

Bharatiya Vidya Bhavan's Sri Venkateswara Vidyalaya, Tirupati

Circular No: WEB/01/2020-2021

Wednesday, 20 May 2020

Dear Parent,

This is to inform you all that the online classes for Class X will commence from 22nd May, 2020 through Microsoft Teams.

Kindly note the following important instructions for the online classes in Microsoft Teams:

- ❖ Microsoft Teams is an Official School Platform for online teaching. Hence it should not be used as Social Media.
- ❖ Students are not allowed to create a Group or Team.
- ❖ The Organiser (Subject Teacher) will schedule the class in the Microsoft Teams calendar and the teacher alone will start the class.
- ❖ Students will be given 5 to 10 minutes to join the class.
- ❖ Students are to mute their microphone and video.
- ❖ Students are to ask doubts and question through chat box only.
- ❖ Students are not to disturb or leave the class in the middle.
- ❖ Students are to complete all the work and assignments given to them.
- ❖ Students are not to remove or mute or unmute other students in the class or group.
- ❖ Students are given 15 minutes of time between two classes. Hence they are to join the next class on time.
- ❖ Students are to refrain from posting unwanted, irrelevant comments and messages in the chat box.
- ❖ Students are to download the E-books or materials as instructed by their teachers.
- ❖ Students are to adhere to all instructions given by the Teachers.
- ❖ Students are to attend all classes with full concentration.
- ❖ All students are to note the day, date, timings and subjects properly. Students are to be regular and attendance is compulsory for these online classes.

