

## INSTRUCTIONS FOR CREATING A ZOOM ACCOUNT FOR ONLINE CLASSES

- 1) Parents must ensure that they download the “Zoom Cloud Meetings” app from the Play Store(Android), App Store(iOS) or Windows Store; and create an account on Zoom using their email addresses.
- 2) While signing up, for the “First Name”-Enter your child’s FULL NAME AS PER THE SCHOOL RECORDS, and for the “Last Name”- enter his/her Class and Section. For example, First Name: Yash Dwivedi, Last Name: VII A, etc. EXAMPLE SHOWN BELOW:

- 3) The student needs to be ready and online 10 minutes before the start of the lesson so as to give the teacher sufficient time to take attendance and admit the student into the Online Classroom. The Classroom will be “locked” when the lesson starts. **LATE COMERS WILL NOT BE ALLOWED** to attend the Live class.
- 4) Kindly note that **ONLY** students are allowed to attend the zoom class. **Parents are NOT allowed to enter the Zoom class at any time.**
- 5) Your microphone will be muted by default. The “Raise hand” option should only be used when the teacher asks you a question or when the teacher allows you to ask a question. Thereafter, your mic will be un-muted by the teacher and you will be allowed to speak.
- 6) Students must speak only in English if and when asked to speak.
- 7) Students must not share the Online Class Zoom meeting link with anyone-remember, we can very easily track it. If any student is found indulging in any such activities or misbehaviour online, passing comments, trying to harass teachers or violating any cyber laws, their access to the Online Lessons will be instantly blocked permanently and strict action will be taken. **The school has decided to follow a zero-tolerance policy regarding this.**
- 8) The Time-Table for online Classes will be put up in the Notices section of our school website soon. Invitations to the Class will be sent in the Worksheet Section, which you can access from the SJCare Portal.
- 9) The lesson will be recorded and uploaded for students who are unable to attend the Live Class and will be available online for one week, for viewing at the child’s convenience.