

## Convent of Jesus & Mary, Waverley

Circular No – CJM/ZOOM/2020-21

Saturday, 20<sup>th</sup> June 2020

Dear Parents,

Greetings of the day!

After the announcement of the lockdown as per the Government's Instructions since March 2020, the teachers have been conducting regular classes on Google Meet as well as sending learning materials through various mediums to Students to ensure that the learning of the student continues even in these extraordinary circumstances. Teachers have been using a variety of means to conduct their own assessments from time to time to keep a check on the learning of students.

However, now the time has come to conduct a uniform assessment for our students so that we can gauge the student's progress in the learning and identify her learning needs, so as we can align our resources and focus towards remedials and better learning outcomes. To achieve that, we have launched IGNITOR LEARNING PORTAL for Students through which they will be able to take the Online Assessments shared by the Teachers. We shall also plan and share the UNIT TEST DATES and TIMETABLE for Students SEPARATELY.

The Unit Test will be taken on IGNITOR ONLINE along with the ZOOM SESSIONS. So please Download the ZOOM APP and keep it ready for MOCK TESTS (Starting THURSDAY 25<sup>th</sup> JUNE). The timetable shall be shared separately for these MOCK TESTS as well UNIT TESTS.

For a seamless delivery of the classes, we would like you to make a note of the following details.

### REQUIREMENTS: -

**FOR IGNITOR PORTAL – [http://portal.ignitorlearning.com/users/sign\\_in](http://portal.ignitorlearning.com/users/sign_in)**

- USER ID – will be shared individually
- Password – will be shared INDIVIDUALLY. Student to change password on first login and remember it for future logins.
- USER MANUAL VIDEO – shall be shared by school separately and is also available in the CONTENT TAB of the PORTAL

### **FOR ZOOM SESSIONS**

- Desktop/ Laptop with a webcam/Tablet/iPad/Smartphone
- Headphones/Earphones/Device with a microphone
- Working Internet connection (preferably a Wi-Fi/ 4G Connection)
- Quiet Space for undisturbed taking of tests.
- Sufficient Lighting

### MODE OF LEARNING

- The meeting IDs for the ZOOM is confidential and for safety and security reasons, we would parents to ENSURE that students do not share these id's with anyone else.
- MEETING ID – **will be shared along with timetable separately**
- PASSWORD – **will be shared along with timetable separately**

### TECHNOLOGY DETAILS

- For desktops/ Laptops – download- Zoom from <https://zoom.us/download>
- For Tablets and Mobile phones download Zoom Cloud Meeting from Play store (Android) or Apple Store (iOS)

- Direct joining a meeting – Open Zoom Website – <https://zoom.us/join>

#### **FOR THE STUDENTS: -**

#### **PREPARATION BEFORE THE SESSION: -**

- Download ZOOM as instructed above
- Make sure you have an active internet connection – If not, you may connect with using a hotspot
- Ensure that your Device is connected/Charged
- Since you will be attending the assessments live with your videos on, please dress appropriately.
- Keep a notebook and Stationery handy for taking down notes.
- This is a proctored assessment so please ensure that YOU DO NOT use unfair means of any kind.

#### **START OF THE SESSION: -**

As per the schedule above You have to login and join the sessions at least 5 minutes before the time and wait for your teacher to start the class.

- Click on 'JOIN' (Mobile/Tablet) or 'JOIN A MEETING' (Desktop/Laptop)
- Enter the meeting ID –
- Ensure that your name is there on Zoom. Please log in ONLY with your full name. You must create your own id for these assessments even if you are using a parent or sibling's device.
- The meeting would be automatically locked after 5minutes of start time post which the teacher will allow you if you had joined earlier and got disconnected for some reason.

#### **DURING THE SESSION**

- The audio setting (bottom left corner of the screen) must remain on **MUTE** at the Student's end and 'gallery View' (TOP RIGHT CORNER of SCREEN) must be clicked while the teacher is conducting the session
- You will UNMUTE Yourself only when asked by the Teacher.

**AFTER THE SESSION** - Once the class is over – All Students are requested to click on 'leave Meeting' (Bottom right Corner of Screen)

#### **TROUBLE SHOOTING**

- Since this is the first time for us as well, we need your support to ensure that the classes run smoothly
- In Case of any technical issues, please do contact us and we will try our best to resolve these at the earliest. You may Contact the school at- [cjmwaverleymussoorie@gmail.com](mailto:cjmwaverleymussoorie@gmail.com). Please share Child's name, Registration ID, and Class Section in the subject.
- If you get disconnected from the session for any reason, we request you to wait for a few minutes and join back the meeting using the same id. The teacher will admit you again.

Looking forward to learning online

CJM IT TEAM.