St. Anselm's North City School Jhotwara, Jaipur

Circular regarding online Classes for Session 2020-2021

Dear Parents,

In view of the ongoing nationwide Lock down, the School Management has decided to start online real time sessions from 03.04.2020 (Friday) so that the students may start with the new Academic Session 2020-2021. These online Classes are very important for the students as they would be benefited with the subject matter explanation given by the subject teachers online in real time.

We are starting with these online sessions for children of classes who are promoted to Classes IX, X & XII (Session 2020_2021). Kindly make sure that your ward takes these online classes seriously as the attendance record of the students will be maintained. For other classes the online sessions will start a little later. You will be informed of the dates in due course of time.

The detailed time table is also hosted on the website along with the guidelines to attend the online classes.

With Regards Principal

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GETTING STARTED WITH ZOOM

Carleton supports video conferencing using Zoom and Google Hangouts/Meet. *PEPS and ITS remain eager and willing to assist with video conferencing calls using either platform*—while also encouraging end users to become familiar enough with these tools to be able to use them independent of PEPS.

Most Carleton users can successfully use Free/Basic Zoom accounts; some may require a Pro account. The primary determining factor is the number of participants/locations on the call:

- Free/Basic accounts offer one-on-one video conference meetings of any duration.
- Pro Zoom accounts are required if the meeting involves two or more participants in more than two locations.

(To have PEPS assist with setting-up a video conferencing call, you may still complete a WebHelp Desk Ticket with the Ticket Type PEPS > Event > Video Conferencing, but we'll ask that individuals use their own Zoom account, if possible.)

CREATING AN ACCOUNT and LOGGING IN

- Visit <u>https://zoom.us/</u>, and click "SIGN UP, IT'S FREE." <u>SIGN IN</u>
 (If you already have a Zoom Account, click Sign In.)
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TO SCHEDULE A MEETING

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5. Recurring Meeting: select if users will regularly meet *using the same link*.

Additional support is available at <u>https://support.zoom.us</u> or by contacting PEPS at x7070. 1

- 6. Registration: usually leave unchecked
- 7. Meeting ID: use Generate New Required Registration Meeting ID most of the time. Personal Meeting ID is OK for use with close Generate new meeting ID Personal Meeting ID (PMI) 507-222-7024 Meeting ID colleagues. Sharing it broadly means anyone with that link could join any other meeting using that meeting ID! 8. Video: recommend starting with Video ◎ off Host on Host and Participant Video on.* Participant on off 9. Audio: recommend starting with Host and Participant Video on.* Audio Telephone Ocomputer Audio Ocomputer Audio Dial from United States Edit *Some users will prefer it off, but it adds a step/complication for end Require meeting password 610264 Meeting Options user to turn on. Easier for those Enable join before host non-familiar to quickly mute camera or audio than locate to turn on. Mute participants upon entry II Enable waiting room 10. Meeting Options: Record the meeting automatically a. Meeting Password: recommend only using with Personal Alternative Hosts Example: john@company.com, peter@school.edu Meeting ID. b. Join Before Host: recommend leaving off. Save Cancel c. Mute Participants: recommend leaving unchecked, except for very large meetings. d. Enable Waiting Room: recommend leaving unchecked. e. Record Meeting Automatically: Use as requested. End user is notified of recording. 11. Alternative Host: Use if you can't be at meeting, and another Pro user will be.
- 12. Click Save.
- 13. On the following screen, choose Copy the Invitation, and share it with those on the call. *It includes both an email link and dial-in phone numbers for those not using a computer.*

Invite Attendees

Join URL: https://zoom.us/j/181064609



ZOOM: Hosting or Joining a MEETING and THE ZOOM INTERFACE.

You do not need to have a Zoom account to participate in a meeting someone else is hosting, but you will be asked to download the Zoom software. To host a meeting, you must have an account.

1. To Join as the Host: if you're hosting a scheduled meeting, click Meetings and then click Start Meeting Link under Topic. You can also click the meeting link, as indicated in #2, below.

	PERSONAL	Upcoming Meetings Prev	rious Meetings Personal Meeti	ng Room		Get Training
	Profile Meetings	Schedule a New Meeting				
	Webinars Recordings	Start Time 🜼	Topic o		Meeting ID	
	Settings	Tomorrow 02:15 PM	Dann & Matt B. ASAP №	Aeeting	181-064-609	Start Delete
2.	Both hosts and	non-host partici	pants can	Meeting Invitation		
	Also join a Zoon	n meeting by cli	cking the URL	Dann Hurlbert is inv	iting you to a schedu	led Zoom meeting.
	in a weeting in			Topic: Dann & Matt Time: Oct 23, 2019	B. ASAP Meeting 02:15 PM Central Tir	ne (US and Canada)
				Join Zoom Meeting https://zoom.us/j/18	31064609	
3.	After clicking th	e invite link, you	u will			
	Be prompted to And run Zoom"	Open Zoom an	d/or "download	Open zoom.us?		8
					Cancel	Open zoom.us
				Please click O)pen zoom.us if you see the s	system dialog.

4. When Zoom opens, you'll want to be familiar with and likely adjust the following:

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.



Mic: clicking the ^ next to the mic icon allows you to switch between your available mics and speakers. *Clicking ON the icon allows you to mute your current mic.*

Video: clicking the ^ next to the camera icon allows you to switch between your available cameras. *Clicking ON the icon allows you to mute/turn off your camera.*

Participants: Clicking on Participants lets you see who is in your meeting, and the host may mute one or more of the participants mics/cameras.

Screensharing: Clicking the Share icon lets you select a screen or portion of your screen to share with participants. A green box appears on your monitor around the screen being shared.

Chat: Clicking chat lets participants type quick notes to the group or to individuals.

Record: Clicking record allows you to record the meeting. We recommend saving to computer. *Participants WILL be notified that the meeting is being recorded.*

End Meeting: Clicking this allows you to leave a meeting, or, as the host, to end the meeting for all. Additional support is available at <u>https://support.zoom.us</u> or by contacting PEPS at x7070.