

**NOTRE DAME OF HOLY CROSS SCHOOL (CBSE),  
Gundukalloor, Udayapatti, Salem.**

**CISCO WEBEX MEETINGS – ONLINE CLASS GUIDELINES**

**IMPORTANT NOTICE TO THE STUDENTS/PARENTS**

**→To be followed While Signing Up:**

1. The Students must use only your **SCHOOL ATTENDANCE REGISTER NAME as FIRST NAME** and your **CLASS** must be given as **LAST NAME (ONLY IN UPPERCASE (CAPITAL/BLOCK LETTERS))** when signing up in WebEx App **(DO NOT USE ANY NICK NAME)**.
2. The Students must set only your **SCHOOL UNIFORM PHOTO** as your Profile **Display Picture (DP) (DO NOT USE ANY OTHER PERSONAL PHOTO)**.
3. The Students can create a separate Email ID for signing up in WebEx App (It is not mandatory to create a new Email ID you can also use the Existing Email ID that you already have).

**→To be followed While Joining the Online Meeting:**

1. The Students are expected to note down the Online Class Schedule given from the School.
2. **The Students have to carefully note down the MEETING ID of every SUBJECT TEACHER and use it for Joining the Session at the scheduled time.**
3. The Online Meeting will be **LOCKED** by the Teacher after **10 minutes** from the start of the Session. The Student cannot Join the Meeting when it is locked. So the Students are expected to Join the Meeting on time.
4. It is compulsory that all the Students must attend all the Subject Meetings without fail **(ATTENDANCE WILL BE TAKEN DURING EVERY SESSION, ATTENDANCE IS COMPULSORY)**.

**→To be followed During Online Meeting:**

1. **THE STUDENTS MUST TURN OFF YOUR AUDIO & VIDEO WHEN JOINING THE MEETING AND THROUGHOUT THE MEETING. YOU CAN TURN ON ONLY WHEN THE TEACHER GIVES PERMISSION. (The Audio & Video must be in MUTE ALWAYS; you can Unmute only if the Teacher asks you to Unmute)**
2. The Students must be very **attentive** during every Subject's Session.
3. The Students must **Take Notes** in their **Class Work Note (The Notes will be checked by the Teachers now and then)**.
4. The Students have to **Submit** the **Class Work Note** when the School Reopens.
5. The Students must use the **Text Books** for reference.
6. The Students **must not disturb** the Online Session by any means.

**(STRICT ACTION WILL BE TAKEN IF ANY STUDENT FAILS TO FOLLOW THE GUIDELINES)**