

CHINMAYA VIDYALAYA, B S CITY

GUIDELINES FOR STUDENTS FOR ONLINE CLASSES

Activities on MS Teams

- **First of all, students must go through the user manual provided for using the MS Teams.**
- Students should log in with their MS Team username and password, enter the particular team code, and join the meeting of the respective channel (subject). These login credentials are available on the school website.
- Students must be punctual in the online classes according to the routine provided.
- Students must maintain the decorum of the online class. You are supposed to speak only when your teacher asks you to speak. Keep your video/mic off during the online class.
- Students must ask doubts and questions by clicking on "Raise your hand" option in MS Teams screen.
- Students must disconnect the meeting call (by pressing the red button) after the class.
- You must choose the particular channel (subject), and join the particular meeting at the specified time.
- Students must sign out from the MS Teams after all the classes for the day are over.

Activities on LMS

- The MCQs will be uploaded in the school LMS and shall be done between 12:30 pm and 6 pm on the same day. After 6 pm, the submit button will be disabled and you will not be able to submit your MCQ assignment. Not attempting / completion of MCQ assignment will be treated as your absenteeism for that day.
- The subjective assignments are to be submitted by the end of the day.
- You can ask any question related to the teaching content to your subject teacher on or before 2:15 pm. You can clear your doubts through LMS beyond this time also but try to clear your all doubts before 2:15 pm.
- As per mentioned in school diary, Monday test will be conducted on each and every Monday by using online test mode/ Computer based test (CBT). The portion of these tests will be completely based on the teaching learning contents of online class. So, please be present and attentive in your online classes.