



EVANS SCHOOL OF EXCELLENCE (CBSE)

(Affiliated to Central Board of Secondary Education – New Delhi)

Affiliation Number: 1931094

Guidelines to the participant for online training session

- ❖ On receipt of invitation link for online session, please note username and password.
- ❖ Don't share invite link with others.
- ❖ Please keep logged in with the same password and ID, you had scheduled for the session (on computer system/smart phone), and then join online session by clicking the INVITATION LINK.
- ❖ Please join the session by clicking Join Meeting/Join Now button.
- ❖ Ensure your Microphone is muted and Camera is in OFF condition before joining the online session.



MICROPHONE MUTED



CAMERA OFF

- ❖ Check your earphone/headphone is connected and working properly otherwise you will not be able to hear the instruction of resource person properly.
- ❖ Please make sure your microphone is muted during the session and follow the instructions given by the Resource Person.
- ❖ Please make use of CHAT BOX to raise any questions or reply to any query made by the Resource Person.



Chat Box

- ❖ PLEASE ENSURE SCREEN OF THE RESOURCE PERSON IS ALWAYS PINNED. TAKE YOUR CURSOR TO SCREEN OF THE RESOURCE PERSON, CLICK ON THE PIN BUTTON.



- ❖ In case you are struggling in viewing the screen properly or facing any difficulty, please leave session and join again, by clicking Join Meeting/Join now.
- ❖ All participants are requested to fill the attendance cum feedback form before leaving the session. Link of the same will be shared in chat box during the live session
- ❖ Participants have to attend entire session to be eligible for e-Certificate.

Late joining and early leaving shall be considered absent