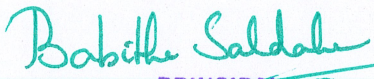


18/09/2024

MOUNT CARMEL PU COLLEGE BANGALORE

Checklist for Microsoft Teams Online Classes

1. While preparing Calendar, Lecturers **cannot create their own Channel in Add Channel** instead they should choose which is already available in teams and created by the college (Eg. Choose their respective class like 2 MEBA and click on **General** below).
2. Safety Settings – After logging in ensure the following very important setting,
 - i. **Before join meeting**, in the Calendar setting, in that respective class, **click on options** there will be a window with option, who can Present – **Click ON ONLY ORGANIZER & CO-ORGANIZER**. (This feature is a safety measure necessary to prevent the students from controlling your session or to stop students from muting your microphone, recording or sharing your presentation).
 - ii. Enabling the Camera app avoids the mirror image visibility,
 - Step 1 – Switch off the camera on the Teams window.
 - Step 2 – In the search bar near start - type Camera – enable the Camera App.
 - Step 3 – From Teams window Choose sharing option and select window screen.
3. Kindly click on **Mute All**, in the participant's window, so that students' voices are not disturbing the class in progress.
4. Instruct students to keep their video and mute their microphone during class and use **Raise Hand** feature for any doubts.
5. **Download attendance on the system – 15 mins. before the end of the class.** (Students need not know when it is downloaded – see that the share screen is off)
6. Ensure the students have left the meeting before clicking on End Meeting/Hang up.
7. Kindly ensure that you have logged out by clicking **Sign out**.
8. Shut down in the computer only.
9. **Do not OFF the switch in the plug point** as UPS is connected to the system.
10. Point 8 & 9 for those who use the college facilities for Online Classes.


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