



## SAN ACADEMY GROUP OF SCHOOLS KAMAKOTI NAGAR

Dear students,

Happy day!

We are very excited to see you all through this Online Classroom. It is very exciting for us to venture classroom teaching through technology. We hope you would enjoy the sessions as much as we do. We hope you have seen through the videos which we have posted on YouTube. We will be recapitulating the concepts seen in the videos again during the online classes. So make sure that you are familiar with the concept taught in the videos.

Here are some basic Etiquette you need to follow during the Online classes:

### **Student Online Classroom Etiquette**

- This is a virtual classroom; therefore, appropriate classroom behaviour is expected.
- Login 5 minutes before the scheduled time so that you don't miss the session.
- Log into your class or meeting from a distraction-free, quiet environment.
- Ensure your technology works correctly and you choose the proper software and hardware.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- Look into the camera when you speak.
- If you would like to speak or answer a question, use the "Raise Hand" feature. Then unmute yourself after you are called on by your teacher or type your question in the chat box.
- When you are speaking, let others know that you are finished by saying something like, "That's all," or "I'm done," or "Thank you," so that everyone knows you have finished your comments.
- If you would like to use the chat box, remember that it is public, and a record of the chat is kept and archived.
- Keep paper and a pen or pencil or learning materials handy to take notes as instructed in the schedule.
- Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you.
- Be mindful of your background lighting. Sit facing the light so that you are seen clearly by your teacher.
- Please take care of your personal needs like wearing appropriate dress, basic hygiene, eating, talking to others in your home, etc.) prior to entering a Zoom classroom.
- Please do not use inappropriate language.
- Remember to sign out or "leave the meeting" when the session is finished.

Regards

SAN ACADEMY  
KAMAKOTI NAGAR