

VIDYA VIKAS UNIVERSAL COLLEGE

Malad (W)

ONLINE EXAM INSTRUCTION STEPS TO FOLLOW FOR ONLINE EXAMINATION

STEPS TO BE FOLLOWED BEFORE EXAM:

Step 1: Ensure you have received _____ [@universal.edu.in](mailto:_____@universal.edu.in) email ID and password from college.

Step 2: Change the password

Step 3: Add the email ID in Google Chrome Browser

Step 4: Add the email ID in Gmail

Step 5: Download Google Classroom App and Google Meet App

Step 6: Add the email ID in both the apps also

Step 7: Join Google Classroom for your respective exam

STEPS TO BE FOLLOWED ON THE EXAM DAY:

Step 1: Go to Google Classroom App

Step 2: Start Google Meet (in mobile there would be camera icon on the top, in laptop/desktop click on Google meet link)

Step 3: Go back to Google Classroom app and click on Classwork

Step 4: In Classwork you shall find the link of your exam.

Step 5: Google form will open on new browser (ensure it is Google Chrome).

Step 6: After finishing your paper, click on submit

Step 7: Go back to Google Classroom, and select the test again and click on Mark as Done.
