

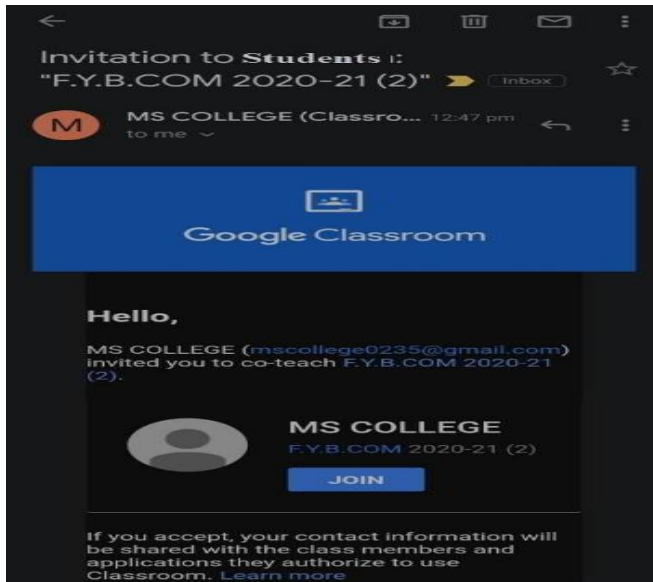


# M.S. COLLEGE OF ARTS, SCIENCE, COMMERCE & BMS

## PROCEDURE TO JOIN OFFICIAL WHATSAPP GROUP & GOOGLE CLASSROOM FOR ONLINE LECTURES

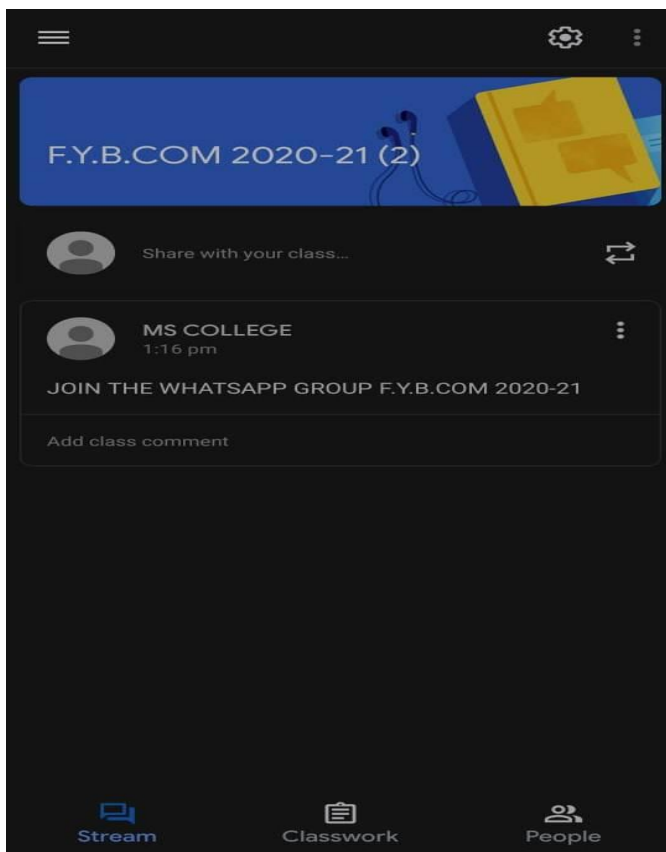
### GOOGLE CLASSROOM

#### STEP (I)



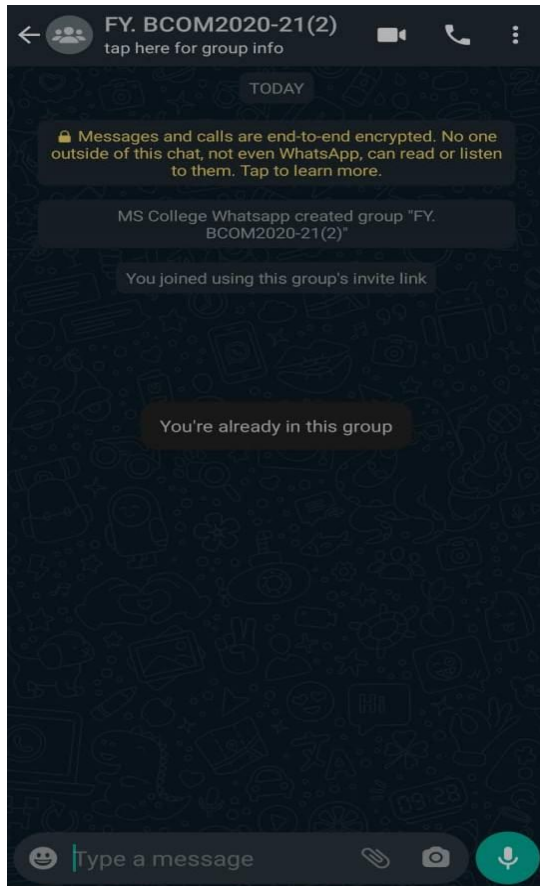
1. LOG IN TO YOUR REGISTERED GMAIL ACCOUNT GIVEN IN COLLEGE.
2. OPEN THE GOOGLE CLASSROOM FROM YOUR ACCOUNT.
3. JOIN THE LINK AS SHOWN IN THE IMAGE.

#### STEP (II)



1. IN THE GOOGLE CLASSROOM, YOU WILL FIND A LINK TO JOIN THE OFFICIAL WHATSAPP GROUP.
2. CLICK ON JOIN THE WHATSAPP GROUP LINK.

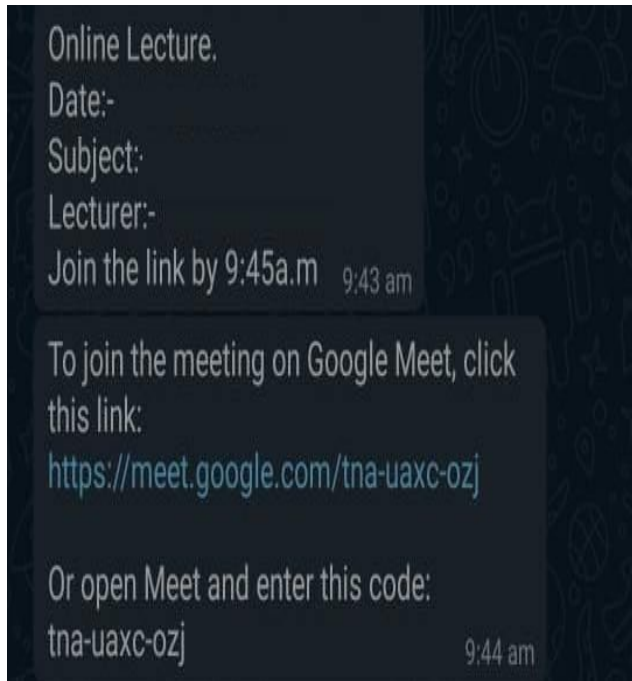
### STEP (III)



- 1. STUDENTS MUST CHECK THE MESSAGES IN THIS GROUP DAILY.**
- 2. IN THIS GROUP TIME TABLE, NOTICES, ONLINE LECTURE LINK & ATTENDANCE LINK WILL BE SHARED DAILY.**

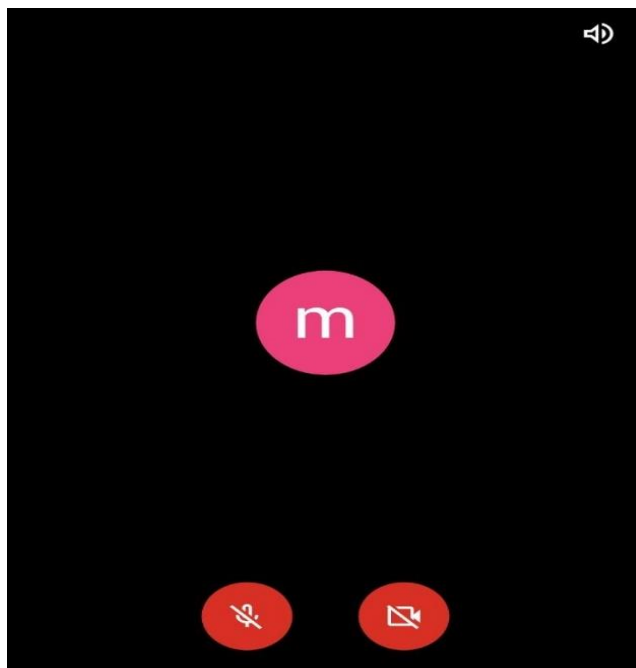
# ONLINE LECTURES PROCEDURE

## STEP (I)



**1. STUDENTS WILL RECEIVE A LINK FOR EACH ONLINE LECTURE AS SHOWN ASIDE.**

**2. STUDENTS MUST OPEN THAT LINK IN GOOGLE MEET APP.**



**3. BY CLICKING ON THIS LINK YOU WILL BE ASKED TO JOIN THE LECTURE.**

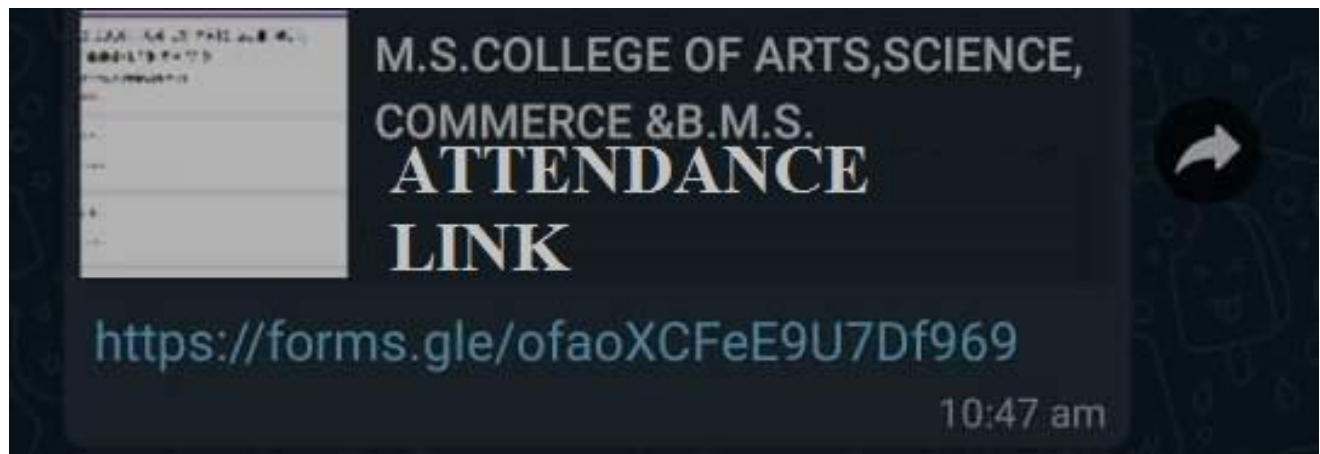
**4. STUDENT HAS TO CLICK ON ASK TO JOIN.**

**5. STUDENTS MUST WAIT FOR THE LECTURER TO ADMIT THEM FOR THE LECTURE.**

**6. STUDENTS MUST KEEP THEIR AUDIO MUTE AND VIDEO SHUT.**

## **ONLINE ATTENDANCE MARKING: -**

### **STEPS**



- 1. CLICK ON THIS SHARE AFTER THE LECTURE IS DONE.**
- 2. FILL THE REQUIRED DETAILS AND SUBMIT.**
- 3. STUDENTS MUST COMPULSORILY DO THIS AFTER EACH LECTURE.**

**NOTE: - KINDLY READ AND FOLLOW THE INSTRUCTIONS CAREFULLY.**