



VINAYAKA MISSION'S
RESEARCH FOUNDATION
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AVMC
AARUPADAI VEEDU MEDICAL COLLEGE

SOP for online classes for students

Getting started

1. Please download the zoom client app from Google Play store in your Android phone, iPhone, iPad, Android pad, laptop or desktop.
2. Once you download the app, sign in using your Google account.
3. Go to the Settings - profile page and set up your profile. Use your official name. Set a profile picture. This is essential to mark your attendance in the class.
4. In the homepage, go to the join the meeting icon, choose your meeting as per the schedule provided. You need to enter the meeting ID and password to join the meeting. This information is available in the invite sent to you. Or simply join the meeting by clicking the link provided in the official class WhatsApp group.
5. Viola! You are now part of the online class.

ABC of online classroom etiquette

When switching to online classes, you have many adjustments to make—including learning how to navigate a virtual classroom. Following these etiquettes called netiquette can help you to adapt smoothly and avoid embarrassment or misunderstandings. The alphabetical guide below should assist you to become successful virtual classroom students and help you during these difficult times.

A is for Avoid Acronyms

Though you may be comfortable with using and reading common acronyms such as LOL (laugh out loud) and TTYL (talk to you later), not all users are as familiar with these abbreviations. Spelling things out will help to avoid confusion and misunderstandings with your teacher and classmates.

B is for Brevity

While participating in online discussions, keep your answers short and on-topic. Students can also note their opinions and answers by using the status indicators found in the zoom app. Clicking the “thumbs up” button can get a point across just as well as typing a message in the chat box.

C is for Courtesy

Courtesy goes a long way in any setting, including virtual classrooms. Your good manners should carry over to online meetings, too.

- Students should use their real names.
- Make sure you know how to raise their “virtual hands” and wait to be recognized when responding to a question or comment.
- Please to address the teacher and other virtual school students in a respectful manner, even when disagreeing.
- Avoid using all uppercase letters; this is often considered the equivalent of shouting.

D is for Ditching Distractions

Before a virtual classroom session begins, make sure you eliminate environmental distractions that may divert your attention away from learning.

- Clear the room of playful pets or noisy siblings.
- Minimize background noise by turning off the TV and radio.
- Turn off cell phones. (No multitasking during class!)
- Please mute your microphones unless you are speaking.

E is for Early

It’s important that virtual students be prepared before class. Please download the necessary software and connect and devices like microphones or laptops before the lesson begins. Students should also exit other applications on their computers prior to launching the classroom software.

F is for Focus ... and Friendships

Please remember the teacher and your classmates will be able to see you. So pay close attention and:

- Focus on the classroom conversation and activities.
- Take notes on the information presented.
- Ask relevant questions to clarify the material covered or assignments given.
- Not join sideline chats with classmates when the teacher is speaking.

G is for Good Intentions

Please read and interpret virtual classroom messages with the assumption that teachers and classmates have good intentions.

- Without seeing your facial expressions, other people may not know when you are kidding or being sarcastic.

Reread your own messages for friendliness and respect before sending.

- A short or abrupt answer from a classmate (or teacher) probably doesn’t mean anger—the other person might just be busy.

H is for Headset

Opt for a quality headset to avoid the background noise. Avoid using your keyboard; pick up your notebook and pen to take notes instead.

J is for Junk Food – NO! NO!

Try to eat a snack before your virtual class and avoid eating while discussing the class.

K is for Keeping Clean

Adjust your work setup so that you face a window or are exposed to plenty of light. And make sure your background is professional and work appropriate! This means:

- No beds (unmade or made) in the background.
- No messy rooms or open closets where everyone can see your clutter.
- Wear clean clothes and dress up neat.

L is for Loud – NO! NO!

Mute your microphone when you're not talking. There's nothing more frustrating than hearing that alien echo noise from conflicting microphones. Save everyone from the ear-splitting madness by joining the meeting while on mute!

S is for Speaking Up

Speak up! Don't be afraid to project your voice. Your classmates will appreciate being able to hear you without having to strain their ears or turn their volume all the way up.

These tips and tricks will help you to sail thru the digital classroom. Happy Learning.