**Instructions to XI STD students to Upload EVS Assignments on Google Classroom**

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**PART-I**

**Students should follow the following steps while uploading the EVS Assignment on Google classroom:**

1. From your (student) gmail account, go to “Google classroom”, click on “+” sign on the top right hand side of the Google Classroom page, then click “join”. A window will open, enter your correct class code as given in the table below and click on “Join” option at the top right hand side of the page.
2. Click on the link to the EVS assignment
3. Click on 'Add work'
4. Select the file to be added
5. Click on 'Turn in'/'Hand in'
6. You will get a notification saying 'work submitted'

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**PART-II**

**Instructions:**

1. Students should make their Google classroom profile beginning with their complete Roll no. followed by their name
2. The assignment should be uploaded in PDF format with a title.

 Example of title:

 For Arts- 11AARTS@roll01.pdf

 11BARTS@roll151.pdf

 For Science- 11ASCIENCE@roll301.pdf

 11BSCIENCE@roll451.pdf

 For Commerce- 11ACOMMERCE@roll601.pdf

 11BCOMMERCE@roll751.pdf

 11CCOMMERCE@roll901.pdf

These are examples of titles for the assignment. Students should write their Roll no. in the title.

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1. The assignment should be **hand written on A4 size paper, with student’s details such as name, stream, class, division and roll number. Each page must be numbered. After the assignment is hand written, scan the document and save it in the pdf format with a name as specified in point 2 of PART-II above.**
2. **Now upload the document as specified in PART-I**
3. **LAST Date of submission: May 13, 2021 by midnight.** Students should avoid waiting till the last day and the last minute to submit their assignment in order to avoid panic and confusion.
4. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

**Classroom codes:**

|  |  |  |
| --- | --- | --- |
| **Class and Stream** | **Division** | **Google classroom code** |
| XI ARTS | A | ewiyecp |
| XI ARTS | B | 4njheyg |
| XI SCIENCE | A | kbimzww |
| XI SCIENCE | B | ibeo3yi |
| XI COMMERCE | A | cur4zld |
| XI COMMERCE | B | li5uyij |
| XI COMMERCE | C | ths6rq3 |

Date: 27 April 2021 Vice-Principal

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