<u>STEPS TO DOWNLOAD AND USE ZOOM CLOUD MEETING APP FOR ONLINE LEARNING</u>

<u>Class I</u>

To facilitate online teaching learning process, please download the Zoom Cloud Meetings app in your mobile device.

- Visit your android/ iOS app store and download "Zoom Cloud Meetings"

- Once downloaded, Open the "Zoom Cloud Meeting app" and follow steps as below:

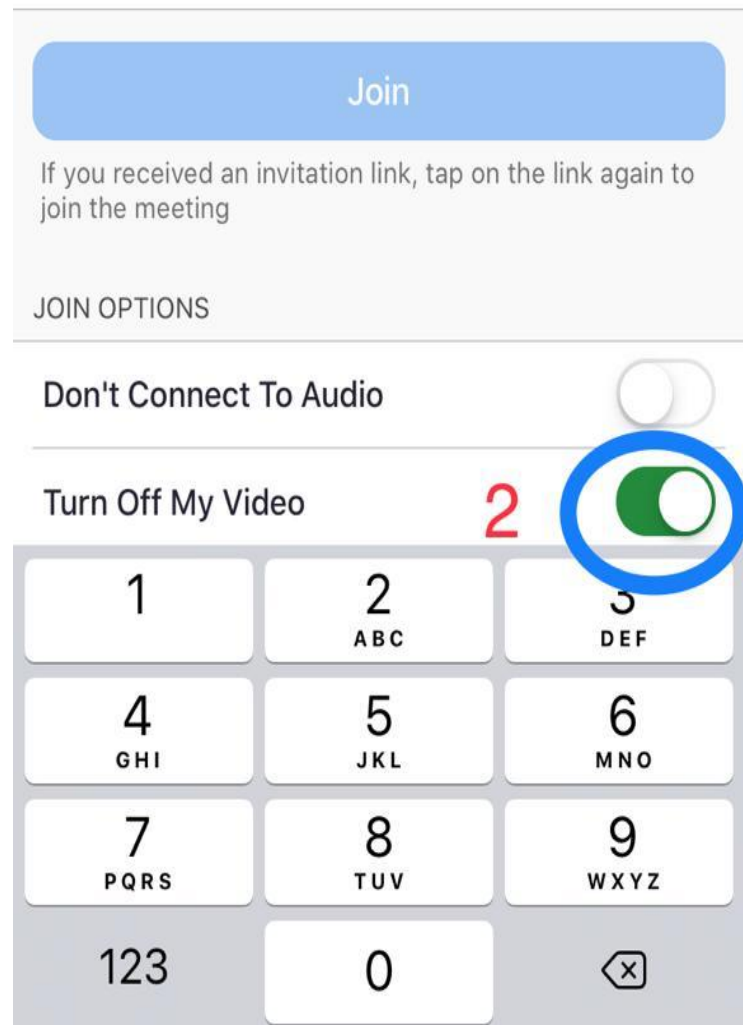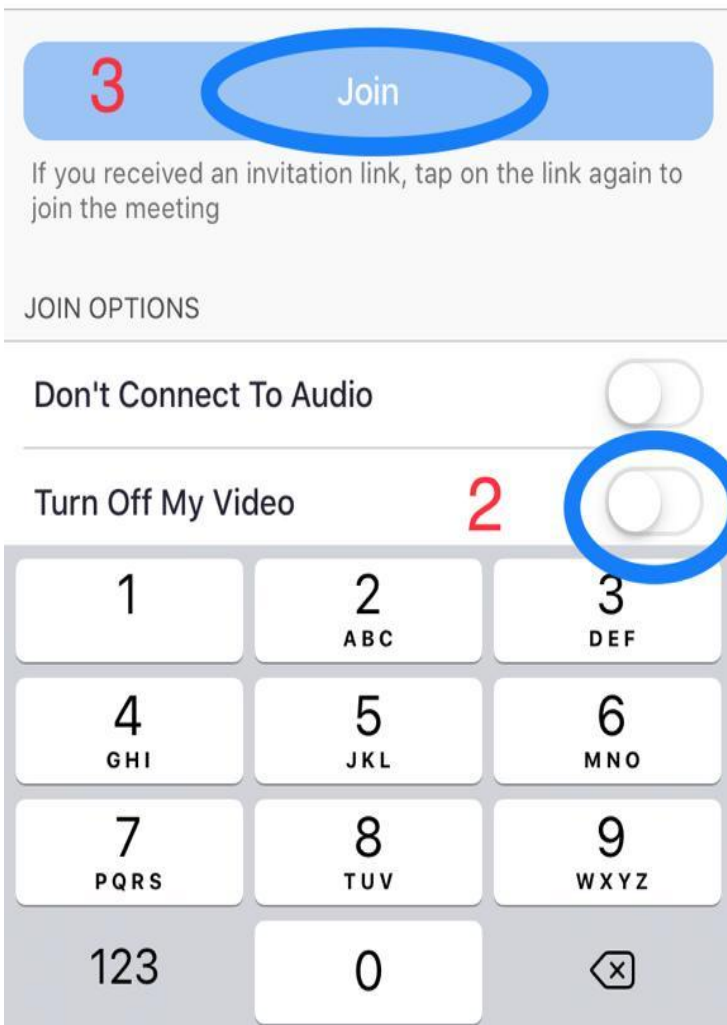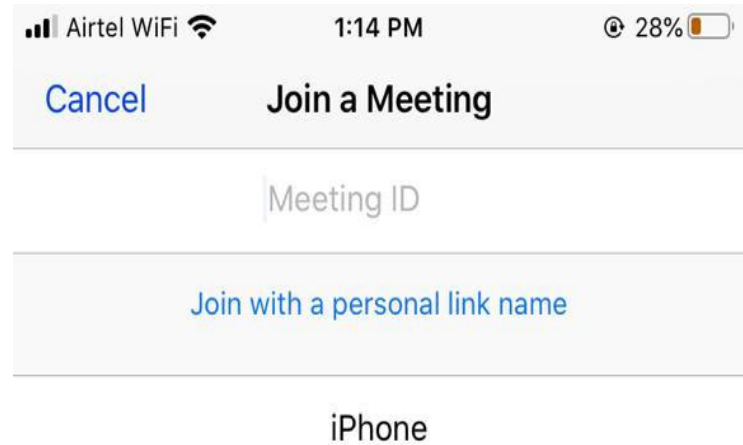- Once you click on join, the following window will appear. Enter the meeting ID provided in the last page of this document applicable for your ward's section. Also change the personal link name to your ward's name. **(1)**
- Please remember to turn off the video. **(2)**
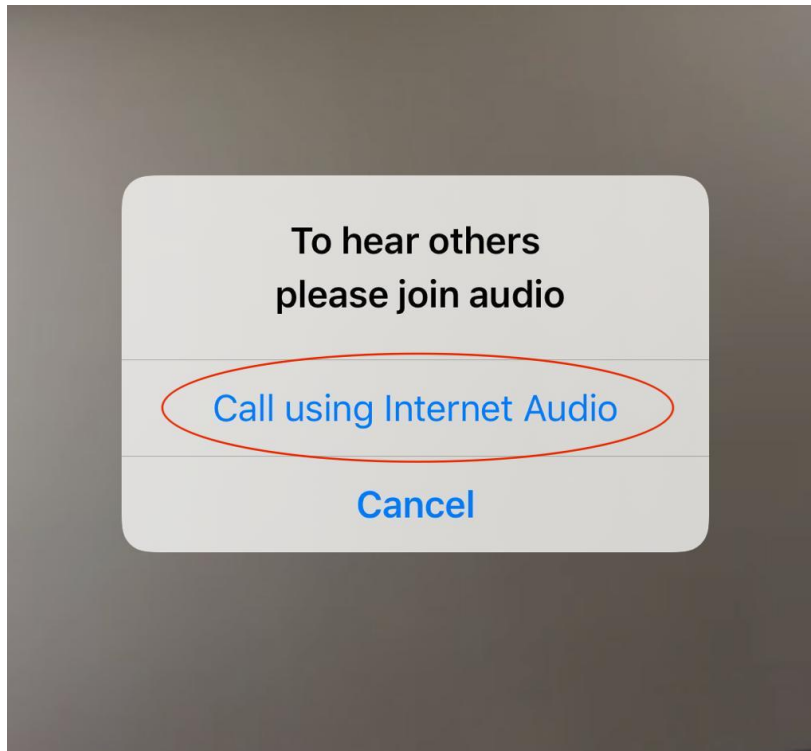- Click Join. **(3)**

- Once you join, you will have to enter the password and join the meeting. Please wait till the teacher hosting the meeting lets you in. (As per the timetable on the last page of this document)
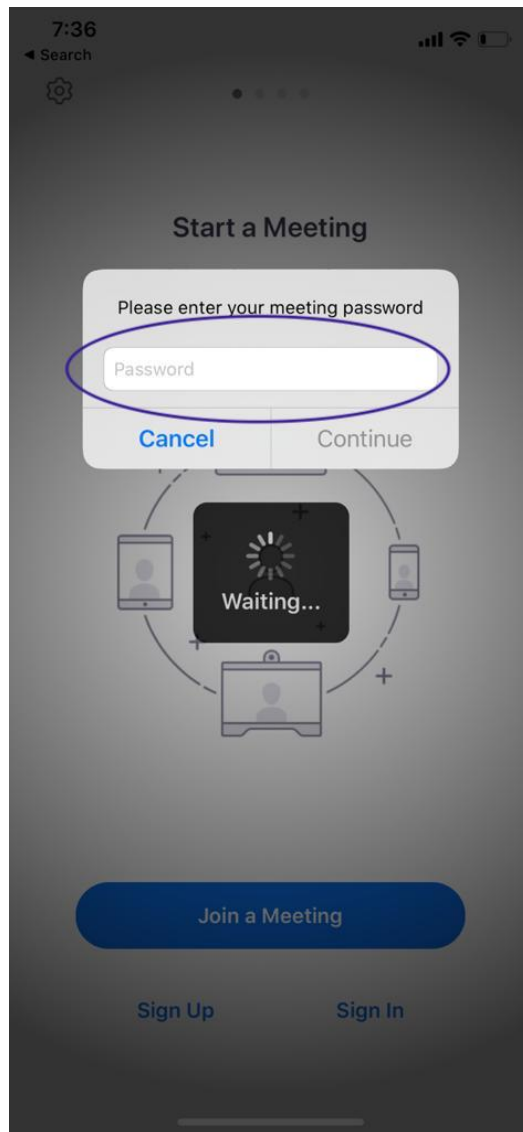
- Click on "Call using internet audio".

Please note that all the participants will be muted by the instructor. The instructor will open the chat option after teaching is completed, so that students can raise their queries during the session. The instructors will clarify the doubts in due course of time.

Click on "more" seen at the top right hand corner of your mobile device and click on chat from the drop down.

- You can use the chat option to raise your queries.
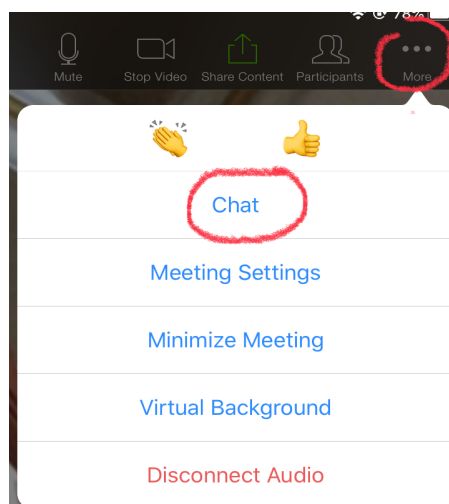
- Once the session is over you can leave the meeting by clicking on 'leave'. If you are using a computer, click on the chat option at the bottom of the screen to start communicating with the instructor.
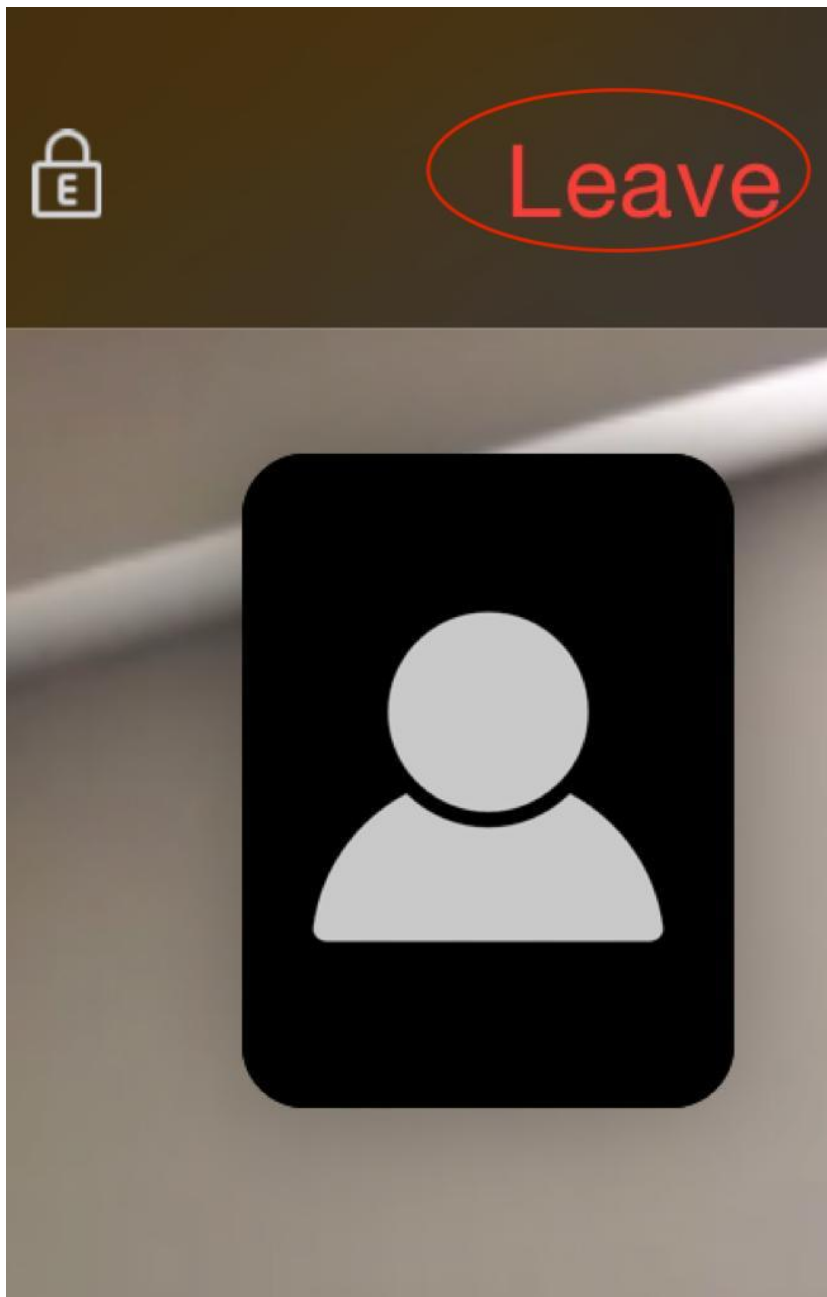
- **If you are using Computer or Laptop visit https://zoom.us and follow the steps.**

<u>Guidelines to be followed during virtual classes</u>

These are formal classes wherein proper teaching-learning will happen and therefore all the students are expected to be present as per the time-schedule and follow basic instructions:

Be in the suitable area with proper lighting and without any background noise.

1. Follow basic etiquettes and be properly dressed while attending classes.
2. **Keep required material like notebook, stationery, etc.** with you before the class begins to avoid wastage of time.
3. Do not fidget with App features in between the session.
4. Raise your queries respectfully and in turns so that all are fairly attended.
5. Stay in for the entire duration.
6. **Students are requested to follow the time table given.**
7. It is recommended to join at least 10 minutes prior to the session.
8. Please follow the instructions about how to join the meeting. These instructions will be provided to you.
9. Please keep your cameras off. Keeping cameras on impacts bandwidth, which then affects the quality of the session.
10. **Please post your queries in the chat box at the end of the session. You will be allotted 15-20 minutes at the end of the session to clear your doubts**.

11. Zoom Meeting is a formal platform meant only for educational purposes. Students are not expected to indulge in frivolous conversations with each other on the Google Meet page.
    (e.g.   Hi / Hello / Ok / Good Morning/ etc)

12. Please note that student activity will be monitored. Any kind of misbehaviour will not be tolerated.

13. Students need to wait for the teacher to initiate the class and follow the given instructions.

14. **Prior preparation by noting the doubts and queries is highly desirable to increase the effectiveness.**

15. Regularity needs to be ensured by the students in every class.

16. Students please exit the session when the teacher requests you to do so because the next session will follow soon.

17**. Parents are requested to monitor their ward's activities during the session in so that the session may go on smoothly without any interruptions and their wards may derive maximum benefit from the same. Parents please note that the topics already covered will not be repeated in the class once the school reopens.**

We hope that your online monitoring and collaborative efforts would bear the fruit and make these classes meet the set objectives.

For queries mail at class1@dpssurat.net

SCHEDULE FOR VIRTUAL CLASSES THROUGH VIDEO CONFERENCING VIA ZOOM											
CLASS	**DAY**	MON		TUE		WED		THU		FRI	
1 A & 1 B	**TIME**	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM
	SUBJECT	ENGLISH	HINDI	ENGLISH	MATH	HINDI	MATH	HINDI	ENGLISH	ENGLISH	MATH
	ZOOM MEETING ID	481 150 9339									
	PASSWORD	4JMxrt									
1 C & 1 D	**DAY**	MON		TUE		WED		THU		FRI	
	TIME	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM
	SUBJECT	ENGLISH	HINDI	ENGLISH	MATH	HINDI	MATH	HINDI	ENGLISH	ENGLISH	MATH
	ZOOM MEETING ID	408 485 5378									
	PASSWORD	1gvBuD									
1 E & 1 F	**DAY**	MON		TUE		WED		THU		FRI	
	TIME	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM
	SUBJECT	ENGLISH	HINDI	ENGLISH	MATH	HINDI	MATH	HINDI	ENGLISH	ENGLISH	MATH
	ZOOM MEETING ID	519 060 0061									
	PASSWORD	6fsbVP									
1 G & 1 H	**DAY**	MON		TUE		WED		THU		FRI	
	TIME	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM	10:00 AM	10:40 AM
	SUBJECT	ENGLISH	HINDI	ENGLISH	MATH	HINDI	MATH	HINDI	ENGLISH	ENGLISH	MATH
	ZOOM MEETING ID	989 9582 4372									
	PASSWORD	0FFpnh									