SAN ACADEMY GROUP OF SCHOOLS
NARAYANAPURAM, PALLIKARANAI

Dear Parent,

Greetings from San academy!!!

As informed earlier we will be resuming our online classes through CISCO WebEx app from 22/04/2020. Kindly check the slot schedule in the econtent and join the classes as per the meeting ID and Password given.

We request you to proceed the installation of the Webex app through the guided steps the instructions below.

As the facility of this could be made possible via phone , Desktop and in laptop, separate instructions are framed below with highlighted screen shot images. Follow the step sequence of the images.

Also please find **Student Online Classroom Etiquette** presented in the end of this circular.
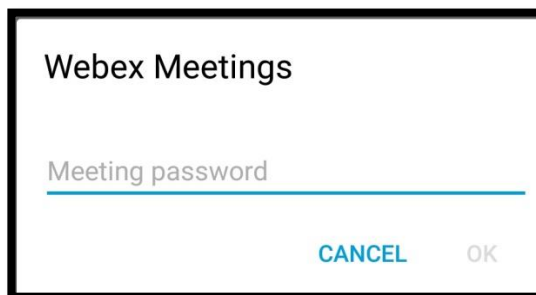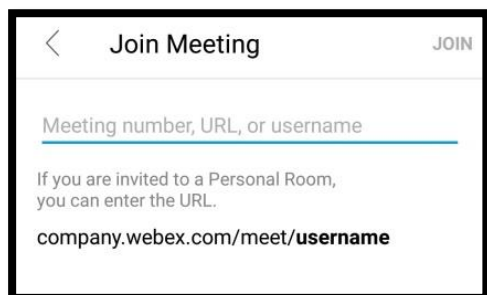
KINDLY NOTE THE FOLLOWING TO DOWNLOAD AND USE CISCO Webex APP IN MOBILE PHONE.

STEP: 1 Download the 'Webex app' from Google Play store.
STEP: 2 Open the app then tap on join meeting.
STEP: 3 Type the meeting number, tap on join meeting.
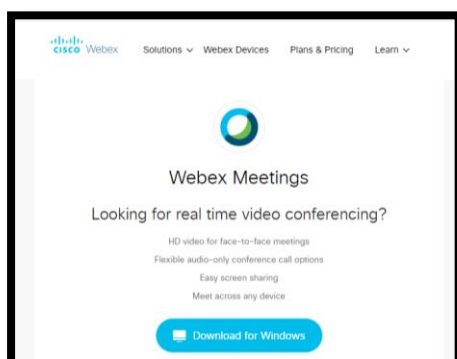**STEP: 4** Then enter password if it demands.

KINDLY NOTE THE FOLLOWING TO USE Webex ONLINE PLATFORM IN LAPTOP OR DESKTOP.
STEP: 1 Go to https://www.webex.com/downloads.html/
STEP: 2 Select Webex Meetings and Download
STEP: 3 After you download Open the app then tap on join meeting.
STEP: 4 Type the meeting number. Then enter password if it demands.

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 throughout the session. This will help to limit background noise.**
- Close unwanted applications on your computer to optimize the video quality.
- All doubts will be clarified at the end of the session using Chat .
- Keep paper and a pen or pencil or learning materials handy to take notes as instructed in the schedule.
- Please take care of your personal needs like wearing proper school uniform ((Red T-Shirt and Track pant), basic hygiene, eating, talking to others in your home, etc.) prior to entering online classroom.
- Remember to sign out or "leave the meeting" when the session is finished.
- Incase if the students miss the session due to technical fault they can view the videos uploaded in youtube by our teachers and learn the concept.

Regards,
San Academy