

STUDENT GUIDELINES FOR ATTENDING AN ONLINE CLASS

Please read below mentioned guidelines thoroughly and try to abide by them.

1. Online Classes via ZOOM will commence from 13th July 2020.
2. Students are requested to check the class timetable, meeting ID & password for respective classes on college website.
3. Join the Zoom session before it starts.
4. Test your microphone and webcam before joining session.
5. Your teacher will share the Zoom session link with you via WhatsApp.
6. Attendance is **MANADATORY** and will only be marked when student attend the whole session.
7. 15 minutes after starting session, meeting will be locked and no student will be allowed to enter the class.
8. If you are not speaking in a Zoom class session, please make sure to keep your microphone muted so it does not interfere with everyone's audio.
9. There should be limited outside distractions during our Zoom class sessions (i.e., there should not be other people or animals around you, or anything too distracting on the walls – inappropriate posters, etc. - while in class).
10. All background noise should be kept to a minimum during a Zoom session. Try to be in a quiet environment.
11. No screen shots or pictures are to be taken during a Zoom class session without permission of teacher.
12. Session cannot be recorded without the permission of teacher.
13. Be respectful to others while they are talking. Stay off your phones, other devices, and social media to respect your teacher and classmates while in class.
14. When you have a question or something you'd like to say, you can use the raise hand function located in the Participant panel.
15. Dress appropriately, with decency and modesty.
16. If necessary, your instructor may ask you to leave the Zoom class session until all distractions in your environment have been addressed.
17. **Do NOT share the Zoom class session link with anyone who is not registered for your class.**

Sr. Roohi Ghouri
Sr. Roohi Ghouri,
Principal.