

THE LUCKNOW PUBLIC COLLEGIATE
DAY-BOARDING CUM RESIDENTIAL PUBLIC SCHOOL
3-JOPLING ROAD, LUCKNOW PHONE: 2207745, 2209429
AFFILIATED TO CISCE, DELHI (NUR TO XII) &
RUCHI KHAND-I, SHARDA NAGAR, LUCKNOW PHONE: 2447505
AFFILIATED TO CBSE, DELHI (NUR TO XII)

13/06/2020

Dear Students of Class XII (2019-20),

The Collegiate will be conducting the Online Preparatory classes for the students of class XII for the remaining subjects through the Microsoft Teams. You need to be ready for it as per below mentioned points:-

01. Download MICROSOFT TEAMS from the app store/playstore.
02. USERNAME and PASSWORD will be sent to you via whatsapps.
03. You may use the official number or email id for any assistance. It will be our pleasure to help you.
04. Ensure you are signed in with the ID and password provided before you click on the link as only registered user can access the class.
05. Don't forget to pin teachers screen ones the class starts.
06. DO NOT SHARE THIS LINK WITH ANYONE.
07. You have to enable audio and video from video/mic icon.

The Classes will be held as per schedule mentioned below:-

Date	Day	Subjects	
		10:00 a.m. to 11:00 a.m.	11:00 a.m. to 12:00 noon
17-06-2020	Wednesday	Business Studies	Computer Science/ Hindi
19-06-2020	Friday	Business Studies	Computer Science/ Hindi
22-06-2020	Monday	Business Studies	Computer Science/ Hindi
24-06-2020	Wednesday	Business Studies	Computer Science/ Hindi
26-06-2020	Friday	Business Studies	Computer Science/ Hindi

I am sure it will be benefitting you to perform well in the remaining subjects for the Board Examinations. Soliciting your kind co-operation.

JOINT DIRECTOR/PRINCIPAL

*** Do's* *and* *Don'ts* *while* *using* *the* *Microsoft Teams* *application***

- * Choose a room that's not noisy.
 - * Make sure all your audio and video devices like television and radio etc are turned off.
 - * Keep the Laptop/phone still on a table and sit in front of the camera on a chair.
 - * You can use a selfie stick and clamp it to the table or use a tripod.
 - * Your face should be towards the light i.e. the source of light should not be behind you.
 - * Look into the camera when the meeting is on.
 - * Make use of earphones, air pods or headphones preferably.
 - * Be ready five minutes before the meeting time.
 - * Make sure your Laptop/phone is fully charged.
 - * Sit where the network connectivity is excellent.
 - * Your teacher will mute you when the meeting is on . If you finger tap on the screen , a widget bar appears which has a microphone icon, a video icon and other icons too . You can mute/unmute and turn on or off on tapping these. But you must not unmute yourself during the meeting. Also do not touch the video icon or the video will disappear.
 - * If your teacher is sharing white board or a picture, do not touch the screen of your Laptop/mobile phone .
 - * Keep checking your whatsapp class groups for updates related to the next meeting.
 - * Please do not share any content on the screen while the session is in progress and do not fidget by scribbling on the shared picture or the whiteboard.
 - * Please wear your school summer shirt on top of your outfit while the sessions are in progress.
 - * Please do not forget to join the Microsoft Teams session via internet or device audio. In case you forget to do this you will not be able to hear the 'Audio' of the session
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