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 very 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 a instructional manual that will 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
3. Given below is the list of applications that will be used for the virtual classes. While some may be inbuilt, we request that you download the other applications. Once downloaded please sign into these applications using the ID provided by the school.

| APPLICATION	APP LOGO	PLAY STORE LINK	APPLE STORE LINK
G-Mail		https://play.google.com/store/apps/details?id=com.google.android.gm	https://apps.apple.com/in/app/gmail-email-by-google/id422689480
Google Classroom		https://play.google.com/store/apps/details?id=com.google.android.apps.classroom	https://apps.apple.com/in/app/google-classroom/id924620788
Google Meet		https://play.google.com/store/apps/details?id=com.google.android.apps.meetings	https://apps.apple.com/in/app/google-meet/id1013231476
Google Jamboard		https://play.google.com/store/apps/details?id=com.google.android.apps.jam	https://apps.apple.com/in/app/jamboard/id1143591418

SETTING UP YOUR GOOGLE ACCOUNT

STEP 1 - Access any desired google app on your mobile device and access your current google account. Select the "Add another account" option displayed on your screen.
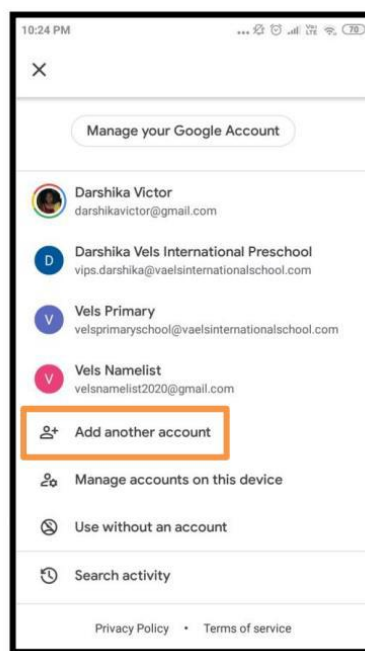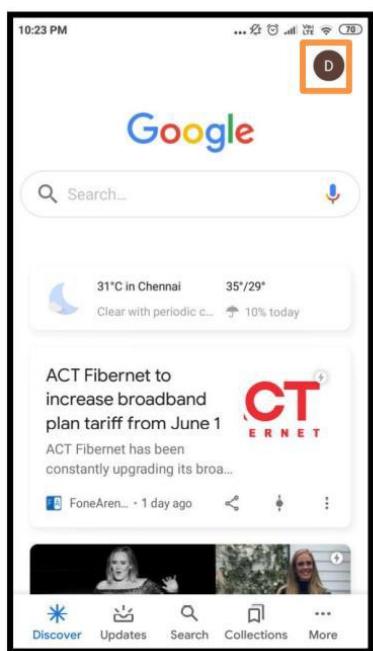
STEP 2 - The following screen will appear requesting you to enter the Google ID and Password provided by the school. Enter the ID and password provided by school.
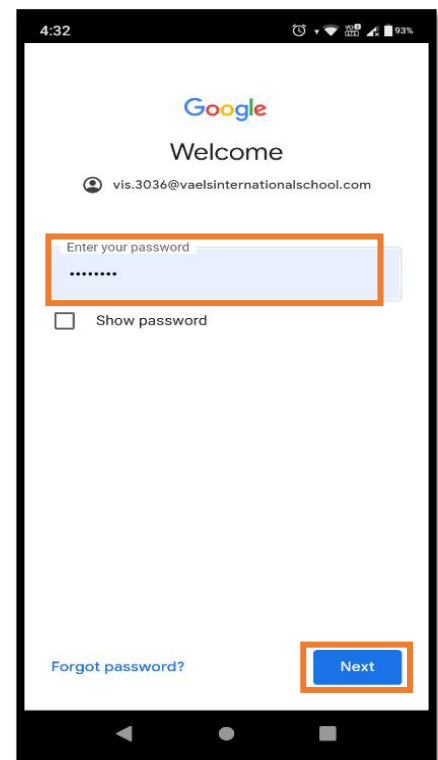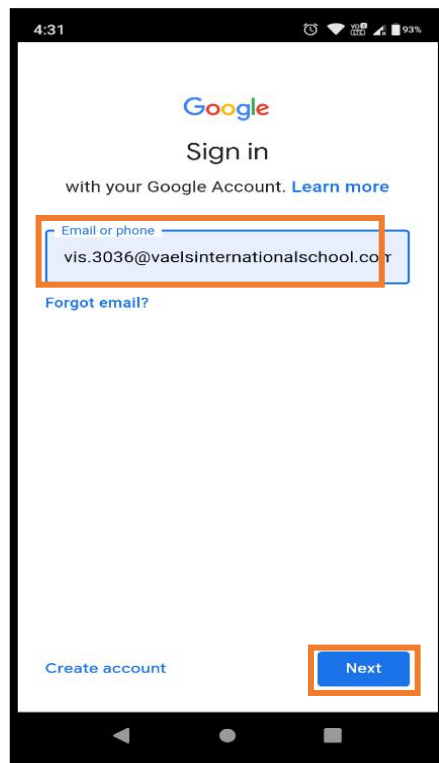
Once your Google account has been setup, you will be able to access the virtual classes, worksheets and other activities as part of the virtual classes. You can use the same process to sign into all the required Google apps.

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.
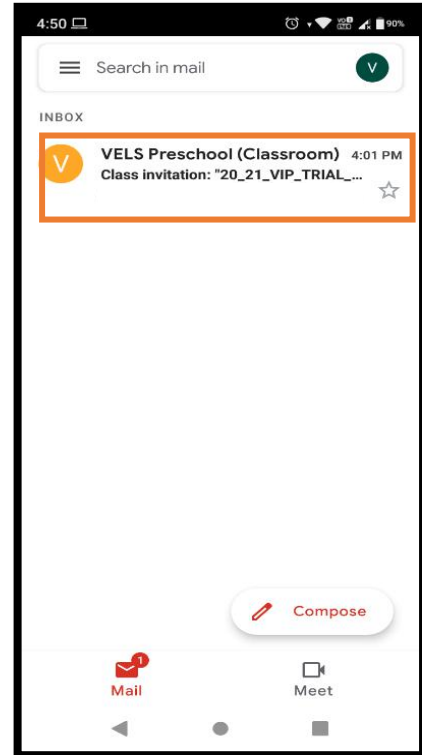
JOINING YOUR VIRTUAL CLASSROOM

STEP 1 – Once logged on with the school ID. Access the G-Mail application in your mobile device. Access the mail in the inbox from your class teacher with the subject "Class invitation".

STEP 2 - On clicking the mail, the following screen will appear. Click on the JOIN option and choose the Google Classroom option to proceed. Please download the Google Classroom application onto your mobile device beforehand.
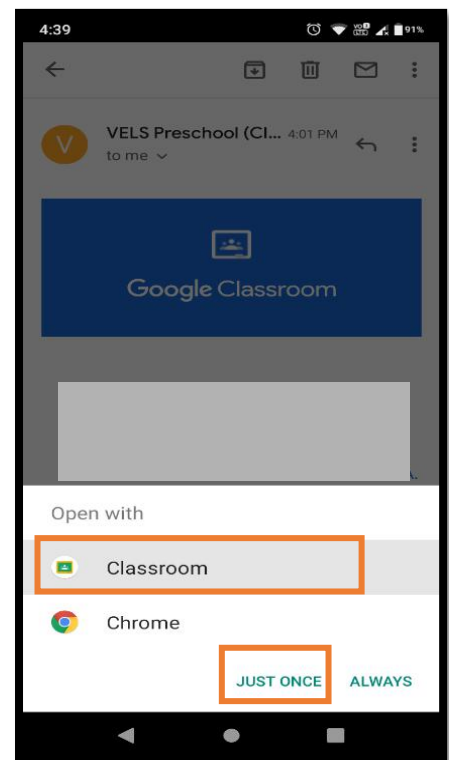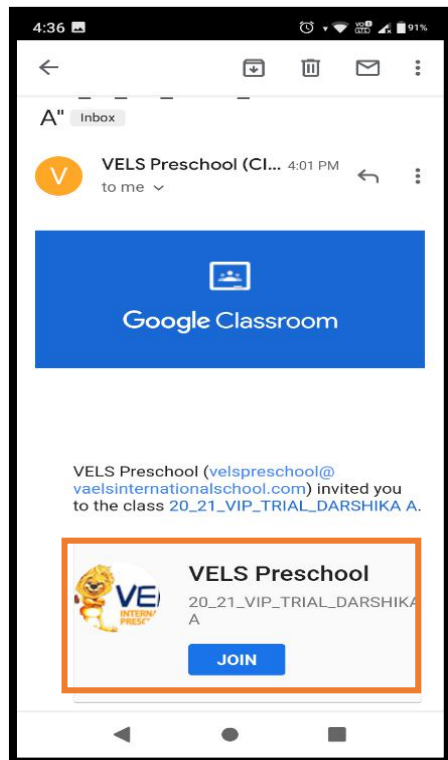
Please note that depending upon the device, a screen may appear providing two options of joining in as a STUDENT or TEACHER. Please choose the STUDENT option to proceed.
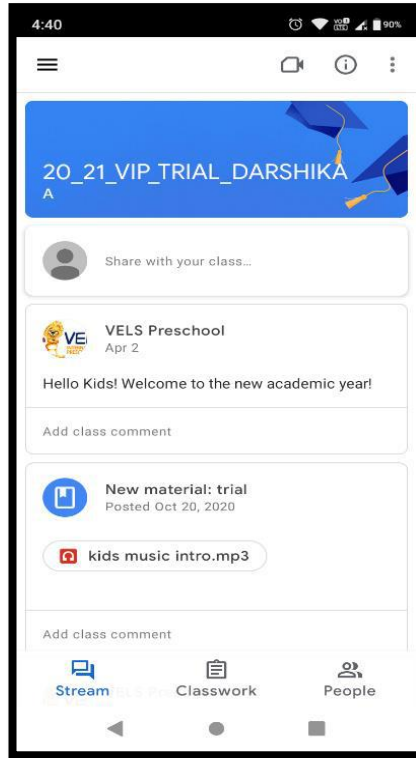
You will then enter your digital classroom. The classroom will be used as a platform to post worksheets, reinforcement resources and other related content.
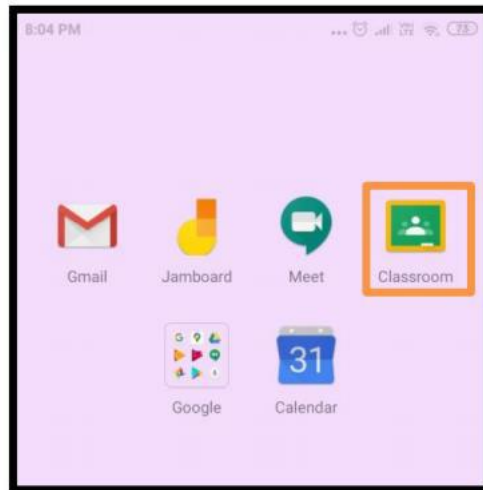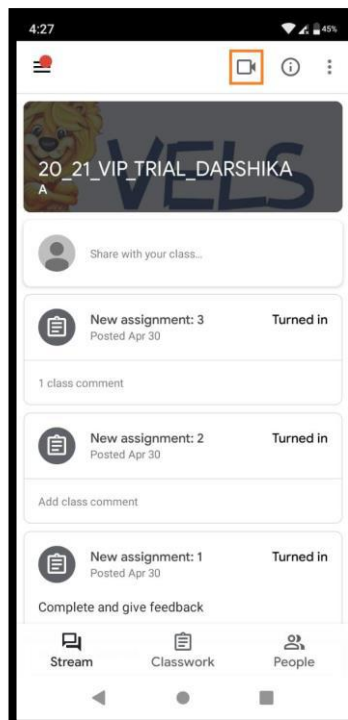
ATTENDING THE VIRTUAL INTERACTION

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

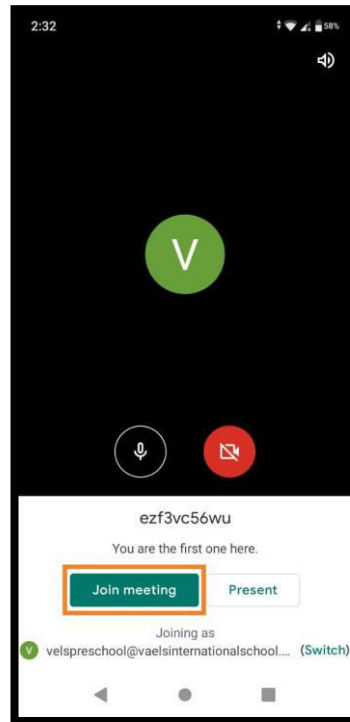STEP 2 – A camera icon will appear in the top right of your screen.

STEP 3 – Upon clicking the icon, 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.
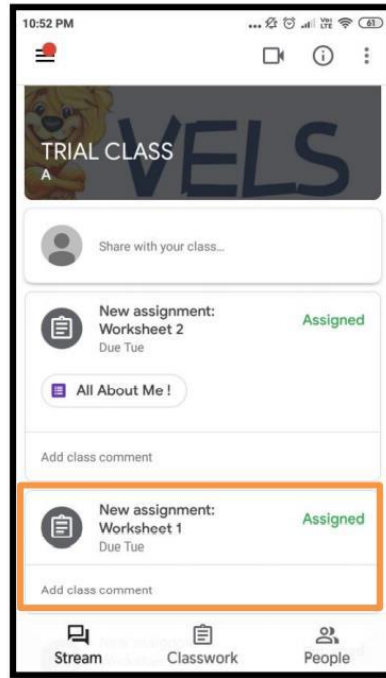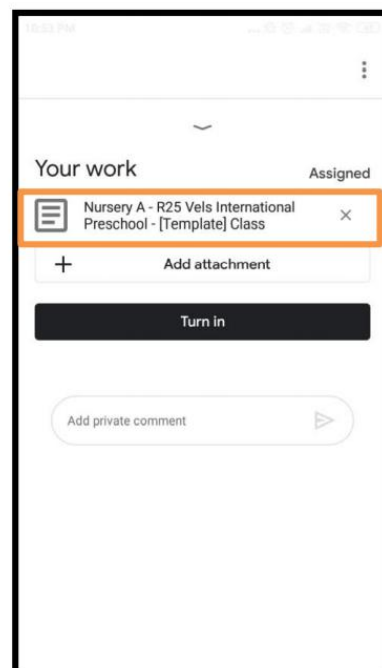
COMPLETING AND SUBMITTING THE VIRTUAL JAMBOARD WORKSHEET

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

STEP 2 – The following screen will appear. Click on the upward arrow at the bottom of your screen to view and access the worksheet.
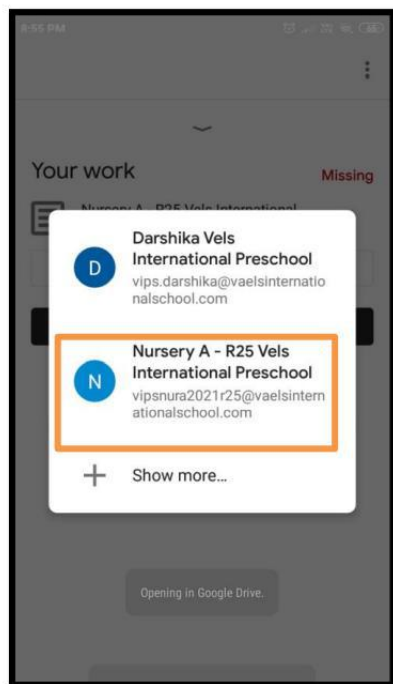
STEP 3 – The worksheet will open in a new Google Jamboard window. The following screen will appear. Please choose the ID provided by the school. The children can use the pen options on the bottom of your screen to complete the worksheet.
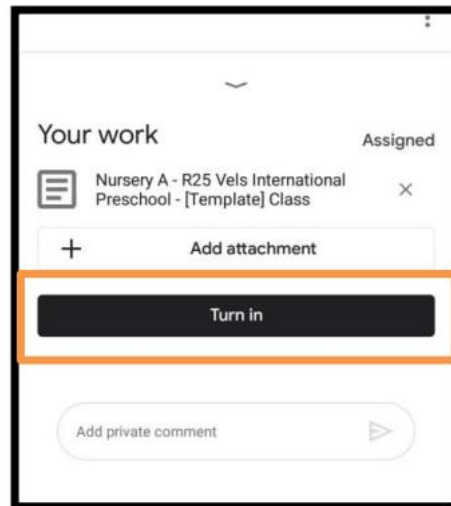

STEP 4 – Once the worksheet is completed, close the Google Jamboard window and return to the Classroom page. The completed worksheet will be automatically saved and uploaded.
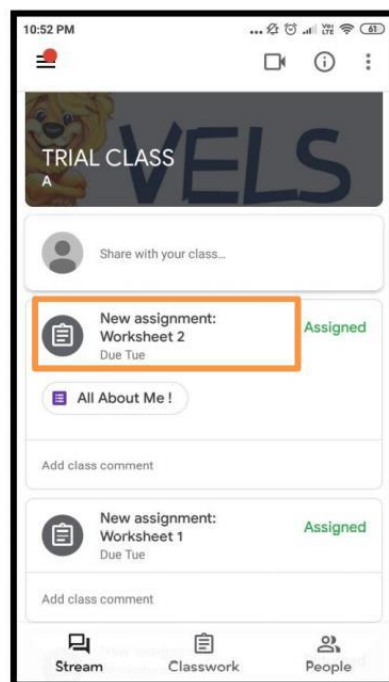
STEP 5 – Once back in the Classroom page, click on the Turn in option to submit the completed worksheet to your teacher.

COMPLETING AND SUBMITTING THE GOOGLE FORM WORKSHEET

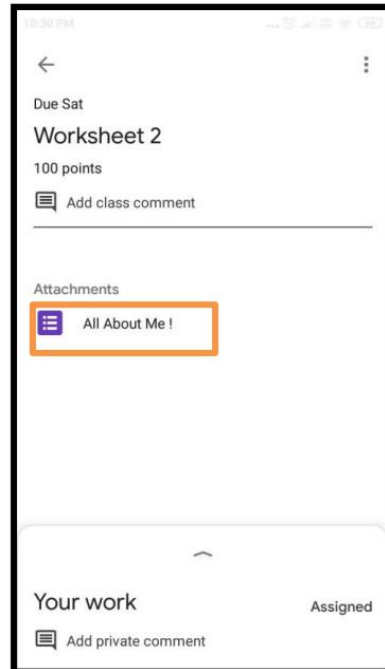STEP 1 – Click on the worksheet posted by the teacher in the Google Classroom.

STEP 2 – The following screen will appear. Click on Google Form to view and access the worksheet.

STEP 3 – The form will appear in a new tab. Proceed to complete the worksheet and click on "Submit".
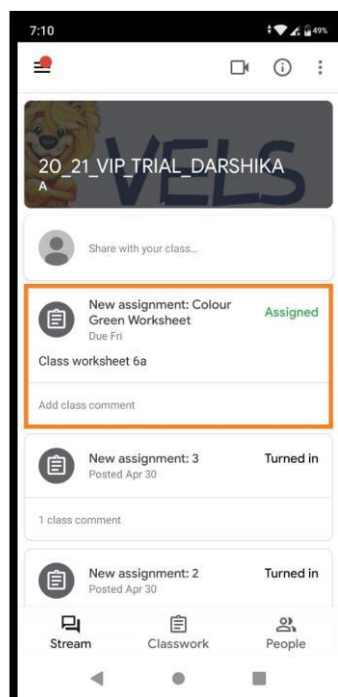
STEP 4 – Once submitted, return to the classroom page and click on "Mark as done" to notify the teacher.
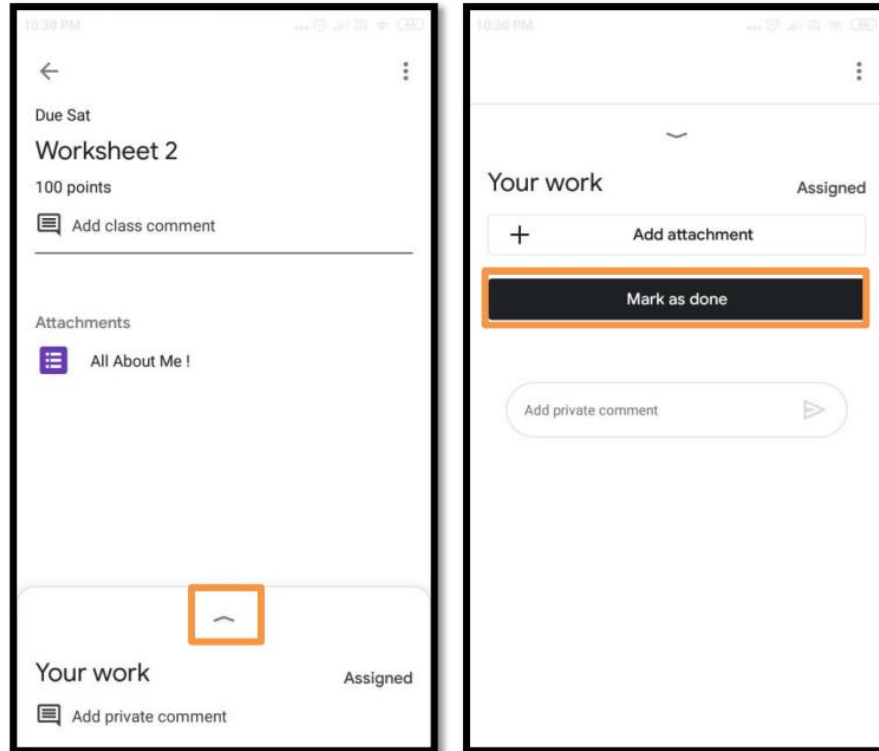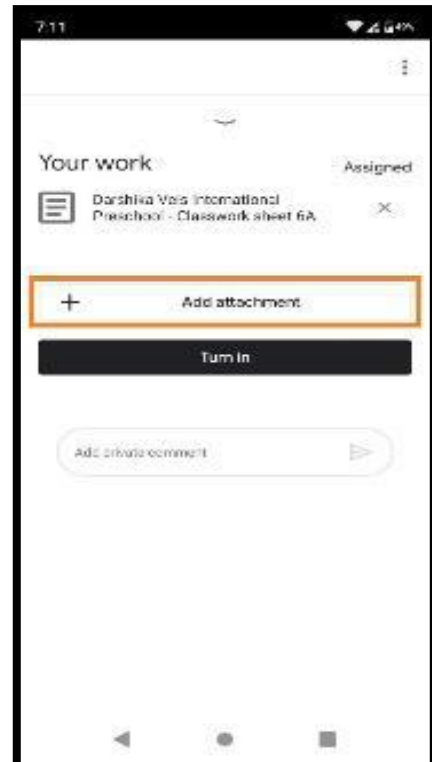

COMPLETING AND SUBMITTING THE PHYSICAL WORKSHEET

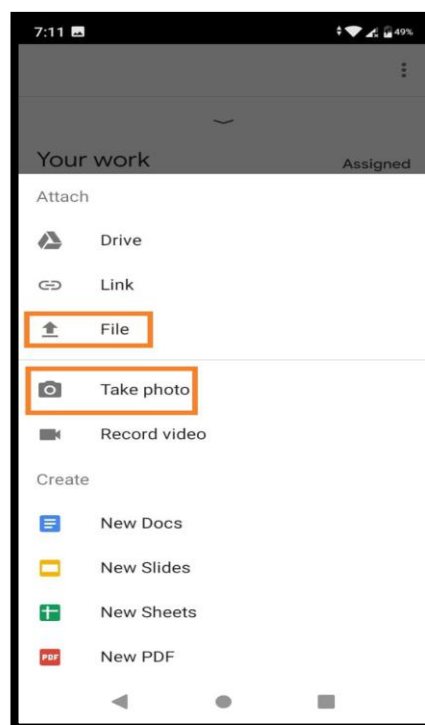STEP 1 – Click on the worksheet posted by the teacher in the Google Classroom.

STEP 2 – The following screen will appear. Click on the upward arrow at the bottom of your screen to view and access the worksheet. Select the "+ Add or Create" option.

STEP 3 – Select the option to upload a file.

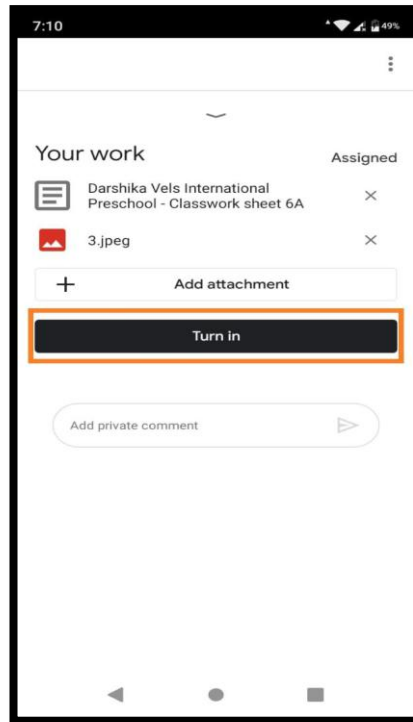STEP 4 – Upload the picture of the completed worksheet.

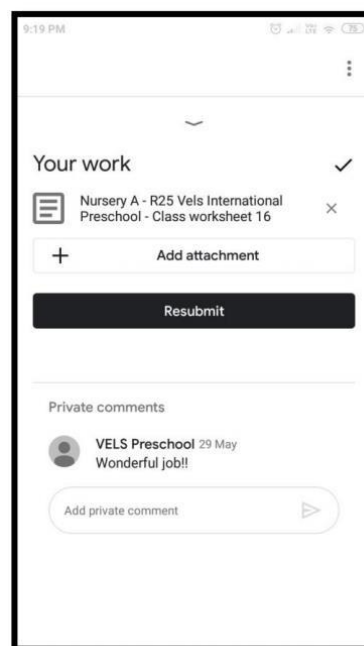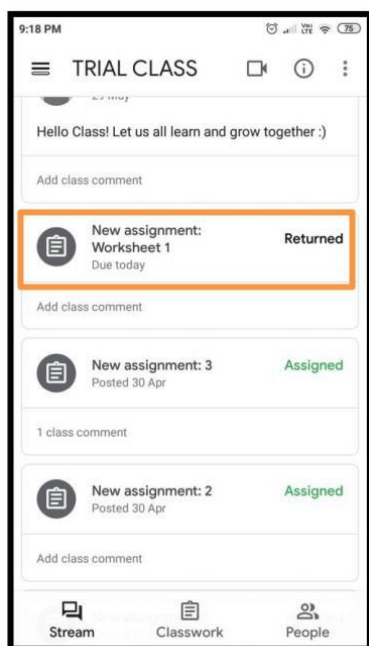STEP 5 – Once uploaded, click on the Turn in option to submit the completed worksheet to your teacher.

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.

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.