

Dear Parents,

Namaste!

It has been decided to resume the online classes through the 'Google Meet' option. You have already provided us your mail ids.

We have put together some simple guidelines, which should help in the smooth functioning of the classes.

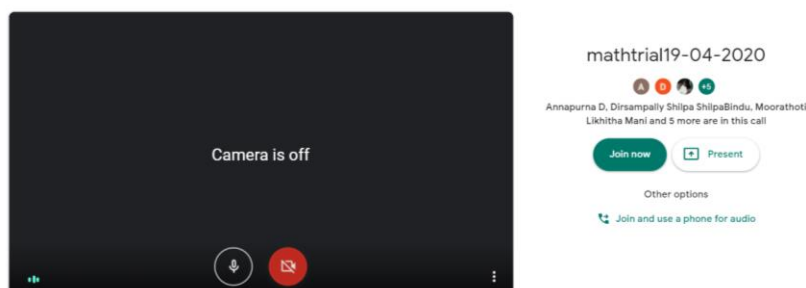
- Tomorrow (20/4/2020) the classes would be from 10:00 am to 12 noon. There would be two subject sessions.
- The meeting link would be forwarded to the Gmail id provided by you five minutes before the start of the session. Please note: Only the Gmail id provided by you is valid for attending the class.

Instruction Steps to be followed on a Mobile Phone :

- 1) Please download the Hangouts Meet from Playstore (Android) or AppStore (iPhone).
- 2) This is how the app icon looks in mobile applications.



- 3) Open MEET app and go to your Gmail and click the meeting link which is mentioned for a specific class and section.
- 4) Please select the "MEET" app to open the link.
- 5) Then click "JOIN MEETING" and you can operate your audio and video using the buttons shown below.

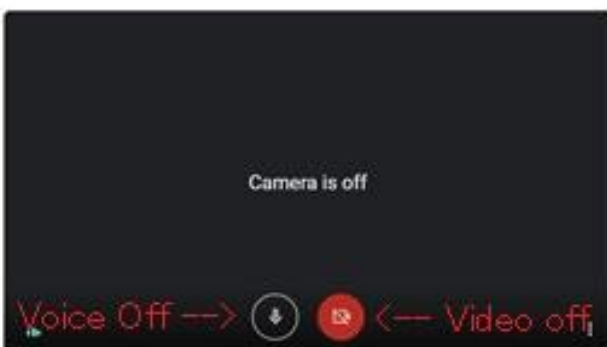
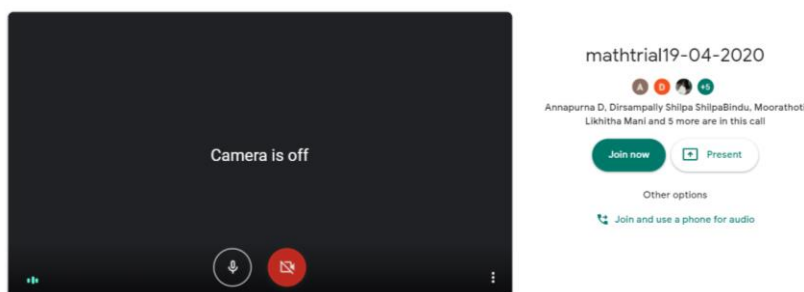




6) Once the student clicks on Join Meeting, the student will be able to meet and see the teacher online.

Instruction steps to be followed on a Desktop/Laptop:

- 1) Go to your mailbox (Gmail) and click the meeting link which is mentioned for a specific class and section.
- 2) Google Meet opens up in a new tab. Then click “JOIN MEETING” and you can operate you audio and video using the buttons shown below.



3) Now the student will be able to meet and see the teacher online.

Instructions to be followed during the class by the students:

- 1) Please ensure that you are seated at a convenient place with good lighting and no disturbances.
- 2) After entering the meeting and wishing the teacher, please mute your audio.

- 3) Unmute the audio only (a) you want to clarify any point (b) when the teacher asks a question/ asks you to speak.
 - 4) Keep a rough note with pen besides you and take running notes during the class.
 - 5) No personal discussions/chats during class.
 - 6) If the line is disconnected in between then re-join without disturbing the group.
- Dear parents, we welcome you to keep an eye on the children while they are attending the classes. Please ensure that the atmosphere is conducive to learning without any disturbances. We request your cooperation and patience to ensure that effective learning happens.

Stay home. Stay safe. Stay balanced.

Educationally yours,

Team Samashti.