

Dear Student,

In view of the current scenario which arises due to covid-19, colleges across the country cannot open till the situation normalises. However, we at The Footwear Design & Development Institute (FDDI) are committed to the academic calendar of our students and our faculties have been working tirelessly to enable a virtual learning environment for them. We are proud to share that virtual classes will be conducted for all UG & PG students who have enrolled for the new session, which is going to start from 21st September 2020 to ensure continued classroom teaching and learning. This new environment will enable faculty members and students to continue to interact with each other and will also ensure that the students are actively and meaningfully engaged during these difficult times. We are committed to ensuring that there is also no loss of academic instructional time for them.

Certain points for you to note are as under:

1. The timetable for online class will be shared with you wherein the students will login into their virtual classrooms at the specific time for their classes.
2. We will be using 'Google Classrooms', the **User Guide** for which has been detailed below. Official email ID's for the students have been created and to access the same.

2(a) Your login ID is your Institution issued email ID composed of your campus prefix, followed by your enrolment number and '@fddiindia.com'. Prefix used for campuses are mentioned below:

n – Noida Campus
f – Fursatganj Campus
p -Patna Campus
cn -Chennai Campus
r -Rohtak Campus
cg -Banur (Chandigarh) Campus
j – Jodhpur Campus
k – Kolkata Campus
g – Guna Campus
ch – Chhindwara Campus
h – Hyderabad Campus
a – Ankleshwar Campus

2(b) Example: If your enrolment number is '12345' & if you belong to Noida campus then your email ID would be:

n-12345@fddiindia.com

2(c) The default password for above mentioned login is : **User1234#**. It is strongly recommended to change the password after first time login.

For complete details please read the **User Guide** below.

3. Live online classes with faculty will be conducted using Google Classroom. A step-by-step guide on how to use the solutions along with software requirements, is detailed below for your convenience.
4. The students are expected to adhere to the following:
 - a. Attendance is compulsory.
 - b. Sessions may culminate in assignments and MCQ's.
5. As this is a new environment for all of us to work in, kindly be patient and bear with us if there are any

technical glitches.

For any concerns / clarifications, please send an email to the Subject Faculty.

Warm regards,

Sandeep Bhatia
(Training)

User Guide for accessing Google Classroom

Initial Setup

1. The email ID created for the students are his / her official college email ID till the time he / she is associated with FDDI as a student and shall be used to access all Google Suite products such as Google Meet, Google Classroom, Google Drive etc. ***It is to be used strictly for college work only. Google email cannot be sent /received on the given id. In case misuse of the same is noticed by the college authorities committed by any student, the said services may be withdrawn indefinitely.***
2. Please ensure:
 - a. you have installed **Google Chrome** browser on your Windows PC or Mac. If you are signed into any Gmail accounts, **please logout of all accounts.**
 - b. your device has a speaker, microphone and webcam, without which you may not be able to take the full advantage of virtual classes.
 - c. an internet connection preferably with undivided bandwidth Wi-Fi connection.
3. In case you are using a tablet or mobile phone, kindly download the following apps from the Play Store (Android devices) or from the App Store (Apple devices) and sign into both of these with your college ID:

Google Classroom

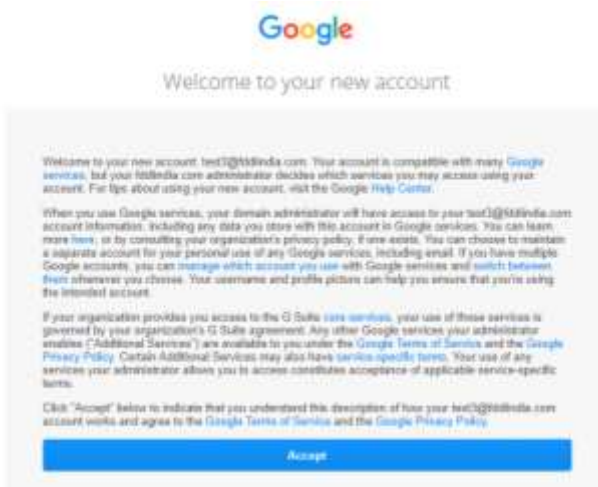


Google Meet

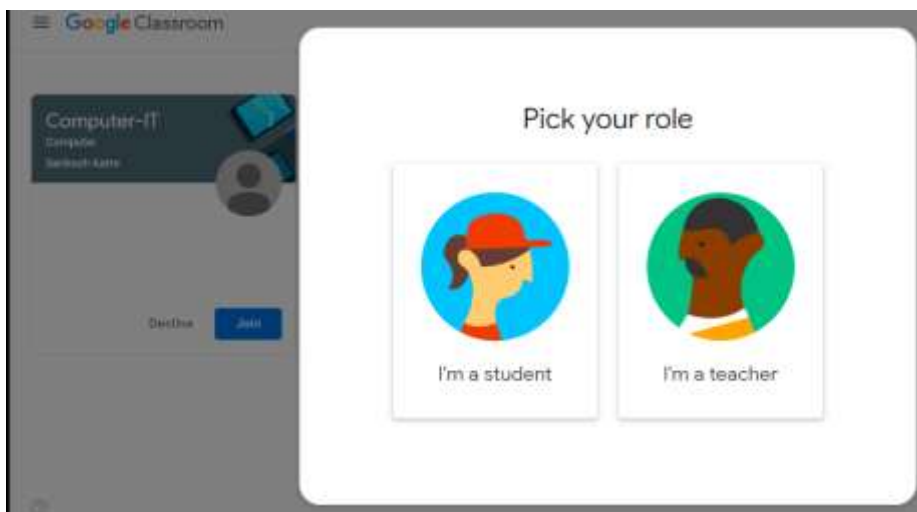
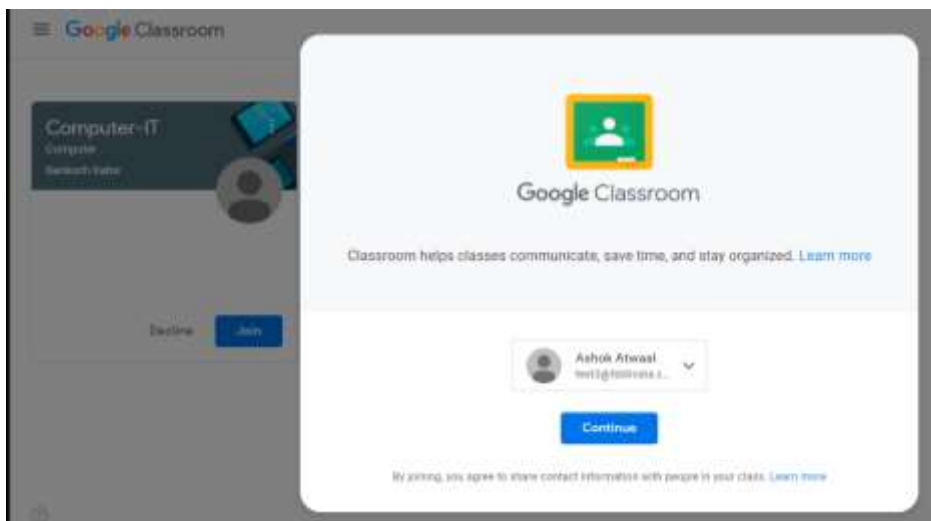


Using Google Classroom

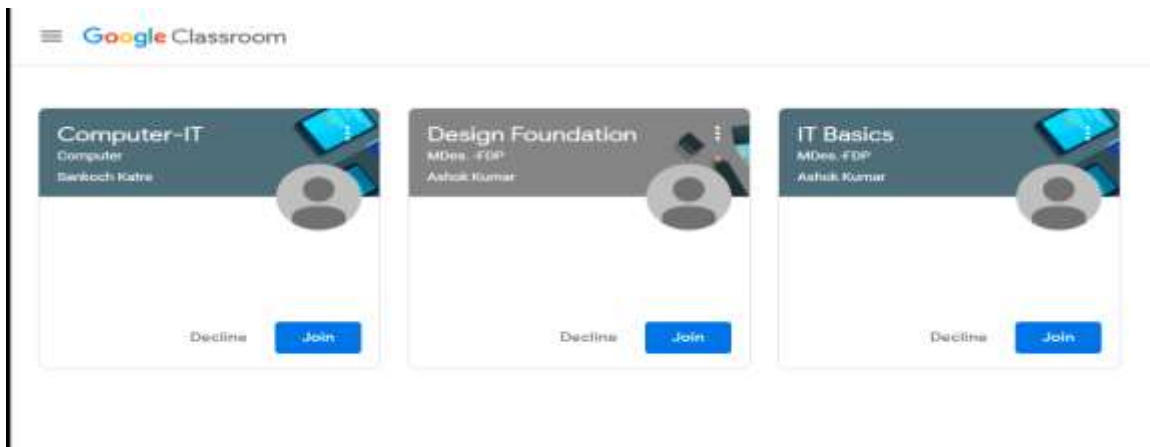
4. Steps to follow:
 - I. Visit <https://classroom.google.com> (or launch the app), sign in with your Institution email ID (which has been given by the college) and default password: **User1234#**. It is strongly recommended to change the password after first time login.
 - II. On first time successful login, you get a Google Terms & Conditions screen as below:



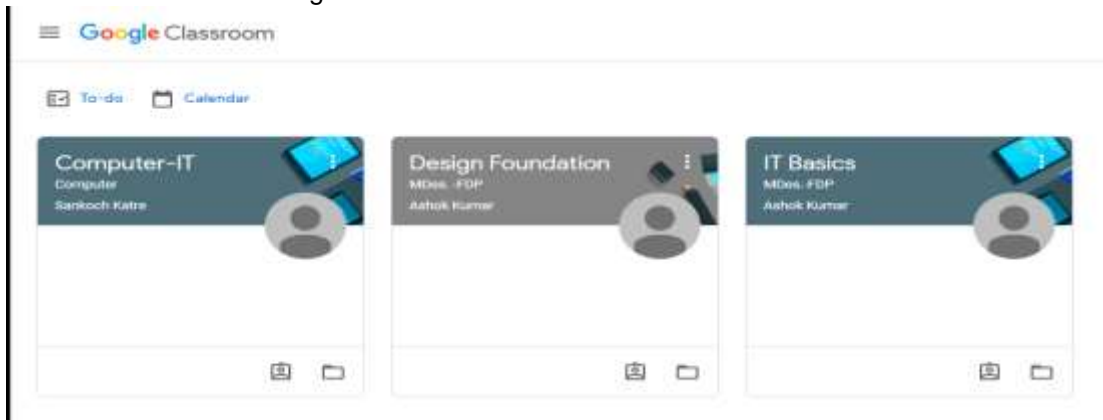
- III. Click on **“Accept”**
- IV. Click on **“Continue”** with your credential



- V. Click on **“ I'm a Student”**
- VI. All done, you will be in your Google Classroom. In your dashboard, you will see the Class invites send by your respective faculties as below:

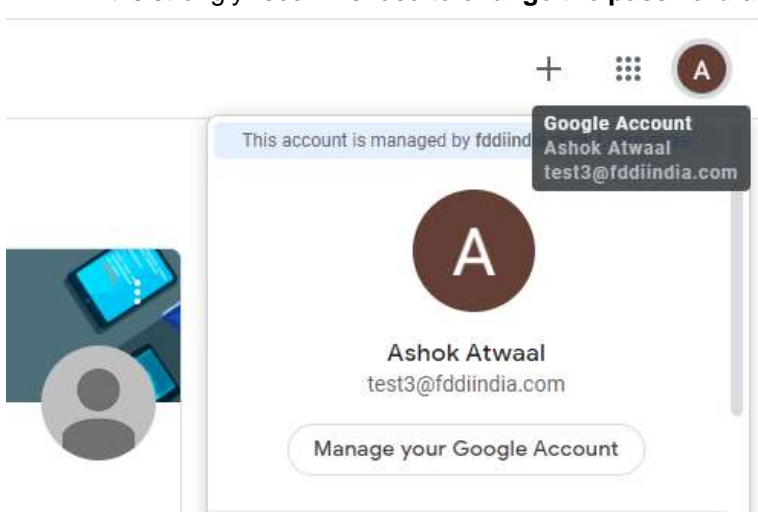


VII. Click on **“Join”** against the Class invites.

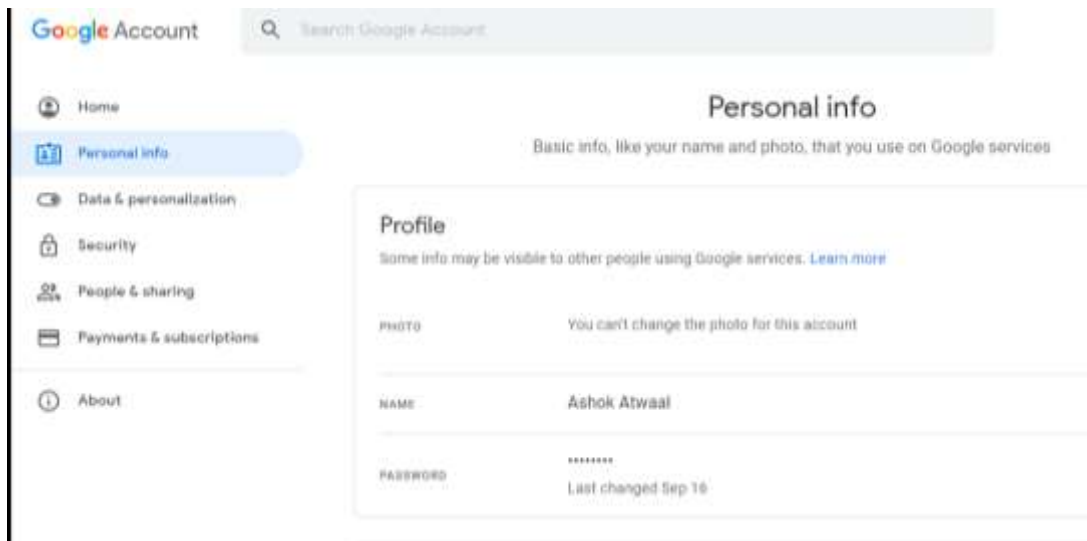


VIII. Now you are ready to continue with your Classes.

IX. It is strongly recommended to **change the password** after first time login.



At the top right click on your Name and then click on **“Manage your Google Account”**
Click on **“Personal Info”** from the left panel.



Click on **“Password”** tab to change your password.

a. Your login ID is your Institution issued email ID composed of your campus prefix, followed by your enrolment number and '@fddiindia.com'. Prefix used for campuses are mentioned below:

- n – Noida Campus
- f – Fursatganj Campus
- p -Patna Campus
- cn -Chennai Campus
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- g – Guna Campus
- ch – Chhindwara Campus
- h – Hyderabad Campus
- a – Ankleshwar Campus

b. Ex. If your enrolment number is '12345' & if you belong to Noida campus then your email ID would be:

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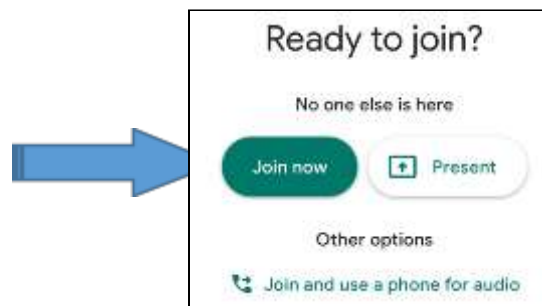
c. Please ensure that this college email ID is not shared with anyone whatsoever. The student will be fully responsible for any actions done / taken through this college email ID.

5. Before your login, please see [this video](#) to get a brief overview on Google Classrooms.
 - a. Visit [this link](#) to get a basic understanding of how to sign into Google Classrooms.
 - b. Visit [this link](#) to understand how to help the students 'join' a class and how to use various features of Google Classrooms.
6. 'Classes' will be created for every student (subject wise) and the content of each class shall become visible to students, as per the time table provided.

Using Google Meet

7. Students will also find links to join live interactive classes via a **Google Meet** link in their 'Day' section and they must join these classes at the pre-designated time indicated by the faculty.
9. The student can join the live classes by clicking the Google Meet link and must participate in discussions to ask questions, clarify doubts or simply listen in.
10. Once the student is in the 'Google Meet' session, he / she will be able to see others in the classroom in the menu bar on the right.
11. The chat window on the upper right-hand side, allows all participants to chat. Please ensure that student does not use the chat window unless expressly indicated by their faculty. Please ensure that your mics should be on 'mute' and use the chat box to post any questions that they may have, when the faculty asks them to do so.
12. When the faculty is able to take a question, you may un-mute their mics, participate in the discussion and mute it again, once done.
13. a. To enable Google Meet on a computer (PC or Mac) and for a hassle free experience:
 - i. Ensure you have the latest version of Google Chrome browser. To download, goto <https://www.google.com/chrome/>
 - ii. Ensure you have logged out of all Gmail accounts. If not, you may not be able to login to the meeting as you may end up trying to login from another account.

- b. To join the video meeting, click on the meeting ID / URL that has been shared with you by your Subject Faculty in your Google Classroom feed.
- i. You will now be logged in. The program will ask you to allow it to use your mic and camera. Please allow both else **either your camera or mic or both WILL NOT WORK.**
 - ii. You will get a prompt as shown below. Click on '**Join now**' after which you will be logged into the classroom. Please ensure your mic is on 'mute' when you join.



We hope this user guide will make it easy for you to transition to a new way of learning in these difficult times. We also solicit the cooperation of students in case of technical and unforeseen glitches that may occur during this experimental phase of teaching-learning.

Be safe and healthy!

