



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Letter no: IMU-HQ/C/11/3/2020/Off.Ord.(Rev.)

16.05.2020

To,

All Campus Directors,  
All HODs &  
All Students

**Subject : Guidelines for Online Classes – Revised Order**

Ref : Letter no: IMU-HQ/C/11/3/2020/Off.Ord. dated 29.04.2020

Dear Sirs,

1. Attention is invited to the previous above-mentioned reference regarding guidelines for online classes.
2. The primary guidelines regarding online class namely **Online Course Guideline – I/290420** (22-page document), were issued aiming to plan the online teaching activity in an improved way by feedbacks and continuous improvements.
3. Based on the feedback and suggestions from all stakeholders, revised guidelines are being issued, which are basically addition of procedure of marking attendance and recording meeting in the primary guidelines.
4. These guidelines will supersede the previous guideline since the previous guidelines contents will be subsumed in these and will be names as **Online Course Guideline – II/110520**
5. Based on the feedback and suggestions from all stakeholders, additional / new / improved guidelines may further be issued by HQ.
6. The HODs are required to supervise the entire process at the Campus levels in consultation with IT Dept of HQ.

Controller of Examinations (I/C)

Copy to :

1. VC
2. Registrar
3. Academics & Examination Section

## **Online Course Guideline – II/110520**

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## **Online Course Guideline – I/290420**

### **Guidelines for promoting online course delivery**

- 1) These guidelines shall serve as a starting point of streamlined / documented online course delivery (which were happening already in an informal way). The course work delivered shall be considered to be of supplementary nature and not as substitute for personal interaction in class.
  
- 2) Campus Directors are requested to brief & forward the guidelines to be followed to faculty/HoDs, in this regard suitably.
  
- 3) Campus Directors in consultation with HODs/faculty may finalise a suitable format for documentation with details such as Faculty Name, Subject / Lessons, Semester No./ Year, Topics to be covered in online mode, Day / Week wise classes planned etc. After this feedback HQ will formalise a monitoring mechanism to further improve the course content, formats, student coverage and assessment.
  
- 4) Further, HoDs shall be entrusted with the task of guiding the planned online classes and report on weekly basis on compliance & feedback to Campus Directors. Accordingly, Campus directors may be enjoined to have an overall monitoring & review. This component shall become part of weekly campus report being despatched to HQ on every Wednesday.
  
- 5) Directors shall ensure adaptation of online teaching/interaction in their campuses progressively to cover more portions of select subjects with time. Any difficulty/non-compliances to this directive shall be brought to the knowledge of the HQ for timely resolution.
  
- 6) All Students / Cadets shall be intimated by respective faculty through e-mail/ g-invite / notice in IMU website reg. the proposal of online classes in "Google Classroom". The number of students not covered shall be reported in the weekly report so that additional steps could be initiated to improve coverage.



7) Faculty in consultation with HODs may create a participative work group headed by an individual student/cadet among students in each class/batch comprising of 10-15 students/cadets for effective communication of all developments, in this regard.

8) Class leaders, if any, or the proposed work group may be authorised to Record, Download & Share the online class contents/ materials to the students / cadets in any suitable off-line mode, in case of difficulty, if any faced by few students due to non-availability of internet /computer etc.

9) Faculty may also design questionnaire & feedback forms of each class through a simple "Google Form" with the support of respective campus IT section / personnel. Some of the links for introduction on Google class room is presented in the following table

<a href="https://www.common sense.org/education/articles/teachers-essential-guide-to-google-classroom">https://www.common sense.org/education/articles/teachers-essential-guide-to-google-classroom</a>
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<a href="https://www.educatorstechnology.com/2019/02/google-classroom-basics-for-teachers.html">https://www.educatorstechnology.com/2019/02/google-classroom-basics-for-teachers.html</a>
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<a href="https://www.teachthought.com/technology/60-smarter-ways-to-use-google-classroom/">https://www.teachthought.com/technology/60-smarter-ways-to-use-google-classroom/</a>
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10) As part of "Google Classroom", faculty shall be encouraged to create contents in PPT, materials & Audio / Video lectures as OFF-LINE Content and be shared through Google Drive / YouTube / IMU Website, for the benefit of students/ Cadets. The details on using "Google Class room" is presented in Annexure-1 for Faculty and Anenxure-2 for students.

11) For class interaction, the faculty may connect to the students through "Google Meet" application. Combination of sharing study material by *Google Classroom* and interaction by *Google Meet* shall fulfil the course delivery to large extent. The procedure for *Google Meet* is presented in Anenxure-3.

The feedback from Faculty will be solicited to improve the overall process.



## Annexure -1: INSTRUCTIONS TO FACULTY

Google Classroom helps teachers and students to sign in from any computer or mobile device to access class assignments, course materials, and feedback.

### Procedure to access Google Classroom by Faculty:

1. Login in to your Gmail account using IMU email id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Scroll to the bottom and select Classroom. Google Classroom will be opened in a new tab.
4. Click on the "+" symbol and select Create Class.
5. Enter the Name of the Class, Subject, Section and Room details.
6. A new class will be created. Click on the class to open it.
7. In the header image a Class code will be displayed. Share this code with the class students to make them join to the class.
8. There are four divisions in the Classroom
  - a. **Stream** – Dashboard page listing all the activities created
  - b. **Classwork** – Creation of Assignment, Quiz, Questionnaire, upload of materials, youtube link etc.
  - c. **People** – Inviting new students and viewing the existing students
  - d. **Grades** – Grade reports obtained by the students based on the assignments, quiz etc.

### Classwork:

1. In the Classwork menu, click on +Create button to create new assignment, quiz assignment, questions, upload material and reuse post.
2. If the students are assigned with Assignment, Quiz or Questions, the summary of students assigned, completed students and graded students will be displayed.
3. Faculty can click on any number and view the position of the assignments. The documents / answers submitted by the students can be viewed and graded.
4. There is a link for Google Calendar through which we can schedule meetings, discussions etc. and Class Drive Folder using which we can upload the materials in Google Drive and share it.

### People:

1. In this People menu, the teachers can Invite other teachers to join the class.
2. Students can also be invited to join the class.
3. Email can be sent to a single student or group of students by selecting the students and using Email option in Actions menu.

### Grades:

1. Grades menu is used to display the grades obtained by each student in the assignments, quiz, questions etc. and the average marks of the class.



## Annexure – 2: INSTRUCTIONS TO STUDENTS

Google Classroom helps teachers and students to sign in from any computer or mobile device to access class assignments, course materials, and feedback.

### Procedure to access Google Classroom by Students:

1. Login in to your Gmail account using your Gmail id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Scroll to the bottom and select Classroom. Google Classroom will be opened in a new tab.
4. If you are using Android phone to access the class, download and install Google Classroom app from Google Playstore.
5. Click on the "+" symbol and select Join Class.
6. Enter the Class code given by the faculty and click Join.
7. There are three divisions in the Classroom
  - a. **Stream** – Dashboard page listing all the activities created
  - b. **Classwork** – List of assignments, quiz, questions assigned by the faculty, files uploaded etc. will be displayed.
  - c. **People** – Students can view their classmates here.

### Classwork:

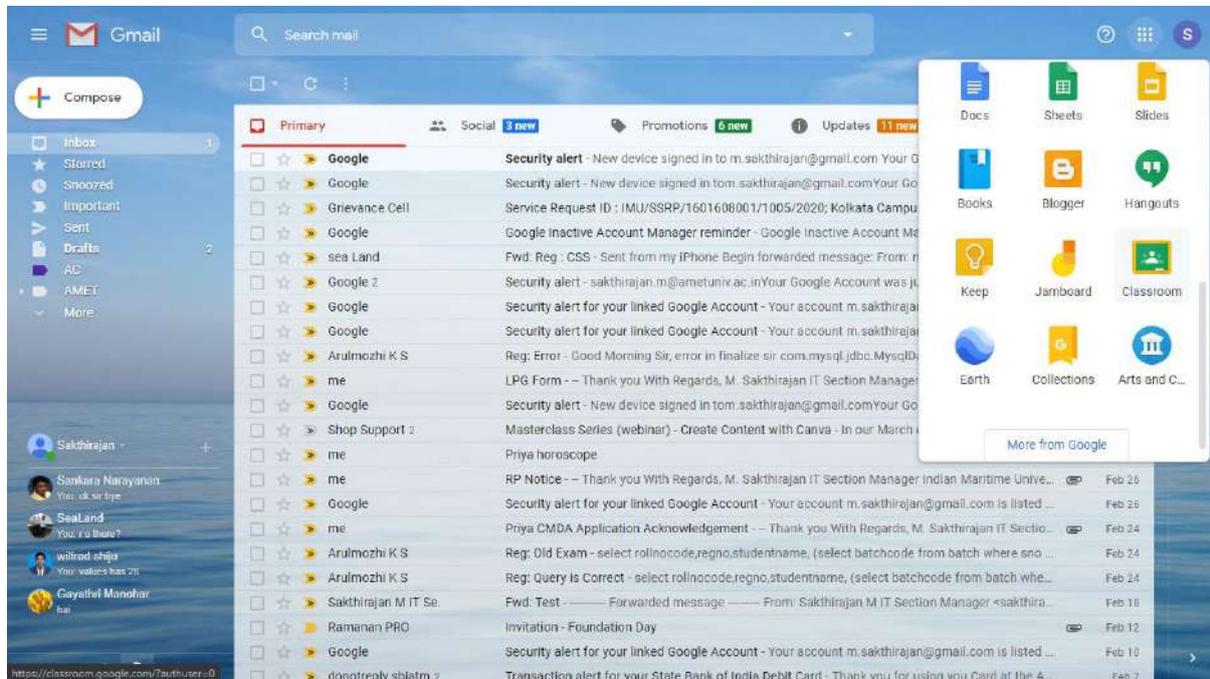
1. In the Classwork menu, click on the work assigned by the faculty.
2. Students can submit their assignments by uploading files or creating new document, spreadsheet from Google Drive.

### People:

1. In this People menu, students can view their faculty and classmates.



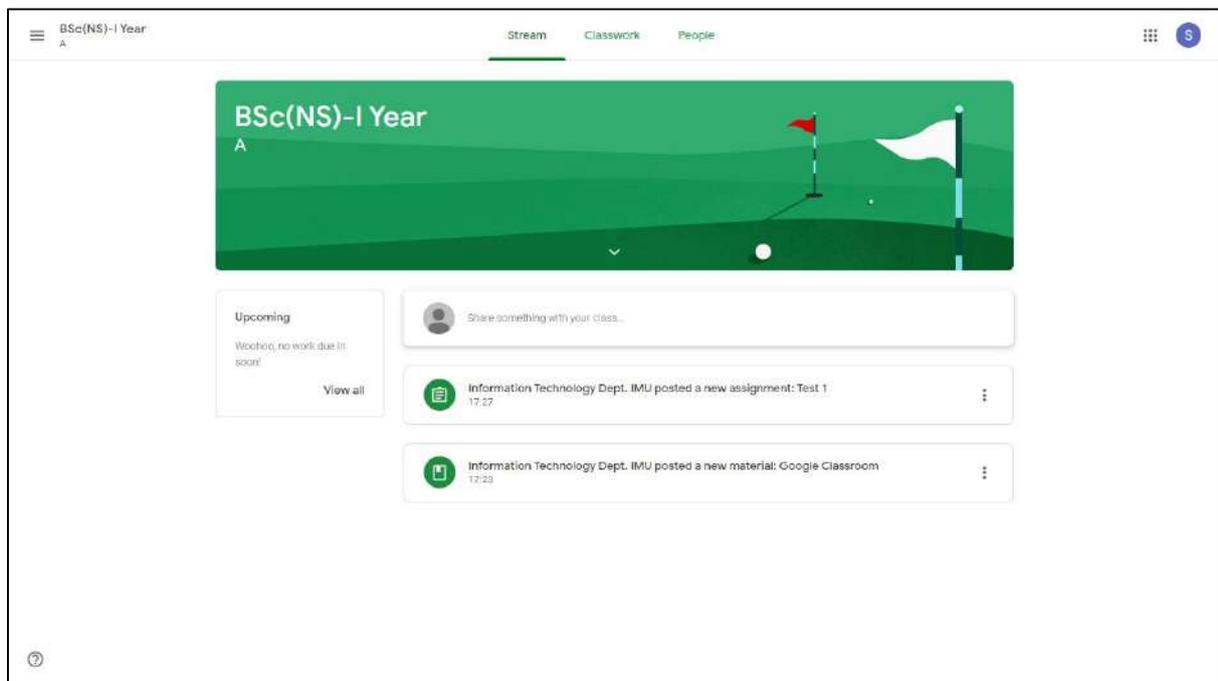
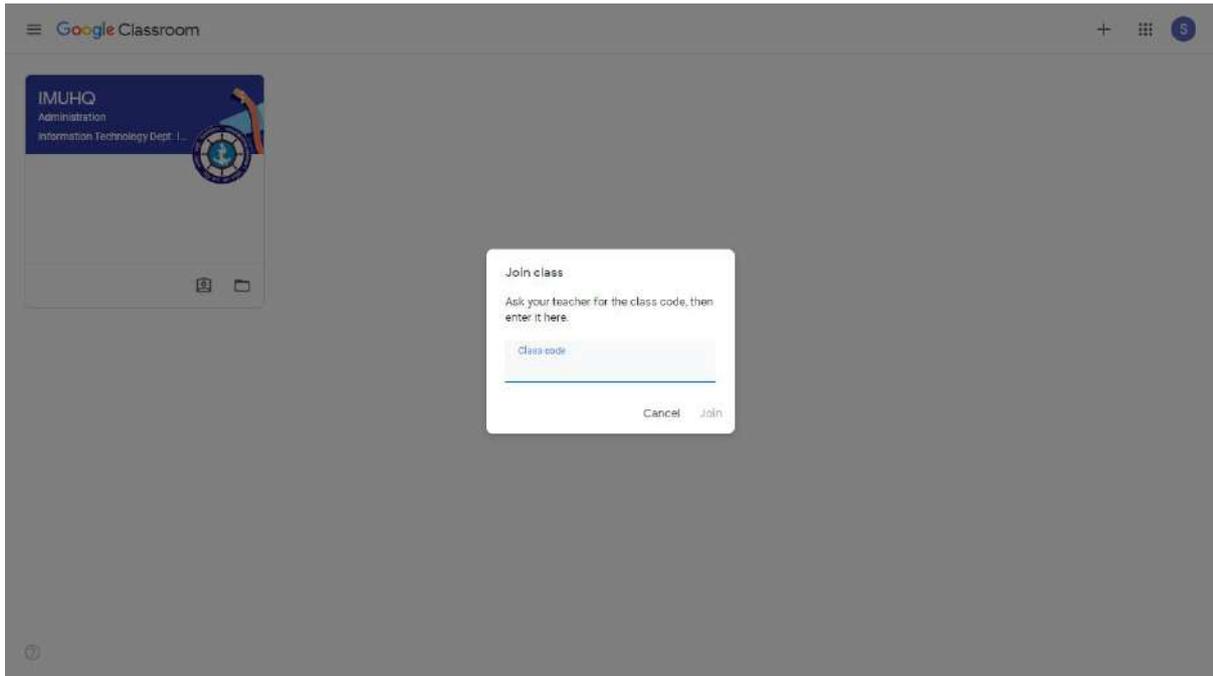
1. Login in to your Gmail account using your Gmail id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Scroll to the bottom and select Classroom. Google Classroom will be opened in a new tab.
4. If you are using Android phone to access the class, download and install Google Classroom app from Google Play store.



5. Click on the "+" symbol and select Join Class.



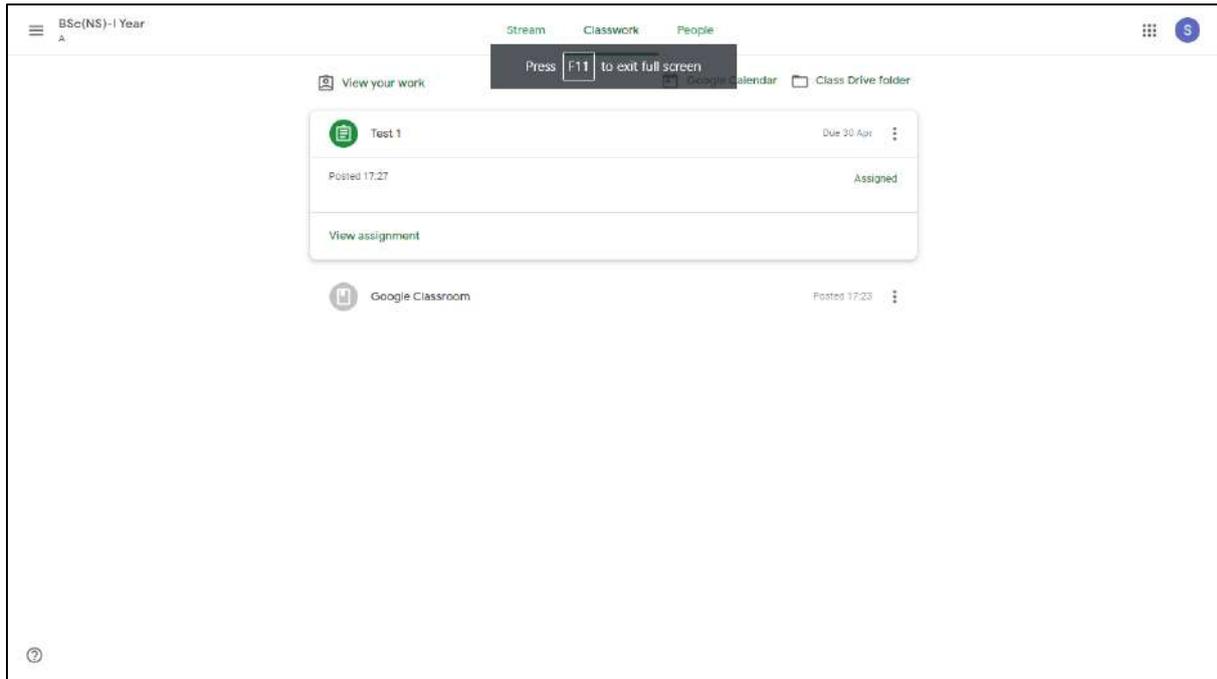
6. Enter the Class code given by the faculty and click Join.



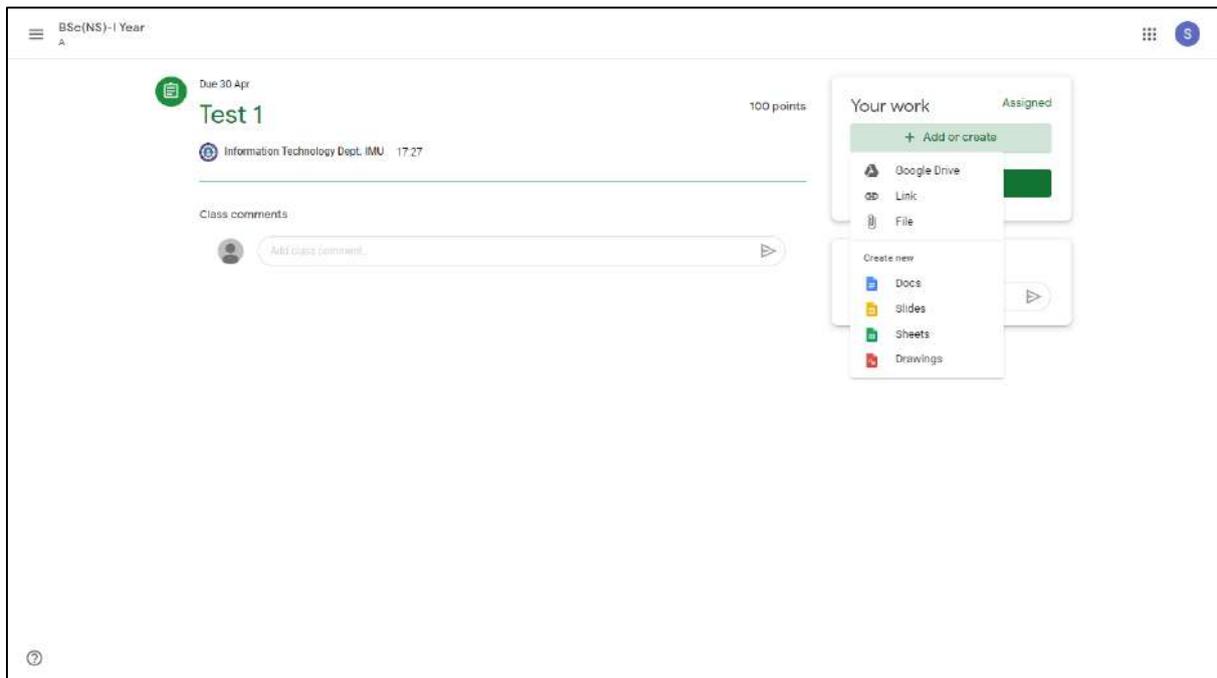
7. There are three divisions in the Classroom
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  - c. **People** – Students can view their classmates here.

### **Classwork:**

1. In the Classwork menu, click on the work assigned by the faculty.



2. Students can submit their assignments by uploading files or creating new document, spreadsheet from Google Drive.



### People:

1. In this People menu, students can view their faculty and classmates.



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Stream    Classwork    **People**

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### Teachers

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 Information Technology Dept. IMU

### Classmates

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 Sakthirajan M IT Section Manager

©



## **Annexure – 3: Brief Introduction to combining “ Google Meet” and Google Class room”**

- 1) Faculty and student to interact through Google Meet application. For beginners, a step-by-step introduction is presented below. For additional information or any difficulty faced, IT section may be contacted for assistance
- 2) When combined with Google Class room and Google meet, the task of sharing study material and interaction will help the student to get better involvement. The steps for initiating meet is as follows:
  - i) “Google Meet” link to be created by concerned faculties to invite desired group / batch / students / cadets & controlling heads like HODs / Campus Directors..etc .
  - ii) The above stated link can be shared to all group / batch / students / cadets & controlling heads like HODs / Campus Directors..etc in “Google Class room” created / set up by the concerned faculties using their “IMU.AC.IN” email id.
  - iii) The off-line contents including PPT, DOCS, PDF , AUDIO / VIDEO files can be shared from relevant Google Class room to the “Common Google Drive” which was already created by HQ-IT Section vide “[studymaterial@imu.ac.in](mailto:studymaterial@imu.ac.in)” e-mail id. Name / Title for each class / contents / files may be as desired by each faculty concerned under their own folders / sub-folders in the drive.
  - iv) To create suitable folders as one time task & facilitate authorised faculties to share their content through said google class room in the above stated google drive, list of faculty name & their official mail ids may be shared to HQ-IT section initially / as one time process.
- 3) For effective implementation, the IT personnel / section of campuses may also be directed to be in touch with HQ-IT Section.



- 4) The "Google Class room" can be utilised / access by faculties & students through "Google Class Room App" available in "Google Play Store" on Free of Cost in any smart phones. Hence, there is no any specific storage issue except for the space required for downloading/installing the app.
- 5) The contents & class created can be recorded & stored easily using class room utilities & Google drive as stated above. Hence, off-line access is also possible in this mode.
- 6) Therefore, the procedure to be followed by faculties for creating Goolge Class room through Google Meet & then sharing materials in Google drive under "studymaterial" may be seen in **following pages** for reference & easy understanding.
- 7) For any more clarifications, faculties may be asked to contact HQ-IT section through their campus IT section / personnel so that effective implementation & permanent solution can be achieved with decentralisation & participation.



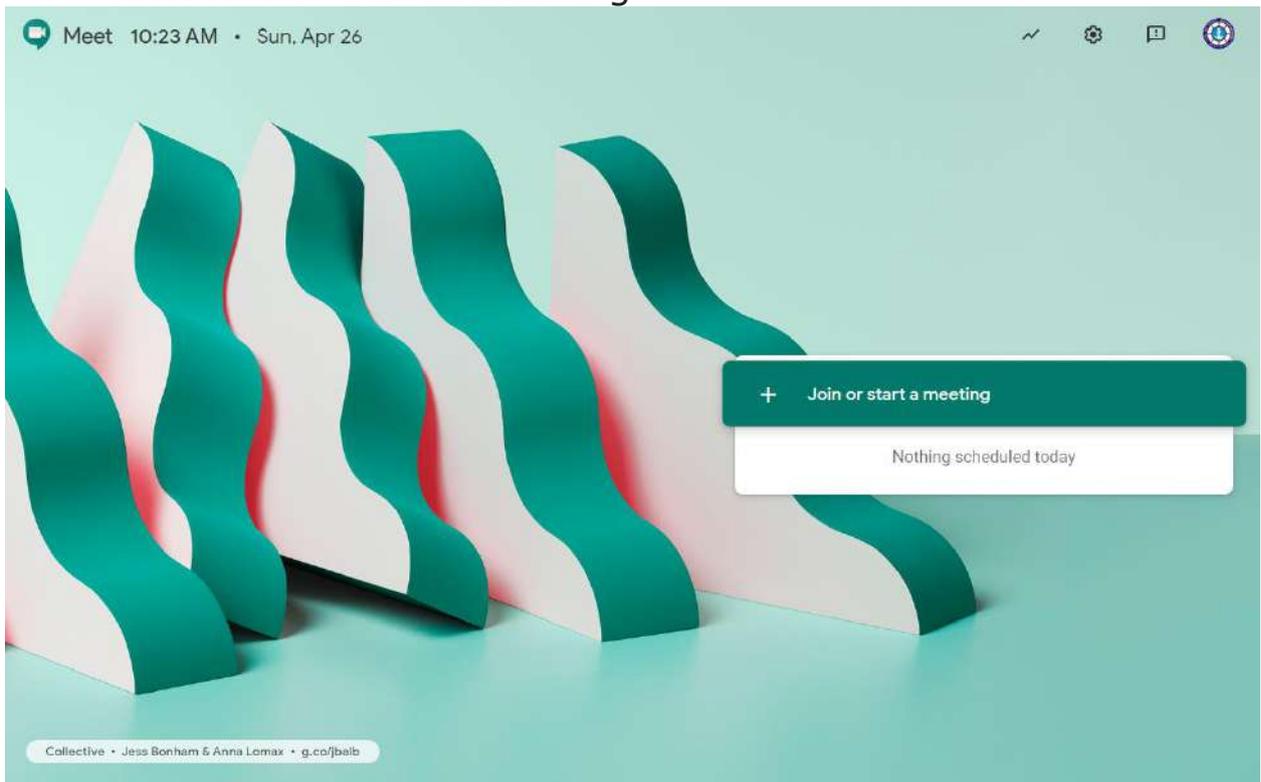
## Procedure to Link Google Meet in Google Classroom:

1. Login in to your Gmail account using IMU email id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Select Meet.

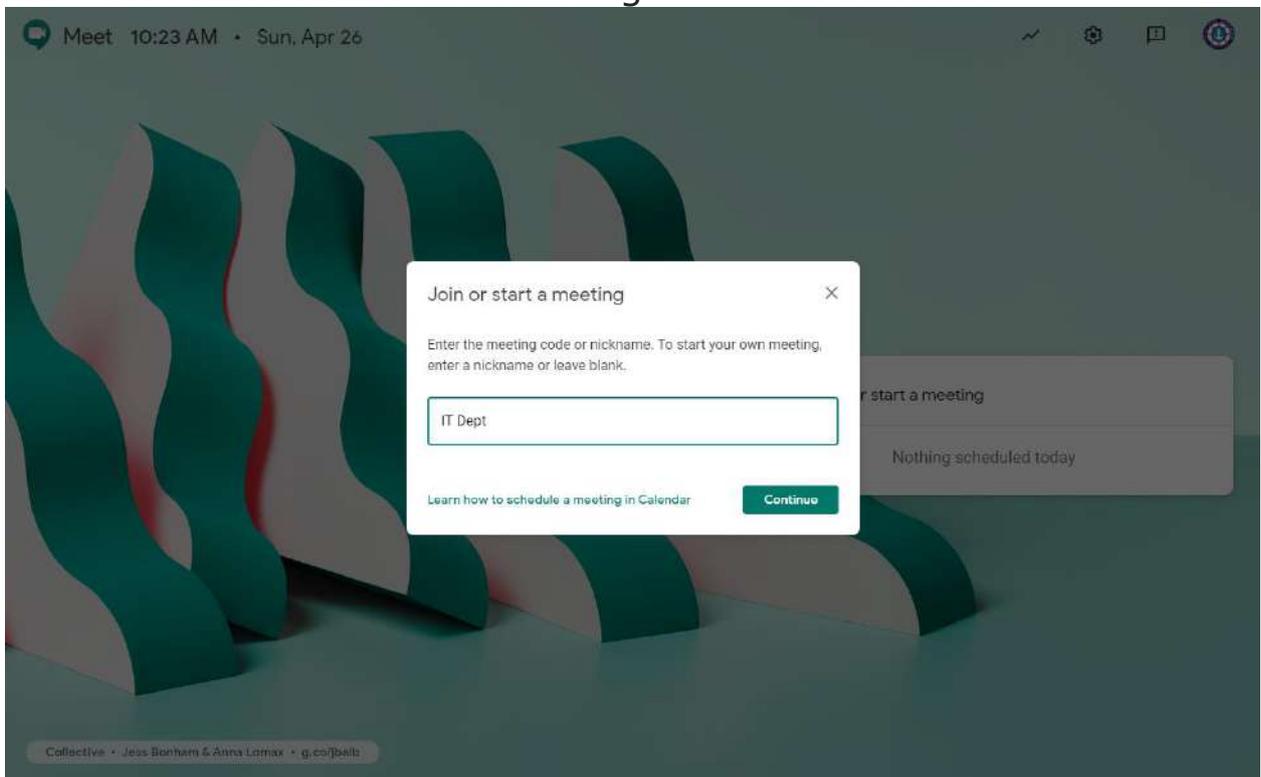
The screenshot shows a Gmail interface with the Google Apps menu open. The menu includes icons for Account, Gmail, Drive, Docs, Sheets, Slides, Calendar, Chat, Meet, Google+, Sites, and Contacts. The 'Meet' icon is highlighted. The background shows a list of emails in the inbox, including messages from 'Registrar', 'Anurag Mall Assista', 'me, Vice, IMU 6', 'IMU, Sakthirajan, me 3', 'Deputy Registrar Pu. 2', 'Google', 'R.: Sakth., Finan. 7', 'IMU, Deputy, Deputy 4', 'me .. IMU, Anurag 21', 'Deputy, me 3', 'R.: Sakthirajan, me 4', 'Anbu, Principal, me 3', 'Anbu, me 2', 'Anbu, me 6', 'IMU, me 2', 'Registrar IMU', 'IMU, me 2', 'mukul, me 3', 'Deputy, Sakthirajan 2', 'me, Deputy 2', 'Balaji, me 3', 'Deputy, IMU, me 6', 'Vinay Saini', 'V, me, Deputy 5', and 'Karthikeyan .. me, R 5'.



#### 4. Click Join or Start a Meeting

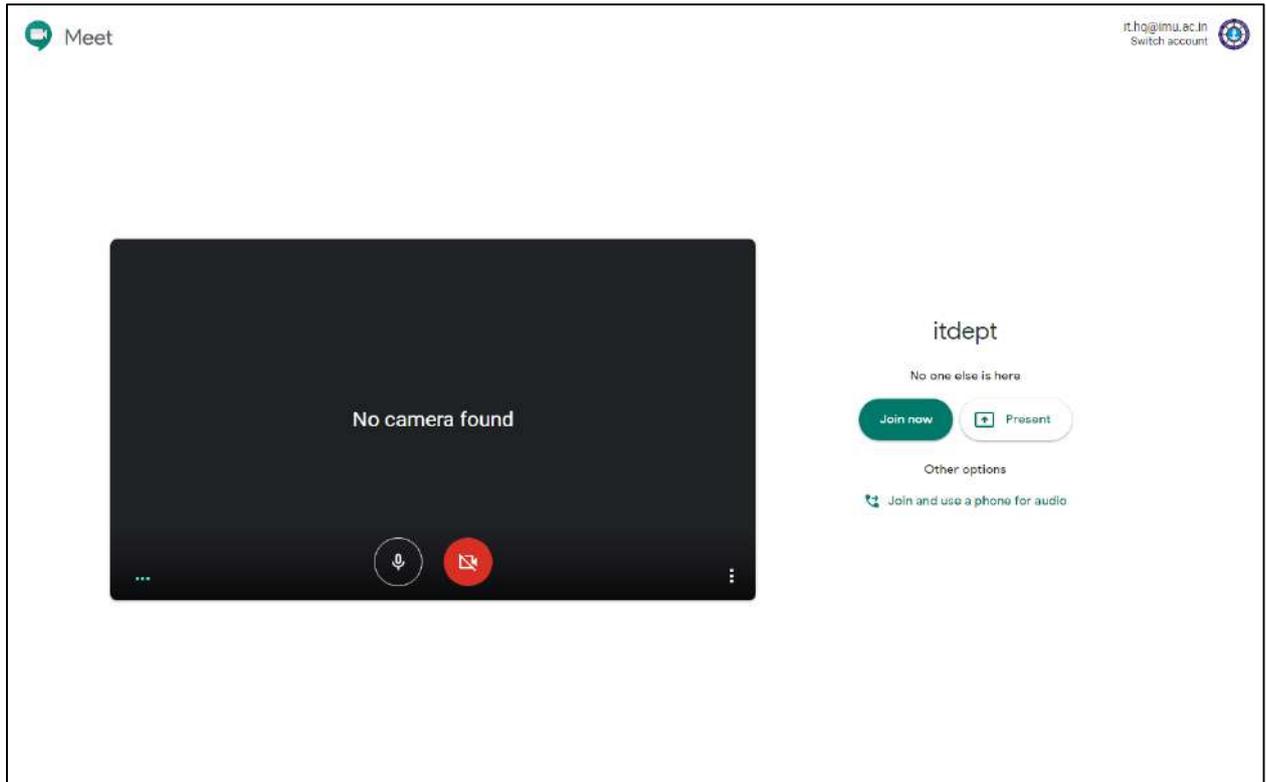


#### 5. Give a Name for the Meeting and click Continue

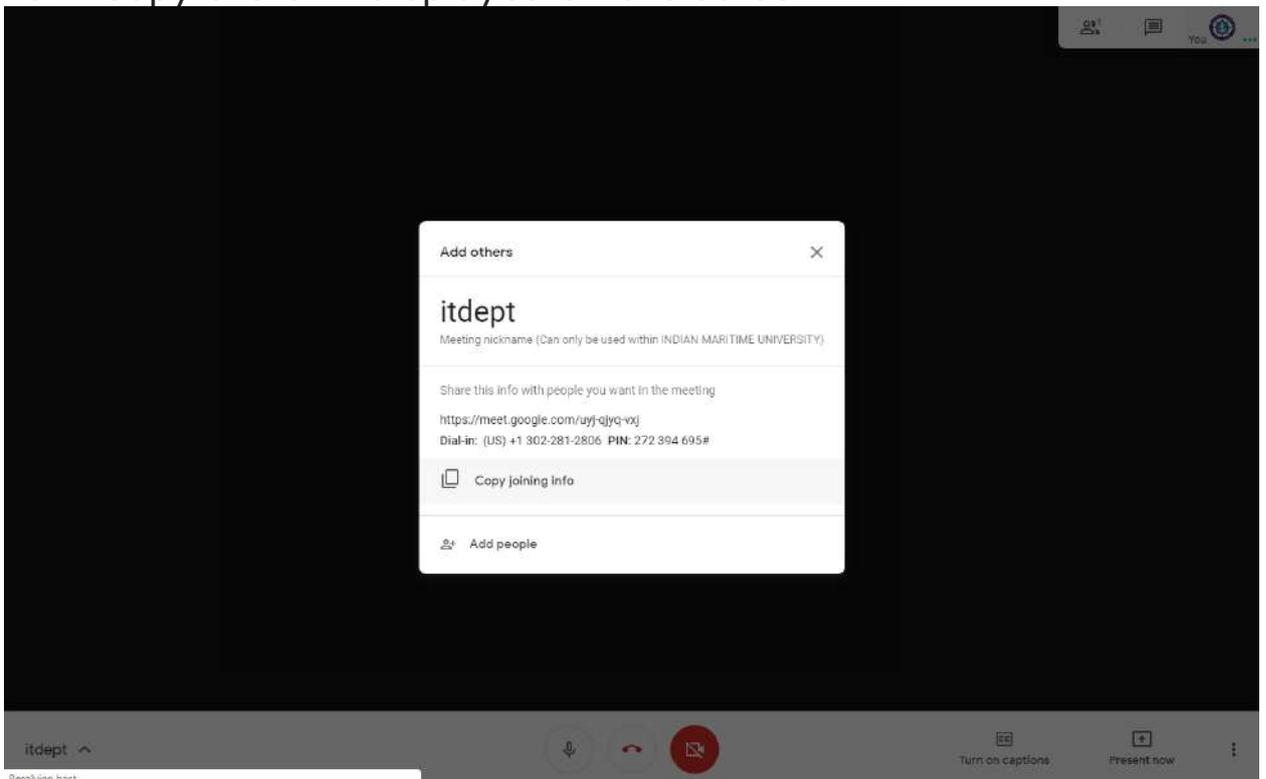


#### 6. Camera and Microphone will be initiated.

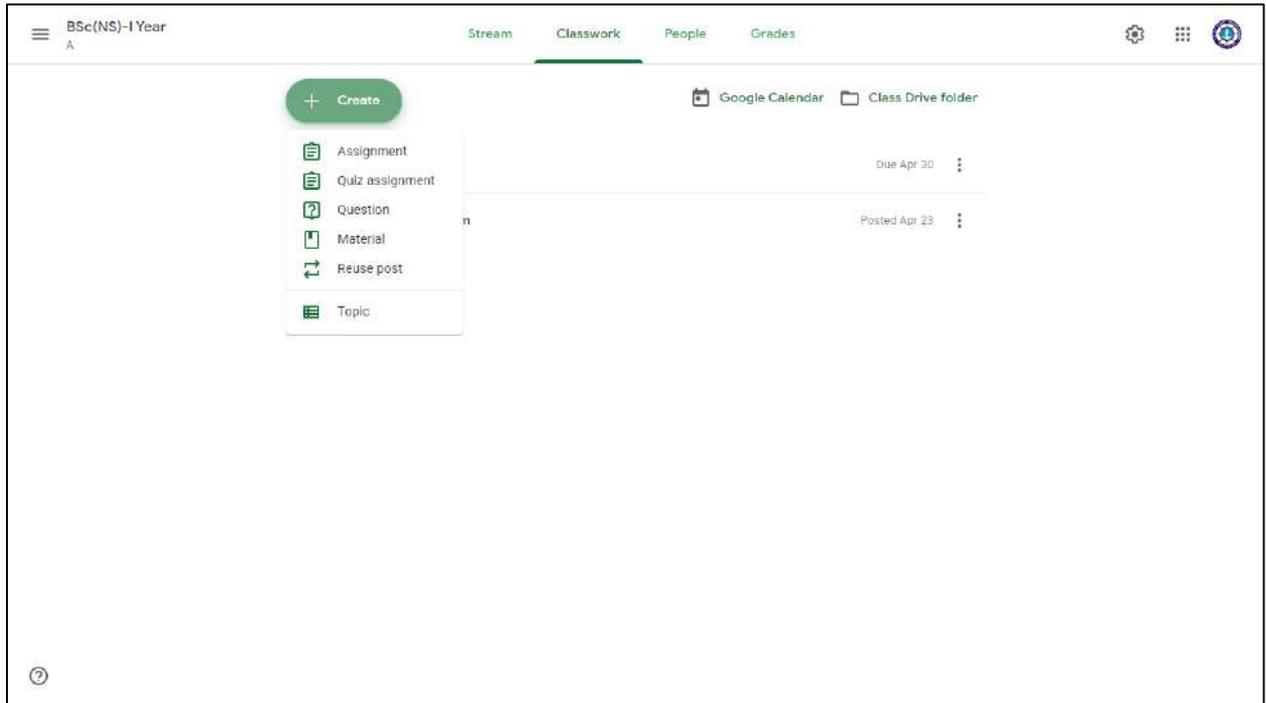
#### 7. Click on Join Now



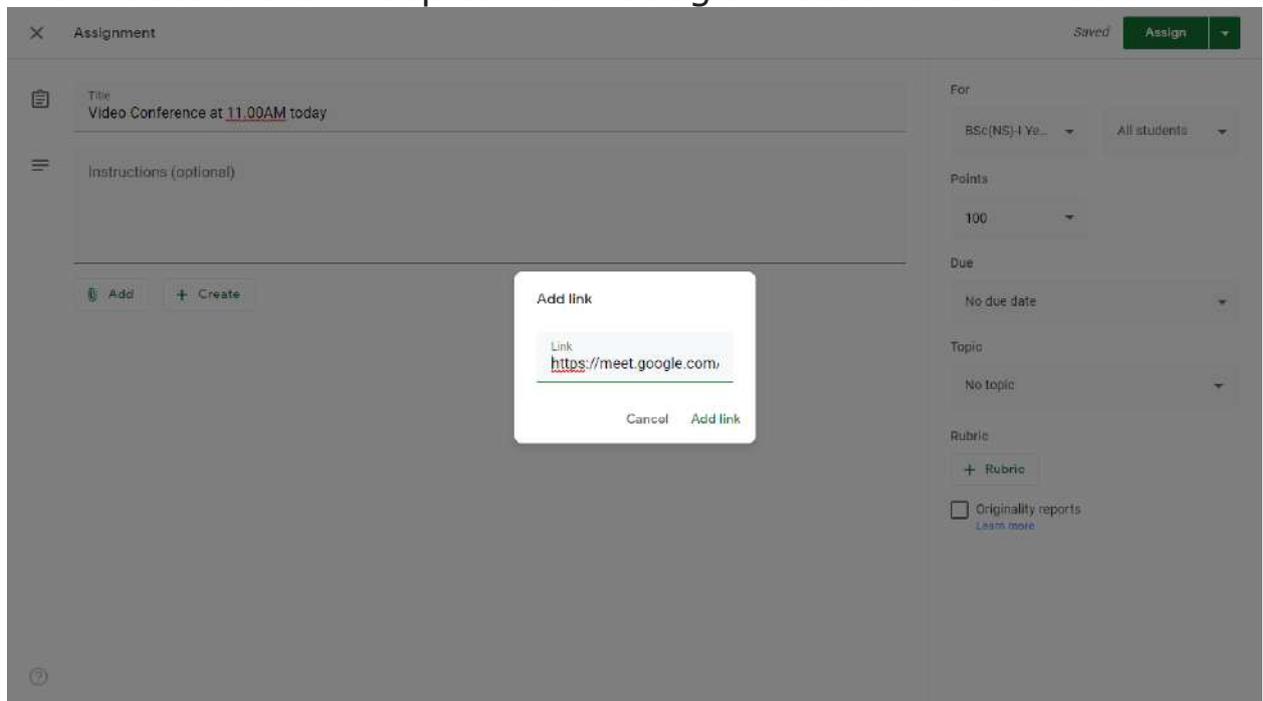
8. Copy the URL displayed on the screen



9. Open Google Classroom and go to Classwork menu.
10. Click Create button and select Assignment



11. Enter a title for the assignment like 'Video Conference Meeting at 11.00AM'.
12. Click Add and choose Link.
13. Paste the URL copied from Google Meet and click Add Link.

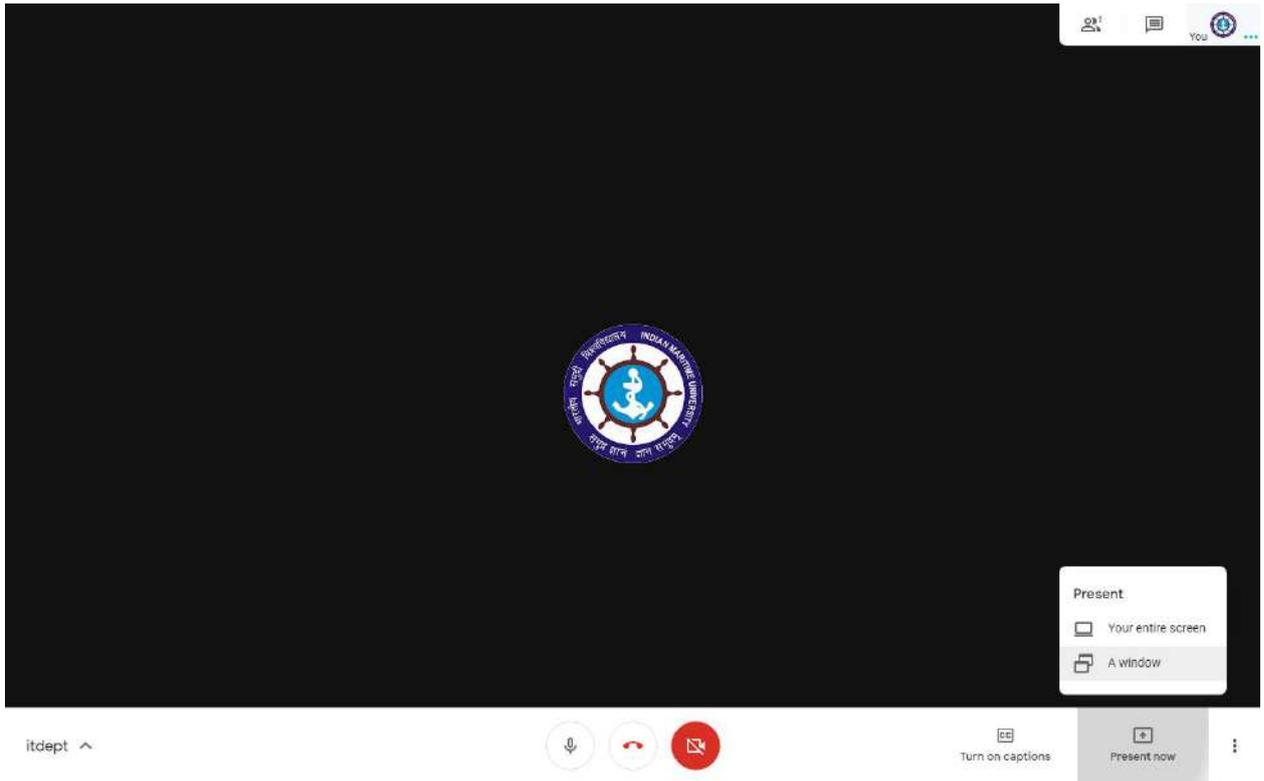


14. Select the due date and click Assign

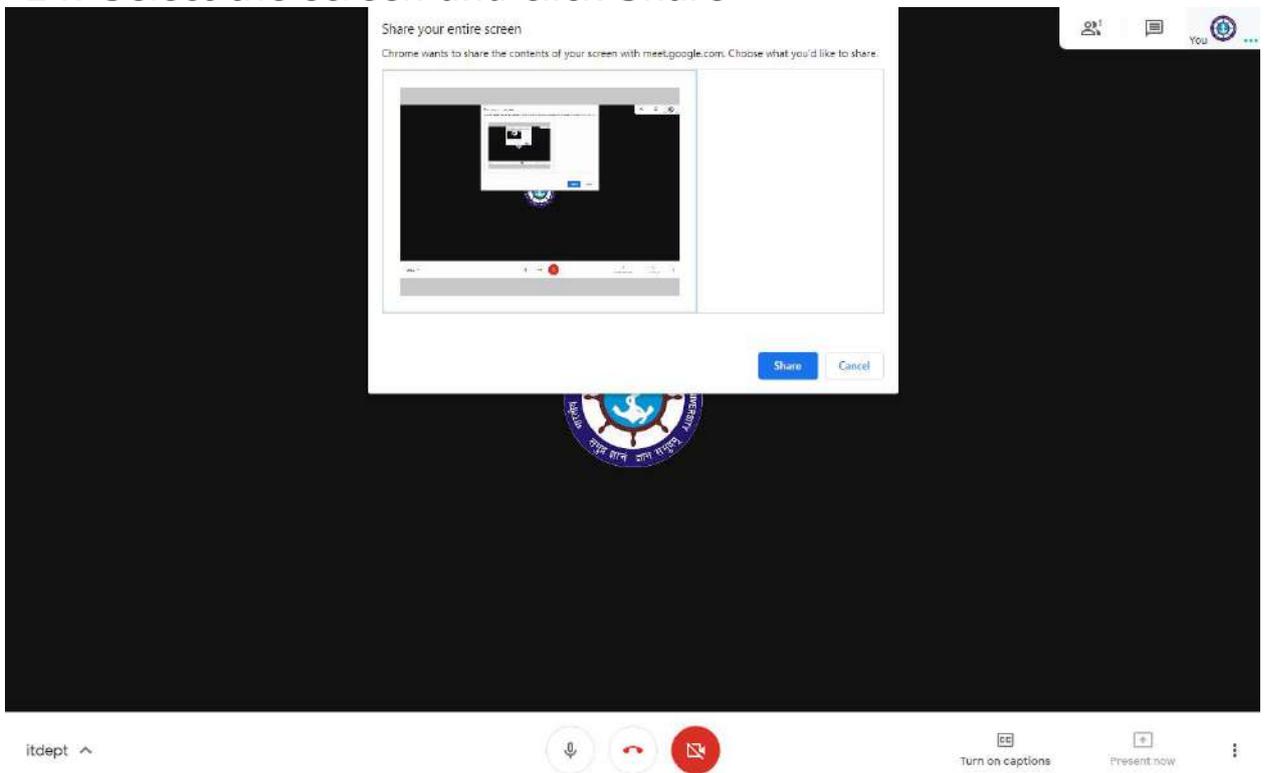


The screenshot displays the 'Assignment' creation page in Canvas LMS. The title is 'Video Conference at 11:00AM today'. The 'For' dropdown is set to 'BSc(NS)-I Ye...' and 'All students'. The 'Points' are set to 100. The 'Due' date is 'Apr 28, 2020'. A 'Class video meeting' link is added to the assignment. The 'Due date & time' dropdown is open, showing the date and a 'Time (optional)' field. There is also an 'Originality reports' checkbox and a 'Learn more' link.

15. Now the link will be visible to all the students.
16. Create this Google Meet link on the same day video conference is scheduled.
17. Once the students click on the link, you will be prompted for accepting the invitation.
18. Click Accept.
19. Repeat the process for all the students joining the meeting.
20. After joining ask the students to mute their mic or else echo will appear.
21. To make any presentation from your system, click on the Present Now button in the bottom right corner.
22. Select Entire Screen



- 23. A popup window will appear with the system screen.
- 24. Select the screen and click Share

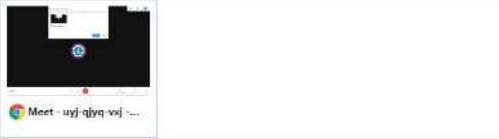


- 25. Now everyone will be able to see the presentation.



Share an application window

Chrome wants to share the contents of your screen with meet.google.com. Choose what you'd like to share.



Meet - uzj qiyq voj ...

Share Cancel



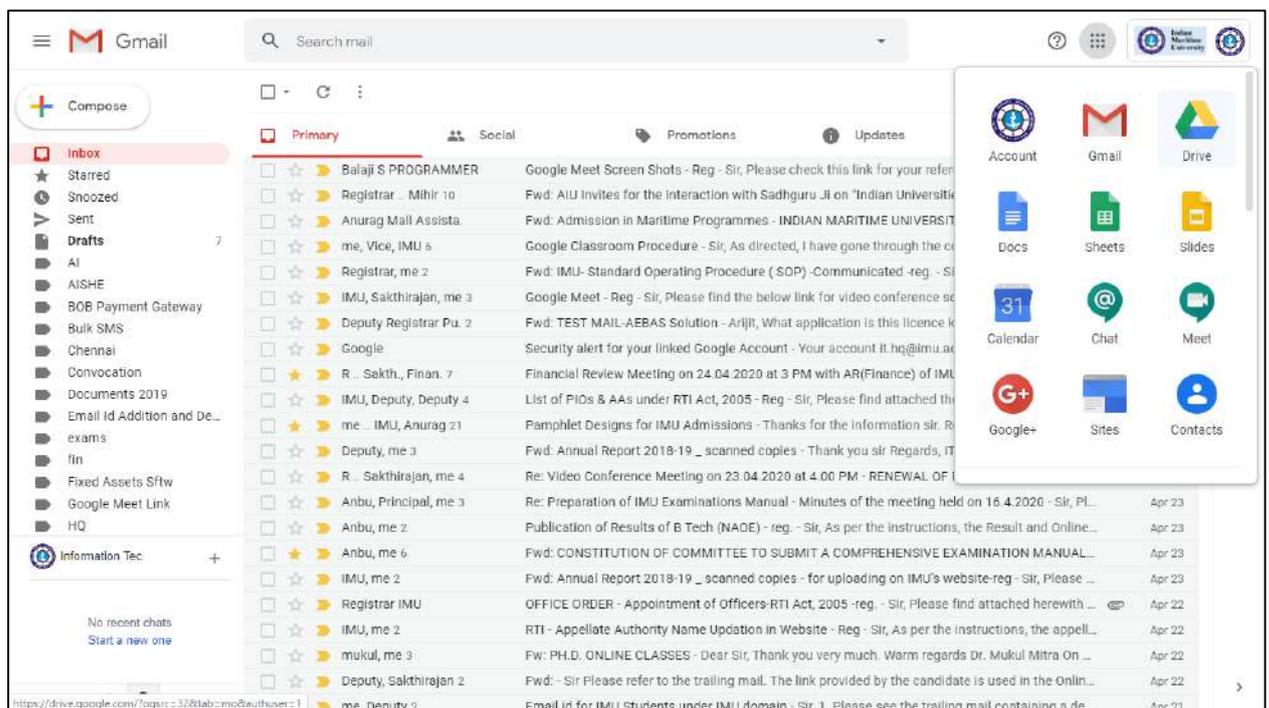
itcept ^

Microphone, Video, Screen sharing, Turn on captions, Present now, and a menu icon.

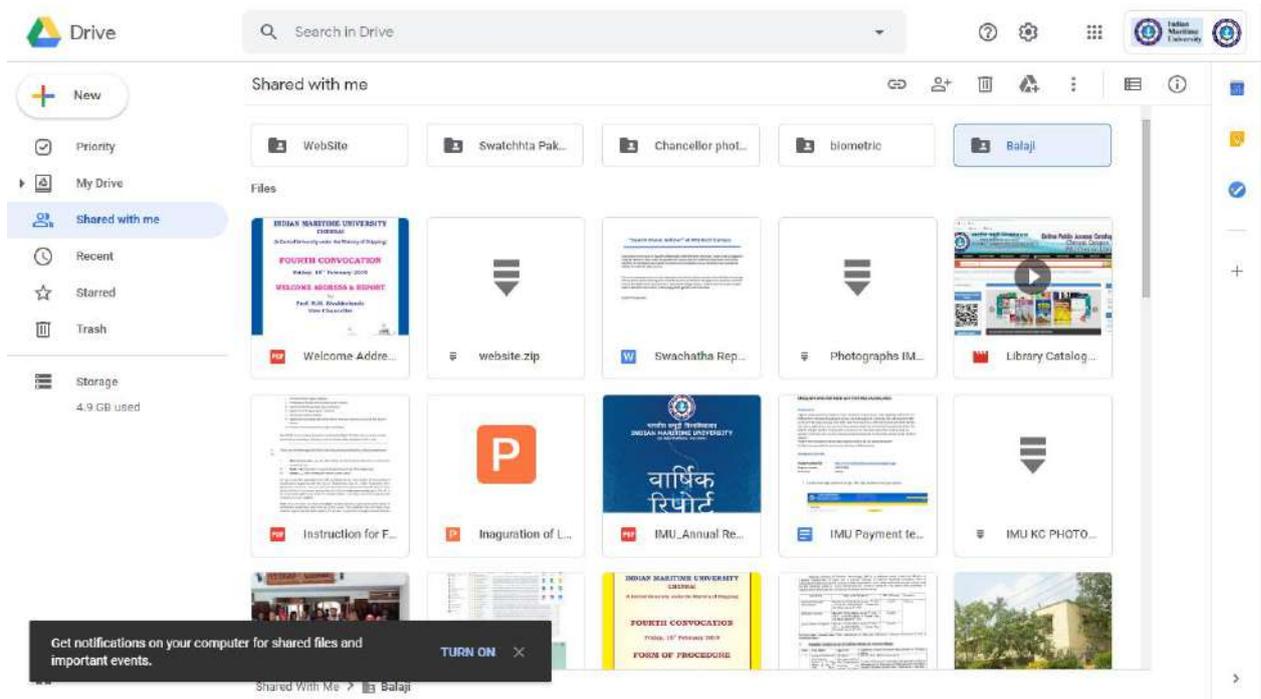


## Procedure to Link Google Drive folders in Google Classroom:

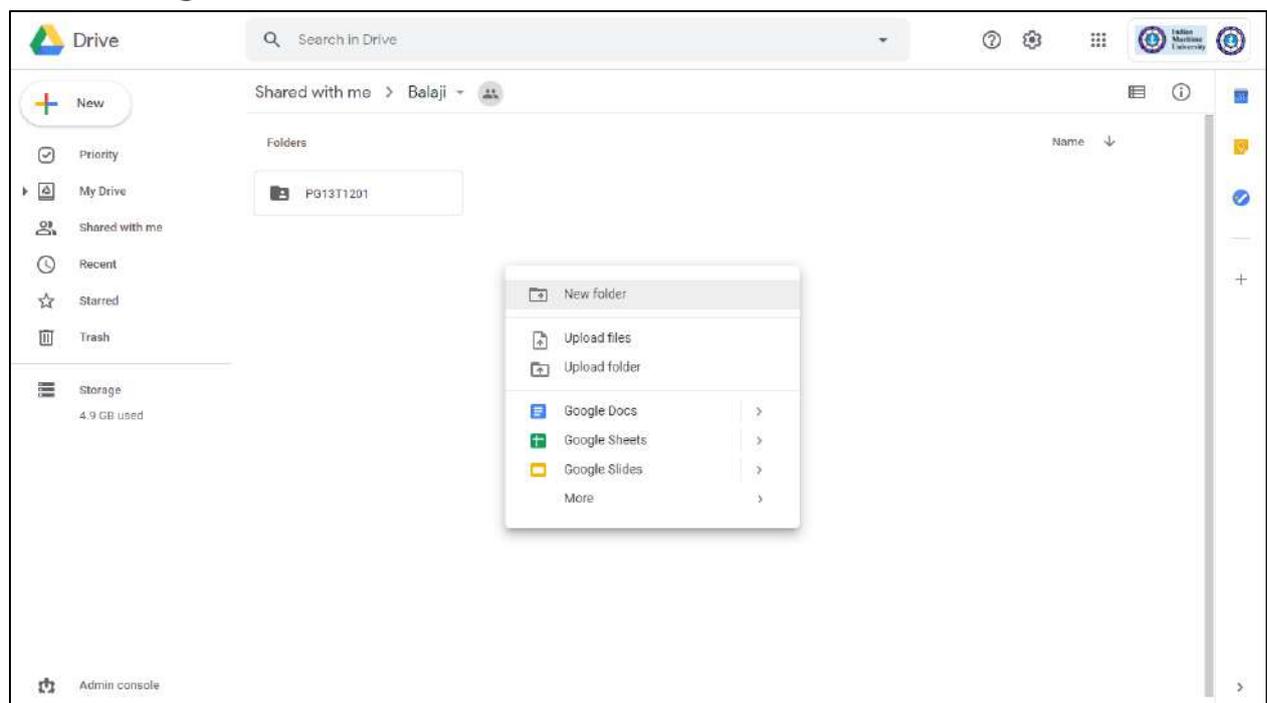
1. Login in to your Gmail account using IMU email id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Select Drive.



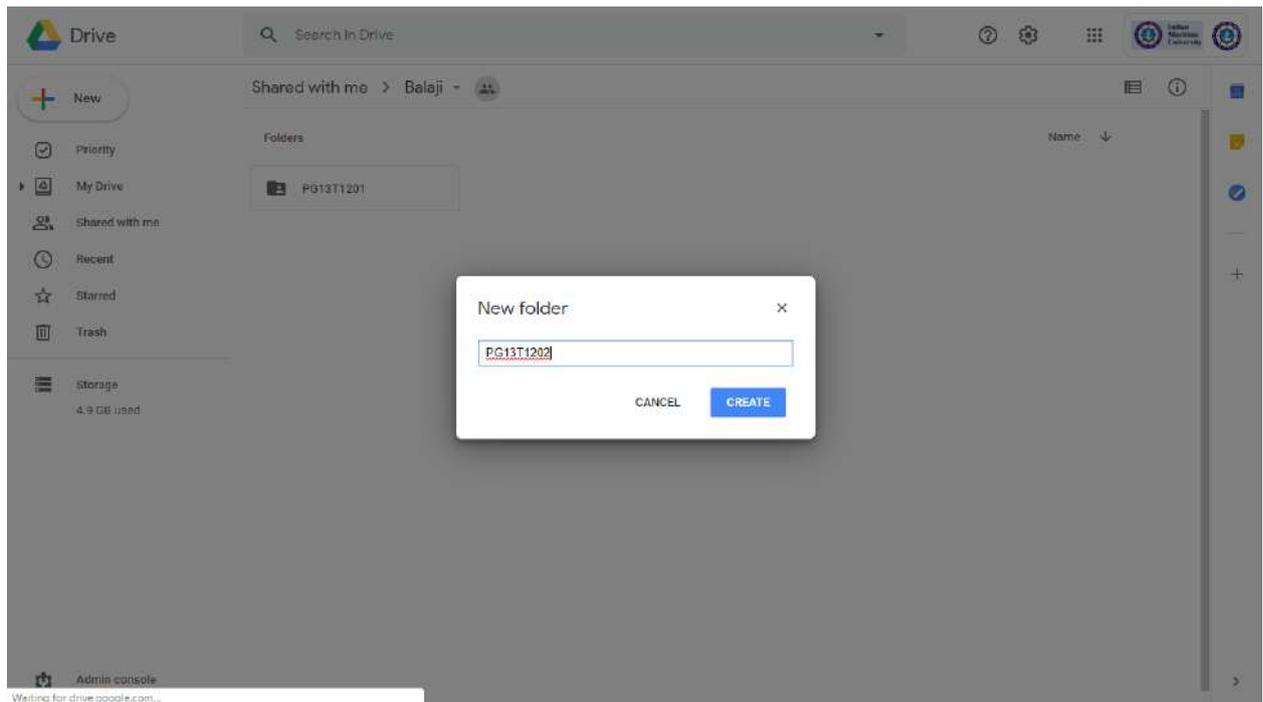
4. Click on Shared with Me and open the folder created in your Name.



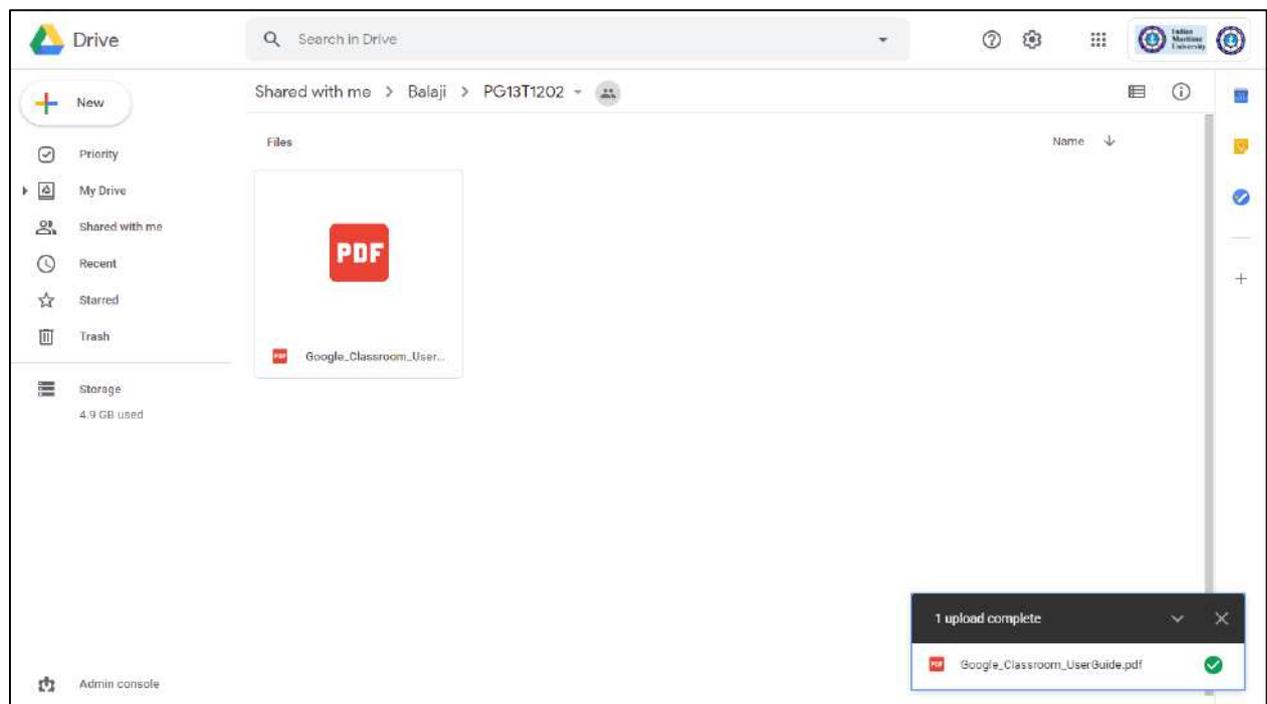
## 5. Right Click on the Screen and select New Folder



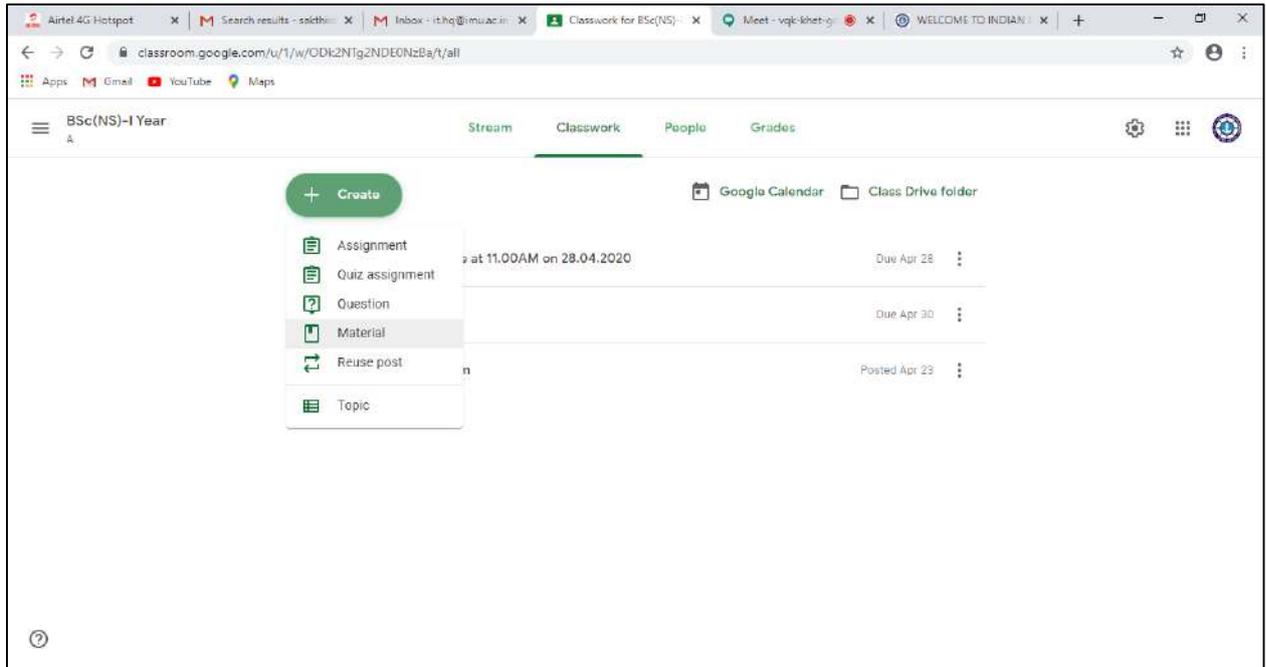
## 6. Type the Subject Code as the name for the Folder (eg.PG13T1201)



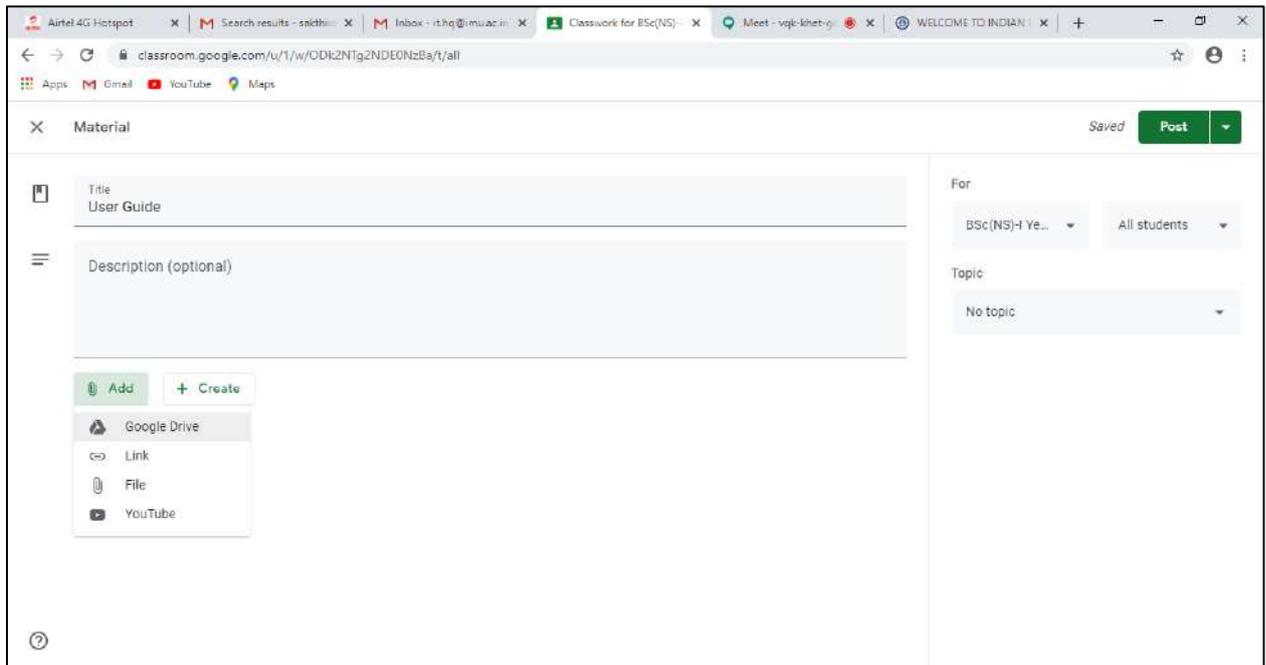
7. In this folder, you can upload the documents in any format like doc, xls, ppt, pdf etc. or you can create documents in google drive directly.



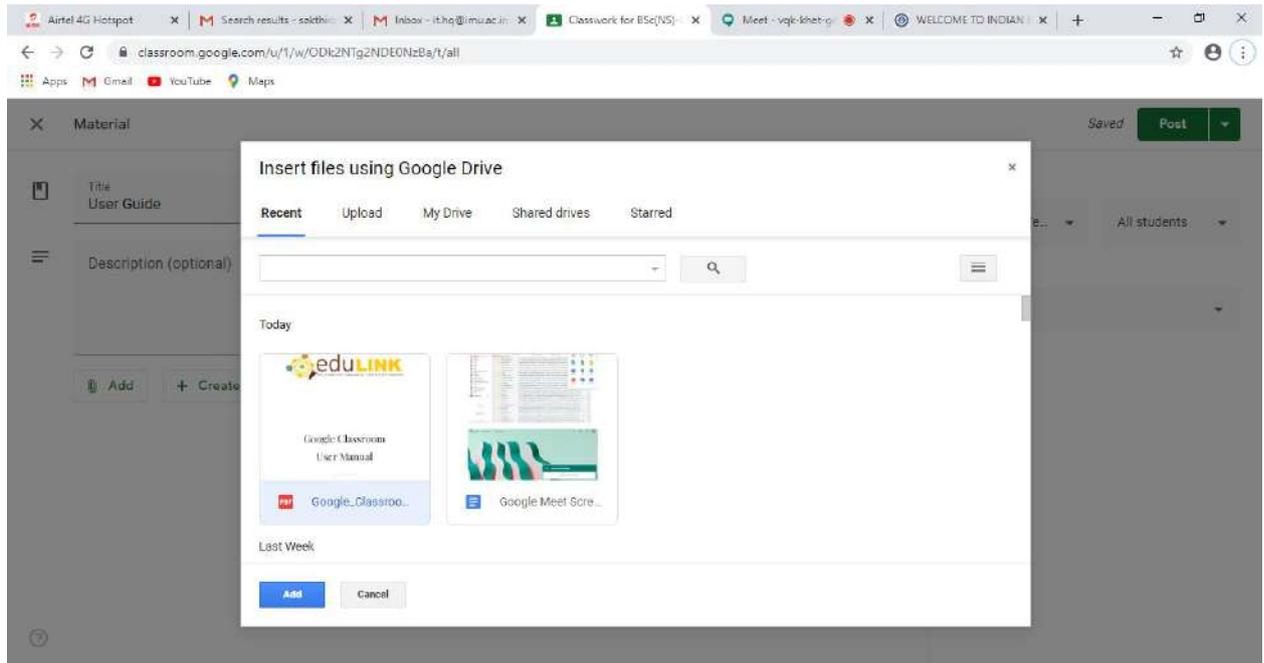
8. Open Google Classroom and select Classwork menu.
9. Click Create button and choose Material.



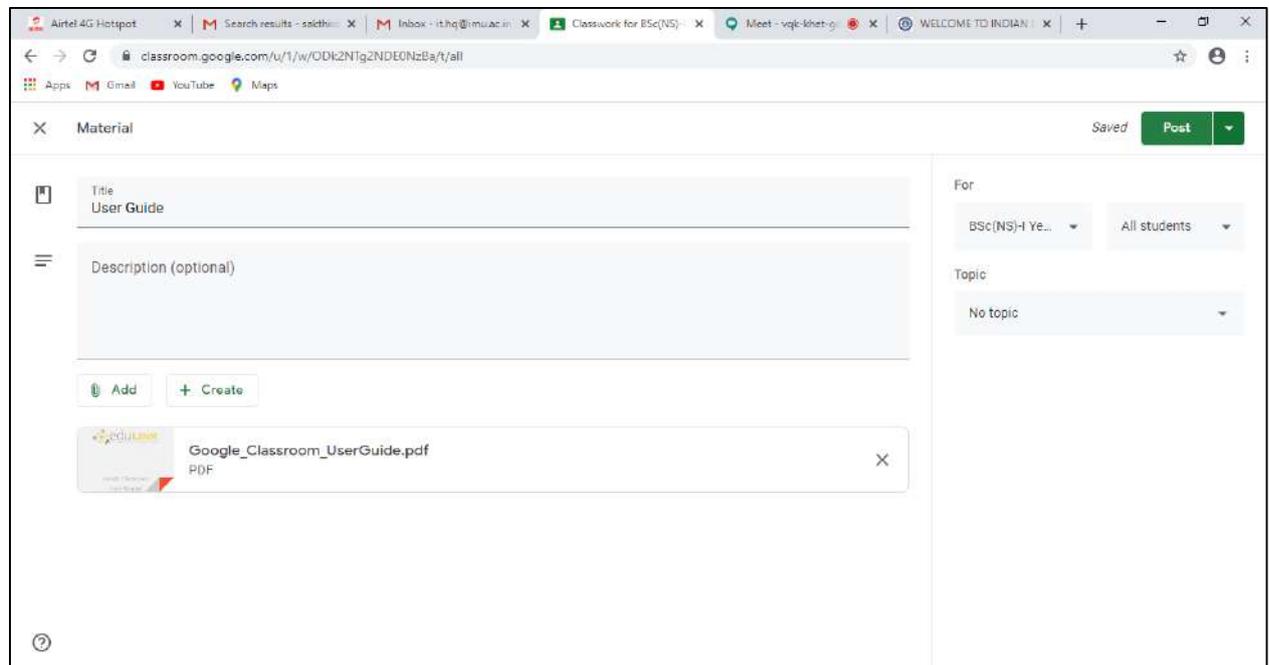
10. Give a title to the material and select Add.
11. Select Google Drive.



12. A popup will appear listing your Google Drive files and folders.
13. Select the file uploaded and click Add.

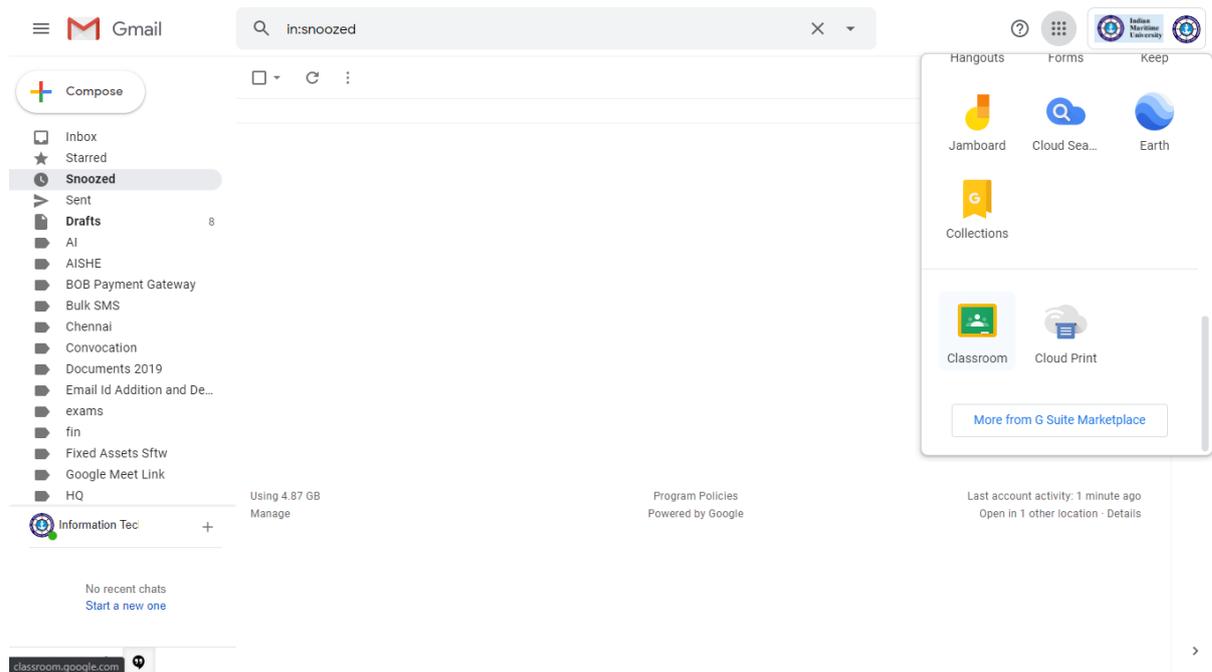


14. Once the file is enclosed, click Post. The document will be shared with all the students automatically.

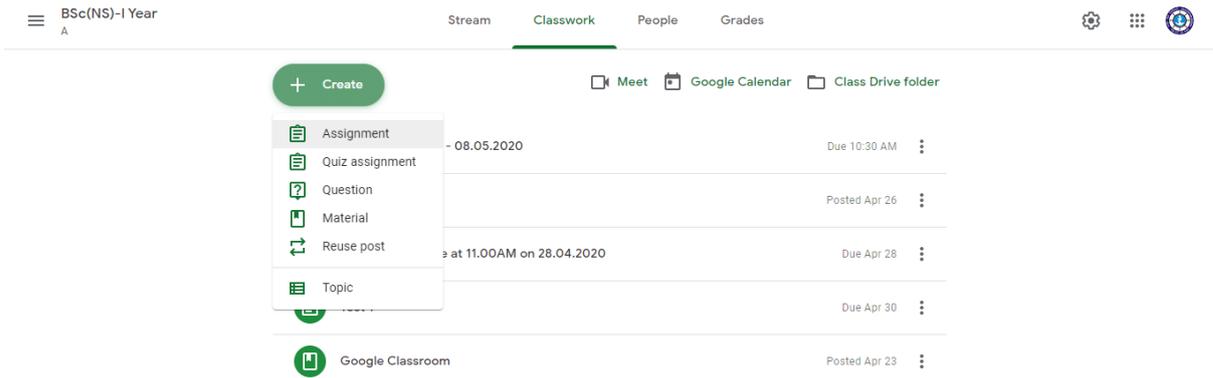


## Procedure to Mark Attendance in Google Classroom:

1. Login in to your Gmail account using IMU email id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Scroll to the bottom and select Classroom. Google Classroom will be opened in a new tab.

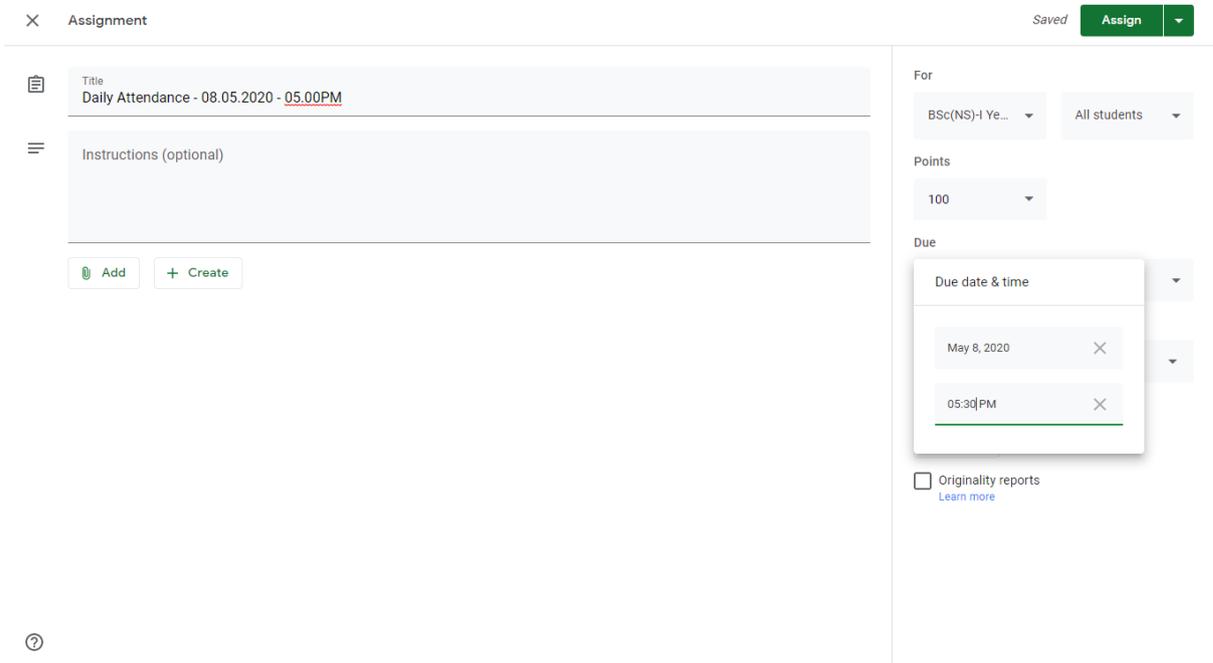


4. Open the Class and go to Classwork menu.
5. Click Create button and select Assignment.



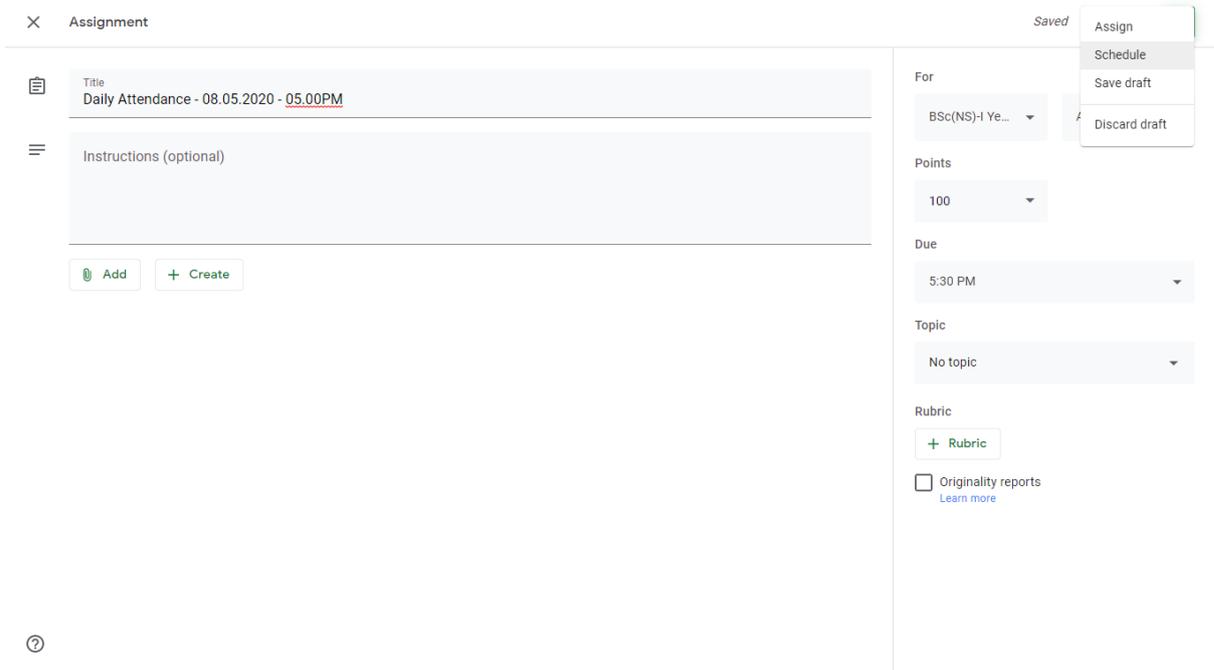
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6. Give Title as "Daily Attendance – 08.05.2020 05.00PM". (Date and time as per the class hours).
7. In the right side menu, select due date as the current date and set a time limit for marking the attendance (eg. 05.30PM).

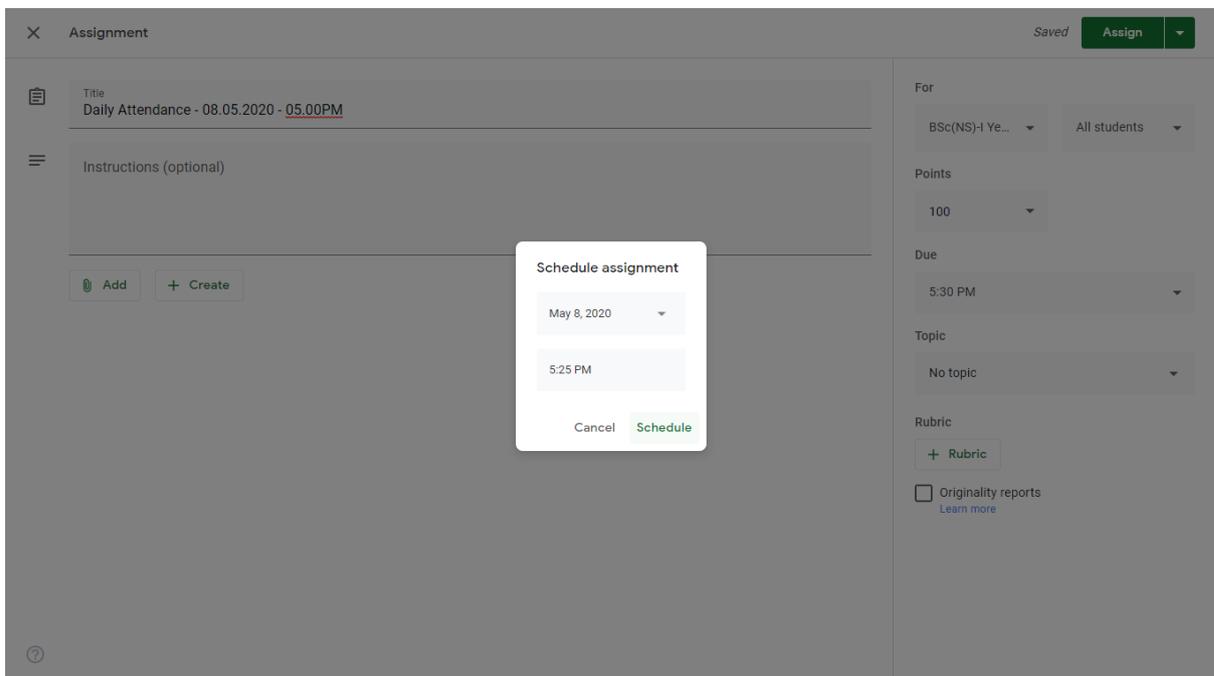


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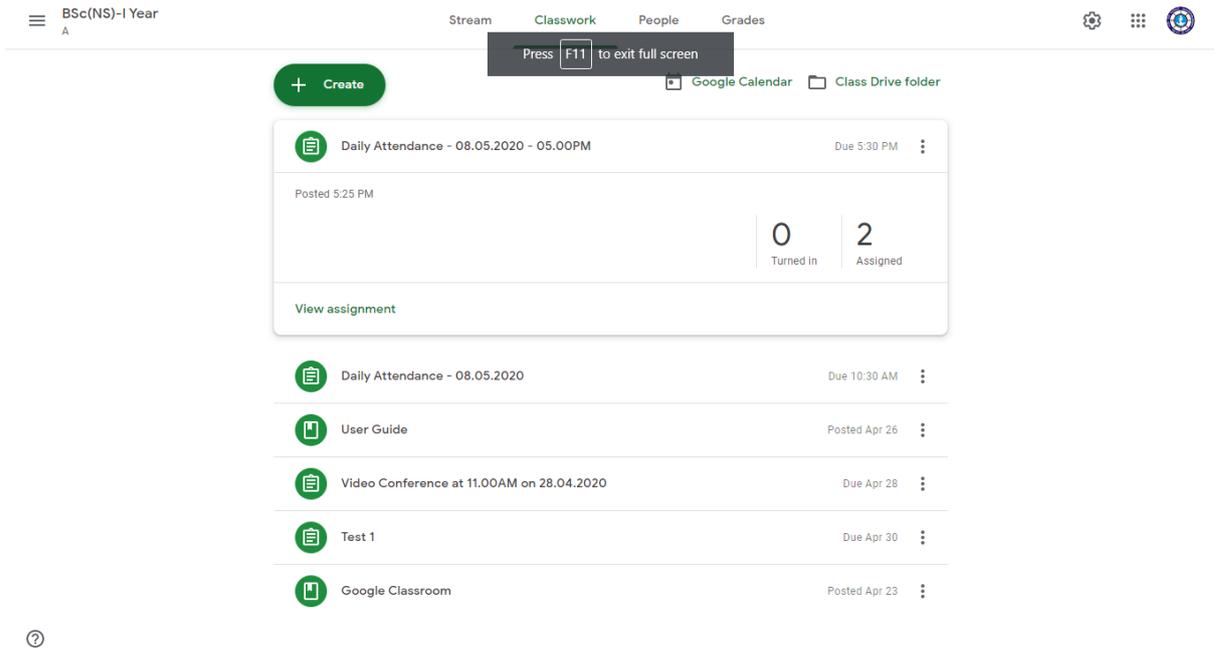
8. Click the arrow next to Assign and select "Schedule".



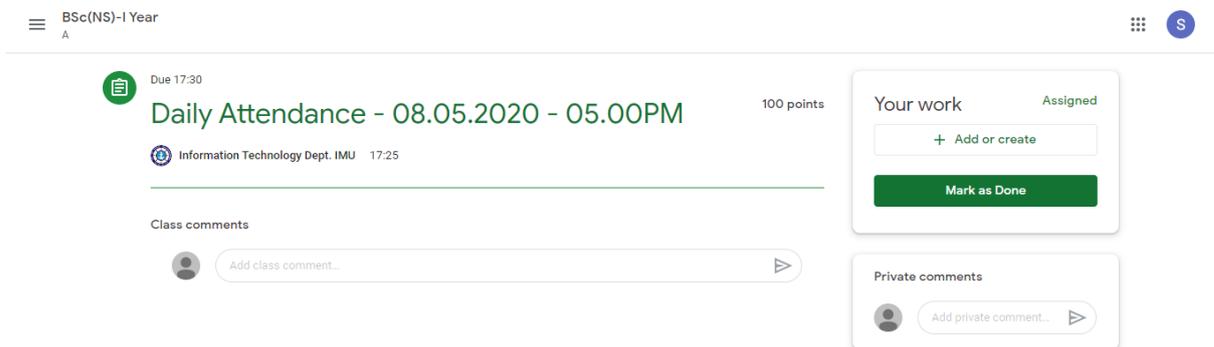
9. Give a date and time and click Schedule. The attendance assignment will be opened to the students at the given time only.



10. Initially the assignment will be marked as Assigned to all the students.

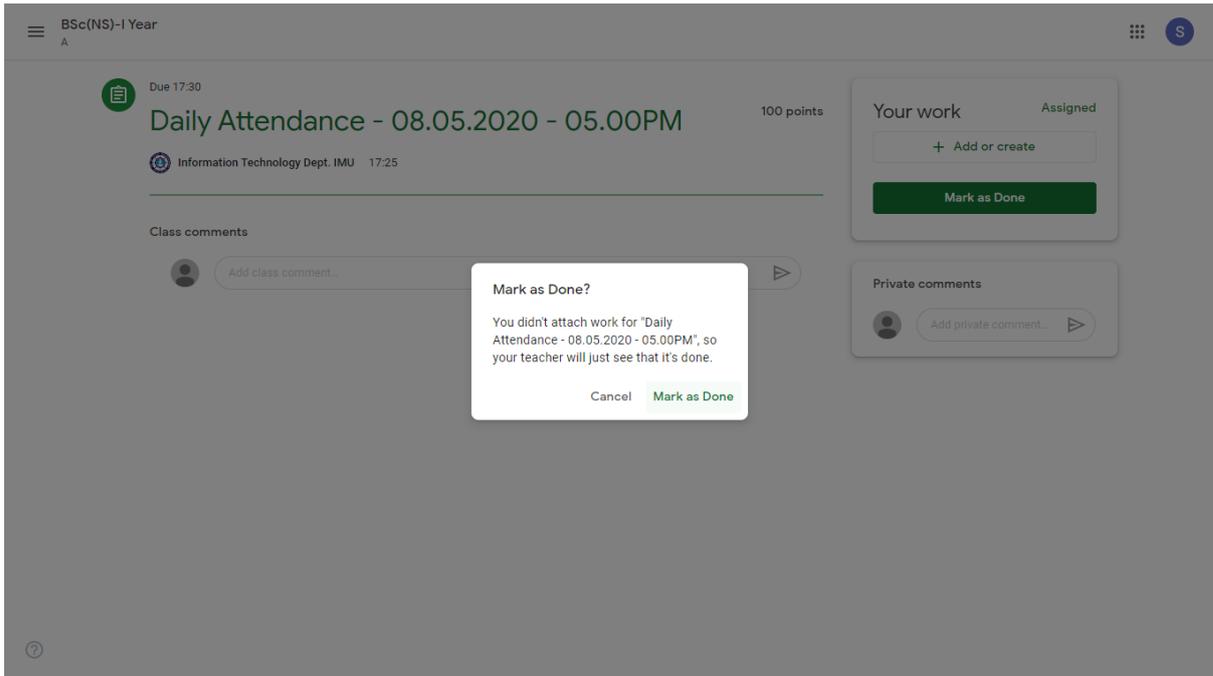


11. The students must open their classroom application and select the assignment.

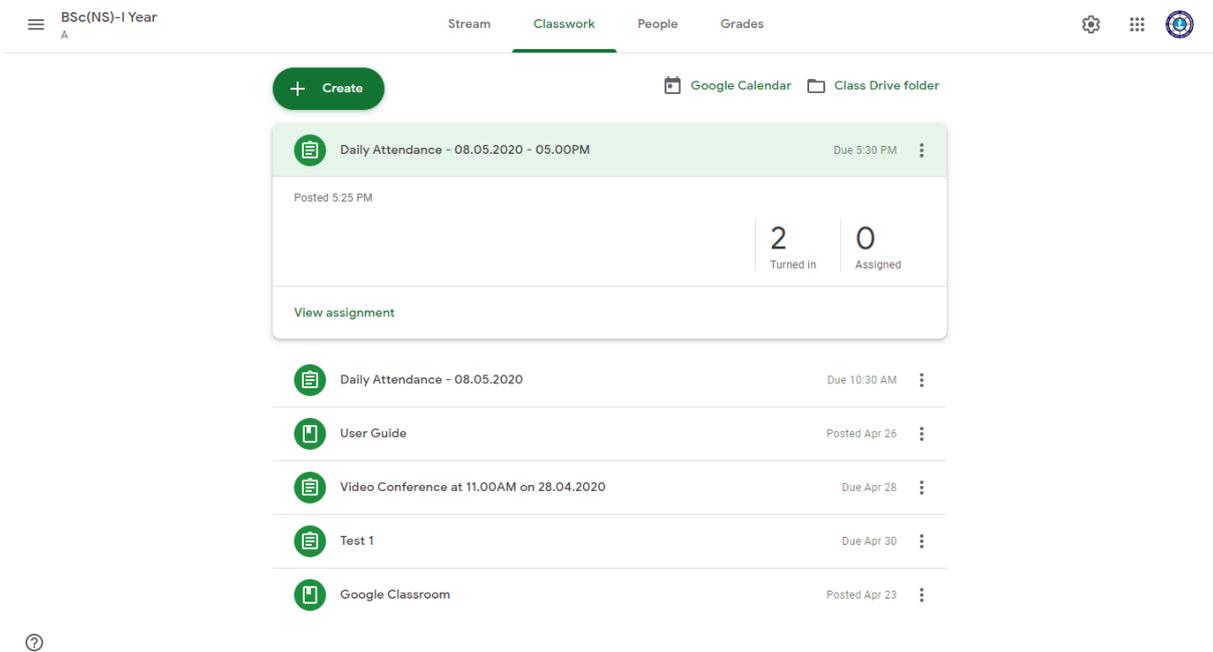


12. In the assignment page, they must click the "Mark as Done button".

13. A confirmation message will appear prompting the students to confirm the submission. Click Mark as Done.



14. Once the students mark their attendance, it will be reflected in the assignment as "Turned in".



15. Click on count in the Turned in option.

16. It will list all the students who have marked their attendance. If any student has marked late after the due time, it will be reflected as "Done Late / Turned in Late".

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Instructions Student work

Return 100 points

All students

Sort by status

Turned in

<input type="checkbox"/>	Sakthirajan M IT Section Man...	<input type="checkbox"/>	___/100 Done late
<input type="checkbox"/>	Sakthirajan M	<input type="checkbox"/>	___/100

Daily Attendance - 08.05.2020 - 05.00PM

2 Turned in | 0 Assigned

Turned in

Sakthirajan M IT Section Manager	Sakthirajan M
Turned in late	Turned in

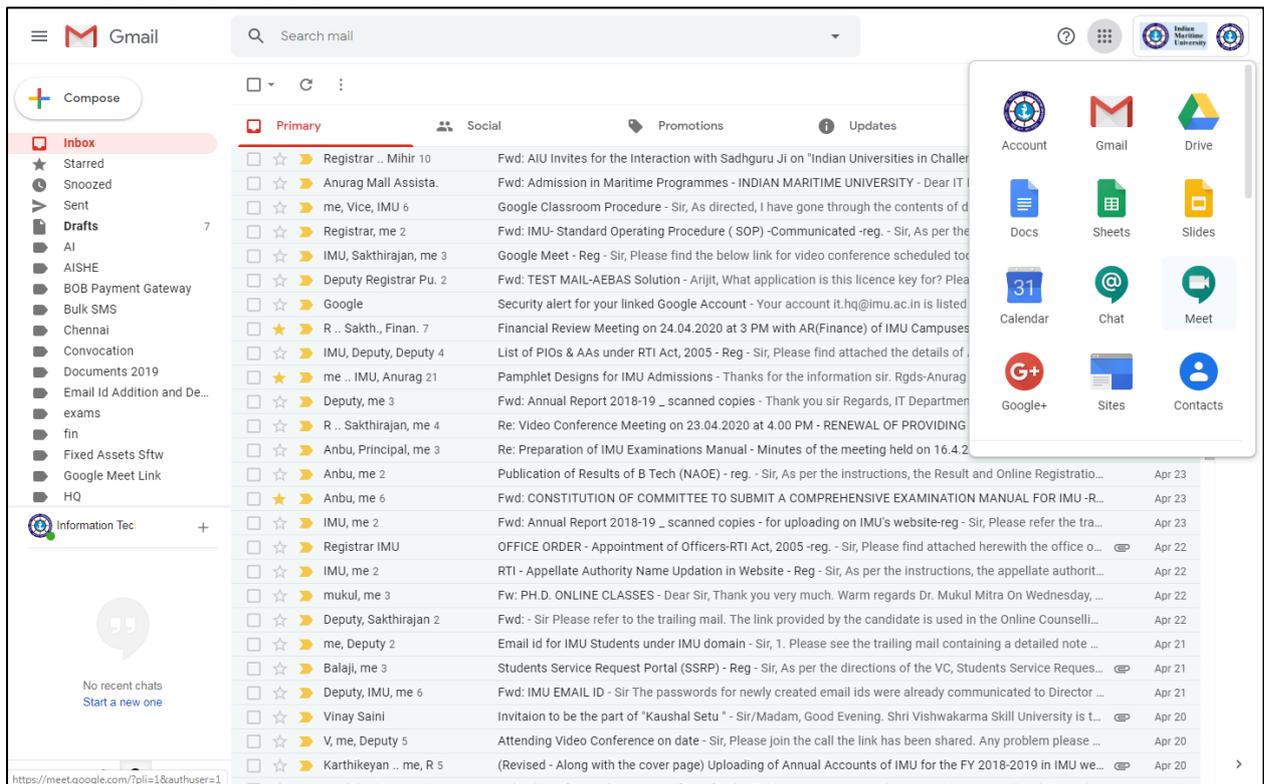
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17. This procedure can be repeated for daily classes.

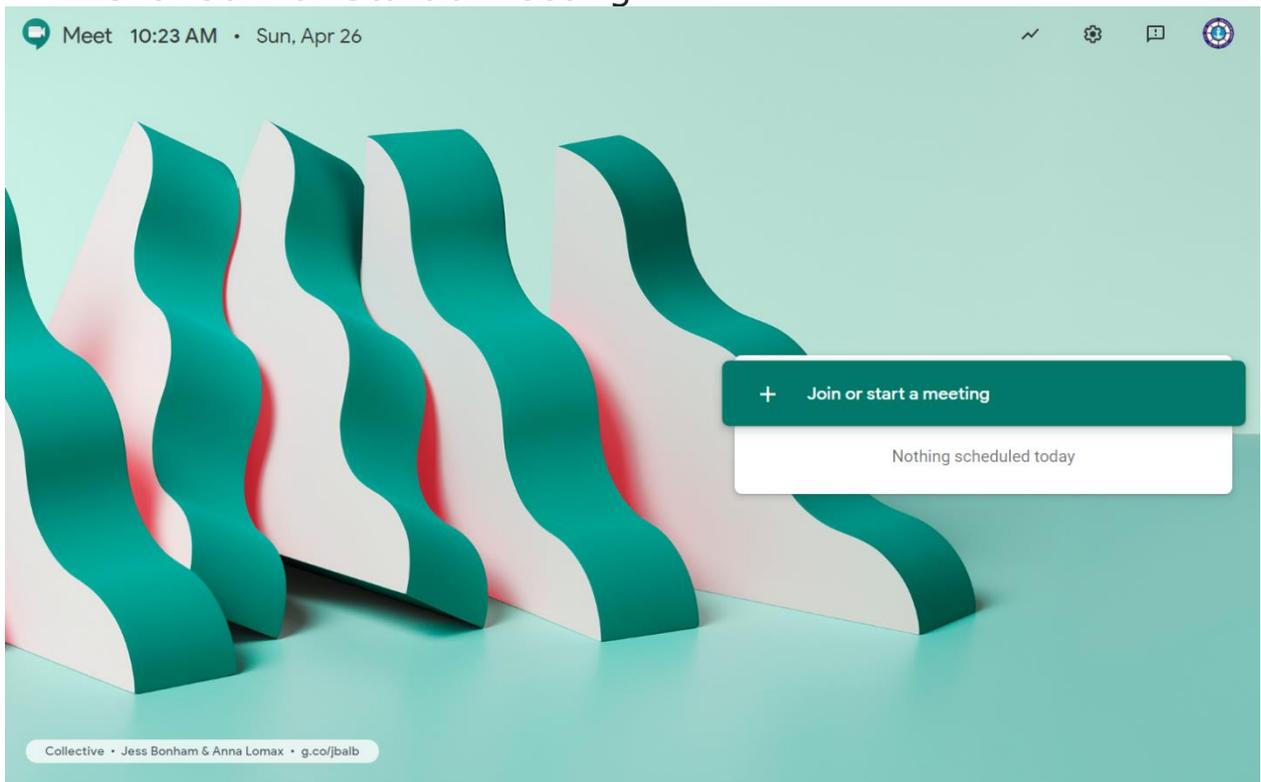
## Procedure to Recording Meeting in Google Meet:

- **Recording option is available only in Desktop and Laptop version of Google Meet. Recording is not available in Android Mobile App.**

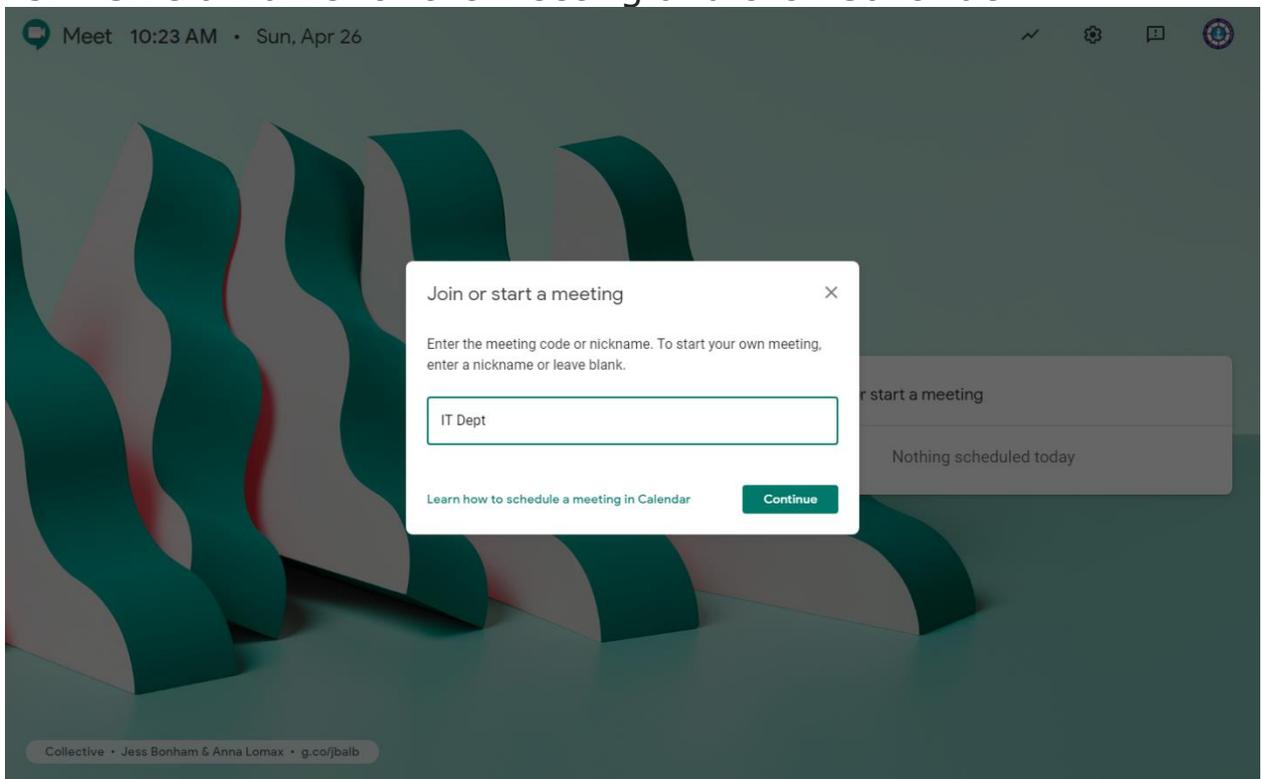
1. Login in to your Gmail account using IMU email id.
2. Click Google Apps Menu at the top right corner near the Help icon.
3. Select Meet.



#### 4. Click Join or Start a Meeting

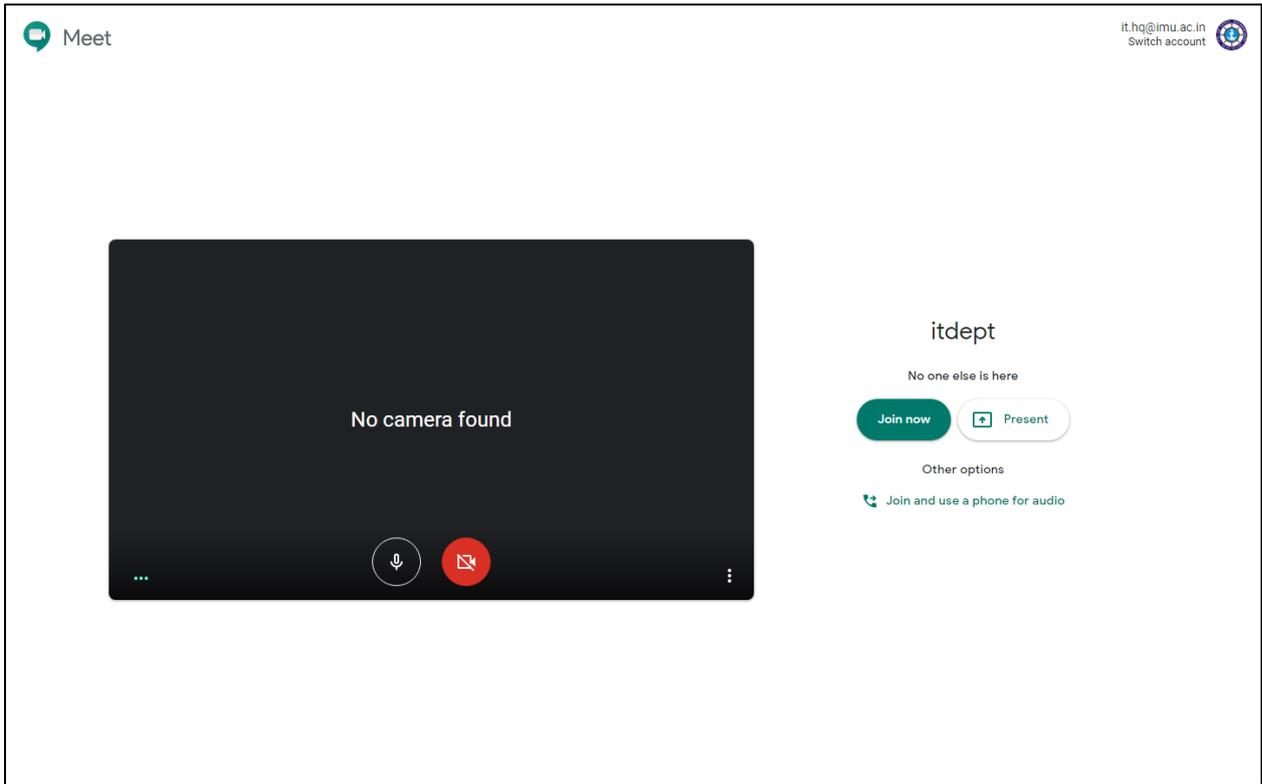


#### 5. Give a Name for the Meeting and click Continue

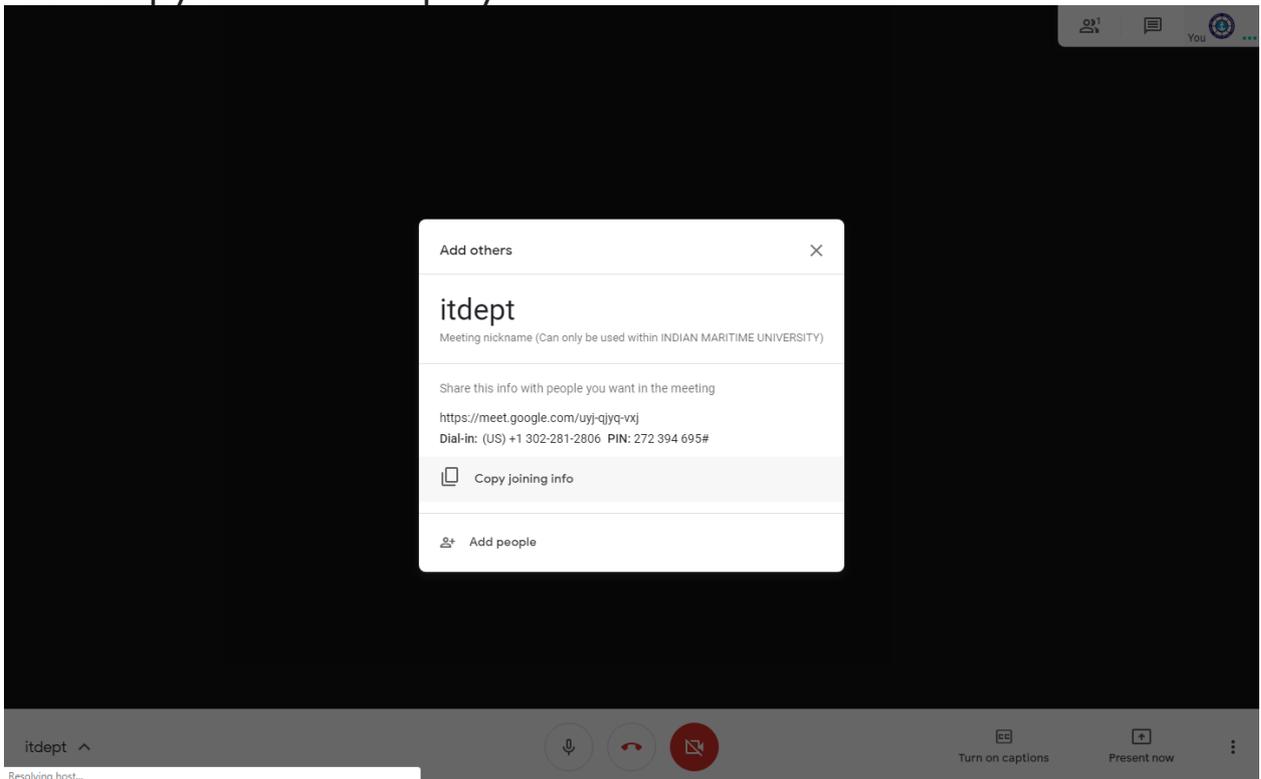


#### 6. Camera and Microphone will be initiated.

#### 7. Click on Join Now



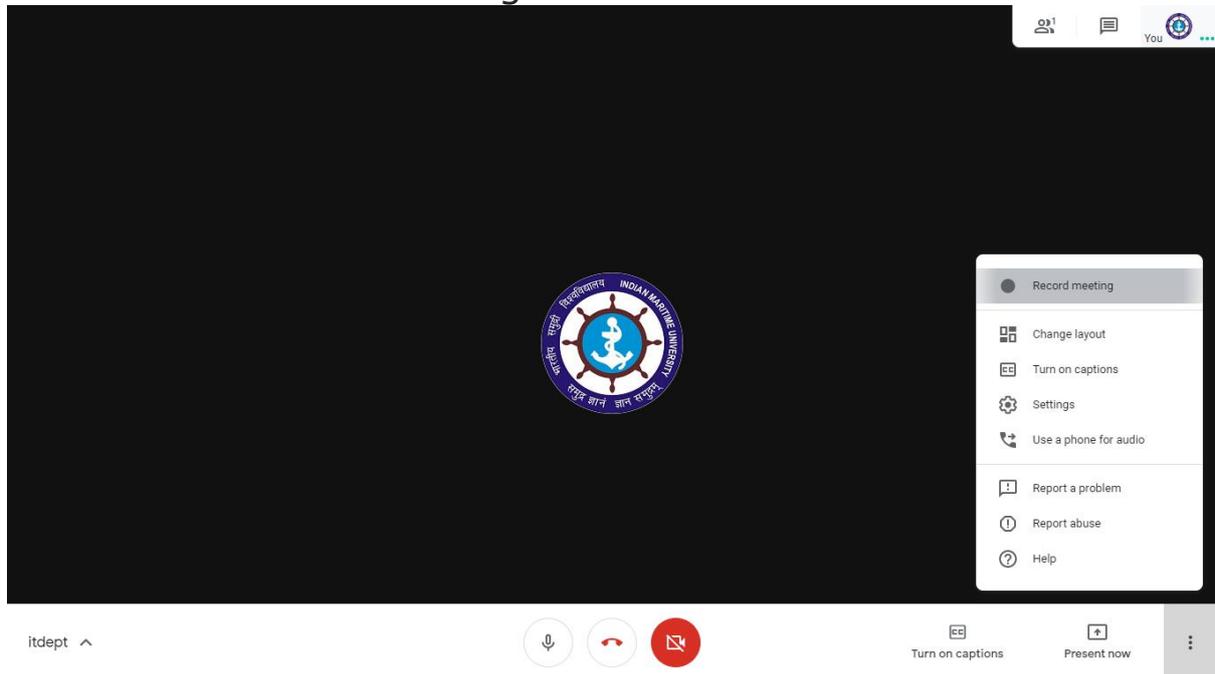
8. Copy the URL displayed on the screen



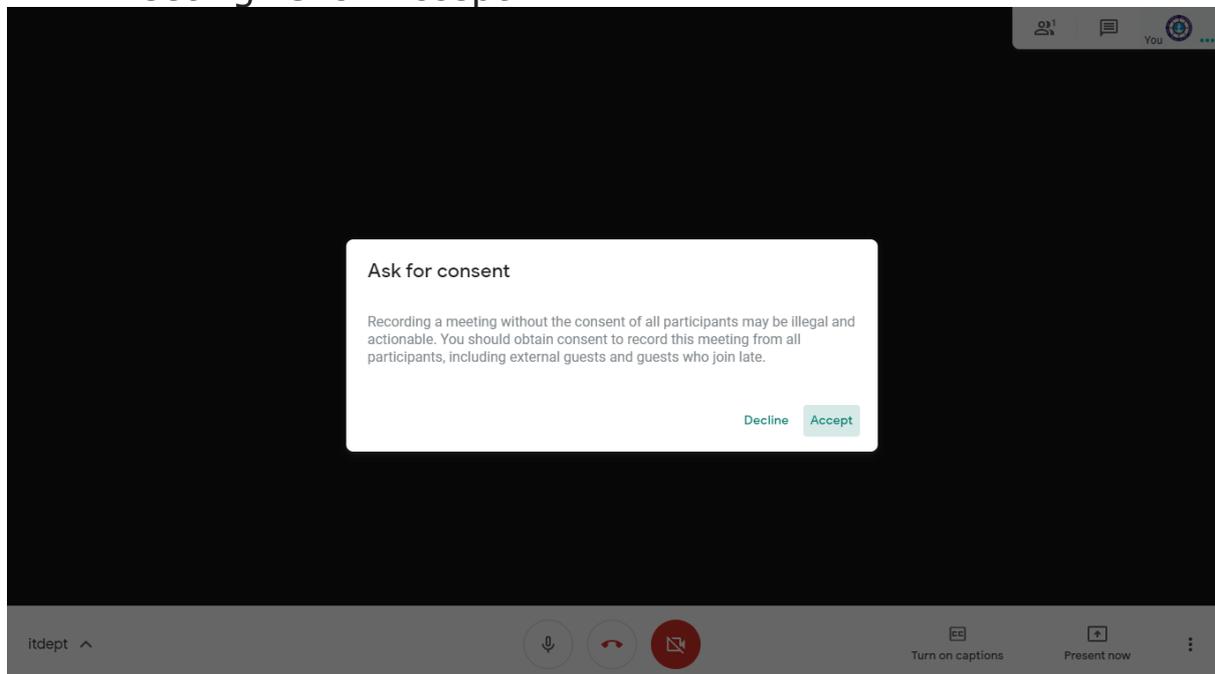
9. Send the link to the students to join the meeting.
10. Once the students click on the link, you will be prompted for accepting the invitation.
11. Click Accept.

12. To record a meeting, click on the “More options” menu available at the bottom right corner.

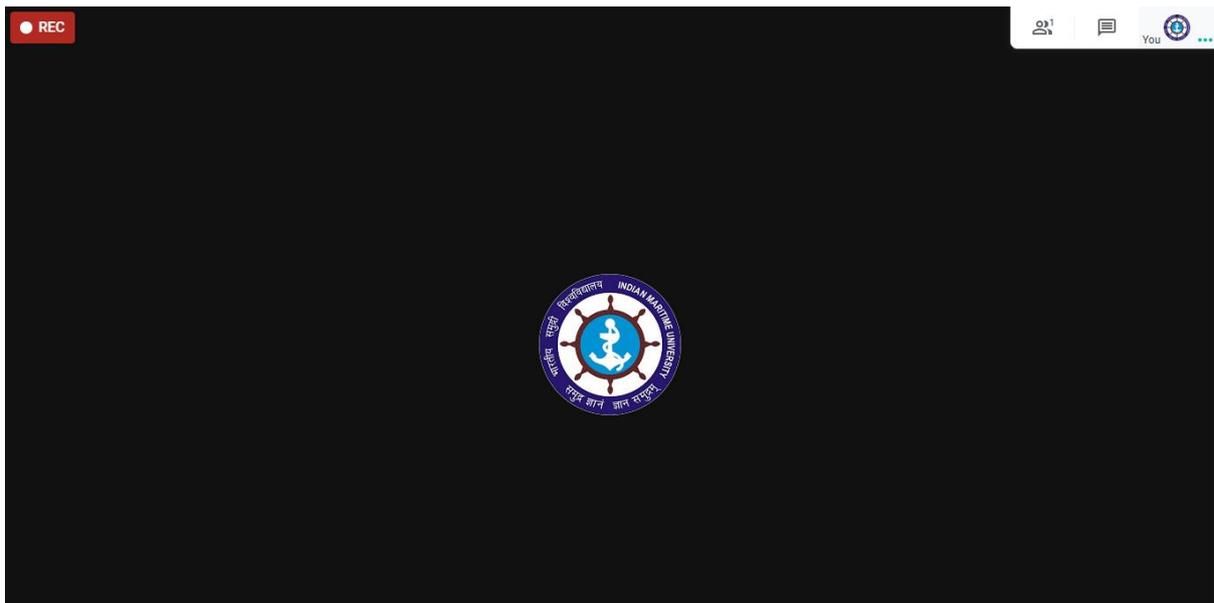
13. Select Record Meeting



14. A pop up will appear asking for consent to record the meeting. Click Accept.



15. Recording icon will appear in the top left corner indicating the meeting is being recorded.



itdept ^

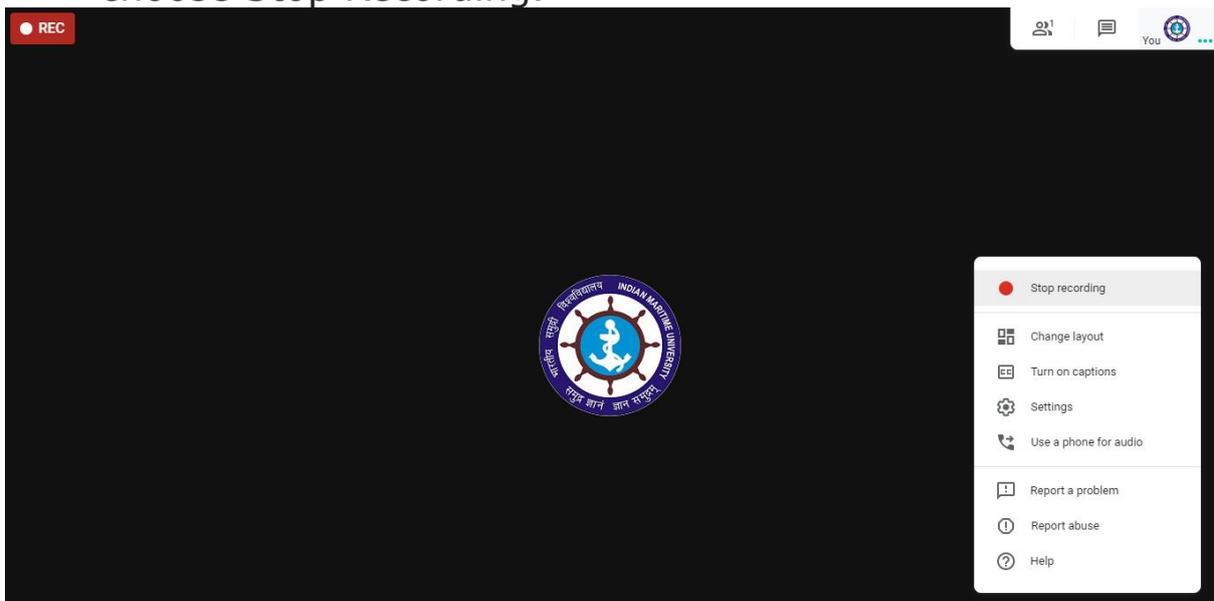


Turn on captions

Present now



16. After the meeting is over, click the “More options” and choose Stop Recording.



itdept ^

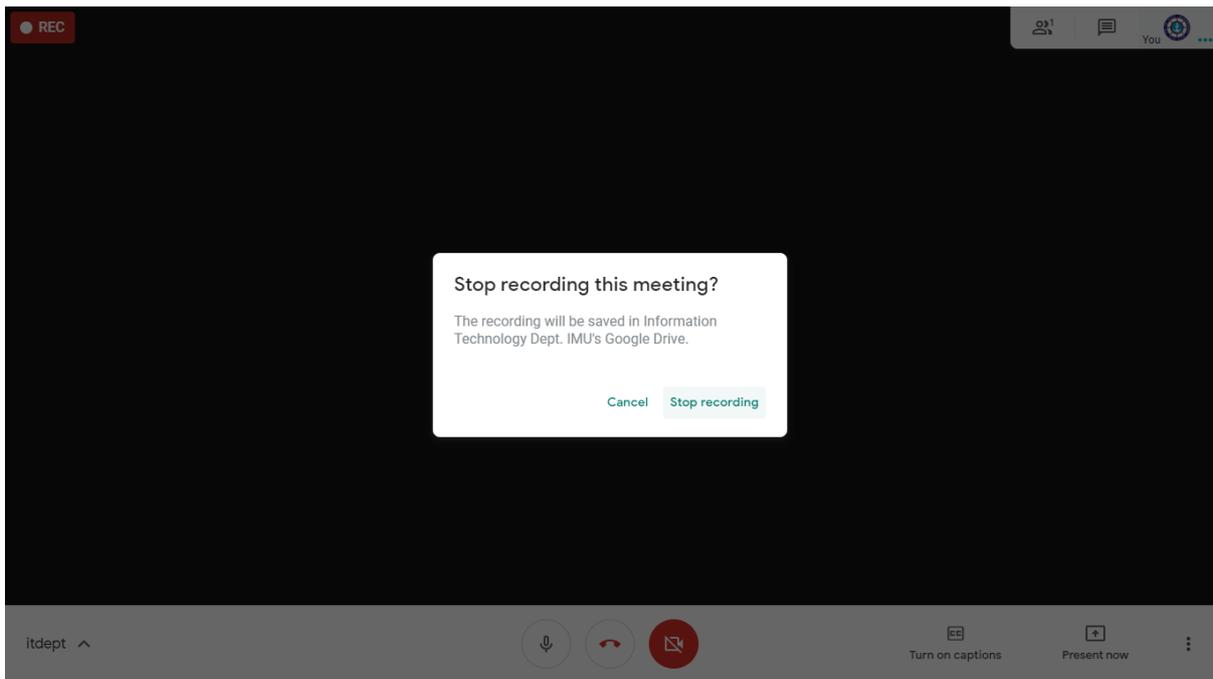


Turn on captions

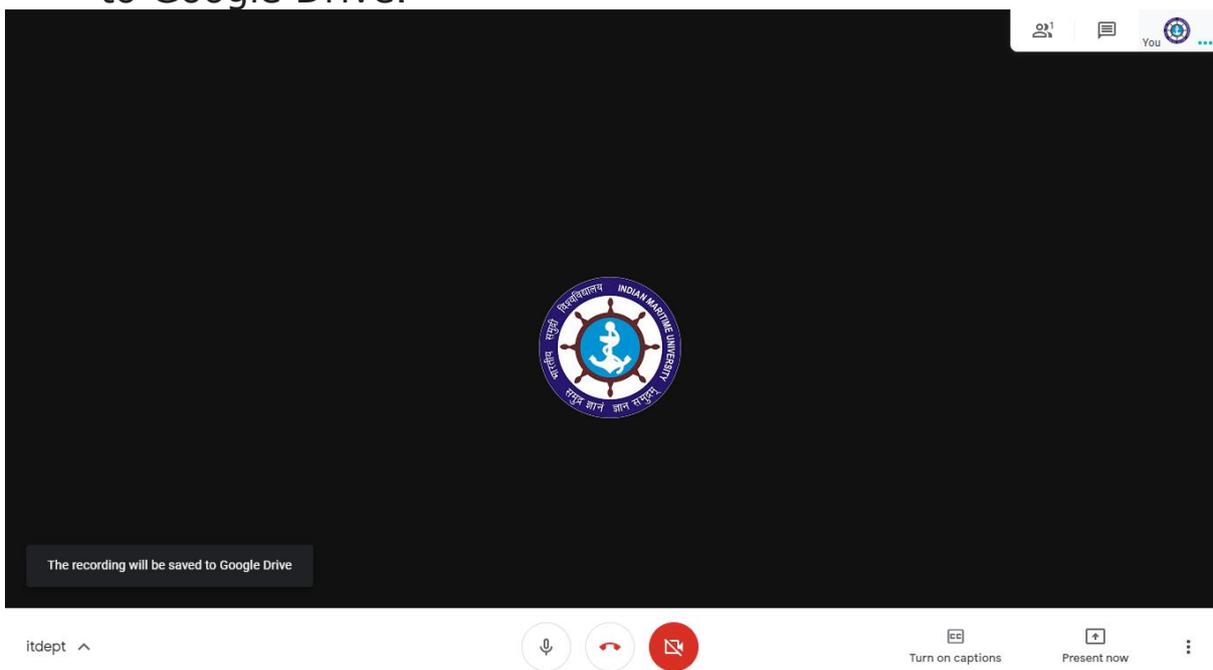
Present now



17. A pop up will appear requesting the confirmation to stop the meeting and save it in Google Drive. Click Stop Recording.



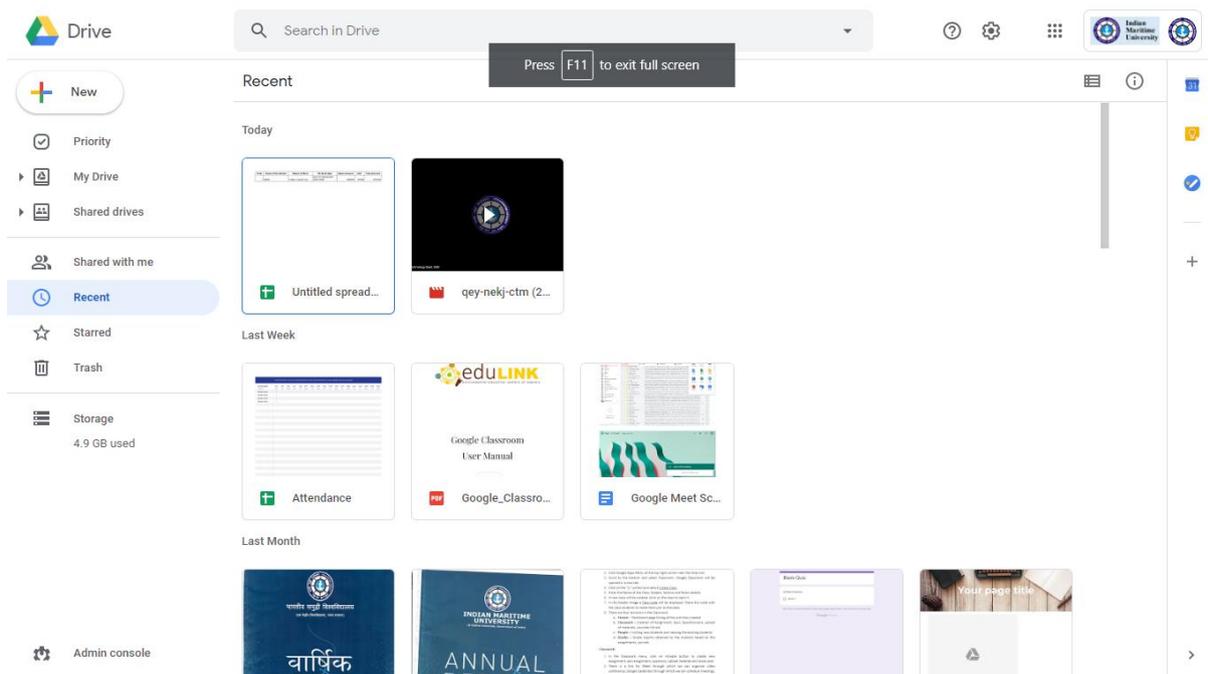
18. A message will appear stating that the recording is saved to Google Drive.



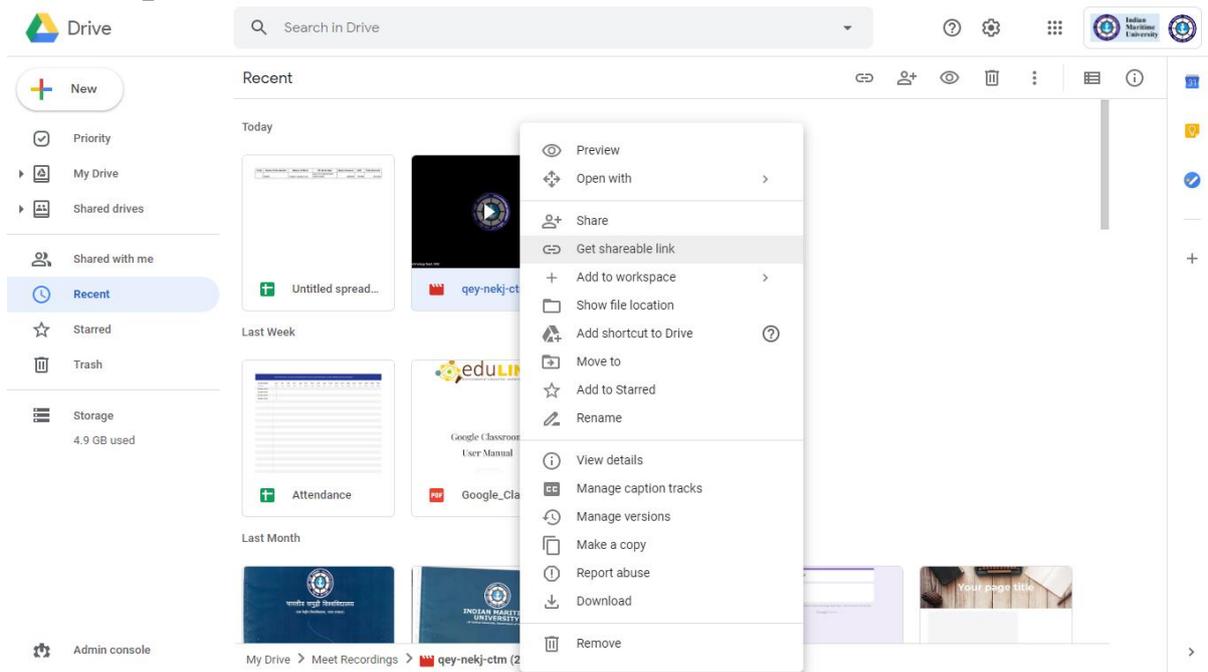
19. Wait for few minutes for the meeting to be stored in the Google Drive.

20. Open Google Drive.

21. Select Recent menu from the left side menubar.



- 22. Under Today tab, the recorded meeting will be listed.
- 23. Right click on the file and select "Get shareable link".



- 24. Copy the link displayed and paste it in the Google Classroom as a Material Link, so that students can view the video later.

- New
- Priority
- My Drive
- Shared drives
- Shared with me
- Recent
- Starred
- Trash
- Storage  
4.9 GB used
- Admin console

Recent

Today

Untitled spread...

qey-nekj-ctm (2...

Last Week

Attendance

Google Classro...

Google Meet Sc...

Last Month

My Drive > Meet Recordings > qey-nekj-ctm (2020-05-08 at 04:16 GMT-7)

Link sharing on

Anyone at INDIAN MARITIME UNIVERSITY with the link can view

[https://drive.google.com/open?id=1mPBqHeSao5CMBQ-j\\_L](https://drive.google.com/open?id=1mPBqHeSao5CMBQ-j_L)

Sharing settings