



# MOUNT OLYMPUS SCHOOL, MALIBU TOWNE, SECTOR -47 GURUGRAM

MOS/20-21/069/20.07.2021

## CIRCULAR FOR NURSERY TO GRADE XII

Dear Parents,

Greetings!

We are happy to initiate Google Classroom portal for our learners. Google Classroom allows you and your child to have access to course work at any time through the Internet and is accessible online and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices.

**We are officially starting the online classes through Google Classroom from Thursday, 22<sup>nd</sup> July, 2021. Hope you all attended the detailed training sessions on the same and it was beneficial.**

### **Few tips as a ready reckoner for you and your ward:**

- The learners can access their virtual class room and find subject wise assignments posted by their teachers and students can submit back the completed worksheets.
- The school has generated email ID and password for each student from Mount Olympus domain name, @mountolympus.org. Your child's user ID and password is already shared with you.
- **Please note that the learners would be able to log in through their official login only and not from their personal email ID.**
- Time table will be posted in the Google classroom and Parents are requested to ensure students attend the classes accordingly.
- **The link to participate in the online classes will be made available by the class teacher through Google classroom.**
- Guidelines for learners will be posted, along with the planned task/activity and will be found on either the stream or the class work section. Kindly help your ward to be prepared with the required materials and resources.
- Learners should try to complete the written work/activity that it is given by the teachers and submit it timely.
- Class Teachers will be available to provide all the required support.
- You have started receiving the subject-wise content and assignments w.e.f **Monday, 19<sup>th</sup> July 2021.**

**Please follow the steps mentioned to enroll in the class: If its laptop or desktop,**

1. You can accept the classroom invitation by clicking the "JOIN" button.
2. To join the online Google meet class, click the video icon.
3. To access the assignments, click the classwork icon.
4. Click on your work to view the assignment.
5. Click the pen icon (available only in mobile and tab) to complete the assignment online. Click save and hand in/ turn in. The other method for uploading, click on the add file, choose the given option or click use camera option to take the photo of completed assignment. Save and click hand in / turn in.
6. Once teacher corrects and returns the assignment you will be notified through the Google classroom app.
7. To view the corrected assignment, click on the classroom icon and click your work. Click the returned file to view the teacher's remarks.
8. On the effective date of Google classroom, the class teacher will explain how worksheet has to be accessed and submitted to the respective teacher.

**If it's mobile or tab (android), download Google classroom app from play store or apple store and follow the procedure from point number 2 onwards.**

Thank you so much for being a part of our implementation of technology into our curriculum. Feel free to reach out with any questions or concerns.

Warm Regards



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Dr. Neeti C. Kaushik  
Principal



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Manisha Khanna  
Vice Principal



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Divya Singh  
Headmistress