
8. Click Create.

Next steps:

- a) When you create a class, Classroom automatically creates a class code.
- b) You use it to [invite students to the class](#). You can share the class code with students through gmail, googlegroups, or whatsapp. The students can join the classroom.
- c) You can always view the class code on the Stream page.

Note: You can upload the class notes in the classroom. Students can ask questions in comments box, which is visible to everyone. The teacher can clarify the questions. No audio or video stream will be there.

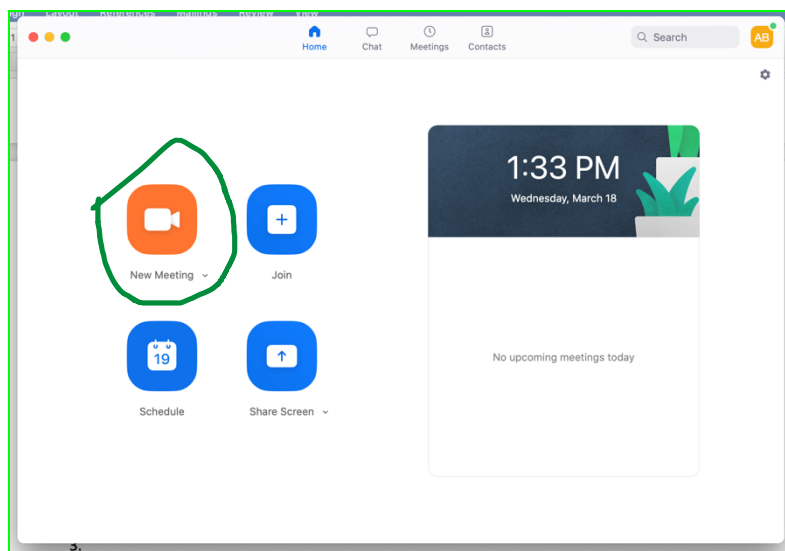
For further information you can visit <https://support.google.com/edu/classroom>.

B. Using zoom to conduct classes in real-time with video and audio stream.

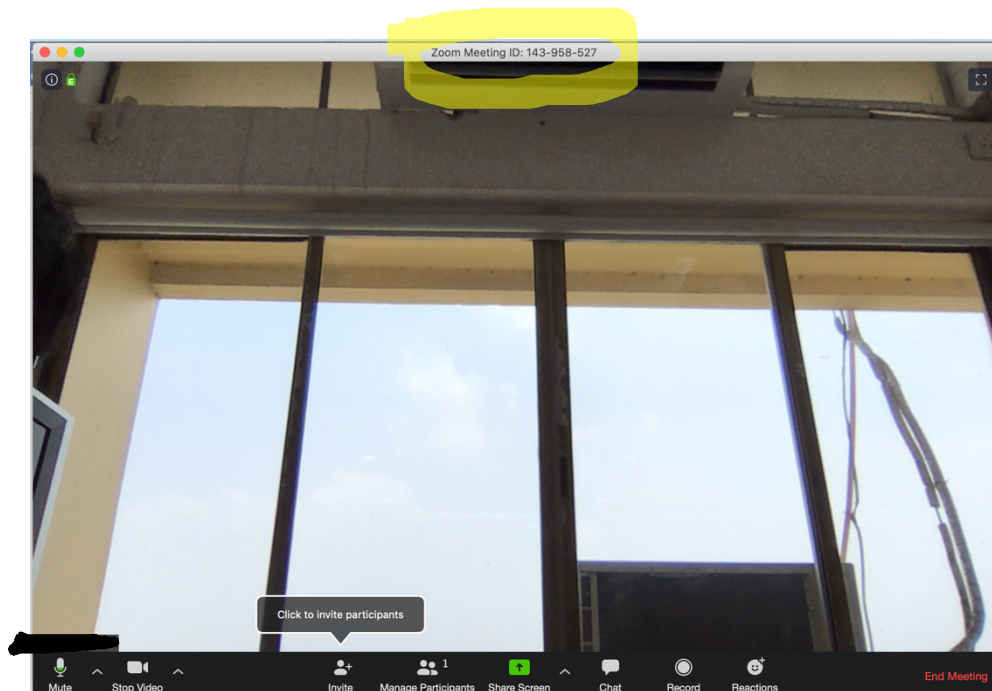
Website: <https://zoom.us>

According to the website, maximum 100 participants can join in the meeting. Maximum duration of the meeting is 40 minutes.

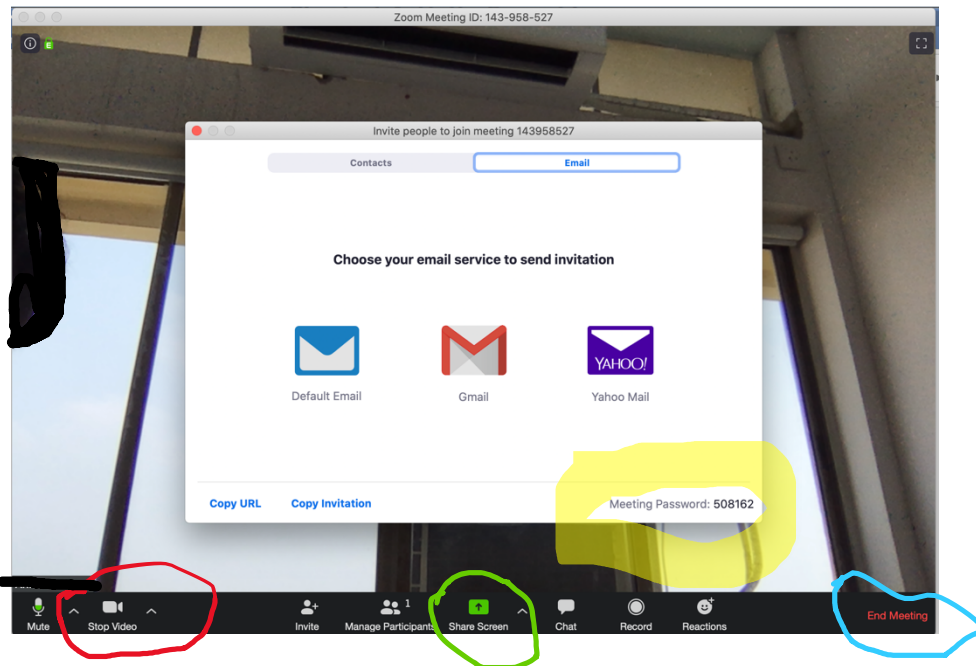
1. Create a login id in the website.
2. You will have to download and install the software (Mac/Windows/Linux/Android)
3. Start the application, login, you get the following screen.



4. Start a new meeting. You get the following screen. At the top there is Meeting id.



5. Click on the invite participants. You get the following screen. Meeting password shown in yellow.



6. Share the Meeting Id and Meeting Password with your students. Students can join with these credentials. Students will also require to have the zoom application at their end.
7. You can stop the video, at the bottom 2nd left button (shown in red). This will reduce the network bandwidth requirements.
8. Share Screen: Click the share screen (shown in green), where you can choose your file, ppt or pdf or word document, you can use the whiteboard also. Then you can start the class.
9. Preferable that students join in audio mode only for less network bandwidth requirement.
10. Once the class is completed use the end meeting button at bottom right (shown in light blue).