



VAELS INTERNATIONAL SCHOOL
NURSERY AND PRIMARY
NEELANKARAI, CHENNAI - 115

A GUIDE TO ONLINE EDUCATION

Greetings from Vaels International School – Nursery and Primary!

Welcome to the academic year 2021-2022. We are excited to learn and grow together this year.

This document intends to guide you through the components of online education at Vaels International School – Nursery and Primary. This is an instructional manual that will help you setup and navigate the virtual classes.

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GETTING STARTED

1. Communications for all online classes will take place via Google platforms as well as WhatsApp. It is mandatory that you store your class teacher's mobile number to receive all notifications regarding the virtual classes and other important announcements.
2. The virtual classes will be carried out via the applications provided by Google Education. Google Education is a safe and user-friendly platform for both the student as well as the teacher. We will be using the following apps for effectively carrying out the virtual classes - Google Classroom, Google Meet, Google Jamboards and G-Mail



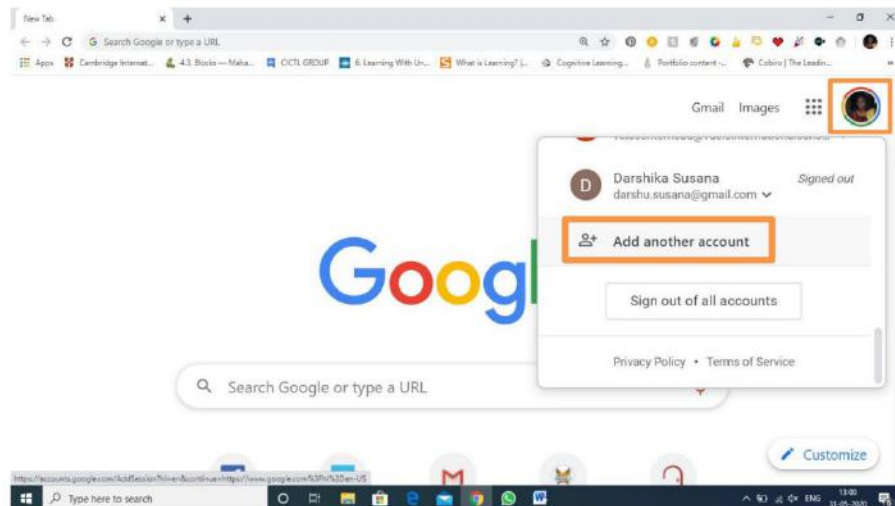
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SETTING UP YOUR GOOGLE ACCOUNT

STEP 1 - Access the present google account in your desktop or PC and select the “Add another account” provision.



STEP 2 - The following screen will appear requesting you to enter the Google ID and Password provided by the school.

Sign in

Use your Google Account

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

[Next](#)

Welcome

☐ Show password

[Forgot password?](#)

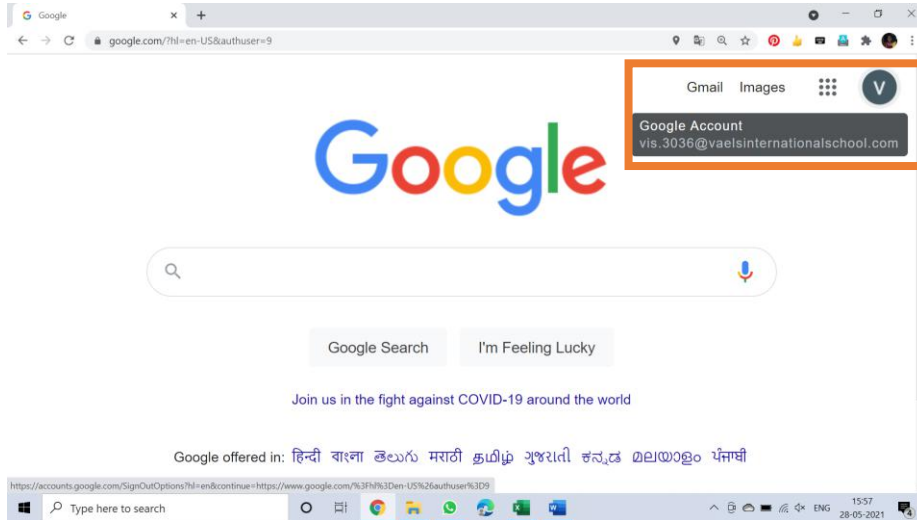
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Once your Google account has been setup, you will be able to access the virtual classes, worksheets and other activities as part of the virtual classes.



The virtual classes consist of two components:

1. A virtual live interaction between students and teachers. Students and teachers will meet via google meet for a limited period for a productive and effective teaching interactions. The timetable for which will be communicated to you via WhatsApp.
2. A virtual classroom to track students work and progress. This will be carried out through the Google Classroom platform. The students will receive worksheets and reinforcement resources to aid in their learning process. Teachers will view all student work to track their progress in real time.



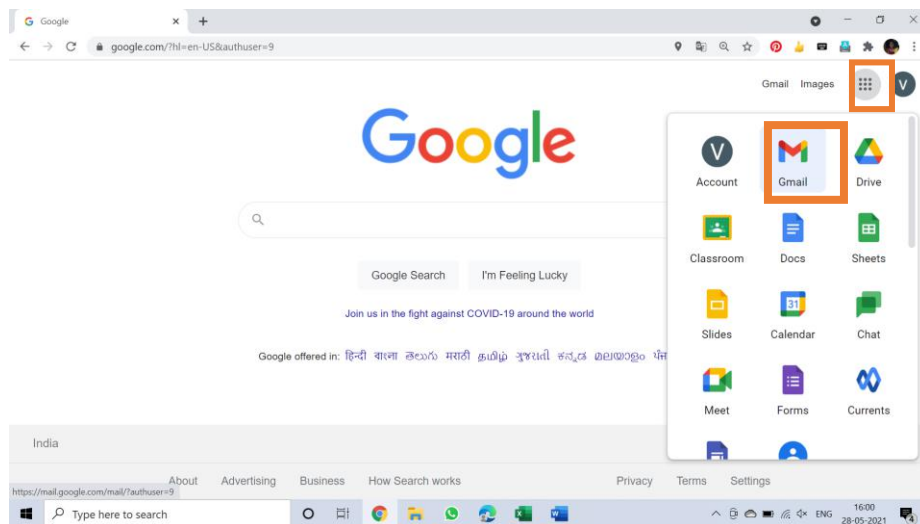
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JOINING YOUR VIRTUAL CLASSROOM



Google Classroom

STEP 1 – Once logged on with the school ID. Access the G-Mail application



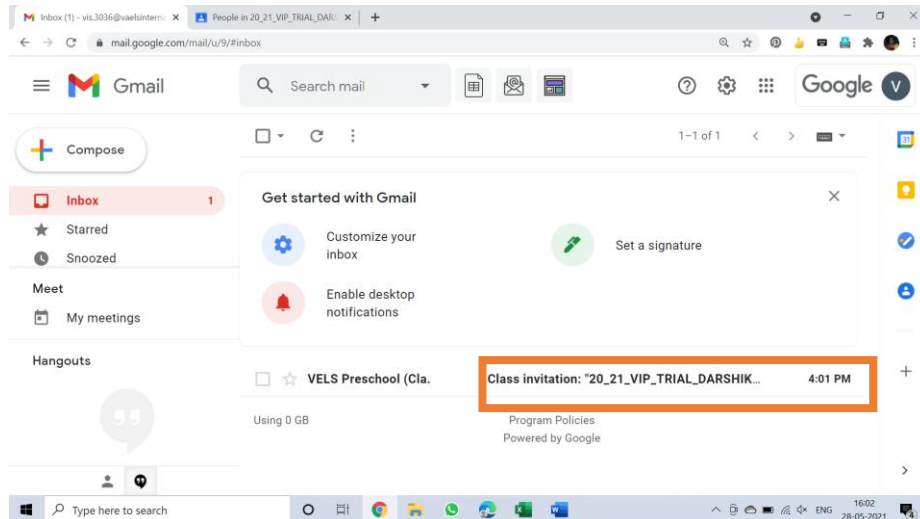


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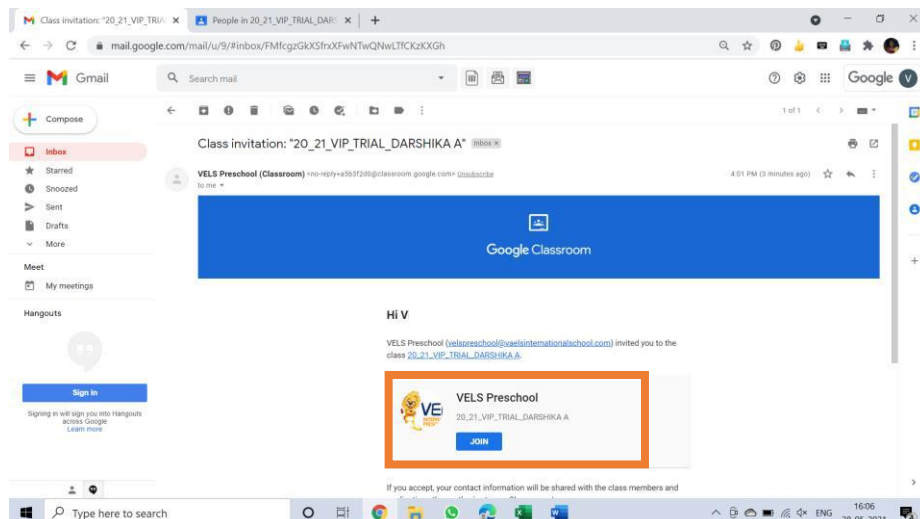
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STEP 2 – Access the mail in the inbox from your class teacher with the subject “Class invitation”.



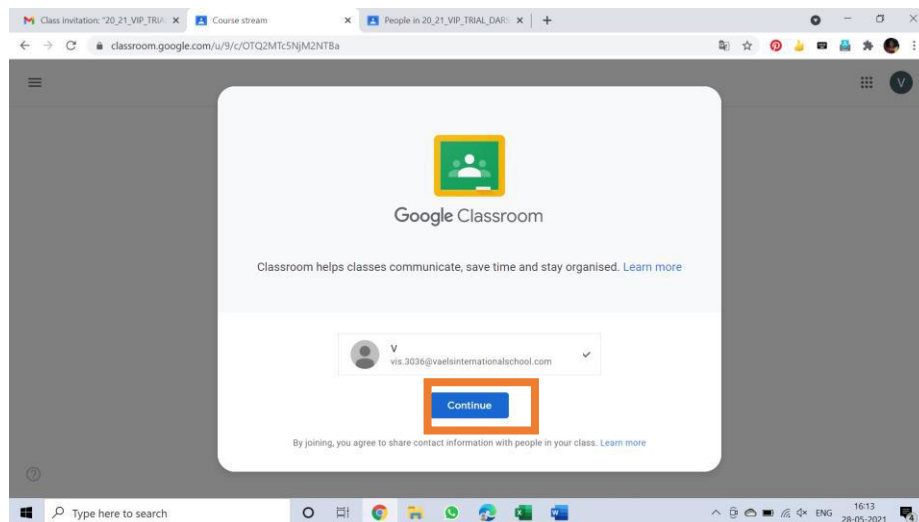
STEP 3 – On clicking the mail, the following screen will appear. Click on the JOIN option



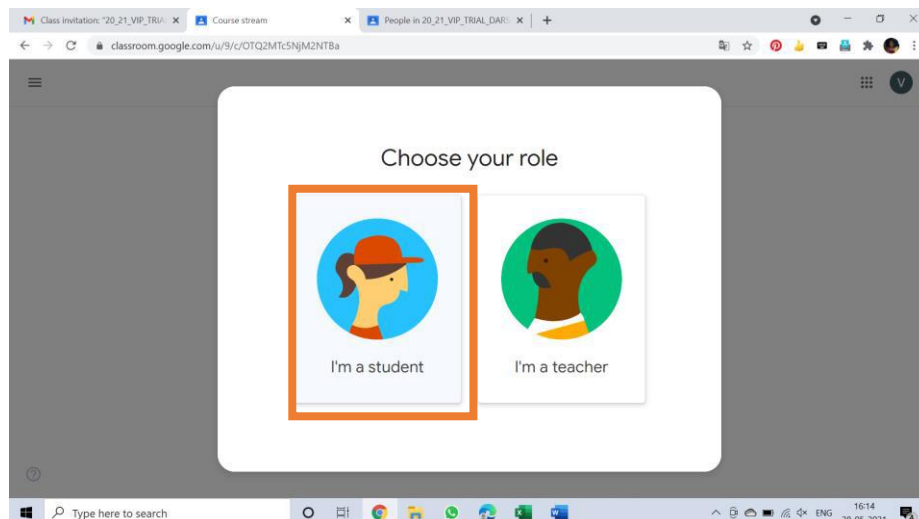


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STEP 4 – On clicking JOIN, the following page will appear. Ensure the appropriate ID is selected and choose the Continue option.



STEP 5 – The following screen will appear. Choose the student option.



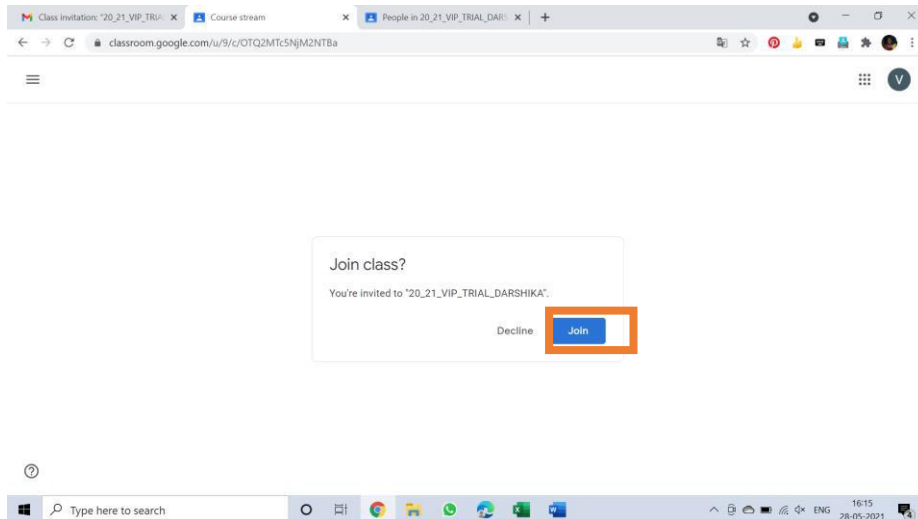


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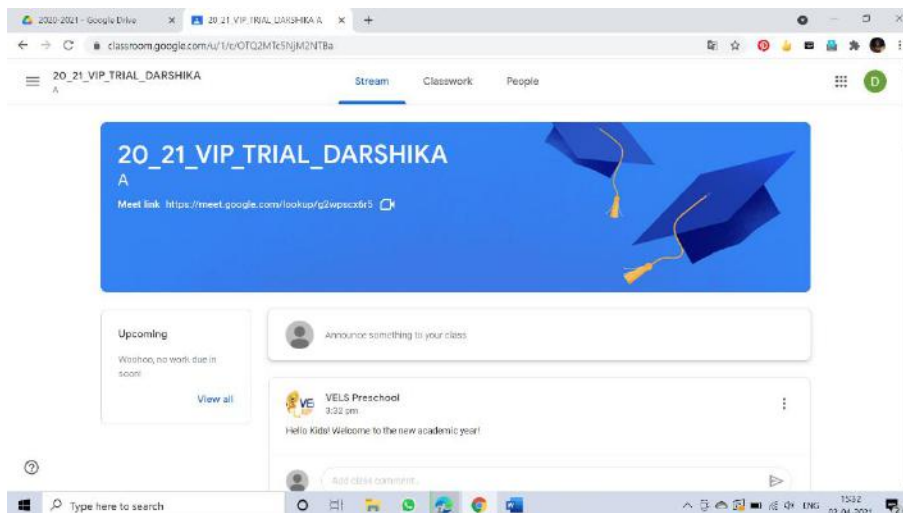
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STEP 6 – The following screen will appear, requesting you to confirm the invitation to join the class. Choose the Join option.



You will then enter your digital classroom. The classroom will be used as a platform to post worksheets, reinforcement resources and other related content.

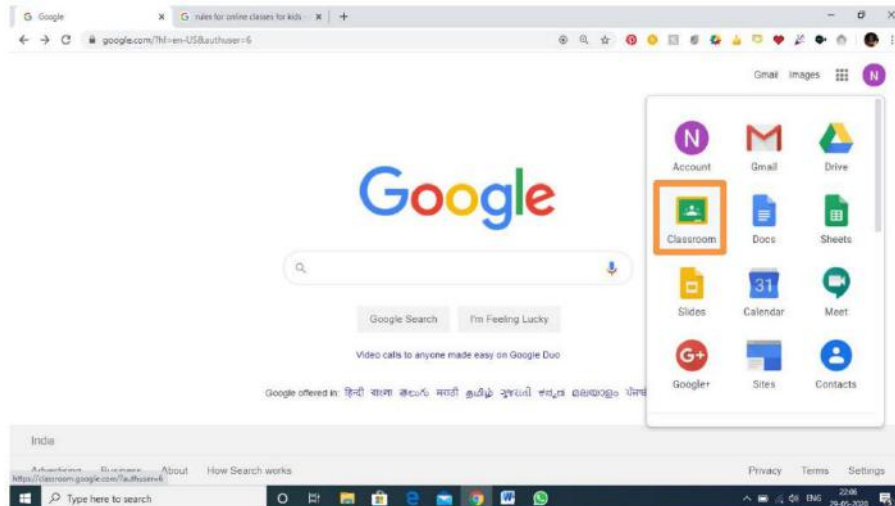




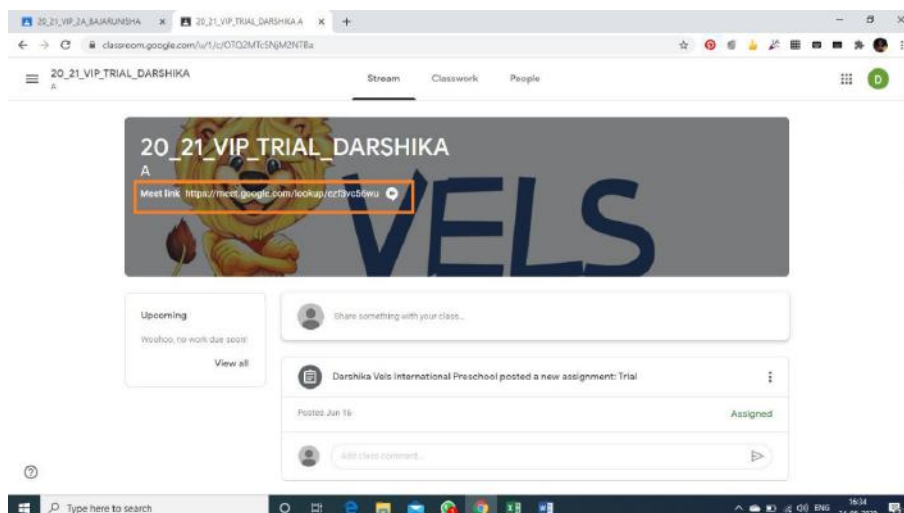
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ATTENDING THE VIRTUAL INTERACTION

STEP 1 – Access the Google Classroom from the ID provided by the school.



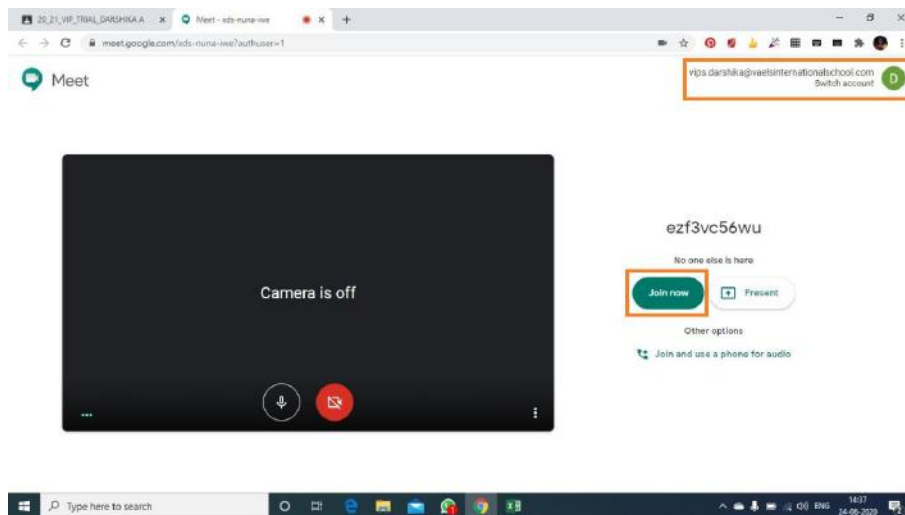
STEP 2 – A Google Meet link will appear on the classroom dashboard.





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STEP 3 – Upon clicking the link, you will be directed to a Google Meet page where you will find a “Join” option.



ACCESSING AND SUBMITTING THE WORKSHEETS

The online worksheets have been created using the Google Jamboard and the Google Forms application. You may choose to complete the worksheets virtually. However, if the physical worksheets are present, you may complete them on paper and upload an image for teacher feedback.



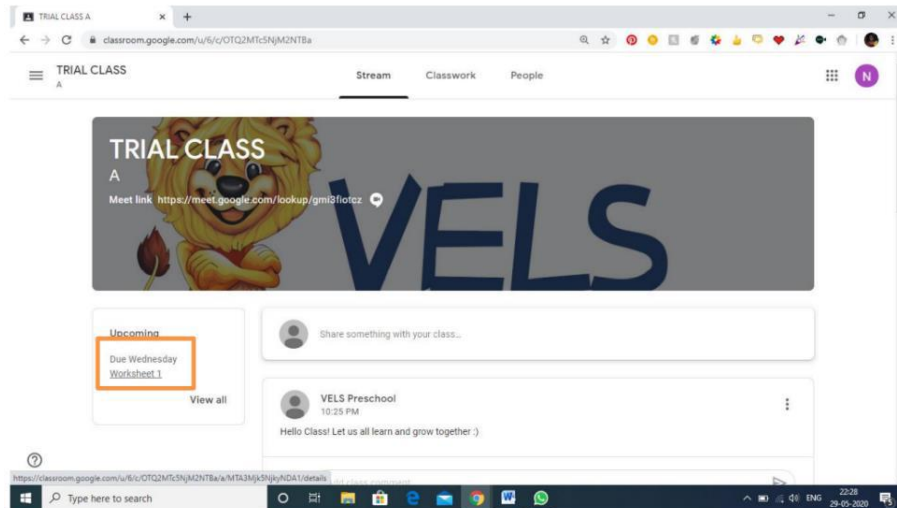
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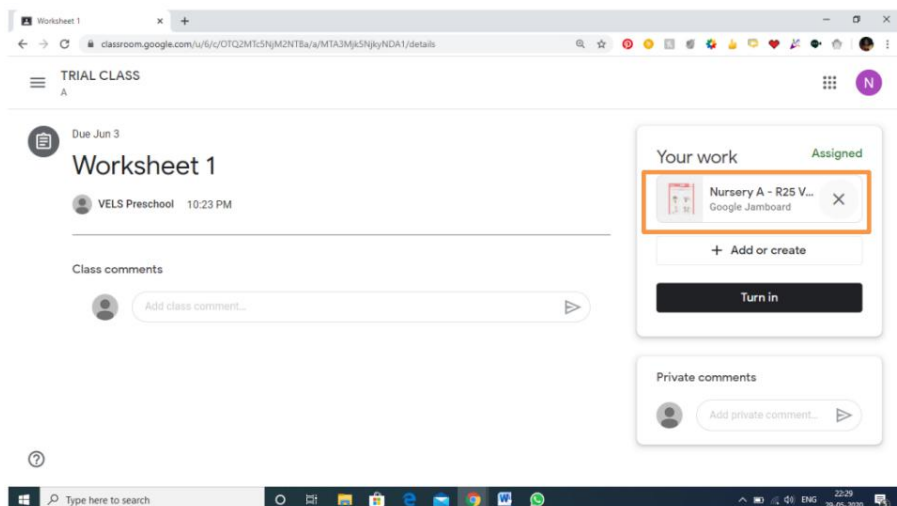
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COMPLETING AND SUBMITTING THE VIRTUAL JAMBOARD WORKSHEET

STEP 1 – Click on the worksheet posted by the teacher in the Google Classroom.



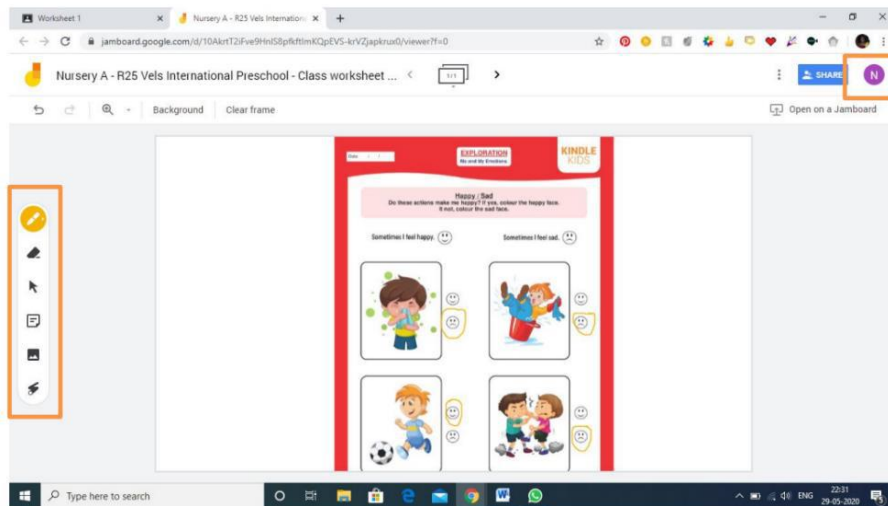
STEP 2 – The following screen will appear. Click on the worksheet appearing on the right side of your screen.





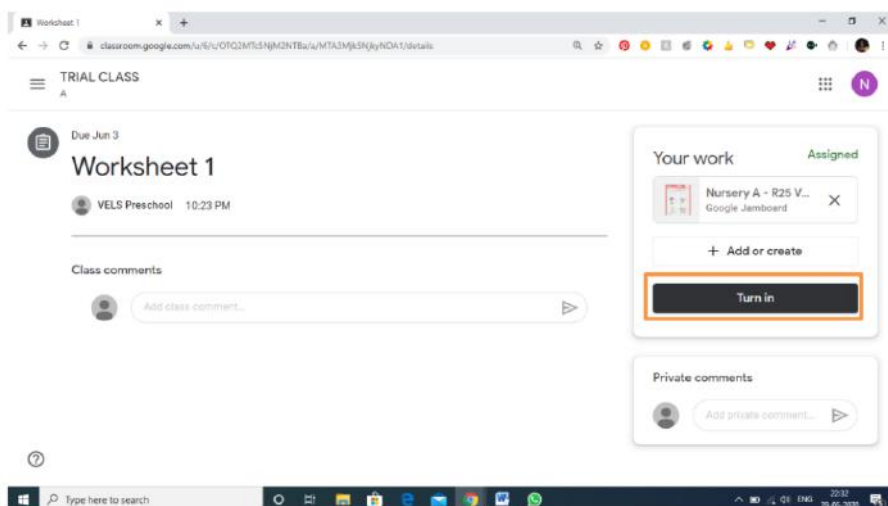
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STEP 3 – The worksheet will open in a new Google Jamboard tab. The children can use the pen options on the left side of your computer screen to complete the worksheet. Ensure that you are signed in with the ID provided by the school.



STEP 4 – Once the worksheet is completed, close the Google Jamboard tab and return to the Classroom page. The completed worksheet will be automatically saved and uploaded.

STEP 5 – Once back in the Classroom page, click on the Turn in option to submit the completed worksheet to your teacher.





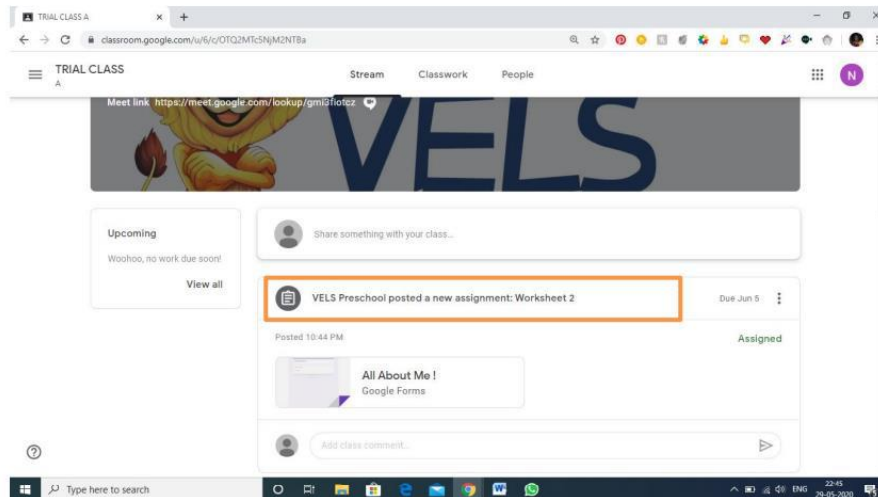
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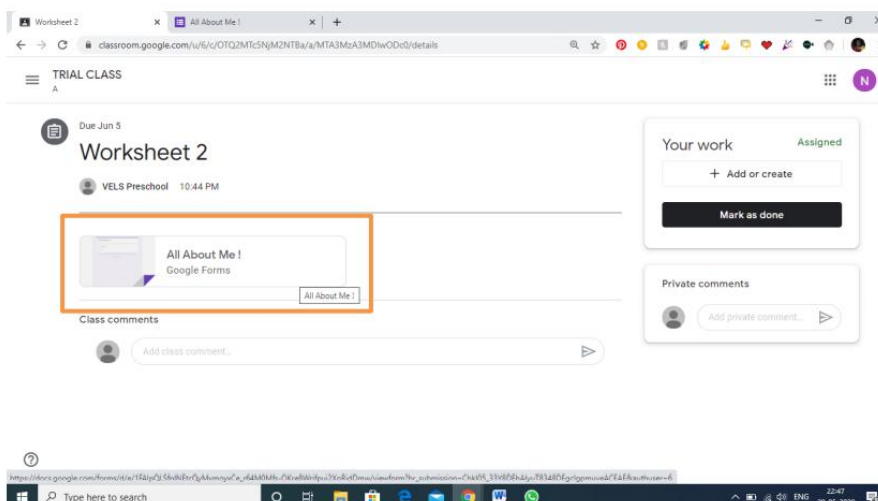
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COMPLETING AND SUBMITTING THE GOOGLE FORM WORKSHEET

STEP 1 – Click on the worksheet posted by the teacher in the Google Classroom.



STEP 2 – The following screen will appear. Click on the worksheet appearing on the left side of your screen.





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STEP 3 – The form will appear in a new tab. Proceed to complete the worksheet and click on “Submit”.

The screenshot shows a Google Form titled "Worksheet 2" in a web browser. The form has a light purple background. It contains a text input field labeled "Section *" with the letter "A" entered. Below this is a section titled "How are you" with two radio button options: "Good" (selected) and "Bad". At the bottom of the form, there is a toggle switch labeled "Send me a copy of my responses." which is currently turned off. A blue "Submit" button is highlighted with an orange rectangle. At the very bottom of the form, there is a small text that says "Never submit passwords through Google Forms." and a link to "Report Abuse". The browser's address bar shows a long URL starting with "docs.google.com/forms/d/e/1FAIpQL5fniNtCqMmoyxCe_64M0M5-Okre8Witpu2XoRdDmW/viewform?hr_s...". The Windows taskbar is visible at the bottom of the screen.

STEP 4 – Once submitted, return to the classroom page and click on “Mark as done” to notify the teacher.

The screenshot shows a Google Classroom page for a class named "TRIAL CLASS". The page displays a worksheet titled "Worksheet 2" assigned by "VELS Preschool" at "10:44 PM". The due date is "Due Jun 5". On the right side of the page, under the "Your work" section, there is a button labeled "Mark as done" which is highlighted with an orange rectangle. Below this, there is a "Private comments" section with a text input field and a send button. The bottom of the page shows a URL bar with a long URL starting with "https://docs.google.com/forms/d/e/1FAIpQL5fniNtCqMmoyxCe_64M0M5-Okre8Witpu2XoRdDmW/viewform?hr_submission=Ch405_33YSD6hlyu7E348IDegcgmureACEAE&authuser=6". The Windows taskbar is visible at the bottom of the screen.



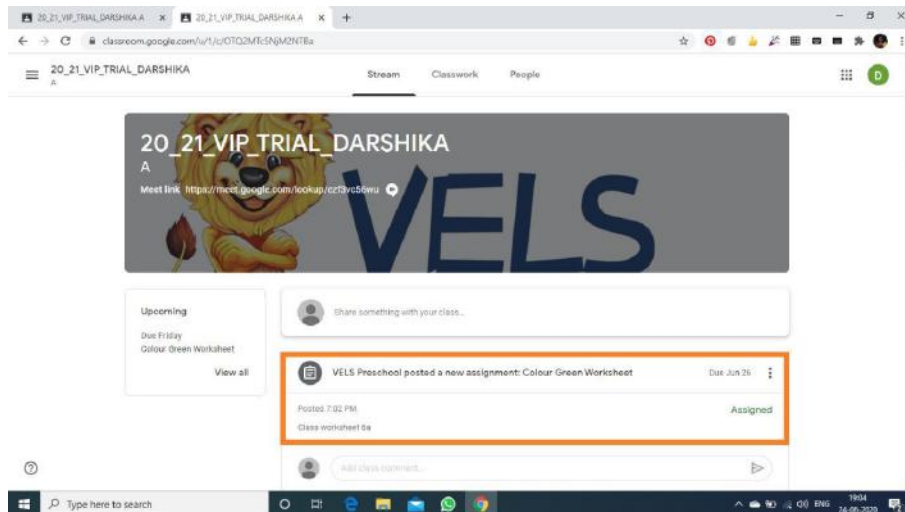
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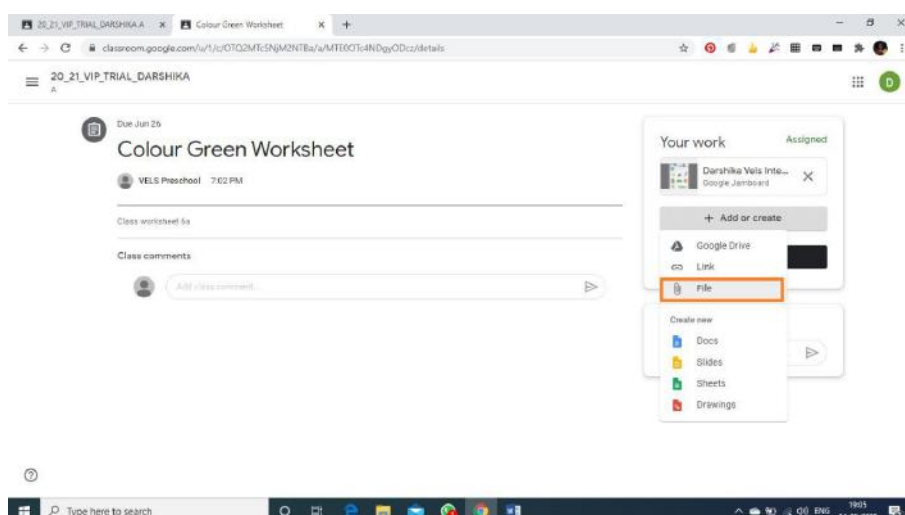
COMPLETING AND SUBMITTING THE PHYSICAL WORKSHEET

STEP 1 – Click on the worksheet posted by the teacher in the Google Classroom.



STEP 2 – The following screen will appear. Select the “+ Add or Create” option.

STEP 3 – Select the option to upload a file.



STEP 4 – Upload the picture of the completed worksheet.

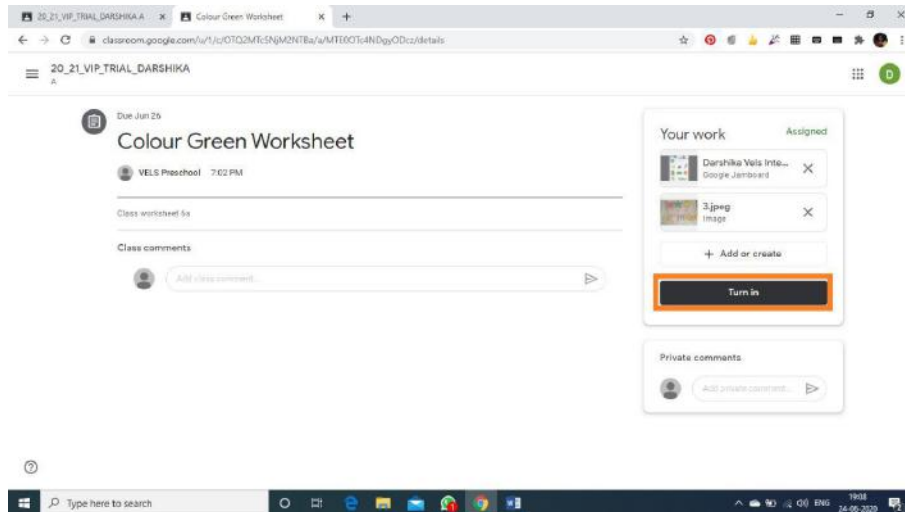


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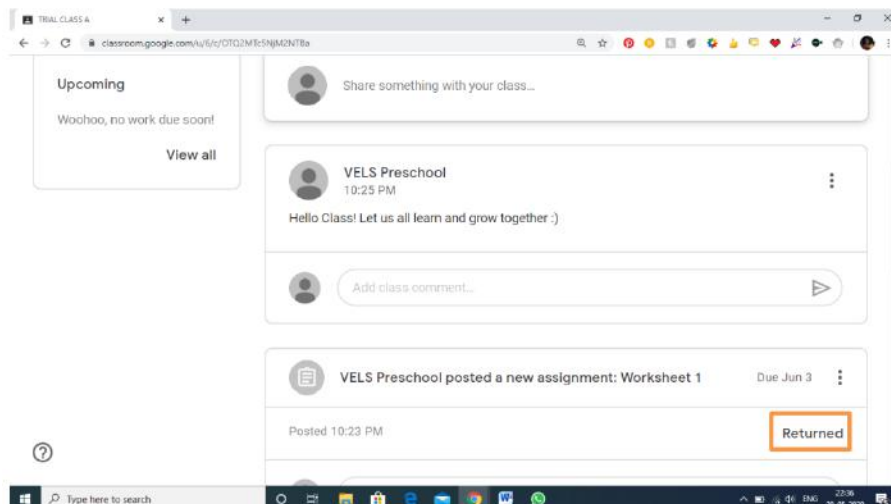
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STEP 5 – Once uploaded, click on the Turn in option to submit the completed worksheet to your teacher.



Once your teacher has checked your worksheet, you will receive a notification in your virtual classroom. Click on the worksheet to check the teacher feedback.





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GUIDELINES FOR THE VIRTUAL CLASSES

1. Be ready to learn!
2. Put away objects that may distract your child.
3. Be on time.
4. Come prepared to the class.
5. Ensure your mike is on mute.
6. Ensure your video is on for the entire duration of the class.
7. Be respectful.
8. Check in daily and turn in assignments on time.
9. Use the chat box, only when asked to.
10. Have fun learning!

*** Parents are requested to attend the classes to assist your child and to ensure proper utilization of all online resources. If you have any queries during the classes, we request that you wait until the end of the session. You can reach your teacher via WhatsApp or E-mail between 1:00 PM and 4:00 PM.