Online Class rules:

- 1. After joining class make sure your microphone is muted and video is turned off.
- 2. Please join class on exact time to avoid disruption of class.
- 3. Do not click share screen at any time during class.
- 4. Ensure that your name is in the format specified in this document.

Attendance process:

Attendance will be taken at any time during the class according to the preference of the instructor. When your roll number is called, raise hand (the process is shown in step 10).

Do not leave class while attendance is being called.

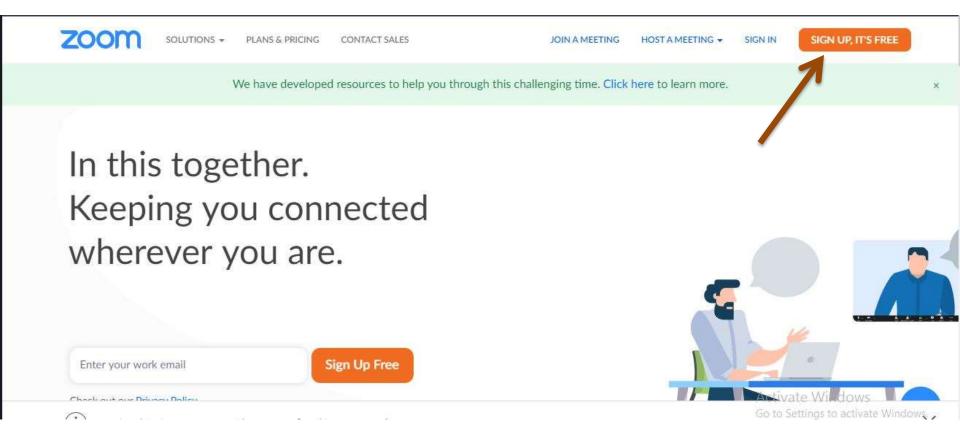
Question process:

Questions related to lecture can be typed in the chat tab that you can find at the bottom of the screen. No need to unmute your mic and ask. The instructor will check the chat tab at his/her convenience and answer the question.

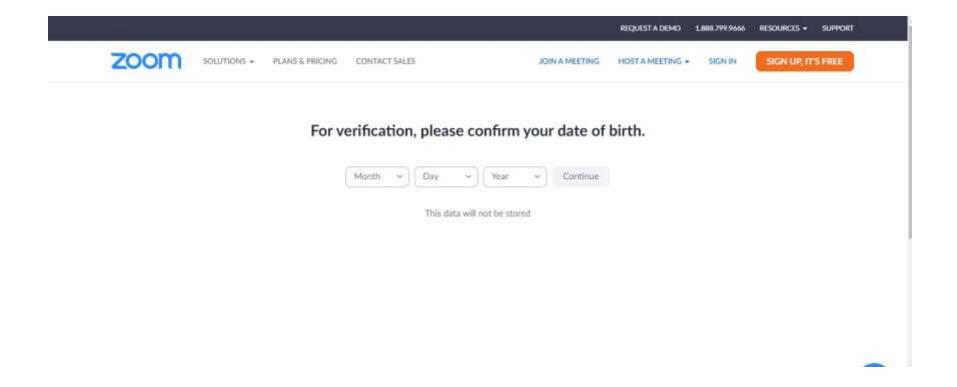
Issues and help:

For any issue not related to the lecture topic, you can still type the issue in the chat tab and raise hand with this to draw the attention of the instructor towards the chat tab if it is urgent. Try not to unmute and speak. But if you absolutely have to, you can.

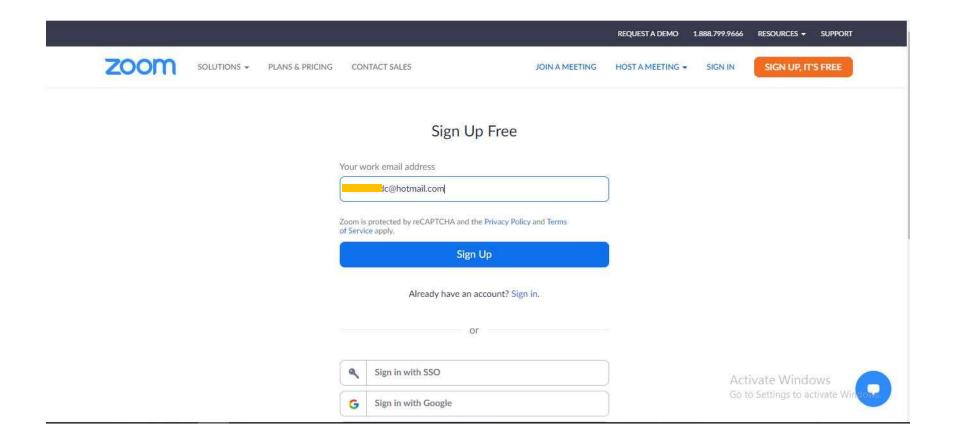
1. Go to zoom.us and click signup.



2. Enter your date of birth and click continue



3. Enter your email address (can be email id you use i.e. gmail, hotmail, yahoo, etc. hotmail shown as an example) and click signup.



4. Select No and click continue.



Are you signing up on behalf of a school?

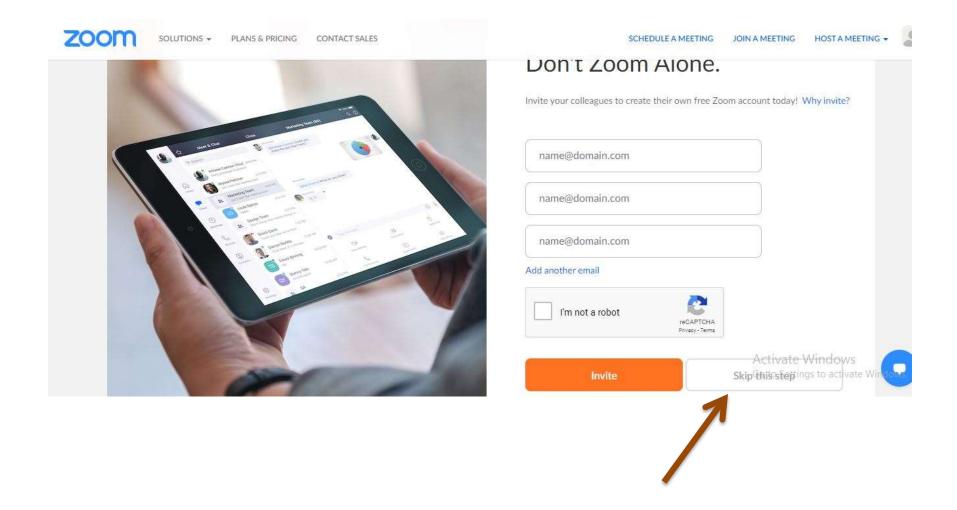




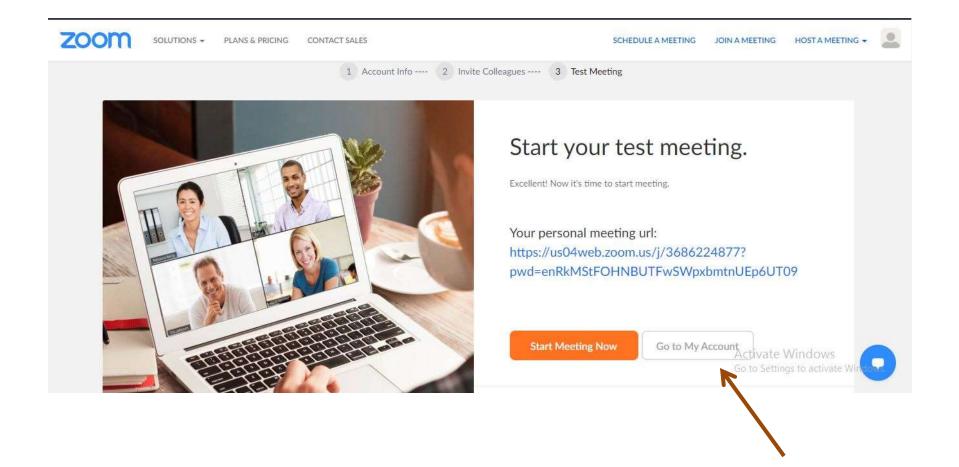
5. Fill up the information. Type your roll number in the shown format(if your roll number is 5 it will be 005, if it is 102 it will 102) in the First name blank. Type your name in the Last name blank. Then make a password for your Zoom account and click continue.



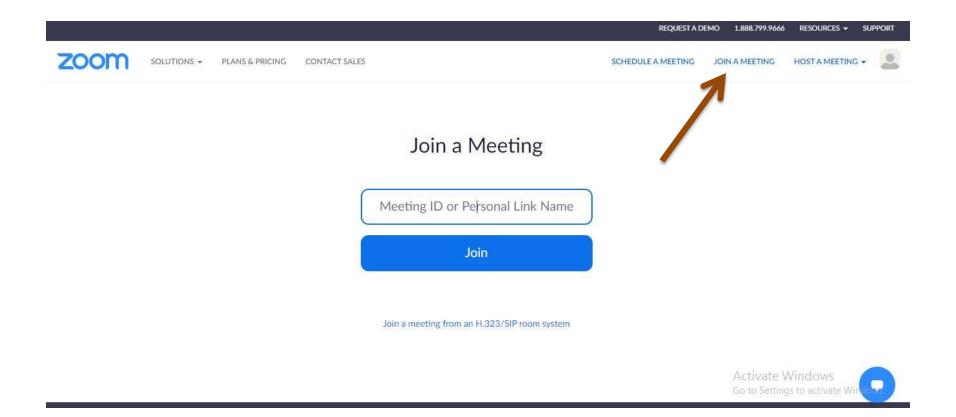
6. Do not fill anything in this page. Click Skip this step.



7. Click Go to My Account on this page.



8. Your account is now set up. In order to join class at the scheduled time, click Join A Meeting button on your account home page and this page will come up. Here you have to enter the Meeting ID of the class you will attend (has been provided to you in your group)



9. If you have Zoom installed in your computer click Open Zoom Meetings or launch meeting. If you don't have zoom installed in your device you can access the meeting from your browser directly.

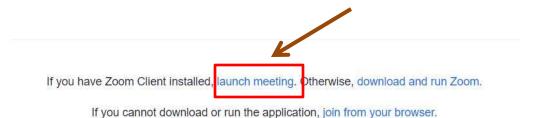
It is advised to install zoom on you device. If not possible, click launch meeting and the next line will show up where you have to click join from your browser.

You can join from mobile devices as well by following the same process.

You will be asked to provide the password next. Type the password of the class you are joining (has been posted your group). If asked to enter your name again, enter your name in the format 'roll number' then 'full name' as you have done while opening account.



When system dialog prompts, click Open Zoom Meetings.



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10. During class you can find the 'raise hand' option in the 'participant' button at the bottom of the screen. When called for attendance only then select raise hand to ensure attendance. (Example class lecture presentation shown in picture below)

If your name is not in the specified format you have to rename yourself in the specified format (first roll number in 3 digits then space then your name, as shown in the example in the picture)

