

GUIDELINES AND ROAD MAP FOR ONLINE CLASSES

KVS is dedicated to make the process of education smooth and approachable to masses in every condition and this time is the litmus test for our motto.

Regional Office - RAIPUR is presenting a mode to collaborate all the teachers and students on a common platform to make the process of teaching learning effective



G-Suite is a suite of cloud computing, productivity and collaboration tools, software and products developed by Google.

It also includes multiple extensions Google classroom, Google attendance etc.

GUIDELINES TO SET UP E-CLASSROOM

User accounts of all the teachers and students have been created in already created **kvsroraipur.in** domain using G-Suite panel.

In order to avoid mixing of students and clashes in time slots **all teachers must create their all classes section wise and subject wise separately on Google classroom** and all students must join each class related to them.

Teachers must plan their teaching content and modules in advance to avoid any mismanagement in conducting the classroom.

The teachers must keep the record of attendance of students using Google attendance, and take live sessions on **Google meet** which is integrated in the Google classroom.

Teachers must ensure that they have created separate classrooms on Google classroom for every class and every section for all the subjects they teach and their class codes have been circulated among all students separately.

The Principals will join virtual classes and will supervise the teaching learning activities regularly.

All the teachers must follow cyber safety guidelines and instruct students to follow the same. Also students must be educated about various cyber safety and privacy issues as circulated by CBSE.

NOMENCLATURE OF USER ACCOUNTS

For Teachers:

t<KVS School code>.<First Name> <employee code>@kvsroraipur.in

e.g. If Mr. Manish Gupta is a teacher at KV with school code 2264 and employee code is 55130 then his email id will be

t2264.manish55130@kvsroraipur.in

For Students

s<class section><KVS school code>.<first name><admission number 5 digits>.st@kvsroraipur.in

e.g. If navya gupta is a student of class IIA in a KV whose school code is 2264 and her admission number are 12765 then his email id would be

s2a2264.navya12765@kvsroraipur.in

Classes in Google Classroom

In the class name : <School code> <Class and Section> (<Subject>)

In the section: <Teacher's name> (timings).

e.g.

Class Name: 2264 XI A (Chemistry)

Section: Anil Bisht (M/T/W- 9:30 am to 10:30 am)