

**SESHADRIPURAM EDUCATION TRUST**  
**SESHADRIPURAM ACADEMY OF BUSINESS STUDIES**  
*Affiliated to Bangalore University \*\*\* NAAC Accredited 'B' Grade*  
*K S Town, Bengaluru -560 060*

**Instructions to the Students for Attending 1<sup>st</sup> Internal Test**

It is brought to the notice of students that below instructions are classified into three parts and are advised to pay your attention towards all.

**Part-1: General Instructions.**

1. All of you must join Google Classroom of the respective subjects.
2. Question papers of scheduled subjects will be uploaded in the Google classroom at 2.30 PM on scheduled dates. (2 subjects each day).
3. A scanned copy of your Answer sheet must be uploaded in the Google Classroom of the respective subjects by 9.00 PM on the scheduled date and hard copy should be submitted on the next day itself.
4. All of you must write your name, register number, Class and Section on each page.
5. Timings mentioned in timetable may be ignored as you have to write at your home.

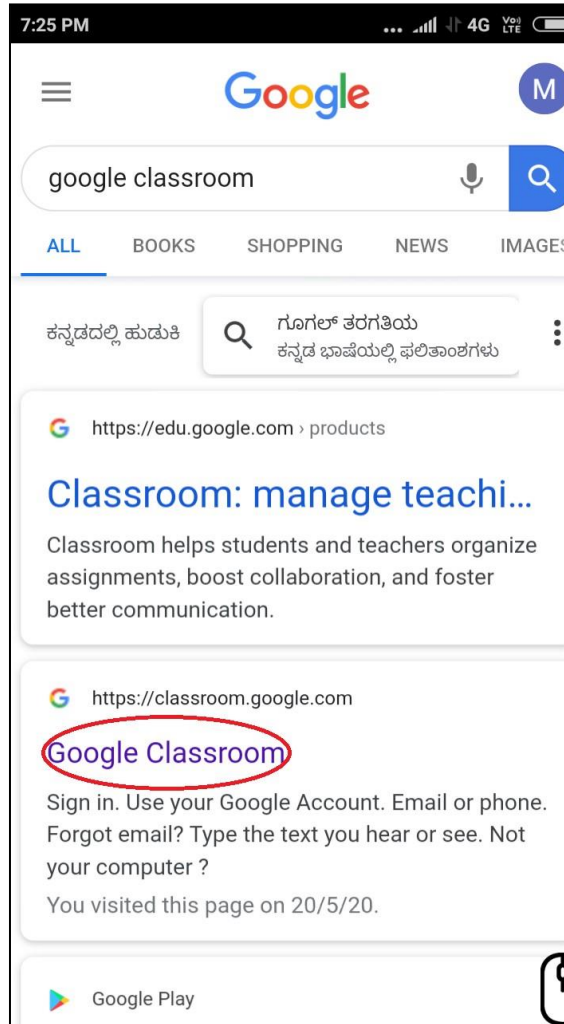
*Part 2 and 3 are continued in next pages.....*

## **Part-2:**

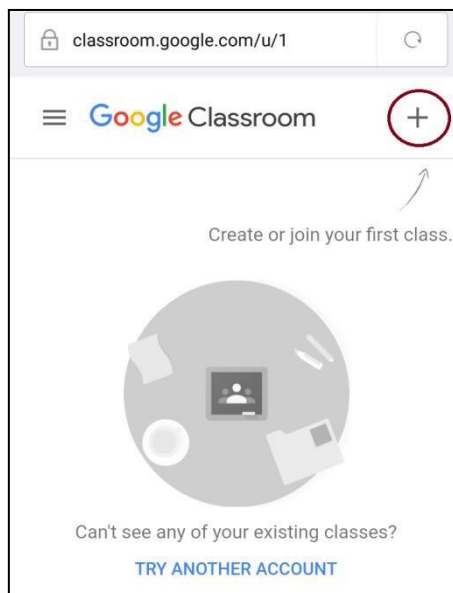
### **Steps to be followed for Joining Google Classroom.**

1. Type **GOOGLE CLASSROOM** into Google Search Box and click search then search result page will be opened as below and click on the Google Class Room link marked below.

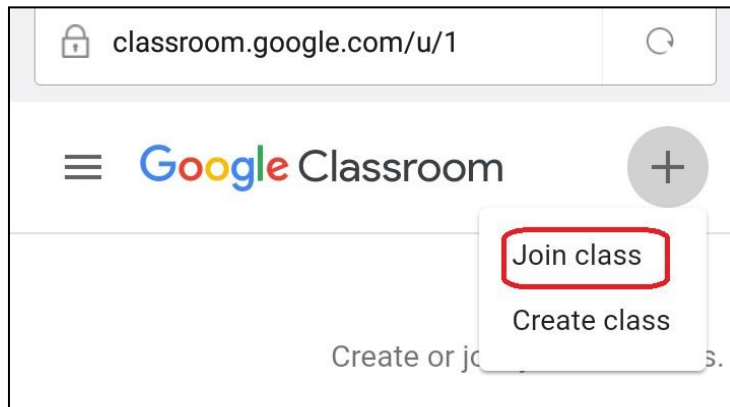
*Or you can also install Google Class Room app from play store in your mobile.*



2. Google classroom page will be opened as below and you have to click on the **plus (+) sign on the upper right corner.**

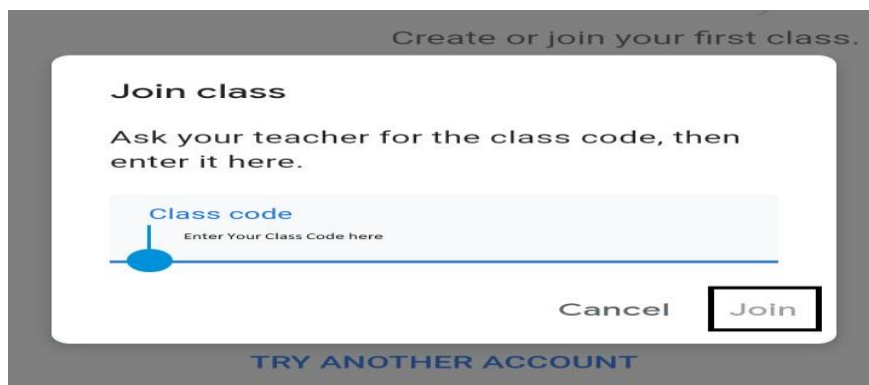


3. Click on the **plus sign** then you will get two options ie. Join and create as below and you have to click on join.



4. Click on the **join class** option then it will ask you to feed class room code as bellow. After entering class room code you have click on join.

*Note: Class room code should be collected from your each subject teachers.*



5. Click on **join**, then you will be joined to your class and your class room page will be displayed as bellow.



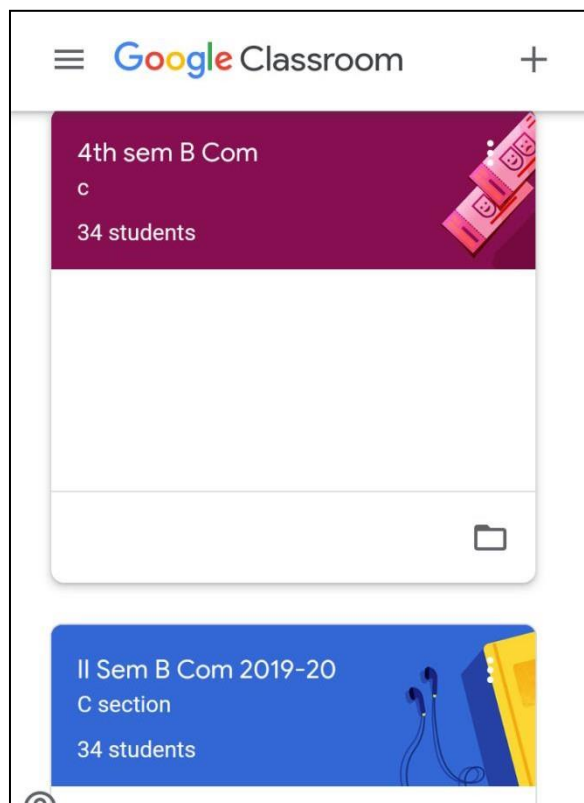
6. This ends your joining process. In the same way you have to join to your all subject classes by collecting class code from your subject teachers.

**Part-1: Steps to be followed for attending online exam.**

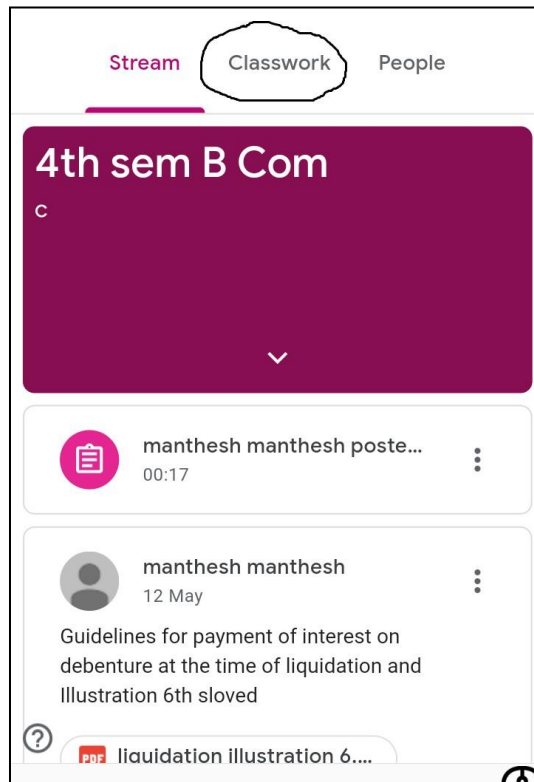
1. Type **Google Class Room in** search box and click on Google Classroom link then your Google class room page will be opened as bellow (1<sup>st</sup> and 2<sup>nd</sup> step of part 1). All classes for which you have joined will be displayed in the page.

***Alternative Method***

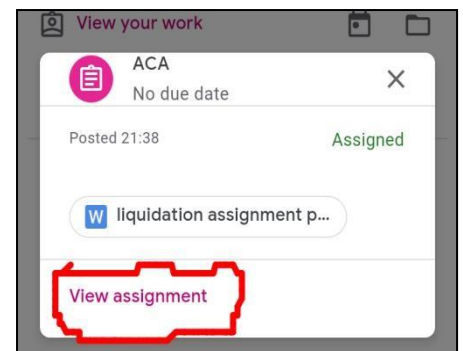
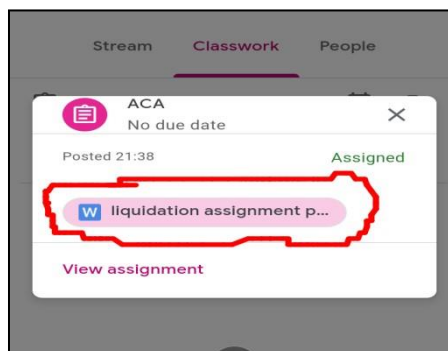
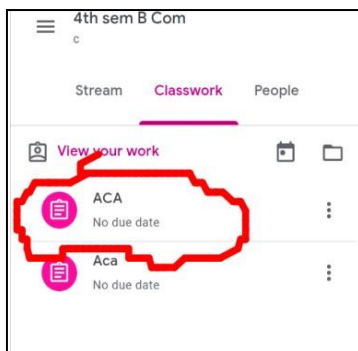
*If you have installed Google Class Room app then you can directly click on the app and same page will be opened.*



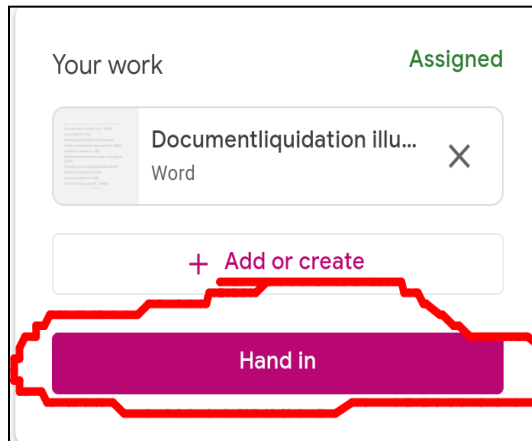
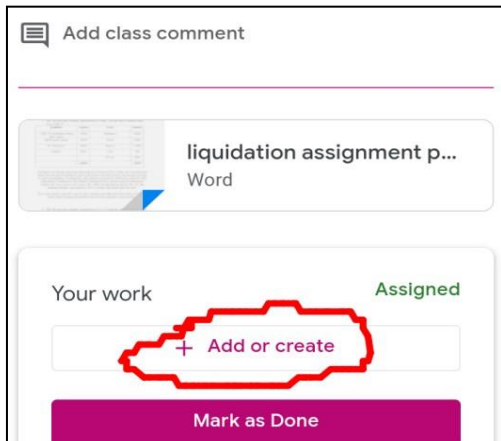
2. Click on the **particular class** for which you have to attend exam then your class will be opened as below and then you click on **class work** option.



3. Your class work page will be displayed as bellow then you have to click on particular assignment assigned, then click on the question paper file attached then you can download the question paper, click on view assignment.



4. When you click on view assignment then you will have option to create ie. Here you have to upload your scanned answer sheets and click on hand in after attaching you answer sheets, then your answers will be submitted.



Follow the above procedure for attending online exam.

.....*All the best for your exam*.....