

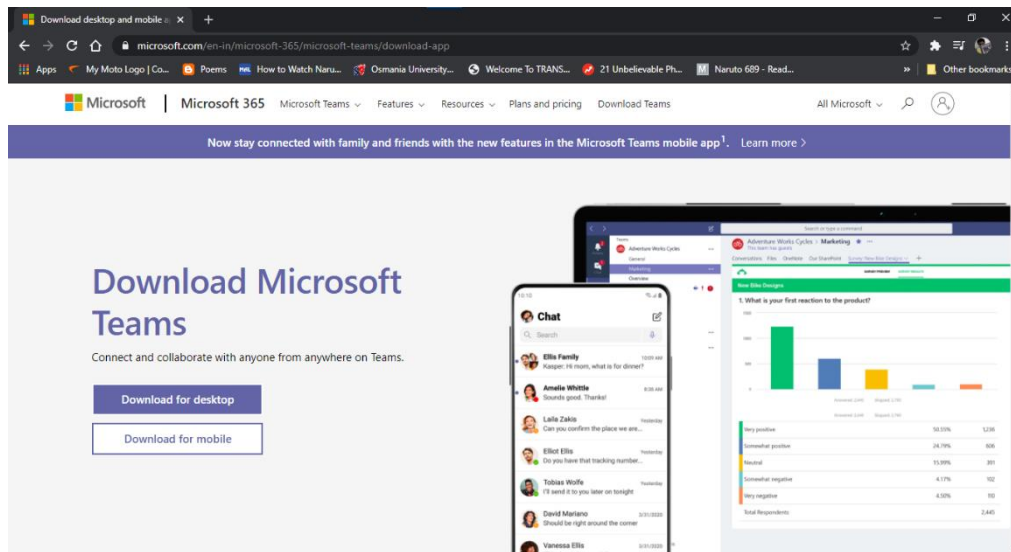


BHAVAN'S VIVEKANANDA COLLEGE
Sainikpuri, Secunderabad – 500094
Autonomous College | Affiliated to Osmania University
Accredited with 'A' Grade by NAAC

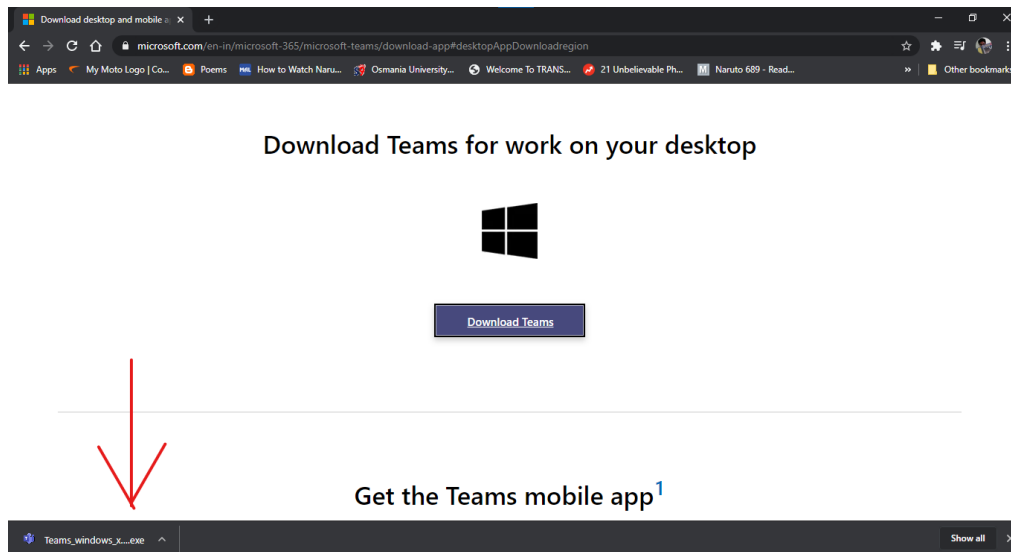
Standard Operating Procedures (SOPs) for ONLINE Classes to Students – 2020 – 21

(For Desktop/Laptop users)

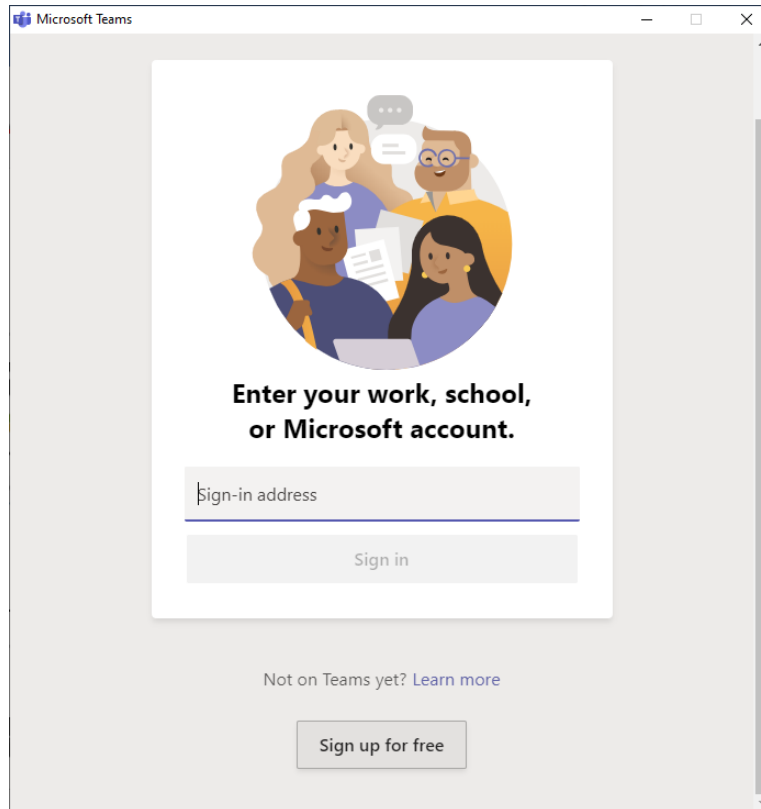
Step 1: Google search for Microsoft Teams and click on 'Download for desktop'



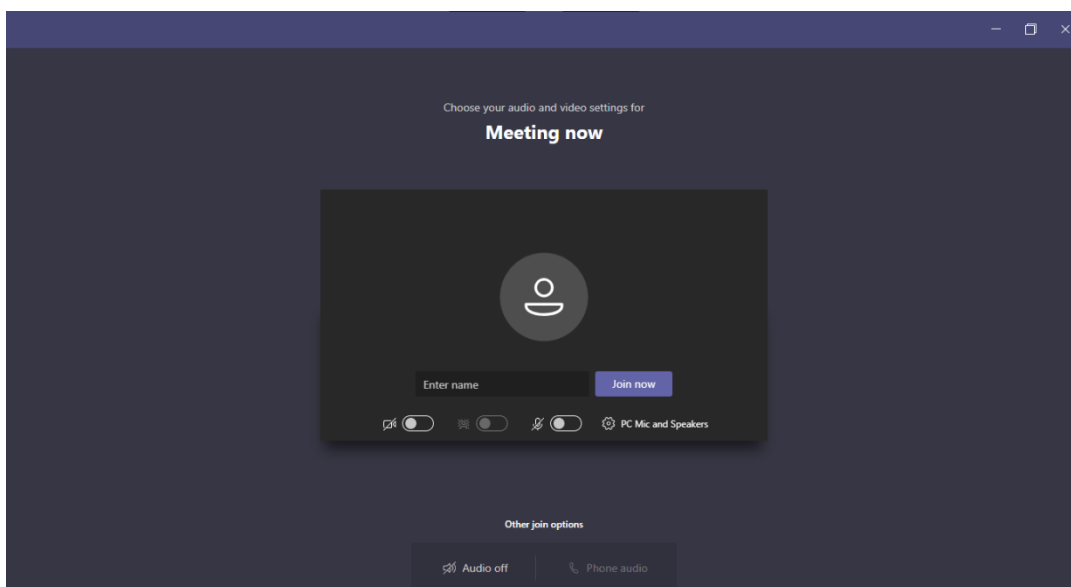
Step 2: Open the downloaded file upon completion to install Teams



Step 3: After completing the install Teams prompts you to sign in. You don't need to sign in for now

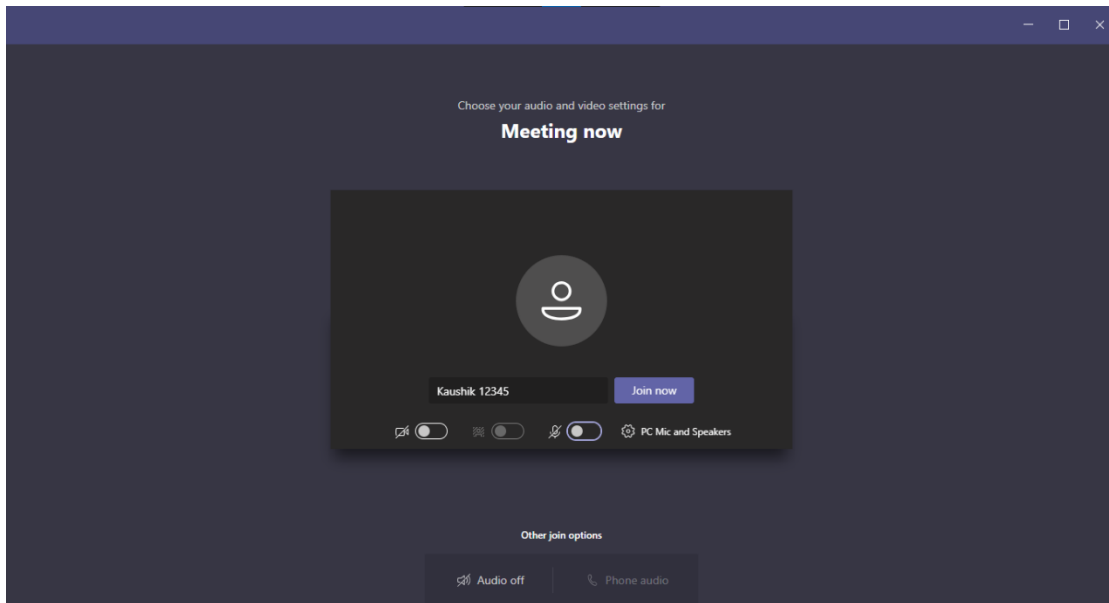


Step 4: When you open the link to join any class Teams prompts you with this screen

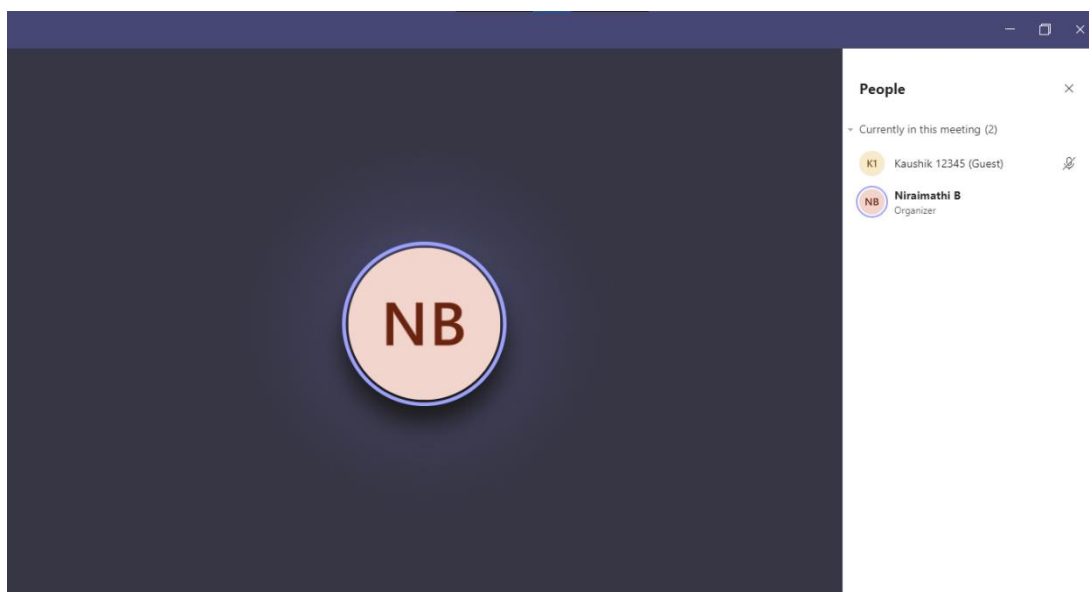


Step 5: Enter your first name and your admission number in the name column as shown and click on Join now. **You will find your Admission number in the fee receipt.**

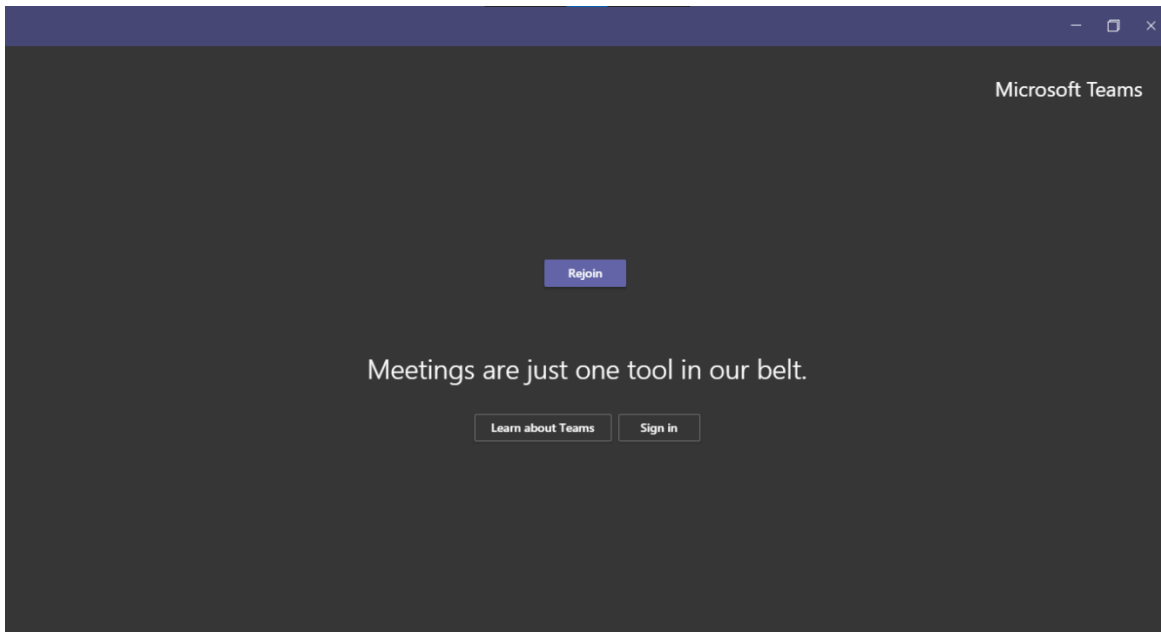
For Example, If the name of the student is A. Kaushik and the admission number is 12345, then login as **Kaushik 12345**.



Step 6: Now you've successfully joined the class!



If you ever get disconnected from the class don't panic and just click Rejoin

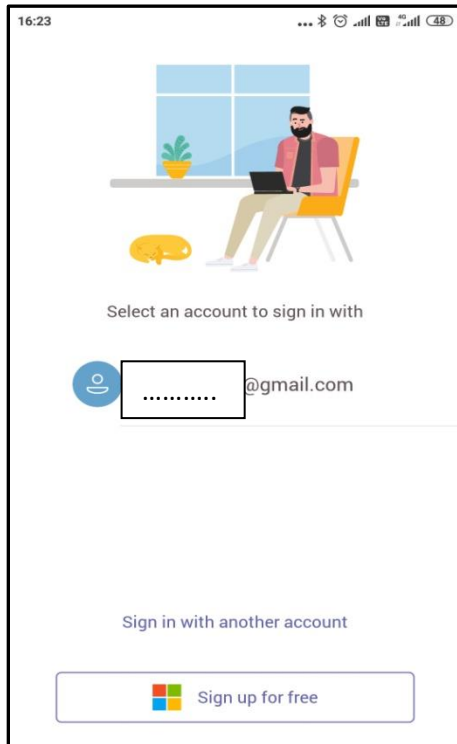


Join the meeting by clicking on the link provided in the official class WhatsApp group for online classes.

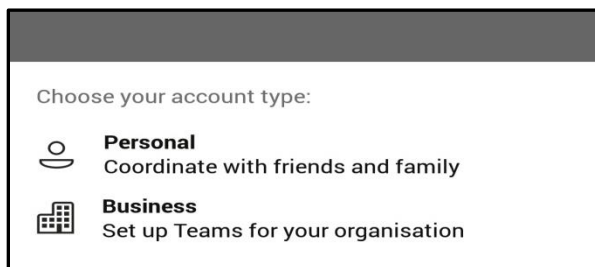
(For Mobile phone users)

Step 1: Google search for Microsoft Teams and click on ‘Download for mobile’

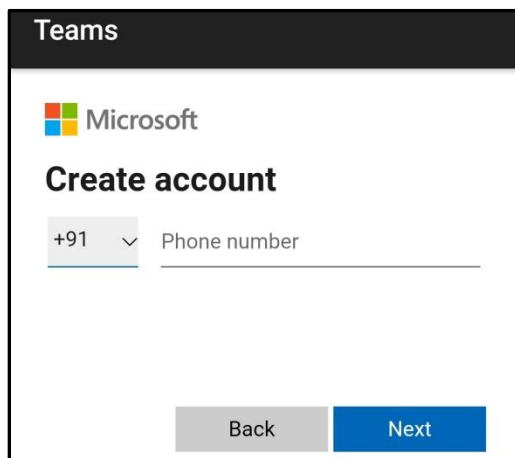
Step 2: Install in your Phone and open the App



Step 3: Click on “Sign up for free” and select the option “Personal”.



Step 4: Enter your “Phone Number” then press “Next”



Teams

Microsoft

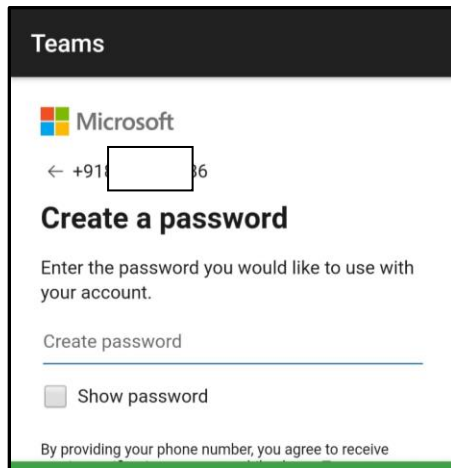
Create account

+91 Phone number

Back Next

Step 5: Create a password and press “Next”

(Use a strong password to keep your account safe)



Teams

Microsoft

← +91 86

Create a password

Enter the password you would like to use with your account.

Create password

Show password

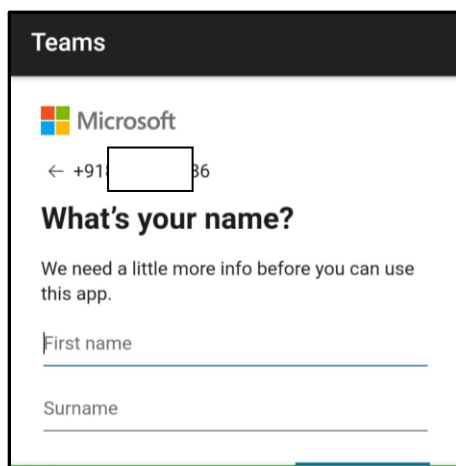
By providing your phone number, you agree to receive

Step 6: Enter your first name against “FIRST NAME”

(Ex: if your name is N. VIMAL then enter only VIMAL)

Enter your “**ADMISSION NUMBER**” in place of **Surname** then press “Next”

(You will find your admission number in your fee receipt. It is a 7 digit number)



Teams

Microsoft

← +91 86

What's your name?

We need a little more info before you can use this app.

First name

Surname

Step 6: Enter your correct “Date of Birth” and press “Next”

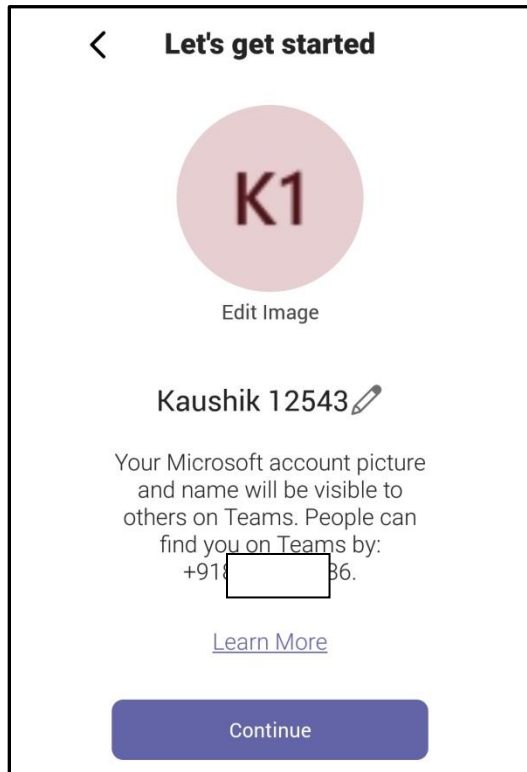
The screenshot shows the Microsoft Teams registration interface. At the top, the word "Teams" is displayed in white on a black background. Below this is the Microsoft logo and the word "Microsoft". A phone number field shows "+91" followed by a white input box containing "6". The main heading is "What's your date of birth?". Below this, a message states: "We need a little more info before you can use this app." There are two sections: "Country/region" with a dropdown menu showing "India", and "Date of birth" with three dropdown menus for "Day", "Month", and "Year". A blue "Next" button is located at the bottom right.

Step 7: Enter the code sent to the phone number used for registration and press “Next”

The screenshot shows the Microsoft Teams registration interface for Step 7. At the top, the word "Teams" is displayed in white on a black background. Below this is the Microsoft logo and the word "Microsoft". A phone number field shows "+91" followed by a white input box containing "6". The main heading is "Verify phone number". Below this, a message states: "We've just sent a code to +91" followed by a white input box containing "6". Below the message is a white input field containing the code "3065". At the bottom, there is a line of text: "Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#)." A blue "Next" button is located at the bottom right.

Step 8: Click on “Edit image” and set a Decent picture of yourself and click on “Continue”

(Make sure that your face is well lit and recognizable. Avoid masks and sunglasses.)



Now you are ready to join Microsoft Teams Online Class

Join the meeting by clicking on the link provided in the official class WhatsApp group for online classes.

You are now part of the online class.

Online Classroom Etiquettes

When switching to online classes, you have many adjustments to make including learning how to navigate a virtual classroom. The duration of each class will be for 50 minutes. Following these etiquettes can help you to adapt smoothly to online classes.

- Courtesy goes a long way in any setting, including virtual classrooms. Your good manners should carry over to online meetings, too.
- Minimize background noise by turning off the TV and radio and isolate yourself if possible.
- Do not accept calls during class.
- Do not multitask during class.
- Please mute your microphones unless you are speaking.
- It is important that virtual students be prepared before class. Please download the necessary software and connect and devices like microphones or laptops before the lesson begins.
- Opt for a quality headset to avoid the background noise.
- Ask relevant questions to clarify the material covered or assignments given.
- While participating in online discussions, keep your answers short and specific to the topic.
- Focus on the classroom conversation and activities.
- Take notes on the information presented.
- Submit your activities and assignments on time.

These tips will help you to sail through the digital classroom. Happy Learning!