Guide to handle Common Situations

CLASS RESCHEDULED/CANCELLED

SCENARIO:

A class/session, for say 6th maths, cannot happen during scheduled time.

SITUATION 1:

The session will be used for by another class, say 6th Science:

- Add a Session for 6th Science and set the date time and teacher involved.

CASE 1:

No alternate/extra Class for 6th Maths is decided upon:

- Mark the status as 'Cancelled' in My Classroom, with Appropriate Reason and Comments

CASE 2:

An alternate/extra Class for 6th Maths is Scheduled/Planned at the time:

- Modify that Session with the Alternate Date and Time in Modify Sessions

CASE 3:

Another 6th Maths class is not scheduled immediately, but arranged for after a few days

- Add a Session for 6th Maths, when Extra Class is finalized, with correct date and time

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SITUATION 2:

No alternative Class for that slot is possible:

CASE 1:

Children not available for the class

- Mark the status as 'Cancelled' in My Classroom, with Appropriate Reason and comments
- Inform teacher of issue in time
- Include in daily update
- Check if rescheduling class to another day is possible

CASE 2:

Teacher not available/ infrastructure issue preventing class to happen

SCENARIO 1

Offline activity material is available

- Inform Class assistant and provide the offline activity material
- Mark the status as 'Offline' in My Classroom
- Include incident and reason in daily update

SCENARIO 2

No offline activity is available (worst case scenario)

- Inform Class assistant that class will not be happening for the session
- Mark the status as 'Cancelled' in My Classroom, with appropriate reason and comments
- Include incident in daily update

NEW SESSSION REQUEST

SCENARIO:

Teacher requests for extra session a particular week

- Check time table for a possible slot for the teacher
- Inform Class assistant and school as quickly as possible
- Add "New Session" in portal for the corresponding class
- Inform coordinator during weekly update