



**ST MICHAEL'S SCHOOL**  
CBSE AFFILIATION NO: 130176

## PARENT AND STUDENT ONLINE LEARNING GUIDE

Dear Parent, we hope you are safe and coping well with the unprecedented situation we are all in. It is our constant endeavour to ensure that learning does not stop for our children irrespective of the situation we are in.

To this end, the school has adopted world class digital teaching tools like Google Classroom and Google Meet to start the academic session 1920-21 on Monday, the 8<sup>th</sup> of June for Grades IV to X.

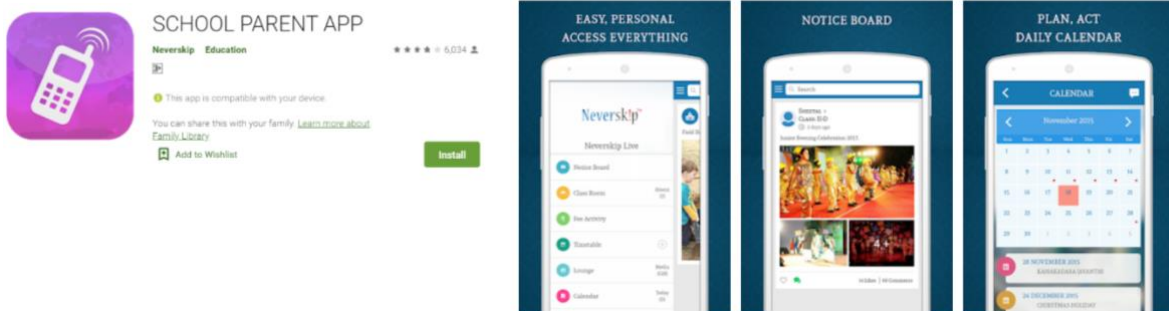
Teachers have worked tirelessly over the last few weeks upgrading their technical skills and getting familiar with the new technologies we have introduced into the schools teaching methodology so that your children can be provided a safe and engaging learning environment within your home. You are requested to be patient in the initial few weeks as teachers become more and more comfortable and we fine-tune our technology platform.

As some of you may have realised, we have been running test classes since the last few days and happy to see some of your children joining these sessions. The academic session starts on 8<sup>th</sup> of June 2020. You will receive the **Time-Table** for On-line classes shortly for your child.

Please write to us in case you have any suggestions or queries at: [stmichaelsalwal@gmail.com](mailto:stmichaelsalwal@gmail.com)

As a parent, you are an equal partner in this initiative to make sure your child has access to on-line classes from the 8<sup>th</sup> of June 2020. Please follow these steps without fail to ensure the same:

### STEP 1: ENSURE THAT YOU ARE REGISTERED ON THE ST MICHAEL'S SCHOOL PARENT APP



ST MICHAELS SCHOOL is providing an exclusive app called the **SCHOOL PARENT APP**. Make sure you use the same mobile number on which you receive SMSs from school to register. All information will be provided via the app and web portal only.

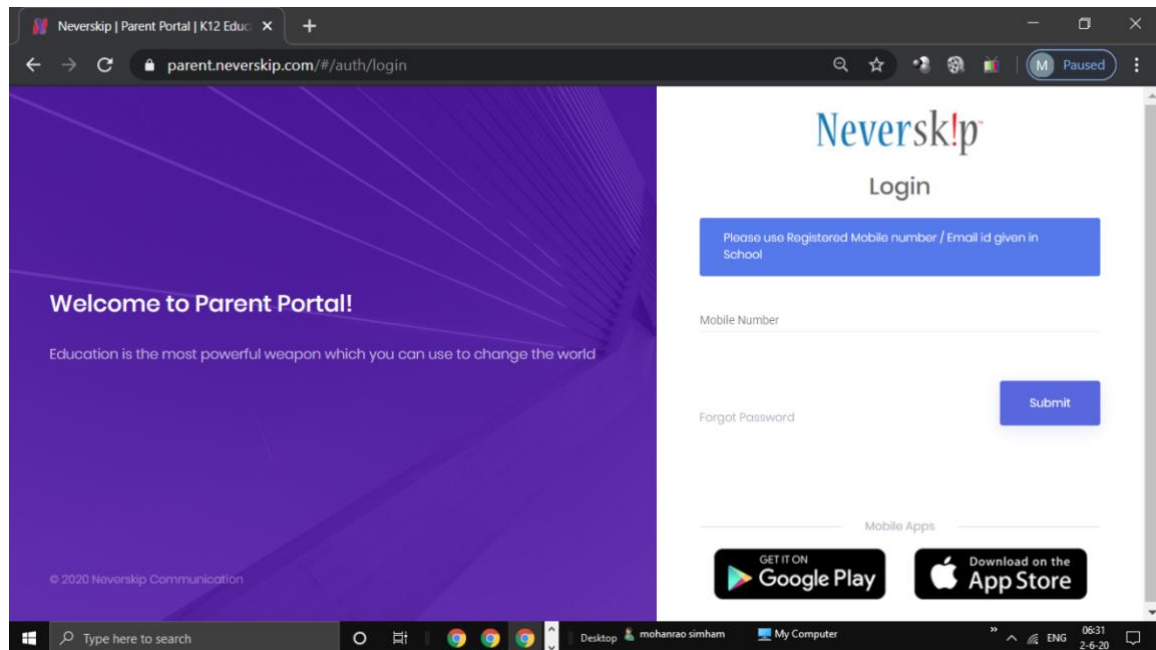
- a. If you have already installed the **SCHOOL PARENT APP** and are using the app, please log in on your mobile phone to ensure you are able to log in.
- b. If you have **NOT** downloaded the app as yet, it is very important to do so immediately so that you do not miss out on any important communication with regards to your child's education.
  - a. Download from Google Play Store [Android]: <https://goo.gl/LZS7mA>
  - b. Download from iOS App Store [Apple Phones]: <https://goo.gl/bznjt9>
- c. **On line classes Information can only also be accessed thru a web portal:**  
<https://parent.neverskip.com>
- d. Your registered phone number on the app and password you have set can be used to log into the portal.

Parents to note that all access to on-line education platforms will be enabled through SCHOOL PARENT APP and Web Portal ONLY. It is very important you ensure you have access to the SCHOOL PARENT APP and **Web Portal**.

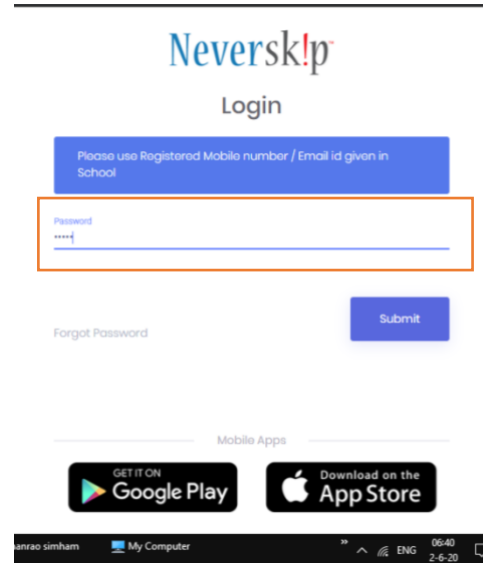
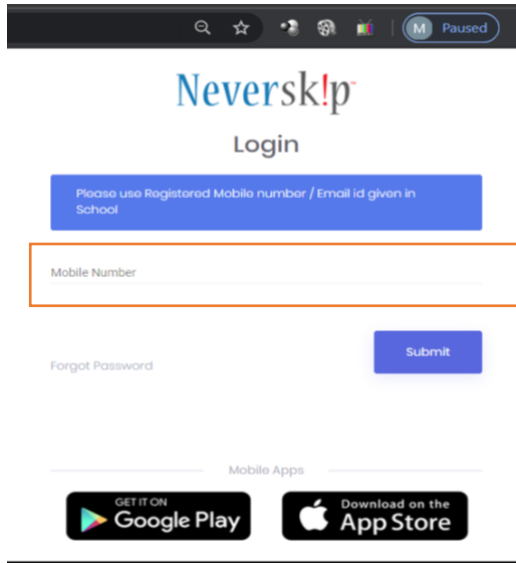
## **STEP 2: LOG INTO YOUR GMAIL ACCOUNT FROM CHROME BROWSER**

## **STEP 3: LOGGING INTO THE ST MICHAEL'S SCHOOL PARENT APP PORTAL TO ACCESS ON-LINE CLASSES**

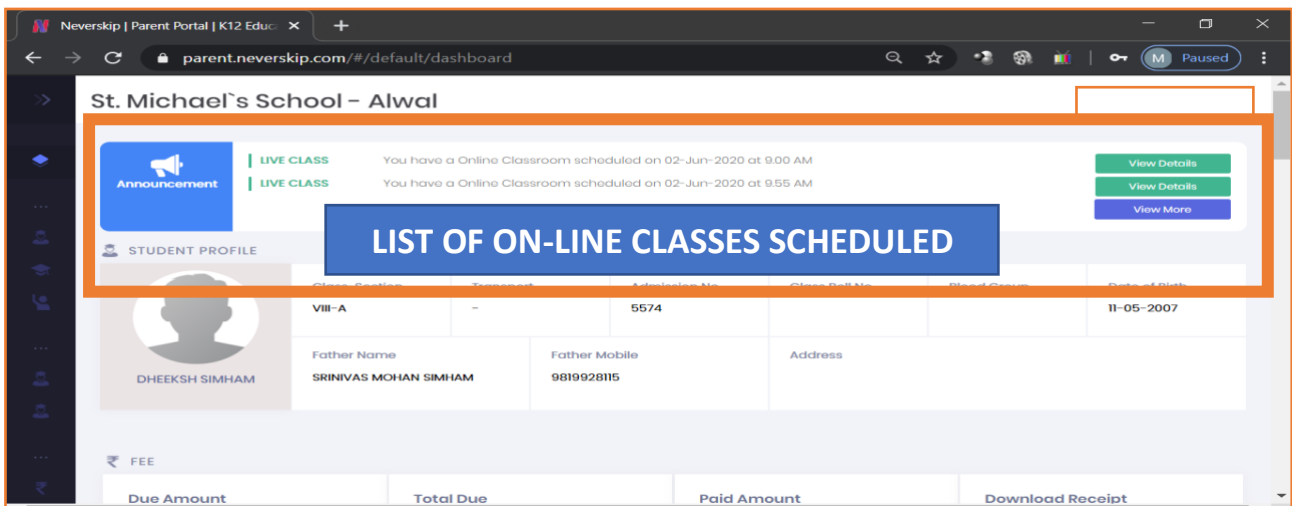
- a. Open Chrome Browser
- b. Type:parent.neverskip.com



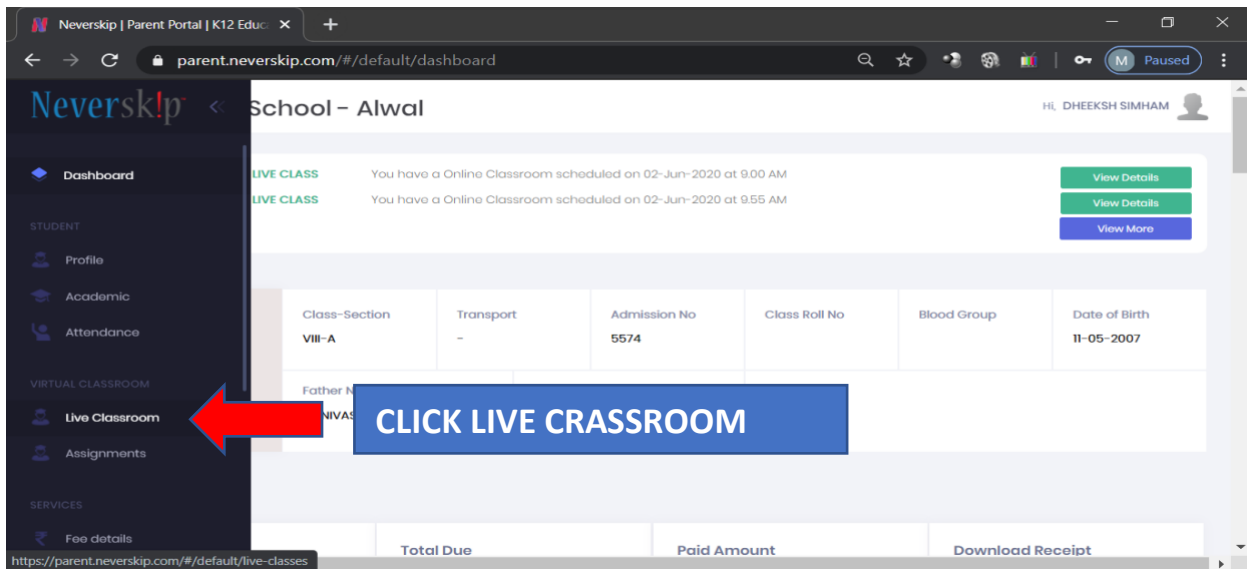
- c. Logging in: Enter your registered number with school you have used on the Parent APP and the password you have created to enter the ST MICHAELS SCHOOL PARENT PORTAL



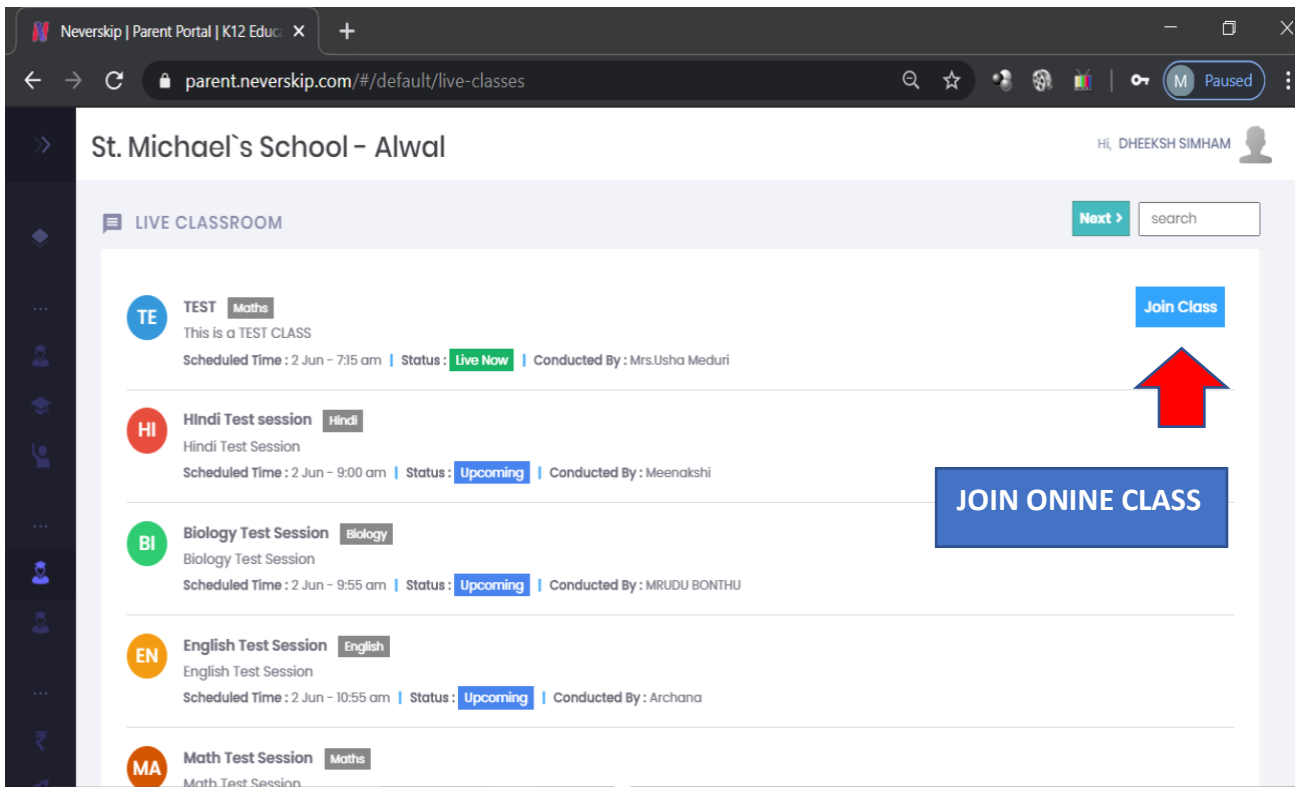
**STEP 4: ST MICHAELS SCHOOL PARENT PORTAL HOME SCREEN VIEW;  
SEE ON-LINE CLASSES SCHEDULED**



**STEP 5: ENTER ON-LINE CLASSES MODULE**



## STEP 5: JOIN ON-LINE CLASS



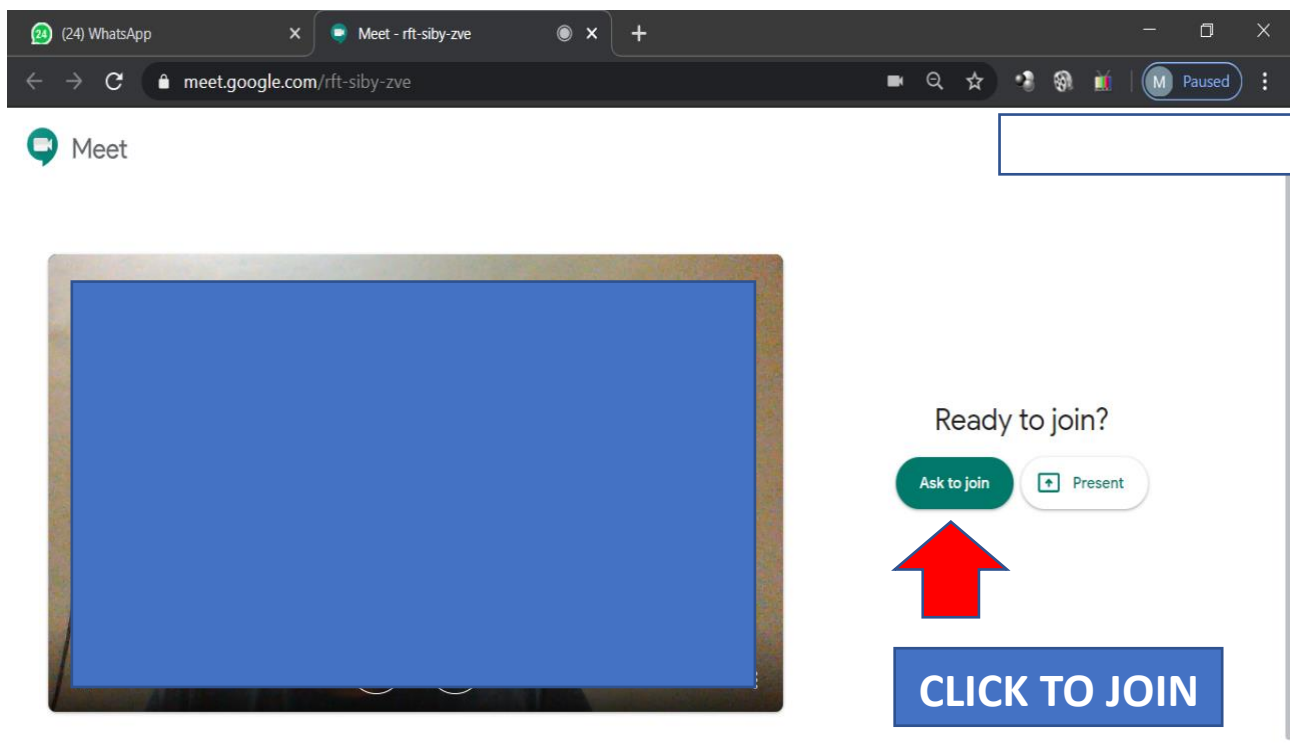
The screenshot shows a web browser window with the URL `parent.neverskip.com/#/default/live-classes`. The page header displays "St. Michael's School - Alwal" and the user name "Hi, DHEEKSH SIMHAM". The main content area is titled "LIVE CLASSROOM" and contains a list of classes:

- TEST Maths**: This is a TEST CLASS. Scheduled Time: 2 Jun - 7:35 am. Status: **Live Now**. Conducted By: Mrs.Usha Meduri. A blue "Join Class" button is visible to the right of this entry.
- Hindi Test session Hindi**: Hindi Test Session. Scheduled Time: 2 Jun - 9:00 am. Status: **Upcoming**. Conducted By: Meenakshi.
- Biology Test Session Biology**: Biology Test Session. Scheduled Time: 2 Jun - 9:55 am. Status: **Upcoming**. Conducted By: MRUDU BONTHU.
- English Test Session English**: English Test Session. Scheduled Time: 2 Jun - 10:55 am. Status: **Upcoming**. Conducted By: Archana.
- Math Test Session Maths**: Math Test Session.

A red arrow points to the "Join Class" button for the first class. A blue box with the text "JOIN ONLINE CLASS" is overlaid on the right side of the page.

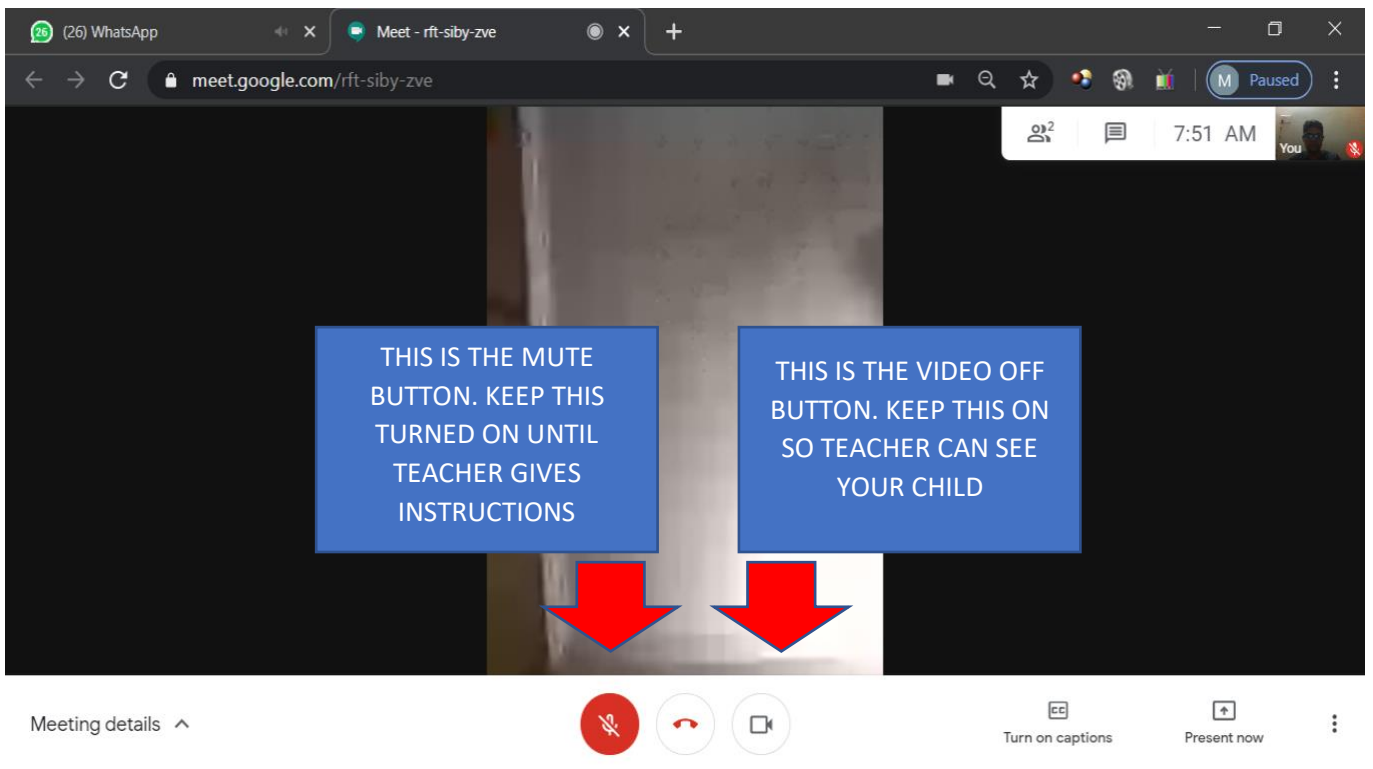
## STEP 6: USING GOOGLE MEET FOR ON-LINE CLASSES

### A. CLICK TO JOIN:

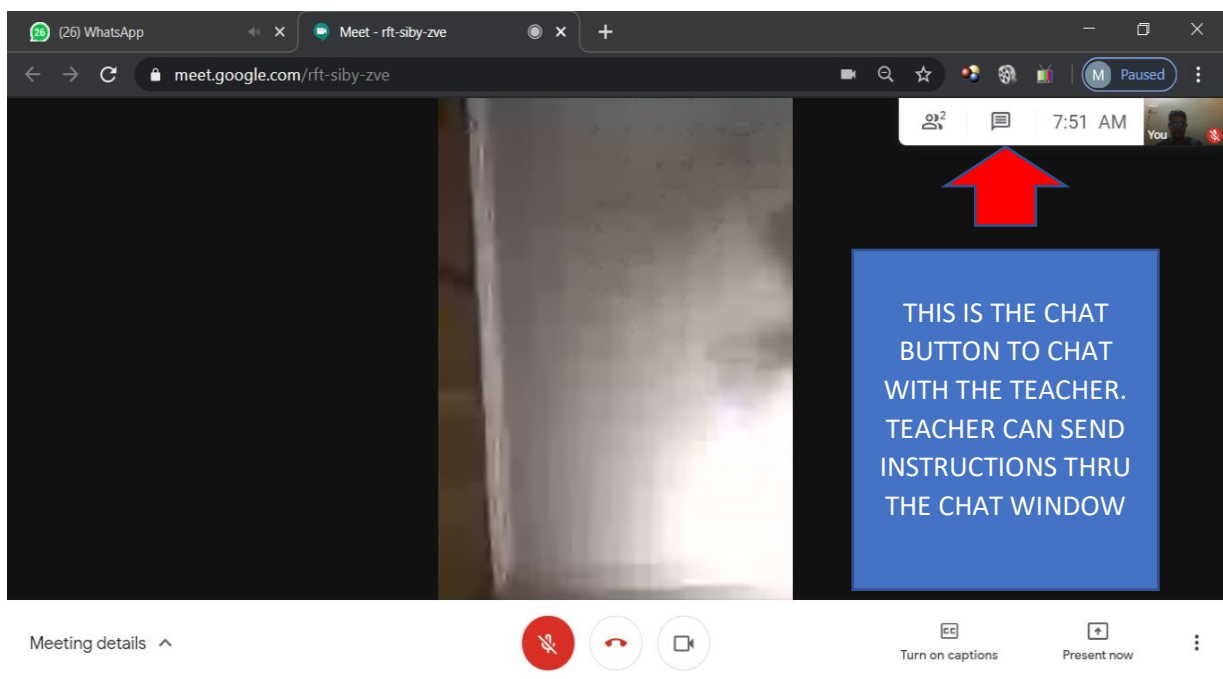


The screenshot shows a web browser window with the URL `meet.google.com/rft-siby-zve`. The page displays the Google Meet interface with a large blue video placeholder on the left. On the right, the text "Ready to join?" is displayed above two buttons: "Ask to join" (highlighted with a red arrow) and "Present". A blue box with the text "CLICK TO JOIN" is overlaid at the bottom right of the page.

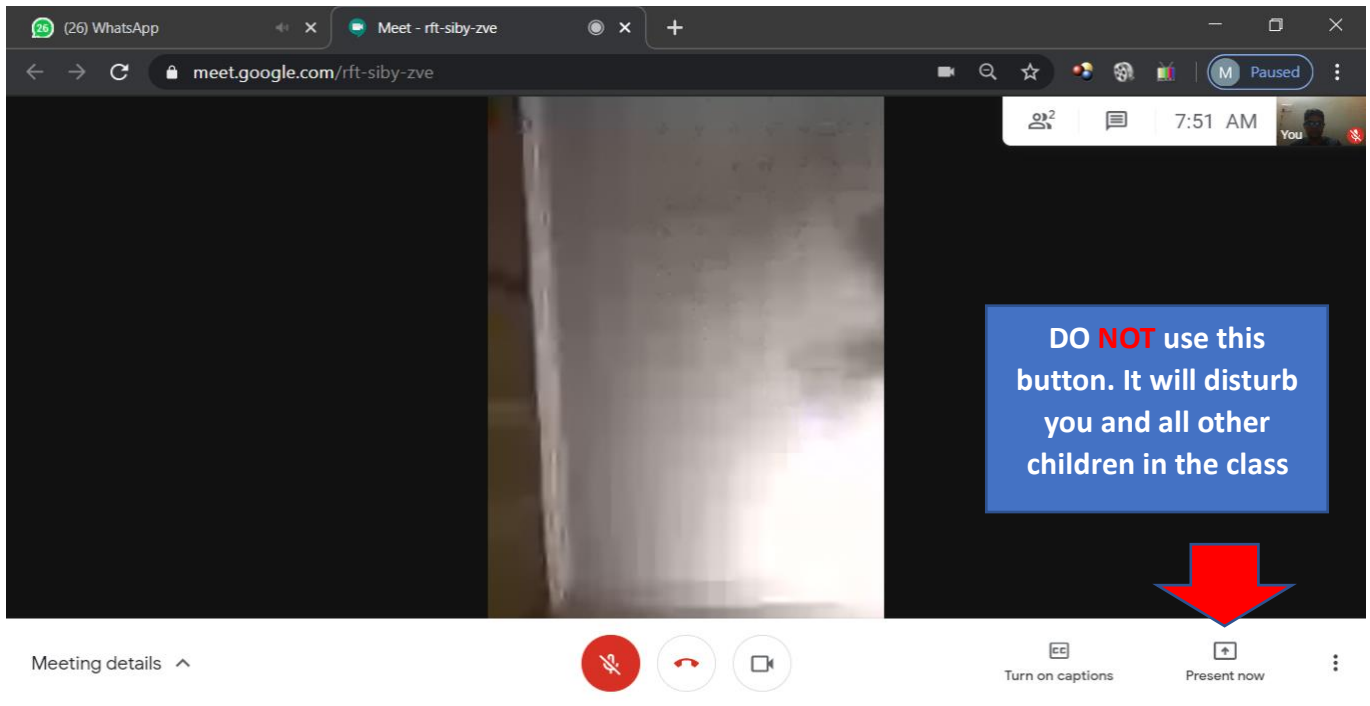
## B. MUTE AND VIDEO CONTROLS



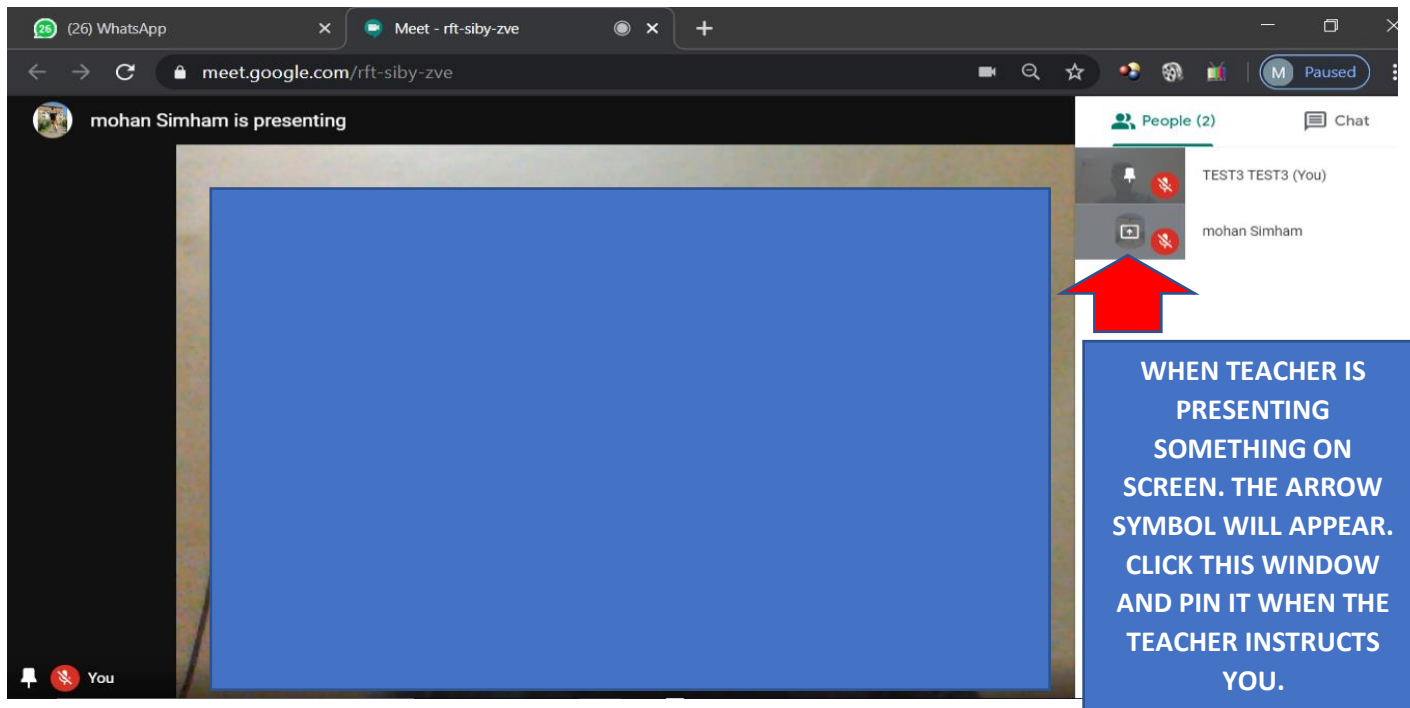
## C. CHAT BUTTON



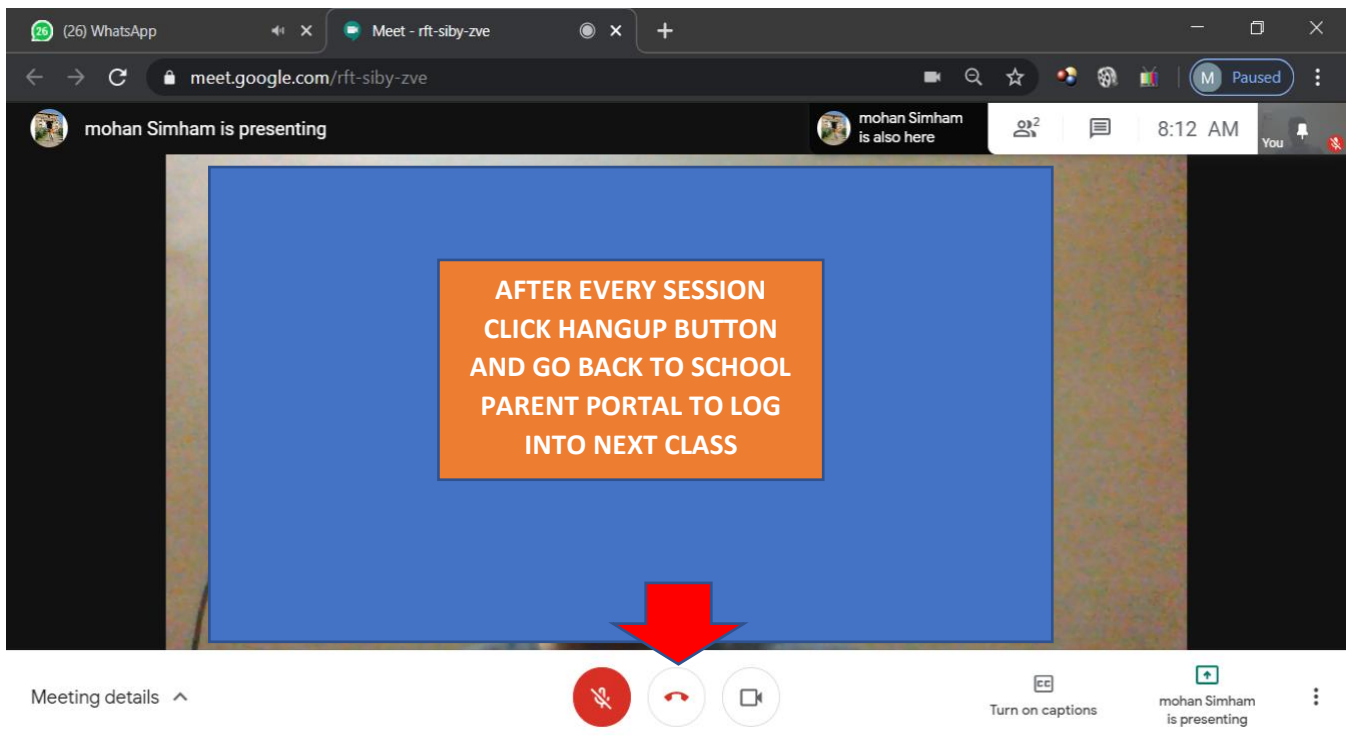
#### D. THE PRESENT NOW BUTTON IS **NOT** FOR STUDENTS



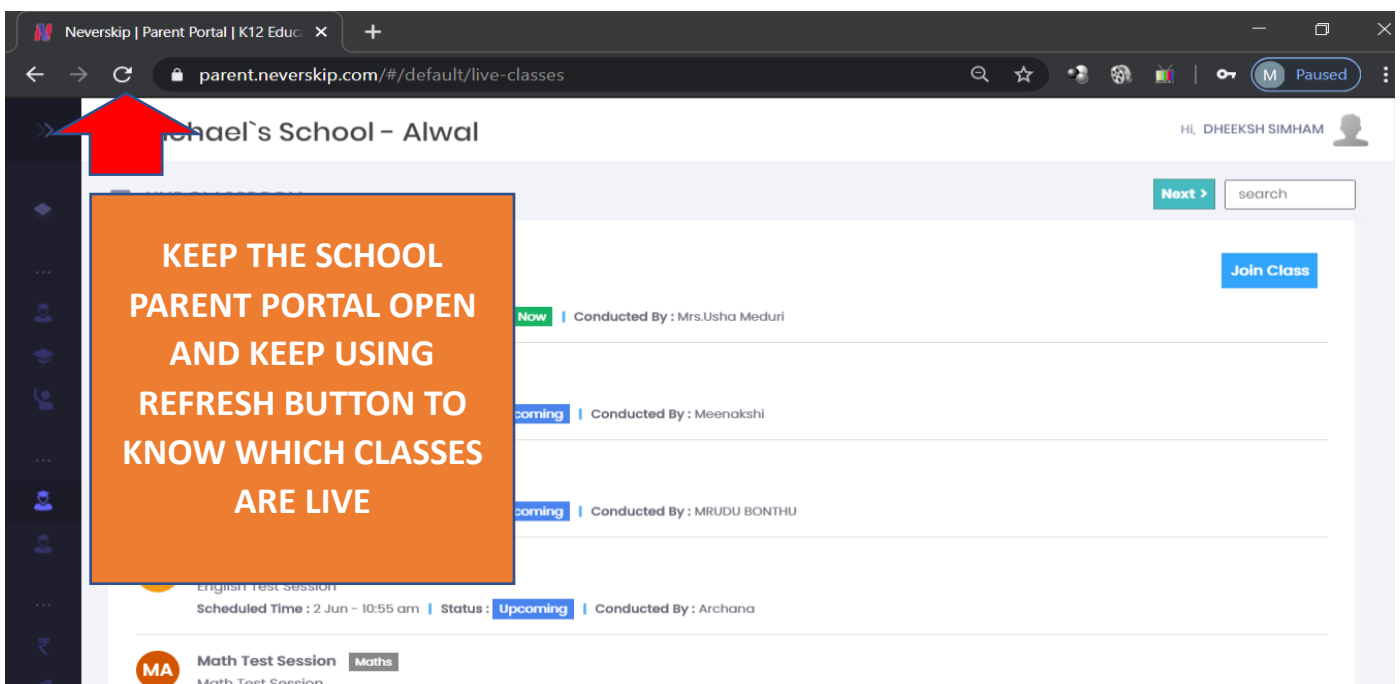
#### E. SEEING WHAT TEACHER IS PRESENTING



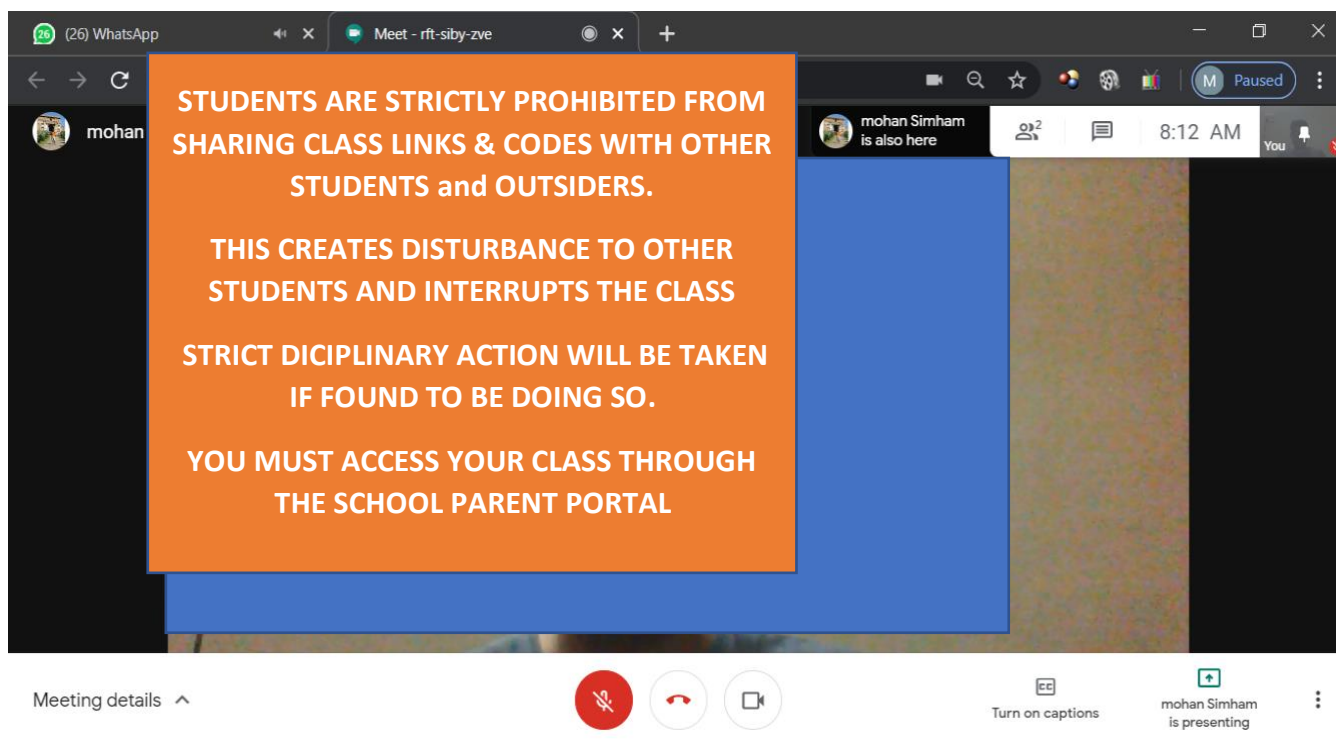
**F. HANGING UP AFTER THE SESSION. YOU HAVE TO START EACH SESSION FROM SCHOOL PARENT PORTAL. SAME SESSION WILL NOT WORK FOR ALL CLASSES**



**G. REFRESHING SCHOOL PARENT PORTAL**



## H. STRICTLY PROHIBITED



The image shows a screenshot of a Zoom meeting interface. A large orange text box is overlaid on the left side of the screen, containing the following text:

**STUDENTS ARE STRICTLY PROHIBITED FROM SHARING CLASS LINKS & CODES WITH OTHER STUDENTS and OUTSIDERS.**

**THIS CREATES DISTURBANCE TO OTHER STUDENTS AND INTERRUPTS THE CLASS**

**STRICT DISCIPLINARY ACTION WILL BE TAKEN IF FOUND TO BE DOING SO.**

**YOU MUST ACCESS YOUR CLASS THROUGH THE SCHOOL PARENT PORTAL**

The background shows a Zoom meeting window with a blue header bar. The header bar includes the meeting name "Meet - rft-siby-zve", a "Paused" button, and a list of participants including "mohan Simham is also here". The bottom of the screen shows the Zoom control bar with icons for mute, video, and chat, along with the text "Meeting details ^", "Turn on captions", and "mohan Simham is presenting".

## I. An earnest appeal for Fee Payment

The school also earnestly appeals to all our parents to complete payments of school fee for academic year 2019 -2020 and 2020-21 on time as it will help us to pay salaries to teachers and ensure continuity of resources and operations for the benefit of our students. Fee payment can be made online using the school parent App, Credit card, Debit card, cash and Net banking.

