

DELHI PUBLIC SCHOOL GREATER NOIDA

REMOTE LEARNING PROGRAM

Instructions for Students

- 1) Download MS Teams App from Microsoft.com in your respective devices.

OR

Open a browser and go to portal.office.com

Students must note down their login credentials received from school.

BEFORE –ONLINE LESSONS

1. Find a comfortable, distraction-free room in the house.
2. Be ready with books and stationary in advance.
3. Please be appropriately/ smartly dressed for the class, after the breakfast.
4. Prefer sitting on a chair with the table. Adjust the height of the chair, keyboard and screen so that you are comfortable.
5. **For audio clarity:** It is strongly recommended that you use headphones /ear plugs for listening and speaking during the online class.
6. Ensure that you can view Join option on your calendar that will take you to your live session. If you get disconnect due to network issue, you may re-join.
7. If a student is experiencing difficulty at any level w.r.t. technology or accessing respective course content, he /she may communicate to the concerned teacher and keep them updated.
8. Attendance: Students should regularly attend all the online sessions.

DURING-MS TEAMS LESSONS:

1. All students are required to login at 8:40 am and follow the schedule shared with them.
2. Be safe and responsible when online. Students need to follow netiquettes once they login into MS TEAMS account.
3. Be respectful while interacting with teachers and peers
4. Follow teacher's instructions and take running notes through the course of the lessons.
5. Ensure that you leave the session as soon as your teacher tells you to do so.

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AFTER- MS TEAMS LESSONS:

1. Be punctual in submitting any task assigned to you.
2. Make sure you stick to the deadlines for completion of work and submission of assignments as instructed and do not pile up the work.
3. Use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking and problem solving.
4. You get 15 minutes break between online sessions. Hence, it is recommended to take breaks away from devices.
5. Please note that each and every activity is recorded on MS TEAMS. Hence be careful while posting anything and do not delete any file from Files tab uploaded by others on the respective channels.