

BANASTHALI PUBLIC SCHOOL

G-Block, Plot No.-16, Vikas Puri, New Delhi-110018

Circular No. BPS/24-25/55

APPLICABLE FOR ALL CLASSES

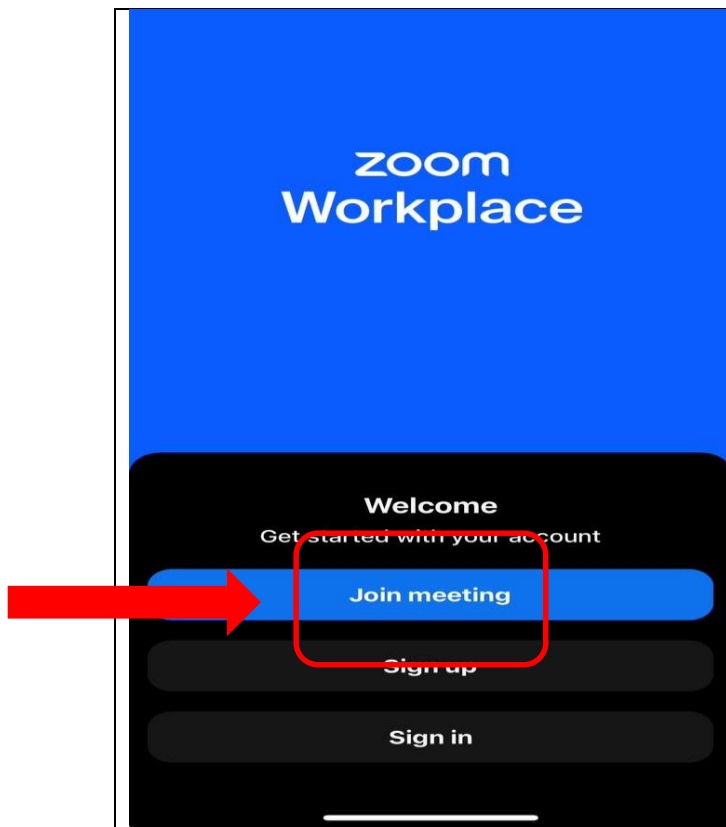
GUIDELINES FOR ONLINE CLASSES VIA ZOOM APP.

Dear Parent,

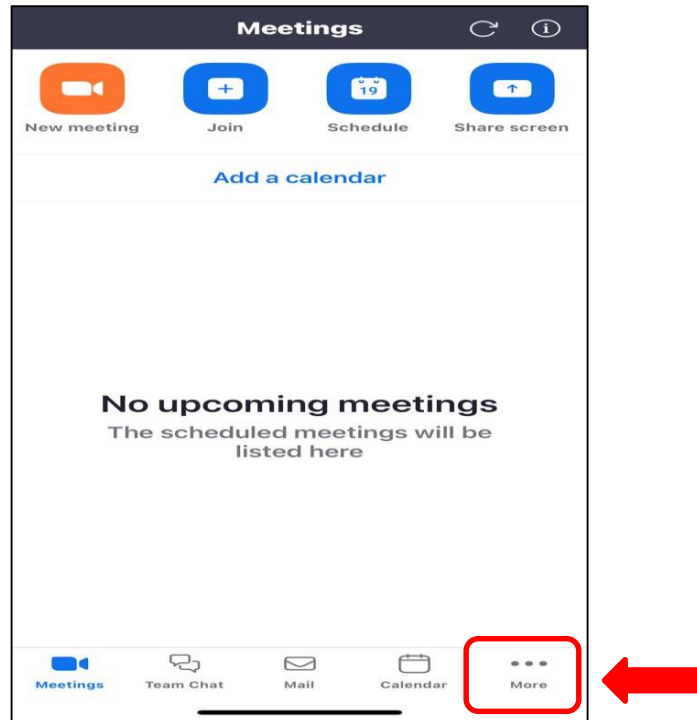
The online classes will be conducted on the Zoom platform to ensure uninterrupted learning. Kindly follow the steps and guidelines below to facilitate a smooth and effective learning experience for your ward for the classes from **20th November 2024 (Wednesday)**.

STEPS TO JOIN ZOOM CLASSES:

1. **Go to Play Store/App Store**, Search, download and Install “**ZOOM**” App.
2. After installation, **Sign Up** and then **Sign in** with desired credentials.



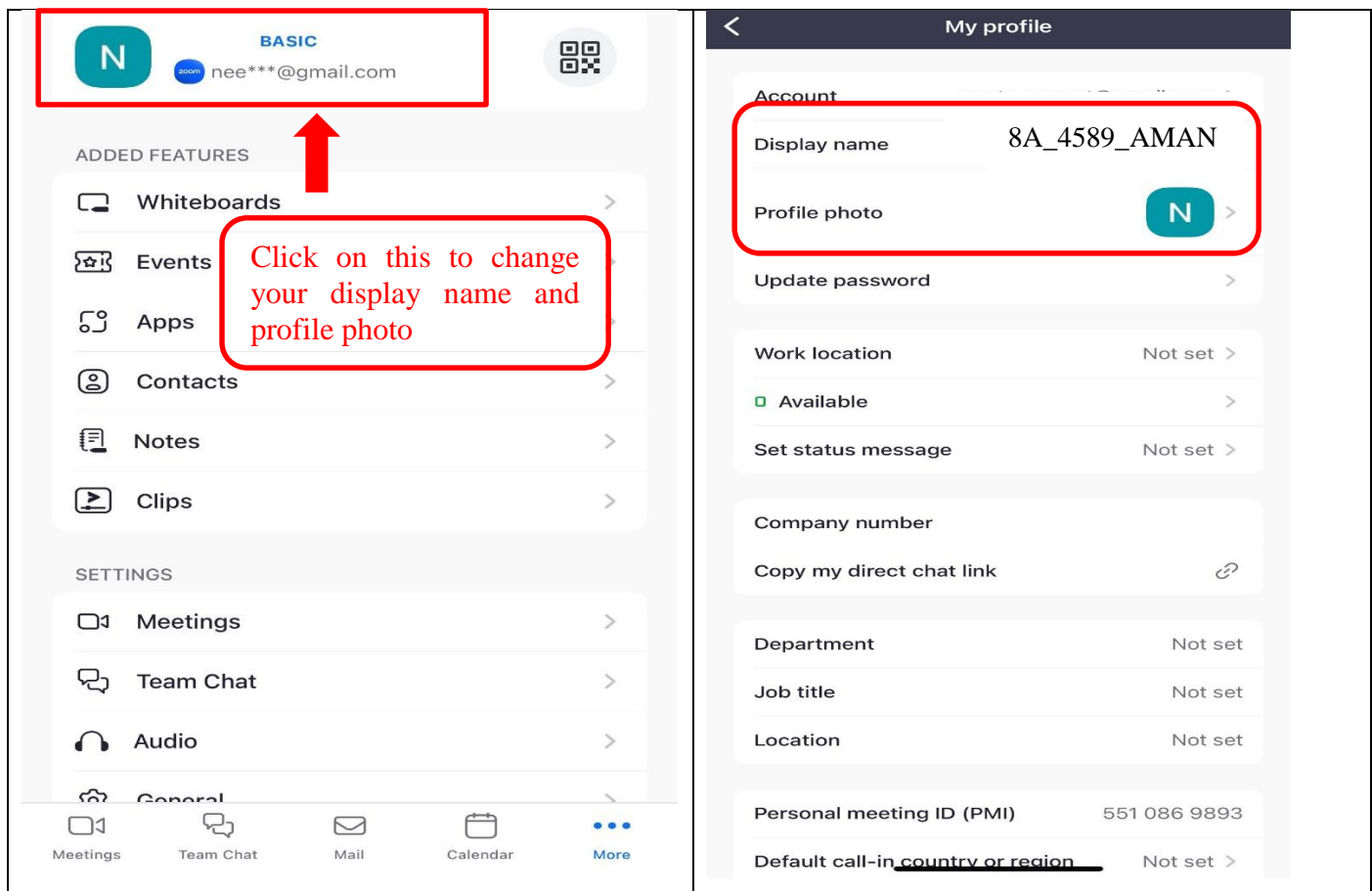
3. After signing in, you see the following image:



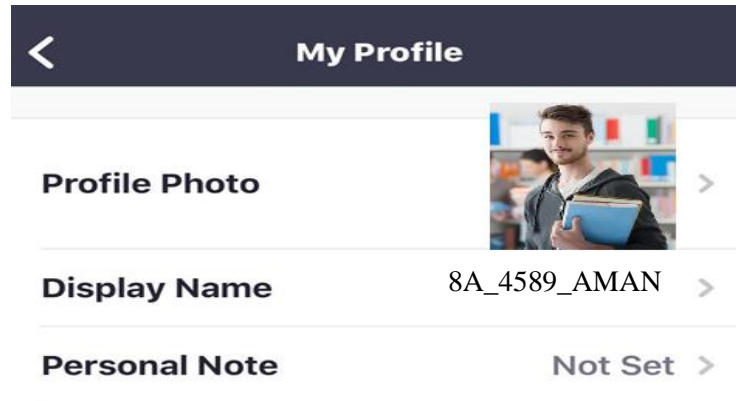
Towards the end of this screen, you have 5 options:

- (i) Meetings (ii) Team Chat (iii) Mail (iv) Calendar (v) More...

Click on **MORE** option, to Set your “Display Name” and “Display Picture”.



i. Upload a decent and a smart profile photo of yours in School Uniform Only.

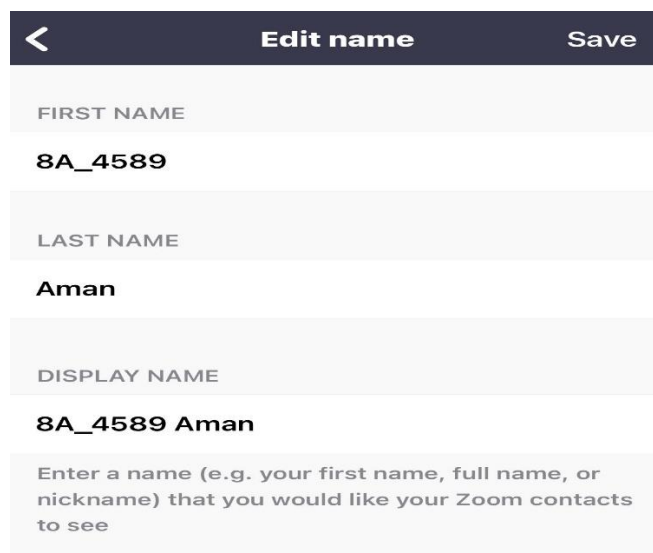


ii. Display Name :

- You must ensure that, you have entered your **real name** while joining the class on Zoom App.
- **No other pseudo names** will be allowed. This is for strict compliance.
- The format of registration of name is as mentioned below where **Class Name should be Numeric** (usage of 8 is correct whereas VIII is not recommended):

<CLASS SEC.>_ <ADM. NO.>_ <NAME OF STUDENT>

8A_4589_<AMAN>



iii. Rest do not change any setting. Let it be as default (that is already set).

4. You can click on the link shared via WhatsApp for the session or just copy and paste the Meeting ID in the Option of enter meeting ID.

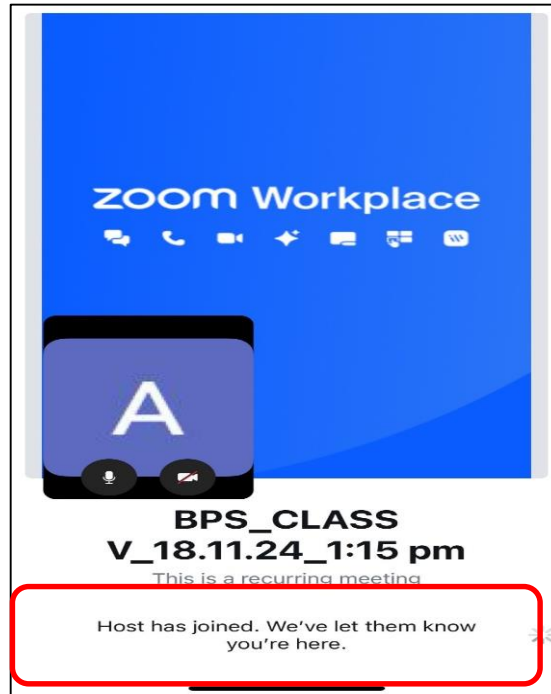
For Example:

<https://us05web.zoom.us/j/84524270591?pwd=WVk3R0p6MnBRZmNrcy9KdHFiaG1CZz09>

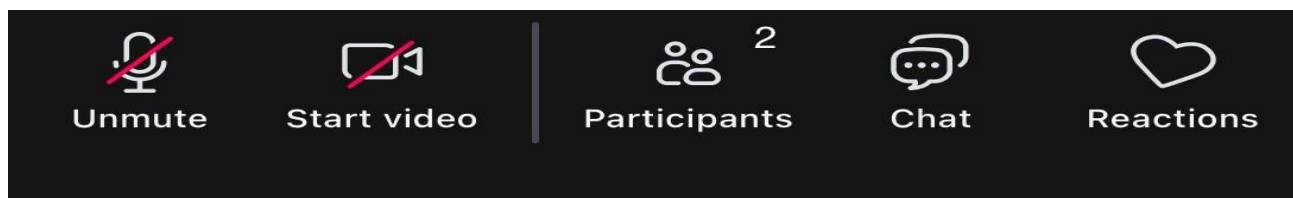
Meeting ID: 845 2427 0591

Passcode: 123456

5. Once you click on the link, the below screen will be appeared, Kindly **Wait for host to let you in** the meeting.



On the MAIN SCREEN, you must be seeing these OPTIONS at the bottom of your screen:



1. **Mute or un-mute:**

- Put yourself with **MUTE mode ON** during the session.
- **UNMUTE** only when child has any **QUERY** or to **answer the questions** asked by teacher.
- When you **UNMUTE** audio, make sure that you can ask child to give introduction: **FIRST TELL YOUR NAME & CLASS** (e.g. I AM JOHN, Class VIII) and then proceed with query.

2. **Start/Stop video:**

- It is mandatory for students to keep their **VIDEO ON** for the entire duration of the session.
- Your ward's **attendance** will be taken at least **twice** per day while teaching, and if found **absent** at any time, **attendance** for the day will be marked accordingly.
- **If any participant does not turn on their video, the host reserves the right to remove the participant from the meeting immediately and mark them absent.**

3. **Reactions:**

- In this you get an option for **raising the hand**. This **must be** used for asking a **query**
- Raising of Hand option is also available if you go in **Participant's tab**, and **Click on your name** and raise the hand option will be available.

TIME TABLE:

Now coming back to real world...you might have doubts, from where to find the **latest Time Table**.

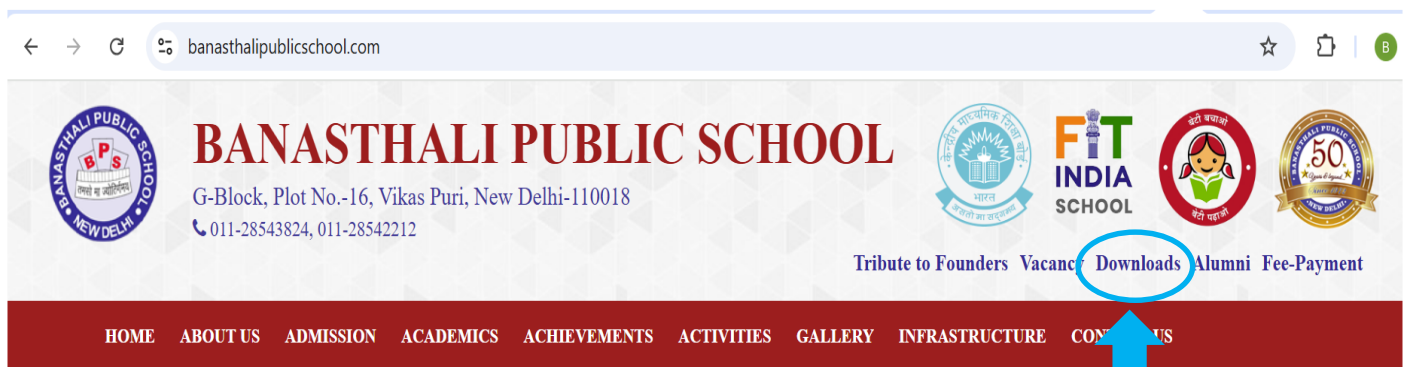
The latest Time Table applicable for that week, will be updated on the School website

<https://www.banasthalipublicschool.com/>

under **DOWNLOAD** link.

OR CLICK THE FOLLOWING LINK:

<https://www.banasthalipublicschool.com/download.php?directory-id=40>



INSTRUCTIONS TO BE FOLLOWED STRICTLY FOR STUDENTS DURING ONLINE CLASS:

1. Find a comfortable & quiet place for your ward to study online.
2. The **link for online classes will be provided via WhatsApp**. Kindly check it regularly so that nothing is missed out.
3. Before login, the student should come prepared with the note book and stationery required for the class as per the shared Time-Table.
4. All students are expected to attend all classes as per scheduled Time Table. Attendance is being marked for the same.
5. Student should attend the Online Classes in **Proper School Uniform** only.
6. Student is expected not to login before time or late but on time and be punctual.
7. Every student's **microphone** must be **muted** during the class and will be unmuted only after the instruction given by the teacher and also request parents to avoid interaction with the student during the class.
8. Students should keep their **VIDEOS ON** during the whole session.
9. **The Link for Online Classes will remain the same for all days.**
10. **Do not share the Online Class Zoom Link with friends or family members. It is strictly confidential.**

We appreciate your cooperation in creating an effective learning environment for our students. Let us work together to ensure uninterrupted education for your ward.

Principal