



Delhi Public School, Howrah

S stands for Scientific Enquiry of Mind.

A stands for Agility of Mind and Body.

C stands for Creating, Preserving and Nurturing Nature.

H stands for Humility, Unity and Brotherhood.

DPSH/1310/2023 -24

17/04/2023

DELHI PUBLIC SCHOOL **NOTICE ON ONLINE CLASSES**

With reference to the memorandum released by the Department Of School Education, Government, of West Bengal, dated 16th April, 2023, the school has decided therefore to conduct online classes from Tuesday 18th April, 2023, till further notice. The regular offline timetable will be followed and the classes are to be conducted on MS TEAMS, the students will be using the same ID which they were provided with, last year. New students will be given fresh ID and passwords by their respective HRT's.

We expect your kind cooperation in this entire process and request you to supervise your ward throughout the online classes, so that they do not lose on their academics.

Please find attached the following.

Annexure-1- DOs & Don'ts pertaining to the online classes.

Annexure-2- MS Teams Basic tutorial.

Best Wishes,

Principal
Sunita Arora



Delhi Public School, Howrah

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DELHI PUBLIC SCHOOL HOWRAH

ANNEXURE-1

DOS & DON'TS FOR THE ONLINE CLASS

INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS

- No student should join the class without the school uniform.
- In case a student is found attending the classes without the school uniform, he/she would be marked absent.
- In case a student has any query during the class, he/she can opt for the **Raise hand option** in MS TEAMS CLASS, they needn't unmute themselves in the middle of the class.
- Do not leave the class until the session is over else you will definitely be marked absent.
- Students must not take a screenshot or record the video of the ongoing class as this might lead to severe consequences under the cyber-security law.
- Please do remember to use proper headphones so that you can hear the lectures.
- Do not be late to join a class and do remember to respond while the attendance is being taken.



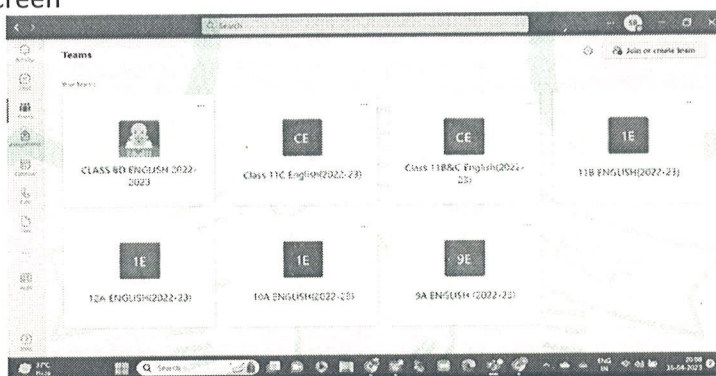
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ANNEXURE-2 MS TEAMS - A TUTORIAL STUDENTS GUIDE

PART-1 LOGGING IN

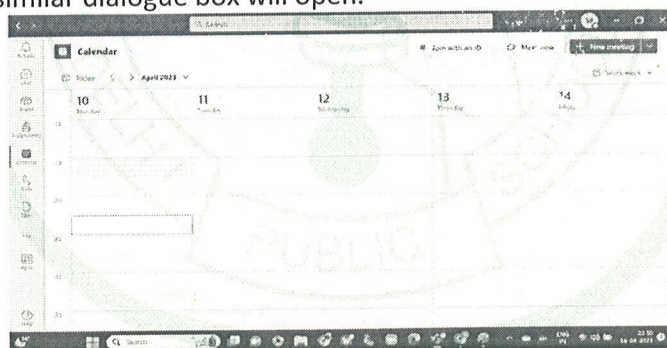
- In order to access Teams, you need to have an ID, which will be provided by the school
- After you have successfully logged into teams with your official ID you will find such a screen



- These are the various subject class groups which you are a member of.

Part-2 Joining a scheduled class

- Once the teachers have scheduled the classes (which will happen a day prior to your actual class), the same will be reflected in your **CALENDAR**
- Click on the **CALENDAR** option which appears on the left side panel of your Teams Screen. A similar dialogue box will open.



- Here under the date section you will be able to see the different classes that have been scheduled along with their designated timings.
- Click on the mentioned class schedules so that you can join them. You are advised to log in to teams at least 5 minutes before your actual class time so that you don't face any problem while joining the class.