

DAWOOD PUBLIC SCHOOL

GUIDELINES FOR GOOGLE CLASSROOM

Laptop Users

Table of Contents

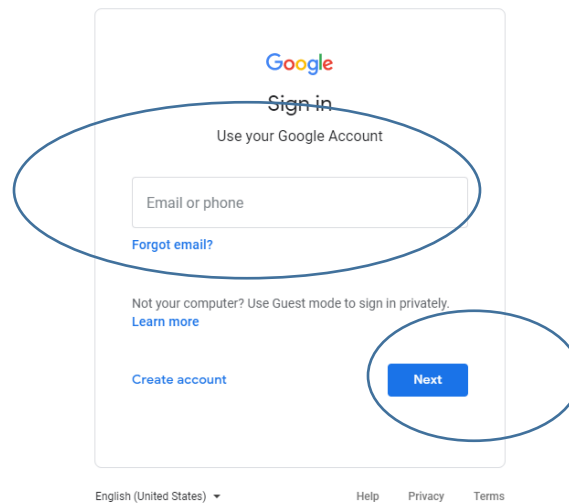
How to open a Google Classroom?	2
How to open MEET Link?	5
How to mark an Attendance on Google Classroom?	8
How to attempt a Quiz?	10

How to open a Google Classroom?

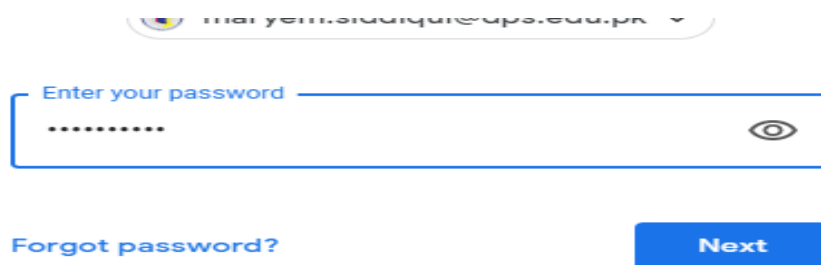
1. Click on your **browser** e.g. Google Chrome.
2. Enter the following <https://classroom.google.com/> in the address bar.



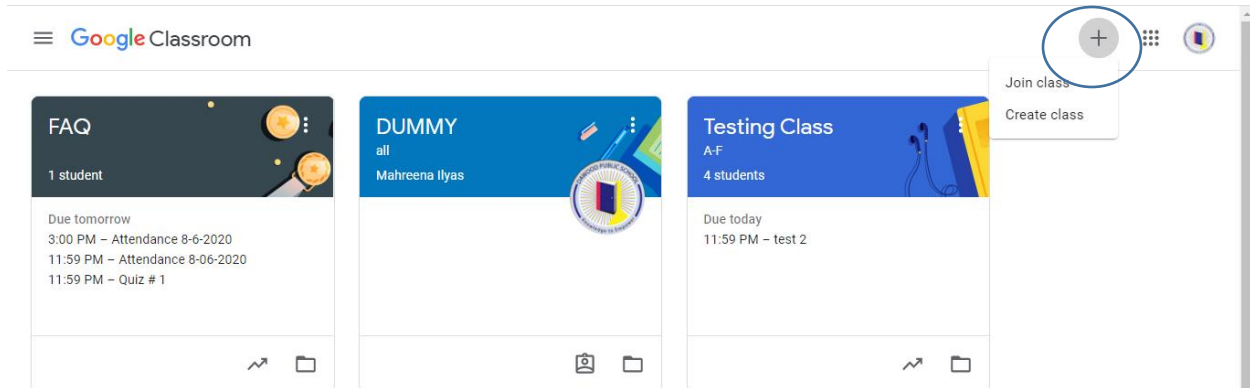
3. Enter your DPS Email ID and click on “Next”.
4. The Email ID is the GR number of the students, e.g., 280076@dps.edu.pk and the default password for each is DPS@1234



5. Enter this password and click “next”.



- If you have forgotten your password email our IT Representative at: mohib.rehman@dps.edu.pk
Please keep your Class Teacher in Cc while sending email.
- If you want to join a class. You have to click on + icon and then click on join class.
Example is given below in a picture below:



- Then you have to enter class code. Class codes have already been shared on the WhatsApp group under group description.

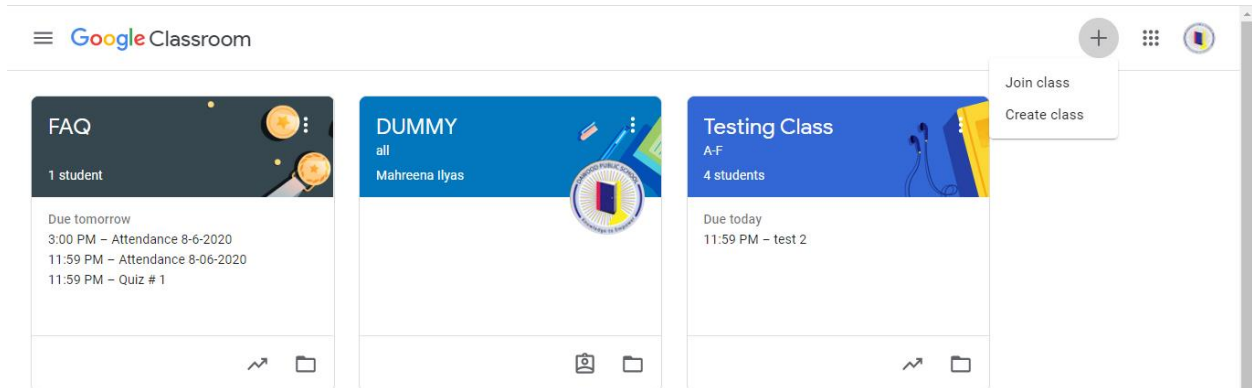


Description

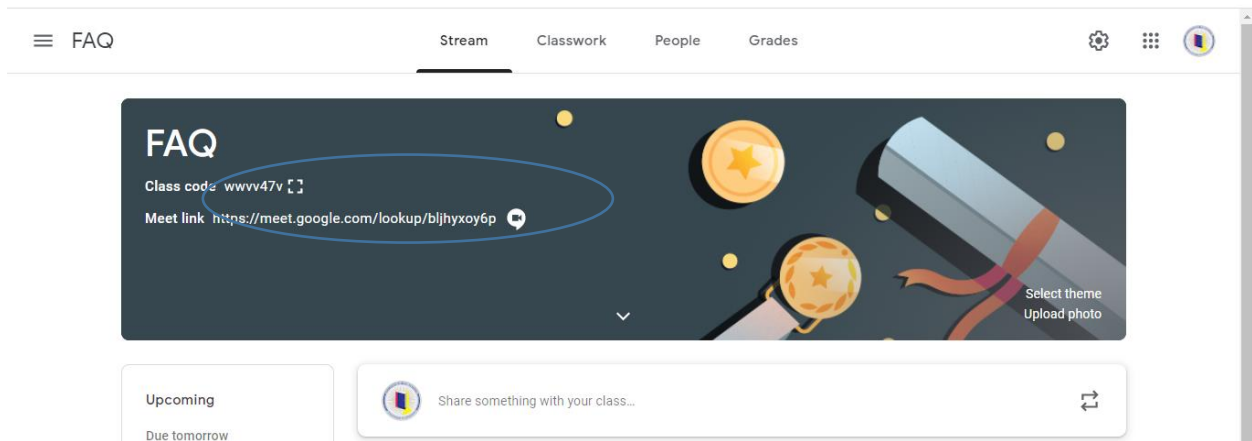
VC Class Codes

Eng Lang: 4rcp6fv
 Mathematics: iepihlz
 Physics: fkyj3rw
 Economics: hta7nw3
 Chemistry: suadjo7
 Business Studies: r34e4mf
 Sociology: ghz5ffv
 English Literature: cmglgsw
 Biology: lqcnckc
 Accounting: 623livx
 Computer Studies: 5yxgu3i
 Add Maths: 74hr2ih
 Mindfulness: kluuxlz
 Environment Management: cuyotd2
 Food & Nutrition: 6jbtr5e
 Art & Design: s2qwb52
 Games: 5zqvzmc

- If you have already entered the correct class code you will see your subject class after sign in.



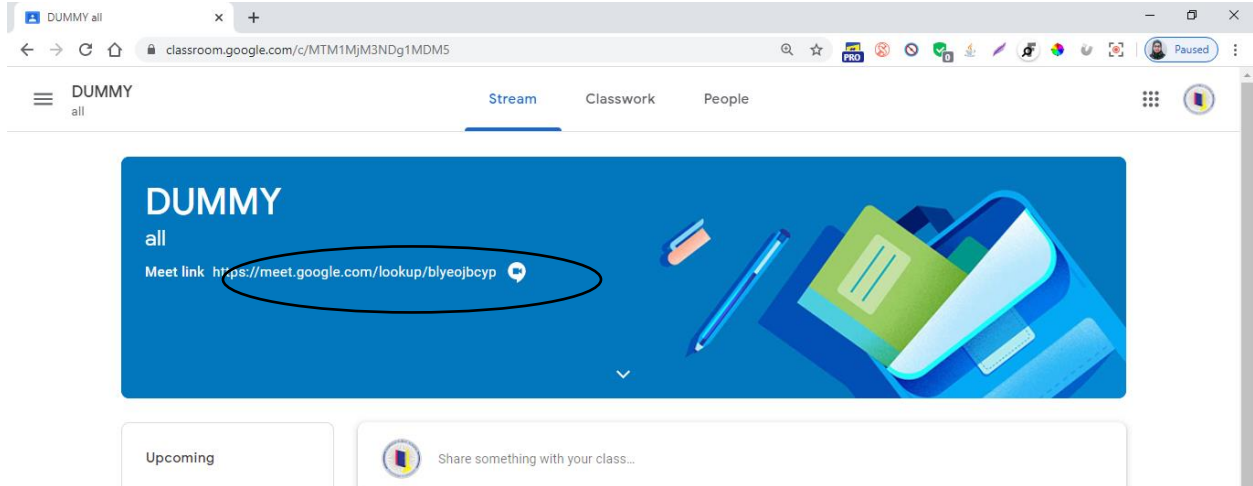
- Click on your class to enter.



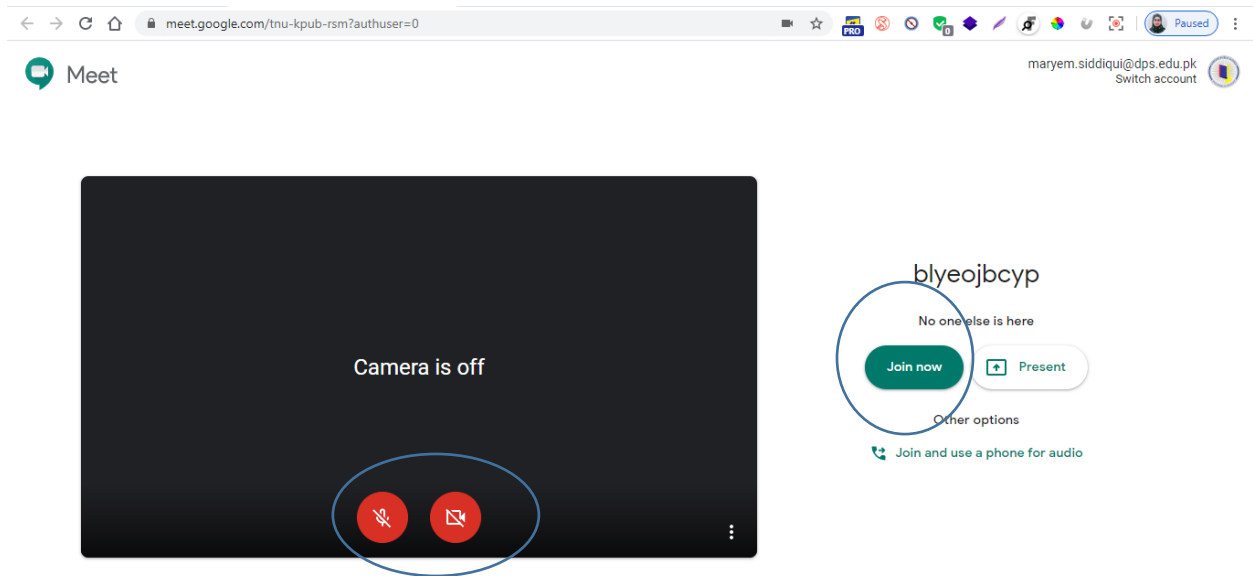
- Please note: you will not have to repeat the step 1-8 every time while entering in the classroom. All classes you have joined previously by entering code, will be on your classroom dashboard (step 9). On each login, only step 10 will be required to repeat.

How to open MEET Link?

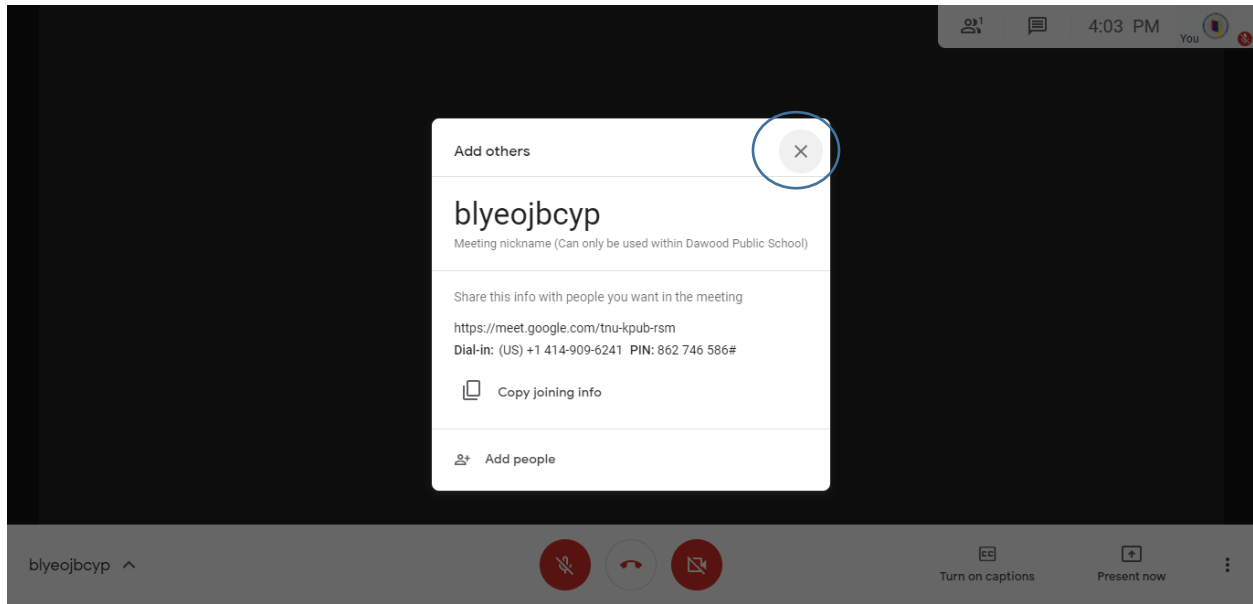
1. Click on Meet link. **DON'T CLICK ON CAMERA.**



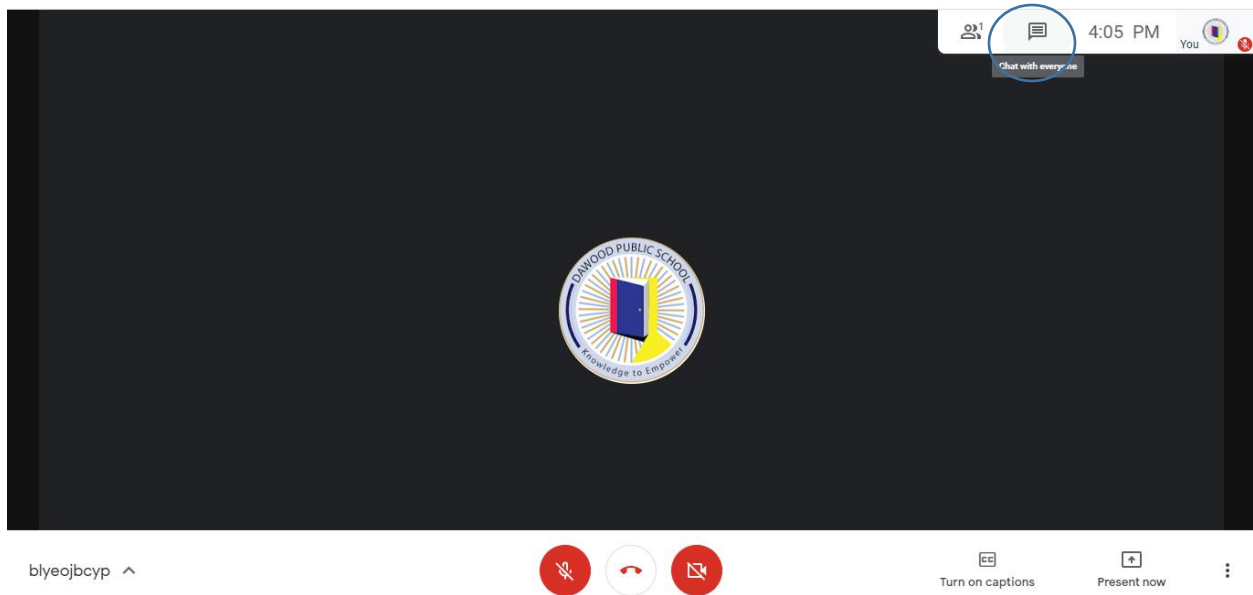
2. Turn off your camera and microphone and click on "join now".



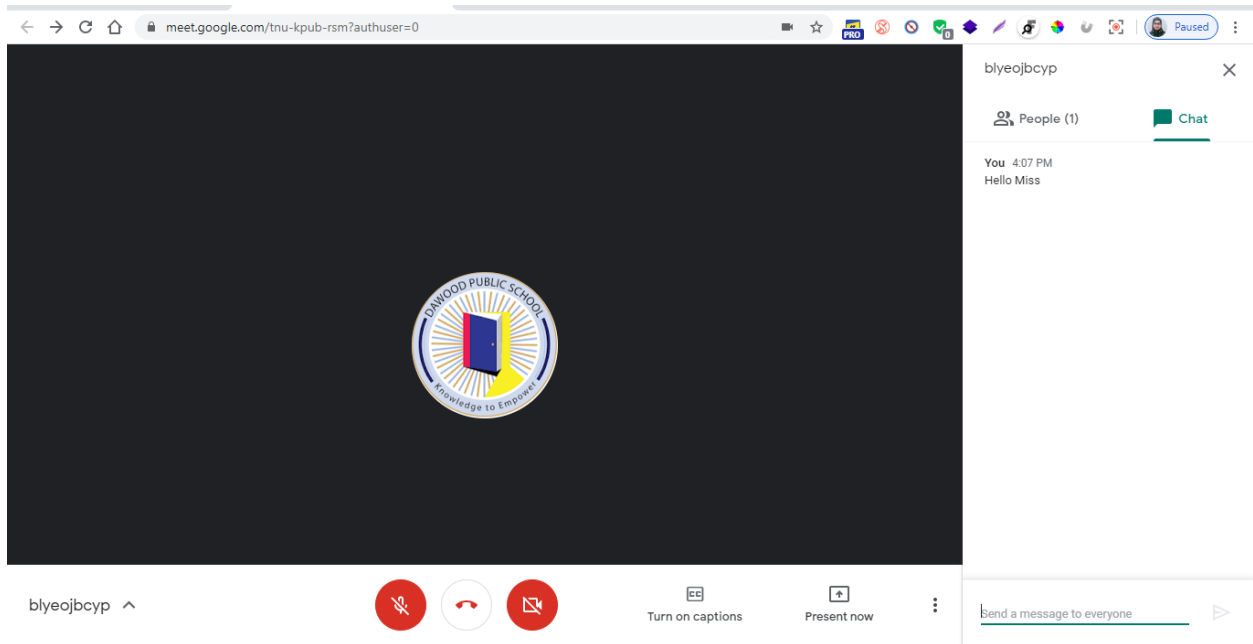
3. Close the “Add Others” dialog box. There is no need to add anyone, since your teachers have already added all students.



4. If you want to ask anything. Click on “Chat with everyone”.

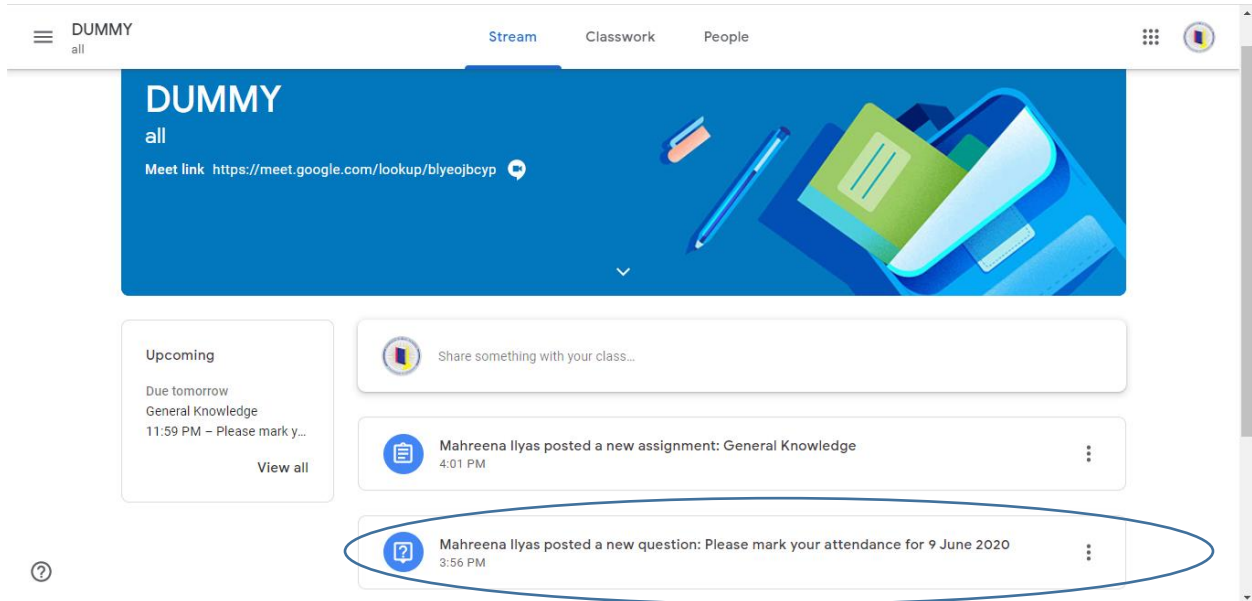


5. Write your query and wait for your teacher to provide you with response.

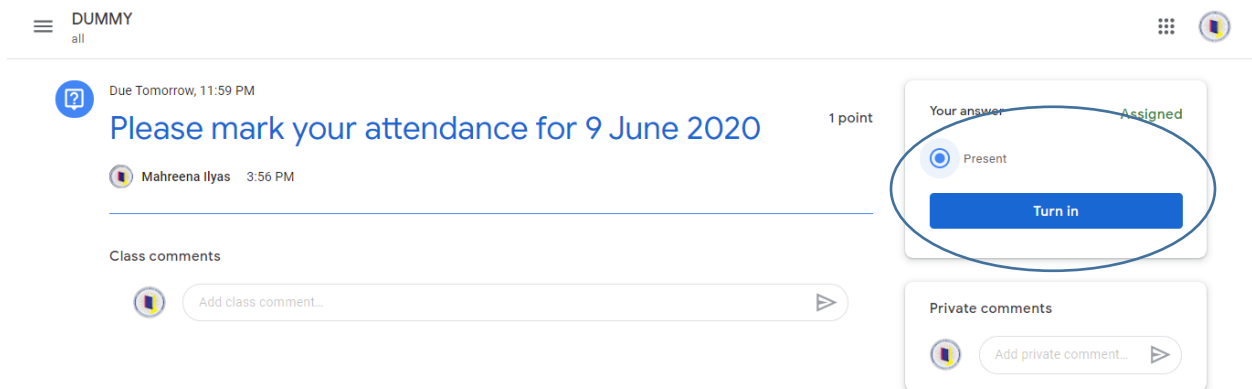


How to mark an Attendance on Google Classroom?

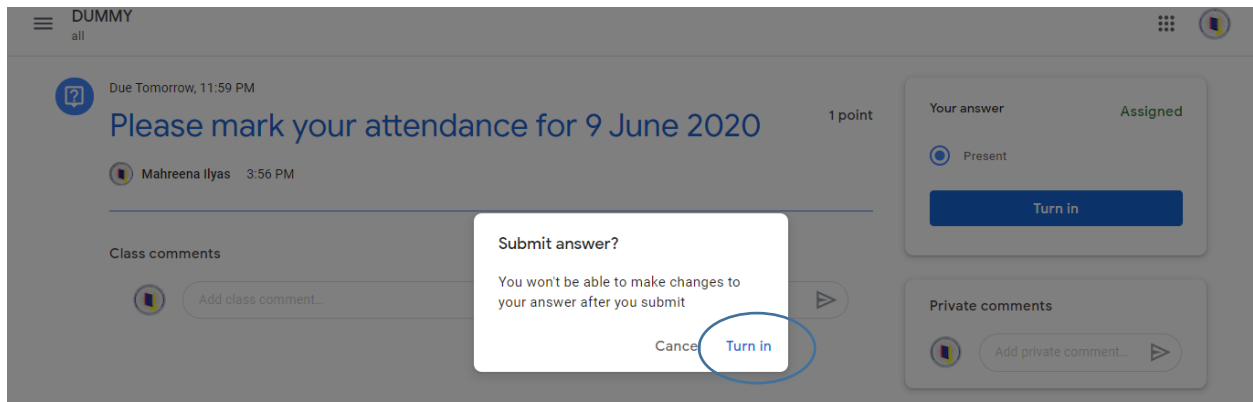
1. Click on the “Attendance” question.



2. Click on “present” and then click on “turn in”

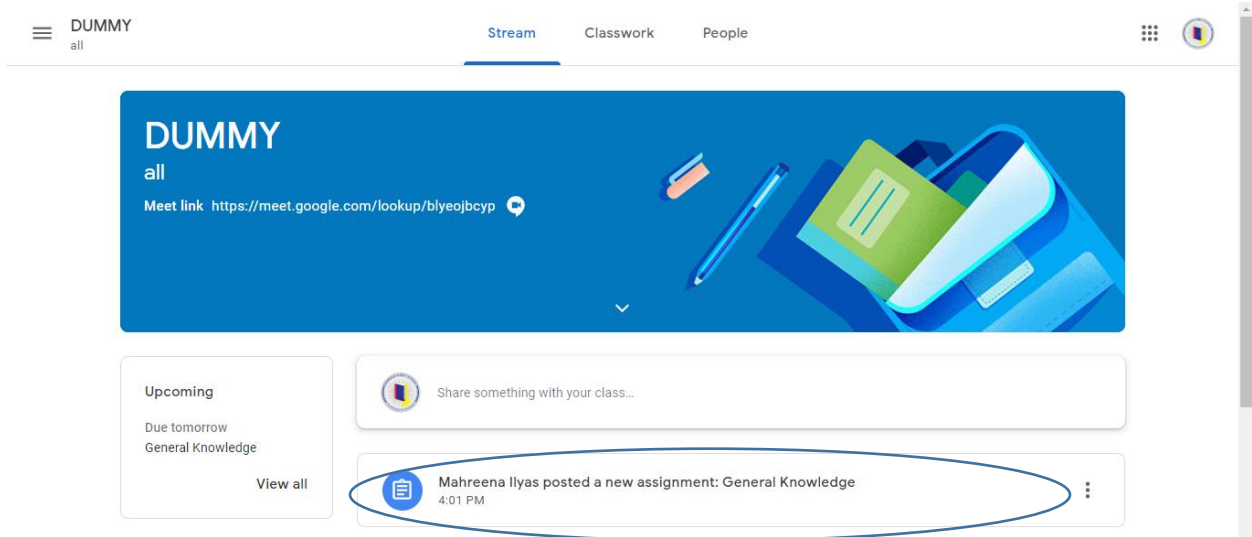


3. Click on “Turn In” again.

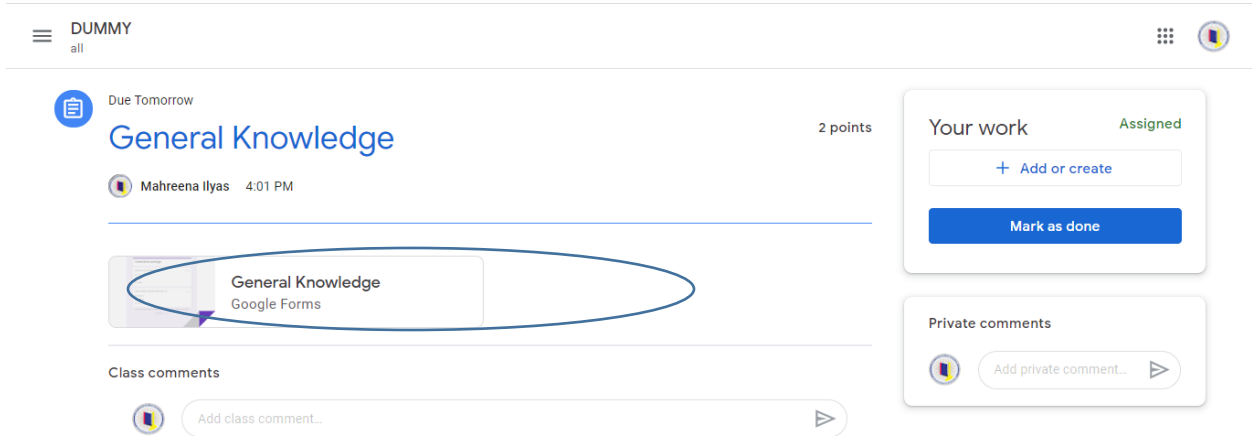


How to attempt a Quiz?

1. Click on "Assignment".



2. Click on "Google Form".



3. Solve the quiz and click on “submit”.

General Knowledge

Your email address (maryem.siddiqui@dps.edu.pk) will be recorded when you submit this form. Not you? [Switch account](#)

What is the color of Pakistan's flag? 1 point

- Green
- Pink
- Orange

When do Pakistan celebrate independence day 1 point

- August 14
- March 23
- May 28

Send me a copy of my responses.

What is the color of Pakistan's flag? 1 point

- Green
- Pink
- Orange

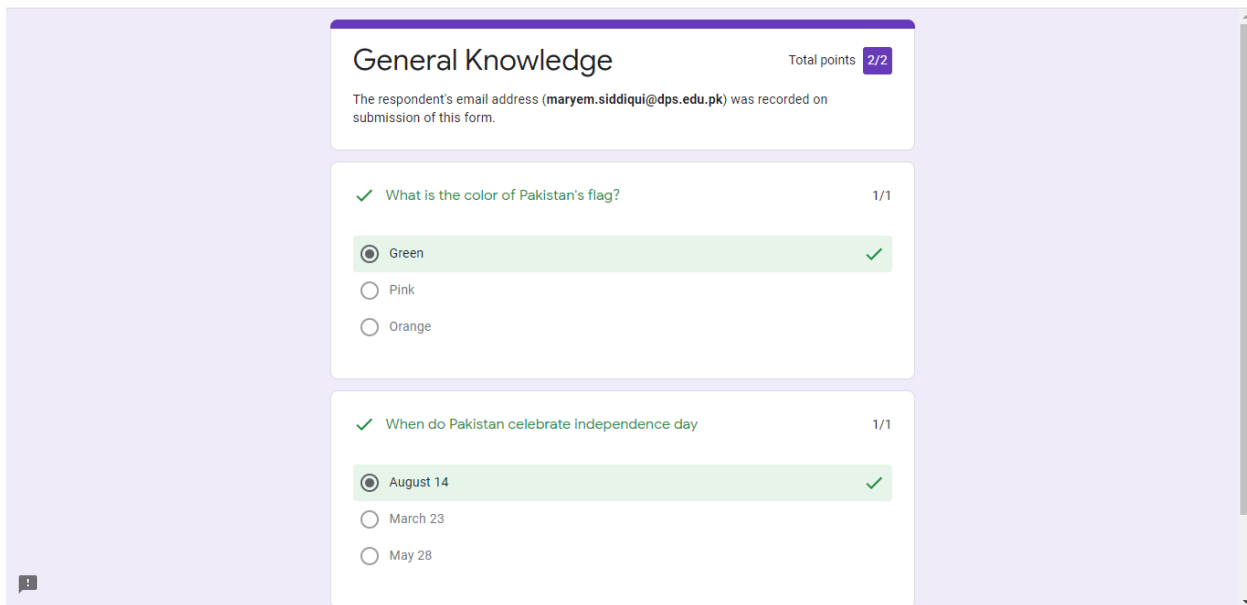
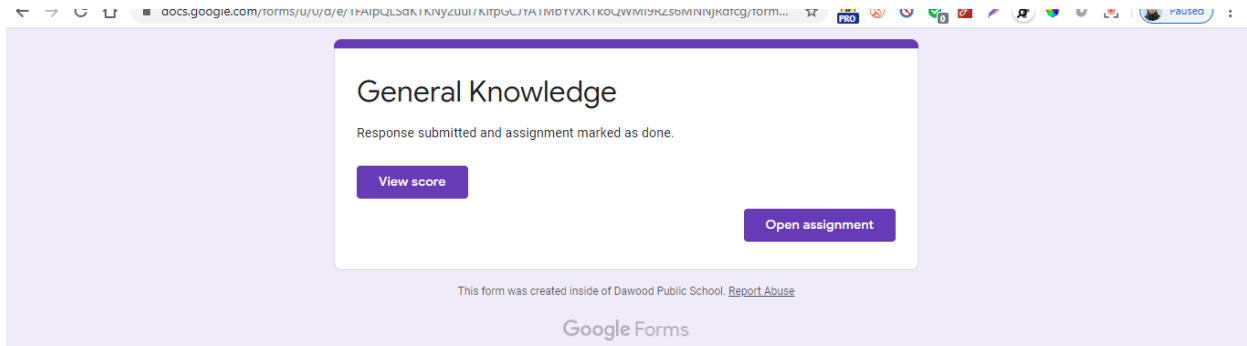
When do Pakistan celebrate independence day 1 point

- August 14
- March 23
- May 28

Send me a copy of my responses.

Submit

4. You can view your score by clicking on “View Score”, if the teacher has enabled “viewing”.



We thank you all for reading this document and patiently dealing with these new challenges of virtual learning. If you any questions, comments or feedback, please feel free to write us at: parentliaisonofficer@dps.edu.pk, by mentioning your child’s GR Number in subject line.