

SHAW PUBLIC SCHOOL
6, Fakir Para Road, Behala,
Kolkata 700 034

NOTICE

For Video Conferencing Class

Classes V – VIII

Dear Parent,

For better clarity of concept and understanding we are introducing video conferencing sessions for our students. For the same you are requested to

1. Go to Google Playstore and download Google Meet App.
2. Your child will log in using the link shared along with the scheduled session. Please refer to password shared below :


Passwords to access PDF (video conference session)

Class V	: Spocl5@GMeet
Class VI	: Spocl6@GMeet
Class VII	: Spocl7@GMeet
Class VIII	: Spocl8@GMeet

3. Students attending the sessions should be dressed in school uniform.
4. During the session the cameras must be switched on throughout but audio must be muted unless the teacher wants to interact with the student or a child has some query.

Steps to be followed to join a video meeting from mobile :

To join a video meeting from mobile, you need to install the Google Meet mobile app (for the first time):

- You will need a Google account to use Google Meet.(i.e. a Gmail account)
- Go to **Play Store** – download **Google Meet** 

After the app has been downloaded

- Click on the link shared with u to join the meeting in scheduled time. It will check your Gmail account first and start the procedure of joining the meeting. It will take a little bit time to join, so please keep your patience after clicking on the link.
- The students must join the meeting in school uniform.
- After joining students must mute the microphone and put on their camera.

To join a video meeting from laptop:

- You will need a Google account to use Google Meet. s(i.e. a Gmail account)
- In a web browser, enter <https://meet.google.com/>.
- Click on the **Enter meeting code** box – enter the 12character code shared with you in the box. (For eg, if the link shared is : <https://meet.google.com/adc-cdef-cfg>, the code is the last 12 character i.e. **adc-cdef-cfg**)
- Click **Join now**. It will take a little bit time to join, so please keep your patience.
- The students must join the meeting in school uniform.
- After joining students must mute the microphone and put on their camera.

By Order
Principal

Dated: 16.05.2020