

# NORTH POINT SENIOR SECONDARY BOARDING SCHOOL

## TEMPORARY ROUTINE FOR ONLINE CLASSES

### (ARJUNPUR/RAJARHAT/BOLPUR BRANCH)

#### GENERAL INSTRUCTIONS FOR PARENTS / STUDENTS:-

#### STEPS FOR USING ONLINE CLASSES

- **For Mobile Users** - Download ZOOM APP in your Mobile. Create an account and Sign in.
- For Laptop/Desktop Users** – Download and install Zoom Client from Zoom website.
- Goto Website **[npssbs.org.in](http://npssbs.org.in)**
- Select your respective Branch **“Arjunpur or Rajarhat or Bolpur”**
- Click on Green Button **“Online Classes”**. A dropdown option will appear.
- Download the Latest Routine from **“Class Time Table”**.
- Select **“Live Classes”**. Select Your Class and select the subject as per time table.
- Click the **“View”** Button given beside class teacher’s name. You will be taken to Zoom page where,
  - a) for Mobile users automatically zoom meeting will start
  - b) for Desktop/Laptop Users – Click **“Open Zoom Meetings”** dialog box.
- Next follow the onscreen options and join the Classes. Ensure you are muted while attending the Class.
- Parents/Students can access the **“Worksheets, Videos, Books from the Same Green Button “Online Classes”** in the website.
- **NO User Id or password is required for joining Online Classes as of now.**

#### Clarifications regarding Online Classes, School Mobile App & Extramarks App

- Parents are informed that both **“Extra marks Mobile app”** and School’s Mobile App, are separate system and both have nothing to do with Online Classes.
- Instructions are already given in Website **“Notice section”** regarding how to download the School’s Mobile App.

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## **DO'S (DURING ONLINE CLASSES)**

- Please follow the Live Classes regularly as attendance is mandatory and the same is being marked on daily basis.
- Student must ensure discipline is maintained during the Live Classes. It is the responsibility of the Parents to ensure proper discipline is maintained by their ward during the Online Classes.
- All registered students of NPSSBS must be present in the Online Class atleast 5 min before commencement of the Class. It is **mandatory to mute your microphone /speaker of Smartphone/Laptop/Desktop** during the Online Classes so that all participants can hear the teacher properly, else there would be noise and echo in the system.
- Student must login to the Online Class using their **Full Name and student id/admission no.** as given in their Id Cards / School Mobile App profile. Any students not adhering to this shall not be allowed in the Class.
- All students must keep their **Notebooks, Copies, Books, pencil, stationeries**, etc handy during the classes.
- Students may use Mobile/Laptop/Desktop/Tab which should be placed in **Steady place and quiet room** to ensure clear understanding of Lessons being taught online.
- Parents must ensure that they have **good and steady internet connection** to avail live class facility preferably a Wi-fi connection, so that there is no issue of Audio/Video streaming during the ongoing Classes. Student should activate their Video mode only when required and asked by the teachers.
- For any queries, raise your hand and wait for the teacher to ask your query.
- In case there is any network or technical issue due to which students or teacher may not be able to see or hear each other, or that the teacher gets suddenly logged out due to technical issue, in that case they should try log out and login once again or check the network connectivity.
- Students should practice worksheet uploaded in website and mobile App and can watch uploaded video contents to update themselves.
- Parents / Students must remember that the school management along with teachers, staff are working day and night planning for better and improved Online classes for the students, and hence it is requested that they should take maximum benefit out of it, irrespective of time slots assigned in the routine. No request for change of timings shall be entertained.
- Routine is subject to change and the same shall be uploaded in website, parents are required to monitor the website on regular basis for any new information.

## **DON'T'S (DURING ONLINE CLASSES)**

- Parents / Student should not panic if they are unable to Login due to technical issues. They should check the internet connectivity and try logging in again. If any teachers is logged out suddenly, then students should maintain discipline within classes as the teacher would log in anytime.
- Student / Parent are **not** allowed to “share Screen”, or write anything in “Shared Notes” option.

- No Students/ Parents should involve in any public Chats with other parents or students during the Class. **This is strictly prohibited.** Teachers reserve the right to remove them from the class and not allow them for future Classes too. No further requests for re-joining shall be entertained in this regard.
- No Parents / Students should involve in any promotional / marketing related postings in publics or private chats during online classes. **This is strictly prohibited.** Teachers reserve the right to remove them from the class and not allow them for future Classes too. No further requests for re-joining shall be entertained in this regard.
- No Students should involve in mischievous activity, use abusive and unparliamentary language to disturb the ongoing class. If found, the student shall be removed immediately from Class and necessary disciplinary action against the student shall be taken including removal from school.
- Any Student impersonating any other student or person with an intention to cause disturbance and disharmony during the online classes shall be dealt with legal action. It may also be noted that School reserves the right to file legal action under IT Act if any student or person is found involved in maligning the image of the School and its staff.

**!!! We wish all the parents, students to Stay Safe !!!**