

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 Online Pre-Final Exam
in Google Classroom**

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.

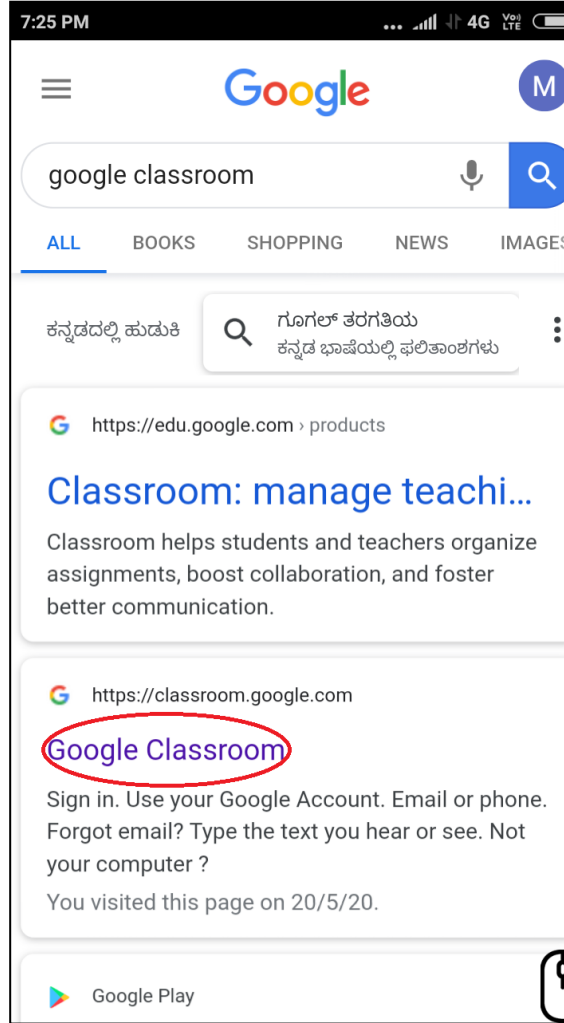
1. This Pre final exam will be conducted through the Google Class room.
2. This exam will be for 50 marks and duration is Two hours.
3. Attending the online exam is mandatory and will be considered in the allotment of internal marks.
4. Follow the timetable and prepare well, as your performance will also be considered in the allotment of internal marks.
5. Joining all respective subjects Google Class Room is also mandatory, as you have to submit papers through the Google Class Rooms.
6. Question papers will be uploaded by subject teachers on the scheduled dates before 10 minutes to the commencement of exam.
7. Google class room Page should be kept open before 15 minutes to the commencement of exam, so that you can download the question papers immediately as and when your subject teacher uploads.
8. You have to write your answer on sheets then Scan and upload in class work page of Google class room.
9. The process of joining class rooms and uploading answers in Google class rooms is explained in part 2 and 3 respectively kindly go through that.
10. Your answer sheets should be uploaded within the scheduled time.

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

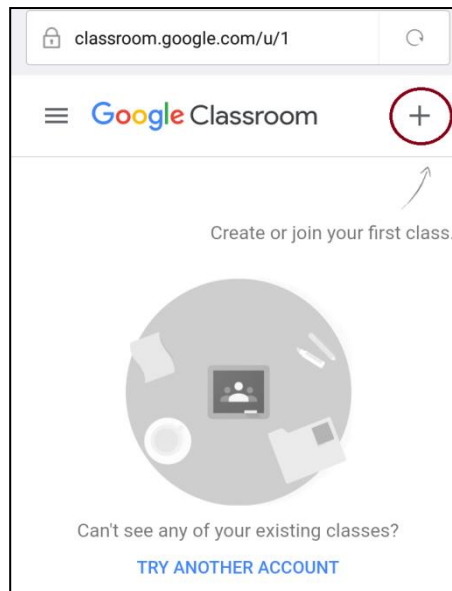
Part-2: Steps to be followed for Joining Google Class Room.

1. Type **GOOGLE CLASS ROOM** 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.

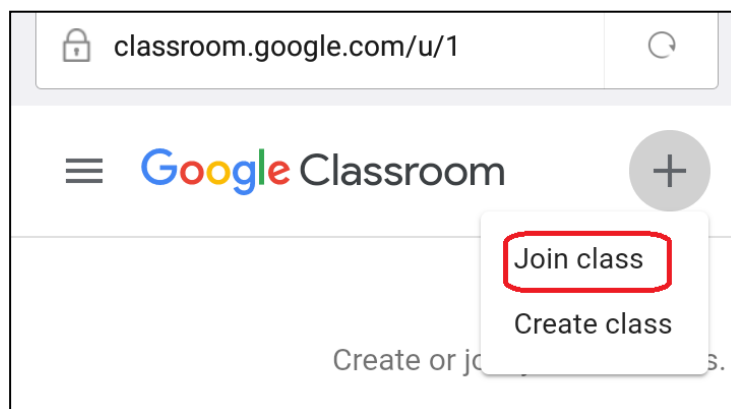
Or you can also install Google Class Room app from play store in your mobile.



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

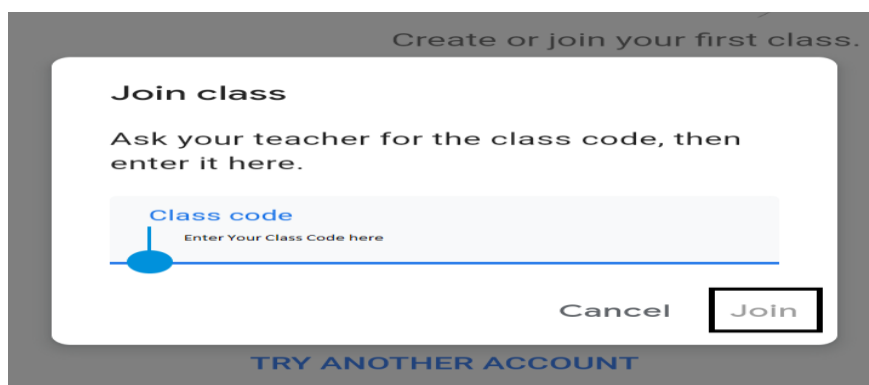


3. Click on the **plus sign** then you will get two options ie. Join and create as below and you have to click on join.



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.



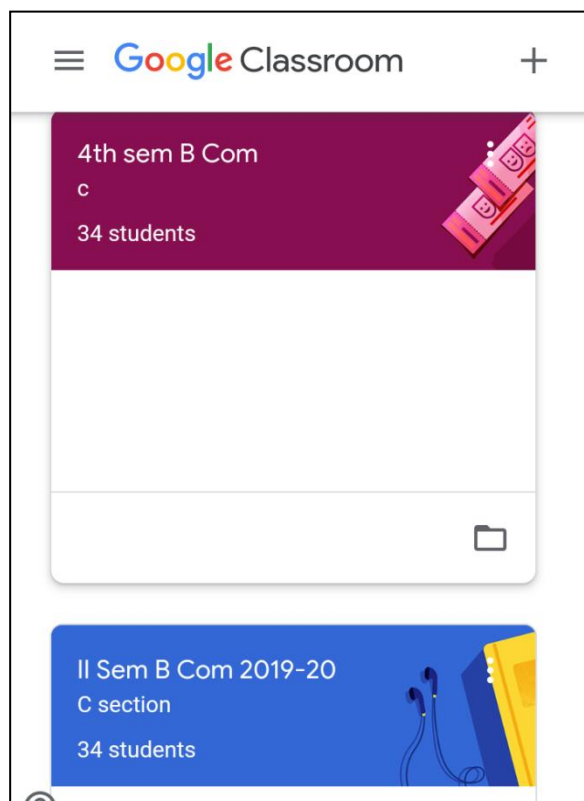
6. This ends your joining process. In the same way you have to join to your all subject classes by collecting class code from your subject teachers.

Part-3: Steps to be followed for attending online exam.

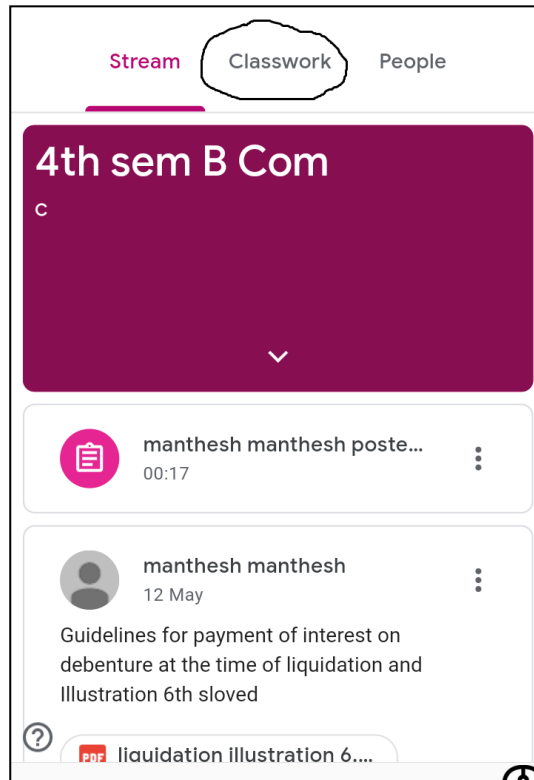
1. Type **Google Class Room** in search box and click on Google Classroom link then your Google class room page will be opened as bellow (1st and 2nd step of part 1). All classes for which you have joined will be displayed in the page.

Alternative Method

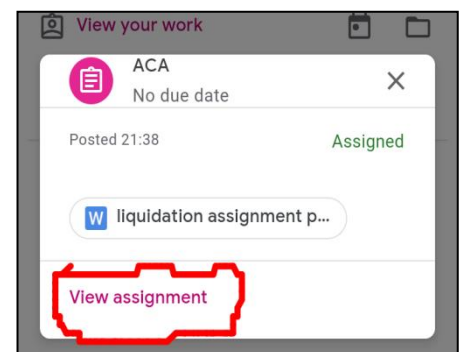
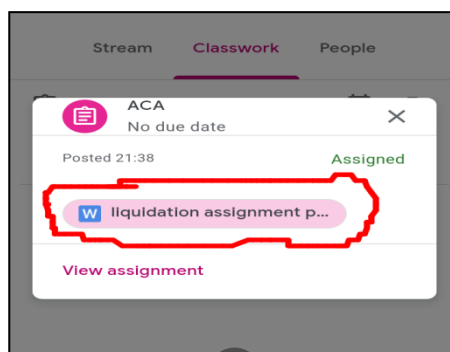
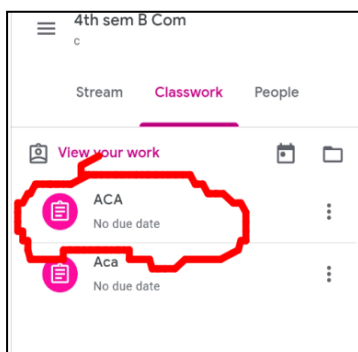
If you have installed Google Class Room app then you can directly click on the app and same page will be opened.



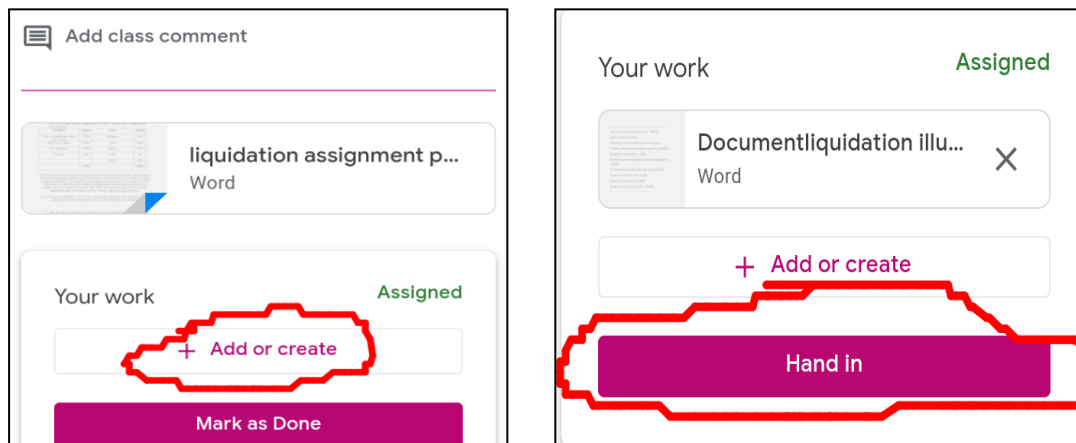
2. Click on the **particular class** for which you have to attend exam then your class will be opened as below and then you click on **class work** option.



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*.....