

LITTLE ANGELS SCHOOL, MVP COLONY, VISAKHAPATNAM

Date: 21.04.2026

Circular - Google Workspace for Education Tutorial Videos - Important Instructions for the Academic Year 2026-27

Dear Parents and Students,

1. With the Academic Year 2026–27 already underway, we are delighted to welcome all students and parents. A new chapter has begun—one filled with opportunities to learn, explore, and grow. We encourage every student to stay curious, stay engaged, and make the most of every experience this year.
2. “**Google Workspace for Education**” has been an invaluable resource at Little Angels School since the pandemic, significantly enhancing the teaching–learning process for both students and teachers. Each student and teacher is provided with a personal school Gmail ID under Google Workspace, which facilitates effective learning through applications such as Google Classroom and Google Meet. In addition, students are trained to complete quizzes and assessments using Google Forms.
3. **Google Workspace for Education will be used for the following purposes:**
 - i. **Online Classes** – If needed, to complete the syllabus or conduct revision classes.
 - ii. **E-Diary** – to share important information about examinations, school circulars, academic and extracurricular activities, and class notes and study materials.
4. **For the Students and Parents who have joined Little Angels School from this Academic Year (2026-27),** the following information regarding Google Workspace for Education, **Tools used** and the relevant **Tutorial Videos** is being shared. We also recommend our existing students to refresh their knowledge by watching the tutorial videos once again.

A Brief Information about Google Workspace for Education

- In 2020, our school was granted permission by Google to use Google Workspace for Education for online learning.
- Google Workspace for Education is a suite of tools that allows students and teachers to communicate flexibly and collaborate seamlessly in real-time to conduct online classes, activities and assignments. All tools are free, ad-free, reliable and secure.

Google Workspace for Education



Self-Explanatory Tutorial Videos







Five Tutorial videos have been made by the school to aid in exploring the contents of the Google Workspace for Education and Google Classroom and shall be shared with for your reference and practice.



- **Tutorial Video 1:** Explains about the Google account Sign-In with the Student ID and Password that is delivered by our school.
- **Tutorial Video 2:** Explains how to join the Google Classroom with a Class Code.
- **Tutorial Video 3:** Explains the procedure of accessing the Class Material/Notes.

- **Tutorial Video 4:** Explains the procedure of answering the Quiz questions given by the subject teacher.
- **Tutorial Video 5:** Explains about the procedure of answering the Short Answer Questions, Long Answer Questions and how to upload different types of files like images, documents depending upon the requirement.

Tools available in Google Workspace for Education

There are many tools available - some of the more common tools we use in our school are:

Name	How do I access?	What is it?	Icon
Google Drive	drive.google.com	Cloud storage for all file types including images, videos and audio files. Students can access their files from any device, anywhere they have an internet connection.	
Google Classroom	classroom.google.com	A blended learning platform that integrates Google Education to allow teachers to assign and collect work from students. Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organized. Parents can get updated emails about the work going on in Google Classroom .	
Google Forms	forms.google.com	This tool allows students to answer both open ended and closed ended questions. For example, students can answer multiple choice questions, quizzes, short answers and long answer questions using this tool.	
Google Slides	slides.google.com	Presentation tool that allows students to collaborate together on the same presentation and easily add images, videos and graphics to tell a story. Students can choose from templates or create their own slide format.	
Google Docs	docs.google.com	Word processing tool to allow students to create and edit text and paragraphs. Students can collaborate on the same document and teachers can easily provide feedback while students are working.	
Google Sheets	sheets.google.com	Spreadsheet tool for analyzing, visualizing and charting data. Similar to the other G Suite tools, students can easily share and collaborate in real-time.	

Name	How do I access?	What is it?	Icon
Google Calendar	calendar.google.com	Online calendar that integrates with Google Classroom to help students to be aware of assignments and/or appointments.	
Google Meet	meet.google.com	Tool that allows students and teachers to get connected for live interactive classes, doubts clarification classes, counselling sessions.	

Guidelines for E-Diary and Important Instructions:

1. For the Academic Year 2026-27 the following Classrooms will be created in Google Classroom for each class by the Class Counsellor.
 - **Class Material**
 - **Examination Details**
 - **Circulars and Important Information**
2. Students have to join the above classrooms using the **CLASS CODES** shared by the Class Counsellor.
3. The important guidelines for the respective classrooms are shared below: -

➤ Class Material

In this classroom, the subject teachers will post notes after the completion of the lesson for each subject.

For example:- 3A_Class Material

- **Suppose, in class 3, there are 6 subjects. Then, a student of class 3 can see 6 posts given at any point of time, each post referring to one subject.**
 - **Notes will be posted lesson-wise after the teacher has given notes in the real-time classrooms.**
 - **Students can check the GCR every day between 4:30 pm and 5:30 pm and can refer to the notes posted by the concerned subject teacher.**
 - **Absentees/Students on long leave can follow and complete the notes.**
 - **Students whose notes are incomplete or who have misplaced the notes can refer to the notes shared by the teachers and can finish the work independently.**
- NOTE: Parents may note that the Notes posted in the Class Material GCR are for reference purposes only. Students are expected to complete the notes in the school only as per the instructions and under the guidance of the concerned subject teacher.**
- **Class Counsellor will also share subject wise Monthly Learning Outcomes.**
 - **Further, all Class Updates - related to academics, class achievement, school achievement, competitions, important celebrations etc. will also be posted in this GCR by the Class Counsellor.**

➤ **Examination Details**

In this classroom , information regarding examinations will be shared.

For example:- In 3A _Examination Details

For PA 1 there will be two folders

- i. **Periodic Assessment-1 circular**– will have all information related to the examination circulars, sop and timetable.
- ii. **And Periodic Assessment-1 material** will have all worksheets, revision plan and model question paper.

NOTE:

- Before examinations and during examinations, students/parents must check the GCR **everyday between 4:30 pm and 5:30 pm** for all the details updated in the Examination Details GCR.

➤ **Circulars and Important Information**

For example: - 3A _Circulars and Important Information

- All important circulars and information shall be shared in this GCR.
- Parents and students can refer to any circular given at any point of time.
- Month-wise circulars will be released.

NOTE:

- Students/Parents should check the **GCR everyday between 4:30 pm and 5:30 pm.** Parents and students are suggested to adhere to the timings given, check the GCR daily in the evening to stay informed and avoid last minute rush.

VERY IMPORTANT INSTRUCTIONS:

- Internet connection is required to access Google Classroom for downloading notes, class materials, home assignments, important circulars, etc. Therefore, students are advised to maintain a stable mobile internet connection to avoid any unnecessary delays.
- Students having any concerns for example, login issues, joining classrooms and any other technical issues, should immediately contact the concerned Class Counsellor.
- Parents / Students are forbidden from sharing their account details and password with any other student.

- The default Google Id password, which is sent by the school to all the students, should be immediately changed by the students/parents with their passwords and should not be shared to others.
- It is further instructed to the parents/students to note the new password in a diary so that it can be referred to, in case they change the device.
- The Google Ids and the Class Codes for Google Classroom shall be shared by the concerned Class Counsellors.
- The Class WhatsApp group should be used for academics and communication purpose only.
- Sharing of irrelevant - messages or remarks, pictures, videos and voice notes is strictly forbidden. If found so, disciplinary action shall be taken by the School Authorities.
- In case there is any query or concern, parents may contact IT Department over landline phone between 9:00 am and 11:00 am on working days only.

0891-2553221 MVP City School Branch

Date Sheet: Important Dates regarding Google Workspace for Education

Date	Particulars
21.04.2026 (Tuesday)	Delivery of Tutorial Videos on Google Workspace for Education
	Delivery of Google Workspace Login Ids and Password by the Class Counsellor
	Sharing of Class Codes by the Class Counsellor

Pamela
21/4/26
HEADMISTRESS

[Signature]
21/4/26
PRINCIPAL

[Signature]
21/4
DIRECTOR/CHAIRMAN