

## Notre Dame Holy Cross High School, Moharpara

Ref/ No/ NDHCHSM/ONLINE/SCHOOL/001

23/04/2021

Information and Instructions for Online class.

Dear Parents/Guardians/ Students please go through the instruction given below for hassle free online classes. The points noted will guide you and clear your doubts regarding the online class process.

General Instructions:

1. New online/offline class has been arranged for different classes. The details will be intimated to you soon through the respective class whatsapp group.
2. Online class will be held through the official school app portal.
3. Instructions as to how to use the app and enjoy the app benefit will be released soon in various documents and the same can be watched in our school YouTube Channel.
4. Online class will be held from Monday to Saturday except on holidays.
5. The respective subject teacher will upload the recorded class which can be avail in the app under the icon Online class.
6. The subject teacher will also inform the respective class if he/she will conduct an online class beforehand through whatsapp.
7. Students can join the online class through the school app by clicking on the Icon **Online class**. After clicking on the icon **Online class** , please click on the **LIVE** icon to attend any ongoing Live Online class for your class.
8. Interactive Online class will be from 09:00am to 12:00pm. The recorded class can be watch anytime once it is uploaded by the teacher.
9. The User ID for the students is the admission number. Password will be the Date of Birth of the respective student. In case, any students forget their admission number the information is given on the report card, please check the details from it.
10. New arrangement, change of timetable, mode of examination, if any, will be inform to you in due course of time.
11. The subject notes will be made available to you in the school office, you may come and collect the same.

Principal