



Guide & Practices to ONLINE Lessons

A. Guide to ONLINE Zoom Lessons

i) Zoom app

- **Download the Zoom app** on your device and **create a zoom account**. *Update* the app.

ii) Zoom names

- Use zoom names that are similar to your **actual names** (or you may not be allowed to enter).

iii) Zoom information for login

- Find the Zoom live meeting information under **E-Learning Lessons**.
- Students will stay in the same live meeting throughout the entire day.
- For CCAs, please also look for the Zoom information in Lessons.

iv) Security

- Do not share the zoom details with anyone. This is to ensure a safe meeting for all

v) Response during lessons

- **Speak up and respond** when your name is called. Priority is not to type in chat, but speak up.

vii) Violation of Privacy

- You are not permitted to record the live meeting or take pictures of the lessons without permission

viii) Camera angle

- Turn on the webcam throughout the lesson and angle it so we can see your **entire** face.

B. ONLINE Learning Etiquette

When speaking to someone and more so when the teachers are teaching, it is respectful to look at the persons who are speaking and pay attention.

In the same way, do accord the same respect in the online classes.

Not turning on the webcams or focusing on the forehead, hair, ceiling or fan is disrespectful. Not participating actively and meaningfully is also disrespectful.

In AISS, the standard is to turn on the webcams, angle the camera to your entire face and participate in the lessons meaningfully. This is according respect to the teachers and classmates.

Do note the points below:

You may be marked absent for online lessons and these could be the reasons why:

- You do not show up for the Zoom Lessons
- Your camera angle does not show your entire face
- Your camera is not turned on
- You are not responding to calls by the teacher
- You are there but do not speak up when called upon.
- Remember that priority is to speak up, not type in the chat.
- This means you are not focused on the lessons and doing something else.
- If you need to move away from the computer, drop the teacher a line.

- You do not produce satisfactory work during the lessons
- You are not following the lessons and do not ask the teacher for pointers.
- You are disruptive during the lessons
- You may also be placed in the Waiting Room and you will have to wait for the next lesson.

We wish all of you happy and safe online learning!

Do contact us immediately if you have any questions or technical difficulties:

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