VIDURA COLLEGE – Cololmbo

NURSERY SECTION

Dear Parent,

INSTRUCTIONS FOR PARENTS REGARDING ZOOM LESSONS

We are pleased to inform you that the teachers of Vidura Nursery will be conducting revision lessons on Zoom from Monday, 16th November 2020.

- The Zoom timetable, Meeting ID, related links and passwords are posted on the school website as well as in the Google Drive folder of the Nursery. Parents should check and note the information.
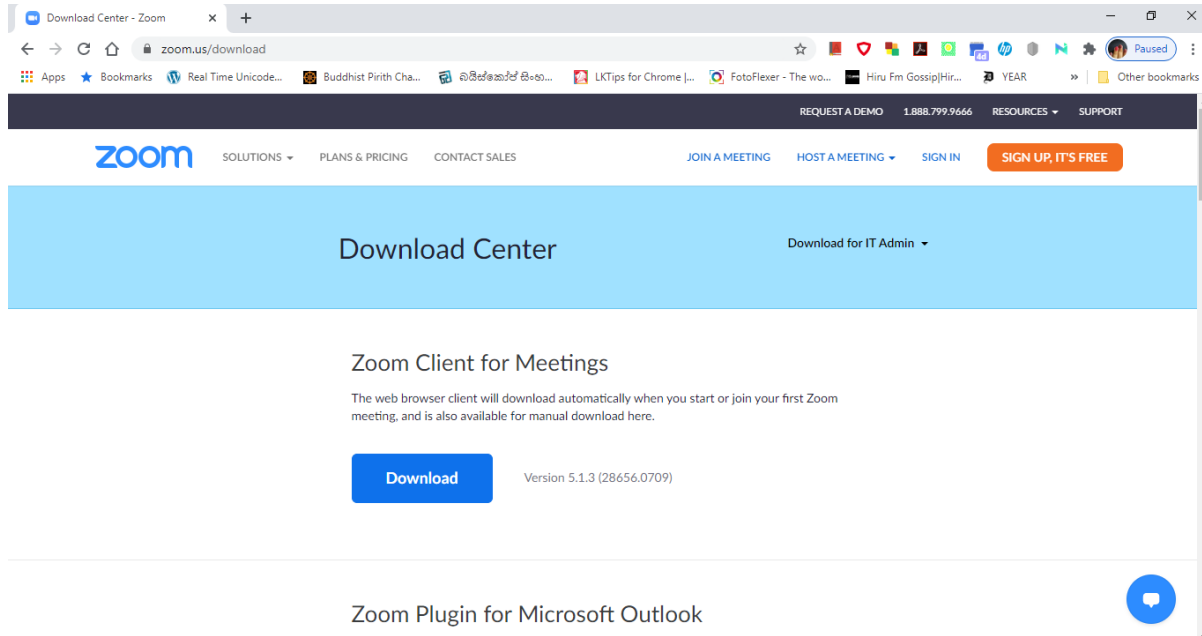
Special Instructions:

1. Provide a Laptop or any other device with an active Zoom App to your child to take part in the lessons.
2. How to download and install the Zoom App.
   a. Go to https://zoom.us/download and click on the download
      Button under Zoom client for meetings.
   b. This application will automatically download when you start your first Zoom class.
3. **The student should log in with his correct name.**
4. The student should be ready with all relevant books, PWB (Personal White Board), pencils, erasers and colour pencils.
5. **The child should login 10 minutes before the time given for the lesson.**
6. **The following steps may guide you correctly on how the student can be connected into zoom classes.**

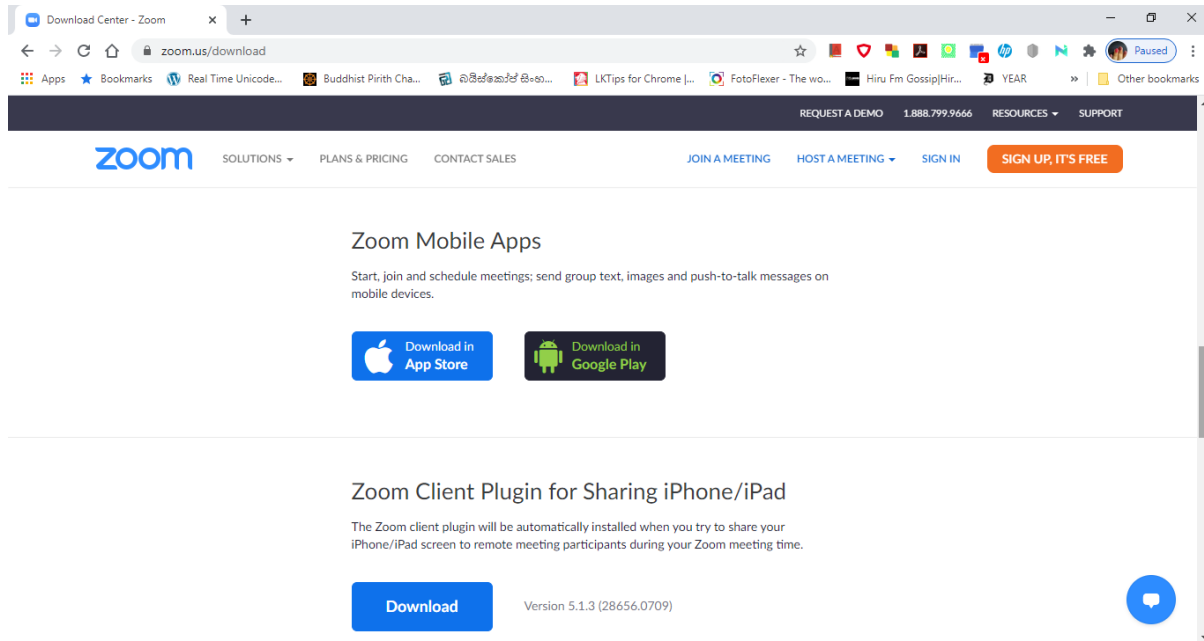## How to Download and Install Zoom?

STEP 1 -

- *Please go to the link below and download the Zoom application to your computer or laptop. (Zoom Client for Meetings)*
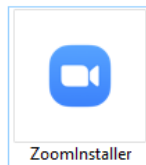
https://zoom.us/download

- *Please go to the same page, Google Play or App Store to download the Zoom application to your Mobile Device. It will automatically install the application after downloading it.*
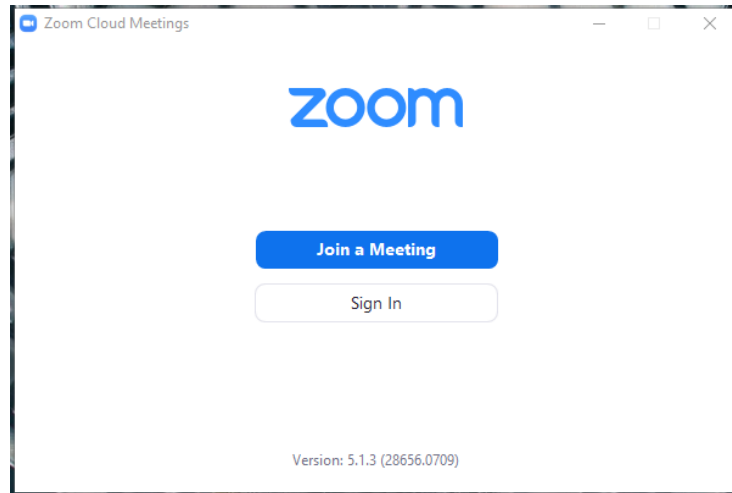
STEP 2 - *When it is downloaded to your computer or laptop, double click on the "Zoom Installer" icon and install it.*

ZoomInstaller

How to Join a Zoom lesson?

STEP 1 - *Run the application by double clicking the Zoom icon on desktop and Click on "Join a Meeting" button.*

STEP 2 - *Type your child's name, class and branch in "Your Name" box as shown below using the given format.*
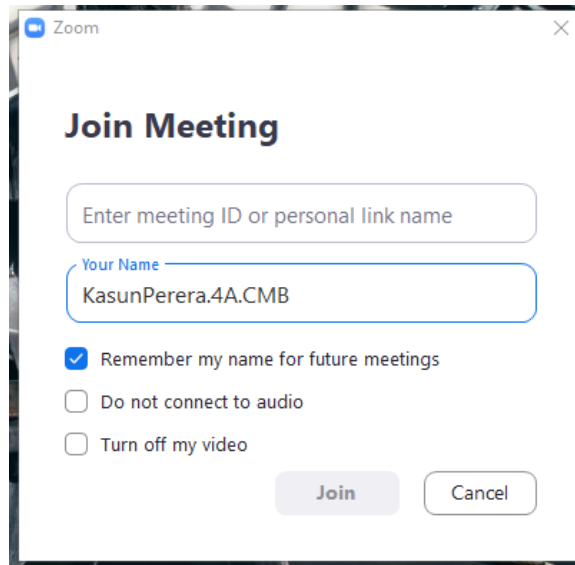
E.g.:

- If your child's name is Kasun Perera and if he is in Play Group A class in Colombo Branch, you must type the name as follows.

  KasunPerera.PGA.CMB

- If your child's name is Mihiri Herath and if she is in Reception B class in Maharagama Branch, you must type the name as follows.

  MihiriHerath.RCB.MHG

Example

STEP 3 - *You will get the meeting ID and Password on a day prior to the lesson.*
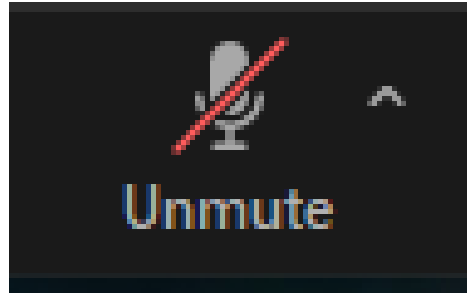 *Enter the Meeting ID (Most probably it will be a 10 digit number)*

STEP 4 - *Then click on "Join Meeting" button*

STEP 5 - *Then enter the password in the "Password" box and click "OK". Passwords are*
case sensitive. Therefore please make sure to type the password as it is.

STEP 6 - *Wait till the teacher lets you in and join the lesson on Zoom.*

IMPORTANT

Students are requested to keep their videos on, but make sure to keep your microphone *Silent* (*Mute*) throughout the lesson. If you can see the microphone icon as below picture that means "it is silent".

If the teacher wants the child to speak, you may "Unmute" the microphone when requested by the teacher. And also teachers will give a few minutes at the end of the lesson if children want to ask any question from the teacher or need any clarification.

Parents' kind support in this regard is highly appreciated.

Somabandhu Kodikara
Principal (Primary)