Introduction to ICT (IC101)
Housekeeping Instructions
Anil K. Roy

General Information

- All lecture classes will be of 60 min duration.

- All labs will be of 2 hours duration.

- Nobody will be allowed to join the class/session after 15 min of start of the session.

- We will be monitoring your **attention** using WebEx feature. A student showing less than 80% attention will not be marked absent in that class.

- Attendance is **NOT** attention.

- Attending all tutored lab classes is compulsory.

General Information

- There are 2+8 TAs and 1 Lab Assistant available for this course, they are:
    - Nikul Panchal (202011068)
    - Mantra Sanathra (202011041)
    - Mayank Patel (202011045)

    - Paavan Parekh (201901067)
    - Param Parekh (201901164)
    - Prabhav Shah (201901216)
    - Prakhar Agrawal (201901276)
    - Ayush Patel (201901413)
    - Mohil Desai (201901301)
    - Sharvil Sheth (201901201)
    - Naresh Patel (*naresh_patel@daiict.ac.in*)
    - Rinkal Naik (201901421)

General Information

- It is desirable that you join the session through your laptop/desktop.

- Initially some of you might experience a few technical difficulties during the session, we feel sorry for that.

- You are suggested to send mail to help_desk@daiict.ac.in with copy to 202011068@daiict.ac.in and to anil_roy@daiict.ac.in, we will try to assist.

- No support is guaranteed during a lecture class.

General Information

- All session will be recorded but because of the huge file size these cannot be shared on Moodle.

- These will be shared through a Google Drive link, which will be informed by early next week.

- Time-to-time quizzes will be conducted.

- Assignments will be given (mostly based on the lab classes).

- These will be considered for your **grading** in this course.

- Assignment submission and any other discussion related to the course will be facilitated through **Moodle** (moodle.daiict.ac.in).

■ General Information (Lab Groups)

▣ Will be conveyed to you by the weekend.

Grading Policy (IC101)

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Quizzes	10%
Assignments	10%
Mid-semester exam	20%
Major project (full semester)	30%
End-semester exam	30%

Thumb rule: Class average falls in CC grade

WebEx Protocol and Discussions

- All classes will be delivered via WebEx including the labs.

- You are sent the WebEx link of the lecture classes. This link is valid for the whole semester.

- Use your 202001xxx@daiict.ac.in email account address to access the link.

- Always login to the class at least 5-10 min in advance.

- All students/attendees will be kept on "mute" and "no video" mode.

■ How to ask questions on WebEx

WebEx Tool Bar Icons

Participants

Mute   Chat   Other options
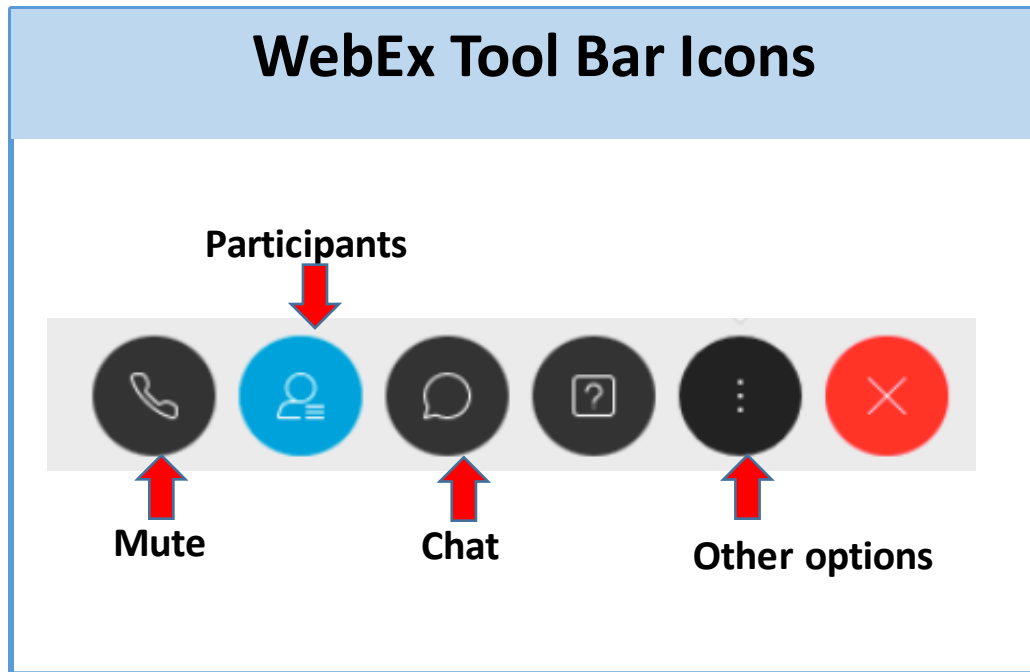
- ▣ Use the "Q&A" feature to ask questions.

- ▣ Don't use the "Chat" or "Raise your hand" feature to communicate with meeting host (course Instructor) or the panelist/presenter.

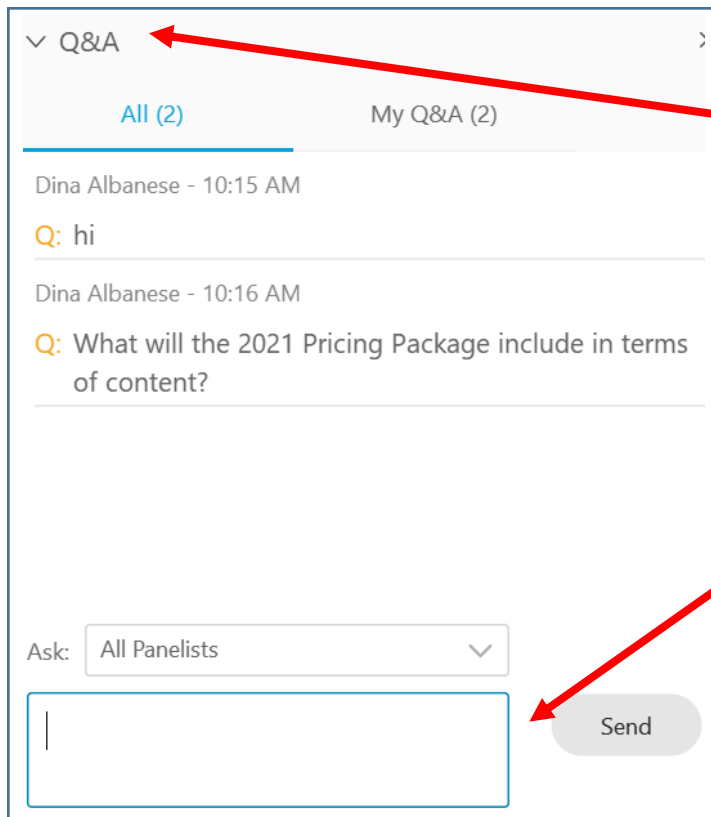- ▣ The presenter will ask for questions or comments after each section of the presentation.

How to Access WebEx Q&A

When you login to WebEx, you will see a Q&A panel on the right side of your screen.

If the Q&A panel is not available, move your cursor to the bottom of your screen and a toolbar will become available. Select "other options" and the Q&A panel will appear.

Other options
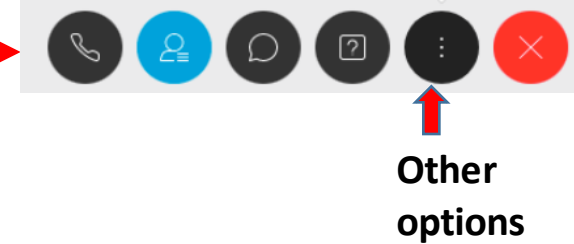
How to Use WebEx Q&A?

∨ Q&A	›
All (2)	My Q&A (2)

Dina Albanese - 10:15 AM
Q: hi

Dina Albanese - 10:16 AM
Q: What will the 2021 Pricing Package include in terms of content?

Ask: All Panelists

Send

- In the Q&A panel on the right side of your screen, select the > to fully open the panel where you will be able to type in your question at the bottom.

- Upon hitting "Send", your question will be available to all panelists.

- The presenter will be administering the Q&A at regular interval.

- He will read your question/comment along with your name. If you would like your question to be anonymous, please indicate this in your question.

- Your questions will be answered at appropriate time, as far as possible.

■ Instruction about WebEx Chat

- When you login to the WebEx, you will see this toolbar at the bottom of your screen.
- Never use "Chat" as it disturbs the presenter.
- Use ONLY the Q&A feature to ask questions.
- You will be penalized if you ignore this instruction.
- Similarly never use "Raise your hand" too.

■ Contact Us

AutoCAD installation related	Moodle & WebEx related
Mail to:	**Mail to:**
■ Rajendra Shah (rajendra_shah@daiict.ac.in)	■ Nikul (202011068@daiict.ac.in)
With Cc:	**With Cc:**
■ Naresh Patel (naresh_patel@daiict.ac.in)	■ Help Desk (help_desk@daiict.ac.in)
■ All TAs	■ Anil Roy (anil_roy@daiict.ac.in)

- If you don't know whom to write, write to me with copy to all others.

- Always write SUBJECT in your mail.

- Always start your mail with a salutaion, e.g., "Dear Tushar/Anil …" and end with your name, e.g., "Archit/Arth/Shrishti …".